

# NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

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

<https://youtu.be/j0ezPspZARl>

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – February 16, 2023
  - 3.3 Approve Special Session Minutes – March 1, 2023
  - 3.4 Approve Cash Balances & Income Statement February 2023
  - 3.5 Approve Bills and Charges from February 2023
  - 3.6 Approve annual Non-Resident Fee Method
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 Adult Services Collections Presentation- Lori Siegel & Susan Wolf
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Palatine Public Library Tour
  - 7.2 Strategic Plan
  - 7.3 FY24 Draft Budget
  - 7.4 Zheng Consulting Comprehensive DEI Assessment & Strategy Proposal
- 8 New Business
  - 8.1 Board Officer Nominating Committee
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested 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  
2/28/2023**

	<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>				
General	7,378,617.10	65,754.62	593,709.73	6,850,661.99
Restricted	417,416.62	13,086.86	24,079.33	406,424.15
IMRF	720,275.10	2,892.46	25,145.31	698,022.25
Fica	132,138.81	1,966.88	24,387.34	109,718.35
Total Operating	<u>\$ 8,648,447.63</u>	<u>\$ 83,700.82</u>	<u>\$ 667,321.71</u>	<u>\$ 8,064,826.74</u>
<b>Capital Improvement</b>	\$ 4,928,036.13	\$ 22,804.32		\$ 4,950,840.45
<b>Debt Service</b>	\$ 395.16			\$ 395.16

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(30,708.68)	34,100.73	395.16
PayPal	526.83	-	-
FBofHP	228,379.10	-	-
Fifth Third - Checking/Money Market	7,865,489.39	4,916,216.39	-
US Bancorp	675.10	523.33	-
Petty Cash	465.00	-	-
Total	<u>\$ 8,064,826.74</u>	<u>\$4,950,840.45</u>	<u>\$ 395.16</u>

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

**Northbrook Public Library  
Income Statement  
2/28/23**

	<b>PY Month</b>	<b>CY Month</b>	<b>PY YTD</b>	<b>CY YTD</b>	<b>CY Budget</b>	<b>83.33%</b>
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$44,209.15	\$51,393.81	\$7,246,425.53	\$7,497,417.69	\$7,491,000.00	100.09%
Replacement Tax	\$0.00	\$0.00	\$215,247.98	\$176,503.01	\$125,000.00	141.20%
Impact Fees	\$0.00	\$0.00	\$6,634.86	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$1,372.33	\$1,419.56	\$27,788.96	\$32,178.00	\$25,000.00	128.71%
Interest Income	\$108.78	\$4,009.93	\$3,635.11	\$22,153.77	\$5,000.00	443.08%
Other Income	\$15,267.97	\$1,570.97	\$41,190.28	\$27,441.71	\$100,000.00	27.44%
<b>Total Undesignated Revenue</b>	<b>\$60,958.23</b>	<b>\$58,394.27</b>	<b>\$7,540,922.72</b>	<b>\$7,761,219.50</b>	<b>\$7,746,000.00</b>	<b>100.20%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$5,413.71	\$12,576.45	\$108,376.06	\$343,559.37	\$200,000.00	171.78%
Designated Interest Income	\$67.19	\$759.36	\$156.19	\$2,007.16	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$5,480.90</b>	<b>\$13,335.81</b>	<b>\$108,532.25</b>	<b>\$345,566.53</b>	<b>\$200,000.00</b>	<b>172.78%</b>
<b>Total Revenues</b>	<b>\$66,439.13</b>	<b>\$71,730.08</b>	<b>\$7,649,454.97</b>	<b>\$8,106,786.03</b>	<b>\$7,946,000.00</b>	<b>102.02%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$61,904.19	\$66,272.78	\$701,836.83	\$737,582.31	\$932,000.00	79.14%
Audio Visual	\$51,190.33	\$55,689.78	\$608,204.25	\$647,203.22		
Videos/DVDs	\$4,427.81	\$4,133.87	\$44,569.56	\$41,736.38		
Programs	\$6,286.05	\$6,449.13	\$49,063.02	\$48,642.71		
OCLC	\$5,737.44	\$4,792.24	\$59,973.24	\$54,760.35	\$94,000.00	58.26%
CCS Shared Costs	\$1,226.25	\$729.90	\$21,900.76	\$23,450.86	\$22,000.00	106.59%
<b>Total Materials &amp; Services</b>	<b>\$68,867.88</b>	<b>\$71,985.38</b>	<b>\$856,155.28</b>	<b>\$887,695.21</b>	<b>\$1,128,000.00</b>	<b>78.70%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$302,460.00	\$338,809.66	\$2,921,685.78	\$3,227,142.38	\$4,004,000.00	80.60%
Maintenance Salaries & Wages	\$12,253.68	\$14,693.69	\$122,921.08	\$141,165.17	\$178,500.00	79.08%
Group Insurance	\$53,590.70	\$56,527.44	\$547,112.60	\$561,004.96	\$730,000.00	76.85%
Unemployment/Worker's Comp	\$0.00	\$2,288.38	\$19,436.67	\$21,627.95	\$27,000.00	80.10%
Staff Development	\$956.85	\$2,259.18	\$42,766.04	\$42,055.33	\$60,000.00	70.09%
<b>Total Human Resources</b>	<b>\$369,261.23</b>	<b>\$414,578.35</b>	<b>\$3,653,922.17</b>	<b>\$3,992,995.79</b>	<b>\$4,999,500.00</b>	<b>79.87%</b>

**Northbrook Public Library**  
**Income Statement**  
**2/28/23**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
<b>Operating Costs</b>						
Photocopy	\$362.06	\$919.43	\$23,742.93	\$23,441.91	\$30,000.00	78.14%
Office & Library Supplies	\$709.05	\$12,021.61	\$36,453.74	\$47,970.32	\$70,000.00	68.53%
Software	\$2,221.16	\$1,134.71	\$75,829.76	\$70,175.38	\$98,000.00	71.61%
Postage	\$75.27	\$566.50	\$18,499.47	\$17,577.18	\$20,000.00	87.89%
General Insurance	\$8,475.44	\$2,904.63	\$63,502.25	\$65,049.19	\$68,000.00	95.66%
Telephone/Internet	\$698.98	(\$734.69)	\$34,615.58	\$29,891.34	\$39,000.00	76.64%
Professional Services	\$330.00	\$19,551.17	\$218,579.08	\$273,175.39	\$322,000.00	84.84%
Furniture, Equipment	\$9,000.00	\$33.99	\$48,123.02	\$42,456.48	\$50,000.00	84.91%
Equipment Rental & Maintenance	\$595.00	\$1.01	\$22,870.72	\$38,235.80	\$42,000.00	91.04%
Community Relations	\$6,720.96	\$6,245.44	\$31,829.22	\$35,386.02	\$51,000.00	69.38%
<b>Total Operating Costs</b>	<b>\$29,187.92</b>	<b>\$42,643.80</b>	<b>\$574,045.77</b>	<b>\$643,359.01</b>	<b>\$790,000.00</b>	<b>81.44%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$0.00	\$300.93	\$737.69	\$3,000.00	24.59%
Janitorial Supplies	\$2,177.20	\$4,752.43	\$32,162.97	\$32,952.15	\$45,000.00	73.23%
Utilities	\$12,348.07	\$5,114.14	\$35,215.36	\$37,498.48	\$53,000.00	70.75%
Building Repairs	\$0.00	\$4,086.76	\$20,490.72	\$37,706.63	\$30,000.00	125.69%
Contracted Services	\$20,749.57	\$11,013.47	\$137,316.96	\$121,332.47	\$146,000.00	83.10%
<b>Total Maintenance</b>	<b>\$35,274.84</b>	<b>\$24,966.80</b>	<b>\$225,486.94</b>	<b>\$230,227.42</b>	<b>\$277,000.00</b>	<b>83.11%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$1,509.50	\$420.00	\$1,000.00	42.00%
Contingency & Misc Exp	\$686.54	\$859.23	\$5,602.54	\$7,552.95	\$100,000.00	7.55%
Board Development	\$30.00	\$0.00	\$480.20	\$196.11	\$500.00	39.22%
<b>Total Other Expenses</b>	<b>\$716.54</b>	<b>\$859.23</b>	<b>\$7,592.24</b>	<b>\$8,169.06</b>	<b>\$101,500.00</b>	<b>8.05%</b>
<b>Total Undesignated Expenses</b>	<b>\$503,308.41</b>	<b>\$555,033.56</b>	<b>\$5,317,202.40</b>	<b>\$5,762,446.49</b>	<b>\$7,296,000.00</b>	<b>78.98%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$16,043.48	\$21,918.76	\$24,426.60	\$222,191.04	\$200,000.00	111.10%
Designated Materials Expense	\$0.00	\$37.18	\$1,201.20	\$1,533.40	\$0.00	0.00%
Designated Capital Expense	\$4,000.00	\$363.76	\$4,742.00	\$363.76	\$0.00	0.00%
Designated Program Expense	\$1,450.00	\$2,008.58	\$51,952.43	\$57,450.16	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$21,493.48</b>	<b>\$24,328.28</b>	<b>\$82,322.23</b>	<b>\$281,538.36</b>	<b>\$200,000.00</b>	<b>140.77%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	(\$221.73)	\$0.00	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$221.73)</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$524,801.89</b>	<b>\$579,361.84</b>	<b>\$5,399,302.90</b>	<b>\$6,043,984.85</b>	<b>\$7,946,000.00</b>	<b>76.06%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$458,362.76)</b>	<b>(\$507,631.76)</b>	<b>\$2,250,152.07</b>	<b>\$2,062,801.18</b>	<b>\$0.00</b>	

