

NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING

March 25, 2020 | 6:00 p.m.

Join by Computer: <https://meetings.ringcentral.com/j/148035498>

Join by Telephone:

US: +1 773-231-9226

Meeting ID: 1498035498

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Approval of Minutes – Mr. Carlos M. Früm
 - 4.1 Regular Session Minutes – February 20, 2020
- 5 Public Comments
 - 5.1 Public can join by clicking link above.
- 6 Monthly Treasurer’s Report – Ms. Jami Xu
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from February, 2020
- 7 Unfinished Business
 - 7.1 FY21 Draft Budget
- 8 New Business
 - 8.1 Coronavirus Response Update
 - 8.2 Coating and Sealant Replacement Project
 - 8.3 Annual Review of Non-Resident Fee Method
 - 8.4 FY21 Board Meeting Schedule
 - 8.5 Closed Session
- 9 Agenda Building
- 10 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.

AGENDA ITEMS

7 Unfinished Business

7.1 FY21 Draft Budget **ACTION REQUESTED**

Anna has included the draft budget and supporting documentation for your review and approval.

8 New Business

8.1 Coronavirus Response Update **UPDATE**

I will provide a verbal update on where we are at and what is happening within the Village.

8.2 Coating and Sealant Replacement Project **ACTION REQUESTED**

The documentation and recommendation from Wiss Janney is in the packet. We will have someone from WJE on the call with us to discuss.

8.3 Annual Review of Non-Resident Fee Method **ACTION REQUESTED**

A memo is included that stipulates what we currently do, which is what I recommend we continue doing.

8.4 FY21 Board Meeting Schedule **ACTION REQUESTED**

Jennifer has put this together and included it in the packet

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
2/29/2020**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	6,070,474.01	1,047,174.57	582,035.34	6,535,613.24
Restricted	272,187.00	5,045.86	6,114.73	271,118.13
IMRF	547,572.55	59,396.51	33,341.28	573,627.78
Fica	140,551.98	35,072.62	23,275.21	152,349.39
Total Operating	<u>\$ 7,030,785.54</u>	<u>\$1,146,689.56</u>	<u>\$ 644,766.56</u>	<u>\$ 7,532,708.54</u>
<u>Capital Improvement</u>	\$ 5,778,555.41	\$ 8,149.82	\$ 13,958.45	\$ 5,772,746.78
<u>Debt Service</u>	\$ 5,422.81	\$ 0.86		\$ 5,423.67

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	146,002.44	6,805.08	337.15
ProPay		-	-
PayPal	3,200.63	-	-
GSB - Money Market	225,678.34	-	-
Fifth Third - Checking/Money Market	7,155,680.70	5,282,071.27	-
Certificates of Deposit (detail below)	-	482,771.68	5,046.22
US Bancorp	657.15	509.79	
IMET	694.28	588.96	40.30
Petty Cash	795.00	-	-
Total	<u>\$ 7,532,708.54</u>	<u>\$5,772,746.78</u>	<u>\$ 5,423.67</u>

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NB&T - 16808	<u>\$ 482,771.68</u>	06/25/20	0.250%	365
Certificates of Deposit - Debt Service				
NB&T - 16829	<u>\$ 5,046.22</u>	07/13/20	0.250%	365

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

Northbrook Public Library

Incor: itement

2/27/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$9,133.73)	(\$34,042.81)	\$7,023,562.14	\$7,280,923.44	\$7,329,000.00	99.34%
Replacement Tax	\$37,794.21	\$65,241.64	\$86,031.23	\$124,704.96	\$100,000.00	124.71%
Impact Fees	\$0.00	\$248.40	\$3,678.10	\$2,691.25	\$0.00	0.00%
Fines, Fees & Rentals	\$5,194.53	\$5,338.42	\$47,334.23	\$49,433.10	\$50,000.00	98.87%
Interest Income	\$10,196.55	\$8,511.88	\$103,294.67	\$122,564.98	\$50,000.00	245.13%
Other Income	\$207.65	\$287.26	\$3,174.60	\$11,839.31	\$100,000.00	11.84%
Total Undesignated Revenue	\$44,259.21	\$45,584.79	\$7,267,074.97	\$7,592,157.04	\$7,629,000.00	99.52%
Designated Revenue						
Gifts & Other Designated Income	\$3,737.32	\$5,006.52	\$80,676.87	\$94,488.30	\$100,000.00	94.49%
Designated Interest Income	\$47.77	\$57.33	\$341.88	\$525.91	\$0.00	0.00%
Total Designated Revenue	\$3,785.09	\$5,063.85	\$81,018.75	\$95,014.21	\$100,000.00	95.01%
Total Revenues	\$48,044.30	\$50,648.64	\$7,348,093.72	\$7,687,171.25	\$7,729,000.00	99.46%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$61,246.09	\$46,442.55	\$579,918.11	\$596,789.11	\$920,000.00	78.10%
Audio Visual	\$7,323.31	\$5,763.37	\$60,709.03	\$60,894.62		
Videos/DVDs	\$7,258.87	\$7,987.55	\$53,995.75	\$60,803.73		
Programs	\$8,748.73	\$12,135.83	\$95,356.08	\$95,969.40	\$132,000.00	72.70%
OCLC	\$2,244.64	\$0.00	\$19,400.75	\$20,089.55	\$26,000.00	77.27%
CCS Shared Costs	\$6,326.90	\$0.00	\$63,269.00	\$73,754.56	\$84,000.00	87.80%
Total Materials & Services	\$93,148.54	\$72,329.30	\$872,644.72	\$908,300.97	\$1,162,000.00	78.17%
Human Resources						
General Salaries and Wages	\$295,827.99	\$300,894.17	\$2,904,649.62	\$3,025,945.81	\$3,814,017.00	79.34%
Maintenance Salaries & Wages	\$12,781.10	\$14,245.02	\$127,811.00	\$135,506.15	\$182,458.00	74.27%
Group Insurance	\$42,257.36	\$51,233.11	\$421,425.62	\$493,366.79	\$575,000.00	85.80%
Unemployment/Worker's Comp	\$0.00	\$2,521.38	\$26,281.09	\$20,943.41	\$25,000.00	83.77%
Staff Development	\$4,228.68	\$9,312.41	\$51,870.25	\$63,262.04	\$100,000.00	63.26%
Total Human Resources	\$355,095.13	\$378,206.09	\$3,532,037.58	\$3,739,024.20	\$4,696,475.00	79.61%

