

# NORTHBROOK PUBLIC LIBRARY IN-PERSON MEETING

April 21, 2022 | 7:30 p.m.  
Northbrook Public Library | Civic Room

Livestream: <https://youtu.be/0Y3jMmsVDLM>

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – March 17, 2022
  - 3.3 Approve Cash Balances & Income Statement April 2022
  - 3.4 Approve Bills and Charges from April 2022
  - 3.5 Approve FY 23 Board Meeting Dates
  - 3.6 Adopt bank resolutions for Fifth Third Bank
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Palatine Library Visit
- 8 New Business
  - 8.1 Abe Lincoln Book Award Presentation- Summer Kosuge, Youth Services Manager
  - 8.2 Transfer of Funds to Debt Service and CIF
  - 8.3 Executive Director Annual Review
- 9 Closed Session

pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
3/31/2022**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	6,987,824.96	3,011,918.12	564,525.15	9,435,217.93
	Restricted	340,450.24	40,019.44	24,744.08	355,725.60
	IMRF	683,086.88	145,743.81	29,543.05	799,287.64
	Fica	173,552.98	99,101.99	24,559.30	248,095.67
	<b>Total Operating</b>	<b>\$ 8,184,915.06</b>	<b>\$3,296,783.36</b>	<b>\$ 643,371.58</b>	<b>\$10,838,326.84</b>
<b>Capital Improvement</b>		<b>\$ 5,075,749.74</b>	<b>\$ 214.47</b>	<b>\$ 2,867.50</b>	<b>\$ 5,073,096.71</b>
<b>Debt Service</b>		<b>\$ 1,761.46</b>			<b>\$ 1,761.46</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	103,585.71	23,437.17	1,761.46
PayPal	8,087.98	-	-
FBoHP	226,265.67	-	-
Fifth Third - Checking/Money Market	10,498,932.91	5,049,148.02	-
US Bancorp	659.57	511.52	-
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 10,838,326.84</b>	<b>\$5,073,096.71</b>	<b>\$ 1,761.46</b>

NB&T = Northbrook Bank & Trust  
 GSB = Glenview State Bank  
 FBoHP - First Bank of Highland Park  
 USB = US Bancorp

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$11,988.87	(\$1,661.95)	\$7,269,306.31	\$7,244,763.58	\$7,289,188.00	99.39%
Replacement Tax	\$0.00	\$0.00	\$102,542.48	\$215,247.98	\$125,000.00	172.20%
Impact Fees	\$2,008.12	\$4,583.85	\$10,029.15	\$11,218.71	\$0.00	0.00%
Fines, Fees & Rentals	\$2,344.77	\$2,647.62	\$6,445.58	\$30,436.58	\$25,000.00	121.75%
Interest Income	\$1,104.26	\$271.15	\$15,277.23	\$3,906.26	\$25,000.00	15.63%
Other Income	\$134.90	\$1,164.85	\$24,188.54	\$42,355.13	\$100,000.00	42.36%
Total Undesignated Revenue	\$17,580.92	\$7,005.52	\$7,427,789.29	\$7,547,928.24	\$7,564,188.00	99.79%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$4,514.16	\$39,958.73	\$158,924.17	\$148,334.79	\$100,000.00	0.00%
Designated Interest Income	\$17.34	\$60.71	\$234.00	\$216.90	\$0.00	0.00%
Total Designated Revenue	\$4,531.50	\$40,019.44	\$159,158.17	\$148,551.69	\$100,000.00	0.00%
<b>Total Revenues</b>	<b>\$22,112.42</b>	<b>\$47,024.96</b>	<b>\$7,586,947.46</b>	<b>\$7,696,479.93</b>	<b>\$7,664,188.00</b>	
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$64,410.40	\$59,101.40	\$784,015.43	\$760,938.23	\$949,000.00	80.18%
Audio Visual	\$56,384.89	\$50,031.61	\$701,031.48	\$658,235.86		
Videos/DVDs	\$5,305.20	\$4,409.61	\$47,605.23	\$48,979.17		
Programs	\$2,720.31	\$4,660.18	\$35,378.72	\$53,723.20		
OCLC	\$7,351.21	\$9,530.48	\$61,948.36	\$69,503.72	\$117,000.00	59.40%
CCS Shared Costs	\$492.00	\$58.00	\$20,348.63	\$21,958.76	\$22,000.00	99.81%
	\$0.00	\$0.00	\$72,721.13	\$72,444.45	\$80,000.00	90.56%
Total Materials & Services	\$72,253.61	\$68,689.88	\$939,033.55	\$924,845.16	\$1,168,000.00	79.18%
<b>Human Resources</b>						
General Salaries and Wages	\$309,070.36	\$320,190.27	\$3,325,603.61	\$3,241,876.05	\$3,869,725.00	83.78%
Maintenance Salaries & Wages	\$18,621.02	\$13,893.42	\$164,860.87	\$136,814.50	\$168,975.00	80.97%
Group Insurance	\$55,397.70	\$53,695.84	\$593,401.36	\$600,808.44	\$695,000.00	86.45%
Unemployment/Worker's Comp	\$5,360.64	\$0.00	\$23,472.70	\$19,436.67	\$27,000.00	71.99%
Staff Development	\$734.40	\$3,185.88	\$25,851.93	\$45,951.92	\$70,000.00	65.65%
Total Human Resources	\$389,184.12	\$390,965.41	\$4,133,190.47	\$4,044,887.58	\$4,830,700.00	83.73%

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>Operating Costs</b>						
Photocopy	\$1,199.56	\$1,394.43	\$23,328.32	\$25,137.36	\$37,500.00	67.03%
Office & Library Supplies	\$1,992.48	\$8,510.56	\$61,908.04	\$44,964.30	\$70,000.00	64.23%
Software	\$7,915.89	\$7,326.54	\$97,585.00	\$83,156.30	\$103,000.00	80.73%
Postage	\$30.24	\$2.32	\$16,092.25	\$18,501.79	\$20,000.00	92.51%
General Insurance	\$2,010.67	\$0.00	\$58,129.19	\$63,502.25	\$63,000.00	100.80%
Telephone/Internet	\$375.29	\$6.00	\$37,729.72	\$34,621.58	\$43,000.00	80.52%
Professional Services	\$45,055.90	\$38,271.28	\$240,861.52	\$256,850.36	\$275,000.00	93.40%
Furniture, Equipment	\$9,371.05	\$0.00	\$70,991.48	\$48,123.02	\$50,000.00	96.25%
Equipment Rental & Maintenance	\$189.00	\$189.00	\$3,117.28	\$23,059.72	\$42,000.00	54.90%
Community Relations	\$1,333.25	\$1,434.15	\$28,526.43	\$33,263.37	\$44,000.00	75.60%
<b>Total Operating Costs</b>	<b>\$69,473.33</b>	<b>\$57,134.28</b>	<b>\$638,269.23</b>	<b>\$631,180.05</b>	<b>\$747,500.00</b>	<b>84.44%</b>
<b>Maintenance</b>						
Vehicle Expense	\$55.62	\$0.00	\$428.31	\$300.93	\$3,000.00	10.03%
Janitorial Supplies	\$3,158.73	\$4,514.13	\$34,810.27	\$36,677.10	\$45,000.00	81.50%
Utilities	\$13,146.90	\$5,400.03	\$37,710.38	\$40,615.39	\$54,000.00	75.21%
Building Repairs	\$0.00	\$18,591.00	\$13,345.33	\$39,081.72	\$30,000.00	130.27%
Contracted Services	\$5,814.03	(\$5,218.12)	\$124,215.65	\$132,098.84	\$135,000.00	97.85%
<b>Total Maintenance</b>	<b>\$22,175.28</b>	<b>\$23,287.04</b>	<b>\$210,509.94</b>	<b>\$248,773.98</b>	<b>\$267,000.00</b>	<b>93.17%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$45.00	\$0.00	\$1,554.50	\$500.00	310.90%
Contingency & Misc Exp	\$610.82	\$504.55	\$2,621.91	\$6,107.09	\$100,000.00	6.11%
Board Development	\$15.00	\$0.00	\$185.99	\$480.20	\$0.00	0.00%
<b>Total Other Expenses</b>	<b>\$625.82</b>	<b>\$549.55</b>	<b>\$2,807.90</b>	<b>\$8,141.79</b>	<b>\$100,500.00</b>	<b>8.10%</b>
<b>Total Undesignated Expenses</b>	<b>\$553,712.16</b>	<b>\$540,626.16</b>	<b>\$5,923,811.09</b>	<b>\$5,857,828.56</b>	<b>\$7,113,700.00</b>	<b>82.35%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$0.00	(\$3,431.36)	\$3,970.72	\$20,995.24	\$0.00	0.00%
Designated Materials Expense	\$645.01	\$118.44	\$2,298.85	\$1,319.64	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$12,857.00	\$0.00	\$17,599.00	\$0.00	0.00%
Designated Program Expense	\$2,523.00	\$700.00	\$26,720.61	\$52,652.43	\$100,000.00	52.65%
<b>Total Designated Expenses</b>	<b>\$3,168.01</b>	<b>\$10,244.08</b>	<b>\$32,990.18</b>	<b>\$92,566.31</b>	<b>\$100,000.00</b>	<b>92.57%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$221.73)</b>	<b>\$450,000.00</b>	<b>(0.05%)</b>
<b>Total Expenses</b>	<b>\$556,880.17</b>	<b>\$550,870.24</b>	<b>\$5,956,801.27</b>	<b>\$5,950,173.14</b>	<b>\$7,663,700.00</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$534,767.75)</b>	<b>(\$503,845.28)</b>	<b>\$1,630,146.19</b>	<b>\$1,746,306.79</b>	<b>\$488.00</b>	

