

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

April 18, 2024 | 7:30 p.m.  
Northbrook Public Library | Civic Room

<https://youtube.com/live/ZFEi3YL9cfA?feature=share>

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – March 21, 2024
  - 3.3 Approve Executive Session Minutes – March 21, 2024
  - 3.4 Approve Cash Balances & Income Statement March 2024
  - 3.5 Approve Bills and Charges from March 2024 in the amount of \$669,650.81
  - 3.6 Approve Transfer of Funds to Debt Service and CIF
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Strategic Plan Adoption
  - 7.2 Executive Director Evaluation (closed session)
- 8 New Business
  - 8.1 Automated Material Handler Reconfiguration
  - 8.2 Review Facility Master Plan
  - 8.3 Approve FY25 Board Meeting Schedule
- 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.
- 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  
3/31/2024**

	<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>				
General	9,353,305.01	3,455,457.01	606,275.79	12,202,486.23
Restricted	286,952.19	6,659.13	4,030.26	289,581.06
IMRF	849,046.96	164,565.65	30,276.31	983,336.30
Fica	116,214.77	111,904.64	28,168.45	199,950.96
Total Operating	<u>\$10,605,518.93</u>	<u>\$3,738,586.43</u>	<u>\$ 668,750.81</u>	<u>\$13,675,354.55</u>
<b>Capital Improvement</b>	\$ 4,479,124.65	\$ 2,465.39	\$ 900.00	\$ 4,480,690.04
<b>Debt Service</b>	\$ 2,813.40			\$ 2,813.40

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	22,516.92	8,455.44	2,813.40
PayPal	1,587.37	-	-
FBofHP	239,271.59	-	-
Fifth Third - Checking/Money Market	13,408,534.10	4,471,680.44	-
US Bancorp	2,857.49	554.16	-
INB	112.08		
Petty Cash	475.00	-	-
Total	<u>\$ 13,675,354.55</u>	<u>\$4,480,690.04</u>	<u>\$ 2,813.40</u>

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

**Northbrook Public Library**

**Income Statement**

3/31/24

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	(\$1,834.75)	\$0.00	\$7,495,582.94	\$7,986,219.67	\$7,959,560.00	100.33%
Replacement Tax	\$194,677.72	(\$72,261.29)	\$371,180.73	\$332,001.14	\$150,000.00	221.33%
Impact Fees	\$0.00	\$0.00	\$5,525.32	\$4,294.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,715.03	\$3,149.21	\$35,893.03	\$38,687.00	\$35,000.00	110.53%
Interest Income	\$4,367.53	\$6,128.55	\$26,521.30	\$55,817.68	\$20,000.00	279.09%
Other Income	\$51.00	\$1,938.96	\$27,492.71	\$20,891.40	\$100,000.00	20.89%
<b>Total Undesignated Revenue</b>	<b>\$200,976.53</b>	<b>(\$61,044.57)</b>	<b>\$7,962,196.03</b>	<b>\$8,437,910.89</b>	<b>\$8,264,560.00</b>	<b>102.10%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$83,665.67	\$5,771.36	\$427,225.04	\$578,326.44	\$400,000.00	144.58%
Designated Interest Income	\$688.22	\$987.79	\$2,695.38	\$8,994.88	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$84,353.89</b>	<b>\$6,759.15</b>	<b>\$429,920.42</b>	<b>\$587,321.32</b>	<b>\$400,000.00</b>	<b>146.83%</b>
<b>Total Revenues</b>	<b>\$285,330.42</b>	<b>(\$54,285.42)</b>	<b>\$8,392,116.45</b>	<b>\$9,025,232.21</b>	<b>\$8,664,560.00</b>	<b>104.16%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$57,888.01	\$64,980.97	\$705,091.23	\$690,023.29		
Audio Visual	\$3,744.21	\$5,601.29	\$45,480.59	\$43,212.35		
Videos/DVDs	\$5,546.16	\$6,695.92	\$54,188.87	\$48,226.19		
Programs	\$9,384.91	\$8,542.28	\$64,145.26	\$84,377.25	\$103,150.00	81.80%
OCLC	\$31.04	\$60.78	\$23,481.90	\$23,561.39	\$29,000.00	81.25%
CCS Shared Costs	\$0.00	\$0.00	\$71,901.69	\$69,246.10	\$76,000.00	91.11%
<b>Total Materials &amp; Services</b>	<b>\$76,594.33</b>	<b>\$85,881.24</b>	<b>\$964,289.54</b>	<b>\$958,646.57</b>	<b>\$1,152,150.00</b>	<b>83.21%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$353,672.08	\$361,379.50	\$3,580,814.46	\$3,813,589.26	\$4,311,000.00	88.46%
Maintenance Salaries & Wages	\$16,193.69	\$18,472.21	\$157,358.86	\$174,341.00	\$189,000.00	92.24%
Group Insurance	\$56,534.89	\$62,497.59	\$617,539.85	\$668,587.55	\$750,000.00	89.15%
Unemployment/Worker's Comp	\$2,636.76	\$2,357.61	\$24,264.71	\$24,022.04	\$23,000.00	104.44%
Staff Development	\$8,382.39	\$1,944.91	\$50,437.72	\$58,769.85	\$61,000.00	96.34%
<b>Total Human Resources</b>	<b>\$437,419.81</b>	<b>\$446,651.82</b>	<b>\$4,430,415.60</b>	<b>\$4,739,309.70</b>	<b>\$5,334,000.00</b>	<b>88.85%</b>

**Northbrook Public Library**

**Income Statement**

3/31/24

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>Operating Costs</b>						
Photocopy	\$1,256.96	\$457.48	\$24,698.87	\$20,598.29	\$24,000.00	85.83%
Office & Library Supplies	\$6,954.51	\$2,497.66	\$54,924.83	\$38,327.36	\$70,000.00	54.75%
Software	\$13,223.93	\$5,827.80	\$83,399.31	\$93,785.50	\$108,000.00	86.84%
Postage	\$464.47	(\$385.69)	\$18,041.65	\$17,789.23	\$20,000.00	88.95%
General Insurance	\$6,108.75	\$1,536.25	\$71,157.94	\$76,765.42	\$79,000.00	97.17%
Telephone/Internet	\$33.74	\$34.93	\$29,925.08	\$29,673.65	\$39,000.00	76.09%
Professional Services	\$26,920.28	\$18,682.85	\$300,095.67	\$372,057.37	\$402,000.00	92.55%
Furniture, Equipment	\$2,241.00	\$2,943.83	\$44,697.48	\$69,518.85	\$96,000.00	72.42%
Equipment Rental & Maintenance	\$7,815.34	(\$1,407.34)	\$46,051.14	\$41,868.41	\$43,000.00	97.37%
Community Relations	\$1,622.83	\$50.40	\$37,008.85	\$35,262.44	\$55,000.00	64.11%
<b>Total Operating Costs</b>	<b>\$66,641.81</b>	<b>\$30,238.17</b>	<b>\$710,000.82</b>	<b>\$795,646.52</b>	<b>\$936,000.00</b>	<b>85.01%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$59.40	\$737.69	\$1,822.94	\$3,000.00	60.76%
Janitorial Supplies	\$4,896.62	\$5,042.40	\$37,848.77	\$41,260.29	\$45,000.00	91.69%
Utilities	\$4,732.82	\$4,258.03	\$42,231.30	\$47,641.01	\$54,000.00	88.22%
Building Repairs	\$0.00	\$5,615.09	\$37,706.63	\$23,682.59	\$35,000.00	67.66%
Contracted Services	\$9,475.19	\$2,579.81	\$130,807.66	\$133,324.19	\$153,000.00	87.14%
<b>Total Maintenance</b>	<b>\$19,104.63</b>	<b>\$17,554.73</b>	<b>\$249,332.05</b>	<b>\$247,731.02</b>	<b>\$290,000.00</b>	<b>85.42%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$420.00	\$160.00	\$1,000.00	16.00%
Contingency & Misc Exp	\$799.26	\$641.08	\$8,352.21	\$7,485.15	\$100,000.00	7.49%
Board Development	\$326.75	\$50.54	\$522.86	\$1,094.83	\$500.00	218.97%
<b>Total Other Expenses</b>	<b>\$1,126.01</b>	<b>\$691.62</b>	<b>\$9,295.07</b>	<b>\$8,739.98</b>	<b>\$101,500.00</b>	<b>8.61%</b>
<b>Total Undesignated Expenses</b>	<b>\$600,886.59</b>	<b>\$581,229.82</b>	<b>\$6,363,333.08</b>	<b>\$6,750,286.03</b>	<b>\$7,813,650.00</b>	<b>86.39%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$3,976.06	\$974.67	\$226,167.10	\$438,995.79	\$400,000.00	109.75%
Designated Materials Expense	\$0.00	\$110.10	\$1,533.40	\$978.57	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$363.76	\$131,406.53	\$0.00	0.00%
Designated Program Expense	\$6,711.48	\$3,045.49	\$64,161.64	\$60,817.98	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$10,687.54</b>	<b>\$4,130.26</b>	<b>\$292,225.90</b>	<b>\$632,198.87</b>	<b>\$400,000.00</b>	<b>158.05%</b>
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$611,574.13</b>	<b>\$585,147.84</b>	<b>\$6,655,558.98</b>	<b>\$7,382,272.66</b>	<b>\$8,663,650.00</b>	<b>85.21%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$326,243.71)</b>	<b>(\$639,433.26)</b>	<b>\$1,736,557.47</b>	<b>\$1,642,959.55</b>	<b>\$910.00</b>	

