

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

May 16, 2024 | 7:00 p.m.  
Northbrook Public Library | Civic Room

<https://youtube.com/live/EJSvcx5iB3E?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 Election of Officers
  - 3.1 Presentation of Slate of Officers- Jay Glaubinger, Nominating Committee
- 4 Consent Agenda – Mr. Jay Glaubinger
  - 4.1 Approval of the Agenda
  - 4.2 Approve Regular Session Minutes – April 18, 2024
  - 4.3 Approve Executive Session Minutes – April 18, 2024
  - 4.4 Approve Special Session Minutes – May 7, 2024
  - 4.5 Approve Cash Balances & Income Statement April 2024
  - 4.6 Approve Bills and Charges from April 2024 in the amount of \$3,232,285.53
  - 4.7 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)
  - 4.8 Approve Tax Levy Letter to Village
- 5 Public Comments
- 6 Staff Reports – Ms. Kate Hall
  - 6.1 Introduction- Becky Moore, Human Resources Director
  - 6.2 Summer Reading Presentation- Susan Wolf
- 7 Board Member Reports
- 8 Unfinished Business
  - 8.1 Discussion of Glenview Library Visit
  - 8.2 Strategic Plan Implementation
  - 8.3 Finalize Executive Director Goals for FY25
- 9 New Business
  - 9.1 4<sup>th</sup> of July Parade Plans
- 10 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.
- 11 Agenda Building
- 12 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  
4/30/24 - prior to audit adjustments**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	12,202,486.23	42,904.64	3,174,533.80	9,070,857.07
	Restricted	289,581.06	5,354.14	2,968.30	291,966.90
	IMRF	983,336.30	1,289.69	28,293.66	956,332.33
	Fica	199,950.96	876.99	26,489.77	174,338.18
	<b>Total Operating</b>	<u>\$13,675,354.55</u>	<u>\$ 50,425.46</u>	<u>\$3,232,285.53</u>	<u>\$10,493,494.48</u>
<b>Capital Improvement</b>		\$ 4,480,690.04	\$2,428,811.40		\$ 6,909,501.44
<b>Debt Service</b>		\$ 2,813.40			\$ 2,813.40

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(146,094.98)	8,455.44	2,813.40
PayPal	1,736.74	-	-
FBofHP	240,331.88	-	-
Fifth Third - Checking/Money Market	10,393,666.95	6,900,489.40	-
US Bancorp	3,161.67	556.60	-
INB	217.22		
Petty Cash	475.00	-	-
<b>Total</b>	<u>\$ 10,493,494.48</u>	<u>\$6,909,501.44</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

4/30/24 - prior to audit adjustment

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$22,864.27	\$24,646.82	\$7,518,447.21	\$8,010,866.49	\$7,959,560.00	100.64%
Replacement Tax	\$87,979.41	\$0.00	\$459,160.14	\$332,001.14	\$150,000.00	221.33%
Impact Fees	\$0.00	\$0.00	\$5,525.32	\$4,294.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,801.92	\$5,237.36	\$38,694.95	\$43,924.36	\$35,000.00	125.50%
Interest Income	\$2,904.34	\$5,838.88	\$29,425.64	\$61,656.56	\$20,000.00	308.28%
Other Income	\$566.29	\$3,310.83	\$28,059.00	\$24,202.23	\$100,000.00	24.20%
<b>Total Undesignated Revenue</b>	<b>\$117,116.23</b>	<b>\$39,033.89</b>	<b>\$8,079,312.26</b>	<b>\$8,476,944.78</b>	<b>\$8,264,560.00</b>	<b>102.57%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	(\$330,097.40)	\$4,293.85	\$97,127.64	\$582,620.29	\$400,000.00	145.66%
Designated Interest Income	\$1,209.39	\$1,060.29	\$3,904.77	\$10,055.17	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>(\$328,888.01)</b>	<b>\$5,354.14</b>	<b>\$101,032.41</b>	<b>\$592,675.46</b>	<b>\$400,000.00</b>	<b>148.17%</b>
<b>Total Revenues</b>	<b>(\$211,771.78)</b>	<b>\$44,388.03</b>	<b>\$8,180,344.67</b>	<b>\$9,069,620.24</b>	<b>\$8,664,560.00</b>	<b>104.67%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$74,594.81	\$85,986.63	\$779,686.04	\$776,009.92		
Audio Visual	\$3,242.48	\$3,752.23	\$48,723.07	\$46,964.58		
Videos/DVDs	\$3,395.13	\$5,223.64	\$57,584.00	\$53,449.83		
Programs	\$6,979.80	\$3,025.68	\$71,125.06	\$87,402.93	\$103,150.00	84.73%
OCLC	\$3,201.32	\$2,940.37	\$26,683.22	\$26,501.76	\$29,000.00	91.39%
CCS Shared Costs	\$6,508.58	\$6,225.36	\$78,410.27	\$75,471.46	\$76,000.00	99.30%
<b>Total Materials &amp; Services</b>	<b>\$97,922.12</b>	<b>\$107,153.91</b>	<b>\$1,062,211.66</b>	<b>\$1,065,800.48</b>	<b>\$1,152,150.00</b>	<b>92.51%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$339,455.34	\$341,644.60	\$3,920,269.80	\$4,155,233.86	\$4,311,000.00	96.39%
Maintenance Salaries & Wages	\$14,693.69	\$16,264.38	\$172,052.55	\$190,605.38	\$189,000.00	100.85%
Group Insurance	\$55,958.05	\$62,109.91	\$673,497.90	\$730,697.46	\$750,000.00	97.43%
Unemployment/Worker's Comp	\$1,782.00	\$0.00	\$26,046.71	\$24,022.04	\$23,000.00	104.44%
Staff Development	\$7,863.11	\$5,409.23	\$58,300.83	\$64,179.08	\$61,000.00	105.21%
<b>Total Human Resources</b>	<b>\$419,752.19</b>	<b>\$425,428.12</b>	<b>\$4,850,167.79</b>	<b>\$5,164,737.82</b>	<b>\$5,334,000.00</b>	<b>96.83%</b>

