LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Wednesday, November 18, 2026
Board of Trustees Meeting - 6:30 PM Meeting Room 2

1. **Call to order and roll call**
2. **Action: Remote Attendance of Trustee Parker**
3. **Approval of agenda**
4. **Consent agenda**
   a Agenda approval
   b Consent agenda approval
   c Regular Minutes of the October 28, 2026 Board of Trustees Meeting

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Journal of the Proceedings of a
REGULAR LIBRARY BOARD OF TRUSTEES MEETING
October 28, 2026

Library Board President Paliatka called the meeting to order at 6:30 p.m. Upon roll call a quorum was determined.

Members Present: Library Board President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker (Remote)

Members Absent: None

Others Present: Executive Director Kimberly Coughran, Administrative Assistant Fran Portillo, Owner's Representative Dan Eallonardo and Jennifer Hendricks, Village Liaison

CALL TO ORDER

ACTION: REMOTE ATTENDANCE of TRUSTEE PARKER
Motion by Trustee Weglarz seconded by Trustee Mihelic to approve the remote participation of Trustee Parker. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz and Jakubika Nay: None. Absent: Trustee Parker (from vote)

APPROVAL OF AGENDA
Motion by Trustee DeJonghe seconded by Trustee Kampschroeder to approve the agenda of the regular Library Board of Trustees Meeting of October 28, 2026.

CONSENT AGENDA
A. Agenda Approval
B. Consent Agenda Approval
C. Regular Minutes of the September 23, 2026 Board of Trustee Meeting
D. September 2026 Financial Statements
E. September 2026 Statistical Report

Motion by Trustee Mihelic and seconded by Trustee Jakubiak to approve the consent agenda of the regular Library Board of Trustees Meeting of October 28, 2026. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

ITEMS REMOVED FROM CONSENT AGENDA (IF ANY)

COMMUNICATIONS AND CORRESPONDENCE

COMMENTS OF VISITORS

LIAISON REPORTS
Village Liaison Jennifer Henricks spoke about the TIF District and shared information about the passing of the upcoming referendum.

Linda Kampschroeder Friends & Foundation Liaison reported the Library honored them on Thursday, October 22nd at the monthly meeting and after the meeting for book sorters. A gift-wrapping fundraiser will be held on December 12th. There will be no meeting for November & December.

PRESIDENT'S REPORT

President Paliatka reported she meet with Director Coughran and Dan Eallonardo to review and discuss new building tiles. Additionally, she participated in banned books week book give away. Finally, she had several calls and meetings with the Director regarding roof remediation.

DIRECTOR'S REPORT

Director Coughran shared the Library hosted the Illinois Secretary of State (department of motor vehicles) on site event last week and it was well attended. On October 29th, a bilingual legal clinic will be held here as well. A memorial bench was installed in honor of our staff member Greg Molinari, with Greg's mother Lois in attendance. Additionally, upcoming Google AI talks to be presented by Brookfield resident Chris Hein.

NEW BUSINESS

Discussion and Action: Building Envelope Replacement Project and Allowance Authorizations

Owner Rep Dan Eallonardo provided the updated status of the envelope project and allowances. Motion by Trustee Mihelic and seconded by Trustee DeJonghe to approved the allowance authorization Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakbuiak and Parker Nay: None. Absent: None

Discussion: Per Capita Grant

A discussion was held regarding the selected chapters regarding Intro to standards of the Per Capita Grant.

Action: Resolution 2026-03 Annual Appropriation and Levy

Motion by Trustee Jakbuiak and seconded by Trustee Weglarz to approve resolution 2026-03. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

Action: Resolution 2026-04 LIMRiCC Intergovernmental Agreement

Motion by Trustee Kampschroeder and seconded by Trustee Mihelic to approve resolution 2026-04. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

Action: Resolution 2026-05 Amending LIMRiCC Bylaws

Motion by Trustee Mihelic and seconded by Trustee DeJonghe to approve resolution 2026-05. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

Action: Resolution 2026-06 Joining LIMRiCC

Motion by Trustee DeJonghe and seconded by Trustee Jakubiak to approve resolution 2026-06. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

Action: Finance Committee – Monthly Bills

Motion by Trustee Mihelic and seconded by Trustee Kampschroeder to approve the warrant dated October 28, 2026 in the amount of $320,262.00. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, DeJonghe, Weglarz, Jakubiak and Parker Nay: None. Absent: None.

ANNOUNCEMENTS

None.

FINAL PUBLIC FORUM

None.

ADJOURNMENT

Motion by Trustee Mihelic and seconded by Trustee Kampschroeder to adjourn the Regular Library Board meeting of October 28, 2026 at 7:29 p.m.

Linda Kampschroeder
Secretary
Board of Trustees
LSF Brookfield Library

d October 2026 Financial Statements

LSF Brookfield Library
Balance Sheet
As of October 31, 2026

	Oct 31, 26	Oct 31, 25
ASSETS		
Current Assets		
Checking/Savings		
1010 · First Natl Bank of Brookfield	54,363.79	30,890.11
1045 · FNBB MONEY MARKET	3,844,053.97	3,105,031.34
1055 · FNBB HOME TOWN CHOICE SAVINGS	21,313.95	21,313.95
1056 · Illinois Trust Client Services	781,604.26	463,957.71
1056AA · ITCS - CD - Solera Nat'l Bank 2	244,675.27	0.00
1056BB · ITCS - CD - West Pointe Bank	246,723.44	0.00
1056CC · ITCS - CD - Financial Federal	246,723.44	0.00
1056Q · ITCS - CD - First State Bank	0.00	249,294.46
1056R · ITCS - CD - Firstbank Southwest	0.00	249,174.14
1056S · ITCS - CD - Solera Nat'l Bank	0.00	243,927.66
1056T · ITCS - CD - Mission Nat'l Bank2	0.00	243,927.66
1056U · ITCS - CD - Bank of China.	0.00	247,148.88
1056Z · ITCS - CD - Cfg Comm Bank, MD	244,607.01	0.00
1060 · FNBB - Imprest Account	410.21	322.11
Total Checking/Savings	5,684,475.34	4,854,988.02
Accounts Receivable		
1200 · Accounts Receivable	7,585.06	7,585.06
Total Accounts Receivable	7,585.06	7,585.06
Other Current Assets		
1202 · Replacement tax receivable	5,059.96	5,059.96
1255 · Due to General Fund from Bldg	-0.06	-0.06
1260 · Taxes receivable - SS Fund	79,704.00	79,704.00
1270 · Taxes Receivable - IMRF Fund	13,794.00	13,794.00
1280 · Taxes Receivable - Site Fund	-2,968.00	-2,968.00
1290 · Taxes Receivable - Library Fund	2,099,353.00	2,099,353.00
1500 · Prepaid Expenditures	-0.06	-0.06
Total Other Current Assets	2,194,942.84	2,194,942.84
Total Current Assets	7,887,003.24	7,057,515.92
TOTAL ASSETS	**7,887,003.24**	**7,057,515.92**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	249,763.71	36,052.76
Total Accounts Payable	249,763.71	36,052.76

LSF Brookfield Library
Balance Sheet
As of October 31, 2026

	Oct 31, 26	Oct 31, 25
Credit Cards		
VISA - FNBB	420.00	420.00
Total Credit Cards	420.00	420.00
Other Current Liabilities		
2006 · Additional Accounts Payable	7,247.31	7,247.31
2100 · Payroll Liabilities		
2101 · IMRF Payroll Liabilities	32,833.48	35,573.86
2102 · Mission Square Payroll Liab	-27,878.77	-17,762.82
2103 · EBC Payroll Liabilities	-74,637.22	-45,159.84
2104 · LIMRiCC Payroll Liabilities	18,348.68	18,348.68
2105 · AFLAC Payroll Liabilities	-2,468.35	-2,059.39
2106 · HSA / Avadia	-7,791.52	-7,791.52
2107 · Bankruptcy	-5,175.00	-5,175.00
2108 · NCSPERS	-929.88	-708.48
2100 · Payroll Liabilities - Other	39,140.04	12,042.81
Total 2100 · Payroll Liabilities	-28,558.54	-12,691.70
2111 · Accrued Payroll	476,420.00	476,420.00
2112 · Accrued Compensated Absences	529,011.00	529,011.00
2120 · Deferred Rev. - SS Fund	83,000.00	83,000.00
2130 · Deferred Rev. - IMRF Fund	14,000.00	14,000.00
2140 · Deferred Rev. - Site Fund	13,000.00	13,000.00
2150 · Deferred Rev. - Library Fund	2,678,242.00	2,678,242.00
Total Other Current Liabilities	3,772,361.77	3,788,228.61
Total Current Liabilities	4,022,545.48	3,824,701.37
Total Liabilities	4,022,545.48	3,824,701.37
Equity		
3010 · Fund Balance - SS Fund	73,906.00	73,906.00
3020 · Fund Balance - IMRF Fund	130,396.00	130,396.00
3030 · Fund Balance - Site Fund	42,200.00	42,200.00
3040 · Fund Balance - Library Fund	853,394.00	853,394.00
3050 · Fund Balance - Reserve Fund	10,328,973.00	10,328,973.00
3900 · Retained Earnings	-8,929,584.59	-8,439,277.57
Net Income	1,365,173.35	243,223.12
Total Equity	3,864,457.76	3,232,814.55
TOTAL LIABILITIES & EQUITY	**7,887,003.24**	**7,057,515.92**

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	Building and Site				FICA				General Operating Fund			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Income												
4010 · Property Taxes	187,600.91	92,000.00	95,600.91	203.91%	205,609.72	90,000.00	115,609.72	228.46%	3,586,150.35	2,300,000.00	1,286,150.35	155.92%
4020 · Replacement Tax	0.00				0.00				19,121.17	20,000.00	-878.83	95.61%
4030 · Grants	0.00				0.00				33,109.20	23,000.00	10,109.20	143.95%
4035 · Other Grants	0.00				0.00				14,358.00			
4040 · Fees and Fines	0.00				0.00				2,413.87			
4050 · Gifts and Memorials	0.00				0.00				12,249.00			
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				94,861.73	25,000.00	69,861.73	379.45%
4062 · Special Reserve Interest	0.00				0.00				0.00			
Total 4060 · Library Fund Interest	0.00				0.00				94,861.73	25,000.00	69,861.73	379.45%
4070 · Miscellaneous Income	0.00				0.00				1,017.32			
Total Income	187,600.91	92,000.00	95,600.91	203.91%	205,609.72	90,000.00	115,609.72	228.46%	3,763,280.64	2,368,000.00	1,395,280.64	158.92%
Gross Profit	187,600.91	92,000.00	95,600.91	203.91%	205,609.72	90,000.00	115,609.72	228.46%	3,763,280.64	2,368,000.00	1,395,280.64	158.92%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				2,762.63			
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				657,835.52	858,115.70	-200,280.18	76.66%
5020 · Salaries-Part Time	0.00				0.00				208,262.22	320,581.21	-112,318.99	64.96%
5030 · Medical Insurance	0.00				0.00				163,171.85	206,112.60	-42,940.75	79.17%
5040 · IMRF	0.00				0.00				0.00			
5050 · FICA	0.00				64,031.55	90,170.31	-26,138.76	71.01%	0.00			
5051 · IL Unemployment	0.00				0.00				1,244.00	3,346.20	-2,102.20	37.18%
5052 · Personnel Contingency	0.00				0.00				150.00	2,000.00	-1,850.00	7.5%
Total 5000 · Personnel	0.00				64,031.55	90,170.31	-26,138.76	71.01%	1,030,663.59	1,390,155.71	-359,492.12	74.14%
5560 · Payroll Expenses	0.00				0.00				3,959.17	6,200.00	-2,240.83	63.86%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				9,149.68	23,000.00	-13,850.32	39.78%
6012 · Adult Fiction	0.00				0.00				16,209.07	26,000.00	-9,790.93	62.34%
6013 · Lucky Day	0.00				0.00				3,957.72	12,000.00	-8,042.28	32.98%

