

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

May 15, 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 Approval of the Agenda
- 4 Board Member Installation & Office Election – Board President
 - 4.1 New Trustee Appointment
 - 4.2 Oath of Office for Newly Elected and Appointed Trustees
 - 4.3 Presentation of Slate of Officers – Nominating Committee
 - 4.4 Election of Board Officers
 - 4.5 Appointment of Open Meetings Act Officer
 - 4.6 Recognition of Outgoing Board Members & Approval of Resolutions
- 5 15-minute Recess for Refreshments
- 6 Consent Agenda – Board President
 - 6.1 Approve Regular Session Minutes – April 17, 2025
 - 6.2 Approve Executive Session Minutes – April 17, 2025
 - 6.3 Approve Special Session Minutes – April 27, 2025
 - 6.4 Approve Executive Session Minutes – April 27, 2025
 - 6.5 Approve Cash Balances & Income Statement April 2025
 - 6.6 Approve Bills and Charges from April 2025 in the amount of \$1,492,054.45
 - 6.7 Approve Annual Tax Levy Letter to Village
 - 6.8 Review Closed Session Minutes (5 ILCS 120/2 (c)21)
- 7 Public Comments
- 8 Staff Reports – Ms. Kate Hall
 - 8.1 IMLS & ISL Funding – Ms. Kate Hall
 - 8.2 Summer Reading Presentation – Summer Reading Committee
- 9 Board Member Reports
- 10 Unfinished Business
- 11 New Business
 - 11.1 Statistics Dashboard Presentation – Mallory Edgar, Fifth Star Collection
 - 11.2 Park District Auditorium Usage Memorandum of Understanding
 - 11.3 4th of July Parade
- 12 Closed Session

13 Agenda Building

14 Adjourn

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

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

NORTHBROOK PUBLIC LIBRARY

CASH BALANCES

4/30/2025 - prior to audit

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	10,536,090.90	295,882.94	1,382,042.67	9,449,931.17
	Restricted	404,764.51	1,795.44	2,132.81	404,427.14
	IMRF	995,725.60	9,875.43	27,268.22	978,332.81
	Fica	148,586.28	8,620.80	25,659.43	131,547.65
	Total Operating	<u>\$12,085,167.29</u>	<u>\$ 316,174.61</u>	<u>\$1,437,103.13</u>	<u>\$10,964,238.77</u>
<u>Capital Improvement</u>		\$ 6,819,122.31	\$ 838,165.40	\$ 54,951.32	\$ 7,602,336.39
<u>Debt Service</u>		\$ 1,553.68			\$ 1,553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	247,649.19	(33,968.26)	1,553.68
PayPal	3,586.06	-	-
FBoFHP	251,678.14	-	-
Fifth Third - Checking/Money Market	10,452,716.77	7,635,720.28	-
US Bancorp	8,027.34	584.37	-
INB	106.27		
Petty Cash	475.00	-	-
Total	<u>\$ 10,964,238.77</u>	<u>\$7,602,336.39</u>	<u>\$ 1,553.68</u>

NB&T = Northbrook Bank & Trust

FBoFHP - First Bank of Highland Park

USB = US Bancorp

Northbrook Public Library
Income Statement
April 2025 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$24,646.83	(\$23,761.35)	\$8,010,866.50	\$8,145,414.88	\$8,446,880.00	96.43%
Replacement Tax	\$0.00	\$23,309.65	\$332,001.14	\$203,844.42	\$150,000.00	135.90%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$4,971.89	\$4,354.71	\$43,658.89	\$49,062.76	\$35,000.00	140.18%
Interest Income	(\$420.54)	\$4,746.02	\$55,397.14	\$71,265.04	\$20,000.00	356.33%
Other Income	\$4,521.06	\$282.43	\$25,412.46	\$11,076.89	\$100,000.00	11.08%
Total Undesignated Revenue	\$33,719.24	\$8,931.46	\$8,471,630.13	\$8,480,663.99	\$8,751,880.00	96.90%
Designated Revenue						
Gifts & Other Designated Income	(\$470,359.48)	\$938.37	\$107,966.96	\$868,413.46	\$600,000.00	144.74%
Designated Interest Income	\$1,678.60	\$857.07	\$10,673.48	\$10,727.95	\$0.00	0.00%
Total Designated Revenue	(\$468,680.88)	\$1,795.44	\$118,640.44	\$879,141.41	\$600,000.00	146.52%
Total Revenues	(\$434,961.64)	\$10,726.90	\$8,590,270.57	\$9,359,805.40	\$9,351,880.00	100.08%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$104,705.05	\$118,793.52	\$886,166.88	\$934,566.22	\$1,001,500.00	93.32%
Audio Visual	\$92,861.63	\$108,993.07	\$782,884.92	\$839,787.24		
Videos/DVDs	\$5,657.65	\$6,433.45	\$48,870.00	\$43,688.15		
Programs	\$6,185.77	\$3,367.00	\$54,411.96	\$51,090.83		
OCLC	\$5,162.57	\$3,647.73	\$89,539.82	\$85,927.40	\$112,000.00	76.72%
CCS Shared Costs	\$3,256.93	\$2,436.60	\$26,818.32	\$25,491.59	\$29,000.00	87.90%
CCS Shared Costs	\$6,225.36	\$5,837.59	\$75,471.46	\$71,036.73	\$76,000.00	93.47%
Total Materials & Services	\$119,349.91	\$130,715.44	\$1,077,996.48	\$1,117,021.94	\$1,218,500.00	91.67%
Human Resources						
General Salaries and Wages	\$345,687.29	\$335,242.26	\$4,159,276.55	\$4,295,081.97	\$4,597,000.00	93.43%
Maintenance Salaries & Wages	\$16,264.38	\$11,781.89	\$190,605.38	\$162,697.52	\$203,000.00	80.15%
Group Insurance	\$62,109.91	\$61,391.93	\$730,697.46	\$738,892.25	\$790,000.00	93.53%
Unemployment/Worker's Comp	\$1,048.00	\$0.00	\$25,070.04	\$23,320.23	\$24,000.00	97.17%
Staff Development	\$6,302.09	\$1,187.35	\$65,071.94	\$76,309.57	\$63,000.00	121.13%
Total Human Resources	\$431,411.67	\$409,603.43	\$5,170,721.37	\$5,296,301.54	\$5,677,000.00	93.29%