**Northbrook Public Library**

**Income Statement**

4/30/24 - prior to audit adjustment

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>Operating Costs</b>						
Photocopy	\$158.54	\$0.00	\$24,857.41	\$20,598.29	\$24,000.00	85.83%
Office & Library Supplies	\$1,558.64	\$5,040.99	\$56,483.47	\$43,368.35	\$70,000.00	61.95%
Software	\$8,746.26	\$1,911.69	\$92,145.57	\$95,697.19	\$108,000.00	88.61%
Postage	\$514.16	(\$154.72)	\$18,555.81	\$17,634.51	\$20,000.00	88.17%
General Insurance	\$0.00	\$0.00	\$71,157.94	\$76,765.42	\$79,000.00	97.17%
Telephone/Internet	\$6,516.88	\$41.79	\$36,441.96	\$29,715.44	\$39,000.00	76.19%
Professional Services	\$9,078.42	\$9,264.58	\$309,174.09	\$381,321.95	\$402,000.00	94.86%
Furniture, Equipment	(\$13,975.77)	\$35,478.00	\$30,721.71	\$104,996.85	\$96,000.00	109.37%
Equipment Rental & Maintenance	\$417.00	\$1,219.45	\$46,468.14	\$43,087.86	\$43,000.00	100.20%
Community Relations	\$10,425.36	\$1,087.29	\$47,434.21	\$36,349.73	\$55,000.00	66.09%
<b>Total Operating Costs</b>	<b>\$23,439.49</b>	<b>\$53,889.07</b>	<b>\$733,440.31</b>	<b>\$849,535.59</b>	<b>\$936,000.00</b>	<b>90.76%</b>
<b>Maintenance</b>						
Vehicle Expense	\$72.69	\$0.00	\$810.38	\$1,822.94	\$3,000.00	60.76%
Janitorial Supplies	\$6,829.09	\$3,750.48	\$44,677.86	\$45,010.77	\$45,000.00	100.02%
Utilities	\$8,424.79	\$4,323.77	\$50,656.09	\$51,964.78	\$54,000.00	96.23%
Building Repairs	\$3,500.36	\$0.00	\$41,206.99	\$23,682.59	\$35,000.00	67.66%
Contracted Services	\$14,060.41	\$8,814.14	\$144,868.07	\$142,138.33	\$153,000.00	92.90%
<b>Total Maintenance</b>	<b>\$32,887.34</b>	<b>\$16,888.39</b>	<b>\$282,219.39</b>	<b>\$264,619.41</b>	<b>\$290,000.00</b>	<b>91.25%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	(\$10.00)	\$420.00	\$150.00	\$1,000.00	15.00%
Contingency & Misc Exp	\$1,386.92	\$902.13	\$9,739.13	\$8,387.28	\$100,000.00	8.39%
Board Development	\$97.48	\$0.00	\$620.34	\$1,094.83	\$500.00	218.97%
<b>Total Other Expenses</b>	<b>\$1,484.40</b>	<b>\$892.13</b>	<b>\$10,779.47</b>	<b>\$9,632.11</b>	<b>\$101,500.00</b>	<b>9.49%</b>
<b>Total Undesignated Expenses</b>	<b>\$575,485.54</b>	<b>\$604,251.62</b>	<b>\$6,938,818.62</b>	<b>\$7,354,325.41</b>	<b>\$7,813,650.00</b>	<b>94.12%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	(\$218,110.75)	\$1,842.15	\$8,056.35	\$440,837.94	\$400,000.00	110.21%
Designated Materials Expense	\$270.88	\$185.42	\$1,804.28	\$1,163.99	\$0.00	0.00%
Designated Capital Expense	\$53,374.25	\$742.73	\$53,738.01	\$132,149.26	\$0.00	0.00%
Designated Program Expense	(\$18,790.50)	\$198.00	\$45,371.14	\$61,015.98	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>(\$183,256.12)</b>	<b>\$2,968.30</b>	<b>\$108,969.78</b>	<b>\$635,167.17</b>	<b>\$400,000.00</b>	<b>158.79%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$1,120,000.00	\$0.00	\$1,120,000.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$12,554.31	\$0.00	\$12,554.31	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$1,132,554.31</b>	<b>\$0.00</b>	<b>\$1,132,554.31</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$1,524,783.73</b>	<b>\$607,219.92</b>	<b>\$8,180,342.71</b>	<b>\$7,989,492.58</b>	<b>\$8,663,650.00</b>	<b>92.22%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$1,736,555.51)</b>	<b>(\$562,831.89)</b>	<b>\$1.96</b>	<b>\$1,080,127.66</b>	<b>\$910.00</b>	

Northbrook Public Library

Income Statement

4/30/24 - prior to audit adjustment

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$1,268.75	\$1,289.69	\$418,180.50	\$419,184.71	\$425,000.00	98.63%
Property Tax Levy FICA	\$862.69	\$876.99	\$284,362.69	\$285,045.60	\$289,000.00	98.63%
Interest Income IMRF	\$2,546.00	\$0.00	\$2,607.56	\$91.27	\$500.00	18.25%
Interest Income FICA	\$419.22	\$0.00	\$461.08	\$62.06	\$500.00	12.41%
Total Undesignated Revenue	\$5,096.66	\$2,166.68	\$705,611.83	\$704,383.64	\$715,000.00	98.52%
<b>Total Revenues</b>	<b>\$5,096.66</b>	<b>\$2,166.68</b>	<b>\$705,611.83</b>	<b>\$704,383.64</b>	<b>\$715,000.00</b>	<b>98.52%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$25,027.21	\$28,293.66	\$339,493.07	\$333,101.25	\$400,000.00	83.28%
Employer FICA	\$24,216.38	\$26,489.77	\$301,540.98	\$321,396.56	\$280,000.00	114.78%
Total Human Resources	\$49,243.59	\$54,783.43	\$641,034.05	\$654,497.81	\$680,000.00	96.25%
Total Undesignated Expenses	\$49,243.59	\$54,783.43	\$641,034.05	\$654,497.81	\$680,000.00	96.25%
<b>Total Expenses</b>	<b>\$49,243.59</b>	<b>\$54,783.43</b>	<b>\$641,034.05</b>	<b>\$654,497.81</b>	<b>\$680,000.00</b>	<b>96.25%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$44,146.93)</b>	<b>(\$52,616.75)</b>	<b>\$64,577.78</b>	<b>\$49,885.83</b>	<b>\$35,000.00</b>	

