

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

September 19, 2024 | 7:00 p.m.
Northbrook Public Library | Auditorium
Regular Monthly Meeting Agenda

1 Call Regular Meeting to Order – Ms. Stacy Oliver

2 Board of Trustees Roll Call – Ms. Jennifer McGee

3 Consent Agenda – Ms. Stacy Oliver

3.1 Approval of the Agenda

3.2 Approve Regular Session Minutes – August 15, 2024

3.3 Approve Cash Balances & Income Statement August 2024

3.4 Approve Bills and Charges from August 2024 in the amount of \$757,147.60

3.5 File account of all monies received and expended during preceding fiscal year

3.6 Approve 2025 Closing Schedule

3.7 Parking Lot Renovation & Maintenance Proposal

4 Public Comments

Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Public Library may do so during Public Comments as outlined in the [Public Comment Policy](#). The Board will not immediately respond to public comments or engage in open dialogue due to time constraints, but are actively listening to your thoughts, comments, and suggestions. If follow-up communication is necessary, a staff member will contact you following the meeting. Thank you for your understanding of these guidelines.

5 Staff Reports – Ms. Kate Hall

6 Board Member Reports

7 Unfinished Business

7.1 Village of Northbrook Payroll Change

8 New Business

8.1 FY24 Audit Presentation with Selden Fox

8.2 FY26 Tax Levy Draft Presentation

9 Closed Session

5 ILCS 120/2(c)8 Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public.

5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

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
8/31/2024**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	9,174,834.06	2,092,862.59	639,495.12	10,628,201.53
	Restricted	242,693.63	2,302.95	57,308.74	187,687.84
	IMRF	990,791.83	85,760.46	29,916.08	1,046,636.21
	Fica	168,167.28	60,032.32	29,471.56	198,728.04
	Total Operating	<u>\$10,576,486.80</u>	<u>\$2,240,958.32</u>	<u>\$ 756,191.50</u>	<u>\$12,061,253.62</u>
<u>Capital Improvement</u>		\$ 6,863,514.31	\$ 3,719.04	\$ 956.10	\$ 6,866,277.25
<u>Debt Service</u>		\$ 2,813.40			\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	154,566.00	91,110.88	2,813.40
PayPal	1,954.89	-	-
FBoFHP	244,550.64	-	-
Fifth Third - Checking/Money Market	11,654,167.34	6,774,599.73	-
US Bancorp	5,398.83	566.64	-
INB	140.92		
Petty Cash	475.00	-	-
Total	<u><u>\$ 12,061,253.62</u></u>	<u><u>\$6,866,277.25</u></u>	<u><u>\$ 2,813.40</u></u>

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

Northbrook Public Library
Income Statement
August 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
Revenues						
Undesignated Revenue						
Property Tax Levy	\$90,725.22	\$1,811,020.68	\$4,101,613.62	\$8,130,825.72	\$8,446,880.00	96.26%
Replacement Tax	\$169,846.05	\$105,615.39	\$169,846.05	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$0.00	\$0.00	\$1,356.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,396.91	\$4,421.11	\$20,610.79	\$22,954.42	\$35,000.00	65.58%
Interest Income	\$6,494.23	\$5,727.38	\$22,703.47	\$25,456.75	\$20,000.00	127.28%
Other Income	\$8,853.52	\$230.00	\$13,180.08	\$2,640.46	\$100,000.00	2.64%
Total Undesignated Revenue	\$279,315.93	\$1,927,014.56	\$4,329,310.01	\$8,287,492.74	\$8,751,880.00	94.69%
Designated Revenue						
Gifts & Other Designated Income	\$55,238.12	\$1,093.72	\$408,938.40	\$535,788.04	\$600,000.00	89.30%
Designated Interest Income	\$774.33	\$1,078.91	\$2,587.44	\$3,600.45	\$0.00	0.00%
Total Designated Revenue	\$56,012.45	\$2,172.63	\$411,525.84	\$539,388.49	\$600,000.00	89.90%
Total Revenues	\$335,328.38	\$1,929,187.19	\$4,740,835.85	\$8,826,881.23	\$9,351,880.00	94.39%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$54,157.79	\$62,484.30	\$324,256.87	\$347,466.91	\$1,001,500.00	34.69%
Audio Visual	\$46,362.15	\$55,416.42	\$295,358.45	\$318,228.81		
Videos/DVDs	\$3,722.84	\$1,856.67	\$15,688.73	\$10,868.99		
Programs	\$4,072.80	\$5,211.21	\$13,209.69	\$18,369.11		
OCLC	\$3,279.59	\$11,331.69	\$31,137.65	\$35,628.11	\$112,000.00	31.81%
CCS Shared Costs	\$6,920.23	\$780.24	\$10,318.93	\$10,154.09	\$29,000.00	35.01%
CCS Shared Costs	\$18,676.10	\$0.00	\$31,693.25	\$29,963.52	\$76,000.00	39.43%
Total Materials & Services	\$83,033.71	\$74,596.23	\$397,406.70	\$423,212.63	\$1,218,500.00	34.73%
Human Resources						
General Salaries and Wages	\$440,181.77	\$383,831.18	\$1,391,848.66	\$1,494,671.83	\$4,597,000.00	32.51%
Maintenance Salaries & Wages	\$20,250.45	\$13,471.97	\$64,144.20	\$64,939.88	\$203,000.00	31.99%
Group Insurance	\$70,212.45	\$64,207.28	\$235,107.18	\$254,298.81	\$790,000.00	32.19%
Unemployment/Worker's Comp	\$0.00	(\$2,045.00)	\$18,471.57	\$18,627.60	\$24,000.00	77.62%
Staff Development	\$9,483.26	\$2,510.16	\$19,812.83	\$48,116.28	\$63,000.00	76.38%
Total Human Resources	\$540,127.93	\$461,975.59	\$1,729,384.44	\$1,880,654.40	\$5,677,000.00	33.13%

**Northbrook Public Library
Income Statement
August 2024**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
Operating Costs						
Photocopy	\$765.00	\$163.17	\$9,353.99	\$10,118.99	\$19,000.00	53.26%
Office & Library Supplies	\$2,805.57	\$3,697.38	\$12,146.97	\$22,638.02	\$70,000.00	32.34%
Software	\$7,942.43	\$15,795.75	\$58,875.49	\$64,469.50	\$106,000.00	60.82%
Postage	\$1,184.24	\$147.15	\$16,304.59	\$15,594.92	\$20,000.00	77.97%
General Insurance	\$0.00	\$0.00	\$60,787.62	\$67,524.20	\$84,000.00	80.39%
Telephone/Internet	\$0.00	\$13.74	\$17,900.04	\$18,353.56	\$39,000.00	47.06%
Professional Services	\$28,895.02	\$39,893.77	\$138,820.68	\$140,317.46	\$434,000.00	32.33%
Furniture, Equipment	\$3,365.39	\$0.00	\$56,062.22	\$3,489.60	\$70,000.00	4.99%
Equipment Rental & Maintenance	\$1,020.00	\$580.54	\$29,240.42	\$30,329.22	\$46,000.00	65.93%
Community Relations	\$2,100.03	\$9,530.35	\$12,465.08	\$20,170.59	\$55,000.00	36.67%
Total Operating Costs	\$48,077.68	\$69,821.85	\$411,957.10	\$393,006.06	\$943,000.00	41.68%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$98.48	\$505.81	\$3,000.00	16.86%
Janitorial Supplies	\$851.23	\$2,563.11	\$14,142.59	\$11,606.25	\$45,000.00	25.79%
Utilities	\$5,435.44	\$7,093.00	\$12,064.71	\$10,973.06	\$54,000.00	20.32%
Building Repairs	\$0.00	\$973.95	\$1,050.00	\$3,783.95	\$35,000.00	10.81%
Contracted Services	\$9,064.25	\$7,589.94	\$44,073.56	\$64,426.66	\$223,000.00	28.89%
Total Maintenance	\$15,350.92	\$18,220.00	\$71,429.34	\$91,295.73	\$360,000.00	25.36%
Other Expenses						
Recruiting	\$0.00	\$0.00	(\$200.00)	\$100.00	\$1,000.00	10.00%
Contingency & Misc Exp	\$708.59	\$656.91	\$2,851.15	\$3,472.14	\$100,000.00	3.47%
Board Development	\$0.00	\$0.00	\$0.00	\$336.57	\$1,000.00	33.66%
Total Other Expenses	\$708.59	\$656.91	\$2,651.15	\$3,908.71	\$102,000.00	3.83%
Total Undesignated Expenses	\$687,298.83	\$625,270.58	\$2,612,828.73	\$2,792,077.53	\$8,300,500.00	33.64%
Designated Expenses						
Miscellaneous Designated Expenses	\$23,768.83	\$53,435.51	\$339,869.33	\$579,830.32	\$600,000.00	96.64%
Designated Materials Expense	\$79.10	\$0.00	\$334.73	\$18.35	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$1,129.96	\$0.00	\$0.00	0.00%
Designated Program Expense	\$12,115.88	\$3,873.23	\$42,414.48	\$43,751.22	\$0.00	0.00%
Total Designated Expenses	\$35,963.81	\$57,308.74	\$383,748.50	\$623,599.89	\$600,000.00	103.93%
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	\$723,262.64	\$682,579.32	\$2,996,577.23	\$3,415,677.42	\$9,350,500.00	36.53%
NET SURPLUS/(DEFICIT)	(\$387,934.26)	\$1,246,607.87	\$1,744,258.62	\$5,411,203.81	\$1,380.00	

Northbrook Public Library
Income Statement
August 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$4,747.38	\$85,760.46	\$214,625.19	\$385,033.33	\$400,000.00	96.26%
Property Tax Levy FICA	\$3,228.22	\$60,032.32	\$145,945.13	\$269,523.34	\$280,000.00	96.26%
Interest Income IMRF	\$91.27	\$0.00	\$91.27	\$255.16	\$2,000.00	12.76%
Interest Income FICA	\$62.06	\$0.00	\$62.06	\$178.61	\$500.00	35.72%
Total Undesignated Revenue	\$8,128.93	\$145,792.78	\$360,723.65	\$654,990.44	\$682,500.00	95.97%
Total Revenues	\$8,128.93	\$145,792.78	\$360,723.65	\$654,990.44	\$682,500.00	95.97%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$34,160.96	\$29,916.08	\$108,934.78	\$120,486.02	\$380,000.00	31.71%
Employer FICA	\$34,290.93	\$29,471.56	\$107,625.87	\$115,692.91	\$325,000.00	35.60%
Total Human Resources	\$68,451.89	\$59,387.64	\$216,560.65	\$236,178.93	\$705,000.00	33.50%
Total Undesignated Expenses	\$68,451.89	\$59,387.64	\$216,560.65	\$236,178.93	\$705,000.00	33.50%
Total Expenses	\$68,451.89	\$59,387.64	\$216,560.65	\$236,178.93	\$705,000.00	33.50%
NET SURPLUS/(DEFICIT)	(\$60,322.96)	\$86,405.14	\$144,163.00	\$418,811.51	(\$22,500.00)	

Northbrook Public Library
Income Statement
August 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,620.43	\$3,719.04	\$10,396.15	\$14,938.37	\$20,000.00	74.69%
Total Undesignated Revenue	\$2,620.43	\$3,719.04	\$10,396.15	\$14,938.37	\$20,000.00	74.69%
 Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
 Total Revenues	\$2,620.43	\$3,719.04	\$10,396.15	\$14,938.37	\$445,000.00	3.36%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$22,845.45	\$116.10	\$32,285.48	\$264,106.21	\$885,000.00	29.84%
Professional Fees	\$0.00	\$840.00	\$0.00	\$2,400.00	\$100,000.00	2.40%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$22,845.45	\$956.10	\$32,285.48	\$267,737.17	\$985,000.00	27.18%
 Total Undesignated Expenses	\$22,845.45	\$956.10	\$32,285.48	\$267,737.17	\$985,000.00	27.18%
 Total Expenses	\$22,845.45	\$956.10	\$32,285.48	\$267,737.17	\$985,000.00	27.18%
 NET SURPLUS/(DEFICIT)	(\$20,225.02)	\$2,762.94	(\$21,889.33)	(\$252,798.80)	(\$540,000.00)	

Northbrook Public Library
Income Statement
August 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$8,499.49	\$162,591.10	\$384,254.84	\$729,975.05	\$758,350.00	96.26%
Interest Income	\$163.40	\$0.00	\$163.40	\$483.74	\$0.00	0.00%
Total Undesignated Revenue	\$8,662.89	\$162,591.10	\$384,418.24	\$730,458.79	\$758,350.00	96.32%
Total Revenues	\$8,662.89	\$162,591.10	\$384,418.24	\$730,458.79	\$758,350.00	96.32%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$333,350.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
Total Undesignated Expenses	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$475.00	\$0.00	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$475.00	\$0.00	\$475.00	\$0.00	0.00%
Total Expenses	\$0.00	\$475.00	\$175,450.00	\$167,150.00	\$758,350.00	22.04%
NET SURPLUS/(DEFICIT)	\$8,662.89	\$162,116.10	\$208,968.24	\$563,308.79	\$0.00	

AUGUST 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 \$8,826,881

- Property Taxes – 96.26% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 10% is fines and lost item / replacement collections
 - 68% is non-resident fees
 - 22% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$2,733,098, budget differences include:

- Unemployment/Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget due to
 - Staff Day expenses being booked in May - not evenly throughout the year
 - Registration and Travel costs related to Annual ALA Conference for 5 staff members being booked in May – not evenly throughout the year
 - Tuition Reimbursement for 2 staff members being booked in May – not evenly throughout the year
- Photocopy is greater than budget due to annual upgrade costs for simplescan and coin towers being booked in July and not allocated evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year

AUGUST 2024 FINANCIAL SUMMARY

- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded/paid when paid not allocated evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to gas costs being higher in the winter as compared to summer
- 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
- Miscellaneous Designated Expenses is greater than budget due to ILP related expenses being paid in August to use grant funding rather than when due

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

Operating Funds

Library Claims List	\$	221,336.63
Librarian's Claims List	\$	16,564.86
Payroll	\$	382,137.32
Fica/IMRF	\$	59,387.64
ACH to IPBC	\$	76,765.05
Total Operating Funds	\$	756,191.50

Capital Improvement Fund

Claims List	\$	956.10
	\$	956.10

Debt Service Fund

Grand Total Library	\$	757,147.60
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26384	5/31/2024	VOID - Culture Amp Inc.	\$ (6,120.00)	
26386	5/31/2024	VOID - Depict Data Studio	\$ (3,500.00)	
26483	8/15/2024	Bridgeall Libraries Limited	\$3,750.00	Annual Payment- Software
26484	8/15/2024	Culture Amp Inc.	\$6,120.00	Annual Payment - Software
26485	8/15/2024	Depict Data Studio	\$3,500.00	Annual Payment - Staff Development
26486	8/15/2024	First Bankcard	\$14,051.62	Monthly Payment - Supplies
26487	8/15/2024	Summer Kosuge	\$2,106.11	Annual Payment - Staff Development
26488	8/15/2024	Symmetry Energy Solutions, LLC	\$4,186.08	Monthly Payment - Utilities
26489	8/15/2024	WM Corporate Services Inc.	\$655.45	Monthly Payment - Utilities
26490	8/19/2024	VSP of Illinois, NFP	\$857.74	Monthly Payment - Insurance
26491	8/31/2024	All American Entertainment	\$5,000.00	ILP
26492	8/31/2024	Amazon Capital Services	\$2,653.34	Monthly Payment - Supplies
26493	8/31/2024	American Program Bureau, Inc.	\$10,000.00	ILP
26494	8/31/2024	Baker & Taylor	\$31,946.58	Monthly Payment - Materials
26495	8/31/2024	Best Quality Cleaning	\$5,808.43	Monthly Payment - Contracted Services
26496	8/31/2024	Bibliotheca, LLC.	\$3,229.00	Annual Payment - Software
26497	8/31/2024	Steven Bognar	\$3,000.00	ILP
26498	8/31/2024	Cintas	\$1,253.37	Monthly Payment - Janitorial Supplies
26499	8/31/2024	Brett Dean	\$900.00	Monthly Payment - Programming
26500	8/31/2024	Fifth Star Collective, LLC	\$8,336.25	Annual Payment - Professional Services
26501	8/31/2024	Gale/Cengage Learning Inc.	\$746.95	Monthly Payment - Materials
26502	8/31/2024	International Children's Media Center	\$1,000.00	Annual Payment - Programming