Northbrook Public Library
Income Statement
April 2025 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
Operating Costs						
Photocopy	\$290.26	\$276.37	\$20,888.55	\$19,052.65	\$19,000.00	100.28%
Office & Library Supplies	\$11,072.36	\$5,978.86	\$49,399.72	\$57,714.09	\$70,000.00	82.45%
Software	\$3,078.50	\$1,122.50	\$96,864.00	\$110,027.37	\$106,000.00	103.80%
Postage	(\$131.73)	\$0.00	\$17,657.50	\$16,410.37	\$20,000.00	82.05%
General Insurance	\$0.00	\$0.00	\$76,765.42	\$84,796.15	\$84,000.00	100.95%
Telephone/Internet	\$6,511.31	\$37.91	\$36,184.96	\$30,115.77	\$39,000.00	77.22%
Professional Services	\$10,205.83	\$11,854.23	\$382,263.20	\$439,829.83	\$434,000.00	101.34%
Furniture, Equipment	\$30,594.30	\$1,783.12	\$100,113.15	\$58,752.42	\$70,000.00	83.93%
Equipment Rental & Maintenance	\$1,219.45	\$0.00	\$43,087.86	\$40,011.87	\$46,000.00	86.98%
Community Relations	\$1,446.18	\$0.00	\$36,708.62	\$45,388.22	\$55,000.00	82.52%
Total Operating Costs	\$64,286.46	\$21,052.99	\$859,932.98	\$902,098.74	\$943,000.00	95.66%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$1,822.94	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$5,379.55	\$1,548.65	\$46,639.84	\$33,278.52	\$45,000.00	73.95%
Utilities	\$8,300.54	\$733.71	\$55,941.55	\$46,162.49	\$54,000.00	85.49%
Building Repairs	\$0.00	\$0.00	\$23,682.59	\$19,341.87	\$35,000.00	55.26%
Contracted Services	\$9,203.14	\$6,930.05	\$142,527.33	\$206,784.18	\$223,000.00	92.73%
Total Maintenance	\$22,883.23	\$9,212.41	\$270,614.25	\$307,479.88	\$360,000.00	85.41%
Other Expenses						
Recruiting	(\$10.00)	\$0.00	\$150.00	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$1,020.06	\$661.03	\$8,505.21	\$10,880.75	\$100,000.00	10.88%
Board Development	(\$2.88)	\$0.00	\$1,091.95	\$446.57	\$1,000.00	44.66%
Total Other Expenses	\$1,007.18	\$661.03	\$9,747.16	\$11,577.32	\$102,000.00	11.35%
Total Undesignated Expenses	\$638,938.45	\$571,245.30	\$7,389,012.24	\$7,634,479.42	\$8,300,500.00	91.98%
Designated Expenses						
Miscellaneous Designated Expenses	(\$430,819.26)	\$1,934.81	\$8,176.53	\$682,598.74	\$600,000.00	113.77%
Designated Materials Expense	\$185.42	\$0.00	\$1,163.99	\$1,385.93	\$0.00	0.00%
Designated Capital Expense	\$1,168.30	\$0.00	\$132,574.83	\$0.00	\$0.00	0.00%
Designated Program Expense	(\$21,604.00)	\$198.00	\$39,213.98	\$62,698.52	\$0.00	0.00%
Total Designated Expenses	(\$451,069.54)	\$2,132.81	\$181,129.33	\$746,683.19	\$600,000.00	124.45%
Transfers & Other Financing Uses						
Transfer to CIF	\$995,000.00	\$0.00	\$995,000.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$20,080.46	\$0.00	\$20,080.46	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$1,015,080.46	\$0.00	\$1,015,080.46	\$0.00	\$450,000.00	0.00%
Total Expenses	\$1,202,949.37	\$573,378.11	\$8,585,222.03	\$8,381,162.61	\$9,350,500.00	89.63%
NET SURPLUS/(DEFICIT)	(\$1,637,911.01)	(\$562,651.21)	\$5,048.54	\$978,642.79	\$1,380.00	