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$11,988.87	(\$1,661.95)	\$7,269,306.31	\$7,244,763.58	\$7,289,188.00	99.39%
Replacement Tax	\$0.00	\$0.00	\$102,542.48	\$215,247.98	\$125,000.00	172.20%
Impact Fees	\$2,008.12	\$4,583.85	\$10,029.15	\$11,218.71	\$0.00	0.00%
Fines, Fees & Rentals	\$2,344.77	\$2,647.62	\$6,445.58	\$30,436.58	\$25,000.00	121.75%
Interest Income	\$1,104.26	\$271.15	\$15,277.23	\$3,906.26	\$25,000.00	15.63%
Other Income	\$134.90	\$1,164.85	\$24,188.54	\$42,355.13	\$100,000.00	42.36%
Total Undesignated Revenue	\$17,580.92	\$7,005.52	\$7,427,789.29	\$7,547,928.24	\$7,564,188.00	99.79%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$4,514.16	\$39,958.73	\$158,924.17	\$148,334.79	\$100,000.00	0.00%
Designated Interest Income	\$17.34	\$60.71	\$234.00	\$216.90	\$0.00	0.00%
Total Designated Revenue	\$4,531.50	\$40,019.44	\$159,158.17	\$148,551.69	\$100,000.00	0.00%
<b>Total Revenues</b>	<b>\$22,112.42</b>	<b>\$47,024.96</b>	<b>\$7,586,947.46</b>	<b>\$7,696,479.93</b>	<b>\$7,664,188.00</b>	
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$64,410.40	\$59,101.40	\$784,015.43	\$760,938.23	\$949,000.00	80.18%
Audio Visual	\$56,384.89	\$50,031.61	\$701,031.48	\$658,235.86		
Videos/DVDs	\$5,305.20	\$4,409.61	\$47,605.23	\$48,979.17		
Programs	\$2,720.31	\$4,660.18	\$35,378.72	\$53,723.20		
OCLC	\$7,351.21	\$9,530.48	\$61,948.36	\$69,503.72	\$117,000.00	59.40%
CCS Shared Costs	\$492.00	\$58.00	\$20,348.63	\$21,958.76	\$22,000.00	99.81%
	\$0.00	\$0.00	\$72,721.13	\$72,444.45	\$80,000.00	90.56%
Total Materials & Services	\$72,253.61	\$68,689.88	\$939,033.55	\$924,845.16	\$1,168,000.00	79.18%
<b>Human Resources</b>						
General Salaries and Wages	\$309,070.36	\$320,190.27	\$3,325,603.61	\$3,241,876.05	\$3,869,725.00	83.78%
Maintenance Salaries & Wages	\$18,621.02	\$13,893.42	\$164,860.87	\$136,814.50	\$168,975.00	80.97%
Group Insurance	\$55,397.70	\$53,695.84	\$593,401.36	\$600,808.44	\$695,000.00	86.45%
Unemployment/Worker's Comp	\$5,360.64	\$0.00	\$23,472.70	\$19,436.67	\$27,000.00	71.99%
Staff Development	\$734.40	\$3,185.88	\$25,851.93	\$45,951.92	\$70,000.00	65.65%
Total Human Resources	\$389,184.12	\$390,965.41	\$4,133,190.47	\$4,044,887.58	\$4,830,700.00	83.73%

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>Operating Costs</b>						
Photocopy	\$1,199.56	\$1,394.43	\$23,328.32	\$25,137.36	\$37,500.00	67.03%
Office & Library Supplies	\$1,992.48	\$8,510.56	\$61,908.04	\$44,964.30	\$70,000.00	64.23%
Software	\$7,915.89	\$7,326.54	\$97,585.00	\$83,156.30	\$103,000.00	80.73%
Postage	\$30.24	\$2.32	\$16,092.25	\$18,501.79	\$20,000.00	92.51%
General Insurance	\$2,010.67	\$0.00	\$58,129.19	\$63,502.25	\$63,000.00	100.80%
Telephone/Internet	\$375.29	\$6.00	\$37,729.72	\$34,621.58	\$43,000.00	80.52%
Professional Services	\$45,055.90	\$38,271.28	\$240,861.52	\$256,850.36	\$275,000.00	93.40%
Furniture, Equipment	\$9,371.05	\$0.00	\$70,991.48	\$48,123.02	\$50,000.00	96.25%
Equipment Rental & Maintenance	\$189.00	\$189.00	\$3,117.28	\$23,059.72	\$42,000.00	54.90%
Community Relations	\$1,333.25	\$1,434.15	\$28,526.43	\$33,263.37	\$44,000.00	75.60%
<b>Total Operating Costs</b>	<b>\$69,473.33</b>	<b>\$57,134.28</b>	<b>\$638,269.23</b>	<b>\$631,180.05</b>	<b>\$747,500.00</b>	<b>84.44%</b>
<b>Maintenance</b>						
Vehicle Expense	\$55.62	\$0.00	\$428.31	\$300.93	\$3,000.00	10.03%
Janitorial Supplies	\$3,158.73	\$4,514.13	\$34,810.27	\$36,677.10	\$45,000.00	81.50%
Utilities	\$13,146.90	\$5,400.03	\$37,710.38	\$40,615.39	\$54,000.00	75.21%
Building Repairs	\$0.00	\$18,591.00	\$13,345.33	\$39,081.72	\$30,000.00	130.27%
Contracted Services	\$5,814.03	(\$5,218.12)	\$124,215.65	\$132,098.84	\$135,000.00	97.85%
<b>Total Maintenance</b>	<b>\$22,175.28</b>	<b>\$23,287.04</b>	<b>\$210,509.94</b>	<b>\$248,773.98</b>	<b>\$267,000.00</b>	<b>93.17%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$45.00	\$0.00	\$1,554.50	\$500.00	310.90%
Contingency & Misc Exp	\$610.82	\$504.55	\$2,621.91	\$6,107.09	\$100,000.00	6.11%
Board Development	\$15.00	\$0.00	\$185.99	\$480.20	\$0.00	0.00%
<b>Total Other Expenses</b>	<b>\$625.82</b>	<b>\$549.55</b>	<b>\$2,807.90</b>	<b>\$8,141.79</b>	<b>\$100,500.00</b>	<b>8.10%</b>
<b>Total Undesignated Expenses</b>	<b>\$553,712.16</b>	<b>\$540,626.16</b>	<b>\$5,923,811.09</b>	<b>\$5,857,828.56</b>	<b>\$7,113,700.00</b>	<b>82.35%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$0.00	(\$3,431.36)	\$3,970.72	\$20,995.24	\$0.00	0.00%
Designated Materials Expense	\$645.01	\$118.44	\$2,298.85	\$1,319.64	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$12,857.00	\$0.00	\$17,599.00	\$0.00	0.00%
Designated Program Expense	\$2,523.00	\$700.00	\$26,720.61	\$52,652.43	\$100,000.00	52.65%
<b>Total Designated Expenses</b>	<b>\$3,168.01</b>	<b>\$10,244.08</b>	<b>\$32,990.18</b>	<b>\$92,566.31</b>	<b>\$100,000.00</b>	<b>92.57%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$221.73)</b>	<b>\$450,000.00</b>	<b>(0.05%)</b>
<b>Total Expenses</b>	<b>\$556,880.17</b>	<b>\$550,870.24</b>	<b>\$5,956,801.27</b>	<b>\$5,950,173.14</b>	<b>\$7,663,700.00</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$534,767.75)</b>	<b>(\$503,845.28)</b>	<b>\$1,630,146.19</b>	<b>\$1,746,306.79</b>	<b>\$488.00</b>	

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$608.06	\$214.45	\$10,425.99	\$3,176.28	\$10,000.00	31.76%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$608.06</b>	<b>\$214.45</b>	<b>\$17,614.99</b>	<b>\$10,376.28</b>	<b>\$10,000.00</b>	<b>103.76%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$608.06</b>	<b>\$214.45</b>	<b>\$17,614.99</b>	<b>\$10,376.28</b>	<b>\$435,000.00</b>	
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$153,860.18	\$2,080.00	\$1,098,362.32	\$115,562.00	\$908,000.00	12.73%
Professional Fees	\$5,430.00	\$787.50	\$87,095.40	\$36,530.00	\$75,000.00	48.71%
Furniture & Equipment	\$19,604.61	\$0.00	\$277,207.94	\$261,730.06	\$40,000.00	654.33%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$178,894.79</b>	<b>\$2,867.50</b>	<b>\$1,462,665.66</b>	<b>\$413,822.06</b>	<b>\$1,023,000.00</b>	<b>40.45%</b>
<b>Total Undesignated Expenses</b>	<b>\$178,894.79</b>	<b>\$2,867.50</b>	<b>\$1,462,665.66</b>	<b>\$413,822.06</b>	<b>\$1,023,000.00</b>	<b>40.45%</b>
<b>Total Expenses</b>	<b>\$178,894.79</b>	<b>\$2,867.50</b>	<b>\$1,462,665.66</b>	<b>\$413,822.06</b>	<b>\$1,023,000.00</b>	<b>40.45%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$178,286.73)</b>	<b>(\$2,653.05)</b>	<b>(\$1,445,050.67)</b>	<b>(\$403,445.78)</b>	<b>(\$588,000.00)</b>	

Northbrook Public Library  
Income Statement  
3/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$1,224.77	(\$169.40)	\$742,624.07	\$738,432.02	\$758,249.00	97.39%
Interest Income	\$2.38	\$0.00	\$11.04	\$4.04	\$0.00	0.00%
Total Undesignated Revenue	\$1,227.15	(\$169.40)	\$742,635.11	\$738,436.06	\$758,249.00	97.39%
<b>Total Revenues</b>	<b>\$1,227.15</b>	<b>(\$169.40)</b>	<b>\$742,635.11</b>	<b>\$738,436.06</b>	<b>\$758,249.00</b>	
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$0.00	\$0.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$759,979.05</b>	<b>\$758,235.58</b>	<b>\$758,249.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,227.15</b>	<b>(\$169.40)</b>	<b>(\$17,343.94)</b>	<b>(\$19,799.52)</b>	<b>\$0.00</b>	



## March 2022 Financial Summary

Total General Fund revenues collected to date is \$7,696,479.93.

- 99.39% of property taxes have been collected
- Replacement taxes budget number is a conservative estimate based upon prior year – FY2022 allocations are higher than prior year due to legislative changes that increase the allocation
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - o 20% is fines and lost item / replacement collections
  - o 64% is non resident fees
  - o 16% is copy machine collections

Total General Fund expenditures are \$5,950,173.14, budget differences include:

- Materials is less than budget due to items ordered and not received which is approximately \$71,000.
- Programming is less than budget due to COVID
- Unemployment / Worker's Comp is less than budget because the first quarter unemployment expense will be booked in April 2022
- Staff Development is less than budget due to staff attending less CE and virtual conferences/workshops costing less than in person conferences/workshops
- Photocopy is less than budget due to usage of copy machines being down due to COVID
- Supplies are less than budget due to COVID
- Software is less than budget due to the nature of the account – costs are recorded when invoice is received and is considered a one time cost – we are waiting for renewal invoices to be received
- Equipment Rental & Maintenance is less than budget due to the nature of the account – costs are recorded annually when service is performed

## March 2022 Financial Summary – page 2

- Community Relations is less than budget due to a reduction in outreach due to COVID
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Janitorial Supplies is less than budget due to COVID
- Utilities is less than budget due to gas bill for winter months being higher than summer months – also only 10 months of expense has been recorded for gas and garbage
- Building Repairs is greater than budget due to repairs that were made throughout the year - steam trap, elevator, dry sprinkler system, gutter repair, parking lot lighting
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

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

Operating Funds

Library Claims List	\$	187,683.26
Librarian's Claims List	\$	15,811.88
Payroll	\$	319,620.71
Fica/IMRF	\$	54,102.35
ACH to IPBC	\$	66,153.38
Total Operating Funds	\$	<u>643,371.58</u>

Capital Improvement Fund

Claims List	\$	2,867.50
	\$	<u>2,867.50</u>

Debt Service Fund

Grand Total Library	\$	<u><u>646,239.08</u></u>
---------------------	----	--------------------------

