

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

January 16, 2025 | 7:00 p.m.

Northbrook Public Library | Civic Room

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

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Stacy Oliver
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Stacy Oliver
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – November 21, 2024
 - 3.3 Approve Executive Session Minutes – November 21, 2024
 - 3.4 Approve Cash Balances & Income Statement November and December 2024
 - 3.5 Approve Bills and Charges from November 2024 in the amount of \$1,417,098.11
 - 3.6 Approve Bills and Charges from December 2024 in the amount of \$593,054.65
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Presentation of New Civic Room Upgrades- Kelly Durov
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Update on FEIN and Payroll Change
 - 7.2 Update on Facilities Management RFP
- 8 New Business
 - 8.1 Water Leakage on 1/7/24
 - 8.2 Meeting Room Policy & Procedure Review
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
11/30/2024**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	9,385,662.59	240,873.79	1,238,352.14	8,388,184.24
Restricted	322,648.26	1,406.04	16,860.08	307,194.22
IMRF	956,971.26		27,400.93	929,570.33
Fica	129,445.43		26,652.25	102,793.18
Total Operating	<u>\$10,794,727.54</u>	<u>\$ 242,279.83</u>	<u>\$1,309,265.40</u>	<u>\$ 9,727,741.97</u>
Capital Improvement	\$ 6,845,941.35	\$ 3,328.37	\$ 17,047.99	\$ 6,832,221.73
Debt Service	\$ 2,813.40	\$ 590,000.00	\$ 591,259.72	\$ 1,553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(223,701.90)	46,596.39	1,553.68
PayPal	2,009.03	-	-
FBofHP	247,530.65	-	-
Fifth Third - Checking/Money Market	9,694,634.29	6,785,051.47	-
US Bancorp	6,701.06	573.87	-
INB	93.84		
Petty Cash	475.00	-	-
Total	<u>\$ 9,727,741.97</u>	<u>\$6,832,221.73</u>	<u>\$ 1,553.68</u>

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

Northbrook Public Library
Income Statement
November 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,586,060.88	\$139,605.24	\$5,687,674.50	\$8,270,430.96	\$8,446,880.00	97.91%
Replacement Tax	\$0.00	\$0.00	\$169,846.05	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,713.03	\$5,266.60	\$28,593.82	\$32,291.70	\$35,000.00	92.26%
Interest Income	\$3,710.47	\$10,121.39	\$35,072.09	\$41,578.20	\$20,000.00	207.89%
Other Income	\$919.31	\$2,887.07	\$17,109.98	\$8,396.09	\$100,000.00	8.40%
Total Undesignated Revenue	\$1,594,403.69	\$157,880.30	\$5,942,590.44	\$8,458,312.34	\$8,751,880.00	96.65%
Designated Revenue						
Gifts & Other Designated Incr	\$402.99	\$135,417.39	\$420,354.06	\$683,989.36	\$600,000.00	114.00%
Designated Interest Income	\$782.01	\$1,896.33	\$4,900.71	\$6,580.47	\$0.00	0.00%
Total Designated Revenue	\$1,185.00	\$137,313.72	\$425,254.77	\$690,569.83	\$600,000.00	115.10%
Total Revenues	\$1,595,588.69	\$295,194.02	\$6,367,845.21	\$9,148,882.17	\$9,351,880.00	97.83%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$96,706.56	\$127,918.69	\$481,351.54	\$515,073.85		
Audio Visual	\$3,375.62	\$8,049.66	\$25,979.67	\$22,831.27		
Videos/DVDs	\$4,460.04	\$10,379.25	\$26,964.60	\$33,305.84		
Programs	\$7,325.35	\$11,587.61	\$55,223.17	\$51,065.22	\$112,000.00	45.59%
OCLC	\$457.02	\$6,397.23	\$16,831.28	\$16,566.84	\$29,000.00	57.13%
CCS Shared Costs	\$200.65	\$17,512.78	\$50,570.00	\$47,686.36	\$76,000.00	62.75%
Total Materials & Services	\$112,525.24	\$181,845.22	\$656,920.26	\$686,529.38	\$1,218,500.00	56.34%
Human Resources						
General Salaries and Wage	\$342,186.90	\$694,377.42	\$2,413,638.50	\$2,554,697.30	\$4,597,000.00	55.57%
Maintenance Salaries & W:	\$15,127.62	\$25,174.12	\$110,289.25	\$102,968.55	\$203,000.00	50.72%
Group Insurance	\$61,516.42	\$120,232.38	\$419,484.44	\$436,381.14	\$790,000.00	55.24%
Unemployment/Worker's C	\$0.00	\$0.00	\$18,993.16	\$19,086.81	\$24,000.00	79.53%
Staff Development	\$9,047.17	\$16,336.98	\$37,135.13	\$71,538.03	\$63,000.00	113.55%
Total Human Resources	\$427,878.11	\$856,120.90	\$2,999,540.48	\$3,184,671.83	\$5,677,000.00	56.10%

Northbrook Public Library
Income Statement
November 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
Operating Costs						
Photocopy	\$765.00	\$479.71	\$16,323.86	\$14,699.58	\$19,000.00	77.37%
Office & Library Supplies	\$3,306.47	\$3,359.42	\$20,569.68	\$29,591.65	\$70,000.00	42.27%
Software	\$1,561.86	\$13,528.98	\$69,844.67	\$84,668.11	\$106,000.00	79.88%
Postage	\$220.33	\$97.96	\$17,979.41	\$15,875.23	\$20,000.00	79.38%
General Insurance	\$5,993.00	\$7,017.00	\$66,780.62	\$74,541.20	\$84,000.00	88.74%
Telephone/Internet	\$11,587.85	\$11,650.42	\$29,563.76	\$30,022.72	\$39,000.00	76.98%
Professional Services	\$37,116.86	\$108,896.59	\$234,219.53	\$272,165.32	\$434,000.00	62.71%
Furniture, Equipment	\$1,746.04	\$4,814.14	\$84,186.99	\$8,895.71	\$70,000.00	12.71%
Equipment Rental & Maint	\$1,107.12	\$3,046.98	\$31,584.67	\$33,971.13	\$46,000.00	73.85%
Community Relations	\$10,305.28	\$9,459.62	\$23,357.26	\$30,895.69	\$55,000.00	56.17%
Total Operating Costs	\$73,709.81	\$162,350.82	\$594,410.45	\$595,326.34	\$943,000.00	63.13%
Maintenance						
Vehicle Expense	\$0.00	\$1,314.42	\$98.48	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$3,756.08	\$5,039.84	\$24,774.93	\$20,136.81	\$45,000.00	44.75%
Utilities	\$4,106.47	\$7,267.26	\$22,682.73	\$20,585.10	\$54,000.00	38.12%
Building Repairs	\$0.00	\$2,240.00	\$1,495.00	\$10,828.95	\$35,000.00	30.94%
Contracted Services	\$16,440.84	\$48,699.13	\$88,123.35	\$122,303.87	\$223,000.00	54.84%
Total Maintenance	\$24,303.39	\$64,560.65	\$137,174.49	\$175,767.55	\$360,000.00	48.82%
Other Expenses						
Recruiting	\$0.00	\$150.00	(\$110.00)	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$465.85	\$1,100.49	\$4,367.68	\$5,671.14	\$100,000.00	5.67%
Board Development	\$49.99	\$110.00	\$814.99	\$446.57	\$1,000.00	44.66%
Total Other Expenses	\$515.84	\$1,360.49	\$5,072.67	\$6,367.71	\$102,000.00	6.24%
Total Undesignated Expenses	\$638,932.39	\$1,266,238.08	\$4,393,118.35	\$4,648,662.81	\$8,300,500.00	56.00%
Designated Expenses						
Miscellaneous Designated Exp	\$20,105.45	\$20,156.38	\$397,580.66	\$601,423.07	\$600,000.00	100.24%
Designated Materials Expense	\$0.00	\$610.95	\$351.61	\$1,185.93	\$0.00	0.00%
Designated Capital Expense	\$1,677.76	\$0.00	\$77,954.10	\$0.00	\$0.00	0.00%
Designated Program Expense	\$2,263.77	\$3,682.38	\$51,931.37	\$52,735.52	\$0.00	0.00%
Total Designated Expenses	\$24,046.98	\$24,449.71	\$527,817.74	\$655,344.52	\$600,000.00	109.22%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$662,979.37	\$1,290,687.79	\$4,920,936.09	\$5,304,007.33	\$9,350,500.00	56.72%
NET SURPLUS/(DEFICIT)	\$932,609.32	(\$995,493.77)	\$1,446,909.12	\$3,844,874.84	\$1,380.00	

Northbrook Public Library
Income Statement
November 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$82,993.83	\$6,610.97	\$297,619.02	\$391,644.30	\$400,000.00	97.91%
Property Tax Levy FICA	\$56,435.80	\$4,627.68	\$202,380.93	\$274,151.02	\$280,000.00	97.91%
Interest Income IMRF	\$0.00	\$0.00	\$91.27	\$255.16	\$2,000.00	12.76%
Interest Income FICA	\$0.00	\$0.00	\$62.06	\$178.61	\$500.00	35.72%
Total Undesignated Revenue	\$139,429.63	\$11,238.65	\$500,153.28	\$666,229.09	\$682,500.00	97.62%
Total Revenues	\$139,429.63	\$11,238.65	\$500,153.28	\$666,229.09	\$682,500.00	97.62%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,359.61	\$54,699.57	\$190,078.30	\$204,133.30	\$380,000.00	53.72%
Employer FICA	\$26,404.66	\$53,278.83	\$186,530.79	\$197,035.28	\$325,000.00	60.63%
Total Human Resources	\$53,764.27	\$107,978.40	\$376,609.09	\$401,168.58	\$705,000.00	56.90%
Total Undesignated Expenses	\$53,764.27	\$107,978.40	\$376,609.09	\$401,168.58	\$705,000.00	56.90%
Total Expenses	\$53,764.27	\$107,978.40	\$376,609.09	\$401,168.58	\$705,000.00	56.90%
NET SURPLUS/(DEFICIT)	\$85,665.36	(\$96,739.75)	\$123,544.19	\$265,060.51	(\$22,500.00)	

Northbrook Public Library
Income Statement
November 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,511.20	\$6,857.98	\$18,053.30	\$25,397.34	\$20,000.00	126.99%
Total Undesignated Revenue	\$2,511.20	\$6,857.98	\$18,053.30	\$25,397.34	\$20,000.00	126.99%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$2,511.20	\$6,857.98	\$18,053.30	\$25,397.34	\$445,000.00	5.71%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$2,816.00	\$17,047.99	\$102,872.64	\$308,320.70	\$885,000.00	34.84%
Professional Fees	\$402.50	\$120.00	\$2,242.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$88,425.00	\$0.00	\$88,425.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expense	\$91,643.50	\$17,167.99	\$193,540.14	\$312,251.66	\$985,000.00	31.70%
Total Undesignated Expenses	\$91,643.50	\$17,167.99	\$193,540.14	\$312,251.66	\$985,000.00	31.70%
Total Expenses	\$91,643.50	\$17,167.99	\$193,540.14	\$312,251.66	\$985,000.00	31.70%
NET SURPLUS/(DEFICIT)	(\$89,132.30)	(\$10,310.01)	(\$175,486.84)	(\$286,854.32)	(\$540,000.00)	

