

**NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING**

**April 22, 2021 | 7:30 p.m.**

**Zoom Webinar**

**Register to attend the meeting virtually:**

**[https://zoom.us/webinar/register/WN\\_zzhgF1rnRvukQQ2Y-TA-EA](https://zoom.us/webinar/register/WN_zzhgF1rnRvukQQ2Y-TA-EA)**

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

**Regular Monthly Meeting Agenda**

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – March 18, 2021
  - 3.3 Cash Balances & Income Statement March 2021
  - 3.4 Approve Bills and Charges from March 2021
  - 3.5 Transfer of Funds to Debt Services & CIF
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 Reopening Plan Update
- 6 Unfinished Business
  - 6.1 RFID & Circulation Renovation Update
  - 6.2 Board Officer Nominating Committee Update
- 7 New Business
  - 7.1 Resolution for Village President Sandy Früm
- 8 Agenda Building
- 9 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
3/31/2021**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	6,814,925.62	2,433,164.75	614,190.99	8,633,899.38
	Restricted	361,979.12	4,531.50	3,168.01	363,342.61
	IMRF	642,299.50	127,089.06	33,961.58	735,426.98
	Fica	151,432.86	91,716.84	24,205.89	218,943.81
	Total Operating	<u>\$ 7,970,637.10</u>	<u>\$2,656,502.15</u>	<u>\$ 675,526.47</u>	<u>\$ 9,951,612.78</u>
<b><u>Capital Improvement</u></b>		\$ 4,951,310.12	\$ 20,608.06	\$ 178,894.79	\$ 4,793,023.39
<b><u>Debt Service</u></b>		\$ 215.25			\$ 215.25

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	44,339.57	59,237.98	10.00
PayPal	6,826.09	-	-
GSB - Money Market	226,029.26	-	-
Fifth Third - Checking/Money Market	9,669,428.07	4,730,275.52	-
US Bancorp	659.38	511.37	-
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
Total	<u>\$ 9,951,612.78</u>	<u>\$4,793,023.39</u>	<u>\$ 215.25</u>

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

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

**Northbrook Public Library**

**Income Statement**

**3/31/2021**

	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	(\$3,963.88)	\$11,988.87	\$7,276,959.56	\$7,269,306.31	\$7,289,188.00	99.73%
Replacement Tax	\$0.00	\$0.00	\$124,704.96	\$102,542.48	\$100,000.00	102.54%
Impact Fees	\$55,153.22	\$2,008.12	\$57,844.47	\$10,029.15	\$0.00	0.00%
Fines, Fees & Rentals	\$3,160.35	\$2,344.77	\$52,593.45	\$6,445.58	\$37,500.00	17.19%
Interest Income	\$9,785.96	\$1,104.26	\$132,350.94	\$15,277.23	\$50,000.00	30.55%
Other Income	\$3,159.08	\$134.90	\$14,998.39	\$24,188.54	\$100,000.00	24.19%
Total Undesignated Revenue	\$67,294.73	\$17,580.92	\$7,659,451.77	\$7,427,789.29	\$7,576,688.00	98.03%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$489.48	\$4,514.16	\$94,977.78	\$158,924.17	\$100,000.00	158.92%
Designated Interest Income	\$52.72	\$17.34	\$578.63	\$234.00	\$0.00	0.00%
Total Designated Revenue	\$542.20	\$4,531.50	\$95,556.41	\$159,158.17	\$100,000.00	159.16%
<b>Total Revenues</b>	<b>\$67,836.93</b>	<b>\$22,112.42</b>	<b>\$7,755,008.18</b>	<b>\$7,586,947.46</b>	<b>\$7,676,688.00</b>	<b>98.83%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Materials & Services	\$47,009.99	\$64,410.40	\$765,497.45	\$784,015.43	\$923,000.00	84.94%
Books	\$37,249.28	\$56,384.89	\$634,038.39	\$701,031.48		
Audio Visual	\$5,295.15	\$5,305.20	\$66,189.77	\$47,605.23		
Videos/DVDs	\$4,465.56	\$2,720.31	\$65,269.29	\$35,378.72		
Programs	\$1,604.74	\$7,351.21	\$97,574.14	\$61,648.36	\$119,000.00	51.81%
OCLC	\$214.50	\$492.00	\$20,304.05	\$20,348.63	\$21,000.00	96.90%
CCS Shared Costs	\$0.00	\$0.00	\$73,754.56	\$72,721.13	\$82,000.00	88.68%
Total Materials & Services	\$48,829.23	\$72,253.61	\$957,130.20	\$938,733.55	\$1,145,000.00	81.99%
<b>Human Resources</b>						
General Salaries and Wages	\$312,096.11	\$309,070.36	\$3,338,041.92	\$3,325,603.61	\$3,928,756.00	84.65%
Maintenance Salaries & Wages	\$16,026.50	\$18,621.02	\$151,532.65	\$164,860.87	\$179,744.00	91.72%
Group Insurance	\$51,233.11	\$55,397.70	\$544,599.90	\$593,401.36	\$630,000.00	94.19%
Unemployment/Worker's Comp	\$2,876.15	\$5,360.64	\$23,819.56	\$23,472.70	\$27,000.00	86.94%
Staff Development	\$9,658.59	\$734.40	\$72,920.63	\$25,722.93	\$98,000.00	26.25%
Total Human Resources	\$391,890.46	\$389,184.12	\$4,130,914.66	\$4,133,061.47	\$4,863,500.00	84.98%
<b>Operating Costs</b>						
Photocopy	\$4,324.24	\$1,199.56	\$29,255.99	\$23,328.32	\$35,000.00	66.65%
Office & Library Supplies	\$2,460.75	\$1,992.48	\$61,204.83	\$61,908.04	\$70,000.00	88.44%
Software	\$5,338.00	\$7,915.89	\$92,391.18	\$97,585.00	\$95,000.00	102.72%

