

NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

July 16, 2020 | 7:00 p.m.

Northbrook Public Library Pollak Room & RingCentral Webinar

Register to attend the meeting virtually:

https://webinar.ringcentral.com/webinar/register/WN_3AORlcm6R4ieoWYvHGV6XQ

**After registering, you will immediately receive a confirmation email
containing joining information**

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
 - 3.1 Approval of the Agenda
 - 3.2 Regular Session Minutes – June 18, 2020
 - 3.3 Cash Balances & Income Statement June 2020
 - 3.4 Approve Bills and Charges from June 2020
 - 3.5 Illinois Public Library Annual Report
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Unfinished Business
 - 6.1 Construction Projects Update
 - 1..1 Boiler Ventilation
 - 2..1 Exterior Façade
 - 3..1 Study Rooms & Penthouse Renovation
 - 6.2 Reopening Plan Update
- 7 New Business
 - 7.1 Equity, Diversity & Inclusion Initiative
- 8 Agenda Building
- 9 Adjourn

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

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested to contact Brodie Austin at 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
6/30/2020**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	7,227,699.97	2,000.23	482,959.64	6,746,740.56
	Restricted	236,671.88	129.91	2,095.30	234,706.49
	IMRF	671,014.20		33,325.35	637,688.85
	Fica	196,089.56		23,393.23	172,696.33
	Total Operating	\$ 8,331,475.61	\$ 2,130.14	\$ 541,773.52	\$ 7,791,832.23
<u>Capital Improvement</u>		\$ 5,955,299.41	\$ 21,576.27	\$ 404,104.11	\$ 5,572,771.57
<u>Debt Service</u>		\$ 38,316.79			\$ 38,316.79

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	68,918.51	(49,714.08)	38,111.54
PayPal	3,457.04	-	-
GSB - Money Market	225,835.93	-	-
Fifth Third - Checking/Money Market	7,488,631.25	5,618,975.85	-
US Bancorp	659.09	511.28	
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
Total	\$ 7,791,832.23	\$5,572,771.57	\$ 38,316.79

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

In May 2020, Northbrook Bank and Trust notified the Library that the Variable CD option that was offered was being sunsetted. The Accounts were closed and funds were rolled into the checking account for the Capital Improvement Fund and the Debt Service Fund.

June 2020 Financial Summary

Total General Fund revenues collected to date is \$3,858,146.13, budget differences include:

- 51.78% of property taxes have been collected
- Due to COVID 19 and a change in policy, we have not collected Fines or Fees.

Total General Fund expenditures are \$1,088,543.11, budget differences include:

- Programming costs are less than budget due to COVID 19
- OCLC costs are paid quarterly – we are waiting to process on the April Overdrive MARC record invoice
- Unemployment / Workers Compensation represents is 10 months of expense
- Photocopy costs for coin tower and papercut are annual charges
- Supply costs are less than budget due to COVID 19
- Software costs are annual charges
- Postage costs are less than budget due to COVID 19
- General Insurance is 10 months of expense
- Telephone represents 6 months of Ring Central expense
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to COVID 19
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to COVID 19
- Janitorial Supplies is less than budget due to COVID 19
- Utilities – gas invoices for May and June have not been received

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

Northbrook Public Library
Income Statement
6/30/20

01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$916.08	\$0.00	\$3,847,940.82	\$3,852,055.40	\$7,439,188.00	51.78%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
Impact Fees	\$579.70	\$0.00	\$828.10	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$5,209.87	\$26.00	\$10,022.83	\$26.00	\$37,500.00	0.07%
Interest Income	\$13,635.81	\$2,054.95	\$29,962.88	\$5,616.48	\$50,000.00	11.23%
Other Income	\$6,345.50	\$0.00	\$6,395.70	\$108.80	\$100,000.00	0.11%
Total Undesignated Revenue	\$26,686.96	\$2,080.95	\$3,895,150.33	\$3,857,806.68	\$7,726,688.00	49.93%
Designated Revenue						
Gifts & Other Designated Income	\$14,517.92	\$101.22	\$17,209.04	\$298.78	\$100,000.00	0.30%
Designated Interest Income	\$57.38	\$28.69	\$72.18	\$40.67	\$0.00	0.00%
Total Designated Revenue	\$14,575.30	\$129.91	\$17,281.22	\$339.45	\$100,000.00	0.34%
Total Revenues	\$41,262.26	\$2,210.86	\$3,912,431.55	\$3,858,146.13	\$7,826,688.00	49.29%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$102,635.77	\$66,565.44	\$155,873.75	\$137,588.37	\$923,000.00	14.91%
Audio Visual	\$98,090.16	\$63,662.36	\$133,535.49	\$130,106.70	\$0.00	
Videos/DVDs	\$6,153.32	\$1,269.38	\$10,706.80	\$2,566.73	\$0.00	
Programs	\$8,392.29	\$1,633.70	\$11,631.30	\$4,914.94	\$0.00	
OCLC	\$12,241.21	\$1,175.87	\$33,893.28	\$4,453.06	\$119,000.00	3.74%
CCS Shared Costs	\$1,979.39	\$0.00	\$3,937.53	\$1,452.23	\$21,000.00	6.92%
Total Materials & Services	\$6,326.90	\$0.00	\$12,653.80	\$13,577.75	\$82,000.00	16.56%
	\$123,183.27	\$67,741.31	\$206,358.36	\$157,071.41	\$1,145,000.00	13.72%
Human Resources						
General Salaries and Wages	\$309,193.67	\$301,826.50	\$612,467.75	\$612,066.50	\$3,928,756.00	15.58%
Maintenance Salaries & Wages	\$13,300.06	\$14,519.00	\$26,456.08	\$28,774.10	\$179,744.00	16.01%
Group Insurance	\$41,663.47	\$51,235.57	\$83,220.44	\$102,671.96	\$630,000.00	16.30%
Unemployment/Worker's Comp	\$3,525.00	\$0.00	\$18,572.75	\$15,649.62	\$27,000.00	57.96%
Staff Development	\$3,377.25	\$26.08	\$19,315.62	\$12,739.40	\$98,000.00	13.00%
Total Human Resources	\$371,059.45	\$367,607.15	\$760,032.64	\$771,901.58	\$4,863,500.00	15.87%