Northbrook Public Library

Incorporation

2/27/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
Operating Costs						
Photocopy	\$2,967.40	\$0.00	\$44,541.81	\$24,931.75	\$40,000.00	62.33%
Office & Library Supplies	\$3,682.00	\$5,014.51	\$47,552.36	\$58,744.08	\$70,000.00	83.92%
Software	\$2,461.84	\$918.23	\$67,968.41	\$87,053.18	\$103,000.00	84.52%
Postage	\$41.97	(\$11.63)	\$15,523.88	\$15,676.63	\$20,000.00	78.38%
General Insurance	\$451.02	\$6,716.98	\$38,438.90	\$55,879.86	\$58,000.00	96.34%
Telephone/Internet	\$801.41	\$6.00	\$8,053.70	\$19,695.76	\$20,000.00	98.48%
Professional Services	\$18,710.42	\$19,945.17	\$213,176.63	\$229,561.83	\$270,000.00	85.02%
Furniture, Equipment	\$1,546.51	\$1,399.98	\$62,526.45	\$68,445.99	\$160,000.00	42.78%
Equipment Rental & Maintenance	(\$193.31)	\$540.00	\$7,607.26	\$12,402.13	\$20,000.00	62.01%
Community Relations	\$67.74	\$5,337.13	\$34,454.94	\$33,725.23	\$52,000.00	64.86%
Total Operating Costs	\$30,537.00	\$39,866.37	\$539,844.34	\$606,116.44	\$813,000.00	74.55%
Maintenance						
Vehicle Expense	\$31.75	\$51.27	\$311.22	\$3,093.39	\$2,500.00	123.74%
Janitorial Supplies	\$5,360.23	\$4,785.07	\$33,798.34	\$35,553.28	\$45,000.00	79.01%
Utilities	\$1,526.03	\$6,184.65	\$44,701.05	\$42,511.27	\$53,000.00	80.21%
Building Repairs	\$1,118.90	\$3,250.25	\$21,574.18	\$8,979.88	\$30,000.00	29.93%
Contracted Services	\$9,236.61	\$8,041.88	\$95,412.21	\$117,645.77	\$135,000.00	87.15%
Total Maintenance	\$17,273.52	\$22,313.12	\$195,797.00	\$207,783.59	\$265,500.00	78.26%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$138.00	\$128.00	\$500.00	25.60%
Contingency & Misc Exp	\$251.14	\$33.39	\$3,453.98	\$3,635.81	\$100,000.00	3.64%
Board Development	\$55.04	\$122.00	\$635.04	\$394.77	\$3,500.00	11.28%
Total Other Expenses	\$306.18	\$155.39	\$4,227.02	\$4,158.58	\$104,000.00	4.00%
Total Undesignated Expenses	\$496,360.37	\$512,870.27	\$5,144,550.66	\$5,465,383.78	\$7,040,975.00	77.62%
Designated Expenses						
Miscellaneous Designated Expenses	\$3,503.30	\$804.52	\$29,258.42	\$52,694.41	\$100,000.00	52.69%
Designated Materials Expense	\$0.00	\$1,116.67	\$1,182.86	\$6,831.46	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$2,875.00	\$4,211.53	\$22,566.01	\$23,040.92	\$0.00	0.00%
Total Designated Expenses	\$6,378.30	\$6,132.72	\$56,322.82	\$128,994.29	\$100,000.00	128.99%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	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	\$588,000.00	0.00%
Total Expenses	\$502,738.67	\$519,002.99	\$5,200,873.48	\$5,594,378.07	\$7,728,975.00	72.38%
NET SURPLUS/(DEFICIT)	(\$454,694.37)	(\$468,354.35)	\$2,147,220.24	\$2,092,793.18	\$25.00	

Northbrook Public Library

Income Statement

2/29/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$628.63)	(\$2,230.37)	\$483,400.06	\$477,023.52	\$490,000.00	97.35%
Property Tax Levy FICA	(\$359.22)	(\$1,274.50)	\$276,228.61	\$272,584.88	\$280,000.00	97.35%
Interest Income IMRF	\$0.00	\$9.43	\$35.69	\$47.84	\$50.00	95.68%
Interest Income FICA	\$0.00	\$5.40	\$20.38	\$27.36	\$50.00	54.72%
Total Undesignated Revenue	(\$987.85)	(\$3,490.04)	\$759,684.74	\$749,683.60	\$770,100.00	97.35%
Total Revenues	(\$987.85)	(\$3,490.04)	\$759,684.74	\$749,683.60	\$770,100.00	97.35%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$26,236.60	\$33,341.28	\$298,852.62	\$281,439.96	\$490,000.00	57.44%
Employer FICA	\$22,811.49	\$23,275.21	\$224,265.22	\$233,628.92	\$280,000.00	83.44%
Total Human Resources	\$49,048.09	\$56,616.49	\$523,117.84	\$515,068.88	\$770,000.00	66.89%
Total Undesignated Expenses	\$49,048.09	\$56,616.49	\$523,117.84	\$515,068.88	\$770,000.00	66.89%
Total Expenses	\$49,048.09	\$56,616.49	\$523,117.84	\$515,068.88	\$770,000.00	66.89%
NET SURPLUS/(DEFICIT)	(\$50,035.94)	(\$60,106.53)	\$236,566.90	\$234,614.72	\$100.00	