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	Building and Site				FICA				General Operating Fund			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
6014 · Youth Fiction	0.00				0.00				13,168.96	15,500.00	-2,331.04	84.96%
6015 · Youth Non Fiction	0.00				0.00				3,912.71	10,500.00	-6,587.29	37.26%
6016 · Young Adult Fiction	0.00				0.00				3,219.48	4,000.00	-780.52	80.49%
6017 · Young Adult Non Fiction	0.00				0.00				1,153.63	3,000.00	-1,846.37	38.45%
Total 6010 · Books	0.00				0.00				50,771.25	94,000.00	-43,228.75	54.01%
6020 · Periodicals	0.00				0.00				9,566.90	11,000.00	-1,433.10	86.97%
6030 · Audiovisual Materials												
6031 · Adult & Teen Audio Recordings	0.00				0.00				1,000.37	4,000.00	-2,999.63	25.01%
6032 · Adult & Teen Videorecordings	0.00				0.00				2,374.44	10,000.00	-7,625.56	23.74%
6034 · Youth Audio Recordings	0.00				0.00				1,987.83	2,000.00	-12.17	99.39%
6035 · Youth Videorecordings	0.00				0.00				849.66	3,200.00	-2,350.34	26.55%
6036 · Youth Music CDs	0.00				0.00				0.00	100.00	-100.00	0.0%
6037 · Youth Video Games	0.00				0.00				889.10	3,000.00	-2,110.90	29.64%
6038 · Adult & Teen Video Games	0.00				0.00				949.41	2,500.00	-1,550.59	37.98%
Total 6030 · Audiovisual Materials	0.00				0.00				8,050.81	24,800.00	-16,749.19	32.46%
6040 · Electronic Databases												
6041 · Databases - Adult	0.00				0.00				35,547.95	56,000.00	-20,452.05	63.48%
6042 · Databases - Youth	0.00				0.00				2,203.09	10,000.00	-7,796.91	22.03%
6045 · InterLibrary Loan	0.00				0.00				5.26	500.00	-494.74	1.05%
6046 · Digital Products & Services AS												
6046a · Digital Content Adult & Teen	0.00				0.00				54,798.39	70,000.00	-15,201.61	78.28%
6046b · Digital Devices Adult & Teen	0.00				0.00				9,480.00	14,000.00	-4,520.00	67.71%
Total 6046 · Digital Products & Services	0.00				0.00				64,278.39	84,000.00	-19,721.61	76.52%
6048 · Website Construction	0.00				0.00				808.74	7,000.00	-6,191.26	11.55%
6049 · Shared Digital Content - til207	0.00				0.00				3,845.54	18,000.00	-14,154.46	21.36%
Total 6040 · Electronic Databases	0.00				0.00				106,688.97	175,500.00	-68,811.03	60.79%
6060 · Per Capita Grant Purchases												
6061 - Grant Expenses Other	0.00				0.00				9,646.60			
6060 · Per Capita Grant Purchases - Othe	0.00				0.00				20,467.24			
Total 6060 · Per Capita Grant Purchases	0.00				0.00				30,113.84			

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	Building and Site				FICA				General Operating Fund			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Total 6000 · Materials	0.00				0.00				205,191.77	305,300.00	-100,108.23	67.21%
6999 · Uncategorized Expenses	0.00				0.00				13,352.94			
7000 · Services and Supplies												
7010 · Professional Associations	0.00				0.00				2,870.00	6,000.00	-3,130.00	47.83%
7020 · Co-Worker Services	0.00				0.00				3,806.95	8,100.00	-4,293.05	47.0%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				14,230.66	17,350.00	-3,119.34	82.02%
7034 · Board Education	0.00				0.00				140.00	4,000.00	-3,860.00	3.5%
7036 · Continuing Education - Other	0.00				0.00				0.00	500.00	-500.00	0.0%
7030 · Continuing Education - Other	0.00				0.00				75.00			
Total 7030 · Continuing Education	0.00				0.00				14,445.66	21,850.00	-7,404.34	66.11%
7040 · Professional Sevices												
7041 · Legal	0.00				0.00				0.00	7,000.00	-7,000.00	0.0%
7042 · Audit	0.00				0.00				8,000.00	8,000.00	0.00	100.0%
7043 · Financial Consultant	0.00				0.00				1,452.46	3,500.00	-2,047.54	41.5%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				764.58	4,700.00	-3,935.42	16.27%
7040 · Professional Sevices - Other	0.00				0.00				0.00	0.00	0.00	0.0%
Total 7040 · Professional Sevices	0.00				0.00				10,217.04	23,200.00	-12,982.96	44.04%
7050 · Insurance-General	0.00				0.00				25,208.00	31,250.00	-6,042.00	80.67%
7060 · Maintenance-Office Equipment	0.00				0.00				88,256.95	110,500.00	-22,243.05	79.87%
7070 · Printing and Publications	0.00				0.00				14,525.00	23,000.00	-8,475.00	63.15%
7080 · Telephone and Internet	0.00				0.00				11,575.32	16,500.00	-4,924.68	70.15%
7090 · Office Supplies	0.00				0.00				3,330.18	6,800.00	-3,469.82	48.97%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				720.79	4,500.00	-3,779.21	16.02%
7092S · Technical Services Supplies	0.00				0.00				2,997.32	6,500.00	-3,502.68	46.11%
7093 · Circ Services Supplies	0.00				0.00				1,288.97	5,500.00	-4,211.03	23.44%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				332.81	1,700.00	-1,367.19	19.58%
7100 · Postage	0.00				0.00				8,674.31	10,500.00	-1,825.69	82.61%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				11,310.54	11,500.00	-189.46	98.35%

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	Building and Site				FICA				General Operating Fund			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
7114 · Youth Programming	0.00				0.00				13,165.72	16,500.00	-3,334.28	79.79%
7115 · Maker Studio Classes & Events	0.00				0.00				2,597.60	3,000.00	-402.40	86.59%
7116 · Young Adult Programming	0.00				0.00				4,993.32	5,000.00	-6.68	99.87%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				32,515.18	36,550.00	-4,034.82	88.96%
7120 · Outreach & Engagement (PR)	0.00				0.00				12,190.50	19,000.00	-6,809.50	64.16%
7130 · Gifts Given	0.00				0.00				629.15	1,000.00	-370.85	62.92%
7140 · Contingency	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7000 · Services and Supplies - Other	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
Total 7000 · Services and Supplies	0.00				0.00				233,584.13	335,300.00	-101,715.87	69.66%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				12,659.29	28,000.00	-15,340.71	45.21%
8014 · Software	0.00				0.00				5,643.56	27,650.00	-22,006.44	20.41%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
Total 8010 · Computers	0.00				0.00				18,302.85	57,650.00	-39,347.15	31.75%
8020 · Photocopiers	-919.10				0.00				1,990.29	7,000.00	-5,009.71	28.43%
8025 · Janitorial	0.00				0.00				31,152.00	49,000.00	-17,848.00	63.58%
8030 · Maintenance-Building	34,047.34	79,875.00	-45,827.66	42.63%	0.00				20,132.14			
8050 · Other Capital Projects	8,195.42				0.00				570.00	119,650.00	-119,080.00	0.48%
Total 8000 · Capital Expenses	41,323.66	79,875.00	-38,551.34	51.74%	0.00				72,147.28	233,300.00	-161,152.72	30.93%
9000 · Debt Service	0.00				0.00				47,909.66	344,754.00	-296,844.34	13.9%
9100 · Capital Expenditures (SR)	0.00				0.00				172.84			
Total Expense	41,323.66	79,875.00	-38,551.34	51.74%	64,031.55	90,170.31	-26,138.76	71.01%	1,609,744.01	2,615,009.71	-1,005,265.70	61.56%
Net Income	**146,277.25**	**12,125.00**	**134,152.25**	**1,206.41%**	**141,578.17**	**-170.31**	**141,748.48**	**-83,129.69%**	**2,153,536.63**	**-247,009.71**	**2,400,546.34**	**-871.84%**

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	IMRF				Special Reserve				TOTAL			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Income												
4010 · Property Taxes	30,486.09	26,000.00	4,486.09	117.25%	0.00				4,009,847.07	2,508,000.00	1,501,847.07	159.88%
4020 · Replacement Tax	0.00				0.00				19,121.17	20,000.00	-878.83	95.61%
4030 · Grants	0.00				0.00				33,109.20	23,000.00	10,109.20	143.95%
4035 · Other Grants	0.00				0.00				14,358.00	0.00	14,358.00	100.0%
4040 · Fees and Fines	0.00				0.00				2,413.87	0.00	2,413.87	100.0%
4050 · Gifts and Memorials	0.00				0.00				12,249.00	0.00	12,249.00	100.0%
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				94,861.73	25,000.00	69,861.73	379.45%
4062 · Special Reserve Interest	0.00				56,771.42	45,000.00	11,771.42	126.16%	56,771.42	45,000.00	11,771.42	126.16%
Total 4060 · Library Fund Interest	0.00				56,771.42	45,000.00	11,771.42	126.16%	151,633.15	70,000.00	81,633.15	216.62%
4070 · Miscellaneous Income	0.00				25,000.00				26,017.32	0.00	26,017.32	100.0%
Total Income	30,486.09	26,000.00	4,486.09	117.25%	81,771.42	45,000.00	36,771.42	181.71%	4,268,748.78	2,621,000.00	1,647,748.78	162.87%
Gross Profit	30,486.09	26,000.00	4,486.09	117.25%	81,771.42	45,000.00	36,771.42	181.71%	4,268,748.78	2,621,000.00	1,647,748.78	162.87%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				2,762.63	0.00	2,762.63	100.0%
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				657,835.52	858,115.70	-200,280.18	76.66%
5020 · Salaries-Part Time	0.00				0.00				208,262.22	320,581.21	-112,318.99	64.96%
5030 · Medical Insurance	0.00				0.00				163,171.85	206,112.60	-42,940.75	79.17%
5040 · IMRF	23,936.95	29,194.10	-5,257.15	81.99%	0.00				23,936.95	29,194.10	-5,257.15	81.99%
5050 · FICA	0.00				0.00				64,031.55	90,170.31	-26,138.76	71.01%
5051 · IL Unemployment	0.00				0.00				1,244.00	3,346.20	-2,102.20	37.18%
5052 · Personnel Contingency	0.00				0.00				150.00	2,000.00	-1,850.00	7.5%
Total 5000 · Personnel	23,936.95	29,194.10	-5,257.15	81.99%	0.00				1,118,632.09	1,509,520.12	-390,888.03	74.11%
5560 · Payroll Expenses	0.00				0.00				3,959.17	6,200.00	-2,240.83	63.86%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				9,149.68	23,000.00	-13,850.32	39.78%
6012 · Adult Fiction	0.00				0.00				16,209.07	26,000.00	-9,790.93	62.34%
6013 · Lucky Day	0.00				0.00				3,957.72	12,000.00	-8,042.28	32.98%

