

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

June 20, 2024 | 7:00 p.m.
Northbrook Public Library | Civic Room

<https://youtube.com/live/EXwx6Aj2SVw?feature=share>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Stacy Oliver
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Stacy Oliver
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – May 16, 2024
 - 3.3 Approve Cash Balances & Income Statement May 2024
 - 3.4 Approve Bills and Charges from May 2024 in the amount of \$1,096,815.32
 - 3.5 Update Freedom of Information Act Policy for FY25
 - 3.6 Approve Bank Resolutions for new board officers
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 FY24 Illinois Public Library Annual Report – Kelly Durov
 - 5.2 Circulation Data Trends Discussion
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Strategic Plan Implementation Update
 - 7.2 Chiller Repair Update
- 8 New Business
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
5/31/2024**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	9,064,597.65	182,256.94	744,708.06	8,502,146.53
Restricted	291,966.90	6,033.61	82,199.50	215,801.01
IMRF	961,818.97	5,238.53	30,317.13	936,740.37
Fica	175,110.96	3,666.97	28,583.13	150,194.80
Total Operating	\$10,493,494.48	\$ 197,196.05	\$ 885,807.82	\$ 9,804,882.71
<u>Capital Improvement</u>	\$ 6,909,501.44	\$ 3,790.17	\$ 44,332.50	\$ 6,868,959.11
<u>Debt Service</u>	\$ 2,813.40	\$ 166,675.00	\$ 166,675.00	\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	121,444.41	(35,877.06)	2,813.40
PayPal	1,737.37	-	-
FBofHP	241,362.52	-	-
Fifth Third - Checking/Money Market	9,435,247.67	6,904,277.05	-
US Bancorp	4,430.70	559.12	-
INB	185.04	-	-
Petty Cash	475.00	-	-
Total	\$ 9,804,882.71	\$6,868,959.11	\$ 2,813.40

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

Northbrook Public Library

Income Statement

5/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$3,957,273.58	\$4,314,891.32	\$3,957,273.58	\$4,314,891.32	\$8,446,880.00	51.08%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
Fines, Fees & Rentals	\$5,701.85	\$6,589.18	\$5,701.85	\$6,589.18	\$35,000.00	18.83%
Interest Income	\$5,830.46	\$5,298.51	\$5,830.46	\$5,298.51	\$20,000.00	26.49%
Other Income	\$484.95	\$2,030.26	\$484.95	\$2,030.26	\$100,000.00	2.03%
Total Undesignated Revenue	\$3,969,290.84	\$4,328,809.27	\$3,969,290.84	\$4,328,809.27	\$8,751,880.00	49.46%
Designated Revenue						
Gifts & Other Designated Income	\$340,161.34	\$4,982.97	\$340,161.34	\$4,982.97	\$600,000.00	0.83%
Designated Interest Income	\$296.91	\$412.33	\$296.91	\$412.33	\$0.00	0.00%
Total Designated Revenue	\$340,458.25	\$5,395.30	\$340,458.25	\$5,395.30	\$600,000.00	0.90%
Total Revenues	\$4,309,749.09	\$4,334,204.57	\$4,309,749.09	\$4,334,204.57	\$9,351,880.00	46.35%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$131,750.76	\$130,461.11	\$131,750.76	\$130,461.11		
Audio Visual	\$4,575.97	\$1,459.77	\$4,575.97	\$1,459.77		
Videos/DVDs	\$2,421.43	\$2,887.88	\$2,421.43	\$2,887.88		
Programs	\$15,148.66	\$21,875.35	\$15,148.66	\$21,875.35	\$112,000.00	19.53%
OCLC	\$3,348.18	\$3,711.74	\$3,348.18	\$3,711.74	\$29,000.00	12.80%
CCS Shared Costs	\$13,017.15	\$12,450.74	\$13,017.15	\$12,450.74	\$76,000.00	16.38%
Total Materials & Services	\$170,262.15	\$172,846.59	\$170,262.15	\$172,846.59	\$1,218,500.00	14.19%
Human Resources						
General Salaries and Wages	\$321,349.47	\$368,298.04	\$321,349.47	\$368,298.04	\$4,597,000.00	8.01%
Maintenance Salaries & Wages	\$14,543.78	\$16,863.76	\$14,543.78	\$16,863.76	\$203,000.00	8.31%
Group Insurance	\$56,655.20	\$62,993.46	\$56,655.20	\$62,993.46	\$790,000.00	7.97%
Unemployment/Worker's Comp	\$16,018.62	\$15,896.37	\$16,018.62	\$15,896.37	\$24,000.00	66.23%
Staff Development	\$4,648.46	\$28,422.15	\$4,648.46	\$28,422.15	\$63,000.00	45.11%
Total Human Resources	\$413,215.53	\$492,473.78	\$413,215.53	\$492,473.78	\$5,677,000.00	8.67%

Northbrook Public Library

Income Statement

5/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
Operating Costs						
Photocopy	\$4,957.42	\$2,879.17	\$4,957.42	\$2,879.17	\$19,000.00	15.15%
Office & Library Supplies	\$1,574.64	\$10,690.18	\$1,574.64	\$10,690.18	\$70,000.00	15.27%
Software	\$30,124.93	\$36,889.65	\$30,124.93	\$36,889.65	\$106,000.00	34.80%
Postage	\$15,013.15	\$153.87	\$15,013.15	\$153.87	\$20,000.00	0.77%
General Insurance	\$60,787.62	\$67,524.20	\$60,787.62	\$67,524.20	\$84,000.00	80.39%
Telephone/Internet	\$17,491.29	\$18,307.42	\$17,491.29	\$18,307.42	\$39,000.00	46.94%
Professional Services	\$45,766.62	\$48,240.62	\$45,766.62	\$48,240.62	\$434,000.00	11.12%
Furniture, Equipment	\$13,234.00	\$1,038.90	\$13,234.00	\$1,038.90	\$70,000.00	1.48%
Equipment Rental & Maintenance	\$26,680.21	\$28,578.68	\$26,680.21	\$28,578.68	\$46,000.00	62.13%
Community Relations	\$7.99	\$9,329.00	\$7.99	\$9,329.00	\$55,000.00	16.96%
Total Operating Costs	\$215,637.87	\$223,631.69	\$215,637.87	\$223,631.69	\$943,000.00	23.71%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$5,838.99	\$3,388.03	\$5,838.99	\$3,388.03	\$45,000.00	7.53%
Utilities	\$698.72	\$631.45	\$698.72	\$631.45	\$54,000.00	1.17%
Building Repairs	\$1,050.00	\$1,405.00	\$1,050.00	\$1,405.00	\$35,000.00	4.01%
Contracted Services	\$14,833.90	\$20,281.48	\$14,833.90	\$20,281.48	\$0.00	0.00%
Total Maintenance	\$22,421.61	\$25,705.96	\$22,421.61	\$25,705.96	\$137,000.00	18.76%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Contingency & Misc Exp	\$717.24	\$792.11	\$717.24	\$792.11	\$100,000.00	0.79%
Board Development	(\$49.99)	\$0.00	(\$49.99)	\$0.00	\$1,000.00	0.00%
Total Other Expenses	\$667.25	\$792.11	\$667.25	\$792.11	\$102,000.00	0.78%
Total Undesignated Expenses	\$822,204.41	\$915,450.13	\$822,204.41	\$915,450.13	\$8,077,500.00	11.33%
Designated Expenses						
Miscellaneous Designated Expenses	\$287,805.84	\$78,008.70	\$287,805.84	\$78,008.70	\$600,000.00	13.00%
Designated Program Expense	\$28,781.60	\$3,620.50	\$28,781.60	\$3,620.50	\$0.00	0.00%
Total Designated Expenses	\$316,587.44	\$81,629.20	\$316,587.44	\$81,629.20	\$600,000.00	13.60%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$1,138,791.85	\$997,079.33	\$1,138,791.85	\$997,079.33	\$9,127,500.00	10.92%
NET SURPLUS/(DEFICIT)	\$3,170,957.24	\$3,337,125.24	\$3,170,957.24	\$3,337,125.24	\$224,380.00	

