

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

April 17, 2025 | 7:00 p.m.
Northbrook Public Library | Civic Room
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 – March 20, 2025
 - 3.3 Approve Cash Balances & Income Statement March 2025
 - 3.4 Approve Bills and Charges from March 2025 in the amount of \$742,008.33
 - 3.5 Approve Transfer of Funds to Debt Service and CIF
 - 3.6 Approve FY26 Meeting Dates
- 4 Public Comments
- 5 Staff Reports – Ms. Kelly Durov
 - 5.1 Strategic Plan Update
 - 5.2 Elevator Modernization Project Update – Ms. Anna Amen
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 IPBC Health Insurance
 - 7.2 Schaumburg Library Tour
 - 7.3 Executive Director’s Review (closed session)
- 8 New Business
 - 8.1 Trustee Appointment (closed session)
 - 8.2 Pay Equity Audit
 - 8.3 Staff Development Day
- 9 Closed Session

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

5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 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
3/31/2025**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	8,294,087.04	2,909,515.28	667,511.42	10,536,090.90
	Restricted	415,223.36	8,965.66	19,424.51	404,764.51
	IMRF	910,031.02	114,180.11	28,485.53	995,725.60
	Fica	77,400.80	97,772.35	26,586.87	148,586.28
	Total Operating	\$ 9,696,742.22	\$3,130,433.40	\$ 742,008.33	\$12,085,167.29
Capital Improvement		\$ 6,815,954.39	\$ 3,167.92		\$ 6,819,122.31
Debt Service		\$ 1,553.68			\$ 1,553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(274,992.37)	20,983.06	1,553.68
PayPal	3,586.06	-	-
FBofHP	250,821.07	-	-
Fifth Third - Checking/Money Market	12,097,710.78	6,797,556.98	-
US Bancorp	7,445.61	582.27	-
INB	121.14		
Petty Cash	475.00	-	-
Total	\$ 12,085,167.29	\$6,819,122.31	\$ 1,553.68

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

Northbrook Public Library
Income Statement
March 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	(\$16,092.39)	\$7,986,219.67	\$8,169,176.23	\$8,446,880.00	96.71%
Replacement Tax	(\$72,261.29)	\$0.00	\$332,001.14	\$180,534.77	\$150,000.00	120.36%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,149.21	\$3,942.93	\$38,687.00	\$44,708.05	\$35,000.00	127.74%
Interest Income	\$6,128.55	\$4,499.93	\$55,817.68	\$66,519.02	\$20,000.00	332.60%
Other Income	\$1,938.96	\$400.25	\$20,891.40	\$10,794.46	\$100,000.00	10.79%
Total Undesignated Revenue	(\$61,044.57)	(\$7,249.28)	\$8,437,910.89	\$8,471,732.53	\$8,751,880.00	96.80%
Designated Revenue						
Gifts & Other Designated Income	\$5,771.36	\$8,193.91	\$578,326.44	\$867,475.09	\$600,000.00	144.58%
Designated Interest Income	\$987.79	\$771.75	\$8,994.88	\$9,870.88	\$0.00	0.00%
Total Designated Revenue	\$6,759.15	\$8,965.66	\$587,321.32	\$877,345.97	\$600,000.00	146.22%
Total Revenues	(\$54,285.42)	\$1,716.38	\$9,025,232.21	\$9,349,078.50	\$9,351,880.00	99.97%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$64,980.97	\$61,539.04	\$690,023.29	\$730,794.17		
Audio Visual	\$5,601.29	\$3,372.28	\$43,212.35	\$37,254.70		
Videos/DVDs	\$6,695.92	\$3,396.77	\$48,226.19	\$47,723.83		
Programs	\$8,542.28	\$8,930.86	\$84,377.25	\$82,279.67	\$112,000.00	73.46%
OCLC	\$60.78	\$0.00	\$23,561.39	\$23,054.99	\$29,000.00	79.50%
CCS Shared Costs	\$0.00	\$0.00	\$69,246.10	\$65,199.14	\$76,000.00	85.79%
Total Materials & Services	\$85,881.24	\$77,238.95	\$958,646.57	\$986,306.50	\$1,218,500.00	80.94%
Human Resources						
General Salaries and Wages	\$361,379.50	\$349,474.46	\$3,813,589.26	\$3,959,839.71	\$4,597,000.00	86.14%
Maintenance Salaries & Wages	\$18,472.21	\$9,902.19	\$174,341.00	\$150,915.63	\$203,000.00	74.34%
Group Insurance	\$62,497.59	\$60,512.71	\$668,587.55	\$677,500.32	\$790,000.00	85.76%
Unemployment/Worker's Comp.	\$2,357.61	\$3,960.98	\$24,022.04	\$23,320.23	\$24,000.00	97.17%
Staff Development	\$1,944.91	\$2,311.00	\$58,769.85	\$75,122.22	\$63,000.00	119.24%
Total Human Resources	\$446,651.82	\$426,161.34	\$4,739,309.70	\$4,886,698.11	\$5,677,000.00	86.08%

**Northbrook Public Library
Income Statement
March 2025**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
Operating Costs						
Photocopy	\$457.48	\$1,805.99	\$20,598.29	\$18,776.28	\$19,000.00	98.82%
Office & Library Supplies	\$2,497.66	\$1,948.90	\$38,327.36	\$51,735.23	\$70,000.00	73.91%
Software	\$5,827.80	\$14,107.09	\$93,785.50	\$108,904.87	\$106,000.00	102.74%
Postage	(\$385.69)	\$16.19	\$17,789.23	\$16,410.37	\$20,000.00	82.05%
General Insurance	\$1,536.25	\$1,799.21	\$76,765.42	\$84,796.15	\$84,000.00	100.95%
Telephone/Internet	\$34.93	\$13.79	\$29,673.65	\$30,077.86	\$39,000.00	77.12%
Professional Services	\$18,682.85	\$32,957.10	\$372,057.37	\$427,975.60	\$434,000.00	98.61%
Furniture, Equipment	\$2,943.83	\$13,043.32	\$69,518.85	\$56,969.30	\$70,000.00	81.38%
Equipment Rental & Maintenance	(\$1,407.34)	\$1,076.25	\$41,868.41	\$40,011.87	\$46,000.00	86.98%
Community Relations	\$50.40	\$2,948.44	\$35,262.44	\$45,388.22	\$55,000.00	82.52%
Total Operating Costs	\$30,238.17	\$69,716.28	\$795,646.52	\$881,045.75	\$943,000.00	93.43%
Maintenance						
Vehicle Expense	\$59.40	\$0.00	\$1,822.94	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$5,042.40	\$6,202.51	\$41,260.29	\$31,729.87	\$45,000.00	70.51%
Utilities	\$4,258.03	\$10,500.24	\$47,641.01	\$45,428.78	\$54,000.00	84.13%
Building Repairs	\$5,615.09	\$5,138.12	\$23,682.59	\$19,341.87	\$35,000.00	55.26%
Contracted Services	\$2,579.81	\$8,710.46	\$133,324.19	\$199,854.13	\$223,000.00	89.62%
Total Maintenance	\$17,554.73	\$30,551.33	\$247,731.02	\$298,267.47	\$360,000.00	82.85%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$160.00	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$641.08	\$2,060.79	\$7,485.15	\$10,219.72	\$100,000.00	10.22%
Board Development	\$50.54	\$0.00	\$1,094.83	\$446.57	\$1,000.00	44.66%
Total Other Expenses	\$691.62	\$2,060.79	\$8,739.98	\$10,916.29	\$102,000.00	10.70%
Total Undesignated Expenses	\$581,017.58	\$605,728.69	\$6,750,073.79	\$7,063,234.12	\$8,300,500.00	85.20%
Designated Expenses						
Miscellaneous Designated Expenses	\$974.67	\$17,139.01	\$438,995.79	\$680,663.93	\$600,000.00	113.44%
Designated Materials Expense	\$110.10	\$200.00	\$978.57	\$1,385.93	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$131,406.53	\$0.00	\$0.00	0.00%
Designated Program Expense	\$3,045.49	\$2,085.50	\$60,817.98	\$62,500.52	\$0.00	0.00%
Total Designated Expenses	\$4,130.26	\$19,424.51	\$632,198.87	\$744,550.38	\$600,000.00	124.09%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$585,147.84	\$625,153.20	\$7,382,272.66	\$7,807,784.50	\$9,350,500.00	83.50%
NET SURPLUS/(DEFICIT)	(\$639,433.26)	(\$623,436.82)	\$1,642,959.55	\$1,541,294.00	\$1,380.00	

Northbrook Public Library
Income Statement
March 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	(\$762.05)	\$417,895.02	\$386,849.41	\$400,000.00	96.71%
Property Tax Levy FICA	\$0.00	(\$533.44)	\$284,168.61	\$270,794.59	\$280,000.00	96.71%
Interest Income IMRF	\$0.00	\$0.00	\$91.27	\$706.23	\$2,000.00	35.31%
Interest Income FICA	\$0.00	\$0.00	\$62.06	\$494.36	\$500.00	98.87%
Total Undesignated Revenue	\$0.00	(\$1,295.49)	\$702,216.96	\$658,844.59	\$682,500.00	96.53%
Total Revenues	\$0.00	(\$1,295.49)	\$702,216.96	\$658,844.59	\$682,500.00	96.53%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$30,276.31	\$28,485.53	\$304,807.59	\$316,570.70	\$380,000.00	83.31%
Employer FICA	\$28,168.45	\$26,586.87	\$294,906.79	\$304,660.30	\$325,000.00	93.74%
Total Human Resources	\$58,444.76	\$55,072.40	\$599,714.38	\$621,231.00	\$705,000.00	88.12%
Total Undesignated Expenses	\$58,444.76	\$55,072.40	\$599,714.38	\$621,231.00	\$705,000.00	88.12%
Total Expenses	\$58,444.76	\$55,072.40	\$599,714.38	\$621,231.00	\$705,000.00	88.12%
NET SURPLUS/(DEFICIT)	(\$58,444.76)	(\$56,367.89)	\$102,502.58	\$37,613.59	(\$22,500.00)	

Northbrook Public Library
Income Statement
March 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,465.39	\$3,167.92	\$27,965.52	\$37,911.25	\$20,000.00	189.56%
Other Income	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	0.00%
Total Undesignated Revenue	\$2,465.39	\$3,167.92	\$27,965.52	\$62,911.25	\$20,000.00	314.56%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$7,500.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$2,465.39	\$3,167.92	\$35,465.52	\$62,911.25	\$445,000.00	14.14%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,885.76	\$258.12	\$331,568.40	\$359,192.15	\$885,000.00	40.59%
Professional Fees	\$900.00	\$0.00	\$7,647.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$2,785.76	\$258.12	\$339,215.90	\$363,123.11	\$985,000.00	36.87%
Total Undesignated Expenses	\$2,785.76	\$258.12	\$339,215.90	\$363,123.11	\$985,000.00	36.87%
Total Expenses	\$2,785.76	\$258.12	\$339,215.90	\$363,123.11	\$985,000.00	36.87%
NET SURPLUS/(DEFICIT)	(\$320.37)	\$2,909.80	(\$303,750.38)	(\$300,211.86)	(\$540,000.00)	

Northbrook Public Library
Income Statement
March 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	(\$1,444.75)	\$748,179.57	\$733,418.12	\$758,350.00	96.71%
Interest Income	\$0.00	\$0.00	\$163.40	\$1,338.91	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	(\$1,444.75)	\$748,342.97	\$734,757.03	\$758,350.00	96.89%
Total Revenues	\$0.00	(\$1,444.75)	\$748,342.97	\$734,757.03	\$758,350.00	96.89%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
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 Expenses	\$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 Uses						
Other Financing Uses	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$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)	\$0.00	(\$1,444.75)	(\$13,131.96)	(\$23,652.69)	\$0.00	

MARCH 2025 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 \$9,349,079

- Property Taxes – 96.71% of property taxes have been collected
- Replacement Taxes – budget number is a conservative estimate – At this time allocations are higher due to legislative changes. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 19% is fines and lost item / replacement collections
 - 52% is non-resident fees
 - 29% 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 \$7,816,678, budget differences including

- Programming
 - Library Wide is less than budget due to a contingency that has not been used
 - Adult service is spending according to budget
 - Maker Services is less than budget due to staff shortages, training new staff and not finding suitable contractors for sewing programs
 - Young Adult is spending according to budget
 - Youth Services is under budget due to unexpected staff shortages, which forced the department to prioritize essential tasks over creating new programs
- OCLC is less than budget due to libraries joining the consortium and costs being lower than budget
- Maintenance Salaries & Wages is less than budget due to not being fully staffed from July 2024

MARCH 2025 FINANCIAL SUMMARY

- 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
- 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 ADP & Flexspring payroll software that was not budgeted in the fiscal year
- General Insurance is greater than budget due to invoice being paid annually – the policies renewed and the amount booked represents 12 months of expense
- Telephone/Internet is less than budget due to the annual expense related to internet service provided the Library not being booked
- Vehicle Expense is less than budget due to due to less usage and fewer repairs
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- 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 March 2025**

Operating Funds

Library Claims List	\$	248,351.07
Librarian's Claims List	\$	14,743.42
Payroll	\$	338,275.74
Fica/IMRF	\$	55,072.40
ACH to IPBC	\$	76,535.70
ACH to Village of Northbrook	\$	7,709.00
Transfer to Foundation	\$	1,321.00
Total Operating Funds	\$	<u>742,008.33</u>

Capital Improvement Fund

Claims List	<u>\$</u>	<u>-</u>
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Debt Service Fund

Grand Total Library	\$	<u><u>742,008.33</u></u>
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26723	3/20/2025	Cook & Kocher Insurance Group	\$ 3,926.00	Annual Payment - General Insurance
26724	3/20/2025	Criterion Pictures USA	\$ 645.00	Monthly Payment - Programming
26725	3/20/2025	First Bankcard	\$ 12,456.87	Monthly Payment - Supplies
26726	3/20/2025	Lauterbach & Amen, LLP	\$ 7,500.00	Annual Payment - Professional Services
26727	3/20/2025	Symmetry Energy Solutions, LLC	\$ 4,497.54	Monthly Payment - Utilities
26728	3/20/2025	Thermosystems Building System Solutions	\$ 3,638.12	Annual Payment - Building Repairs
26729	3/20/2025	Travelers CL Remittance Center	\$ 23,064.02	Annual Payment - General Insurance
26730	3/20/2025	Village of Northbrook Water Dept.	\$ 1,139.19	Monthly Payment - Utilities
26731	3/20/2025	Wex Health Inc.	\$ 2,645.26	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26732	3/20/2025	WM Corporate Services Inc.	\$ 709.71	Monthly Payment - Utilities
26733	3/20/2025	Natalie Evans	\$ 1,000.00	Annual Payment - ILP
26734	3/20/2025	Heather-Marie Montilla	\$ 3,500.00	Annual Payment - ILP
26735	3/26/2025	Alison Cuddy	\$ 1,000.00	Annual Payment - ILP
26736	3/28/2025	Illinois Library Association	\$ 2,500.00	Annual Payment - ILP
26737 - 26750	3/31/2025	VOID		
26751	3/31/2025	Amazon Capital Services	\$ 3,349.16	Monthly Payment - Supplies
26752	3/31/2025	Ancel Glink P.C.	\$ 1,925.00	Monthly Payment - Professional Services
26753	3/31/2025	Baker & Taylor	\$ 27,634.10	Monthly Payment - Materials
26754	3/31/2025	Best Buy Business Advantage Account	\$ 605.97	Monthly Payment - Materieals
26755	3/31/2025	Best Quality Cleaning	\$ 5,808.43	Monthly Payment - Contrated Services
26756	3/31/2025	Bibliotheca, LLC.	\$ 1,076.25	Annual Payment - Equipment Repair and Maintenance
26757	3/31/2025	Blackbaud Inc.	\$ 7,137.49	Annual Payment - Software
26758	3/31/2025	Book Page	\$ 1,134.00	Annual Payment - Community Relations
26759	3/31/2025	CDW Government, Inc.	\$ 5,818.76	Annual Payment - Fixed Assets
26760	3/31/2025	Children's Plus Inc	\$ 5,498.56	Monthly Payment - Materials
26761	3/31/2025	Cintas	\$ 755.41	Monthly Payment - Janitorial & Contrated Services
26762	3/31/2025	Continental Resources, Inc	\$ 7,224.56	Annual Payment - Fixed Assets