Northbrook Public Library
Income Statement
November 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$148,588.24	\$12,533.58	\$532,843.08	\$742,508.63	\$758,350.00	97.91%
Interest Income	\$0.00	\$0.00	\$163.40	\$483.74	\$0.00	0.00%
Total Undesignated Revenue	\$148,588.24	\$12,533.58	\$533,006.48	\$742,992.37	\$758,350.00	97.97%
Total Revenues	\$148,588.24	\$12,533.58	\$533,006.48	\$742,992.37	\$758,350.00	97.97%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$175,450.00	\$166,259.72	\$350,900.00	\$332,934.72	\$333,350.00	99.88%
Principal Payments	\$410,000.00	\$425,000.00	\$410,000.00	\$425,000.00	\$425,000.00	100.00%
Total Capital & Bond Expense	\$585,450.00	\$591,259.72	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Total Undesignated Expenses	\$585,450.00	\$591,259.72	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Transfers & Other Financing Uses						
Other Financing Uses	\$574.93	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing	\$574.93	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Expenses	\$586,024.93	\$591,259.72	\$761,474.93	\$758,409.72	\$758,350.00	100.01%
NET SURPLUS/(DEFICIT)	(\$437,436.69)	(\$578,726.14)	(\$228,468.45)	(\$15,417.35)	\$0.00	0.00%

NOVEMBER 2024 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$9,148,882

- Property Taxes – 97.91% 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
 - 15% is fines and lost item / replacement collections
 - 58% is non-resident fees
 - 27% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget
- Designated Revenue budget is a conservative estimate – we have collected more than budget – primarily from Illinois Library Presents

Total General Fund expenditures are \$5,304,007, budget differences including

- 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 expenses not being booked evenly throughout the year and spending for Staff Development Day being greater than budget
- Photocopy is greater than budget due to the payment related to the upgrade for simplescan and coin towers being booked in July and not allocated evenly throughout the year
- Office & Library Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year

NOVEMBER 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 invoice being paid annually – the amount booked represents 12 months of RingCentral expense
- 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
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- 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 expenses being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is less than budget due to expenses being recorded when incurred not evenly throughout the year
- 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
CASH BALANCES
12/31/2024**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	8,388,184.24	10,387.59	535,986.57	7,862,585.26
	Restricted	307,194.22	31,648.57	2,133.59	336,709.20
	IMRF	929,570.33		27,971.57	901,598.76
	Fica	102,793.18		26,962.92	75,830.26
	Total Operating	<u>\$ 9,727,741.97</u>	<u>\$ 42,036.16</u>	<u>\$ 593,054.65</u>	<u>\$ 9,176,723.48</u>
Capital Improvement		\$ 6,832,221.73	\$ 3,320.78		\$ 6,835,542.51
Debt Service		\$ 1,553.68			\$ 1,553.68

			Capital Improvement	Debt Service
Cash Detail		Operating		
	NB&T - Checking	28,886.47	46,596.39	1,553.68
	PayPal	2,595.13	-	-
	FBofHP	248,349.19	-	-
	Fifth Third - Checking/Money Market	8,889,374.89	6,788,370.19	-
	US Bancorp	6,942.77	575.93	-
	INB	100.03		
	Petty Cash	475.00	-	-
	Total	<u>\$ 9,176,723.48</u>	<u>\$6,835,542.51</u>	<u>\$ 1,553.68</u>

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

Northbrook Public Library
Income Statement
December 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$2,198,077.94	\$0.00	\$7,885,752.44	\$8,270,430.96	\$8,446,880.00	97.91%
Replacement Tax	\$0.00	\$0.00	\$169,846.05	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,540.26	\$3,620.94	\$31,134.08	\$35,912.64	\$35,000.00	102.61%
Interest Income	\$4,656.30	\$4,091.05	\$39,728.39	\$45,669.25	\$20,000.00	228.35%
Other Income	\$1,741.46	\$149.45	\$18,851.44	\$8,545.54	\$100,000.00	8.55%
Total Undesignated Revenue	\$2,207,015.96	\$7,861.44	\$8,149,606.40	\$8,466,173.78	\$8,751,880.00	96.74%
Designated Revenue						
Gifts & Other Designated Incc	\$13,116.39	\$30,830.03	\$433,470.45	\$714,819.39	\$600,000.00	119.14%
Designated Interest Income	\$1,008.52	\$818.54	\$5,909.23	\$7,399.00	\$0.00	0.00%
Total Designated Revenue	\$14,124.91	\$31,648.57	\$439,379.68	\$722,218.39	\$600,000.00	120.37%
Total Revenues	\$2,221,140.87	\$39,510.01	\$8,588,986.08	\$9,188,392.17	\$9,351,880.00	98.25%
Expenses						
Undesignated Expenses						
Materials & Services	\$58,564.82	\$34,830.51	\$592,860.63	\$606,041.47	\$1,001,500.00	60.51%
Books	\$48,502.10	\$26,480.25	\$529,853.64	\$541,554.10		
Audio Visual	\$3,705.34	\$3,399.54	\$29,765.01	\$26,230.81		
Video/DVDs	\$6,357.38	\$4,950.72	\$33,321.98	\$38,256.56		
Programs	\$4,931.83	\$2,146.05	\$60,155.00	\$53,211.27	\$112,000.00	47.51%
OCLC	\$25.52	\$143.08	\$16,856.80	\$16,709.92	\$29,000.00	57.62%
CCS Shared Costs	\$0.00	\$0.00	\$50,570.00	\$47,686.36	\$76,000.00	62.75%
Total Materials & Services	\$63,522.17	\$37,119.64	\$720,442.43	\$723,649.02	\$1,218,500.00	59.39%
Human Resources						
General Salaries and Wage	\$343,343.34	\$352,069.18	\$2,756,981.84	\$2,906,766.48	\$4,597,000.00	63.23%
Maintenance Salaries & We	\$14,995.42	\$11,884.33	\$125,284.67	\$114,852.88	\$203,000.00	56.58%
Group Insurance	\$61,617.49	\$59,309.99	\$481,101.93	\$495,691.13	\$790,000.00	62.75%
Unemployment/Worker's C	\$0.00	\$0.00	\$18,993.16	\$19,086.81	\$24,000.00	79.53%
Staff Development	\$12,036.64	\$274.81	\$49,171.77	\$71,812.84	\$63,000.00	113.99%
Total Human Resources	\$431,992.89	\$423,538.31	\$3,431,533.37	\$3,608,210.14	\$5,677,000.00	63.56%

Northbrook Public Library
Income Statement
December 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
Operating Costs						
Photocopy	\$1,719.86	\$2,099.55	\$18,043.72	\$16,799.13	\$19,000.00	88.42%
Office & Library Supplies	\$3,538.63	\$1,811.46	\$24,108.31	\$31,403.11	\$70,000.00	44.86%
Software	\$6,232.64	\$7,855.57	\$76,077.31	\$92,523.68	\$106,000.00	87.29%
Postage	\$390.35	\$39.18	\$18,369.76	\$15,914.41	\$20,000.00	79.57%
General Insurance	\$0.00	\$0.00	\$66,780.62	\$74,541.20	\$84,000.00	88.74%
Telephone/Internet	\$23.74	\$13.78	\$29,587.50	\$30,036.50	\$39,000.00	77.02%
Professional Services	\$53,510.04	\$26,201.17	\$287,729.57	\$298,366.49	\$434,000.00	68.75%
Furniture, Equipment	\$20,943.29	\$1,547.08	\$105,130.28	\$10,442.79	\$70,000.00	14.92%
Equipment Rental & Maint	\$165.54	\$399.95	\$31,750.21	\$34,371.08	\$46,000.00	74.72%
Community Relations	\$10.35	\$1,761.37	\$23,367.61	\$32,657.06	\$55,000.00	59.38%
Total Operating Costs	\$86,534.44	\$41,729.11	\$680,944.89	\$637,055.45	\$943,000.00	67.56%
Maintenance						
Vehicle Expense	\$79.99	\$0.00	\$178.47	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$3,050.07	\$1,408.69	\$27,825.00	\$21,545.50	\$45,000.00	47.88%
Utilities	\$7,329.87	\$3,255.71	\$30,012.60	\$23,840.81	\$54,000.00	44.15%
Building Repairs	\$0.00	\$2,849.80	\$1,495.00	\$13,678.75	\$35,000.00	39.08%
Contracted Services	\$10,228.56	\$21,800.05	\$98,351.91	\$144,103.92	\$223,000.00	64.62%
Total Maintenance	\$20,688.49	\$29,314.25	\$157,862.98	\$205,081.80	\$360,000.00	56.97%
Other Expenses						
Recruiting	\$130.00	\$0.00	\$20.00	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$784.07	\$1,110.50	\$5,151.75	\$6,780.60	\$100,000.00	6.78%
Board Development	\$90.00	\$0.00	\$904.99	\$446.57	\$1,000.00	44.66%
Total Other Expenses	\$1,004.07	\$1,110.50	\$6,076.74	\$7,477.17	\$102,000.00	7.33%
Total Undesignated Expenses	\$603,742.06	\$532,811.81	\$4,996,860.41	\$5,181,473.58	\$8,300,500.00	62.42%
Designated Expenses						
Miscellaneous Designated Exp	\$34,253.32	\$1,935.59	\$431,833.98	\$603,358.66	\$600,000.00	100.56%
Designated Materials Expense	\$0.00	\$0.00	\$351.61	\$1,185.93	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$77,954.10	\$0.00	\$0.00	0.00%
Designated Program Expense	(\$333.03)	\$198.00	\$51,598.34	\$52,933.52	\$0.00	0.00%
Total Designated Expenses	\$33,920.29	\$2,133.59	\$561,738.03	\$657,478.11	\$600,000.00	109.58%
Transfers & Other Financing Us						
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	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$637,662.35	\$534,945.40	\$5,558,598.44	\$5,838,951.69	\$9,350,500.00	62.45%
NET SURPLUS/(DEFICIT)	\$1,583,478.52	(\$495,435.39)	\$3,030,387.64	\$3,349,440.48	\$1,380.00	

