

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

February 16, 2023 | 7:30 p.m.
Northbrook Public Library | Civic Room

<https://youtu.be/sM-XkAno9-4>

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 – January 19, 2023
 - 3.3 Approve Cash Balances & Income Statement January 2023
 - 3.4 Approve Bills and Charges from January 2023
 - 3.5 File detailed statement of all receipts and expenditures for previous 6 months
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Youth Services Manager, Summer Kosuge, Youth Services Materials Presentation
- 6 Board Member Reports
- 7 Unfinished Business
- 8 New Business
 - 8.1 Library Financial Policies Review (204 Budget & Finance, 205 Banking Procedures, 206 Authority to Spend, 207 Investment, 208 Funds)
 - 8.2 FY24 Draft Budget
 - 8.3 Palatine Library Visit on March 1, 2023
 - 8.4 Strategic Plan Process
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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 to 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
1/31/2023**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	6,330,795.55	1,614,441.27	566,619.72	7,378,617.10
Restricted	319,406.94	148,778.98	50,769.30	417,416.62
IMRF	664,178.44	81,116.15	25,019.49	720,275.10
Fica	101,130.31	55,158.80	24,150.30	132,138.81
Total Operating	<u>\$ 7,415,511.35</u>	<u>\$1,899,495.20</u>	<u>\$ 666,558.81</u>	<u>\$ 8,648,447.63</u>
Capital Improvement	\$ 4,923,263.45	\$ 4,772.68		\$ 4,928,036.13
Debt Service	\$ 395.16			\$ 395.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(47,734.45)	14,452.73	395.16
PayPal	526.83	-	-
FBofHP	227,619.74	-	-
Fifth Third - Checking/Money Market	8,466,917.68	4,913,061.82	-
US Bancorp	672.83	521.58	-
Petty Cash	445.00	-	-
Total	<u>\$ 8,648,447.63</u>	<u>\$4,928,036.13</u>	<u>\$ 395.16</u>

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

Northbrook Public Library

Income Statement

1/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$11,282.99	\$1,458,373.03	\$7,202,216.38	\$7,446,023.88	\$7,491,000.00	99.40%
Replacement Tax	\$122,168.11	\$0.00	\$215,247.98	\$176,503.01	\$125,000.00	141.20%
Impact Fees	\$0.00	\$0.00	\$6,634.86	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$1,649.29	\$3,140.12	\$26,416.63	\$30,758.44	\$25,000.00	123.03%
Interest Income	\$121.58	\$3,587.47	\$3,526.33	\$18,143.84	\$5,000.00	362.88%
Other Income	\$3,827.95	\$3,434.34	\$25,922.31	\$25,870.74	\$100,000.00	25.87%
Total Undesignated Revenue	\$139,049.92	\$1,468,534.96	\$7,479,964.49	\$7,702,825.23	\$7,746,000.00	99.44%
Designated Revenue						
Gifts & Other Designated Income	\$2,749.00	\$148,022.16	\$102,962.35	\$330,982.92	\$200,000.00	165.49%
Designated Interest Income	\$1.98	\$756.82	\$89.00	\$1,247.80	\$0.00	0.00%
Total Designated Revenue	\$2,750.98	\$148,778.98	\$103,051.35	\$332,230.72	\$200,000.00	166.12%
Total Revenues	\$141,800.90	\$1,617,313.94	\$7,583,015.84	\$8,035,055.95	\$7,946,000.00	101.12%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$53,811.08	\$62,378.54	\$557,013.92	\$591,513.44		
Audio/Visual	\$4,302.55	\$3,136.53	\$40,141.75	\$37,602.51		
Videos/DVDs	\$3,679.52	\$4,962.11	\$42,776.97	\$42,193.58		
Programs	\$4,793.44	\$5,085.10	\$54,235.80	\$49,968.11	\$94,000.00	53.16%
OCLC	\$5,525.77	\$5,887.54	\$20,674.51	\$22,720.96	\$22,000.00	103.28%
CCS Shared Costs	\$19,701.06	\$19,525.73	\$72,444.45	\$71,711.23	\$80,000.00	89.64%
Total Materials & Services	\$91,813.42	\$100,975.55	\$787,287.40	\$815,709.83	\$1,128,000.00	72.31%
Human Resources						
General Salaries and Wages	\$295,945.29	\$335,811.52	\$2,619,225.78	\$2,888,332.72	\$4,027,820.00	71.71%
Maintenance Salaries & Wages	\$12,253.68	\$14,693.69	\$110,667.40	\$126,471.48	\$154,680.00	81.76%
Group Insurance	\$54,055.17	\$56,536.43	\$493,521.90	\$504,477.52	\$730,000.00	69.11%
Unemployment/Worker's Comp	\$211.38	\$425.42	\$19,436.67	\$19,339.57	\$27,000.00	71.63%
Staff Development	\$10,412.10	\$3,165.05	\$41,809.19	\$39,796.15	\$60,000.00	66.33%
Total Human Resources	\$372,877.62	\$410,632.11	\$3,284,660.94	\$3,578,417.44	\$4,999,500.00	71.58%
Operating Costs						
Photocopy	\$1,597.20	\$1,917.23	\$23,380.87	\$22,522.48	\$30,000.00	75.07%
Office & Library Supplies	\$2,962.08	\$2,697.78	\$35,744.69	\$35,948.71	\$70,000.00	51.36%
Software	\$5,198.86	(\$751.78)	\$73,608.60	\$69,040.67	\$98,000.00	70.45%
Postage	\$756.41	\$524.14	\$18,424.20	\$17,010.68	\$20,000.00	85.05%
General Insurance	\$0.00	\$0.00	\$55,026.81	\$62,144.56	\$68,000.00	91.39%
Telephone/Internet	(\$647.76)	(\$155.61)	\$33,916.60	\$30,626.03	\$39,000.00	78.53%
Professional Services	\$18,789.14	\$38,983.20	\$218,249.08	\$253,624.22	\$322,000.00	78.77%
Furniture, Equipment	\$551.82	\$0.00	\$39,123.02	\$42,422.49	\$50,000.00	84.85%
Equipment Rental & Maintenance	\$1,175.00	\$595.00	\$22,275.72	\$38,234.79	\$42,000.00	91.04%
Community Relations	\$90.04	\$763.31	\$25,108.26	\$29,140.58	\$51,000.00	57.14%
Total Operating Costs	\$30,472.79	\$44,573.27	\$544,857.85	\$600,715.21	\$790,000.00	76.04%

Northbrook Public Library
Income Statement
1/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
Maintenance						
Vehicle Expense	\$73.61	\$0.00	\$300.93	\$737.69	\$3,000.00	24.59%
Janitorial Supplies	\$3,237.68	\$3,651.54	\$29,985.77	\$28,199.72	\$45,000.00	62.67%
Utilities	\$578.10	\$4,544.05	\$22,867.29	\$32,384.34	\$53,000.00	61.10%
Building Repairs	\$560.50	\$5,075.00	\$20,490.72	\$33,619.87	\$30,000.00	112.07%
Contracted Services	\$21,409.68	\$15,219.60	\$116,567.39	\$110,319.00	\$146,000.00	75.56%
Total Maintenance	\$25,859.57	\$28,490.19	\$190,212.10	\$205,260.62	\$277,000.00	74.10%
Other Expenses						
Recruiting	\$0.00	\$200.00	\$1,509.50	\$420.00	\$1,000.00	42.00%
Contingency & Misc Exp	\$406.14	\$857.27	\$4,916.00	\$6,693.72	\$100,000.00	6.69%
Board Development	\$0.00	\$0.00	\$450.20	\$196.11	\$500.00	39.22%
Total Other Expenses	\$406.14	\$1,057.27	\$6,875.70	\$7,309.83	\$101,500.00	7.20%
Total Undesignated Expenses	\$521,429.54	\$585,728.39	\$4,813,893.99	\$5,207,412.93	\$7,296,000.00	71.37%
Designated Expenses						
Miscellaneous Designated Expenses	\$2,817.87	\$48,595.66	\$8,383.12	\$200,272.28	\$200,000.00	100.14%
Designated Materials Expense	\$0.00	\$248.64	\$1,201.20	\$1,496.22	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$742.00	\$0.00	\$0.00	0.00%
Designated Program Expense	\$2,695.49	\$1,925.00	\$50,502.43	\$55,441.58	\$0.00	0.00%
Total Designated Expenses	\$5,513.36	\$50,769.30	\$60,828.75	\$257,210.08	\$200,000.00	128.61%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$221.73)	\$0.00	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	(\$221.73)	\$0.00	\$450,000.00	0.00%
Total Expenses	\$526,942.90	\$636,497.69	\$4,874,501.01	\$5,464,623.01	\$7,946,000.00	68.77%
NET SURPLUS/(DEFICIT)	(\$385,142.00)	\$980,816.25	\$2,708,514.83	\$2,570,432.94	\$0.00	

02 - IMRF/FICA Fund

Revenues

Undesignated Revenue

Property Tax Levy-IMRF	\$606.68	\$81,116.15	\$387,258.19	\$414,155.23	\$425,000.00	97.45%
Property Tax Levy FICA	\$438.32	\$55,158.98	\$279,794.04	\$281,625.56	\$289,000.00	97.45%
Interest Income IMRF	\$0.14	\$0.00	\$2.13	\$4.03	\$50.00	8.06%
Interest Income FICA	\$0.11	\$0.00	\$1.55	\$2.73	\$50.00	5.46%
Total Undesignated Revenue	\$1,045.25	\$136,275.13	\$667,055.91	\$695,787.55	\$714,100.00	97.44%

Total Revenues

\$1,045.25	\$136,275.13	\$667,055.91	\$695,787.55	\$714,100.00	97.44%
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Expenses

Undesignated Expenses

Human Resources

Employer IMRF	\$26,941.22	\$25,019.49	\$276,001.69	\$262,650.03	\$425,000.00	61.80%
Employer FICA	\$22,571.21	\$24,150.30	\$200,788.73	\$227,305.75	\$289,000.00	78.65%
Total Human Resources	\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%

Total Undesignated Expenses

\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%
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Total Expenses