Northbrook Public Library
Income Statement
6/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.66%
Operating Costs						
Photocopy	\$2,939.96	\$1,209.69	\$13,873.04	\$11,428.65	\$35,000.00	32.65%
Office & Library Supplies	\$9,203.12	\$2,047.68	\$12,390.09	\$5,899.68	\$70,000.00	8.43%
Software	\$725.00	\$2,299.15	\$19,300.48	\$15,539.78	\$95,000.00	16.36%
Postage	\$38.37	\$284.64	\$38.37	\$284.64	\$20,000.00	1.42%
General Insurance	\$0.00	\$0.00	\$44,773.88	\$46,138.02	\$59,000.00	78.20%
Telephone/Internet	\$833.13	\$381.67	\$3,449.54	\$15,636.26	\$36,000.00	43.43%
Professional Services	\$35,118.30	\$0.00	\$54,734.97	\$34,433.34	\$265,000.00	12.99%
Furniture, Equipment	\$0.00	\$1,349.15	\$3,423.48	\$5,037.52	\$100,000.00	5.04%
Equipment Rental & Maintenance	\$688.02	\$0.00	\$3,854.02	\$0.00	\$20,000.00	0.00%
Community Relations	\$5,609.36	\$5,479.01	\$6,854.99	\$4,621.01	\$48,000.00	9.63%
Total Operating Costs	\$55,155.26	\$13,050.99	\$162,692.86	\$139,018.90	\$748,000.00	18.59%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$4,363.90	\$940.06	\$6,224.67	\$2,111.21	\$45,000.00	4.69%
Utilities	\$12,013.00	\$3,404.30	\$11,226.42	\$350.00	\$53,000.00	0.66%
Building Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Contracted Services	\$19,498.88	\$8,252.89	\$36,253.80	\$15,193.25	\$135,000.00	11.25%
Total Maintenance	\$35,875.78	\$12,597.25	\$53,704.89	\$17,654.46	\$266,000.00	6.64%
Other Expenses						
Contingency & Misc Exp	\$160.71	\$80.72	\$714.47	\$89.20	\$100,000.00	0.09%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$160.71	\$80.72	\$714.47	\$89.20	\$103,500.00	0.09%
Total Undesignated Expenses	\$585,434.47	\$461,077.42	\$1,183,503.22	\$1,085,735.55	\$7,126,000.00	15.24%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,469.89	\$1,882.80	\$7,115.38	\$1,882.80	\$100,000.00	1.88%
Designated Materials Expense	\$48.60	\$0.00	\$404.53	\$562.26	\$0.00	0.00%
Designated Program Expense	\$1,500.00	\$212.50	\$3,345.00	\$362.50	\$0.00	0.00%
Total Designated Expenses	\$3,018.49	\$2,095.30	\$10,864.91	\$2,807.56	\$100,000.00	2.81%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$588,452.96	\$463,172.72	\$1,194,368.13	\$1,088,543.11	\$7,676,000.00	14.18%
NET SURPLUS/(DEFICIT)	(\$547,190.70)	(\$460,961.86)	\$2,718,063.42	\$2,769,603.02	\$150,688.00	

Northbrook Public Library
Income Statement
6/30/20

02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF						
Property Tax Levy FICA						
Interest Income IMRF						
Interest Income FICA						
Total Undesignated Revenue						
Total Revenues						
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF						
Employer FICA						
Total Human Resources						
Total Undesignated Expenses						
Total Expenses						
NET SURPLUS/(DEFICIT)						

Northbrook Public Library
Income Statement
6/30/20

03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income						
Total Undesignated Revenue	\$1,108.28	\$1,576.27	\$1,999.70	\$4,107.68	\$25,000.00	16.43%
	\$1,108.28	\$1,576.27	\$1,999.70	\$4,107.68	\$25,000.00	16.43%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$1,108.28	\$1,576.27	\$1,999.70	\$4,107.68	\$450,000.00	0.91%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$212,975.15	\$230,958.00	\$285,189.63	\$474,305.67	\$2,837,178.00	16.72%
Professional Fees	\$0.00	\$12,457.90	\$0.00	\$12,457.90	\$250,000.00	4.98%
Furniture & Equipment	\$2,784.09	\$160,688.21	\$52,335.17	\$160,688.21	\$250,000.00	64.28%
Total Capital & Bond Expenses	\$215,759.24	\$404,104.11	\$337,524.80	\$647,451.78	\$3,337,178.00	19.40%
Total Undesignated Expenses	\$215,759.24	\$404,104.11	\$337,524.80	\$647,451.78	\$3,337,178.00	19.40%
Total Expenses	\$215,759.24	\$404,104.11	\$337,524.80	\$647,451.78	\$3,337,178.00	19.40%
NET SURPLUS/(DEFICIT)	(\$214,650.96)	(\$402,527.84)	(\$335,525.10)	(\$643,344.10)	(\$2,887,178.00)	

Northbrook Public Library
Income Statement
6/30/20

05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$64.72	\$0.00	\$271,863.52	\$273,130.18	\$527,476.00	51.78%
Interest Income	\$4.64	\$0.00	\$10.91	(\$0.23)	\$500.00	(0.05%)
Total Undesignated Revenue	\$69.36	\$0.00	\$271,874.43	\$273,129.95	\$527,976.00	51.73%
Total Revenues	\$69.36	\$0.00	\$271,874.43	\$273,129.95	\$527,976.00	51.73%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$264,945.00	78.18%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$262,531.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Total Undesignated Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,976.00	39.23%
NET SURPLUS/(DEFICIT)	\$69.36	\$0.00	\$137,158.11	\$65,986.19	\$0.00	

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of June 20

Operating Funds

Library Claims List	\$	89,239.35
Librarian's Claims List	\$	9,163.30
Payroll	\$	303,390.06
Fica/IMRF	\$	56,718.58
ACH to IPBC	\$	63,262.23
Transfer to CIF	\$	20,000.00
Total Operating Funds	\$	541,773.52