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26503	8/31/2024	Midwest Tape LLC	\$5,979.70	Monthly Payment - Materials
26504	8/31/2024	Neuco Inc.	\$973.95	Annual Payment - Building Repairs
26505	8/31/2024	North American Corp of Illinois	\$1,432.76	Monthly Payment - Janitorial Supplies
26506	8/31/2024	Old Town School of Folk Music	\$600.00	Monthly Payment - Programming
26507	8/31/2024	Outsource Solutions Group, Inc.	\$21,660.54	Monthly Payment - Professional Services
26508	8/31/2024	Overdrive	\$23,418.99	Monthly Payment - Materials
26509	8/31/2024	VOID - Cynthia Pelayo		
26510	8/31/2024	Reaching Across Illinois Library System	\$ 825.00	Annual Payment - Materials - Database
26511	8/31/2024	Runco Office Supply	\$ 820.00	Monthly Payment - Supplies
26512	8/31/2024	Dan Santat	\$ 2,000.00	ILP
26513	8/31/2024	Selden Fox, LTD	\$ 8,000.00	Annual Payment - Professional Services
26514	8/31/2024	Gennady Sergiyenko	\$ 750.00	Monthly Payment - Programming
26515	8/31/2024	The Lyceum Agency	\$ 10,000.00	ILP
26516	8/31/2024	The Shipman Agency, Inc.	\$ 10,000.00	ILP
26517	8/31/2024	Unbound Agency	\$ 3,750.00	ILP
26518	8/31/2024	Unbound Agency	\$ 8,750.00	ILP
26519	8/31/2024	Unbound Agency	\$ 10,000.00	ILP
26520	8/31/2024	Village of Northbrook Water Dept.	\$ 2,251.47	Quarterly Payment - Utilities
26521	8/31/2024	Vis-O-Graphic, Inc.	\$ 8,941.24	Quarterly Payment - Community Relations
26522	8/31/2024	Wex Health Inc.	\$ 1,702.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 221,336.63

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

Transaction Number	Transaction Date	Vendor	Amount
54026	8/16/2024	Nana Akuffo	\$37.60
54027	8/16/2024	Amalgamated Bank of Chicago	\$475.00
54028	8/16/2024	Anna Amen	\$29.49
54029	8/16/2024	Aquatic Works LTD	\$185.00
54030	8/16/2024	Alissa S Caulfield	\$10.99
54031	8/16/2024	Ngan Dao	\$16.99
54032	8/16/2024	Halloran & Yauch, Inc.	\$315.07
54033	8/16/2024	Lechner Services	\$175.20
54034	8/16/2024	Lynchpin Event Management LLC	\$325.00
54035	8/16/2024	Patrick McCallister	\$175.00
54036	8/16/2024	Ocooch Hardwoods	\$270.37
54037	8/16/2024	Petty Cash Custodian	\$120.00
54038	8/16/2024	Pitney Bowes Inc.	\$165.54
54039	8/16/2024	Kelley Rupnow	\$12.99
54040	8/16/2024	School Outfitters	\$160.00
54041	8/16/2024	Scientific Spectrum.com	\$275.00
54042	8/16/2024	Debbie Siegel	\$23.18
54043	8/16/2024	Sunset Food Mart, Inc.	\$41.34
54044	8/16/2024	Today's Business Solutions, Inc.	\$163.17
54045	8/16/2024	Travel Sewing Repair	\$140.00
54046	8/16/2024	UPS	\$14.28
54047	8/29/2024	A-Z Mindfulness	\$150.00
54048	8/29/2024	Gregory Alexander	\$300.00
54049	8/29/2024	Ancel Glink P.C.	\$120.00
54050	8/29/2024	Donna M Baiocchi	\$250.00
54051	8/29/2024	Baker & Taylor Entertainment	\$52.45
54052	8/29/2024	Ben Tatar Music	\$500.00
54053	8/29/2024	The Book Bin	\$85.00
54054	8/29/2024	Barry Bradford	\$300.00
54055	8/29/2024	Nancy Buehler	\$250.00
54056	8/29/2024	Cavendish Square	\$186.03
54057	8/29/2024	Chicago Distribution Center	\$71.39
54058	8/29/2024	City Lit Theater Company	\$500.00
54059	8/29/2024	Demco	\$146.88
54060	8/29/2024	David Drazin	\$250.00
54061	8/29/2024	David Drazin	\$250.00
54062	8/29/2024	David Drazin	\$250.00
54063	8/29/2024	David Drazin	\$250.00
54064	8/29/2024	EBSCO Information Services	\$234.30
54065	8/29/2024	ECO Promotional Products, Inc.	\$418.73
54066	8/29/2024	Elenco Electronics, Inc.	\$2.50
54067	8/29/2024	Freeman Pictures, Inc.	\$250.00

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

Transaction Number	Transaction Date	Vendor	Amount
54068	8/29/2024	Glenview Chess Club LLC	\$200.00
54069	8/29/2024	Benjamin Goluboff	\$250.00
54070	8/29/2024	Happiness Forward LLC	\$150.00
54071	8/29/2024	Sarang Heo	\$150.00
54072	8/29/2024	Jayne Herring	\$450.00
54073	8/29/2024	The Home Depot Credit Services	\$12.99
54074	8/29/2024	HR Source	\$300.00
54075	8/29/2024	Illinois Heartland Library System-OCLC	\$41.52
54076	8/29/2024	Image Specialties of Glenview, Inc.	\$7.60
54077	8/29/2024	Jascula Terman & Associates, Inc.	\$301.88
54078	8/29/2024	Brian Kavolius-Matherne	\$500.00
54079	8/29/2024	Korean Books & More	\$153.67
54080	8/29/2024	Lakeshore Learning Materials	\$53.99
54081	8/29/2024	Jeanette K. Licata	\$75.00
54082	8/29/2024	Mergent, Inc.	\$374.00
54083	8/29/2024	Kathleen Jo Zeigler Mitchem	\$250.00
54084	8/29/2024	Kathleen Jo Zeigler Mitchem	\$250.00
54085	8/29/2024	Noggin Builders LLC	\$250.00
54086	8/29/2024	Northbrook Hardware	\$92.20
54087	8/29/2024	Dan Petrosko	\$450.00
54088	8/29/2024	Quill LLC	\$533.61
54089	8/29/2024	Jonna M. Reilly	\$17.99
54090	8/29/2024	Olga Rudiak	\$400.00
54091	8/29/2024	Mardi Scott	\$75.00
54092	8/29/2024	Sherwin-Williams Company	\$43.76
54093	8/29/2024	Nicky Stannard	\$10.99
54094	8/29/2024	Staples	\$196.18
54095	8/29/2024	Stories Matter Foundation	\$300.00
54096	8/29/2024	Swank Motion Pictures Inc.	\$396.00
54097	8/29/2024	The Library Store	\$309.78
54098	8/29/2024	Tsai Fong Books, Inc.	\$121.80
54099	8/29/2024	Universal Film Exchanges LLC	\$200.00
54100	8/29/2024	UPS	\$132.87
54101	8/29/2024	Warehouse Direct Inc.	\$352.72
54102	8/29/2024	Robert Waterbury	\$50.00
54103	8/29/2024	Yami Vending Inc.	\$357.82
54104	8/29/2024	Yellowstone Landscape	\$555.00
			<u>\$16,314.86</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1921	8/31/2024	Ancel Glink P.C.	\$840.00	Civic Room Project
1922	8/31/2024	Paddock Publications Inc	\$116.10	Civic Room Project
			<u>\$ 956.10</u>	



CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, Village of Northbrook, County of Cook, State of Illinois, do hereby certify that attached hereto is a true and correct copy of the Annual Treasurer's Report of the Northbrook Public Library for the fiscal year ended April 30, 2024.

IN WITNESS THEREOF, I have hereunto set my hand and have caused the seal of said Library to be affixed this 19th of September.

Jami Xu, Treasurer

Subscribed and sworn to before me.

notary

Northbrook Public Library
Treasurer's Report
Fiscal Year Ended April 30, 2024

Cash and Investments at April 30, 2024

	Cash	Investments	Total
General Fund	9,638,812		9,638,812
Retirement Fund	1,136,930		1,136,930
Capital Projects Fund	6,909,501		6,909,501
Debt Service Fund	2,813		2,813
Total Cash & Investments	17,688,056		17,688,056

Statement of Revenue

	General Fund	Retirement Fund	Capital Projects	Debt Service	Total Library
Property Tax	8,010,867	704,230		750,489	9,465,586
State Replacement Tax	332,001				332,001
Fines, Fees, Rentals	47,953				47,953
Interest Income	66,071	6,413	31,288	163	103,935
Gifts, Designated, Grants	107,967				107,967
Miscellaneous	25,412				25,412
Total Revenue	8,590,271	710,643	31,288	750,652	10,082,854

Summary Statement of Operations

	General Fund	Retirement Fund	Capital Projects	Debt Service	Total Library
Revenues	8,590,271	710,643	31,288	750,652	10,082,854
Expenses	(7,570,199)	(654,498)	(339,336)	(761,474)	(9,325,507)
Interfund Transfers	(1,015,080)		995,000	20,080	
Insurance Proceeds			7,500		7,500
Excess of Revenue & Financing Sources Over Expenditures	4,992	56,145	694,452	9,258	764,847

CASH DISBURSEMENTS

3E Electric, Inc. - \$10,808.00; A-Z Mindfulness - \$1,800.00; Added Incentives, Inc. - \$3,663.50; All American Entertainment - \$8,750.00; All American Exterior Solutions - \$12,600.00; Amagalmated Bank - \$760,900.00; Amazon Capital Services - \$37,050.30; Anna Amen - \$6,003.22; American Library Association - \$1,900.00; American Library Association, Membership - \$4,053.00; American Program Bureau, Inc. - \$10,000.00; Amigos Library Services - LMC - \$1,425.00; Ancel Glink P.C. - \$20,219.14; Mark Anderson - \$2,187.50; Aquatic Works LTD - \$2,220.00; Arlington Glass & Mirror - \$20,680.00; Authors Unbound Agency - \$98,010.09; Baker & Taylor - \$309,415.17; Baker & Taylor Entertainment - \$5,310.21; BambooHR - \$6,960.33; Svetlana Belsky - \$1,000.00; Best Buy Business Advantage Account - \$2,344.10; Best Quality Cleaning - \$69,171.00; Bibliotheca, LLC. - \$1,025.00; Blackbaud Inc. - \$6,608.79; Allan Bogan - \$1,200.00; Book Page - \$1,116.00; Bright Plum Inc. - \$31,190.00; Nancy Buehler - \$3,000.00; Cardio Partners Inc. - \$1,640.52; CCB Technology - \$3,647.00; Chicago Backflow, Inc. - \$1,349.70; Chicago Tribune - \$2,064.53; Children's Plus Inc - \$8,700.32; Cintas - \$5,673.90; Colley Elevator Co. - \$6,510.00; Comcast - \$4,161.25; Computype, Inc. - \$1,466.40; Continental Resources, Inc - \$137,863.88; Cook & Kocher Insurance Group - \$7,108.00; Cooperative Computer Service - \$102,877.21; Culture Amp Inc. - \$6,120.00; Data Products LLC - \$1,000.00; DeFranco Plumbing - \$2,649.33; Tom Deja - \$2,250.00; Demco - \$7,766.99; Depict Data Studio - \$11,560.71; Dornfeld Piano Tuning - \$4,380.00; David Drazin - \$1,000.00; EBSCO Information Services - \$21,982.96; ECO Promotional Products, Inc. - \$1,722.19; F.E. Moran Mechanical Services - \$70,666.51; F.E. Moran, Inc. - Fire Protection - North - \$8,610.00; Fast Forward Libraries LLC - \$22,050.00; Fast Signs - \$3,365.39; Fifth Star Collective, LLC - \$2,250.00; First Bankcard - \$94,612.37; Folding Partition Services, Inc. - \$1,445.00; Gale/Cengage Learning Inc. - \$8,395.53; Garaventa USA Inc. - \$2,335.21; Garvey's Office Products - \$1,175.01; Jo I Gayle - \$2,037.50; Getty Images (US), Inc. - \$1,080.00; Glenbrook HSD 225 - Business Services - \$6,440.04; Glenview Chess Club LLC - \$1,600.00; Benjamin Goluboff - \$2,500.00; Gotham Artists Talent Services - \$26,000.00; GovConnection, Inc. - \$1,962.62; Grainger - \$10,134.67; Grey House Publishing - \$3,129.10; Kathryn Hall - \$2,961.95; Hang & Shine - \$8,990.00; Happiness Forward LLC - \$1,200.00; Jayne Herring - \$6,500.00; The Home Depot Credit Services - \$1,211.90; HR Source - \$17,083.00; Jane Huh - \$2,271.00; Illinois Heartland Library System-OCLC - \$1,346.84; Illinois Library Association - \$2,075.00; Impact Networking LLC - \$16,782.47; Info USA Marketing - \$7,500.00; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$894,547.53; ITsavvy LLC - \$7,752.00; J.D. Power and Associates - \$1,247.00; Kanopy Inc. - \$13,500.00; Kloefer Construction Inc - \$1,050.00; Jessica Koontz - \$5,000.00; Carla Lasky - \$2,787.67; Lechner Services - \$1,632.24; Library Furniture International, Inc. - \$2,435.00; Library Ideas LLC - \$4,649.37; Library Journals LLC - \$1,411.00; Limricc - UCGA - \$3,956.79; Linda Z's Sewing Center - \$1,499.98; Linkedin Corporation - \$7,000.00; Kenneth Liu - \$5,000.00; LR Consulting LLC - \$8,750.00; Mango Languages - \$3,538.00; Erik Matsunaga - \$1,300.00; MatterHackers, Inc. - \$7141.39; Patrick McCallister - \$2,655.91; Menard Consulting, Inc. - \$2,500.00; Mergent, Inc. - \$2,098.00; Midwest Tape LLC -

