

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

1201 Cedar Ln., Northbrook, IL 60062

Livestream: <https://youtu.be/1-xFTC2R0B4>

Regular Monthly Meeting Agenda

August 19, 2021 | 7:30 p.m.

- 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 – July 15, 2021
 - 3.3 Approve Closed Session Minutes – July 15, 2021
 - 3.4 Approve Cash Balances & Income Statement July 2021
 - 3.5 Approve Bills and Charges from July 2021
 - 3.6 File detailed statement of all receipts and expenditures for previous 6 months pursuant to 50 ILCS 305/1
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Reopening Plan Update
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Climate Action Plan Discussion
 - 7.2 Illinois Libraries Present Joint Programming Intergovernmental Agreement
- 8 New Business
 - 8.1 Discuss fall outside library visit
- 9 Closed Session
- 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 to 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
7/31/2021**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	8,118,871.57	60,675.54	813,216.92	7,366,330.19
	Restricted	314,608.01	16,144.75	4,783.16	325,969.60
	IMRF	686,769.01		30,319.20	656,449.81
	Fica	183,076.07		21,919.99	161,156.08
	Total Operating	\$ 9,303,324.66	\$ 76,820.29	\$ 870,239.27	\$ 8,509,905.68
Capital Improvement		\$ 4,286,570.95	\$ 25,358.22	\$ 177,356.10	\$ 4,134,573.07
Debt Service		\$ 9,242.33			\$ 9,242.33

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(4,289.72)	22,291.65	8,924.23
PayPal	6,897.01	-	-
GSB - Money Market	226,104.82	-	-
Fifth Third - Checking/Money Market	8,274,259.87	4,107,122.84	-
US Bancorp	659.38	511.37	-
IMET	5,479.32	4,647.21	318.10
Petty Cash	795.00	-	-
Total	\$ 8,509,905.68	\$4,134,573.07	\$ 9,242.33

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
7/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,095,222.49	\$0.00	\$4,947,277.89	\$3,992,682.35	\$7,289,188.00	54.78%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
Impact Fees	\$0.00	\$3,766.72	\$0.00	\$4,056.57	\$0.00	0.00%
Fines, Fees & Rentals	\$610.09	\$3,822.74	\$636.09	\$15,359.74	\$25,000.00	61.44%
Interest Income	\$1,291.56	\$564.22	\$6,908.04	\$1,941.76	\$25,000.00	7.77%
Other Income	\$402.38	\$2,813.44	\$511.18	\$16,003.44	\$100,000.00	16.00%
Total Undesignated Revenue	\$1,097,526.52	\$10,967.12	\$4,955,333.20	\$4,030,043.86	\$7,564,188.00	53.28%
Designated Revenue						
Gifts & Other Designated Income	\$1,758.91	\$16,225.51	\$2,057.69	\$17,044.28	\$100,000.00	17.04%
Designated Interest Income	\$27.77	\$18.58	\$68.44	\$56.36	\$0.00	0.00%
Total Designated Revenue	\$1,786.68	\$16,244.09	\$2,126.13	\$17,100.64	\$100,000.00	0.00%
Total Revenues	\$1,099,313.20	\$27,211.21	\$4,957,459.33	\$4,047,144.50	\$7,664,188.00	53.50%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$69,243.92	\$87,389.51	\$206,832.29	\$261,213.72	\$949,000.00	27.53%
Audio Visual	\$65,910.37	\$82,673.18	\$196,017.07	\$242,607.96		
Videos/DVDs	\$1,214.98	\$2,431.99	\$3,781.71	\$10,246.41		
Programs	\$2,118.57	\$2,284.34	\$7,033.51	\$8,359.35		
OCLC	\$2,697.24	\$8,962.87	\$7,150.30	\$30,743.19	\$117,000.00	26.28%
CCS Shared Costs	\$5,397.30	\$6,499.27	\$6,849.53	\$9,373.97	\$22,000.00	42.61%
	\$19,714.46	\$19,701.06	\$33,292.21	\$32,844.04	\$80,000.00	41.06%
Total Materials & Services	\$97,052.92	\$122,552.71	\$254,124.33	\$334,174.92	\$1,168,000.00	28.61%
Human Resources						
General Salaries and Wages	\$303,013.45	\$284,917.94	\$915,079.95	\$879,940.52	\$3,869,725.00	22.74%
Maintenance Salaries & Wages	\$14,594.38	\$12,445.82	\$43,368.48	\$36,953.18	\$168,975.00	21.87%
Group Insurance	\$54,066.01	\$53,982.78	\$156,737.97	\$165,671.80	\$695,000.00	23.84%
Unemployment/Worker's Comp	\$997.90	\$942.15	\$16,647.52	\$18,678.40	\$27,000.00	69.18%
Staff Development	(\$638.06)	\$863.22	\$12,101.34	\$7,212.63	\$70,000.00	10.30%
Total Human Resources	\$372,033.68	\$353,151.91	\$1,143,935.26	\$1,108,456.53	\$4,830,700.00	22.95%