\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%
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NET SURPLUS/(DEFICIT)

(\$48,467.18)	\$87,105.34	\$190,265.49	\$205,831.77	\$100.00
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Northbrook Public Library

Income Statement

1/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$606.68	\$81,116.15	\$387,258.19	\$414,155.23	\$425,000.00	97.45%
Property Tax Levy FICA	\$438.32	\$55,158.98	\$279,794.04	\$281,625.56	\$289,000.00	97.45%
Interest Income IMRF	\$0.14	\$0.00	\$2.13	\$4.03	\$50.00	8.06%
Interest Income FICA	\$0.11	\$0.00	\$1.55	\$2.73	\$50.00	5.46%
Total Undesignated Revenue	\$1,045.25	\$136,275.13	\$667,055.91	\$695,787.55	\$714,100.00	97.44%
Total Revenues	\$1,045.25	\$136,275.13	\$667,055.91	\$695,787.55	\$714,100.00	97.44%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$26,941.22	\$25,019.49	\$276,001.69	\$262,650.03	\$425,000.00	61.80%
Employer FICA	\$22,571.21	\$24,150.30	\$200,788.73	\$227,305.75	\$289,000.00	78.65%
Total Human Resources	\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%
Total Undesignated Expenses	\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%
Total Expenses	\$49,512.43	\$49,169.79	\$476,790.42	\$489,955.78	\$714,000.00	68.62%
NET SURPLUS/(DEFICIT)	(\$48,467.18)	\$87,105.34	\$190,265.49	\$205,831.77	\$100.00	

Northbrook Public Library

Income Statement

1/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$214.31	\$1,992.68	\$2,768.24	\$13,716.18	\$10,000.00	137.16%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$214.31	\$1,992.68	\$9,968.24	\$13,716.18	\$10,000.00	137.16%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$0.00	\$2,780.00	\$0.00	\$2,780.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$2,780.00	\$0.00	\$2,780.00	\$425,000.00	0.65%
Total Revenues	\$214.31	\$4,772.68	\$9,968.24	\$16,496.18	\$435,000.00	3.79%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,010.01	\$0.00	\$112,193.49	\$82,249.90	\$540,725.00	15.21%
Professional Fees	\$0.00	\$0.00	\$35,467.50	\$16,077.50	\$75,525.00	21.29%
Furniture & Equipment	\$4,723.20	\$0.00	\$261,730.06	\$0.00	\$189,000.00	0.00%
Total Capital & Bond Expenses	\$5,733.21	\$0.00	\$409,391.05	\$98,327.40	\$805,250.00	12.21%
Total Undesignated Expenses	\$5,733.21	\$0.00	\$409,391.05	\$98,327.40	\$805,250.00	12.21%
Total Expenses	\$5,733.21	\$0.00	\$409,391.05	\$98,327.40	\$805,250.00	12.21%
NET SURPLUS/(DEFICIT)	(\$5,518.90)	\$4,772.68	(\$399,422.81)	(\$81,831.22)	(\$370,250.00)	

Northbrook Public Library

Income Statement

1/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,150.03	\$144,587.16	\$734,095.35	\$738,219.54	\$757,550.00	97.45%
Interest Income	\$0.27	\$0.00	\$4.04	\$7.16	\$0.00	0.00%
Total Undesignated Revenue	\$1,150.30	\$144,587.16	\$734,099.39	\$738,226.70	\$757,550.00	97.45%
Total Revenues	\$1,150.30	\$144,587.16	\$734,099.39	\$738,226.70	\$757,550.00	97.45%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$382,171.54	\$367,550.00	\$367,550.00	100.00%
Principal Payments	\$0.00	\$0.00	\$376,077.00	\$390,000.00	\$390,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$758,235.58	\$757,550.00	\$757,550.00	100.00%
NET SURPLUS/(DEFICIT)	\$1,150.30	\$144,587.16	(\$24,136.19)	(\$19,323.30)	\$0.00	

January 2023 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 \$7,446,023.88

- 99.40% of property taxes have been collected. Second installment property tax bills were sent and collections were distributed by Cook County to the taxing bodies.
- Replacement Tax – budget number is a conservative estimate - Allocations are higher due to legislative changes that increase the allocation. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away -
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 15% is fines and lost item / replacement collections
 - 64% is non-resident fees
 - 21% is copy machine collections

Total General Fund expenditures are \$5,464,623.01 budget differences include:

- Programs is less than budget due to fewer programs being scheduled
- OCLC – is over budget – the actual number is comprised of OCLC JED Profile Group Pricing which is billed quarterly, ILL charges from Illinois Heartland and MARC records charges from Overdrive for eBooks
 - OCLC JED Profile Group Pricing \$21,254.90 – billed for 12 months
 - ILL charges from Illinois Heartland \$ 310.43 – billed for 7 months
 - MARC records charges from Overdrive \$ 1,155.63 – billed for 5 months
- CCS costs are greater than budget due to invoices being paid quarterly - the library has paid for 12 months of service
- Office supplies is less than budget due to the timing of purchasing supplies
- Postage is greater than budget due to annual deposit being recorded/paid
- General Insurance is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense

- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Community Relations is less than budget due to fewer outreach events
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Janitorial Supplies is less than budget due to the timing of purchasing supplies
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 8 months of gas and 6 months of water expense
- Building Repairs is greater than budget due to payment of invoices when repairs occur not evenly split throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities

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

Operating Funds		
Library Claims List	\$	215,480.22
Librarian's Claims List	\$	18,981.75
Payroll	\$	314,364.62
Fica/IMRF	\$	49,169.79
ACH to IPBC	\$	68,562.43
Total Operating Funds	\$	666,558.81
Capital Improvement Fund		
Claims List		
	\$	-
Debt Service Fund		
Grand Total Library	\$	666,558.81

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

Transaction Number	Transaction Date	Reference	payments	Description
25748	12/31/2022	VOID - Swank Motion Picture	\$ (918.00)	Monthly Payment - Programming
25751	1/19/2023	Authors Unbound Agency	\$ 9,375.00	ILP Payment
25752	1/19/2023	Mark Bazer	\$ 1,000.00	ILP Payment
25753	1/19/2023	Elizabeth Chertok	\$ 600.00	Monthly Payment - Programming
25754	1/19/2023	First Bankcard	\$ 981.17	Monthly Payment - Supplies
25755	1/19/2023	Folding Partition Services, Inc.	\$ 732.00	Annual Payment - Equipment Repair & Maintenance
25756	1/19/2023	Kathryn Hall	\$ 654.97	Annual Payment - Staff Development
25757	1/19/2023	Northbrook Hardware	\$ 602.23	Monthly Payment - Janitorial Supplies
25758	1/19/2023	Symmetry Energy Solutions, LLC	\$ 3,975.62	Monthly Payment - Utilities
25759	1/19/2023	Wall Street Journal	\$ 659.88	Monthly Payment - Materials
25760	1/25/2023	Authors Unbound Agency	\$ 20,750.00	ILP Payment
25761	1/25/2023	KA Productions	\$ 5,500.00	ILP Payment
25762	1/31/2023	Amazon Capital Services	\$ 2,150.27	Monthly Payment - Supplies
25763	1/31/2023	Authors Unbound Agency	\$ 9,375.00	ILP Payment
25764	1/31/2023	Baker & Taylor	\$ 25,784.16	Monthly Payment - Materials
25765	1/31/2023	Baker & Taylor Entertainment	\$ 935.74	Monthly Payment - Materials
25766	1/31/2023	Bayscan Technologies	\$ 762.00	Monthly Payment - Supplies
25767	1/31/2023	Best Quality Cleaning	\$ 5,475.00	Monthly Payment - Contracted Services
25768	1/31/2023	Children's Plus Inc	\$ 2,457.12	Monthly Payment - Materials
25769	1/31/2023	Cooperative Computer Service	\$ 25,382.75	Quarterly Payment - OCLC 7 CCS
25770	1/31/2023	F.E. Moran Mechanical Services	\$ 5,680.00	Annual Payment - Buidling Repairs
25771	1/31/2023	F.E. Moran, Inc. - Fire Protection - North	\$ 4,250.00	Annual Payment - Contracted Services
25772	1/31/2023	Fifth Star Collective, LLC	\$ 1,375.00	ILP Payment

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

Transaction Number	Transaction Date	Reference	payments	Description
25773	1/31/2023	Gale/Cengage Learning Inc.	\$ 1,273.90	Monthly Payment - Materials
25774	1/31/2023	Illinois Library Association	\$ 875.00	Monthly Payment - Staff Development
25775	1/31/2023	Jacqueline Krupka	\$ 650.00	Monthly Payment - Progrmming
25776	1/31/2023	Midwest Tape LLC	\$ 6,093.70	Monthly Payment - Materials
25777	1/31/2023	NewsBank, Inc.	\$ 13,616.00	Annual Payment - Materials
25778	1/31/2023	North American Corp of Illinois	\$ 1,809.55	Monthly Payment - Janitorial Supplies
25779	1/31/2023	Northbrook Hardware	\$ 704.11	Monthly Payment - Janitorial Supplies
25780	44957	Olsson Roofing Company, Inc.	\$ 950.00	Bi Annual Payment - Contracted Services
25781	44957	Outsource Solutions Group, Inc.	\$ 39,950.64	Monthly Payment - Contracted services & Software
25782	44957	Overdrive	\$ 13,233.83	Monthly Payment - Materials
25783	44957	Runco Office Supply	\$ 600.30	Monthly Payment - Supplies
25784	44957	Snow Systems, Inc.	\$ 1,920.00	Monthly Payment -Contracted Services
25785	44957	Tsai Fong Books, Inc.	\$ 1,282.24	Monthly Payment - Materials
25786	44957	Value Line Publishing LLC	\$ 1,050.00	Monthly Payment - Materials
25787	44957	Wells Fargo Vender Fin Serv	\$ 1,530.00	Monthly Payment - Photocopy (2 months)
25788	44957	Wex Health Inc.	\$ 2,401.04	Monthly Payment - Flexible spending, Dedendant Care and Commuter Benefit