Northbrook Public Library  
Income Statement  
3/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	92%
Postage	\$44.01	\$30.24	\$15,720.64	\$16,092.25	\$20,000.00	80.46%
General Insurance	\$0.00	\$2,010.67	\$55,879.86	\$58,129.19	\$59,000.00	98.52%
Telephone/Internet	\$1,158.64	\$375.29	\$20,854.40	\$40,159.72	\$36,000.00	111.55%
Professional Services	\$17,266.67	\$45,055.90	\$246,828.50	\$240,861.52	\$265,000.00	90.89%
Furniture, Equipment	\$3,999.84	\$9,371.05	\$72,445.83	\$70,991.48	\$100,000.00	70.99%
Equipment Rental & Maintenance	\$642.01	\$189.00	\$13,044.14	\$3,117.28	\$20,000.00	15.59%
Community Relations	\$114.85	\$1,333.25	\$33,840.08	\$28,526.43	\$48,000.00	59.43%
Total Operating Costs	\$35,349.01	\$69,473.33	\$641,465.45	\$640,699.23	\$748,000.00	85.66%
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$55.62	\$3,093.39	\$428.31	\$3,000.00	14.28%
Janitorial Supplies	\$2,944.16	\$3,158.73	\$38,497.44	\$34,810.27	\$45,000.00	77.36%
Utilities	\$562.00	\$13,146.90	\$43,073.27	\$37,710.38	\$53,000.00	71.15%
Building Repairs	\$3,375.00	\$0.00	\$12,354.88	\$13,345.33	\$30,000.00	44.48%
Contracted Services	\$8,611.03	\$5,814.03	\$126,256.80	\$124,215.65	\$135,000.00	92.01%
Total Maintenance	\$15,492.19	\$22,175.28	\$223,275.78	\$210,509.94	\$266,000.00	79.14%
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$128.00	\$0.00	\$500.00	0.00%
Contingency & Misc Exp	\$476.75	\$610.82	\$4,112.56	\$2,621.91	\$100,000.00	2.62%
Board Development	\$0.00	\$15.00	\$394.77	\$185.99	\$3,500.00	5.31%
Total Other Expenses	\$476.75	\$625.82	\$4,635.33	\$2,807.90	\$104,000.00	2.70%
Total Undesignated Expenses	\$492,037.64	\$553,712.16	\$5,957,421.42	\$5,925,812.09	\$7,126,500.00	83.15%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$328.66	\$0.00	\$53,023.07	\$3,970.72	\$100,000.00	3.97%
Designated Materials Expense	\$213.67	\$645.01	\$7,045.13	\$2,298.85	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$46,427.50	\$0.00	\$0.00	0.00%
Designated Program Expense	\$203.57	\$2,523.00	\$23,244.49	\$26,720.61	\$0.00	0.00%
Total Designated Expenses	\$745.90	\$3,168.01	\$129,740.19	\$32,990.18	\$100,000.00	32.99%
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$492,783.54	\$556,880.17	\$6,087,161.61	\$5,958,802.27	\$7,676,500.00	77.62%
NET SURPLUS/(DEFICIT)	(\$424,946.61)	(\$534,767.75)	\$1,667,846.57	\$1,628,145.19	\$188.00	

**Northbrook Public Library**

**Income Statement**

**3/31/2021**

	<b>PY Month</b>	<b>CY Month</b>	<b>PY YTD</b>	<b>CY YTD</b>	<b>CY Budget</b>	<b>92%</b>
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	(\$259.70)	\$789.68	\$476,763.82	\$478,810.34	\$490,000.00	97.72%
Property Tax Levy FICA	(\$148.40)	\$465.75	\$272,436.48	\$282,400.39	\$289,000.00	97.72%
Interest Income IMRF	\$25.94	\$1.53	\$73.78	\$6.19	\$1,500.00	0.41%
Interest Income FICA	\$14.82	\$0.90	\$42.18	\$3.82	\$1,500.00	0.25%
Total Undesignated Revenue	(\$367.34)	\$1,257.86	\$749,316.26	\$761,220.74	\$782,000.00	97.34%
<b>Total Revenues</b>	<b>(\$367.34)</b>	<b>\$1,257.86</b>	<b>\$749,316.26</b>	<b>\$761,220.74</b>	<b>\$782,000.00</b>	<b>97.34%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$34,808.08	\$33,961.58	\$316,248.04	\$365,443.27	\$400,000.00	91.36%
Employer FICA	\$24,266.24	\$24,205.89	\$257,895.16	\$257,100.89	\$289,000.00	88.96%
Total Human Resources	\$59,074.32	\$58,167.47	\$574,143.20	\$622,544.16	\$689,000.00	90.35%
Total Undesignated Expenses	\$59,074.32	\$58,167.47	\$574,143.20	\$622,544.16	\$689,000.00	90.35%
<b>Total Expenses</b>	<b>\$59,074.32</b>	<b>\$58,167.47</b>	<b>\$574,143.20</b>	<b>\$622,544.16</b>	<b>\$689,000.00</b>	<b>90.35%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$59,441.66)</b>	<b>(\$56,909.61)</b>	<b>\$175,173.06</b>	<b>\$138,676.58</b>	<b>\$93,000.00</b>	

# Northbrook Public Library

## Income Statement

3/31/2021

	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	\$5,603.53	\$608.06	\$44,742.58	\$10,425.99	\$25,000.00	41.70%
Other Income	\$0.00	\$0.00	\$0.00	\$7,189.00	\$0.00	0.00%
Total Undesignated Revenue	\$5,603.53	\$608.06	\$44,742.58	\$17,614.99	\$25,000.00	70.46%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$82,925.00	\$0.00	\$425,000.00	0.00%
Bond Proceeds	\$0.00	\$0.00	\$4,010,000.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$4,092,925.00	\$0.00	\$425,000.00	0.00%
<b>Total Revenues</b>	<b>\$5,603.53</b>	<b>\$608.06</b>	<b>\$4,137,667.58</b>	<b>\$17,614.99</b>	<b>\$450,000.00</b>	<b>3.91%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$21,752.67	\$153,860.18	\$347,895.19	\$1,098,362.32	\$2,837,178.00	38.71%
Professional Fees	\$0.00	\$5,430.00	\$62,485.77	\$87,095.40	\$250,000.00	34.84%
Furniture & Equipment	\$0.00	\$19,604.61	\$57,435.03	\$277,207.94	\$250,000.00	110.88%
Total Capital & Bond Expenses	\$21,752.67	\$178,894.79	\$467,815.99	\$1,462,665.66	\$3,337,178.00	43.83%
Total Undesignated Expenses	\$21,752.67	\$178,894.79	\$467,815.99	\$1,462,665.66	\$3,337,178.00	43.83%
<b>Total Expenses</b>	<b>\$21,752.67</b>	<b>\$178,894.79</b>	<b>\$467,815.99</b>	<b>\$1,462,665.66</b>	<b>\$3,337,178.00</b>	<b>43.83%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$16,149.14)</b>	<b>(\$178,286.73)</b>	<b>\$3,669,851.59</b>	<b>(\$1,445,050.67)</b>	<b>(\$2,887,178.00)</b>	