Capital Improvement Fund

Claims List	\$	404,104.11
	\$	404,104.11

Debt Service Fund

Grand Total Library	\$	945,877.63
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
24193	6/29/2020	Amazon	\$1,577.59	monthly payment supplies
24194	6/29/2020	Baker & Taylor	\$7,487.51	monthly payment materials
24195	6/29/2020	Best Quality Cleaning	\$3,596.36	monthly payment buidling cleaning
24196	6/29/2020	Brainfuse Inc.	\$3,000.00	annual payment database
24197	6/29/2020	Brodart Co.	\$1,349.15	monthly payment supplies
24198	6/29/2020	CenterPoint Energy Services, Inc.	\$2,492.64	monthly payment utilities
24199	6/29/2020	Discovery Benefits, Inc.	\$2,448.98	monthly payment flexible spending, dedendant care and commuter benefit
24200	6/29/2020	EBSCO Information Services	\$13,000.68	annual payment periodicals
24201	6/29/2020	F.E. Moran, Inc. - Fire Protection - North	\$2,045.00	annual payment building repair
24202	6/29/2020	Grainger	\$699.05	monthly payment janitorial supplies
24203	6/29/2020	Midwest Tape	\$1,479.92	monthly payment materials
24204	6/29/2020	Overdrive	\$25,268.54	monthly payment materials
24205	6/29/2020	Petersen Bros. Plastics, Inc.	\$1,882.80	monthly payment supplies
24206	6/29/2020	Proquest	\$12,470.76	annual payment database
24207	6/29/2020	Reaching Across Illinois Library System	\$945.00	annual payment software
24208	6/29/2020	Record Information Services, Inc.	\$1,330.00	annual payment database
24209	6/29/2020	Rotary Club of Northbrook	\$858.00	annual payment community relations
24210	6/29/2020	Runco Office Supply	\$1,076.76	monthly payment supplies
24211	6/29/2020	Siemens Industry Inc.	\$1,987.50	quarterly payment contracted services
24212	6/29/2020	Vis-O-Graphic, Inc.	\$3,478.11	bimonthly payment for newsletter
24213	6/29/2020	Wells Fargo Vender Fin Serv	\$765.00	monthly payment photocopy
			<u>\$89,239.35</u>	

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

Transaction Number	Transaction Date	Reference	Payments
50232	6/23/2020	Accurate Office Supply Co.	\$218.00
50233	6/23/2020	Advanced Disposal	\$350.00
50234	6/23/2020	Alert Protective Services	\$114.03
50235	6/23/2020	American Library Association - Training	\$65.99
50236	6/23/2020	Aquatic Works LTD	\$350.00
50237	6/23/2020	Barbara's Balloons, Inc.	\$500.00
50238	6/23/2020	Barchart.com	\$249.00
50239	6/23/2020	BMI	\$160.00
50240	6/23/2020	CallOne	\$375.67
50241	6/23/2020	Chicago Filter Supply	\$128.88
50242	6/23/2020	Dick Blick	\$321.20
50243	6/23/2020	Discovery Benefits - Simplify	\$109.50
50244	6/23/2020	Do It Yourself Magazine	\$19.96
50245	6/23/2020	Cathleen Doyle	\$214.93
50246	6/23/2020	Mark Gelfeld	\$100.00
50247	6/23/2020	Scott Green	\$350.00
50248	6/23/2020	Illinois Library Association	\$150.00
50249	6/23/2020	Impact Networking LLC	\$444.69
50250	6/23/2020	Information Today, Inc.	\$414.50
50251	6/23/2020	Karen Kleckner Keefe	\$300.00
50252	6/23/2020	Summer Kosuge	\$5.98
50253	6/23/2020	Lechner Services	\$106.14
50254	6/23/2020	Eric Leonardson	\$250.00
50255	6/23/2020	LibraryWorks, Inc.	\$350.00
50256	6/23/2020	Susan Maddox	\$200.00
50257	6/23/2020	North American	\$214.02
50258	6/23/2020	Online Audiovisual Catalogers, Inc.	\$40.00
50259	6/23/2020	Pioneer Press	\$32.50
50260	6/23/2020	Pitney Bowes Inc.	\$284.64
50261	6/23/2020	Recorded Books, Inc.	\$124.80
50262	6/23/2020	Reds Garden Center	\$21.46
50263	6/23/2020	Reveal	\$20.00
50264	6/23/2020	Olga Rudiak	\$225.00
50265	6/23/2020	The Herb Quarterly	\$19.97
50266	6/23/2020	Town Square Publications	\$495.00
50267	6/23/2020	Uline	\$255.63
50268	6/23/2020	Village of Northbrook Water Dept.	\$561.66
50269	6/23/2020	VSP of Illinois, NFP	\$333.24
50270	6/24/2020	Baker & Taylor Entertainment	\$90.79
50271	6/24/2020	First Bankcard	\$596.12

\$ 9,163.30

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

Transaction Number	Transaction Date	Reference	Payments	Description
1747	6/17/2020	Eagle Painting & Maintenance Co, Inc.	\$230,958.00	Sealing & Coating Project - Exterior Façade
1748	6/17/2020	Product Architecture + Design	\$3,052.90	2nd Floor Study Room and Penhouse Project
1749	6/29/2020	Krueger International, Inc.	\$160,688.21	2nd Floor Study Room Furniture
1750	6/29/2020	Wiss, Janney, Elstner Associates, Inc.	\$9,405.00	Sealing & Coating Project - Exterior Façade
			<u>\$404,104.11</u>	

Northbrook Public Library Foundation
Financial Statements
June-20

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations	200.00	400.00
Auditorium Chair Donations		
Individual Donations		36.00
Corporate Donations		
Organizations Donations		
Whole Foods Donation		
HodgePodge Donation		
Grill House Donation		
Amazon Smile Donations		54.36
Total Unrestricted Donations	200.00	490.36
Interest Income-Unrestricted	4.12	11.28
Total Income	204.12	501.64
Expense		
Bank Fee		
Brick Expenses		135.00
Chair Expenses		
Filing Fee		
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	135.00
Net Income	204.12	366.64