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	IMRF				Special Reserve				TOTAL			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
6014 · Youth Fiction	0.00				0.00				13,168.96	15,500.00	-2,331.04	84.96%
6015 · Youth Non Fiction	0.00				0.00				3,912.71	10,500.00	-6,587.29	37.26%
6016 · Young Adult Fiction	0.00				0.00				3,219.48	4,000.00	-780.52	80.49%
6017 · Young Adult Non Fiction	0.00				0.00				1,153.63	3,000.00	-1,846.37	38.45%
Total 6010 · Books	0.00				0.00				50,771.25	94,000.00	-43,228.75	54.01%
6020 · Periodicals	0.00				0.00				9,566.90	11,000.00	-1,433.10	86.97%
6030 · Audiovisual Materials												
6031 · Adult & Teen Audio Recordings	0.00				0.00				1,000.37	4,000.00	-2,999.63	25.01%
6032 · Adult & Teen Videorecordings	0.00				0.00				2,374.44	10,000.00	-7,625.56	23.74%
6034 · Youth Audio Recordings	0.00				0.00				1,987.83	2,000.00	-12.17	99.39%
6035 · Youth Videorecordings	0.00				0.00				849.66	3,200.00	-2,350.34	26.55%
6036 · Youth Music CDs	0.00				0.00				0.00	100.00	-100.00	0.0%
6037 · Youth Video Games	0.00				0.00				889.10	3,000.00	-2,110.90	29.64%
6038 · Adult & Teen Video Games	0.00				0.00				949.41	2,500.00	-1,550.59	37.98%
Total 6030 · Audiovisual Materials	0.00				0.00				8,050.81	24,800.00	-16,749.19	32.46%
6040 · Electronic Databases												
6041 · Databases - Adult	0.00				0.00				35,547.95	56,000.00	-20,452.05	63.48%
6042 · Databases - Youth	0.00				0.00				2,203.09	10,000.00	-7,796.91	22.03%
6045 · InterLibrary Loan	0.00				0.00				5.26	500.00	-494.74	1.05%
6046 · Digital Products & Services AS												
6046a · Digital Content Adult & Teen	0.00				0.00				54,798.39	70,000.00	-15,201.61	78.28%
6046b · Digital Devices Adult & Teen	0.00				0.00				9,480.00	14,000.00	-4,520.00	67.71%
Total 6046 · Digital Products & Services	0.00				0.00				64,278.39	84,000.00	-19,721.61	76.52%
6048 · Website Construction	0.00				0.00				808.74	7,000.00	-6,191.26	11.55%
6049 · Shared Digital Content - til207	0.00				0.00				3,845.54	18,000.00	-14,154.46	21.36%
Total 6040 · Electronic Databases	0.00				0.00				106,688.97	175,500.00	-68,811.03	60.79%
6060 · Per Capita Grant Purchases												
6061 - Grant Expenses Other	0.00				0.00				9,646.60	0.00	9,646.60	100.0%
6060 · Per Capita Grant Purchases - Othe	0.00				0.00				20,467.24	0.00	20,467.24	100.0%
Total 6060 · Per Capita Grant Purchases	0.00				0.00				30,113.84	0.00	30,113.84	100.0%

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	IMRF				Special Reserve				TOTAL			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Total 6000 · Materials	0.00				0.00				205,191.77	305,300.00	-100,108.23	67.21%
6999 · Uncategorized Expenses	0.00				0.00				13,352.94	0.00	13,352.94	100.0%
7000 · Services and Supplies												
7010 · Professional Associations	0.00				0.00				2,870.00	6,000.00	-3,130.00	47.83%
7020 · Co-Worker Services	0.00				0.00				3,806.95	8,100.00	-4,293.05	47.0%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				14,230.66	17,350.00	-3,119.34	82.02%
7034 · Board Education	0.00				0.00				140.00	4,000.00	-3,860.00	3.5%
7036 · Continuing Education - Other	0.00				0.00				0.00	500.00	-500.00	0.0%
7030 · Continuing Education - Other	0.00				0.00				75.00	0.00	75.00	100.0%
Total 7030 · Continuing Education	0.00				0.00				14,445.66	21,850.00	-7,404.34	66.11%
7040 · Professional Sevices												
7041 · Legal	0.00				900.00				900.00	7,000.00	-6,100.00	12.86%
7042 · Audit	0.00				0.00				8,000.00	8,000.00	0.00	100.0%
7043 · Financial Consultant	0.00				0.00				1,452.46	3,500.00	-2,047.54	41.5%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				764.58	4,700.00	-3,935.42	16.27%
7040 · Professional Sevices - Other	0.00				0.00				0.00	0.00	0.00	0.0%
Total 7040 · Professional Sevices	0.00				900.00				11,117.04	23,200.00	-12,082.96	47.92%
7050 · Insurance-General	0.00				0.00				25,208.00	31,250.00	-6,042.00	80.67%
7060 · Maintenance-Office Equipment	0.00				0.00				88,256.95	110,500.00	-22,243.05	79.87%
7070 · Printing and Publications	0.00				0.00				14,525.00	23,000.00	-8,475.00	63.15%
7080 · Telephone and Internet	0.00				0.00				11,575.32	16,500.00	-4,924.68	70.15%
7090 · Office Supplies	0.00				0.00				3,330.18	6,800.00	-3,469.82	48.97%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				720.79	4,500.00	-3,779.21	16.02%
7092S · Technical Services Supplies	0.00				0.00				2,997.32	6,500.00	-3,502.68	46.11%
7093 · Circ Services Supplies	0.00				0.00				1,288.97	5,500.00	-4,211.03	23.44%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				332.81	1,700.00	-1,367.19	19.58%
7100 · Postage	0.00				0.00				8,674.31	10,500.00	-1,825.69	82.61%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				11,310.54	11,500.00	-189.46	98.35%

LSF Brookfield Library
Profit & Loss Budget vs. Actual
January - October 2026

FY2026 is 83.3% completed	IMRF				Special Reserve				TOTAL			
	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget	Jan - Oct 26	Budget	$ Over Budget	% of Budget
7114 · Youth Programming	0.00				0.00				13,165.72	16,500.00	-3,334.28	79.79%
7115 · Maker Studio Classes & Events	0.00				0.00				2,597.60	3,000.00	-402.40	86.59%
7116 · Young Adult Programming	0.00				0.00				4,993.32	5,000.00	-6.68	99.87%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				32,515.18	36,550.00	-4,034.82	88.96%
7120 · Outreach & Engagement (PR)	0.00				0.00				12,190.50	19,000.00	-6,809.50	64.16%
7130 · Gifts Given	0.00				0.00				629.15	1,000.00	-370.85	62.92%
7140 · Contingency	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7000 · Services and Supplies - Other	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
Total 7000 · Services and Supplies	0.00				900.00				234,484.13	335,300.00	-100,815.87	69.93%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				12,659.29	28,000.00	-15,340.71	45.21%
8014 · Software	0.00				0.00				5,643.56	27,650.00	-22,006.44	20.41%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
Total 8010 · Computers	0.00				0.00				18,302.85	57,650.00	-39,347.15	31.75%
8020 · Photocopiers	0.00				0.00				1,071.19	7,000.00	-5,928.81	15.3%
8025 · Janitorial	0.00				0.00				31,152.00	49,000.00	-17,848.00	63.58%
8030 · Maintenance-Building	0.00				0.00				54,179.48	79,875.00	-25,695.52	67.83%
8050 · Other Capital Projects	0.00				1,346.58				10,112.00	119,650.00	-109,538.00	8.45%
Total 8000 · Capital Expenses	0.00				1,346.58				114,817.52	313,175.00	-198,357.48	36.66%
9000 · Debt Service	0.00				0.00				47,909.66	344,754.00	-296,844.34	13.9%
9100 · Capital Expenditures (SR)	0.00				1,162,292.68	1,765,000.00	-602,707.32	65.85%	1,162,465.52	1,765,000.00	-602,534.48	65.86%
Total Expense	23,936.95	29,194.10	-5,257.15	81.99%	1,164,539.26	1,765,000.00	-600,460.74	65.98%	2,903,575.43	4,579,249.12	-1,675,673.69	63.41%
Net Income	**6,549.14**	**-3,194.10**	**9,743.24**	**-205.04%**	**-1,082,767.84**	**-1,720,000.00**	**637,232.16**	**62.95%**	**1,365,173.35**	**-1,958,249.12**	**3,323,422.47**	**-69.71%**

e October 2026 Statistical Report

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Statistics At-A-Glance
October 2026

Goal: Design and implement Library services, classes and events to engage the community and promote literacy, personal information gathering and entertainment, and encourage Library use.

Circulation	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adults	4,259	4,520	-6%	44,666	48,105	-7%
Teens	319	278	15%	3,470	3,630	-4%
Children	6,154	5,762	7%	61,657	60,808	1%
Digital Downloads	6,355	5,938	7%	66,939	63,423	6%
Interlibrary loans	1,221	1,230	-1%	12,000	12,104	-1%
Total	18,308	17,728	3%	188,732	188,070	0%

Active Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Added	72	62	16%	724	791	-8%
Deleted	85	69	23%	289	821	-65%
Total	14	13,780	-100%	14	13,780	-100%

New Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	72	62	16%	724	821	-12%

Visits	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	13,816	13,979	-1%	124,227	109,400	14%

Notary Transactions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	19	23	-17%	243	290	-16%

Room Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Study Rooms	510	547	-7%	4,840	4,511	7%
A/V Studio	34	41	-17%	388	392	-1%
Maker Studio	22	18	22%	169	186	-9%
Storytime Room	51	43	19%	421	435	-3%
Meeting Room 1	41	36	14%	369	316	17%
Meeting Room 2	38	33	15%	320	341	-6%
Meeting Room Combined	23	14	64%	162	120	35%
Total	719	732	-2%	6,669	6,301	6%

Community Outreach	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	9	7	29%	87	74	18%
People Reached	750	213	252%	4,833	3,042	59%
Community Visits to the Library	6	0	600%	36	5	620%

People Reached	34	0	600%	212	92	130%
Home Delivery Visits	5	12	-58%	76	69	10%

Book Bike Engagement	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Scheduled Book Bike Events	7	3	133%	22	25	-12%
Attendance	168	104	62%	536	848	-37%
Book Bike Checkouts	13	16	-19%	151	98	54%
Library Card Sign-Ups	0	0	0%	9	3	200%
Impromptu Book Bike Appearances	4	3	33%	29	17	71%
Interactions	37	13	185%	315	114	176%
Book Bike Checkouts	6	3	100%	99	78	27%
Library Card Sign-Ups	0	1	-100%	2	1	100%

Block Party Engagement	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Block Parties	1	5	-80%	18	14	29%
Interactions	15	58	-74%	265	266	-0.38%
Book Bike Check Outs	3	16	-81%	108	78	38%
Library Card Sign-Ups	0	1	-100%	8	5	60%

Farmers Market Engagement	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Farmers Market Visits	0	2	-100%	9	19	-53%
Summer Reading Sign Ups	N/A	N/A	N/A	151	68	122%
Library Card Sign Ups	0	3	-100%	16	54	-70%
Book Bike Check Outs	0	19	-100%	73	87	-16%
Interactions	0	106	-100%	628	1,107	-43%
Cookbooks Sold	0	2	-100%	5	61	-92%

Outreach & Engagement Total	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Total Outreach Visits	31	27	15%	259	210	23%
Total People Reached	994	472	111%	6,999	5,696	23%
Total Library Card Sign-Ups	0	5	-100%	35	63	-44%
Total Book Bike Check Outs	22	35	-37%	358	254	41%

Goal: Continually adopt new methods to communicate with residents, including carrying on and expanding social media efforts to increase connectedness.

SOCIAL MEDIA-Posts	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
#Facebook Posts	26	35	-26%	304	336	-10%
#BlueSky Posts	21	33	-36%	222	134	66%
#Instagram Posts	24	36	-33%	282	318	-11%
#TikTok Videos	2	2	0%	17	21	-19%
#YouTube Videos	1	1	0%	12	16	-25%
Constant Contact Emails	4	2	100%	22	23	-4%

SOCIAL MEDIA-Followers	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
#Facebook Followers	3,450	3,251	6%	3,450	3,251	6%
#BlueSky Followers	21	10	110%	21	10	110%
#Instagram Followers	1,926	1,677	15%	1,926	1,677	15%

#TikTok Followers	1,249	946	32%	1,249	946	32%
#YouTube Subscribers	123	104	18%	123	104	18%
Constant Contact email list	18,836	8,812	114%	18,836	8,812	114%

SOCIAL MEDIA Engagement	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Facebook Engagement	1,763	3,991	-56%	22,624	20,210	12%
BlueSky Engagement	24	13	85%	76	43	77%
Instagram Engagement	358	774	-54%	3,734	4,627	-19%
TikTok Engagement	4,223	888	376%	408,113	15,651	2,508%
YouTube Engagement	421	358	18%	3,751	2,244	67%
Constant Contact	8,442	4,365	93%	42,862	40,583	6%

Goal: Design and implement Library services, classes and events to engage the community and promote literacy, personal information gathering and entertainment, and encourage Library use.