Northbrook Public Library

Income Statement

2/29/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$771.55	\$6,744.78	\$2,515.09	\$39,139.05	\$6,000.00	652.32%
Total Undesignated Revenue	\$771.55	\$6,744.78	\$2,515.09	\$39,139.05	\$6,000.00	652.32%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$82,925.00	\$563,000.00	14.73%
Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$4,092,925.00	\$563,000.00	726.98%
Total Revenues	\$771.55	\$6,744.78	\$2,515.09	\$4,132,064.05	\$569,000.00	726.20%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$50,078.70	(\$653.00)	\$50,518.30	\$326,142.52	\$652,000.00	50.02%
Professional Fees	\$0.00	\$13,206.45	\$30,048.61	\$62,485.77	\$168,000.00	37.19%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$50,078.70	\$12,553.45	\$80,815.31	\$446,063.32	\$820,000.00	54.40%
Total Undesignated Expenses	\$50,078.70	\$12,553.45	\$80,815.31	\$446,063.32	\$820,000.00	54.40%
Total Expenses	\$50,078.70	\$12,553.45	\$80,815.31	\$446,063.32	\$820,000.00	54.40%
NET SURPLUS/(DEFICIT)	(\$49,307.15)	(\$5,808.67)	(\$78,300.22)	\$3,686,000.73	(\$251,000.00)	

Northbrook Public Library

Income Statement

2/29/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$677.56)	(\$2,405.18)	\$521,023.38	\$514,425.04	\$528,404.00	97.35%
Interest Income	\$0.89	\$11.04	\$193.56	\$168.90	\$1,000.00	16.89%
Total Undesignated Revenue	(\$676.67)	(\$2,394.14)	\$521,216.94	\$514,593.94	\$529,404.00	97.20%
Total Revenues	(\$676.67)	(\$2,394.14)	\$521,216.94	\$514,593.94	\$529,404.00	97.20%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$0.00	\$0.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
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	\$528,137.10	\$528,403.64	\$528,903.64	99.91%
NET SURPLUS/(DEFICIT)	(\$676.67)	(\$2,394.14)	(\$6,920.16)	(\$13,809.70)	\$500.36	

Northbrook Public Library
 Bills, Charges and Transfers for Board of Trustee Approval
 Month of February 2020

Operating Funds	
Library Claims List	\$ 199,764.32
Librarian's Claims List	\$ 23,240.53
Payroll	\$ 302,218.61
Fica/IMRF	\$ 56,280.87
ACH to IPBC	\$ 63,262.23
Total Operating Funds	<u>\$ 644,766.56</u>
Capital Improvement Fund	
Claims List	\$ 13,958.45
	<u>\$ 13,958.45</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 658,725.01</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
24067	2/20/2020	First Bankcard	\$6,694.62	monthly payment credit card
24068	2/20/2020	HR Source	\$789.00	annual payment training
24069	2/20/2020	Jimin Yun	\$650.00	monthly payment programming
24070	2/29/2020	Tier One Tactical Solutions, LLC	\$6,500.00	annual payment training
24071	2/29/2020	Amazon	\$1,491.23	monthly payment amazon
24072	2/29/2020	Ancel Glink P.C.	\$2,362.50	monthly attorney
24073	2/29/2020	Baker & Taylor	\$32,125.46	monthly payment materials
24074	2/29/2020	Baker & Taylor Entertainment	\$1,565.68	monthly payment materials
24075	2/29/2020	Best Buy Business Advantage Account	\$1,399.98	annual payment fixed assets
24076	2/29/2020	Best Quality Cleaning	\$4,680.00	monthly payment buidling cleaning (this is payment for 2 months)
24077	2/29/2020	CenterPoint Energy Services, Inc.	\$4,556.31	monthly payment utilities
24078	2/29/2020	Cintas	\$650.00	monthly payment bathroom cleaning
24079	2/29/2020	Demco, Inc.	\$1,601.42	monthly payment supplies
24080	2/29/2020	Discovery Benefits, Inc.	\$2,749.74	monthly payment flexible spending, dedendant care and commuter benefit
24081	2/29/2020	EBSCO Information Services	\$4,152.70	annual payment materials
24082	2/29/2020	F.E. Moran Mechanical Services	\$1,585.25	annual payment building repair
24083	2/29/2020	F.E. Moran, Inc.	\$1,410.00	annual payment building repair
24084	2/29/2020	Findaway World, LLC	\$684.39	monthly payment materials
24085	2/29/2020	Grainger	\$1,256.83	monthly payment janitorial supplies
24086	2/29/2020	J.D. Power	\$610.00	monthly payment materials
24087	2/29/2020	Madcap Puppets and Education LLC	\$765.00	monthly payment programming
24088	2/29/2020	Midwest Tape	\$10,363.82	monthly payment materials
24089	2/29/2020	North American	\$1,597.77	monthly payment janitorial supplies
24090	2/29/2020	Northbrook Hardware	\$646.35	monthly payment janitorial supplies
24091	2/29/2020	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees
24092	2/29/2020	Overdrive	\$7,548.16	monthly payment materials
24093	2/29/2020	Runco Office Supply	\$1,607.32	monthly payment supplies
24094	2/29/2020	Snow Systems, Inc.	\$1,920.00	monthly payment snow removal
24095	2/29/2020	The Hanover Insurance Company	\$39,829.00	annual payment insurance
24096	2/29/2020	Travelers CL Remittance Center	\$33,197.00	annual payment insurance
24097	2/29/2020	Value Line Publishing LLC	\$1,050.00	annual payment materials
24098	2/29/2020	Village of Northbrook Water Dept.	\$1,066.34	quarterly payment utiliities
24099	2/29/2020	Vis-O-Graphic, Inc.	\$5,491.78	bi monthly payment newsletter