Northbrook Public Library

Income Statement

4/30/24 - prior to audit adjustment

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$2,589.37	\$3,322.47	\$22,169.86	\$31,287.99	\$24,000.00	130.37%
Total Undesignated Revenue	\$2,589.37	\$3,322.47	\$22,169.86	\$31,287.99	\$24,000.00	130.37%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$1,120,000.00	\$0.00	\$1,120,000.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$0.00	\$0.00	\$25,893.00	\$7,500.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$1,120,000.00	\$0.00	\$1,145,893.00	\$7,500.00	\$425,000.00	1.76%
<b>Total Revenues</b>	<b>\$1,122,589.37</b>	<b>\$3,322.47</b>	<b>\$1,168,062.86</b>	<b>\$38,787.99</b>	<b>\$449,000.00</b>	<b>8.64%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$54,257.00	\$0.00	\$259,386.90	\$331,568.40	\$720,000.00	46.05%
Professional Fees	\$115.00	\$0.00	\$16,192.50	\$7,647.50	\$180,000.00	4.25%
Total Capital & Bond Expenses	\$54,372.00	\$0.00	\$275,579.40	\$339,215.90	\$900,000.00	37.69%
Total Undesignated Expenses	\$54,372.00	\$0.00	\$275,579.40	\$339,215.90	\$900,000.00	37.69%
<b>Total Expenses</b>	<b>\$54,372.00</b>	<b>\$0.00</b>	<b>\$275,579.40</b>	<b>\$339,215.90</b>	<b>\$900,000.00</b>	<b>37.69%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,068,217.37</b>	<b>\$3,322.47</b>	<b>\$892,483.46</b>	<b>(\$300,427.91)</b>	<b>(\$451,000.00)</b>	

Northbrook Public Library

Income Statement

4/30/24 - prior to audit adjustment

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$2,262.00	\$2,309.01	\$745,394.97	\$750,488.58	\$760,900.00	98.63%
Interest Income	(\$486.29)	\$0.00	\$172.40	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$1,775.71	\$2,309.01	\$745,567.37	\$750,651.98	\$760,900.00	98.65%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General Fund	\$12,554.31	\$0.00	\$12,554.31	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$12,554.31	\$0.00	\$12,554.31	\$0.00	\$0.00	0.00%
<b>Total Revenues</b>	<b>\$14,330.02</b>	<b>\$2,309.01</b>	<b>\$758,121.68</b>	<b>\$750,651.98</b>	<b>\$760,900.00</b>	<b>98.65%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
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%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$571.68	\$0.00	\$571.68	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$571.68	\$0.00	\$571.68	\$574.93	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$571.68</b>	<b>\$0.00</b>	<b>\$758,121.68</b>	<b>\$761,474.93</b>	<b>\$760,900.00</b>	<b>100.08%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$13,758.34</b>	<b>\$2,309.01</b>	<b>\$0.00</b>	<b>(\$10,822.95)</b>	<b>\$0.00</b>	



## APRIL 2024 FINANCIAL SUMMARY

Total General Fund revenues collected to date is \$9,069,620.24, 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
  - 54% is non-resident fees
  - 26% 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 \$7,989,492.58, budget differences include:

- Programming is under budget – Library Wide Programing, Makers Services and Young Adult programming did not use funds allocated to their programs due to staff capacity
- Unemployment/Workers Compensation is higher than budget due to unemployment insurance being higher than budgeted
- Staff Development is higher than budget due to tuition reimbursements being higher than budgeted
- Photocopy is less than budget due to library exercising the buyout on the copy machines and not paying lease payments for 5 months
- Supplies is less than budget due to less being spent than planned
- Telephone / Internet is less than budget due to not receiving the annual invoice for internet charges – this amount will be accrued

- Postage is less than budget due to less being spent than planned
- Furniture & Equipment is higher than budget due to exercising the buyout on the copy machines
- Community Relations is less than budget due to less being spent than planned
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Building Repairs is less than budget due to costs being recorded to CIF Fund rather than Operating Fund
- 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
  - Using restricted fund to purchase switches as part of the IT Lifecycle plan
  - Using per capita grant funds for computer replacement as part of the IT Lifecycle plan

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

<b>Operating Funds</b>	
Library Claims List	\$ 313,249.67
Librarian's Claims List	\$ 19,062.28
Payroll	\$ 344,738.89
Fica/IMRF	\$ 54,783.43
ACH to IPBC	\$ 74,962.33
Transfer to CIF	\$ 2,425,488.93
<b>Total Operating Funds</b>	<u>\$ 3,232,285.53</u>
<b>Capital Improvement Fund</b>	
Claims List	<u>\$ -</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<u><u>\$ 3,232,285.53</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26333	4/17/2024	Data Products LLC	\$ 1,000.00	Annual Payment - Staff Development FY25
26334	4/17/2024	First Bankcard	\$ 11,820.05	Monthly Payment - Supplies
26335	4/17/2024	Impact Networking LLC	\$ 8,397.09	Annual Payment - Copier Lease Buyout
26336	4/17/2024	LR Consulting LLC	\$ 2,500.00	Annual Payment - Staff Development FY25
26337	4/17/2024	Thermosystems Building System Solutions	\$ 7,880.00	Quarterly Payment - Contracted Services
26338	4/30/2024	Amazon Capital Services	\$ 6,106.67	Monthly Payment - Supplies
26339	4/30/2024	AnceI Glink P.C.	\$ 6,821.25	Monthly Payment - Professional Fees
26340	4/30/2024	Authors Unbound Agency	\$ 3,750.00	ILP
26341	4/30/2024	Baker & Taylor	\$ 33,439.16	Monthly Payment - Materials
26342	4/30/2024	Best Quality Cleaning	\$ 5,639.25	Monthly Payment - Contracted Services
26343	4/30/2024	Black Moon Trio LLC	\$ 600.00	Monthly Payment - Programming
26344	4/30/2024	Allan Bogan	\$ 1,200.00	Annual Payment - Staff Development FY25
26345	4/30/2024	Children's Plus Inc	\$ 1,286.51	Monthly Payment - Materials
26346	4/30/2024	Computype, Inc. - 139154	\$ 1,466.40	Annual Payment Supplies
26347	4/30/2024	Continental Resources, Inc	\$ 1,178.55	Annual Payment - Fixed Assets
26348	4/30/2024	Cooperative Computer Service	\$ 24,654.39	Quarterly Payment -
26349	4/30/2024	Demco	\$ 1,508.79	Monthly Payment - Supplies
26350	4/30/2024	Dornfeld Piano Tuning	\$ 1,170.00	Quarterly Payment - Equipment Rental & Maintenance
26351	4/30/2024	Gale/Cengage Learning Inc.	\$ 699.59	Monthly Payment - Materials
26352	4/30/2024	GovConnection, Inc.	\$ 1,451.22	Monthly Payment - Materials
26353	4/30/2024	J.D. Power and Associates	\$ 1,247.00	Annual Payment - Materials - Databases