\$118,464.15; Kathleen Jo Zeigler Mitchem - \$3,900.00; Morningstar, Inc. - \$8,160.00; Naxos of America Inc. - \$2,225.00; Naxos - \$3,821.97; Neuco Inc. - \$2,354.29; New York Times - \$1,118.00; NewsBank, Inc. - \$14,027.00; NFIP Direct Servicing Agent - \$5,993.00; Niche Academy - \$1,290.00; North American Corp of Illinois - \$19,072.92; North Town Auto Service - \$1,585.07; Northbrook Chamber of Commerce & Industry - \$1,535.00; Northbrook Hardware - \$2,687.03; Oak Brook Mechanical Services, Inc. - \$40,489.09; Ocooch Hardwoods - \$1,602.22; Olsson Roofing Company, Inc. - \$2,649.50; Outsource Solutions Group, Inc. - \$280,672.72; Overdrive - \$208,956.22; Pace Systems INC - \$5,016.00; Pacyworks Studio Inc. - \$5,000.00; Panera, LLC - \$3,181.96; Penguin Random House LLC - \$22,500.00; Pepper Construction Co. - \$3,717.00; Petersen Bros. Plastics, Inc. - \$2,935.00; Dan Petrosko - \$1,575.00; Pitney Bowes Inc. - \$1,019.51; Promos 911, Inc. - \$1,003.17; Proquest - \$53,803.58; Quill LLC - \$4,083.89; Rakes Rogues Scoundrels LLC - \$3,000.00; Reaching Across Illinois Library System - 36,093.20; RELX Inc. DBA LexisNexis - \$4,704.00; Reserve Account - \$15,000.00; Right to Be Inc. - \$10,777.50; Ring Central Inc - \$25,589.66; Carlos Rodriguez - \$4,500.00; Sarah Romero-Reyes - \$1,400.00; Olga Rudiak - \$4,600.00; Runco Office Supply - \$5,739.56; Scholastic Library Publishing - \$3,636.00; Selden Fox, LTD - \$11,500.00; Sentrum Marketing, LLC - \$1,462.20; Service Building Maintenance, Inc. - \$9,820.00; SHI International Corp. - \$13,234.00; Showcases - \$2,826.14; Siemens Industry Inc. - \$9,526.25; Simon & Schuster Holding Company, LLC - \$7,500.00; Snow Systems, Inc. - \$9,600.00; Sujin Song - \$1,500.00; StackMap LLC - \$1,735.00; Sterling Services, Inc. - \$8,585.70; Stories Matter Foundation - \$2,200.00; Swank Motion Pictures Inc. - \$6,857.00; Symmetry Energy Solutions, LLC - \$41,494.46; T-Mobile - \$6,824.16; Teacher Dan - \$2,400.00; Tee Jay Service Company, Inc. - \$5,040.00; Temperature Equipment Corp. - \$1,463.76; Terryberry - \$1,723.08; The Booking Biz - \$5,000.00; The Charmm'd Foundation - \$2,400.00; The Hanover Insurance Company - \$58,483.00; The Library Store - \$9,800.86; The Lyceum Agency - \$10,000.00; Thermosystems Building System Solutions - \$111,855.00; TK Elevator - \$88,425.00; Today's Business Solutions, Inc. - \$5,897.99; Travelers CL Remittance Center - \$34,691.00; Tsai Fong Books, Inc. - \$3,559.09; Tumbleweed Press Inc. - \$3,600.00; Uline - \$3,437.75; UPS - \$1,155.64; Value Line Publishing LLC - \$2,100.00; Village of Northbrook - \$1,024.93; Village of Northbrook Water Dept. - \$7,444.28; Vis-O-Graphic, Inc. - \$28,724.76; VSP of Illinois, NFP - \$4,840.70; Jason Waclawik - \$3,952.50; Warehouse Direct Inc. - \$11,648.95; Wells Fargo Vender Fin Serv - \$5,355.00; WET Solutions, Inc. - \$3,780.00; Wex Health Inc. - \$25,187.96; Kate Will - \$6,230.00; Martha Wilson - \$4,500.00; WM Corporate Services Inc. - \$6,306.37; Yami Vending Inc. - \$5,165.49; Yellowstone Landscape - \$2,215.00; Zheng Consulting - \$23,625.00; Zoobean Inc. - \$1,887.00; Zoom Video Communications Inc. - \$13,049.30;

PAYROLL:

Under \$24,999:

Abbas - \$631.84; Ali - \$7,709.85; Amundsen - \$5,647.10; Anne - \$21,672.70; Bae - \$1,848.69; Baran - \$18,410.22; Bass - \$14,281.89; Becker - \$22,197.90; Berkover - \$21,268.04; Brown - \$5,667.02; Burman - \$696.93; Choi - \$23,956.68; Cornogg III - \$12,068.68; Cotini - \$446.99; Czechorski - \$15,846.45; D'Antico - \$15,208.96; Du - \$10,066.47; Dzianott - \$11,744.64; Edwards - \$8,348.39; Faedtke - \$22,146.23; Fragozo - \$733.35; Garzon - \$704.79; Godnik - \$2,645.73; Gray - \$13,889.90; Hannon - \$2,542.38; Hominick - \$11,872.12; Homozi - \$15,353.24; Huh - \$24,348.66; Ibardoloza - \$3,034.88; Ibardoloza - \$3,034.88; Johnson - \$4,312.64; Kayed - \$20,480.94; Kearns - \$16,216.92; Keaton - \$15,557.87; Koontz - \$12,313.95; Kuehn - \$734.31; Lasky - \$17,912.65; Lee - \$23,703.13; Lewis - \$858.80; Lodkin - \$3,536.15; Marek - \$13,696.65; McGill - \$17,917.60; Miller - \$8,596.40; Min - \$16,737.78; Mohrdieck - \$17,629.79; Mojovic - \$13,536.08; Murphy - \$919.04; Oh - \$13,051.34; Porter - \$21,421.60; Posladek - \$5,636.18; Readdy - \$3,147.68; Rodriguez - \$21,138.41; Romero - \$5,581.32; Saks - \$16,851.23; Schafer - \$12,548.38; Schlernitzauer - \$5,583.79; Shapiro - \$5,834.90; Sharma - \$426.28; Shuman - \$2,040.57; Simmons - \$939.80; Simpson - \$23,027.59; So - \$2,193.97; Suarez - \$2,760.12; Traskina - \$3,140.19; Voronova - \$15,272.09; Waclawik - \$22,071.28; Wright - \$22,079.23; Wu - \$1,007.37; Zwick - \$12,962.00;

\$25,000 - \$49,999:

Alteri - \$41,807.08; Goese - \$48,142.18; Gonzalez Esparza - \$46,700.49; Gutmann - \$26,650.37; Jaffery - \$26,702.76; Karahalios - \$31,775.21; Mayer - \$27,978.89; Nguyen - \$42,023.01; Raucci - \$32,698.49; Reid - \$28,240.33; Schmidt - \$29,532.44; Schwartz - \$31,035.65; Siegel - \$46,390.58; Siwinski - \$43,546.51;

\$50,000 - \$74,999:

Ashmann - \$54,913.36; Beach - \$59,199.34; Bremner - \$52,268.91; Brugger - \$63,883.72; Chase - \$50,718.14; Cirignani - \$63,883.62; Collins - \$67,303.44; Duncan-McGee - \$51,551.52; Flowers - \$52,268.83; Franklin - \$68,287.58; Golembiewski - \$58,427.17; Hannon - \$59,224.89; Hill - \$63,883.78; Holland - \$52,268.83; Huie - \$63,883.77; Kalmens - \$58,799.45; Kaminski - \$58,076.08; Keaton - \$61,882.83; Lopez - \$58,076.07; Margis - \$72,227.17; Medel - \$52,268.91; Mistalski - \$58,799.34; Nava - \$52,268.91; Nelson - \$52,657.18; Norton - \$73,281.76; Pekara - \$67,631.59; Raybuck - \$74,401.10; Scodius - \$63,883.74; Siegel - \$63,883.82; Vering - \$74,728.28; Vienna - \$58,076.06; White - \$52,268.83;

\$75,000 - \$99,999:

Doyle - \$92,428.21; Gossage - \$76,174.98; Haddad - \$88,953.05; Hegelund - \$78,280.05; Kosuge - \$75,901.31; Mayer - \$86,191.21; Prioletti - \$96,560.35; Skittino - \$96,560.26; Wolf - \$93,668.16;

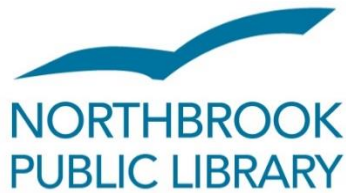
Over \$100,000:

Amen - \$117,410.30; Durov - \$103,514.31; Hall - \$160,499.86;

NORTHBROOK PUBLIC LIBRARY

Scheduled Closing Days for Calendar 2025

New Year's Eve	Tuesday, December 31, 2024
New Year's Day	Wednesday, January 1, 2025
Security Training	Friday, January 17, 2025
Easter	Sunday, April 20, 2025 (not a paid holiday)
Staff Development Day	Friday, May 9, 2025
Memorial Day	Monday, May 26, 2025
Fourth of July	Friday, July 4, 2025
Security Training	Friday, August 1, 2025 (late open, 12:00 pm)
Labor Day	Sunday, August 31, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Eve	Wednesday, November 26, 2025 (close at 6:00 pm)
Thanksgiving	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025
New Year's Day	Thursday, January 1, 2026



Memorandum

DATE: September 13, 2024

TO: Board of Trustees

FROM: Anna Amen, Finance & Operations Director

RE: Parking Lot Renovation & Maintenance Proposal

The library has secured bids for the parking lot sealcoating and restriping of both the staff and patron lots. The lowest responsible bidder was RG Asphalt and Concrete who came in at \$20,539. There is an additional alternate cost of \$1,985 if there is crack filling that needs to happen.

MOTION: to approve the proposal from RG Asphalt and Concrete for parking lot renovation and maintenance for an amount not to exceed \$22,524.



September 6th, 2024

Anna Amen
Northbrook Public Library
1201 Cedar Lane
Northbrook, Ill. 60062

CONCRETE SIDEWALK REPLACEMENT

- Saw cut concrete as needed
- Break out concrete and dispose offsite
- Top dress stone
- Compact stone
- Drill and pin as necessary
- Install Wire mesh as needed
- Form for Concrete Pad 5" thick (300 sq. ft.)
- Furnish and install 5 Quantity 48" Truncaided domes
- Pour with 6 bag mix concrete
- Light broom finish

SEALCOAT AND STRIPE PARKING LOT 51,874 SF

- Power sweep and clean all debris from parking lot
- Dispose of debris off site
- Treat any oil spots
- Black out lines for new ADA stall layout
- Remove 15-minute Parking Signs
- Apply one coat of NEYRA AE reinforced emulsion sealer with latex modifier and sand additive
- Stripe with high quality traffic paint 145 stalls (white) and
- 7 handicapped stalls (yellow) 14 arrows
- Furnish and Install 4 New Concrete Wheel Stops in HC Area
- Relocate Handicap signs install 3 new handicap Signs and posts
- Barricade until cured

Total For Parking Lot Improvements \$ 16,359.00

OPTION FOR A SECOND COAT \$ 4,180.00

RG Asphalt and Concrete
Laurie Cohn – Sales/Project Manager
Mobile: 847-477-3183
Laurie@RGasphaltandconcrete.com



September 6th ,2024

Anna Amen
Northbrook Public Library
1201 Cedar Lane
Northbrook, OIllinois.
60062

OPTION 1 - CRACK FILLING OF 2,500 LN. FT.

- Crack fill with hot rubberized material
- Apply sand over cracks to alleviate tackiness
- Proposed crack fill amount is designed by the Project Manager's analysis to hold your parking lot together now and in the future.
Every crack will not be filled. If client would like additional crack filling to occur there will be an additional cost based on amount and time of labor.
- Sand cracks to alleviate tackiness

Total for Crack Fill Option \$ 1,985.00



970 Villa Street
Elgin, IL. 60203
Phone: 847-477-1591

Agreement: RG Asphalt & Concrete, Contractor, and Customer identified above agree that all of the above work is to be completed in a substantial and workmanlike manner. Any alteration or deviation from above specifications involving extra cost of material or labor will be executed upon written orders for the same, and will become an extra charge over the sum mentioned in the proposal. All agreements must be made in writing. Cost to obtain permits are not included in cost of job and will be charged back to client. The prices for the proposals are valid for 10 days.

Payment: 1/2 of contract price is due on acceptance (as work is being completed weekly payments might be required) and balance including extras or changes, if any, due on completion of work. Any unpaid balance will acquire a 1.5% fee after due date and it the fee will be added every month until full balance is paid. Warranty can be affected by payment terms. **We have the right to terminate or suspend the work if the client does not pay invoices as due.**

Unmarked Utilities and Private Lines- Customer is responsible for marking any private lines throughout the work site. RG Asphalt & Concrete will not be responsible for damaged utilities that are unmarked. RG Asphalt & Concrete will not be liable for any costs related to the utility interruption regardless of the lines being properly marked or not.

Mobilization: If additional mobilizations are required, by request of the customer there will be additional fees charged to the customer.

Accessibility: The proposal is based on the condition that the work area is free of any obstructions (vehicles, dumpsters, etc). RG Asphalt & Concrete reserves the right to charge additional fees for conditions preventing us from working as proposed.

Cleaning Expenses: RG Asphalt & Concrete is not responsible for cleaning, repairing or replacing any, carpet, concrete, floors etc. that is damaged or soiled by anyone other than RG Asphalt & Concrete employees.

Acceptance. Contractor is hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which Customer agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Customer's signature below makes this a binding contract which may not be cancelled by customer. The person signing for Customer represents and warrants that they have authority to execute this contract on behalf of the Customer and the owner of the property where the work is to be performed.

ACCEPTANCE

Customer _____ Authorized Agent

Print Name _____ Date: _____

Director's Report

September 2024

Agenda Items

3 Consent Agenda

- 3.5 File account of all monies received and expended during preceding fiscal year
This is a record of all monies received and expended from the previous fiscal year and is required to be approved by the board.
- 3.6 Approve 2025 Closing Schedule
A schedule is included in the packet. There are no new holidays being proposed and the closing schedule has 2.5 days closed for staff training and development including safety trainings.
- 3.7 Parking Lot Renovation & Maintenance Proposal
A memo and proposal are included in the packet for board approval.

7 Unfinished Business

- 7.1 Village of Northbrook Payroll Change
Library Board President and Vice President, Anna Amen, and myself met with the Village President, Trustee Kohler, Village Manager, and CFO on Wednesday, September 12, 2024. We will provide a more thorough update at the board meeting, but the Village was not willing to adjust the timeline in any way. We are still figuring out if there is anything we need to do from a legal perspective and there is still some confusion from the Village on the IMRF requirements that we will need to sort with IMRF.

8 New Business

- 8.1 FY24 Audit Presentation with Selden Fox
The draft audit is included in the packet and Ed Tracy of Selden Fox will be attending the meeting to give a presentation on the audit.
- 8.3 FY26 Tax Levy Draft Presentation
Anna Amen has prepared a memo and levy scenarios for discussion. She and I will make a presentation about factors to consider with this year's levy.

9 Closed Session

If needed the board will go into closed session for the following reasons:

5 ILCS 120/2(c)8 Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public.

5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

10 Agenda Building

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

- Finalize FY26 Levy
- EDI Pulse Survey Presentation from Becky Moore
- Discuss Staff Appreciation Week
- Discuss Annual Library Visit
- Update on FEIN & Payroll Change

Board News & Reminders

Board Members are invited and encourage to attend the upcoming joint program we are hosting in partnership with the Village's Community Commission, CATCH, and Cook County United Against Hate, Illinois Holocaust Museum, we are hosting a film screening of The Upstanders followed by a Q&A with Commissioner Britton on September 22 from 3-5pm.

Updates

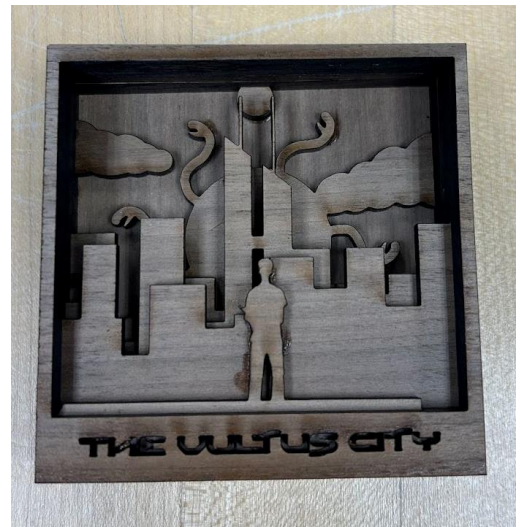
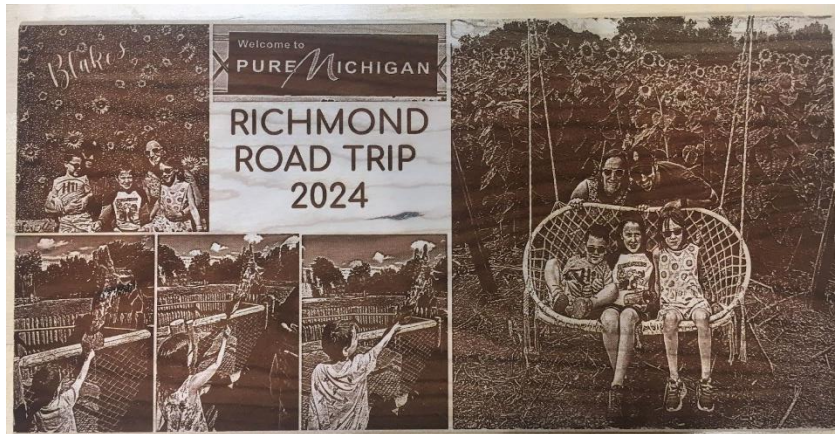
I was on vacation August 23- September 3 and then September 4 til the present I have not had the opportunity to put together my usual report. I will be doing a dual report at the October meeting and will give a verbal update at the September meeting. Thank you for your understanding.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
August, 2024

PROJECTS





PATRON STORIES



From Michelle Mistalski, Assistant Manager: A patron came in looking to customize a whiteboard and two jewelry trays and to learn how to use Cricut for the first time. They were appreciative of the staff's assistance in teaching them how to put together their design, the process of weeding the vinyl and transferring it onto their material.