Classes & Events	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adults	61	58	5%	538	504	7%
Attendance	654	567	15%	6,375	5,417	18%
Teens	28	10	180%	199	100	99%
Attendance	194	83	134%	1,620	1,038	56%
Childrens	43	42	2%	362	413	-12%
Attendance	1,380	1,021	35%	10,018	8,915	12%
Total Classes & Events	132	110	20%	1,099	1,017	8%
Total Attendance	2,228	1,671	33%	18,013	15,370	17%

1-on-1 Appointments	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	34	10	240%	272	91	199%

Reference Questions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adult Reference	658	519	27%	6,633	6,116	8%
Adult Non-Reference	950	965	-2%	10,133	9,072	12%
Youth Reference	185	262	-29%	2,509	2,731	-8%
Youth Non-Reference	339	455	-25%	3,194	4,086	-22%
Circulation	171	52	229%	1,241	988	26%
Total	2,303	2,253	2%	23,710	22,993	3%

Goal: Foster a knowledgeable, technologically savvy Library one step ahead of its users by promoting ongoing continuing education opportunities for staff members.

Training Hours	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	3.00	2	50%	276	86	222%

Goal: Implement user-friendly technology that supports public service.

Technology Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Public Computer Use	1,451	1,541	-6%	12,554	12,867	-2%

WiFi Sessions	4,996	4,893	2%	46,778	43,324	8%
Website Sessions	21,209	9,760	117%	125,285	103,809	21%
Android App Sessions	2,777	1,549	79%	28,975	15,355	89%
IOS (Apple) App Sessions	836	941	-11%	9,570	8,618	11%
Printer Usage (Pages)	12,188	8,617	41%	123,993	104,513	19%
Scanner Usage (Sessions)	202	279	-28%	3,094	3,367	-8%
Maker Equipment Reservations	5	16	-69%	58	86	-33%
Online Resource Use - Adult	3,317	3,352	-1%	36,282	35,631	2%
Online Resource Use - Adult (Remote)	242	2,464	-90%	22,441	26,828	-16%
Online Resource Use - Youth	21	34	-38%	236	263	-10%
Online Resource Use - Youth (Remote)	0	0	0%	111	63	76%

	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Self-service Checkouts	3,788	3,641	4%	38,776	40,769	-5%

Goal: Provide collections, classes and events, and other resources to support residents in meeting their lifelong learning goals.

Interlibrary Loan	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Received	2,166	2,248	-4%	23,026	22,560	2%
Sent	1,221	1,230	-1%	12,000	12,104	-1%

Volunteer Hours	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Total	28	126	-78%	673	756	-11%

Items Added	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Items Added	0	489	-100%	4,752	5,487	-13%
Withdrawn	0	252	-100%	3,895	6,505	-40%
Collection Total	0	139,025	-100%	0	139,025	-100%

Hot Picks Checkouts	**Current FY**	**Last FY**	**Change**	**FYTD**	**Last FYTD**	**Change**
Fiction	0	137	0	1,105	1,624	-47%
Nonfiction	0	17	0	162	137	15%
Total	0	154	0	1,267	1,761	-39%

5. **Items removed from the consent agenda (if any)**
6. **Presentations**
   a Toni Hergenrother on 40 years of service
   b Yesenia Ruiz, on 10 years of service
7. **Communications and Correspondence**
   a Comments of visitors

   Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.

   b Liaison Reports
8. **President's Report**
9. **Director's Report**

Director's Report

November 2026

Submitted by Kimberly Coughran

Building

► **Envelope Project**: At this juncture of the fall season we welcome the good news that all temperature sensitive materials have now been applied to the building. Owners Representative Dan Eallonardo will join this month's meeting to review the envelope project to date and what work remains.

Financial

As of the end of October, 83.3% of the fiscal year was complete. The Library expended $2,903,575.43 or 63.41% of the FY2026 budget. A snapshot of expenses:

1. Personnel – the Library expended 74.11%
2. Materials – the Library expended 67.21%
3. Services and Supplies – the Library expended 69.93%
4. Capital Expenses – the Library expended 36.66%
5. Debt Service – the Library expended 13.9%
6. Special Reserve – the Library expended 65.86%

Open Enrollment

The Library is in the midst of the fiscal year 2027 open enrollment period, which is taking place this year 11/11 through 11/18.

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Memo

Date: November 9, 2026

To: All Staff

From: Kimberly Coughran

Cc: Library Board of Trustees

RE: FY2027 Open Enrollment

It's Open Enrollment time once again. This year's Open Enrollment dates are Wednesday, November 11 through Wednesday, November 18. Similar to prior years, the Library is offering the same two

plans – the High Deductible PPO plan as well as the HDHP HSA plan – and coverage remains with Blue Cross Blue Shield.

The Library uses LIMRiCC's "Employee Navigator" to enroll / make open enrollment changes via www.employeenavigator.com. If you need assistance, please see Fran. As always, if you are a part-time employee of the Library, we encourage you to explore plans and cost savings options to determine eligibility. Your questions are welcomed and encouraged.

New for 2027

- Effective 1/1/2027, Weight loss drugs e.g. Zepbound and Wegovy will be covered on the HDHP plan only.

- For the first time since the inception of the High Deductible Healthcare Plan (HDHP / HSA), monthly premiums nearly match those of the High Deductible PPO. As a result, the FY2027 budget removes incentives for all but the **Family** HDHP/HSA choice.

	High PPO	HDHP/HSA	Monthly Savings	Annual Savings	H.S.A. Funding	Net Savings
Employee	**$978.00**	**$1,019.00**	**-$41.00**	**-$492.00**	**$0.00**	**-$492.00**
Employee/spouse	$2,446.00	$2,352.00	$94.00	$1,128.00	$0.00	$1,128.00
Employee/children	$2,001.00	$1,960.00	$41.00	$492.00	$0.00	$492.00
Family	$3,332.00	$3,136.00	$196.00	$2,352.00	$1,000.00	$1,352.00

Medical / Dental / Vision

During open enrollment, staff members may:

- Make changes between plans
- Add eligible dependents not currently enrolled
- Enroll in any coverage you're not currently enrolled in
- Waive/drop coverage

After the open enrollment period, you cannot make changes to your coverage until **January 2028** unless you experience a qualified life event, such as:

- Loss or gain of coverage through your spouse
- Loss of eligibility of a covered dependent
- Death of your covered spouse or child
- Birth or adoption of a child
- Marriage, divorce or legal separation
- Switch from part-time employment to full-time employment

Flexible Spending Account

All employees, whether full-time or part-time, may also participate in the Library's flexible spending account (FSA) program. An FSA account allows an employee to set aside a portion of earnings to pay for qualified expenses, most commonly for medical expenses but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in substantial payroll tax savings. Enrollment forms and additional information is available in the business office. **Please inquire with us as to the legalities for participating in both FSA and HSA plans simultaneously.**

Medical Plans	New Premium	Library Pays	Annually	Employee Pays	Per Paycheck
PPO Medical (High Deductible) - single	**$978.00**	**$929.10**	**$11,149.20**	**$48.90**	**$22.57**
PPO Medical - employee/spouse	$2,446.00	$2,323.70	**$27,884.40**	$122.30	$56.45
PPO Medical - employee/children	$2,001.00	$1,900.95	**$22,811.40**	$100.05	$46.18
PPO Medical - family	$3,332.00	$3,165.40	**$37,984.80**	$166.60	$76.89
HSA PPO - single	**$1,019.00**	**$968.05**	**$11,616.60**	**$50.95**	**$23.52**
HSA PPO - employee/spouse	$2,352.00	$2,234.40	**$26,812.80**	$117.60	$54.28
HSA PPO - employee/children	$1,960.00	$1,862.00	**$22,344.00**	$98.00	$45.23
HSA PPO - family	$3,136.00	$2,979.20	**$35,750.40**	$156.80	$72.37

Dental Plans	Premium	Library Pays	Annually	Employee Pays	Per Paycheck
DHMO Dental - single	**$29.92**	**$0.00**	**$0.00**	**$29.92**	**$13.81**
HMO Dental - employee/spouse	$57.54	$0.00	**$0.00**	$57.54	**$26.56**
HMO Dental - employee/children	$62.42	$0.00	**$0.00**	$62.42	**$28.81**
HMO Dental - family	$94.22	$0.00	**$0.00**	$94.22	**$43.49**
PPO - single	**$43.00**	**$0.00**	**$0.00**	**$43.00**	**$19.85**
PreDent - employee/spouse	$80.00	$0.00	**$0.00**	$80.00	**$36.92**
PreDent - employee/children	$79.00	$0.00	**$0.00**	$79.00	**$36.46**
PreDent - family	$120.00	$0.00	**$0.00**	$120.00	**$55.38**

Vision Plans	Premium	Library Pays		Employee Pays	Per Paycheck
Vision - single	**$7.75**	**$0.00**	**$0.00**	**$7.75**	**$3.58**
Vision - employee/spouse or partner	$12.41	$0.00	**$0.00**	$12.41	**$5.73**
Vision - employee/ children	$12.67	$0.00	**$0.00**	$12.67	**$5.85**
Vision - family	$20.43	$0.00	**$0.00**	$20.43	**$9.43**

SUPPLEMENTAL LIFE INSURANCE	**$ *See below**	**$**	**$**	**$**

*****Voluntary Life Insurance premiums are determined by: your age, whether you wish to cover a spouse and/or dependent children, and the amount of coverage you select. Basic information on the plans is attached along with the rate chart so you can select the monthly premium for the amount of coverage you wish.

Employee Engagement Survey

As Trustees know, HR Resource's results from the Employee Engagement Survey (EES) were shared earlier this month with the summary documents included in Trustee packets. Also included in Board Book are the EES Team's draft Action Plan with a separate draft document target area addressing member behavior. The first meeting of the EES Team takes place the afternoon of November 18. Thank you to the following EES Action Team members:

Jennifer Smith, Youth Manager
Eddie Eng, Student Success Librarian
Leslie Hartoonian, Circulation Assistant
April Chapman-Konar, Youth Assistant
Kyle Lovett, Maintenance Manager

We certainly are proud of the work environment that every employee of the Library contributes to and works to maintain. When I mentioned this project and its results I was asked about the factors to which I would attribute our great results. My reply explaining what works well for us included the fact that we are a tight-knit and small employee group that communicates often via the mechanisms that are currently in place such as the daily morning stand-up meetings, department head meetings, staff-wide 'mini-meetings', and I also pointed to the dedication of the staff and Board.

Departure / New Digital Services and Engagement Role

Library Engagement Coordinator Cortney McInerney leaves us December 17 for a role in her spouse's company in Hammond, Indiana. From my memo to staff:

> Good morning Team,
>
> When Cortney moved to Indiana early in 2026 we knew the day would come when she'd find another position and leave a tiring commute to Brookfield behind. That day has come, with Cortney set to take on a marketing role in her spouse's family business in Hammond, Indiana. Cortney's last day with the Library will be Thursday, December 17.
>
> We wish Cortney all the best, and I know everyone will join me in celebrating all she's done for our Library. Please mark your calendars for 12/17 for in-house cake and good-byes.