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26354	4/30/2024	Kanopy Inc.	\$ 13,500.00	Annual Payment - Materials - Databases - FY25
26355	4/30/2024	Lakeshore Rush NFP	\$ 600.00	Monthly Payment - Programming
26356	4/30/2024	Patrick McCallister	\$ 670.91	Annual Payment - Professional Services
26357	4/30/2024	Midwest Tape LLC	\$ 47,358.12	Monthly Payment - Materials & Annual Payment for Hoopla (\$42,000)
26358	4/30/2024	Morningstar, Inc.	\$ 8,160.00	Annual Payment - Materials - Databases
26359	4/30/2024	Naxos of America Inc.	\$ 1,125.00	Annual Payment - Materials - Databases
26360	4/30/2024	North American Corp of Illinois	\$ 2,460.97	Monthly Payment - Janitorial Supplies
26361	4/30/2024	Outsource Solutions Group, Inc.	\$ 46,289.84	Montly Payment - Professional Services and Software & Annual Payment - Fixed Assets
26362	4/30/2024	Overdrive	\$ 44,167.70	Monthly Payment- Materials
26363	4/30/2024	Quill LLC	\$ 1,137.28	Monthly Payment - Supplies
26364	4/30/2024	Reaching Across Illinois Library System	\$ 620.00	Monthly Payment - Materials - Databases
26365	4/30/2024	StackMap LLC	\$ 1,735.00	Annual Payment - Software
26366	4/30/2024	Symmetry Energy Solutions, LLC	\$ 3,692.32	Monthly Payment - Utilities
26367	4/30/2024	The Lyceum Agency	\$ 10,000.00	ILP
26368	4/30/2024	Tumbleweed Press Inc.	\$ 3,600.00	Annual Payment - Materials - Databases
26369	4/30/2024	Petra Van Nuis	\$ 800.00	Montly Payment - Programming
26370	4/30/2024	Warehouse Direct Inc.	\$ 1,145.60	Annual Payment - Fixed Assets
26371	4/30/2024	Wex Health Inc.	\$ 1,739.56	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26372	4/30/2024	WM Corporate Services Inc.	\$ 631.45	Monthly Payment - Contracted Services
			<u>\$ 313,249.67</u>	

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

Transaction Number	Transaction Date	Vendor	Amount
53734	4/12/2024	Anna Amen	\$ 575.00
53735	4/12/2024	Stephanie Bremner	\$ 34.14
53736	4/12/2024	CFRA	\$ 140.00
53737	4/12/2024	Chicago Tribune	\$ 406.99
53738	4/12/2024	Jo I Gayle	\$ 125.00
53739	4/12/2024	Highland Park Public Library	\$ 275.00
53740	4/12/2024	Kindermusik International	\$ 169.85
53741	4/12/2024	Kiplinger's Investing for Income	\$ 109.00
53742	4/12/2024	Laconi, Inc.	\$ 150.00
53743	4/12/2024	Patrick McCallister	\$ 175.00
53744	4/12/2024	Petty Cash Custodian	\$ 81.89
53745	4/12/2024	Ring Central Inc	\$ 337.05
53746	4/12/2024	Sunset Food Mart, Inc.	\$ 36.13
53747	4/29/2024	A-Z Mindfulness	\$ 150.00
53748	4/29/2024	A-Z Mindfulness	\$ 300.00
53749	4/29/2024	American Library Association, Membership	\$ 555.00
53750	4/29/2024	Aquatic Works LTD	\$ 185.00
53751	4/29/2024	Baker & Taylor Entertainment	\$ 311.20
53752	4/29/2024	Blackstone Publishing	\$ 83.20
53753	4/29/2024	Nancy Buehler	\$ 250.00
53754	4/29/2024	Cavendish Square	\$ 186.03
53755	4/29/2024	Cintas	\$ 587.07
53756	4/29/2024	Consumers' Checkbook	\$ 460.00
53757	4/29/2024	Film Ideas, Inc.	\$ 224.85
53758	4/29/2024	Glenview Chess Club LLC	\$ 200.00
53759	4/29/2024	Glenview Public Library	\$ 54.99
53760	4/29/2024	Global Industrial	\$ 34.50
53761	4/29/2024	Benjamin Goluboff	\$ 250.00
53762	4/29/2024	Grainger	\$ 304.67
53763	4/29/2024	Happiness Forward LLC	\$ 100.00
53764	4/29/2024	Jayne Herring	\$ 450.00
53765	4/29/2024	Jayne Herring	\$ 450.00
53766	4/29/2024	HR Source	\$ 395.00
53767	4/29/2024	Chenxing Huang	\$ 500.00
53768	4/29/2024	Illinois Heartland Library System-OCLC	\$ 106.82
53769	4/29/2024	Illinois Library Association	\$ 150.00
53770	4/29/2024	Investor's Business Daily	\$ 349.00
53771	4/29/2024	Kelly Kayed	\$ 200.00
53772	4/29/2024	Lechner Services	\$ 175.20
53773	4/29/2024	Yongxiang Liang	\$ 66.97
53774	4/29/2024	Library Ideas LLC	\$ 127.67
53775	4/29/2024	Xiaorong Liu	\$ 13.00
53776	4/29/2024	Paddy Lynn	\$ 400.00