# Northbrook Public Library

## Income Statement

3/31/2021

	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	(\$280.05)	\$1,224.77	\$514,144.99	\$742,624.07	\$527,476.00	140.79%
Interest Income	\$28.77	\$2.38	\$197.67	\$11.04	\$500.00	2.21%
Total Undesignated Revenue	(\$251.28)	\$1,227.15	\$514,342.66	\$742,635.11	\$527,976.00	140.66%
<b>Total Revenues</b>	(\$251.28)	\$1,227.15	\$514,342.66	\$742,635.11	\$527,976.00	140.66%
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$269,432.64	\$405,034.05	\$264,945.00	152.87%
Principal Payments	\$0.00	\$0.00	\$258,971.00	\$354,945.00	\$262,531.00	135.20%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>Total Expenses</b>	\$0.00	\$0.00	\$528,403.64	\$759,979.05	\$527,976.00	143.94%
<b>NET SURPLUS/(DEFICIT)</b>	(\$251.28)	\$1,227.15	(\$14,060.98)	(\$17,343.94)	\$0.00	

## March 2021 Financial Summary

Total General Fund revenues collected to date is \$7,586,947 budget differences include:

- 99.73% of property taxes have been collected
  - An adjustment was made in February to align with Cook County's collection of property taxes which include the bond issuance from Fall of 2019
- Replacement Taxes are higher than budget – budget was a conservative estimate
- Fines and Fees are less than budget due to:
  - Not accepting payments in the Library due to COVID 19
  - Not assessing overdue fines due to a change in policy
  - We have collected lost material and makerspace fees via the online payment system
- Interest Income is less than expected due to COVID 19
- Gifts & Other Designated Income is higher than budget due to an unexpected bequest that was received

Total General Fund expenditures are \$5,958,802 budget differences include:

- Programming costs are less than budget due to COVID 19
- Staff Development costs are less than budget due to COVID 19
- Photocopy costs are less than budget due to reduced use of equipment
- Software costs are greater than budget due to expenses incurred due to COVID – health screening software and video conferencing software
- Postage costs are less than budget due to reduced activity
- General Insurance is greater than budget due to policies being paid for 12 months
- Telephone is greater than budget due to booking of 12 months of Ring Central expense and expenses related to Employee Data/Phone reimbursement which were not budgeted
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to reduced use of equipment
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to reduced use of the Trailblazer and not having major repair costs
- Janitorial Supplies is less than budget due to COVID 19
- Utilities is less than budget due to garbage service being reduced during the shutdown and only receiving 9 months of gas bills to date
- Building Repairs is less than budget due to reduction in repairs due to COVID 19

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



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

**Operating Funds**

Library Claims List	\$	199,482.98
Librarian's Claims List	\$	15,340.54
Payroll	\$	315,187.47
Fica/IMRF	\$	58,167.47
ACH to IPBC	\$	67,348.01
Transfer to CIF	\$	20,000.00
<b>Total Operating Funds</b>	<b>\$</b>	<b>675,526.47</b>

**Capital Improvement Fund**

Claims List	\$	178,894.79
	<b>\$</b>	<b>178,894.79</b>

**Debt Service Fund**

<b>Grand Total Library</b>	<b>\$</b>	<b>854,421.26</b>
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Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
24382	11/30/2020	VOID - EBSCO Information Services	(\$22,703.87)	annual payment - materials
24442	1/29/2021	VOID - It's Impressive LLC	(\$1,281.60)	annual payment - programming
24458	2/18/2021	VOID - Auscura	(\$1,500.00)	quarterly payment - software - health screening
24491	3/17/2021	Auscura	\$1,500.00	quarterly payment - software - health screening
24492	3/17/2021	EBSCO Information Services	\$26,121.45	annual payment - materials
24493	3/17/2021	First Bankcard	\$10,828.90	monthly payment - supplies
24494	3/17/2021	It's Impressive LLC	\$1,281.60	annual payment - programming
24495	3/17/2021	Reaching Across Illinois Library System	\$750.00	
24496	3/17/2021	StackMap LLC	\$1,205.00	
24497	3/17/2021	Symmetry Energy Solutions, LLC	\$10,705.72	
24498	3/17/2021	Travelers CL Remittance Center	\$35,226.00	
24499	3/17/2021	Village of Northbrook Water Dept.	\$1,929.18	
25000	3/31/2021	Amazon	\$2,369.59	monthly payment - supplies
25001	3/31/2021	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
25002	3/31/2021	Book Page	\$1,176.00	annual payment - community relations
25003	3/31/2021	Bright Plum Inc.	\$4,250.00	annual payment - professional services
25004	3/31/2021	California Quality Plastics, Inc.	\$1,042.40	monthly payment - janitorial supplies
25005	3/31/2021	Emstar Inc	\$3,000.00	annual payment - professional services
25006	3/31/2021	Gale/Cengage Learning Inc.	\$1,264.66	monthly payment - materials
25007	3/31/2021	Jo I Gayle	\$1,567.50	monthly payment - programming
25008	3/31/2021	Grainger	\$816.61	monthly payment - janitorial supplies
25009	3/31/2021	Impact Networking LLC	\$1,199.56	quarterly payment - photocopy
25010	3/31/2021	ITsavvy LLC	\$1,480.00	annual payment - equipment
25011	3/31/2021	Elisabeth Lindsay-Ryan	\$1,500.00	annual payment - staff development
25012	3/31/2021	Microsystems, Inc.	\$659.66	annual payment - materials
25013	3/31/2021	Midwest Tape	\$4,987.84	monthly payment - materials
25014	3/31/2021	Outsource Solutions Group, Inc.	\$35,050.90	monthly payment - professional services - 2 months of services
25015	3/31/2021	Overdrive	\$18,730.09	monthly payment - materials
25016	3/31/2021	Proquest	\$7,560.00	annual payment - materials - database
25017	3/31/2021	Reaching Across Illinois Library System	\$2,064.98	annual payment - \$795 - software & \$1,269.98 - materials - Database
25018	3/31/2021	Runco Office Supply	\$872.74	monthly payment - supplies
25019	3/31/2021	Michelle Silverthorn	\$2,000.00	annual payment - professional services
25020	3/31/2021	Today's Business Solutions, Inc.	\$5,227.68	annual payment - photocopy
25021	3/31/2021	Wex Health Inc.	\$2,217.02	monthly payment flexible spending, dedendant care and commuter benefit
25022	3/31/2021	Baker & Taylor	\$26,792.83	monthly payment - materials
25023	3/31/2021	Baker & Taylor Entertainment	\$1,238.65	monthly payment - materials
25024	3/31/2021	Limricc - UCGA	\$2,826.89	quarterly payment - unemployment