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

Transaction Number	Transaction Date	Reference	Payments	Description
25397	3/15/2022	Esprit des Concerts	\$700.00	monthly payment - programming
25398	3/15/2022	First Bankcard	\$5,106.39	monthly payment - supplies
25399	3/15/2022	Highland Park Public Library	\$1,248.00	Illinois Library Presents expense
25400	3/15/2022	Kanopy LLC	\$2,000.00	annual payment - materials
25401	3/15/2022	Outsource Solutions Group, Inc.	\$37,828.36	monthly payment - contracted services & software (2 months of expense)
25402	3/15/2022	Peerless Network Inc.	\$692.98	monthly payment - telephone
25403	3/15/2022	Symmetry Energy Solutions, LLC	\$5,400.03	monthly payment - utilities
25404	3/29/2022	Amazon	\$2,663.40	monthly payment - supplies
25405	3/29/2022	Ancel Glink P.C.	\$1,012.50	monthly payment - professional fees
25406	3/29/2022	Authors Unbound Agency	\$6,250.00	Illinois Library Presents expense
25407	3/29/2022	Frank Babbitt	\$1,000.00	monthly payment - programming
25408	3/29/2022	Baker & Taylor	\$25,085.48	monthly payment - materials
25409	3/29/2022	Baker & Taylor Entertainment	\$662.17	monthly payment - materials
25410	3/29/2022	Best Quality Cleaning	\$5,075.00	monthly payment - contracted
25411	3/29/2022	Book Page	\$999.00	annual payment - community relations
25412	3/29/2022	CDW Government, Inc.	\$4,068.20	monthly payment - supplies
25413	3/29/2022	ECO Promotional Products, Inc.	\$1,746.66	monthly payment - materials
25414	3/29/2022	F.E. Moran Mechanical Services	\$4,018.00	annual payment - building repair
25415	3/29/2022	F.E. Moran, Inc. - Fire Protection - North	\$3,290.00	annual payment - building repair
25416	3/29/2022	Gale/Cengage Learning Inc.	\$807.71	monthly payment - materials
25417	3/29/2022	Gaudete Brass LLC	\$1,000.00	monthly payment - programming
25418	3/29/2022	Grainger	\$1,828.35	monthly payment - janitorial supplies
25419	3/29/2022	Shawn Holt	\$750.00	monthly payment - programming
25420	3/29/2022	HR Source	\$785.50	annual payment - staff development
25421	3/29/2022	Impact Networking LLC	\$1,394.43	quarterly payment - photocopy
25422	3/29/2022	ITsavvy LLC	\$12,857.00	annual payment - furniture & equipment
25423	3/29/2022	Christopher Laughlin School of Music	\$1,000.00	monthly payment - programming
25424	3/29/2022	Midwest Tape	\$6,117.07	monthly payment - materials
25425	3/29/2022	North American	\$1,193.75	monthly payment - janitorial supplies
25426	3/29/2022	Northbrook Hardware	\$937.13	monthly payment - janitorial supplies
25427	3/29/2022	Outsource Solutions Group, Inc.	\$19,088.22	monthly payment - contracted services & software
25428	3/29/2022	Overdrive	\$15,544.61	monthly payment - materials
25429	3/29/2022	Proquest	\$7,786.80	annual payment - materials
25430	3/29/2022	Staples Business Credit	\$2,941.00	monthly payment supplies
25431	3/29/2022	Susan Warner	\$1,000.00	monthly payment - programming
25432	3/29/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25433	3/29/2022	Wex Health Inc.	\$3,040.52	monthly payment flexible spending, dependant care and commuter benefit

\$187,683.26

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

Transaction Number	Transaction Date	Reference	Payments
51882	3/28/2022	AAA Lock & Key Co.	\$99.00
51883	3/28/2022	AARP	\$16.00
51884	3/28/2022	Alert Protective Services	\$150.03
51885	3/28/2022	Liel Amdour	\$250.00
51886	3/28/2022	Anna Amen	\$65.44
51887	3/28/2022	American Library Association	\$175.00
51888	3/28/2022	American Library Association, Membership	\$220.00
51889	3/28/2022	American Spirit	\$18.00
51890	3/28/2022	Mark Anderson	\$400.00
51891	3/28/2022	Aquatic Works LTD	\$350.00
51892	3/28/2022	Blackstone Publishing	\$83.20
51893	3/28/2022	Nancy Buehler	\$250.00
51894	3/28/2022	Olga Cardamone	\$200.00
51895	3/28/2022	Elizabeth Chertok	\$250.00
51896	3/28/2022	Chicago Distribution Center	\$63.39
51897	3/28/2022	Chicago Tribune	\$111.50
51898	3/28/2022	Cintas	\$478.20
51899	3/28/2022	Criterion Pictures	\$475.00
51900	3/28/2022	Lillian Davidson	\$22.98
51901	3/28/2022	Tom Deja	\$200.00
51902	3/28/2022	Demco	\$256.95
51903	3/28/2022	Cathleen Doyle	\$137.24
51904	3/28/2022	Sabina Fazlic	\$125.00
51905	3/28/2022	Julia Fine	\$200.00
51906	3/28/2022	Garvey's Office Products	\$47.94
51907	3/28/2022	Jo I Gayle	\$125.00
51908	3/28/2022	Mark Gelfeld	\$200.00
51909	3/28/2022	Sevgi Giles	\$150.00
51910	3/28/2022	Glenbrook North Torch	\$75.00
51911	3/28/2022	Bridget Golembiewski	\$92.98
51912	3/28/2022	Benjamin Goluboff	\$250.00
51913	3/28/2022	Jayne Herring	\$400.00
51914	3/28/2022	The Home Depot Credit Services	\$132.72
51915	3/28/2022	Marina Hoover	\$150.00
51916	3/28/2022	Jennifer Hovanec	\$57.45
51917	3/28/2022	Illinois Heartland Library System-OCLC	\$58.00
51918	3/28/2022	Illinois Library Association	\$30.00
51919	3/28/2022	Illinois State Police	\$20.00
51920	3/28/2022	Image Specialties of Glenview, Inc.	\$13.20
51921	3/28/2022	Information Today, Inc.	\$474.03
51922	3/28/2022	Saetbyeol Kim	\$500.00
51923	3/28/2022	Jonathan Klein	\$300.00
51924	3/28/2022	Laura Kowalski	\$60.00

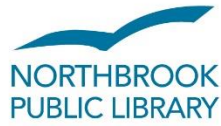
Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust Librarian Checking

Transaction Number	Transaction Date	Reference	Payments
51925	3/28/2022	Lake Effect Clarinet Quartet	\$500.00
51926	3/28/2022	Lechner Services	\$74.88
51927	3/28/2022	Library Ideas LLC	\$568.25
51928	3/28/2022	LibraryWorks, Inc.	\$49.00
51929	3/28/2022	Amanda Lopez	\$87.53
51930	3/28/2022	Ron Mantegna	\$200.00
51931	3/28/2022	Patrick McCallister	\$175.00
51932	3/28/2022	Kathleen Jo Zeigler Mitchem	\$250.00
51933	3/28/2022	Kathleen Jo Zeigler Mitchem	\$250.00
51934	3/28/2022	Monoprice, Inc.	\$98.41
51935	3/28/2022	Lisa Culp Musgrave	\$175.00
51936	3/28/2022	New York Times	\$230.49
51937	3/28/2022	NSYMCA Art Academy	\$280.00
51938	3/28/2022	Ocooch Hardwoods	\$237.47
51939	3/28/2022	Petty Cash Custodian	\$50.87
51940	3/28/2022	Pitney Bowes Inc.	\$189.00
51941	3/28/2022	Red Hill Birding	\$200.00
51942	3/28/2022	Rowman & Littlefield Publishing Group	\$217.89
51943	3/28/2022	Olga Rudiak	\$500.00
51944	3/28/2022	Runco Office Supply	\$572.49
51945	3/28/2022	Sentrum Marketing, LLC	\$561.60
51946	3/28/2022	Sheet Music Plus	\$71.96
51947	3/28/2022	Sujin Song	\$100.00
51948	3/28/2022	Sphero, Inc.	\$73.40
51949	3/28/2022	Sticky Fingers Cooking	\$150.00
51950	3/28/2022	Sunset Food Mart, Inc.	\$28.03
51951	3/28/2022	Swank Motion Pictures Inc.	\$396.00
51952	3/28/2022	The Herb Quarterly	\$33.00
51953	3/28/2022	Ann Torralba	\$450.00
51954	3/28/2022	Tsai Fong Books, Inc.	\$408.22
51955	3/28/2022	UPS	\$81.42
51956	3/28/2022	Village of Northbrook	\$25.00
51957	3/28/2022	VSP of Illinois, NFP	\$373.47
51958	3/28/2022	Robert Waterbury	\$50.00
51959	44648	WEX Health, Inc.	110
51960	44648	Yami Vending Inc.	\$260.25

\$15,811.88

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

Transaction Number	Transaction Date	Reference	Payments	Description
1853	3/29/2022	Ancel Glink P.C.	\$787.50	Window Replacement Project
1854	3/29/2022	Colley Elevator Co.	\$2,080.00	Fire Panel
			<u>\$2,867.50</u>	



## Board of Trustees FY23 Regular Session Dates

Thursdays 7:30 pm – Civic Room

May 19, 2022

June 16, 2022

July 21, 2022

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

December – No Meeting

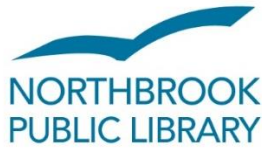
January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023





1201 Cedar Lane Northbrook, Illinois 60062  
847-272-6224  
[www.northbrook.info](http://www.northbrook.info)

---

March, 2022

### 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 2022-2023 fiscal year (May, 2022 - April, 2023). As identified below, the location of the meetings (unless announced otherwise) will be at 1201 Cedar Lane, Northbrook, IL 60062.

Thursday	May 19, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	June 16, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	July 21, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	August 18, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	September 15, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	October 20, 2022	7:30 p.m.	1201 Cedar Lane
Thursday	November 17, 2022	7:30 p.m.	1201 Cedar Lane

#### NO DECEMBER MEETING

Thursday	January 19, 2023	7:30 p.m.	1201 Cedar Lane
Thursday	February 16, 2023	7:30 p.m.	1201 Cedar Lane
Thursday	March 16, 2023	7:30 p.m.	1201 Cedar Lane
Thursday	April 20, 2023	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.



## Memorandum

---

**DATE:** 4.15.22  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** New Bank Accounts at Fifth Third Bank

Fifth Third Bank has made some account changes and plans to charge bank fees for the types of accounts we currently have. I have spoken with our bank representative and determined that new accounts need to be opened so that fees are not incurred.

They are recommending opening a **Business Advantage Public Funds Checking** and **Public Funds Saving** for the operating fund and the capital improvement fund to replace our existing accounts. The accounts will be collateralized in accordance with the Illinois State Statute.

Attached are the documents for your review. If the new account is approved, these documents will be signed at the board meeting.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner) Date Of Birth Home Phone Mother's Maiden Name

NORTHBROOK PUBLIC LIBRARY

Street Address City And State Zip Country

1201 CEDAR LN NORTHBROOK IL 60062 US

Employer Work Phone Taxpayer ID Number Account No.

(847)272-6229 36-6006017

Type Ownership\* Opened By Bc No. Date

BUS ADV PF CKG GOVERNMENT 24163 24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.****Title**NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG**Statement Address**1201 CEDAR LN  
NORTHBROOK IL 60062→ x \_\_\_\_\_  
KATE HALL - SIGNATOR→ x \_\_\_\_\_  
MAURA CRISHAM - SIGNATOR→ x \_\_\_\_\_  
ZHAN XU - SIGNATOR→ x \_\_\_\_\_  
HOWARD J GLAUBINGER - SIGNATOR☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).