Northbrook Public Library

Income Statement

5/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$207,072.31	\$185,223.76	\$207,072.31	\$185,223.76	\$400,000.00	46.31%
Property Tax Levy FICA	\$140,809.17	\$134,056.93	\$140,809.17	\$134,056.93	\$280,000.00	47.88%
Interest Income IMRF	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$347,881.48	\$319,280.69	\$347,881.48	\$319,280.69	\$682,500.00	46.78%
Total Revenues	\$347,881.48	\$319,280.69	\$347,881.48	\$319,280.69	\$682,500.00	46.78%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$25,664.05	\$30,317.13	\$25,664.05	\$30,317.13	\$380,000.00	7.98%
Employer FICA	\$24,731.28	\$28,583.13	\$24,731.28	\$28,583.13	\$325,000.00	8.79%
Total Human Resources	\$50,395.33	\$58,900.26	\$50,395.33	\$58,900.26	\$705,000.00	8.35%
Total Undesignated Expenses	\$50,395.33	\$58,900.26	\$50,395.33	\$58,900.26	\$705,000.00	8.35%
Total Expenses	\$50,395.33	\$58,900.26	\$50,395.33	\$58,900.26	\$705,000.00	8.35%
NET SURPLUS/(DEFICIT)	\$297,486.15	\$260,380.43	\$297,486.15	\$260,380.43	(\$22,500.00)	

Northbrook Public Library

Income Statement

5/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,646.34	\$3,790.17	\$2,646.34	\$3,790.17	\$20,000.00	18.95%
Total Undesignated Revenue	\$2,646.34	\$3,790.17	\$2,646.34	\$3,790.17	\$20,000.00	18.95%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$2,646.34	\$3,790.17	\$2,646.34	\$3,790.17	\$445,000.00	0.85%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	(\$1,980.00)	\$44,212.50	(\$1,980.00)	\$44,212.50	\$885,000.00	5.00%
Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
Total Capital & Bond Expenses	(\$1,980.00)	\$44,212.50	(\$1,980.00)	\$44,212.50	\$985,000.00	4.49%
Total Undesignated Expenses	(\$1,980.00)	\$44,212.50	(\$1,980.00)	\$44,212.50	\$985,000.00	4.49%
Total Expenses	(\$1,980.00)	\$44,212.50	(\$1,980.00)	\$44,212.50	\$985,000.00	4.49%
NET SURPLUS/(DEFICIT)	\$4,626.34	(\$40,422.33)	\$4,626.34	(\$40,422.33)	(\$540,000.00)	

Northbrook Public Library

Income Statement

5/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$370,732.51	\$374,377.90	\$370,732.51	\$374,377.90	\$758,350.00	49.37%
Total Undesignated Revenue	\$370,732.51	\$374,377.90	\$370,732.51	\$374,377.90	\$758,350.00	49.37%
Total Revenues	\$370,732.51	\$374,377.90	\$370,732.51	\$374,377.90	\$758,350.00	49.37%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$175,450.00	\$166,675.00	\$175,450.00	\$166,675.00	\$333,350.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Capital & Bond Expenses	\$175,450.00	\$166,675.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
Total Undesignated Expenses	\$175,450.00	\$166,675.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
Total Expenses	\$175,450.00	\$166,675.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
NET SURPLUS/(DEFICIT)	\$195,282.51	\$207,702.90	\$195,282.51	\$207,702.90	\$0.00	

MAY 2024 FINANCIAL SUMMARY

May is the start the new fiscal year – 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 \$4,314,891

- Property Taxes – 51.08% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 9% is fines and lost item / replacement collections
 - 70% is non-resident fees
 - 21% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$997,079, budget differences include:

- Programs is greater than budget due to May and June programs being booked in May to ensure prompt payment
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget due to
 - Staff Day expenses being booked in May - not evenly throughout the year
 - Registration and Travel costs related to Annual ALA Conference for 5 staff members being booked in May – not evenly throughout the year
 - Tuition Reimbursement for 2 staff members being booked in May – not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid in May not evenly throughout the year
- Postage is less than budget due to annual deposit not being recorded/paid
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of May 24

Operating Funds	
Library Claims List	\$ 195,324.23
Librarian's Claims List	\$ 17,154.48
Payroll	\$ 372,791.52
Fica/IMRF	\$ 58,900.26
ACH to IPBC	\$ 74,962.33
Transfer to Debt Service	\$ 166,675.00
Total Operating Funds	<u>\$ 885,807.82</u>
Capital Improvement Fund	
Claims List	\$ 44,332.50
	<u>\$ 44,332.50</u>
Debt Service Fund	
2013 B Interest Payment	\$ 110,300.00
2019 Interest Payment	\$ 56,375.00
Total Debt Service Funds	<u>\$ 166,675.00</u>
Grand Total Library	<u><u>\$ 1,096,815.32</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26373	5/15/2024	First Bankcard	\$ 7,045.75	Monthly Payment - Supplies
26374	5/15/2024	Glenbrook HSD 225 - Business Services	\$ 6,455.82	Annual Payment _ Telephone - internet services
26375	5/15/2024	Stand Up Flooring LLC	\$ 1,405.00	Annual Payment - Building Repairs
26376	5/31/2024	Added Incentives, Inc.	\$ 2,990.93	Annual Payment - Programming
26377	5/31/2024	Amazon Capital Services	\$ 4,027.24	Monthly Payment - Supplies
26378	5/31/2024	Ancel Glink P.C.	\$ 941.25	Monthly Payment - Professional Services
26379	5/31/2024	Baker & Taylor	\$ 21,872.56	Monthly Payment - Materials
26380	5/31/2024	Best Quality Cleaning	\$ 5,808.43	Monthly Payment - Contracted Services
26381	5/31/2024	Bibliotheca, LLC.	\$ 6,757.29	Annual Payment - Supplies
26382	5/31/2024	Children's Plus Inc	\$ 3,961.24	Monthly Payment - Materials
26383	5/31/2024	Colley Elevator Co.	\$ 5,243.00	Annual Payment - Contracted Services
26384	5/31/2024	Culture Amp Inc.	\$ 6,120.00	Annual Payment - Software
26385	5/31/2024	Dan Laib Studios	\$ 650.00	Monthly Payment - Programming
26386	5/31/2024	Depict Data Studio	\$ 3,500.00	Annual Payment - Staff Development
26387	5/31/2024	Encyclopaedia Britannica, Inc.	\$ 1,479.00	Annual Payment - Materials - Database
26388	5/31/2024	Gale/Cengage Learning Inc.	\$ 1,015.02	Monthly Payment - Materials
26389	5/31/2024	Getty Images (US), Inc.	\$ 1,080.00	Annual Payment - Software
26390	5/31/2024	Grainger	\$ 1,370.74	Monthly Payment - Janitorial Supplies
26391	5/31/2024	HR Source	\$ 1,500.00	Annual Payment - Professional Services
26392	5/31/2024	It's Impressive LLC	\$ 1,314.50	Annual Payment - Programming
26393	5/31/2024	Carla Lasky	\$ 2,720.00	Annual Payment - Staff Development - Tuition Reimbursement
26394	5/31/2024	Latitude Signage & Design	\$ 765.00	Monthly Payment - Supplies
26396	5/31/2024	Midwest Tape LLC	\$ 5,717.89	Monthly Payment - Materials