Northbrook Public Library
Income Statement
April 2025 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$1,289.69	(\$1,125.21)	\$419,184.71	\$385,724.20	\$400,000.00	96.43%
Property Tax Levy FICA	\$876.99	(\$787.65)	\$285,045.60	\$270,006.94	\$280,000.00	96.43%
Interest Income IMRF	\$5,486.64	\$0.00	\$5,577.91	\$706.23	\$2,000.00	35.31%
Interest Income FICA	\$772.78	\$0.00	\$834.84	\$494.36	\$500.00	98.87%
Total Undesignated Revenue	\$8,426.10	(\$1,912.86)	\$710,643.06	\$656,931.73	\$682,500.00	96.25%
Total Revenues	\$8,426.10	(\$1,912.86)	\$710,643.06	\$656,931.73	\$682,500.00	96.25%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$28,293.66	\$27,268.22	\$333,101.25	\$343,838.92	\$380,000.00	90.48%
Employer FICA	\$26,489.77	\$25,659.43	\$321,396.56	\$330,319.73	\$325,000.00	101.64%
Total Human Resources	\$54,783.43	\$52,927.65	\$654,497.81	\$674,158.65	\$705,000.00	95.63%
Total Undesignated Expenses	\$54,783.43	\$52,927.65	\$654,497.81	\$674,158.65	\$705,000.00	95.63%
Total Expenses	\$54,783.43	\$52,927.65	\$654,497.81	\$674,158.65	\$705,000.00	95.63%
NET SURPLUS/(DEFICIT)	(\$46,357.33)	(\$54,840.51)	\$56,145.25	(\$17,226.92)	(\$22,500.00)	

Northbrook Public Library
Income Statement
April 2025 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,322.47	\$3,118.13	\$31,287.99	\$41,029.38	\$20,000.00	205.15%
Other Income	\$0.00	\$50,000.00	\$0.00	\$75,000.00	\$0.00	0.00%
Total Undesignated Revenue	\$3,322.47	\$53,118.13	\$31,287.99	\$116,029.38	\$20,000.00	580.15%
 Transfers & Other Financing Sources						
Transfer from General fund	\$995,000.00	\$0.00	\$995,000.00	\$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	\$995,000.00	\$0.00	\$1,002,500.00	\$0.00	\$425,000.00	0.00%
 Total Revenues	\$998,322.47	\$53,118.13	\$1,033,787.99	\$116,029.38	\$445,000.00	26.07%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$54,951.32	\$331,568.40	\$414,143.47	\$885,000.00	46.80%
Professional Fees	\$120.00	\$0.00	\$7,767.50	\$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	\$120.00	\$54,951.32	\$339,335.90	\$418,074.43	\$985,000.00	42.44%
 Total Undesignated Expenses	\$120.00	\$54,951.32	\$339,335.90	\$418,074.43	\$985,000.00	42.44%
 Total Expenses	\$120.00	\$54,951.32	\$339,335.90	\$418,074.43	\$985,000.00	42.44%
 NET SURPLUS/(DEFICIT)	\$998,202.47	(\$1,833.19)	\$694,452.09	(\$302,045.05)	(\$540,000.00)	

Northbrook Public Library
Income Statement
April 2025 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$2,309.01	(\$2,133.26)	\$750,488.58	\$731,284.86	\$758,350.00	96.43%
Interest Income	\$0.00	\$0.00	\$163.40	\$1,338.91	\$0.00	0.00%
Total Undesignated Revenue	\$2,309.01	(\$2,133.26)	\$750,651.98	\$732,623.77	\$758,350.00	96.61%
Transfers & Other Financing Sources						
Transfer from General Fund	\$20,080.46	\$0.00	\$20,080.46	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$20,080.46	\$0.00	\$20,080.46	\$0.00	\$0.00	0.00%
Total Revenues	\$22,389.47	(\$2,133.26)	\$770,732.44	\$732,623.77	\$758,350.00	96.61%
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)	\$22,389.47	(\$2,133.26)	\$9,257.51	(\$25,785.95)	\$0.00	

APRIL 2025 FINANCIAL SUMMARY

Please note: This year-end income statement is not yet finalized. It reflects actual expenditures recorded on a cash basis and does not include accruals.

Total General Fund revenues collected to date: \$9,359,805, budget difference include:

- Property Taxes: 96.43% of property taxes have been collected.
- Replacement Taxes: Actual receipts have exceeded the budgeted amount. The budget estimate was conservative. Receipts are higher than expected due to recent legislative changes. This revenue is collected by the State of Illinois and distributed to local governments to replace funds lost when their authority to levy personal property taxes on corporations, partnerships, and other business entities was eliminated.
- Fines, Fees, and Rentals: Actual receipts were higher than projected during the budget process. The breakdown is as follows:
 - 19% from fines and lost/replacement item collections
 - 52% from non-resident fees
 - 29% from copy machine collections
- Interest Income: Actual receipts have exceeded the conservative budget estimate.
- Designated Revenue: Collections have surpassed the conservative budget. A majority of this revenue is associated with *Illinois Library Presents*.

Total General Fund expenditures to date are \$8,381,163, budget difference include:

- Programming:
 - *Library-Wide*: Under budget due to unused funds
 - *Adult Services*: Spending is on target with the budget
 - *Maker Services*: Under budget due to staff shortages, the training of new staff and difficulty securing contractors for sewing programs.
 - *Young Adult*: Spending is on target with the budget.
 - *Youth Services*: Under budget due to staff shortages, which required prioritization of essential services over new program development.