2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.

3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.

4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.

5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.

6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.

7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner) Date Of Birth Home Phone Mother's Maiden Name

NORTHBROOK PUBLIC LIBRARY

Street Address City And State Zip Country

1201 CEDAR LN NORTHBROOK IL 60062 US

Employer Work Phone Taxpayer ID Number Account No.

(847)272-6229 36-6006017

Type Ownership\* Opened By Bc No. Date

BUS ADV PF CKG GOVERNMENT 24163 24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

## THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.

## Title

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

## Statement Address

1201 CEDAR LN  
NORTHBROOK IL 60062

→ X \_\_\_\_\_

ANNA AMEN - SIGNATOR

→ X \_\_\_\_\_

ABBY M YOUNG - SIGNATOR

→ X \_\_\_\_\_

→ X \_\_\_\_\_

☐ NEW ☐ ADD ☒ REPL

## TERMS AND CONDITIONS

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).

2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.

3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.

4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.

5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.

6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.

7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF CKG	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.**

Title

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

Statement Address

1201 CEDAR LN  
NORTHBROOK IL 60062

→ x \_\_\_\_\_  
KATE HALL - SIGNATOR

→ x \_\_\_\_\_  
MAURA CRISHAM - SIGNATOR

→ x \_\_\_\_\_  
ZHAN XU - SIGNATOR

→ x \_\_\_\_\_  
HOWARD J GLAUBINGER - SIGNATOR

☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).
2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.
3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.
4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.
5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.
6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.
7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF CKG	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.****Title**

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

**Statement Address**

1201 CEDAR LN  
NORTHBROOK IL 60062

→ x \_\_\_\_\_  
ANNA AMEN - SIGNATOR

→ x \_\_\_\_\_  
ABBY M YOUNG - SIGNATOR

→ x \_\_\_\_\_

→ x \_\_\_\_\_

☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).
2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.
3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.
4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.
5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.
6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.
7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF SVGS	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.****Title**

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

**Statement Address**

1201 CEDAR LN  
NORTHBROOK IL 60062

→ X \_\_\_\_\_  
KATE HALL - SIGNATOR

→ X \_\_\_\_\_  
MAURA CRISHAM - SIGNATOR

→ X \_\_\_\_\_  
ZHAN XU - SIGNATOR

→ X \_\_\_\_\_  
HOWARD J GLAUBINGER - SIGNATOR

☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).

2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.

3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.

4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.

5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.

6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.

7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



FIFTH THIRD BANK

(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF SVGS	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.**

<b>Title</b>
NORTHBROOK PUBLIC LIBRARY KATE HALL MAURA CRISHAM ZHAN XU HOWARD J GLAUBINGER ANNA AMEN ABBY M YOUNG

<b>Statement Address</b>
1201 CEDAR LN NORTHBROOK IL 60062

→	x	_____
		ANNA AMEN - SIGNATOR
→	x	_____
		ABBY M YOUNG - SIGNATOR
→	x	_____
→	x	_____

☐ NEW ☐ ADD ☒ REPL

**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).
2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.
3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.
4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.
5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.
6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.
7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.





(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF SVGS	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.****Title**

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

**Statement Address**

1201 CEDAR LN  
NORTHBROOK IL 60062

→ × \_\_\_\_\_  
KATE HALL - SIGNATOR

→ × \_\_\_\_\_  
MAURA CRISHAM - SIGNATOR

→ × \_\_\_\_\_  
ZHAN XU - SIGNATOR

→ × \_\_\_\_\_  
HOWARD J GLAUBINGER - SIGNATOR

☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).
2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.
3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.
4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.
5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.
6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.
7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



(HEREAFTER REFERRED TO AS "BANK")

**SIGNATURE CARD**

Ref #

FIFTH THIRD BANK

Name (Primary Owner)	Date Of Birth	Home Phone	Mother's Maiden Name
NORTHBROOK PUBLIC LIBRARY			
Street Address	City And State	Zip	Country
1201 CEDAR LN	NORTHBROOK IL	60062	US
Employer	Work Phone	Taxpayer ID Number	Account No.
	(847)272-6229	36-6006017	
Type	Ownership*	Opened By	Bc No. Date
BUS ADV PF SVGS	GOVERNMENT	24163	24379

\* Joint accounts shall be owned as joint tenants with rights of survivorship, not as tenancy by the entireties

**THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.****Title**

NORTHBROOK PUBLIC LIBRARY  
KATE HALL  
MAURA CRISHAM  
ZHAN XU  
HOWARD J GLAUBINGER  
ANNA AMEN  
ABBY M YOUNG

**Statement Address**

1201 CEDAR LN  
NORTHBROOK IL 60062

→ X \_\_\_\_\_  
ANNA AMEN - SIGNATOR

→ X \_\_\_\_\_  
ABBY M YOUNG - SIGNATOR

→ X \_\_\_\_\_

→ X \_\_\_\_\_

☐ NEW ☐ ADD ☒ REPL**TERMS AND CONDITIONS**

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and Fifth Third Bank, National Association (Bank).
2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.
3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.
4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.
5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to Bank.
6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of Fifth Third Bancorp, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.
7. All signers agree to the Terms and Conditions set forth hereon and acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank and agree to the terms set forth therein.



**FIFTH THIRD BANK**

**38 Fountain Square Plaza  
Cincinnati, Ohio 45263**

## **Multi-Product Resolution**

## Multi-Product Resolution

Effective as of the date of execution, the named persons in the Entity Authorization Section is/are duly authorized representatives of NORTHBROOK PUBLIC LIBRARY

[Name of Company, Corporation, Partnership, Organization, Government, Trust and/or Plan] ("Entity") and hold the title(s) set forth opposite his or her respective name, said authorized representative(s) is/are authorized to act on behalf of this Entity, and on behalf of those entities named in the Affiliate Authorization Section herein ("Affiliates"), as an "Authorized Person" in transactions with Fifth Third Bank, National Association, or an affiliate of Fifth Third Bancorp (collectively, "Bank"), with the authority designated in the appropriate Authorization Section and detailed in the following resolutions:

### Section I. (DDA/TM) DEPOSIT ACCOUNTS & OTHER TREASURY MANAGEMENT SERVICES:

RESOLVED, that the Bank is hereby designated as an authorized depository of this Entity and that one or more checking, savings or other deposit accounts ("Accounts") be opened and maintained with the Bank in the name of the Entity.

RESOLVED, that the opening and maintaining of the Accounts, all transactions in connection with the Accounts and all related services will be governed by written agreements provided by the Bank, and by such rules, regulations and policies as the Bank shall from time to time establish.

RESOLVED, this Entity is authorized to obtain banking services from the Bank including treasury management, the sale or purchase of foreign currencies, and to enter into such agreements and documentation for such services as are required by the Bank from time to time, including a Master Treasury Management Agreement, Online Channel Access Agreement, Schedules to the Online Channel Access Agreement, Signature Card, Terms and Conditions for various banking services, Deposit Account Rules & Regulations, and/or Commercial Account Rules, as applicable ("Banking Agreements"), each of which, when accepted or signed by an Authorized Person described below is approved and authorized in all respects.

RESOLVED, that the Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to the Bank in connection with the banking services obtained by the Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the Entity by the Bank and (b) import and export services for letters of credit as provided in the terms and conditions for such import and export services and related reimbursement, financing and security or collateral arrangements.

RESOLVED, that the Entity is authorized to enter into, execute and deliver to the Bank applications, documents, notes and agreements reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit, confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or notes, security, pledge or similar agreement evidencing or securing such arrangements ("Banking Services Financing Agreements"), each of which, when submitted, accepted or signed by an Authorized Person is authorized and approved in all respects.

RESOLVED: that any of the Authorized Persons as designated in the Entity Authorization Section, acting alone or together with other Authorized Persons, is authorized to act for the Entity, and (as designated) its Affiliates if the same are joined to the Banking Services Agreements or Commercial Card Service Agreement, and in its name to do any of the following:

**Section 1.1. Accounts and Agreements.** Open or close any deposit or other Account and execute on behalf of the Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up and other documentation and agreements with the Bank with respect to the Accounts and any services related to the Accounts including each of the Banking Agreements and Banking Services Financing Agreements;

**Section 1.2. Payment Instructions.** Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based or oral instructions and payment orders for the transfer or payment of funds of the Entity on deposit with the Bank (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;

**Section 1.3. Foreign Currency Transactions.** Agree to buy or sell foreign currencies via spot contracts, execute on behalf of the Entity confirmation of such spot transactions, and deliver such currencies as required under the spot transactions to the Bank, including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;

**Section 1.4. Implementation and Setup.** Select the services the Entity will obtain from the Bank and instruct the Bank on service options and features desired by the Entity, and the set-up, implementation and security procedures relating to the services selected.

## **Section II. (COM CARD) COMMERCIAL CARD:**

RESOLVED, that this Entity desires to obtain financial accommodations from the Bank, including the use of a number of the Bank's Commercial Cards (the "Commercial Cards") by the officers and agents of this Entity.

RESOLVED, that this Entity agrees to assume responsibility for the use of each and every one of the Commercial Cards and to pay the Bank for all indebtedness incurred by the use of such Commercial Cards.

RESOLVED, that at any of the Authorized Persons as designated in the Entity Authorization Section acting alone or together with other Authorized Persons, be and hereby are authorized to act for and in the name of this Entity, and its Affiliates, if the same are joined to the Banking Services Agreements or Commercial Card Service Agreement, to (i) apply to the Bank for the issuance of such Commercial Cards, (ii) enter into and execute the Commercial Card Service Agreement and such application forms, agreements and documents to pay and provide security for payment of all indebtedness incurred by use of such Commercial Cards, whether authorized or unauthorized, as the Bank may require in accordance with the terms and conditions of the Commercial Card Service Agreement, and (iii) to obtain and forward Commercial Cards to those officers or agents it designates from time to time to receive and use a card.

### Section III. OPTIONS - [Check One or More Options, If Applicable]

#### ☐ Section 3.1. Manager Managed Option

- If Entity is opening a deposit account and treasury management services that will be managed by a property manager or other fiduciary and wish to authorize such manager/fiduciary to take action on the Entity's behalf, Entity must check this Manager-Managed option and provide the name of the Manager below. Bank may require additional documentation from the Manager. DO NOT CHECK IF ENTITY IS THE MANAGER; ONLY CHECK IF ENTITY IS NAMING A MANAGER

RESOLVED FURTHER: that

and its subsidiaries, and their respective successors are appointed as agents of the Entity to act on behalf of the Entity with respect to all matters authorized in these DDA/TM Resolutions set forth above including to manage Entity's Accounts and services including the authority to establish Accounts, and execute and act as agents under the Banking Agreements, and make deposits to, withdrawals from and otherwise deal with such Accounts and to obtain and use Fifth Third Bank treasury management services on behalf of Entity, and to appoint individuals to act as their authorized representatives and as Authorized Persons for such services.