**Northbrook Public Library**

**Income Statement**

3/31/24

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	(\$102.05)	\$0.00	\$416,911.75	\$417,895.02	\$425,000.00	98.33%
Property Tax Levy FICA	(\$69.39)	\$0.00	\$283,500.00	\$284,168.61	\$289,000.00	98.33%
Interest Income IMRF	\$23.64	\$0.00	\$61.56	\$91.27	\$500.00	18.25%
Interest Income FICA	\$16.08	\$0.00	\$41.86	\$62.06	\$500.00	12.41%
<b>Total Undesignated Revenue</b>	<b>(\$131.72)</b>	<b>\$0.00</b>	<b>\$700,515.17</b>	<b>\$702,216.96</b>	<b>\$715,000.00</b>	<b>98.21%</b>
<b>Total Revenues</b>	<b>(\$131.72)</b>	<b>\$0.00</b>	<b>\$700,515.17</b>	<b>\$702,216.96</b>	<b>\$715,000.00</b>	<b>98.21%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$26,670.52	\$30,276.31	\$314,465.86	\$304,807.59	\$400,000.00	76.20%
Employer FICA	\$25,631.51	\$28,168.45	\$277,324.60	\$294,906.79	\$280,000.00	105.32%
<b>Total Human Resources</b>	<b>\$52,302.03</b>	<b>\$58,444.76</b>	<b>\$591,790.46</b>	<b>\$599,714.38</b>	<b>\$680,000.00</b>	<b>88.19%</b>
<b>Total Undesignated Expenses</b>	<b>\$52,302.03</b>	<b>\$58,444.76</b>	<b>\$591,790.46</b>	<b>\$599,714.38</b>	<b>\$680,000.00</b>	<b>88.19%</b>
<b>Total Expenses</b>	<b>\$52,302.03</b>	<b>\$58,444.76</b>	<b>\$591,790.46</b>	<b>\$599,714.38</b>	<b>\$680,000.00</b>	<b>88.19%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$52,433.75)</b>	<b>(\$58,444.76)</b>	<b>\$108,724.71</b>	<b>\$102,502.58</b>	<b>\$35,000.00</b>	

Northbrook Public Library

Income Statement

3/31/24

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$2,707.99	\$2,465.39	\$19,580.49	\$27,965.52	\$24,000.00	116.52%
Total Undesignated Revenue	\$2,707.99	\$2,465.39	\$19,580.49	\$27,965.52	\$24,000.00	116.52%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$3,465.00	\$0.00	\$25,893.00	\$7,500.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$3,465.00	\$0.00	\$25,893.00	\$7,500.00	\$425,000.00	1.76%
<b>Total Revenues</b>	<b>\$6,172.99</b>	<b>\$2,465.39</b>	<b>\$45,473.49</b>	<b>\$35,465.52</b>	<b>\$449,000.00</b>	<b>7.90%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$122,880.00	\$1,885.76	\$205,129.90	\$331,568.40	\$720,000.00	46.05%
Professional Fees	\$0.00	\$900.00	\$16,077.50	\$7,647.50	\$180,000.00	4.25%
Total Capital & Bond Expenses	\$122,880.00	\$900.00	\$221,207.40	\$339,215.90	\$900,000.00	37.69%
Total Undesignated Expenses	\$122,880.00	\$2,785.76	\$221,207.40	\$339,215.90	\$900,000.00	37.69%
<b>Total Expenses</b>	<b>\$122,880.00</b>	<b>\$2,785.76</b>	<b>\$221,207.40</b>	<b>\$339,215.90</b>	<b>\$900,000.00</b>	<b>37.69%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$116,707.01)</b>	<b>(\$320.37)</b>	<b>(\$175,733.91)</b>	<b>(\$303,750.38)</b>	<b>(\$451,000.00)</b>	

**Northbrook Public Library**

**Income Statement**

3/31/24

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	(\$181.90)	\$0.00	\$743,132.97	\$748,179.57	\$760,900.00	98.33%
Interest Income	\$42.14	\$0.00	\$658.69	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	(\$139.76)	\$0.00	\$743,791.66	\$748,342.97	\$760,900.00	98.35%
<b>Total Revenues</b>	<b>(\$139.76)</b>	<b>\$0.00</b>	<b>\$743,791.66</b>	<b>\$748,342.97</b>	<b>\$760,900.00</b>	<b>98.35%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$0.00	\$0.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$757,550.00</b>	<b>\$761,474.93</b>	<b>\$760,900.00</b>	<b>100.08%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$139.76)</b>	<b>\$0.00</b>	<b>(\$13,758.34)</b>	<b>(\$13,131.96)</b>	<b>\$0.00</b>	

## MARCH 2024 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$9,025,232.21, budget difference include:

- Property Taxes – 100% of property taxes have been collected
- Replacement Taxes – budget number is a conservative estimate – At this time allocations are higher due to legislative changes. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Impact Fees – these are collected when occupancy is granted to the builder – to be conservative we do not budget for this since we are unaware of builder timelines.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - 21% is fines and lost item / replacement collections
  - 53% is non-resident fees
  - 27% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget
- Designated Revenue is higher than budget due to
  - ILP revenue higher than budgeted
  - Interest income higher than budgeted

Total General Fund expenditures are \$7,382,272.66, budget differences include:

- Unemployment/Workers Compensation is higher than budget due to unemployment insurance being higher than budgeted
- Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Telephone / Internet is less than budget due to not receiving the annual invoice for internet charges – expect to receive in April
- Furniture & Equipment is less than budget due to expenses being recorded when incurred not evenly throughout the year



- Community Relations is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Building Repairs is less than budget due to costs being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities and reclass of background checks for volunteers booked throughout the year
- Board Development is greater than budget due to staff appreciation event booked in October 2023
- Designated Expenses is greater than budget due to ILP expenses higher than budgeted

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

<b>Operating Funds</b>	
Library Claims List	\$ 149,496.69
Librarian's Claims List	\$ 19,186.28
Payroll	\$ 366,681.62
Fica/IMRF	\$ 58,444.76
ACH to IPBC	\$ 74,941.46
<b>Total Operating Funds</b>	<u>\$ 668,750.81</u>
<b>Capital Improvement Fund</b>	
Claims List	\$ 900.00
	<u>\$ 900.00</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<u><u>\$ 669,650.81</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26297	2/29/2024	TigerLily Music Inc.	\$ (650.00)	Monthly Payment - Programming
26308	3/21/2024	Comcast	\$ 4,161.25	Annual Payment - Telephone - Backup Internet & Mobility Phone Lines
26309	3/21/2024	Garaventa USA Inc.	\$ 1,125.00	Annual Payment - Contracted Services
26310	3/29/2024	TigerLily Music Inc.	\$ 650.00	Monthly Payment - Programming
26311	3/31/2024	Amazon Capital Services	\$ 3,951.94	Monthly Payment - Materials
26312	3/31/2024	Ancel Glink P.C.	\$ 1,773.75	Monthly Payment - Professional Services
26313	3/31/2024	Baker & Taylor	\$ 36,589.46	Monthly Payment - Materials
26314	3/31/2024	Blackbaud Inc.	\$ 6,608.79	Annual Payment - Software
26315	3/31/2024	Cintas	\$ 893.05	Monthly Payment - Janitorial Services & Contracted Services (2 months)
26316	3/31/2024	EBSCO Information Services	\$ 3,079.78	Annual Payment - Materials
26317	3/31/2024	Gale/Cengage Learning Inc.	\$ 853.49	Monthly Payment - Materials
26318	3/31/2024	Grainger	\$ 602.43	Monthly Payment - Janitorial Services
26319	3/31/2024	Library Ideas LLC	\$ 640.14	Monthly Payment - Materials
26320	3/31/2024	Limricc - UCGA	\$ 2,357.61	Quarterly Payment - Unemployment
26321	3/31/2024	Midwest Tape LLC	\$ 10,128.91	Monthly Payment - Materials
26322	3/31/2024	New York Times	\$ 1,118.00	Annual Payment - Materials
26323	3/31/2024	North American Corp of Illinois	\$ 2,178.02	Monthly Payment - Janitorial Supplies

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26324	3/31/2024	Oak Brook Mechanical Services, Inc.	\$ 5,615.09	Annual Payment - Equipment Repair & Maintenance
26325	3/31/2024	Outsource Solutions Group, Inc.	\$ 20,967.00	Monthly Payment - Professional Services & Software
26326	3/31/2024	Overdrive	\$ 25,514.98	Monthly Payment - Materials
26327	3/31/2024	Swank Motion Pictures Inc.	\$ 1,584.00	Monthly Payment - Programming
26328	3/31/2024	Symmetry Energy Solutions, LLC	\$ 4,258.03	Monthly Payment - Utilities
26329	3/31/2024	Terryberry	\$ 1,723.08	Annual Payment - Staff Development
26330	3/31/2024	The Hanover Insurance Company	\$ 12,290.00	Annual Payment - General Insurance
26331	3/31/2024	The Larson Company	\$ 656.80	Monthly Payment - Janitorial Supplies
26332	3/31/2024	Tsai Fong Books, Inc.	\$ 826.09	Monthly Payment - Materials

\$ 149,496.69

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

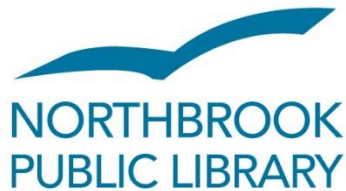
Transaction Number	Transaction Date	Vendor	Amount
53412	11/30/2024	Heather Begley	\$ (10.00)
53656	3/27/2024	A-Z Mindfulness	\$ 150.00
53657	3/27/2024	AAA Lock & Key Co.	\$ 9.90
53658	3/27/2024	Ausberto Acevedo	\$ 500.00
53659	3/27/2024	Advance Auto Parts	\$ 173.45
53660	3/27/2024	Anna Amen	\$ 50.54
53661	3/27/2024	American Library Association, Membership	\$ 417.00
53662	3/27/2024	Mark Anderson	\$ 187.50
53663	3/27/2024	Aquatic Works LTD	\$ 185.00
53664	3/27/2024	Baker & Taylor Entertainment	\$ 467.75
53665	3/27/2024	Zbigniew Banas	\$ 250.00
53666	3/27/2024	Donna Beach	\$ 51.00
53667	3/27/2024	Heather Begley	\$ 10.00
53668	3/27/2024	Blackstone Publishing	\$ 91.15
53669	3/27/2024	Nancy Buehler	\$ 250.00
53670	3/27/2024	By Experience, Inc.	\$ 500.00
53671	3/27/2024	Cardio Partners Inc.	\$ 474.51
53672	3/27/2024	CCH Incorporated	\$ 252.96
53673	3/27/2024	Laura Chalmers	\$ 400.00
53674	3/27/2024	Children's Plus Inc	\$ 29.98
53675	3/27/2024	Criterion Pictures USA	\$ 545.00
53676	3/27/2024	Angela De Venuto	\$ 400.00
53677	3/27/2024	Demco	\$ 232.73
53678	3/27/2024	David M. Eubanks	\$ 200.00
53679	3/27/2024	Jonas Friddle	\$ 500.00
53680	3/27/2024	Jo I Gayle	\$ 250.00
53681	3/27/2024	Carol Genetti	\$ 250.00
53682	3/27/2024	Sevgi Giles	\$ 400.00
53683	3/27/2024	Glenview Chess Club LLC	\$ 200.00
53684	3/27/2024	Bridget Golembiewski	\$ 43.50
53685	3/27/2024	Benjamin Goluboff	\$ 250.00
53686	3/27/2024	GovConnection, Inc.	\$ 511.40
53687	3/27/2024	Kathryn Hall	\$ 52.41
53688	3/27/2024	Happiness Forward LLC	\$ 100.00
53689	3/27/2024	Jayne Herring	\$ 450.00
53690	3/27/2024	Jayne Herring	\$ 450.00