APRIL 2025 FINANCIAL SUMMARY

- OCLC: Under budget as more libraries joined the consortium, reducing overall costs.
- Maintenance Salaries & Wages: Under budget due to the department not being fully staffed since July 2024.
- Staff Development: Over budget due to higher-than budgeted spending on Staff Development Day and Tuition Reimbursement.
- Office & Library Supplies: Under budget due to cost-conscious purchasing.
- Software: Over budget due to the unanticipated addition of ADP and Flexspring payroll software during the fiscal year.
- Postage: Under budget, costs came in lower than the conservative budget estimate.
- Telephone/Internet: Under budget due to the annual internet expense not yet being booked as a accrual.
- Furniture & Equipment: Under budget due to staffing shortages and prioritizing essential tasks over fixed asset purchasing.
- Vehicle Expense: Under budget due to reduced usage and fewer necessary repairs.
- Janitorial Supplies: Under budget. Without a full-time facilities manager, some maintenance tasks were outsourced, shifting costs, and cost-conscious purchasing.
- Building Repairs: Under budget as repair expenses were recorded to the Capital Improvement Fund (CIF).
- Recruiting: Under budget due to us of no-cost options for job postings.
- Board Development: Under budget, costs came in lower than the conservative budget estimate.
- Miscellaneous Designated Expenses: Over budget because Illinois Library Presents (ILP) grant-related expenses were paid in August to ensure timely use of funding.

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of April 2025

Operating Funds

Library Claims List	\$	178,295.96
Librarian's Claims List	\$	9,565.52
Payroll	\$	333,191.64
Fica/IMRF	\$	52,927.65
ACH to IPBC	\$	77,640.11
ACH to ADP	\$	434.98
Transfer to CIF	\$	785,047.27
Total Operating Funds	\$	<u>1,437,103.13</u>

Capital Improvement Fund

Claims List	\$	54,951.32
	\$	<u>54,951.32</u>

Debt Service Fund

Grand Total Library	\$	<u><u>1,492,054.45</u></u>
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26787	3/31/2025	VOID - Village of Northbrook	\$ (225.00)	Check voided in April
26790	4/16/2025	Comcast	\$ 4,211.04	Annual Payment - Telephone
26791	4/16/2025	First Bankcard	\$ 8,874.37	Monthly Payment - Supplies
26792	4/16/2025	Harris Kal Productions	\$ 695.00	Annual Payment - Staff Development Day
26793	4/16/2025	Midwest Tape LLC	\$ 8,000.00	Annual Payment - Hoopla Deposit
26794	4/16/2025	Waste Management North	\$ 733.71	Monthly Payment - Utilities
26795	4/30/2025	Ancel Glink P.C.	\$ 2,561.25	Monthly Payment - Professional Fees
26796	4/30/2025	Baker & Taylor	\$ 23,392.53	Monthly Payment - Materials
26797	4/30/2025	Best Quality Cleaning	\$ 5,808.43	Monthly Payment - Contracted Services
26798	4/30/2025	Children's Plus Inc	\$ 14,207.50	Monthly Payment - Materials
26799	4/30/2025	Cintas	\$ 775.79	Monthly Payment - Janitorial Supplies
26800	4/30/2025	Cooperative Computer Service	\$ 23,062.59	Quarterly Payment- CCS & OCLC
26801	4/30/2025	Fifth Star Collective, PLLC	\$ 6,937.50	Monthly Payment - Professional Fees (2 months)
26802	4/30/2025	Ingram Library Services	\$ 11,712.61	Monthly Payment - Materials
26803	4/30/2025	Midwest Tape LLC	\$ 8,089.76	Monthly Payment - Materials
26804	4/30/2025	Overdrive	\$ 44,677.84	Monthly Payment - Materials
26805	4/30/2025	Showcases	\$ 758.16	Monthly Payment - Supplies

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26806	4/30/2025	Uline	\$ 1,323.13	Annual Payment - Fixed Assets
26807	4/30/2025	Vis-O-Graphic, Inc.	\$ 1,336.35	Annual Payment - Programming
26808	4/30/2025	Amazon Capital Services	\$ 9,265.17	Monthly Payment - Supplies
26809	4/30/2025	Gale/Cengage Learning Inc.	\$ 1,124.41	Monthly Payment - Materials
26810	4/30/2025	It's Impressive LLC	\$ 973.82	Annual Payment - Programming - Reading Programs

\$ 178,295.96

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

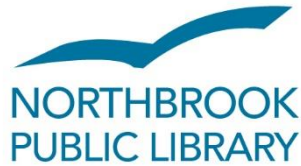
Transaction Number	Transaction Date	Vendor	Amount
54561 - 54570		VOID	
54571	04/16/2025	Anthony Altieri	\$ 26.76
54572	04/16/2025	American Library Association, Membership	\$ 210.00
54573	04/16/2025	Arlington Heights Memorial Library	\$ 25.00
54574	04/16/2025	B&H Photo-Video	\$ 140.96
54575	04/16/2025	Chicago Tribune	\$ 446.99
54576	04/16/2025	Deaf Services Unlimited	\$ 409.50
54577	04/16/2025	Dillon Reporting Service Inc.	\$ 155.00
54578	04/16/2025	Garvey's Office Products	\$ 1.98
54579	04/16/2025	Illinois Heartland Library System-OCLC	\$ 55.78
54580	04/16/2025	Illinois Library Association	\$ 350.00
54581	04/16/2025	Indian Trail Library District	\$ 42.00
54582	04/16/2025	Kindermusik International	\$ 208.85
54583	04/16/2025	Minh Le	\$ 500.00
54584	04/16/2025	Lechner Services	\$ 116.80
54585	04/16/2025	Rachel Murguia	\$ 225.00
54586	04/16/2025	Ocooch Hardwoods	\$ 117.10
54587	04/16/2025	Laurie Prioletti	\$ 48.72
54588	04/16/2025	Reaching Across Illinois Library System	\$ 568.00
54589	04/16/2025	Todd Rowan	\$ 9.98
54590	04/16/2025	Runco Office Supply	\$ 148.91
54591	04/16/2025	SenSource	\$ 393.00
54592	04/16/2025	Sunset Food Mart, Inc.	\$ 18.97
54593	04/16/2025	Village of Northbrook	\$ 225.00
54594	04/16/2025	Yami Vending Inc.	\$ 281.46
54595	04/30/2025	AARP	\$ 20.00
54596	04/30/2025	American Acrylics	\$ 72.01