Northbrook Public Library
Income Statement
7/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Operating Costs						
Photocopy	\$765.00	\$1,986.29	\$12,193.65	\$14,719.33	\$37,500.00	39.25%
Office & Library Supplies	\$6,246.94	\$1,318.97	\$12,146.62	\$11,334.96	\$70,000.00	16.19%
Software	(\$2,659.19)	\$2,285.22	\$12,880.59	\$24,927.21	\$103,000.00	24.20%
Postage	\$15,000.00	\$16,510.07	\$15,284.64	\$16,500.93	\$20,000.00	82.50%
General Insurance	\$0.00	\$0.00	\$46,138.02	\$50,636.83	\$63,000.00	80.38%
Telephone/Internet	\$2,078.04	\$2,315.33	\$15,754.30	\$18,306.06	\$43,000.00	42.57%
Professional Services	\$20,881.63	\$29,487.89	\$55,314.97	\$82,814.24	\$275,000.00	30.11%
Furniture, Equipment	\$0.00	\$631.52	\$5,037.52	\$28,876.33	\$50,000.00	57.75%
Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00	\$1,130.43	\$42,000.00	2.69%
Community Relations	\$65.00	\$1,900.05	\$4,686.01	\$7,241.70	\$44,000.00	16.46%
Total Operating Costs	\$42,377.42	\$56,435.34	\$179,436.32	\$256,488.02	\$747,500.00	34.31%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$43.16	\$3,000.00	1.44%
Janitorial Supplies	\$3,171.15	\$938.15	\$5,282.36	\$5,548.25	\$45,000.00	12.33%
Utilities	\$1,753.11	\$1,604.38	\$2,103.11	\$3,964.60	\$54,000.00	7.34%
Building Repairs	\$0.00	\$2,830.00	\$0.00	\$2,830.00	\$30,000.00	9.43%
Contracted Services	\$2,911.90	\$10,614.85	\$18,105.15	\$43,081.15	\$135,000.00	31.91%
Total Maintenance	\$7,836.16	\$15,987.38	\$25,490.62	\$55,467.16	\$267,000.00	20.77%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$498.00	\$500.00	99.60%
Contingency & Misc Exp	\$22.31	\$24.63	\$111.51	\$1,553.99	\$100,000.00	1.55%
Board Development	\$0.00	\$0.00	\$0.00	\$327.20	\$0.00	0.00%
Total Other Expenses	\$22.31	\$24.63	\$111.51	\$2,379.19	\$100,500.00	2.37%
Total Undesignated Expenses	\$519,322.49	\$548,151.97	\$1,603,098.04	\$1,756,965.82	\$7,113,700.00	24.70%
Designated Expenses						
Miscellaneous Designated Expenses	\$50.00	\$1,271.69	\$1,932.80	\$2,015.25	\$0.00	0.00%
Designated Materials Expense	\$59.42	\$11.47	\$621.68	\$224.71	\$0.00	0.00%
Designated Program Expense	\$7,961.67	\$3,500.00	\$8,324.17	\$10,631.27	\$100,000.00	10.63%
Total Designated Expenses	\$8,071.09	\$4,783.16	\$10,878.65	\$12,871.23	\$100,000.00	12.87%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$527,393.58	\$552,935.13	\$1,613,976.69	\$1,769,837.05	\$7,663,700.00	23.09%
NET SURPLUS/(DEFICIT)	\$571,919.62	(\$525,723.92)	\$3,343,482.64	\$2,277,307.45	\$488.00	

Northbrook Public Library
Income Statement
7/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$72,139.46	\$0.00	\$325,864.35	\$214,683.77	\$400,000.00	53.67%
Property Tax Levy FICA	\$42,547.56	\$0.00	\$192,193.47	\$155,109.02	\$289,000.00	53.67%
Interest Income IMRF	\$0.55	\$0.00	\$0.70	\$0.03	\$50.00	0.06%
Interest Income FICA	\$0.32	\$0.00	\$0.59	\$0.02	\$50.00	0.04%
Total Undesignated Revenue	\$114,687.89	\$0.00	\$518,059.11	\$369,792.84	\$689,100.00	53.66%
Total Revenues	\$114,687.89	\$0.00	\$518,059.11	\$369,792.84	\$689,100.00	53.66%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$33,546.88	\$30,319.20	\$101,143.55	\$93,356.59	\$425,000.00	21.97%
Employer FICA	\$23,442.05	\$21,919.99	\$70,851.72	\$67,576.27	\$289,000.00	23.38%
Total Human Resources	\$56,988.93	\$52,239.19	\$171,995.27	\$160,932.86	\$714,000.00	22.54%
Total Undesignated Expenses	\$56,988.93	\$52,239.19	\$171,995.27	\$160,932.86	\$714,000.00	22.54%
Total Expenses	\$56,988.93	\$52,239.19	\$171,995.27	\$160,932.86	\$714,000.00	22.54%
NET SURPLUS/(DEFICIT)	\$57,698.96	(\$52,239.19)	\$346,063.84	\$208,859.98	(\$24,900.00)	

Northbrook Public Library

Income Statement

7/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$938.47	\$358.22	\$5,046.15	\$1,264.57	\$10,000.00	12.65%
Total Undesignated Revenue	\$938.47	\$358.22	\$5,046.15	\$1,264.57	\$10,000.00	12.65%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$938.47	\$358.22	\$5,046.15	\$1,264.57	\$435,000.00	0.29%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$16,732.12	\$5,432.49	\$491,037.79	\$84,635.71	\$908,000.00	9.32%
Professional Fees	\$21,997.50	\$8,367.50	\$34,455.40	\$13,367.50	\$75,000.00	17.82%
Furniture & Equipment	\$42,364.00	\$163,556.11	\$203,052.21	\$165,183.72	\$40,000.00	412.96%
Total Capital & Bond Expenses	\$81,093.62	\$177,356.10	\$728,545.40	\$263,186.93	\$1,023,000.00	25.73%
Total Undesignated Expenses	\$81,093.62	\$177,356.10	\$728,545.40	\$263,186.93	\$1,023,000.00	25.73%
Total Expenses	\$81,093.62	\$177,356.10	\$728,545.40	\$263,186.93	\$1,023,000.00	25.73%
NET SURPLUS/(DEFICIT)	(\$80,155.15)	(\$176,997.88)	(\$723,499.25)	(\$261,922.36)	(\$588,000.00)	