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

Transaction Number	Transaction Date	Vendor	Amount
53691	3/27/2024	Janice P. Hincapie	\$ 150.00
53692	3/27/2024	The Home Depot Credit Services	\$ 331.58
53693	3/27/2024	Marina Hoover	\$ 400.00
53694	3/27/2024	Illinois Heartland Library System-OCLC	\$ 60.78
53695	3/27/2024	Impact Networking LLC	\$ 346.04
53696	3/27/2024	Kelly Kayed	\$ 200.00
53697	3/27/2024	Jez Layman	\$ 570.00
53698	3/27/2024	Lechner Services	\$ 116.80
53699	3/27/2024	Eric Leonardson	\$ 250.00
53700	3/27/2024	Jeanette K. Licata	\$ 75.00
53701	3/27/2024	Magic by Gary Kantor	\$ 450.00
53702	3/27/2024	Patrick McCallister	\$ 175.00
53703	3/27/2024	McMaster-Carr Supply Co.	\$ 378.23
53704	3/27/2024	Julianne Medel	\$ 22.54
53705	3/27/2024	Kathleen Jo Zeigler Mitchem	\$ 250.00
53706	3/27/2024	Neuco Inc.	\$ 203.57
53707	3/27/2024	Northbrook Hardware	\$ 78.52
53708	3/27/2024	NSYMCA Art Academy	\$ 280.00
53709	3/27/2024	Ocooch Hardwoods	\$ 187.71
53710	3/27/2024	Panera, LLC	\$ 92.26
53711	3/27/2024	Petersen Bros. Plastics, Inc.	\$ 50.00
53712	3/27/2024	Petty Cash Custodian	\$ 216.90
53713	3/27/2024	Pioneer Press	\$ 39.49
53714	3/27/2024	Quill LLC	\$ 404.88
53715	3/27/2024	Red Hill Birding	\$ 200.00
53716	3/27/2024	Olga Rudiak	\$ 400.00
53717	3/27/2024	Runco Office Supply	\$ 308.62
53718	3/27/2024	Marci Scott	\$ 75.00
53719	3/27/2024	Sujin Song	\$ 150.00
53720	3/27/2024	Sony Pictures Classics	\$ 250.00
53721	3/27/2024	Stories Matter Foundation	\$ 300.00
53722	3/27/2024	Sunset Food Mart, Inc.	\$ 16.27

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1909	3/31/2024	Ancel Glink P.C.	\$900.00	Steam Boiler and Chiller Projects
			<u>\$900.00</u>	



## Memorandum

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**DATE:** 4.11.24  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** FY2024 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 FY2024. 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.



# Director's Report

April 2024

## Agenda Items

### 3 Consent Agenda

- 3.6 Approve Transfer of Funds to Debt Service and CIF  
Anna has included a memo in the packet and is asking the board to approve transferring operating funds to CIF and Debt Service in accordance with our Funds policy.

### 7 Unfinished Business

- 7.1 Strategic Plan Adoption  
An updated draft is included. This has new suggestions for mission and vision and updated strategic directions and goals for the 2<sup>nd</sup> and 3<sup>rd</sup> directions.
- 7.2 Executive Director Evaluation (closed session)  
A timeline for the director eval process is included in the packet.

### 8 New Business

- 8.1 Automated Material Handler Reconfiguration  
A memo requesting the board's approval on a project to improve the functionality of the AMH is included in the packet.
- 8.2 Review Facility Master Plan  
A memo and drawings from the 2017 master plan is included in the packet for the board's review. No action is needed.
- 8.3 Approve FY25 Board Meeting Schedule  
I have included a memo suggesting that we shift the start of the board meeting to earlier. There is also a list of dates for the next FY included in the packet.

### 10 Agenda Building

Next month we will have a staff presentation on the upcoming Summer Reading program. We will also talk about the upcoming 4<sup>th</sup> of July Parade and the library's participation in it and continue discussions on the Master Plan.

# Board News & Reminders

## Board Updates

### HB 4567

Thank you to everyone who took a few minutes to sign the witness slips for this bill which will increase safety for library employees who are threatened in person or online. It is now up for a 2<sup>nd</sup> reading in the house. I am also excited to share that I have been asked to be on the Illinois Library Association Public Policy Committee which helps recommend legislation to improve libraries and reviews bills that come up in the house and senate here in Illinois. My term will start in July 2024.

## Mark Your Calendars

Glenview Library Tour Tuesday, May 7<sup>th</sup> at 5:30pm - We are set to visit the Glenview library for a tour of their facility with Lindsey Dorfman, Executive Director. We have moved the time up to accommodate some schedule conflicts. Please let me know if this is a problem.

Flamingo Friday on May 10 from 5-7pm - Each year the library participates in the Village's outreach event. If any board members are interested in attending and helping pass out goodies to the community, please let me know.

Drop by and visit the Triumph of the Spirit, JCC Art Display Installation from Monday April 16<sup>th</sup>- May 31<sup>st</sup> on the 2<sup>nd</sup> floor near the Reference desk. The display includes images and memorabilia of Jewish Athletes Before, During and After the Holocaust.

## Updates

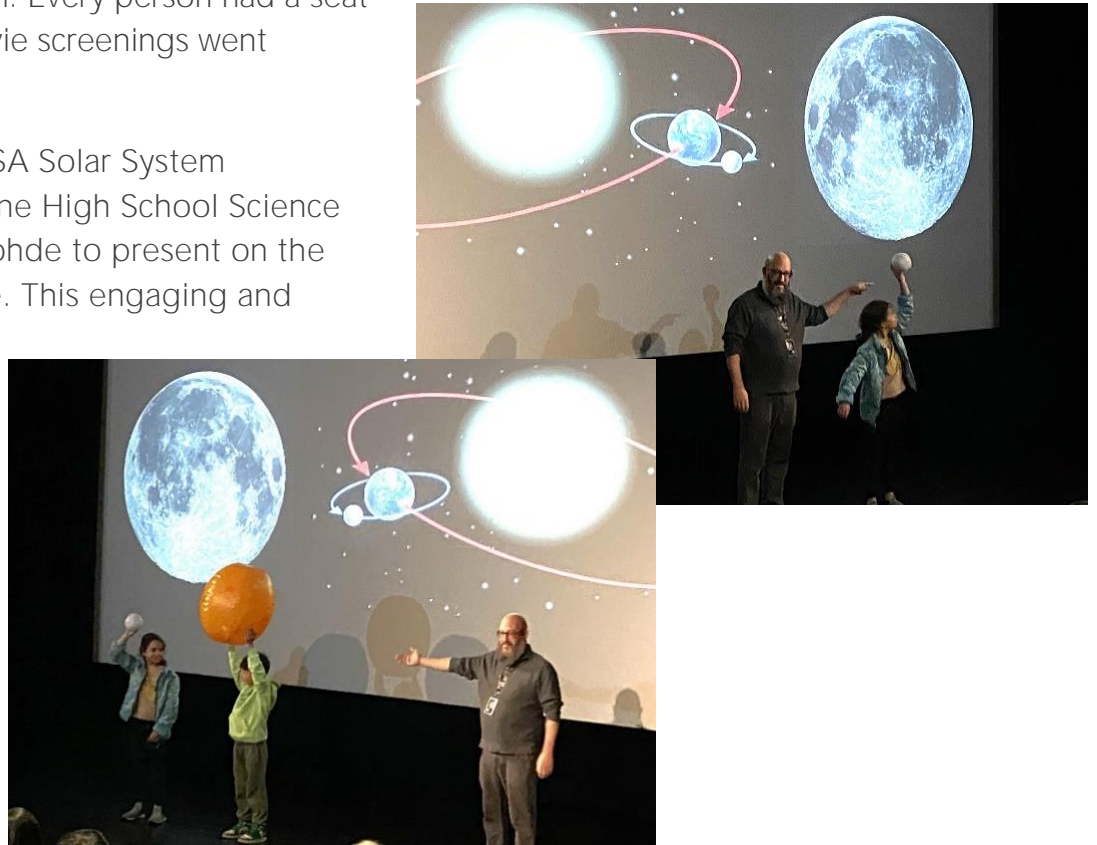
### Programming

#### Adult Programming

Illinois Libraries Present hosted Ruth E. Carther in March. 17 Patrons from Northbrook were in attendance. Carter is a two-time Academy Award-winning costume designer. Carter made history as the first Black person to win an Academy Award in Best Costume Design for the film, *Black Panther*. She received a second Academy Award in the same category for *Black Panther: Wakanda Forever*.

The March Oscar Films Series accounts for 977 of the 1,315 total attendances that the auditorium saw in March. Every person had a seat for the films and all movie screenings went smoothly.

Jill Franklin invited NASA Solar System Ambassador and Palatine High School Science teacher, Sean Fisher-Rohde to present on the upcoming Solar Eclipse. This engaging and interactive presentation was very popular with attendees who asked dozens of questions after the program.