We have reworked the Community Engagement Coordinator position internally to adapt the opportunity of the opening to the Library's ever-changing needs. The position will evolve to a Digital Services and Engagement Manager role. An overview:

Essential Duties and Responsibilities:

- Provides digital initiative leadership for the Library, community and serves as a resource for staff members.
- Oversees digital resources, databases/collections and the creation and maintenance of the Library's website.
- Manage the Library's social media presence and lead internal staff committee.
- Monitors key technology trends and support their implementation.
- Instructs members in the use of the Library's print and digital resources, both at service desks and in classes and events.
- Participates in library special events.

Ideal Candidates Will:

- Be able to work independently and collaboratively.
- Have a flexible schedule with weeknight and weekend availability.
- Enjoy creating and fostering connections with community members.

Qualifications:

- MLS or master's degree in a related field.

- Bilingual English/Spanish language skills desired.

While for many years the Library's Adult/Teen Manager position was charged with responsibility for maintenance of all digital resources / collections / website, our new and very busy Library environment requires a more hands-on approach and often limits the manager's time. This new Digital Services and Engagement Manager position empowers the Adult/Teen Manager and others to free up much from their plates to focus on service and programming needs.

Adult and Teen Manager Emily Hampston and I have interviews scheduled for the week of November 16.

FY2027 Schedule of Meetings and Closed Days

Trustees will take action at this month's meeting on a calendar of meetings and closing dates for 2027. The only difference from prior years and a first for the Library is that of closing at 6pm the evening prior to the Thanksgiving holiday.

Non-Resident Library Cards

Another end of year action required by Illinois Library Systems in order to participate in interlibrary loan, Trustees will take action on Resolution 2026-07 approving the Library's participation in issuing non-resident cards.

Tree Trim

A handful of staff members headed to tree 125 on the south mall at Brookfield Zoo Chicago to decorate the Library's sponsored tree again this year.



10. **New Business**
    a Discussion and Action: Building Envelope Replacement Project and Allowance Authorizations

WJE

Date: November 4, 2026

Project Number: 2025.2217.0

Project Name: Brookfield Library Partial Reclad

Authorization Number: 05

AUTHORIZATION TO SPEND ALLOWANCE

Owner: The Linda Sokol Francis Brookfield Library
3541 Park Avenue
Brookfield, IL 60513

Contractor: Ward Contracting & Building Restoration, Inc.
5117 Dansher Road
Countryside, IL 60525

Project Allowances

Contingency Allowance:	$80,000.00
Total:	$80,000.00

SUMMARY OF WORK TO BE AUTHORIZED:

Type of Work:	Cost:
Revised Coping Detail	$ (19,120.00)
S and E Elevation Insulation and AVB	$ 22,752.00
S and E Elevation Soffit Rebuild	$ 8,496.80
Study Room Window Film	$ 1,947.30
Total	$ 14,076.10

Supporting Documentation Attached: Ward PCO 1-revised, PCO 6, PCO 7, PCO 8

The original allowance amount was: $80,000.00
Net change by previous expenditures authorized: $52,496.00
Available allowance prior to this request: $27,504.00
Total amount of allowance to be approved in this request: $14,076.10
New available allowance following this authorization: $13,427.90

This summary does not reflect any change to the Total Contract Amount or Contract Time.

Owner:	Contractor:	Architect: Wiss, Janney, Elstner Associates Inc.
Signature:	Signature:	Signature: Heidi L. Mase
Name:	Name:	Name: Heidi Mase
Date:	Date:	Date: 11/4/26

WARD CONTRACTING & BUILDING RESTORATION, INC.

5117 DANSHER ROAD
COUNTRYSIDE, IL 60525
PHONE 708-579-3434
FAX 708-579-1445

Linda Sokol Francis Brookfield Library
Façade Repairs
PCO #1-Revised

TO: Linda Sokol Francis Brookfield Library Board

FROM: Ward Contracting and Building Restoration

RE: Revised Coping Detail

DESCRIPTION OF REQUESTED CHANGE ORDER:

The Parapet detail has been revised per SK-1 dated ***10/27/26***. Major revisions to the contract detail include

- Omit tearing off of roof around perimeter including insulation and nail board. Replacement of material is also omitted.
- Omit removal of existing nailers and installing new nailers
- Revise the coping metal material to be Stainless steel provided by Millenium to match siding panels in lieu of aluminum.
- Install new EPDM membrane wrapped over parapet blocking and over lap onto existing EPDM roof system 6" min.

Roofing Contractor Total	<$31,680.00>
Carpenter Contractor Credit	<$17,392.00>
Millenium Material Add	$30,190.00
Pick of Material (6 hrs. @$250.00/hr)	$1,500.00
Ward Fee (OH/Fee)	<$1,738.00>
Total (Credit)	<$19,120.00>

Outlook

RE: Brookfield Library: Timeline

From JJ Matthews <jj@combinedroofing.com>
Date Tue 11/3/2026 12:33 PM
To Martin Ward <martin@wardcontracting.com>; Jeff Peterson <jpeterson@combinedroofing.com>; Ron Leamon <ron@combinedroofing.com>
Cc ServiceDepartment <ServiceDepartment@combinedroofing.com>

1 attachment (85 KB)
Re: Linda Sokol Francis Brookfield Library - COR 01 for Revised Parapet Wall Detail from SK-1;

Hey Martin,

Attached is an email which covered a good portion of the initial changes, and the credit value at that time was $15,893.00. That credit included adding the fascia extender, credit for omitting the material for the coping (splice plates & cleat too), credit for the tear out & nail base assembly.

With these latest changes, we have some additional labor for roof flashing to credit back to you, we have to credit out the labor for the fascia extender, and we have to add back the materials for the cleat & the underplates for the coping.

To provide our scope for the SK-1 detail attached to WJE Site Visit Report 19:
Base Bid: $99,910.00

COR01 from attached: ($15,893.00)
COR02 from today's changes: ($15,787.00)
Subtotal of credits: ($31,680.00)

Total Revised Contract: $68,230

Please review at your convenience and let me know if you have any questions.

Thank you,

JJ Matthews
Co-President

Combined Roofing Services, LLC

621 W. Washington Street
West Chicago, IL 60185
P: 630-231-4422 EXT 129

WARD CONTRACTING & BUILDING RESTORATION, INC.

5117 DANSHER ROAD
COUNTRYSIDE, IL 60525
PHONE 708-579-3434
FAX 708-579-1445

Parapet Wood Blocking Revision

6/22/2026

Scope	Hours	Unit Cost	Total
Roof Nailer Demo	64	$ (153.00)	$ (9,792.00)
Roof Nailer Install	96	$ (153.00)	$ (14,688.00)
Material			
2x6	1200	$ (1.50)	$ (1,800.00)
2x8	1200	$ (1.12)	$ (1,344.00)
Roof Extension Install	64	$ 153.00	$ 9,792.00
Material	8	$ 55.00	$ 440.00
Total			**$ (17,392.00)**

Stainless Steel SALES CONTRACT

MILLENNIUM FORMS

Date	Estimate #
10/23/2026	6187CO2

BILL TO

Ward Contracting and Building Restoration
5117 Dansher Rd
Countryside, IL
60525

SHIP TO

Ward Contracting and Building Restoration
5117 Dansher Rd
Countryside, IL
60525

Customer PO No.	FOB	Project Name	Terms
Verbal Martin	Elkhorn, WI	Brookfield Library	50% deposit, Bal Prior to Ship

Product	Material	Color	Finish	GA	Description	Qty	Price	Total
Sheets	304	Bronze	Mill	22	304 Stainless Steel , Bronze Mill Finish 22ga, 48" x 120", per sheet	40	730.00	29,200.00
					PVC, plastic protection on sheets, per sheet PVC will need to be removed prior to any laser cutting.	40	20.00	800.00
					Heavy Duty Skid - Sheets (50 sheets per skid),	1	100.00	100.00
					Standard Packaging - Sheets (50 sheets per skid),	1	90.00	90.00
					Estimated Freight is calculated based on ONE (1) shipment to the address listed above. **CUSTOMER PICK UP SHEETS**	1		0.00
					WI State/County Sales Tax at 5.0%		5.00%	0.00

For your convenience, all Payments can be made via: Visa, M/C, A/M, Discover or Wire Transfer. All credit card payments are subject to an additional 3% charge.

Total $30,190.00

Our standard terms require the Sales Contract and Terms & Conditions to be signed and returned along with 50% down payment. The balance in full is due prior to shipping. Lead Times are estimated and based on workload upon material arrival. All prices are subject to change without prior notice.

We assume no responsibility for material quantities ordered; quantities listed in this Sales Contract were provided to us by the undersigned buyer. The undersigned buyer understands that the Millennium Forms color process uses a prismatic separation of light, which causes the colors to have NATURAL VARIATION that may be influenced by viewing angles and lighting conditions. It is important to RANDOMIZE installation of the material. We do offer randomization for $2/SF.

Thank you in advance for your order. ALL SALES ARE FINAL.

Printed Name_____ Signature_____ Date_____

WARD CONTRACTING & BUILDING RESTORATION, INC.

5117 DANSHER ROAD
COUNTRYSIDE, IL 60525
PHONE 708-579-3434
FAX 708-579-1445

Linda Sokol Francis Brookfield Library
Façade Repairs
PCO #6

TO: Linda Sokol Francis Brookfield Library Board

FROM: Ward Contracting and Building Restoration

RE: South and East Elevation Insulation and AVB

DESCRIPTION OF REQUESTED CHANGE ORDER:

Due to the existing conditions not matching the contract drawings, the following changes to the contract were requested per on-site walk through.

At are of CMU (wall type B):

- Install Fluid Applied Membrane Ai/Water barrier as indicated on Concrete drawings
- Credit back 3" spray foam coating

At lower wall section (below 2nd floor deck to top of brick) for wall type A on the East elevation:

- Infill stud cavity similar to detail 1 and 1A on A4.1
- Fill stud cavity with 6" CC Spray foam and shave back

Spray Foam Contractor Credit @ CMU (labor only)	<$2,200.00>
AVB Contractor add @ CMU	$8,785.00
Stud Infill detail 1A on A4.1 – (32 hrs. @ $153)	*$4,896.00*
Stud Infill material	*$2,000.00*
Spray Foam Cont. Add East Elev. (40 hrs. @ $154.00)	*$6,160.00*
Supervision (12 hrs. @ $153.00)	$1,836.00
Ward Fee (on Subcontracts)	$1,275.00
Total (Add)	**$22,752.00**

SAGER SEALANT CORPORATION

708 EAST ELM AVENUE • LA GRANGE, ILLINOIS 60525 • PHONE (708) 354-9300 • FAX (708) 354-9393

October 26, 2026

Ward Contracting & Building Restoration, Inc.
5117 Dansher Road
Countryside, Illinois 60525
ATTN: Mr. Martin Ward

RE: Linda Sokol Library RECLAD

CHANGE ORDER REQUEST #2

A. To Furnish and Install ~1,220 SF of **Fluid-Applied Membrane Air/Water Barriers** to the Exterior Wall Assembly CMU along the East and South Elevations only using *Henry's Air-Bloc 16MR* vapor-retarding membrane system per the email received Friday, October 23, 2026, for the sum of:

Labor	$ 4,705.00
Material	$ 3,390.00
Equipment	$ 690.00
TOTAL	**$ 8,785.00**

Accepted by_____

Bill Malecki
Vice President

B&B PREMIER CONSTRUCTION

760 McArdle Dr. Suite D. Crystal Lake, IL 60014

POC:	**Martin Ward**		**Today's Date:**
POC Phone#:	**708-595-2186**		**Monday, October 26, 2026**
POC Email:	**martin@wardcontracting.com**		
Company:	**General Contractor**		**Revision 1**
Job Name:	**Linda Sokol Library - Reclad CMU SPF**	**DEDUCT**	
Location:	**Brookfield, IL**		**Print Date:**
			Tuesday, July 7, 2026
Prepared by:	**Joe Berg (Joe@bbpremierc.com)**		
	815-608-1542		
Phone#:			
Billing:	AR@bbpremierc.com		**Total Base Bid:**
Safety/Insurance:	Safety@bbpremierc.com		**-$2,200.00**
Ownership	Kyle@bbpremierc.com		
	Cody@bbpremierc.com		

Scope of Work:

Linda Sokol Library - Reclad CMU SPF

SPRAY FOAM SCOPE

Clarifications:

Details	Qty Total:	UOM:
Unused Labor for CO#1 Closed Cell on CMU	2,571	Bd Ft
	SPRAY FOAM TOTAL:	**-$2,200.00**

WARD CONTRACTING & BUILDING RESTORATION, INC.