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

Transaction Number	Transaction Date	Vendor	Amount
54597	04/30/2025	Aquatic Works LTD	\$ 185.00
54598	04/30/2025	Bayscan Technologies	\$ 360.75
54599	04/30/2025	Folding Partition Services, Inc.	\$ 565.00
54600	04/30/2025	Freeman Pictures, Inc.	\$ 100.00
54601	04/30/2025	Illinois Library Association	\$ 250.00
54602	04/30/2025	Image Specialties of Glenview, Inc.	\$ 28.00
54603	04/30/2025	Lechner Services	\$ 58.40
54604	04/30/2025	Amanda Lopez	\$ 15.03
54605	04/30/2025	North American Corp of Illinois	\$ 404.78
54606	04/30/2025	Northbrook Hardware	\$ 173.79
54607	04/30/2025	Krista Paradiso	\$ 16.99
54608	04/30/2025	Olga Rudiak	\$ 200.00
54609	04/30/2025	Sony Pictures Classics Lockbox	\$ 600.00
54610	04/30/2025	Staples	\$ 187.95
54611	04/30/2025	Swank Motion Pictures Inc.	\$ 396.00
54612	04/30/2025	Today's Business Solutions, Inc.	\$ 276.37
54613	04/30/2025	Tsai Fong Books, Inc.	\$ 250.72
54614	04/30/2025	VSP of Illinois, NFP	\$ 396.95
54615	04/30/2025	Baker & Taylor	\$ 282.02
			<u>\$ 9,565.52</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1931	04/30/25	TK Elevator	54,951.32	Elevator Modernization Project & Victaulic Repair
			<u>54,951.32</u>	



May 15, 2025

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

Dear Steve,

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

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

The FY2027 levy for the Library is expected to at least equal the 2025 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

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

Kate Hall
Executive Director

cc: Anna Amen, Finance & Operations Director

NORTHBROOK PUBLIC LIBRARY

BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS MAY 2025

A. Closed Session Minutes to Review

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

Date	Reason	Recommendation
4/20/2023	Executive Director Annual Review	Release
5/18/2023	Board Meeting Trustee Safety	Release
6/15/2023	Salary Benchmarking	Release
7/20/2023	Review Salary Schedule Update on Banned Patrons	Release
8/17/2023	Trustee Vacancy HVAC Chiller Repairs	Release
9/21/2023	Trustee Vacancy HVAC Chiller Repairs Library Safety & Security	Release
10/9/2023	Trustee Interviews	Release

Motion: To approve the release of the April 20, 2023, May 18, 2023, June 15, 2023, July 20, 2023, August 17, 2023, September 21, 2023 and October 9, 2023 executive session minutes.

B. Closed Session Recordings to Review

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

Date	Reason	Eligible for Destruction
4/20/2023	Executive Director Annual Review	11/2024
5/18/2023	Board Meeting Trustee Safety	12/2024
6/15/2023	Salary Benchmarking	1/2025
7/20/2023	Review Salary Schedule Update on Banned Patrons	2/2025
8/17/2023	Trustee Vacancy HVAC Chiller Repairs	3/2025
9/21/2023	Trustee Vacancy HVAC Chiller Repairs Library Safety & Security	4/2025
10/9/2023	Trustee Interviews	4/2025

Motion: To destroy the verbatim recordings of closed session meetings from April 20, 2023, May 18, 2023, June 15, 2023, July 20, 2023, August 17, 2023, September 21, 2023 and October 9, 2023.

Director's Report

May 2025

Agenda Items

4 Board Member Installation & Office Election

As we do every two years, we will be swearing in the newly elected trustees. This May we also have the appointment of a new trustee due to the trustee vacancy. We will be pausing at the end of this agenda section to celebrate the new trustees and say farewell to the outgoing board members with some light refreshments. Pictures will likely be taken.

- 4.1 New Trustee Appointment
- 4.2 Oath of Office for Newly Elected and Appointed Trustees
- 4.3 Presentation of Slate of Officers – Nominating Committee
- 4.4 Election of Board Officers
- 4.5 Appointment of Open Meetings Act Officer
- 4.6 Recognition of Outgoing Board Members & Approval of Resolutions

6 Consent

- 6.7 Approve Annual Tax Levy Letter to Village

Each year we provide the village with an approximate amount for the levy that the board will pass in the fall. We always go with the 2024 aggregate budget which gives us a ceiling that we will not exceed. There is a letter in the packet that will be sent to the village after the board's review.

- 6.8 Review Closed Session Minutes (5 ILCS 120/2 (c)21)

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

8 Staff Reports

- 8.1 IMLS & ISL Funding – Ms. Kate Hall

I will be sharing updates on what is going on with federal funding and updates from the State Library on this concern.