\$ 215,480.22

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

Transaction Number	Transaction Date	Reference	Payments
52237	8/30/2022	VOID - Lila Elma	\$ (16.99)
52465	10/14/2022	VOID - Carolann Cohen	\$ (4.00)
52491	10/14/2022	VOID - Matthew E Young	\$ (5.99)
52542	11/16/2022	VOID - Philip Collins	\$ (310.09)
52551	11/16/2022	Void - Jane Huh	\$ (17.99)
52559	11/16/2022	Void - Patrick Miller	\$ (5.99)
52663	1/11/2023	Costco	\$ 75.76
52664	1/11/2023	Costco	\$ 250.00
52665	1/11/2023	The Home Depot Credit Services	\$ 45.79
52666	1/13/2023	Alert Protective Services	\$ 150.03
52667	1/13/2023	Algonquin Public Library	\$ 179.00
52668	1/13/2023	American Spirit	\$ 18.00
52669	1/13/2023	Aquatic Works LTD	\$ 185.00
52670	1/13/2023	Best Buy Business Advantage Account	\$ 392.06
52671	1/13/2023	BMI	\$ 441.00
52672	1/13/2023	Martha Carlos	\$ 14.99
52673	1/13/2023	Green America	\$ 25.00
52674	1/13/2023	Impact Networking LLC	\$ 387.23
52675	1/13/2023	Claire M Jepps	\$ 16.99
52676	1/13/2023	Laconi, Inc.	\$ 150.00
52677	1/13/2023	Limricc - UCGA	\$ 425.42
52678	1/13/2023	William Magidson	\$ 6.22
52679	1/13/2023	Patrick McCallister	\$ 175.00
52680	1/13/2023	Ocooch Hardwoods	\$ 189.82
52681	1/13/2023	Petty Cash Custodian	\$ 29.49
52682	1/13/2023	Pioneer Press	\$ 36.00
52683	1/13/2023	Sunset Food Mart, Inc.	\$ 42.33
52684	1/13/2023	Total Link to Community Cooperative Inc	\$ 175.00
52685	1/13/2023	Universal Film Exchanges LLC	\$ 400.00
52686	1/13/2023	UPS	\$ 431.02
52687	1/13/2023	Warehouse Direct Inc.	\$ 351.74
52688	1/13/2023	WEX Health, Inc.	\$ 97.25
52689	1/13/2023	WM Corporate Services Inc.	\$ 568.43
52690	1/31/2023	A-Z Mindfulness	\$ 150.00
52691	1/31/2023	Added Incentives, Inc.	\$ 329.43
52692	1/31/2023	Amazon	\$ 34.99
52693	1/31/2023	American Library Association, Membership	\$ 482.00
52694	1/31/2023	Aquatic Works LTD	\$ 185.00
52695	1/31/2023	Blackstone Publishing	\$ 41.60
52696	1/31/2023	Nancy Buehler	\$ 250.00
52697	1/31/2023	Susan Caplan SC Associates LLC	\$ 150.00
52698	1/31/2023	Soon Hwa Chi	\$ 10.95
52699	1/31/2023	Chicago Tribune	\$ 191.42
52700	1/31/2023	Hunhui Cho	\$ 17.99
52701	1/31/2023	Cintas	\$ 532.85
52702	1/31/2023	Carolann Cohen	\$ 4.00
52703	1/31/2023	Philip Collins	\$ 310.09
52704	1/31/2023	Carol D'Anca	\$ 300.00
52705	1/31/2023	Demco	\$ 251.33
52706	1/31/2023	Lila Elman	\$ 16.99
52707	1/31/2023	Fast Forward Libraries LLC	\$ 300.00
52708	1/31/2023	Sabina Fazlic	\$ 125.00

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

Transaction Number	Transaction Date	Reference	Payments
52709	1/31/2023	Film Ideas, Inc.	\$ 266.79
52710	1/31/2023	Findaway World, LLC	\$ 19.94
52711	1/31/2023	Freeman Pictures, Inc.	\$ 100.00
52712	1/31/2023	Mark Gelfeld	\$ 200.00
52713	1/31/2023	Mark Gelfeld	\$ 200.00
52714	1/31/2023	Benjamin Goluboff	\$ 250.00
52715	1/31/2023	Benjamin Goluboff	\$ 250.00
52716	1/31/2023	Grainger	\$ 163.41
52717	1/31/2023	Great Plains ADA Center	\$ 300.00
52718	1/31/2023	Jayne Herring	\$ 550.00
52719	1/31/2023	The Home Depot Credit Services	\$ 2.92
52720	1/31/2023	Jane Huh	\$ 17.99
52721	1/31/2023	Illinois Heartland Library System-OCLC	\$ 30.52
52722	1/31/2023	Illinois State Police	\$ 200.00
52723	1/31/2023	Image Specialties of Glenview, Inc.	\$ 26.40
52724	1/31/2023	Information Today, Inc.	\$ 483.53
52725	1/31/2023	Anette Isaacs	\$ 225.00
52726	1/31/2023	Johnson Plastics Plus	\$ 55.81
52727	1/31/2023	Lechner Services	\$ 116.80
52728	1/31/2023	Sophie Lee	\$ 8.99
52729	1/31/2023	Ron Mantegna	\$ 200.00
52730	1/31/2023	Ron Mantegna	\$ 200.00
52731	1/31/2023	Ron Mantegna	\$ 200.00
52732	1/31/2023	Manufacturers News Inc.	\$ 238.90
52733	1/31/2023	Patrick McCallister	\$ 175.00
52734	1/31/2023	Patrick Miller	\$ 5.99
52735	1/31/2023	Annalee Newitz	\$ 350.00
52736	1/31/2023	Panera, LLC	\$ 148.77
52737	1/31/2023	Polar Explorers	\$ 200.00
52738	1/31/2023	Printing You Can Trust	\$ 254.36
52739	1/31/2023	Reaching Across Illinois Library System	\$ 522.00
52740	1/31/2023	Heather Ross	\$ 101.68
52741	1/31/2023	Olga Rudiak	\$ 400.00
52742	1/31/2023	Olga Rudiak	\$ 300.00
52743	1/31/2023	Scientific Spectrum.com	\$ 595.00
52744	1/31/2023	Sentrum Marketing, LLC	\$ 356.90
52745	1/31/2023	Sheet Music Plus	\$ 67.94
52746	1/31/2023	Valeriya Smolyansky	\$ 13.99
52747	1/31/2023	Lara Solonickne	\$ 300.00
52748	1/31/2023	Swank Motion Pictures Inc.	\$ 396.00
52749	1/31/2023	Town Square Publications	\$ 550.00
52750	1/31/2023	UPS	\$ 62.47
52751	1/31/2023	VSP of Illinois, NFP	\$ 403.51
52752	1/31/2023	Anthony Wang	\$ 12.99
52753	1/31/2023	Robert Waterbury	\$ 50.00
52754	1/31/2023	Yami Vending Inc.	\$ 321.00
52755	1/31/2023	Yang and Olivia Arts Foundation	\$ 500.00
52756	1/31/2023	Matthew E. Young	\$ 5.99
			<u>\$ 18,981.75</u>

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of July 2022 through December 2022 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

Treasurer

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public

Accounts Payable \$1,000 and above for the Period July 2022 through December 2022

3E Electric, Inc. - \$1,965.00; Amazon - \$18,395.72; Amazon Capital Services - \$2,998.66; Amalgamated Bank of Chicago - \$573,775.00; American Library Association, Membership - \$1,735.00; Ancel Glink P.C. - \$2,925.00; Anna Amen - \$1,325.06; Aquatic Works LTD - \$1,110.00; Baker & Taylor - \$152,286.34; Baker & Taylor Entertainment - \$3,691.94; BambooHR - \$7,062.37; Benjamin Goluboff - \$1,000.00; Best Quality Cleaning - \$32,850.00; Bibliotheca, LLC. - \$2,000.60; Bright Plum Inc. - \$18,700.00; Calor Design Group, Ltd. - \$13,460.00; Capitol Glass & Architectural Metals Inc. - \$73,798.00; CCI Solutions - \$1,674.30; Cintas - \$2,497.30; Continental Resources, Inc - \$48,206.93; Cooperative Computer Service - \$54,824.50; David Drazin - \$1,000.00; DeFranco Plumbing - \$1,089.76; Demco - \$3,226.58; Dornfeld Piano Tuning - \$2,040.00; EBSCO Information Services - \$18,236.58; F.E. Moran Mechanical Services - \$6,435.21; F.E. Moran, Inc. - Fire Protection - North - \$4,480.00; Fifth Star Collective, LLC - \$5,750.00; First Bankcard - \$35,552.13; Gale/Cengage Learning Inc. - \$3,464.40; Garaventa USA Inc. - \$1,568.75; Glenbrook HSD 225 - Business Services - \$6,410.64; Grainger - \$6,594.81; Greater Talent Network, LLC d/b/a UTA Speakers - \$12,500.00; Grey House Publishing - \$2,995.00; HR Source - \$3,785.00; Illinois Library Association - \$2,640.00; Impact Networking LLC - \$3,993.07; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$410,496.98; ITsavvy LLC - \$7,752.00; Jane Huh - \$2,567.99; Jayne Herring - \$1,100.00; JCLC, Inc. - \$1,410.00; Jessica Hopper - \$1,500.00; Kathleen Jo Zeigler Mitchem - \$1,000.00; LaForce - \$7,251.00; LastPass US LP - \$17,820.00; Library Ideas LLC - \$1,118.54; Linkedin Corporation - \$7,000.00; Louisa Chu - \$1,000.00; LR Consulting LLC - \$10,000.00; Lyceum Agency - \$15,000.00; Mango Languages - \$3,435.00; Mark Anderson - \$1,200.00; Mergent, Inc. - \$1,041.00; Midwest Tape LLC - \$82,845.58; Moore Landscapes, LLC - \$1,629.00; Nancy Buehler - \$1,250.00; NFIP Direct Servicing Agent - \$5,123.00; Niche Academy - \$1,290.00; North American Corp of Illinois - \$6,358.87; Northbrook Chamber of Commerce & Industry - \$1,455.00; Northbrook Hardware - \$1,279.22; Olga Rudiak - \$1,300.00; Olsson Roofing Company, Inc. - \$1,430.00; Outsource Solutions Group, Inc. - \$103,175.57; Overdrive - \$105,308.97; Pace Systems INC - \$6,872.34; Promos 911, Inc. - \$2,191.27; Proquest - \$31,667.21; Reaching Across Illinois Library System - \$22,413.00; RELX Inc. DBA LexisNexis - \$4,566.96; Ring Central Inc - \$24,996.71; Ross Gay - \$5,000.00; Runco Office Supply - \$3,843.36; Sarah Rustman - \$2,000.00; Scholastic Library Publishing - \$3,565.00; Selden Fox, LTD - \$11,000.00; Service Building Maintenance, Inc. - \$9,525.00; Shauna Sever - \$2,000.00; Siemens Industry Inc. - \$4,425.64; Snow Systems, Inc. - \$5,760.00; Staples Business Credit - \$4,744.39; Sterling Services, Inc. - \$2,736.90; Stories Matter Foundation - \$1,200.00; Swank Motion Pictures Inc. - \$4,130.00; Symmetry Energy Solutions, LLC - \$14,691.10; Teacher Dan - \$1,200.00; The Charmm'd Foundation - \$1,050.00; The TUESDAY Agency, LLC - \$11,500.00; Today's Business Solutions, Inc. - \$3,784.62; Value Line Publishing LLC - \$16,450.00; Village of Northbrook Water Dept. - \$5,136.34; Vis-O-Graphic, Inc. - \$18,991.44; VSP of Illinois, NFP - \$2,383.57; Wells Fargo Vender Fin Serv - \$3,825.00; Wex Health Inc. - \$15,146.32; WM Corporate Services Inc. - \$3,358.59; Yami Vending Inc. - \$1,715.09; You Are Mortal, Inc - \$10,000.00; Zoom Video Communications Inc. - \$14,594.51;