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26763	3/31/2025	EBSCO Information Services	\$ 3,154.35	Annual Payment - Materials - Database
26764	3/31/2025	Gale/Cengage Learning Inc.	\$ 655.07	Monthly Payment - Materials
26765	3/31/2025	Impact Networking LLC	\$ 2,230.99	Quarterly Payment - Photocopy
26766	3/31/2025	Ingram Library Services	\$ 2,170.76	Monthly Payment - Materials
26767	3/31/2025	ITsavvy LLC	\$ 2,580.00	Annual Payment - Software
26768	3/31/2025	J.D. Power and Associates	\$ 1,757.00	Annual Payment - Materials - Database
26769	3/31/2025	Library Ideas LLC	\$ 1,899.00	
26770	3/31/2025	Limricc - UCGA	\$ 2,222.85	Quarterly Payment - Unemployment
26771	3/31/2025	Midwest Tape LLC	\$ 5,979.43	Monthly Payment - Materials
26772	3/31/2025	Natalie Y. Moore	\$ 1,000.00	Annual Payment - ILP
26773	3/31/2025	Morningstar, Inc.	\$ 8,405.00	Annual Payment - Materials - Database
26774	3/31/2025	Neuco Inc.	\$ 1,092.49	Monthly Payment - Janitorial Supplies
26775	3/31/2025	New York Times	\$ 1,118.00	Annual Payment - Materials
26776	3/31/2025	North American Corp of Illinois	\$ 3,770.69	Monthly Payment - Janitorial Supplies
26777	3/31/2025	Outsource Solutions Group, Inc.	\$ 32,772.34	Monthly Payment - Professional fees / Software and Annual Payment - Software
26778	3/31/2025	Overdrive	\$ 18,571.64	Monthly Payment - Materials
26779	3/31/2025	Siemens Industry Inc.	\$ 2,555.00	Quarterly Payment - Contracted Services
26780	3/31/2025	Symmetry Energy Solutions, LLC	\$ 3,865.80	Monthly Payment - Utilities
26781	3/31/2025	Terryberry	\$ 1,199.70	Annual Payment - Staff Development
26782	3/31/2025	Thermosystems Building System Solutions	\$ 1,500.00	Annual Payment - Building Repairs
26783	3/31/2025	Tonies US, Inc	\$ 840.00	Monthly Payment - Materials
26784	3/31/2025	Town Square Publications	\$ 695.00	Annual Payment - Community Relations
26785	3/31/2025	Tumbleweed Press Inc.	\$ 3,600.00	Annual Payment - Materials - Database
26786	3/31/2025	Village of Northbrook	\$ 900.00	Annual Payment - Professional Services
26787	3/31/2025	Village of Northbrook	\$ 225.00	Check voided in April
26788	3/31/2025	Kate Will	\$ 7,560.00	Annual Payment - ILP
26789	3/31/2025	Yami Vending Inc.	\$ 1,393.62	Monthly Payment - Contingency

\$ 248,351.07

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

Transaction Number	Transaction Date	Vendor	Amount
54499	3/20/2025	Patrick McCallister	\$ 190.00
54500	03/28/2025	A-Z Mindfulness	\$ 150.00
54501	03/28/2025	Added Incentives, Inc.	\$ 354.70
54502	03/28/2025	Alert Protective Services	\$ 162.03
54503	03/28/2025	American Library Association, Membership	\$ 475.00
54504	03/28/2025	Aquatic Works LTD	\$ 185.00
54505	03/28/2025	Donna M Baiocchi	\$ 250.00
54506	03/28/2025	Zbigniew Banas	\$ 250.00
54507	03/28/2025	CCH Incorporated	\$ 300.96
54508	03/28/2025	CFRA	\$ 145.00
54509	03/28/2025	Laura Chalmers	\$ 400.00
54510	03/28/2025	Angela De Venuto	\$ 400.00
54511	03/28/2025	Jo I Gayle	\$ 375.00
54512	03/28/2025	Sevgi Giles	\$ 400.00
54513	03/28/2025	Glenview Chess Club LLC	\$ 200.00
54514	03/28/2025	Glenview Public Library	\$ 71.43
54515	03/28/2025	Benjamin Goluboff	\$ 250.00
54516	03/28/2025	George Grunditz	\$ 300.00
54517	03/28/2025	Happiness Forward LLC	\$ 150.00
54518	03/28/2025	Sarang Heo	\$ 150.00
54519	03/28/2025	Jayne Herring	\$ 450.00
54520	03/28/2025	Jayne Herring	\$ 450.00
54521	03/28/2025	The Home Depot Credit Services	\$ 19.97
54522	03/28/2025	Marina Hoover	\$ 400.00
54523	03/28/2025	Indoff LLC	\$ 535.00
54524	03/28/2025	Pauline Kempf	\$ 200.00
54525	03/28/2025	Lechner Services	\$ 116.80
54526	03/28/2025	Janice Lee	\$ 500.00
54527	03/28/2025	Jeanette K. Licata	\$ 75.00
54528	03/28/2025	Philip Martini	\$ 200.00
54529	03/28/2025	Patrick McCallister	\$ 190.00
54530	03/28/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54531	03/28/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54532	03/28/2025	Rachel Murguia	\$ 225.00

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

Transaction Number	Transaction Date	Vendor	Amount
54533	03/28/2025	Noggin Builders LLC	\$ 250.00
54534	03/28/2025	North American Corp of Illinois	\$ 179.06
54535	03/28/2025	NSYMCA Art Academy	\$ 280.00
54536	03/28/2025	Panera, LLC	\$ 141.69
54537	03/28/2025	Petty Cash Custodian	\$ 103.13
54538	03/28/2025	Pioneer Press	\$ 39.49
54539	03/28/2025	Laurie Prioletti	\$ 47.30
54540	03/28/2025	Quill LLC	\$ 536.70
54541	03/28/2025	Red Hill Birding	\$ 200.00
54542	03/28/2025	RobotShop Inc.	\$ 14.29
54543	03/28/2025	Olga Rudiak	\$ 400.00
54544	03/28/2025	Runco Office Supply	\$ 508.70
54545	03/28/2025	Mardi Scott	\$ 75.00
54546	03/28/2025	Shore Line	\$ 44.00
54547	03/28/2025	Sokolya Ukrainian Books LLC	\$ 47.05
54548	03/28/2025	Sony Pictures Classics Lockbox	\$ 300.00
54549	03/28/2025	Staples	\$ 174.16
54550	03/28/2025	Natasha Stojanovska	\$ 500.00
54551	03/28/2025	Sunset Food Mart, Inc.	\$ 47.73
54552	03/28/2025	Swank Motion Pictures Inc.	\$ 396.00
54553	03/28/2025	Tsai Fong Books, Inc.	\$ 381.00
54554	03/28/2025	Universal Film Exchanges LLC	\$ 250.00
54555	03/28/2025	University of Illinois Extension-Cook County	\$ 150.00
54556	03/28/2025	UPS	\$ 16.19
54557	03/28/2025	VSP of Illinois, NFP	\$ 418.23
54558	03/28/2025	Robert Waterbury	\$ 50.00
54559	03/28/2025	Wisconsin Glacier Springs Company	\$ 34.40
54560	03/28/2025	Yami Vending Inc.	\$ 138.41
			<u>\$ 14,743.42</u>



Memorandum

DATE: 4.9.25
TO: Trustees
FROM: Anna Amen
RE: FY2025 Capital Improvements & Debt Service Transfers

The Funds policy in the General Policy states: It is the goal of the library to maintain no less than four (4) and not more than twelve (12) months of operating expenses in the General Fund. General Fund balances over the minimum four (4) months at the end of the fiscal year may be transferred to the Capital Improvement Fund through Board of Trustees approval.

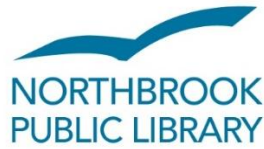
We are currently at 7 months in our fund balance. In the budget approved by the board, we had budgeted to transfer \$425,000 into the Capital Improvement Fund at the end of the year. Each year, the transfer is greater than budget due to the unexpended funds in the operating fund.

I would like to ask the Board for approval to transfer the budgeted amount and the surplus from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy.

MOTION: Approve the transfer of budgeted and surplus funds from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy during the fiscal year close process.

We also complete an annual transfer to the Debt Service Fund to cover the loss shown in Debt Service due to uncollected property taxes. The transfer of funds will take place in once the audit is completed for FY2025. This is budgeted to be \$25,000.

MOTION: Approve the transfer of the Debt Service fund net loss from the Operating Fund to Debt Service to cover the uncollected property taxes.



1201 Cedar Lane Northbrook, Illinois 60062
847-272-6224
www.northbrook.info

April, 2025

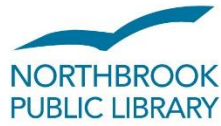
Meeting Notice

Public notice is hereby given that the Board of Trustees of the Northbrook Public Library will conduct their regular monthly meetings at the following times during the 2025-2026 fiscal year (May, 2025 - April, 2026). As identified below, the location of the meetings (unless announced otherwise) will be at 1201 Cedar Lane, Northbrook, IL 60062.

Thursday	May 15, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	June 19, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	July 17, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	August 21, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	September 18, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	October 16, 2025	7:00 p.m.	1201 Cedar Lane
Thursday	November 20, 2025	7:00 p.m.	1201 Cedar Lane
NO DECEMBER MEETING			
Thursday	January 15, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	February 19, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	March 19, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	April 16, 2026	7:00 p.m.	1201 Cedar Lane

Kate Hall
Executive Director

The Northbrook Library intends to comply with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities. If you or someone you know with a disability will require an accommodation for library services, or have any questions about the library's compliance, call 847-272-6224. Hearing impaired individuals may call the TDD number, 847-272-6229, for more information.



Board of Trustees FY26 Regular Session Dates

Thursdays 7:00 pm | Civic Room

May 15, 2025

June 19, 2025

July 17, 2025 (Pollak AB)

August 21, 2025

September 18, 2025

October 16, 2025

November 20, 2025

December – No Meeting

January 15, 2026

February 19, 2026

March 19, 2026

April 16, 2026

Director's Report

April 2025

Agenda Items

3 Consent

3.5 Approve Transfer of Funds to Debt Service and CIF

3.6 Approve FY26 Meeting Dates

7 Unfinished Business

7.1 IPBC Health Insurance

Based on the March Board meeting discussion, Anna Amen and Becky Moore have prepared several scenarios for the board to consider for the historically high health insurance increases. A memo is included in the packet, and they will present the options at the meeting.

7.2 Schaumburg Library Tour

The Board will look at dates to attend a tour of the Schaumburg Library.

7.3 Executive Director's Review (closed session)

8 New Business

8.1 Trustee Appointment (closed session)

8.2 Pay Equity Audit

Human Resources Director Becky Moore will present a summary of the pay equity audit.

8.3 Staff Development Day

The library will be closed to the public on Friday, May 9, for Staff Development Day. We would like to invite the Board to attend a portion of the library's Staff Development Day on Friday, May 9 from 11:15am-1pm. Lunch will be provided.

10 Agenda Building

Board News & Reminders

Remember to file your Statement of Economic Interest through the link provided by Cook County.

Below are some upcoming Events for Board Members to be aware of. If you would like to attend any of these, please let me or Jennifer know, and we will register you.

- Trustee appointment interviews April 27-May 7 – we will be finalizing the interview schedule at the April Board meeting.
- American Library Association Conference - June 26-June 30, Philadelphia, PA
- Film Screening: Jewish Soldiers in Blue & Gray, 7pm, May 22nd
- Opioid Education and Naloxone Community Training, June 14Partner: Endeavor Health

Updates

General News & Information

- Our Fiscal Year close is approaching on April 30. In March, staff worked diligently to complete projects and select circulating materials for the end of this Fiscal Year. They also completed our Annual Review Process. Staff also began setting up for Fiscal Year 2026 in March.
- There was an outside room booking on March 13 that drew community attention. Kelly Durov coordinated the library's safety response which included having additional staff present and hiring two off duty police officers. There was a large presence from Northbrook Police Department on the night of the event. Community members have expressed concern, hurt, and not feeling welcome or safe visiting the library because of the content of the film shown.

Connect with Our Community

Programs

- Caitlyn Hannon, Adult Services Librarian, hosted “Celebrating the Cherry Blossom Festival” on 3/10 with lecture and paper cutting craft that garnered over 30 attendees of a wide age range.



- On March 18, Lev Kalmens, Adult Services Assistant Manager, hosted “Heroines in the Family: Women of Color Who Challenged Slavery” in partnership with RAIN. This was our first hybrid program in the Civic Room. 9 patrons attended live, with 21 watching on Zoom. The hybrid format seemed to work very well. Some comments from the survey included:



- *The new technology is a great addition. It will provide much flexibility in future programming. Glad we could be the first to use it.*
- *So well researched and the graphics and pictures enhanced the presentation.*
- *The new hybrid “live/zoom” format worked very well.*
- We had several Illinois Libraries Presents events:
 - March 4 - In honor of Women’s History Month, an event featuring Coralie Adam who leads the multi-mission Optical Navigation team at KinetX Aerospace, the first privately held company to provide deep space navigation and flight dynamics expertise to NASA. We had 24 Northbrook patrons in attendance.
 - March 21 - Arielle Raybuck, who serves on the Illinois Libraries Present committee, led and organized a virtual screen of the documentary *9 to 5: The Story of a Movement*. The film is about a movement that started with a group of Boston secretaries in the early 1970s. From Northbrook, 18 attended in person and 14 attended virtually.

- In Maker Services, Eric Flowers led the “Soft Circuits: Felt Light-Up Crown” workshop for 4th-5th grade students in making a circuit with needle and thread instead of a soldering iron.
- Daniel Choi, Maker Specialist, led a terracotta pot painting workshop for teens and adults.



- Participants of Youth Services Librarian Jason Waclawik’s Art Pops! program can now volunteer to display their artwork in the department on the newly installed art space. The March program had attendees learning about Roy Lichtenstein. The display will rotate with program offerings, helping to generate interest in our youth art programs.



- Youth Services Assistant Liz Becker held the first Around the World program for grades K-3. This series has participants exploring different countries and their cultures through stories, maps, games, and crafts.

Social Media

- The Marketing team displayed and promoted our partnership with the Youth Services of Glenview/Northbrook in March by highlighting their lobby display cases in a popular social media post.

 **Northbrook Public Library** ...
Posted by Linda Vering
Mar 5 · 🌐

Check out this month's lobby display featuring our community partner, [Youth Services of Glenview/Northbrook](#). Intern Christina Mihalopoulo... [See more](#)



[See insights and ads](#) [Boost post](#)

  20 4 comments 1 share

- Another popular social media post promoted our partnership with the Northbrook Park District, which has been offering a series of wellness programs at the library.



Northbrook Public Library

Published by Linda Vering



March 28 at 10:21AM · 🌐

We're so happy to partner with the [Northbrook Park District](#) to offer fitness programs like Osteofit Fusion at the library. Thanks for making this a success! 🙌... [See more](#)



Northbrook Public Library



Posted by Linda Vering

Mar 11 · 🌐

NASA Solar System Ambassador Sean Fisher-Rohde recently visited the library to teach us about lunar eclipses—and how to catch the total luna... [See more](#)



Collections

Technical Services

- Cataloging Librarian Sara Scodius added new items to the Library of Things Collection:

- Cassette player and converter: A portable cassette player that can also be used to convert cassette tapes to MP3.



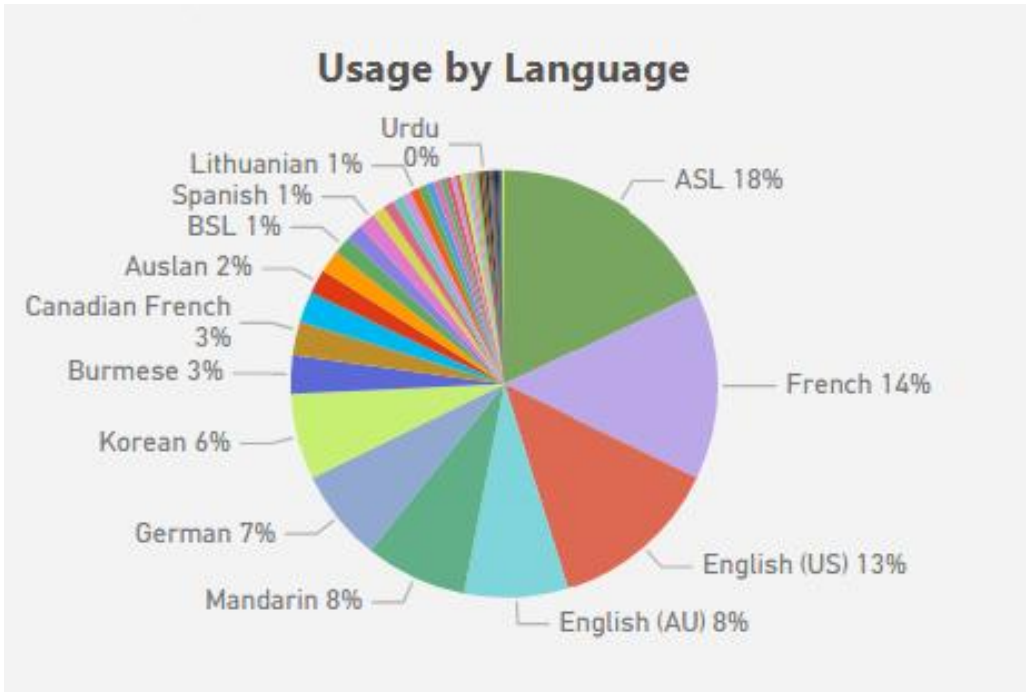
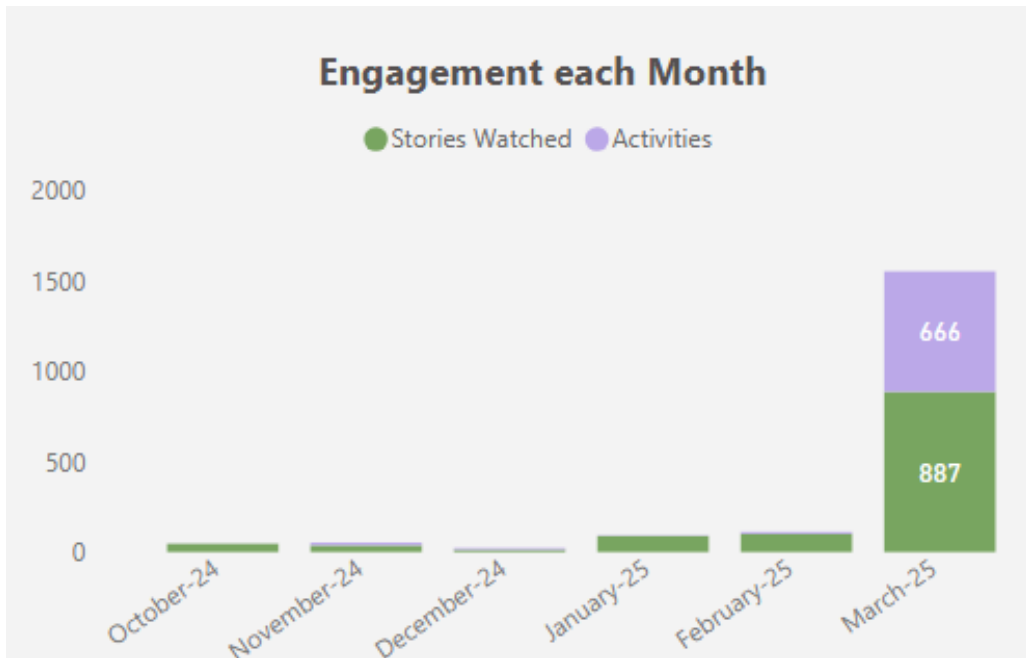
- Wireless digital reader pen: A wireless digital reader pen that scans a line of text and immediately reads aloud text through a web-based application on a computer or smartphone. This was purchased with a donation from Covenant Living.