#### ☐ Section 3.2. Affiliate Services Option

- If Entity is acting on behalf of one or more entities in which Entity directly or indirectly owns an equity interest (each, an "Affiliate"), Entity must check the Affiliate option, and must complete the Affiliate Authorization section below, as applicable

RESOLVED, that Entity owns directly or indirectly an equity interest in each Affiliate listed in the Affiliate Authorization section below and Entity resolves that each such Affiliate may join the Banking Agreements, Commercial Card Service Agreement or other agreement with the Bank as a customer and as permitted by Bank from time to time; and

- Signor is duly authorized under the governing documents and resolutions of each Affiliate to give this certification to the Bank; and
- these resolutions are a true copy of resolutions adopted by the governing body of each Affiliate;
- that such resolutions are now in full force and effect and are pursuant to each the governing documents of each Affiliate; and
- each of the Authorized Persons named in the Affiliate Authorization Section (as specified for such Affiliate) is authorized to act on behalf of an Affiliate to the same extent as any Authorized Person in the Entity Authorization Section is permitted to act on behalf of Entity.

#### ☐ Section 3.3. Channel Administrator Option

- If Entity will use any of the Bank's online channels, whether through the Bank's online platform Fifth Third Direct, or otherwise, for online banking needs, Entity must check the Channel Administrator option, establish Channel Administrators, elect or waive Dual Administration Control, and provide the requisite Channel Administrator information below.

RESOLVED, that as Entity and Bank have or will enter into an Online Channel Access Agreement ("OCA") or another Bank agreement governing the use of Fifth Third Direct and other access channels ("Access Agreement"), the following person(s) designated below is/are hereby authorized and designated as the Channel Administrator(s) within such Access Channel(s), which includes Fifth Third Direct and other websites or portals, with all of the authority

and duties as contemplated and permitted under the OCAA, Banking Agreements, Banking Services Financing Agreements, Commercial Card Service Agreement or other agreements with Bank, as applicable. Each Channel Administrator shall also be deemed an Authorized Person, with broad authority to manage user access and delegate authority rights with respect to Account and services. Entity has designated its initial Channel Administrator(s) below and elected or waived whether to enable "Dual Administration Control" whereby two (2) Channel Administrators are required to establish a User (as defined in the OCAA).

#### **Establishment of Channel Administrator(s)**

☐ [Check and Complete **ONLY** if Establishing a New Fifth Third Direct Portal]

Entity hereby establishes the individuals named below as the Channel Administrator(s) for Entity pursuant to the forgoing resolutions as of the date set forth above. Entity understands that while only two (2) Channel Administrators may be established here, Entity may enable additional Channel Administrator(s) through the Fifth Third Direct Portal.

Entity acknowledges that Bank has strongly recommended enabling Dual Administration Control whereby two (2) Channel Administrators are required to establish a User (as defined in the OCAA). With respect to Dual Administration Control, Entity has elected as follows:

[YOU MUST SELECT EITHER ENABLE OR WAIVE OPTION BELOW]

☐ **Enable Dual Administration Control**

or,

☐ **Waive Dual Administration Control Enabling**

Entity acknowledges the risks associated with choosing not to enable Dual Administration Control and having only one Channel Administrator, and accepts all responsibility for any fraud/losses that occur relating to inappropriate or unauthorized use of the Fifth Third Direct or other Access Channels, or the Channel Administrator User ID.

[If You Selected Enable Dual Administration Control, Two Channel Administrators Must be Identified Below]

	Channel Administrator Name	Email Address	Phone Number (enter only one # per person. Admin may add or change once Channel access is established)
1.			
2.			

#### **Section IV. (LOAN/LEASING) LENDING, LEASING, LETTER OF CREDIT, RATE MANAGEMENT AGREEMENTS, GRANTING SECURITY INTEREST:**

RESOLVED, that any of the Authorized Person(s) designated in the Entity Authorization Section, acting alone or together with other Authorized Person(s), is/are hereby authorized to act for and in the name of the Entity to: (i) borrow or lease, and designate persons with the authority to borrow or lease, from time to time on behalf of this Entity from the Bank such sums of money or property (as applicable), for such times and upon such terms as may seem advisable to such Authorized Person(s) or his or her designee(s); (ii) request advances, pay fees and perform any function related to the purpose of borrowing or leasing, and, in connection therewith, to issue, and designate persons with the authority to issue, written, telephonic, electronic, internet-based or oral instructions;

(iii) sign and deliver on behalf of this Entity (a) credit and loan agreements, notes, leases, and any other documentation in connection with borrowing or leasing, including, without limitation, agreements providing defined remedies (e.g., confessions of judgment), (b) any documentation for the purpose of obtaining letters of credit, and (c) any documentation for the purpose of pledging, mortgaging, deeding or granting liens upon all or any of the assets of this Entity as security for such loans or leases under such terms and conditions as may seem advisable to such officer(s); (iv) sign and deliver on behalf of this Entity any ISDA Master Agreements and any other rate management agreements entered into to govern transactions intended to hedge risks associated with changes in interest rates and any and all documents related to such rate management transactions; (v) endorse in the name of this Entity and to negotiate to the Bank all or any of the notes, bills receivable, accounts receivable and assets of this Entity upon such terms as may seem advisable to such Authorized Person(s); and (vi) in connection with any of the foregoing, sign and deliver to the Bank renewals, extensions, amendments, modifications, refinancings, consolidations, substitutions or the like.

RESOLVED, that the Authorized Person(s) designated in the Entity Authorization Section, acting alone or together with other Authorized Person(s), is/are hereby authorized to guarantee, on behalf of the Entity, the payment of the debts, loans, leases, or other indebtedness of another, for such times and for such sums of money, and upon such terms as may seem advisable to such Authorized Person(s); to sign and deliver on behalf of this Entity, guarantee agreements or other documents therefor; and to pledge, mortgage, deed or grant liens upon all or any of the assets of this Entity as security for such guarantees or as security for the obligations of others under such terms and conditions as may seem advisable to such Authorized Person(s).

#### **Section V. (FRM) FINANCIAL RISK MANAGEMENT PRODUCTS: FOREIGN EXCHANGE OR COMMODITIES OR INTEREST RATE SWAP:**

RESOLVED, that this Entity is authorized to enter into, for any and all purposes, the following transactions with the Bank: foreign exchange transactions (including, without limitation, the purchase of spot contracts, contracts for forward or future delivery of currency and options), derivative instruments of any kind based on changes in the prices, rates or values of interest rates, commodities or currencies (including, without limitation, swaps, puts, calls, collars, caps, floors and options), participations in risk associated with any of the foregoing derivative instruments and any other transactions otherwise authorized by the Entity (each a "Transaction" and, together, the "Transactions").

RESOLVED, that any Authorized Person(s), designated in Entity Authorization Section is/are hereby authorized to act for and in the name of the Entity to:

- i. Open one or more accounts in the name of the Entity with the Bank for the purpose of entering into Transactions and to execute in the name of the Entity and deliver to the Bank (i) any agreement or document (including, without limitations, any ISDA Master Agreement, foreign exchange trading agreement, master give-up agreement (including any schedule(s) thereto, addenda thereof or any required or necessary credit support document(s)) and confirmation of any Transaction) that may be necessary or appropriate in connection with any Transaction and (ii) any amendment or revision to any such agreement or document.
- ii. Buy, sell and trade and agree to buy, sell and trade Transactions, on margin or otherwise, which power to sell includes the power to take "short" positions;
- iii. Effect and receive payment and delivery in performance of Transactions and any obligations undertaken in connection therewith;





- iv. Grant, transfer, pledge or otherwise hypothecate a security interest in or lien in any property (including any money or securities) belonging to or under control of the Entity as security for any obligation arising in connection with any Transaction.
- v. Receive and promptly comply with any request or demand for additional margin, any notice of intention to liquidate, and any notice or demand of any other nature;
- vi. Receive and acquiesce in the correctness of notices of Transactions, statements of account and other records and documents relating to the Entity's Transactions with the Bank; and
- vii. Borrow funds from the Bank or its affiliate to finance any Transactions effected through or with the Bank, and the satisfaction of each and every obligation of the Entity in connection with the account(s) and the Transactions effected therein.

#### **Section VI. (IS) INSTITUTIONAL SERVICES: TRUST, AGENCY, INVESTMENT MANAGEMENT, CUSTODIAL SERVICES, RETIREMENT PLAN, OR NONQUALIFIED PLAN SERVICES**

RESOLVED, that any Authorized Person(s) designated in the Entity Authorization Section is/are hereby authorized to act for and in the name of the Entity to enter into and execute the applicable agreement(s) and other documents or instructions with the Bank as may be required from time to time to provide trustee services, agency, investment management, investment advisory, custodial services, qualified retirement plan and/or nonqualified plan services.

#### **Section VII. (SECURITIES) BROKERAGE/SECURITIES**

RESOLVED, that any Authorized Person(s) designated in the Entity Authorization Section is/are hereby authorized to act for and in the name of the Entity to open and maintain one or more accounts on behalf of the Entity with any affiliated broker-dealer of the Bank for the purpose of transacting in the following securities (without limiting the generality of such, however): securities owned, issued or guaranteed by a public or private sector entity, including U.S. Government Securities, Federal Agency Securities, Federally Sponsored Securities, Foreign Sovereign Debt Instruments, Emerging Markets Instruments, Eurobonds, all manner of Money Market Instruments, issued or unissued, including Repurchase and Reverse Repurchase Agreements, corporate fixed income securities, municipal securities and all manner of other securities, and options thereon ("Securities"), Securities further include, without limitation, shares, stocks, bonds, debentures, notes, script, participation certificates, subscription rights, options, warrants, certificates of deposit, mortgages, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured.

[Select Authorization Below ONLY if Authorization Shall Include the Opening of Margin Accounts]

☐ This authorization shall include the opening of margin accounts.

## Section VIII. UNIVERSAL RESOLUTIONS

### [Applicable to and Adopted with, Each of the Preceding Sections I-VIII]:

RESOLVED, that the resolutions set forth herein and the authority hereby conferred is in addition to that conferred by any other resolution heretofore or hereafter delivered by this Entity to the Bank and shall continue in full force and effect until the Bank shall have received, and have had a reasonable opportunity to act upon, notice in writing, certified by an authorized representative of this Entity, of the revocation hereof by a resolution duly adopted by the governing body of this Entity. Any such revocation shall be effective only as to credit which is extended or committed by the Bank, or actions which are taken by this Entity pursuant to the resolutions contained herein, subsequent to the Bank's receipt of, and reasonable opportunity to act upon, such notice and shall not affect any acts by Authorized Person(s) performed prior thereto.

RESOLVED, that the Authorized Person(s) are hereby authorized to designate and advise the Bank of the identity of persons (including officers and employees of this Entity or its service providers) who have some or all of the authority of an Authorized Person with respect to one or more Accounts of the Entity Banking Agreements entered into by Entity or services utilized by the Entity, and limitations on the scope of such authority, if any, including a person or persons who will serve as administrator or service administrator with respect to a service or services obtained by the Entity (and any Affiliate, as applicable) and have authority to: manage the service on behalf of the Entity (and Affiliate); select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED, that the Authorized Person(s), and any persons designated by the same in accordance with the foregoing resolutions, is/are hereby authorized to take such other actions as may be necessary or desirable to carry out the intent of the foregoing.