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26397	5/31/2024	North American Corp of Illinois	\$ 1,412.50	Monthly Payment - Janitorial Supplies
26398	5/31/2024	Outsource Solutions Group, Inc.	\$ 22,009.77	Monthly Payment - Professional Services and Software
26399	5/31/2024	Proquest	\$ 33,292.57	Annual Payment - Materials - Database
26400	5/31/2024	Record Information Services, Inc.	\$ 1,330.00	Annual Payment - Materials - Database
26401	5/31/2024	Scholastic Inc	\$ 1,597.15	Annual Payment - Programming
26402	5/31/2024	State Industrial Products	\$ 630.48	Monthly Payment - Janitorial Supplies
26403	5/31/2024	Soraya Sullivan	\$ 700.00	Monthly Payment - Programming
26404	5/31/2024	Swank Motion Pictures Inc.	\$ 792.00	Monthly Payment - Programming
26405	5/31/2024	Symmetry Energy Solutions, LLC	\$ 2,912.97	Monthly Payment - Utilities
26406	5/31/2024	T-Mobile	\$ 5,973.61	Annual Payment - Materials and Telephone
26407	5/31/2024	Tee Jay Service Company, Inc.	\$ 825.00	Annual Payment - Contracted Services
26408	5/31/2024	The Charmm'd Foundation	\$ 1,623.00	Annual Payment - Professional Services
26409	5/31/2024	Thermosystems Building System Solutions	\$ 2,315.00	Monthly Payment - Building Repairs
26410	5/31/2024	Uline	\$ 1,038.90	Annual Payment - Furniture and Equipment
26411	5/31/2024	Village of Northbrook Water Dept.	\$ 1,057.80	Quarterly Payment - Utilities
26412	5/31/2024	Vis-O-Graphic, Inc.	\$ 10,234.07	Annual Payment - Programming and Tri Annual Payment - Community Relations
26413	5/31/2024	Vivica Partners	\$ 2,550.00	Annual Payment - Staff Development
26414	5/31/2024	Jason Waclawik	\$ 1,317.50	Annual Payment - Staff Development - Tuition Reimbursement
26415	5/31/2024	Wex Health Inc.	\$ 1,739.56	Monthly Payment - Flexible Spending, Dependant Care and Commuter Benefit
26416	5/31/2024	WM Corporate Services Inc.	\$ 631.45	Monthly Payment - Contracted Services
26417	5/31/2024	Zoobeau Inc.	\$ 1,350.24	Annual Payment - Software
26418	5/31/2024	LR Consulting LLC	\$ 6,250.00	Annual Payment - Professional Services

\$ 195,324.23

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

Transaction Number	Transaction Date	Vendor	Amount
53767	4/29/2024	VOID - Chenzeng Huang	\$ (500.00)
53813	5/29/2024	A-Z Mindfulness	\$ 150.00
53814	5/29/2024	AIGA	\$ 250.00
53815	5/29/2024	Anna Amen	\$ 553.36
53816	5/29/2024	American Library Association, Membership	\$ 317.00
53817	5/29/2024	Aquatic Works LTD	\$ 185.00
53818	5/29/2024	Aaron Ashmann	\$ 22.71
53819	5/29/2024	Baker & Taylor Entertainment	\$ 43.62
53820	5/29/2024	Zbigniew Banas	\$ 250.00
53821	5/29/2024	Zbigniew Banas	\$ 250.00
53822	5/29/2024	Bayscan Technologies	\$ 378.00
53823	5/29/2024	Best Buy Business Advantage Account	\$ 299.99
53824	5/29/2024	Blackstone Publishing	\$ 41.60
53825	5/29/2024	Nancy Buehler	\$ 250.00
53826	5/29/2024	Chicago Tribune	\$ 406.99
53827	5/29/2024	Micaela Christiansen	\$ 30.97
53828	5/29/2024	Cintas	\$ 542.86
53829	5/29/2024	Aaron Cohen	\$ 300.00
53830	5/29/2024	Sandra Cotler	\$ 75.00
53831	5/29/2024	Demco	\$ 130.05
53832	5/29/2024	Kelly Durov	\$ 284.73
53833	5/29/2024	EBSCO Information Services	\$ 28.57
53834	5/29/2024	Kelli Fleming	\$ 17.99
53835	5/29/2024	Jo I Gayle	\$ 125.00
53836	5/29/2024	Glenview Chess Club LLC	\$ 200.00
53837	5/29/2024	Benjamin Goluboff	\$ 250.00
53838	5/29/2024	Kathryn Hall	\$ 165.90
53839	5/29/2024	Happiness Forward LLC	\$ 100.00
53840	5/29/2024	Sarang Heo	\$ 150.00
53841	5/29/2024	Illinois CPA Society	\$ 375.00
53842	5/29/2024	Illinois Heartland Library System-OCLC	\$ 42.78
53843	5/29/2024	Illinois Library Association	\$ 250.00
53844	5/29/2024	Indian Dance School	\$ 500.00
53845	5/29/2024	Indoff LLC	\$ 445.00
53846	5/29/2024	J.C. Licht, Inc.	\$ 58.96
53847	5/29/2024	Korea Times of Midwest Inc.	\$ 360.00
53848	5/29/2024	Alisa Kusnitzow	\$ 150.00
53849	5/29/2024	Lechner Services	\$ 175.20
53850	5/29/2024	Library Ideas LLC	\$ 527.52
53851	5/29/2024	Dana Macke	\$ 10.00
53852	5/29/2024	Karen Markin	\$ 141.49
53853	5/29/2024	Patrick McCallister	\$ 175.00
53854	5/29/2024	Heather McCammond-Watts	\$ 200.00
53855	5/29/2024	Julianne Medel	\$ 35.88
53856	5/29/2024	Patrick Murphy	\$ 29.98

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

Transaction Number	Transaction Date	Vendor	Amount
53858	5/29/2024	Northbrook Hardware	\$ 227.38
53859	5/29/2024	Ocooch Hardwoods	\$ 127.67
53860	5/29/2024	Olivet Nazarene University	\$ 50.00
53861	5/29/2024	Online Audiovisual Catalogers, Inc.	\$ 40.00
53862	5/29/2024	Panera, LLC	\$ 386.72
53863	5/29/2024	Peggy Notebaert Nature Museum	\$ 175.00
53864	5/29/2024	Petersen Bros. Plastics, Inc.	\$ 354.00
53865	5/29/2024	Dan Petrosko	\$ 225.00
53866	5/29/2024	Petty Cash Custodian	\$ 131.38
53867	5/29/2024	Pitney Bowes Inc.	\$ 165.54
53868	5/29/2024	Polar Explorers	\$ 200.00
53869	5/29/2024	Polonia Bookstore, Inc.	\$ 250.99
53870	5/29/2024	Laurie Prioletti	\$ 90.60
53871	5/29/2024	Quill LLC	\$ 58.75
53872	5/29/2024	Reds Garden Center	\$ 284.75
53873	5/29/2024	Roger Reardon	\$ 3.00
53874	5/29/2024	Olga Rudiak	\$ 400.00
53875	5/29/2024	Runco Office Supply	\$ 438.96
53876	5/29/2024	Sentrum Marketing, LLC	\$ 462.80
53877	5/29/2024	Sheet Music Plus	\$ 205.42
53878	5/29/2024	Sherwin-Williams Company	\$ 42.72
53879	5/29/2024	Showcases	\$ 264.60
53880	5/29/2024	Neil Steinberg	\$ 31.00
53881	5/29/2024	Stories Matter Foundation	\$ 300.00
53882	5/29/2024	Sunset Food Mart, Inc.	\$ 11.38
53883	5/29/2024	Sweetwater	\$ 267.00
53884	5/29/2024	Today's Business Solutions, Inc.	\$ 290.26
53885	5/29/2024	Universal Film Exchanges LLC	\$ 200.00
53886	5/29/2024	UPS	\$ 176.86
53887	5/29/2024	Vernon Area Public Library	\$ 135.71
53888	5/29/2024	VSP of Illinois, NFP	\$ 421.02
53889	5/29/2024	Robert Waterbury	\$ 50.00
53890	5/29/2024	Yami Vending Inc.	\$ 454.82
53891	5/29/2024	Yellowstone Landscape	\$ 555.00
53892	5/29/2024	Sharon Yiesla	\$ 200.00
53893	5/29/2024	Kathryn Norregaard	\$ 350.00
53894	5/29/2024	Kathryn Norregaard	\$ 350.00

\$ 17,154.48

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1910	5/15/2024	TK Elevator	\$44,212.50	Progress payment for Elevator Project
1911	5/31/2024	Ancel Glink P.C.	\$120.00	Attorney costs related to Security Project
			<u>\$44,332.50</u>	

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2025 is: \$9,350,500
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. General Operating Expenditures
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Debt Service (for bond and interest payments)
- D. The office is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
- E. We have approximately the following number of persons employed:
 - 1. Full-time 50
 - 2. Part-time 61
- F. The following organization exercises control over our policies and procedures: *The Northbrook Public Library Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 7:00 p.m., at the library.