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

Transaction Number	Transaction Date	Vendor	Amount
53777	4/29/2024	Florence A Mak	\$ 500.00
53778	4/29/2024	Kiyoe Matsuura	\$ 500.00
53779	4/29/2024	Kathleen Jo Zeigler Mitchem	\$ 250.00
53780	4/29/2024	Kathleen Jo Zeigler Mitchem	\$ 300.00
53781	4/29/2024	Kathleen Jo Zeigler Mitchem	\$ 250.00
53782	4/29/2024	Moneyletter.com	\$ 153.00
53783	4/29/2024	Northbrook Hardware	\$ 95.99
53784	4/29/2024	NSYMCA Art Academy	\$ 40.00
53785	4/29/2024	Ocooch Hardwoods	\$ 224.81
53786	4/29/2024	Panera, LLC	\$ 230.14
53787	4/29/2024	Petersen Bros. Plastics, Inc.	\$ 338.00
53788	4/29/2024	Dan Petrosko	\$ 225.00
53789	4/29/2024	Pioneer Press	\$ 136.99
53790	4/29/2024	Polonia Bookstore, Inc.	\$ 436.02
53791	4/29/2024	Rowman & Littlefield Publishing Group	\$ 114.64
53792	4/29/2024	Olga Rudiak	\$ 400.00
53793	4/29/2024	Runco Office Supply	\$ 122.87
53794	4/29/2024	Melissa Schwartz	\$ 175.00
53795	4/29/2024	SenSource	\$ 393.00
53796	4/29/2024	Sheet Music Plus	\$ 161.92
53797	4/29/2024	Sherwin-Williams Company	\$ 191.73
53798	4/29/2024	Sujin Song	\$ 150.00
53799	4/29/2024	Staples	\$ 241.67
53800	4/29/2024	Cecilia M Suh	\$ 15.99
53801	4/29/2024	Swank Motion Pictures Inc.	\$ 396.00
53802	4/29/2024	Teacher Dan	\$ 200.00
53803	4/29/2024	Teacher Dan	\$ 200.00
53804	4/29/2024	Teacher Dan	\$ 200.00
53805	4/29/2024	Tsai Fong Books, Inc.	\$ 87.95
53806	4/29/2024	U. S. Toy Co./Constructive Playthings	\$ 81.62
53807	4/29/2024	UPS	\$ 56.88
53808	4/29/2024	VSP of Illinois, NFP	\$ 408.61
53809	4/29/2024	Robert Waterbury	\$ 50.00
53810	4/29/2024	World Trade Press	\$ 400.00
53811	4/29/2024	Yami Vending Inc.	\$ 504.23
53812	4/30/2024	Harris Kal Productions	\$ 595.00
			<u>\$ 19,062.28</u>

# NORTHBROOK PUBLIC LIBRARY

## BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS MAY 2024

### A. Closed Session Minutes to Review

Make determinations about written minutes of closed sessions to release or keep closed.

Date	Reason	Recommendation
5/19/2022	Executive Director Annual Review	Release
6/16/2022	IT Security Report	Release
7/21/2022	Salary Benchmarking and Compensation Philosophy	Release
8/18/2022	Compensation Philosophy	Release
9/15/2022	Compensation Philosophy	Release

Motion: To approve the release of the May 19, 2022, June 16, 2022, July 21, 2022, August 18, 2022, and September 15, 2022 executive session minutes.

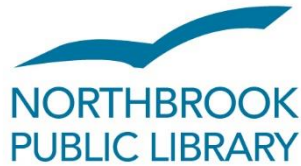
### B. Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved (even if not released) and at least 18 months have passed. A separate motion must be made to destroy closed session recordings.

Date	Reason	Eligible for Destruction
5/19/2022	Executive Director Annual Review	1/2024
6/16/2022	IT Security Report	2/2024
7/21/2022	Salary Benchmarking and Compensation Philosophy	3/2024
8/18/2022	Compensation Philosophy	4/2024
9/15/2022	Compensation Philosophy	5/2024

Motion: To destroy the verbatim recordings of closed session meetings from May 19, 2022, June 16, 2022, July 21, 2022, August 18, 2022, and September 15, 2022.





May 18, 2024

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

Dear Steve,

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

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

The FY2026 levy for the Library is expected to at least equal the 2024 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

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

Kate Hall  
Executive Director

cc: Anna Amen, Finance & Operations Director

1201 Cedar Lane Northbrook, IL 60062-4581  
847.272.6224

# Director's Report

May 2024

## Agenda Items

### 3 Election of Officers

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

### 4 Consent Agenda

#### 4.7 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)

We are advising the board open the minutes eligible to be opened and destroy the recordings for anything that is old enough. The minutes and recommendations are included in the packet.

#### 4.8 Approve Tax Levy Letter to Village

Each year we provide the village with an approximate amount for the levy that the board will pass in the fall. We always go with the 2023 aggregate budget which gives us a ceiling that we will not exceed. There is a letter in the packet that will be sent to the village after the board's review.

### 6 Staff Reports

6.1 Our new HR Director, Becky Moore, will introduce herself and share her background with the board.

6.2 Adult Services Manager, Susan Wolf, will share information on Summer Reading which is starting June 1.

### 8 Unfinished Business

#### 8.1 Discussion of Glenview Library Visit

There is nothing on the packet. This is an opportunity for the board to talk about what they learned and liked from the visit to Glenview Public Library last week.

#### 8.2 Strategic Plan Implementation

I will share what the next steps are with the strategic plan at the meeting.

#### 8.2 Finalize Executive Director Goals for FY25 (closed session)

I have included a memo with my goals based on what the board provided in my evaluation. Based on the ED evaluation timeline, we will finalize these at this meeting.

## 9 New Business

### 9.1 4th of July Parade Plans

We need to decide whether to participate in the 4<sup>th</sup> of July Parade. I have included a memo with information for the board's review and discussion.

## 11 Agenda Building

Next month we will return to looking at the Master Plan and approve an updated FOIA policy and approve resolutions for bank signers if there is a change in any of the officers. We will also look at the strategic plan implementation.

## Board News & Reminders

### Board Updates

I will be on vacation from June 3-17. Kelly Durov will be in charge in my absence.

Thank You to everyone that came to the Staff Development Day Staff Anniversaries Celebration. It was wonderful to celebrate 195 years of staff service to the community. Thank you also to everyone that popped over and participated in Flamingo Friday. It was a perfect evening weather wise and the community turned out in droves.

## Updates

### Programming

#### Adult Programming

The final round of our first-ever Recital Competition was held on April 14 with 7 finalists out of 13 total competitors performing. Prizes were awarded to 5 of the performers with first place going to



Simon Cegys who will receive a full recital here at Northbrook and one at Wilmette Public Library. Madison received very positive comments from parents thanking her for making the competition run so smoothly. We congratulate all of the participants!

We have received a number of patron comments about our decision to reduce our Chair Yoga program from weekly to twice a month. This decision was made in order for us to offer a greater variety of daytime programs for seniors as was requested in the community survey last fall.

- The average weekly attendance this year is 34. In April, we had 65 people registered and on the waitlist, and 55% were Northbrook cardholders. (Maximum class size is 50.)
- The instructor costs \$200 a session of which the Friends of the Library pay \$100.
- We created talking points to help staff address patron comments
- By reducing the number of chair yoga classes, we are able to offer a technology series one Friday per month this summer and are planning additional programs for seniors on Fridays for the fall.

## Youth Programming

April 18 marked the end of our staff-led Spring Storytime Sessions (All Ages Tuesday, Babytime, All Ages Thursday, and Preschool). We had 1208 patrons attend. Staff are now busy working on getting ready to kick off our summer reading programs which begin June 1.