8.2 Summer Reading Presentation – Summer Reading Committee

A member of the Summer Reading Committee will be joining the meeting to share this year's theme and talk about what we have planned for this summer's program.

11 New Business

11.1 Statistics Dashboard Presentation – Mallory Edgar, Fifth Star Collection

Mallory Edgar the Data Analyst we have been working with on creating a data dashboard will be coming to give a presentation to the board on the dashboard.

11.2 Park District Auditorium Usage Memorandum of Understanding

Kelly Durov will introduce in a verbal report an MOU we are working on developing in partnership with the Park District. No action is needed on this.

11.3 4th of July Parade

It is time to talk about the annual 4th of July Parade and what the board would like to do in terms of your participation.

13 Agenda Building

Park District Auditorium Usage Memo of Understanding

Update FOIA Policy

Approve new Bank Resolutions for Board Officers

Review Executive Director Succession Plan and update if needed

Board News & Reminders

LACONI Trustee Banquet May 30 6-9pm

The LACONI Trustee Banquet on May 30 from 6-9pm at the Nineteenth Century Charitable Association in Oak Park brings together trustees from across northern Illinois to celebrate LACONI's accomplishments and further their mission of providing continuing education for library professionals at all levels and networking opportunities for library trustees. Learn more here: <https://www.laconi.net/trustee-banquet-1> . If you would like to attend, please let Kate know asap.

Schaumburg Township District Library Visit

Schaumburg has asked that we look at July and Jennifer will be sending out dates to the board to determine when we can visit Schaumburg.

Room Rental Review Policy

As we discussed back in January and February, we are going to engage in a review of our Room Rental policy. I am working on putting together an interest form for community members and will be asking board and staff members about their interest in serving on the committee to review the policy. We will be working

Updates

Connect with Our Community

During my leave this month, Kelly filled in and continued preparing for the April Board meeting. She also worked with Board President Stacy Oliver and Jennifer McGee on the Trustee Appointment process, with the new Trustee selected on 4/27 to be sworn in at the May Board meeting. Kelly did a fantastic job taking the helm while I was out and I want to commend her on the smooth sailing for library operations in April.

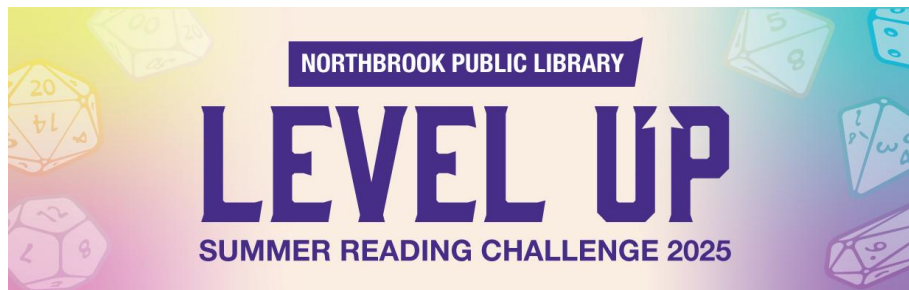
We hosted students for Student Government Day on April 14, and Kelly attended a new daycare, Celebree School, Ribbon Cutting on April 7. They are collecting books to donate to the library as part of their grand opening efforts.

The new Little Free Library at Williamsburg Square Park was installed by the Park District. Linda is working with Park District staff to announce the new Little Free Library. Library volunteers will bring books donated by the Friends to that library as well as the other 7 we currently supply books to. Our Teen Advisory Board painted the Little Free Library as one of their service projects this winter.



Adult Services librarian, Debbie Siegel, and Circulation clerk, Sue Schmidt, represented the library at The Annual Health & Wellness Expo at The Lodge. They registered patrons for library cards and enrolled them in the Home Delivery program. Participants were very complimentary about library services, including the Books on Wheels program.

Programs



The Reading Programs Committee is getting ready for our summer challenge starting June 1. Readers can "Level Up" and earn prizes, including a book for kids and hats for all ages. Things will kick off with a weeklong codebreaking activity. Throughout the summer, Youth Services will offer drop-in board games, chess, and more fun activities. Adults can complete a timeline quiz to win a Chronology card game.

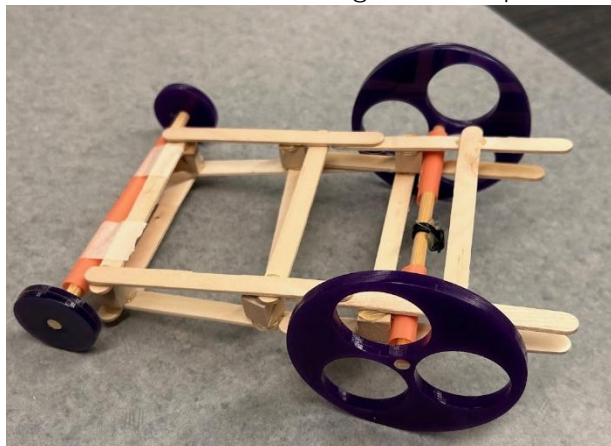
Everyone is invited to sign up online or in person. Participants who already have a Beanstack account can start tracking their reading right away on Sunday, June 1.

Events Production had a significant partnership month, helping with Financial Fitness Month (3 webinars), Italian Film Festival, GBN Entrepreneur Pitch Night, Baker and Taylor's TitleTalks, Illinois Libraries Present, and a governmental room booking.