Payroll for the Period July 2022 through December 2022

Abbas - \$1,704.97; Ali - \$836.00; Alteri - \$19,000.00; Amen - \$58,726.24; Amundsen - \$3,093.16; Anne - \$2,071.30; Ashman - \$26,138.92; Bae - \$1,599.00; Balog - \$5,791.65; Baran - \$9,724.03; Bass - \$7,582.57; Beach - \$26,875.00; Becker - \$14,891.40; Berkover - \$11,803.95; Born - \$328.59; Bremner - \$10,742.04; Brown - \$5,193.15; Brugger - \$28,415.68; Burke - \$1,789.25; Burman - \$3,037.48; Chase - \$25,825.00; Cirignani - \$25,606.48; Collins - \$30,704.83; Cotini - \$470.05; Czechorski - \$7,598.34; Doyle - \$42,638.32; Du - \$61.60; Duncan-McGee - \$27,630.90; Durov - \$52,449.64; Dzianott - \$2,075.33; Edwards - \$4,937.52; Faedtke - \$11,269.76; Flowers - \$25,147.48; Fragozo - \$1,217.48; Franklin - \$33,636.16; Goese - \$20,374.84; Golembiewski - \$28,613.68; Gonzalez Esparza - \$15,234.03; Gossage - \$39,029.96; Gould - \$117.00; Gutmann - \$11,820.05; Haddad - \$47,051.52; Hale - \$4,879.17; Hall - \$75,705.00; Hannon - \$27,196.12; Hannon - \$569.50; Haynes - \$4,362.66; Hill - \$29,637.84; Holland - \$26,341.83; Hominick - \$30,777.52; Homozi - \$8,098.02; Hovanec - \$40,525.00; Huh - \$13,134.05; Huie - \$30,947.56; Hutter - \$3,158.51; Ibardoloza - \$4,561.50; Ibardoloza - \$4,574.50; Jaffery - \$13,074.55; Kalmens - \$19,800.03; Kaminski - \$28,607.44; Karahalios - \$13,083.51; Kearns - \$6,856.00; Keaton - \$33,141.44; Koontz - \$7,400.18; Kosuge - \$36,241.00; Krause - \$712.25; Lasky - \$8,187.25; Lee - \$12,392.75; Lee - \$12,620.34; Lodkin - \$2,260.58; Lopez - \$27,443.32; Marek - \$6,700.00; Margis - \$34,800.04; Mayer - \$13,408.04; Mayer - \$42,901.54; McDonald - \$7,442.24; McGill - \$7,288.25; Medel - \$24,900.24; Miller - \$5,088.73; Mistalski - \$26,875.00; Mohrdieck - \$1,287.44; Munday - \$111.21; Nava - \$21,931.84; Nelson - \$24,512.56; Nguyen - \$22,599.52; Norton - \$38,071.14; Oh - \$5,050.00; Pekara - \$32,047.24; Perrenot - \$9,986.54; Porter - \$11,377.28; Prioletti - \$44,446.72; Radziewicz - \$4,458.83; Raucci - \$13,158.51; Raybuck - \$28,332.04; Reid - \$15,204.28; Saks - \$8,921.08; Sarich - \$8,755.89; Schafer - \$5,114.00; Schlernitzauer - \$42,082.36; Schmidt - \$14,757.67; Schwartz - \$18,788.81; Scodius - \$30,383.48; Shapiro - \$1,300.40; Sharma - \$511.38; Siegel - \$23,400.84; Siegel - \$32,046.76; Simmons - \$711.89; Simpson - \$11,181.20; Siwinski - \$23,007.52; Skittino - \$42,551.54; So - \$10,685.33; Suarez - \$1,443.00; Suarez - \$1,989.00; Traskina - \$2,177.50; Vering - \$33,259.00; Vienna - \$27,571.00; Voronova - \$5,853.64; Waclawik - \$10,925.41; Weisenberg - \$1,729.00; White - \$25,147.48; Wolf - \$47,670.04; Wright - \$11,144.60; Wu - \$2,376.75; Yutuc - \$4,014.83; Zwick - \$5,258.33;

DIRECTOR'S REPORT FEBRUARY 2023

AGENDA ITEMS

3 Consent Agenda

- 3.5 File detailed statement of all receipts and expenditures for previous 6 months

This is required by law and lists all expenses paid over the past 6 months.

8 New Business

- 8.1 Library Financial Policies Review (204 Budget & Finance, 205 Banking Procedures, 206 Authority to Spend, 207 Investment, 208 Funds)

I have included a memo with summaries of the policies for the board to review prior to looking at the draft budget.

- 8.2 FY24 Draft Budget

Anna Amen has included the draft budget in the packet. This is the first review of the budget and no action is expected or requested.

- 8.3 Palatine Library Visit March 1st

We will be going to the Palatine Public Library on March 1 for a tour at 6pm. We have 7:45 pm dinner reservations at [Benidta Cocina](#) an Argentinean Restaurant. Please let me know if you will be unable to attend.

- 8.4 Strategic Plan Process

I have included a memo in the board packet that gives some background on our previous process and lays out some questions for the board to consider in the next process.

9 Agenda Building

Strategic Plan Process
FY24 Draft Budget
Non-resident Fee Method
Staff Presentation on Ordering Materials
Climate Action Plan Committee Update

BOARD NEWS

This year the Illinois Library Association is not doing legislative meet-ups, but are instead doing a [three step process](#):

1. Step 1: Get Ready to Advocate

Wednesday, February 22, 10:00 - 11:00 a.m.

This virtual event will prepare library advocates to meet with their legislators. This session will be recorded for later viewing.

2. Step 2: Library 101 for Legislators

Monday, February 27, 10:00 - 11:00 a.m.

This statewide, virtual event will focus on bringing together newly elected legislators and library advocates rather than being geographically centered.

3. Step 3: Report Back and Let Us Know How It Went

After your meeting, tour, or event send your photos and report to ILA so we can share them on our website. Our goal is to reach every part of the state.

Here are the [current legislative issues facing Illinois libraries](#) which include:

- Statewide access to online resources
- Amend the local records act to streamline disposal of records
- Flexibility in use of funds for public library districts

If you are interested in attending one of the sessions, please let me know and we will register you. I am also talking with Lindsey Dorfman, Executive Director at the Glenview Public Library. Since we have so much overlap between legislators, we are working on setting up a time for everyone to gather at one of our libraries. I will have more information on that in the coming weeks.

UPDATES

Winter Reading

Winter Reading concluded on January 31. This year's Winter Reading program was a success and the library recorded some of its highest number of participants. A total of 3866 books were read and we received many positive comments about our finishing prizes and the estimation candy jar which was new this year.

Age	Sign-Ups	Finishing Rate (typically 50-55%)
Youth/ Baby	683	67%
Teen	198	62%
Adult	735	70%

Programming

- In partnership with the Northbrook Arts Commission, we hosted Northbrook Watercolorist Ken Call for our monthly art show. We also had a special Q&A with Ken in the Auditorium.

Posted January 7
 Facebook Reach: 1,890
 Facebook Engagements: 226
 Instagram Reach: 486
 Instagram Likes: 37

Northbrook Public Library
 Published by Linda Vering · January 7 ·

We're excited to have watercolor artist Ken Call's paintings on display throughout the library in January and February, including this painting, Sessions #7, which you'll find on our 3rd floor. To learn more about Ken Call's art, we invite you to join us for an "Evening with Watercolorist Ken Call" featuring an interview, musical entertainment, and a reception on Tuesday, Jan. 17 at 6:00pm in the Auditorium. Please register in advance at <https://visit.northbrookinfo/ev...> See more



- The Northbrook Public library, partnering with the Chamber of Commerce, hosted the State of the Village Address with Village President Kathryn Ciesla in our Auditorium on January 25. 115 people were in attendance and the event was recorded and can be viewed online

- "Shackleton, The Endurance, and Antarctic Survival" was presented on January 26th to a packed room of 71 patrons. Patrons were very engaged, asked questions, and stayed after to talk with the presenter, Annie Aggens, who is also a local polar guide. One of the survey comments we received for this program read, "You could have heard a pin drop. Everyone was spellbound! Great program and presentation!"