**Northbrook Public Library**

**Income Statement**

2/28/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$2,377.09	\$2,858.57	\$389,635.28	\$417,013.80	\$425,000.00	98.12%
Property Tax Levy FICA	\$1,717.45	\$1,943.83	\$281,511.49	\$283,569.39	\$289,000.00	98.12%
Interest Income IMRF	\$0.00	\$33.89	\$2.13	\$37.92	\$50.00	75.84%
Interest Income FICA	\$0.00	\$23.05	\$1.55	\$25.78	\$50.00	51.56%
<b>Total Undesignated Revenue</b>	<b>\$4,094.54</b>	<b>\$4,859.34</b>	<b>\$671,150.45</b>	<b>\$700,646.89</b>	<b>\$714,100.00</b>	<b>98.12%</b>
<b>Total Revenues</b>	<b>\$4,094.54</b>	<b>\$4,859.34</b>	<b>\$671,150.45</b>	<b>\$700,646.89</b>	<b>\$714,100.00</b>	<b>98.12%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$27,840.67	\$25,145.31	\$303,842.36	\$287,795.34	\$425,000.00	67.72%
Employer FICA	\$23,069.76	\$24,387.34	\$223,858.49	\$251,693.09	\$289,000.00	87.09%
<b>Total Human Resources</b>	<b>\$50,910.43</b>	<b>\$49,532.65</b>	<b>\$527,700.85</b>	<b>\$539,488.43</b>	<b>\$714,000.00</b>	<b>75.56%</b>
<b>Total Undesignated Expenses</b>	<b>\$50,910.43</b>	<b>\$49,532.65</b>	<b>\$527,700.85</b>	<b>\$539,488.43</b>	<b>\$714,000.00</b>	<b>75.56%</b>
<b>Total Expenses</b>	<b>\$50,910.43</b>	<b>\$49,532.65</b>	<b>\$527,700.85</b>	<b>\$539,488.43</b>	<b>\$714,000.00</b>	<b>75.56%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$46,815.89)</b>	<b>(\$44,673.31)</b>	<b>\$143,449.60</b>	<b>\$161,158.46</b>	<b>\$100.00</b>	

**Northbrook Public Library**

**Income Statement**

2/28/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$193.59	\$3,156.32	\$2,961.83	\$16,872.50	\$10,000.00	168.73%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$193.59</b>	<b>\$3,156.32</b>	<b>\$10,161.83</b>	<b>\$16,872.50</b>	<b>\$10,000.00</b>	<b>168.73%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$0.00	\$19,648.00	\$0.00	\$22,428.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$19,648.00</b>	<b>\$0.00</b>	<b>\$22,428.00</b>	<b>\$425,000.00</b>	<b>5.28%</b>
<b>Total Revenues</b>	<b>\$193.59</b>	<b>\$22,804.32</b>	<b>\$10,161.83</b>	<b>\$39,300.50</b>	<b>\$435,000.00</b>	<b>9.03%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$1,288.51	\$0.00	\$113,482.00	\$82,249.90	\$540,725.00	15.21%
Professional Fees	\$275.00	\$0.00	\$35,742.50	\$16,077.50	\$75,525.00	21.29%
Furniture & Equipment	\$0.00	\$0.00	\$261,730.06	\$0.00	\$189,000.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$1,563.51</b>	<b>\$0.00</b>	<b>\$410,954.56</b>	<b>\$98,327.40</b>	<b>\$805,250.00</b>	<b>12.21%</b>
<b>Total Undesignated Expenses</b>	<b>\$1,563.51</b>	<b>\$0.00</b>	<b>\$410,954.56</b>	<b>\$98,327.40</b>	<b>\$805,250.00</b>	<b>12.21%</b>
<b>Total Expenses</b>	<b>\$1,563.51</b>	<b>\$0.00</b>	<b>\$410,954.56</b>	<b>\$98,327.40</b>	<b>\$805,250.00</b>	<b>12.21%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$1,369.92)</b>	<b>\$22,804.32</b>	<b>(\$400,792.73)</b>	<b>(\$59,026.90)</b>	<b>(\$370,250.00)</b>	

Northbrook Public Library

Income Statement

2/28/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$4,506.07	\$5,095.33	\$738,601.42	\$743,314.87	\$757,550.00	98.12%
Interest Income	\$0.00	\$609.39	\$4.04	\$616.55	\$0.00	0.00%
Total Undesignated Revenue	\$4,506.07	\$5,704.72	\$738,605.46	\$743,931.42	\$757,550.00	98.20%
<b>Total Revenues</b>	<b>\$4,506.07</b>	<b>\$5,704.72</b>	<b>\$738,605.46</b>	<b>\$743,931.42</b>	<b>\$757,550.00</b>	<b>98.20%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$382,171.54	\$367,550.00	\$367,550.00	100.00%
Principal Payments	\$0.00	\$0.00	\$376,077.00	\$390,000.00	\$390,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$758,235.58</b>	<b>\$757,550.00</b>	<b>\$757,550.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$4,506.07</b>	<b>\$5,704.72</b>	<b>(\$19,630.12)</b>	<b>(\$13,618.58)</b>	<b>\$0.00</b>	

## February 2023 Financial Summary

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

Total General Fund revenues collected to date is \$8,106,786.03

- 98.12% of property taxes have been collected. The budget number includes the uncollectible allowance.
- Replacement Tax – budget number is a conservative estimate - Allocations are higher due to legislative changes that increase the allocation. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away -
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - 16% is fines and lost item / replacement collections
  - 62% is non-resident fees
  - 22% is copy machine collections

Total General Fund expenditures are \$6,043,984.85 budget differences include:

- Programs is less than budget due to fewer programs being scheduled
- OCLC – is over budget – the actual number is comprised of OCLC JED Profile Group Pricing which is billed quarterly, ILL charges from Illinois Heartland and MARC records charges from Overdrive for eBooks
  - OCLC JED Profile Group Pricing \$21,254.90 – billed for 12 months
  - ILL charges from Illinois Heartland \$ 401.73 – billed for 8 months
  - MARC records charges from Overdrive \$ 1,794.23 – billed for 8 months
- Office supplies is less than budget due to the timing of purchasing supplies
- Software is under budget due to timing of expenses
- General Insurance is greater than budget due 12 months of expense being booked for auto, directors & officers, cyber and flood and 10.5 months of expense being booked for umbrella and liability
- Community Relations is less that budget due to fewer outreach events

- Vehicle Expense is less than budget due to less usage and fewer repairs than budgeted
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 9 months of gas and 6 months of water expense
- Building Repairs is greater than budget due to unanticipated repairs – repair of glass study room door open/close mechanism and installation of new fire door on the west side
- Recruiting is less than budget due to using no cost options to publish employment opportunities

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

<b>Operating Funds</b>	
Library Claims List	\$ 218,023.71
Librarian's Claims List	\$ 13,732.82
Payroll	\$ 317,470.10
Fica/IMRF	\$ 49,532.65
ACH to IPBC	\$ 68,562.43
<b>Total Operating Funds</b>	<u>\$ 667,321.71</u>
<b>Capital Improvement Fund</b>	
Claims List	<u>\$ -</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<u><u>\$ 667,321.71</u></u>