\$199,482.98

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

Transaction Number	Transaction Date	Reference	Payments
50516	10/15/2020	VOID - Bob Couch	(\$54.00)
50532	10/15/2020	VOID - Jane Huh	(\$10.00)
50546	10/15/2020	VOID - Matthew McGill	(\$10.00)
50577	10/29/2020	VOID - American Library Association	(\$218.00)
50707	12/29/2020	VOID - Tija Danilovics	(\$300.00)
50909	3/31/2021	Advanced Disposal	\$512.00
50910	3/31/2021	Alert Protective Services	\$114.03
50911	3/31/2021	Anna Amen	\$47.05
50912	3/31/2021	American Library Association - Training	\$60.49
50913	3/31/2021	American Library Association, Membership	\$218.00
50914	3/31/2021	Aquatic Works LTD	\$175.00
50915	3/31/2021	Aaron Ashmann	\$24.37
50916	3/31/2021	Blackstone Publishing	\$238.96
50917	3/31/2021	Nancy Buehler	\$250.00
50918	3/31/2021	CallOne	\$369.29
50919	3/31/2021	Martha Carlos	\$6.99
50920	3/31/2021	Kathleen Carter	\$200.00
50921	3/31/2021	Cavendish Square	\$177.93
50922	3/31/2021	CCH Incorporated	\$139.96
50923	3/31/2021	Louise Chan	\$200.00
50924	3/31/2021	Children's Plus Inc	\$43.98
50925	3/31/2021	Cintas	\$515.68
50926	3/31/2021	Costco	\$250.00
50927	3/31/2021	Bob Couch	\$54.00
50928	3/31/2021	D&Z House of Books	\$511.52
50929	3/31/2021	Tija Danilovics	\$300.00
50930	3/31/2021	Demco	\$70.61
50931	3/31/2021	Ella Bean Productions LLC	\$500.00
50932	3/31/2021	Emery-Pratt Company	\$56.00
50933	3/31/2021	Anna Fillmore	\$74.93
50934	3/31/2021	Findaway World, LLC	\$66.94
50935	3/31/2021	Freeman Pictures, Inc.	\$425.00
50936	3/31/2021	Garvey's Office Products	\$419.40
50937	3/31/2021	Mark Gelfeld	\$200.00
50938	3/31/2021	Benjamin Goluboff	\$250.00
50939	3/31/2021	John Gowing	\$200.00
50940	3/31/2021	Joshua Graham	\$350.00
50941	3/31/2021	Beth Grossman	\$7.94
50942	3/31/2021	Jayne Herring	\$475.00
50943	3/31/2021	LeAnn M Hibler	\$440.00
50944	3/31/2021	HR Source	\$330.00
50945	3/31/2021	Jane Huh	\$10.00
50946	3/31/2021	Illinois Library Association	\$55.00
50947	3/31/2021	Image Specialties of Glenview, Inc.	\$13.20
50948	3/31/2021	Karen Jared	\$75.00
50949	3/31/2021	Jean Joslyn	\$75.00
50950	3/31/2021	Kapco	\$141.26
50951	3/31/2021	Jamie Kesselman	\$17.99
50952	3/31/2021	Sung Hwan Kim	\$25.01
50953	3/31/2021	Maria Krysan	\$100.00
50954	3/31/2021	Lake Effect Clarinet Quartet	\$500.00

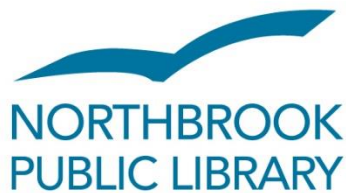
**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust Librarian Checking**

Transaction Number	Transaction Date	Reference	Payments
50955	3/31/2021	Lechner Services	\$150.00
50956	3/31/2021	Libraries First	\$275.00
50957	3/31/2021	Library Ideas LLC	\$483.40
50958	3/31/2021	Ron Mantegna	\$200.00
50959	3/31/2021	Larry McClellan	\$200.00
50960	3/31/2021	Matthew McGill	\$10.00
50961	3/31/2021	Moneyletter	\$129.00
50962	3/31/2021	Vu Nguyen	\$10.00
50963	3/31/2021	North American	\$499.02
50964	3/31/2021	Northbrook Hardware	\$67.47
50965	3/31/2021	Old Town School of Folk Music	\$300.00
50966	3/31/2021	Akiko Pace	\$9.99
50967	3/31/2021	Bill Pekara	\$61.07
50968	3/31/2021	Pitney Bowes Inc.	\$189.00
50969	3/31/2021	Daniel Quinlan	\$88.81
50970	3/31/2021	Reds Garden Center	\$120.12
50971	3/31/2021	Rowman & Littlefield Publishing Group	\$47.81
50972	3/31/2021	Olga Rudiak	\$75.00
50973	3/31/2021	Olga Rudiak	\$300.00
50974	3/31/2021	Steve Rustemeyer	\$9.10
50975	3/31/2021	Beth Sair	\$150.00
50976	3/31/2021	Sheet Music Plus	\$99.21
50977	3/31/2021	Sherwin-Williams Company	\$47.56
50978	3/31/2021	Michael Siwinski	\$10.00
50979	3/31/2021	Joe Skittino	\$10.00
50980	3/31/2021	Sujin Song	\$100.00
50981	3/31/2021	Sticky Fingers Cooking	\$150.00
50982	3/31/2021	Stories Matter Foundation	\$400.00
50983	3/31/2021	Sunset Food Mart, Inc.	\$33.12
50984	3/31/2021	Traditional Home Magazine	\$20.00
50985	3/31/2021	UPS	\$38.26
50986	3/31/2021	Vis-O-Graphic, Inc.	\$417.11
50987	3/31/2021	VSP of Illinois, NFP	\$337.54
50988	3/31/2021	Lillian Vu	\$225.00
50989	3/31/2021	WEX Bank	\$55.62
50990	3/31/2021	WEX Health, Inc.	\$114.00
50991	3/31/2021	Lesley Williams	\$250.00
50992	3/31/2021	Brian Wilson	\$125.00
50993	3/31/2021	Wisconsin Glacier Springs Company	\$11.80
50994	3/31/2021	WTTW Channel 11	\$40.00
50995	3/31/2021	Yami Vending Inc.	\$286.00
50996	3/31/2021	Kanopy LLC	\$500.00

\$15,340.54

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

Transaction Number	Transaction Date	Reference	Payments	Description
1786	3/17/2021	Henricksen	\$17,926.61	1st Floor Renovation Project - Furniture Deposit
1787	3/17/2021	Interior Investments, LLC	\$900.00	1st Floor Renovation Project - Furniture Deposit
1788	3/17/2021	Kinsale Contracting Group Inc.	\$2,500.00	Mediation
1789	3/17/2021	Midwest Environmental Services	\$875.00	Mediation
1790	3/17/2021	Pepper Construction Co.	\$153,860.18	1st Floor Renovation Project
1791	3/18/2021	Product Architecture + Design	\$2,000.00	1st Floor Renovation Project
1792	3/31/2021	Ancel Glink P.C.	\$55.00	Professional Fees
1793	3/31/2021	Bibliotheca, LLC.	\$778.00	1st Floor Renovation Project - Equipment
			<u>\$178,894.79</u>	



## Memorandum

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**DATE:** 4.15.21

**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 7.5 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, we end up usually transferring over a bit more due to unexpended funds in order to keep the fund balance around 7.5 - 8 months of operating expenses.