Northbrook Public Library
 Published by Linda Vering · January 10 at 5:31 PM ·

We love seeing so many GBN students studying together at the library and we're super impressed with what they've written on the dry-erase boards in the study rooms (we're just going to pretend we understand it 😊) Best of luck with finals!

#WhereCommunityHappens



- The K9 Reading Buddies Program was brought back after a 3 year hiatus due to the pandemic. All of the patron feedback for the program was overwhelmingly positive.

- While we did not have Finals Café this year, we still had a large number of students studying at the library. We look forward to bringing back Finals Café in its entirety next year.

GBN Students Studying on the 2nd Floor Before Finals
 Posted January 10

Facebook Reach: 1,205
 Facebook Engagements: 51
 Instagram Reach: 763
 Instagram Likes: 98

Illinois Libraries Present

- In January, Illinois Libraries Presents hosted poet, Ross Gay, who discuss how he incites joy in his own life. There were 11 in attendance from Northbrook Public Library with a total of 992 in attendance from all over Illinois

- In February, Illinois Libraries Presents brought in Kwame Alexander, a New York Times Bestselling author of 36 books and winner of three NAACP Image Award Nominations, to our patrons' screens. 22 of the 836 patrons that attended live were from Northbrook.
- As the board is aware, we helped launch Illinois Libraries Present, a joint programming cooperative that launched in the height of the pandemic to bring nationally recognized speakers to Illinois public libraries. We were one of almost 200 libraries give patrons access to speakers like Nick Offerman, Silvia Moreno-Garcia, and Jasmine Guillory. With the generous support of the Illinois State Library and other partners, Illinois Libraries Present hosted seven authors and had over 15,000 Illinois residents join us. As with any large endeavor, it is important to celebrate our success and then pause and reflect on what worked and what didn't. Illinois Libraries Present worked with [Fifth Star Collective](#) to put together the [Illinois Libraries Present Pilot Report](#) which will help guide us as we continue to grow this partnership and make it possible for libraries of all sizes and budgets to give Illinois residents access to nationally recognized authors speakers.

Technology & Facilities

- Around 180 canvases were submitted for the Tiny Art Show, which was jointly coordinated by Adult Services, Maker Services, and Youth Services. Canvases will be on display in Reference on the temporary art walls that are on loan from the Arts Commission.
- We have been working with web developer Bright Plum to migrate our website to Drupal 9 from Drupal 7. The updated site will go live on February 13.
- The shelving that was currently in front of the admin office by the 2nd floor study rooms has been removed and some comfortable chairs have been placed there. Many staff helped with all the planning, shifting, taking down, and moving of furniture including Joe Skittino, Vu Nguyen, and Mike Siwinski in Maintenance, Harvey Huie and Howard our volunteer in Adult Services, and Anna Amen in Admin.
- We are continuing to experience issues with leaking into Youth Services from the roof. Anna Amen and Joe Skittino are working with Product Architecture & Design and Pepper Construction to resolve the issue.



HR

Staffing Changes

- New Hires
 - Patrick Rodriguez, part-time Maker Specialist (MS), effective January 17 (replacement).
- Departures
 - Levi Yutuc, part-time Maker Specialist (MS) resigned effective January 17.
 - Mary Radziewicz, part-time Shelver (CIRC) resigned effective January 28 to focus on school.
 - Jennifer Hovanec, full-time Manager (CIRC) resigned effective January 31. She will be the new Director at LaGrange Public Library.
- Status Changes
 - Aaron Ashmann, changed from full-time Adult Services Assistant (AS) to full-time Events Production Assistant (Admin) effective January 1.
 - Jisun Oh, changed from part-time Shelver (CIRC) to part-time Processing Clerk (TS) effective January 1.
 - Bridget Golembiewski, changed from full-time Librarian (YS) to full-time Librarian (TS) effective January 16.
 - Julianne Medel's title changed from School & Accessible Services Librarian to School & Supported Services Librarian (YS) effective January 16. This change in title was a result of research done by Julianne and reflects more inclusive language.
 - Kimberly Anne changed from part-time Clerk (CIRC) to regular part-time Clerk II (CIRC) effective January 16.

Project Updates

Civic Zoom Room

Anna Amen and I will be giving a presentation to the Civic Foundation on Monday, February 13 regarding the grant we have requested to help with creating the zoom room.

Salary Benchmarking

We have submitted all of our job descriptions to HR Source for benchmarking and are awaiting the results which we should receive in mid-late March.

Steam Boiler Replacement

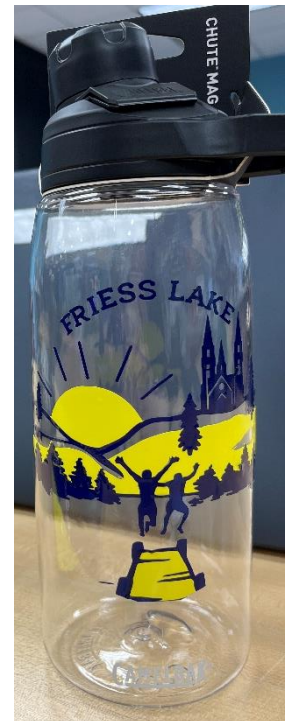
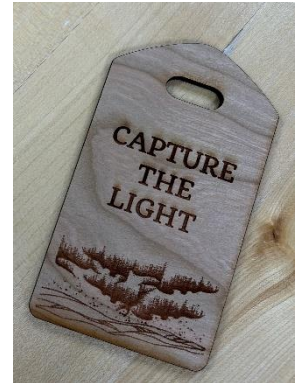
The work on this project began in January and FE Moran is making progress on the project. We expect it to be completed on time and on budget.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
January, 2022

PROJECTS



PATRON STORIES

From Assistant Manager Michelle Mistalski



upcycle craft items she already had at home.

A patron came in looking to see if she could engrave a number of items to give out as gifts for her friends. We walked the patron through the design process and she was extremely pleased with the result of the laser etching. She thanked the staff for their patience and dedication in helping her complete her projects.

MATERIALS

January projects by material type charged:

Acrylic	103
Cardstock	4
Cork Coasters	3
DVDs	7
Embroidery Thread	17
Glasses	14
HDPE	1
Iron-on	11
Stabilizer Sheets	46
Stamp Block	1
Vinyl & Transfer Paper	16
Wood	47

A patron came by to share a photo of her project that she completed with the help of every Maker Services staff through the month of December. During the long winter break, she was able to complete the project and thanked staff for all of their input - especially in ways she can



3D PRINTING

We printed 77 objects for users in January.

VISITORS

419 people visited the Collaboratory in January.

STATISTICS JANUARY 2023

These statistics represent year-to-date counts from May 1, 2022 - January 31, 2023, compared to the same time period for last year, unless otherwise noted. We continue to see steady increases with in person visitors to the library, but are still down from where we were pre-pandemic. Based on the room bookings, we know that the people that are visiting are using those spaces much more heavily. Programming continues to see a slight downward trend in in-person programs for the past few months while virtual programs are holding steady. This was expected during the winter months when people would be less likely to go out in the cold.

CARD HOLDERS (AS OF JANUARY 31)

17,980 total cardholders

17,399 Residents 519 Non-Residents 62 Businesses

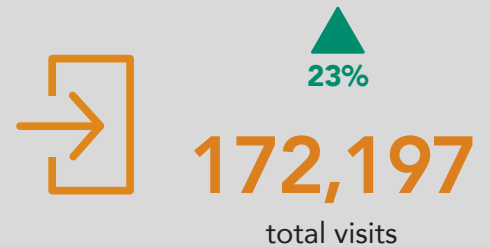


35,222 total residents

51% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data
www.ims.gov/research-evaluation/data-collection/public-libraries-survey

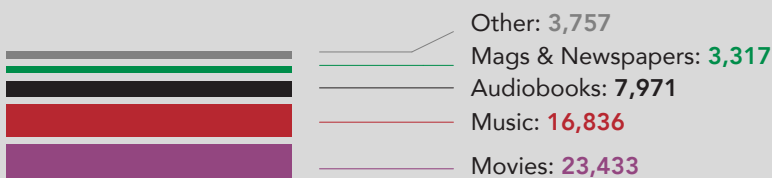
VISITS



CHECKOUTS



COLLECTION (AS OF JANUARY 31)



Online Resources:
118,198

359,590 total collection

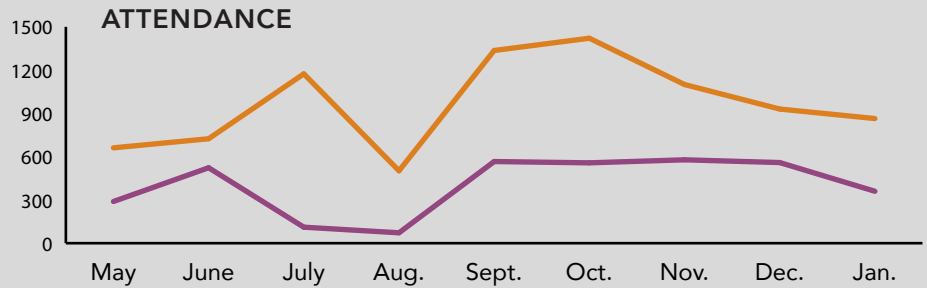
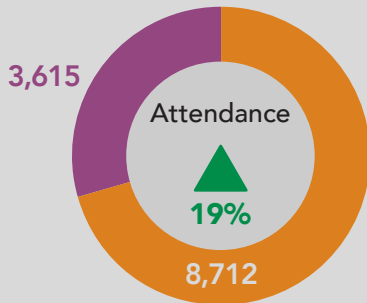
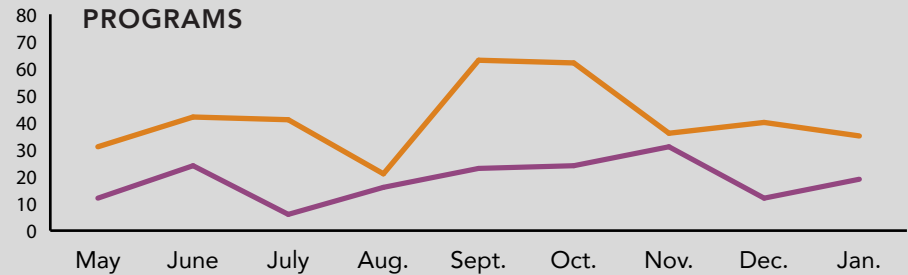
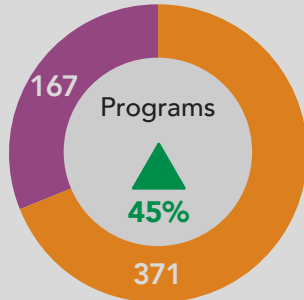
Books:
186,078

STATISTICS JANUARY 2023

PROGRAMS

● Virtual ● In-Person

The circle graph represents year to date cumulative attendance. The line graphs represent our monthly changes in the number of programs offered and total attendees.