Its members are: Stacy Oliver, President; Janet Spector Bishop, Vice President; Barbara Unikel, Secretary; Jami Xu, Treasurer; Maura Crisham, Howard Jay Glaubinger, Nimesh Patel

- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

- A. Submit your request in writing to the FOIA officer
- B. Your request should be directed to the following individual: Anna Amen, FOIA officer.
- C. You must indicate whether you have a "commercial purpose"¹ in your request.²

¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 working days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from payment; or provide the documents requested.

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT - PAGE 2

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - 9:00 a.m. to 5:00 p.m. Monday through Friday
 - Northbrook Public Library, Administration
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Operating Budgets
 - D. Annual Audits
 - E. Minutes of the Board of Library Trustees
 - F. Library Policies, including Materials Selection
 - G. Adopted Resolutions of the Board
 - H. Annual Reports to the Illinois State Library

NORTHBROOK PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

NOTE: This form cannot be **MANDATORY** under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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Director's Report

June 2024

Agenda Items

3 Consent Agenda

- 3.5 Update Freedom of Information Act Policy for FY25
- 3.6 Approve Bank Resolutions for new board officers

5 Staff Reports

- 5.1 Assistant Director, Kelly Durov, will provide an overview of the Fiscal Year 2024 Illinois Public Library Annual Report (IPLAR).
- 5.2 Executive Director, Kate Hall, will provide information on Circulation Data Trends.

7 Unfinished Business

- 7.1 Strategic Plan Implementation Update
- 7.2 Chiller Repair Update

8 New Business

10 Agenda Building

Board News & Reminders

Mark Your Calendars

4th of July Parade

Where

The parade route will start just west of Westmoor School, 2500 Cherry Lane, and will end at Village Hall, 1225 Cedar Lane. It is about .75 miles.

When

The timeline for the parade is:

- 3:30pm Line Up on Parade Route
- 3:45pm Parade Staging closes
- 4:00pm Parade kickoff
- 5:00pm Parade finished (depending on where we are in the lineup, we will finish between 4:30-5:00)

Updates

Programming

Summer Reading kicked off on June 1. Summer Reading is being sponsored by the Thomas J. and Kathleen M. Laird Foundation and the Friends of the library. Incentives were donated by the Northbrook Civic Foundation, Northbrook Park District, and many other local organizations and businesses. This is our first summer using the new Beanstack app for Summer Reading progress tracking.

Sign up stats:

First Day of Summer Reading – Saturday, June 1

Items Checked out: 2962

Average items checked out on a Saturday: 1500

Patron visits: 483

Average visits on a Saturday: 280

Summer Reading Sign up's on June 1

Adults	293
Teens	85
Youth	392
Babies	29

First Week sign up's

	Adult	Youth	Teen	Baby	Total
Registrations	555	990	269	63	1877
Books read	433	n/a	n/a	n/a	433
Minutes logged	n/a	n/a	20,786	n/a	20,786
Days logged	n/a	1272	n/a	n/a	1272
Activities logged	103	381	100	74	658
Challenges completed	31	0	7	0	38
Rewards redeemed	9	64	18	1	92
Reviews submitted	21	6	8	0	35



Northbrook Public Library

May 31 at 2:24 PM



🌞 Summer Reading starts Saturday, June 1. We're kicking off the fun with an all-ages Scavenger Hunt June 1-7, and make sure to pick up your "Read, Renew, Repeat" magnet, while supplies last, when you sign up for Summer Reading at the library. Learn about prizes & more at www.northbrook.info/summer-reading. 🧐

#Northbrook #Northbrookpl #SummerReading2024 #ReadRenewRepeat



Adult Programming

The Friends of the Library voted to approve to fully fund 12 additional Chair Yoga sessions. Chair Yoga will occur weekly on Fridays through November 2024.



The Collaboratory staff hosted a Northbrook Repairs this month. This program fosters sustainability as repairing items rather than throwing them away is good for the environment. This month's event also brought in some new library volunteers. We had 30 people get items repaired at this event. Illinois Libraries Present hosted Kal Penn this month.

Jill Franklin hosted "Meet Irena Sendler: Rescuer of Thousands During WWII". The 95 patrons who attended were rapt by the moving story of a Polish Christian woman who led a resistance movement to smuggle Jewish children out of the Warsaw Ghetto, even continuing after her release from prison and torture. This program occurred on May 6, Holocaust Remembrance Day.

Youth Programming

Teacher Dan returned during our storytime break in May for several early childhood music programs. For the three programs, we had a total of 395 patrons attend.



The Friends of the Library are sponsoring two Youth events in order to increase awareness and member engagement:

Dan Gogh Magical Camp Adventure
Saturday, June 15, 10:30-11:30am, Auditorium

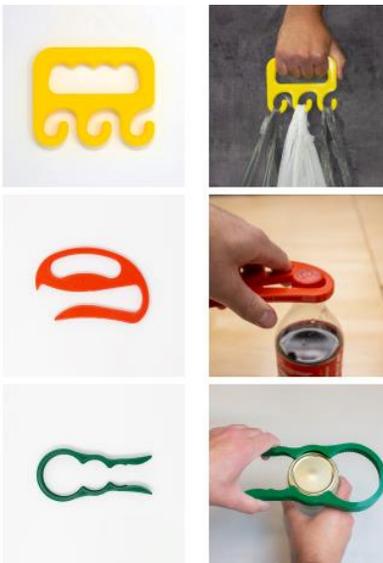
Flying Fox Conservation Fund's Mammal and More
Saturday, July 20, 10:30-11:30am and 12-1:00pm, Pollak Room (the kids get to move around and pet all the animals)

Collections

We are now offering The New York Times all access to anyone in the library and remotely for all Northbrook cardholders. Patrons simply need to create a free New York Times account or sign into an existing account on our computers or on their personal devices connected to our WIFI. Northbrook cardholders can also access a link on our e-resources page while outside the library, which requires them to sign in with a Northbrook card before receiving a 24-hour access code. The access code works with the New York Times website and apps.



Two assistive devices kits have been added to the Library of Things collection. These kits provide devices designed to make daily tasks easier for those with dexterity challenges. Items include 1 bag carrier, 1 bottle opener, 1 jar opener, 1 key turner, 1 palm pen with pen, 2 pen balls with pens (small and medium sizes), and 1 signature guide.



Partnerships

School and Supported Services Librarian, Julianne Medel, with the help of YS Library Assistant, Liz Becker, made the annual Summer Reading visits to elementary schools in Northbrook.

We are hosting an art exhibit courtesy of JCC called "Triumph of the Spirit" on the 2nd floor. It features Jewish athletes. The library hosted a program about the collection on May 14th during which Commissioner Britton held a table in the lobby from 5:00pm-7:00pm. While they were in the lobby, Staff from Commissioner Britton's office were available to answer questions about resources, programming, and more.



Community spotlight: We featured Youth Services of Glenview/Northbrook in our lobby display cases for Mental Health Month (May).

Marketing

Cicadas have made an impact on the library this month! A recent Facebook post discussed Kaley Kearns, Shelver, and her featured artwork. This post on social media had our highest engagement!