5117 DANSHER ROAD
COUNTRYSIDE, IL 60525
PHONE 708-579-3434
FAX 708-579-1445

Linda Sokol Francis Brookfield Library
Façade Repairs
PCO #7

TO: Linda Sokol Francis Brookfield Library Board

FROM: Ward Contracting and Building Restoration

RE: South and East Elevation Soffit Rebuild

DESCRIPTION OF REQUESTED CHANGE ORDER:

Due to the existing conditions of the wood soffit at the bottom of wall on a portion of the South elevation and the entire East elevation, it was removed. Per SVR 19 and detail SK-6 a new wood soffit is to be constructed. See detail attached.

Wood Blocking Install – (48 hrs. @ $153.00)	$7,344.00
Wood Blocking Mtl	$769.80
Supervision (2 hrs. @ $153.00)	$306.00
Ward Fee (on Subcontracts/Mtl.)	$77.00
Total (Add)	**$8,496.80**

GEORGE J. ROLL & SONS
Six Generations of Service Since 1888

2258 Vermont Street
Blue Island, IL 60406
708-385-0175 Phone
708-385-0421 Fax

Invoice

Invoice No **126540**
Invoice Date 10/26/2026
Terms 2% 10TH Net 30 Prox
Cust Code W08
Cust Ref:
Order No: **329312**

Invoice Address
Ward Contracting & Building Restoration
5117 Dansher Road
Countryside, IL, 60525

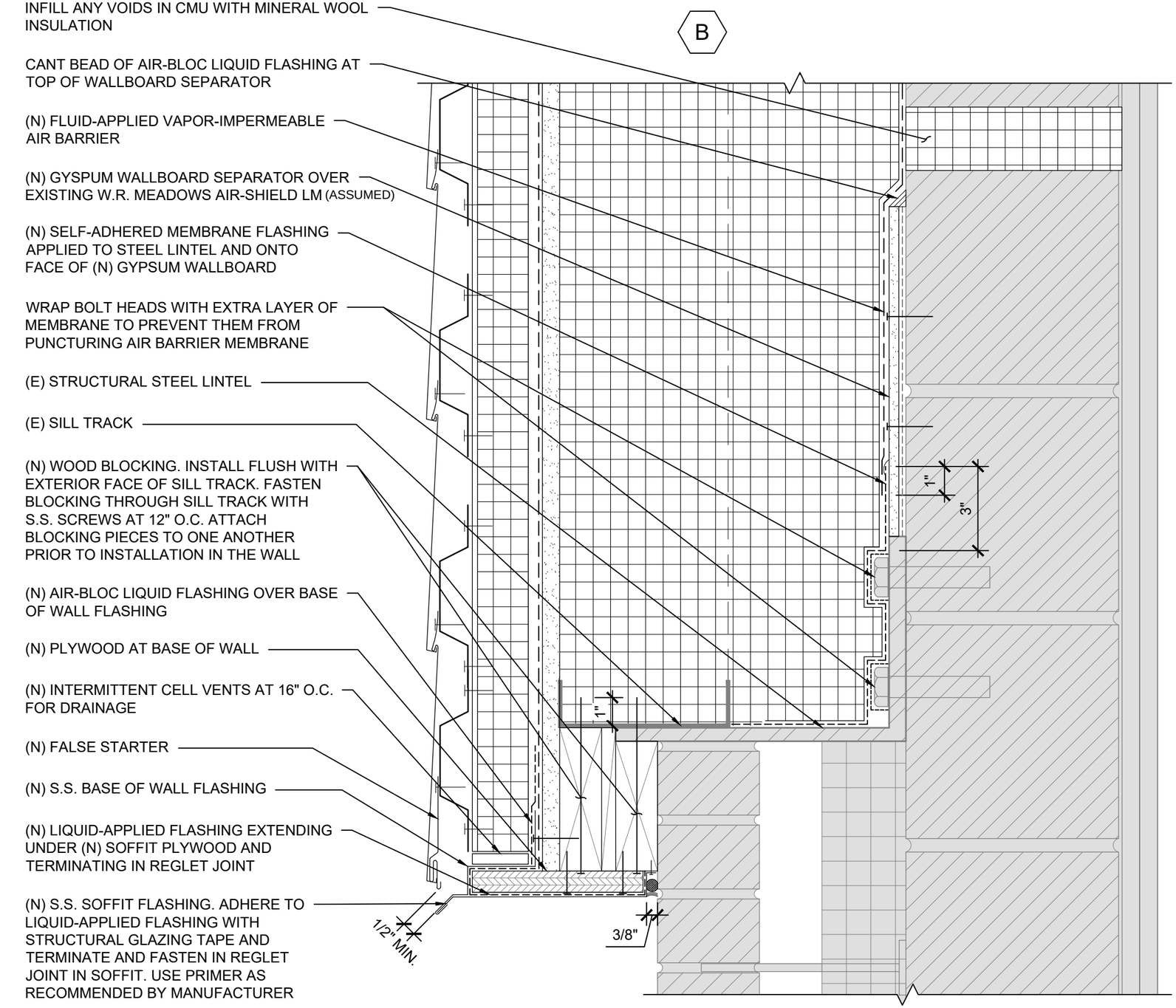
Delivery Address
Ward Contracting & Building Restoration
3541 PARK AVE
BROOKFIELD LIBRARY
BROOKFIELD, IL

#	Quantity	Description	Extension	Price	Amount
1					
2	25	2X6 12' #2 SPF	300.00bf	1,250.00 mbf	375.00
3					
4	6	3/4" CDX SPF 4X8	192.00sf	1,275.00 msf	244.80
		FHC - Flat Hauling Charge			150.00
6					
7					

The invoice is due on 11/30/2026.

In the event the Buyer's obligations arising under this invoice are enforced through a collection agency or attorneys with or without suit or any other proceeding, Buyer agrees to pay all collection costs or reasonable attorney fees of 25% on the principal balance due plus court costs.

Total Amount	$1,846.60
Sales Tax	$0.00
Invoice Total	$1,846.60



1 Soffit Overhang Detail at Level 1 Stairs

Scale: 3" = 1'-0"

Copyright 2026 All rights reserved. No part of this document may be reproduced in any form or by any means without permission from Wiss, Janney, Elstner Associates, Inc. (WJE). WJE disclaims any responsibility for its unauthorized use.

WJE ENGINEERS ARCHITECTS MATERIALS SCIENTISTS

Wiss, Janney, Elstner Associates, Inc.
330 Pfingsten Road
Northbrook, Illinois 60062
847.272.7400 tel | 847.480.9534 fax
www.wje.com

Headquarters & Laboratories: Northbrook, Illinois
Atlanta | Austin | Boston | Chicago | Cleveland | Dallas | Denver | Detroit
Honolulu | Houston | Los Angeles | Minneapolis | New Haven | New York
Princeton | San Francisco | Seattle | Washington, D.C.

Seal

Consultant

Project

The Linda Sokol Francis Brookfield Library

3541 Park Avenue
Brookfield, Illinois 60513

Client

Mark	Date	Description

Project No.	2025.2217.0
Date	10/27/2026
Drawn	ICH
Checked	HLM/RSK
Scale	As Shown

Revised Soffit Overhang Detail at Level 1 Stairs

Sheet Title

Sheet No. **SK-6**

Plotted: 10/27/2026 11:44 PM by Hanley, Isabelle File Name: P:\2025\2025.2xxx\2025.2217.0 - BROOKFIELD LIBRARY (HLM)\Drawings\Brookfield Library Drawings - Construction Phase.dwg

WARD CONTRACTING & BUILDING RESTORATION, INC.

5117 DANSHER ROAD
COUNTRYSIDE, IL 60525
PHONE 708-579-3434
FAX 708-579-1445

Linda Sokol Francis Brookfield Library
Façade Repairs
PCO #8

TO: Linda Sokol Francis Brookfield Library Board

FROM: Ward Contracting and Building Restoration

RE: Study Room Window Film

DESCRIPTION OF REQUESTED CHANGE ORDER:

Replace the film on the North Elevation single study room glass. Film was removed as part of the window investigation work.

Cushing Co.	$1,770.30
Ward Fee (on Subcontracts/Mtl.)	$177.00
Total (Add)	**$1,947.30**

Cushing Co.
213 W. Institute Place, Suite 200
Chicago, IL 60610

Tel 312 266 8228
www.cushingco.com

Quote Q059214

Company : WARD CONTRACTING
5117 Dansher Road
Countryside, IL 60525
United States

Contact : Martin Ward
Email : martin@wardcontracting.com

Quote date	11/03/26
Customer account	C06183
Account manager	House Account
Quote Total	**$1,770.30**

Hi Martin,

Thank you for your quote request.

Product 1
Job title : **SXJ-0547 Feather Gradient**
Description : SXJ-0547 Feather Gradient Film

Replace 1 film on 1 pane of glass. Enough film accounted for if we need to remove the pane next to it for any fading/matching issues etc.

Quantity : **1**
Unit Price : $633.15

Amount payable **$633.15**

PROJECT NAME: LINDA SOKOL FRANCIS BROOKFIELD LIBRARY - Study Room Replacement Film

Terms of quotation and supply are strictly 30 days from date of issue. Prices are subject to sight of final artwork supplied. Any author's corrections may incur an additional cost. For full Terms & Conditions please visit
https://www.cushingco.com/terms-and-conditions/

Cushing Co.
213 W. Institute Place, Suite 200
Chicago, IL 60610

Tel 312 266 8228
www.cushingco.com

Quote Q059214

Company : WARD CONTRACTING
5117 Dansher Road
Countryside, IL 60525
United States

Contact : Martin Ward
Email : martin@wardcontracting.com

Page	2 of 2
Quote date	11/03/26
Customer account	C06183
Account manager	House Account
Quote Total	**$1,770.30**

Product 2
Job title : **Installation Services**
Description :
Installation: union installation services

Quantity : **1**
Unit Price : $1,137.15

Amount payable **$1,137.15**

PROJECT NAME: LINDA SOKOL FRANCIS BROOKFIELD LIBRARY - Study Room Replacement Film

Quote freight price is estimated at $0.00

Thank you,
The Cushing Team

Signatures:

Cushing: _____ Date: _____

Customer: _____ Date: _____

Terms of quotation and supply are strictly 30 days from date of issue. Prices are subject to sight of final artwork supplied. Any author's corrections may incur an additional cost. For full Terms & Conditions please visit **https://www.cushingco.com/terms-and-conditions/**

b Discussion: Employee Engagement Survey

HR Source

Linda Sokol Francis Brookfield Public Library

Employee Engagement Survey Executive Summary

November 2026

PRESENTED BY:

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Senior Compensation/Survey Analyst

Mary Lynn Fayoumi, CAE, SPHR, SHRM-SCP

President & CEO

HR Source

Linda Sokol Francis Brookfield Public Library

Employee Engagement Survey Response Rate

Administration: October 14 - 21, 2026

EAA Average Response Rate: 75%

Survey Responses by Group

DEPARTMENT

Admin, Tech Services and Engagement	7/9
Adult and Teen	8/8
Circulation	6/7
Youth Services	5/6

Overall Response Rate

87%

26 of 30 employees

© 2026, HR Source

HR Source

Survey Components

Three core dimensions provide a comprehensive view of the employee experience.