\$199,764.32

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

Transaction Number	Transaction Date	Reference	Payments
49963	2/18/2020	Advanced Disposal	\$562.00
49964	2/18/2020	Alert Protective Services	\$114.03
49965	2/18/2020	David Anderson	\$250.00
49966	2/18/2020	Zbigniew Banas	\$275.00
49967	2/18/2020	Nancy Buehler	\$250.00
49968	2/18/2020	Nancy Buehler	\$250.00
49969	2/18/2020	Chicago Filter Supply	\$128.88
49970	2/18/2020	Collective Eye Films	\$131.00
49971	2/18/2020	Commercial Specialties	\$255.00
49972	2/18/2020	Discovery Benefits - Simplify	\$118.50
49973	2/18/2020	Kelly Durov	\$141.09
49974	2/18/2020	John Erickson	\$500.00
49975	2/18/2020	Mark Gelfeld	\$200.00
49976	2/18/2020	Bridget Golembiewski	\$78.15
49977	2/18/2020	Benjamin Goluboff	\$250.00
49978	2/18/2020	Rae Goodman-Lucker	\$11.99
49979	2/18/2020	Green America	\$15.00
49980	2/18/2020	Kathryn Hall	\$457.32
49981	2/18/2020	Henrichsen's Fire & Safety Equipment Co.	\$502.85
49982	2/18/2020	Jayne Herring	\$350.00
49983	2/18/2020	Jayne Herring	\$350.00
49984	2/18/2020	Marina Hoover	\$350.00
49985	2/18/2020	Image Specialties of Glenview, Inc.	\$7.60
49986	2/18/2020	Karen Jared	\$50.00
49987	2/18/2020	Kapco	\$237.58
49988	2/18/2020	Caralyn Kempner	\$150.00
49989	2/18/2020	Helen Lazzaro	\$200.00
49990	2/18/2020	Helen Lazzaro	\$150.00
49991	2/18/2020	Ron Mantegna	\$200.00
49992	2/18/2020	Ron Mantegna	\$200.00
49993	2/18/2020	Martina Mathisen	\$300.00
49994	2/18/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49995	2/18/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49996	2/18/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49997	2/18/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49998	2/18/2020	Modal Music	\$450.00
49999	2/18/2020	Diego Morales	\$80.00
50000	2/18/2020	Rachel Murguia	\$75.00
50001	2/18/2020	Old Town School of Folk Music	\$300.00
50002	2/18/2020	Old Town School of Folk Music	\$375.00
50003	2/18/2020	Helena Osorio	\$400.00
50004	2/18/2020	Helena Osorio	\$400.00
50005	2/18/2020	Petersen Bros. Plastics, Inc.	\$434.20
50006	2/18/2020	Petty Cash Custodian	\$73.06
50007	2/18/2020	Pryor Learning Solutions, Inc.	\$149.00
50008	2/18/2020	Olga Rudiak	\$450.00
50009	2/18/2020	Sarah Rustman	\$321.77
50010	2/18/2020	Susan Schmittroth	\$150.00
50011	2/18/2020	Susan Schmittroth	\$150.00
50012	2/18/2020	State Industrial Products	\$252.00
50013	2/18/2020	Studebaker John	\$500.00
50014	2/18/2020	Sunset Food Mart, Inc.	\$95.65
50015	2/18/2020	UPS	\$31.84
50016	2/18/2020	Robert Waterbury	\$50.00
50017	2/18/2020	WEX Bank	\$51.27