RESOLVED, that any and all transactions by or on behalf of this Entity with the Bank and all agreements, applications, documents and authorizations executed and delivered on behalf of this Entity to the Bank prior to the adoption of this resolution (whether involving deposits, withdrawals, borrowings, guarantees, leases or otherwise) be and the same are in all respects ratified, approved, and confirmed.

RESOLVED, that the Bank is authorized to rely in good faith on any telephonic or other oral communication which shall be received by it from anyone reasonably believed by the Bank to be one of the Authorized Person(s) (including any Channel Administrator) until new instructions are received in writing from an Authorized Person of Entity and Bank has had a reasonable time to act on such instructions.

BE IT FURTHER RESOLVED that The United States Electronic Signatures in Global and National Commerce Act, P.L. 106-229 (the "E-Sign Act") applies to the fullest extent possible to this document. The Entity represents, warrants and covenants that the electronic signatures submitted by the Entity to Bank on this document are created using software and processes that create valid, enforceable, and effective electronic signatures in compliance with the E-Sign Act and all applicable state laws including applicable Uniform Electronic Transactions Act(s). All questions regarding the validity of the electronic signatures on this document shall be governed by the E-Sign Act or, to the extent applicable, by the laws of the State of Ohio, including the Ohio Uniform Transactions Act, OHIO REV. CODE ANN. § 1306.01-23., et seq.

## Section IX. ENTITY AUTHORIZATION [Authorized Persons For Entity Based On Product]

- Add the name and title of the person(s) authorized for the Entity
  - Select the product for which each authorized person(s) is/are authorized
  - Select whether authorized person is authorized\* for Entity + **all Affiliates** named in Section X, or Entity + **only as designated in Section X**
- \*If person is authorized to act for the Entity only and not authorized to act on behalf of any Affiliates, then leave the Affiliate column(s) blank for that person

Name of Authorized Person	Title of Authorized Person	Entity + All Affiliates	Entity + Designated Affiliates ONLY	DDA/TM	Com Card	Lease/ Loan	FRM	IS	Securities
KATE HALL	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAURA CRISHAM	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZHAN XU	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOWARD J GLAUBINGER	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNA AMEN	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABBY M YOUNG	X	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION X. AFFILIATE AUTHORIZATION Authorized Persons Per Affiliate Based On Product

- Add the name of **each** Affiliate for which authority is being established
- Add the name and title of person(s) authorized for each Affiliate **unless that person has been named and designated for all Affiliates in Section IX**
- Select the Product for which each authorized person(s) is/are authorized
- If Number Of Affiliates Exceeds Space Provided,
  - ✓ add an attachment with all information required below,
  - ✓ label the attachment "Exhibit A to [Name of ENTITY] Multi-Product Resolution dated [insert date of this Resolution]"
  - ✓ number each page of attachment, "Page \_\_ of \_\_,"

☐ CHECK HERE: Exhibit A to Multi-Product Resolution Attached

Name of Affiliate	Name of Authorized Person	Title of Authorized Person	DDA/TM	Com Card	Lease/ Loan	FRM	IS	Securities
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page \_\_\_\_ of \_\_\_\_

**SIGNATURE PAGE TO FOLLOW**

Fifth Third Bank | Multi-Product Resolution January 2022

## SIGNATURE PAGE OF MULTI-PRODUCT RESOLUTION

I, \_\_\_\_\_ (Name of Person signing below),  
The \_\_\_\_\_ (Title of Person signing below) of  
NORTHBROOK PUBLIC LIBRARY (Name of Entity),  
a State/Government/Municipal ☐ (Type of Entity)  
duly organized and existing under the laws of the State or Country [if not US] of Illinois ☐

hereby certify that:

- the above is a true copy of the resolutions adopted by the governing body of this Entity, and
- such resolutions are now in full force and effect as of the date set forth below, having been adopted pursuant to the Entity's governing documents and not rescinded.

Signature: <sup>x</sup>

Print Name:

Date:

**Note:** The person providing the above certification may only authorize themselves as the sole Authorized Person if they are the sole owner, directly or indirectly, of the Entity.



## Certification of Beneficial Owner(s)

Please provide the following requested information. All information is required unless otherwise noted and must be completed by a person with the intent to open an account or apply for credit. Additional information may be requested based upon response provided. Reference material and detailed instructions are available at the end of this Form.

### Customer Information

<b>Legal Entity Name :</b>	Northbrook Public Library
<b>Address: (No PO Box)</b>	1201 Cedar Lane, Northbrook, IL 60062
<b>Business Phone:</b>	847.272.6229

### Business Formation Type

#### Select type applicable to Legal Entity Customer

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <u>Corporation</u>                   | <input type="checkbox"/> <u>Limited Liability Company</u> | <input type="checkbox"/> <u>Trust</u>                                 |
| <input type="checkbox"/> <u>General Partnership</u>           | <input type="checkbox"/> <u>Limited Partnership</u>       | <input checked="" type="checkbox"/> <u>State/Government/Municipal</u> |
| <input type="checkbox"/> <u>Limited Liability Partnership</u> | <input type="checkbox"/> <u>Organization</u>              | <input type="checkbox"/> <u>Additional Business type</u>              |

☐ **Exempt from Beneficial Ownership regulation – Complete Natural Authorized Person Section Below**

Enter exemption number from corresponding list on the final page of this form: \_\_\_\_\_ Note: If you are exempt because you are a Charity or Non-Profit or a Pooled Investment Vehicle advised by a non-exempt entity you must complete the Control Person section in addition to the Certification from the Natural Authorized Person. If you are exempt for any of the other reasons listed in the detailed instructions, the section labeled Certification from Natural Authorized Person must be completed.

### **Certification from Natural Authorized Person (NAP)**

**Natural Authorized Person** is an individual who is authorized to represent the Customer.

I, (Natural Authorized Person representing entity opening the account), _____, (Print Full Legal Name)	
hereby certify, to the best of my knowledge, the Beneficial Owner(s) and Control Person information is accurate and correct.	
NAP Position at the Legal Entity Customer:	
NAP Address:	Address is <input type="checkbox"/> Work Address <input type="checkbox"/> Personal Address
Signature: X _____	Date Signed (MM/DD/YYYY):
For accounts that automatically renew or rollover (e.g. loans or Certificates of Deposit), the legal entity customer agrees to notify Fifth Third Bank of any changes to the ownership or control of the legal entity.	



## Certification of Beneficial Owner(s)

**Individual Information**  
**Control Person**

<b>Control Person Full Legal Name:</b> _____	
SSN/Individual Tax ID: _____ DOB: _____	
<input type="checkbox"/> I am also a Beneficial Owner with _____% Ownership	
<b>Address:</b> _____ _____ _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Position/Title: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>	

**Control Person** is an individual with significant responsibility to control, manage or direct the Customer. Examples include: CEO, CFO, COO, Managing Member, General Partner, President, Vice President, Treasurer or any other individual who regularly performs similar functions.

Reference material and detailed instructions are available at the end of this Form.

**Beneficial Owner(s)**

**Beneficial Owner** is an individual person (not a company) who owns an interest in the Customer. All individuals with **25%** or more ownership interest in the Customer must be identified. Attachment A should be used to identify additional individuals with **10%** or more ownership interest in the Customer; (1) if required by the Bank, or (2) at the Customer's discretion. The Bank will notify you if 10% disclosure is required. Reference material and detailed instructions are available at the end of this Form.

<input type="checkbox"/> No Individual Beneficial Owner Meets the 25% ownership threshold			
<b>Beneficial Owner 1:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <input type="checkbox"/> I am the Control Person and my information is provided above SSN/Individual Tax ID: _____ DOB: _____		<b>Beneficial Owner 2:</b> _____ % Ownership <b>Full Legal Name:</b> _____ SSN/Individual Tax ID: _____ DOB: _____	
<b>Address:</b> _____ _____ _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	<b>Address:</b> _____ _____ _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>		<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>	



## Certification of Beneficial Owner(s)

<b>Beneficial Owner 3:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____		<b>Beneficial Owner 4:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____	
<b>Address:</b> _____ _____ _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	<b>Address:</b> _____ _____ _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> <b>Type:</b> _____ <b>Issue State/Country:</b> _____ <b>Number:</b> _____ <b>Issue Date:</b> _____ <b>Expiration Date:</b> _____ <b>Occupation:</b> _____ <b>Politically Exposed Person:</b> <input type="checkbox"/> <b>Senior Political Figure:</b> <input type="checkbox"/>		<b>ID Information:</b> <b>Type:</b> _____ <b>Issue State/Country:</b> _____ <b>Number:</b> _____ <b>Issue Date:</b> _____ <b>Expiration Date:</b> _____ <b>Occupation:</b> _____ <b>Politically Exposed Person:</b> <input type="checkbox"/> <b>Senior Political Figure:</b> <input type="checkbox"/>	
<b><i>If additional space is needed, use Attachment A</i></b>			





## Certification of Beneficial Owner(s)

## Attachment A

If required by the Bank or at the Customer's discretion, use the space below to provide information for additional Beneficial Owner(s) with 10% or more ownership in the Customer.

<input type="checkbox"/> No Individual Beneficial Owner Meets the 10% ownership threshold			
<b>Beneficial Owner 5:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____		<b>Beneficial Owner 6:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____	
<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>		<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>	
<b>Beneficial Owner 7:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____		<b>Beneficial Owner 8:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____	
<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>		<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>	
<b>Beneficial Owner 9:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____		<b>Beneficial Owner 10:</b> _____ % Ownership <b>Full Legal Name:</b> _____ <b>SSN/Individual Tax ID:</b> _____ <b>DOB:</b> _____	
<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	<b>Address:</b> _____	<b>Residency status:</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>		<b>ID Information:</b> Type: _____ Issue State/Country: _____ Number: _____ Issue Date: _____ Expiration Date: _____ Occupation: _____ Politically Exposed Person: <input type="checkbox"/> Senior Political Figure: <input type="checkbox"/>	

Detailed Instructions and Frequently Asked Questions**Important Information about Procedures for Opening a New Account**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents

**What is this form?**

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners, Control Person and Natural Authorized Person of legal entity customers.

**Who has to complete this form?**

This form must be completed by the person with the intent to open an account or apply for credit on behalf of a **legal entity** with any of the following U.S. financial institutions: a bank or credit union; a broker or dealer in securities; a mutual fund; a futures commission merchant; or an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships or natural persons opening accounts on their own behalf.

**What information do I have to provide?**

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of foreign persons), a copy of government issued identification (examples of acceptable ID types include unexpired U.S. Driver's License, unexpired State ID, unexpired Passport, unexpired Military ID) for the following individuals (i.e., the beneficial owners):

1. Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25% or more of the shares of a corporation) or in some situations 10%; and
2. An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer). The number of individuals that satisfy this definition of "beneficial owner" may vary. Depending on the factual circumstances, up to ten individuals - **but as few as zero** - may need to be identified. )

**When is 10% or more Beneficial Ownership Information Required?**

The law requires a legal entity Customer disclose those individuals who have a minimum of 25% or more ownership interest in the Customer, a "Beneficial Owner". In certain instances, the Bank may require Beneficial Owner information be provided for individuals who have a minimum of 10% or more ownership interest in the Customer. This requirement is based upon many factors, such as a Customer operating in a high risk industry, such as a Money Services Business. The Bank will alert the Customer if the 10% or more threshold is required. Customers at their discretion may provide more Beneficial Owner(s) information than required.