01



Employee Engagement

Measures the emotional commitment and connection employees have to their organization, role, and team.

KEY MEASURES

- Level of enthusiasm and dedication
- Sense of belonging and purpose
- Connection to organizational mission
- Willingness to go above and beyond

02



Employee Satisfaction

Assesses how content employees are with their day-to-day work experience, environment, and conditions.

KEY MEASURES

- Satisfaction with work environment
- Relationship with management
- Compensation and benefits
- Work-life balance and flexibility

03



Employee Feedback

Captures employee voice on organizational practices, communication, and opportunities for improvement.

KEY MEASURES

- Open-ended qualitative responses
- Suggestions for improvement
- Recognition of strengths
- Input on organizational practices

© 2026, HR Source

HR Source

Survey Measurement Factors

Ten factors assess the overall employee engagement experience.

1. **Executive Leadership**
2. **Supervisory & Management**
3. **Communication**
4. **Compensation**
5. **Benefits**
6. **Operational Effectiveness**
7. **Organizational Practices**
8. **Employee Development & Recognition**
9. **Work Life Satisfaction**
10. **Employee Commitment**

© 2026, HR Source

HR Source

Drivers of Employee Engagement

Five core elements shape how employees connect with their work and organization.



Alignment

Establish a clear mission & values that connect employees to organizational purpose



Trust

Foster transparent & inclusive communication at every level of the organization



Appreciation

Make employees feel valued & recognized for their unique contributions



Career Growth

Invest in personal growth & development to unlock each employee's potential



Relationships

Establish meaningful work relationships built on respect and collaboration

© 2026, HR Source

HR Source

Employee Engagement Levels

Three levels of engagement — reflect different degrees of connection, effort, and commitment to the organization.

ENGAGEMENT LEVELS



Highly Engaged

Goes Above & Beyond

Employees who show strong enthusiasm, take ownership, and consistently go above and beyond expectations.



Partially Engaged

Meets Expectations

Employees who meet expectations and contribute reliably but show limited initiative.



Disengaged

Minimal Contribution

Employees who do only what is required and show low motivation or connection to their work.

© 2026, HR Source

HR Source

The Engaged Employee

THE ENGAGED EMPLOYEE



Employer Enthusiast

Advocacy

Champions the organization and speaks positively about their workplace to others.



Discretionary Effort

Extra Mile

Willingly contributes effort beyond what is formally required of them.



Intent to Stay

Commitment

Plans to remain long-term and resists opportunities to leave.



Engaged Employee

Advocates · Above & Beyond · Organizational Loyalty

© 2026, HR Source

HR Source

Score Comparison by Engagement Level

2026 SURVEY RESULTS

Engagement is a key driver of performance and retention. Highly engaged employees are enthusiastic, go the extra mile, and intend to stay.

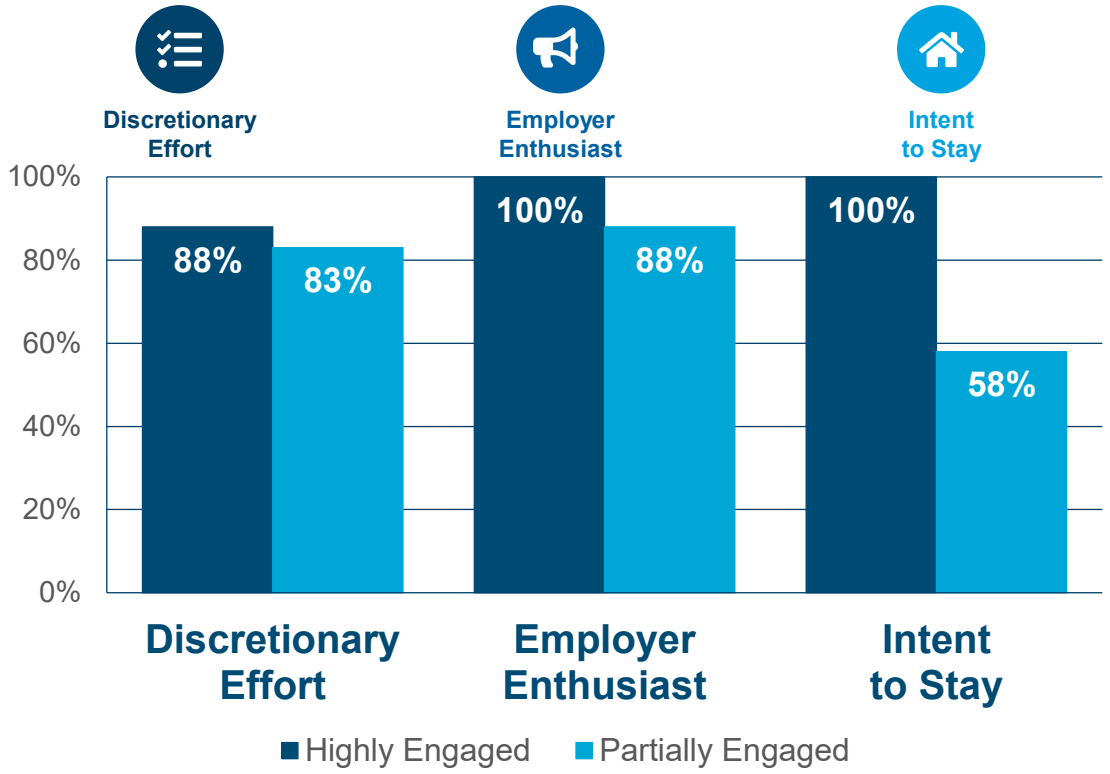
SURVEY POPULATION

50% Highly Engaged

46% Partially Engaged

4% Disengaged

HIGHLY ENGAGED vs. PARTIALLY ENGAGED



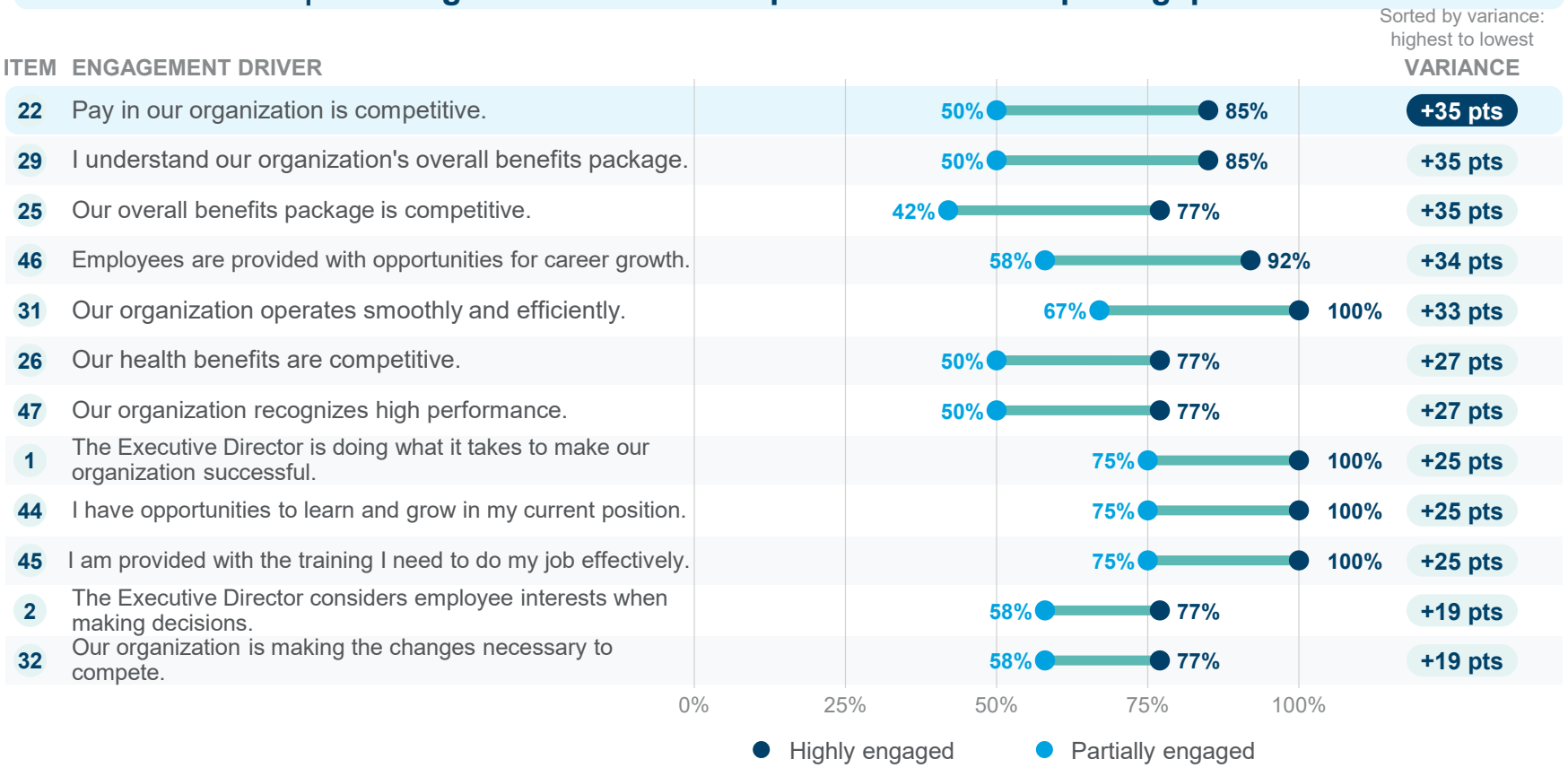
Highly engaged employees consistently score higher across all three components compared to partially engaged employees.

© 2026, HR Source

Engagement Experience Gap

Favorable responses to the same engagement-driver questions

KEY FINDING | The largest variance is compensation with 35-point gap.