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

Transaction Number	Transaction Date	Reference	Payments
50018	2/18/2020	Susan Wolf	\$130.00
50019	2/29/2020	American Library Association - Training	\$58.50
50020	2/29/2020	American Library Association, Membership	\$545.00
50021	2/29/2020	Aquatic Works LTD	\$175.00
50022	2/29/2020	Bibliotheca, LLC.	\$131.96
50023	2/29/2020	Big Band Sound of Deerfield	\$400.00
50024	2/29/2020	Center Point Publishing	\$46.74
50025	2/29/2020	Sabina Fazlic	\$100.00
50026	2/29/2020	Gale/Cengage Learning Inc.	\$559.00
50027	2/29/2020	Mark Gelfeld	\$200.00
50028	2/29/2020	Benjamin Goluboff	\$250.00
50029	2/29/2020	Grey House Publishing	\$174.50
50030	2/29/2020	Jayne Herring	\$350.00
50031	2/29/2020	The Home Depot Credit Services	\$440.58
50032	2/29/2020	Illinois Library Association	\$150.00
50033	2/29/2020	Catherine Jaselskis	\$23.00
50034	2/29/2020	Kimberly Karzen	\$400.00
50035	2/29/2020	Alisa Kusnitzow	\$125.00
50036	2/29/2020	Laconi Inc	\$60.00
50037	2/29/2020	Lechner Services	\$273.92
50038	2/29/2020	McMaster-Carr Supply Co.	\$146.42
50039	2/29/2020	Kathleen Jo Zeigler Mitchem	\$200.00
50040	2/29/2020	Kathleen Jo Zeigler Mitchem	\$200.00
50041	2/29/2020	Diego Morales	\$60.00
50042	2/29/2020	Ashok Nagella	\$150.00
50043	2/29/2020	Sandra Netz	\$39.95
50044	2/29/2020	Ocooch Hardwoods	\$341.81
50045	2/29/2020	Helena Osorio	\$200.00
50046	2/29/2020	Kayhan Parsi	\$29.99
50047	2/29/2020	Bridget Pecora	\$28.50
50048	2/29/2020	Dan Petrosko	\$157.50
50049	2/29/2020	Pioneer Press	\$130.00
50050	2/29/2020	Recorded Books, Inc.	\$264.08
50051	2/29/2020	James Rowan	\$150.00
50052	2/29/2020	Schlesinger Machinery, Inc.	\$540.00
50053	2/29/2020	Susan Schmittroth	\$150.00
50054	2/29/2020	Selden Fox, LTD	\$416.00
50055	2/29/2020	Sheet Music Plus	\$242.59
50056	2/29/2020	Sherwin-Williams Company	\$55.68
50057	2/29/2020	ShirtSpace.com	\$22.65
50058	2/29/2020	Sujin Song	\$100.00
50059	2/29/2020	Swank Motion Pictures Inc.	\$496.00
50060	2/29/2020	The No-Load Fund Investor	\$169.00
50061	2/29/2020	Thomson Reuters -West Payment Ctr.	\$314.88
50062	2/29/2020	Ann Torralba	\$550.00
50063	2/29/2020	Tsai Fong Books, Inc.	\$41.59
50064	2/29/2020	UPS	\$19.73
50065	2/29/2020	Megan Vandergeest	\$25.01
50066	2/29/2020	VSP of Illinois, NFP	\$321.78
50067	2/29/2020	Yvonne Wolf	\$190.00
50068	2/29/2020	Yami Vending Inc.	\$269.39

\$23,240.53

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

Transaction Number	Transaction Date	Reference	Payments	Description
1725	2/29/2020	Ancel Glink P.C.	\$630.00	attorney fee boiler ventilation project and coating & sealant project
1726	2/29/2020	B&H Photo-Video	\$503.60	phone project
1727	2/29/2020	Daily Herald/Paddock Publications	\$248.40	bid notices boiler ventilation project and coating & sealant project
1728	2/29/2020	Product Architecture + Design	\$5,026.45	1st floor renovation - RFID, Circulation Work Room, Staff Lounge - project
1729	2/29/2020	Wiss, Janney, Elstner Associates, Inc.	\$7,550.00	coating & sealant project
			<u>\$13,958.45</u>	



Memorandum

DATE: 3.19.20
TO: Trustees
FROM: Anna Amen
RE: 2021 Budget Draft

Attached is a draft budget for fiscal year 2021 for your review.

Budgeted revenues and expenditures were determined by assessing the following information

- Prior years revenue data
- Reducing Fines, Fees and Rentals since the Library will adopt the Fine Free Policy on 5/1/20
- Prior years spending data
- Strategic plan initiatives
- Facility plan
 - Landscaping – include outdoor sign, handrails and stairs
 - Exterior Façade Project
 - 1st Floor Renovation – includes RFID, Automated Material Handler, Lobby, Circulation Workroom and Staff Room Remodel
 - Fire Sprinkler Replacement
 - Pollak Room Lighting Replacement
 - Consultant for Alarm, Video Security, Access Control System Project – the work related to this project will take place in FY22
- Proposed policy changes
 - Staff Development includes Tuition Reimbursement of \$5,000
- Salaries & Wages is estimated at a 3% increase and will be finalized once the evaluation process is complete
- Department budget requests

The Budget needs to be approved at the March Meeting.

Northbrook Public Library
General Fund
FY2021 Budget

	Explanation	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy	5,998,824	6,328,983	6,994,294	7,479,000	7,314,966	7,439,188
	Uncollectible Levy				(150,000)		(150,000)
	Property Tax Abatement						
	Replacement Tax	144,298	134,227	121,389	100,000	100,000	100,000
	Impact Fees	23,242	5,564	4,852	0	2,194	
	Fines, Fees & Rentals	109,582	104,951	57,637	50,000	58,787	37,500
	Video/DVD rental	6,244	0	0	0		
	Interest Income	17,808	43,496	127,188	50,000	157,654	50,000
	Loss on Investment	449	6,318	(1,495)	0		
	Other Income	19,946	4,959	4,771	100,000	16,986	100,000
	Total Undesignated Revenue	6,320,392	6,628,498	7,308,636	7,629,000	7,650,587	7,576,688
Designated Revenue							
	Gifts & Other Designated Income	102,450	70,150	90,856	100,000	100,000	100,000
	Designated Interest Income	336	316	449		616	
	Total Designated Revenue	102,785	70,466	91,305	100,000	100,616	100,000
	Total Revenues	6,423,177	6,698,964	7,399,941	7,729,000	7,751,203	7,676,688
PERSONAL SERVICES							
	Salaries and Wages	3,305,464	3,382,529	3,489,313	3,814,017	3,634,590	3,928,756
	Maintenance Salaries/Wages	136,495	149,823	155,715	182,458	165,218	179,744
	Total Personal Services	3,441,958	\$ 3,532,352	\$ 3,645,028	\$ 3,996,475	\$ 3,799,807	\$ 4,108,500
FRINGE BENEFITS							
	Group Insurance	455,773	452,874	496,171	575,000	586,364	630,000
	Unemployment/Worker's Comp	29,572	30,751	36,051	25,000	27,096	27,000
	Staff Development & Incentives	54,428	52,431	62,958	100,000	92,514	98,000
	Total Fringe Benefits	539,773	\$ 536,056	\$ 595,180	\$ 700,000	\$ 705,975	\$ 755,000