From Joe Cirignani, Maker Specialist: A patron wanted to create something for her cousin, who loves boxing. She came in with a multilayered svg file that we resized to fit on our pieces of wood and it turned out great! She loved it and is certain that her cousin will love it, too.



3D PRINTING

We printed 106 objects for users in August.

VISITORS

933 people visited the Collaboratory in August.

Comment	Response	Staff Member
<p>*E-mail received in friends@northbrook.info inbox* Friends Board, April 2024 Patron Comment: "Shame on you guys for allowing female products in mens bathrooms. This is very disgusting and disturbing. This is very disruptive for the kids mentality. Please remove these items as they are not appreciated at all."</p> <p>https://northbrook.info/sites/default/files/board/April%202024%20PUBLIC%20Packet.pdf</p> <p>OUR UNETHICAL LIBRARY DIRECTOR KATE HALL DID NOT GET ANY BOARD APPROVAL FOR THIS ACTION. SHE IS MENTALLY ILL AND NOT FIT TO BE A PUBLIC EMPLOYEE IN NORTHBROOK. SHE MADE A "CONSCIOUS DECISION" ON HER OWN WITHOUT INFORMING THE COMMUNITY AND THE BOARD. THERE IS NO OTHER PUBLIC LIBRARY IN ILLINOIS THAT HAS DONE WHAT THIS MENTALLY ILL WOMAN HAS DONE. SHE NEEDS TO GO. SHAME ON ALL OF YOU FOR LETTING HER GET AWAY WITH THIS UNETHICAL BEHAVIOR.</p> <p>If Kate Hall was proud of what she did, she would have informed the board and the community when she started doing this last year. Her actions and obsession on forcing her un-American "EDI" religion on everyone NEEDS TO STOP.</p> <p>THIS IS UNACCEPTABLE.</p>	<p>Thank you for taking the time to share your feedback regarding the availability of period products in all restrooms, including men's bathrooms. I hear you when you say that you find this shameful and disturbing. We understand that this change may be unfamiliar, but it is important to us that we create an inclusive environment for everyone who visits our library. In alignment with Illinois law mandating menstrual product accessibility in all 6-12 schools, colleges, and universities, we have made a conscious decision to install dispensers in all public restrooms at our library. In addition to being available in women's bathrooms, menstrual hygiene dispensers are available in men's restrooms for many reasons, including being inclusive of transgender and intersex patrons or for someone to grab one for a friend or family member. Our goal is to promote period equity, reduce barriers, and be more welcoming to all patrons. If you would like to talk about this further, I am happy to discuss it in person or over the phone</p>	Kate Hall
<p>today I went to the colaboratory and Joe was a great hep! however i feel that the colaboratory is a great way to be creative and make creations. I love it. 10 out of 10 experience!</p>		Cathleen Doyle
<p>Today, I visited your Makers Space with my niece. She is 10 years old & a proud Northbrook Library card holder. She was thrilled to show me around & look at creative options for making something this afternoon. As soon as we walked in, we were greeted by Daniel. He explained the projects & processes of making them in ways (name redacted) could understand. He helped her step by step with using the laser cutter to create an acrylic cut out of a cat. She was in awe & delighted with the resulting piece! After visiting the children's area to check in with her summer reading log (and receiving some awesome rewards), we checked out some more books & then returned to the Makers Space.</p> <p>(Name redacted) says she loves "tchotchkes" so Eric helped her make a small laser etching of a dog. (Name redacted) says "I love it here & I love what I made today. I also love how Daniel & Eric helped me design the pieces exactly as I wanted. They were very nice & kind."</p> <p>Thank you so much for providing this space & for employing extraordinary staff.</p>		Cathleen Doyle
<p>My granddaughter and I came today to embroider 3 special towels of hers. They turned out beautifully! Joe was a huge help and so good with kids.</p> <p>Thank you, thank you!</p> <p>We <3 the Collaboratory!</p>		Cathleen Doyle
<p>Thank you so much for the automatic renewal (name of material removed for privacy) . I had listed it as due on Aug 9th but I won't have it read by that date so the extension to the end of August is really helpful.</p>	<p>Thank you so much for your email. We love hearing how our automatic renewal system benefits our patrons. Our database looks three days prior to the due date, in this case August 6th, to see if we can renew it for you and we were able to do so. I am glad this helps you in giving you more time to finish the book.</p> <p>Please let us know if you have any other questions. We look forward to seeing you in the library soon.</p>	Kim Hegelund
<p>As they were walking out of the West Doors, a young patron said to her dad: "This is my favorite place in the whole entire world." :)</p>	None given as they were leaving the building	Kim Hegelund
<p>Library Director Kate Hall is a weird radical liberal.</p>		Kate Hall
<p>What could be weirder than stocking tampons in the mens' bathrooms???</p>		

Comment	Response	Staff Member
<p>I just got my library newsletter and I am livid. You didn't think to invite me, a Northbrook resident (2 blocks away), to the library's MEET THE AUTHOR FAIR? I bet none of those 5 authors live here, let alone HAVE WRITTEN some chapters AND, mostly corrected 96% of my books in the quiet room of the library! Did they include a chapter that actually takes place in our library? See chapter 21. I bet not. Do you think no women likes horror? It is a woman's horror story. I realize with COVID in the start of 2020 that I could not have a book signing there. I get that. So what is the reason I was not contacted? I visit the library about once a week. I would be grateful to hear what was the reasoning behind the neglect. This has made me spurn being a Friends of the Library member. I look forward to hearing your reasons, if you want to write or call, my info is below. I am trying to manifest some sort of decoram in my response here, although I AM angry. Sincerely and saddened by it all, name, contact information, and book title redacted. P.S. All those who have read my book liked it. Have you read it?</p> <p>Eric was an incredible help today on doing 2 creative projects with my granddaughter (12). She made a 3D name plate and he successfully guided her to let her experiment herself and make exactly what she wanted. Eric also helped Lily's creative instincts to make/etch a clear acrylic 3 panel picture that turned out awesome!</p> <p>We love the Collaboratory!</p> <p>Thank you!</p>	<p>Kate spoke to the commenter via phone.</p>	<p>Kate Hall</p>
		Cathleen Doyle
<p>Patron inquired if we could place additional carts and bins at the West entrance. She mentioned her mobility issues makes it challenging to walk that distance.</p>	<p>Indicated they would pass this along to their supervisor</p>	<p>Kim Hegelund</p>

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

_____, 2024

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of the **Northbrook Public Library** (Library) as of and for the year ended April 30, 2024, and have issued our report thereon dated _____, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 30, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The financial statements are the responsibility of management with your oversight. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management prior to field work beginning on July 22, 2024, in our engagement letter dated April 30, 2024, and orally during the audit engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of Northbrook Public Library and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Northbrook Public Library or to acts by management or employees acting on behalf of Northbrook Public Library.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Northbrook Public Library are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed for the year ended April 30, 2024. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of a provision for losses for uncollectible property tax of 2% is based on collections history and current economic conditions. Management's estimate that the useful lives of property and equipment range from 3 to 40 years is based on past experience. Management's valuation of its net pension obligation and OPEB liability is based on actuarial studies. We evaluated the methods, assumptions and data used to develop these estimates in determining that they are reasonable in relation to the financial statements as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit – We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements – Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management provided an entry to reclassify Illinois Library Presents activity out of the Library's income and expense accounts and establish a liability for funds held on behalf of the organization. All other adjustments are included in Exhibit 1. Management has corrected all such misstatements. An uncorrected adjusting journal entry is included in Exhibit 2. Management has represented to us that the uncorrected adjustment is immaterial to the financial statements as a whole.

The uncorrected misstatement or the matters underlying it could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatement is immaterial to the financial statements under audit.

Disagreements With Management – For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Significant Audit Matters (cont'd)

Management Representations – We have requested certain representations from management that are included in the management representation letter dated [REDACTED], 2024.

Management Consultations With Other Independent Accountants – In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Library’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues – We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library’s auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Other Matters – With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Trustees and management of the Northbrook Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

SELDEN FOX, LTD.

Edward G. Tracy
Executive Vice President

EGT/cg

**Northbrook Public Library
Adjusting Journal Entries
April 30, 2024**

Account	Description	Debit	Credit	Profit (Loss) Effect
Adjusting Journal Entry # 1				
Adjust beginning net assets to actual.				
01-54120-00	Contingency & Misc Exp	\$ 55.62	\$ -	\$ -
01-30110-00	Undesignated Fund Balance		55.62	(55.62)
Adjusting Journal Entry # 2				
Adjust net OPEB obligation in accordance with GASB Statement No. 75 in the government-wide financial statements.				
91-20335-00	Deferred Inflows - OPEB Actuarial	29,657.00		
91-19015-00	Deferred Outflows - OPEB Actuarial		2,972.00	
91-20300-00	Accrued Pension Cost		23,737.00	
91-51210-00	OPEB Expense		2,948.00	2,948.00
Adjusting Journal Entry # 3				
To correct accrued vacation entry.				
91-51110-00	Salaries	77,351.32		
91-20290-00	Accrued Vacation		77,351.32	(77,351.32)
Adjusting Journal Entry # 4				
Adjust net pension obligation in accordance with GASB Statement No. 68 in the government-wide financial statements.				
91-19010-00	Deferred Outflows - Pension	6,353.00		
91-20320-00	Net Pension Liability	1,341,351.00		
91-29000-00	Deferred Inflows - Pension Actuarial	33,154.00		
91-19000-00	Deferred Outflows - Pension		894,775.00	
91-51220-00	Pension Expense		486,083.00	486,083.00
Net effect of adjusting journal entries - government-wide financial statements				\$ 411,624.06

Draft - Subject to Change

08-13-24

Northbrook Public Library
Uncorrected Adjusting Journal Entries
April 30, 2024

Account	Description	Debit	Credit	Profit (Loss) Effect
Uncorrected Adjusting Journal Entry # 1				
Record subscription-based information technology arrangements under GASB Statement No. 96.				
91-18000-00	Subscription Asset	\$ 17,820.00	\$ -	\$ -
91-18000-00	Subscription Asset	36,720.00		
91-68200-00	Amortization Expense	5,100.00		
91-16180-00	Prepaid Expenses		8,415.00	
91-18100-00	Accumulated Amortization		9,405.00	
91-18100-00	Accumulated Amortization		36,720.00	
91-30110-00	Fund Balance		5,100.00	(5,100.00)
Net effect of uncorrected adjusting journal entries				\$ (5,100.00)

Draft - Subject to Change

08-13-24

██████████, 2024

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of **Northbrook Public Library** for the year ended April 30, 2024, and have issued our report thereon dated ██████████, 2024. During our audit, we noted the following operational or administrative matters we believe to be of potential benefit to you.

Future Accounting and Auditing Pronouncements

GASB has issued several other pronouncements that become effective in future years.

GASB Statement No. 99, *Omnibus 2022*, improves the comparability in the application of accounting and financial reporting requirements and the consistency of authoritative literature by clarifying items within recently released accounting standards. Portions of this standard were effective upon issuance, while other portions become effective for the fiscal years ending April 30, 2024, and 2025.

GASB Statement 100, *Accounting Changes and Error Corrections*, improves the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. Statement No. 100 is effective for the fiscal year ending April 30, 2025.

GASB Statement 101, *Compensated Absences*, improves financial reporting by establishing a unified recognition and measurement model for compensated absences that more appropriately reflects when a government incurs an obligation which can be applied to any type of compensated absence, eliminating potential comparability issues between governments that offer different types of leave. Statement No. 101 is effective for the fiscal year ending April 30, 2025.

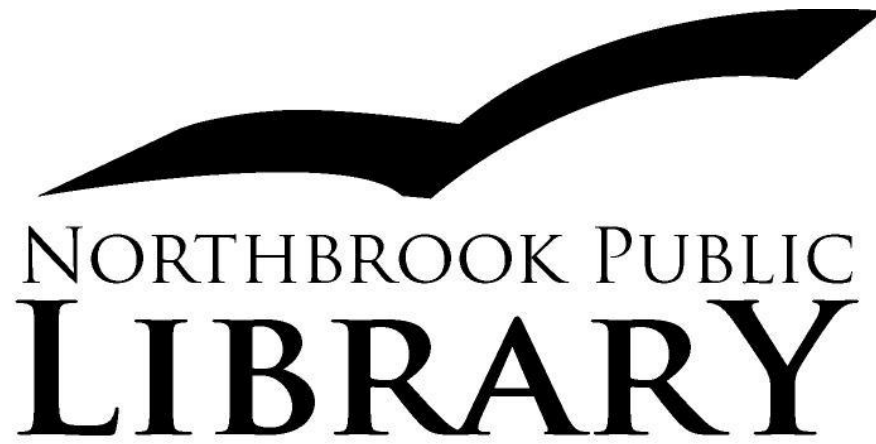
GASB Statement 102, *Certain Risk Disclosures*, improves financial reporting by providing users of the financial statements with timely information regarding concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact. Statement No. 102 is effective for the fiscal year ending April 30, 2025.

Future Accounting and Auditing Pronouncements (cont'd)

GASB Statement 103, *Financial Reporting Model Improvements*, improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. Changes are proposed to the management's discussion and analysis, presentation of unusual or infrequent items, presentation of proprietary fund statement of revenues, expenses and changes in fund net position, major component unit information, and budgetary comparison information. Statement No. 103 is effective for the fiscal year ending April 30, 2027.

This report is intended solely for the information and use of the Board of Trustees and management of the Northbrook Public Library and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to express our appreciation to you, and to the Northbrook Public Library's staff, for the courtesy and cooperation extended to our staff during the course of the audit. Should you wish to discuss further any of the matters referred to, or if we can be of assistance in implementing any of the new standards, we will be pleased to do so at your convenience.



**AUDIT REPORT
FOR THE YEAR ENDED APRIL 30, 2024**

**Northbrook Public Library
Audit Report
For the Year Ended April 30, 2024**

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INDEPENDENT AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the **Northbrook Public Library** (Library), a component unit of the Village of Northbrook, Illinois, as of and for the year ended April 30, 2024, and the statements of revenues, expenditures and changes in fund balance – budget and actual for the General Fund and IMRF/FICA (major Special Revenue) Fund and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the accompanying table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Northbrook Public Library as of April 30, 2024, and the respective changes in financial position and respective budgetary comparison for the General Fund and IMRF/FICA Fund (major Special Revenue) for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of Management for the Financial Statements (cont'd)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 4-8), the multiyear schedule of changes in net pension liability and related ratios – Illinois Municipal Retirement Fund (pages 40-41), the multiyear schedule of contributions – Illinois Municipal Retirement Fund (page 42), and the multiyear schedule of changes in net OPEB liability and related ratios – other post-employment retiree healthcare plan (pages 43-44) be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The schedules listed as supplementary information in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information on pages 45-48 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

MANAGEMENT'S DISCUSSION AND ANALYSIS

**NORTHBROOK PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
APRIL 30, 2024**

Management of the Northbrook Public Library provides this narrative overview and analysis for the fiscal year ended April 30, 2024. It is recommended that readers consider this information in conjunction with the financial statements as a whole.