Northbrook Public Library
Income Statement
7/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$77,656.80	\$0.00	\$350,786.98	\$406,959.39	\$758,249.00	53.67%
Interest Income	\$0.58	\$0.00	\$0.35	\$0.06	\$0.00	0.00%
Total Undesignated Revenue	\$77,657.38	\$0.00	\$350,787.33	\$406,959.45	\$758,249.00	53.67%
Total Revenues	\$77,657.38	\$0.00	\$350,787.33	\$406,959.45	\$758,249.00	53.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$376,077.00	50.81%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$382,172.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
Total Undesignated Expenses	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
Total Expenses	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
NET SURPLUS/(DEFICIT)	\$77,657.38	\$0.00	\$143,643.57	\$215,873.68	\$0.00	

July 2021 Financial Summary

Total General Fund revenues collected to date is \$4,047,144.50.

- 54.78% of property taxes have been collected
 - Second installment tax bills have not been finalized – Cook County plans to finalize and mail them in the Fall of 2021
- Fines, Fees & Rentals
 - 80% of the Fines, Fees & Rentals is non-resident fees
 - This is the renewal of cards for patrons that live in unincorporated Northbrook – this renewal was not collected during FY2021

Total General Fund expenditures are \$1,613,976.69, budget differences include:

- OCLC costs are greater than budget due to invoices being paid quarterly
- CCS Shared costs are greater than budget due to invoices being paid quarterly
- Unemployment / Workers Compensation represents 10 months of expense
- Photocopy costs are greater than budget due to invoices for coin tower and papercut are paid annually and the copier lease payment has been paid for 6 months
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance represents 10 months of expense
- Telephone is greater than budget due to 6 months of Ring Central expense being paid, annual amount for backup internet being paid and the annual amount for hotspots being paid
- Furniture, Equipment is greater than budget due to annual purchase of IT Lifecycle items, a mast lift, dvd recorder and picnic tables
- 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 July 21

Operating Funds

Library Claims List	\$	249,820.41
Librarian's Claims List	\$	14,091.61
Payroll	\$	462,934.68
Fica/IMRF	\$	52,239.19
ACH to IPBC	\$	66,153.38
Transfer to CIF	\$	25,000.00
Total Operating Funds	\$	870,239.27

Capital Improvement Fund

Claims List	\$	177,356.10
	\$	177,356.10

Debt Service Fund

Grand Total Library	\$	1,047,595.37
----------------------------	-----------	---------------------

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

Transaction Number	Transaction Date	Reference	Payments	Description
25133	7/14/2021	Added Incentives, Inc.	\$1,280.60	annual payment - community relations
25134	7/14/2021	Ancel Glink P.C.	\$1,263.75	monthly payment - professional services
25135	7/14/2021	Bibliotheca, LLC.	\$59,596.00	prepayment for maintenance agreement for RFID and AMH - years to start in FY2023
25136	7/14/2021	First Bankcard	\$1,704.68	monthly payment - supplies
25137	7/14/2021	Limrice - UCGA	\$942.15	quarterly payment - unemployment
25138	7/14/2021	Menard Consulting, Inc.	\$2,500.00	annual payment - professional fees
25139	7/14/2021	Mergent, Inc.	\$889.00	monthly payment - materials
25140	7/14/2021	Reserve Account	\$15,000.00	annual payment - postage
25141	7/14/2021	Tee Jay Service Company, Inc.	\$600.00	bi annual payment - contracted services
25142	7/31/2021	3E Electric, Inc.	\$1,540.00	annual payment - building repairs
25143	7/31/2021	Amazon	\$2,853.48	monthly payment - supplies
25144	7/31/2021	Ancel Glink P.C.	\$855.00	monthly payment - professional services
25145	7/31/2021	Baker & Taylor	\$38,214.78	monthly payment - materials
25146	7/31/2021	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
25147	7/31/2021	Cooperative Computer Service	\$25,226.83	quarterly payment - CCS & OCLC
25148	7/31/2021	David Drazin	\$750.00	monthly payment - programming
25149	7/31/2021	Efficiency Reporting	\$774.00	monthly payment - programming
25150	7/31/2021	John Fournier	\$600.00	monthly payment - programming
25151	7/31/2021	Jo I Gayle	\$660.00	monthly payment - programming
25152	7/31/2021	H-O-H Water Technology Inc.	\$4,000.00	annual payment - contracted services
25153	7/31/2021	Midwest Tape	\$3,614.35	monthly payment - materials
25154	7/31/2021	Outsource Solutions Group, Inc.	\$18,349.14	monthly payment - professional services
25155	7/31/2021	Overdrive	\$19,383.17	monthly payment - materials
25156	7/31/2021	Proquest	\$18,993.05	annual payment - materials - databases
25157	7/31/2021	Runco Office Supply	\$726.93	monthly payment - supplies
25158	7/31/2021	Selden Fox, LTD	\$7,000.00	annual payment - professional fees
25159	7/31/2021	SenSource	\$1,203.63	annual payment - software
25160	7/31/2021	SHI International Corp.	\$631.52	monthly payment - supplies
25161	7/31/2021	Snow Systems, Inc.	\$1,290.00	annual payment - building repairs
25162	7/31/2021	Symmetry Energy Solutions, LLC	\$1,092.38	monthly payment - utilities
25163	7/31/2021	UPS	\$723.95	monthly payment - postage
25164	7/31/2021	Value Line Publishing LLC	\$8,150.00	annual payment - materials - databases
25165	7/31/2021	Wells Fargo Vender Fin Serv	\$1,530.00	monthly payment - photocopy (2 months of lease payments)
25166	7/31/2021	Wex Health Inc.	\$2,357.02	monthly payment flexible spending, dedandant care and commuter benefit