Northbrook Public Library

We've been enjoying the emergence of the Brood XIII cicadas, and we're SO thrilled to have our own "bookish" cicada at the library. This colorful cicada has made itself right at home in our Youth Services department. Stop by and take a look!

Kaley, a talented artist, self-proclaimed cicada fan, and member of our Circulation department, used paint and book pages to create her amazing designs for "Cicada Parade-a," a large-scale collaborative art project on display in and ar... See more



Marketing staff Linda Vering and Alina Lewis prepared for and staffed the Flamingo Fridays event. Thanks to Kate Hall and several Board members for attending this community event!



Operations

We are looking at a July 2024 soft open for auditorium rentals. Staff have been working on creating documentation, contracts, and coordinating vendor and staffing for this new service.

Accessibility

Linda Vering coordinated with our web developer, Bright Plum, to initiate several fixes to bring our website accessibility up to a higher standard of compliance.

Facilities

Chiller repair started this month. The building had no cooling systems online from May 23-June 6. Module 1 came back online in the evening on June 6. Due to high temperatures, we did not staff the 3rd floor Fiction & Media desk Tuesday-Thursday (6/4/24-6/6/24), but staff and patrons did access materials on the 3rd floor throughout this time period. The Collaboratory closed at 1:30pm on Tuesday, June 4 due to excessive heat. With the use of rented portable air conditioning units as well as falling temperatures outside, we were able to maintain cooler temperatures on Wednesday, June 5 and Thursday, June 6 and keep the Collaboratory open its normal hours.



Northbrook Public Library

★ Favorites · 3 days ago · 🌐



UPDATE: Due to high temperatures, the Collaboratory will close at 1:30pm for the rest of today (6/4). We apologize for the inconvenience.

Our Fiction & Media service desk is closed today (6/4) due to higher-than-normal temperatures on our 3rd floor. Our Fiction & Media dept. is still open for you to browse and check out materials, but if you need staff assistance, please visit our Reference desk on the 2nd floor or call 847-272-4873.

While our building's cooling system i... [See more](#)



The lobby construction project to move the book return slot in order to ensure smoother operations of the automated materials handler (AMH) completed in 5 days. While it may not look like anything was done, the lengthening of the wall to move the book drop has been impactful. An immediate difference was noticed by staff of how materials flowed through the bulk separator.

The Auditorium was closed June 10-11 for the stage floor to be refinished. This was planned maintenance.

HR

Staff Arrivals

- Becky Moore, full-time Human Resources Director (ADMIN), effective May 1 (new).
- Sean Collins, part-time Youth Services Assistant (YS), effective May 2 (replacement).
- Carl Johnson, (seasonal) part-time Shelver (CIRC), effective May 8.
- Adrienne Edwards, part-time Adult Services Assistant (AS), effective May 17 (replacement).
- Zoey Godnik, (seasonal) part-time Summer Reading Aide (YS), effective May 28.
- Ryan Suarez, (seasonal) part-time Summer Reading Aide (YS), effective May 28.
- Drew Ibardaloza, (seasonal) part-time Summer Reading Aide (YS), effective May 29.
- Kaya Ibardaloza, (seasonal) part-time Summer Reading Aide (YS), effective May 29

Staff Departures

- Kimberly Anne, regular part-time Clerk (CIRC) resigned effective May 1. She accepted a full-time position.
- Eileen Holland, full-time Maker Specialist (MS) resigned effective May 15. She accepted another position closer to home.

Change in Status

- On May 7, Sunkyung Lee returned from her 15-month military leave of absence to her regular part-time Clerk position (CIRC).

Staff Training & Development

Staff Development Day was May 10, 2024. The agenda included two keynote speakers; Biz Lindsay-Ryan discussed identity and how it impacts work and Allan Bogan presented on the Situation Behavior Impact (SBI) Feedback model. Staff were also able to choose to attend two breakout sessions. Breakout session topics included: powerful PowerPoint presentations, an introduction to the RAILS library system networking and continuing education opportunities, learning about AI, a nature walk, meditation, and more! Thanks to the Board members who were able to attend the end of the day to celebrate staff anniversaries.

Kate Hall, Kelly Durov, Anna Amen, and Becky Moore completed a DiSC assessment and debrief with the Charmm'd foundation in order to continue Leadership's commitment to getting on the same page as we welcome Becky as a new member of the Leadership team.

Strategic Plan

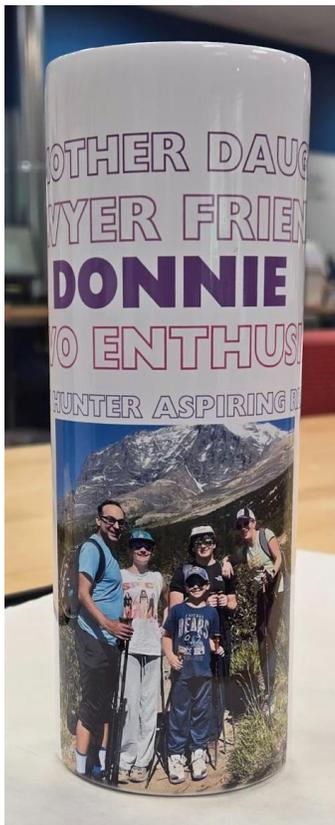
This past month, we have been working with staff to identify potential activities to achieve our strategic goals, engaged in an all-staff activity that is working to identify our values, and managers have started discussing potential evaluation frameworks for the strategic plan.

Kelly Durov, Assistant Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
May, 2024

PROJECTS





MATERIALS PURCHASED

3D Printing	86
Acrylic	42
Buttons	2
Cardstock	8
Embroidery Thread	20
Glasses	4
Iron-on	18
Recordable Media	10
Stabilizer Sheets	65
Stamp Block	1
Sublimation Sheets	108
Vinyl & Transfer Paper	31
Wood	30

3D PRINTING

We printed 114 objects for users in May.

VISITORS

557 people visited the Collaboratory in May.