## Collections

Youth started a new streaming book service called LOTE4Kids (Languages Other Than English). The service has books in over 65 languages including Korean, Russian, and American Sign Language.





**northbrookpl**  
Taylor Swift • So Long, London

**northbrookpl** 2w  
Calling all tortured poets! Check out our handpicked YA poetry selection in the Teen Loft at Northbrook Public Library

#wherecommunityhappens  
#northbrook #libraiesofinstagram #tbr  
#tbrlist #poetry #taylorswift  
#torturedpoetsdepartment  
#yabookstagram

**sarajesschen** 2w  
this is so good  
2 likes Reply

**the.wonderings** 2w

View insights

Boost reel



43 likes  
April 19

Add a comment...



To celebrate Taylor Swift's new album release and National Poetry Month, Teen Librarian Stephanie Bremner created a book display inspired by the songs on The Tortured Poets Department. Calling All Tortured Poets!

Posted April 19  
Instagram Reach: 744  
Instagram Likes: 43  
Instagram Shares: 3

In March, Discover Books, the company that had been picking up our discarded books for resale or recycling abruptly ceased business operations. We, like many other libraries that depended on them, were actively looking for another business to take over this function. Anna Amen and Barb Mayer reviewed the options available to us and interviewed representatives from Better World Books and Knowledge Exchange. Knowledge Exchange was the better option for us and they began making pickups on April 16. An added benefit to our library is that Knowledge Exchange also accepts audiobooks, CDs, DVDs and Blu-rays. This keeps these materials out of landfills and available for reuse.



## Partnerships

We partnered with the Village of Northbrook and participated in Student Government Day on April 17, 2024. We hosted 5 students who were paired with library managers and learned about how the library operates.

On April 17th GBN hosted the Incubator Entrepreneurship Pitch Night in the auditorium. Students in a GBN business class pitched their product ideas to a group of local business experts in a Shark Tank-like situation. A necklace with a tracking function won the judges over.



JCC installed a collection display in the 2nd Floor Reference area on Monday April 16th. It features images and memorabilia of Jewish Athletes Before, During and After the Holocaust.

# Marketing

Solar Eclipse Viewing

Posted: April 8

Facebook Reach: 1,404

Facebook Engagements: 65 reactions, 2 shares

Commissioner Scott Britton and State Representative Tracy Katz Muhl attended the April 8th Solar Eclipse viewing. Commissioner Britton brought additional solar eclipse glasses and passed them out to those in attendance. We had run out of our supply so this was very welcome!



**Northbrook Public Library**  
 Published by Linda Vering · April 27 at 9:05 AM ·

Stop by to be inspired by the work of five talented Northbrook artists featured in the "Artists in Residence" exhibit. Presented by the Northbrook Arts Commission, the exhibit will be on display throughout the library until the end of May. 📍

#Northbrook #WhereCommunityHappens

Artists in Residence Exhibit

Posted April 27

Facebook Reach: 1,299

Facebook Likes: 9

Facebook Shares: 3



## Operations

### Safety

We have a number of programs happening for Pride Month in June. We are preparing for Pride Month with talking points and communicating with community partners. We will share these talking points with the board as well.

### Accessibility

Marketing Manager Linda Vering researched our website's adherence to accessibility standards. She reached out to Bright Plum, our web developers, to ask them to focus on accessibility and researched Accessibe, a widget that can provide us a high level of accessibility and bring us up to the new WCAG 2.1 AA standard. There has been a number of libraries that have received word from the Department of Education that their websites are not in compliance and we wanted to make sure we were. We found that we are in good shape, but we are always looking for ways to increase ease of use for patrons.

### Facilities

The Village has again proclaimed May to be Slow Mow May . We will mow every 2-3 weeks when grass is 3-4".

Mount Prospect Library staff visited the library twice in April to discuss the workflow of the circulation department. They will be joining the consortium in October 2024 and wanted to see the influx of materials they should expect for patron holds, how the picklist is managed, and what a day looks like for us.

## HR

### Staff Arrivals

Alina Lewis, regular-part-time Marketing Assistant (ADMIN), effective April 3.



## Staff Training & Development

Kelly Durov was asked to present at the HR Source HR Altogether conference on a panel focused on EDI in the workplace. She talked about the work the library has been doing in this area.

Kelly Durov attended the Public Library Association (PLA) conference April 3-5). The conference was very rewarding; with a lot of excellent learning sessions, vendor events, and networking opportunities. She shared some common themes:

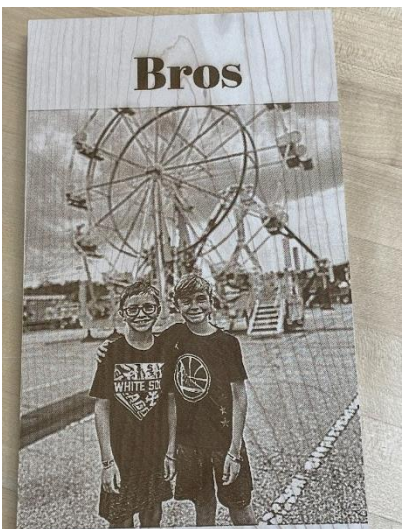
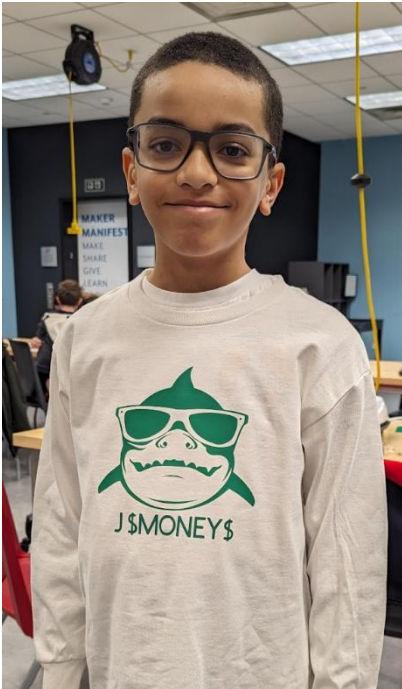
1. Workplace and culture communication with session focused on EDI, civility, and crisis communication.
2. Equity, Access, and Technology with sessions focused on cyber security, accessibility standards, broadband access, and data analysis for equity.