- Tree and invasive weed puller (Pullerbear Grip XL) which came from a suggestion from the Sustainability Committee.



- With the help of OSG, Youth Services installed a new streaming book kiosk for the LOTE4Kids (Languages Other Than English) eResource. The kiosk has drawn attention to the resource which offers titles in over 65 languages and engagement has jumped significantly. The LOTE4Kids eResource is available for use in the library as well as outside the library via our website.



- Youth Services Librarian Jason Waclawik has been overseeing the enormous project of flipping the exceedingly popular AISLE Award titles (Monarch, Bluestem, and Rebecca Caudill) to the 2026 nominees. This process includes ordering over 1000 items across collections and formats.
- In March, Women’s History Month was featured in a month-long display in both Youth Services and Teen Services.

Outreach & Partnerships

- Debbie Siegel, Adult Services Librarian, recorded the presentation, *Programs, Services, Tips and Tricks at the Northbrook Public Library*, for the YMCA Education Series. The recording will be available in their podcast library.
- Commissioner Scott Britton held a table in the lobby of the library to provide information to library patrons. The purpose of the table was to give neighborhood office hours to locals. Patrons can stop by the table and ask questions they might have related to the Commissioner's work.
- On March 16, the Library partnered with the League of Women Voters to host a Northbrook Trustees and District 225 Candidate Forum. This forum provided a space for attendees to learn more about their local candidates before election day. The library supported the event by providing the auditorium, events staff, as well as sound, light and video. There were 102 in attendance.
- We with District 27 and District 28 to provide information about the proposed school improvements to help people make an informed decision when voting on the local school referendums. Thanks to Linda Vering for coordinating this!



- Youth Services Librarian Amanda Lopez and Youth Services Library Assistant Liz Becker installed the spring story at the Greenbriar Storywalk™. This season features the book *Kindness Grows* by Britta Teckentrup.

- Country Meadows Montessori put on a Musical Storytime for Youth Services on Monday, March 17. The program was well attended and received by families in the department.
- On Sunday, March 9, the Youth Services hosted the NSYMCA's Art Show Reception. The event brought in around 150 young artists and their families. This long-standing partnership with the NSYMCA has the library displaying student art for the month.
- Youth Services Assistant Manager Sara Chase facilitated a school visit with parents and students from The Chicago Lighthouse for individuals with visual impairments and blindness.

Build an Inclusive Culture

- In March 2025, HR Director Becky Moore completed the Northbrook Public Library's Pay Equity Audit. A presentation was delivered to library management in March, with presentations and a comprehensive report scheduled to be shared with the Board of Trustees and all staff in April. Becky looks forward to presenting the findings to library stakeholders and facilitating discussions on the recommended steps.
- The results of the Q4 2024 Pulse Survey were shared with all staff and the Board of Trustees in March 2025. To further explore areas of opportunity, a brief two-question follow-up survey was distributed by Zheng Consulting at the end of March to departments that scored lower in the categories of staff-leadership respect and psychological safety. The goal of this targeted follow-up is to gather deeper insights that will inform us of actionable steps by library leadership.
- Since September 2024, the library has been engaged in a department structure analysis of the Circulation and Technical Services departments. We engaged in a data-driven decision-making process that included gathering staff feedback, engaging with other libraries about their department structure, and looking at opportunities to streamline current workflows. The process concluded and we are now preparing to hire for the following positions:
 - Technical Services Manager
 - An additional Circulation Assistant Manager

Special thanks to Circulation Manager Kim Hegelund who will serve as the Technical Services Interim Manager through the end of May as well as to all the Circulation and Technical Services staff!

- Our Person in Charge (PIC) staff met for our PIC Quarterly meeting in March. Topics included: room booking review of safety and security information, seeking feedback from PICs for updates on our elevator outage procedures due to the elevator modernization project, review recent updated to severe weather guidelines found in our emergency operations procedures, and a small group discussion around various roles PIC staff may take to assist during emergencies at the library.

Personnel

Hires

- None in March

Change in Position and/or Status

- Sean Collins, Program Assistant (YOUTH SERVICES) changed position to Youth Services Assistant effective March 9.
- Anastasia Karahalois, Circulation Assistant (CIRC) changed status from regular part-time to full-time effective March 9.
- Diane Raucci, Circulation Assistant (CIRC) changed status from regular part-time to part-time substitute effective March 9.

Departures

- Dahlia Mella-Goris, part-time Youth Services Assistant (YOUTH SERVICES), resigned effective March 16. She moved out of state.
- Madison Vienna, full-time Adult Services Librarian (ADULT SERVICES), resigned effective March 21. She accepted a position in New Zealand.

Create Spaces to Belong

- We anticipate RG Asphalt to return this spring to resurface our parking lot with quality asphalt material. They performed this work in October 2025 with defective asphalt and need to return to pave the parking lot with the appropriate asphalt.
- Elevator Modernization Project
 - Project started on 1/6/25
 - First elevator was completed on 1/30/25
 - Second elevator did not pass inspection on 2/28/25 or 3/31/25
 - Change orders were approved at 2/20/25 board meeting
 - We continue to work with TK Elevator to complete project
- Steam humidification boiler issue on 1/7/25 that caused water leaks:
Due to issues with the steam humidification boiler water entered the duct work and caused flooding on the 2nd Floor and caused water damage in the Collaboratory, Digitization Room, Computer rooms A – D and patron computer area. Since January we have been working with our insurance company, Pepper Construction, and ServPro to remediate the damage caused by the water leaks. We are hoping to complete this work in April. We still need to diagnose the steam humidification boiler malfunction and have had the equipment off since January.

Date of	Comment	Response	Staff Member
3/5/2025	<p>I work at a library based out of Kailua, HI. I came across your "library of things" display online and was extremely impressed and how put together your system looks. I was hoping I could find out a little more about how you made your item cards, how your system runs (how items are kept up with as to what is checked in/out), etc. and anything else that you would be willing to share so I can accomplish something similar at our library. Thank you so much for your time!</p>	<p>I am glad you like our Library of Things display. It is pretty much hand made.</p> <p>We have millwork that we purchased as part of a 2021 renovation that has slat wall.</p> <p>We purchased hooks to set in the slat wall. We purchased the hooks from Uline.</p> <p>Our Graphic Designer designed the cards that display the items. I'm attaching a DRAFT version. They work really well. The items that are available are blue, when they are all checked out, the last card is orange and says the item is checked out and has a QR code for people to scan to place a hold.</p> <p>The most popular items are our WiFi hotspots, accessibility aids for seniors (we have a large senior population), and outdoor activities in the summer including inflatable outdoor movie screens and a pickleball kit.</p> <p>Here is the link to our website that talks about Library of Things. I really like that it links to the OPAC entry for the items. They are difficult to search for. https://www.northbrook.info/library-things</p> <p>Our biggest challenge with this collection is we are running out of room to store all the items and display them on our slat wall. Staff are looking at options to extend the display or move it to a touchscreen electronic device. Weeding more heavily is being discussed, but we are not seeing low circulation with any of the Library of Things items so that not our favorite option.</p> <p>Let me know if you have any questions that I did not answer. Good luck with your collection. Ours is heavily used and a gem of a service!</p>	Kelly Durov
3/14/2025	<p>I was told by the Northbrook Police that you were the person who instigated the overwhelming Police response on March 13. For what? A fear of an attack of demonstrators? Those cops and city workers were on overtime doing nothing. It was a ridiculous waste of taxpayer resources. I have no idea why the village president or police chief did not push back at you. They will need to answer for that. But you need to answer for your actions. Shame in your stupidity.</p>	<p>Thank you for your email regarding the security measures implemented during the recent event at the Northbrook Public Library on March 13. I appreciate you sharing your concerns about the allocation of community resources.</p> <p>I want to clarify the library's role in security planning for this event. As with any event where we anticipate higher attendance or potential community interest, we followed our standard protocol of consulting with the Northbrook Police Department to assess appropriate security needs. The final decisions regarding police staffing levels and deployment of village resources were made by the Village of Northbrook. The library did hire two off duty officers that were here to help with inside the building and we did pay for those officers with library funds.</p> <p>The library's primary concern is always the safety of our patrons, staff, and facilities. We rely on the expertise of law enforcement professionals to determine the appropriate level of security required for specific situations. While I understand your frustration with what you perceived as an excessive response, these decisions are made with public safety as the primary consideration.</p> <p>I recognize that there are different perspectives on how public resources should be allocated, and I respect your right to question these decisions. If you have specific concerns about police staffing or village resource allocation, I would encourage you to also share your feedback directly with the Village leadership, as these decisions ultimately fall under their purview.</p> <p>The library remains committed to being a responsible steward of public resources while ensuring that we provide a safe environment for all community members.</p> <p>If you would like to discuss this matter further as it relates to the library and our use of taxpayer dollars, I would be happy to speak with you directly. Please let me know if you would like to schedule a time to talk.</p>	Kate Hall

Date of	Comment	Response	Staff Member
3/12/2025	How am I supposed to feel safe as a Northbrook resident!????? What are you doing to protect us????	<p>Thank you for reaching out. I hear the concern and anxiety in your message, and I want to address your questions directly.</p> <p>The safety and well-being of all Northbrook residents, including our Jewish community members, is of paramount importance to us. I understand that events like the recent film screening can create feelings of unease and concern for personal safety, especially given the current climate of rising antisemitism.</p> <p>For the recent room booking event, we implemented specific safety measures, including having off-duty officers present in the library to ensure the safety of all patrons and staff. The event proceeded without incident, and these measures were similar to those we implement for any event where we anticipate higher attendance.</p> <p>On a broader level, the library works closely with the Northbrook Police Department and Village officials on security matters. We regularly review and update our safety protocols to ensure that the library remains a secure environment for everyone. Our staff receives training on emergency procedures, and we have systems in place to respond quickly to any concerns.</p> <p>We remain committed to being a welcoming space for our entire community. If you ever feel unsafe while visiting the library, please don't hesitate to speak with any staff member immediately. Your personal safety and comfort while using our facilities matters to us.</p> <p>I understand that feelings of safety extend beyond physical security measures to creating an environment of respect and inclusion. While we are bound by constitutional obligations regarding room bookings, we strive to ensure that our own programming, collections, and services reflect and respect the diversity of our community.</p> <p>If you have specific safety concerns or suggestions you'd like to discuss further, I would be happy to arrange a time to speak with you personally.</p>	Kate Hall
3/12/2025	<p>Why?</p> <p>It's disturbing and it's an act of hate towards our community, so why is that you are still filming it? Are you pro hate? It's an act of antisemitism that is already in the highest levels in here. So why?</p>	<p>Thank you for reaching out about the screening of "Israelism" that took place at the Northbrook Public Library. I understand your distress and appreciate you sharing your concerns with us.</p> <p>I want to clarify that this was a room booking made by a Northbrook Library cardholder who requested space to show the film.</p> <p>As a public institution, the Library is bound by First Amendment protections that limit our ability to deny room bookings based on the content or viewpoint being expressed. This constitutional obligation applies to all perspectives across the political spectrum, even when the content may be controversial or evoke strong emotions.</p> <p>I hear your concern that you view this film as antisemitic and harmful to the community. The rise in antisemitism is deeply troubling, and we take seriously our commitment to being a welcoming space for our Jewish community members. Allowing a room booking does not mean that the library endorses the viewpoints expressed by those using our meeting spaces.</p> <p>When it comes to library-sponsored events and programs that we create ourselves, we strive to present balanced, factual information. This room booking, however, was one of hundreds we host annually as part of our obligation to provide public meeting spaces.</p> <p>I appreciate you taking the time to share your perspective with us. Your voice matters in this conversation, and I will be sharing your concerns with the Board of Trustees.</p>	Kate Hall

Date of	Comment	Response	Staff Member
3/12/2025	<p>I understand you are screening Israelism at the library tomorrow. Are you aware of the terrorist propoganda that it promotes and advertises? This film attempted to be shown previously, but successfully it was thrown out because of the outrage from the community. So why bring it back? Why give a voice to lies and antisemitism? And, the fact that this has to be "approved" by their board? The library shut down? The street closed off? For what??? Are you CRAZY!!!!? What is your ultimate goal in doing this where there is a strong Jewish presence and support for Israel in this community and the surrounding areas?</p> <p>SHAME ON YOU.</p> <p>Please reconsider - you are making a TERRIBLE mistake by bringing this to a community who does not want and welcome this smut.</p>	<p>Thank you for reaching out regarding your concerns about the screening of "Israelism" that took place at the Northbrook Public Library. I hear your concerns about the film's content and the impact it may have had on our Jewish community members, especially given the current climate of rising antisemitism. The safety, dignity, and well-being of all our community members, including our Jewish neighbors, is of great importance to us.</p> <p>I want to clarify that this was not a library-sponsored event but rather a room booking made by a Northbrook Library cardholder. As a public institution, I am sure you are aware that the Library is bound by First Amendment protections that limit our ability to deny room bookings based on the content or viewpoint being expressed, even when those views may be controversial or challenging.</p> <p>Regarding some specific points in your email:</p> <p>The library remained open to all community members during our regular hours of operation during the event. We arranged for additional security measures, as we do for any event where we anticipate higher attendance, to ensure the safety of all library patrons and staff. The event proceeded without incident.</p> <p>I want to emphasize that allowing a group to use our meeting space does not imply the Library's endorsement of any viewpoints expressed. When it comes to library-sponsored events, we make it a point to represent multiple viewpoints and focus on factual and representative programs that inform and educate. This room booking, like the over 400 room bookings we have each year, was simply the library providing space for a cardholder to use in the building.</p> <p>We understand this is a deeply emotional issue for many in our community. We remain committed to being a welcoming space for our entire community, including our Jewish residents, while fulfilling our obligations as a public institution.</p> <p>I appreciate you taking the time to share your perspective with us. Your voice matters in this conversation, and I will be sharing your concerns with the Board of Trustees. If you would like to talk further, I am happy to schedule a time to talk with you next week.</p>	Kate Hall
3/12/2025	<p>I am writing this email, while still digesting the library's decision to close down tomorrow (3/13) at 4:00 PM in order to hold a private event that is being hosted to show the propaganda film, Israellism. This decision is not being taken lightly by members of the community who frequently visit the library. It is also having an impact upon community members who attend Greenbriar School and families who have their children enrolled in after school programs there.</p> <p>Your decision to move forward with this represents a change in your previous position, in which you requested the group (JVP) to hire their own security for the event. It is also noticeable. This position seemed like a logical way to honor everyone's 1st amendment rights while ensuring a safe event to occur, if this condition was met. This new decision has now impacted the availability of this library for many community members and puts more responsibility on our local law enforcement.</p> <p>Members of the Northbrook community deserve an explanation about why this decision to close the library has been made. How has this private event taken priority over access to this community resource? I would also like to ask if members of the library council will be present at this event to ensure that free speech is not crossing the line into hate speech. There are limits to the 1st amendment. How will the information discussed at this event be monitored to ensure that it is not threatening or defamatory in nature? I fully expect answers to these questions.</p>	<p>Thanks for reaching out to the Northbrook Public Library Board of Trustees. I appreciate your concern and want to reassure you that the library is open tomorrow for normal operating hours (9 a.m. to 9 p.m.).</p> <p>Information about planned or unexpected building closures is posted to the library website (northbrook.info), shared via official library social media channels, and sent via email to our patron database. You can find recent examples of this on Facebook and Instagram. On January 17, the library was closed for a planned staff training and on February 12, the library closed early due to inclement weather.</p> <p>While I am unable to speak to specific details of tomorrow evening's room booking, your questions and feedback have been shared with the Board of Trustees for consideration.</p> <p>Thanks again for your email</p>	Kate Hall