Northbrook Public Library
Income Statement
December 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$115,018.85	\$0.00	\$412,637.87	\$391,644.30	\$400,000.00	97.91%
Property Tax Levy FICA	\$78,212.82	\$0.00	\$280,593.75	\$274,151.02	\$280,000.00	97.91%
Interest Income IMRF	\$0.00	\$0.00	\$91.27	\$255.16	\$2,000.00	12.76%
Interest Income FICA	\$0.00	\$0.00	\$62.06	\$178.61	\$500.00	35.72%
Total Undesignated Revenue	\$193,231.67	\$0.00	\$693,384.95	\$666,229.09	\$682,500.00	97.62%
Total Revenues	\$193,231.67	\$0.00	\$693,384.95	\$666,229.09	\$682,500.00	97.62%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,567.60	\$27,971.57	\$217,645.90	\$232,104.87	\$380,000.00	61.08%
Employer FICA	\$26,482.30	\$26,962.92	\$213,013.09	\$223,998.20	\$325,000.00	68.92%
Total Human Resources	\$54,049.90	\$54,934.49	\$430,658.99	\$456,103.07	\$705,000.00	64.70%
Total Undesignated Expenses	\$54,049.90	\$54,934.49	\$430,658.99	\$456,103.07	\$705,000.00	64.70%
Total Expenses	\$54,049.90	\$54,934.49	\$430,658.99	\$456,103.07	\$705,000.00	64.70%
NET SURPLUS/(DEFICIT)	\$139,181.77	(\$54,934.49)	\$262,725.96	\$210,126.02	(\$22,500.00)	

Northbrook Public Library
Income Statement
December 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,571.17	\$3,320.78	\$20,624.47	\$28,718.12	\$20,000.00	143.59%
Total Undesignated Revenue	\$2,571.17	\$3,320.78	\$20,624.47	\$28,718.12	\$20,000.00	143.59%
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	\$2,571.17	\$3,320.78	\$20,624.47	\$28,718.12	\$445,000.00	6.45%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$3,754.00	\$0.00	\$106,626.64	\$308,320.70	\$885,000.00	34.84%
Professional Fees	\$1,725.00	\$0.00	\$3,967.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$0.00	\$0.00	\$88,425.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$5,479.00	\$0.00	\$199,019.14	\$312,251.66	\$985,000.00	31.70%
Total Undesignated Expenses	\$5,479.00	\$0.00	\$199,019.14	\$312,251.66	\$985,000.00	31.70%
Total Expenses	\$5,479.00	\$0.00	\$199,019.14	\$312,251.66	\$985,000.00	31.70%
NET SURPLUS/(DEFICIT)	(\$2,907.83)	\$3,320.78	(\$178,394.67)	(\$283,533.54)	(\$540,000.00)	

Northbrook Public Library
Income Statement
December 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$205,924.34	\$0.00	\$738,767.42	\$742,508.63	\$758,350.00	97.91%
Interest Income	\$0.00	\$0.00	\$163.40	\$483.74	\$0.00	0.00%
Total Undesignated Revenue	\$205,924.34	\$0.00	\$738,930.82	\$742,992.37	\$758,350.00	97.97%
Total Revenues	\$205,924.34	\$0.00	\$738,930.82	\$742,992.37	\$758,350.00	97.97%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Exp						
Interest Payments	\$0.00	\$0.00	\$350,900.00	\$332,934.72	\$333,350.00	99.88%
Principal Payments	\$0.00	\$0.00	\$410,000.00	\$425,000.00	\$425,000.00	100.00%
Total Capital & Bond Expense	\$0.00	\$0.00	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Total Undesignated Expenses	\$0.00	\$0.00	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Transfers & Other Financing Us						
Other Financing Uses	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$761,474.93	\$758,409.72	\$758,350.00	100.01%
NET SURPLUS/(DEFICIT)	\$205,924.34	\$0.00	(\$22,544.11)	(\$15,417.35)	\$0.00	

DECEMBER 2024 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$9,188,392

- Property Taxes – 97.91% 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
 - 16% is fines and lost item / replacement collections
 - 57% is non-resident fees
 - 27% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget
- Designated Revenue budget is a conservative estimate – we have collected more than budget – primarily from Illinois Library Presents

Total General Fund expenditures are \$5,838,952, budget differences including

- 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 expenses not being booked evenly throughout the year and spending for Staff Development Day being greater than budget
- Photocopy is greater than budget due to the payment related to the upgrade for simplescan and coin towers being booked in July and not allocated evenly throughout the year
- Office & Library Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year

DECEMBER 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 invoice being paid annually – the amount booked represents 12 months of RingCentral expense
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- 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 expenses being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is less than budget due to expenses being recorded when incurred not evenly throughout the year
- 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 November 24

Operating Funds

Library Claims List	\$	235,256.28
Librarian's Claims List	\$	12,261.73
Payroll	\$	342,426.85
Fica/IMRF	\$	54,053.18
ACH to IPBC	\$	75,178.36
Transfer to Foundation	\$	89.00
Transfer to Debt Service	\$	590,000.00
Total Operating Funds	\$	1,309,265.40

Capital Improvement Fund

Claims List	\$	17,047.99
Total Capital Improvement Fund	\$	17,047.99

Debt Service Fund

Principal & Interest 2013B	\$	324,100.00
Principal & Interest 2019	\$	176,375.00
Interest 2024	\$	90,784.72
Total Debt Service	\$	591,259.72

Grand Total Library	\$	1,417,098.11
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Vendor	Amount	Description
26591	11/21/2024	3E Electric, Inc.	\$ 2,240.00	Annual Payment - Building Repairs
26592	11/21/2024	American Library Association, Membership	\$603.00	Annual Payment - Staff Development
26593	11/21/2024	Ancel Glink P.C.	\$28,373.95	Monthly Payment - Professional Fees
26594	11/21/2024	EBSCO Information Services	\$19,747.98	Annual Payment - Materials
26595	11/21/2024	First Bankcard	\$10,127.53	Monthly Payment - Supplies
26596	11/21/2024	Hala Haddad	\$4,614.82	Annual Payment - reimbursement
26597	11/21/2024	Lionheart Critical Power Specialists, Inc.	\$1,326.00	Annual Payment - Contracted Services
26598	11/21/2024	NFIP Direct Servicing Agent	\$7,017.00	Annual Payment - General Insurance
26599	11/21/2024	Ring Central Inc	\$25,337.24	Annual Payment - Telephone
26600	11/21/2024	Symmetry Energy Solutions, LLC	\$2,002.13	Monthly Payment - Utilities
26601	11/21/2024	Wex Health Inc.	\$1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26602	11/21/2024	WM Corporate Services Inc.	\$743.77	Monthly Payment - Utilities
26603	11/21/2024	Zoom Video Communications Inc.	\$13,119.29	Annual Payment - ILP & Software
26604	11/30/2024	Amazon Capital Services	\$4,763.41	Monthly Payment - Supplies
26605	11/30/2024	Baker & Taylor	\$20,387.06	Monthly Payment - Materials
26606	11/30/2024	BambooHR	\$8,481.26	Annual Payment - Software
26607	11/30/2024	Best Quality Cleaning	\$5,808.43	Monthly Payment - Contracted Services

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26608	11/30/2024	Tom Deja	\$3,750.00	Monthly Payment - ILP
26609	11/30/2024	Dornfeld Piano Tuning	\$1,170.00	Quarterly Payment - Equipment Rental & Maintenance
26610	11/30/2024	Fifth Star Collective, LLC	\$2,850.00	Monthly Payment - Professional Fees
26611	11/30/2024	Gale/Cengage Learning Inc.	\$846.12	Monthly Payment - Materials
26612	11/30/2024	Grainger	\$863.64	Monthly Payment - Janitorial Supplies
26613	11/30/2024	Midwest Tape LLC	\$7,225.39	Monthly Payment - Materials
26614	11/30/2024	North American Corp of Illinois	\$1,631.76	Monthly Payment - Janitorial Supplies
26615	11/30/2024	Outsource Solutions Group, Inc.	\$21,653.22	Monthly Payment - Professional Fees & Software
26616	11/30/2024	Overdrive	\$22,747.97	Monthly Payment - Materials
26617	11/30/2024	Quill LLC	\$603.92	Monthly Payment - Supplies
26618	11/30/2024	Siemens Industry Inc.	\$2,343.23	Quarterly Payment - Contracted Services
26619	11/30/2024	Village of Northbrook	\$680.00	Annual Payment - Contracted Services
26620	11/30/2024	Village of Northbrook Water Dept.	\$2,152.80	Monthly Payment - Utilities
26621	11/30/2024	Vis-O-Graphic, Inc.	\$8,941.24	Quarterly Payment - Community Relations
26622	11/30/2024	Wex Health Inc.	\$1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 235,256.28

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

Transaction Number	Transaction Date	Vendor	Amount
54182	10/29/2024	VOID - Nancy Buehler	\$ (250.00)
54245	11/11/2024	The Book Bin	\$ 250.00
54246	11/11/2024	Kathryn Hall	\$ 363.36
54247	11/30/2024	A-Z Mindfulness	\$ 150.00
54248	11/30/2024	ABOS	\$ 49.00
54249	11/30/2024	Alert Protective Services	\$ 162.03
54250	11/30/2024	Sonia Alvarez	\$ 8.99
54251	11/30/2024	Anna Amen	\$ 149.55
54252	11/30/2024	American Library Association, Membership	\$ 125.00
54253	11/30/2024	Mark Anderson	\$ 187.50
54254	11/30/2024	Aquatic Works LTD	\$ 185.00
54255	11/30/2024	Baker & Taylor Entertainment	\$ 100.91
54256	11/30/2024	Nancy Buehler	\$ 250.00
54257	11/30/2024	Chicago Tribune	\$ 446.99
54258	11/30/2024	Chicago Tribune	\$ 18.31
54259	11/30/2024	Cintas	\$ 532.77
54260	11/30/2024	Demco	\$ 110.66
54261	11/30/2024	Cathleen Doyle	\$ 52.85
54262	11/30/2024	Jo I Gayle	\$ 125.00
54263	11/30/2024	Jo I Gayle	\$ 125.00
54264	11/30/2024	Glenview Chess Club LLC	\$ 150.00
54265	11/30/2024	Benjamin Goluboff	\$ 250.00
54266	11/30/2024	Princess Gonzalez Esparza	\$ 214.24
54267	11/30/2024	Halloran & Yauch, Inc.	\$ 160.00
54268	11/30/2024	Caitlyn Hannon	\$ 169.22
54269	11/30/2024	Happiness Forward LLC	\$ 150.00
54270	11/30/2024	Steve Hargadon	\$ 599.00
54271	11/30/2024	Sarang Heo	\$ 150.00
54272	11/30/2024	Illinois Heartland Library System-OCLC	\$ 27.78
54273	11/30/2024	Illinois Library Association	\$ 190.00
54274	11/30/2024	Illinois State Police	\$ 150.00
54275	11/30/2024	Image Specialties of Glenview, Inc.	\$ 21.00
54276	11/30/2024	Information Today, Inc.	\$ 493.03
54277	11/30/2024	Sherrolyn King	\$ 75.00
54278	11/30/2024	Korean Books & More	\$ 177.86
54279	11/30/2024	Marcia Lautanen-Raleigh	\$ 200.00
54280	11/30/2024	Lechner Services	\$ 175.20
54281	11/30/2024	Alina Lewis	\$ 217.30