Kate Hall, Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
April, 2024

## PROJECTS





## PATRON STORIES

From Maker Specialist Eric Flowers: Two girls came in and laser cut an acrylic jewelry tree that left about  $\frac{1}{3}$  of a 12x24 sheet to spare. I encouraged them to think of a use for it and helped create some signs so the extra wouldn't go to waste. They ended up with not one but two projects they liked.



From Maker Specialist Daniel Choi: I helped a patron add her name to her work fleece so it won't get mixed up with the other nurses. Her son came in before to use the space to embroider on his basketball t-shirt and she wanted to do the same for her fleece.

## MATERIALS PURCHASED

3D Printing	82
Acrylic	40
Cardstock	4
Cork Coasters	5
Embroidery Thread	14
Glasses	19
Iron-on	27
Recordable Media	11
Stabilizer Sheets	39
Sublimation Sheets	36
Vinyl & Transfer Paper	23
Wood	32

### 3D PRINTING

We printed 94 objects for users in April.

### VISITORS

655 people visited the Collaboratory in April.

Comment	Response	Staff Member
<p>Please keep the Chair Yoga on Fridays. Olga Rudiak is an exceptional Practitioner! She would likely to take some vacation time in August or September. Have been a contributor to the Northbrook Public Library for many years. Our son donated a stone near the parking lot on our behalf. "Don't fix it if it's not broken !" Thank you for your consideration in this vital activity for 84 yr olds such as myself!</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>As a yoga practitioner myself, I understand the need to practice regularly. I suggest that you look into the senior center at the Park District as they do offer ongoing chair yoga.</p>	Susan Wolf
<p>I was at chair yoga at the library on Friday and we were advised Friday that starting in May, it is only going to be offered every other Friday instead of every Friday, so I am a spokesman for many of the 39 or 40 people in that class who are so unhappy about that and wondering if there is anything we can do to reinstate the weekly Friday class again.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p>	Susan Wolf
<p>We were told today in class by somebody who takes the class at senior chair yoga that it will now not be offered every Friday morning, which is really a shame because we were told it would be twice twice a month, which really is not sufficient. And I just was wondering what the reasoning was behind that and someone else said that [it is for] other things to happen in that space. So I am just not very happy at all with this idea of having it only twice a month, that makes it kind of useless...</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p>	Susan Wolf

Comment	Response	Staff Member
<p>Hello, I LOVE the Friday morning yoga class, and I know all the others feel the same way. Our instructor is proficient as well as entertaining and a great teacher. I, along with all my classmates will be so disappointed to have our class time cut. PLEASE RECONSIDER!! I just had a bone density test, and my doctor is so happy with the results( me too)!! Yoga helped! Again, PLEASE RECONSIDER!!</p>	<p>Thank you for reaching out and expressing your concerns regarding the reduction of chair yoga classes at the library. I understand how valuable these sessions are to you and our other patrons.</p> <p>I'm truly glad to hear about the positive impact chair yoga has had on your health. I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>I recommend that you look into the senior center at the Park District as they do offer ongoing chair yoga class.</p> <p>Thanks again for your feedback.</p>	<p>Lev Kalmens</p>
<p>I attend the Senior Chair Program with Olga on Friday. I was very sad to hear that in June things will change.This program is wonderful for all of us. It helps my CIPD which is Chronic inflammatory demyelinating polyneuropathy. The Class helps being with others and Olga is an excellent gracious instructor.Olga has taught me alot more than I was able to do when I was in Physical Therapy..</p> <p>Thank you for this classroom and please keep it weekly for all of us. I am a nonresident and I live in Skokie. Northbrook Public Library has a lot to offer. The people are all very gracious. This class is not just for me but it is for everyone.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>As a yoga practitioner myself, I understand the need to practice regularly. I suggest that you look into area Park Districts and senior centers as they do offer ongoing exercise classes.</p> <p>Thanks again for your feedback.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member
<p>I am a longtime northbrook resident and have enjoyed the library's many services for 38 years. My wife shared that Olga's yoga would be good for me and I've been a regular for the past few months.</p> <p>I see the value of this weekly class for me and more importantly others of the 35- 50 regulars I participate with.                      - the average age is probably ~75- 80, ranging from very few under 60, to many over 80, and into the 90s. I see the same folks enjoying this class when I go. Many have physical challenges who Olga will suggest modifications to, allowing them to comfortably participate. I also sense many do not have an alternative to go to if the program is curtailed.                      Today's class had around 40 in it, males are usually about 10%. I sense that this class encourages many participants to exercise today, which will keep them healthy so they can continue to enjoy this for their lives.                      I am in generally good shape, and see the benefits. BUT, I am incented to continue this program regularly as I see social as well as physical benefits in my older friends.</p> <p>I expect that the regularity of this class makes it easier for constituents to schedule and attend. If it's not every Friday and I miss a day, it might be 3-4 weeks between sessions, AND I'm less likely to remember to keep up with getting the benefits of yoga.</p> <p>I go to the YMCA yoga classes regularly, and won't likely miss your class as much as other seniors who don't have a Y membership or other places to go. I am concerned that many will simply not attend a less regular class schedule.</p> <p>I feel that the Library has SUCCESSFULLY built a dedicated group of people, and that reducing the regular availability of the class will have a negative impact on the future viability of the broadly supported and appreciated class.</p> <p>Happy to talk if you have questions or comments.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>As a yoga practitioner myself, I understand the need to practice regularly, which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-4316.</p>	<p>Susan Wolf</p>