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

Transaction Number	Transaction Date	Reference	payments	Description
25789	2/16/2023	Cook & Kocher Insurance Group	\$ 6,918.00	Annual Payment - General Insurance - Cyber
25790	2/16/2023	First Bankcard	\$ 3,191.94	Monthly Payment - Supplies
25791	2/16/2023	Kloepfer Construction Inc	\$ 1,400.00	Annual Payment - Building Repair
25792	2/28/2023	3E Electric, Inc.	\$ 901.00	Annual Payment - Building Repair
25793	2/28/2023	Amazon Capital Services	\$ 6,148.67	Monthly Payment - Supplies
25794	2/28/2023	Anna Amen	\$ 706.74	Monthly Payment - Supplies
25797	2/28/2023	Authors Unbound Agency	\$ 18,250.00	ILP Payment
25798	2/28/2023	Baker & Taylor	\$ 18,398.50	Monthly Payment - Materials
25799	2/28/2023	Baker & Taylor Entertainment	\$ 781.07	Monthly Payment - Materials
25800	2/28/2023	Best Quality Cleaning	\$ 5,475.00	Monthly Payment - Contracted Services
25801	2/28/2023	Colley Elevator Co.	\$ 782.00	Annual Payment - Building Repair
25802	2/28/2023	Kabir Dalawari	\$ 600.00	Monthly Payment - Programming
25803	2/28/2023	Demco	\$ 7,601.99	Monthly Payment - Supplies
25804	2/28/2023	F.E. Moran Mechanical Services	\$ 650.00	Annual Payment - Building Repair
25805	2/28/2023	Fast Signs	\$ 1,787.69	Annual Payment - Supplies
25806	2/28/2023	Library Ideas LLC	\$ 2,024.12	Annual Payment - Materials - iVox
25807	2/28/2023	Midwest Tape LLC	\$ 7,799.69	Monthly Payment - Materials
25808	2/28/2023	Neuco Inc.	\$ 1,514.98	Annual Payment - Janitorial Supplies
25809	2/28/2023	North American Corp of Illinois	\$ 1,928.41	Monthly Payment - Janitorial Supplies
25810	2/28/2023	Outsource Solutions Group, Inc.	\$ 19,982.96	Monthly Payment - Contracted Services & Software
25811	2/28/2023	Overdrive	\$ 23,732.69	Monthly Payment - Materials
25812	2/28/2023	Penguin Random House LLC	\$ 15,000.00	ILP Payment
25813	2/28/2023	Promos 911, Inc.	\$ 610.37	Monthly Payment - Programming

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

Transaction Number	Transaction Date	Reference	payments	Description
25814	2/28/2023	Proquest	\$ 8,137.21	Annual Payment - Materials
25815	2/28/2023	Snow Systems, Inc.	\$ 1,920.00	Monthly Payment -Contracted Services
25816	2/28/2023	Staples Business Credit	\$ 779.74	Monthly Payment - Supplies
25817	2/28/2023	Sterling Services, Inc.	\$ 2,736.90	Tri Annual Payment - Contracted Services
25818	2/28/2023	Symmetry Energy Solutions, LLC	\$ 4,545.71	Monthly Payment - Utilities
25819	2/28/2023	The Hanover Insurance Company	\$ 2,413.00	Annual Payment - General Insurance - Auto
25820	2/28/2023	The TUESDAY Agency, LLC	\$ 11,500.00	ILP Payment
25821	2/28/2023	Travelers CL Remittance Center	\$ 29,907.00	Annual Payment - Unemployment / Worker's Comp
25822	2/28/2023	Vis-O-Graphic, Inc.	\$ 5,996.09	Bi Monthly Payment - Community Relations
25823	2/28/2023	Wells Fargo Vender Fin Serv	\$ 765.00	Monthly Payment - Photocopy
25824	2/28/2023	Wex Health Inc.	\$ 2,473.04	Monthly Payment - Flexible spending, Dedendant Care and Commuter Benefit
25827	2/28/2023	American Library Association	\$ 664.20	Monthly Payment - Staff Development

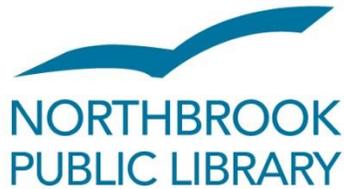
\$ 218,023.71

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

Transaction Number	Transaction Date	Reference	Payments
52388	9/30/2022	VOID - American Library Association	(\$79.00)
52757	2/23/2023	A-Z Mindfulness	\$150.00
52758	2/23/2023	A-Z Mindfulness	\$300.00
52759	2/23/2023	Amazon	\$139.86
52760	2/23/2023	American Library Association, Membership	\$155.00
52761	2/23/2023	Mark Anderson	\$400.00
52762	2/23/2023	ASI Signage Innovations	\$173.00
52763	2/23/2023	Zbigniew Banas	\$350.00
52764	2/23/2023	Donna Beach	\$41.25
52765	2/23/2023	Blackstone Publishing	\$83.20
52766	2/23/2023	Nancy Buehler	\$250.00
52767	2/23/2023	Nancy Buehler	\$250.00
52768	2/23/2023	CCH Incorporated	\$558.78
52769	2/23/2023	Chicago Bird Collision Monitors	\$200.00
52770	2/23/2023	Cintas	\$429.71
52771	2/23/2023	Cooperative Computer Service	\$190.46
52772	2/23/2023	Sandra Cotler	\$75.00
52773	2/23/2023	Criterion Pictures USA	\$545.00
52774	2/23/2023	Crossmark Printing Inc.	\$347.86
52775	2/23/2023	Kelly Durov	\$56.02
52776	2/23/2023	EBSCO Information Services	\$171.54
52777	2/23/2023	Gale/Cengage Learning Inc.	\$482.23
52778	2/23/2023	Gale/Cengage Learning Inc.	\$30.39
52779	2/23/2023	Jo I Gayle	\$125.00
52780	2/23/2023	Mark Gelfeld	\$200.00
52781	2/23/2023	Mark Gelfeld	\$200.00
52782	2/23/2023	Benjamin Goluboff	\$250.00
52783	2/23/2023	Clarence Goodman	\$276.00
52784	2/23/2023	Kathryn Hall	\$128.51
52785	2/23/2023	LeAnn M Hibler	\$120.00
52786	2/23/2023	HR Source	\$490.00
52787	2/23/2023	Illinois Beaver Alliance	\$200.00
52788	2/23/2023	Illinois Heartland Library System-OCLC	\$91.30
52789	2/23/2023	Image Specialties of Glenview, Inc.	\$39.45
52790	2/23/2023	Indian Trail Library District	\$90.00
52791	2/23/2023	Summer Kosuge	\$62.79
52792	2/23/2023	Lechner Services	\$116.80
52793	2/23/2023	Bryant Lee	\$19.99

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

Transaction Number	Transaction Date	Reference	Payments
52794	2/23/2023	Ron Mantegna	\$200.00
52795	2/23/2023	Manufacturers News Inc.	\$243.90
52796	2/23/2023	Patrick McCallister	\$175.00
52797	2/23/2023	Jim Miller	\$28.10
52798	2/23/2023	Michelle Mistalski	\$158.92
52799	2/23/2023	Kathleen Jo Zeigler Mitchem	\$250.00
52800	2/23/2023	Moore Landscapes, LLC	\$555.00
52802	2/23/2023	Ocooch Hardwoods	\$323.35
52803	2/23/2023	Petty Cash Custodian	\$56.83
52804	2/23/2023	Pioneer Press	\$34.75
52805	2/23/2023	Olga Rudiak	\$400.00
52806	2/23/2023	Runco Office Supply	\$135.20
52807	2/23/2023	Sheet Music Plus	\$75.89
52808	2/23/2023	Sujin Song	\$200.00
52809	2/23/2023	Hy Speck	\$200.00
52810	2/23/2023	Stories Matter Foundation	\$200.00
52811	2/23/2023	Sullivan's Law Directory	\$135.15
52812	2/23/2023	Sunset Food Mart, Inc.	\$34.48
52813	2/23/2023	Swank Motion Pictures Inc.	\$118.00
52814	2/23/2023	Today's Business Solutions, Inc.	\$153.43
52815	2/23/2023	UPS	\$50.77
52816	2/23/2023	VSP of Illinois, NFP	\$388.61
52817	2/23/2023	Waste Management North	\$568.43
52818	2/23/2023	Robert Waterbury	\$50.00
52819	2/23/2023	Robert Waterbury	\$50.00
52820	2/23/2023	Meghan White	\$217.71
52821	2/23/2023	Susan Wolf	\$251.50
52822	2/23/2023	Yami Vending Inc.	\$367.66
52823	2/23/2023	Zounds Entertainment	\$400.00
			<u>\$13,732.82</u>



## Memorandum

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DATE: March 7, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Non-Resident Fee Method

Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card to obtain public library service.