**Northbrook Public Library
General Fund
FY2021 Budget**

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
COMMODITIES							
Materials	Books, Ebooks, Periodicals, My Media Mall, AXIS 360 , Databases, Audio Books, Movies in all formats, Music in all formats	810,144	848,148	859,746	920,000	909,566	923,000
Programs	MultiMedia, Reader Services, Reference, Young Adult, Youth Services, Digital Services, Library Wide	111,379	123,211	117,050	132,000	113,542	119,000
Office & Library Supplies	Supplies less than \$500	64,082	67,569	56,556	70,000	61,764	70,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies	14,395	0	0	0	0	0
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, ReadSquared, Server Software, StackMap, Titlesource, Website Hosting	53,613	60,470	73,712	103,000	94,821	95,000
Postage		24,330	24,385	15,604	20,000	19,533	20,000
Graphics		0			0	0	

**Northbrook Public Library
General Fund
FY2021 Budget**

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program	38,584	38,336	48,079	52,000	42,320	48,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	33,130	36,995	45,771	45,000	39,454	45,000
Total Commodities		1,149,656	\$ 1,199,114	\$ 1,216,518	\$ 1,342,000	\$ 1,281,001	\$ 1,320,000
CONTRACTUAL SERVICES							
	OCLC	16,922	18,069	23,902	26,000	22,415	21,000
	Interlibrary Charges	651	0		0	0	
	CCS Shared Costs	71,818	74,338	75,923	84,000	80,081	82,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	49,714	49,379	51,100	40,000	34,287	35,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	61,016	61,689	53,216	58,000	58,538	59,000
Telephone & Internet	Phone lines, Fiber optic cable, Internet	22,105	13,906	14,878	20,000	24,928	36,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractor	161,472	219,670	231,878	270,000	255,260	265,000

**Northbrook Public Library
General Fund
FY2021 Budget**

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Postage machine, Phone system, Binding, Auditorium equipment, Collaboratory equipment	17,524	35,969	14,854	20,000	15,958	20,000
Vehicle Expense		2,787	802	620	2,500	2,042	3,000
Utilities	Gas, Water, Garbage	50,181	52,829	60,720	53,000	47,170	53,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	28,279	15,384	24,019	30,000	6,536	30,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	99,862	104,743	116,658	135,000	129,071	135,000
Recruiting		1,173	400	388	500	250	500
Total Contractual Services		583,503	\$ 647,178	\$ 668,156	\$ 739,001	\$ 676,536	\$ 739,500
CAPITAL OUTLAY							
Furniture and Equipment	Items greater than \$500	153,502	150,514	81,704	160,000	88,868	100,000
Total Capital Outlay		153,502	\$ 150,514	\$ 81,704	\$ 160,000	\$ 88,868	\$ 100,000
OTHER							
Contingency & Misc Exp		20,497	4,634	4,374	100,000	4,461	100,000
Board Development		203	762	754	3,500	316	3,500
Total Other		20,699	\$ 5,396	\$ 5,128	\$ 103,500	\$ 4,777	\$ 103,500
Total Expenses Before Gifts & Transfers		5,889,092	\$ 6,070,610	\$ 6,211,714	\$ 7,040,976	\$ 6,556,965	\$ 7,126,500

Northbrook Public Library
General Fund
FY2021 Budget

Explanation	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
DESIGNATED EXPENSES	110,582	\$ 135,377	\$ 63,303	\$ 100,000	\$ 64,515	\$ 100,000
TRANSFERS						
Debt Service Transfer	37,736	\$ 23,092	\$ 9,095	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer	375,000	\$ 469,000	\$ 1,115,000	\$ 563,000	\$ 563,000	\$ 425,000
Total Transfers	412,736	\$ 492,092	\$ 1,124,095	\$ 588,000	\$ 588,000	\$ 450,000
Total Expenses	6,412,410	\$ 6,698,079	\$ 7,399,112	\$ 7,728,976	\$ 7,209,480	\$ 7,676,500
NET SURPLUS/(DEFICIT)	10,768	\$ 885	\$ 829	\$ 24	\$ 541,724	\$ 188