Comment	Response	Staff Member
<p>I attend the Senior Chair Program with Olga on Friday. I was very sad to hear that in June things will change. This program is wonderful for all of us. It helps my CIPD which is Chronic inflammatory demyelinating polyneuropathy. The Class helps being with others and Olga is an excellent gracious instructor. Olga has taught me alot more than I was able to do when I was in Physical Therapy..</p> <p>Thank you for this classroom and please keep it weekly for all of us. I am a nonresident and I live in Skokie. Northbrook Public Library has a lot to offer. The people are all very gracious. This class is not just for me but it is for everyone.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>As a yoga practitioner myself, I understand the need to practice regularly. I suggest that you look into area Park Districts and senior centers as they do offer ongoing exercise classes.</p> <p>Thanks again for your feedback.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member
<p>I am a longtime northbrook resident and have enjoyed the library's many services for 38 years. My wife shared that Olga's yoga would be good for me and I've been a regular for the past few months.</p> <p>I see the value of this weekly class for me and more importantly others of the 35- 50 regulars I participate with. - the average age is probably ~75- 80, ranging from very few under 60, to many over 80, and into the 90s. I see the same folks enjoying this class when I go. Many have physical challenges who Olga will suggest modifications to, allowing them to comfortably participate. I also sense many do not have an alternative to go to if the program is curtailed. Today's class had around 40 in it, males are usually about 10%. I sense that this class encourages many participants to exercise today, which will keep them healthy so they can continue to enjoy this for their lives. I am in generally good shape, and see the benefits. BUT, I am incented to continue this program regularly as I see social as well as physical benefits in my older friends.</p> <p>I expect that the regularity of this class makes it easier for constituents to schedule and attend. If it's not every Friday and I miss a day, it might be 3-4 weeks between sessions, AND I'm less likely to remember to keep up with getting the benefits of yoga.</p> <p>I go to the YMCA yoga classes regularly, and won't likely miss your class as much as other seniors who don't have a Y membership or other places to go. I am concerned that many will simply not attend a less regular class schedule.</p> <p>I feel that the Library has SUCCESSFULLY built a dedicated group of people, and that reducing the regular availability of the class will have a negative impact on the future viability of the broadly supported and appreciated class.</p> <p>Happy to talk if you have questions or comments.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>As a yoga practitioner myself, I understand the need to practice regularly, which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-XXXX.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member
<p>I was informed that you are dropping Chair Yoga to a twice a month schedule. Please reconsider that action. I have attended the chair yoga for several years and am happy to be able to do so. It is an honor to know Olga and to have her as an instructor. Please consider that the sessions are attended by senior citizens and younger adults who not only enjoy the instruction, but have become friends with other attendees, who view their attendance as a social event and for their physical and mental health, who appreciate that the Friends of the Library sponsor the sessions at no cost to the attendees.</p> <p>The sessions are well-attended each Friday. Your action in reducing the sessions is detrimental to the community's adult population. I hope you will reconsider and put the yoga attendees above whatever force is driving you to decrease the sessions.</p> <p>Thank you in advance for your leadership in this regard.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>I do understand that a weekly yoga practice offers physical, mental and social benefits which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-XXXX</p>	<p>Susan Wolf</p>
<p>I would be very disappointed if you do not continue with this weekly class. It is very important to many of us who have been regulars for a long time. Olga is a delight and the health benefits are great for all ages. So please keep this class as is. I am a Northbrook resident and look forward to this class each Friday.</p>	<p>Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that the regular attendees such as yourself are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience.</p> <p>I do understand that a weekly yoga practice offers physical, mental and social benefits which is why we are suggesting that patrons look at other area resources, like the Y or the park district. In fact, the Northbrook Park District offers a variety of gentle yoga classes including chair yoga with Olga.</p> <p>Thanks again for your feedback. Our staff will keep your input in mind as we continually assess our adult programming offerings.</p> <p>If you would like to discuss further, you can reach me at 847-272-XXXX</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member
<p>I am a member of the chair yoga class and I understand that for some reason that they are considering maybe only having the classes every other week and we enjoy this class and the teacher is excellent and really helps us, you know, learn the technique of the exercises and takes the time to help us and there are not many other services for seniors and most of us in this class, about 40 are seniors and we really need this help to help us with getting around and as far as walking and things. So please consider continuing the class as it is. Thank you.</p>	<p>I understand that you are disappointed that we are reducing our chair yoga program. I want to assure you that this was not an easy decision and that it was done so that we can offer a greater variety of daytime classes for seniors. Please don't hesitate to call me back at 847-272-XXXX if you would like to discuss further.</p>	<p>Susan Wolf</p>
<p>I am also a friend of the library. I have been taking the Friday yoga class with Olga for about 8 and a half, 9 years now, and I understand that you and others have decided to change that weekly class from 4 times a month to twice a month, and I am extra extremely disappointed with that decision. There are at least 35 of us in the class every week, sometimes more. We all feel the same way, and I am really hoping that you will reconsider your decision and keep this class at 4 times a month, every Friday of every month, you have never been in the class, you have never. ...</p>	<p>I understand that you are disappointed that we are reducing our chair yoga program. I want to assure you that this was not an easy decision and that it was done so that we can offer a greater variety of daytime classes for seniors. Please don't hesitate to call me back at 847-272-XXXX if you would like to discuss further.</p>	<p>Susan Wolf</p>
<p>Staff member received feedback verbally from a patron: While I was at the West lobby desk, a patron commented on how much he likes the new hold shelf letter signs. He said the larger letters have made it much easier for him to find his holds!</p>		<p>Kim Hegelund</p>

Comment	Response	Staff Member
<p>Along with many seniors in our Northbrook community, I have enjoyed and benefited from the Friday Chair Yoga class with Olga. Each Friday our class is filled with beneficial exercises with stretching and breathing. It's also a time of laughter and making social connections. Olga's class focuses on balance between body and mind and how we can use our mind to bring us peace and serenity.</p> <p>Perhaps the library's board has already made a final decision to provide Chair Yoga only two times a month. However, I feel it's important to let you know how very appreciated Olga's class has been on a weekly basis to our senior community.</p> <p>Thank you for taking the time to listen to my thoughts.</p>	<p>Thank you for reaching out with your support of this program series. We recognize the importance of these programs not only in promoting physical well-being but also in creating spaces within the community for patrons to come together. I recognize that a core group of attendees appreciate the weekly opportunities to come together. It is wonderful to hear how impactful Olga's classes have been for you and others.</p> <p>While we wish we could offer unlimited programs as often as everyone would like, we have to balance between fulfilling requests from many different groups of people, managing costs, and ensuring appropriate staffing levels. I recognize that this may not be the answer you would like to hear, and I am sorry that we are not able to satisfy everyone. Please know that staff made this decision after thoughtful deliberation on how best to accommodate the evolving needs of our community based on community feedback.</p> <p>I appreciate that you have taken the time to share your concerns. We are committed to continuously evaluating and refining our adult programming lineup to better meet the different needs of our 35,000 residents. Staff will take your thoughts and concerns into careful consideration as we continue to discuss adult programming needs at the library.</p> <p>If you have any further questions or would like to talk about this further, please don't hesitate to reach out. I'm here to discuss this further either in person or over the phone at your convenience.</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Although I have not attended the classes recently due to medical issues, I'm writing to ask that the library keep this extremely popular and important class on a weekly basis. Yoga classes are vital for these attendees' health, and chair yoga classes are not common in the area. These classes are of great value to the community, and considering they are overbooked, I am very disappointed to hear they could be cut. Thank you so much for your consideration.</p>	<p>Thank you for reaching out with your support of this program series. I am happy to report that we are not cancelling the Chair Yoga Classes. We recognize the importance of these programs not only in promoting physical well-being but also in creating spaces within the community for patrons to come together. We are shifting the frequency of the series and starting this summer we will be changing from weekly to twice a month.</p> <p>Please know that this decision was made after thoughtful deliberation on how best to accommodate the evolving needs of our community based on community feedback from our community wide survey last fall. While we wish we could offer unlimited programs with the requested frequency, we need to balance between fulfilling many preferences, managing costs, and ensuring adequate staffing levels.</p> <p>Your input is appreciated, and we are committed to continuously evaluating and refining our adult programming lineup to better meet everyone's needs. Staff will take your thoughts and concerns into careful consideration as we continue to discuss adult programming needs at the library.</p> <p>If you have any further questions or would like to talk about this further, please don't hesitate to reach out. I'm here to discuss this further either in person or over the phone at your convenience.</p>	<p>Kate Hall</p>
<p>Many of us are very disappointed in the decision to only have the yoga class twice per month. It is very well attended and we love Olga. Please reconsider having it every week when you do your fall schedule. I live in Northbrook and look forward to Friday mornings at the library.</p>	<p>Thank you for reaching out to share your thoughts about the changes to Chair Yoga. We recognize the importance of these programs not only in promoting physical well-being but also in creating spaces within the community for patrons to come together. It is wonderful to hear how impactful Olga's classes have been for you and others.</p> <p>While we wish we could offer unlimited programs as often as everyone would like, we have to balance between fulfilling requests from many different groups of people, managing costs, and ensuring appropriate staffing levels. I am sorry that we are not able to satisfy everyone. Please know that staff made this decision after thoughtful deliberation on how best to accommodate the evolving needs of our community based on community feedback.</p> <p>We are committed to continuously evaluating and refining our adult programming lineup to better meet the different needs of our 35,000 residents. Staff will take your thoughts and concerns into careful consideration as we continue to discuss adult programming needs at the library.</p> <p>If you have any further questions or would like to talk about this further, please don't hesitate to reach out. I'm here to discuss this further, either in person or over the phone at your convenience.</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Hello! I was wondering if you need help weeding the ground under the NPL sign and planting perennials that can regrow every year. My friends and I walk by the library daily, and it is looking pretty bad right now. We can help if you need help.</p>	<p>Thank you for offering to help with our weeding and planting. I really appreciate your willingness to contribute to the upkeep of the library's grounds. I will definitely pass this offer along to our Facilities Manager.</p> <p>We are participating the Slow Mow May this month and letting the grass grow. We did end up mowing yesterday due to how high the lawn was growing. Here is more information about Slow Mow May: https://www.northbrook.il.us/1084/Slow-Mow-May</p> <p>Our Facilities Manager will reach out to you via email if he can use the volunteer services. Thanks so much for the offer!</p>	Kelly Durov
<p>Hi, I have a couple of concerns sorry if its too much, but it would be great to be noted:</p> <p>1: Library is way too hot, Please turn on the A/C or lower the temperature significantly, I'm burning up. Both second and third floors are pretty warm. I come here everyday.</p> <p>2: Please bring back the signs for no computers in the quiet room, this should be strictly a reading zone only. I cannot focus with folks typing and clicking the mouse all day long. The second floor is already chatty enough and there is literally no quiet zones anywhere in the library. I do not understand who designed this building and as to why the quiet room is next to the kids section, I can hear all the kids crying and yelling.</p> <p>3: Could we get more curtains installed for sunlight shade? Its too hard on the eyes and warms the body up pretty significantly.</p>	<p>Thank you very much for your email and questions/comments. I am happy to answer:</p> <p>1: We are aware that the temperature in the building can be uncomfortable now that the weather is getting warmer. We are having an issue with our air conditioning and are hoping to have it resolved later this week. In the meantime, please let desk staff know if an area is particularly warm so that we can alter our facilities staff. We do have some temporary units and fans available.</p> <p>2: Thank you for your feedback on the quiet room. We did some observations awhile back and noted that most people were looking for a quiet space to work on a computer so that is why we allowed that. We will take another look. I would suggest that you try some seating on the 3rd floor near the mystery section. There are no large tables there for groups and I have observed that it is usually very quiet. Another quiet space tends to be the study carrels along the adult non fiction stacks on the 2nd floor. There are also window shades there.</p> <p>3: I am already looking into that for the area around the copiers on the 2nd floor, but if there is a particular area that you suggest, please let me know.</p>	Susan Wolf
<p>As a 84 yr old Senior who has a brick at the library and has been a Friend of the Library for many years, I am requesting that Chair Yoga be scheduled at our Library as frequently as possible. The library is close to me and I can afford Uber to be there. The park district would cost me 30 dollars to travel there. Yoga is wonderful for me. Perhaps you might consider attending Hilda's session one day. Thank you for your consideration in this matter. Take care of those who take care of you.</p>		Kate Hall