**Is identification of a Control Person required?**

The Control Person is required for all non-exempt entities. Even if no Beneficial Owner meets the 25% or more (or 10% when required) ownership threshold, information about a Control Person must be provided. Charities, Non-Profit entities and Pooled Investment Vehicles advised by a non-exempt entity must also identify a Control Person.

**Can the Control Person also be a Beneficial Owner/Natural Authorized Person?**

Yes. The Control Person can be a Beneficial Owner and/or a Natural Authorized Person.

**What law requires the information contained in this Form?**

31 CFR §1010.230 - Beneficial ownership requirements for legal entity customers.

**Who is a Senior Political Figure (SPF)?**

A Senior Political Figure includes:

1. A senior official in the executive, legislative, administrative, military, or judicial branches of a foreign government (whether elected or not);
2. A senior official of a major foreign political party; or
3. A senior executive of a foreign government-owned corporation.

**Who is a Politically Exposed Person (PEP)?**

A Politically Exposed Person includes:

1. An immediate family member of a Senior Political Figure, such as parents, siblings, spouse, and children;
2. A personal or professional associate of a Senior Political Figure. A "personal or professional associate" is a person who is widely and publicly known to maintain an unusually close relationship with the Senior Political Figure, and includes a person who is in a position to conduct substantial domestic and international financial transactions on behalf of the Senior Political Figure; or
3. A corporation, business, or other entity that has been formed by, or for the benefit of a Senior Political Figure, or campaign accounts that have been created to benefit an individual running for an office that if elected, would qualify them as a Senior Political Figure.

**Exemptions**

Below is the list of exemptions to the Beneficial Ownership rule. If qualified for one of these exemptions enter the number corresponding to the exemption in the section above on exemptions:

1. Entities traded on a U.S stock exchange ( NYSE, American or NASDAQ)
2. A charity or non-profit company (requires a Control Person and a NAP)
3. A Public Accounting firm registered under section 102 of the Sarbanes-Oxley Act
4. A Bank regulated by a U.S. state agency
5. An Insurance company regulated by a U.S. state
6. A U.S regulated financial institution
7. An agency of the U.S. Federal government
8. An agency of a U.S. State government
9. A U.S. local government agency
10. A non-U.S. government agency engaged in government activities
11. A bank holding company
12. A savings and loan holding company
13. Equipment Finance/Leasing transactions that are purchased from third parties as Fifth Third is not the originating bank.
14. A financial market utility designated by the Financial Stability Oversight Council
15. A non-U.S. entity opening a private banking account subject to 31 CFR
16. A foreign Financial Institution established in a jurisdiction where the regulator of such institution maintains Beneficial Ownership information (requires review and approval by Fifth Third Bank )
17. An issuer of a class of securities
18. An SEC registered investment company, investment advisor, broker dealer or other registered firm with a current SEC registration number
19. A Commodity Futures Trading Commission registered entity
20. A pooled investment vehicle that is operated or advised by a financial institution that is exempt from Beneficial Ownership
21. Non-excluded pooled investment vehicles - those not operated by or advised by a financial institution such as a non-US managed mutual fund, hedged fund or private equity fund (requires Control Person and a NAP).
22. An Entity, organized in any state under the laws of the United States, with at least 51% of common stock or analogous equity interest held by an entity traded on a U.S. Stock Exchange
23. Unincorporated Associations (such as scout troops or sport teams/leagues) (Unincorporated associations are excluded and are not required to provide beneficial ownership or signature from a Natural Authorized Person)



## FIFTH THIRD BANK

### Initial Declaration of Government Custodian Title and Political Subdivision Certification for FDIC Coverage

FDIC Insurance coverage of a government account is unique in that the insurance coverage extends to the *official custodian* of the deposits belonging to the government or public unit (which includes a political subdivision of the government or public unit), rather than to the government or public unit itself.

An official custodian (referred to herein as "*Government Custodian*") is a person who has been delegated plenary authority, including control, over funds owned by the government. Fifth Third Bank, National Association ("Bank") must be provided with the TITLE of the Government Custodian (NOT THE NAME OF THE PERSON HOLDING SUCH TITLE) for each government account established with the Bank.

This Government Custodian Title Certification form certifies:

- **The Government Custodian Title and Address** - the title (e.g. Treasurer, Director of Finance, etc., **not** the name of the person holding the title) of the official custodian, and the address of that Title; and
- **The Political Subdivision Status** - whether the account is owned by a political subdivision of a public unit because a political subdivision of a state, county or municipality (through its official custodian) is entitled to its own insurance coverage.

For further information refer to [www.FDIC.gov](http://www.FDIC.gov)

---

I hereby certify that:

1. I am the duly elected or appointed and currently serving official, manager, agent or trustee of the governing body, governmental entity, or political subdivision identified below (the "*Governmental Entity*");
2. I am duly authorized to make the following certifications to you and Bank is authorized to rely on the full and unrestricted authority as provided in these certifications unless and until revoked, or otherwise certified to Bank by the Governmental Entity;
3. **As of the date of this Certification, and until and unless revoked or otherwise certified by the Governmental Entity,**  
the \_\_\_\_\_  
[INSERT TITLE ONLY, e.g., Treasurer, Director of Finance, Secretary; not the name of the person holding the Title]  
of \_\_\_\_\_  
[INSERT NAME OF ENTITY THAT FOREGOING TITLE SERVES; e.g., State of XXXX, County of XXXX, City of XXXX, Village of XXXX, Town of XXXX; not the name of the person holding the Title] is the **Government Custodian** of the Governmental Entity for **EACH** of the Governmental Entity's account(s) listed on the attached Exhibit A\*.

**Located at:**

**Physical Street Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

\*If attaching your own Exhibit A make sure it is titled as follows: **EXHIBIT A to the Initial Declaration of Government Custodian Title and Political Subdivision Certification for FDIC Coverage Account List**



## FIFTH THIRD BANK

### 4. The Governmental Entity is [CHECK THE APPLICABLE STATEMENT]

- ☐ The United States (Federal Government), or a federal agency;
- ☐ A state, the District of Columbia, Puerto Rico or other government possession or territory;
- ☐ A county or municipality;
- ☐ An Indian tribe; OR
- ☐ A political subdivision or principal department of a **State, County or Municipality** [Must check applicable box below:]
- ☐ State
- ☐ County
- ☐ Municipality

NOTE: The term "political subdivision" is defined to include drainage, irrigation, navigation, improvement, levee, sanitary, school or power districts, and bridge or port authorities and other special districts created by state statute or compacts between the states, and includes any subdivision or principal department of a state, county, or municipality **if the subdivision or department meets the following tests:**

- The creation of the subdivision or department has been expressly authorized by the law of such state, county, or municipality;
- Some functions of government have been delegated to the subdivision or department by such law; and
- The subdivision or department is empowered to exercise exclusive control over funds for its exclusive use.

IN WITNESS WHEREOF, I have subscribed my name to this **Initial Declaration of Government Custodian Title and Political Subdivision Certification for FDIC Coverage** on behalf of the following Governmental Entity:

Exact Name of Governmental Entity Customer:

**NORTHBROOK PUBLIC LIBRARY**

If Governmental Entity is a Political Subdivision of a government or public unit, please provide exact name of that government or public unit:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title\*: \_\_\_\_\_

Date: \_\_\_\_\_

\*The party making the certifications set forth herein may **NOT** hold the Title that has been provided herein as Government Custodian.



**FIFTH THIRD BANK**

**EXHIBIT A to the Initial Declaration of Government Custodian  
Title and Political Subdivision Certification for FDIC Coverage  
Account List**







# DIRECTOR'S REPORT APRIL 2022

## AGENDA ITEMS

### 3 Consent Agenda

These items are in the consent agenda, but can be pulled out if any board member has a question on the action.

#### 3.5 Approve FY 23 Board Meeting Dates

This year there are no dates that need to be changed due to holidays.

#### 3.6 Adopt bank resolutions for Fifth Third Bank

Fifth Third has started charging a monthly fee on a few of our accounts. Anna has worked with them to move the funds to non-fee accounts. The resolution included in the packet allows the funds to be moved to these new accounts at Fifth Third.

### 7 Unfinished Business

#### 7.1 Palatine Library Visit **DISCUSSION**

Based on the poll, Thursday, May 12 at 6pm is the best date for visiting the Palatine Public Library.

### 8 New Business

#### 8.1 Abe Lincoln Book Award Presentation **DISCUSSION**

Youth Services Manager, Summer Kosuge, will present on the Abe Lincoln Book Award and the resources we have prepared on the book Gender Queer by Maia Kobabe that is on the list this year.

#### 8.2 Transfer of Funds to Debt Service and CIF **MOTION**

As we approach the end of the fiscal year, Anna has prepared a memo requesting funds be moved from our fund balance to the capital improvement fund and to debt service.

#### 8.3 Executive Director Annual Review

I have included a summary of my work from the previous year.

### 10 Agenda Building

Next month we will have a presentation on this year's summer reading program, a bid recommendation from the RFP for the windows, an update to our FOIA policy, a presentation on Cyber Security insurance by our broker, and a recommendation from the nominating committee for the 2022-2023 slate of board officers.

## BOARD NEWS

### Statement of Economic Interest

Please remember to fill out your Statement of Economic Interest form by May 1. You should have received an email from the Cook County Clerk. Please alert Anna or I if you have not received it.

### Kate Vacation

I will be on vacation from April 22- May 1 in Amsterdam. Kelly Durov will be in charge in my absence.

### Cyber Security

Starting the week of March 28, OSG began rolling out multi-factor authentication to staff. This will be done in batches and should be completed by the end of April. I have asked Jack Cook, Cook & Kocher Insurance, to come to the next board meeting to share about changing trends in cyber security insurance.

### Library Foundation Culver's Dine & Share



Support the Northbrook Public Library Foundation  
when you dine in, drive-through or carry out from  
Culver's of Northbrook on Tuesday, May 10<sup>th</sup>.  
Culver's will donate 25% of group sales.



Please mention this all  
day fundraiser when  
placing your order.

CULVER'S OF NORTHBROOK  
4105 DUNDEE RD NORTHBROOK, IL 60062  
PHONE: 224-235-4624  
CULVERS.COM

WE GENUINELY CARE, SO  
EVERY GUEST WHO CHOOSES  
CULVER'S LEAVES HAPPY

### Board Photo

Just a reminder that we will be doing a board group photo on April 21 at 7pm before the board meeting. Please come to the 2<sup>nd</sup> floor reference area.



## Go Illinois: Museum Adventure Pass and Explore More Illinois

We are promoting the Museum Adventure Pass and Explore Illinois programs in the May/June newsletter, as well as in email and on the digital display. These two great programs allow Northbrook Library card holders to access discounts and offers at many attractions across Illinois.

For example, a Explore More Illinois offer allows cardholders to get 4 admissions for the price of 1 at the Chicago Children's Museum, which is a \$56 savings. With the Museum Adventure Pass, they can request a pass that admits two people to Brookfield Zoo (parking not included), which is a \$50 savings.