## Youth Programming

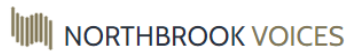
On Sunday, March 3, Julianne Medel, the School and Supported Services Librarian, held the biannual Accessibility Hour. With the help of staff from Circulation, Adult Services, Youth Services, Security, and Maintenance, the library opened one hour early for individuals with disabilities. Forty-two patrons attended the spring Accessibility Hour.

Stephanie Bremner, the Teen Librarian, ran the annual Teen Spring Break movie on Friday, March 22. Teens were able to watch *The Ballad of Songbirds and Snakes* and then enjoy pizza and treats after the movie.

## Friends of the Library

Merill Medansky, Friends Board President, attended the March 28 All Staff meeting to talk about the Friends to raise staff awareness about the organization. The Friends are focused on growing membership and engaging current members. Merrill reminded us that "Anyone can be a member of the Friends!"

# Collections



ABOUT INTERVIEWS SHARE YOUR STORY

The first interview of 2024 has been uploaded on the Northbrook Voices website. You can listen to Adult Services librarian Bill Pekara’s interview with Alice Lonoff, founder of Racial Awareness in the Northshore, at [norbrookvoices.org](http://norbrookvoices.org).

Technical Services librarians Sarah Kaminski and Bridget Golembiewski have been working with our StackMaps representative to improve patron usability for our online mapping in the catalog. Sarah is working on creating better endcap signage to match the StackMaps directions to allow patrons to navigate the library better. The current signage and StackMaps directions in the public catalog are not in alignment and can be somewhat confusing to the patrons.

zoom in zoom out entire map

**NORTHBROOK PUBLIC LIBRARY**

**2**

- 1 Local Authors, Consumer Collection, Government Documents, Reference
- 2 Computer Stations
- 3 Interactive Classroom
- 4 Non-Fiction
- 5 Travel & Atlas
- 6 Juvenile Non-Fiction, World Languages, CD Audiobooks, Playways, Grow a Reader Kits, Discovery Skills Kits
- 7 Picture Books, Holiday, Readers, Graphic Novels
- 8 YA Collection
- 9 World Language
- 10 Biographies
- 11 Teen Prep Books, Magazines, ESL
- 12 New Non-Fiction
- 13 Paperback Non-Fiction
- 14 Newspapers
- 15 Computer Stations
- 16 Study Rooms
- 17 Copiers, Scanner/Fax
- 18 Microfilm, Magellan
- 19 Who is/Who
- 20 New Juvenile Non-Fiction, Graphic Novels, Fiction, Readers, Early Chapter Books
- 21 Popular Picks
- 22 Juvenile Fiction, Awards Books, School List Books, Large Type
- 23 Youth Puzzles

STAIRS ELEVATORS RESTROOMS

Directions:  
Please proceed to the 2nd Floor of Northbrook Public Library.

This pin indicates your item's location on the map

Look for the item with this call number:  
PICTURE BOOK SEUSS

Powered by StackMap.com

In response to a request by a Northbrook patron and former braille instructor, Senior Services librarian Debbie Siegel did a virtual presentation on Accessible Library Materials and Library Apps to a group of blind and visually impaired readers across the country. Most of the attendees were unaware that libraries offer eAudiobooks through apps like Libby.

# Partnerships

In March we hosted Leadership Northbrook and I did a presentation on the history and present day of what the library offers followed by a tour with Kelly Durov. Leadership Northbrook is coordinated by the Northbrook Chamber of Commerce for new government

and business people in the community to help them learn about all the different entities in Northbrook. We have two staff members enrolled in the program this year, Circulation Manager Kim Hegelund and Adult Services Assistant Manager Lev Kalmens.

I met with members of the Civic Association and at the Civic Board meeting, it was determined that they'd like to pursue a mobile, interactive, kiosk-style item for the 100th anniversary of Northbrook Days. They are investigating options and once they have some in mind they will present their ideas to the board.

## Marketing

### Northbrook's Animal Control Officer, Gina Manski

Posted: March 15, 2024

Facebook Reach: 91,944

Facebook Engagements: 1,597 reactions & 235 comments

### Northbrook Historical Society Celebrates 50 Years

Posted March 13

Facebook Reach: 1,126

Facebook Engagements: 34 reactions & 1 link click



Northbrook Public Library

Published by Linda Vering · March 13 at 5:11 PM

The Northbrook Historical Society is celebrating 50 years! 🥳 Join us at the library on March 19 at 7pm to learn about Northbrook's history and why telling the stories of our Village's past is so important to our future. Register at [visit.northbrook.info/event/9085133](https://visit.northbrook.info/event/9085133)

If you've seen the fascinating model of [Northbrook History Museum and Heritage Center Archives](#) building in our lobby display case this month, it was created by GBN students in the museum's early days and recent... See more



Northbrook Public Library

Published by Linda Vering · March 15 at 10:00 AM

Northbrook's wonderful Animal Control Officer, Gina Manski, stopped by the library this week to share some heartbreaking stories about abandoned pet rabbits and to ask us to spread the message that although rabbits may look adorable on social media, they are not a low-maintenance pet. They require as much work as a dog or cat, and they chew everything in sight! So as Easter approaches, please consider purchasing a cuddly stuffed toy, picture book, or chocolate bunny instead. ... See more



# Operations

## Safety

Kelly Durov checked in with Joffe Security and our potential library partners Highland Park and Glenview libraries on developing a consulting model for library security as an interlibrary partnership. We are at the beginning of this process and are hoping to bring a presentation to the Board in early 2025.

## Facilities

Anna Amen continues to work on the elevator controller replacement and is waiting on a timeline from TK Elevator. The anticipated completion is July 2024.

Anna Amen is working with ESM Civil Solutions and Product Architecture on the parking lot restriping. We are moving 2 handicap spots to the west side of the building which will result in adding 3 spots to the parking lot.

# HR

## Staff Arrivals

- As I shared with the board, Becky Moore has accepted the position of HR Director and will be starting on May 1.

## Staff Departures

- Barb Czechorski retired after 12 years in her role as a Circulation Assistant on March 26<sup>th</sup>.
- Willie Edwards, part-time Security Monitor, retired after 20 years effective March 28.

## Staff Development Day

Staff Development Day is on May 10 from 9am to 5pm. I open each SDD by looking back at the previous year and what we have accomplished as a library. We will have a number of all library and breakout sessions throughout the day on the following topics:

- EDI Training on Identities with Biz Lindsay Ryan
- AI for Libraries
- Powerful Presentations with Ann K Emery
- Giving & Receiving Feedback

- Meditation & Mindfulness
- Team Building games

We will end the day celebrating milestone staff anniversaries and talking about what's coming in the next year and going over the strategic plan.

Kate Hall, Executive Director



# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
March, 2024

## PROJECTS





## PATRON COMMENT

"I had another wonderful experience today in the Collaboratory! Joe helped me successfully transfer a DVD to iCloud. Fun and incredibly helpful." -Mary Ellen Miller

## PATRON STORIES



From Maker Specialist Daniel Choi: A patron came in to make a gift for her daughter to store her bath/spa supplies. She had a large jar that she wanted to etch on the laser, but the lip of the jar was too big for our rotary accessory. She ended up using the Cricut to cut the vinyl stickers she needed. She was happy about the project and emailed us a picture of the container after it was all filled.



## MATERIALS PURCHASED

3D Printing	96
Acrylic	79
Buttons	67
Cardstock	2
Cork Coasters	40
Embroidery Thread	23
Glasses	7
Iron-on	20
Recordable Media	3
Stabilizer Sheets	54
Standoffs	1
Vinyl & Transfer Paper	129
Wood	45

## 3D PRINTING

We printed 108 objects for users in March.

## VISITORS

737 people visited the Collaboratory in March.

Comment	Response	Staff Member
<p>I would like to suggest more music programs featuring singers. This would be in addition to the instrumental programs which are wonderful.</p>	<p>Thank you very much for your feedback. I will pass this along to music programmers.</p>	<p>Susan Wolf</p>
<p>A patron commented on the "all are welcome sign". Her questions was "Why does the sign not have an "all ages" inclusion?"</p>	<p>No response needed</p>	<p>Kelly Durov</p>
<p>Shame on you guys for allowing female products in mens bathrooms. This is very disgusting and disturbing. This is very disruptive for the kids mentality.</p> <p>Please remove these items as they are not appreciated at all.</p>	<p>Thank you for taking the time to share your feedback regarding the availability of period products in all restrooms, including men's bathrooms.</p> <p>I hear you when you say that you find this shameful and disturbing. We understand that this change may be unfamiliar, but it is important to us that we create an inclusive environment for everyone who visits our library. In alignment with Illinois law mandating menstrual product accessibility in all 6-12 schools, colleges, and universities, we have made a conscious decision to install dispensers in all public restrooms at our library. In addition to being available in women's bathrooms, menstrual hygiene dispensers are available in men's restrooms for many reasons, including being inclusive of transgender and intersex patrons or for someone to grab one for a friend or family member. Our goal is to promote period equity, reduce barriers, and be more welcoming to all patrons.</p> <p>If you would like to talk about this further, I am happy to discuss it in person or over the phone.</p>	<p>Kate Hall</p>
<p>I couldn't find the board minutes on the library website. I only see years 2018 and prior. Can you please direct me to board minutes on the website? Can you also please send info on the next board meeting? Still not seeing a diverse selection of books on display that resound with the conservative members of the community and their children. If all are welcome, why not also include those with conservative views. In addition, usually the library would have Harry Potters events- the kids looked forward to these every year. What happened to them? Will they be coming back? The Harry Potter series has inspired young readers, and writers, why is it being excluded?</p>	<p>I am happy to direct you to the minutes. The board minutes are on this page in between the packet and the video links:  <a href="https://www.northbrook.info/board/meetings">https://www.northbrook.info/board/meetings</a>  <a href="https://drive.google.com/file/d/18OgdBHQusffh9PX-bPhNjEswP_nbToNS/view?usp=drive_link">https://drive.google.com/file/d/18OgdBHQusffh9PX-bPhNjEswP_nbToNS/view?usp=drive_link</a> The next board meeting is on March 21 at 7:30pm in the Civic Room. The full list of meetings is here: <a href="https://www.northbrook.info/meet-board#meetings">https://www.northbrook.info/meet-board#meetings</a>                      Regarding the selection of titles, I am happy to sit down and talk with you about how we purchase items for our collections. If you have suggestions for titles you would like to see added, you are welcome to fill out a suggest a purchase form: <a href="https://www.northbrook.info/suggest-purchase">https://www.northbrook.info/suggest-purchase</a> In terms of the Harry Potter Events, we stopped all of our large scale events like Harry Potter during the pandemic and have now started bringing back some larger events. The staff wanted to try out some different programming and did not do a Harry Potter event last year. I will pass along your suggestion that you would like to see this event return. If you have any other questions, please let me know.</p>	<p>Kate Hall</p>



# NORTHBROOK PUBLIC LIBRARY

STRATEGIC PLAN 2024-2026

# Table of Contents

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<u>Next Steps.....</u>	12





# Introduction

Northbrook Public Library (NPL) is a vital resource for the community. Its dedicated staff, engaged patrons, and vibrant services create a welcoming and inclusive community space. To align its resources with the emerging priorities of the community, the library has undertaken a comprehensive strategic planning process incorporating feedback from community members and stakeholders, as well as the Board of Trustees and staff.