Date of	Comment	Response	Staff Member
3/13/2025	Can you please confirm whether "Israelism" is being screened tonight at the NPL? Is the library closed to members of the community in order to allow this? Are the Northbrook police being tasked with providing security and traffic support? Are the organizers of this endeavor to spread anti-Semitism being forced to pay for every penny of these expenses? I certainly hope that my exorbitant tax dollars aren't going to foment violence and hatred.	<p>Thank you for your patience in awaiting a response regarding your email about the screening of "Israelism" at the Northbrook Public Library. I appreciate your questions and would like to provide you with accurate information.</p> <p>Yes, there was a room booking for a screening of this film last night at the library. This is a room booking made by a Northbrook Library cardholder, not a library-sponsored event. The library itself remained open to all community members during our regular hours of operation 9am-9pm.</p> <p>Regarding security, we arranged for two off-duty officers to be present in the library during this event, which is our standard practice when we anticipate a larger number of attendees. This is to ensure the safety of all library patrons and staff and is paid for with library operating funds.</p> <p>I want to emphasize that allowing a group to use our meeting space does not imply the library's endorsement of any viewpoints expressed. As a public institution, we are bound by First Amendment protections that apply to all perspectives across the political spectrum.</p> <p>I understand your concerns about the content of the film and the use of tax dollars. Please know that we strive to be responsible stewards of public funds while fulfilling our constitutional obligations as a government institution.</p> <p>If you have further questions or would like to discuss this matter in more detail, I am happy to schedule a time to talk with you.</p>	Kate Hall
3/13/2025	I am contacting you to express extreme disappointment in your allowing this film to be shown at our library. It is not what the title makes you believe. It is a propaganda piece pandering to Palestinian sympathizers which was funded by the HADID family, a prominent PALESTINIAN family. I am interested in knowing whether the library board has screened this film and whether it was approved by them. An anti Israel, anti semitic film should not be welcome in our library which is supported by the citizens.	<p>Thank you for reaching out about the screening of "Israelism" at our library. I appreciate you sharing your concerns about this film being shown in our community space. Many in our community, like yourself, have expressed concerns about how such content might impact our Jewish community members, while others believe these perspectives contribute to important dialogue.</p> <p>The room booking was approved and the screening did take place yesterday without incident. As a public institution, we are bound by First Amendment protections that guide our room booking policies. These constitutional principles require us to provide equal access to our facilities regardless of the viewpoint being expressed.</p> <p>Just as with any of the over 400 room bookings we have annually, I want to emphasize that allowing a group to use our meeting space does not imply the Library's endorsement of any viewpoints expressed. Our role is to provide access to diverse perspectives while ensuring that all community members feel respected and safe when using our facilities.</p> <p>We remain committed to serving our entire community and fostering an environment where different viewpoints can be expressed and engaged with respectfully. The library strives to be a place where all community members feel welcome.</p> <p>I appreciate you taking the time to share your perspective with me. Your voice matters in this conversation, and I will be sharing it with the Board of Trustees. If you would like to discuss this further, I am happy to schedule time to talk.</p>	Kate Hall
3/17/2025	I am writing as a local mom and teacher. I want to encourage you to keep working to support the youth and adults who need a safe place to be their true selves...to see themselves in books and programming. We have your backs in standing up for what our community needs!	Post Card received without address. Response not needed.	Kate Hall
3/18/2025	Thanks again as always for all that you do. We seriously love and appreciate your team and the Collaboratory!!!	NA	Cathleen Doyle

Date of	Comment	Response	Staff Member
3/11/2025	<p>I am writing to once again express my serious concerns regarding the scheduled screening of the film <i>Israelism</i> on Thursday, March 13, 2025 at Northbrook Public Library.</p> <p><i>Israelism</i> presents a dangerously unbalanced and misleading view of Israel and American Jewry. At a time when unity and understanding are needed most, this film fosters division, hatred, and misunderstanding. It is neither educational nor inclusive and fails to offer a balanced perspective. Instead, it promotes anti-Israel sentiment, openly justifying those who chant "Kill the Jews" and "Globalize the Intifada," inciting terror and violence against the Jewish community.</p> <p>This screening is sponsored by Jewish Voice for Peace, Education for Just Peace in the Middle East, and Students for Justice in Palestine—organizations affiliated with groups that do not promote peace or constructive dialogue. These groups are anti-Israel, anti-American, and sympathetic to Hamas, an internationally recognized terrorist organization.</p> <p>Given the divisive and inflammatory nature of this film, I respectfully request that the library display supplementary pro-Israel resources outside the meeting room.</p> <p>For more information on why this film should not be screened, please read the details below. I am also happy to answer any questions you may have by phone.</p> <p>https://www.standwithus.com/review-israelism</p> <p>The film "<i>Israelism</i>" is a complaint against the organized American Jewish community's approach to Israel education in Jewish day and religious schools. The film indicts the entirety of what it describes as the "American Jewish Establishment" for its "indoctrination" of Jewish youth to be "soldiers for Israel." The core message: a new radical Jewish generation is rising to challenge the "old men" of the "Jewish establishment." Apparently, ageism does not bother the filmmakers.</p> <p>The main protagonists in "<i>Israelism</i>" are Simone Zimmerman and an American former IDF soldier identified only as Eitan. Zimmerman is a graduate of a Jewish day school education who started college at UC Berkeley as a pro-Israel activist, but eventually became an anti-Zionist. She is a co-founder of the anti-Israel group IfNotNow.</p> <p>While "<i>Israelism</i>" includes interviews with supporters of Israel, their only purpose is to demonstrate American Jewish blindness to the actual "truth" of Israel's guilt. None of them are given the opportunity to challenge the film's central argument. Instead, they are only exploited to promote the film's anti-Israel narrative.</p> <p>"<i>Israelism</i>" studiously avoids nuance and complexity, opting for a simplistic and one-dimensional representation of American Jewish education as being in direct service to AIPAC. AIPAC is a bipartisan organization that works with both Democrats and Republicans to support the U.S.-Israel alliance. However, in the film the group is dishonestly associated solely with former President Trump and even white nationalists. The message: American Jewish youth are being brainwashed into white supremacy against their own interests.</p> <p>Despite this leap in logic, "<i>Israelism</i>" won a number of awards – including from the SF Jewish Film Festival – and has been shown on numerous college campuses.</p> <p>Any serious examination of American Jewish communal life would require nuance, but there is none in "<i>Israelism</i>." The film groups prominent national Jewish organizations such as ADL, AIPAC, Hillel and ZOA together, even though they represent a wide range of views on Israel. It also misleads by depicting these groups as being representative of thousands of other Jewish organizations (national and local, religious and secular) that also hold a very broad range of positions on Israel.</p> <p>Similarly, thousands of American Jewish day schools are flattened into a single undifferentiated mass, which is engaged in a conspiracy to "indoctrinate" young Jews regarding Israel and Zionism. There is no evidence or substance to justify the generalizations in the film, only anecdotes from individuals with a clear anti-Israel political agenda.</p> <p>Research by Emory University historian Kenneth Stein, founder of the Center for Jewish Education, shows "only about 25 percent of Jewish young people in the U.S. receive some form of formal or informal Jewish education in Zionism or Israeli history, so their knowledge of Israel is limited. The same may be true, to some extent, of their teachers... many admit they are insufficiently trained when it comes to the Mideast conflict, which often accounts for their omission or glossing over important facts, events, and nuance."</p> <p>This means Israel education is decentralized and varies widely from community to community. Despite the film's misleading narrative about the "Jewish establishment," there is no consolidated program of "indoctrination."</p> <p>The film's treatment of Israel is dishonest and distorted. Simone Zimmerman says: "We were taught that the only way for Jews to be safe is for Palestinians to be unsafe." Yet, she offers no evidence or examples of Jewish curriculum that make such claims. In fact, many Jews have come forward since the film's release to refute Zimmerman's argument.</p> <p>The film also presents accounts by Palestinians who allege that American Jews are ignorant of their experiences. It portrays Israel through a Palestinian nationalist lens, which is designated as the truth. This includes distortions such as depicting Gaza as occupied by Israel, even though Israel removed all soldiers and settlements from the territory in 2005. At the same time, the film egregiously omits the fact that Gaza is controlled by the terrorist group Hamas, which has ruled the territory since 2007. This is especially problematic because many screenings of "<i>Israelism</i>" have taken place after the horrific Hamas massacre of October 7th, when terrorists from Gaza brutally murdered, tortured, raped, and kidnapped civilians across southern Israel. It calls Israel an "apartheid state" uncritically, presenting no conflicting arguments regarding Israel's diverse democracy or peace proposals which would have led to an independent Palestinian state.</p> <p>The film is most dishonest in its attempt to link the "Jewish establishment" to white supremacists. It walks the viewer down a path linking Jewish</p>	<p>Thank you for your email regarding the screening of "<i>Israelism</i>" that took place at the Northbrook Public Library on March 13, 2025. I appreciate you sharing your concerns and perspective on this matter.</p> <p>I understand your concerns about the film's content and the organizations you mention. The safety and well-being of all our community members, including our Jewish residents, is of great importance to us, especially during times of heightened tensions. I want to clarify that this was an outside room booking made by a Northbrook Library cardholder, not a library-sponsored event. The library itself did not organize, promote, or endorse this screening or any viewpoints expressed during the event. As a public institution, the Library is bound by First Amendment protections that limit our ability to deny room bookings based on the content or viewpoint being expressed, even when those views may be controversial or challenging.</p> <p>Regarding your request for displaying supplementary pro-Israel resources, I want to note that the event has already taken place. However, I appreciate your suggestion. Our library strives to maintain balanced collections and resources that represent diverse perspectives on complex issues. We regularly review our materials to ensure they represent multiple viewpoints on important topics.</p> <p>When it comes to library-sponsored events and programs that we create ourselves, we make it a point to represent multiple viewpoints and focus on factual and representative programs that inform and educate. This approach differs from our meeting room policy, which allows cardholders to reserve rooms for their own meetings and discussions.</p> <p>I appreciate you taking the time to share your perspective with us. Your voice matters in this conversation, and I will be sharing your concerns with the Board of Trustees. If you would like to discuss this further, I would be happy to speak with you directly.</p>	Kate Hall

Date of	Comment	Response	Staff Member
3/17/2025	<p>Me and my family are Northbrook residents and avid users of the library. I'm disappointed and angry that you are showing the Isrealism movie. How did this come about? I know it has been cancelled in the past. Why is it going forward this time? This movie is pure propoganda and is deeply upsetting to many Jewish residents and allies in the area. I oppose the screening of this movie and ask that you cancel it.</p>	<p>Thank you for reaching out about the screening of "Israelism" that took place at the Northbrook Public Library. I understand your distress and appreciate you sharing your concerns with us.</p> <p>I want to clarify that this was a room booking made by a Northbrook Library cardholder who requested space to show the film. As a public institution, the Library is bound by First Amendment protections that limit our ability to deny room bookings based on the content or viewpoint being expressed. This constitutional obligation applies to all perspectives across the political spectrum, even when the content may be controversial or evoke strong emotions.</p> <p>I hear your concern that you view this film as antisemitic and harmful to the community. The rise in antisemitism is deeply troubling, and we take seriously our commitment to being a welcoming space for our Jewish community members.</p> <p>When it comes to library-sponsored events and programs that we create ourselves, we strive to present balanced, factual information. This room booking, however, was one of hundreds we host annually as part of our obligation to provide public meeting spaces.</p> <p>I appreciate you taking the time to share your perspective with us. Your voice matters in this conversation, and I will be sharing your concerns with the Board of Trustees.</p>	Kate Hall
3/18/2025	<p>A patron called the Reference desk and stated she attended Nancy Buehler's book discussion that morning and another patron mentioned an email the Friends of the Library sent out regarding the Executive Order on IMLS funding.</p> <p>She offered to help subsidize Nancy's discussions if need be and said she bets the rest of the group would be willing to do so as well. She expressed grave concern over the budget cuts for libraries, and how this would impact us specifically as well as Nancy's program specifically.</p> <p>She also suggested sharing information with the community on the local repercussions of IMLS funding being cut.</p>	<p>I thanked her for her concern, and let her know the funding cuts to IMLS are concerning because they do impact a number of libraries but we had no imminent plans of cuts to programming as a result.</p>	Tracy Gossage
3/18/2025	<p>I love the Collaboratory! The people "teachers" are so friendly and patient. This is the only reason I came to the library. I borrow my books from the app. Thank you!</p>	<p>NA - patron did not indicate she wanted a reply</p>	Cathleen Doyle
3/19/2025	<p>A patron stopped by the Reference Desk and said she had just stopped by the Fiction & Media desk as well to deliver the same message. She said she is not Jewish herself but no longer feels comfortable coming to the library. The patron said we should have a new director and board and said the All Are Welcome mural on the first floor was hypocritical.</p>	<p>I told the patron I was sorry to hear that she felt that way. She left after a short interaction. The patron seemed to want to be listened to and didn't ask to speak to anyone else or for any follow up.</p>	Susan Wolf
3/13/2025	<p>Patron came to the Reference Desk and said that they thought the library did the right thing in allowing the room booking last Thursday.</p>	<p>I thanked the patron for their comment.</p>	Susan Wolf
3/24/2025	<p>While I appreciate the explanation I read regarding why the library allowed the screening of "Israelism", I don't accept that the ACLU "forced" the issue by claiming protection of first amendment rights. By the reasoning of the ACLU, one could argue that nearly any movie or book or speaker could demand to be available to read, be allowed to screen, or allowed to speak respectively regardless of content. The content may be false, inflammatory, or purposely incomplete. If one adapts "Mein Kampf" into a movie, then theoretically it may be shown at our library. I'd also like to remind you that the ACLU is NOT the law. This matter should have been brought to the highest levels before anything like this was allowed to happen. Instead, it seems as this was done secretly without the chance for debate; without the ability to organize a response. I am Jewish and I have lived here in Northbrook with my family for nearly 15 years. We feel significantly less safe in our community than we should. This was a tremendous fail and I feel embarrassed for those who allowed it to happen.</p>	<p>Thank you for sharing your thoughts about the room booking that had a screening of "Israelism" at our library. As a Jewish resident who has called Northbrook home for 15 years, you deserve to feel safe in your community, especially in spaces like the library that are meant to be welcoming to all, and I hear you when you say that this made you feel less safe. I understand your concerns about this screening and recognize the impact on trust it has had within our community.</p> <p>While we take these concerns seriously, as a public institution, we have certain requirements when it comes to free speech. Our meeting room bookings follow established policies based on constitutional requirements for public institutions. While we didn't make this decision based on the ACLU's input, you raise an important point about ensuring these matters receive appropriate consideration. Your feedback about the process feeling secretive highlights an opportunity for us to improve how we communicate with our community. In May, the Board of Trustees will be starting a review of our meeting room policies. This will give us an opportunity to hear more directly from taxpayers in the community around this topic. If you would be interested in being part of that discussion, please let me know and I will share more information when it becomes available.</p> <p>I appreciate you taking the time to express your concerns. If you would like to continue this conversation, I would welcome the opportunity to speak with you directly.</p>	Kate Hall
3/26/2025	<p>Staff is great, amazing, helped me! Kind people</p>	<p>NA</p>	Cathleen Doyle

Strategic Plan 2025-2027 Activity Plan

Connect with Our Community

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

Project or Ongoing Focus	Timeline	Activity
Ongoing Focus	Year 1	Make data-driven decisions to optimize and expand collections based on community needs.
Ongoing Focus	Year 1	Develop and implement programs to educate the community on AI.
Project	Year 1	Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.
Ongoing Focus	Year 2	Revise the Collection Development Policy to reflect current community needs and trends.
Project	Year 2	Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.
Project	Year 2	Update the website to better meet staff and community information needs, with a focus on increasing accessibility.
Project	Year 3	Conduct a public computer usage study to determine the optimal number of computers needed to meet community demand.

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

Project or Ongoing Focus	Timeline	Activity
Ongoing Focus	Year 1	Develop a comprehensive programming plan that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.
Ongoing Focus	Year 2	Establish a framework to evaluate whether programs offer new perspectives and ways of looking at the world.
Project	Year 2	Offer access to new equipment, software, programs, and techniques to make a variety of items.

Project	Year 3	Implement framework to evaluate whether programs offer new perspectives and ways of looking at the world.
Project	Year 3	Conduct regular assessments of program formats and preferences, including online versus in-person attendance, and adapt based on community feedback.
Project	Year 3	Design and implement intergenerational programs that foster engagement across different age groups.

Build an Inclusive Culture

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

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
Project	Year 1	Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.
Project	Year 1	Identify activities that can be sunsetted with an eye toward meeting strategic goals and increasing staff capacity.
Project	Year 2	Formalize and communicate decision-making roles and responsibilities across the organization.
Project	Year 2	Assess the feasibility and benefits of outsourcing security operations.
Project	Year 3	Establish a structured feedback system for continuous improvement in decision-making.
Project	Year 3	Develop and implement succession plans for key positions.