Administrative rules ([23 Ill. Adm. Code 3050](#)) determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

The rules also allow for a Board of Trustees to approve offering non-resident cards to non-residents free of charge. On August 18, 2022, the Board passed a resolution waiving fees for non-resident library cards for children under the age of 18 living within the boundaries of a Northbrook School District. The card is limited to use by the student.

I am asking the board to approve the following for non-resident payments for library cards:

Non-Resident Payment Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence

assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

2. Non-Resident Renter: The library shall charge a minimum of 15% of the monthly rent as the annual non-resident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.

# DIRECTOR'S REPORT MARCH 2023

## AGENDA ITEMS

### 3 Consent Agenda

- 3.6 Approve annual Non-Resident Fee Method  
This is required annually and sets what the method for calculating costs for people that do not live within the boundaries of Northbrook.

### 7 Unfinished Business

#### 7.1 Palatine Public Library Tour

There is nothing in the packet for this agenda item. It is a chance for the board to discuss impressions and thoughts from the tour of the Palatine Public Library.

#### 7.2 Strategic Plan

I have included the draft Strategic Plan RFP for the board's review and feedback.

#### 7.3 FY24 Draft Budget

Anna has included the FY24 Draft Budget for the board's review and possible approval.

#### 7.4 Zheng Consulting Comprehensive DEI Assessment & Strategy Proposal

I have included a memo describing Lily Zheng's approach to EDI work along with their proposal for developing an outcomes-based EDI strategy.

### 8 New Business

#### 8.1 Board Officer Nominating Committee

Each March, per the by-laws, the board president forms a three-person nominating committee to form a slate of officers for the May board meeting.

#### Agenda Building

- One Book One Northbrook Presentation
- Decennial Committees on Local Government Efficiency Act
- EDI Committee Update
- FY24 Board Meeting Schedule
- Transfer of Funds to Debt Service & CIF

## BOARD NEWS

### One Book One Northbrook

We have selected *Clark and Division* by Naomi Hirahara as the title for One Book, One Northbrook 2023. The staff workgroup relied on the feedback we received from staff and community members about our five shortlisted titles to determine their choice. We are excited to feature a title with Asian American representation. We anticipate that the focus on Chicago history will also draw interest from our community.

The workgroup will host a programming meeting on March 14 at 3:00pm for staff and community members who are interested in planning or assisting with One Book programs. Board members are invited to attend to share their ideas. Staff will also be presenting more information about one book at next month's meeting.

## UPDATES

### Partnerships

- We have partnered with JCC Chicago to bring Violins of Hope to the library this summer. The collection of 70 string instruments played by Jewish musicians before and during the Holocaust have been painstakingly restored and are now coming to our area for cultural exhibitions, performances, and community education with a message of hope, resistance, resilience, and unity. The violins will be visiting different Chicagoland locations from April-September 2023.
- The library will be hosting a blood driving with Versiti on March 2<sup>nd</sup>. This is our first time since pre-pandemic that we have been able to offer this type of event. It is open to all members of the community and the Village is helping us promote it.
- We are making plans to relaunch the library's volunteer program. We have paused adding new volunteers during the pandemic and after the departure of our previous volunteer coordinator. In the coming months, Bridget Golembiewski, our new volunteer coordinator, will be updating our volunteer-related documentation and procedures, rebuilding the Volunteer Committee, and creating new volunteer positions in each department.
- Jill Franklin and Lev Kalmens attended the Northbrook Cultural Fair and promoted our Northbrook Voices, our World Language collection and EDI programming.
- Amanda Margis hosted the library's partner, the Northbrook Community Garden, for their annual spring meeting on February 21. In addition, she gave the Northbrook Garden Club a tour of the Youth Services Activity Room on February 24 in advance of a joint program on Planting for Pollinators.

## Publicity

- February's *Share Your Library Love* campaign generated over 30 handwritten notes on pink paper hearts, which were available at each service desk. The hearts will be featured in the lobby and on social media as part of National Library Week (4/23-29).

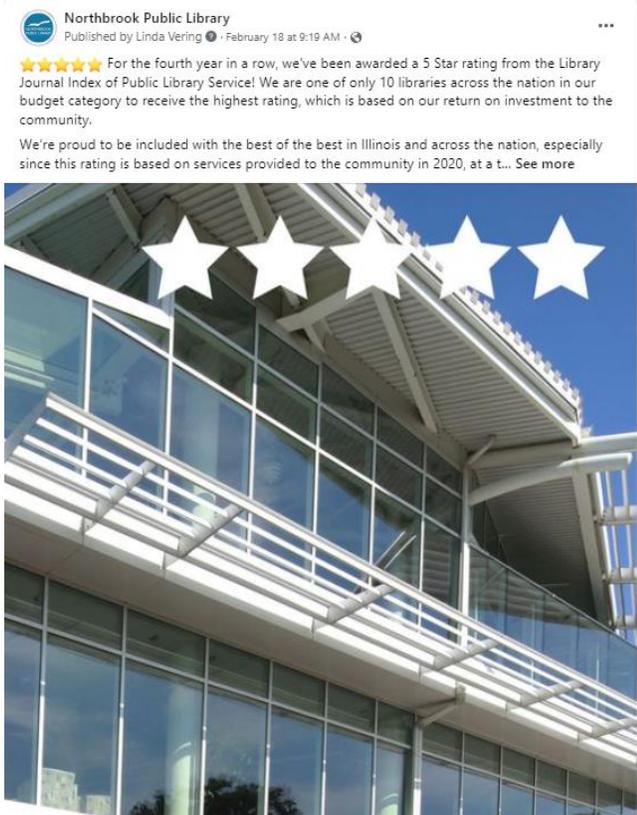


- Due to the high costs of paper, the library will be switching to a quarterly newsletter. The next issue will be three months (May, June, July) and then a four-month newsletter (August, September, October, November) before moving to seasonal newsletters. In looking at other libraries that have made this switch, none have reported any adverse impacts on program registrations. Linda Vering and Jill Franklin calculated the environmental savings we will reap with this change as well:

### Saving Trees: The Benefits of Reducing Paper Usage

# of Issues	# of Pages	Households Mailed to	Total Pages Annually
6 (current)	16	20,600	1,977,600
4 (new)	20	20,600	1, 648,000

On average, a mature tree can produce around 80,000 sheets of standard 8.5" x 11" inches paper. However, this number can vary depending on the type of tree, its age, and other factors. With this number, we are saving about 4 trees per year (slightly more, since our page size is 9"x12"). Transforming a single tree into paper results in about 100 pounds of CO<sub>2</sub> being released into the atmosphere, so this also results in a reduction of approximately 400 pounds of CO<sub>2</sub> being released.



**5 Star Library Social Media Post**  
 Posted Feb. 18  
 Facebook Reach: 1,554  
 Facebook Engagements: 215  
 Instagram Reach: 448  
 Instagram Likes: 65

### Technology & Facilities

- Working with web developer Bright Plum, we have migrated the library’s website from Drupal 7 to Drupal 9 on February 13. Staff have tested the updated site over the past few weeks to find any issues. The site is now successfully live and issue free.
- In an effort to make the library safer for small children, the Youth Services Department has worked with staff in Maker Services, Technical Services, and Marketing to remove or label choking hazards on materials in the collection as well as toys within the department.

- Free menstrual product dispensers have been placed in all public restrooms at the library.

## HR

### New Staff

- Kelly Kayed, regular part-time Marketing Assistant (Admin), effective February 1 (replacement).
- Katherine D’Antico, part-time Clerk (CIRC), effective February 2 (replacement).
- Carl Johnson, part-time Shelver (CIRC), effective February 8 (replacement).
- Nolan Keaton, part-time Clerk (CIRC), effective February 20 (replacement).
- Adna Mujović, part-time Clerk (CIRC), effective February 21 (replacement).
- Drew Cornog, part-time Shelver (CIRC), effective February 21 (replacement).

### Departing Staff

- Paul MacDonald, part-time Clerk (CIRC) resigned effective February 17. He accepted a librarian position at Winnetka-Northfield Public Library.