\$ 249,820.41

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

Transaction Number	Transaction Date	Reference	Payments
51143	5/31/2021	VOID - Costco	\$ (250.00)
51262	7/12/2021	Christophe Andersen	\$30.00
51263	7/12/2021	Aaron Ashmann	\$60.00
51264	7/12/2021	Bryan Brugger	\$60.00
51265	7/12/2021	Kimberly Burman	\$10.00
51266	7/12/2021	Joe Cirignani	\$60.00
51267	7/12/2021	Philip Collins	\$60.00
51268	7/12/2021	Bob Couch	\$20.00
51269	7/12/2021	Cathleen Doyle	\$60.00
51270	7/12/2021	Anna Fillmore	\$60.00
51271	7/12/2021	Jill Franklin	\$60.00
51272	7/12/2021	Bridget Golembiewski	\$60.00
51273	7/12/2021	Tracy Gossage	\$60.00
51274	7/12/2021	Hala Haddad	\$60.00
51275	7/12/2021	Caitlyn Hannon	\$20.00
51276	7/12/2021	Michael Hannon	\$10.00
51277	7/12/2021	Judy Haynes	\$40.00
51278	7/12/2021	Kate Henry	\$20.00
51279	7/12/2021	Brittany Hewerdine	\$40.00
51280	7/12/2021	Margo Hill	\$60.00
51281	7/12/2021	Mike Hominick	\$60.00
51282	7/12/2021	Jane Huh	\$20.00
51283	7/12/2021	Harvey Huie	\$60.00
51284	7/12/2021	Syed Jaffery	\$10.00
51285	7/12/2021	Rachel Kaplan	\$30.00
51286	7/12/2021	Ann Keaton	\$40.00
51287	7/12/2021	Summer Kosuge	\$60.00
51288	7/12/2021	Amanda Lopez	\$60.00
51289	7/12/2021	Amanda Margis	\$60.00
51290	7/12/2021	Barbara Mayer	\$60.00
51291	7/12/2021	Jennifer McGee	\$30.00
51292	7/12/2021	Sean Miller	\$60.00
51293	7/12/2021	Michelle Mistalski	\$30.00
51294	7/12/2021	Brian Nelson	\$60.00
51295	7/12/2021	Bill Pekara	\$60.00
51296	7/12/2021	Mary Kay Perrenot	\$60.00
51297	7/12/2021	Sarah Rustman	\$60.00
51298	7/12/2021	Mary Lynn Saks	\$10.00
51299	7/12/2021	Lori Schlernitzauer	\$60.00
51300	7/12/2021	Sara Scodius	\$60.00
51301	7/12/2021	Lori Siegel	\$10.00
51302	7/12/2021	Margaret Thomann	\$60.00
51303	7/12/2021	Linda Vering	\$40.00
51304	7/12/2021	Christine Vi	\$30.00
51305	7/19/2021	Advanced Disposal	\$512.00
51306	7/19/2021	AICPA	\$295.00
51307	7/19/2021	Gregory Alexander	\$200.00
51308	7/19/2021	Anna Amen	\$28.08
51309	7/19/2021	American Library Association, Membership	\$295.00
51310	7/19/2021	Aquatic Works LTD	\$175.00
51311	7/19/2021	Aaron Ashmann	\$21.61
51312	7/19/2021	Auscura	\$500.00
51313	7/19/2021	Batteries Plus LLC	\$155.26
51314	7/19/2021	Nancy Buehler	\$250.00

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

Transaction Number	Transaction Date	Reference	Payments
51315	7/19/2021	Nancy Buehler	\$250.00
51316	7/19/2021	CallOne	\$369.33
51317	7/19/2021	Cintas	\$412.86
51318	7/19/2021	EBSCO Information Services	\$231.00
51319	7/19/2021	Freeman Pictures, Inc.	\$125.00
51320	7/19/2021	Gale/Cengage Learning Inc.	\$28.79
51321	7/19/2021	Mark Gelfeld	\$200.00
51322	7/19/2021	Mark Gelfeld	\$200.00
51323	7/19/2021	Loren Glass	\$250.00
51324	7/19/2021	Global Equipment Company	\$189.94
51325	7/19/2021	Benjamin Goluboff	\$250.00
51326	7/19/2021	Benjamin Goluboff	\$250.00
51327	7/19/2021	John Gowing	\$200.00
51328	7/19/2021	John Grimaldi	\$575.00
51329	7/19/2021	Jayne Herring	\$550.00
51330	7/19/2021	Illinois Library Association	\$300.00
51331	7/19/2021	Image Specialties of Glenview, Inc.	\$25.65
51332	7/19/2021	Impact Networking LLC	\$456.29
51333	7/19/2021	K&M Printing Company	\$182.00
51334	7/19/2021	Alisa Kusnitzow	\$125.00
51335	7/19/2021	Alisa Kusnitzow	\$125.00
51336	7/19/2021	Lechner Services	\$37.50
51337	7/19/2021	Ron Mantegna	\$200.00
51338	7/19/2021	Ron Mantegna	\$200.00
51339	7/19/2021	MatterHackers, Inc.	\$116.83
51340	7/19/2021	NAMI Cook County North Suburban	\$200.00
51341	7/19/2021	Panera, LLC	\$96.45
51342	7/19/2021	Petty Cash Custodian	\$54.64
51343	7/19/2021	Pioneer Press	\$72.00
51344	7/19/2021	Reds Garden Center	\$13.77
51345	7/19/2021	Rotary Club of Northbrook	\$305.00
51346	7/19/2021	Olga Rudiak	\$500.00
51347	7/19/2021	Olga Rudiak	\$400.00
51348	7/19/2021	Sheet Music Plus	\$68.46
51349	7/19/2021	Sujin Song	\$100.00
51350	7/19/2021	State Industrial Products	\$237.62
51351	7/19/2021	Sticky Fingers Cooking	\$150.00
51352	7/19/2021	Tsai Fong Books, Inc.	\$448.69
51353	7/19/2021	Universal Film Exchanges LLC	\$150.00
51354	7/19/2021	UPS	\$215.51
51355	7/19/2021	VSP of Illinois, NFP	\$302.95
51356	7/19/2021	WEX Health, Inc.	\$97.50
51357	7/19/2021	Wisconsin Glacier Springs Company	\$11.80
51358	7/19/2021	Yami Vending Inc.	\$26.00
51359	7/22/2021	The Home Depot Credit Services	\$257.96
51360	7/31/2021	Baker & Taylor Entertainment	\$273.57
51361	7/31/2021	Gale/Cengage Learning Inc.	\$137.55