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through May 2020	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through May 2020	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through May 2020	851
Remaining 12 x 12 Bricks Available for Sale	206
Percent Sold	81%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	5,436.61
MB Financial - Money Market	50,311.29
Total Checking/Savings	55,747.90
Accounts Receivable	
Due from NPL	100.00
Total Accounts Receivable	100.00
Total Current Assets	55,847.90
TOTAL ASSETS	55,847.90
LIABILITIES & EQUITY	
Equity	
Retained Earnings	55,481.26
Net Income	366.64
Total Equity	55,847.90
TOTAL LIABILITIES & EQUITY	55,847.90

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020
NORTHBROOK PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30503
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0388
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Northbrook Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1201 Cedar Lane
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 272-6224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 272-5362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.northbrook.info

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

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

1.21a	County in which the administrative entity is located [PLSC 161]	Cook
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b	If YES, indicate the reason for the boundary change	
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	33,170
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.24	If the population has changed from the prior year's answer, then indicate the reason.	
1.25a	This library is currently a member of what Illinois library system?	RAILS
1.25b	If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.14)

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

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

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	4/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Anna Amen
3.5 Telephone Number of Person Preparing Report	847-272-6229
3.6 FAX Number	847-272-5362
3.7 E-Mail Address	aamen@northbrook.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

- 4.8 District Conversion - Effective Date (mm/dd/year)
 4.9 Territory Annexation - Effective Date (mm/dd/year)
 4.10a Other Action by Backdoor Referendum (please specify)
 4.10b Other - Effective Date (mm/dd/year)
 4.11a Other Action by Backdoor Referendum (please specify)
 4.11b Other - Effective Date (mm/dd/year)

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Carlos M Frum
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	847-480-1716
5.9 E-mail Address	carlos@frum.com
5.10 Home Address	3211 Glenbrook Drive
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Second member

5.5 Name	Kayan Parsi
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	847-498-3896
5.9 E-mail Address	kparsi@yahoo.com
5.10 Home Address	911 Dell Road
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Third member

5.5 Name	Abby Young
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	773-791-8679
5.9 E-mail Address	amyoung01@gmail.com
5.10 Home Address	2239 Crabtree Lane

5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062
Fourth member	
5.5 Name	Maura Crisham
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	312-420-7708
5.9 E-mail Address	mauracrisham@yahoo.com
5.10 Home Address	2245 Catherine Street
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062
Fifth member	
5.5 Name	Howard Jay Glaubinger
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-480-0494
5.9 E-mail Address	jayglaubinger@gmail.com
5.10 Home Address	2630 Cherry Lane
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062
Sixth member	
5.5 Name	Jami Xu
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	847-275-9337
5.9 E-mail Address	jamixu@gmail.com
5.10 Home Address	1625 Brighton Ct
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062
Seventh member	
5.5 Name	Sharon Bergstein
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-480-2279
5.9 E-mail Address	sharibergie@gmail.com
5.10 Home Address	1910 Birch Road
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1-6.4)

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

6.1a Total square footage of the main library building [PLSC 711]	87,223
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Clear directional signage; provide environments with lowering lighting and less stimulus
6.3a Total Number of Meeting Rooms	4
6.3b Total number of times meeting room(s) used by the public during the fiscal year ¹	304
6.4a Total Number of Study Rooms	5
6.4b Total number of times study room(s) used by the public during the fiscal year ²	5,032

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?

\$36,841,000

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

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

7.3 Purchase

7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	6,476,116 is being held in capital improvement fund as a reserve for building repair and maintenance

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$14,940,906
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	2012B - \$106,100 2012A - \$111,977 2013B - \$9,287,325 2019 - \$5,435,503

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$7,998,891
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$8,218,188

State Government

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

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

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

8.2 Per capita grant	\$41,463
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$159,814
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$201,277

Federal Government

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

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

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

Other Income

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

8.13 Monetary Gifts and Donations	\$58,395
8.14 Other receipts intended to be used for operating expenditures	\$266,460
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$324,855
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$8,525,023
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Safeguarding of Library Funds

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

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

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

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	ACORD Form 20200625-115441 (1).pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,200,000

8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,803,844
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,325,241
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$5,129,085

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] ³	\$391,784
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354] ⁴	\$350,540
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355] ⁵	\$132,675
10.3b Please provide an explanation of the other types of material expenditures.	audio visual items (audio books, video games, music) & DVDD/Blu Ray
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$874,999

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357] ⁶	\$1,926,921
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$7,931,005

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales ⁷	\$4,010,000
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400] ⁸	\$4,010,000
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$4,010,000

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$992,202
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	35	35	\$1,194.91	1,075.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Cataloging	Cataloging	\$26.04	35.00	
Fiction & Media	Adult Services	\$29.73	35.00	
Children's Services	Children's Services	\$32.15	35.00	
Reference	Reference	\$31.00	35.00	
Reference Manager	Reference	\$40.72	35.00	
Fiction & Media	Adult Services	\$27.51	8.00	
Assistant Library Director	Assistant Library Director	\$47.53	35.00	
Fiction & Media	Adult Services	\$25.27	35.00	
Fiction & Media Manager	Adult Services	\$40.82	35.00	
Fiction & Media	Adult Services	\$31.82	35.00	
Reference	Reference	\$40.63	35.00	
Children's Services	Children's Services	\$40.10	10.00	
Fiction & Media	Adult Services	\$32.59	22.00	
Fiction & Media	Adult Services	\$35.47	10.00	
Children's Services Manager	Children's Services	\$47.20	35.00	
Children's Services	Children's Services	\$27.55	35.00	
Reference	Reference	\$28.35	35.00	
Reference	Reference	\$24.90	3.00	
Fiction & Media	Adult Services	\$37.37	35.00	
Reference	Reference	\$36.12	35.00	
Fiction & Media	Adult Services	\$28.46	35.00	
Cataloging Library	Cataloging	\$40.63	35.00	
Director	Library Director	\$74.29	35.00	
Children's Services	Children's Services	\$26.05	35.00	
Reference	Reference	\$26.11	35.00	
Maker Services Manager	Automation/Technology/Systems	\$39.88	35.00	
Circulation Manager	Circulation	\$35.53	35.00	
Cataloging	Cataloging	\$27.55	35.00	
Fiction & Media	Adult Services	\$27.73	27.00	
Children's Services	Children's Services	\$28.56	15.00	
Fiction & Media	Adult Services	\$26.89	35.00	
Reference	Reference	\$27.32	35.00	
Children's Services	Children's Services	\$31.50	35.00	
Technical Services Manager	Cataloging	\$39.72	35.00	
Maker Services	Automation/Technology/Systems	\$31.82	35.00	
Group A Total				