## Staff Training

- The library will be closed on Friday, March 10 for our annual all day Safety & Security Training. We will be starting the day with a training on the Freedom of Information Act followed by a safety scavenger hunt. The Northbrook Police will be coming in to do bomb and active threat training for staff. We will also be going over some legal issues around petitioning, subpoenas, and 1st amendment audits.
- The EDI staff training workgroup will be offering some mental health & wellness activities for all staff in March.
- In partnership with Glen Ellyn Public Library, staff will attend a virtual Bystander Intervention Training on March 9. The goal is to reduce instances of disrespect and harassment in libraries by giving employees the tools they need to disrupt those perpetrating it. 98% of employees that leave the training committed to intervene next time they witness disrespect or harassment at work.

## Project Updates

### Steam Humidification Boiler

- The steam humidification boiler project is going well. Demolition and waste removal, pouring of new concrete pad, delivery and setting of new steam boiler, new flue connection, installation of burner assembly and some welded pipes have been completed.

### Annual Evaluations

- We are in the process of annual evaluations. Managers are working on completing the evaluations and then will meet with staff in April.

### Salary Benchmarking

- We are still awaiting the results of the salary benchmarking from HR Source and still hope to have something to share at the April board meeting.

Kate Hall, Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
February, 2022

## PROJECTS



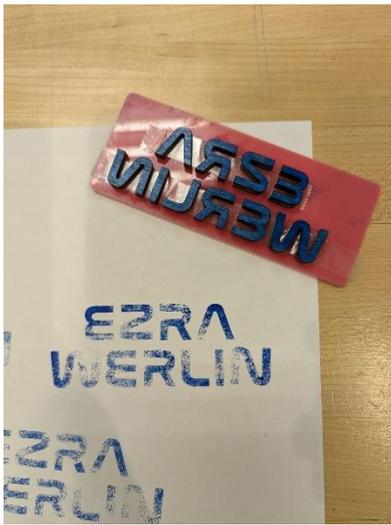
## PATRON STORIES

*From Maker Specialist Eileen Holland*

Inspired by wall art of a home blessing she saw, the patron and I worked together to get the Hebrew to read in the correct direction on Adobe Illustrator, then used the spiral generator and attached the text to the spiral.



*From Assistant Manager Michelle Mistalski*



A patron came in looking to laser cut a stamp out of material that she had brought in. Due to the odor that the material emits when being lasered, we couldn't etch onto her material. Instead, I suggested that the patron try to cut the design onto wood and adhere the wood pieces to her leftover acrylic piece. The patron tested the stamp and was thrilled with how it came out using an ink pad. I let the patron know that the design will come out better using a paint roller and poster paint. The patron thanked me for the alternative project idea.

*From Maker Specialist Chris So*

I helped a patron with a laser project that involved etching a scanned invitation card onto a large glass vase. It has been the most involved laser etching project that I've ever done so far, as it required scanning a card with a dark, navy colored background with gold lettering and then altering the colors to make it a white background with dark/black lettering. Using the Color Adjust feature and custom text in Corel Vector, the background remover in Adobe Express, and the Image Trace feature in Adobe Illustrator, I was able to manipulate the image so that it had the white background and solid black text to meet the patron's expectations and for it to etch properly onto glass. She was extremely impressed with the result.



## MATERIALS

February projects by material type charged:

3D Printing	63
Acrylic	31
Buttons	77
Cardstock	7
Cork Coasters	5
DVDs	1
Embroidery Thread	6
Glasses	5
HDPE	0
Iron-on	14
Keychains	0
Stabilizer Sheets	25
Stamp Block	1
Vinyl & Transfer Paper	30
Wood	36

## 3D PRINTING

We printed 70 objects for users in February.

## VISITORS

440 people visited the Collaboratory in February.

# STATISTICS FEBRUARY 2023

These statistics represent year-to-date counts from May 1, 2022 - February 28, 2023, compared to the same time period for last year, unless otherwise noted. During the month of February we saw increased usage of our homebound delivery service and virtual programs. Downloadable audiobook usage continues to soar. As we move to spring it will be interesting to see if our climbing in person visits begin to better correlate with in-person event attendance.

## CARD HOLDERS (AS OF FEBRUARY 28)

**17,843** total cardholders

17,244 Residents    522 Non-Residents    77 Businesses



35,222 total residents

51% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data  
[www.ims.gov/research-evaluation/data-collection/public-libraries-survey](http://www.ims.gov/research-evaluation/data-collection/public-libraries-survey)

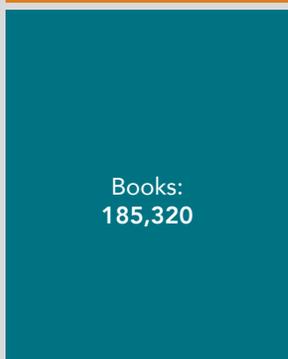
## VISITS



## CHECKOUTS



## COLLECTION (AS OF FEBRUARY 28)



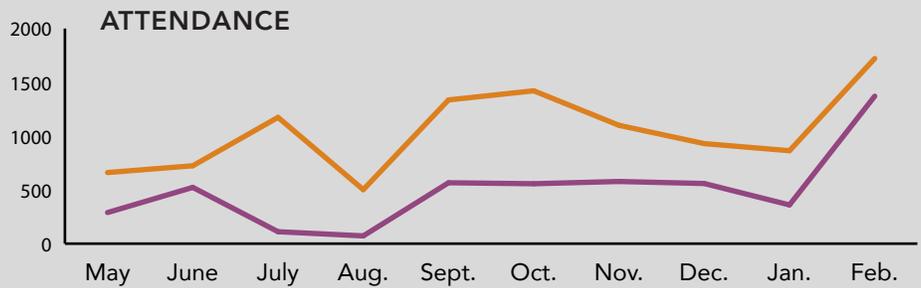
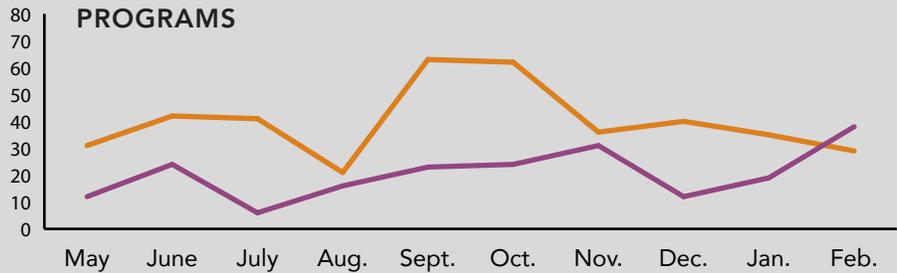
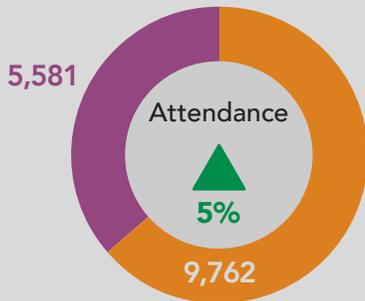
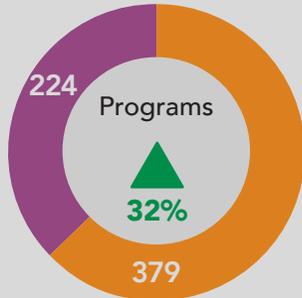
**359,697** total collection

# STATISTICS FEBRUARY 2023

## PROGRAMS

● Virtual ● In-Person

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



## HOME DELIVERY



**392** ▲ 17%  
home deliveries

## ROOM BOOKINGS



**8,337** ▲ 101%  
study room bookings



**261** ▲ 214%  
meeting room bookings

## TECHNOLOGY



**8,406** ▲ 90%  
computer sessions



**107,593** ▲ 39%  
WiFi sessions

Comment	Response	Staff Member Responding
<p>"The [library's] multimedia department was and still is a miracle. I pay them a visit every time I visit Northbrook," Handler said. "I will never know how they found and acquired some of the rarest titles in existence, but I am grateful to them for that." — Joshua Handler, a GBN alum who co-founded Picturehouse 441, a new series featuring intimate virtual Q&amp;As with various filmmakers and actors: Full article: <a href="https://patch.com/illinois/northbrook/love-film-northbrook-native-talks-cinema-q-series">https://patch.com/illinois/northbrook/love-film-northbrook-native-talks-cinema-q-series</a></p>	<p>Received via social media.</p>	
<p>This is amazing!!! Thank you so very much! [Regarding Korean Language Storytime Video]</p>	<p>Thank you very much for the feedback! We're happy you enjoyed the Korean Language Storytime video. Sujin is a wonderful storyteller and we're lucky to have her!</p>	<p>skosuge</p>
<p>A patron with their teen daughter came up to the YS desk and complimented Stephanie Bremner's current teen display. Said it was a lovely way to encourage teens to read books and that they took a picture to send it to a teacher as a suggestion. Also, as they were leaving, the teen told the mom that "this is my new favorite place."</p>	<p>Received and responded to in person.</p>	
<p>I love Northbrook Library &amp; their books</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	
<p>I love your movies!</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	
<p>I love all the help we get at the Collaboratory from the great staff! Brad and Jaya</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	
<p>I love the library because it is fun and there is usually the book I want! [A]nd if it is not there then I can put it on hold. Also the people who work here are really nice too!</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	
<p>I like picking out book[s] at the library. And I love playing with my cousins with the toys</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	
<p>The childrens book selections is amazing. My three daughters used to check out the Little Lulu books all the time. We came every week and checked out all kinds of books.</p>	<p>Comment received as part of a February display where patron wrote what they "heart" about the library.</p>	