\$ 14,091.61

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

Transaction Number	Transaction Date	Reference	Payments	Description
1814	7/14/2021	Ancel Glink P.C.	\$110.00	Locker Project
1815	7/14/2021	Bibliotheca, LLC.	\$121,408.00	1st Floor Renovation Project - AMH
1816	7/14/2021	Calor Design Group, Ltd.	\$1,057.50	Boiler Ventilation Project
1817	7/14/2021	Forward Space LLC	\$5,632.58	1st Floor Renovation Project - Furniture
1818	7/31/2021	AAA Lock & Key Co.	\$255.00	1st Floor Renovation Project
1819	7/31/2021	ASI Sign Systems	\$3,471.00	1st Floor Renovation Project
1820	7/31/2021	Fast Signs	\$1,706.49	1st Floor Renovation Project
1821	7/31/2021	Henricksen	\$17,482.53	1st Floor Renovation Project - Furniture
1822	7/31/2021	Library Furniture International, Inc.	\$19,033.00	1st Floor Renovation Project - Furniture
1823	7/31/2021	Product Architecture + Design	\$7,200.00	3rd Floor Renovation Project - staff space
			<u>\$177,356.10</u>	

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2021 through June 2021 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

Treasurer

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public

Accounts Payable \$1,000 and above for the Period January 2021 through June 2021

3E Electric, Inc. - \$11,512.50; Abt - \$5,994.00; Added Incentives, Inc. - \$2,586.45; Advanced Disposal - \$3,072.00; Amalgamated Bank of Chicago - \$191,085.77; Amazon - \$17,460.67; American Library Association - \$1,424.00; American Library Association, Membership - \$2,516.00; Ancel Glink P.C. - \$4,212.50; Anna Amen - \$3,365.48; Aquatic Works LTD - \$1,050.00; ASI Sign Systems - \$1,237.00; Auscura - \$2,500.00; Backstage Library Works - \$36,684.74; Baker & Taylor - \$168,950.16; Baker & Taylor Entertainment - \$6,986.32; BambooHR - \$6,179.33; Bayscan Technologies - \$6,199.40; Belson Outdoors, LLC - \$3,946.40; Benjamin Goluboff - \$1,500.00; Best Quality Cleaning - \$35,270.00; Bibliotheca, LLC. - \$4,167.00; Blackbaud Inc. - \$4,975.00; Bonnie Lecat - \$3,500.00; Book Page - \$1,176.00; Brainfuse Inc. - \$3,000.00; Bright Plum Inc. - \$4,250.00; Burris Equipment Co. - \$14,540.00; California Quality Plastics, Inc. - \$1,042.40; CallOne - \$2,218.77; CCB Technology - \$1,570.00; CDW Government, Inc. - \$10,751.20; Chicago Backflow, Inc. - \$1,200.00; Chicago Filter Supply - \$1,350.04; Chicago Sun Times - \$1,185.18; Children's Plus Inc - \$8,986.43; Christopher Laughlin - \$1,000.00; Cintas - \$1,866.60; Cloudbakers - \$1,580.00; Colley Elevator Co. - \$4,574.00; Comcast - \$1,840.20; Continental Resources, Inc - \$1,105.00; Cooperative Computer Service - \$54,282.52; Dairy Queen - \$2,355.00; David Griffin - \$1,000.00; Demco - \$4,408.12; Displays2Go - \$1,085.80; Dornfeld Piano Tuning - \$1,860.00; EBSCO Information Services - \$17,026.38; ECO Promotional Products, Inc. - \$1,491.54; Elisabeth Lindsay-Ryan - \$1,500.00; Emstar Inc - \$4,000.00; Encyclopaedia Britannica, Inc. - \$1,390.00; F.E. Moran Mechanical Services - \$12,977.00; F.E. Moran, Inc. - Fire Protection - North - \$5,365.00; F.E. Moran, Inc. - Plumbing - \$3,520.00; Fifth House Ensemble - \$1,000.00; First Bankcard - \$27,389.92; Forward Space LLC - \$5,712.59; Gale/Cengage Learning Inc. - \$3,259.50; Garvey's Office Products - \$2,913.90; Getty Images (US), Inc. - \$1,080.00; Glenbrook HSD 225 - Business Services - \$6,206.04; GovConnection, Inc. - \$5,688.68; Grainger - \$7,396.64; Henricksen - \$17,926.61; HR Source - \$4,013.00; Illinois Library Association - \$1,060.00; Impact Networking LLC - \$3,403.74; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$404,088.06; Interior Investments, LLC - \$2,347.84; It's Impressive LLC - \$1,281.60; ITsavvy LLC - \$3,907.00; J.D. Power and Associates - \$1,283.00; Jayne Herring - \$2,600.00; Jo I Gayle - \$4,015.00; Kanopy LLC - \$12,500.00; Kinsale Contracting Group Inc. - \$2,500.00; Lechner Services - \$1,257.51; Library Furniture International, Inc. - \$19,033.00; Library Ideas LLC - \$1,003.22; Limricc - UCGA - \$3,060.17; Mark Gelfeld - \$1,100.00; Mechanical Concepts of Illinois, Inc - \$18,778.50; Michelle Silverthorn - \$2,000.00; Midwest Tape - \$87,094.71; Morningstar, Inc. - \$7,325.00; Nancy Buehler - \$1,500.00; Naxos of America Inc. - \$1,050.00; North American - \$3,478.48; Northbrook Hardware - \$3,511.04; Northbrook Public Library Foundation - \$2,208.00; Old Town School of Folk Music - \$1,700.00; Olga Rudiak - \$2,150.00; Olsson Roofing Company, Inc. - \$1,825.00; Outsource Solutions Group, Inc. - \$105,804.75; Overdrive - \$120,965.82; Penguin Random House LLC - \$5,000.00; Pepper Construction Co. - \$714,952.42; Product Architecture + Design - \$19,095.00; Proquest - \$20,638.70; Reaching Across Illinois Library System - \$11,902.84; Recycle Away - \$1,270.58; Red Books LLC - \$3,425.25; RELX Inc. DBA LexisNexis - \$4,348.56; Ron Mantegna - \$1,200.00; Runco Office Supply - \$4,198.42; Scholastic Inc. Education - \$4,868.50; SHI International Corp. - \$6,194.52; Siemens Industry Inc. - \$4,125.00; Snow Systems, Inc. - \$3,840.00; StackMap LLC - \$2,555.00; Sterling Services, Inc. - \$9,218.55; Sweetwater - \$1,065.32; Symmetry Energy Solutions, LLC - \$28,076.00; Tee Jay Service Company, Inc. - \$2,486.00; The Book Bin - \$2,064.00; The Hanover Insurance Company - \$43,076.00; The Home Depot Credit Services - \$1,574.41; T-Mobile - \$2,200.32; Today's Business Solutions, Inc. - \$9,320.28; Travelers CL Remittance Center - \$36,828.00; Tumbleweed Press Inc. - \$3,600.00; Uline - \$1,557.31; Value Line Publishing LLC - \$1,525.00; Village of Northbrook Water Dept. - \$3,125.76; Vis-O-Graphic, Inc. - \$21,402.73; VSP of Illinois, NFP - \$2,336.77; Wells Fargo Vender Fin Serv - \$5,355.00; Wex Health Inc. - \$13,190.22; Yami Vending Inc. - \$2,265.00;

Payroll for the Period January 2021 through June 2021

Abbas - \$120.80; Altieri - \$10,817.79; Amen - \$54,630.84; Amundsen - \$3,579.13; Andersen - \$20,357.01; Ashmann - \$23,802.79; Balog - \$8,211.37; Baran - \$10,033.06; Beach - \$17,833.08; Becker - \$10,316.38; Born - \$11,430.29; Brugger - \$24,640.92; Burman - \$8,449.72; Carroll - \$23,847.00; Chase - \$11,062.5; Cirignani - \$19,579.16; Collins - \$26,033.28; Cotini - \$245.42; Couch - \$19,226.44; Czechorski - \$8,008.94; Doyle - \$38,963.59; Duncan-McGee - \$14,534.7; Durov - \$46,486.52; Edwards - \$3,666.51; Faedtke - \$9,588.23; Farrell - \$4,815.54; Fillmore - \$33,711.93; Franklin - \$31,031.72; Goese - \$17,083.08; Golembiewski - \$24,827.04; Gossage - \$31,684.35; Gould - \$311.36; Grossman - \$5,127.61; Gutmann - \$6,916.43; Haddad - \$39,823.29; Hall - \$69,350.04; Hannon - \$23,494.64; Hannon - \$9,964.89; Haynes - \$23,511.16; Henry - \$12,363.20; Hewerdine - \$20,201.76; Hill - \$25,376.08; Hominick - \$26,948.81; Huh - \$10,573.57; Huie - \$27,020.76; Islan - \$5,092.61; Jacob - \$783.76; Jaffery - \$12,315.14; Kaminski - \$24,821.24; Kaplan - \$7,436.24; Karahalios - \$10,926.68; Keaton - \$30,207.82; Kosuge - \$31,826.96; Krygeris - \$3,651.89; Lee - \$10,260.54; Lee - \$2,513.50; Lee - \$314.16; Lopez - \$23,726.96; Malamud - \$5,024.10; Margis - \$30,641.76; Mayer - \$11,336.08; Mayer - \$39,823.29; McDonald - \$5,431.16; McGill - \$5,186.06; McKinnie - \$33,528.52; Miller - \$18,680.28; Miller - \$4,375.76; Mistalski - \$13,257.94; Munday - \$3,332.02; Murray - \$10,850.51; Nava - \$7,117.18; Nelson - \$20,560.05; Nguyen - \$12,592.15; Noblet - \$6,686.77; Norton - \$36,336.2; Osikowicz - \$3,709.85; Pekara - \$28,054.44; Perley - \$2,141.31; Perrenot - \$35,567.96; Prioletti - \$40,879.43; Quinlan - \$15,879.71; Raucci - \$11,145.03; Reid - \$13,923.72; Rustemeyer - \$14,252.89; Rustman - \$28,255.64; Saks - \$7,066.50; Schlernitzauer - \$38,986.68; Schmidt - \$12,734.03; Schwartz - \$7,155.38; Scodius - \$26,255.64; Shapiro - \$930.22; Sharda - \$7,098.36; Sharma - \$9,275.62; Siegel - \$21,178.68; Siegel - \$6,394.17; Simmons - \$566.02; Simpson - \$8,804.49; Siwinski - \$18,842.76; Skittino - \$39,441.21; Strom - \$11,696.09; Suarez - \$1,729.23; Talaefard - \$5,151.24; Thomann - \$38,906.92; Valene - \$21,643.36; Vering - \$29,193.36; Vi - \$7,955.42; Villanueva - \$5,270.83; Voronova - \$5,979.84; Wawer - \$8,056.33; Wolf - \$38,813.28; Wright - \$9,258.78;