HOME DELIVERY



348
home deliveries

▲
15%

ROOM BOOKINGS



7,532 ▲
study room bookings 96%



231 ▲
meeting room bookings 185%

TECHNOLOGY



7,157 ▲
computer sessions 87%



96,820 ▲
WiFi sessions 38%

Patron Comments and Suggestions

January 2023

RECEIVED JANUARY 4, 2023

I have a suggestion for NPL. It would be nice if there was more programming for young children and their guardians / parents on Saturdays. All programming for young children (under 3) is currently during the work week. Other libraries like Wilmette and Glenview have classes on Saturdays once a month such as baby yoga or a music class. Having classes / offerings on Saturday would be a nice resource for working parents to bring their children to library events.

Comment Source: Email

Response to Patron by Summer Kosuge on January 6, 2023:

Thank you for your comment regarding programming for early childhood on Saturdays. We are always looking for ways to make programs more accessible for families in our community.

We are planning to offer storytimes on certain Saturday mornings and we will be resuming our Saturday family concerts and performers starting in March. Also, Youth Services will continue to have our NSYMCA Y-Art family program on the second Saturday of the month and our family movies in the auditorium on the fourth Saturday.

We will be sure to keep your feedback in mind when planning programs in the future.

RECEIVED JANUARY 9, 2023

This book is ON DISPLAY at the nb public library in the children section. These are some of the contents. Why??

Comment Source: Email (Comment included 4 images from the book Gender Queer)

Staff comments by Kelly Durov on January 11, 2023:

This was the fourth in a series of comments from this patron. Kate Hall and Kelly Durov are looking for a time to meet and discuss their concerns.

RECEIVED JANUARY 9, 2023

Re: Gender Queer Why? This is what my children and I see as soon as we walk into the children's section. I no longer feel the library is a safe space for my children, between the drag queens, child porn("gender queer" book see below), pronouns and cross dressing for kids. Enough is enough. Why are you pushing this on children?

Comment Source: Email

Staff comments by Kelly Durov on January 11, 2023:

This is the fifth in a series of comments from this patron.

We have reached out multiple times in various ways to the patron to set up a time to meet with her, but she has not responded to any of our efforts to reach her.

RECEIVED JANUARY 14, 2023

Meghan, Joe & Eileen have been the most amazing guides for the Collaboratory! Our first visit was YESTERDAY and we are already back TODAY! They are so knowledgeable & helpful. :)

Comment Source: Paper Form

Staff comments by Cathleen Doyle on January 28, 2023:

This comment has been added the personnel files.

RECEIVED JANUARY 21, 2023

My name is Laura and I am Northbrook resident and a "frequent flyer" at the NBK Collaboratory. I am writing to you to tell you how amazing your staff is in the Collaboratory. Each and every time I am there, they greet me with a friendly smile and offer their assistance in helping to make my vision a reality.

I was recently in your collaboratory working on a project for my local synagogue that took a great deal of time. Each time I came in, they all knew exactly what I was working on and several times my project was already cued up and ready to be lasered. My project turned out amazing and I couldn't have done it without all of your staff's help.

Attached are some of the amazing things I have made in your maker's space! So lucky to have this resource at my local library!

Comment Source: Email

Response to Patron by Kate Hall on January 23, 2023:

Thank you for your email. Your project looks amazing and I am so thrilled (but not surprised) to hear about your experiences in the Collaboratory. I'll be sure to share your email with the staff so they can hear your appreciation first hand.

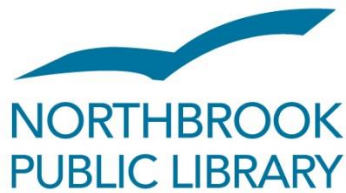
RECEIVED JANUARY 23, 2023

This comment is directed to the Board, especially to the President. I attended the January meeting and noticed something you might want to tweak about your Public Comments section. I am respectfully speaking as someone who has both been an elected board member and as a League of Women Voters Observer. I'm hoping that it doesn't come to this, but to forestall any public ugliness, you might want to 1) have your Public Comments Policy printed on your website and on the agenda; 2) have the President begin making a practice of reading that policy aloud at the beginning of each meeting; and 3) have the policy include language stating that board members and library staff will not answer questions or respond to comments during the Public Comments period but will get back to the commenter if requested. I believe that the Park District and the Village have models of this.

Comment Source: Email

Response to Patron by Kate Hall on January 24, 2023:

Thank you for all the suggestions. Your suggestions are something that I know many of the village and school boards do, but is not something most public libraries have been in the practice of doing. I agree that they are a good best practice that we should look at implementing. I am sharing this with the board and will look into adding these to future meetings. Please let me know if you would like to talk further or have any other suggestions.



Memorandum

DATE: February 9, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Library Financial Policies Review

As part of the budget process, the board will be doing a review of the financial policies. I have included copies of the financial policies approved by the board in 2020. I have provided a brief overview of each and the full policies are attached.

204 Budget & Finance

This lays out the overarching requirements for a budget (create an annual budget) and lists the items that must be presented monthly to the board (bills & charges, cash balances, income statement). It also includes the following language which is replicated from the Illinois compiled statutes: *Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue.*

205 Banking Procedures

The Banking Procedures dictates which checks require one signature and is typically signed by the Executive Director (anything under \$600) and which require two signatures (\$600+) and should be signed by two board officers.

206 Authority to Spend

Authority to Spend determines how much the Executive Director or their designee is authorized to spend on budgeted items (\$25,000) and items not in the budget (\$5,000) and lays out when a formal bid process is required.

207 Investment

This policy lays out the investment strategy for the library and the reporting requirements for presentation to the board each month which include:

- Type of Investment
- Liquidity (including maturity dates)
- Rate of Return
- Location of Investment
- Impact of any material change in investment policy adopted

The goal of any investment made is to invest in a manner which will provide the highest return while meeting the daily cash flow demands and stay in compliance with state law.

208 Funds

This policy stipulates the fund balance we should maintain for operating (4-12 months) and capital improvements (no specific amount, but states it should be enough to support upcoming planned projects based on the library's facility plan).

204: Budget & Finance

Created:	March 2020	Updated:	
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The Northbrook Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the Executive Director, and additional staff members with responsibility for budgetary areas.

Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue.

On a monthly basis, the Executive Director presents written reports on library finances to the Board of Trustees which includes a full list of bills and charges, cash balances, and an income statement.

205: Banking Procedure

Created:	March 2020	Updated:	
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The Executive Director of the Northbrook Public Library or their designee is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Executive Director or their designee is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the Board of Trustees.

The Executive Director or, in an emergency, the Finance & Operations Manager is authorized to sign checks valued at less than \$600. All other checks require two board signatures. In the event of an emergency, the Executive Director or Finance & Operations Manager may be the second signatory on a check greater than \$600.

206: Authority to Spend

Created:	March 2020	Updated:	
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The Executive Director of the Northbrook Public Library or their designee is authorized to spend up to \$25,000 on any single item without prior board approval provided the item is accounted for in the budget.

Any expense in excess of \$25,000 must be approved by the Board of Trustees, and only after completing the formal bid process, if required, as described in Illinois Law.

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.

207: Investment

Created:	March 2020	Updated:	
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It is the policy of the Northbrook Public Library to invest all funds under the library's control in a manner which will provide the highest investment return using authorized instruments, while meeting the library's daily cash flow demands and in conformance with all state statutes governing the investment of public funds.

INVESTMENT GUIDELINES

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay financial obligations, and providing the highest investment return using authorized instruments.

Safety

The safety of principal is the foremost objective of the investment program. To attain this objective, diversification and internal controls, as defined in the policy, are required to ensure that the library prudently manages market, interest rate and credit risk.

Liquidity

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

Return on Investment

The investment portfolio shall be designed to obtain the highest available return, taking into account the library's investment risk constraints and cash flow needs and the library's desire to promote fiscal responsibility. The rate of return achieved on the library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

208: Funds

Created:	March 2020	Updated:	
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A Funds Policy establishes a minimum level at which the projected end-of year fund balances should be maintained, in order to provide long-term financial stability, cash flow for operations, and fund balances adequate to ensure that the library will be able to respond to emergencies from a strong fiscal position and outlines how to handle special reserves.

DEFINITIONS

The five categories of fund balance, as established by Governmental Accounting Standards Board Statement No. 54, are as follows:

1. Non-spendable: Amounts that cannot be spent because they are not in spendable form (e.g., principle portion of permanent fund, inventory).
2. Restricted: Amounts not available for expenditure due to external restrictions, including grant restrictions, laws, or regulations.
3. Committed: Amounts that are designated for specific purposes by formal action of the Board of Trustees. (The Board of Trustees may reverse this action if it is later determined the funds are needed for another purpose.)
4. Assigned: Amounts management (i.e. Executive Director) intends to use for specific purposes.
5. Unassigned: Available expendable financial resources in the General Fund that is not the object of tentative management plan. Also represents deficit positions within funds other than the General Fund.

Unrestricted fund balance refers to the total amount of committed, assigned, and unassigned fund balances.

Periodic Review of Investment Portfolio

The Board of Trustees shall review investment safety, liquidity, rate of return, diversification and general performance.

PRUDENCE

Investments shall be made with the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This “prudent person” standard shall be used by all investment officers of the library and shall be followed in making and managing investments for the library.