Financial Highlights

The Library's total net position as of April 30, 2024 and 2023, was \$18,996,314 and \$17,771,068, respectively. For the years ended April 30, 2024 and 2023, net position increased from operations \$1,225,246 and \$376,043, respectively. The term "net position" represents the difference between total assets/deferred outflows and total liabilities/deferred inflows of resources.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Library's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The Library also includes in this report additional information to supplement the basic financial statements.

Financial Statements

The financial statements of the Library are intended to provide the reader with an understanding of the financial position of the Library as of the close of the fiscal year and the results of activities for the year then ended. The fund financial statements focus on current financial resources while government-wide financial statements are similar to a private-sector business.

The *Statement of Net Position* and the *Governmental Funds Balance Sheet* provide information on the Library's assets/deferred outflows of resources and liabilities/deferred inflows of resources. The difference between these two represents governmental fund balances for the current financial resources reporting and net position for the government-wide reporting. Increases in fund balances and net position occur when revenues exceed expenditures/expenses. Information is presented for the government as a whole in the Statement of Net Position, and for each major fund in the fund financial statements, and shows any restrictions on the fund or net position.

The *Statement of Activities* and the *Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance* reflect the results of the Library's revenues, expenditures and activities during the year and the corresponding effect on fund and net position balances. These statements show the source of Library revenues and how those revenues were used to provide Library services.

Draft - Subject to Change

08-13-24

Financial Statements (cont'd)

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. *Required Supplementary Information* consists of Schedules of Changes in the Net Pension Liability and Related Ratios, and Contributions for the IMRF Pension Plan, and Changes in the Net OPEB Liability and Related Ratios.

Financial Analysis

Net position may serve, over time, as a useful indicator of a government's financial position. The Library's assets/deferred outflows exceeded liabilities/deferred inflows of resources by \$18,996,314 as of the close of the year. Of the net position balance, \$11,268,044 is unrestricted, \$767,306 is restricted, and \$6,960,964 is invested in capital assets, net of related debt.

Condensed Statement of Net Position

	April 30,	
	2024	2023
Current and other assets	\$ 22,837,203	\$ 21,923,975
Capital assets, net of accumulated depreciation	15,817,712	16,237,722
Total assets	38,654,915	38,161,697
Deferred outflows	2,152,314	3,043,708
Current liabilities	743,420	854,035
Non-current liabilities	11,116,238	12,856,625
Total liabilities	11,859,658	13,710,660
Deferred inflows of resources	9,951,257	9,723,677
Net position:		
Net investment in capital asset	6,960,964	6,958,201
Restricted	767,306	711,161
Unrestricted	11,268,044	10,101,706
Total net position	\$ 18,996,314	\$ 17,771,068

Financial Analysis (cont'd)

Condensed Statement of Activities

	April 30,	
	2024	2023
Revenues:		
Property taxes	\$ 9,465,585	\$ 8,966,385
State replacement taxes	332,001	459,160
Investment income	103,935	58,741
Fines, fees and other	188,832	195,300
Total revenues	10,090,353	9,679,586
Expenses:		
Library services	8,534,260	8,955,018
Interest	330,847	348,525
Total expenses	8,865,107	9,303,543
Increase in net position	1,225,246	376,043
Net position, beginning of year	17,771,068	17,395,025
Net position, end of year	\$ 18,996,314	\$ 17,771,068

The following is a summary of changes in fund balances for the year ended April 30, 2024:

<u>Governmental Funds</u>	<u>Fund Balance April 30, 2023</u>	<u>Increase (Decrease)</u>	<u>Fund Balance April 30, 2024</u>
General	\$ 4,133,443	\$ 4,992	\$ 4,138,435
IMRF/FICA	711,161	56,145	767,306
Debt service	(9,258)	9,258	-
Capital improvements	7,209,929	694,452	7,904,381
Total	\$ 12,045,275	\$ 764,847	\$ 12,810,122

The General Fund transferred \$995,000 to the Capital Improvements Fund and \$20,080 to the Debt Service Fund during the year.

Budgetary Highlight

The Library's General Fund expended \$7,570,199 which was \$643,451 less than the budget of \$8,213,650 for the year ended April 30, 2024. Salaries and employee benefits were \$163,279 less than the budgeted amount of \$5,334,000.

Capital Assets and Debt Administration

The following is a summary of capital assets as of April 30, 2024, and 2023:

	April 30,	
	2024	2023
Land	\$ 35,000	\$ 35,000
Artwork	6,700	6,700
Construction costs	231,753	163,924
Building improvements	26,310,960	26,105,860
Land improvements	241,162	241,162
Computer equipment	599,687	594,731
Office and other equipment	845,821	817,703
Furniture and shelving	1,327,346	1,329,722
Books and other library materials	4,935,230	5,054,697
Cost of capital assets	34,533,659	34,349,499
Less accumulated depreciation	18,715,947	18,111,777
Net capital assets	\$ 15,817,712	\$ 16,237,722

For further detail of capital assets, see Note III.B on page 26.

The outstanding bonds payable at April 30, 2024, are \$8,565,000. No new bonds were issued in the current year and bond payments made during the year were \$410,000. See Note III.D on pages 27-29 for more information. The Library also records noncurrent liabilities for a deferred bond premium, net pension liability, and net OPEB liability totaling \$291,748, \$2,026,971 and \$232,519, respectively, at April 30, 2024.

Description of Current or Expected Conditions

Presently, management is not aware of any significant changes in conditions that could have a significant effect on the financial position or results of activities of the Library in the near future.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Northbrook Public Library, 1201 Cedar Lane, Northbrook, Illinois 60062.

BASIC FINANCIAL STATEMENTS

**Northbrook Public Library
Statement of Net Position
April 30, 2024**

	Governmental Activities
Assets and Deferred Outflows	
Cash and investments	\$ 17,688,056
Receivables	4,734,685
Prepaid items	414,462
Capital assets not being depreciated	273,452
Capital assets, net of accumulated depreciation	15,544,260
Total assets	38,654,915
Deferred outflows (Note IV.)	2,152,314
Total assets and deferred outflows	40,807,229
Liabilities and Deferred Inflows	
Accounts payable	291,547
Accrued expenses	40,114
Accrued interest	138,285
Compensated absences payable	273,474
Noncurrent liabilities:	
Debt due within one year	438,100
Debt due in more than one year	8,418,648
Net pension liability	2,026,971
Net OPEB liability	232,519
Total liabilities	11,859,658
Deferred inflows (Note IV.)	9,951,257
Total liabilities and deferred inflows	21,810,915
Net Position	
Net investment in capital assets	6,960,964
Restricted	767,306
Unrestricted	11,268,044
	\$ 18,996,314

See accompanying notes.

**Northbrook Public Library
Statement of Activities
For the Year Ended April 30, 2024**

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position - Governmental Activities
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Library activities	\$ 8,534,260	\$ 47,953	\$ 107,967	\$ -	\$ (8,378,340)
Interest	330,847	-	-	-	(330,847)
	<u>\$ 8,865,107</u>	<u>\$ 47,953</u>	<u>\$ 107,967</u>	<u>\$ -</u>	<u>(8,709,187)</u>
General revenues:					
					9,465,585
					332,001
					103,935
					32,912
					<u>9,934,433</u>
					Changes in net position
					1,225,246
					<u>17,771,068</u>
					<u>\$ 18,996,314</u>

See accompanying notes.

**Northbrook Public Library
Balance Sheet - Governmental Funds
April 30, 2024**

	General	IMRF/FICA	Debt Service
Assets			
Cash and investments	\$ 9,638,812	\$ 1,136,930	\$ 2,813
Receivables, net:			
Property taxes	4,081,572	296,249	349,459
Other	7,405	-	-
Due from other funds	-	-	391,091
Prepaid expenses	414,462	-	-
Total assets	\$ 14,142,251	\$ 1,433,179	\$ 743,363
Liabilities			
Accounts payable	\$ 291,427	\$ -	\$ -
Accrued payroll	40,114	-	-
Due to other funds	1,386,091	-	-
Total liabilities	1,717,632	-	-
Deferred Inflows of Resources			
Property taxes	8,286,184	665,873	743,363
Total liabilities and deferred inflows of resources	10,003,816	665,873	743,363
Fund Balances			
Nonspendable	414,462	-	-
Restricted for statutory purposes	-	767,306	-
Committed for capital projects	-	-	-
Unassigned	3,723,973	-	-
Total fund balances	4,138,435	767,306	-
Total liabilities, deferred inflows of resources, and fund balances	\$ 14,142,251	\$ 1,433,179	\$ 743,363

See accompanying notes.

<u>Capital Improvements</u>	<u>Total Governmental Funds</u>
\$ 6,909,501	\$ 17,688,056
-	4,727,280
-	7,405
995,000	1,386,091
-	414,462
<u>\$ 7,904,501</u>	<u>\$ 24,223,294</u>
\$ 120	\$ 291,547
-	40,114
-	1,386,091
<u>120</u>	<u>1,717,752</u>
-	9,695,420
<u>120</u>	<u>11,413,172</u>
-	414,462
-	767,306
7,904,381	7,904,381
-	3,723,973
<u>7,904,381</u>	<u>12,810,122</u>
<u>\$ 7,904,501</u>	<u>\$ 24,223,294</u>

Northbrook Public Library
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
April 30, 2024

Total fund balance - governmental fund (page 12)	\$	12,810,122
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.		15,817,712
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Liabilities as defined under modified accrual accounting, not due and payable in the current period, are not reported in the funds.

Accrued interest		(138,285)
Compensated absences payable		(273,474)
Bonds payable		(8,856,748)
Net pension liability		(2,026,971)
Difference in pension-related items on deferred outflows		2,132,760
Difference in pension-related items on deferred inflows		(29,448)
Net other post employment benefit liability		(232,519)
Difference in OPEB-related items on deferred outflows		19,554
Difference in OPEB-related items on deferred inflows		(226,389)

Net position of governmental activities (page 9)	\$	18,996,314
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See accompanying notes.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balances (Deficit) - Governmental Funds
For the Year Ended April 30, 2024

	General	IMRF/FICA	Debt Service
Revenues:			
Property taxes	\$ 8,010,867	\$ 704,230	\$ 750,489
State replacement taxes	332,001	-	-
Fines, fees, and rentals	47,953	-	-
Interest income	66,071	6,413	163
Gifts, designated, and grants	107,967	-	-
Miscellaneous	25,412	-	-
Total revenues	8,590,271	710,643	750,652
Expenditures:			
Salaries and employee benefits	5,170,721	654,498	-
Library materials and services	1,077,996	-	-
Operational costs	859,934	-	-
Maintenance	270,615	-	-
Other	9,804	-	-
Gifts and designated	181,129	-	-
Capital outlay	-	-	-
Debt service:			
Principal retirement	-	-	410,000
Interest and fiscal charges	-	-	351,474
Total expenditures	7,570,199	654,498	761,474
Revenues over (under) expenditures before other financing sources (uses)	1,020,072	56,145	(10,822)
Other financing sources (uses):			
Transfers in	-	-	20,080
Transfers out	(1,015,080)	-	-
Insurance proceeds	-	-	-
Total other financing sources (uses)	(1,015,080)	-	20,080
Net changes in fund balances	4,992	56,145	9,258
Fund balances (deficit), beginning of the year	4,133,443	711,161	(9,258)
Fund balances, end of the year	\$ 4,138,435	\$ 767,306	\$ -

See accompanying notes.

<u>Capital Improvements</u>	<u>Total Governmental Funds</u>
\$ -	\$ 9,465,586
-	332,001
-	47,953
31,288	103,935
-	107,967
-	25,412
<u>31,288</u>	<u>10,082,854</u>
-	5,825,219
-	1,077,996
-	859,934
-	270,615
-	9,804
-	181,129
339,336	339,336
-	410,000
-	351,474
<u>339,336</u>	<u>9,325,507</u>
<u>(308,048)</u>	<u>757,347</u>
995,000	1,015,080
-	(1,015,080)
7,500	7,500
<u>1,002,500</u>	<u>7,500</u>
694,452	764,847
7,209,929	12,045,275
<u>\$ 7,904,381</u>	<u>\$ 12,810,122</u>

**Northbrook Public Library
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances (Deficit) of
Governmental Funds to the Statement of Activities
For the Year Ended April 30, 2024**

Amounts reported for governmental activities in the statement of activities (page 10) are different because:

Net changes in fund balances - total governmental fund (page 15)	\$ 764,847
Governmental funds report capital outlays as expenditures, however, they are capitalized and depreciated in the statement of activities.	1,144,283
Depreciation on capital assets is reported as an expense in the statement of activities.	(1,564,292)
The change in the compensated absences liability is reported as an expense on the statement of activities.	(38,676)
The repayment of long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities.	410,000
The change in accrued interest is shown as interest expense on the statement of activities.	20,053
The net effect of changes in the net pension liability is reported as an expense in the statement of activities.	486,083
The net effect of changes in the net other post employment benefit liability is reported as an expense in the statement of activities.	2,948
Changes in net position of governmental activities (page 10)	<u>\$ 1,225,246</u>

See accompanying notes.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	\$ 7,959,560	\$ 7,959,560	\$ 8,010,867	\$ 51,307
State replacement taxes	150,000	150,000	332,001	182,001
Fines, fees and rentals	35,000	35,000	47,953	12,953
Interest income	20,000	20,000	66,071	46,071
Gifts, designated and grants	400,000	400,000	107,967	(292,033)
Miscellaneous	100,000	100,000	25,412	(74,588)
Total revenues	8,664,560	8,664,560	8,590,271	(74,289)
Expenditures:				
Salaries and employee benefits	5,334,000	5,334,000	5,170,721	163,279
Library materials and services	1,152,150	1,152,150	1,077,996	74,154
Operational costs	936,000	936,000	859,934	76,066
Maintenance	290,000	290,000	270,615	19,385
Other	101,500	101,500	9,804	91,696
Gifts and designated	400,000	400,000	181,129	218,871
Total expenditures	8,213,650	8,213,650	7,570,199	643,451
Revenues over expenditures before other financing uses	450,910	450,910	1,020,072	569,162
Other financing uses - transfers out	(450,000)	(450,000)	(1,015,080)	(565,080)
Net changes in fund balance	\$ 910	\$ 910	4,992	\$ 4,082
Fund balance, beginning of the year			4,133,443	
Fund balance, end of the year			\$ 4,138,435	

See independent auditor's report.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - IMRF/FICA Fund
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	\$ 714,000	\$ 714,000	\$ 704,230	\$ (9,770)
Interest income	1,000	1,000	6,413	5,413
Total revenues	715,000	715,000	710,643	(4,357)
Expenditures - salaries and employee benefits:				
IMRF	400,000	400,000	333,101	66,899
Social Security	280,000	280,000	321,397	(41,397)
Total expenditures	680,000	680,000	654,498	25,502
Revenues over expenditures	\$ 35,000	\$ 35,000	56,145	\$ 21,145
Fund balance, beginning of the year			711,161	
Fund balance, end of the year			\$ 767,306	

See independent auditor's report.

Northbrook Public Library

Notes to the Financial Statements

I. Summary of Significant Accounting Policies

The financial statements of the Northbrook Public Library (Library) have been prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. The Reporting Entity

The Library's reporting entity includes all entities for which the Library exercised oversight responsibility as defined by the GASB.

The Library has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Library (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the Library has not included in its financial statements the activities of any other entity. See Note V.D. for exclusion of Foundation.

The Library is a component unit of the Village of Northbrook (Village).