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 and keep the fund balance at 7.5 months of operating expenses.

**MOTION: Approve the transfer of budgeted and surplus funds from the Operating Fund to the Capital Improvement Fund and keep the fund balance at 7.5 months of operating expenses after fiscal year close out.**

We also always do 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 2021. 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.**

# DIRECTOR'S REPORT

April 2021

## AGENDA ITEMS

### 3 Consent Agenda

Anna has prepared a memo that is in your packet on the annual transfer of funds to the Capital Improvement Fund and Debt Service. This is in the consent agenda, but can be pulled out if any board member has a question on the action.

### 4 Public Comments

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

### 5 Staff Reports

#### 5.1 Reopening Plan Update

A memo on where we are at with reopening and what our next steps are is included in the packet.

Jay will also provide an update from the Economic Development Committee meeting.

### 6 Unfinished Business

#### 6.1 RFID & Circulation Renovation Update NO ACTION REQUESTED

Pictures of the renovation are included in this report. A verbal update will be provided at the meeting.

#### 6.2 Board Officer Nominating Committee Update NO ACTION REQUESTED

Abby will provide a verbal update as the committee will be meeting directly before the board meeting.

### 7 New Business

#### 7.1 Resolution for Village President Sandy Früm ACTION REQUESTED

The resolution is included in your packet.

#### 7.2

## BOARD NEWS

### ALA Attendance

This year's annual conference from June 23-29 is all virtual. If a board member would like to attend, please let Anna and I know as soon as possible. We have one free entry that we can use and can pay for any additional registrations. To learn more about what is offered, check out the conference website: <https://2021.alaannual.org/>

### Summer T-Shirt Orders by April 26

To celebrate the reopening of the lobby, we are purchasing Welcome t-shirts this summer instead of our traditional Summer Reading T-shirts. Board members are invited to order a shirt.

T-shirts will be offered in 3 colors - clay, grey and navy.

Size offerings are x-small to 3XL.

T-shirts will be offered in a v neck and crew neck option.

[Please fill out the google form with your selection.](#)

### Lobby Reopening

As we get ready to reopen the lobby after construction, I would like to know if the board would be interested in doing a small, socially distant ribbon cutting the week reopen? I look forward to hearing what board members thoughts are on this.

## DEPARTMENT & PROJECT UPDATES

### Fiction & Media

- JTalks: A Window into the World of Hereditary Cancer was presented in partnership with JCC Chicago and the Norton & Elaine Sarnoff Center for Jewish Genetics and included a short film and panel discussion with genetic counselor Shelly Weiss McQuaid and filmmaker Rachel Pikelny.
- In partnership with Covenant Living of Northbrook, the library hosted a virtual screening of the documentary Olympia and Q&A with the director, Harry Mavromichalis before it was widely available to the public.
- A multi-library virtual event featuring a conversation between bestselling authors Harlan Coben and Shari Lapena was held on March 25, and had over 500 attendees. The program was in partnership with six other area libraries, including Highland Park and Wilmette, as well as the Book Stall and Barbara's Bookstore.



## Marketing & Graphics

- Jane and Sarah have been working with staff on social media posts featuring staff interests and “book collages” which help to promote the library’s collections by asking staff from each department to create a photo in which a library item is surrounded by related items in an artfully arranged collage.



- Jane and Sarah published a series of social media posts in March to celebrate the contributions of Chicago women for Women’s History Month. This series was also promoted in the Villages e-newsletter.

## Reference

- We hosted another EDI program in March – this time Professor Larry McClellan presented the Underground Railroad in Chicago and shared stories of individual freedom seekers who passed through the Chicago area on their way to Detroit and Canada
- Through our partnership with Lake-Cook libraries, we offered four programs for job searchers in March including the topics of professional relationship building, Linked-In, and using other library resources for job searching.

## Youth Services

- School and Special Needs Librarian Sarah Rustman hosted a virtual read aloud for 20 Greenbriar kindergarten students.
- Teen Librarian Bridget Golembieski coordinated with Christophe Anderson to distribute brightly decorated pots and plants the Teen Advisory Board made to our homebound seniors.
- Teen Librarian Bridget Golembieski meeting with GNCY on creating high school finals care packages that will be distributed in May. Packages will include materials supplied by GNCY and will be assembled and distributed at the library during the week of GBN Finals.

## PROJECT UPDATES

### Friends of the Library

As mentioned previously, the Friends president resigned. They are looking for some new board members and a new president. We have worked with them to help get the word out. If you are aware of anyone in the community that might like to serve on the board and help the Friends, they can email the Friends board at [friends@northbrook.info](mailto:friends@northbrook.info)

## BEHIND THE SCENES (HR, FACILITIES, & FINANCES)

### Personnel Updates

- Vu Nguyen, part-time Custodian (Maint.) changed to a full-time Maintenance Worker, effective March 16.
- Mike Hannon, regular part-time Maker Specialist (MS) accepted a full-time position. As of April 3, he will change to part-time (substitute) status.

### Cedar Lane Project Update

I spoke with Village Staff and they are still working with the engineers on possible designs. They hope to have something ready in May or June and will invite us in when they have something more concrete to share. Construction would not begin in the next Fiscal Year. We are most likely looking at FY23 for the construction to begin.

### Circulation Renovation Update

The project continues on schedule with one hiccup. The Automated Material Handler is delayed. Due to arrive May 3, it will now be arriving May 24. It was held up due to ripple effects from the Suez Canal disaster. We should still be able to get everything set up and get all staff trained before we reopen on June 7.

Construction is wrapping up and we will be working on getting staff moved back from the 2<sup>nd</sup> floor into the space during May. We are also finalizing work on the Welcome mural, which I will share at the

board meeting. We are working with Northbrook muralist, Bonnie Lecat. You can see samples of her work here: <https://bonnielecatdesigns.com/>

I am happy to take any board member interested through the space, but in the meantime, here are some recent construction pictures.

Lobby including Self-Checkout station desks and new display wall and Library of Things collection.



This is where the self-service holds will go:



Another view of the Self-Checkout area looking at the Popular Picks collection.



And here is behind the circ desks where the welcome message will be:





Here are a couple pictures of the staff lounge:



We also now have new chair rails in the back hallway!



## EXECUTIVE DIRECTOR REPORT

I continued to spend much of the month on COVID related tasks including working with HR Manager, Laurie Prioletti on updating information on which staff were vaccinated and coordinating with the Village on having staff get vaccine appointments at the MABAS New Trier Site and then at the Grainger site, where we also had a number of staff help with the community wide vaccination effort.