Implementing a new strategic plan allows the library to focus on:

- expanding connections with the community through collections, programs, and services;
- embedding equity, diversity, and inclusion in all areas of operation; and
- reviewing and updating the library's space usage to meet and exceed the community's desires for access to resources and innovative services.

# Introduction

NPL's strategic planning process began in summer 2023. Fast Forward Libraries LLC was engaged to facilitate the planning process in three phases: *Learn, Dream, Do*:

- The *Learn* process was community-focused, with a community survey, stakeholder interviews, and community focus groups.
- During the *Dream* phase, the Board and Staff members added their lived experience to the community data to dream about the future and start to set priorities.
- In the *Do* phase, the plan was finalized, activating an implementation process that effectively guides the library for three plus years.



# Process Timeline

## AUGUST TO DECEMBER 2023

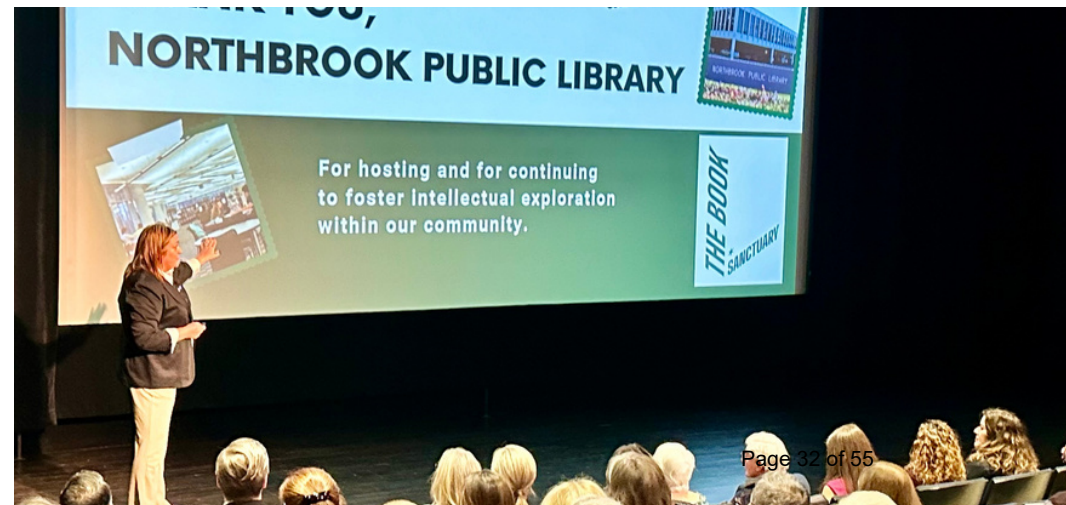
Planning Team Kick-off Session  
Community Survey  
Strategic Capacity Assessment  
Focus Groups and Interviews

## JANUARY 2024

Learning Report  
Board and Staff Retreats

## FEBRUARY TO APRIL 2024

Plan Development and Review  
Present to Board  
Transition to Implementation







# Vision

1. Igniting a passion for/To encourage/ To inspire lifelong learning, the spirit of exploration, the joy of books and reading, and the pursuit of information and knowledge for all.
2. To inspire lifelong learning, connecting community members to each other and the wider world through the free and open pursuit of information for all.
3. To transform lives by providing equitable access to information and opportunities for connection for every member of the community.



# Mission

1. Every day we champion intellectual freedom by providing access to books, information, programs and people in a welcoming and inclusive environment.
2. We build community, champion intellectual freedom, and provide open access to the world of knowledge in a welcoming, inclusive environment.

# Strategic Directions

The following strategic directions were selected to help define the library's goals and activities in the coming years. These priorities build upon and support one another to achieve the library's vision and mission in service to the community:

1. Connect with Our Community
2. Enhance Operational Excellence
3. Create Spaces to Belong



# Connect with Our Community

We want our community to be informed about all the library offers and find value in the library's evolving services and resources. Through diverse collections and programs, we will provide strong core services and experiences that support lifelong learning, fun, and cultural understanding. Patrons will report ease of access to the wide variety of resources provided at NPL, and the community will gain knowledge about intellectual freedom.

## Goals

- *Position ourselves as the community's center for information needs.*
- *Provide exposure to new experiences and ways of looking at the world.*

## Our Impact

- Community members are aware of what the library offers.
- Community members express satisfaction with our collections.
- Community members feel their voices are heard by the library.

# Build an Inclusive Culture

We want our operations to be built on a strong foundation and aimed at enhancing our performance through deliberate and intentional efforts that center equity, diversity, and inclusion. By focusing on strong communication and encouraging a culture of continuous growth and learning, we will empower staff to continue our history of exceptional service to our patrons. Staff will understand their roles and responsibilities and feel valued and heard by management. We will work collaboratively to provide a high level of service to the community.

## Goals

- *Align staff roles and responsibilities and improve decision making processes across the organization.*
- *Foster a culture of shared growth and learning.*
- *Embed Equity, Diversity, and Inclusion in Operations*

## Our Impact

- Staff have high morale and feel a sense of belonging in the organization.
- Staff capacity increases.
- Staff retention is high.



# Create Spaces to Belong

We want the library to be a flexible community hub that offers a wide array of programs, meets individual needs, and promotes inclusion and environmental sustainability through updated spaces. The library should serve as a space for patrons to connect, discover new learning opportunities, and easily access resources. We want staff and patrons to feel a sense of belonging and aim to create materials, programs, and services that meet the needs of our different users.

## Goals

- *Reimagine our spaces to increase flexibility and opportunities to explore and connect.*
- *Cultivate an inclusive and welcoming library environment.*
- *Improve access to facilities, programs, and materials to better serve all populations.*

## Our Impact

- Patrons and staff feel a sense of belonging at the library.
- The library considers green practices and sustainability efforts in decision making.
- Patrons with varying needs feel welcomed and accepted at the library.

# Next Steps

## IMPLEMENTATION AND EVALUATION

Now that this plan has been adopted by the Northbrook Public Library Board of Trustees, library staff members will develop annual activity plans to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by a variety of factors, such as funding and other resource allocation. Review and adjustment of the activity plan will occur regularly.

A complete evaluation framework will be developed once the activity plans are finalized. Evaluation of the plan will be ongoing once plan implementation is underway. The plan's status and implementation will be reported on a regular basis to Trustees and stakeholders.



# 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.

### January

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

### February

- The Executive Director will complete a Self-Evaluation detailing how they have met or not met the goals set the previous year.

### March

- 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.



Memorandum

DATE: April 1, 2024

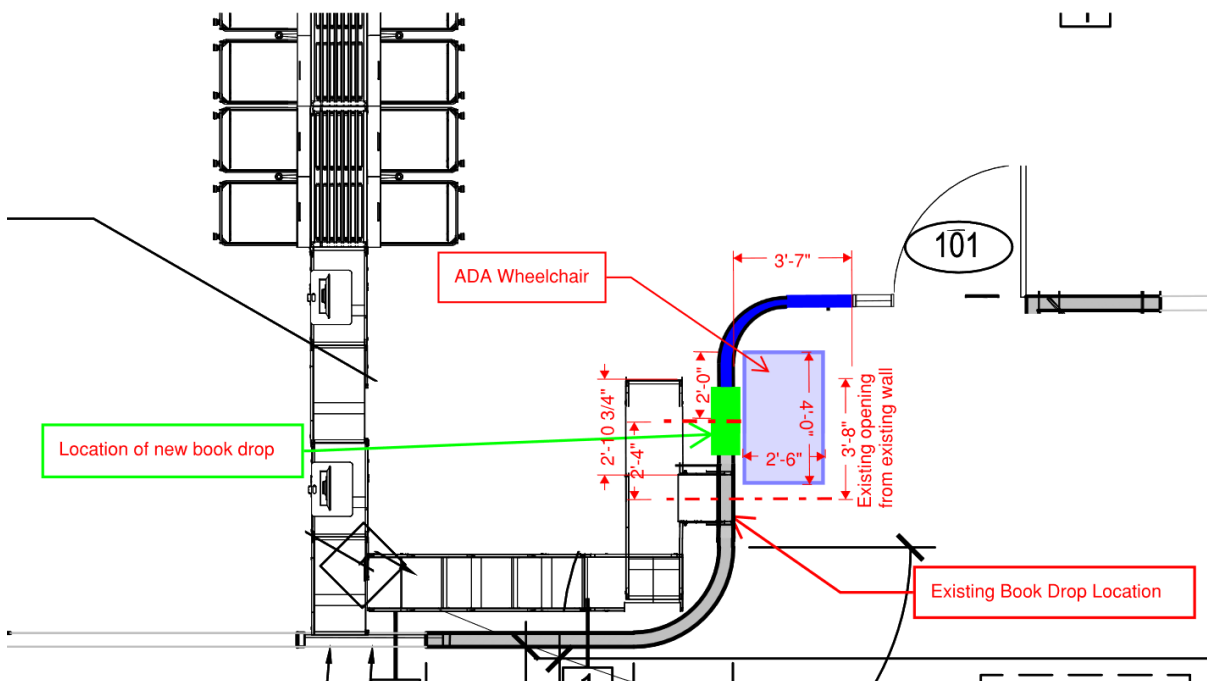
TO: Board of Trustees

FROM: Anna Amen, Finance & Operations Director

RE: Automated Material Handler Reconfiguration

The Automated Material Handler (AMH) was installed in June 2021 as part of the 1<sup>st</sup> Floor Renovation Project. For some time, Circulation has noticed issues with the AMH jamming when books fall from the jolt belt to the conveyor belt.