On April 9th, Assistant Manager Michelle Mistalski led a program to teach patrons how to use different hand-stitching techniques to create their own plush goose. Patrons who attended the program had fun seeing how each of their plushies were coming together and shared their experiences with hand sewing.



Maker Specialist Eric Flowers taught the *Rubber Band Powered Cars (Grade 3-5)* program. Nine 3rd-5th grade students participated in this workshop to build and test their cars. All took the time to be social with each other, asked good clarifying questions, and did troubleshooting on a couple challenges along the way! The kids took their projects



home and a couple asked me about good alternative materials for wheels and things that they could use to make similar cars at home. One girl was very pleased because she finally had a car the right size to fit a doll of hers on.

In order to offer some variety in scheduling classical concerts, Adult Services Asst. Manager, Lev Kalmens, hosted our first Tuesday afternoon classical concert on April 22. We also offered an informal reception/performer meet and greet after the concert to offer patrons the opportunity to connect with our performer and other concert attendees. The pianist, Natasha Stojanovska, was very gracious with her time and spent about 45 minutes talking with patrons after the concert.

Adult Services Librarian, Bill Pekara, has been conducting interviews for Northbrook Voices the oral history archive done in collaboration with the Northbrook Historical Society. Bill recently interviewed Debbie Stoery who left the comments regarding Bill's involvement "I really appreciate your devotion to this history project and giving Northbrook residents the opportunity to share their memories. But I also appreciate the opportunity to get to know you and to understand the tremendous value that you bring to the library and all of Northbrook!"

Adult Services Librarian, Lori Siegel, led a small group tour of the library for residents of Axelson (Assisted Living facility of Covenant Living). Residents really enjoy visiting the library, especially looking at the artwork. They were amazed by the Library of Things and Collaboratory and checked out some Large Print books. They really appreciated the outing.

Amanda Lopez did storytime outreach for 28 students at the Sunshine Preschool on April 1. The YS staff led Spring Storytime session concluded on April 17. Youth Services has 1322 patrons across the 30 storytime programs.

The Chess Club program for kindergarten through 6th grade continues to be popular with registration consistently filling shortly after it opens. More Chess programs are being planned and scheduled to accommodate demand.

On Sunday, April 6, the library hosted the biannual Accessibility Hour. This supported program has the library open an hour early for patrons with disabilities.

Collections

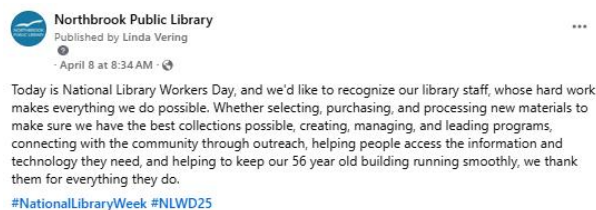
Technical Services has been busy with year-end ordering, with 3,269 items brought in during April. Despite B&T backorder issues, the receiving tables were empty at close of business on April 30th.

Adult Services Librarian, Joe Nava, started digitizing at the Historical Society archive as part of our partnership with the Northbrook Historical Society. We are working to help them digitize more items so they can be made available to a wider audience.

Social Media

Marketing

The Marketing team displayed and promoted our partnership with the Village's Student Government Day by posting a photo of the four 8th graders who met with Library staff to discuss their roles, and attended a behind-the-scenes tour to gain a better understanding of how the library functions.



Another popular social media post promoted our partnership with the Northbrook Garden Club with a post that featured members standing in front of the colorful and informative display cases.



The Marketing

team commemorated National Library Workers Day with a post that celebrated the hard work that staff does to support the community.



Build an Inclusive Culture

Our Human Resources team coordinated the Open Enrollment meetings for full-time staff that took place on May 1, working with our Benefits Consultant from IPBC, ordering benefit materials, and managing the transition from a stand-alone VSP plan to the IPBC pool.

Personnel

Hires

Catherine Garcia, regular part-time Marketing Assistant joined effective April 8. replacement We have contracted with ABM and have a new Building Engineer, Jason Haleck, who will start on 5/8/25. We are excited to finally have someone who will be overseeing the building and are looking forward to onboarding him into his new role.

Departures

Diane Raucci, part-time substitute Circulation Assistant, resigned effective April 22. Maggie Thomann, part-time seasonal Librarian resigned effective April 30.

Continuing Education

Kelly and Kate submitted a proposal to present at the ILA annual conference to discuss considerations from our September-March room booking experience along with Julie Tappendorf, Stacy Oliver, and Holly Bartecki.

For Staff Development Day, Joyce Hagen-McIntosh from the American Library Association's Freedom to Read Foundation and Executive Director of La Grange Public Library Jennifer Hovanec will present on Intellectual Freedom. The EDI Committee will lead breakout sessions afterwards to discuss the ideas presented. We will also be learning about AI, talking about how we can be more inclusive in serving people with disabilities, and engaging in some team building activities.



Youth Services hosted the Baker & Taylor CATS Fall/Winter TitleTalks for area libraries with around 130 attendees, 2 author talks/signings, and 9 publisher presentations. This gives staff an opportunity to learn about upcoming book releases and connect with other librarians.

Laurie Prioletti, HR Manager, attended the Altogether HR 2025 Conference and gained some valuable insights from the general session - Communication Techniques to Transform Your

Relationships and the Mental Health Matters: Workplace Grief breakout session.