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

Transaction Number	Transaction Date	Vendor	Amount
54282	11/30/2024	Library Ideas LLC	\$ 79.92
54283	11/30/2024	Amanda Lopez	\$ 41.53
54284	11/30/2024	Northbrook Hardware	\$ 107.93
54285	11/30/2024	Oriental Trading Company, Inc,	\$ 162.75
54286	11/30/2024	Pace Systems INC	\$ 542.00
54287	11/30/2024	Panera, LLC	\$ 157.52
54288	11/30/2024	Petty Cash Custodian	\$ 69.55
54289	11/30/2024	Pitney Bowes Inc.	\$ 165.54
54290	11/30/2024	Laurie Prioletti	\$ 185.10
54291	11/30/2024	Olga Rudiak	\$ 200.00
54292	11/30/2024	Runco Office Supply	\$ 243.06
54293	11/30/2024	Schaumburg Township District Library	\$ 92.59
54294	11/30/2024	Laurel Schilling	\$ 28.99
54295	11/30/2024	Matthew Schneider	\$ 18.99
54296	11/30/2024	Sheet Music Plus	\$ 176.82
54297	11/30/2024	Showcases	\$ 68.17
54298	11/30/2024	State Industrial Products	\$ 317.46
54299	11/30/2024	Stacy Stein Stapleton	\$ 120.00
54300	11/30/2024	Sunset Food Mart, Inc.	\$ 7.99
54301	11/30/2024	Andrea Swan	\$ 200.00
54302	11/30/2024	Swank Motion Pictures Inc.	\$ 396.00
54303	11/30/2024	Today's Business Solutions, Inc.	\$ 109.05
54305	11/30/2024	Ukrainian National Museum	\$ 150.00
54306	11/30/2024	University of Georgia	\$ 121.38
54307	11/30/2024	UPS	\$ 61.31
54308	11/30/2024	Linda Vering	\$ 143.38
54309	11/30/2024	VSP of Illinois, NFP	\$ 401.76
54310	11/30/2024	Robert Waterbury	\$ 50.00
54311	11/30/2024	WEX Bank	\$ 64.34
54312	11/30/2024	Brian Wilson	\$ 150.00
54313	11/30/2024	Yami Vending Inc.	\$ 334.05
54314	11/30/2024	Yellowstone Landscape	\$ 582.00
			<u>\$ 12,261.73</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1927	11/21/2024	3E Electric, Inc.	\$3,375.00	Civic Room / Zoom Room Project
1928	11/21/2024	Pace Systems INC	\$13,672.99	Civic Room / Zoom Room Project
			<u>\$ 17,047.99</u>	

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

Operating Funds	
Library Claims List	\$ 102,130.60
Librarian's Claims List	\$ 6,016.24
Payroll	\$ 348,798.71
Fica/IMRF	\$ 54,934.49
ACH to IPBC	\$ 75,174.61
ACH to ADP	\$ 6,000.00
Total Operating Funds	<u>\$ 593,054.65</u>
Capital Improvement Fund	
Claims List	<u>\$ -</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 593,054.65</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26523	9/17/2024	VOID - Amigos Library Services	\$ (1,497.00)	Annual Payment - Staff Development
26623	12/18/2024	Ancel Glink P.C.	\$ 19,428.75	Monthly Payment - Professional Fees
26624	12/18/2024	First Bankcard	\$7,786.57	Monthly Payment - Supplies
26625	12/18/2024	Joffe Emergency Services	\$12,330.00	Annual Payment - Contracted Services
26626	12/18/2024	Seventh Art Productions LTD	\$650.00	Monthly Payment - Programming
26627	12/18/2024	Symmetry Energy Solutions, LLC	\$2,534.00	Monthly Payment - Utilities
26628	12/18/2024	Tsai Fong Books, Inc.	\$655.64	Monthly Payment - Materials
26629	12/18/2024	Wex Health Inc.	\$1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26630	12/18/2024	WM Corporate Services Inc.	\$709.71	Monthly Payment - Utilities
26631	12/31/2024	Amazon Capital Services	\$6,603.20	Monthly Payment - Supplies
26632	12/31/2024	Anderson Lock	\$1,999.80	Annual Payment - Building Repairs
26633	12/31/2024	Baker & Taylor	\$20,820.74	Monthly Payment - Materials
26634	12/31/2024	Best Quality Cleaning	\$8,463.43	Monthly Payment - Contracted Services
26635	12/31/2024	Continental Resources, Inc	\$1,547.08	Annual Payment - Fixed Assets
26636	12/31/2024	F.E. Moran, Inc. - Fire Protection - North	\$850.00	Annual Payment - Contracted Services
26637	12/31/2024	Fifth Star Collective, LLC	\$1,500.00	Monthly Payment - Professional Fees
26638	12/31/2024	Gale/Cengage Learning Inc.	\$708.97	Monthly Payment - Materials

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26639	12/31/2024	Impact Networking LLC	\$2,099.55	Quarterly Payment - Photocopy
26640	12/31/2024	Midwest Tape LLC	\$6,787.98	Monthly Payment - Materials
26641	12/31/2024	North American Corp of Illinois	\$767.07	Monthly Paymet - Janitorial Supplies
26642	12/31/2024	Northbrook Chamber of Commerce & Industry	\$935.00	Annual Payment - Community Relations
26643	12/31/2024	Outsource Solutions Group, Inc.	\$724.50	Monthly Payment - Professional Fees
26644	12/31/2024	Selden Fox, LTD	\$3,500.00	Annual Payment - Professional Fees
26645	12/31/2024	Yami Vending Inc.	\$673.55	Monthly Payment - Programming

\$ 102,130.60

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

Transaction Number	Transaction Date	Vendor	Amount
53863	5/29/2024	VOID - Peggy Notebaert Nature Musuem	\$ (175.00)
54264	10/19/2024	VOID - Glenview Chess Club	\$ (150.00)
54315	12/31/2024	Advance Auto Parts	\$ 24.36
54316	12/31/2024	American Library Association, Membership	\$ 305.00
54317	12/31/2024	Aquatic Works LTD	\$ 185.00
54318	12/31/2024	Baker & Taylor Entertainment	\$ 129.36
54319	12/31/2024	Bayscan Technologies	\$ 192.75
54320	12/31/2024	Cintas	\$ 562.10
54321	12/31/2024	Discount School Supply	\$ 71.01
54322	12/31/2024	EBSCO Information Services	\$ 99.05
54323	12/31/2024	Adrienne Edwards	\$ 53.64
54324	12/31/2024	Emery-Pratt Company	\$ 56.00
54325	12/31/2024	Fun Express, LLC	\$ 74.94
54326	12/31/2024	Glenview Chess Club LLC	\$ 150.00
54327	12/31/2024	Tracy Gossage	\$ 30.15
54328	12/31/2024	Nalini Prakash Hart	\$ 17.99
54329	12/31/2024	The Home Depot Credit Services	\$ 199.00
54330	12/31/2024	Illinois Heartland Library System-OCLC	\$ 143.08
54331	12/31/2024	Lechner Services	\$ 58.40
54332	12/31/2024	Libraries First	\$ 395.00
54333	12/31/2024	James McGough	\$ 15.02
54334	12/31/2024	Northbrook Hardware	\$ 70.32
54335	12/31/2024	Panera, LLC	\$ 102.44
54336	12/31/2024	Krista Paradiso	\$ 16.99
54337	12/31/2024	Peggy Notebaert Nature Museum	\$ 175.00
54338	12/31/2024	Petersen Bros. Plastics, Inc.	\$ 398.00
54339	12/31/2024	Petty Cash Custodian	\$ 119.85
54340	12/31/2024	Pitney Bowes Inc.	\$ 195.00

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

Transaction Number	Transaction Date	Vendor	Amount
54341	12/31/2024	Quill LLC	\$ 304.18
54342	12/31/2024	RobotShop Inc.	\$ 12.66
54343	12/31/2024	Laurel Schilling	\$ 28.99
54344	12/31/2024	Sunset Food Mart, Inc.	\$ 14.33
54345	12/31/2024	Swank Motion Pictures Inc.	\$ 396.00
54346	12/31/2024	Uline	\$ 256.15
54347	12/31/2024	UPS	\$ 68.13
54348	12/31/2024	Village of Northbrook	\$ 450.00
54349	12/31/2024	Vis-O-Graphic, Inc.	\$ 561.99
54350	12/31/2024	VSP of Illinois, NFP	\$ 409.36
			\$ 6,016.24

Director's Report

January 2025 (November 2024)

Agenda Items

7 Unfinished Business

7.1 Update on FEIN and Payroll Change

Anna and Becky will give a verbal update on progress. We did go live on January 1 and are processing our first payroll this week.

7.2 Update on Facilities Management RFP

We had two companies reach out, but one pulled out. We are now reviewing the RFP and will be meeting with them next week for an interview. We will be bringing our recommendation to the board next month instead of this month and if we are recommending a company, we will invite them to the board meeting.

8 New Business

8.1 Water Leakage on 1/7/24

I have included a memo for the board on what happened and what next steps are. We will pause the meeting to show the board the impacted areas.

8.2 Meeting Room Policy & Procedure Review

The board will be discussing the process for reviewing the policy and procedures. A memo from me, the policy, and an attorney memo is included in the board's packet for discussion.

10 Agenda Building

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

- Facilities Management RFP Recommendation
- FY26 Draft Budget Presentation
- Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In
- Consent agenda: File detailed statement of all receipts and expenditures for previous 6 months

Board News & Updates

The Library is partnering with the Chamber of Commerce to host the annual State of the Village on January 31 at 9am. Any trustees interested in attending can let me know and we will register you. It will also be recorded by the Village and shared out. We are always happy to partner with the Chamber and this is our 3rd year hosting. We are starting to see more residents sign up to attend which did not happen previously when it was not at the library.

Our first Auditorium Rental is happening! A resident has booked the Auditorium space for a rental that will take place on February 2nd. We are excited to have our first booking. The booker is bringing in a speaker to do a presentation.

Updates

Connect with Our Community

Winter Reading

The Winter Reading Challenge for all ages got off to a busy start on December 1, with families and individuals coming in to register and others signing themselves up online. The numbers through January 13 are:

Program	Registrations	Finishers	%
Adults	502	276	55%
Birth-18 Years	650	313	48%
TOTAL	1,152	589	51%

This year there is one program for birth through age 18 and one for adults. Young patrons who read for 300 minutes will receive a Grand Prize drawing ticket, prize book, and a completion prize of their choosing. Adult readers will receive a notebook and a chance to win a gift card for the Book Bin.