Comment	Response	Staff Member Responding
The library staff are always so kind and supportive! Thank you NPL Staff!	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I like that the librarians help me find books. From Jaya Henry	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I like all the books that the library provides and I like all the super nice staff members.	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love all the big windows! Lovely reading lighting	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love the library because there is sooo many books to read. And the librarians are really nice.	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love to read. It is the best place on earth!!! If you work here you are lucky	Comment received as part of a February display where patron wrote what they "heart" about the library.	
"I like you have activities and they're fun and enjoyable. I like that this place is quiet and peaceful and you can read great books."	Comment received as part of a February display where patron wrote what they "heart" about the library.	
What I love about the library is that I can check out books. The librarians are also a BIG help.	Comment received as part of a February display where patron wrote what they "heart" about the library.	
The collaboratory is so COOL! Love all the library programs	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love the library because I love books and I can always come here and find a new favorite series	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love how we can get good books at any time	Comment received as part of a February display where patron wrote what they "heart" about the library.	
All the resources! Thank you!	Comment received as part of a February display where patron wrote what they "heart" about the library.	
Great programming and beautiful collaboratory	Comment received as part of a February display where patron wrote what they "heart" about the library.	
What I love about the library is I can find any book I love! -Mia K.	Comment received as part of a February display where patron wrote what they "heart" about the library.	
Dear library I really love to read best thing love Adalynn C	Comment received as part of a February display where patron wrote what they "heart" about the library.	

Comment	Response	Staff Member Responding
I like the books I read at the library!	Comment received as part of a February display where patron wrote what they "heart" about the library.	
I love the play area	Comment received as part of a February display where patron wrote what they "heart" about the library.	
Everyone is so helpful and very resourceful!	Comment received as part of a February display where patron wrote what they "heart" about the library.	
The library has the best record and video collection!	Comment received as part of a February display where patron wrote what they "heart" about the library.	



## Memorandum

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DATE: March 7, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Strategic Plan Memo

I have put together an RFP that lays out the scope of work and potential deliverables as well as outlined some of the priorities we have defined previously. Once the board has reviewed the RFP, I will be posting it and sending it out to strategic plan consultants.

In putting together the RFP, I have incorporated the potential work we would have Lily Zheng do. I feel that Lily's work will dovetail with the work done by the strategic planning consultant.

### Potential Timeline

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



## STRATEGIC PLANNING SERVICES

REQUEST FOR PROPOSAL  
MARCH 2023

### Objective

The Northbrook Public Library (NPL), Northbrook, IL is seeking a consultant or consultants to assist the library in developing a comprehensive strategic plan incorporating community and stakeholder feedback.

### Inquiries

Inquiries must be made via email. Please address all inquiries to: [khall@northbrook.info](mailto:khall@northbrook.info). All questions must be received no later than 5pm on Monday, April 3, 2023.

### Community Profile

Northbrook, Illinois is a medium-sized suburb north of Chicago that has a resident population of 35,222. Northbrook is a relatively affluent suburb with a median household income of \$143,506 and typical home price of \$571,400. The largest ethnic groups in Northbrook are White (Non-Hispanic) - 81%, Asian - 15%, White (Hispanic) – 3%, and Black or African American - 1%. As of the 2020 census, 20% of Northbrook residents were born outside of the U.S. The community has a growing Korean American population, a well-established Jewish population, and has a median age of 50. Just over 70% of Northbrook residents ages 25 or over hold a bachelor's degree or higher, and 97.7% are high school graduates.

### Library Profile

Mission: NPL nurtures community and stimulates lifelong learning through innovative, responsive programming, partnerships, resources, and services. We deliver excellent customer service to our patrons to create a welcoming, inclusive environment.

Vision: Our patron-focused organization will create a more connected, inclusive, and engaged community in Northbrook.

Values: Innovation, Inclusion, Customer-focus, Lifelong Learning, Collaboration

NPL is a standalone suburban village library whose 87,000 square foot building is open 69 hours a week with just over 100 employees. The library is overseen by a 7-member, elected Board of Trustees who approve the library's budget, oversee policy, and hire and evaluate the library's Executive Director. This Library Journal Five Star library is a cornerstone of the community with strong public support and an operating budget of \$8,500,000. The collection includes over 225,000 physical items, with an annual circulation of over 1 million items. Approximately 200k people visit the library each year and heavily use our Wi-Fi, public computers, meeting rooms, and study rooms. While we have decreased programming as a result of the pandemic, we are starting to see an increase in in-person programming. We continue to offer a combination of in-person, virtual, and hybrid programming. Over the past two and a half years, the library has identified two areas of focus which we anticipate will be major areas of focus within the strategic plan:

- Sustainability- The Village of Northbrook has adopted a Climate Action Plan which the library has signed onto. The library has taken steps to look both at internal practices to be more sustainable and has also focused on raising awareness of sustainable practices and initiatives within the community.
- EDI- The library has also increased its efforts around equity, diversity, and inclusion. We have an internal committee that focuses on internal practices as well as external patron facing programming and efforts.

## Scope of Work

NPL is seeking an experienced facilitator to perform the following:

1. Facilitate the strategic planning process using a methodology effective for public libraries.
2. Gather data through community research that focuses on library users, non-users, and stakeholders (including board and staff) to identify library needs/wants.
3. Facilitate planning meetings and public, board, and staff input sessions.
4. Revise the current mission and vision statements, and values.
5. Identify service priorities, goals, objectives, and activities.
6. Incorporate the work from our DEI Assessment and Strategy work being done with Lily Zheng and our EDI After Action Report from The Blackberry Collection into the strategic plan.

## Deliverables

- Write and present the strategic plan that will be communicated to the library's stakeholders
  - An up-to-date community profile and identification of community markets.
  - An assessment of the library's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management, budget, etc.
  - Specification of the mission, vision, core values, and culture of the organization.
  - Clearly defined priorities, goals, and objectives that are measurable and for which the library will hold itself accountable.
- Specification of a measurement/assessment tool or framework
- All raw and summary data is to be delivered to NPL at the conclusion of the planning process

## Proposal Submission Requirements

Interested applicants should submit the following, by email to [khall@northbrook.info](mailto:khall@northbrook.info) by 5pm on Monday, April 10, 2023.

1. Cover sheet and checklist
2. A list of key personnel who would be involved in the process and their expertise/experience. If you plan to contract with a third-party vendor to conduct the community research component, please identify what firm you plan to use.
3. A summary of the consulting firm's qualifications and relevant experience. The successful firm and their subcontractors will have demonstrated expertise in strategic planning.
4. A work plan that includes a description of the methodology, tasks, timeline, and estimated total amount of time that would be spent on the project.
5. Exclusions or exceptions. Note any parts of the proposal that are beyond the expertise of the consultant or would be better handled by library staff.
6. A schedule of costs that includes consulting, supplies, number of onsite and virtual visits and cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
7. List of 2-3 libraries or nonprofits who have been your clients within the last three years, including names, contact information

## RFP Standards and Selection Criteria

We will consider these key attributes and skills when assessing potential consultants:

- Experience working with libraries or other nonprofit organizations
- Responsiveness of the written proposal to the purpose and scope of the project
- Demonstrated knowledge, skills, and experience in conducting strategic planning projects
- Proven methodology for gathering data from stakeholders to inform strategic plan goals and objectives.
- Experience in utilizing a sustainability and EDI framework to gather information and assess needs.
- Proximity / ability to work with the library both in person and virtually
- Background and area of expertise that align with our community and organizational needs
- Ability to meet deadlines and operate within budget
- Flexibility and willingness to customize consultation and support provided to our specific organization

NPL reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.