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

26.88

Group A hidden group hours

Group B

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

Summary	9	9	\$179.94	206.00
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13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Children's Services	Children's Services	Master's Degree: Not in library science	\$17.53	20.00
Fiction & Media	Adult Services	Bachelor's Degree: No library science	\$19.09	20.00
Fiction & Media	Adult Services	Bachelor's Degree: No library science	\$22.40	11.00
Fiction & Media	Adult Services	Bachelor's Degree: No library science	\$21.41	35.00
Cataloging	Cataloging	Bachelor's Degree: No library science	\$24.91	35.00
Fiction & Media	Adult Services	Bachelor's Degree: No library science	\$23.84	35.00
Children's Services	Children's Services	Bachelor's Degree: No library science	\$16.92	18.00
Children's Services	Children's Services	Master's Degree: Not in library science	\$16.92	18.00
Reference	Reference	Bachelor's Degree: No library science	\$16.92	14.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	5.15
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	32.03

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,097.00
13.14 Minimum hourly rate actually paid	\$14.52
13.15 Maximum hourly rate actually paid	\$53.75
13.16 Total FTE Group C employees (13.13 / 40)	27.43

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	204.00
13.18 Minimum hourly rate actually paid	\$10.07
13.19 Maximum hourly rate actually paid	\$14.09
13.20 Total FTE Group D employees (13.17 / 40)	5.10

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	150.00
13.22 Minimum hourly rate actually paid	\$14.52
13.23 Maximum hourly rate actually paid	\$40.63
13.24 Total FTE Group E employees (13.21 / 40)	3.75
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	36.28
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	68.31

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

Summary 3	3	2	70.00	2	2
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
Fiction & Media	Adult Services	Master's Degree (ALA accredited)	35.00	Filled	05/2019
Children's Services	Children's Services	Master's Degree (ALA accredited)	35.00	Filled	05/2019
Reference	Reference				

Eliminated Librarian Positions

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

Summary 1	1	1	11.00	1	1
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid
Children's Services	Children's Services	Master's Degree (ALA accredited)	11.00	12/19	\$20,661
					13.46 Reason Eliminated
					unaware of available options

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	9	3,105
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0	
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,105	
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	45	
14.3 Total annual visits/attendance in the library [PLSC 501]	10	335,306

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

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

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

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

Passive Programs:

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

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

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	11,489	1214,243	307	2,888
Young Adult	65	2,526	1	29
Other	13804	1424,709	15332	163,654
Total	1,358	41,478	640	6,571
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	we offered accessibility hours, sensory movies, music & story time programs for children with autism			

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Users Cards	21,284
16.2a Total Number of Unexpired Non-resident Users Cards	275
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year? ¹⁷	\$19,685.83
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	21,559
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

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

17.1 Print Materials [PLSC 450]	196,381
17.2 Current Print Serial Subscriptions [PLSC 460]	423
17.3 Total Print Materials (17.1 + 17.2)	196,804
17.4 E-books Held at end of the fiscal year [PLSC 451] ¹⁸	496,684
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	26,522
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] ¹⁹	398,347
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	25,414
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] ²⁰	40,991

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	59
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	72

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	375,512
18.2 Number of young adult materials loaned	27,511
18.3 Number of children's materials loaned [PLSC 551]	388,339
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	791,362

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

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

18.5 Books- Physical	521,332
18.6 Videos/DVDs- Physical	137,687
18.7 Audios (include music)- Physical	54,334
18.8 Magazines/Periodicals- Physical	7,562
18.9 Other Items- Physical	20,747
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	741,662
18.11 Use of Electronic Materials [PLSC 552] ²¹	98,968
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	840,630
18.13 Successful Retrieval of Electronic Information [PLSC 554] ²²	285,133
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	384,101
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,125,763
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575] ²³	38,354
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576] ²⁴	34,037

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502] 90,197

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials 637

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	202
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	82
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

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

21.1	Does your library have Internet access?	Yes
21.2a	What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b	If Other, please specify	500 Mbps
21.3	What is the monthly cost of the library's internet access?	\$435
21.4	Number of Internet Computers Available for Public Use [PLSC 650]	52
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] ²⁵	25,711
21.6	Wireless Sessions Per Year [PLSC 652]	168,537
21.7	Does your library utilize Internet filters on some or all of the public access computers?	No
21.8	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9	Number of website visits or sessions to your library website [PLSC 653] ²⁶	539,983 -Select--

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1	How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) ²⁷	\$73,320
23.2	Does the above amount include travel expenses?	Yes
23.3	How many hours of training did employees receive this year? ²⁸	3,368.00
23.4	Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5	Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1	Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Numbers are different from prior years due to COVID 19 crisis and closing the library for 7 weeks
24.2	Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	New programs offered to the community - Northbrook Repairs, One Book One Northbrook. American Creed, worked with League of Women Voters to do an exhibition and program at the Library of the 100th anniversary of the 19th Amendment
24.3	Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	We wish more guidance was provided on how to report data during the COVID 19 crisis

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

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

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

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	Kate Hall	06/29/2020
President	Carlos Frum	06/29/2020
Secretary	Abby Young	06/29/2020