The Library met with Bibliotheca, the AMH Vendor, and Product + Architecture and Design, the project architects, to address the jamming issues. It was determined that the issue was due the AMH's configuration – the return drop drops items in the middle of the first belt (jolt belt). If the items were dropped further back on the belt it would allow them to separate and minimize jams. Bibliotheca recommended that we move the return drop back which will require some construction. The Library then reached out to Pepper Construction to get costs related to this project.



The above picture was sketched by Pepper Construction and approved by Bibliotheca and Product Architecture

The not to exceed cost of this project will be \$18,123

- Does not include contingency

- Work completed during regular business hours

- Work will be charged based upon actual hours

- Cost includes use of attic stock floor tile, tiled wall base and vinyl wall base

- Cost includes carpentry, drywall, tile work, electrical and painting

Project timeline

- Day 1 – Temp Protection start demo

- Day 2 – Frame and set door frame

- Day 3 – relocate electrical and drywall

- Day 4 – Tape

- Day 5 – Tape

- Day 6 – Tile

- Day 7 – Finish Tile

- Day 8 – Paint and hang door and take temp protection down.

Once approved Pepper can mobilize in a week. As this was not part of the FY24 budget, per Policy 206 Authority to Spend, the Executive Director is authorized to spend up to \$5,000 on any single item not accounted for in the budget. The Executive Director must seek board approval for the authority to spend \$5,000 or more on any single item not accounted for in the budget. We are seeking board approval to move forward with this project.



Date: Monday, March 18, 2024

Project: **Northbrook Public Library Book Drop**  
Northbrook, IL

**PROPOSAL SUMMARY**

<b>06100 Rough Carpentry:</b>	6,546
<b>09290 Gypsum Drywall:</b>	7,713
<b>09 30 13 Ceramic Tile:</b>	2,174
<b>16 00 00 Electrical:</b>	1,691

**BASE BID AMOUNT**

**18,123**

*Pepper SPG* is pleased to present the following proposal for *Northbrook Public Library*, based on plans generated on 3/15/24 by Pepper, and subject to the following inclusions and exclusions:

**INCLUSIONS**

**Demo/Rough Carpentry:**

Temp protection, salvage the hollow metal door and frame, remove the curved wall and section of wall the door is currently a part of.  
Removal of temp protection.  
Reinstall hollow metal door and frame and reattached hardware.

**Drywall:**

Frame new wall, hang drywall and tape new walls.  
Wall to be curved in new location.  
Wall to underpin the existing drywall soffit

**Ceramic Tile:**

Patch new tile and tile wall base for new partition.  
Use existing attic stock.

**Electrical:**

Pull back existing data lines  
Stub new pipe above ceiling at new location  
Reinstall existing data lines (assuming the cable is long enough)

**QUALIFICATIONS**

Pricing valid for 30 days only due to market volatility in the building materials industry – in addition, some items may have long lead times.  
All work is based on straight time (forty-hour, five-day work week).

All STC's listed on the partition types are calculated by Architect and assumed to be considered in detailing of partition description, limiting height and stud capabilities override any STC design.

# Pepper Construction

## Self-Perform Group

All work to be done on straight time.

Using attic stock of floor tile and tiled wall base, vinyl wall base at carpeted areas,

### ALTERNATES

#### **Workroom Electrical      Add \$4,221**

Install (4) CAT-6 cables for new cubical configurations – terminate in 1st floor IT  
Install (1) 20 amp 120v circuit on North wall  
Disconnect power & cable from cubicle  
Reuse existing power/data for south wall cubicle  
Cubicle power feed whip provided by others  
Terminate, label & test

### EXCLUSIONS

#### **Project Specific:**

Relocating conveyor equipment  
Permits  
Taxes  
Electrified hardware  
Sprinkler or HVAC work  
Sealing grout at new tiled area  
Signage  
New door hardware (reusing the existing)  
Ceiling work  
Code violations.

#### **Standard:**

Shift work, premium time, and extended work weeks.  
Any testing or inspections related to the scope of work mentioned above.  
Any blocking and patching not specifically mentioned above.  
Furnishing frames, doors, and hardware.  
Installation of auto operators, electric strikes, card readers, electrified lockset and hinges, power supply.  
Grouting door frames.  
Electrical putty pads.  
Firestopping/sealing of all penetration of fire rated assemblies, except as noted above.  
Providing or removing temporary protection.  
Trash chutes and dumpsters.  
Payment and performance bond.

We look forward to working with you on this project. If you have any questions, please do not hesitate to call or email.

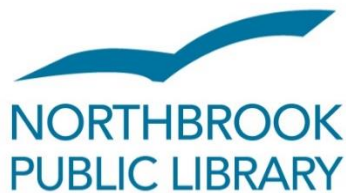
**Respectfully submitted,**

**Dan Rosenberg**

Senior Project Manager

Pepper Construction Company  
411 Lake Zurich Road, Barrington, IL 60010

T 847-620-4097  
M 224-223-5924  
E [drosenberg@pepperconstruction.com](mailto:drosenberg@pepperconstruction.com)



## Memorandum

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DATE: April 8, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Master Plan Review

As we discussed during the annual walk through and as part of the strategic planning process, we need to revisit the 2017 Master Plan. Since we paused work on the Master Plan in 2021, there have been changes that we need to consider in looking at whether to move forward with the Master Plan work as planned from 2017.

- Construction costs have risen substantially in the past three years so the costs (even with a 4% YOY inflation rate factored in) are likely higher than reported.
- Reference and Fiction & Media have merged and become one department (Adult Services). Staff are in 3 separate areas on two different floors and have two service desks to cover.
- We created an Events Production department and have staff in three separate areas mostly on the 3<sup>rd</sup> floor while they are in charge of overseeing programming in the Auditorium.
- Patron usage has changed and we are seeing more people using study rooms during the day and families are spending more time here and looking for more ways to engage and interact with each other and passive activities in the library.
- Adult Services has organized several photo and other exhibits that have been met with appreciation from the community. These are typically held on the 2<sup>nd</sup> floor in the area that is designated for Teen/Tween space on the Master Plan.

We have 6 projects remaining on the plan which will cost approximately \$7.4 million. We allocate funds annually for the facility plan which includes the master plan projects. We have continued to put funds into the Capital Improvement Fund so that we can hopefully cover










costs with CIF and not have to go out for a bond. The facility plan originally called for us to go out for a bond in 2029 for \$1.5 million.

I see three options for moving forward:

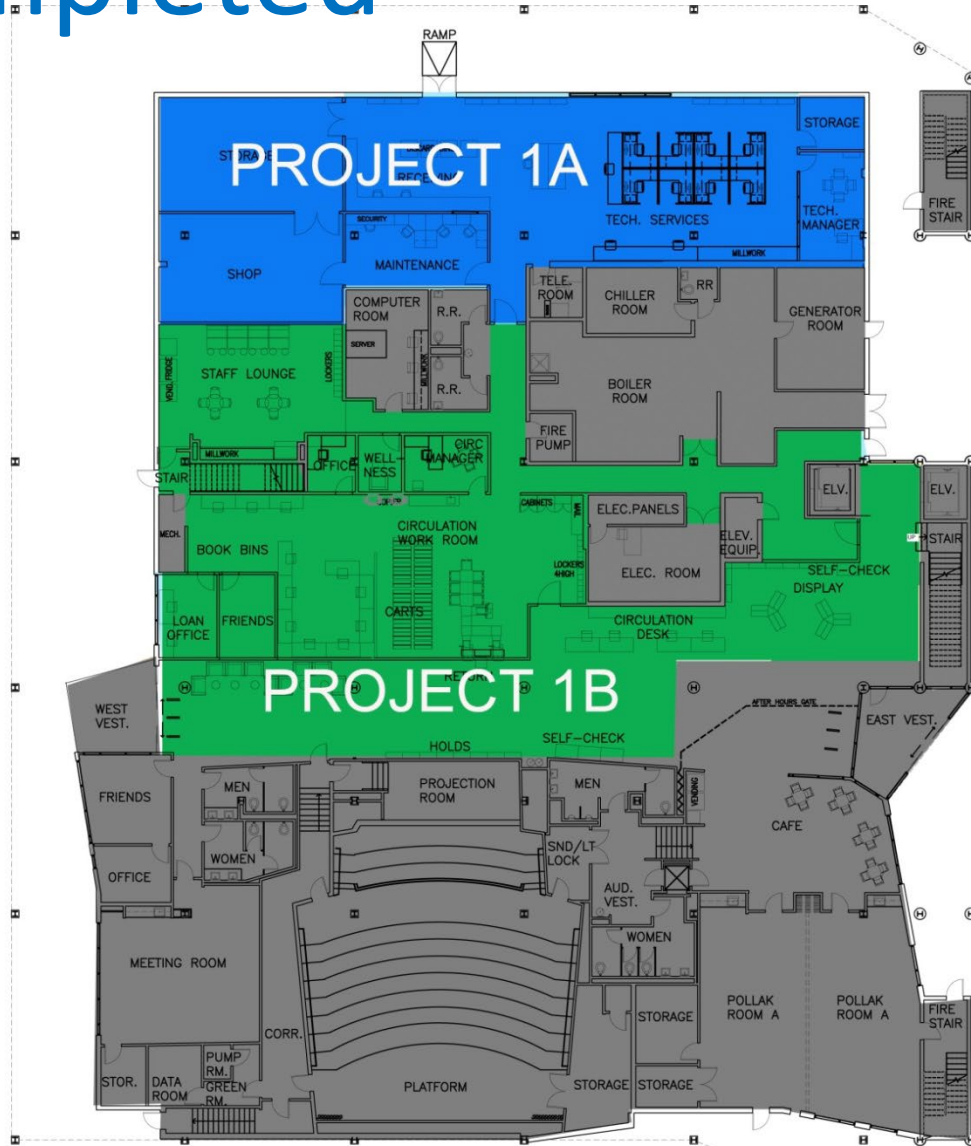
1. Continue with the existing master plan and revise the timeline for projects.
2. Revise the existing master plan, making changes to the 2017 plan but keeping the bones of the projects the same.
3. Redo the master plan, starting with a design process that focuses on how usage has changed during the past 4 years and what that means for our long-term building renovation needs.