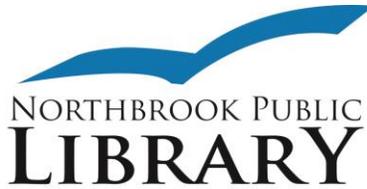
No library board or staff member shall have a financial interest in this proposal. In cases of disputes over differences of opinions as to the services in the proposal, the decision of NPL shall be final.

NPL reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.

NPL reserves the right to reject any or all responses to this RFP.

## Tentative Timeline

March 17, 2023- April 10, 2023	RFP Submissions for Strategic Plan Consultant  Proposals must be received via email before 5:00pm Monday, April 10, 2023.
April 20, 2023	Board determines short list of consultants for interviews
May 18, 2023	Board interviews short list of consultants
June 15, 2023	Consulting firm selected and confirmed at board meeting
July- August 2023	Staff & Board Committee formation Begin work with consultant
September- October 2023	Data gathering
November 2023 - January 2024	Draft plan
February 2024	Final plan approved by board



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## STRATEGIC PLANNING SERVICES RFP COVER SHEET

Name:

Organization:

Email:

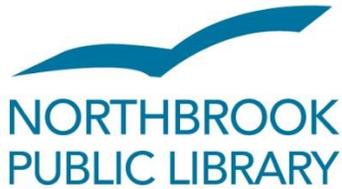
Phone:

Address:

City/State/Zip code:

Checklist:

- A list of key personnel
- A summary of the consulting firm's qualifications and relevant experience. The successful firm and their subcontractors will have demonstrated expertise in strategic planning.
- A work plan that includes
  - a description of the methodology,
  - list of tasks,
  - project timeline, and
  - estimated total amount of time that would be spent on the project.
- Exclusions or exceptions.
- A schedule of costs that includes
  - consulting,
  - supplies,
  - number of onsite and virtual visits and cost per trip, and
  - other costs associated with the planning process.
  - data gathering and analysis (community research component) must be listed separately.
- List of 2-3 references of libraries or nonprofits who have been your clients within the last three years, including names, contact information



## Memorandum

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DATE: 3.9.23  
TO: Trustees  
FROM: Anna Amen & Kate Hall  
RE: 2024 Draft Budget

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

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

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

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

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

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

**Northbrook Public Library  
General Fund  
FY2024 Budget**

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

**Northbrook Public Library  
General Fund  
FY2024 Budget**

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

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

**Northbrook Public Library  
General Fund  
FY2024 Budget**

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

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

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

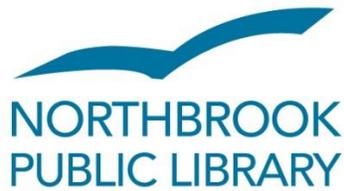
	Explanation	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY23 Budget	FY23 Forecast	FY 2024 Budget	
<b>Revenues</b>								
<b>Undesignated Revenue</b>								
	Property Tax Levy-IMRF	\$470,393	\$479,577	\$389,152	\$425,000	\$416,500	\$425,000	
	Property Tax Levy FICA & Medicare	\$276,262	\$282,853	\$281,163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

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

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

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

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



## Memorandum

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DATE: March 7, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Zheng Consulting Comprehensive DEI Assessment & Strategy Proposal

Lily Zheng has provided a proposal that will help us assess and create an EDI strategy with measurable goals. In light of the work with the strategic plan, I see this work as happening in tandem with that process. By taking an intersectional approach doing a quantitative and qualitative assessment of our staff and community, we can gather a baseline of where we currently are in our EDI efforts and create an action plan with measurable goals and outcomes that will be added into the larger strategic plan.

I have included the proposal from Lily in the packet and have also provided some additional information below.

### APPROACH

This is a broad overview of their approach as outlined by Lily on their website:

#### No-nonsense.

I will always tell it like it is, and get your organization to where it needs to be as efficiently and effectively as possible. My goal isn't to inconvenience or embarrass senior leaders, but to create impactful change—which sometimes requires grappling with hard truths.

#### One size never fits all.

Every service I provide, from strategy consulting to DEI assessment, is designed to take my clients' unique situation into account to create high-impact change. My role is to find the best path for your organization to achieving DEI, assisting you with that path if the work that I do is a good fit, and helping you find the right experts if it's not.

## Purposeful and pragmatic work.

My work is more than services offered; it's challenges resolved. Expect any partnership with me to involve exploratory work with quantitative and qualitative data (both are necessary) and close collaboration to make sense of your organization's story. Almost every project I've worked on has ended by solving a problem at least slightly different than the one described to me in the first meeting.

## Systemic, not individual.

My specialty is getting to the heart of organizational and DEI problems, formulating strategies to solve them, and empowering leaders to carry out effective change on the organizational level. My approach focuses on the structural and cultural levers to make change, rather than trying to change every individual's hearts and minds, and prioritizes working with stakeholder leaders.

## BIO

Lily Zheng (they/them) is a Diversity, Equity, & Inclusion strategist and consultant who works with organizational leaders to turn their positive intentions into positive impact. A dedicated change-maker and advocate named Forbes D&I Trailblazer, 2021 DEI Influencer, and Top Voice on Racial Equity, Zheng's writings have been features in the Harvard Business Review, NY Times, and NPL. They have authored Gender Ambiguity in the Workplace (2017), The Ethical Sellout (2019), DEI Deconstructed: Your No-Nonsense Guide to Doing the Work and Doing it Right (2022).

## MEASURING RESULTS

One of the key challenges with EDI work is measuring the effectiveness of the work being done. As a consultant that focuses on outcomes-based assessments, I wanted to understand how Lily measures their own effectiveness.

### How did your work succeed, and how did you determine that it succeeded?

In general, my work succeeds because it's data-driven, participatory (achieved with input from multiple stakeholders), and creates shared accountability/interdependence for success. This means that success is measured by hard data--both qual and quant--showing so, as well as a shared sense of success among the stakeholders involved in the process.

### How can we know that your work will succeed with us, and how will we know when it has?

My role in this project is to deploy a high-quality assessment framework that creates a quantitative foundation for Northbrook Public Library's DEI journey and progress, and then work with stakeholders to build on that foundation with an effective DEI strategy. We can measure the success of the DEI strategy by comparing the scores from the 2023 assessment

against the scores from the 2024 assessment, and in a more meta sense, measure the success of the overall surveying effort by the participation in the follow-up strategy work and engagement in the second survey. If my work failed, the biggest indicators would be low engagement with the DEI strategy effort, higher rates of unproductive conflict in day-to-day experiences, and low participation in the 2024 assessment.

## PROPOSAL

They are proposing a four-part process that will be conducted over the next year and a half.

Phase	Start	End	Activity
1 DEI Exploratory Assessment	5/1/2023	6/30/2023	Project KO and Review Relationship Building Exploratory Assessment Design & Administration Exploratory Assessment Data Analysis and Brief
2 DEI Baseline Assessment	7/1/2023	10/31/2023	Baseline Assessment Design and Advising Additional Data Collection Baseline Assessment Data Analysis and Report Ongoing Communication Support and Guidance
3 DEI Strategy Development	11/1/2023	2/28/2023	DEI Strategy Working Group Formation DEI Strategy Sessions DEI Strategy Consulting
4 DEI Follow-Up Assessment	7/1/2023	10/31/2024	Follow-Up Assessment Advising Additional Data Collection Follow-Up Assessment Data Analysis and Report DEI Strategy Recalibration Ongoing Communications Support and Guidance Project Handoff

## COSTS

Phase	Start	End	Cost
1 DEI Exploratory Assessment	5/1/2023	6/30/2023	\$ 5,550.00
2 DEI Baseline Assessment	7/1/2023	10/31/2023	\$ 19,485.00
3 DEI Strategy Development	11/1/2023	2/28/2023	\$ 15,925.00
4 DEI Follow-Up Assessment	7/1/2023	10/31/2024	\$ 25,935.00

# ZHENG CONSULTING PROPOSAL FOR SERVICES

Diversity, Equity & Inclusion Consulting

## COMPREHENSIVE DEI ASSESSMENT AND STRATEGY

Lily Zheng (Consultant) will partner with the Northbrook Public Library (Client) on a **DEI assessment project**. Project will begin with a lightweight **exploratory DEI assessment**. Depending on the results of this assessment, Consultant will further partner with Client to conduct a **comprehensive 2-year DEI assessment**, develop a **formal DEI strategy with short, medium, and long-term goals**, and offer ongoing **DEI consulting**. The following proposal is divided by phase, with each phase including proposed services. This proposal may be modified and updated over time.