ETHICS AND CONFLICTS OF INTEREST

Authorized investment officers of the library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library any material financial interest in financial institutions which conduct business with the library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

1. Have any interest, directly or indirectly, in any investments in which the library is authorized to invest.
2. Have any interest, directly or indirectly, in the sellers, sponsors or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

AUTHORIZED AND SUITABLE INVESTMENTS

Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest

Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies. For purposes of this policy, the term "agencies of the United States of America" includes federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress

Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Insurance Corporation

The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

COLLATERALIZATION

Collateral securities guaranteed by the full faith and credit of the United States of America shall be required for deposits in excess of \$100,000 per institution. The percentage of collateralization shall be in conformance with all State statutes governing the investment of public funds.

DIVERSIFICATION

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets with a specific maturity date. The library shall invest the

majority of its funds in authorized investments of less than one (1) year maturity. No investment shall exceed two (2) years maturity.

INTERNAL CONTROLS

The library's Finance and Operations Manager in conjunction with the Executive Director shall establish a system of internal controls, which shall be documented in writing, reviewed by the auditor, and filed with the Board of Trustees for review and approval. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties.

LIMITATION OF LIABILITY

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

REPORTING

Financial reports shall be presented to the Board of Trustees by the Executive Director or Finance and Operations Manager on a monthly basis. This report shall include the following:

1. Type of Investment
2. Liquidity (including maturity dates)
3. Rate of Return
4. Location of Investment
5. Impact of any material change in investment policy adopted

DELEGATION OF AUTHORITY

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board

of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgement are in the best interests of the library and in accordance with this policy.
2. To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library.
3. Such additional responsibilities as are set forth in such investment advisor's written contract with the library.

The library's investment advisors shall be responsible for establishing the internal controls in written procedures for the operation of the library's investment program as set forth in this policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Executive Director and/or the Finance and Operations Manager.

The library will spend the most restricted dollars before the less restricted, in the following order: restricted, committed, assigned, unassigned.

LEVEL OF UNRESTRICTED GENERAL FUND BALANCE

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.

LEVEL OF CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is used for construction of a library, purchasing a site for erecting a library, building an addition to an existing library building, furnishing necessary equipment for a library building, renovating the existing library building, acquiring electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building and for emergency expenditures for the repair of an existing library building or its equipment. The Capital Improvement Fund balance is evaluated when reviewing the library's facility plan and annual budget and is maintained at a level sufficient to support upcoming planned projects. No specific minimum or maximum balance is established for the Special Reserve Fund.

FUND BALANCE SHORTFALLS

Fund balances may fall occasionally outside of the target ranges because of special projects, construction, emergencies, other extenuating circumstances, and/or levy restrictions.

Whenever the unassigned fund balance of the General Fund falls below the benchmark provided for in this policy, the Executive Director shall present a plan to the Board of Trustees that would return unassigned fund balance to the minimum level over the next two fiscal years. The Executive Director's plan should try to avoid both significant service reductions and the delay of needed capital repairs and improvements.



Memorandum

DATE: 2.10.23
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2024 Draft Budget

Attached is a draft budget for fiscal year 2024 for your review. Projection reports used to develop the budget are on the [board portal](#). A more detailed overview will be presented at the meeting.

During the Levy process the board voted to increase the operating, FICA, IMRF, and debt service levies 5.3% or \$9,596,900.

Budgeted revenues and expenditures were determined by assessing the following information:

- Prior year's revenue data
- Prior year's spending data
- Library wide initiatives
 - Equity, Diversity & Inclusion (EDI) & Climate Action Plan
 - Funds have been allocated to continue our work on these initiatives
 - Personnel
 - Funds have been allocated to adjust salaries after the salary benchmarking analysis to retain employees and ensure competitive compensation.
- Facility plan
 - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
 - Landscaping Project which will include
 - Sealing and striping of parking lots
 - Concrete driveway, sidewalks, stairs, curbing
 - Railings & handrails
 - Signage
 - Security Cameras
 - Alarm System
 - Access Control System

- Boilers
 - HVAC Automation System Upgrade
- Salaries & Wages
 - Funds have been included for benchmarking/competitive compensation initiatives.
- Department budget requests
 - Materials
 - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
 - Spending is 11.49% of the budget
 - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Our costs are \$105,000 which brings our percentage up to 12.77%.
 - Programming
 - Funds have been allocated based upon staff input. In FY24, the Library will be offering the community One Book One Northbrook program. A donation from the Laird Foundation will be applied to the costs of this program.
 - Staff Development
 - The budget increased as more in person training is now available and we are seeing interest in returning to in person programming – the costs associated with in person training is greater than virtual training.
 - Software
 - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
 - Community Relations
 - Funds have been allocated to cover the paper cost increases for the newsletter, increases in our email marketing efforts and expenses related to outreach efforts. We are taking measures and looking at options to reduce the newsletter costs.
 - Insurance (Group and General)
 - Includes for a 3% increase for Medical, Dentals, Vision and Life
 - Includes a 16.0% increase for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood
 - Professional Fees
 - This line shows a significant increase and we are still evaluating the various proposals and initiatives. We will have an updated number and more information at the March board meeting.
 - Contracted Services
 - Increase is due to inflation
 - Fixed Assets
 - Fixed assets is increasing to meet aging building needs and increased technology costs. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.
- Designated Revenues and Expenses have increased to capture Illinois Library Presents activity.

The Budget will be presented again in March for final approval.

**Northbrook Public Library
General Fund
FY2024 Budget**

	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Forecast	FY24 Budget	
Revenues								
Undesignated Revenue								
	Property Tax Levy	7,252,236	7,280,953	7,237,444	7,641,000	7,491,000	8,122,000	Levy number
	Uncollectible Levy				(150,000)		(162,440)	Levy number
	Property Tax Abatement							
	Replacement Tax	159,814	150,684	350,276	125,000	371,181	150,000	conservative estimate
	Impact Fees	58,458		12,349				
	Fines & Fees	52,635	19,667	35,157	25,000	41,427	35,000	conservative estimate
	Video/DVD rental							
	Interest Income	127,926	15,039	3,796	5,000	21,835	20,000	conservative estimate
	Loss on Investment	2,841	1,944	222				
	Other Income	16,933	24,190	98,309	100,000	33,655	100,000	
	Total Undesignated Revenue	7,670,843	7,492,477	7,737,553	7,746,000	7,959,097	8,264,560	
Designated Revenue								
	Gifts & Other Designated Income	97,923	159,242	109,901	200,000	182,961	400,000	
	Designated Interest Income			323				
	Total Designated Revenue	97,923	159,242	110,225	200,000	182,961	400,000	
	Total Revenues	7,768,766	7,651,719	7,847,777	7,946,000	8,142,058	8,664,560	
PERSONAL SERVICES								
	Salaries and Wages	3,637,891	3,617,765	3,544,727	4,004,000	3,883,505		
	Maintenance Salaries/Wages	165,952	177,485	149,068	178,500	178,350		
	Total Personal Services	\$ 3,803,843	\$ 3,795,250	\$ 3,693,795	\$ 4,182,500	\$ 4,061,854	\$ 4,500,000	
FRINGE BENEFITS								
	Group Insurance	595,621	648,701	654,759	730,000	671,912	750,000	per detail spreadsheet
	Unemployment/Worker's Comp	25,820	25,075	24,228	27,000	26,173	23,000	per detail spreadsheet
	Staff Development & Incentives	73,320	28,819	53,438	60,000	54,947	61,000	per detail spreadsheet
	Total Fringe Benefits	\$ 694,761	\$ 702,595	\$ 732,425	\$ 817,000	\$ 753,031	\$ 834,000	
COMMODITIES								
	Materials	875,000	893,794	887,742	932,000	932,000	944,000	per detail - 943,345; AMA estimated 978,600 to be at a 5% increase over FY23 budget; 12% of expenditures is 944,520
	Programs	102,750	75,024	80,588	94,000	67,325	103,150	per detail spreadsheet - includes 3rd party donations of 25K from Friends and 3K from Arts Commission and 10K from Laird Foundation
	Office & Library Supplies	65,283	70,197	60,423	70,000	70,000	70,000	

**Northbrook Public Library
General Fund
FY2024 Budget**

	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Forecast	FY24 Budget	
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, ReadSquared, Server Software, StackMap, Titlesource, Website Hosting	94,023	99,903	92,506	98,000	98,000	108,000	per detail spreadsheet
Postage		15,876	16,801	19,633	20,000	17,230	20,000	
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Bound Deliveries	36,642	34,605	39,553	51,000	42,566	55,000	per detail spreadsheet
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	43,742	42,115	45,728	45,000	45,000	45,000	no change
Total Commodities		\$ 1,233,316	\$ 1,232,439	\$ 1,226,173	\$ 1,310,000	\$ 1,272,120	\$ 1,345,150	

CONTRACTUAL SERVICES								
OCLC		24,537	23,735	25,204	22,000	25,250	29,000	CCS, Illinois Heartland & Overdrive MARC records
Interlibrary Charges		0	0					
CCS Shared Costs		81,544	79,293	79,011	80,000	78,278	76,000	from CCS
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	30,467	23,328	25,544	30,000	23,245	24,000	per detail spreadsheet
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	55,880	58,129	63,502	68,000	69,581	79,000	per detail spreadsheet
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	29,995	48,058	40,502	39,000	36,966	39,000	per detail spreadsheet
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	246,929	243,612	258,042	322,000	321,962	402,000	per detail spreadsheet
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	14,967	4,436	26,637	42,000	41,545	43,000	per detail spreadsheet
Vehicle Expense		3,093	483	465	3,000	1,107	3,000	
Utilities	Gas, Water, Garbage, Composting	54,364	47,123	48,549	53,000	52,600	54,000	per detail spreadsheet
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	14,728	18,710	39,082	30,000	42,817	35,000	
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	130,263	133,639	139,059	146,000	142,649	153,000	per detail spreadsheet