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

- 1, 6.3b Decrease in number of times meeting rooms were used due to COVID and building being closed from March 16, 2020 - April 20, 2020 (0-2020-06-24)
- 2, 6.4b Decrease in number of times study rooms were used due to COVID and building being closed from March 16, 2020 - April 20, 2020 (0-2020-06-24)
- 3, 10.1 Decrease in print materials due to COVID (0-2020-06-24)
- 4, 10.2 Increase in ebook purchases due to COVID (0-2020-06-24)
- 5, 10.3a Decrease in other materials due to COVID (0-2020-06-24)
- 6, 11.1 Decrease in other operating expenses due to COVID - building was closed from March 16, 2020 through April 30, 2020 (0-2020-06-24)
- 7, 12.1a 2019 Bond Issuance (0-2020-06-24)
- 8, 12.1c 2019 Bond Issuance (0-2020-06-25)
- 9, 14.1a Library closed March 13, 2020 - COVID 19 (0-2020-05-21)

- 10, 14.3 Library closed March 13, 2020 - COVID 19 (0-2020-05-21)
- 11, 15.17b Decrease in number of programs due to COVID (0-2020-06-24)
- 12, 15.17b Decrease in program attendance due to COVID (0-2020-06-24)
- 13, 15.17b Decrease in number of programs due to COVID (0-2020-06-24)
- 14, 15.17b Decrease in program attendance due to COVID (0-2020-06-24)
- 15, 15.17b Decrease in passive programs due to COVID (0-2020-06-24)
- 16, 15.17b Decrease in passive program attendance due to COVID (0-2020-06-24)
- 17, 16.2b FY19 number is incorrect should be \$19,579.16 (0-2020-05-21)
- 18, 17.4 Increase is due to change in reporting. Current year number represents override consortium, override advantage, override advantage plus, AXIS 360, 3M, Hoopla. Prior year number included override advantage, 3M, Hoopla checkout for the fiscal year. (0-2020-06-25)
- 19, 17.5b Increase is due to change in reporting. Current year number represents override consortium, override advantage, override advantage plus, AXIS 360, 3M, Hoopla, Hoopla Music. Prior year number included override advantage, 3M, Hoopla checkout for the fiscal year. (0-2020-06-25)
- 20, 17.6b Increase is due to change in reporting. Current year number represents entire Hoopla and Kanopy collection available to patrons. Prior year number represents check outs for the fiscal year. (0-2020-06-25)
- 21, 18.11 Increase in use of electronic materials due to COVID. (0-2020-06-26)
- 22, 18.13 Increase in successful retrieval of information is due to COVID (0-2020-06-26)
- 23, 18.16 Decrease in Interlibrary loans provided to other libraries is due to COVID (0-2020-06-24)
- 24, 18.17 Decrease in Interlibrary loans provided from other libraries is due to COVID (0-2020-06-24)
- 25, 21.5 Decrease in number of uses is due to COVID - Library closed from March 16, 2020 through April 30, 2020 (0-2020-06-24)
- 26, 21.9 FY20 number is less than FY19 number because 1) FY19 number was incorrect due to a data entry error - the correct number is 626,604 2) the library was closed for 7 weeks and patrons were unable to place holds and checkout physical materials 3) patrons went directly to econtent sites to directly checkout materials (0-2020-06-29)
- 27, 23.1 Increase due to PLA attendance and encouraging staff to attend virtual continuing education during COVID (0-2020-06-24)
- 28, 23.3 FY20 while staff were working remotely during the COVID 19 crisis we encouraged staff to attend online virtual training (0-2020-05-21)

DIRECTOR'S REPORT

AGENDA ITEMS

3 Consent Agenda

- 3.1 Approval of the Agenda
- 3.2 Regular Session Minutes – June 18, 2020
- 3.3 Cash Balances & Income Statement June 2020
- 3.4 Approve Bills and Charges from June 2020
- 3.5 Illinois Public Library Annual Report

5 Public Comments

Any public comments received in the chat will be read aloud by Brodie Austin to enter them into the record for the meeting.

6 Unfinished Business

6.1 Construction Projects Update

- 1..1 Boiler Ventilation
- 2..1 Exterior Façade
- 3..1 Study Rooms & Penthouse Renovation

Anna and I will give a verbal update on the construction projects at the meeting.

6.2 Reopening Plan Update

In addition to my written report, I will give the board an additional update at the meeting.

7 New Business

7.1 EDI Initiative

I have included a memo with information in the packet for discussion.

BOARD NEWS

To keep up to date on what is happening regarding the coronavirus and libraries, here are some resources:

- [RAILS COVID-19 Page](#)
- [ILA's Bigger Than a Building COVID-19 Advocacy Campaign](#)
- [Reopening Archives, Libraries and Museums \(REALM\) Information Hub: A COVID-19 Research Project](#)

LIBRARY UPDATES

Programming

Virtual Programming continued as we attempt to provide community and connection through programs.

Our Summer Reading program, Dig Deeper: Read, Investigate, Discover, launched July 1 online for babies, kids, teens and adults. [You can register online.](#) We currently have the following numbers registered:

- Baby (Ages 0-2) = 28
- Youth (PreK-Grade 5) = 386
- Teen (Grade 6-12) = 129
- Adult = 290

Adult participants who read at least 3 books will receive a gift card to a local business, including Book Bin, Culver's, Georgie V's, Little Louie's, Marcello's, Max & Benny's, Northbrook Ace Hardware, and Sunset Foods. Families are encouraged to engage in early literacy activities with babies. If they complete 20 activities they earn coupons for local businesses, contribute to the Read to Feed donation, and enter a drawing to win a water table or a Kiwi Crate subscription. Youth and teens who reach their goal of reading at least 20 days this summer, will also earn coupons for local businesses, contribute to the Read to Feed donation, and enter a drawing to win a bike from George Garner Cyclery, and \$100 Book Bin gift card, Apple Air Pods, and more! Coupons include: Dairy Queen, Culvers, McDonalds, and Dunkin Donuts Each finisher will also have \$2.00 donated on their behalf to the Northfield Township Food Pantry, thanks to generous sponsorship by the Friends of the Library and First Bank of Highland Park.