### Phase One: DEI Exploratory Assessment

In Phase One of the project, lasting from **May to June 2023**, Consultant will work closely with Client stakeholders to **design and launch a lightweight DEI exploratory assessment**. This assessment will gauge Client readiness for a more comprehensive DEI assessment process and measure respondent trust in Client leadership and expectations for a comprehensive assessment process.

- **Project Kickoff and Review.** Consultant will be introduced to the Client organization through a virtual meeting and separately begin reviewing any background materials, documents, and deliverables relevant to this project, especially materials from previous DEI efforts.
- **Relationship Building.** Consultant will virtually meet stakeholder groups relevant to this project to develop relationship, seek to learn key perspectives, and create the foundation for working relationships later in the project.
- **Exploratory Assessment Design and Administration.** Consultant will work with key Client stakeholders to establish the scope of a lightweight exploratory assessment to gauge stakeholder trust and DEI-related expectations, design custom qualitative and quantitative questions, advise Client on survey communications, and administer the survey to the Client organization.
- **Exploratory Assessment Data Analysis and Brief.** Consultant will analyze data from the Exploratory Assessment, as well as background materials from the Project Kickoff, and synthesize findings into an Exploratory Assessment Brief. Brief will include a final assessment on whether Client organization has the requisite trust to effectively launch a more comprehensive DEI assessment effort, and regardless of this conclusion, short-term recommendations for Client to implement prior to a comprehensive DEI assessment to ensure the highest odds of success.



## Phase Two: DEI Baseline Assessment

In Phase Two of the project, lasting from **July to October 2023**, Consultant will conduct a multi-pronged DEI assessment, advising the administration of a DEI Survey through a third-party survey platform (e.g., CultureAmp) and collecting additional qualitative data from employees. Phase Two of the project includes the following services:

- **Baseline Assessment Design and Advising.** Consultant will work with key Client stakeholders to customize a third-party DEI survey with additional qualitative and quantitative questions, advise Client on survey communications, and advise key Client stakeholders on survey administration. Consultant will steward qualitative data.
- **Additional Data Collection.** Consultant will conduct a preliminary review of high-level survey data to identify gaps in available data and collect additional qualitative data *if needed* through mini surveys sent to specific stakeholder groups. Consultant will steward collected data.
- **Baseline Assessment Data Analysis and Report.** Consultant will conduct a comprehensive analysis of available quantitative and qualitative data and synthesize findings into a DEI Baseline Assessment Report. Report will include a full analysis of Client's existing structure, culture, and strategy, intersectional analyses of survey findings, and a set of strategic recommendations to achieve progress on DEI outcomes over the following year. The report will be presented to key stakeholders in a 90-minute virtual session, then to all members of the Client organization in a 2-hour virtual session.
- **Ongoing Communications Support and Guidance.** Consultant will offer ongoing consulting to Client during this phase to support stakeholder communications, answer questions related to the assessment process, and guide leadership communications and action.

## Phase Three: DEI Strategy Development

In Phase Three of the project, lasting from **October 2023 to February 2024**, Consultant will facilitate the creation of a custom DEI Strategy through a participatory, stakeholder-driven process. Phase Three of the project may include the following services:

- **DEI Strategy Working Group Formation.** Consultant will advise and consult on the formation of a **short-term working group** to own the DEI strategy development process. Consulting will focus on include member selection, expectation setting, and communications.
- **DEI Strategy Sessions.** Consultant will design and facilitate **two 90-minute DEI Strategy Sessions** with the DEI Strategy Working Group, soliciting ideas from the entire Client organization, to develop and refine a tailored DEI Strategy for the Northbrook Public Library.
- **DEI Strategy Consulting.** Consultant will also consult for Client stakeholders on other Client-led steps in the strategy development process, including reviewing drafts of the DEI Strategy, sharing additional strategy development best practices, and suggesting refinements.



## Phase Four: DEI Follow-Up Assessment

In Phase Four of the project, lasting from **July to October 2024**, Consultant will again conduct a multi-pronged DEI assessment, as similar as possible to the Baseline Survey, collect additional qualitative data from employees, and reassess Client outcomes. Phase Four of the project includes the following services:

- **Follow-Up Assessment Advising.** Consultant will advise Client on survey communications and survey administration.
- **Additional Data Collection.** Consultant will conduct a preliminary review of high-level survey data to identify gaps in available data and collect additional qualitative data through mini surveys sent to specific stakeholder groups. Consultant will steward collected data.
- **Follow-Up Assessment Data Analysis and Report.** Consultant will conduct a comprehensive analysis of available quantitative and qualitative data and synthesize findings into a DEI Follow-Up Assessment Report. Report will include a re-analysis of Client's existing structure, culture, and strategy, intersectional analyses of survey findings, and a progress assessment measuring changes from the Baseline Assessment. The report will be presented to key stakeholders in a 90-minute virtual session, then to all members of the Client organization in a 2-hour virtual session.
- **DEI Strategy Recalibration.** Consultant will suggest updates and revisions to the existing **DEI Strategy** to integrate new insights from the assessment process, including additional recommendations for new DEI interventions, practices, or initiatives if relevant.
- **Ongoing Communications Support and Guidance.** Consultant will offer ongoing consulting to Client during this phase to support stakeholder communications, answer questions related to the assessment process, and guide leadership communications and action.
- **Project Handoff.** At the close of the final month of engagement, to be jointly decided by Client and Consultant, Consultant will hand off all non-sensitive information with Client and key stakeholders and formally end the project.

## Project Administration and Logistics

Throughout the project, Consultant will communicate and coordinate with Client via email and video call. Consultant will also offer no more than **3** hours of time, monthly, for miscellaneous communications and work outside of the above scope during all project phases. Additional non-scoped communications or work delivered past this point, barring amendments to this proposal, will be billed at **\$500.00/hr.**



## PHASE ONE FEES

Service Description	Deliverable	Fee
Project Kickoff and Review	Stakeholder Meetings	\$1,100.00
Relationship Building	Stakeholder Meetings	\$1,900.00
Exploratory Assessment Design and Administration	Exploratory Assessment, Consulting	\$800.00
Exploratory Assessment Analysis and Brief	Brief and Recommendations	\$1,750.00
<b>Phase One:</b>		<b>\$5,550.00</b>

## PHASE TWO FEES

Service Description	Deliverable	Fee
Baseline Assessment Design and Advising	Baseline Assessment, Consulting	\$825.00
Additional Data Collection*	Stakeholder Mini Surveys	\$1,410.00*
Baseline Assessment Data Analysis and Report	DEI Baseline Assessment Report	\$15,750.00
Ongoing Communications Support and Guidance	Consulting	\$1,500.00
<b>Phase Two:</b>		<b>\$19,485.00</b>

\*Additional Data Collection will only occur and be billed for if Consultant and Client agree that it is necessary.



### PHASE THREE FEES

Service Description	Deliverable	Fee
DEI Strategy Working Group Formation	Stakeholder Meetings, Consulting	\$925.00
DEI Strategy Sessions	2 90-Minute Workshops, Stakeholder Meetings	\$12,500.00
DEI Strategy Consulting	Consulting	\$2,500.00
<b>Phase Three:</b>		<b>\$15,925.00</b>

### PHASE FOUR FEES

Service Description	Deliverable	Fee
Follow-Up Assessment Advising	Consulting	\$250.00
Additional Data Collection	Stakeholder Mini Surveys	\$1,410.00
Follow-Up Assessment Data Analysis and Report	DEI Follow-Up Assessment Report	\$18,200.00
DEI Strategy Recalibration	Recommendations Document	\$3,800.00
Ongoing Communications Support and Guidance	Consulting	\$1,500.00
Project Handoff	Stakeholder Meetings	\$775.00
<b>Phase Four:</b>		<b>\$25,935.00</b>

<b>Proposed Project Total:</b>	<b>\$66,895.00</b>
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## ADDITIONAL INFORMATION

This proposal may be revised, re-dated, and re-signed throughout the project if Consultant and Client agree to modify the project scope. Following signing of this finalized proposal, Client and Consultant will begin scheduling a time for the first meeting of the Project Kickoff, and Consultant will send an invoice for 100% of the Phase One total. Subsequent phases will be billed upon completion of the previous phase. All invoices payment terms Net30; Interest at 1.5% per month after 30 days. If using PayPal, there will be a 3% service charge to the total invoice amount paid.

## SIGNATURES

Inquiries can be directed to Lily Zheng at [lily@lilyzheng.co](mailto:lily@lilyzheng.co). Thank you for your business!

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Date	Name	Consultant Signature
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Date	Name	Client Signature
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