**Northbrook Public Library
General Fund
FY2024 Budget**

	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Forecast	FY24 Budget
	Recruiting	118	0	1,555	1,000	330	1,000
Total Contractual Services		\$ 686,885	\$ 680,546	\$ 747,153	\$ 836,000	\$ 836,330	\$ 938,000
CAPITAL OUTLAY							
	Furniture and Equipment	89,195	30,048	56,837	50,000	50,000	96,000
Total Capital Outlay		\$ 89,195	\$ 30,048	\$ 56,837	\$ 50,000	\$ 50,000	\$ 96,000
OTHER							
	Contingency & Misc Exp	4,282	3,341	7,147	100,000	8,755	100,000
	Board Development	395	216	502	500	294	500
Total Other		\$ 4,677	\$ 3,557	\$ 7,649	\$ 100,500	\$ 9,049	\$ 100,500
Total Expenses Before Gifts & Transfers		\$ 6,512,677	\$ 6,444,435	\$ 6,464,033	\$ 7,296,000	\$ 6,982,384	\$ 7,813,650
DESIGNATED EXPENSES		\$ 44,036	\$ 74,930	\$ 89,569	\$ 200,000	\$ 206,441	\$ 400,000
TRANSFERS							
	Debt Service Transfer	\$ 15,785	\$ 16,150	\$ 20,546	\$ 25,000	\$ 15,144	\$ 25,000
	Capital Improvements Transfer	\$ 730,925	\$ 1,115,000	\$ 1,270,000	\$ 425,000	\$ 938,000	\$ 425,000
Total Transfers		\$ 746,710	\$ 1,131,150	\$ 1,290,546	\$ 450,000	\$ 953,144	\$ 450,000
Total Expenses		\$ 7,303,423	\$ 7,650,515	\$ 7,844,147	\$ 7,946,000	\$ 8,141,969	\$ 8,663,650
NET SURPLUS/(DEFICIT)		\$ 465,343	\$ 1,204	\$ 3,630	\$ -	\$ 89	\$ 910

	7,303,423	7,650,515	7,844,147	7,946,000	8,141,969	8,663,650
	(746,710)	(1,131,150)	(1,290,546)	(450,000)	(953,144)	(450,000)
	<u>6,556,713.00</u>	<u>6,519,365.00</u>	<u>6,553,601.27</u>	<u>7,496,000.00</u>	<u>7,188,825.06</u>	<u>8,213,650.00</u>
materials budget	875,000	893,794	887,742	932,000	932,000	944,000
percent of expenditures	13.35%	13.71%	13.55%	12.43%	12.96%	11.49%
programming budget	102,750	75,024	80,588	94,000	67,325	103,150
percent of expenditures	1.57%	1.15%	1.23%	1.25%	0.94%	1.26%
Salaries & Wages	3,803,843	3,795,250	3,693,795	4,182,500	4,061,854	4,500,000
Fringe Benefits	694,761	702,595	732,425	817,000	753,031	834,000
IMRF	349,333	397,230	360,907	425,000	#REF!	400,000
FICA	281,148	280,030	271,950	289,000	#REF!	280,000
Total Salary & Wages and Fringe Benefits	<u>5,129,085</u>	<u>5,175,105</u>	<u>5,059,077</u>	<u>5,713,500</u>	<u>#REF!</u>	<u>6,014,000</u>
Percent of expenditures	78.23%	79.38%	77.20%	76.22%	#REF!	73.22%

**Northbrook Public Library
IMRF/FICA Fund
FY2024 Budget**

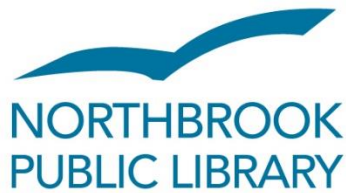
	Explanation	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY23 Budget	FY23 Forecast	FY 2024 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy-IMRF	\$470,393	\$479,577	\$389,152	\$425,000	\$416,500	\$425,000
	Property Tax Levy FICA & Medicare	\$276,262	\$282,853	\$281,163	\$289,000	\$283,220	\$289,000
	Interest Income IMRF	\$9,371	\$1,214	\$298	\$50	\$1,900	\$500
	Interest Income FICA & Medicare	\$3,073	\$341	\$81	\$50	\$300	\$500
	Total Undesignated Revenue	\$759,099	\$763,986	\$670,694	\$714,100	\$701,920	\$715,000
	Total Revenues	\$759,099	\$763,986	\$670,694	\$714,100	\$701,920	\$715,000
Expenses							
Undesignated Expenses							
Human Resources							
	Employer IMRF IMRF Rate - FY 20 - 11.71% FY21 - 11.39% FY22 - 9.54% FY23 - 8.39%	\$349,333	\$397,230	\$360,907	\$425,000	\$369,157	\$400,000
	Employer FICA & Medicare FICA Rate - 6.2% Medicare Rate - 1.45%	\$281,148	\$280,030	\$271,950	\$289,000	\$277,710	\$280,000
	Total Human Resources	\$630,481	\$677,260	\$632,857	\$714,000	\$646,867	\$680,000
	Total Undesignated Expenses	\$630,481	\$677,260	\$632,857	\$714,000	\$646,867	\$680,000
	Total Expenses	\$630,481	\$677,260	\$632,857	\$714,000	\$646,867	\$680,000
	NET SURPLUS/(DEFICIT)	\$128,618	\$86,726	\$37,837	\$100	\$55,053	\$35,000

**Northbrook Public Library
Capital Improvements Fund
FY2024 Budget**

	Explanation	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY2023 Budget	FY 2023 Forecast	FY 2024 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
	Interest Income	\$48,796	\$11,009	\$3,384	\$10,000	\$17,585	\$24,000
	Other Income		\$7,189	\$7,200			
	Total Undesignated Revenue	\$48,796	\$18,198	\$10,584	\$10,000	\$17,585	\$24,000
Transfers & Other Financing Sources							
	Transfer from General fund	\$730,925	\$1,115,000	\$1,270,000	\$425,000	\$938,000	\$425,000
	Bond Proceeds	\$3,825,000					
	Bond Premium	\$250,418					
	Insurance Proceeds						
	Other						
	Total Transfers & Other Financing Sources	\$4,806,343	\$1,115,000	\$1,270,000	\$425,000	\$938,000	\$425,000
	Total Revenues	\$4,855,139	\$1,133,198	\$1,280,584	\$435,000	\$955,585	\$449,000
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
	Renovation/Repair	\$606,306	\$1,482,325	\$179,481	\$540,725	\$227,750	\$720,000
	Professional Fees	\$152,422	\$100,020	\$36,755	\$75,525	\$16,078	\$180,000
	Furniture & Equipment	\$69,247	\$284,080	\$261,635	\$189,000		
	Miscellaneous			(\$70,686)			
	Total Capital & Bond Expenses	\$827,975	\$1,866,425	\$407,185	\$805,250	\$243,827	\$900,000
	Total Undesignated Expenses	\$827,975	\$1,866,425	\$407,185	\$805,250	\$243,827	\$900,000
	Total Expenses	\$827,975	\$1,866,425	\$407,185	\$805,250	\$243,827	\$900,000
	NET SURPLUS/(DEFICIT)	\$4,027,164	(\$733,227)	\$873,399	(\$370,250)	\$711,758	(\$451,000)

**Northbrook Public Library
Debt Service Fund
FY2024 Budget**

	Explanation	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY 2023 Forecast	FY2024 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy		\$512,398	\$743,814	\$737,686	\$757,550	\$742,399	\$760,900
Interest Income		\$221	\$15	\$4		\$7	
Loss on Investment		\$165	\$113				
Total Undesignated Revenue		\$512,784	\$743,942	\$737,690	\$757,550	\$742,406	\$760,900
Transfers & Other Financing Sources							
Transfer from General fund		\$15,620	\$16,150	\$20,546		\$15,144	
Total Transfers & Other Financing Sources		\$15,620	\$16,150	\$20,546	\$0	\$15,144	\$0
Total Revenues		\$528,404	\$760,092	\$758,236	\$757,550	\$757,550	\$760,900
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$258,971	\$405,034	\$382,172	\$367,550	\$367,550	\$350,900
Principal Payments		\$269,433	\$354,945	\$376,077	\$390,000	\$390,000	\$410,000
Total Capital & Bond Expenses		\$528,404	\$759,979	\$758,249	\$757,550	\$757,550	\$760,900
Total Undesignated Expenses		\$528,404	\$759,979	\$758,249	\$757,550	\$757,550	\$760,900
Transfers & Other Financing Uses							
Other Financing Uses							
Total Transfers & Other Financing Uses							
Total Expenses		\$528,404	\$759,979	\$758,249	\$757,550	\$757,550	\$760,900
NET SURPLUS/(DEFICIT)		\$0	\$113	(\$13)	\$0	\$0	\$0



Memorandum

DATE: February 9, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Strategic Plan Process

As discussed at the last board meeting, we will be starting a strategic planning process. I am working on putting together an RFP and would like to discuss what the board wants to see in a strategic planning process as well as identify key values the board would like included in assessing consultants.

[Previous Process](#)

In our last strategic planning process, we did a modified version of a plan and had a focus group of staff and board members that discussed the needs of the library. A strategic plan committee made up of staff and board reviewed patron comments and usage data and worked with the strategic plan consultant to create strategic priorities. Staff then developed a list of goals and action steps.

[2018-2021 Strategic Plan](#)

[Process Considerations](#)

Given the amount of change the world has experienced over the past three years, I recommend that we do a full strategic planning process that incorporates the following into the process to assess what the current needs of our community are:

- Revision of our mission, vision, and values
- Some form of a community wide assessment (eg. focus groups, user interviews, surveys)
- Gathering of quantitative and qualitative data from staff, board, and community

The board has identified sustainability and EDI work as main areas of focus for the library in previous discussions. What, if any, other values and areas of focus would the board like to see referenced in the RFP?

The form the process takes will be determined by which consultant the board hires. That being said, are there any specific things the board would like to see (or not see) as part of the strategic planning process?

Potential Timeline

March 2023	Put out RFP for Strategic Plan Consultant
April 2023	Review RFP responses
May 2023	Interview Consultants
June 2023	Hire Consultant
July- August 2023	Staff & Board Committee formation Begin work with consultant
September-October 2023	Data gathering
November 2023 - January 2024	Draft plan
February 2024	Final plan approved by board

I look forward to discussing the process with the board and hearing your thoughts and insights.