Comment	Response	Staff Member
<p>My experience at the Collaboratory was AMAZING!! The people there helping were so knowledgeable, kind, friendly, and helpful. Everything turned out better than I expected. Having something like this here is such a privilege. Excellent time and experience here!!</p>	<p>Thanked patron in person.</p>	<p>Cathleen Doyle</p>
<p>I am going to plead with you not to cancel any of the yoga classes with Oga. Because they are so wonderful for all of our old bodies. Please do not please keep it going every week, thank you very much."</p>	<p>"Thank you very much for your feedback about chair yoga. I do understand that this is a popular program and that you are disappointed that we are reducing the class to two times per month.</p> <p>I want to reassure you that much thought and consideration went into making this decision. We routinely receive requests to offer more daytime programs for seniors, but we cannot do so without reducing other programming. Chair yoga is the only program that is offered weekly on an ongoing basis, so that is why we are reducing it. This will enable us to offer a greater variety of programming such as technology classes that will appear to a broader audience."</p>	<p>Susan Wolf</p>
<p>I work from the library on Friday afternoons. I have been doing it for about a month. Each week I get kicked off more and more from video calls. Are other people having issues?</p>	<p>Thank you for letting us know about your video calls dropping on Friday afternoons. I checked with our IT staff and they are trying to figure out what is going on. It would help them to run reports and isolate where we might be having issues if you could provide the name of the device that you are using the library WiFi on Friday afternoons as well as where you are sitting and what time this is happening. IT staff can run reports based on this information to try to identify what is going on. Thank you again for bringing this to our attention.</p>	<p>Kelly Durov</p>
<p>I LOVE, LOVE, LOVE the Collaboratory!</p> <p>Since it's been open, I have made gifts for family and friends using the following equipment:</p> <ul style="list-style-type: none"> -embroidery machine -laser cutter -Cricut -serger sewing machine <p>All things produced have been of gift giving quality!</p> <p>The staff is always super helpful! Please don't ever close the Collaboratory.</p>	<p>Thank you so much for your very kind words about using the Collaboratory over the years. It means a lot to myself and to the staff that you took the time to write about your experiences in the space. As always, we're delighted to be of help. Rest assured that we have no plans to close the Collaboratory, and we look forward to seeing you and all of your new projects in the near future!</p> <p>Thank you so much for your support.</p>	<p>Cathleen Doyle</p>
<p>At least two scanners would be great, as one goes down, there is no alternative.</p>	<p>Thank you for your feedback. We apologize for the inconvenience while the sheet-fed scanner has been out of order. We do also have a flat-bed scanner available for use as an alternative for patrons to use in the meantime.</p> <p>Please let us know if you have any other questions.</p>	<p>Lev Kalmens</p>

Comment	Response	Staff Member
<p>Thank you so much for the email. I am so happy that the email I sent reached you. I want to thank you and the library for extending the program for 2024. Olga is a great and gracious teacher. We learned a lot. Have a great day.</p>		
<p>RE: Chair Yoga - Thank you thank you thank you!! Becky Ofsaiof</p>		
<p>Thank you Kate for your part In keeping chair yoga going So valuable for me in my 90 ‘ I am a longtime member of the Friends Thank you!</p>		
<p>Thank you for reconsidering your initial decision about weekly Chair Yoga. Your attention to and your consideration of the senior community of Northbrook is deeply appreciated and will not be forgotten.</p>		
<p>Hi, this is just a big “Thank you” to Kate Hall for continuing senior yoga on Friday mornings!!! I love it , we all love it and Olga is a wonderful instructor. I appreciate you for having the class at this most wonderful library . I look forward to it every Friday.</p>		
<p>Thank you. Many of us really appreciate it and need this class</p>		
<p>Thank you so much for listening to the seniors of Friday chair yoga and continuing every week.</p>		

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30503
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0388
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Northbrook Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	1201 Cedar Lane
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472726224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472725362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.northbrook.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Kate Hall
1.15 Title	Executive Director
1.16 Library Director's E-mail	khall@northbrook.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	35,222
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORTHBROOK P.L.	NORTHBROOK PUBLIC LIBRARY		No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
NORTHBROOK P.L.	30503	3050300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
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NORTHBROOK P.L.	1201 CEDAR LANE	No
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Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORTHBROOK P.L.	NORTHBROOK		60062	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTHBROOK P.L.	Cook		8472726224	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORTHBROOK P.L.	87,223		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
NORTHBROOK P.L.	3,459	52	294,090

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Kelly Durov
3.5 Telephone Number of Person Preparing Report	847-272-7074
3.6 FAX Number	847-272-0001
3.7 E-Mail Address	kdurov@northbrook.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	-1Not Applicable
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Barbara Unikel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Second member

5.5 Name	Stacy Oliver
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	4/2027
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Northbrook
5.12 State	IL

5.13 Zip Code	60062
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Third member

5.5 Name	Janet Spector Bishop
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2027
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	[REDACTED]
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Fourth member

5.5 Name	Maura Crisham
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	4/2027
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	[REDACTED]
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Fifth member

5.5 Name	Howard Jay Glaubinger
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2027
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	[REDACTED]
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Sixth member

5.5 Name	Jami Xu
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	4/2025
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	[REDACTED]
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Seventh member

5.5 Name	Nimesh Patel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2025
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	[REDACTED]
5.10 Home Address	[REDACTED]

5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Offer accessibility hours quarterly, accomodate needs in programs, offer programs for patrons with sensory sensitivity, have volunteer opportunites with a partnership with our schools for students with autism and other needs.
6.2 Total Number of Meeting Rooms	4
6.2b Total number of times meeting room(s) used by the public during the fiscal year ¹	499
6.3 Total Number of Study Rooms	18
6.3b Total number of times study room(s) used by the public during the fiscal year	13,373

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$41,465,277
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	6,909,501 is being held in capital improvement fund as a reserve for building repair and maintenance / improvements

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$11,375,825
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	2013B - 6,863,825 2019 - 4,512,000

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$8,715,096
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$9,126,880

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pborg@ilsos.gov).