Northbrook Public Library
IMRF/FICA Fund
FY2021 Budget

	Explanation	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Forecast	FY 2021 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy-IMRF		\$452,197	\$463,921	\$481,271	\$490,000	\$479,254	\$490,000
Property Tax Levy FICA & Medicare		\$254,962	\$263,702	\$275,012	\$280,000	\$273,859	\$289,000
Interest Income IMRF		\$599	\$2,087	\$7,028	\$50	\$38	\$1,500
Interest Income FICA & Medicare		\$465	\$1,115	\$2,975	\$50	\$22	\$1,500
Total Undesignated Revenue		\$708,223	\$730,824	\$766,286	\$770,100	\$753,174	\$782,000
Total Revenues		\$708,223	\$730,824	\$766,286	\$770,100	\$753,174	\$782,000
Expenses							
Undesignated Expenses							
Human Resources							
Employer IMRF	IMRF Rate - 11.71%	\$362,742	\$357,325	\$351,547	\$490,000	\$370,334	\$400,000
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$256,901	\$262,363	\$269,780	\$280,000	\$275,000	\$289,000
Total Human Resources		\$619,643	\$619,688	\$621,326	\$770,000	\$645,334	\$689,000
Total Undesignated Expenses		\$619,643	\$619,688	\$621,326	\$770,000	\$645,334	\$689,000
Total Expenses		\$619,643	\$619,688	\$621,326	\$770,000	\$645,334	\$689,000
NET SURPLUS/(DEFICIT)		\$88,580	\$111,136	\$144,960	\$100	\$107,840	\$93,000

Northbrook Public Library
Capital Improvements Fund
FY2021 Budget

	Explanation	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Forecast	FY 2021 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
	Interest Income	\$3,719	\$3,061	\$4,351	\$6,000	\$25,199	\$25,000
	Other Income	\$29,639	\$37,443				
	Total Undesignated Revenue	\$33,358	\$40,504	\$4,351	\$6,000	\$25,199	\$25,000
Transfers & Other Financing Sources							
	Transfer from General fund	\$375,000	\$469,000	\$1,115,000	\$563,000	\$563,000	\$425,000
	Bond Proceeds					\$4,010,000	
	Insurance Proceeds		\$5,180				
	Other						
	Total Transfers & Other Financing Sources	\$375,000	\$474,180	\$1,115,000	\$563,000	\$4,573,000	\$425,000
	Total Revenues	\$408,358	\$514,684	\$1,119,351	\$569,000	\$4,598,199	\$450,000
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
	Renovation/Repair	\$680,454	\$458,549	\$311,659	\$652,000	\$594,565	\$2,837,178
	Professional Fees	\$23,973	\$41,784	\$63,259	\$168,000	\$168,000	\$250,000
	Furniture & Equipment			\$6,136		\$57,435	\$250,000
	Miscellaneous		\$66	\$248			
	Total Capital & Bond Expenses	\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
	Total Undesignated Expenses	\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
	Total Expenses	\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
NET SURPLUS/(DEFICIT)		(\$296,070)	\$14,285	\$738,049	(\$251,000)	\$3,778,199	(\$2,887,178)

Northbrook Public Library
Debt Service Fund
FY2021 Budget

	Explanation	FY 2017 Actual	FY 2018 Actual	FY2019 Actual	FY2020 Budget	FY 2020 Forecast	FY2021 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy	\$972,599	\$992,802	\$518,856	\$528,404	\$516,830	\$527,476
	Interest Income	\$556	\$554	\$272	\$1,000	\$157	\$500
	Loss on Investment	\$26	\$367	(\$86)			
	Total Undesignated Revenue	\$973,181	\$993,723	\$519,042	\$529,404	\$516,987	\$527,976
Transfers & Other Financing Sources							
	Transfer from General fund	\$37,736	\$23,092	\$9,095		\$11,916	
	Total Transfers & Other Financing Sources	\$37,736	\$23,092	\$9,095		\$11,916	
	Total Revenues	\$1,010,917	\$1,016,815	\$528,137	\$529,404	\$528,903	\$527,976
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
	Interest Payments	\$304,302	\$290,352	\$276,061	\$258,971	\$258,971	\$264,945
	Principal Payments	\$706,589	\$726,068	\$252,076	\$269,433	\$269,433	\$262,531
	Total Capital & Bond Expenses	\$1,010,891	\$1,016,420	\$528,137	\$528,404	\$528,404	\$527,476
	Total Undesignated Expenses	\$1,010,891	\$1,016,420	\$528,137	\$528,404	\$528,404	\$527,476
Transfers & Other Financing Uses							
	Other Financing Uses				\$500	\$500	\$500
	Total Transfers & Other Financing Uses				\$500	\$500	\$500
	Total Expenses	\$1,010,891	\$1,016,420	\$528,137	\$528,904	\$528,904	\$527,976
NET SURPLUS/(DEFICIT)		\$26	\$395	\$0	\$500	(\$0)	\$0



March 12, 2020

Ms. Anna Amen
 Finance and Operations Manager
 Northbrook Public Library
 1201 Cedar Lane
 Northbrook, Illinois 60062

Northbrook Public Library Coating and Sealant Replacement

WJE No. 2019.0200

Dear Ms. Amen,

Bids were publicly opened on February 28, 2020, for the Coating and Sealant Replacement project at the Northbrook Public Library in Northbrook, Illinois based on construction documents developed by Wiss, Janney, Elstner Associates, Inc. (WJE) dated January 8, 2020, (revised February 7, 2020) and Addendum No. 1, dated February 17, 2020, and Addendum No. 2 dated February 18, 2020. Northbrook Public Library received two bids from Berglund Construction Company (Berglund) and Eagle Painting and Maintenance Company, Inc. (Eagle). Facade recoating projects are highly specialized. The coatings used are multi-components and require a high level of skill to mix and apply. The two bidding contractors are the contractors who WJE has had experience previously on facade recoating projects. WJE has reviewed the bids received and offers the following summary:

Eagle	\$494,200.00
Berglund	\$1,435,000.00

See attached sheet for full bid breakdown.