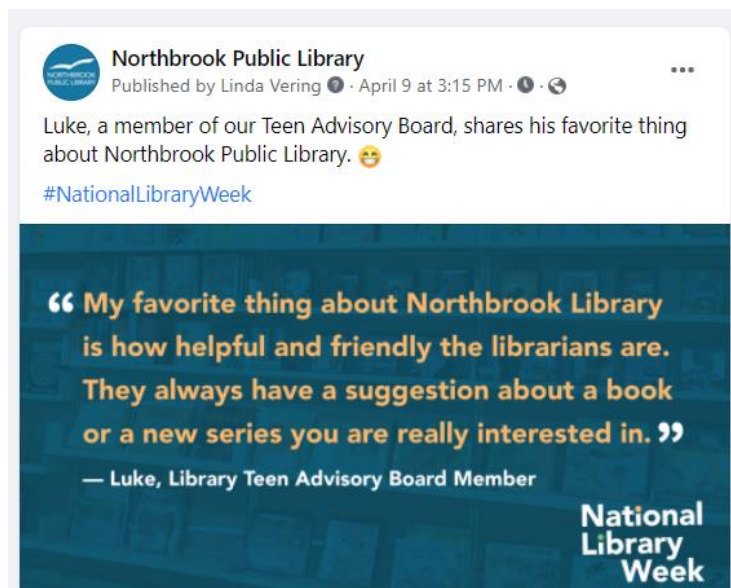
## UPDATES

### COVID-19

As of March 28, 2022, we no longer require staff to wear masks while in public areas. Starting April 18, we will no longer require patrons to wear masks in Collaboratory appointments and 1:1 technology appointments. We will be adding Friday and Saturday drop-in's starting 4/22 and 4/23 in the Collaboratory. We continue to monitor attendance numbers closely and increase our programming capacity.

### National Library Week April 3-9

To celebrate National Library Week, we featured quotes on our social media about what people love about the library. We also had a coloring contest for kids and the finished pages were hung in the lobby.



## Climate Action Plan Activities

April is Earth Month! The Climate Action Plan committee has created a Spotlight display in the lobby that features materials about the environment and sustainability including [15 tips to be kind to the planet](#). We will be having an event on Earth Day, April 22 with a giveaway for both staff and patrons.



Nature-Inspired Photography by Lisa Musgrave is an exhibit currently on view on the 2nd floor. Lisa will be doing a virtual talk on April 18 and the exhibit will run through the end of April. If you haven't had a chance to see it, please stop by. Her photographs are beautiful! The "Nature in Your Backyard Series" was presented in partnership with Northbrook Public Library, Go Green Northbrook, and the Northbrook Garden Club.



## Facilities

Some of our 50+ year old windows need to be replaced or repaired. Anna has been working on an RFP and will be presenting results to the board at the next board meeting.

## Virtual Staff Development Day

The library will be closed on May 13 for our annual Staff Development Day. We will again be going virtual and will be focused on providing training on anti-Semitism with the Anti-Defamation League for staff. We will also be celebrating staff anniversaries and welcoming the new staff that have joined us over the previous year.

## HR

### New Staff

- Maria Maia, part-time Acquisitions Assistant (TS) effective March 17 (replacement)
- Nicolene Sarich, part-time Clerk (CIRC) effective March 29 (replacement)
- Jesse Koontz, part-time Clerk (CIRC) effective March 30 (replacement)

### Departing Staff

- Maggie Thomann, full-time Manager (F&M) resigned effective March 31. She accepted a position at a public library closer to her home.

Kate Hall, Executive Director

# STATISTICS MARCH 2022

Unless otherwise noted, these statistics represent year to date counts from May 1, 2021-March 31, 2022. The percent increases and decreases represent changes compared to the prior year for the same time frame. In-person visits continue to grow this year compared to last. We also are seeing substantial growth in our circulation numbers this month compared to last year at the same time. While virtual programs continue to be well attended, the number of in-person programs we offered is at an all-time high for this fiscal year.

## CARD HOLDERS (AS OF MARCH 31)

**18,220** total cardholders

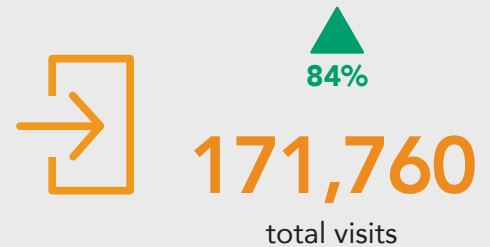
17,020 Residents 1,024 Non-Residents 176 Businesses



35,222 total residents

54% cardholder rate vs. 57% national average

## VISITS



## CHECKOUTS

**980,802** total checkouts **49%**

Books 493,209 eBooks 88,681

Audiobooks 87,705 eAudiobooks 41,452

Mags & Newspapers 9,413 eMags 8,764

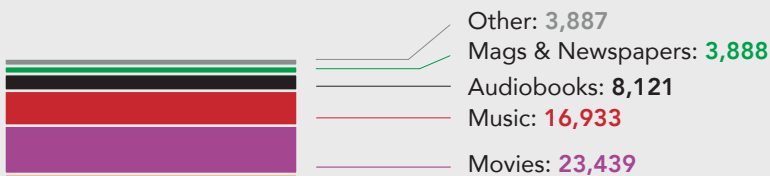
Movies 115,631 eMovies 13,368

Music 35,872 eMusic 1,472

Other

85,235

## COLLECTION (AS OF MARCH 31)



Online Resources: 130,088

Books: 189,780

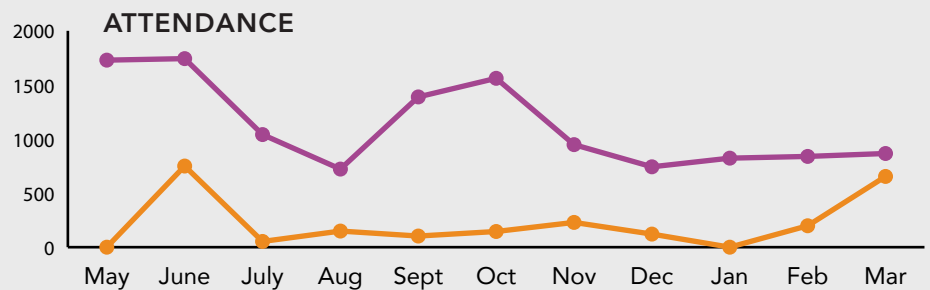
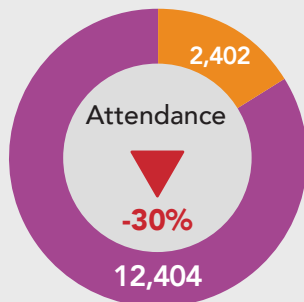
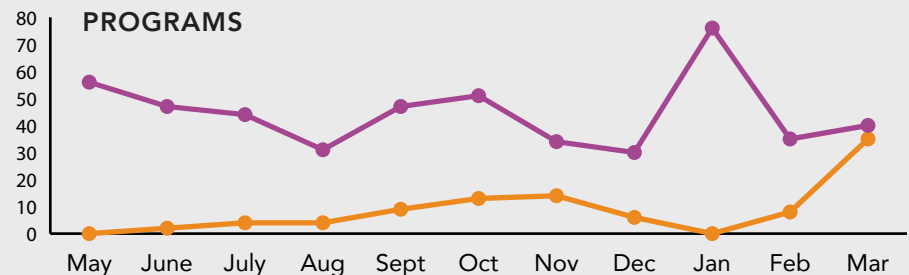
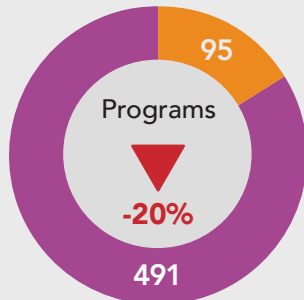
**375,960** total collection **4%**

# STATISTICS MARCH 2022

## PROGRAMS

● Virtual ● In-Person

As in-person programs began, we reduced virtual, but both are still actively used.



## HOMEBOUND DELIVERY



**384** -9%  
homebound deliveries

## ROOM BOOKINGS



**4,678** 95%  
study room bookings



**100** 100%  
meeting room bookings

## TECHNOLOGY



**5,101** 75%  
computer sessions



**86,682** 59%  
WiFi sessions

# Patron Comments and Suggestions

March 2022

---

## RECEIVED MARCH 1, 2022

A patron asked me if we could put the monthly magazine Book Page downstairs. She really likes the magazine, said it used to be downstairs, and wishes she didn't have to come all the way up here to get it.

*Comment Source: In Person (Patron spoke to Mary Lynn Saks on 2/27)*

*Staff comments by Linda Vering on March 1, 2022:*

We do not have a good location for a BookPage magazine display in the lobby. An alternate to having patrons go upstairs to get Book Page is having staff bring the item to the 1st floor for the person to pick up.

---

## RECEIVED MARCH 18, 2022

The amount of employee personal chit chat at the reference desk at full speaking volume is at times excessive and distracting. i don't see why librarians can't be quiet like the patrons are. this library tends to favor the employees and we're supposed to be lucky to be in here type attitude is pervasive. can't we go back to the old library a little. i mean nothing to be done about the white paint job and corrugated metal, but...

*Comment Source: Email*

*Response to Patron by Susan Wolf on March 19, 2022:*

I am very sorry that you had this experience at the library. Staff know to keep casual conversations at the Reference Desk to a minimum, but I will work harder to emphasize this to ensure that we are not disrupting anyone using the library. We have many dedicated staff who I know to be passionate about serving our patrons and I am sorry if this is not what you are experiencing. I would very much like to hear more about your experience and to learn what we can do to improve our services.

---

## RECEIVED MARCH 23, 2022

Recently I received "5 Fresh Reads" suggestions. I had only read one before (a Tale for the Time Being) and it was great to come across three books I haven't heard of before- and have now enjoyed reading. All had a strong sense of place, exactly what I was hoping for. I'm saving The Woman in White for the fall, but just wanted to thank you for the suggestions!

*Comment Source: Email (Feedback received in the Fiction & Media department email account)*

*Staff comments by on March 29, 2022:*

Thank you so much for this thoughtful feedback! We are glad you enjoyed the suggestions. We made sure to share this with the staff that put these requests together.





## Memorandum

---

**DATE:** 4.15.22  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** Capital Improvements & Debt Service Transfers

The Funds policy in the General Policy states: It is the goal of the library to maintain no less than four (4) and not more than twelve (12) months of operating expenses in the General Fund. General Fund balances over the minimum four (4) months at the end of the fiscal year may be transferred to the Capital Improvement Fund through Board of Trustees approval.

We are currently at 10 months in our fund balance. In the budget approved by the board last year, we had budgeted to transfer \$425,000 into the Capital Improvement Fund at the end of the year. Each year, the transfer is greater than budget due to the unexpended funds in the operating fund.

I would like to ask the Board for approval to transfer the budgeted and the surplus from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy.

**MOTION:** Approve the transfer of budgeted and surplus funds from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy during the fiscal year close process.

We also complete an annual transfer to the Debt Service Fund to cover the loss shown in Debt Service due to uncollected property taxes. The transfer of funds will take place in May 2023. This is budgeted to be \$25,000.

**MOTION:** Approve the transfer of the Debt Service fund net loss from the Operating Fund to Debt Service to cover the uncollected property taxes.