DIRECTOR'S REPORT

August 2021

AGENDA ITEMS

3 Consent Agenda – Board President

- 3.6 File detailed statement of all receipts and expenditures for previous 6 months pursuant to 50 ILCS 305/1

We are required to do this every 6 months and show all the bills and charges in one list. This is simply a compilation of the bills and charges the board approves each month totaled together.

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

6 Staff Reports – Ms. Kate Hall

- 6.1 Reopening Plan Update

There is a separate memo with reopening plan updates and information on the lobby reopening.

7 Unfinished Business

- 7.1 Climate Action Plan

I have included a memo and supporting documentation for this month's discussion of the Climate Action Plan. No action is requested.

- 7.2 Illinois Libraries Present Intergovernmental Agreement

A memo detailing where we are at in the process and providing additional information on this venture is included in the packet.

8 New Business

- 8.1 Discuss Fall Outside Library Visit

With the exception of last year, the board has done a fall visit to another library. Here are a few libraries that have done recent renovation projects that the board might be interested in visiting. Each have done a complete remodel of their existing facility:

- Palatine
- Skokie, visited in 2018
- Prospect Heights

9 Agenda Building

Climate Action Plan adoption
Illinois Libraries Present IGA
FY23 Levy
2022 Holiday Schedule
Annual Audit presentation

BOARD NEWS

DEPARTMENT UPDATES

Fiction & Media

- In July, the library hosted the Northbrook Arts Commission exhibit Northbrook Originals, featuring original artwork from Northbrook residents. The exhibit has been well-received and is the first art show in the library since the pandemic started.
- The library programmed a virtual screening of a stage recording of the musical Memphis (2011) on July 17-18 in partnership with Glencoe and Glenview Libraries. There were a total of 200 registrations with 145 views. It received good reviews including, "How fabulous to be able to see a Broadway show through the Northbrook Public library!" and "this was a wonderful opportunity to see a Broadway show in a safe environment."
- The library also hosted a program with New York Times bestselling author Casey McQuiston. This was done in partnership with Elmhurst, Glenview, Highland Park, Niles, and Skokie Public Libraries and had 135 attendees.
- The library welcomed a group of residents from Covenant Living, who came to the library for a tour, to view the art exhibit, and sign up for/renew library cards. The group expressed excitement about all that the library has to offer, and appreciation for the materials and services that the library brings to their facility through outreach. Covenant Living residents made a donation to the library for the purchase of large print books.



Marketing

- 4th of July at the Library
 - The library featured large die-cut images featuring illustrations from our Summer Reading theme, Reading Colors Your World, near the library sign on the 4th.



- Community partners featured in July
 - Linda worked with members of Go Green on the installation of an environmental display in the lobby's two display cases in July.
- Teen Summer Volunteer Program
 - Sarah Balog helped out in Youth Services with several sessions of the Teen Chalk Group in July. She created the designs and led the teens in making some beautiful art near the library entrances.



Reference

- Art historian, Jeff Mishur, presented African American Art in the 20th Century on July 20. Patrons learned about a number of artists and that more Harlem Renaissance artists lived in Chicago than in Harlem.
- During Virtual Computers & Coffee: Ridesharing 101 on July 19 Patrons learned the basics of taking a ride with Lyft and Uber. Information about what has changed with the services since the pandemic was also included.
- A patron was looking for an article about relatives that were killed by a train in Glenview in 1904 or 1905. Reference staff discovered in the Tribune archives that it actually occurred in 1914 and that a bridge was later installed as a result of this accident. The related articles were emailed to the patron.

Youth Services

- The weather cooperated for us to have our first in-person, outdoor programs of the summer:
 - Paint & Relax on 7/19 with 5 school-age patrons
 - T-shirt decorating at Create Club on 7/29 for 7 teens
 - A visit to Village Green Park for Stories in the Park on 7/16 with 33 children and caregivers
- Our Summer Teen Volunteers working in the Community Garden behind the Village Hall have so far harvested and donated over 5 pounds of lettuce, kale, peas, and arugula for the Northfield Township Food Pantry while still waiting for our tomatoes and beans to finish ripening.

PROJECT UPDATES

Summer Reading

July wrapped up month #2 of summer reading and we are extremely excited by the level participation we've seen, in some cases even surpassing what we achieved pre-pandemic. The Teen program has seen over 500 signups (the highest number recorded) with just under 50% completing the program. While our Youth signups of 1,345 is below our all-time highest signup number, over 700 have completed the program with a little under two weeks left to encourage more reading. Adult signs are over 600 members with 53% finished.