8.2 Per capita grant	\$51,952
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$332,001
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$383,953
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Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$540,723
8.14 Other receipts intended to be used for operating expenditures	\$134,230
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$674,953
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$9,774,002
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	ACORD Form 20240509-182141.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,800,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$4,345,839
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,473,396
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$5,819,235

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$319,100
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$424,799
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$132,525
10.3b Please list the types of materials purchased in 10.3a	audio visual items (audio books, video games, music) DVD/BluRay, Library of things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$876,424

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$3,043,431
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$9,739,090

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0
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Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$444,213
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	31	31	\$1,205.81	992.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Cataloging	Cataloging	\$31.91	35.00
	Adult Services	Adult Services	\$36.70	35.00
	Children's Services	Children\'s Services	\$39.49	35.00
	Adult Services	Adult Services	\$36.70	35.00
	Adult Services Manager	Adult Services	\$51.47	35.00
	Adult Services	Adult Services	\$35.10	35.00
	Assistant Library Director	Assistant Library Director	\$56.88	35.00
	Adult Services	Adult Services	\$31.91	35.00
	Adult Services	Adult Services	\$41.03	35.00
	Adult Services	Adult Services	\$48.05	35.00
	Children's Services	Children\'s Services	\$31.91	35.00
	Adult Services	Adult Services	\$37.41	22.00
	Adult Services	Adult Services	\$35.10	35.00
	Adult Services	Adult Services	\$35.10	35.00
	Adult Services	Adult Services	\$39.44	35.00
	Adult Services	Adult Services	\$28.72	35.00
	Adult Services	Adult Services	\$31.91	3.00
	Cataloging	Cataloging	\$31.91	35.00
	Executive Director	Library Director	\$87.36	35.00
	Children's Services	Children\'s Services	\$28.72	35.00
	Adult Services	Adult Services	\$31.91	35.00
	Adult Services	Adult Services	\$35.10	35.00
	Maker Services Manager	Other Type of Librarian	\$49.96	35.00
	Cataloging	Cataloging	\$35.10	35.00
	Children's Services	Children\'s Services	\$28.72	20.00
	Technical Services Managerr	Cataloging	\$46.58	35.00
	Children's Services Manager	Children\'s Services	\$40.88	35.00

	Adult Services	Adult Services	\$36.70	35.00
	Adult Services	Adult Services	\$28.72	2.00
	Circulation Manager	Circulation	\$43.01	35.00
	Adult Services	Adult Services	\$32.31	35.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	24.80
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	9	9	9	\$201.51	177.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Children's Services	Children\'s Services	Bachelor's Degree: No library science	\$22.85	20.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$26.28	11.00
	Children's Services	Children\'s Services	Master's Degree: Not in library science	\$20.57	20.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$20.81	16.00
	Children's Services	Children\'s Services	Bachelor's Degree: No library science	\$20.57	20.00
	Children's Services	Children\'s Services	Master's Degree: Not in library science	\$28.72	35.00
	Children's Services	Children\'s Services	Less than a Bachelor's degree	\$20.57	18.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$20.57	22.00
	Children's Services	Children\'s Services	Master's Degree: Not in library science	\$20.57	15.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	4.43
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	29.23

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,188.00
13.14 Minimum hourly rate actually paid	\$14.76
13.15 Maximum hourly rate actually paid	\$63.69
13.16 Total FTE Group C employees (13.13 / 40)	29.70

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	156.00
13.18 Minimum hourly rate actually paid	\$14.76
13.19 Maximum hourly rate actually paid	\$18.86
13.20 Total FTE Group D employees (13.17 / 40)	3.90

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	143.00
13.22 Minimum hourly rate actually paid	\$16.48

13.23 Maximum hourly rate actually paid	\$52.23
13.24 Total FTE Group E employees (13.21 / 40)	3.58
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	37.18
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	66.40

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	294,090
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	198	12,509	12	4,800
Children (6-11)	89	1,170	2	235
Young Adults (12-18)	31	980	0	0
Adults (19 and older)	473	12,033	2	23
General Interest	91	822	4	301
Total	882	27,514	20	5,359

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	613	23,018
Synchronous In-Person Offsite Program Sessions	9	358
Synchronous Virtual Program Sessions	180	4,161
Total	802	27,537

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	39
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	542

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Open 1 hour for Accessibility hour 3 times last year, sensory friendly programming for youth, as well as films for all ages.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards ²	19,777
16.2a Total Number of Unexpired Non-resident Cards	552
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued? ³	386
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	6
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$24,158.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	20,329
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and

pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	180,451
17.2 Current Print Serial Subscriptions	333
17.3 Total Print Materials (17.1+17.2)	180,784
17.4 E-books Held at end of the fiscal year [PLS 451] ⁴	74,081
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	23,477
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] ⁵	43,079
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	23,477
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] ⁶	24,175
17.6c Other Circulating Physical Items [PLS 462]	1,450
17.6d Total Physical Items in Collection [PLS 461]	228,855

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	45
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	61

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	439,109
18.2 Number of young adult materials loaned	39,060
18.3 Number of children's materials loaned [PLS 551]	489,490
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	967,659

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	594,616
18.6 Videos/DVDs- Physical	82,618
18.7 Audios (include music)- Physical	35,458
18.8 Magazines/Periodicals- Physical	7,305
18.9 Other Items- Physical [PLS 561]	35,699
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	755,696
18.11 Use of Electronic Materials [PLS 552] ⁷	190,976
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	946,672

18.13 Successful Retrieval of Electronic Information [PLS 554] ⁸	225,089
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	416,065
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,171,761
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	38,218
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	36,787

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	32,448
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	7,206
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	205
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library ⁹	41
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	500
21.3 What is the monthly cost of the library's internet access?	\$538
21.4 Number of Internet Computers Available for Public Use [PLS 650]	37
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	14,221
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	151,951
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	441,156 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	little benefit

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$64,179
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	3,035.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
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24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	Maker space staffing, events, and interactions are not easy to capture. It would be helpful to include Maker categories in future annual reports.

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- ¹, 6.2b As our library emerges from the COVID-19 pandemic, we have seen meeting room usage climb back up but it still is not as high as it was in 2019. (0-2024-06-06)
- ², 16.1 We have actively been working with our schools to sign resident students up for cards. We also have marketing library card sign up a lot this year. (0-2024-05-16)
- ³, 16.2a (1) We have actively been working with our schools to sign children who are attending Northbrook schools but not living in an area served by a library signed up for Cards for Kids. (0-2024-05-16)
- ⁴, 17.4 Increase primarily due to increased size in adult ebook collection on Libby. (0-2024-05-21)
- ⁵, 17.5b Increase downloadable audio holdings (0-2024-05-16)
- ⁶, 17.6b Increase in the number of videos leased/rented in Hoopla and Kanopy. (0-2024-05-21)
- ⁷, 18.11 Due to an increase in downloadable audio and ebook checkouts, particularly in Overdrive/Libby. (0-2024-06-06)
- ⁸, 18.13 Increase seen with the addition of 360 Core electronic resource. Also noted increase in use of Overdrive: Magazines (0-2024-06-06)
- ⁹, 20.2 Public computers include 38 internet computers, 2 in-house laptops for public use, 2 computers connected with Maker Lab equipment, and 1 computer for microfilm reader (0-2024-06-06)