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. The Library reports the following major governmental funds:

The **General Fund** is the general operating fund of the Library. It is used to account for all financial resources except those accounted for in another fund.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

B. Government Wide and Fund Financial Statements (cont'd)

The **IMRF/FICA Fund** is used to account for the retirement obligations of the Library, funded by a restricted tax levy.

The **Debt Service Fund** is used to account for the payment of principal and interest on the Library's debt, funded by a restricted tax levy.

The **Capital Improvements Fund** is used to account for the Library's ongoing capital needs, funded by bond proceeds.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after year end. Expenditures are generally recorded when the related fund liability is incurred. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity

1. Deposits and Investments

Illinois revised statutes authorize the Library to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer's investment pool (authorized by ILCS 30, 235-2,e) and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks that are insured by the Federal Deposit Insurance Corporation.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

1. Deposits and Investments (cont'd)

Investments consist of certificates of deposit and the Illinois Funds. Certificates of deposit are stated at cost.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the state to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940.

Illinois Funds meet the criteria contained in GASB Statement No. 79, *Certain Investment Pools and Pool Participants*. This allows these investments and those local governments investing in these funds to measure its investment at amortized cost. The criteria contained in GASB Statement No. 79 address (1) how the pool interacts with participants, (2) requirements for portfolio maturity, quality, diversification and liquidity, and (3) calculation and requirements of a shadow price.

2. Receivables, Payables and Interfund Activity

The Library recognizes property taxes receivable during the fiscal year in which the taxes are levied and become a legal claim of the Library; however, property taxes are not recognized as revenue until the subsequent fiscal year when the property taxes are extended by Cook County and remitted to the Library. Accordingly, the property tax levy for the 2023 tax year, including collections thereon, is recognized as deferred inflows of resources in the accompanying statement of net position.

Property tax receivables are shown net of allowances for doubtful amounts. The property tax receivable allowance is equal to 2.00% of the outstanding property taxes at year end.

All interfund transactions are reported as operating transfers.

3. Capital Assets

Capital assets, which include buildings and improvements, land improvements, furniture, equipment, books, and other library materials, are reported in the government-wide financial statements. The Library defines capital assets as assets with an initial, individual cost of more than \$500, except for books and other library materials, which are capitalized regardless of cost. Such assets are recorded at historical cost or estimated historical cost if actual is unavailable. Donated capital assets are valued at their estimated fair value on the date received.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

3. Capital Assets (cont'd)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided using the straight-line method over the assets' estimated useful lives as follows:

Buildings and improvements	5 – 40 years
Land improvements	10 – 20 years
Computer equipment	3 – 5 years
Office and other equipment	3 – 20 years
Furniture and shelving	7 – 20 years
Books and other library materials	7 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures in the governmental fund upon acquisition.

4. Compensated Absences

The Library's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from Library service. The liability for such leave is reported as incurred in the government-wide financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements.

Accumulated sick leave lapses when employees leave the employment of the Library and, upon separation from service, no monetary obligation exists.

5. Deferred Outflows of Resources and Deferred Inflows of Resources

Deferred outflows of resources are defined as a consumption of net assets by the government that is applicable to a future reporting period; they increase net position, similar to assets. Note IV. provides further detail on the components of deferred outflows of resources.

Deferred inflows of resources are defined as an acquisition of net assets by the government that is applicable to a future reporting period; they decrease net position, similar to liabilities. Note IV. provides further detail on the components of deferred inflows of resources.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

6. Fund Equity and Net Position

Equity in the government-wide statements is classified as net position and displayed in three components:

- a. **Net investment in capital assets** – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. **Restricted net position** – Consists of net position with constraints placed on its use either by: (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted net position** – Remaining net position that does not meet the definitions of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Library’s policy to use restricted resources first, then unrestricted resources as they are needed.

In the governmental fund financial statements, governmental funds report fund balance as either nonspendable or spendable. Spendable fund balance is further classified as restricted, committed, assigned or unassigned, based on the relative strength of the constraints that control how specific amounts can be spent.

Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose or externally imposed by outside entities. The Library has fund balances restricted for specific purposes in the IMRF/FICA Fund due to property tax levies.

Committed fund balance is constrained by formal actions of the Library’s Board of Trustees, which is considered the Library’s highest level of decision-making authority. Formal action is in the form of an ordinance or resolution approved at a Board meeting. The Library’s fund balance in the Capital Improvement Fund is committed for capital projects.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

6. Fund Equity and Net Position (cont'd)

Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance is at the Board level. Assignment of fund balance does not require passage of an ordinance. The Library has no assigned fund balance. The Debt Service Fund has a deficit fund balance that is reported as unassigned. The residual fund balance in the General Fund is reported as unassigned.

The Library assumes that funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Unrestricted funds are considered spent in the following order as available - committed funds, assigned funds, and then unassigned funds.

II. Stewardship, Compliance and Accountability

A. Budgetary Information

The budget is adopted on a basis consistent with generally accepted accounting principles. Annual budgets are adopted for the general, special revenue, debt service, and capital projects funds, except for the Construction Fund. All annual budget amounts lapse at fiscal year end. Project-length financial plans are adopted for all capital projects funds. Actual expenditures exceeded budget in the Debt Service Fund by \$574. The Library did not amend its budget during the current fiscal year.

Draft - Subject to Change

08-13-24

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups

A. Deposits and Investments

Deposits – At year end, the carrying amount of the Library's deposits, excluding petty cash of \$475, was \$17,443,671, and the bank balance was \$17,470,666. The entire bank balance was covered by federal depository insurance, collateral with securities held by the pledging financial institution's agent in the Library's name, or a letter of credit.

Investments – The Library investments include an 11-month certificate of deposit with a carrying amount and bank balance of \$240,192. The Library also invests in the Illinois Funds. The monies invested by individual participants in the Illinois Funds are pooled together and invested in U.S. Treasury bills, notes backed by the full faith and credit of the U.S. Treasury, fully collateralized time deposits in Illinois financial institutions, collateralized repurchase agreements, and Treasury mutual funds that invest in U.S. Treasury obligations and collateralized repurchase agreements. The funds are available on demand to the Library which reduces interest rate risk to a negligible level. The Illinois Funds is a "AAAm" rated fund. The carrying amount of deposits in the Illinois Funds at April 30, 2024, was \$3,718.

A reconciliation of cash and investments, as shown on the balance sheet for the Library, follows:

Carrying amount of deposits	\$ 17,443,671
Carrying amount of certificate of deposit	240,192
Carrying amount of Illinois Funds	3,718
Cash on hand	<u>475</u>
Total	<u>\$ 17,688,056</u>

Interest Rate Risk – This is the risk that changes in the market interest rates will adversely affect the fair value of an investment; generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Library's investment policy addresses interest rate risk by requiring the majority of its funds be held in authorized investments of less than one year of maturity, and that no investment shall exceed two years of maturity.

Credit Risk – Generally, credit risk is the risk that an issuer of a debt-type instrument will not fulfill its obligation to the holder of the investment. This is measured by assignment of a rating by a nationally recognized rating organization.

Custodial Credit Risk – For deposits, this is the risk that, in the event of a bank failure, a government will not be able to recover its deposits. For investments, this is the risk that in the event of the failure of the counterparty, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Library's investment policy requires all investments to be fully secured or collateralized.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

B. Capital Assets

Capital asset activity for the year ended April 30, 2024, was as follows:

	Balances May 1	Additions	Retirements	Balances April 30
Capital assets not being depreciated:				
Land	\$ 35,000	\$ -	\$ -	\$ 35,000
Construction in progress	163,924	240,916	173,087	231,753
Artwork	6,700	-	-	6,700
	<u>205,624</u>	<u>240,916</u>	<u>173,087</u>	<u>273,453</u>
Capital assets being depreciated:				
Building and improvements	26,105,860	205,100	-	26,310,960
Land improvements	241,162	-	-	241,162
Computer equipment	594,731	183,340	178,384	599,687
Office and other equipment	817,703	28,118	-	845,821
Furniture and shelving	1,329,722	11,498	13,874	1,327,346
Books and other library materials	5,054,697	648,533	768,000	4,935,230
	<u>34,143,875</u>	<u>1,076,589</u>	<u>960,258</u>	<u>34,260,206</u>
Less accumulated depreciation for:				
Building and improvements	13,377,140	711,323	-	14,088,463
Land improvements	51,386	8,518	-	59,904
Computer equipment	493,247	80,433	178,384	395,296
Office and other equipment	441,712	64,518	-	506,230
Furniture and shelving	918,685	34,145	13,874	938,956
Books and other library materials	2,829,607	665,491	768,000	2,727,098
	<u>18,111,777</u>	<u>1,564,428</u>	<u>960,258</u>	<u>18,715,947</u>
Total capital assets being depreciated, net	<u>16,032,098</u>	<u>(487,839)</u>	<u>-</u>	<u>15,544,259</u>
Capital assets, net	<u>\$ 16,237,722</u>	<u>\$ (246,923)</u>	<u>\$ 173,087</u>	<u>\$ 15,817,712</u>

Depreciation expense was charged to Library activities' expense in the statement of activities.

The Library has various capital projects in progress. The chiller and elevator projects were started in fiscal 2024 and are scheduled to be completed in fiscal 2025. Estimated costs to complete these projects in fiscal 2025 are \$323,667.

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Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

C. Interfund Receivables, Payable and Transfers

Interfund balances consist of amounts due between funds arising from the delay in cash transfers among the funds. Balances at April 30, 2024, consist of the following:

<u>Receivable Fund</u>	<u>Amount</u>	<u>Payable Fund</u>	<u>Amount</u>
Capital Improvements	\$ 995,000	General	\$ 995,000
Debt Service	391,091	General	391,091

The Board approved transfers of \$425,000 from the General Fund to the Capital Improvements Fund to be utilized for future capital projects, and \$25,000 from the General Fund to the Debt Service Fund to fund shortfall of property taxes to debt service payments. Actual transfers were \$995,000 from the General Fund to the Capital Improvement Fund and \$20,080 from the General Fund to the Debt Service Fund. Transfers to the Capital Improvements Fund exceed budget due to the current year revenue exceeding budgeted amounts.

D. Long-term Liabilities

General Obligation Bonds

The Library has issued general obligation bonds to provide funds for the acquisition, construction, and renovation of its facility. In addition, some general obligation bonds have been issued to refund other general obligation bonds.

For the year ended April 30, 2024, long-term liabilities consisted of the following obligation Library bonds and other liabilities:

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Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

D. Long-term Liabilities (cont'd)

	Balances May 1	Additions	Retirements	Balances April 30
\$3,825,000 19-year serial refunding bonds dated November 6, 2019, with interest rates ranging from 3.00% to 5.00%	\$ 3,530,000	\$ -	\$ 115,000	\$ 3,415,000
\$6,505,000 24-year serial bonds dated August 7, 2013, with interest rates ranging from 3.00% to 4.50%.	5,445,000	-	295,000	5,150,000
	8,975,000	-	410,000	8,565,000
Deferred bond premium	304,521	-	12,773	291,748
Total debt	9,279,521	-	422,773	8,856,748
Net pension liability	3,368,322	-	1,341,351	2,026,971
Net OPEB liability	208,782	23,737	-	232,519
	<u>\$ 12,856,625</u>	<u>\$ 23,737</u>	<u>\$ 1,764,124</u>	<u>\$ 11,116,238</u>

Issue	Amount Due Within One Year		
	Principal	Interest	Total
\$3,825,000	\$ 120,000	\$ 112,750	\$ 232,750
\$6,505,000	305,000	220,600	525,600
	<u>\$ 425,000</u>	<u>\$ 333,350</u>	<u>\$ 758,350</u>

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Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

D. Long-term Liabilities (cont'd)

The annual debt service requirements to maturity are as follows:

Fiscal Year Ending April 30,	Principal	Interest	Total
2025	\$ 425,000	\$ 333,350	\$ 758,350
2026	445,000	315,150	760,150
2027	465,000	296,100	761,100
2028	480,000	276,150	756,150
2029	505,000	255,600	760,600
2030-2034	2,815,000	973,950	3,788,950
2035-2039	3,430,000	360,525	3,790,525
	<u>\$ 8,565,000</u>	<u>\$ 2,810,825</u>	<u>\$ 11,375,825</u>

IV. Deferred Outflows of Resources and Deferred Inflows of Resources

The following table provides additional detail regarding deferred outflows of resources and deferred inflows of resources on the government-wide statement of net position:

Deferred outflows of resources:

Pension related:

Net difference between projected and actual experience	\$ 655,238
Net difference between projected and actual Earnings on pension plan investments	1,363,394
Contributions subsequent to the measurement date	114,128

OPEB related:

Change in assumptions	<u>19,554</u>
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Total deferred outflows of resources

\$ 2,152,314

Deferred inflows of resources:

Property taxes	\$ 9,695,420
Pension related:	
Change in assumptions	29,448
OPEB related:	
Net difference between projected and actual experience	<u>226,389</u>

Total deferred inflows of resources

\$ 9,951,257

The change in assumptions related primarily to the change in the interest rate assumption.

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Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information

A. Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance.

The Library is a member of the Library Insurance Management and Risk Control Combination (LIMRCC), an intergovernmental agreement providing unemployment insurance. LIMRCC purchases commercial insurance coverage to cover possible liabilities related to these risks. These commercial policies involve immaterial deductibles and provide sufficient coverage to reduce the risk of any material loss. Settlements have not exceeded insurance coverage in each of the past three years.

The Library purchases commercial insurance for errors and omissions coverage.

Medical and death benefits for employees and retirees are provided for through the Library's participation in the Intergovernmental Personnel Benefit Cooperative (IPBC). IPBC acts as an administrative agency to receive, process, and pay such claims as may come within the benefit program of each member. IPBC maintains specific reinsurance coverage for claims in excess of \$50,000 per individual employee participant. The Library pays premiums to IPBC based upon current employee participation and its prior experience factor with the pool. Current year overages or underages for participation in the pool are adjusted into subsequent years' experience factor for premiums.

B. Deferred Compensation Plan

The Village of Northbrook offers the Library employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Village and Library employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation plan is not available to employees until termination, retirement, death, or unforeseeable emergency. The plan assets are held in a trust. As such, plan assets are not subject to the claims of general creditors of the Library or Village.

C. Jointly Governed Organization

The Library participates in Cooperative Computer Services (CCS). CCS is an intergovernmental agency instrumentality formed by library members of the former North Suburban Library System and exists to administer a jointly owned integrated library automation system. CCS's governing board is comprised of one member from each participating library. No participant has any obligation, entitlement, or residual interest in CCS. In order to terminate membership in CCS, member libraries must provide one-year notice of termination. The Library's expenditures to CCS for the year ended April 30, 2024, were \$102,289.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

D. Foundation

During the year ended April 30, 2006, the Library created the Northbrook Public Library Foundation (Foundation), which is a federally tax exempt 501(c)(3) organization. During the year ended April 30, 2024, the Foundation received \$5,306 in donations and interest, and expended \$2,376 toward program and administrative costs. The Foundation had assets totaling \$71,890 as of April 30, 2024. The Foundation has not been included in the financial statements as it does not meet the requirements of a component unit.

E. Defined Benefit Pension Plan

General Information About the Pension Plan

Plan Description – The Library's defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), provides pensions for all full-time employees of the Library. IMRF is an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. The types of benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information (RSI). That report may be obtained on-line at www.imrf.org. The Library participates in IMRF through the Village of Northbrook.