As we worked on getting staff vaccinated, I also worked on the plan to expand services. Basically, taking what we did to close last March and reversing it. I continue to meet regularly with members of the joint task force so we can stay up to date on what each organization is doing related to the pandemic. There was a fair amount of changes in the past month around safety guidance, which I monitor closely and spent time discussing the ramifications and gaps in different safety guidance at the state and federal level to ensure we were keeping people safe while also opening up where we could.

Spring is always a busy time and work continued on the construction project and started planning for the Fiction & Media Staff Space project. I reviewed all of the evaluations manager's wrote for staff and they are now delivering those evals to staff in 1:1 Meetings. I am meeting with each of the managers to give them their evaluations as well.

The hardest part of this past year has been keeping everyone informed about what is happening because so much changes so rapidly so I continue to focus a significant amount of time on keeping staff aware of changes and working closely with Linda on communication to the community.

I am hoping that once we reopen things will slow down a bit so I can take a bit of time off. I will alert the board when that will be at the next meeting.

Kate Hall, Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
March, 2021

## PROJECTS





## 3D PRINTS

Sixteen items were printed.

## PROGRAMS

We offered 6 maker programs with 47 attendees:

- Seed Starting
- 30 Day Make-a-thon
- 3D Paper Flowers
- Intro to Adobe Fuse
- Glass Fusion: Wall Plaque
- Macrame Plant Hanger

## APPOINTMENTS

We held 52 appointments for 66 patrons in March, along with 7 digitization appointments.

## FEEDBACK

*On our glass fusion class:* Thank you! I just filled out the library evaluation form - really enjoyed. While an in-person class is what we are used to - this new opportunity of doing this on line without the distractions of quickly getting dinner, then getting to the class, competing/comparing what others are doing, etc. - it freed me up to just focus on my own work - I had fun, was very relaxing. – Diana Maschoff

*Patron comments from Kate Henry's 30 Day Make-a-thon program:*

From [ericb](#) to [Everyone](#):

Need to leave a few min early, thanks for these ideas on how to get started. Still working on my theme, and looking forward to meeting back in mid-April! Thank you!

From [Carol Konvalinka](#) to [Everyone](#):

Thank you all!

From [Michelle \(Collaboratory\)](#) to [Everyone](#):

Thank you so much for joining us!

From [Leah Sternberg](#) to [Everyone](#):

Thank you for a wonderful first meeting!!

From [Heather](#) to Me: [\(Direct Message\)](#)

Hi Kate - I need to log off a little early but wanted to say thanks so much - this will be so fun and you guys are great!

From [Penelope Mulch](#) to [Everyone](#):

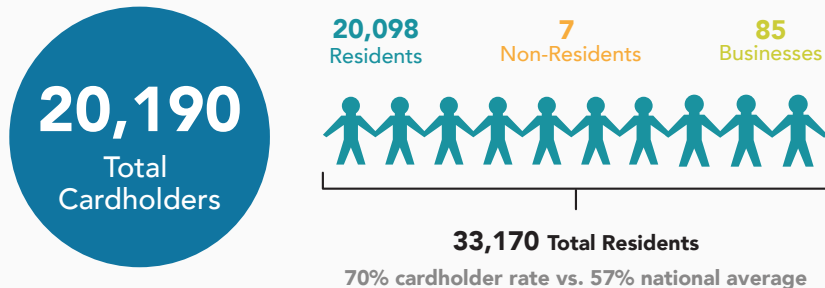
thanks! very excited to start!



# MARCH 2021 DATA & STATISTICS

We closed the building to in person services at 6:00pm on Friday, March 13 and did not reopen until later that summer. We have now been through a year of pandemic statistics and will start seeing how numbers fluctuate in future months. For this month, we are comparing two weeks of being open operating at pre-pandemic levels and then two weeks of being closed and offering no in person services. As we continue to navigate through the pandemic, we will continue to gather data that we can use to look at trends and see the ebb and flow of our usage in the future.

## Card Holders



## Checkouts

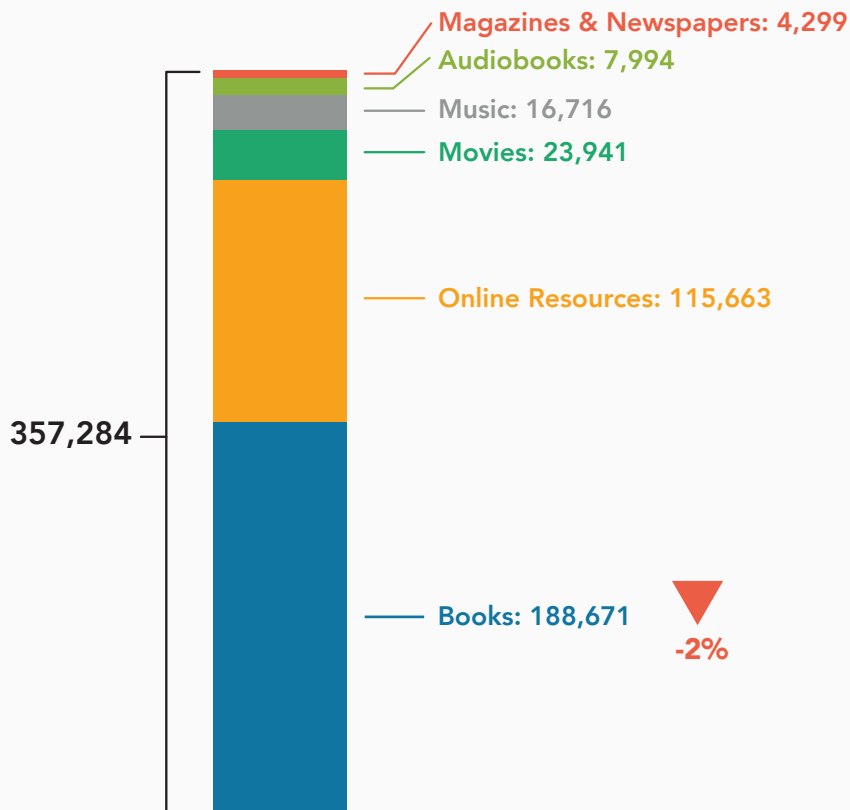
**37,186**

Checkouts

**-20%**

Books	eBooks
28,781	9,720
Audiobooks	eAudiobooks
791	4,075
Newspaper & Mags	eMags
445	191
Movies	eMovies
5,527	1,335
Music	eMusic
1,642	176

## Collection



## Downloadable Content

	2020	2021	
eBooks	8,698	9,720	<b>12%</b>
eAudiobooks	2,719	4,075	<b>50%</b>
eMagazines	1,095	191	<b>-83%</b>
eVideo	1,585	1,335	<b>-16%</b>
eMusic	199	176	<b>-12%</b>