The Library hosted a virtual panel discussion titled "Building Bridges across the Racial Divide" in partnership with the RAIN organization (Racial Awareness in the North Shore) on Monday, June 29. The panel featured members of RAIN and a pair of diversity consultants and educators. The panel program was created in part at the behest of the Village of Northbrook in order to create opportunities for the community to learn about issues of racial justice and equity, and ways individuals could get involved in creating change. The program had 80 attendees and was recorded: <https://www.youtube.com/watch?v=xYJX977yPMU>

We partnered with WiseUp to present a book discussion of Successful Aging by Daniel Levitin and had 51 attendees.

We continue to offer a variety of programs for youth and teens including storytimes in English, Spanish, and Korean, Wiggleworms early childhood concerts, and family concert by local musician Super Stolie as well as one by Little Miss Ann, Teen Advisory Board, teen book discussion, and gaming programming.

We currently have our [Going on a Bear Hunt](#) story walk up at Village Green. If you get a chance, I encourage you to check it out.



Our 3rd TEDxNorthbrooklibrary is happening on August 1 with four great speakers:

- Kerrick Goodman-Lucker: Resilience and Regeneration in Your Backyard
- Kristyn Ivey: Confronting a Decade of Online Order History is the New Self-Care
- Bryant Moore: Reconceptualizing Academic Excellence for Children of Color
- Lauren Schrero: Ability Inclusive Mindset (AIM)

If you are interested in attending, you can [sign up for the event here](#). The speakers will be in the auditorium, but all attendees will be virtual.

Patron Assistance

We continue to receive a high number of patron comments through our feedback form. In June, we answered 156 emails ranging from account questions to feedback about reopening and general reference questions.

We also continue to receive a high volume of phone calls, which only increased when we started curbside pick-up. We had 4,570 calls in June to all of our service desks.

Homebound delivery resumed the week of July 6 for patrons who are confined to their residence either temporarily or permanently. Staff created an online application, scheduling procedures, and an updated homebound section of website to prepare for expanding the service. The library will also resume Books on Wheels deliveries to several Northbrook senior facilities in July.

Behind the Scenes

- Selectors began ordering high-demand materials to ensure that there would be a good selection of items and reasonable wait times for patrons utilizing the library's curbside pickup service.
- We checked in over 30,000 items since we started accepting returns on June 8. Staff from every department pitched in to help. We are now quarantining items for 3 days, which has helped tremendously with the workflow.
- Reference Assistant Manager Hala Haddad and the Reference clerks have cleared out the backlog of magazines and newspapers that were received while we were closed. We had over 800 magazines to process!
- Acquisitions Assistant Brian Nelson ordered 1,842 items in June. Approximately half of these items (854) were eBooks, while the remainder (988) were high priority physical materials, purchased to fulfill patron holds.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
June, 2020

HELPING OUT: RESPONDING TO COVID-19



Image taken from <https://blog.iorodeo.com/making-an-open-source-covid-19-face-shield/>

3D PRINTING: AMITA Health sent a courier to pick up our 90 visors, along with 2 large bags of visors printed by the Vernon Area Public Library. AMITA will distribute these to their healthcare workers and they were very appreciative.

LASER CUT PPE: Now that foam and elastic are more easily available, we were able to make new, lightweight face shields for staff. These designs use elastic, adhesive foam strips, and laser cut PET film and are based on a design from the University of Wisconsin.*

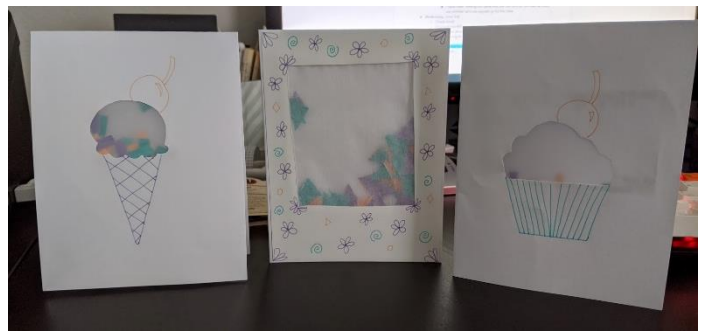
FACE MASKS: Library staff continued to sew face masks. We donated 28 kid-sized

face masks to the Northbrook Park District for use in their programs.

VIRTUAL PROGRAMS

We offered 7 virtual maker programs with 41 attendees:

- Sketchup Walkthrough
- Popup Cards
- Laser Project Design
- Shaker Cards
- Food Photography
- Fiber Arts Meet Up
- DIY Recycled Tic-Tac-Toe



Maker Services staff was also busy developing recorded classes:

- STEM DIY Recycled Speaker
- Intro to Easel
- Intro to HitFilm Express
- iMovie Basics
- Hand Lettering
- Digital Bullet Journaling Basics
- Gravit Tips and Tricks

*<https://www.delve.com/assets/documents/Open-Source-Face-Shield-Drawing.pdf>

JUNE 2020 DATA & STATISTICS

Patrons continue to enjoy the library's resources and services remotely during the stay-at-home order. Staff working from home are answering phone calls, maintaining our collections, planning virtual programs, and more. Comparisons are between June 2019 and June 2020.

Virtual Programming

55

programs
offered

Attendance:

1,545

Average attendance
per program:

28

WiFi Use

2,760 sessions

Patrons have been using the
WiFi in our parking lot.