Benefits Provided – IMRF provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. Participating members hired before January 1, 2011, who retire at or after age 60 with 8 years of service, are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3 percent of their final rate (average of the highest 48 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service up to 15 years, and 2 percent of each year thereafter. Employees with at least 8 years of service may retire at or after age 55 and receive a reduced benefit. For participating members hired on or after January 1, 2011, who retire at or after age 67 with 10 years of service, are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1-2/3 percent of their final rate (average of the highest 96 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service, with a maximum salary cap of \$125,774 and \$123,489 at January 1, 2024 and 2023, respectively. The maximum salary cap increases each year thereafter. The monthly pension of a member hired on or after January 1, 2011, shall be increased annually, following the later of the first anniversary date of retirement or the month following the attainment of age 67, by the lesser of 3% or ½ of the consumer price index. Employees with at least 10 years of credited service may retire at or after age 62 and receive a reduced benefit. IMRF also provides death and disability benefits.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

E. Defined Benefit Pension Plan (cont'd)

General Information About the Pension Plan (cont'd)

Contributions – Employees participating in the plan are required to contribute 4.50 percent of their annual covered salary to IMRF. The employees' contribution rate is established by state statute. The Library is required to contribute the remaining amount necessary to fund the IMRF plan as specified by statute. The employer contribution and annual required contribution rate for calendar years 2023 and 2024, were 9.15 and 8.47 percent, respectively. The Library's contribution to the Plan totaled \$333,101 in the fiscal year ended April 30, 2024, which was equal to its annual required contribution.

Net Pension Asset/Liability

The Library is a component unit of the Village of Northbrook. Village management has allocated approximately 19.87% of the Village's pension responsibility to the Library based on annual employer contribution to the plan (20.50% in prior year). The Village of Northbrook's net pension liability was measured as of December 31, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Valuation and Assumptions – The actuarial assumptions used in the December 31, 2023, valuation were based on an actuarial experience study for the period January 1, 2020 – December 31, 2022, using the entry age normal actuarial cost method. The total pension liability in the December 31, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases	2.85% to 13.75%
Investment rate of return	7.25%
Post-retirement benefit increase:	
Tier 1	3.0%-simple
Tier 2	lesser of 3.0%-simple or ½ increase in CPI

The actuarial value of IMRF assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. IMRF's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period at April 30, 2024, was 20 years.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

E. Defined Benefit Pension Plan (cont'd)

Net Pension Asset/Liability (cont'd)

Mortality Rates – For non-disabled lives, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 108.0%) and Female (Adjusted 106.4%) tables, and future mortality improvement projected using scale MP-2021. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2021. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2021.

Long-term Expected Rate of Return – The long-term expected rate of return is the expected return to be earned over the entire trust portfolio based on the asset allocation of the portfolio, using best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) developed for each major asset class. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Equities	34.5%	5.00%
International equities	18.0%	6.35%
Fixed income	24.5%	4.75%
Real estate	10.5%	6.30%
Alternatives:	11.5%	
Private equity		8.65%
Commodities		6.05%
Cash equivalents	1.0%	3.80%

Discount Rate – The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that Township contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees for the next 99 years. Therefore, the long-term expected rate of return on pension plan investments (7.25%) was applied to the next 99 periods of projected benefit payments, and then the municipal bond rate of 3.77% (based on an index of 20-year general obligation bonds with an average AA credit rating as of December 31, 2023) was utilized, resulting in a single discount rate of 7.25% being used to determine the total pension liability.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

E. Defined Benefit Pension Plan (cont'd)

Net Pension Asset/Liability (cont'd)

Changes in Net Pension Asset/Liability – Village of Northbrook

The change in the net pension liability for the Village of Northbrook is shown below.
The Library's percentage of the liability is 19.87%.

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances 12/31/22	\$ 129,107,338	\$ 112,674,620	\$ 16,432,718
Changes for the year:			
Service cost	1,669,240	-	1,669,240
Interest	9,130,879	-	9,130,879
Differences between expected and actual experience	1,431,837	-	1,431,837
Changes in assumptions	(94,829)	-	(94,829)
Contributions - employer	-	1,606,784	(1,606,784)
Contributions - employee	-	876,743	(876,743)
Net investment income	-	12,715,114	(12,715,114)
Benefit payments, including refunds of employee contributions	(7,997,605)	(7,997,605)	-
Other changes	-	3,167,971	(3,167,971)
Balances 12/31/23	<u>\$ 133,246,860</u>	<u>\$ 123,043,627</u>	<u>\$ 10,203,233</u>

Discount Rate Sensitivity – The following presents the net pension liability of the Village as a whole, calculated using the discount rate of 7.25%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate. **The Library's portion is approximately 19.87%:**

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Village of Northbrook net pension liability	<u>\$ 25,036,850</u>	<u>\$ 10,203,233</u>	<u>\$ (1,648,743)</u>

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

E. Defined Benefit Pension Plan (cont'd)

Net Pension Asset/Liability (cont'd)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued IMRF financial report.

Net Pension Liability, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – Library

At April 30, 2024, the Library's portion of the Village of Northbrook's net pension liability is \$2,026,971. For the year ended April 30, 2024, the Library recognized pension income of \$152,982 in the government-wide financial statements. At April 30, 2024, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows of Resources
Differences between expected and actual experience	\$ 655,238	\$ -	\$ 655,238
Changes in assumptions	-	(29,448)	(29,448)
Net difference between projected and actual earnings on pension plan investments	<u>1,363,394</u>	<u>-</u>	<u>1,363,394</u>
	2,018,632	(29,448)	1,989,184
Contributions made subsequent to the measurement date	<u>114,128</u>	<u>-</u>	<u>114,128</u>
Total	<u>\$ 2,132,760</u>	<u>\$ (29,448)</u>	<u>\$ 2,103,312</u>

Library contributions of \$114,128 will be recognized as a reduction of the net pension liability in the year ending April 30, 2025. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending April 30,

2025	\$ 509,002
2026	674,334
2027	989,858
2028	<u>(184,010)</u>
Total	<u>\$ 1,989,184</u>

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Other Post-Employment Benefits

Plan Descriptions, Provisions and Funding Policies

The Library provides post-employment health care and life insurance benefits (OPEB) for its eligible retired employees through a single employer defined benefit plan. The benefits, benefit levels, employee contributions and employer contributions are governed by the Library and can be amended by the Library through its personnel manual. The plan is not accounted for as a trust fund as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. The activity of the plan is reported in the Library's General Fund. To be eligible for benefits, an employee must qualify for retirement through the Illinois Municipal Retirement Fund.

All health care benefits are provided through the Library's health plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous and substance abuse care, vision care dental care; and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the Library's plan becomes secondary. All retirees contribute 100% of the actuarially determined premium to the plan. At April 30, 2024, membership consisted of:

Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits, but not yet receiving them	2
Active plan members	<u>50</u>
Total	<u>52</u>

Funding Policy – Retirees and dependents may continue coverage under the Library's group health program by contributing a monthly premium. They may participate in any plans offered to active employees. Retirees and dependents are required to pay 100% of the blended average employee cost. Premiums are the same for active and retired employees. The Library pays the difference between the actuarial cost of the health coverage for retirees and the employee group cost. There is no formal funding policy that exists for the OPEB plan as the total OPEB liabilities are currently an unfunded obligation.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Other Post-Employment Benefits (cont'd)

Net OPEB Liability – The Library's net OPEB liability was initially measured as of April 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of May 1, 2024. A roll forward was prepared to determine the net OPEB liability at April 30, 2024.

Total OPEB liability	\$ 232,519
Plan fiduciary net position	<u>-</u>
Net OPEB liability	<u>\$ 232,519</u>

Retiree Lapse Rates – The assumed lapse rate is 0%.

Election at Retirement – 20% of active employees are assumed to elect coverage at retirement.

Marital Status – 40% of active employees are assumed to be married and elect spousal coverage upon retirement.

Actuarial Valuation and Assumptions – The total OPEB liability was determined by an actuarial valuation using the Alternative Measurement Method as detailed in GASB Statement 75, as of May 1, 2023. The following actuarial assumptions were applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry Age Normal
Salary increases	4.00%
Discount rate	4.14%
Inflation rate	3.00%
Investment rate of return	4.10%

The health care trend rate is 5.50 percent for the HMO Plan and 5.50 percent for the PPO Plan for fiscal years 2023-2024, then decreasing over time to an ultimate rate of 4.50 percent for both plans by fiscal year 2038. The mortality rates were based on the PubG.H-2010 Mortality Table – General with mortality improvement using scale MP-2020.

Discount Rate – The discount rate used to measure the total OPEB liability is based on the ability of the fund to meet benefit obligations in the future. Because the Village does not have a dedicated trust to pay retiree healthcare benefits, the discount rate used should be a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. A discount rate of 4.14% is used, which is the S&P Municipal Bond 20 Year High-Grade Rate Index as of April 30, 2023.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Other Post-Employment Benefits (cont'd)

Changes in Net OPEB Liability

	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB (Asset) Liability
Balance 4/30/23	\$ 208,782	\$ -	\$ 208,782
Changes for the year:			
Service cost	12,953	-	12,953
Interest	10,784	-	10,784
Differences between expected and actual experience	-	-	-
Changes in assumptions	-	-	-
Contributions - employer	-	-	-
Net investment income	-	-	-
Benefit payments, including refunds of employee contributions	-	-	-
Other changes	-	-	-
Net changes	23,737	-	23,737
Balances at 4/30/24	\$ 232,519	\$ -	\$ 232,519

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following presents the net OPEB liability of the Library as of the date of the latest actuarial valuation, calculated using the discount rate of 4.14%, as well as what the Library's net OPEB liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate:

	1% Decrease (3.14%)	Current Discount Rate (4.14%)	1% Increase (5.14%)
Net OPEB Liability	\$ 209,161	\$ 232,519	\$ 248,432

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Other Post-Employment Benefits (cont'd)

Changes in Net OPEB Liability

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend Rates – The following presents the net OPEB liability of the Library as of the date of the latest actuarial valuation, as well as what the Library's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point higher or lower than the current rate:

	1% Decrease (Varies)	Current Discount Rate (Varies)	1% Increase (Varies)
Net OPEB Liability	\$ 254,829	\$ 232,519	\$ 211,567

OPEB Expense and Deferred Outflows of Resources and Inflows of Resources Related to OPEB – For the year ended April 30, 2024, the Library recognized OPEB income of \$2,948. At April 30, 2024, the Library reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences between expected and actual experience	\$ -	\$ 226,389	\$ (226,389)
Assumption changes	19,554	-	19,554
Net difference between projected and actual earnings on pension plan investments	-	-	-
Total	\$ 19,554	\$ 226,389	\$ (206,835)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending April 30,

2025	\$ (26,685)
2026	(26,685)
2027	(26,685)
2028	(26,685)
2029	(26,685)
Thereafter	(73,410)
Total	\$ (206,835)

REQUIRED SUPPLEMENTARY INFORMATION

**Northbrook Public Library
Village of Northbrook (see Note below)
Illinois Municipal Retirement Fund
Multiyear Schedule of Changes in Net Pension Liability and Related Ratios
Calendar Year Ended December 31,**

	<u>2023</u>	<u>2022</u>
Total pension liability:		
Service cost	\$ 331,611	\$ 333,131
Interest on the total pension liability	1,710,133	1,679,938
Difference between expected and actual changes	284,448	424,760
Assumption changes	(18,839)	-
Benefit payments and refunds	<u>(1,588,802)</u>	<u>(1,599,361)</u>
Net change in total pension liability	718,551	838,468
Total pension liability - beginning	<u>22,829,237</u>	<u>21,990,769</u>
Total pension liability - ending	<u>\$ 23,547,788</u>	<u>\$ 22,829,237</u>
Plan fiduciary net position:		
Employer contributions	\$ 319,203	\$ 373,415
Employee contributions	174,173	187,837
Pension plan net investment income	2,525,980	(3,684,942)
Benefit payments and refunds	(1,588,802)	(1,599,361)
Other	<u>629,348</u>	<u>181,480</u>
Net change in plan fiduciary net position	2,059,902	(4,541,571)
Plan fiduciary net position - beginning	<u>19,460,915</u>	<u>24,002,486</u>
Plan fiduciary net position - ending	<u>\$ 21,520,817</u>	<u>\$ 19,460,915</u>
Net pension liability	<u>\$ 2,026,971</u>	<u>\$ 3,368,322</u>
Plan fiduciary net position as a percentage of total pension liability	<u>91.39%</u>	<u>85.25%</u>
Covered valuation payroll	<u>\$ 3,804,569</u>	<u>\$ 3,647,888</u>
Net pension liability as a percentage of covered valuation payroll	<u>53.28%</u>	<u>92.34%</u>

Note - The Northbrook Public Library participates in IMRF through the Village of Northbrook. It is not possible to present this schedule for the Library alone; however, the Library represents approximately 19.87% of the Village and as such the above schedule represents 19.87% of the Village's schedule. GASB 68 was adopted in fiscal year ended April 30 2016; this schedule will build a ten-year history prospectively.

See independent auditor's report.

2021	2020	2019	2018	2017	2016	2015
\$ 322,419	\$ 253,808	\$ 328,425	\$ 295,235	\$ 305,975	\$ 308,221	\$ 305,485
1,571,483	834,622	1,593,150	1,406,958	1,295,578	1,401,693	1,192,367
676,308	236,935	204,009	329,023	71,088	(153,599)	(6,357)
-	(144,550)	-	559,318	(599,476)	(65,348)	40,891
(1,379,333)	(861,277)	(1,048,711)	(1,002,857)	(866,472)	(825,139)	(716,600)
1,190,877	319,538	1,076,873	1,587,677	206,693	665,828	815,786
20,799,892	20,480,354	19,403,481	17,815,804	17,609,111	16,943,283	16,127,497
\$ 21,990,769	\$ 20,799,892	\$ 20,480,354	\$ 19,403,481	\$ 17,815,804	\$ 17,609,111	\$ 16,943,283
\$ 404,459	\$ 308,178	\$ 323,235	\$ 371,707	\$ 359,385	\$ 366,360	\$ 350,861
159,795	118,435	151,375	142,976	134,781	135,300	128,054
3,811,122	2,203,675	3,339,697	(988,647)	2,738,317	1,040,580	72,797
(1,379,333)	(861,277)	(1,048,711)	(1,002,857)	(866,472)	(825,139)	(716,600)
73,009	80,870	117,860	406,200	(317,152)	7,890	27,116
3,069,052	1,849,881	2,883,456	(1,070,621)	2,048,859	724,991	(137,772)
20,933,434	19,083,553	16,200,097	17,270,718	15,221,859	14,496,868	14,634,640
\$ 24,002,486	\$ 20,933,434	\$ 19,083,553	\$ 16,200,097	\$ 17,270,718	\$ 15,221,859	\$ 14,496,868
\$ (2,011,717)	\$ (133,542)	\$ 1,396,801	\$ 3,203,384	\$ 545,086	\$ 2,387,252	\$ 2,446,415
109.15%	100.64%	93.18%	83.49%	96.94%	86.44%	85.56%
\$ 3,346,086	\$ 3,173,489	\$ 3,360,028	\$ 3,177,666	\$ 2,938,462	\$ 2,945,889	\$ 2,827,246
-60.12%	-4.21%	41.57%	100.81%	18.55%	81.04%	86.53%

**Northbrook Public Library
Illinois Municipal Retirement Fund
Required Supplementary Information -
Multiyear Schedule of Contributions
April 30, 2024**

Fiscal Year Ended April 30,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual Contribution as a Percentage of Covered Valuation Payroll
2024	\$ 333,101	\$ 333,101	\$ -	\$ 3,933,638	8.47 %
2023	339,493	339,493	-	3,708,807	9.15 %
2022	360,907	360,907	-	3,484,320	10.36 %
2021	397,230	397,230	-	2,713,385	14.64 %
2020	349,333	349,333	-	3,394,368	10.29 %
2019	351,547	351,547	-	2,941,945	11.95 %
2018	357,325	357,325	-	2,990,876	11.95 %
2017	362,742	362,742	-	2,950,690	12.29 %
2016	350,861	350,861	-	2,827,246	12.41 %

Notes to Required Supplementary Information:

Actuarial Cost Method	Aggregate Entry Age Normal
Amortization Method	Level Percentage of Payroll (Closed)
Remaining Amortization Period	20 Years
Asset Valuation Method	5-Year Smoothed Market; 20% Corridor
Wage Growth	2.75%
Inflation	2.25%
Salary Increases	2.75% to 13.75% Including Inflation
Investment Rate of Return	7.25%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2020 valuation pursuant to an experience study of the period 2017-2019.
Mortality	For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

Note: The Library adopted GASB 68 in the fiscal year ended April 30, 2016, and will build a ten-year history prospectively.