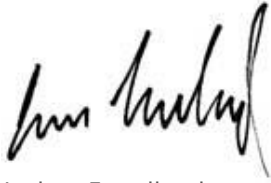
WJE contacted both bidders to discuss their bids and approach to the project. The following are notable differences between the bids and project approach:

1. Berglund will act as a general contractor and would retain a sub-contractor to perform coating removal and re-coating work while Eagle will self-perform the work. As a result, there are additional mark-up costs in Berglund’s Bid. Mark-up of subcontractor costs are typically 10 to 20 percent of sub-contractor costs.
2. Berglund intends to install pipe scaffold on all facades for access and to provide support for the containment of dust during coating removal, preparation and recoating. Eagle intends to use towers erected on the roof and drape tarps down from the towers to provide containment and scissor lifts inside the tarps to provide access for the work. The approach to use scissor lifts with drapes containment, likely results in significant costs savings in Eagle’s Bid compared to Berglund’s Bid.
3. Berglund has a 180 day schedule while Eagle has a 90 day schedule. The shorter schedule likely reduces General Conditions significantly.

These three differences likely make-up a significant difference between the bids. Both bids are considered responsive and WJE has worked with both Berglund and Eagle on significant projects. Based upon the bids received and discussions with the contractors, WJE recommends that the project be awarded to Eagle Painting and Maintenance Company, Inc.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Joshua Freedland
Principal



Anthony Cinnamon, NCARB
Associate Principal and Project Manager

Bid Summary
Northbrook Public Library

Date: March 6, 2020
WJE No. 2019.0200

Item	Description	Unit	Berglund Construction Company			Eagle Painting and Maintenance Company, Inc.		
			Units	Unit Price	Sum	Units	Unit Price	Sum
Coating and Sealant Replacement								
1	General Conditions	LS			\$ 233,000.00			\$ 10,000.00
2	Provide performance and payment bond	LS			\$ 11,000.00			\$ 5,000.00
3	Permits	LS			\$ 10,000.00			\$ 200.00
4	Remove and replace sealant - exterior	LS			\$ 45,000.00			\$ 97,000.00
5	Abate coating, prepare and paint facade - exterior	LS			\$ 681,000.00			\$ 310,000.00
6	Temporarily remove perimeter radiators. Prepare and paint the interior surfaces of the north, west and south exterior walls. Reinstall radiators	LS			\$ 420,000.00			\$ 69,000.00
UP1	After coating removal, prepare and seam weld any cracked welds on exterior steel (large area)	4 LF	10	\$2,000.00	\$ 20,000.00	10	\$ 60.00	\$ 2,400.00
UP2	After coating removal, prepare and seam weld any cracked welds on exterior steel (small area)	1 LF	10	\$1,500.00	\$ 15,000.00	10	\$ 60.00	\$ 600.00
A1	Prepare and paint corrugated siding and flashing at exterior of first floor	LS			\$ 50,000.00			\$ 12,000.00
Total*					\$ 1,435,000.00			\$ 494,200.00
Difference From Low Bidder					\$ 940,800.00			\$ -
Percent Difference From Low Bidder					190%			0%
Notes								
Time to complete work					180 days			90 days
*Total does not include A1								
Subcontractors								
					All Tech Decorating			Consolidated Fabrications and Constructors, Inc.

MEMO

To: Board of Trustees

From: Kate Hall

Date: March 17, 2020

Re: Non-Resident Fee Method

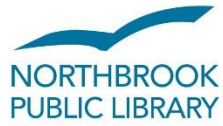
Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card in order to obtain public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

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

We currently use the tax bill method as opposed to the flat fee method, and I recommend that we continue using that method for all currently developed areas and continue to use the equivalent of the developer impact fee for developments in Northbrook for non-residents in new developments.

Tax Bill Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
2. Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.



Board of Trustees FY21 Regular Session Dates

Thursdays 7:30 pm – Civic Room

May 21, 2020

June 18, 2020

July 16, 2020

August 20, 2020

September 17, 2020

October 15, 2020

November 19, 2020

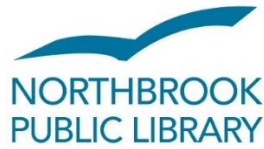
December – No Meeting

January 21, 2021

February 18, 2021

March 18, 2021

April 15, 2021



1201 Cedar Lane Northbrook, Illinois 60062
847-272-6224
www.northbrook.info

March, 2020

Meeting Notice

Public notice is hereby given that the Board of Trustees of the Northbrook Public Library will conduct their regular monthly meetings at the following times during the 2019-2020 fiscal year (May, 2019 - April, 2020). As identified below, the location of the meetings (unless announced otherwise) will be at 1201 Cedar Lane, Northbrook, IL 60062.

Thursday	May 21, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	June 18, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	July 16, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	August 20, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	September 17, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	October 15, 2020	7:30 p.m.	1201 Cedar Lane
Thursday	November 19, 2020	7:30 p.m.	1201 Cedar Lane
NO DECEMBER MEETING			
Thursday	January 21, 2021	7:30 p.m.	1201 Cedar Lane
Thursday	February 18, 2021	7:30 p.m.	1201 Cedar Lane
Thursday	March 18, 2021	7:30 p.m.	1201 Cedar Lane
Thursday	April 15, 2021	7:30 p.m.	1201 Cedar Lane

Kate Hall
Executive Director

The Northbrook Library intends to comply with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities. If you or someone you know with a disability will require an accommodation for library services, or have any questions about the library's compliance, call 847-272-6224. Hearing impaired individuals may call the TDD number, 847-272-6229, for more information.