# Masterplan Overview

4.2024

-  **2018/2019**  
Technical Services & Facilities  
(Project 1A) \$406,518
-  **2019/2020**  
Study rooms in Reference  
(Part of Project 3) \$440,000
-  **2020/2021**  
RFID system & Automated material handler – \$344,260  
Marketplace (Part of Project 3) and  
Circ Lobby (Project 1B) \$918,258
-  **2021/2022**  
Fiction & Media staff space  
(assumed 50% of Project 5) \$704,318
-  **2022/2023**  
Middle & high school space  
(assumed 50% of Project 2) \$922,706
-  **2023/2024**  
Youth Services (remainder of  
Project 2) \$938,986
-  **2024/2025**  
F&M Patron Space (remainder of  
Project 5) \$704,318
-  **2025/2026**  
Reference rehabilitation  
(remainder of Project 3)  
\$1,126,956
-  **2026/2027**  
Project 4 Interior 2<sup>nd</sup> Floor  
\$2,989,473

# Completed



## PROJECT 1A

CONSTRUCTION \$349,083

FURNISHINGS \$57,435



## PROJECT 1B- done

CONSTRUCTION \$760,865

FURNISHINGS AND EQUIPMENT \$501,653





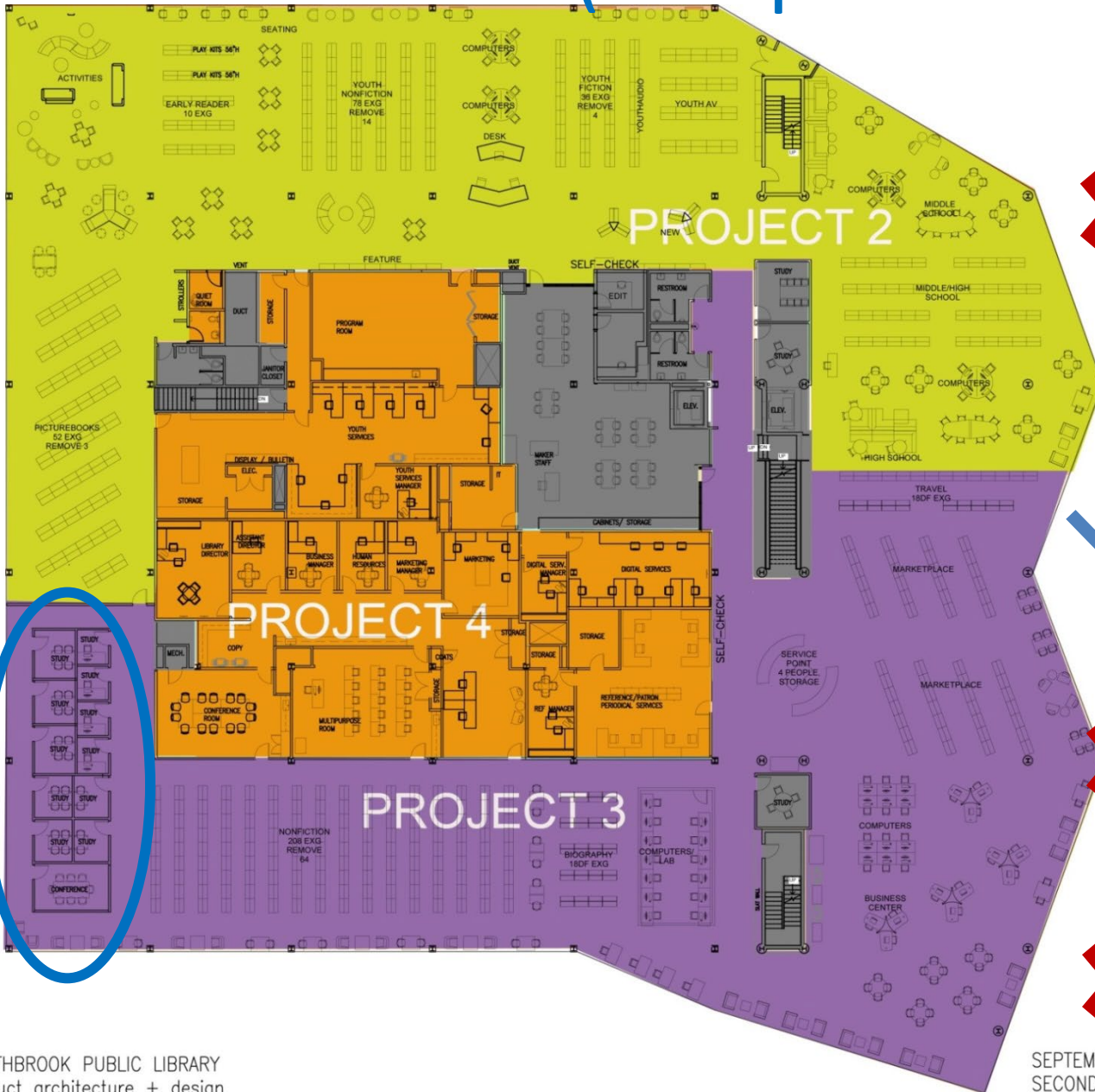
**PROJECT 1A**

CONSTRUCTION \$349,083  
 FURNISHINGS \$57,435

**PROJECT 1B**

CONSTRUCTION \$760,865  
 FURNISHINGS &  
 EQUIPMENT \$501,653

# Not Started (except for Study Rooms)



## PROJECT 2

CONSTRUCTION \$1,210,100  
FURNISHINGS \$651,592



Break into Middle & High School Space (FY23) and YS Space (FY24)

## PROJECT 3

Study Rooms (FY21)-  
Completed  
CONSTRUCTION \$410,371  
FURNITURE \$29,629



Reference Rehabilitation (FY25)

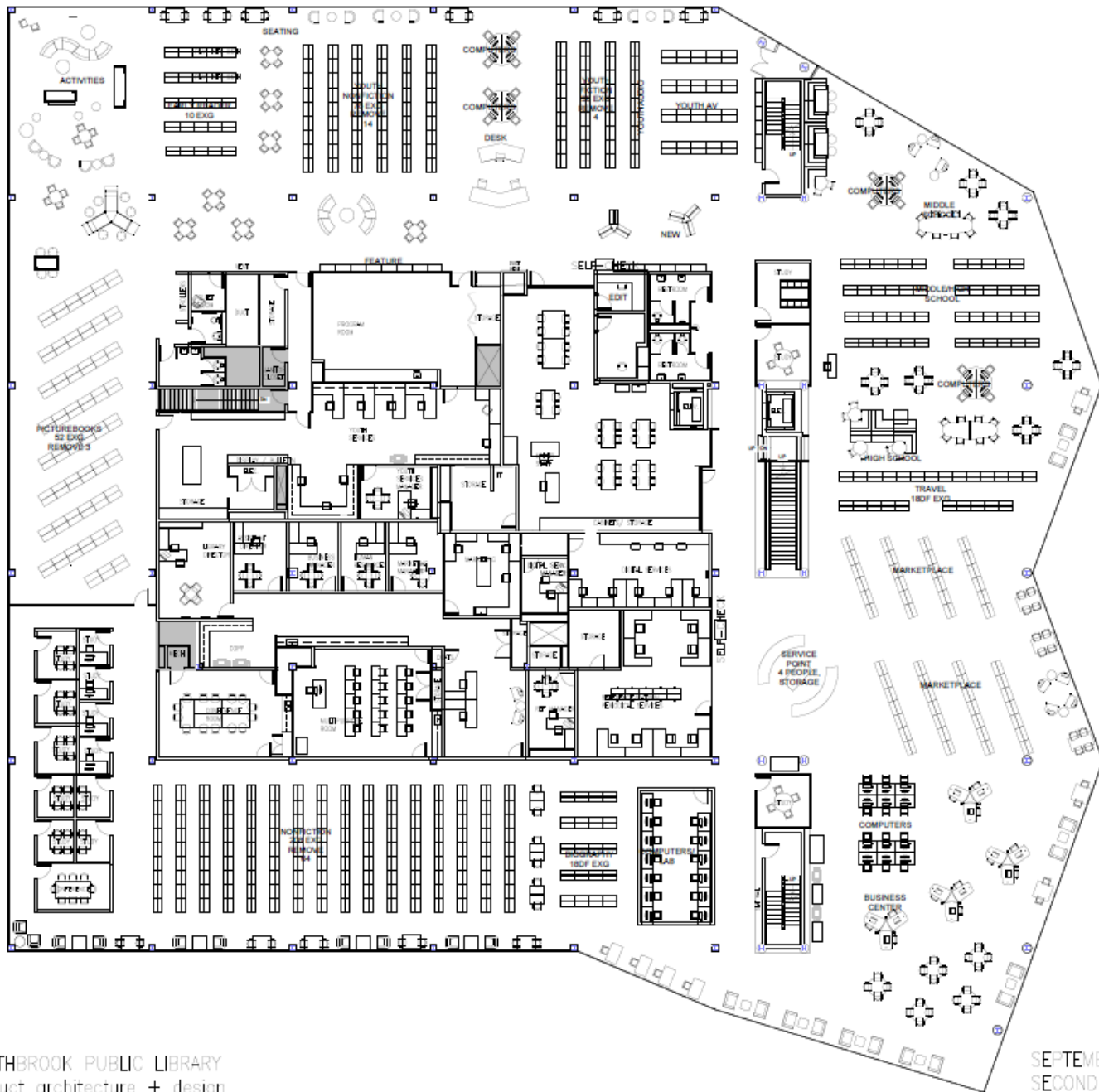
CONSTRUCTION \$867,756  
FURNITURE \$259,200