See independent auditor's report.

**Northbrook Public Library
Other Postemployment Retiree Healthcare Plan
Multiyear Schedule of Changes in Net OPEB Liability and Related Ratios
Fiscal Year Ended April 30,**

	<u>2024</u>	<u>2023</u>
Total OPEB liability:		
Service cost	\$ 12,953	\$ 12,953
Interest on the total pension liability	10,784	10,784
Benefit changes	-	-
Difference between expected and actual changes	-	(50,317)
Assumption changes	-	(35,596)
Benefit payments and refunds	-	-
Other changes	-	25,477
	<u>23,737</u>	<u>(36,699)</u>
Net change in total OPEB liability	23,737	(36,699)
Total OPEB liability - beginning	208,782	245,481
Total OPEB liability - ending	\$ 232,519	\$ 208,782
Plan fiduciary net position:		
Employer contributions	\$ 25,804	\$ 22,472
Employee contributions	-	-
OPEB plan net investment income	-	-
Benefit payments and refunds	(25,804)	(22,472)
Other	-	-
	<u>-</u>	<u>-</u>
Net change in plan fiduciary net position	-	-
Plan fiduciary net position - beginning	-	-
Plan fiduciary net position - ending	\$ -	\$ -
Net OPEB liability	\$ 232,519	\$ 208,782
Plan fiduciary net position as a percentage of total OPEB liability	<u>0.00%</u>	<u>0.00%</u>
Covered valuation payroll	<u>\$ 3,351,454</u>	<u>\$ 2,886,643</u>
Net OPEB liability as a percentage of covered valuation payroll	<u>6.94%</u>	<u>7.23%</u>

Note: The Library adopted GASB 75 in the fiscal year ended April 30, 2019, and will build a ten-year history prospectively.

See independent auditor's report.

2022		2021		2020		2019	
\$	16,766	\$	16,766	\$	10,913	\$	10,913
	13,643		13,643		18,137		18,137
	-		-		-		-
	-		(235,444)		-		-
	-		15,638		-		9,271
	(55,886)		(36,728)		(66,950)		(81,844)
	-		37,900		-		30
	(25,477)		(188,225)		(37,900)		(43,493)
	270,958		459,183		497,083		540,576
\$	245,481	\$	270,958	\$	459,183	\$	497,083
\$	28,097	\$	36,728	\$	66,950	\$	81,844
	-		-		-		-
	-		-		-		-
	(28,097)		(36,728)		(66,950)		(81,844)
	-		-		-		-
	-		-		-		-
\$	-	\$	-	\$	-	\$	-
\$	245,481	\$	270,958	\$	459,183	\$	497,083
	0.00%		0.00%		0.00%		0.00%
\$	3,484,320	\$	2,662,043	\$	3,360,028	\$	2,578,041
	7.05%		10.18%		13.67%		19.28%

SUPPLEMENTARY INFORMATION

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Salaries and employee benefits:				
General salaries and wages	\$ 4,309,000	\$ 4,309,000	\$ 4,159,277	\$ 149,723
Maintenance salaries and wages	191,000	191,000	190,605	395
Group insurance	750,000	750,000	730,697	19,303
Unemployment/workers' compensation	23,000	23,000	25,070	(2,070)
Staff development	61,000	61,000	65,072	(4,072)
Total salaries and employee benefits	5,334,000	5,334,000	5,170,721	163,279
Library materials and services:				
Books and materials	944,000	944,000	782,885	161,115
Audio visual materials	-	-	48,870	(48,870)
Video/DVDs	-	-	54,412	(54,412)
Programs	103,150	103,150	89,540	13,610
OCLC	29,000	29,000	26,818	2,182
CCS shared costs	76,000	76,000	75,471	529
Total library materials and services	1,152,150	1,152,150	1,077,996	74,154
Operational costs:				
Photocopy	24,000	24,000	20,889	3,111
Office and library supplies	70,000	70,000	49,400	20,600
Computer software and supplies	108,000	108,000	96,864	11,136
Postage	20,000	20,000	17,658	2,342
General insurance	79,000	79,000	76,765	2,235
Telephone	39,000	39,000	36,185	2,815
Professional services	402,000	402,000	382,263	19,737
Furniture and equipment	96,000	96,000	100,113	(4,113)
Equipment rental and maintenance	43,000	43,000	43,088	(88)
Community relations	55,000	55,000	36,709	18,291
Total operational costs	936,000	936,000	859,934	76,066

(cont'd)

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual (cont'd)
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Maintenance:				
Vehicle expense	\$ 3,000	\$ 3,000	\$ 1,823	\$ 1,177
Janitorial supplies	45,000	45,000	46,640	(1,640)
Utilities	54,000	54,000	55,942	(1,942)
Building repairs	35,000	35,000	23,683	11,317
Contracted services	153,000	153,000	142,527	10,473
Total maintenance	290,000	290,000	270,615	19,385
Other:				
Recruiting	1,000	1,000	150	850
Contingency	100,000	100,000	8,562	91,438
Board development	500	500	1,092	(592)
Total other	101,500	101,500	9,804	91,696
Gifts and designated	400,000	400,000	181,129	218,871
Total expenditures	\$ 8,213,650	\$ 8,213,650	\$ 7,570,199	\$ 643,451

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Deficit - Budget and Actual - Debt Service Fund
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	\$ 760,900	\$ 760,900	\$ 750,489	\$ (10,411)
Interest income	-	-	163	163
Total revenues	760,900	760,900	750,652	(10,248)
Expenditures - debt service:				
Principal	410,000	410,000	410,000	-
Interest and fiscal charges	350,900	350,900	351,474	(574)
Total expenditures	760,900	760,900	761,474	(574)
Revenues over (under) expenditures before other financing sources	-	-	(10,822)	(10,822)
Other financing sources - transfers in	-	-	20,080	20,080
Total other financing sources	-	-	20,080	20,080
Net change in fund deficit	\$ -	\$ -	9,258	\$ 9,258
Fund deficit, beginning of the year			(9,258)	
Fund balance, end of the year			\$ -	

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - Capital Improvements Fund
For the Year Ended April 30, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Interest income	\$ 24,000	\$ 24,000	\$ 31,288	\$ 7,288
Total revenues	<u>24,000</u>	<u>24,000</u>	<u>31,288</u>	<u>7,288</u>
Expenditures:				
Capital outlay:				
Renovations and repairs	720,000	720,000	331,568	388,432
Professional fees	180,000	180,000	7,768	172,232
Total expenditures	<u>900,000</u>	<u>900,000</u>	<u>339,336</u>	<u>560,664</u>
Revenues under expenditures before other financing sources	(876,000)	(876,000)	(308,048)	567,952
Other financing sources:				
Transfers in	425,000	425,000	995,000	570,000
Insurance proceeds	-	-	7,500	7,500
Net change in fund balance	<u>\$ (451,000)</u>	<u>\$ (451,000)</u>	<u>694,452</u>	<u>\$ 1,137,952</u>
Fund balance, beginning of the year			<u>7,209,929</u>	
Fund balance, end of the year			<u>\$ 7,904,381</u>	

See independent auditor's report.



1201 Cedar Lane, Northbrook, IL 60062
847-272-6224

DATE: 9/13/24
TO: Trustees
FROM: Anna Amen
RE: 2024 Levy for FY26

This memo provides an overview of the considerations and options for the 2024 levy for FY26.

To prepare the 2024 Levy for FY26, the following information was reviewed

- prior year revenue and expenditure data
- compensation and strategic plan initiatives
- facility plan
- technology plan

The following factors were considered in the levy process:

- providing proposed annual wage increases per the Board's Compensation Philosophy and address any additional pay equity considerations
- covering insurance cost increases (medical, dental, vision, liability, auto, directors & officers, cyber, workers compensation and unemployment)
- focusing on strategic plan initiatives
 - o connect with our community
 - data driven collection management
 - AI programs to educate community
 - using data analytics to collect data and make decisions
 - o build an inclusive culture
 - staff training
 - pay equity audit
 - o create spaces to belong
 - masterplan
- providing services, materials (electronic and print formats) and programming (in person, virtual, and hybrid) to patrons
- addressing building and technology issues as outlined in the facilities plan
- preparing for any unforeseen situations that may arise in the coming year

Tax levy options for 2024 for FY26

- total levy remains flat
- total operating levy remains flat & a overall tax levy increase of \$1,800
- 3% operating levy increase & a 2.8% overall tax levy increase
- 4% operating levy increase & a 3.7% overall tax levy increase
- 5% operating levy increase & a 4.5% overall tax levy increase

A detailed presentation will be provided at the meeting. The levy must be approved at the October meeting and will be submitted to the Village upon approval.

Northbrook Public Library

General Fund - Expenses

2024 Levy (FY2026) - Draft I

Description		FY22 Actual	FY23 Actual	FY24 Actual	FY25 Forecast	FY26 Levy	% Change
PERSONAL SERVICES		\$ 3,693,795	\$ 4,092,322	\$ 4,349,882	\$ 4,678,835	4,923,000	5.2%
FRINGE BENEFITS							
Group Insurance	Medical, Dental, Vision, Life	654,759	673,498	730,697	762,896	824,000	8.0%
Unemployment/ Worker's Comp		24,228	26,047	25,070	25,115	26,000	3.5%
Training & Development	Staff membership, Conferences, Training, Anniversary Gifts, Staff Day	53,438	58,301	65,072	68,000	63,000	-7.4%
Total Fringe Benefits		\$ 732,425	\$ 757,845	\$ 820,839	\$ 856,011	\$ 913,000	6.7%
COMMODITIES							
Materials	Books, Ebooks, Periodicals, Audio Visual, Videos/DVD's	887,742	885,993	886,167	1,001,500	1,030,000	2.8%
Programs	Adult Services, Events Production, Maker Services, Young Adult, Youth Services	80,588	71,125	89,540	106,884	112,000	4.8%
Office & Library Supplies	Supplies less than \$500	60,423	56,483	49,400	67,914	70,000	3.1%
Software	Blackbaud, Boopsie, Adobe, Getty, Titlesource, Remote Printing, Google, Microsoft, Communico, Bamboo HR, StackMap, Collection HQ, Pantheon, ZooBean, Zoom, CultureAmp, Library Connect	92,506	92,146	96,864	96,647	100,000	3.5%
Postage		19,633	18,556	17,658	18,615	2,000	-89.3%
Community Relations	Promotional items, Newsletters, Email Marketing, Northbrook Chamber	39,553	47,434	36,709	45,767	47,000	2.7%
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	45,728	44,678	46,640	45,681	45,000	-1.5%
Total Commodities		\$ 1,226,173	\$ 1,216,415	\$ 1,222,978	\$ 1,383,009	\$ 1,406,000	1.7%
CONTRACTUAL							
OCLC		25,204	26,683	26,818	27,623	29,000	5.0%
CCS Shared Costs		79,011	78,410	75,471	75,004	76,000	1.3%
Photocopy	Supplies & page charges, Lease payments for Coin ops, My PC, Papercut and SimpleScan	25,544	24,857	20,889	15,075	15,000	-0.5%
General Insurance	General liability, Auto, Property, Cyber, Directors & Officers, Flood	63,502	71,158	76,765	84,731	93,000	9.8%
Telephone	Phone lines, Fiber optic cable	40,502	36,442	36,185	36,453	39,000	7.0%

Northbrook Public Library

General Fund - Expenses

2024 Levy (FY2026) - Draft I

Description		FY22 Actual	FY23 Actual	FY24 Actual	FY25 Forecast	FY26 Levy	% Change
Professional Services	Attorney, Auditor, Information Technology, Consultants	258,042	309,174	382,263	412,213	425,000	3.1%
Equipment Rental/Maintenance	Piano, Microfilm readers, Postage machine, AMH, RFID, Colloboratory Equipment, Auditorium Equipment	26,637	46,468	43,088	42,053	46,000	9.4%
Vehicle Expense		465	810	1,823	1,517	3,000	97.7%
Utilities	Gas, Water, Garbage, Composting	48,549	50,656	55,942	56,492	60,000	6.2%
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	39,082	41,207	23,683	34,657	35,000	1.0%
Contracted Services	Alarm, Backflow service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Window cleaning	139,059	144,868	142,527	219,573	226,000	2.9%
Recruiting		1,555	420	150	300	1,000	233.3%
Total Contractual Services		\$ 747,153	\$ 831,155	\$ 885,604	\$ 1,005,692	\$ 1,048,000	4.2%
CAPITAL OUTLAY							
Furniture and Equipment	Items greater than \$500	56,837	30,722	100,113	65,191	70,000	7.4%
Total Capital Outlay		\$ 56,837	\$ 30,722	\$ 100,113	\$ 65,191	\$ 70,000	7.4%
OTHER							
Contingency & Misc Exp		7,147	9,739	8,562	10,416	100,000	860.0%
Net Loss on Investment		(222)					
Board Development		502	620	1,092	1,010	1,000	-1.0%
Total Other		\$ 7,428	\$ 10,359	\$ 9,654	\$ 11,426	\$ 101,000	783.9%
DESIGNATED EXPENSES		\$ 89,569	\$ 108,970	\$ 181,129	\$ 100,000	\$ 100,000	0.0%
TOTAL EXPENSES BEFORE TRANSFERS		\$ 6,553,380	\$ 7,047,788	\$ 7,570,199	\$ 8,100,164	\$ 8,561,000	5.7%
TRANSFERS							
Debt Service Transfer		20,546	12,554		\$ 25,000	\$ 25,000	0.0%
Capital Improvements		1,270,000	1,210,000		\$ 425,000	\$ 425,000	0.0%
Total Transfers		\$ 1,290,546	\$ 1,222,554		\$ 450,000	\$ 450,000	0.0%
TOTAL EXPENSES		\$ 7,843,925	\$ 8,270,343		\$ 8,550,164	\$ 9,011,000	

Northbrook Public Library Property Tax Levy History

Levy Year	Fiscal Year	General	IMRF	FICA	Total <u>Operating</u>	<u>Debt Service</u>	<u>Total Library</u>	% Increase
2024 - 5% operating levy increase/ 4.5% overall tax levv increase		8,869,000	380,000	325,000	9,574,000	760,150	10,334,150	4.5%
2024- 4% operating levy increase/ 3.7% overall tax levy increase		8,785,000	380,000	325,000	9,490,000	760,150	10,250,150	3.7%
2024 - 3% operating levy increase/ 2.8% overall tax levy increase		8,700,000	380,000	325,000	9,405,000	760,150	10,165,150	2.8%
2024 - operating levy remains flat - overall tax levy increases \$1,800		8,421,880	380,000	325,000	9,126,880	760,150	9,887,030	0.0%
2024 - total levy remains flat		8,420,080	380,000	325,000	9,125,080	760,150	9,885,230	0.0%

2023	24-25	8,446,880	400,000	280,000	9,126,880	758,350	9,885,230	3.0%
2022	23-24	8,122,000	425,000	289,000	8,836,000	760,900	9,596,900	5.3%
2021	22-23	7,641,000	425,000	289,000	8,355,000	757,550	9,112,550	2.5%
2020	21-22	7,439,188	400,000	289,000	8,128,188	758,249	8,886,437	1.6%
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	,11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%

**Northbrook Public Library
Operating Fund - Revenue
2024 Levy (FY2026) - Draft I**

Levy	8,869,000
Uncollectable Levy	(177,380)
Replacement Tax	150,000
Fines & Fees	35,000
Interest Income	35,000
Other Income - Gifts	100,000
Total Estimated Income	<u>9,011,620</u>
 Total Expense	 9,011,000
 Surplus/(Deficit)	 <u>620</u>