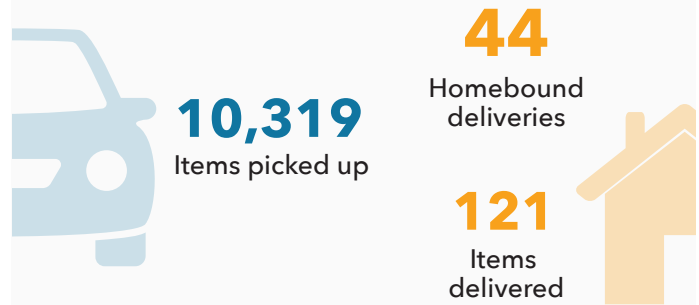
# MARCH 2021 DATA & STATISTICS

## eResource Use

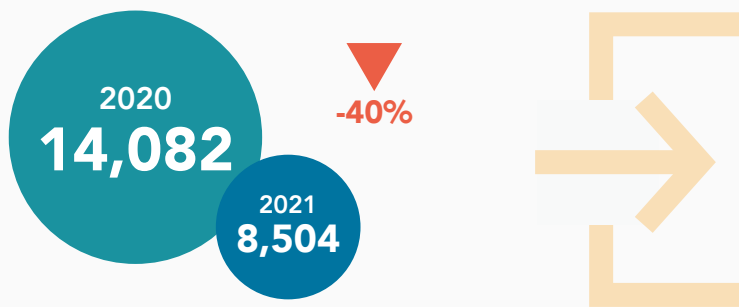
The library is helping keep patrons up to date on information.



## Curbside & Delivery



## Visits



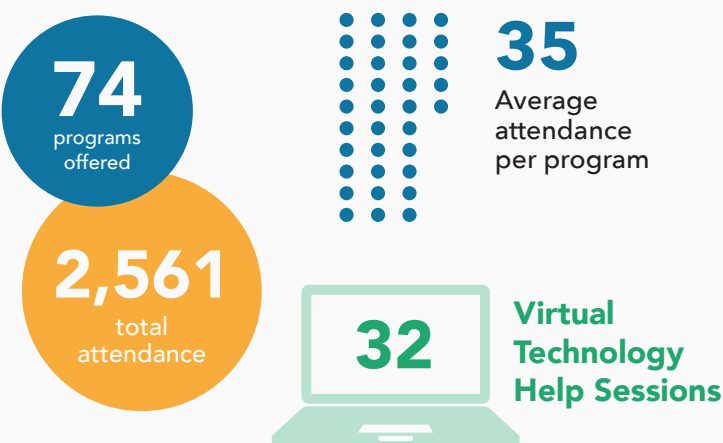
## Study Room Bookings



## Technology



## Virtual Programs



## Patron Comments and Suggestions

March 2021

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### RECEIVED MARCH 2, 2021

Thank you so much for taking my suggestion. I did not expect that you would accept it and so fast. You people at the library are great. Everyone I have had contact with over the years is always so helpful. I love the bright natural light and green view from the big library windows.

*Comment Source: Email (In response to Linda adding his suggested menu item to website.)*

---

### RECEIVED MARCH 4, 2021

A patron called to express their dissatisfaction with the Kanopy streaming service. The patron said it took 35 minutes to access the film for the library's film program on 3/3 due to the sign in process and problems with the various sites and logins that were required to complete to gain access. The process to access Kanopy and login was very difficult and cumbersome. The patron asked the library to improve their web site and find more user friendly ways to provide access to these digital resources. The patron did not provide their name or contact information.

*Comment Source: Phone (Comment received by Fiction & Media Manager)*

*Staff comments by Maggie Thomann on March 4, 2021:*

We appreciate the feedback and are sorry that it was a difficult process to access Kanopy and the film. I have passed this comment on to the programmers who oversee our virtual film programming. While Kanopy is an outside vendor and we have limited control over their interface and user experience, staff will look for ways to provide more instruction and support around accessing our digital resources to make it a more user friendly process.

---

### RECEIVED MARCH 13, 2021

Facebook comment: I LOVE YOU ALL!! Huge shout out to the Northbrook Public Library librarians who, after I moved back in with my mom so she wouldn't be alone during the lockdown order, REINSTATED my library card so that I could get material for me and my children while we were away from home. THANK YOU SO MUCH for everything you've done during this difficult and tumultuous time!

Northbrook Public Library: Thank you so much for your kind words, Miryam! We are so glad we could help you with getting library materials during the lockdown.

*Comment Source: Other (Facebook Page)*

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### RECEIVED MARCH 13, 2021

Facebook Comment: We have been ASTOUNDED by your creativity and amazing service throughout the pandemic. From the curbside pickups and zoom classes to the reading programs and personalized bundles. When I sat down with my kids to work on their summer bucket lists, #1 for both (ages 9 & 11) was to spend a day at the library. We love you, appreciate you, and are so grateful for your service!

Northbrook Public Library: Wow!!! It is a huge honor to have made it onto your children's bucket lists. Thank you so much for taking the time to write and let us know. We are so happy that you are enjoying all of our services and are grateful for your support.

*Comment Source: Other (Facebook Page)*

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### RECEIVED MARCH 14, 2021

Stephanie Parsons: Seriously - best library ever!! Thanks to all of you for your dedication and hard work!

Northbrook Public Library: Thank you so much for your kind words, Stephanie.

*Comment Source: Other (Facebook Page)*

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### RECEIVED MARCH 19, 2021

I was wondering if the NB library was going to offer any programs on Asians and Asian Americans? or a statement against the rise in hate crimes against the Asian American community? I saw that Wilmette had some good programming this month.

*Comment Source: Email*

*Response to Patron by Kate Hall on March 22, 2021:*

Thanks for reaching out about what we are doing to support our Asian and Asian American community members. Last week we issued a statement that has a list of resources in response to the murders in Atlanta. You can read it here: <https://www.northbrook.info/keep-in-touch/news/we-do-not-allow-hate-have-home-here>.

We are continuing to look at programs on Equity, Diversity, and Inclusion that we can offer to support the communities we serve. We work with the Korean Education Center and the Glenbrook Chinese American Association on learning and programming. We do not have any programs specifically targeted at addressing the issue of the rise in anti-asian hate crimes in the past year, but I will share this with the staff that organize these types of programs as we are always interested in what members of our community would like to see in terms of future programs. Thank you for sharing what Wilmette is doing. It is always helpful to see what other libraries are offering. If you have something specific you would like to see in terms of programming, please let me know and I will pass it along.

If you would like to talk further, please don't hesitate to reach out. I am here if you have additional concerns you would like to address.