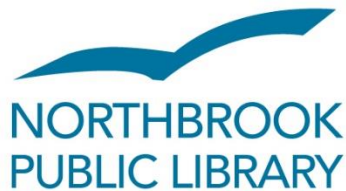
Comment	Response	Staff Member
<p>I was informed that you are dropping Chair Yoga to a twice a month schedule. Please reconsider that action. I have attended the chair yoga for several years and am happy to be able to do so. It is an honor to know Olga and to have her as an instructor. Please consider that the sessions are attended by senior citizens and younger adults who not only enjoy the instruction, but have become friends with other attendees, who view their attendance as a social event and for their physical and mental health, who appreciate that the Friends of the Library sponsor the sessions at no cost to the attendees.</p> <p>The sessions are well-attended each Friday. Your action in reducing the sessions is detrimental to the community's adult population. I hope you will reconsider and put the yoga attendees above whatever force is driving you to decrease the sessions.</p> <p>Thank you in advance for your leadership in this regard.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>I do understand that a weekly yoga practice offers physical, mental and social benefits which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-4316</p>	<p>Susan Wolf</p>
<p>I would be very disappointed if you do not continue with this weekly class. It is very important to many of us who have been regulars for a long time. Olga is a delight and the health benefits are great for all ages. So please keep this class as is. I am a Northbrook resident and look forward to this class each Friday.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>I do understand that a weekly yoga practice offers physical, mental and social benefits which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-4316.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member
<p>I am a member of the chair yoga class and I understand that for some reason that they are considering maybe only having the classes every other week and we enjoy this class and the teacher is excellent and really helps us, you know, learn the technique of the exercises and takes the time to help us and there are not many other services for seniors and most of us in this class, about 40 are seniors and we really need this help to help us with getting around and as far as walking and things. So please consider continuing the class as it is. Thank you.</p>	<p>I understand that you are disappointed that we are reducing our chair yoga program. I want to assure you that this was not an easy decision and that it was done so that we can offer a greater variety of daytime classes for seniors. Please don't hesitate to call me back at 847-272-4316 if you would like to discuss further.</p>	<p>Susan Wolf</p>
<p>I am also a friend of the library. I have been taking the Friday yoga class with Olga for about 8 and a half, 9 years now, and I understand that you and others have decided to change that weekly class from 4 times a month to twice a month, and I am extra extremely disappointed with that decision. There are at least 35 of us in the class every week, sometimes more. We all feel the same way, and I am really hoping that you will reconsider your decision and keep this class at 4 times a month, every Friday of every month, you have never been in the class, you have never. ...</p>	<p>I understand that you are disappointed that we are reducing our chair yoga program. I want to assure you that this was not an easy decision and that it was done so that we can offer a greater variety of daytime classes for seniors. Please don't hesitate to call me back at 847-272-4316 if you would like to discuss further.</p>	<p>Susan Wolf</p>
<p>Anastasia received feedback from a patron: While I was at the West lobby desk, a patron commented on how much he likes the new hold shelf letter signs. He said the larger letters have made it much easier for him to find his holds!</p>		<p>Kim Hegelund</p>



Comment	Response	Staff Member
<p>Along with many seniors in our Northbrook community, I have enjoyed and benefited from the Friday Chair Yoga class with Olga. Each Friday our class is filled with beneficial exercises with stretching and breathing. It's also a time of laughter and making social connections. Olga's class focuses on balance between body and mind and how we can use our mind to bring us peace and serenity.</p> <p>Perhaps the library's board has already made a final decision to provide Chair Yoga only two times a month. However, I feel it's important to let you know how very appreciated Olga's class has been on a weekly basis to our senior community.</p> <p>Thank you for taking the time to listen to my thoughts.</p>	<p>Thank you for reaching out with your support of this program series. We recognize the importance of these programs not only in promoting physical well-being but also in creating spaces within the community for patrons to come together. I recognize that a core group of attendees appreciate the weekly opportunities to come together. It is wonderful to hear how impactful Olga's classes have been for you and others.</p> <p>While we wish we could offer unlimited programs as often as everyone would like, we have to balance between fulfilling requests from many different groups of people, managing costs, and ensuring appropriate staffing levels. I recognize that this may not be the answer you would like to hear, and I am sorry that we are not able to satisfy everyone. Please know that staff made this decision after thoughtful deliberation on how best to accommodate the evolving needs of our community based on community feedback.</p> <p>I appreciate that you have taken the time to share your concerns. We are committed to continuously evaluating and refining our adult programming lineup to better meet the different needs of our 35,000 residents. Staff will take your thoughts and concerns into careful consideration as we continue to discuss adult programming needs at the library.</p> <p>If you have any further questions or would like to talk about this further, please don't hesitate to reach out. I'm here to discuss this further either in person or over the phone at your convenience.</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Although I have not attended the classes recently due to medical issues, I'm writing to ask that the library keep this extremely popular and important class on a weekly basis. Yoga classes are vital for these attendees' health, and chair yoga classes are not common in the area. These classes are of great value to the community, and considering they are overbooked, I am very disappointed to hear they could be cut. Thank you so much for your consideration.</p>	<p>Thank you for reaching out with your support of this program series. I am happy to report that we are not cancelling the Chair Yoga Classes. We recognize the importance of these programs not only in promoting physical well-being but also in creating spaces within the community for patrons to come together. We are shifting the frequency of the series and starting this summer we will be changing from weekly to twice a month.</p> <p>Please know that this decision was made after thoughtful deliberation on how best to accommodate the evolving needs of our community based on community feedback from our community wide survey last fall. While we wish we could offer unlimited programs with the requested frequency, we need to balance between fulfilling many preferences, managing costs, and ensuring adequate staffing levels.</p> <p>Your input is appreciated, and we are committed to continuously evaluating and refining our adult programming lineup to better meet everyone's needs. Staff will take your thoughts and concerns into careful consideration as we continue to discuss adult programming needs at the library.</p> <p>If you have any further questions or would like to talk about this further, please don't hesitate to reach out. I'm here to discuss this further either in person or over the phone at your convenience.</p>	<p>Kate Hall</p>



## Memorandum

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DATE: May 13, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: 4<sup>th</sup> of July

The Village and Park District have sent out information about the 4<sup>th</sup> of July Parade. As they did last year, the route has been shortened and the time of the parade is later.

The parade route kicks off at Cherry and Crestwood Lanes, just west of Westmoor school, and ends at Village Hall, 1225 Cedar Lane, totaling approximately  $\frac{3}{4}$  of a mile. The timeline for the parade is:

- 2:30pm Official staging time begins for entries
- 3:30pm Library used to line up about 30 minutes before start time
- 3:45pm Parade Staging closes
- 4:00pm Bike Parade kickoff followed by parade

We need to determine whether the library would like to participate in the parade and, if so, to what extent. Last year, we elected not to participate in the parade and there was no parade in 2020, 2021, or 2022. Prior to 2020, we did everything from renting a float that was already decorated to decorating the library vehicle and having the bubble machine blow bubbles out of the SUV. We typically had about 15-20 people including board, staff, and teen volunteers walking in the parade. We have never made participation a requirement for staff, and we still would not require it. Staff are given additional time off and paid for their time if they volunteer to walk.

I am torn because I think this is an important community event, and I also recognize that the later start time and the 2022 Highland Park tragedy may still be impacting people's willingness to participate. I think this is very much an individual decision, but one that we also need to decide at the organization level. I am willing to walk/drive the library vehicle/participate and am interested to hear what board members would like to do.