The Youth Services department received many compliments from staff and patrons on the newly installed winter decorations. Children were delighted to watch staff install the giant snowmen in the Story Corner. It was also reported that teens were outside of the library taking selfies with the snow people in the background.



Programs

For Adults

- Our monthly Job Seekers drop-in table has been busier lately with patrons who are looking to update their resumes, make a career change, or to get advice about various stages of the job search process. This is a great way for us to promote our many library resources.
- Comment from a patron regarding the Danny Lai concert: "Last Sunday's concert was one of the best I've ever attended. Not only were the performers superb and their choice of program excellent, they also related warmly to the audience. I do wish the audience had been more respectful of the three musicians' virtuosity and not moved about so much, but I know that's something beyond your control. Thanks for arranging this and other classical music programs. Looking forward to guitar music this Sunday!"

For Kids & Teens

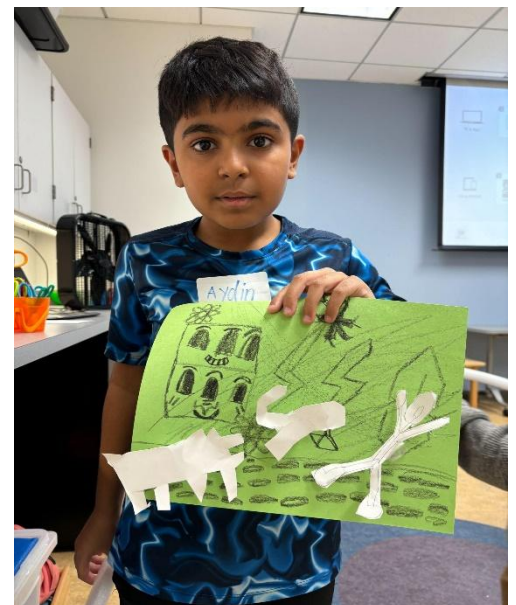
As part of our monthly Teen Advisory Board volunteer group, Teen Librarian, Stephanie Bremner looks for opportunities for teens to volunteer and contribute to the community beyond the library. For November, the Teen Advisory Board partnered with the Northbrook Park District to decorate a Little Free Library that will be installed at Williamsburg Square Park.



YS Library Assistant, Urye Min started a new quarterly story time for ages 3-5 that highlights our streaming book resources, which patrons can access from home. Her first program, Bookflix Storytime featured stories, rhymes, and songs about fire trucks.

The Youth Services and Events Production departments worked together to produce the 8th annual Children's Film Fest targeted towards ages 5-10. The event was composed of a variety of short films from all over the world. 82 patrons were in attendance.

YS Library Assistant, Jason Waclawik held the second Art Pops! program. This program, for children in grades 2-5 explores the life and work of pop and contemporary artists and then gives participants time to create their own masterpieces. November's program featured artist Keith Herring.



Collections

- Interlibrary Loan (ILL) staff recently collaborated with Highland Park Public Library staff at the CCS offices for training on the new Find More Illinois (FMI) platform. This innovative system will significantly enhance access to library collections across the state, offering our patrons a broader range of borrowing options. Nearly all CCS libraries are already a part of FMI, and the Northbrook and Highland Park teams are diligently preparing for its launch in late January. We're thrilled to bring this expanded resource to our community.
- The Library of Things Collection has added two new items
 - The Light Therapy Lamp is designed to boost your mood, improve your sleep, enhance focus, and kickstart your energy by emitting a bright white light that mimics sunlight. Delivers up to 10,000 Lux of UV-Free, LED, full-spectrum light. Personalize your settings with the 4 brightness levels, 2 color temperature settings, and countdown timer to fit into your daily needs and routine.
 - Play table tennis anywhere with this kit that includes 4 paddles, 6 balls, and a portable, retractable net that fits any table up to 72"
- The library is currently experiencing delays in receiving book titles published by Hachette through our primary supplier, Baker & Taylor. This disruption has affected over 700 titles that are now on backorder across multiple vendors. The delays are attributed to a combination of factors, including changes in publication schedules, supply chain challenges, manufacturing delays, and increased demand for certain titles. These delays have impacted our ability to provide timely access to materials for patrons, particularly high-demand and time-sensitive titles. Interim Technical Services Assistant Manager Brian Nelson is working with selectors to source time sensitive material from other suppliers. While supply chain delays are outside of our direct control, the library is proactively working to mitigate the impact and ensure timely access to materials for our patrons.
- The library saw over 10,773 Northbrook patrons in the month of December, or roughly 56.1% of our cardholders. The library saw a large increase in the amount of materials patrons' physically checking out on December 23rd (2,079) and December 30th (1,755). An average Monday has about 1,000 checkouts
- Linda Vering, Marketing & Communications Manager coordinated with the Angaza Center, a local nonprofit, to host a community technology drive to collect donations to support tech education in rural African schools.



Collaboratory Projects

Maker Specialist Eric Flowers helped Crystal, who came to the Collaboratory with Darnell to use the DML, then saw all the other tools she hadn't known were here. She got an idea for how she could use the laser to dress up glassware for a cocktail mix she makes, then designed it herself, iterating with a couple tests.

50 items were inspected by 7 volunteers at the bi-annual Northbrook Repairs event on November 2nd. One patron commented, "It was great to be with so many creative, talented individuals who kindly shared their



time with our community. I am so excited to continue to use my items – they are as good as new! Thanks for offering Northbrook Repairs! See you next time!"

Northbrook Repairs creates a space where community members can collaborate with skilled volunteers to fix broken household items. Lamps are the most popular item brought in, followed by clothing or textiles.



Marketing published a news feature in early November that highlighted a Julie Kay, a Northbrook resident who had been using the Collaboratory's equipment to embroider

upcycled jean jackets to encourage voter participation. This feature promoted patrons' use of library equipment while also telling a "feel good" story that resonated in the community. The social media post received a lot of likes and shares on social media. Feature article:

<https://northbrook.info/stitching-the-vote>

A few weeks later, Julie Kay left a voicemail for Linda to thank her for the feature and to share that while dining at a restaurant in Wheeling, she had been approached by a couple who recognized her from the social media post. Julie was tickled by the recognition. She said "It was really great exposure and I appreciate the effort that you put into it."

Facebook: Meet Julie Kay, a resident on a mission!
Posted on 11/1/24. Views: 4,172, Likes & Reactions: 70, Comments: 10, Shares: 5



Outreach & Partnerships

The library hosted a Blood Drive in partnership with Versiti on November 19th. 14 people showed up to give blood and their donation will go on to help potentially up to 42 other people. In 2024, with all of the blood drives that were held at the library, our partner Versiti collected 60 units which can potentially help up to 180 people.

The Friends of the Library Board met on November 12. Kelly Durov serves as the staff liaison to the Friends. The Friends discussed member engagement and reviewed and provided feedback on the library's draft request for FY26 programming support. They will vote to approve the requests at their February 2025 Board meeting. In addition to being a fund-raising organization for the library whose revenues come primarily from membership and book sales, the Friends serve as advocates and volunteers for the library.

A [Northbrook Voices interview](#) with State Representative Tracy Katz Muhl has been published and is linked for anyone who would like to listen.

Social Media



Instagram: We're always looking for new ways to display library materials (3branch)
Posted on 11/14/24. Views: 527, Likes & Reactions: 42, Comments: 1

Facebook: Winter Reading
Posted by Tracy Katz Muhl on 12/10/24. Likes & Reactions: 20, Shares: 2



Build an Inclusive Culture

With the library's new payroll system set to "go live" on January 1, 2025, HR Director Becky Moore and Finance and Operations Director Anna Amen devoted considerable time to ensuring a smooth transition. Their efforts included verifying employee data for accuracy, continuing payroll system configuration and setup, and conducting training sessions for both managers and staff. They also hosted office hours to address staff questions and provided regular written updates on the transition process. Additionally, training materials covering topics like setting up an ADP employee profile and recording hours worked were developed and distributed. Ongoing guidance and additional training will be offered to all staff starting in January 2025.

The Leadership team (Kate Hall, Kelly Durov, Anna Amen, and Becky Moore) were all heavily involved in budget planning in November. We spent time revising the process for managers to make budget requests and rolling it out to them. These revisions will hopefully address goals 2.1 and 2.2 of the strategic plan by further aligning managers roles in the budget process and fostering growth and learning about the budget process for our management team.

Leadership also worked on plans for FY26 initiatives that will strengthen the library's inclusive culture including: the Joffe Security engagement that the Board approved in November, the Facilities outsourcing initiative that was also discussed in November, and HR's continued work on the pay equity audit process.

Personnel

Hires

- Megan Hollister, full-time Maker Specialist (MS) joined effective November 16.
Replacement
- Connie Liu, full-time Cataloging Library (TS) joined effective November 18. Replacement
- Amina Ali, temporary Assistant Manager (CIRC) joined effective November 18. Temporary

Departures

- Mike Cotini, part-time substitute Facilities Assistant (FAC), resigned effective November 4.
- Nolan Keaton, part-time Circulation Clerk (CIRC), resigned effective November 25. He accepted a full-time position closer to home.

CE & Training

- We held security training and debriefs for some staff and Board members in partnership with Joffe Emergency services in November and December. This process has helped to

improve communication, role alignment, and shared information by ensuring there is clearly defined roles, communication plans, and space for feedback and sharing back.

- Laurie Prioletti, HR Manager attended HR Source Employment Law Conference in Naperville. Relevant topics included: inclusion and accessibility, artificial intelligence and data privacy in the workplace, pay transparency, accommodation requests, state and federal law updates.
- Linda Vering, Marketing & Communications Manager, Princess Gonzalez Esparza, Graphic Designer, and Alina Lewis, Marketing Assistant, had the opportunity to attend the Library Marketing Conference in St. Louis (Nov. 12-13), where they networked with other library marketing professionals, and attended sessions on video creation, social media, email marketing, and other library marketing topics.
- YS Librarian Miles Schwartz attended the LACONI program All About Tween and Teen Library Services on November 15. This half day continuing education event highlighted effective communication with teens/tweens, planning and running of passive and active teen/tween programs, and creating impactful opportunities for volunteering.

Create Spaces to Belong

The Civic Room audiovisual upgrade project continued through November. Administration staff (Kelly, Kate, Jennifer, Linda, and Alina), OSG, Events Production, Adult Services, and Marketing staff all worked collaboratively to accomplish the following: create and work through the technology punch list (ongoing, not yet complete), update online booking software, Communico, for staff and public usage of the new equipment, create staff information and training (ongoing, not complete in November), and start working on promotional efforts including a press release and ribbon cutting ceremony being planned for January (ongoing, not complete in November).

The Elevator Modernization Project has finally begun after significant supply chain delays. The work started on January 6 on the staff elevator. This will take several weeks and then the patron elevator will be completed. We anticipate the work being completed by the end of February.