*Staff comments by Kate Hall on April 6, 2021:*

Since speaking with the patron, we scheduled a new program in April called "A Conversation about Anti-Asian Sentiments." It will take place on Thursday, April 29th, 7-8 pm. Yvonne will discuss how to avoid misunderstandings that underlie hate incidents against AAPI folks and how to stand in solidarity with people targeted by these incidents. It will also give attendees the opportunity to ask questions concerning the rise in AAPI hate crimes and sentiment over the past year. The event can be found here: <https://visit.northbrook.info/event/5029782>. I have shared this information with the patron as well.

---

**RECEIVED MARCH 26, 2021**

Carol called to tell us how much she enjoyed the Harlan Coben program last night. She also thanked Christophe for bringing her Coben's new book by homebound delivery so she could read it beforehand.

*Comment Source: Phone (received by F&M staff member)*

*Staff comments by Maggie Thomann on April 5, 2021:*

Thank you for sharing your positive comment regarding the Harlan Coben program and the service you received. I will pass this on to the staff who work on homebound and programming.

---

**RECEIVED MARCH 31, 2021**

Please consider offering bystander training for the community. It is free through <https://www.advancingjustice-chicago.org/what-we-do/bystander-intervention-trainings/> You may have seen this video of the attack in NY. [https://nextdoor.com/p/WggJgQLY67-H?cp=0&s=tpd&utm\\_source=digest&pinned\\_post=true&section=posts&ct=W9HtgtoT5tGPb6rOewGWyOuGEOuDcwKDU1HpKRFFHC6X7CxBZSsQVvSX5XTS5W1g&ec=VxSJFbPbuQvygMERec%3D](https://nextdoor.com/p/WggJgQLY67-H?cp=0&s=tpd&utm_source=digest&pinned_post=true&section=posts&ct=W9HtgtoT5tGPb6rOewGWyOuGEOuDcwKDU1HpKRFFHC6X7CxBZSsQVvSX5XTS5W1g&ec=VxSJFbPbuQvygMERec%3D) We need to educate people on what they can do to be upstanders.

*Comment Source: Email*

*Response to Patron by Kate Hall on April 2, 2021:*

We have been looking at offering this training for staff, but I agree something like this would be beneficial for the entire community. I will share this with the staff that does our programming so they can look into it.

*Staff comments by on April 6, 2021:*

Since speaking with the patron, we scheduled a new program in April called "A Conversation about Anti-Asian Sentiments." It will take place on Thursday, April 29th, 7-8 pm. Yvonne will discuss how to avoid misunderstandings that underlie hate incidents against AAPI folks and how to stand in solidarity with people targeted by these incidents. It will also give attendees the opportunity to ask questions concerning the rise in AAPI hate crimes and sentiment over the past year. The event can be found here: <https://visit.northbrook.info/event/5029782>. I have shared this information with the patron as well.



## Memorandum

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**DATE:** March 12, 2021

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Reopening Plan Update

I am happy to report that by the middle of May, 96% of our staff will be fully vaccinated. While the CDC has released information on what can be done if an [individual is fully vaccinated](#), they have not yet released information on workplace safety protocols once more staff are vaccinated. We are looking forward to more info coming out on that. In the meantime, we will continue to follow the guidance as it stands.

With construction almost finished, we will be reopening the lobby on June 7. Along with that, we will be ramping back up to full hours and adding services slowly back in as more and more people get vaccinated in the community. Here is an outline of when we expect to ramp services back up providing vaccinations continue as they are and we do not have any set backs in terms of restrictions from the state due to higher numbers. This follows what we predict to be the state's timeline for reopening now with the new [Bridge to Phase 5](#) metrics that came out last month.

### April

- End quarantining items- the REALM Project has determined that this is no longer necessary and RAILS has said everyone may stop.
- Allow walk in computer usage- previously to keep numbers down, we asked people to register in advance

### May

- Bring more staff back into the building in preparation for June
- Add more tables and chairs throughout the building and increase building capacity including allowing more people per study room

- Start bringing back volunteers to help with homebound deliveries and Little Free Libraries maintenance
- Add computers in the Teen Loft area

#### June

- Open the building back to full (69) hours a week and reopen the lobby on June 7
- Add in computers to the Youth Services department
- Start bringing back Friends of the Library bookshop volunteers if fully vaccinated (Bookshop will remain closed as they get things organized)
- Allow more people per table
- Bring back comfy seating and newspapers
- Have limited outdoor programming during summer

#### July

- Allow walk in reservations for study rooms by non-Northbrook residents if capacity permits
- Add more tables and chairs and more people per table
- Start accepting donations

#### August

- Reopen Friends Bookshop if in Phase 5 and Friends have capacity to reopen
- Attend outside outreach events like Farmers Market

#### September

- Allow certain programs back in building in person
- Allow outside room bookings with capacity limits
- Add back all remaining tables and chairs
- Set YS craft table back up
- Remove time limits, capacity limits on library visits

#### October

- Allow outside room bookings with higher capacity (or max) limits
- Start 1:1 in person technology help
- Place toys, legos, manipulatives back in youth services

#### November

- Start larger in person in building programming

- Bring back in building library volunteers

These are all rough targets based on safety protocols and when we think people in the community will be vaccinated. One of the biggest challenges that we still face is that there is not yet a vaccine for anyone under 16. While there are tests being done on the efficacy of Pfizer for younger people, we don't know when that might be approved by the FDA or when it would be able to be administered. The schools, at this point, all plan to have full in person options back in the fall and we are using that as an additional guide to help in determining what services to ramp back up. We focused on the services most used by seniors as we know most of them are already vaccinated before looking at adding additional services back in for younger patrons towards the end of the summer when we hope to have more information on the vaccination efforts for that age group.

There is still a significant amount of work to be done in getting us back to operating at pre-pandemic levels and I anticipate spending the rest of 2021 on this.

I look forward to hearing your thoughts and questions.

# Certificate of Appreciation

awarded to

## Sandy Früm

**Whereas**, Sandy Früm served as a Village Board Member from 1987 - 2009, and

**Whereas**, Sandy has led the community as Village President from 2009 - Present, and

**Whereas**, the Northbrook Public Library has benefitted from the strong relationships built between the Village and Library as a result of Sandy's leadership and focus on collaboration, and

**Whereas**, the Board of Trustees of the Northbrook Public Library wishes to thank Sandy for her ongoing support of the library and its work, and

**Whereas**, the Village of Northbrook, including the library, has benefitted from Sandy's strategic thinking and long-range planning skills which will benefit Northbrook for decades to come, and

**Whereas**, Sandy has dedicated her life to serving her community and creating strong connections between the different groups that live and work in Northbrook,

**Now Therefore Be It Resolved**, that the Board of Trustees of the Northbrook Public Library publicly commends Sandy Früm for her commitment to making Northbrook a vibrant community and thanks her for her decades of public service.

**Given at Northbrook, Illinois, this 22 day of April 2021,**

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Abby Young, Board Secretary  
Northbrook Public Library Board of Trustees