Downloadable Content

■ June 2019 ■ June 2020

eBooks

4,647

9,764

▲
110%

eAudiobooks

2,097

3,473

▲
66%

eMagazines

776

1,557

▲
101%

eMusic

114

206

▲
81%

eVideo

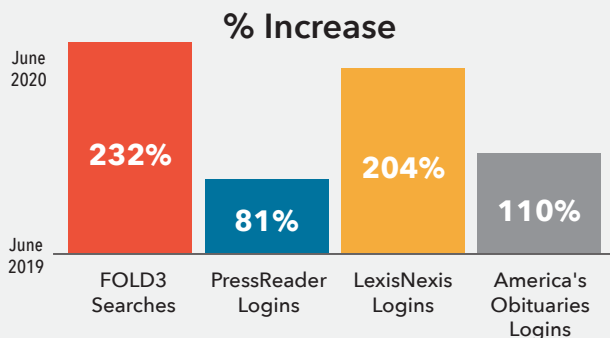
446

1,972

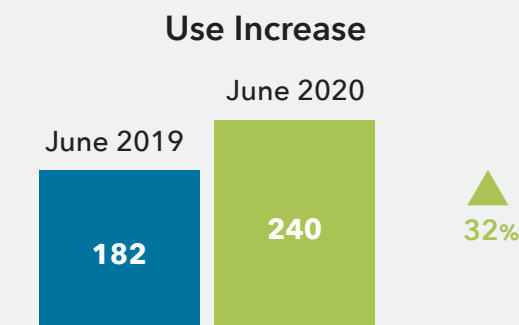
▲
342%

eResource Use

The library is helping keep patrons up to date
on information.



The library is helping patrons learn new skills with
Creativebug, Gale Courses, and Lynda.com.



JUNE 2020 DATA & STATISTICS

Connecting with Patrons

Phone Calls



3:22
average call time

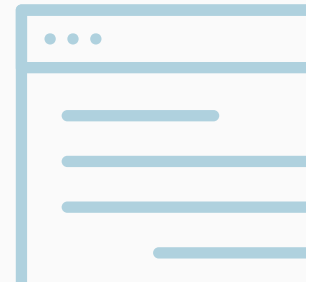
108
hours of call time

Common topics:
account help, technology help, placing holds, virtual program questions

Email

11 campaigns sent

Targeted emails sent to multiple audiences.



Social Media

f **80** total posts (including **38** event posts)

ig **18** total posts

Popular Post Published to Facebook on June 22

Northbrook Public Library is with Joan Mayrose Scovic.
June 22 at 6:42 PM · 🌐

🐻 Go on a Bear Hunt in the park! 🌿 We're excited to present our very first Book Stroll, in partnership with the Northbrook Park District, featuring the beloved children's book "We're Going on a Bear Hunt." You'll find the Book Stroll in the beautiful prairie setting of the Trail Through Time, just over the bridge near the pond in Techny Prairie Park (1700 Techny Road). It will be at this location now through July 6, and then it will make its way to a new location. After you enjoy the book, you can enter to win a free copy! 📖 Learn more: <https://www.northbrook.info/book-stroll-bear-hunt> #NorthbrookBearHunt #NorthbrookBookStroll



4.3K
estimated reach

965
engagements

164
likes



Liked by skokielibrary and 55 others

northbrookpl We are grateful for the generosity of the Glenbrook Chinese American Community, a group of

Popular Post

Published to Instagram on June 12

371
estimated reach

56
likes



Memorandum

DATE: July 8, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Reopening Plan Update

The library had a busy month with the accepting of returns and starting of curbside. We checked in 31,807 out of the nearly 50,000 that were checked out. We checked out 9,047 items through curbside to date. Starting July 6, we began offering homebound deliveries to those unable to use curbside. We currently have about 14 people using homebound delivery.

We are now ramping up to reopen on July 20 based on our [Reopening Plan](#). When we reopen, it will be with limited services. We will have stacks open and closed:

- All of Youth Services, all Multimedia stacks, Magazines and Newspapers will be closed
- All Adult Non-Fiction and Adult Fiction and New AV will be open

We will be doing appointments for computers, study rooms (limit 1 person), and the Collaboratory. We will be encouraging people to stay for less than an hour and have removed all tables and chairs on the floor so people cannot linger. We have a max capacity of 50 patrons in the building at one time. Programming will remain virtual.

Staff have done additional safety training and are doing daily health screenings for anyone coming in to the library for work. We are still limiting the overall number of staff in the building at any one time.

All patrons will be required to wear a mask when they come in the building and we will provide one if they do not have one. Based on the [DCEO Guidelines for Phase 4](#), we are also going to be doing a lot of cleaning. We will be wiping all equipment down after every use as well as study rooms after each use. Service desks will be wiped down every two hours and we will continue cleaning the door knobs, handles, and railings several times a day. All staff will wear masks and face shields or goggles when interacting with patrons and will be behind Plexiglas shields at all of the service desks.

Our hope is that in keeping the building as sanitized as possible we will reduce the risk for staff. But as with any plan, it looks very good on paper and we will monitor how it works in the real world. If changes need to be made, we will adjust based on need and patron behavior.

I look forward to answering any questions the board has.



Memorandum

DATE: July 8, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Equity, Diversity, & Inclusion (EDI) Initiatives

As we discussed at last month's meeting, we are going to be ramping up our EDI efforts. One of our core values is inclusion and we want to increase our efforts around this value.

While we already offer many programs around social justice issues often in partnership with RAIN (Racial Awareness in the Northshore), we want to look inward and see what changes should be made in our organization. We have done training and education on EDI topics including accessibility presentations, implicit bias training, and others, but recognize we need to be more thoughtful in our approach to this topic.

When talking about EDI efforts, we are focusing on several different groups:

- BIPOC (Black, Indigenous, People of Color)
- LGBTQIA (lesbian, gay, bisexual, trans, queer/questioning, intersex, ally/asexual)
- Immigrants

We have started a committee made of staff from throughout the library chaired by Maggie Thomann and Summer Kosuge. We acknowledge that this will be a long process and have already identified some areas that we will need to focus on:

- Staff training and awareness building
- Collections
- HR
- Community programs
- Policies, Procedures, Processes
- Marketing

We recognize that we are not experts in this field and will be looking for outside help to guide us through a process that will help us emerge stronger and more inclusive. I do not have any timelines yet, but will provide the board updates on what we are doing as we go.

One area that I would like to update is the Strategic Plan. I would like to revamp the plan and put the focus on EDI efforts. We would keep the priorities the same, but tweak some of the action items we have planned. You can view the full plan in the Board Portal. If the board is amenable, I will work on updating it and bringing it to the board in the next couple of months.

I look forward to your thoughts on how we can improve and what other steps you would like to see us taking around this topic.