Linda worked with OSG and BrightPlum, our web developers, to try to get to the bottom of what has been causing our web pages to load more slowly than usual. BrightPlum identified the cause as a deliberate attack from an external source. They're currently working to resolve this by blocking the malicious IP addresses and implementing future safeguards.

Budget planning for IT is underway for FY26. As we look to next year, security technology both in terms of cyber security and physical security will be a top priority and significant portion of the IT budget.

Kate Hall, Executive Director

Director's Report

January 2025 (December 2024)

General News & Information

Administration - Assistant Director

- Room Booking ICS debriefs were conducted this month.
- Held a PIC Onboarding/Refresher training on 12/4.
- Held a PIC Quarterly meeting on 12/12.
- Consulted on payroll roll out and participated in training. Worked with IT on implementation.
- Participated in Conflict-ish coaching
- FY25 budget preparation – coached my direct reports through this process. Created the IT budget documentation with OSG. Please note that Microsoft prices are increasing. Discussed the timeline for making decisions about TS and Circ structure and how that would impact the budget.
- Participated in a debrief with Maker Services and HR on the hiring process.
- Facilitated and planned next steps with Maker Services managers, HR, Lily Zheng, and Kate.
- Continue to work on Civic Room roll out and punch list items.
- Preparing for Joffe engagement kick off in January by providing documentation, setting up a Basecamp, establishing weekly meetings, and setting a date for a February site visit.
- Planning for January 17 All Staff safety training with Leadership and Managers.
- Discussed plans to address concert etiquette concerns with Madison and Arielle. I am proud that we had a great discussion about setting expectations for the audience while being welcoming and inclusive.
- Amina resigned from her temporary role as Circulation Assistant Manager. Engaged in planning and discussion around this.
- Worked with Becky to determine Anna Amen and Kate Hall's vacation balance and decide on next steps.
- B&T delays – discussed options.
- Discussed hosting Chamber event with Arielle and Kate this spring. We need to further define the library's stance on rentals for community partners as well as staff's roll when food is being served.

- Adult Services staff requested access to ChatGPT and Gemini this month. Leadership and IT need to create a process around providing AI resources to staff.

Administration – Human Resources Director

- HR Director Becky Moore collaborated with Lily Zheng from Zheng Consulting to lead a discussion with Youth Services department leadership regarding their Q3 2024 pulse survey results, aiming to develop a strategic plan for addressing the findings.

Administration – Human Resources Manager

- Projects completed: 2024 Public Library Association Staff Survey & Flexible Spending Account Open Enrollment

Adult Services

- E-resources: Phil and I are reviewing the categories that Harvey is suggesting for the new resources (there are a lot) and then he will send to Linda to include on the website. We are still waiting for word on when we can market these.
- 3rd floor collection shifting: Circ has moved the video games over to the empty CD shelves and has reshifted the DVDs. Margo is working on moving over most of the DVD box sets interfiling with standard DVDs. In the next week we will be creating a new area for the boxset CDs all in one place. I'll update the managers when everything has been moved.
- Historical Society digital archive. Recently we learned that the Northbrook Historical Society is working on creating a digital archive. One of the board members who is not Judy (!) is taking the lead. I and AS SAMM are planning on a field trip there later in January to see how we might be able to partner with them on this.
- Kindles for senior facilities loans: Lori is working on instructions/documentation and we should be ready to send these out mid January. I'll put something for the board next month.
- 2024 new book reports: Bryan ran a report for ANF selectors with how many circs all the books purchased in 2024 had with an emphasis on titles with 0 to 1 circs. This is helpful for selectors to see if there are patters/subject matters that did not resonate with patrons.

Circulation

- The library saw over 10,773 Northbrook patrons in the month of December, or roughly 56.1% of our cardholders. The library saw a large increase in the amount of materials patrons' physically checking out on December 23rd (2,079) and December 30th (1,755). An average Monday has about 1,000 checkouts

Events Production

Finance & Operations Director

Marketing

- Marketing continued to promote the Winter Reading Challenge with social media, email, and on the website.
- Linda Vering, Marketing & Communications Manager worked on the marketing budget for FY26.
- Linda Vering, Marketing & Communications Manager collaborated with the team to manage media requests related to the room booking, and captured articles and social media posts pertaining to the event.

Maker Services

- 783 people visited the Collaboratory this month

Programming Committee

Technical Services

- With the continued delays from Baker & Taylor, Acquisitions has been working with the selectors in determining what materials are a priority for ordering through other vendors. Reorders are being done through Libraria and Amazon. Right now Baker & Taylor has not been able to provide a timeline of when they will have their order fulfillment fixed.

Youth Services

- Youth Services continues having difficulties with receiving materials and communication from Baker & Taylor. The department will primarily be placing orders through Libraria. YS Manager Summer Kosuge spoke with Rob Innes from Libraria who said they are not having any difficulties with publishers and supplying materials. Rob will also be applying a discount schedule to orders from Northbrook based on the material's binding.

Connect with Our Community

Collections

- Outreach & Partnerships

Collaboratory Projects

- 88 requests were 3D printed for community members in December
- Maker Specialist Eric Flowers helped two college students use the embroidery machine to customize one's graduation sash and save money on an expensive customization fee! She was able to use several features that are unique to our newer Brother embroidery machine to streamline the process.



- Maker Specialist Daniel Choi helped a patron create a LED light stand of her nephew playing hockey. He walked her through how to create blocked out shapes for the base and how to make a silhouette of the photo that was then etched and cut in the laser cutter.
- Daniel also assisted a patron with sublimating an old picture from the seventies onto towels to be given on a family reunion. He went over how to set up the heat press for the best results, and she proceeded to make enough for everyone.



- Our partnership with the NSRC (North Shore Radio Club) allows us to offer space for the group to meet at the library twice a month: for a Build Club in which ham radio topics and techniques are shared with other members, and an amateur radio exam session during which attendees can take earn or upgrade their FCC license. Over the course of 2024, 133 people attended the Build Club and exam offerings.

Programs

Administration - Assistant Director

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

Activity: Develop and implement programs to educate the community on AI.

- Per request from Susan Wolf, we purchased AI training through Niche academy; will work with Becky and Susan to roll out to staff in January.

Adult Services

- Our One Book One Northbrook community input meeting was held on 12/12.

Community members gave us their feedback on the 5 book finalists:

- *Symphony of Secrets* by Brendan Slocumb
 - *Firekeeper's Daughter* by Angeline Boulley
 - *The Berry Pickers* by Amanda Peters
 - *Stay True* by Hua Hsu
 - *The Book Woman of Troublesome Creek* by Kim Michelle Richardson
- The committee will be making a final decision in early January.
 -
 - We had 461 adults register for the Winter Reading program and 181 completed the challenge. Passive programs included a candy estimation jar and a 1000 piece jigsaw puzzle that patrons could help complete.

Events Production

- Our second estimate was written for Auditorium Rentals. A resident has booked the Auditorium space for a rental that will take place on February 2nd.
- As a part of Illinois Libraries Present, Arielle organized and single handedly managed a screening of *Little Women: The Musical* through Broadway HD. There were 2998 registrants. Arielle managed the communications and tech help emails that came in on the weekend of the screening. We had around 166 registered for the event from Northbrook Public Library.
- Illinois Libraries Present featured young adult author, Raina Telgemeier, author and illustrator of the graphic novels *Smile*, *Drama*, *Sisters*, *Ghosts*, and *Guts*, all #1 New York Times bestsellers. She also adapted and illustrated four graphic novel versions of Ann M. Martin's *Baby-Sitters Club* series, and has contributed short stories to many anthologies. Raina's accolades include six Eisner Awards, a Boston Globe-Horn Book Honor, a Stonewall Honor, and many Best-of and Notables lists.

Marketing

- Marketing began working on the Spring newsletter, which will feature the Civic Room Ribbon Cutting and a patron story (more details later in report).
- The December lobby display featured items from the North Shore Radio Club and The Harbour, a local organization that provides emergency shelter to young people who are experiencing housing instability.
- Linda Vering, Marketing & Communications Manager, worked with Facilities staff to collect used technology items, such as laptops and phones, donated by the community. These items were then picked up by The Angaza Center, a local charitable organization that repairs the items and then provides them to schools in rural Africa.
- Linda Vering, Marketing & Communications Manager, followed up with a Northbrook resident who had emailed us to let us know about the 45th Anniversary of his Northbrook Book Club. After speaking with the patron, she set up an interview with patron for an upcoming feature. The patron will be interviewed by NPL staff member and journalist Mike Bass, and will be photographed by Barbara Freeman for a feature in our Spring newsletter.
- Linda Vering, Marketing & Communications Manager and Alina Lewis, Marketing Assistant, worked on a press release and promotions for the upcoming ribbon-cutting event for the Civic Room technology donation. As part of the project, digital slides and a plaque was created. The event will be photographed by Barbara Freeman.

Reading Program

Community members took part in the Winter Reading Challenge through reading and activities. Library patrons helped complete two 1000-piece jigsaw puzzles in the Reference area. A participant in the Youth program won a jar of 53 candies for the closest guess of 54. Kids enjoyed drop-in sessions of coloring, collage art, and board games. The most-read book for adults was *Now or Never* by Janet Evanovich (9 readers) and the top book for kids was *How the Grinch Stole Christmas* (14 readers).

The numbers for December are:

- 1059 registrations
 - 461 adults
 - 598 kids
- 1588 books read
- 189,609 minutes read

- 237 activities completed
- 414 challenges completed
- 478 prizes redeemed

Technical Services

- The Library of Things Collection has added two new items
 - **The Light Therapy Lamp** is designed to boost your mood, improve your sleep, enhance focus, and kickstart your energy by emitting a bright white light that mimics sunlight. Delivers up to 10,000 Lux of UV-Free, LED, full-spectrum light. Personalize your settings with the 4 brightness levels, 2 color temperature settings, and countdown timer to fit into your daily needs and routine.
 - Play table tennis anywhere with this kit that includes 4 paddles, 6 balls, and a portable, retractable net that fits any table up to 72"



Youth Services

- The Youth Winter Reading Program for birth through age 18 started on December 1 and will run through January 31. Children and Teens who read 300 minutes will receive a completion prize, a book, and one drawing ticket. To encourage patrons to continue reading over the 2 months, additional drawing tickets will be awarded for each additional 300 minutes they read - up to a total of 1800 minutes.
 - Registration (as of 12.31.24): 598
 - Finishers (as of 12.31.24): 233
- YS Assistant Manager Sara Chase, YS Program Assistant Sean Collins, and YS Library Assistant Jason Waclawik offered a series of "Winter Break Fun" drop-in programs for families staying in Northbrook during winter break. Children and families attended Cozy Coloring, Collage Art, Puzzle Fun, and Board Game Afternoon.