Goal 2.2 Foster a culture of shared growth and learning.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
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Ongoing Focus	Year 1	Continue to implement regular safety training sessions for staff development.
	Year 1	Staff learn about AI tools and look into integrating AI tools into library operations.
Ongoing Focus	Year 1	Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.
	Year 2	Create a supportive environment that encourages staff to experiment with new ideas and programs.
Project	Year 2	Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community.
Project	Year 2	Review and enhance current manager/leadership accountability practices to ensure autonomy and encourage experimentation.
	Year 3	Develop standard feedback processes and integrate feedback training into existing staff and manager training programs.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
Ongoing Focus	Year 1	Reassess and redistribute EDI-related workstreams to ensure balanced workload and effective implementation.
Ongoing Focus	Year 1	Review and set expectations for effective and inclusive meeting norms.
Ongoing Focus	Year 1	Perform a comprehensive pay equity audit to ensure fair compensation across all roles.
	Year 2	Provide staff training on EDI principles and best practices.
	Year 2	Assess staffing needs across all departments to ensure equitable distribution of resources.

Project	Year 3	Improve internal and external communications to reflect EDI principles.
Project	Year 3	Task individual departments with creating their own EDI workstreams relevant to their daily operations.
Project	Year 3	Conduct a diversity audit of the collection to ensure it reflects the community and the wider world.

Create Spaces to Belong

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

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
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Ongoing Focus	Year 1	Review and update the Master Facilities Plan to reflect current and future needs.
Ongoing Focus	Year 1	Create a Civic Room hybrid meeting room to support flexible, hybrid meetings and events.
Ongoing Focus	Year 2	Develop programs focused on bringing people together, reducing social isolation, and creating community bonds.
Project	Year 2	Explore and implement new internet service provider to support community needs and select the best provider for our library.
Project	Year 2	Execute the updated Master Facilities Plan to improve library infrastructure and services.
Project	Year 3	Create a long-term vision and plan for evolving the auditorium into a more flexible, multi-use space.
Project	Year 3	Develop and implement a sustainable landscaping plan to enhance the library's outdoor spaces.

Goal 3.2 Cultivate an inclusive and welcoming library environment.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
Ongoing Focus	Year 1	Continue to organize programs that celebrate cultural diversity and foster an inclusive community.
Ongoing Focus	Year 1	Enhance the volunteer program to ensure accessibility and inclusivity for all, including court-ordered volunteers.
Project	Year 2	Prioritize customer service excellence in order to foster a welcoming atmosphere.
Project	Year 2	Develop and implement a plan to welcome new library card holders and inform them about the different ways the library can meet their needs.
Project	Year 3	Assess the feasibility of offering Maker programs in other languages spoken in our community.
Project	Year 3	Develop and implement a marketing plan to increase awareness of library programs and services for multilingual households.
Project	Year 3	Expand the World Language collection to better reflect the community's linguistic diversity.

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

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>
Ongoing Focus	Year 1	Launch the "Find More Illinois" initiative to provide access to more materials statewide.
Ongoing Focus	Year 2	Implement ways to make the library more accessible to people with disabilities.
Project	Year 2	Upgrade security cameras, alarm, door locks, and the paging system.
Project	Year 2	Increase availability of hours and programs in the Collaboratory.
Project	Year 3	Offer programs at various times to accommodate different schedules and increase accessibility.

Project

Year 3	Improve wayfinding/merchandising on 3rd floor to help patrons find materials more efficiently.
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Strategic Plan Report

April 2025

This is the third quarterly update on our progress toward the goals outlined in the library's Strategic Plan. It reflects the continued dedication of both the Board and staff to move this work forward thoughtfully and actively. Over the past quarter, staff across departments have contributed their time, energy, and creativity to advancing the plan's goals, and their efforts are reflected in the highlights below.

Enclosed in the packet is a companion document listing the full set of activities identified by library staff in Fall 2024 to support Strategic Plan implementation. The summary below highlights actions taken between January and March 2025 that align with those activities, as well as additional efforts that have emerged in response to community and staff needs. While not exhaustive, this report offers a representative snapshot of the meaningful work happening across the organization to reach the goals identified in the Strategic Plan.

As always, we recognize that the Strategic Plan is a living document—one that allows us to remain responsive and adaptive. This flexibility ensures that we can continue to make thoughtful progress while remaining attentive to the evolving needs of our community and staff.

Connect with Our Community

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

Strategic Plan Activity: Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.

- Auditorium rentals Go Live was July 2024. We hosted our first rental in February and have been collecting data on that event and other requests to determine if adjustments need to be made later in the year to this service implementation.

Strategic Plan Activity: Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.

- Linda Vering contacted Northbrook School Districts 27 and 28 to offer space in the library to share information the proposed school improvements that residents will be voting on in the April 1 election.



- Youth Services worked with Greenbriar school to install a StoryWalk for the spring season.
- Finals Café was presented in January 2025 and services high school aged patrons.
- Partnered with the NSYMCA to display the annual Art Show and host the Art Show reception.

- The library hosted the State of the Village in January, providing a space, staff, sound, and lighting for the village president to share the state of the village to members of the chamber of commerce as well as the public. There were 177 in attendance.



- Elected officials and their staff frequently use our meeting rooms to meeting with their constituents. This quarter Commissioner Scott Britton's office was available for a day in March to meet with residents.
- The library partnered with the League of Women Voters to host a Northbrook Trustees and District 225 Candidate Forum. This forum provided a space for attendees to learn more about their local candidates before election day. The library supported the event by providing the auditorium, events staff, as well as sound, light and video. There were 102 in attendance.
- The library partnered with the Rotary Club of Northbrook to screen The Shot Felt 'Round The World (2015, NR) to provide information about vaccines to the public, in particular around the topic of Polio.
- We have added new materials and circulated thousands of books, media, and eResources.

Other Activities:

- Marketing and Communications staff finalized the community partner lobby display case calendar for 2025, which strengthens our relationship with these organizations and provides community members an opportunity to learn about them.

- Adding new items to the Library of Things including but not limited to: blood pressure monitor, Brain Boost Launchpads that provide games that help maintain cognitive functioning, and a weed puller for gardening activities.

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



- The Maker Services staff assisted 2,181 patrons from January through March in using the Collaboratory equipment, software, and Digitization Room and offered 26 classes on sewing machine use, crafting techniques, glass fusion and related maker subjects, serving 167 people.
- Nearly 2000 patrons participated in the library's Winter Reading program.



- We have offered over 500 programs with nearly 20,000 participants this quarter.

Build an Inclusive Culture

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

Strategic Plan Activity: Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.

- Becky Moore conducted the pay equity audit.

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

- Work on the monthly statistics data dashboard continued this month. This is a project that is being done by library staff and data analyst Fifth Star Collective.

Other Activities:

- Signed a contract to outsource our Facilities management to a Building Engineer from ABM.

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

- Technical Services staff have been adjusting materials processing procedures and practice.

Goal 2.2 Foster a culture of shared growth and learning.

- The library officially transitioned to ADP as its new payroll and time-tracking system.

- As part of our engagement with Joffe Emergency Services, we are reviewing our emergency operations procedures to ensure they foster growth and learning.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

Strategic Plan Activity: Perform a comprehensive pay equity audit to ensure fair compensation across all roles.

- The pay equity audit is complete.

Other Activities:

- The Q4 Pulse Survey, administered by HR Director Becky Moore in January 2025, served as a check-in on staff capacity and their perspectives on ongoing changes. To gain further insights into areas with lower scores, particularly around staff-leadership respect and psychological safety, a targeted two-question follow-up survey was distributed to specific departments at the end of March. This follow-up, facilitated by Zheng Consulting, aims to provide actionable data for library leadership to address identified concerns.
- The staff EDI committee is contributing to Staff Development Day.
- We concluded an exploratory process to assess and potentially realign the structure of our Technical Services and Circulation departments due to the retirement of our Technical Services Manager.

Creating Spaces to Belong

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

Strategic Plan Activity: Create a Civic Room hybrid meeting room to support flexible, hybrid meetings and events.



- The room is being used frequently for both library programs and outside room bookings.

Goal 3.2 Cultivate an inclusive and welcoming library environment.

Strategic Plan Activity: Continue to organize programs that celebrate cultural diversity and foster an inclusive community.

- We are continuing to plan and produce programs that have a varied cultural focus, including the Lunar New Year Festival Show and a few other Illinois Libraries Present events that explore culture.



Other Activities:

- We are developing a budget for FY26 that will ensure we allocate resources effectively to enhance our library services. This process included obtaining Board, managers and staff input as well as looking at historical data.
- Worked with students and staff from GBN Transitional Services and TrueNorth to offer weekly volunteer opportunities.

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

Strategic Plan Activity: Launch the Find More Illinois initiative to provide access to more materials statewide.

- This new service launched on January 27.

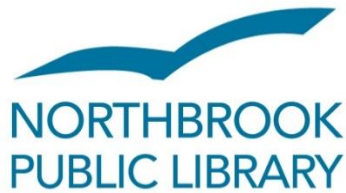
Strategic Plan Activity: Upgrade security cameras, alarm, door locks, and the paging system.

- Engaged with Joffe Emergency Services. The RFP is being written after engaging in a building assessment this past quarter.

Other Activities:

- Princess Gonzalez Esparza, our Graphic Designer designed new wayfinding signage for the Youth Services department that will align with our wayfinding signage in the lobby, including displaying Korean, Russian, and Spanish translations for the Bathroom and the Self-Checkout machine.
- As part of the parking lot re-paving project, Anna Amen worked with a civil engineer to relocate ADA parking spots for enhanced accessibility.
- Undergoing an elevator modernization project to ensure we have elevators that operate optimally with accessibility and safety as key priorities in the project.
- Youth Services staff met with representatives from Baker and Taylor for training, to address delays in procuring materials, and to better utilize our e-audiobook platform, Boundless. Boundless services includes an intergovernmental agreement with District 27, 28, 30, 31 schools so students can access materials using either their Northbrook Public Library card OR their school account.

Submitted by Kelly Durov, Assistant Director



Memorandum

Date 4/10/25

To: Board of Trustees

From: Becky Moore, HR Director and Anna Amen, Finance & Operations Director

RE: IPBC Insurance Plan Change Summary and Options for Consideration

Background:

In February, the Library was informed by the Intergovernmental Personnel Benefit Cooperative (IPBC) of significant health and dental insurance premium increases effective July 1, 2025, as well as the removal of Advocate Medical Group from the BCBS HMO Illinois network.

To manage these changes and maintain employee coverage quality, the Board approved the following plan design changes:

Plan Element	Original	Approved
Deductible	\$300 individual; \$600 family	\$500 individual; \$1,000 family
Out-of-Pocket Max (In-Network)	\$1,000 individual; \$2,000 family	\$1,500 individual; \$3,000 family
Out-of-Pocket Max (Out-of-Network)	\$3,000 individual; \$6,000 family	\$3,000 individual; \$6,000 family
Copays	\$10 primary care visit; \$20 Specialist	\$20 primary care visit; \$40 Specialist
Out-of-Network Coinsurance	80%	70%
HMO Plan Change	HMOI	HMOI and Blue Advantage

March Update:

Three cost-sharing options were presented for board consideration. At that time, the PPO increase was projected at 11.85%. Nearby libraries reported passing the full insurance increase to staff. The Board requested historical increase data to inform an April decision.

April Update:

IPBC finalized the increases that be in in effect as of 7/1/25:

- PPO: 9.55% (original 14.1% reduced by 4.55% due to plan changes)
 - HMO: 3.7%
 - Dental: 7.6%
-

Options for Board Consideration:

Option 1: *No Additional Support* - Staff absorb the full increase

- PPO: 0% (Library) / 9.55% (Employee)
- HMO: 0% (Library) / 3.70% (Employee)
- Dental: 0% (Library) / 7.6% (Employee) – due to historical decrease

Option 2: *Split Increase 50/50 with Staff*

- PPO: 4.77% (Library) / 4.77% (Employee)
- HMO: 1.85% (Library) / 1.85% (Employee)
- Dental: 0% (Library) / 7.6% (Employee) – due to historical decrease

Option 3: *Cover Over-Average Increases Only*

- Based on historical average premium increase trend
- PPO: 6.21% (Library) / 3.34% (Employee)
- HMO: 3.26% (Library) / 0.44% (Employee)
- Dental: 0% (Library) / 7.6% (Employee) – due to historical decrease

Executive Director Evaluation

Purpose of the Performance Evaluation

- To provide the Director with a clear understanding of the board's expectations.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To identify areas for growth as seen by the Board and establish goals based on those areas and based on the strategic plan.
- To demonstrate sound management practices and accountability to the Northbrook taxpayers.

The Evaluation Process

The Library Board of Trustees will conduct an annual performance evaluation of the Executive Director.

February

- Board shall review the evaluation process for the Executive Director to determine whether the process needs to be revised.

March

- The Executive Director will complete a Self-Evaluation detailing how they have met or not met the goals set the previous year.
- Each library trustee will complete an evaluation form and discuss and decide as a whole on the final evaluation marks and comments at the March board meeting.
- A Board Member shall create a compiled evaluation form based on the discussion.

April

- The Board will finalize the evaluation, review compensation, and suggest potential goals for the coming year.
- The Board President and Vice President shall meet with the Executive Director to review the evaluation. The Executive Director shall be given the opportunity to ask questions and respond to issues raised in the document.

May

- The Board and Executive Director shall finalize goals for the year.

Evaluation Form

Instructions

Please fill out the evaluation form for each category adding comments for items you would like to highlight.

- FY Goals
- Strategic Plan Goals
- Board Relationships
- Financial Responsibility and Oversight
- Personnel Management & Leadership
- Overall Quality of Library Services
- Community Relations
- Facilities Management

Scoring will be done using the following categories:

Growth Needed (1): Performance does not satisfy minimum job requirements and is below an appropriate level, growth is needed.

Meets Expectations (2): Results/behavior fully meets expectations of the position. Demonstrates a solid command of job. Performs in a reliable and consistent manner.

Highly Effective (3): Demonstrates qualities of excellence on a consistent basis; exercises initiative and thoughtfulness in decision making and actions. Results/behavior exceeds requirements and expectations, acts as a role model and example to others.

No opportunity to observe (N): Unable to assess this category/metric.

<p>FY Goals</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Work with HR Director to analyze staffing needs and goals, as well as reviewing HR policies and benefits (e.g., think through how many staff people are needed in each area).</p>	
<p>Implement the strategic plan and EDI goals. Begin reporting progress in this area to the Board and community- considering building a web dashboard for this purpose</p>	
<p>Review website and consider improvements- new website?</p>	
<p>Review and revise the succession plan</p>	
<p>Review and revise the Master Facilities Plan</p>	

Comments

<h2 style="color: #800080;">Strategic Plan Goals</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Provides leadership in developing long and short-term goals and keeps the Board updated on the implementation of library goals and objectives.</p>	
<p>Ensures that the library is on target for meeting the objectives and goals set forth in the Strategic Plan.</p>	
<p>Strategic Direction 1: Connect with Our Community</p>	
<p>Goal 1.1 Position ourselves as the community’s center for information needs.</p>	
<p>Goal 1.2 Provide exposure to new experiences and ways of looking at the world.</p>	
<p>Strategic Direction 2: Build an Inclusive Culture</p>	
<p>Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.</p>	
<p>Goal 2.2 Foster a culture of shared growth and learning.</p>	
<p>Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations</p>	
<p>Strategic Direction 3: Create Spaces to Belong</p>	
<p>Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.</p>	
<p>Goal 3.2 Cultivate an inclusive and welcoming library environment.</p>	
<p>Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.</p>	

Comments

<h2 style="color: #800080;">Board Relationships</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Provides meaningful recommendations to help establish policies and offers direction to the Board when needed on issues requiring Board action.</p>	
<p>Prepares meeting packets that provide appropriate, adequate and timely information for the Board to make informed decisions</p>	
<p>Keep the Board apprised of present and future needs of the library pertaining to current trends, legislative issues, and internal workings of the library to aid in effective decision making.</p>	
<p>Provides relevant Board education opportunities on a regular basis.</p>	
<p>Works collaboratively with the Board to resolve any issues, as well as develop policies that will enhance the library's programs and services.</p>	
<p>Actively supports and executes the policies, procedures, and direction of the Board to community and staff.</p>	
<p>Provides program and service assessments to the Board on a regular basis.</p>	

Comments

<h2 style="color: #800080;">Financial Responsibility & Oversight</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Demonstrates fiscal responsibility in the administration of the budget and the optimal use of library funds to provide effective service.</p>	
<p>Ensures that library funds are spent responsibly, in compliance with legal requirements and fiscal policies.</p>	
<p>Assists with annual audit in accordance with legal requirements and current accounting standards.</p>	
<p>Provides the Board accurate and clear information regarding the financial status of the library through regular financial reports.</p>	
<p>Makes well-supported budgeting recommendations to the Board.</p>	

Comments

<h2 style="color: #800080;">Personnel Management & Leadership</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Oversees development and implementation of all personnel policies and procedures, incorporating best practices and ensuring statutory compliance.</p>	
<p>Leads by example and creates a positive workplace culture that demonstrates support, encouragement, and appreciation for staff.</p>	
<p>Ensures annual performance evaluations for employees are conducted each fiscal year.</p>	
<p>Analyzes staffing requirements and restructures to meet changing organizational and service needs.</p>	
<p>Promotes employee development and provides resources to help staff achieve their goals.</p>	
<p>Develops a succession planning strategy to ensure that the library is prepared for any workforce changes.</p>	

Comments

<p>Overall Quality of Library Services</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Oversee daily operations of Library: delegates authority and efficiently organizes the work of personnel.</p>	
<p>Understands the needs of the library's customers and community and seeks to fill those needs with the organization's programs and services.</p>	
<p>Promotes intellectual freedom via access to information and defense against censorship.</p>	
<p>Ensures development and maintenance of Library collections and resources meets patron needs.</p>	
<p>Committed to patron satisfaction and clearly articulates vision to staff about the importance of customer service and models best practices behavior.</p>	

Comments

<p>Community Relations</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Works to promote the visibility of the library by participation in community activities and networking opportunities.</p>	
<p>Establishes and maintains effective working relationships with governing officials and other community organizations keeping them informed of current trends and developments that impact libraries.</p>	
<p>Raises Northbrook Public Library visibility within the Northbrook community and elsewhere.</p>	
<p>Keeps abreast of local, state and national issues impacting libraries.</p>	
<p>Participates in local, state and national library associations.</p>	

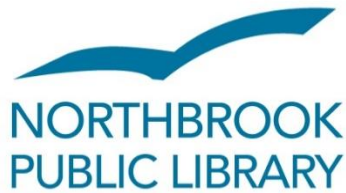
Comments

<h2 style="color: #800080;">Facilities Management</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Interior and exterior of library is well maintained, accessible and inviting.</p>	
<p>Ample signage that is clear and visible and directs patrons to all areas of service.</p>	
<p>Maintains a Facility Plan which details needed repairs and creates a plan for upcoming facility needs and improvements</p>	
<p>Complies with all outside regulatory agency requirements to ensure a safe and healthy environment</p>	
<p>Incorporates necessary repairs and/or replacement of equipment into the budget.</p>	
<p>Provides adequate information on the need for new and/or updates needed for facility</p>	

Comments

Goals for Next Fiscal Year

What would you like to see the Director accomplish in the next twelve months?