## PROJECT 4

CONSTRUCTION \$2,660,631  
FURNISHINGS \$328,842





**PROJECT 2**

CONSTRUCTION \$1,210,100

FURNISHINGS \$651,592

Break into Middle & High School Space (FY23) and YS Space (FY24)

**PROJECT 3**

Study Rooms – completed FY21

CONSTRUCTION \$410,371

FURNITURE \$29,629

Reference Rehabilitation (FY25)

CONSTRUCTION \$867,756

FURNITURE \$259,200

**PROJECT 4**

CONSTRUCTION \$2,660,631

FURNISHINGS \$328,842

SEPTEMBER 28, 2020  
SECOND FLOOR

Final Project (FY27)

# Not Started

## PROJECT 5

CONSTRUCTION \$901,527

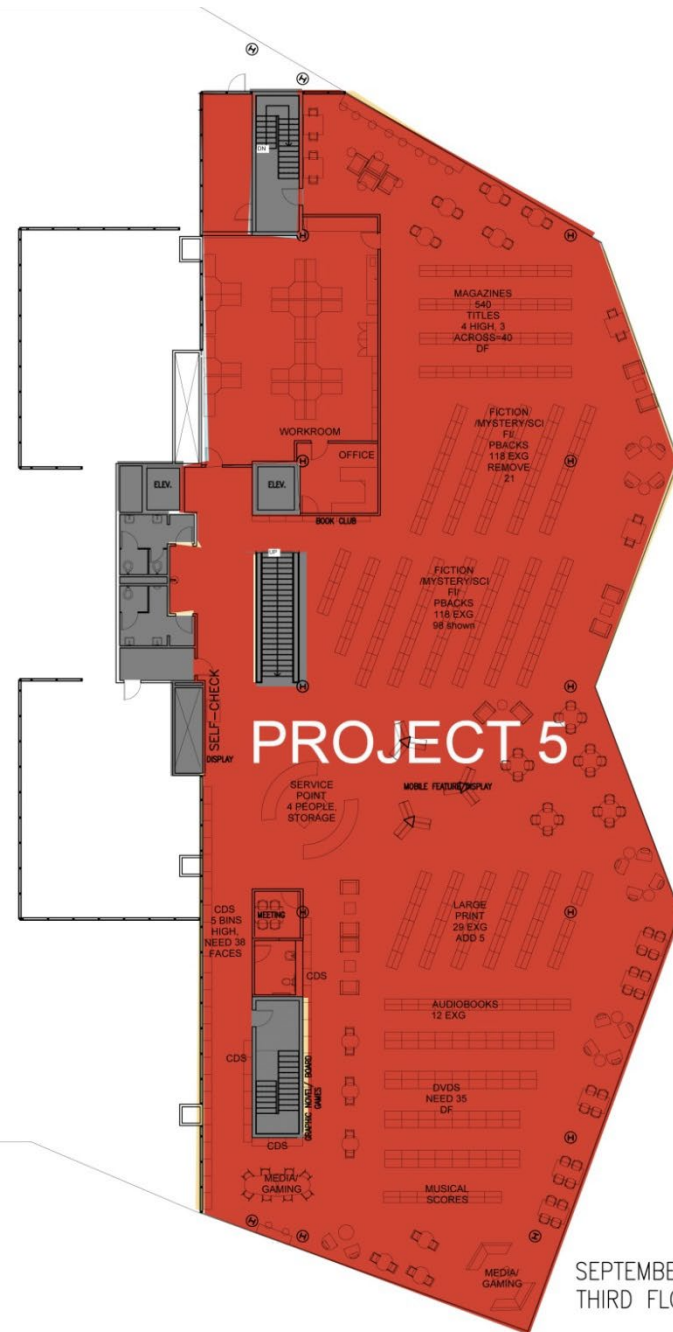
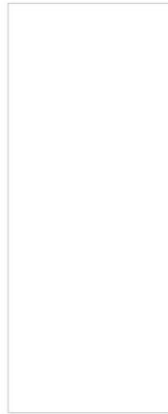
FURNISHINGS \$507,109



Staff Space (FY22)- did not happen



Patron Space (FY 25)

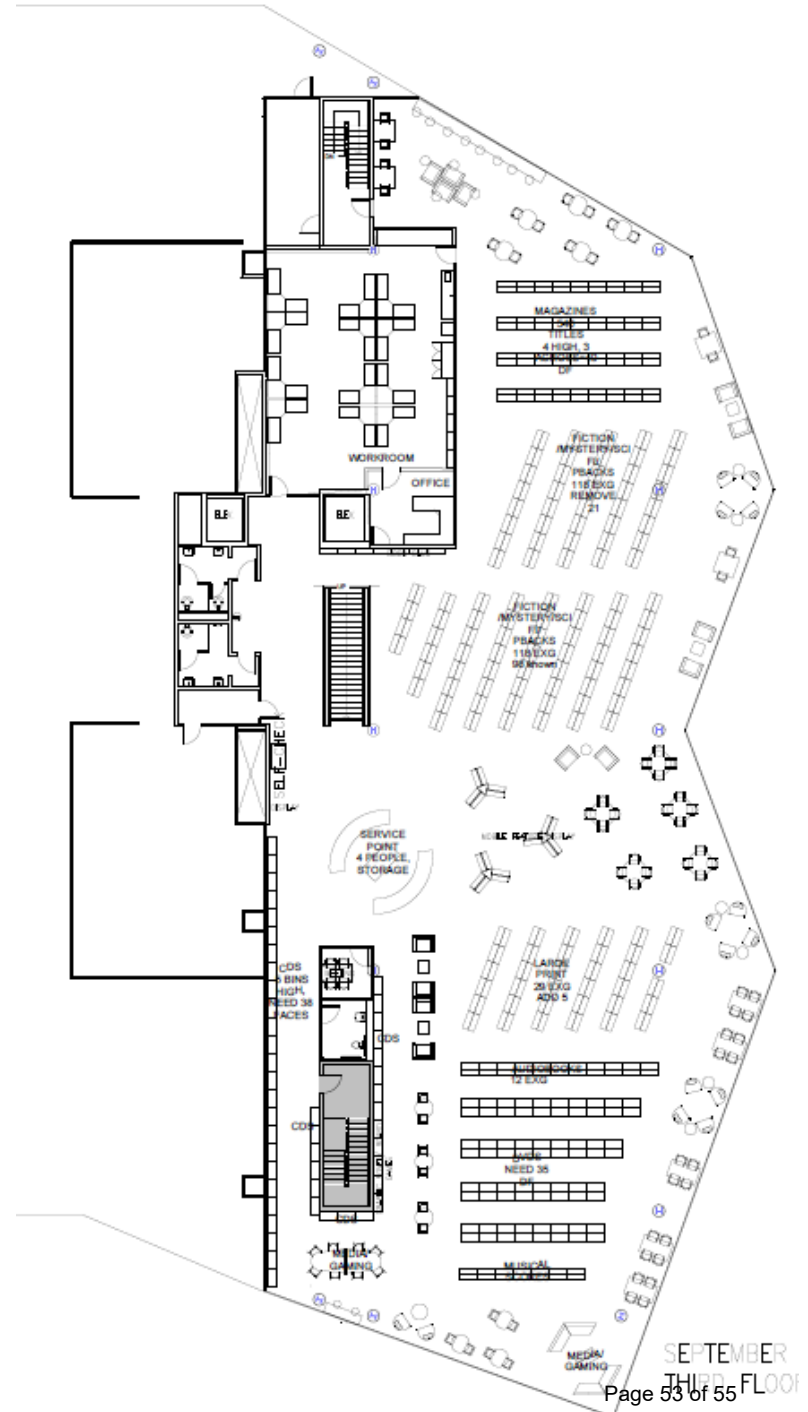


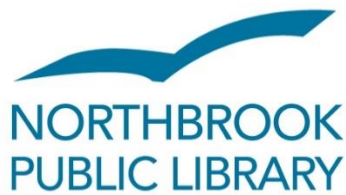
## PROJECT 5

CONSTRUCTION \$901,527

FURNISHINGS \$507,109

Break up into Staff Space (FY22)  
and Patron Space (FY 25)





## Memorandum

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DATE: April 12, 2024

TO: Board of Trustees

FROM: Anna Amen, Finance & Operations Director

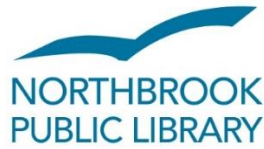
RE: Board Meeting Start Time

Each April the board approves the schedule of board meetings for the upcoming fiscal year. The list of dates is attached. I am asking the board to consider moving the board meeting earlier to either 6:30pm or 7pm.

I feel that this will help with the fatigue that often comes with later meetings and helps ensure board members are not heading home after 9pm. From an open meeting act perspective, it will also help us by keeping the meetings during times the library is open so we will not have to post a staff member in the lobby by themselves to monitor the doors in case someone wants to attend the board meeting and the library is closed.

Thank you for considering this suggestion.





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

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March, 2024

### 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 2024-2025 fiscal year (May, 2024 - April, 2025). As identified below, the location of the meetings (unless announced otherwise) will be at 1201 Cedar Lane, Northbrook, IL 60062.

Thursday	May 16, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	June 20, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	July 18, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	August 15, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	September 19, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	October 17, 2024	7:30 p.m.	1201 Cedar Lane
Thursday	November 21, 2024	7:30 p.m.	1201 Cedar Lane
NO DECEMBER MEETING			
Thursday	January 16, 2025	7:30 p.m.	1201 Cedar Lane
Thursday	February 20, 2025	7:30 p.m.	1201 Cedar Lane
Thursday	March 20, 2025	7:30 p.m.	1201 Cedar Lane
Thursday	April 17, 2025	7:30 p.m.	1201 Cedar Lane

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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.