Create Spaces to Belong

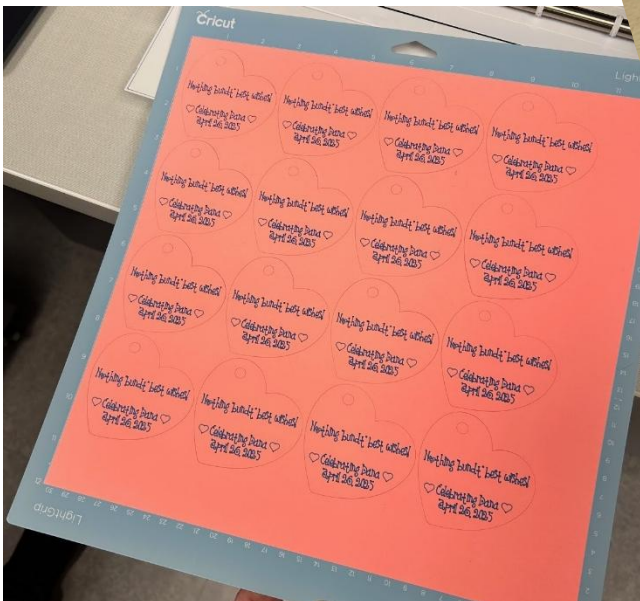
The Digital Media Lab repairs were completed and damaged equipment was replaced, allowing us to re-open it to the public on April 23rd. This was particularly timely as a Northbrook resident and library card holder who recently appeared on Shark Tank attributed part of his success to our Digital Media Lab, which he used to help create his video application for the show. (A photo taken of Northbrook resident and entrepreneur, Ari Siegel in the newly refreshed Digital Media Lab in the Collaboratory, where he created his videos for his Shark Tank application.)



Maker Specialist Daniel Choi helped a family turn a book they had purchased, "Something to Hide," into a fun project. They hollowed out the inside of the book before their visit and wanted to make a box out of wood as an insert for the book. Daniel showed them how to use a box generator for the laser to fit in an insert made out of wood inside the book. They plan to add felt to bring the edges together.



Two women came to the Collaboratory one morning looking for ideas to label some little gifts for a pre-wedding event. Maker Specialist Eric Flowers helped them workshop several ideas and test different papercraft florals etc. In the end they made this set of tags with the Cricut. It was great to see them use the space to get ideas and test out options they were unsure of, and accomplish something even in the limited time frame of one morning.

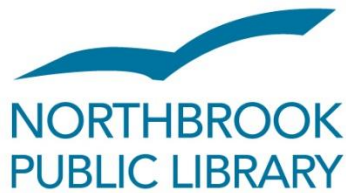


The Interactive Classroom and Youth Services Activity Room had improvements made to enhance the users' experience with new projectors, Barco Clickshare, ceiling speakers, and wall plates. We are also upgrading the Civic Room with a new Barco Clickshare.

Our elevator modernization project continues to progress, with the second elevator passing inspection in April 2025. We've found a solution for staff elevator key locks, and keyless access controls were ordered with installation being coordinated with TK Elevator for May 2025.

Kate Hall, Executive Director

Date of	Comment	Response
4/6/2025	<p>RE: Citizens Forum on Zoom</p> <p>Just wondering why the participants are all Democrats....??? No Republicans are interested in "conversation"?</p>	<p>Event Description: Citizens Forum: Conversation with State Officials (Online) Monday, April 14, 7:00-8:30pm, Zoom</p> <p>Join State Senators Laura Fine and Julie Morrison, State Representative Tracy Katz Muhl, and Stacy Rudd, Outreach Director for Rep. Jennifer Gong-Gershowitz on Zoom for a discussion and Q&A session. In partnership with other area libraries.</p> <p>Response to question: Thank you for your question about the Citizens Forum and how the speakers were chosen. This forum was coordinated by the League of Women Voters in partnership with the Northbrook, Glenview, and Glencoe Public Libraries. The goal is to give constituents an opportunity to hear directly from their elected state officials about current issues and legislation in Springfield. The officials who were invited represent the state legislative districts that include Northbrook, Glenview, and Glencoe. At this time, all of those positions are held by Democrats. These are the elected officials who serve this area and who were available to participate or send a representative. If those positions were held by Republicans, they would have been invited in the same way. We welcome and value civic engagement, and we appreciate your interest in seeing a diversity of viewpoints represented. We've shared your concern with the event's co-sponsors. I hope that this answers your question and I am happy to talk more if you would like to connect by phone this week.</p>
4/2/2025	<p>Hi! I had to do some specific tasks my computer that caused both your librarian and me to be creative. He spent the time with me to do what I needed to accomplish. He was patient and kind. Thank you</p>	<p>Thank you very much for your feedback! I'm glad that you had a good experience at the Reference Desk. I will be sure to pass along your kind words to staff.</p>



Memorandum

DATE: May 7, 2025

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: 4th of July

The Village and Park District have sent out information about the 4th of July Parade.

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

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

Last year we walked and had a bubble machine and had a strong board and staff turnout. In 2023, we elected not to participate in the parade and there was no parade in 2020, 2021, or 2022. Prior to 2020, we did everything from renting a float that was already decorated to decorating the library vehicle and having the bubble machine blow bubbles out of the SUV.

We typically have about 15-20 people including board, staff, and teen volunteers walking in the parade. We have never made participation a requirement for staff, and we still would not require it. Staff are given additional time off and paid for their time if they volunteer to walk.

The board needs to discuss what you would like your involvement to be this year.