Memorandum

DATE: 04/17/25

TO: Board of Trustees

FROM: Becky Moore, Human Resources Director

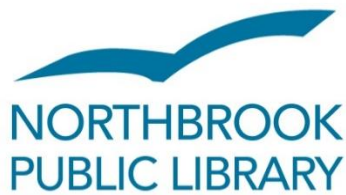
RE: 2025 Area Library Executive Compensation

In support of Executive Director Kate Hall's annual review, I am providing compensation data from peer libraries in Chicago's northern suburbs. Please refer to the spreadsheet titled, "2025 Area Library Executive Compensation." Table A presents the salaries and years of service of Executive Directors at eight comparable libraries. Tables B and C outline the current and projected salary ranges for the Executive Director role at Northbrook Public Library.

Library	Length of Service as Executive Director	FY24 Salary	Current Executive Director Salary (FY25)	FY26 Salary (ED and Library Staff)	Notes
Arlington Heights Memorial Library	6.5	\$ 163,179.00	\$ 169,299.00	not decided yet, will be determined by 12/2025, fiscal year is calendar year	Most recent ED salary increase and overall staff increase was 3.75%
Deerfield Public Library	10	\$ 156,677.00	\$ 164,511.00	Will know after the April 2025 Board mtg.	ED historically receives a 5% increase along with a \$5k bonus
Glencoe Public Library	9	\$ 146,736.00	\$ 156,000.00	Not decided yet, fiscal year is calendar year	Most recent ED salary increase was 6.1%
Glenview Public Library	5	\$ 159,920.00	\$ 168,000.00	FY26 not decided yet, until later summer 2025	Most recent ED salary increase was 5% and overall staff increase was 3.5%
Highland Park Library	4	\$ 146,635.00	\$ 152,500.00	Fiscal yr is based on annual calendar. Increase is determined in December.	Most recent ED salary increase was 4% and library staff increase was 4% with a 1% adjustment pool
Indian Trails Public Library District	11.5	\$ 176,509.00	\$ 181,805.00	Will not decide until October 2025	Most recent salary increase was 3%
Mount Prospect Public Library	6	\$ 150,150.00	\$ 156,156.00	not decided yet	Most recent ED salary increase and overall staff increase was 4%
Northbrook Public Library	10	\$ 159,000.00	\$ 163,770.00	not decided yet, library staff increase projected at 4%	Most recent salary increase was 3% (FY24 ED salary was \$159,000)
Winnetka Public Library	4.5	\$ 149,000.00	\$ 156,450.00	not decided yet	Most recent salary increase was 5% .

Pay Grade	FLSA	Position Title	Range Minimum 10% below target	Pay Target	Range Maximum 30% above target
ED	E	Executive Director	\$124,247	\$138,052	\$179,468

Pay Grade	FLSA	Position Title	Range Minimum 10% below target	Range Maximum 30% above target	Range Maximum 30% above target
ED	E	Executive Director	\$127,353	\$141,503	\$183,954



Memorandum

DATE: 04/17/25

TO: Board of Trustees

FROM: Becky Moore, Human Resources Director

RE: Pay Equity Audit Report

At the upcoming Northbrook Public Library Board of Trustees meeting on April 17, 2025, I will present the results of the pay equity audit I conducted. The presentation will cover the audit methodology, key findings, and recommended steps to sustain pay equity at the Northbrook Public Library.

For additional details, please refer to the Executive Summary and the full report titled "Building Equity: Pay Equity Audit Report and Action Plan."

Executive Summary: Pay Equity Audit

NORTHBROOK PUBLIC LIBRARY

March 2025

Presented By: Becky Moore, Human Resources Director

EXECUTIVE SUMMARY



How I Conducted the Audit

In the fall and winter of 2024-2025, I conducted a pay equity audit of the Northbrook Public Library to ensure that employees performing similar work are compensated fairly and consistently. Where pay disparities were identified, the audit aimed to provide recommendations to address them promptly. Additionally, the findings from this audit will help inform the library's long-term strategies for maintaining equitable compensation practices.

For this pay equity audit, I collected a comprehensive set of data for all 107 staff members employed by the library as of February 15, 2025, excluding three temporary, project-based positions that are not part of the library's established staffing structure. The employee data included job titles, pay grades, tenure, promotion history, education, relevant experience, and demographics (age, gender/gender identity, and race/ethnicity). I then analyzed the data using multiple forms of statistical analysis—the two main statistical tools I found most effective were scatter plot charts and box-and-whisker plots. More information on this analysis can be found in Appendix A of the full pay equity audit report.

Finally, to complement the statistical analysis, I also reviewed compa-ratios, a metric that compares an employee's salary to the target pay for their role. Compa-ratios generally range from 80% to 120%, indicating whether employees are paid below, at, or above market value. In the library's 2023 compensation study with HR Source, the average compa-ratio was **93.3%**, slightly below the market midpoint of 100%. As part of this audit, I assessed whether the library's average compa-ratio has changed since implementing the new compensation structure.

What I Learned

Figure A: Pay Equity Analysis		
Age	✓	
Gender or Gender Identity	✓	
Race or Ethnicity	✓	
Pay Grades (B, C, D, etc.)		✓ *
Tenure	✓	

The pay equity audit results indicate that employees performing similar work at the Northbrook Public Library are compensated fairly and consistently. Notably, no pay disparities were found based on age, gender, or race/ethnicity. Instead, tenure emerged as the most significant factor influencing compensation, with employees who have longer tenure generally earning more than their peers within the same pay grade.

*I conducted an analysis of 28 staff members hired or transitioned into new roles between fall 2022 and May 2024 to assess adherence to the library's 2022 board-approved compensation philosophy. Of the 28 staff members analyzed, 19 (68%) were placed at the minimum of their salary range. After reviewing their skills, experience, and internal equity, I identified 8 employees across 10 pay grades as candidates for

equity pay adjustments ranging from 2% to 10%, with an average increase of 4%. I did not consider employees hired or transitioned into new roles between June 2024 – February 2025 due to the fact since I started as HR Director, I have consistently conducted comprehensive assessments for all new hires and internal position changes to determine final pay recommendations. These evaluations carefully analyze the extent to which a candidate's prior experience and skill set align with the specific job description and essential functions.

Figure B: Average Compa-ratio at Northbrook Public Library

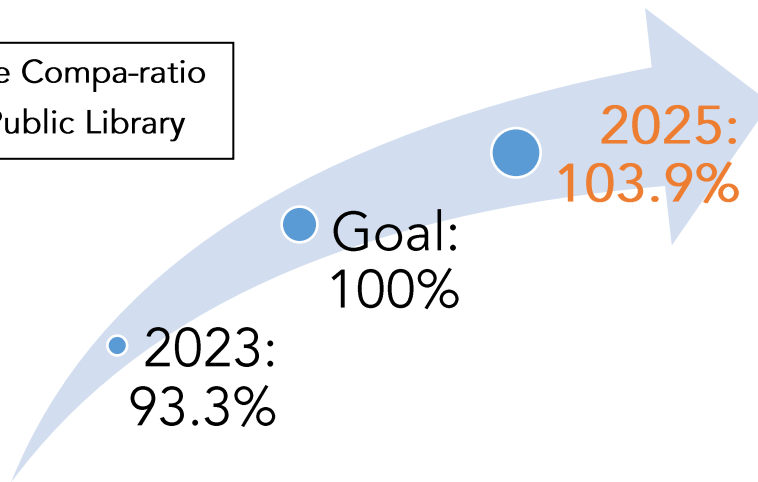


Figure C: Average Compa-ratio and Median Tenure

Pay Grade	# of Staff	Average Compa-ratio	% of Employees Below Pay Target	Median Tenure of Those Below Pay Target (Years)	% of Staff At or Above Pay Target	Median Tenure of Those At or Above Pay Target (Years)
B	12	99.27	75%	2	25%	24
C	20	100.07	65%	2	35%	8
D	3	105.97	33%	0.75	67%	22
E	17	97.26	65%	1	35%	5
F	4	110.52	25%	3	75%	6
G	3	101.47	67%	2.5	33%	0.5
H	30	102.16	40%	1	60%	8.5
I	6	100.02	67%	2.5	33%	3.5
K	7	104.18	43%	2	57%	8
M	3	103.26	33%	0.75	67%	6
ED	1	118.63	0%	0	100%	10

As seen in Figure B on page 4, the pay equity audit revealed that the average comparison ratio for Northbrook Public Library increased from 93.3% in 2023 to 103.9% in 2025. This significant progress demonstrates the Library's dedication to aligning employee pay with target rates and maintaining competitive compensation.

Next Steps and Path Forward

Completing this pay equity audit is a significant step in our ongoing commitment to equitable compensation practices. However, it is only the beginning. In addition to making the internal equity pay adjustments for the identified staff members, Northbrook Library will continue to:

- Keep conducting comprehensive pay assessments for all new hires and internal position changes to ensure fair and competitive pay practices. These evaluations will consistently analyze how closely a candidate's previous experience and skill set align with the job description and essential functions, maintaining alignment with the library's compensation philosophy.
- Progress toward moving staff to their position's pay target within three years of employment.
- Provide ongoing training for hiring managers, emphasizing the mitigation of unconscious bias in hiring and compensation decisions.
- Maintain a strong commitment to pay transparency, fostering trust and equity across the organization.
- Make annual salary structure adjustments to remain competitive and aligned with market standards.
- Conduct compensation benchmarking and future pay equity audits every 3 to 4 years to ensure our practices stay fair and competitive.

Additionally, the Library will reinstate a comprehensive, performance-based annual evaluation process that supports annual pay increases, incorporating both a cost-of-living adjustment (COLA) and a merit-based component to recognize and reward talent. Looking ahead, Northbrook Public Library should build upon this progress to ensure our compensation practices continue to attract, motivate, and retain our talented staff—our most valuable asset. Together, we can foster a workplace where every employee feels valued, recognized, and equitably compensated.

Building Equity: Pay Audit Report and Action Plan

NORTHBROOK PUBLIC LIBRARY

March 2025

Presented By: Becky Moore, Human Resources Director

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INTRODUCTION

Since joining the Northbrook Public Library in May 2024, it has been clear to me how committed the library is to embedding equity, diversity, and inclusion (EDI) within the organization's operations. One of my top priorities in my first year as HR Director has been to conduct a pay equity audit, reinforcing the library's commitment to fair and transparent compensation practices. A pay equity audit serves as both a verification process and a proactive step toward continuous improvement. While we trust that our compensation structure upholds fairness, it is essential to verify this with data and analysis.

This audit seeks to confirm that employees performing similar work receive comparable pay, free from unjustifiable discrepancies. Where disparities exist, we aim to address them promptly while also strengthening our approach to maintaining pay equity in the future. Beyond immediate adjustments, this audit will inform long-term strategies to sustain equitable pay practices.

The following sections of this report will summarize the foundational work the Northbrook Public Library has done to support this pay equity audit, outline the audit's scope, methodology, and findings, and provide recommendations and an action plan to ensure the library's ongoing commitment to pay equity. Finally, I want to extend my gratitude to the Northbrook Public Library's Board of Trustees for their leadership in setting the library's strategic direction and to our dedicated staff, whose tireless efforts uphold our mission and reaffirm, time and time again, that they are our greatest asset.

SECTION 1: FOUNDATIONS OF PAY EQUITY AUDIT

Before examining the pay equity audit and its findings, it is essential to recognize the foundational steps the Northbrook Public Library has taken to reach this point. This includes the development of a comprehensive compensation philosophy and strategy, along with updating job descriptions and conducting a thorough compensation benchmarking process.

Compensation Philosophy and Strategy

In the fall of 2022, the library's Board of Trustees approved a compensation philosophy and strategy. This compensation philosophy established a framework designed to attract, motivate, and retain talented employees. Within this framework are key objectives: diversity, transparency, internal pay equity, competitive compensation, and employee recognition.

Putting the philosophy into practice, the compensation strategy outlines multiple ways in which this is accomplished, including:

- Using benchmark data to set base salaries at the 50th percentile of market rates to maintain competitive pay. Individual salaries are positioned within the pay range based on experience and performance, ensuring consistency and fairness across roles.
- Compensating new employees within the minimum to target range of their assigned salary scale, with placement determined by their knowledge, skills, and relevant experience.
- Making future pay adjustments through a structured process that considers internal equity, annual cost-of-living adjustments, and merit-based increases.
- Reaffirming the library's commitment to administering compensation in a manner that is transparent, free from discrimination, and fully compliant with all federal and state laws.

In summary, the Northbrook Public Library's compensation philosophy and strategy serve as a blueprint for ensuring employees are compensated fairly and competitively for their contributions while upholding fiscal responsibility.

Job Descriptions

Following the Board of Trustees' approval of the library's compensation philosophy and strategy, the Northbrook Public Library undertook a comprehensive review and revision of its job descriptions during the winter of 2022–2023. This process ensured that each job description accurately reflected the essential functions and responsibilities of its respective role. Additionally, the library partnered with TotalLink to Community, a Northbrook-based 501(c)(3) organization, to refine the language in these descriptions, aligning them with the library's commitment to equity, diversity, and inclusion (EDI).

2023 Market Benchmarking and Compensation Structure

In the spring and summer of 2023, the library partnered with HR Source to conduct a comprehensive market benchmarking analysis and establish a structured compensation framework. This process enabled the library to align salaries with market trends and job roles, ensuring competitive pay to attract and retain top talent. At the same time, the Northbrook Public Library adapted its approach to uphold its commitment to internal equity—for example, placing all librarians in the same pay grade regardless of department. In conclusion, the Northbrook Public Library has laid a strong foundation for conducting a successful and comprehensive pay equity audit.

SECTION 2: AUDIT SCOPE AND PROCESS

In 2023, following the completion of its benchmarking and compensation structure review with HR Source, the Northbrook Public Library established 12 pay grades, labeled B through M, along with a separate pay range for the Executive Director. Currently, 10 of the 12 pay grades are in use, in addition to the Executive Director pay range. A detailed breakdown of the current pay grade assignments can be found in **Appendix C**.

For the purpose of this pay equity audit, I chose to collect and analyze data for all staff employed by the library as of **February 15, 2025**, excluding three temporary positions (one temporary selector librarian and two temporary facilities managers). These roles were omitted due to their short-term, project-based nature and because they are not part of the library's established staffing structure, making them statistically insignificant for the analysis.

In total, the audit encompasses compensation data for **107 individual staff members**.

Employee Data Collection

As noted earlier, a primary objective of a pay equity audit is to ensure that employees performing similar work receive comparable pay, free from unjustifiable discrepancies. To support this objective, I gathered comprehensive employee data, including:

- Job title
- Pay grade
- Date of hire
- Tenure in current role
- Promotion history
- Education, relevant certifications, or licenses
- Years of relevant experience

- **Employee demographics** (including age, gender/gender identity, and race/ethnicity. The library, as an equal opportunity employer, collects this information in accordance with federal reporting requirements. Employees are invited to voluntarily self-identify their race/ethnicity and gender.)