- For our 4th year, the Youth Services Department was able to create Noon Year's Eve Kits for families that included a countdown clock craft, bingo, 2025 bubble wand, Wikki Stixs, noisemaker, and a glow in the dark pop fidget bracelet. School and Supported Services Librarian Julianne Medel and YS Library Assistant Jason Waclawik project managed the event that had a registration of over 150 children.

- Alisa Kusnitzow, a Northbrook teacher, presented a Bilingual Spanish Language Storytime for a rapt audience of 30 children and caregivers on the second Friday of winter break.



- YS Early Childhood Librarian Amanda Lopez visited the GBN Preschool and the Northbrook Community Nursery School and provided storytime outreach for 70 children.
- From Jason Waclawik: Greeted an older elementary school aged patron and his mother as they were passing by the desk. He declined assistance and so I offered him a compliment on his basketball jersey. This led to the mother encouraging him to inquire with me about his search. He shyly asked if we had any books on Kobe Bryant, which we did. Upon walking him to the shelf, I was able to learn more about his interest and connect him with additional basketball related materials from the YS nonfiction collection. I also briefly showed him how to navigate the nonfiction section, and search for similar materials on our catalog computer, so he would feel more confident in doing so next time. The patrons left happy and with a good haul of books.

Social Media

Facebook: Winter Reading

Posted by Tracy Katz Muhl on 12/10/24. Likes & Reactions: 20, Shares: 2

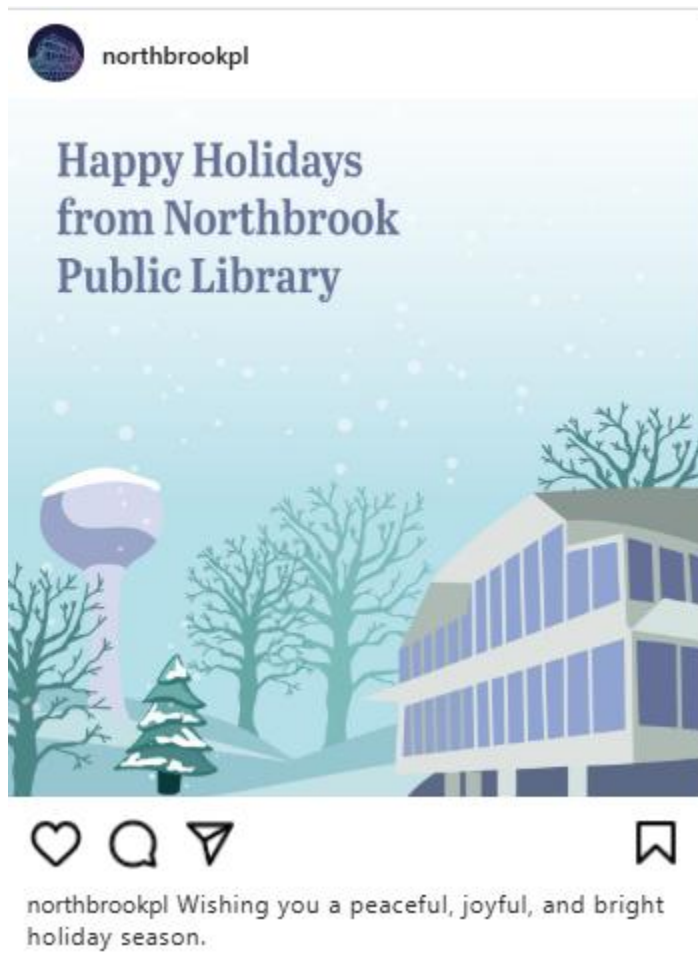


Facebook: Cozy retreat

Posted on 12/7/24. Views: 1,187 Likes & Reactions: 29, Shares: 3,



Instagram: Happy Holidays
Posted on 12/25/24 Views: 234, Likes & Reactions: 18



Build an Inclusive Culture

Assistant Director – Administration

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

Activity: Identify activities that can be sunsetted with an eye toward meeting strategic goals and increasing staff capacity.

- Streamlined incident report-out communication to Person in Charge staff by working with the Virtual Assistant to create an incident report digest. This will cut back on email, provide more context and training regarding incident response, and streamline the Executive Assistant's role in reviewing incident reports.

Goal 2.2 Foster a culture of shared growth and learning.

Activity: Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.

- Met with Fifth Star Collective twice in December. We are focused on identifying current data collection processes and deciding how this will carry into our new reporting processes for monthly statistics and a data dashboard that will be accessible by the Board and public with a focus on IPLAR and strategic plan reporting.

Activity: Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community.

- I attended 2 events where Illinois Library staff shared their knowledge and experience. The events were:
 - Navigating Friends Groups offered by RAILS. In this event representative from area libraries shared best practices for working with Friends groups and included an interactive discussion. It was helpful to hear that we are employing a lot of the best practices already and I came away with some new ideas.
 - Soft Censorship, Self-Censorship, and the Chilling Effect in Libraries was a discussion session moderated by the Illinois Library Association. It was helpful to hear how these issues are being experienced and addressed in libraries across the state.

Activity: Review and enhance current manager/leadership accountability practices to ensure autonomy and encourage experimentation.

- I am working on this with Managers that report to me. Not sure how to report this to the Board.

Goal 2.3

Activity: Review and set expectations for effective and inclusive meeting norms.

- Established meeting norms for PIC Quarterly meetings.

Human Resources Director – Administration

- With the library's new payroll system set to "go live" on January 1, 2025, HR Director Becky Moore and Director of Finance and Operations Anna Amen devoted

considerable time to ensuring a smooth transition. Their efforts included verifying employee data for accuracy, continuing payroll system configuration and setup, and conducting training sessions for both managers and staff. They also hosted office hours to address staff questions and provided regular written updates on the transition process. Additionally, training materials covering topics like setting up an ADP employee profile and recording hours worked were developed and distributed. Ongoing guidance and additional training will be offered to all staff starting in January 2025.

- In addition, due to the fact that the Northbrook Public Library has its own separate FEIN from the Village of Northbrook, as of January 1st, a new 457(b) deferred compensation plan was created. Information about the plan will be presented by the library's MissionSquare representative in January.

Human Resources Manager – Administration

- Laurie Prioletti, HR Manager was invited to attend the ADP – Time & Leave Management and Paid Time Off Walkthrough training and participate in other aspects of the project implementation and looks forward to contributing to its success.

Marketing

Personnel

Hires

- Benjamin McDermott, full-time Facilities Assistant (FAC) joined effective December 1.

Departures

- Jane Huh, regular part-time Library Assistant (YS), resigned effective December 13. She accepted a full-time Librarian position at a neighboring library.
- Nirali Sharma, substitute Library Assistant (YS) resigned effective December 19.

Adult Services

- Virtual Art Tour: Ukrainian Museum of Chicago: Jill Franklin partnered with the museum to create a virtual presentation for us. Patrons learned about Easter eggs, special instruments, and embroidery, among other things.

Events Production

- As part of our partnership with the Italian Film Festival we have finalized two dates in our spring newsletter to screen films in Italian. One film will be a documentary about Italian Holocaust Survivor, Liliana Segre, who was born in Milan, deported to Auschwitz and nominated as senator-for-life by President of the Italian Republic, Sergio Mattarella. The documentary will be in Italian.
- We have finalized our 3 dates in June, July, and August for our summer YIVO Chicago partnership. We will do a lecture, a concert, and a concert or film related to Jewish culture on these dates.

Youth Services

- School & Supported Services Librarian Julianne Medel attended the ADA Webinar on 12.12.24 titled *Loud and Proud! How to maximize accessibility info for guests*.
- Youth Services concluded its 2nd round interviews for a FT Librarian. YS Library Assistant Jason Waclawik accepted the position and will start on Monday, January 6.
- YS Library Assistant Jane Huh accepted a full-time position at the Prospect Height Library. Her last day at the library was Friday, December 13.
- YS Library Assistant Substitute Nirali Sharma resigned her position on December 19.
- The JTRENDING collection on the 2nd floor will be modifying the call number and labeling of material to alleviate the amount of processing required when items are added to the collection and later when it is moved back into its regular collection. Much like material in Popular Picks or Lucky Day Collections, the call number will reflect the item's general collection (JUV FICTION, JUV GRAPHIC NOVEL) and no longer have the green overlay in favor of tape labeled with JTRENDING.

Create Spaces to Belong

Administration - Assistant Director

-

Finance & Operations Director – Administration

Facilities Monthly Maintenance Report – Administration

Circulation

- (3.3) Interlibrary Loan (ILL) staff recently collaborated with Highland Park Public Library staff at the CCS offices for training on the new Find More Illinois (FMI) platform. This innovative system will significantly enhance access to library collections across the state, offering our patrons a broader range of borrowing options. Nearly all CCS libraries are already a part of FMI, and the Northbrook and Highland Park teams are diligently preparing for its launch in late January. We're thrilled to bring this expanded resource to our community.

Events Production

Upcoming Partnerships

- Rotary Club of Northbrook and Vitalent Blood Drive, January 25, Contact: Gary Moriello, Kathi Quinn, Partner: Rotary Club of Northbrook
- State of the Village, January 31, Contact: Kathi Quinn, Partner: Chamber of Commerce

- Lunar New Year Festival Show February 1, 2025, Contact: Connie Zhou, Partner: Northbrook Chinese American Community
- The Shot Felt 'Round The World (2015, NR) - Documentary Film Screening in partnership with Rotary, February 5, Contact: John Chambers, Partner: Rotary Club of Northbrook
- Blood Drive by Versiti April 1, July 31, November 18, Contact: [John Wielgosz](#), Partner: Versiti
- Italian Film Festival April 16, May 8, Contact: Barbara Klein, Partner: Italian Film Festival
- GBN Entrepreneur Pitch Night, Contact: Mindy Ingersoll, Partner: GBN
- YIVO Chicago - June 22, July 13, August 5, 2025, Contact: Fran Dvorkin, Partner: YIVO Chicago

Marketing

- Linda Vering, Marketing & Communications Manager worked with Kim Hegelund, Circulation Manager to streamline the process of locking and unlocking the lobby display cases by storing the key in the locked key box in the Circulation Department.

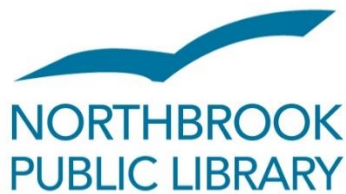
Youth Services

- Staff in Youth Services noticed the tops of the Discovery Table had started to warp allowing the double-sided tops to rock when children were playing. It was decided to order new tops for the 10-year-old table. Instead of ordering the same items, the order was changed to the table tops that were the most popular with children - Legos and trains.