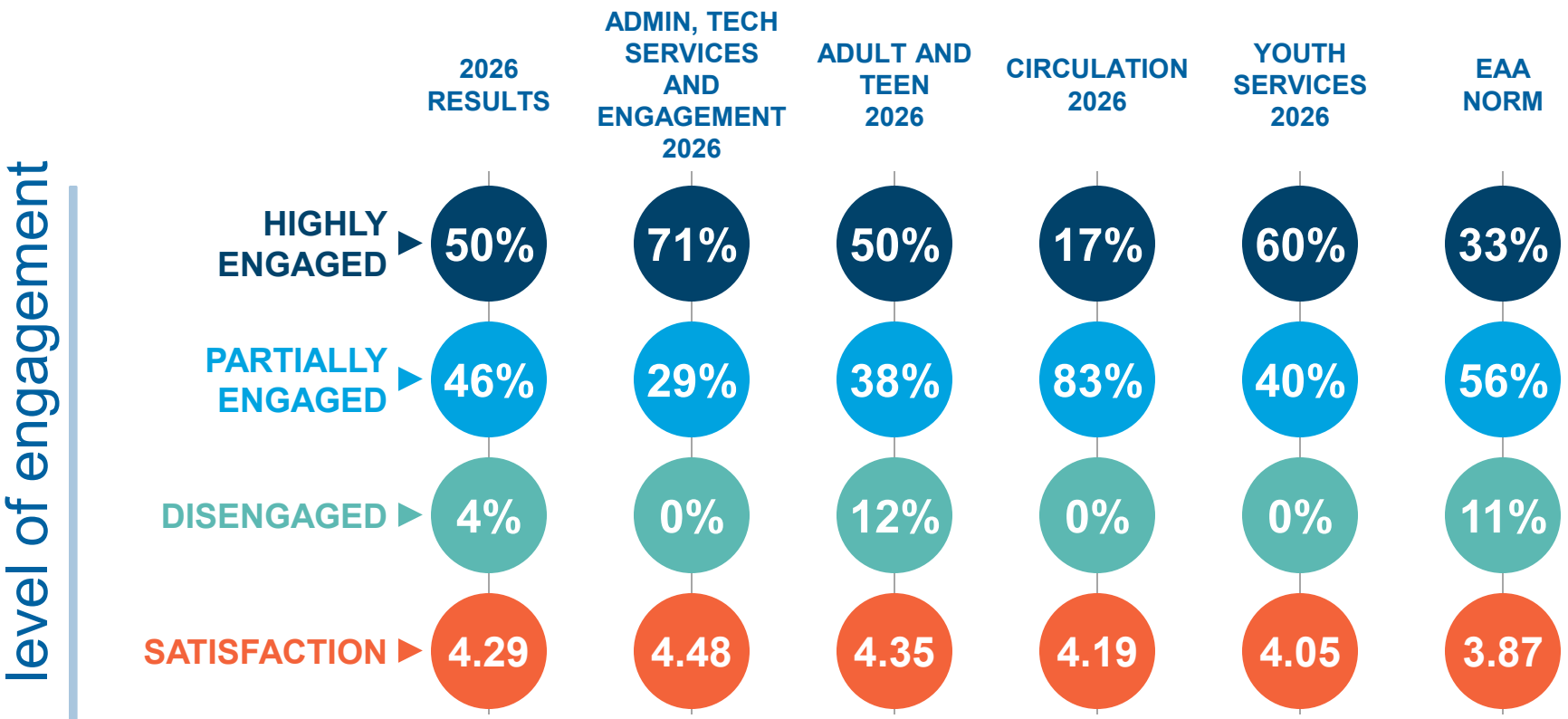


Percent favorable among highly engaged and partially engaged employees. Disengaged employees were excluded from calculations.

© 2026, HR Source

Engagement Overview

2026 ENGAGEMENT SURVEY: Linda Sokol Francis Brookfield Public Library



© 2026, HR Source

Employee Satisfaction

Measurement Factors	Your 2026 Results	EAA Norm
Executive Leadership	4.21	3.78
Supervisors/Managers	4.53	4.09
Communication	4.27	3.64
Compensation	3.90	3.38
Benefits	4.01	3.81
Operational Effectiveness	4.32	3.80
Organizational Practices	4.36	3.98
Employee Development & Recognition	4.10	3.65
Work Life Satisfaction	4.43	4.01
Employee Commitment	4.38	4.07
Mean*	**4.29**	**3.87**

*Average of all 62 statements

© 2026, HR Source

100% Satisfaction

2026 ENGAGEMENT SURVEY: Linda Sokol Francis Brookfield Public Library

"My supervisor supports the goals and objectives of our organization."

"I am proud of our organization's products and/or services."

"My job makes good use of my knowledge, skills, and abilities."

"My supervisor follows up on my questions."

"The people in my department work well together."

© 2026, HR Source

Key Strengths

(Employee Engagement Survey Highest Scoring Questions)



QUESTION 60

I am proud of our organization's products and/or services.



QUESTION 13

My supervisor treats me with respect.



QUESTION 8

My supervisor supports the goals and objectives of our organization.



QUESTION 10

My supervisor follows up on my questions.



QUESTION 11

My supervisor gives me enough freedom to do my work.



QUESTION 15

My supervisor gives me recognition for the work I do.

© 2026, HR Source

Strengths



Employees appreciate having friendly, compassionate coworkers who collaborate, help one another, and create a welcoming environment.



Employees find satisfaction in helping patrons, meeting community needs, and making a meaningful difference.



Employees value their varied job responsibilities, and having opportunities to bring their ideas to work to create positive experiences for library patrons.

© 2026, HR Source

Key Opportunities

(Employee Engagement Survey Lowest Scoring Questions)



QUESTION 47

Our organization recognizes high performance.



QUESTION 23

I understand how my pay is determined.



QUESTION 2

The Executive Director considers employee interests when making decisions.



QUESTION 22

Pay in our organization is competitive.



QUESTION 29

I understand our organization's overall benefits package.



QUESTION 32

Our organization is making the changes necessary to compete.

© 2026, HR Source

Opportunities



Employees would like to have stronger support for managing disruptive patron behavior, particularly during after-school hours, and to consider additional security or monitoring resources.



Employees want greater communication around organizational decisions, staffing changes, and departmental updates, along with meaningful opportunities to provide input.



Other areas employees commented on were competitiveness of pay, scheduling limitations for part-time employees, access to benefits, and consistency in addressing performance concerns.

© 2026, HR Source

www.hrsource.org

HR Source

Thank you!

CONTACT INFORMATION:

HR Source
info@hrsource.org
(800) 448-4584

HR Source offers focus group facilitation, leadership coaching, management training, recruitment services, and more.

Employee Engagement Survey Action Plan

EMPLOYEE OPINION SURVEY ACTION TEAM:

Kimberly Coughran

Jennifer Smith

Eddie Eng

Apryl Chapman-Konar

Leslie Hartoonian

Kyle Lovett

Based on the feedback provided in the Employee Engagement Survey, the following four priority areas will be targeted for improvement. The newly formed Action Team will meet over the next few weeks in an effort to finalize and put into action the following plan.

Target Area I: Compensation Philosophy

Discussion Points:
Do we meet, lead, or lag the market?
Performance-based pay

Target Area II: Transparency in Salary and Benefits Structures

Discussion Points:
Components of compensation—base pay, incentive/variable pay, benefits
Supplying Library's current salary scale
Supplying comparable data / area-wide survey (LACONI Salary Survey)
Educating staff at all levels on available benefits

Target Area III: Behavior Management

Discussion Points:
Staff fatigue
Consistency in responding to member needs
Stigma and evolving methodologies e.g. de-escalation
Portrayal of children / tween / teen members

Target Area IV: Communication

Discussion Points:
Organizational change
Departmental changes e.g. staff and schedules
Face to face meetings

EMPLOYEE ENGAGEMENT SURVEY ACTION TEAM:

Kimberly Coughran

Department Head

Full-Timer

Part-timer YS

Part-timer Circulation

Employee Engagement Survey Action Plan—Behavior Target Area

Target Area III: Behavior Management / Monitors

Discussion Points:

Staff fatigue

Consistency in responding to member needs

Stigma and evolving methodologies e.g. de-escalation

Portrayal of children / tween / teen members

Library	Behavior Monitoring
LaGrange	No. Library employs a social worker for community connection and appointments/referrals (no casework) rather than in a security capacity.
LaGrange Park	No
Riverside	No
N. Riverside	No
Lyons	No
Forest Park	No. Library sits across from CTA Green Line train. Library employs one safety monitor (Tue—Sa 9-5) and one half-time occasional evening monitor. Neither monitor the doors.
Oak Park	No. Social Services & Safety Team

c Discussion: Annual Per Capita Grant
d Action: FY2027 Schedule of Meetings and Closed Days

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Library Board of Trustees

Jennifer Paliatka
President

Michelle Parker
Vice President

Linda Kampschroeder
Secretary

Phil Weglarz
Trustee

Edgar Mihelic
Treasurer

David Jakubiak
Trustee

Natalie DeJonghe
Trustee

Schedule of Regular Meetings Fiscal Year 2027

All meetings begin at 6:30 PM at the Library

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 17

December 15

Meetings are open, and the public is welcome to attend. Individuals with disabilities wishing to attend any of these meetings are asked to contact the Library Director at least 48 hours in advance of the meeting if special accommodations are required.

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

Calendar of Closed Days – Fiscal Year 2027

January 1, 2027	New Year's Day
March 28, 2027	Easter Sunday
May 31, 2027	Memorial Day
July 4, 2027	Independence Day
September 6, 2027	Labor Day
November 25, 2027	Thanksgiving Eve 6pm
November 26, 2027	Thanksgiving
December 24, 2027	Christmas Eve
December 25, 2027	Christmas Day
December 31, 2027	New Year's Eve

e Action: Resolution 2026-07 Authorizing Non-Resident Library Cards

LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
INFORM • INSPIRE • INNOVATE

RESOLUTION NO. 2026-07

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS the Linda Sokol Francis Brookfield Library is a tax-supported public library; and

WHEREAS people residing within the jurisdictional boundaries of the Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS PA 92-0166 of the State of Illinois stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library closest to the person's principal residence"; and,

WHEREAS the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS the Board of Trustees of the Linda Sokol Francis Brookfield Library has determined for its 2027 fiscal year, commencing January 1, 2027, and ending December 31, 2027, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards; now, therefore,

BE IT RESOLVED by the Board of Trustees of the Linda Sokol Francis Brookfield Library, Cook County, Illinois, as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Linda Sokol Francis Brookfield Library whose closest library is the Linda Sokol Francis Brookfield Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Linda Sokol Francis Brookfield Library, may purchase a non-resident fee card for a price calculated according to the Tax Bill Method (23 Ad. Code 3050.60(b)).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Linda Sokol Francis Brookfield Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-

resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adopting of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: A valid non-resident library card issued by the Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 18^{h} day of November, 2026, pursuant to a roll call as follows:

AYES:
_____

NAYS:
_____

ABSENT:
_____

_____
Jennifer Paliatka, President

ATTEST:

_____
Linda Kampschroeder, Secretary

f Action: Monthly Bills

LINDA SOKOL FRANCIS

BROOKFIELD LIBRARY

INFORM • INSPIRE • INNOVATE

WARRANT - November 18, 2026			
Payroll 11/6/26		$ 42,540.55	Estimated
Payroll 11/25/26		$ 42,411.66	Estimated
Unpaid bills (List below)		$ 618,175.16	
TOTAL DISBURSEMENTS		$ 703,127.37	

**Payroll figures include all payroll liabilities/expenses (Federal & State tax payments, etc.)*

November 18, 2026 - LIST OF BILLS

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
AMAZON		Materials	11.18.26	1,250.00
B & B Networks		Phone	11.18.26	181.64
B. Allan Graphics		Materials	11.18.26	2,400.00
Case Lots, Inc.		Newsletter	11.18.26	153.70
Comcast		Internet	11.18.26	930.00
Creative IT Consulting, LLC		Computers & IT	11.18.26	6,825.00
First National Bank of Brookfield		Loan Pay	11.18.26	296,844.14
IHLS-OCLC		OCLC	11.18.26	15.26
Independent Construction Services		Owners Rep	11.18.26	5,147.50
Ingram Library Services		Materials	11.18.26	708.67
Kanopy, Inc.		Materials	11.18.26	247.35
KONICA Minolta Business Solutions		Copiers	11.18.26	357.55
LIMRiCC - PHIP		PHIP	11.18.26	18,604.84
Meristem Advisors LLC		Consulant	11.18.26	475.00
Midwest Tape		Hoopla	11.18.26	3,518.75
Oak Lawn Public Library		Staff Seminar	11.18.26	375.00
Samantha Concklin		Presenter	11.18.26	30.00
Smithreen Pest Mgmt		Bug Guy	11.18.26	100.00
The Library Store		Promo	11.18.26	200.31
Thunder Moon Studio Inc.		Presenter	11.18.26	50.00
Tischler Finer Foods		Friends Lunch	11.18.26	151.35
Unique Management Services, Inc.		Materials	11.18.26	108.35

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
Village of Brookfield		IMRF	11.18.26	7,531.14
Visa		Credit Card	11.18.26	3,400.00
Ward Contracting & Building Restoration		Bldg Contractor	11.18.26	253,543.80
Wiss, Janney, Elstner Associates, Inc		Bldg Contractor	11.18.26	15,025.81
Total				$ 618,175.16

11. **Final Public Forum**

    Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.

12. **Announcements**
13. **Adjournment**