Data Analysis

After compiling employee data, the next step was to analyze compensation across employees performing equal or substantially similar work within the same pay grade. To conduct this analysis, I employed two primary statistical tools: **scatter plot charts** and **box-and-whisker plots**. Additionally, I analyzed **compa-ratios**, a metric that compares an employee's salary to the market rate and internal salary structure for their position. For a detailed explanation of these analysis tools and their application, please refer to Appendix A.

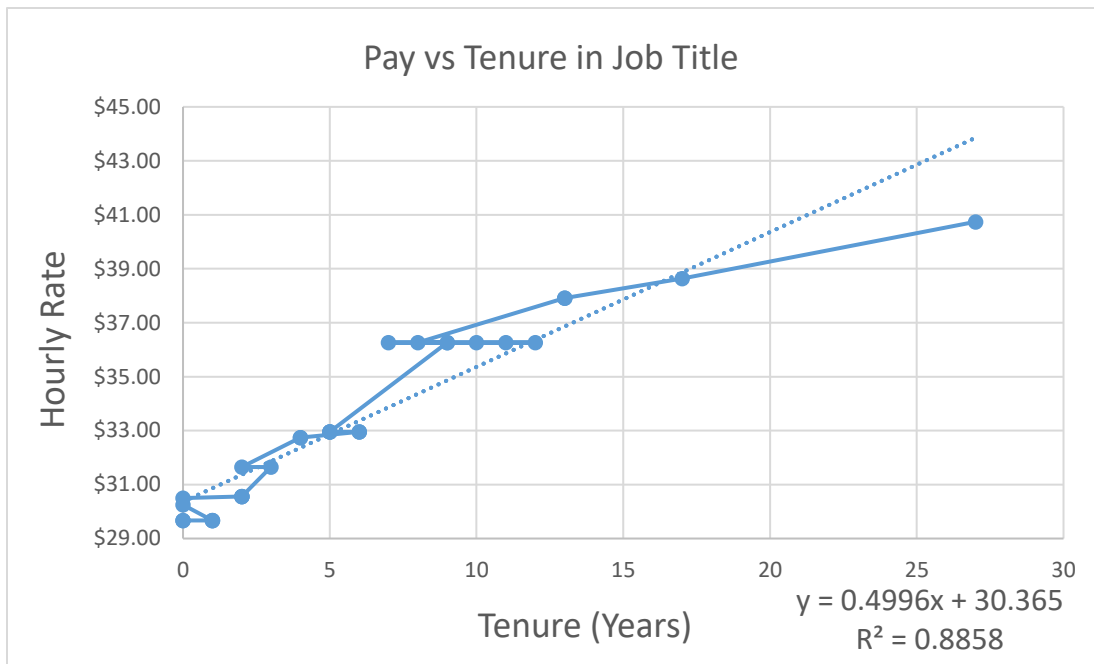
SECTION 3: FINDINGS

The most significant insight from the pay equity audit was that tenure in position emerged as the strongest determinant of compensation at the library. Specifically, the data showed a clear trend: employees with longer tenure in their roles were more likely to be compensated at higher levels compared to their peers within the same pay grade.

While seniority is a valid, job-related factor for higher compensation and plays a critical role in retaining talent, it was notable how closely and consistently compensation aligned with tenure. Upon reflection, this finding was not entirely surprising given that:

- Annual performance reviews tied to measurable performance metrics have not been conducted since calendar year 2020.
- The library placed significant emphasis on longevity during the library's 2023 market benchmarking and compensation structure process, as well as in determining 2024 pay increases.

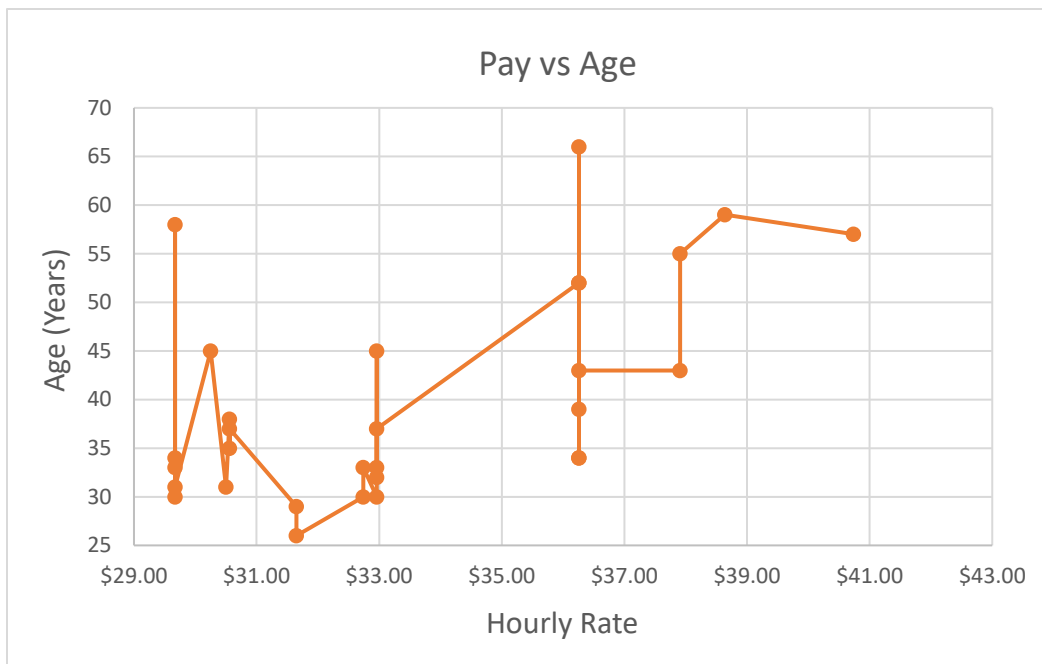
To illustrate this point further, here is one example of a scatter plot chart from pay grade H that shows the strength of the relationship between pay and tenure:



In this example there are a few features to note:

- The scatter plot shows how tenure relates to pay.
- The trend line gives a general direction and the formula ($y=mx+b$) helps predict pay based on tenure.
- The R^2 value tells us how much we should trust the trend.
 - R^2 (coefficient of determination) ranges from 0 to 1:
 - 0 means no relationship between tenure and pay (dots are scattered randomly).
 - 1 means a perfect relationship (all dots fall exactly on the trend line)
 - A higher R^2 (e.g., 0.7 or above) means tenure strongly predicts pay.
 - A low R^2 (e.g., below 0.3) means tenure doesn't explain much about pay differences.
- In the case of this Scatter Chart A, the R^2 coefficient is 0.8858 – which implies a tenure is a very strong predictor of pay.

To test the strength of this finding, I conducted additional statistical analyses to examine how compensation correlated with other variables, including employee age, gender, and race/ethnicity. The below example from pay grade H provides a visual representation of the relationship between pay and age.



As seen in the scatter chart above, age does not significantly predict pay. Employees across a wide range of ages—for example, those in the chart above making approximately \$36.00 per hour range in age from 34-66—indicating minimal correlation between age and compensation. Moreover, using box-and-whisker plots I then examined pay distribution across gender and race/ethnicity groups, focusing on identifying outliers — individuals whose pay significantly deviated from their peers. Upon conducting a closer review of these outliers, I was able to confirm that the primary factor driving these pay differences was seniority in position. No other consistent patterns emerged to suggest systemic pay inequities based on gender or race/ethnicity.

Furthermore, after conducting additional statistical analysis to confirm that pay disparities at the Northbrook Public Library are attributable to legitimate, job-related factors—specifically the strong correlation between job tenure and compensation—I decided to proceed with a supplementary analysis. This focused on the 28 staff members hired or transitioned into new roles at the library between the fall of 2022 and May 2024, the point at which I started as HR Director.

The purpose of this supplementary analysis was to evaluate how closely the library adhered to the 2022 board-approved compensation philosophy, which recommends placing new employees within the minimum-to-target range of the assigned salary scale, based on their relevant knowledge, skills, and experience. I did not consider employees hired or transitioned into new roles between June 2024 – February 2025 due to the fact since I started as HR Director, I have consistently conducted comprehensive assessments for all new hires and internal position changes to determine final pay recommendations. These evaluations carefully analyze the extent to which a candidate's prior experience and skill set align with the specific job description and essential functions.

The findings of this secondary analysis were as follows:

- Out of the 28 staff members analyzed, a significant proportion—19 individuals (68%)—were placed at the minimum of the salary range for their respective positions.
- Upon further examination of each employee's relevant skills, experience, and internal equity considerations, I identified 8 individuals who were candidates for pay adjustments. These employees span across the library's 10 current pay grades.
- The recommended pay adjustments range from 2% to 10% increases in base compensation, with an average adjustment of 4%.

Finally, as part of my pay equity audit analysis, I reviewed the compa-ratio (comparative ratio) to assess any changes since the completion of the 2023 market benchmarking and compensation structure process. In 2023, the library's overall average compa-ratio was 93.3%, indicating that employees, on average, were compensated slightly below the market midpoint. Upon conducting the pay equity analysis, I observed that the average compa-ratio has increased to **103.9%**, with individual compa-ratios ranging from 90 to 133. This indicates that the library has made substantial progress in aligning employee pay with the target rate, reflecting the library's commitment to ensuring competitive compensation as outlined in its compensation philosophy.

COMPA-RATIO TWO YEAR INCREASE

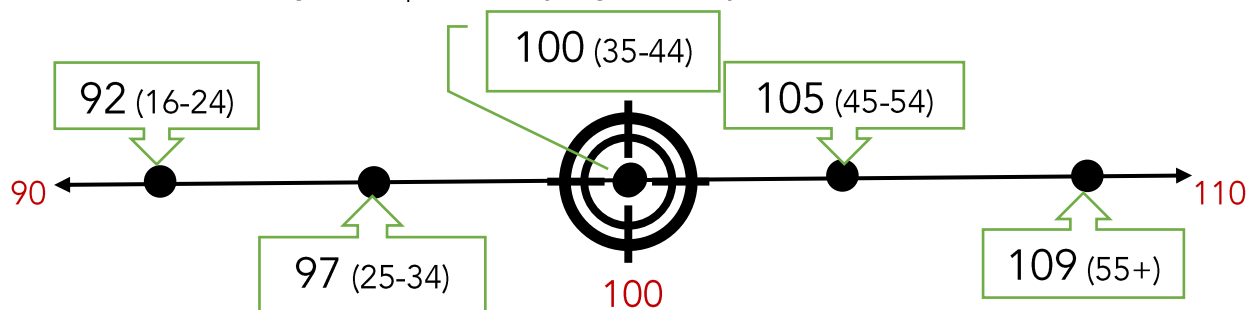
2023 2025

93.3% 103.9%

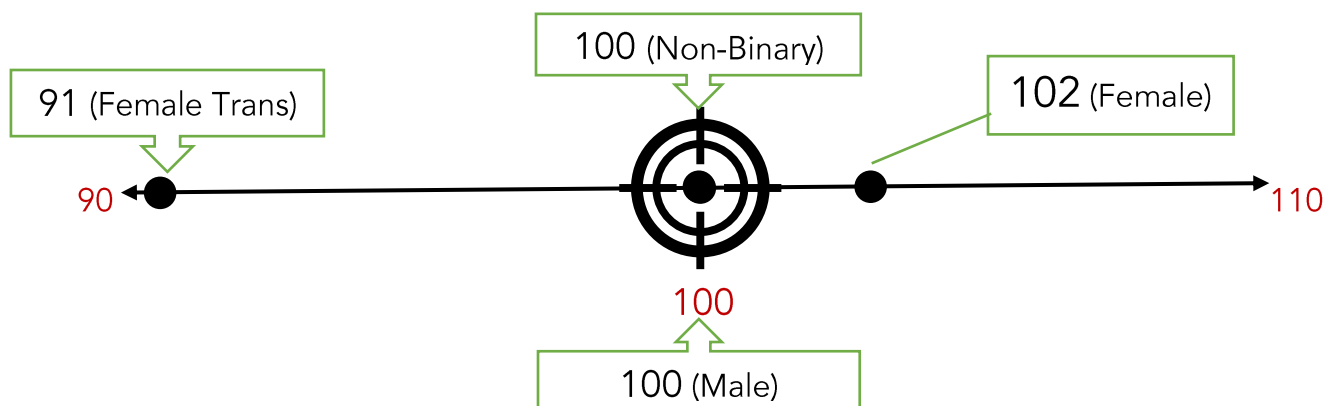


The goal of this audit is to ensure that we are paying staff fairly based on the work they perform, regardless of personal characteristics like age, gender, or race/ethnicity. After a thorough review, we are confident that there are no pay disparities tied to these protected categories. Below are line charts that reflect the average compa-ratios on a library-wide scale, broken down by these personal characteristics.

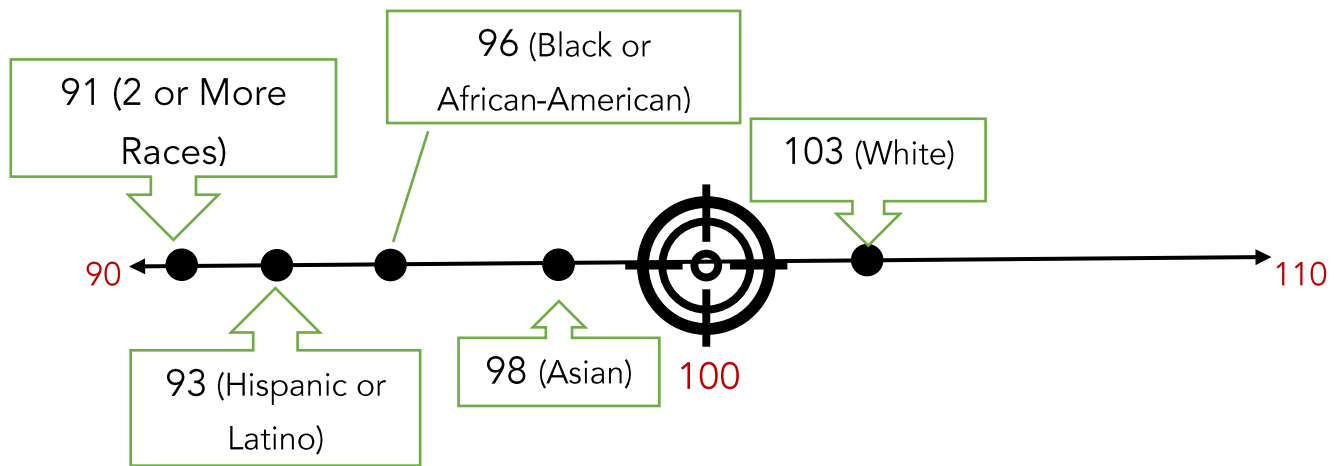
Line Chart A: Average Compa-ratio by Age (Library-wide)



Line Chart B: Average Compa-ratio by Gender (Library-wide)



Line Chart C: Average Compa-ratio by Race/Ethnicity (Library-wide)



Why Are We Sharing Compa-ratios?

Compa-ratios help us measure how close someone's pay is to the target pay for their role. A compa-ratio of **100%** means that an employee is being paid exactly at the target. Below 100% means they are paid less than the target, and above 100% means they are paid more.

Why the Numbers Might Look Uneven

When looking at the graphs, you may notice variations in the average compa-ratio by age, gender, or race/ethnicity. However, these differences don't automatically mean we have pay inequities. Here's why:

- **Staff tenure matters:** Some employees have been here for **40+ years**, while others joined only a few months ago. Newer staff naturally tend to have lower compa-ratios because they are still progressing toward the target pay.
- **Recent hiring efforts:** Our focus on increasing diversity means that we've brought in **more staff from protected groups** in recent years. Because these

newer hires haven't had as much time to move up the pay scale, their compa-ratios may be lower. This is expected and does not reflect inequity—it reflects the reality of different starting points.

What You're Seeing

The charts below show the **library-wide average compa-ratios** by age, gender, and race/ethnicity. To protect individual confidentiality, we are sharing the overall picture rather than breaking it down by specific roles or individuals.

These snapshots reflect a **single point in time**, and we will continue to monitor and review pay equity regularly. Our goal is to ensure that, over time, all staff move toward or remain at the **100% pay target**.

SECTION 4: RECOMMENDATIONS AND ACTION PLAN

Immediate Next Steps

With the pay equity audit completed, the first step moving forward is to present the results of the audit to stakeholders of the library—the management team, staff, and the Library Board of Trustees. Library leadership should then meet with the staff members identified for an internal equity pay adjustment.

Long-Term Action Plan

Conducting a pay equity audit is an ongoing process that reflects our commitment to fairness and transparency in our compensation practices. It is not a one-time initiative but part of a continuous effort to ensure equitable pay for all employees. As a result of conducting the pay equity audit, the Library will continue to make strategic investments in pay equity through the following actions:

- **Keep conducting comprehensive pay assessments for all new hires and internal position changes** to ensure fair and competitive pay practices. These

evaluations will consistently analyze how closely a candidate's previous experience and skill set align with the job description and essential functions, maintaining alignment with the library's compensation philosophy.

- **Move staff to their position's pay target within three years of employment.**
- **Provide ongoing education and training for hiring managers,** with a particular focus on mitigating unconscious bias in hiring and compensation decisions.
- **Maintain a strong commitment to pay transparency** to foster trust and equity across the organization.
- **Continue annual salary structure adjustments** to ensure our compensation practices remain competitive and aligned with market standards.
- **Undertake compensation benchmarking and conducting future pay equity audits at regular intervals** (every 3 to 4 years) to assess progress and ensure our pay practices remain fair and competitive.