Kate Hall, Executive Director

Comment	Response	Staff Member
<p>A patron shared how much he enjoyed the presentation Oct. 30 by historian Barry Bradford.</p>	<p>The staff member thanked them for their feedback and shared they would inform their supervisor of his nice comment.</p>	<p>Kim Hegelund</p>
<p>A Glenview Public Library patron showed love to the Spotlight Display. He told the Anastasia at the west desk that it's neat that we showcase various themes and that it probably engages patrons to check out more items and learn about different topics each month.</p>	<p>Anastasia happened to be on the Spotlight Group and was excited to receive the feedback and thanked him and would share it with others on the Team</p>	<p>Kim Hegelund</p>
<p>I am concerned. I have read in the Chicago Tribune and heard from my friends that several Jewish groups have been trying to put on a screening of Israelism at the Northbrook Library for some time now and that it will not be going forward. I am also aware of the fact that the primary reason for it not going forward are threats from groups like the Chicago Jewish Alliance. I am aware that due to their frankly fascist tactics, you determined that the event would need heavy security and you placed the onus of that on the local residents and organizations involved with the screening.</p>	<p>Thank you for sharing your concerns about the requested room booking on November 7. Your comments will be shared with the Library Board. The room booker canceled the request to book the room. The library continues to support and uphold the First Amendment as it applies to all viewpoints. We will continue to move forward with the goal of upholding both free expression and public safety.</p>	<p>Kate Hall</p>
<p>I want to be very clear with you: this is UNACCEPTABLE and it might very well be illegal. As I'm sure you're aware, free speech is supposed to be just that: free. It cannot have a cost or conditions placed on its exercise.</p>		
<p>Irrespective of the cost though is the disturbing precedent that this sets for your library and your community more broadly. Please consider the fact that this sends a message to other groups who might be emboldened to employ these types of tactics to silence others. You are telegraphing to every such group that Northbrook will cave to their pressure and impinge on the free speech of their own residents. Again, this is unacceptable.</p>		
<p>Would you react similarly if a pro-choice group wanted to show a documentary and you were concerned about protests from so-called pro-lifers? What if it was a queer group and you had to contend with harassment and threats from Moms For Liberty or any number of other hate groups? This situation is NO DIFFERENT. I understand that there are people in this community who feel strongly about the content of the film and I know that you want to serve your community members as best you can. That impulse is admirable. But when you put your thumb on the scale and decide that some community members' voices matter more than others, that is when you stop upholding free speech for all and start advancing a political agenda, even though I'm sure this isn't your intent.</p>		
<p>I have already heard whispers of other libraries and other public spaces following Northbrook's lead and making similar, potentially illegal demands of their own community members. I urge you to please consider the role you are playing in this and to change course immediately. If you are truly committed to upholding free speech and the availability of free, public space, then I call on you to allow Israelism to be screened at the Northbrook Library with no conditions placed on the organizers other than the typical ones you have for other events.</p>		
<p>Please do the right thing here. I am counting on you to uphold the values that I know we all care about very deeply.</p>		
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<p>A patron was so happy that you all offered Repair Workshop program. She was delighted that on her second visit the person was able to fix her garden handle pruners. The first time was a suitcase and that was fixed too. She was really happy walking out the door and wanted to mention it.</p>	<p>I informed the patron I would pass along the information to the manager of the department Cathleen.</p>	<p>Kim Hegelund</p>
<p>The quality of the video transfers in the Digitization Room is better than the quality from Legacy Box.</p>	<p>NA</p>	<p>Cathleen Doyle</p>

Comment	Response	Staff Member
<p>My book club just finished reading <i>That Librarian</i>. As the facilitator, I try and bring relevant information surrounding the topics covered by whatever book we're discussing. As such, I was wondering if you could provide some perspective on the health of NBPL. Are book challenges happening at our library? What is the process? Have librarians in our community been feeling push back? Have you noticed a change in the censorship debate in either the local or regional space? Any insight you could provide would be appreciated as I'd love to share with the group. I would also like to share ways that we as concerned citizens and library patrons could be of support.</p>	<p>Thank you for reaching out. I appreciate you asking what is happening locally and checking to see if there is anything you as concerned citizens could do. I can give you a couple quick answers and would be happy to pull more information for you if you like. I don't know when your book group meets, but I have spoken with several groups about intellectual freedom and censorship and if that would be of interest, I would be happy to talk with your group as well.</p> <p>Are book challenges happening at our library? We have not received any formal requests to remove items from shelves, but we have seen a sizeable uptick in people expressing unhappiness with titles on the shelves, programs we are doing, or other services the library offers. It extends beyond censoring materials. I have been a librarian for 25 years and this is not new, but the volume of comments and specific targeting of libraries by national groups is new.</p> <p>What is the process? We have a formal reconsideration policy that lays out how we would handle a formal recommendation. We have the policy on our website with our other collection development policies: https://northbrook.info/about/policies.</p> <p>Have librarians in our community been feeling push back? Yes. We have seen this take a toll on staff and have had some people resign and leave libraries as a result. This is one of the reasons we asked the Village Board to make Northbrook a Book Sanctuary Community which helps us stand firm in the face of people seeking to censor. We have also appreciated the Secretary of State's (who is also the State Librarian) stance on censorship and his work to pass a bill that would impact libraries if boards or libraries chose to censor materials.</p> <p>Have you noticed a change in the censorship debate in either the local or regional space? Very much so. This is something that we are not alone in facing and we are continuing to see it play out in local, regional, state, and nationally. In talking with local legislators in our area, they are very aware of the increase in pushback on public and school libraries and have been incredibly supportive.</p> <p>Please let me know if you would like more info or would like to talk further and thank you for your support of libraries and freedom of speech!</p>	<p>Kate Hall</p>
<p>Please offer adults a week of fun and games (and refreshments) at the library. This fun week should be offered twice a year, in compensation for the two weeks that are given to high school students for final exam "preparation."</p> <p>Since we adults are paying taxes for the library, the least you can do is offer adults a couple of weeks of fun and games and refreshments, as we provide these for our students.</p> <p>I'd be happy to help organize this event. Let me know when we can meet to discuss and plan for it.</p>	<p>Thank you for your suggestion regarding the library offering a week of fun and games for adults. We are committed to providing a wide range of educational and recreational activities for patrons of all ages and in fact offered 405 activities for adults last year (compared to 31 for teens). These events can be found in both the library printed newsletter and on our website. If you need assistance finding activities that interest you, I would be happy to help.</p>	<p>Susan Wolf</p>



Memorandum

DATE: January 13, 2025
TO: Board of Trustees
FROM: Kate Hall, Executive Director,
Anna Amen, Finance and Operations Director
RE: January 7, 2025 Water Leak

On January 7, we experienced a major water leak through the ceiling on the second floor, stemming from an issue with the steam boiler. The steam boiler malfunctioned and filled with water instead of generating steam. This caused water to be sent through the humidification units under the McQuay air handlers. The water in the ductwork then caused a leak on the second floor. We are still assessing the root cause of the issue.

Areas impacted:

- The Collaboratory was impacted, and a lot of equipment got wet in both the digitization room and digital media lab. We are still testing the equipment to determine the extent of the damage after waiting for it to dry out.
- In the reference area, 12 computers (10 public and 2 staff computers) also got wet and the smaller study rooms behind the row of computers were impacted.
- In the Adult Services staff area, water also came in and will require some ceiling work.

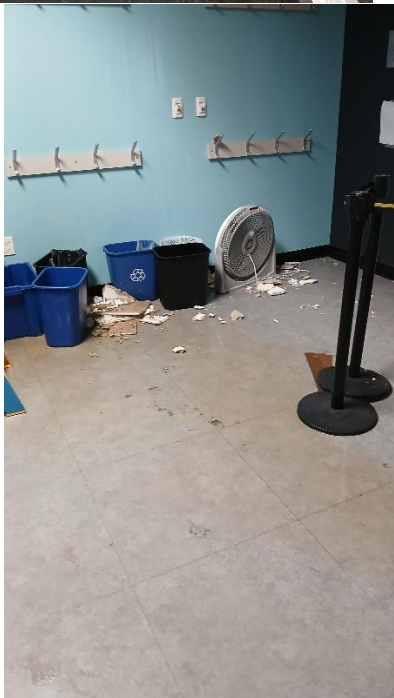
Carpets and walls in affected areas have absorbed significant amounts of water and we have had ServPro Northbrook out to do mitigation which will need to be done in several phases with repair work. StrikeCheck an electronic claim investigator will be testing equipment to determine damage and replacement needs.

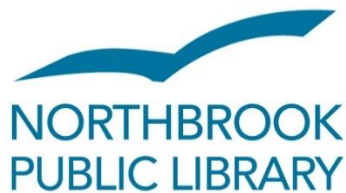
What we are focusing on right now:

- Assessing damaged equipment and determining what is salvageable
- Ensuring all water is removed from behind dry wall and in ceiling
- Working with the engineer who designed the system and equipment supplier who installed the steam boiler in 2023, HVAC contractor, and interim facilities managers to determine what happened
- Working with the insurance company on the claim to determine the scope of the damage and repair needed.

Once these steps are completed, we will start on repairs. This will likely take a few months to be completed.

Here are some pictures of the damaged areas. We can also do a quick walk through of the impacted areas at the meeting Thursday.





Memorandum

DATE: 12/30/24

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Meeting Room Policy & Procedure Review

Recent events have highlighted the opportunity to examine our current policies to provide an opportunity to strengthen our approach in serving our community.

As we discussed at the November meeting, this month we will be talking about the process to review our room rental policy and procedures. This is an opportunity for us to pause and reflect on recent events and think about how we can make sure our policies are aligned with our mission, vision, and values.

This structured approach will help ensure our policies and procedures:

- Uphold our Constitutional obligations
- Protect public safety
- Reflect community needs
- Align with the core values of Northbrook Public Library

Proposed Review Process

I propose convening a group that includes staff, board members, and patrons who represent diverse viewpoints in the community and ask them to provide feedback on the policy and procedures we currently have in place. This review process will support our mission to:

- Create community
- Champion intellectual freedom
- Provide open access to knowledge in a welcoming, inclusive environment

Stakeholder Engagement

We propose forming a representative working group including:

- Board members
- Library staff
- Northbrook residents representing diverse perspectives
- Legal counsel (Julie Tappendorf, Ancel Glink Law Firm)
- Independent facilitator

As the board is responsible for approving policies and staff is responsible for creating procedures based on the board approved policies, the group will need to have representatives from both key stakeholder groups.

Key Focus Areas

The review will address:

- First Amendment obligations
- Public safety considerations
- Operational procedures
- Community access and inclusion

Timeline

- January-February 2024
 - Stakeholder group formation
 - Facilitator selection
- March 2024
 - Working group meetings
 - Legal framework review
 - Policy feedback sessions
 - Draft policy development

- Board update
- April 2024
 - Legal review of recommendations
 - Board policy consideration
 - Procedure refinement by staff
- May 2024
 - Implementation
 - Stakeholder communication
 - Public rollout

I look forward to hearing what the board would like to do and how you envision us upholding our mission, vision, and values.