Additionally, the Northbrook Public Library will:

- **Reinstate a comprehensive, performance-based annual evaluation process** that supports annual pay increases, incorporating both a cost-of-living adjustment (COLA) and a merit-based adjustment to recognize and reward talent.

CONCLUSION

The completion of this pay equity audit marks an important step in our ongoing journey toward equitable compensation practices. However, it is only one step. Sustained progress will require continued attention, commitment, and investment in fair and transparent pay practices.

I would like to express my sincere gratitude to the Library Board of Trustees for their leadership in establishing equity, diversity, and inclusion as strategic priorities, and to the staff for their unwavering dedication to serving the Northbrook community. This audit would not have been possible without your collective support.

Looking ahead, I am committed to building upon the progress we have made, ensuring that our compensation practices continue to attract, motivate, and retain exceptional talent — the heart of our Library's success. Together, we can foster a workplace where every employee feels valued, recognized, and equitably compensated.

APPENDIX

Appendix A: Audit Methodology

In 2023, following the completion of its benchmarking and compensation structure review with HR Source, the Northbrook Public Library established 12 pay grades, labeled B through M, along with a separate pay range for the Executive Director. Currently, 10 of the 12 pay grades are in use, in addition to the Executive Director pay range. A detailed breakdown of the current pay grade assignments can be found in **Appendix C**.

For the purpose of this pay equity audit, I chose to collect and analyze data for all staff employed by the library as of **February 15, 2025**, excluding three temporary positions (one temporary selector librarian and two temporary facilities managers). These roles were omitted due to their short-term, project-based nature and because they are not part of the library's established staffing structure, making them statistically insignificant for the analysis.

In total, the audit encompasses compensation data for **107 individual staff members**.

Employee Data Collection

As noted earlier, a primary objective of a pay equity audit is to ensure that employees performing similar work receive comparable pay, free from unjustifiable discrepancies. To support this objective, I gathered comprehensive employee data, including:

- Job title
- Pay grade
- Date of hire
- Tenure in current role
- Promotion history

- Education, relevant certifications, or licenses
- Years of relevant experience
- Employee demographics (including age, gender/gender identity, and race/ethnicity. The library, as an equal opportunity employer, collects this information in accordance with federal reporting requirements. Employees are invited to voluntarily self-identify their race/ethnicity and gender.)

Statistical Analysis

After compiling the employee data, the next step was to analyze compensation among employees performing equal or substantially similar work within the same pay grade through statistical analysis. The two main statistical tools I found most effective in conducting the pay equity audit analysis were **scatter plot charts** and **box-and-whisker plots**.

The primary objectives of this analysis were to:

- Gain a clearer understanding of the key factor(s) influencing compensation within each comparator job group.
- Identify potential pay disparities.
- Determine whether any observed pay differences could be attributed to legitimate, job-related factors such as seniority, performance, or relevant experience.

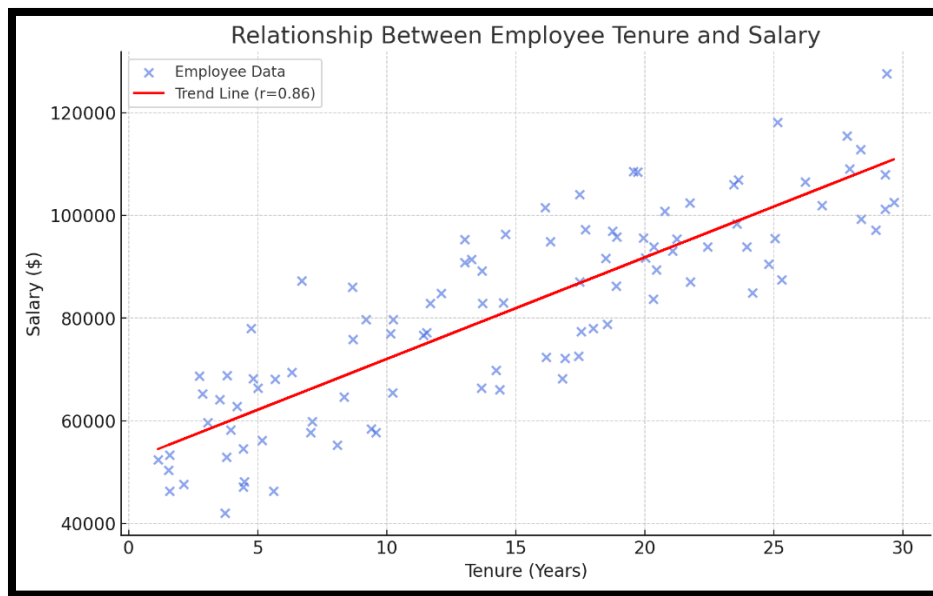
The two main statistical tools I found most effective in conducting the pay equity audit analysis were **scatter plot charts** and **box-and-whisker plots**. A brief explanation of these tools and their functions is provided below.

1. Scatter Plot Chart

- A scatter plot chart is a very useful tool for visually representing the relationship between two variables. The chart allows the viewer to identify potential correlations and patterns within the data.
- As a form of statistical analysis for the pay equity audit, I found the scatter plot chart useful for measuring the relationship between employee

compensation and other variables, such as employee tenure (seniority) and date of birth (age).

- Features of a scatter plot chart include:
 - Plots (dots): each dot represents an individual employee
 - Linear trend line: a straight line that best fits the dots on the scatter plot
 - Formula ($y=mx + b$) including a correlation factor (r) that quantifies the strength of the relationship between the variables.
- Below is an example of a scatter plot chart, for illustrative purposes:

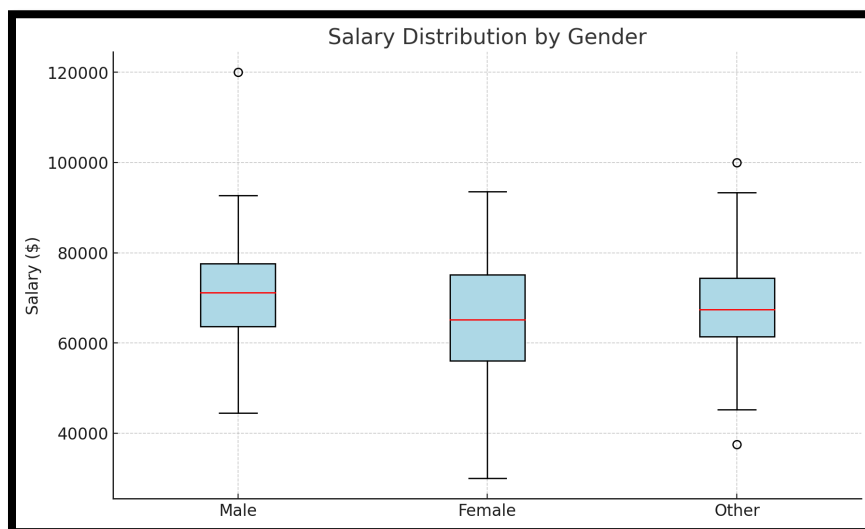


2. Box-and-Whiskers Plot

- A box-and-whiskers plot allow for direct visual comparison between different groups (such as gender or ethnicity/ethnicity race) by displaying key statistics like median, quartiles, and outliers side-by-side on the same graph.
- For the purposes of the pay equity audit, I found the box-and-whiskers plot tool helpful for summarizing pay data among different groups (primarily ethnicity/race and gender), identifying potential pay gaps or

unusual differences, which can highlight areas where further investigation is needed.

- **The Box:**
 - Represents the **middle 50% of salaries** within a group, showing where most employees fall in terms of pay.
- **The Whiskers:**
 - Thin lines extending from the box to represent the **lowest and highest pay** within a reasonable range, excluding outliers.
- **Outliers (dots beyond the whiskers):**
 - Dots that appear **above or below the whiskers** indicate **outliers** — employees whose pay falls significantly higher or lower than the typical range for their group.
- Below is an example of a box plot, for illustrative purposes only:



Compa-ratio

In addition to the statistical analysis tools described earlier, I also chose to analyze **compa-ratios (comparative ratios)** as part of this pay equity audit. The compa-ratio is a metric that measures how closely an employee's salary aligns with the market rate and internal salary structure for their position.

A compa-ratio is calculated by comparing an employee's annual salary to the target salary for their position's pay range. The result is expressed as a percentage, where:

- A **compa-ratio of 100%** indicates the employee is being paid at market or exactly at the pay target.
- A **compa-ratio below 100%** suggests the employee is paid below market value, while a **compa-ratio above 100%** indicates the employee is paid above market value.

Industry best practices suggest that **compa-ratios should generally fall within a range of 80% to 120%** to ensure fair and competitive pay practices. When Northbrook Public Library worked with HR Source during the compensation study, their 2023 report indicated that the overall average compa-ratio for the library was 93.3%, meaning employees, on average, were paid slightly below the market midpoint.

As part of this pay equity audit, I also looked to assess whether any changes have occurred in the library's average compa-ratio since the implementation of the new benchmarking and compensation structure. The findings of the compa-ratio analysis are shared in "Section 3: Findings."

COMPENSATION PHILOSOPHY

Purpose

The Northbrook Public Library's compensation philosophy is a tool used to determine fair and competitive pay and benefits and is designed to attract, motivate, and retain talented employees who help fulfill the library's mission and vision.

Guiding Principles

The compensation of the Northbrook Public Library is guided by the values of the library:

- **Inclusion:** Considering that systemic failures have create wage inequity for marginalized groups, we create hiring and compensation practices that consider experience, education, and skills and ensure staff are paid fairly and equitably for their work.
- **Customer-focus:** We expect employees to offer high levels of customer service and provide commensurate pay.
- **Lifelong Learning:** We encourage lifelong learning and provide benefits that encourage this value at all levels of the organization.
- **Collaboration:** We value collaborative work and recognize individuals for their collaboration efforts within the library and the broader community.

The board recognizes the vital role the library plays in the community and the crucial role staff play in providing service to our patrons. Compensation is guided by our values and considers the fiscal responsibility the library, as a tax funded institution, has to the community.

In alignment with our values, we will communicate openly about the goals and the design of the compensation strategy. The library will administer the compensation strategy in a manner that is consistent and free of discrimination and complies with all federal and state laws.

Key Objectives

- **Transparency:** Provide managers and employees access to job descriptions, pay and benefit guidelines and salary ranges.
- **Diversity:** Support a diverse staff and acknowledge the value of non-traditional learning and skill building in library work.
- **Competitive Compensation:** Pay market value for the work being done and the level of education, experience, and skill an employee brings to their position; Pay competitively to hire and retain high performing employees.
- **Internal Pay Equity:** Provide pay and benefit guidelines that ensure similar jobs are compensated equitably across the organization.
- **Recognition:** Reward performance through salary increases and benefit incentives; extraordinary performance and contributions are rewarded at a level that signifies the value of the employee to the organization and encourages retention.

COMPENSATION STRATEGY

The compensation strategy lays out the guidelines for determining pay and benefits to new and existing employees.

Pay

The salary of the Executive Director is reviewed annually by the Board of Trustees. The salaries and hourly rates of other employees are set in accordance with the salary structure.

We strive to provide a base pay that meets the market (50th percentile) when employees are fully proficient and meeting expectations. We believe that employees consistently performing above expectations and are expert in the role should be rewarded with a higher base pay. New employees will be paid between the minimum and midpoint of the salary range based on their knowledge, skills, and experience.

If during the annual pay review process, an employee is at or reaches the maximum of their pay range, their base pay shall move to or remain at the top of the range. They may receive a bonus for the amount that falls above the range that shall be paid out quarterly during the next fiscal year.

- **Benchmark Data:** Northbrook Public Library will benchmark based on the Chicago metro area and assess library specific jobs based on library industry data and non-library specific jobs based on library, non-profit, and for-profit industry data.
- **Benchmark Percentile:** The library will use the 50th percentile of base salary as the target for employee base pay. Individual placement against that target will be based on experience and performance.
- **Salary Ranges:** Salary ranges are based on salary benchmarking results with the goal of having a minimum salary range that allows for growth of the employee to the midpoint within a reasonable amount of time
- **Salary Adjustments:** Salary adjustments will be made based on internal pay equity and a review of essential functions and the required knowledge, skills, and experience for the position.
- **Annual Cost of Living Adjustments:** Annual cost of living adjustments strive to match the Consumer Price Index, Chicago, Naperville, Elgin area.

- **Merit Increases:** Dependent on available funding, merit increases determined by annual performance evaluations may be awarded to individuals.

Annual increases are reflected in the operating budget and based on economic indicators and other factors as determined by the Board of Trustees. Increases are not automatic. It will be the responsibility of the manager to evaluate the employee's performance in order for the Executive Director to determine the pay within the guidelines set forth above.

Benefits

Benefits are laid out in the board approved policies in the Employee Handbook. When offering benefits, the Board will consider the overall compensation package for employees and the fiscal impact on the budget for any new policies.

The benefits package will be focused on creating a healthy work-life balance and be adopted based on creating benefits that are reflective of the various life stages and identities staff hold as well as reflecting years of service in the organization. Employees will be recognized for their years of service at the annual Staff Development Day. Awards will be given to employees for ten years of service and every five years thereafter.

When considering new benefits, the following will be taken into consideration:

- How does this contribute to staff work-life balance?
- What is the cost to the library to add this benefit?
- What is the cost (if any) to staff for this benefit?
- How many staff does this policy have the potential to benefit?
- How does this benefit reflect the values of the library?
- How does this benefit tie into the larger compensation package offered to staff?

Appendix C: Northbrook Public Library Pay Grade Assignments

Northbrook Public Library Pay Grade Assignments Based on a 35 Hour Workweek Effective: May 1, 2024

Pay Target increased 2.6% per HR Source 2024 Structure Adjustments - 11/7/2023

Pay Grade	FLSA	Position Title	Range Minimum 10% below target	Pay Target	Range Maximum 30% above target
ED	E	Executive Director	\$124,247	\$138,052	\$179,468
			\$68.27	\$75.85	\$98.61
M	E	Assistant Director	\$93,067	\$103,407	\$134,430
	E	Finance & Operations Director	\$51.14	\$56.82	\$73.86
	E	Human Resource Director			
L		No Jobs Evaluated	\$83,318	\$92,576	\$120,349
			\$45.78	\$50.87	\$66.13
K	E	Adult Services Department Manager	\$76,337	\$84,819	\$110,265
	E	Circulation Department Manager	\$41.94	\$46.60	\$60.59
	E	Events Production Department Manager			
	NE	Facilities Department Manager			
	E	Human Resources Manager			
	E	Maker Services Department Manager			
	E	Marketing and Communications Manager			
	E	Technical Services Department Manager			
	E	Youth Services Department Manager			
J		No Jobs Evaluated	\$67,861	\$75,401	\$98,021
			\$37.29	\$41.43	\$53.86
I	E	Adult Services Assistant Manager	\$60,326	\$67,029	\$87,137
	E	Circulation Assistant Manager	\$33.15	\$36.83	\$47.88
	E	Maker Services Assistant Manager			
	E	Technical Services Assistant Manager			
	E	Youth Services Assistant Manager			
H	NE	Adult Services Librarian	\$53,628	\$59,586	\$77,462
	NE	Adult Services Supervisor	\$29.47	\$32.74	\$42.56
	NE	Maker Services Maker Specialist			
	NE	Technical Services Cataloging Librarian			
	NE	Technical Services Librarian			
	NE	Youth Services Librarian			
G	NE	Events Production Specialist	\$47,915	\$53,239	\$69,211
	NE	Graphic Designer	\$26.33	\$29.25	\$38.03
	NE	Technical Services Supervisor			
F	NE	Circulation Coordinator	\$42,897	\$47,663	\$61,962
	NE	Executive & Human Resources Assistant	\$23.57	\$26.19	\$34.04
	NE	Staff Accountant			

Northbrook Public Library Pay Grade Assignments
Based on a 35 Hour Workweek Effective: May 1, 2024

Pay Target increased 2.6% per HR Source 2024 Structure Adjustments - 11/7/2023

Pay Grade	FLSA	Position Title	Range Minimum 10% below target	Pay Target	Range Maximum 30% above target
E	NE	Adult Services Assistant	\$38,403	\$42,670	\$55,471
	NE	Circulation Assistant	\$21.10	\$23.45	\$30.48
	NE	Facilities Assistant			
	NE	Marketing Assistant			
	NE	Technical Services Assistant			
	NE	Youth Services Assistant			
D	NE	Administration Security Monitor	\$34,381	\$38,201	\$49,661
	NE	Youth Services Program Assistant	\$18.89	\$20.99	\$27.29
C	NE	Adult Services Clerk	\$30,780	\$34,200	\$44,460
	NE	Circulation Clerk	\$16.91	\$18.79	\$24.43
	NE	Facilities Worker			
	NE	Technical Services Clerk			
B	NE	Circulation Shelver	\$27,556	\$30,618	\$39,803
	NE	Events Production Programming Aide	\$15.14	\$16.82	\$21.87
	NE	Youth Services Summer Reading Aide			

Notes from 2023 Benchmarking
manually slotted to adjust for equity; most positions moved up 1-2 grades
uses current salary ranges b/c they are higher than HR Source