Exterior Lockers

After the popularity of curbside service, we have purchased an exterior locker system that will be coming this fall and placed on the northwest side of the building. Patrons will be able to schedule a pick-up 24/7 for holds. While we were hoping to have this in place by September, due to the continued shipping delays, we are now looking at mid-October.

Friends of the Library

The Friends of the Library returned this month after being out of the library due to the pandemic! They spend time organizing the bookshop and storage area, hosting a Sidewalk Sale July 9-10, accepting material donations starting July 15, and reopening the Book Shop on July 22. They met and elected a new slate of officers on July 13. The new Friends president is Merrill Medansky.

BEHIND THE SCENES (HR, FACILITIES, & FINANCES)

HR

Staff Hires

- Ariana Fragozo, part-time Reference Clerk (Ref) effective July 1.

Staff Terminations (terminations refer to all staff that have left the library including retirements)

- Debbie Krygeris, part-time Shelver (CIRC) resigned effective July 22 due to a family medical issue.

Facilities

We have recently experienced a high number of alarm calls to the fire department showing there was an issue with the system. After talking with our fire protection vendors and the fire marshal, it has been determined that the fire alarm panel needs to be replaced. We are working on getting quotes to see if a formal bid process is needed. If it is, we will be looking to combine it with the 3rd floor project happening in Spring 2022.



Finances

Anna Amen concluded working with auditors from Selden Fox on the FY21 audit and is reviewing the draft audit which will be presented to the board at the September board meeting.

EXECUTIVE DIRECTOR REPORT

For most of June, I was working on several projects in addition to being on vacation:

Staffing

We have made some hires to fill open positions in the last couple of weeks, but several have been internal hires so Laurie and I are continuing to work with managers on filling vacant positions and bringing more staff in. We are about 11% understaffed now and watching closely to see if we need to make adjustments in hiring timelines and what we are able to offer with current staffing.

Navigating COVID quarantining and planning for summer changes

I continue to spend time communicating with staff on changes in the building while keeping up on any changes to health and safety guidelines from the state or CDC. The joint task force continues to meet and work cooperatively on the pandemic response for Glenview and Northbrook.

Chairing the Joint Programming Steering Committee

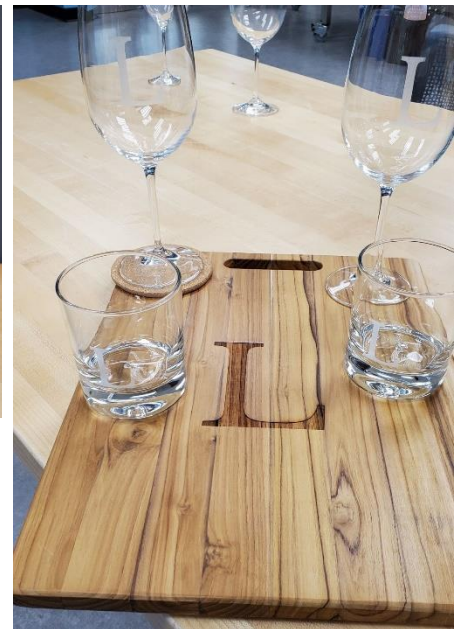
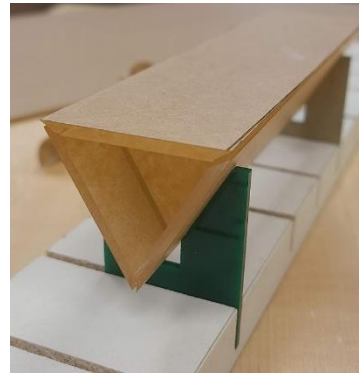
This month I worked on figuring out the finance plan with RAILS and working with the other steering committee members are planning for a January 2022 launch.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
July, 2021

PROJECTS



PATRON STORIES



From Maker Specialist Bob Couch: Repeat patron Debbie came in with a pre-designed model for a napkin holder she purchased online. These models can sometimes be difficult to assemble, or have the measurements not set exactly right, so it was a thrill to see this come out well! We used a rubber mallet to gently press together the acrylic tabs and interlocking slots, and clearly the result was worth the effort.

3D PRINTS

We printed 23 items for patrons.

PROGRAMS

We offered a glass fusion program with 8 attendees.

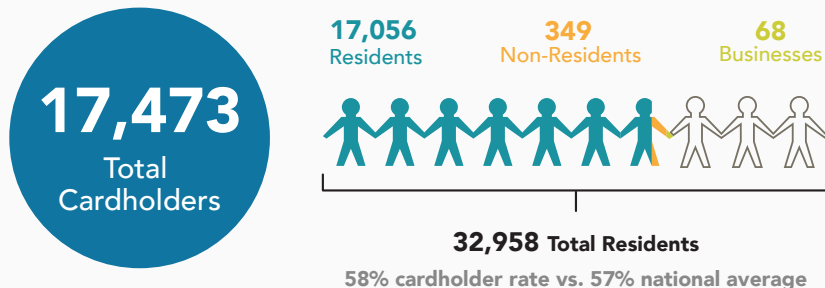
APPOINTMENTS

We helped 103 people use the Collaboratory to create items and 17 people to digitize their older media.

JULY 2021 DATA & STATISTICS

This data compares July 2020 to July 2021. Last July we reopened the building to very limited hours for Grab and Go services while still offering curbside pickup. We will continue to see numbers recalibrate as we move through the next year.

Card Holders



Checkouts

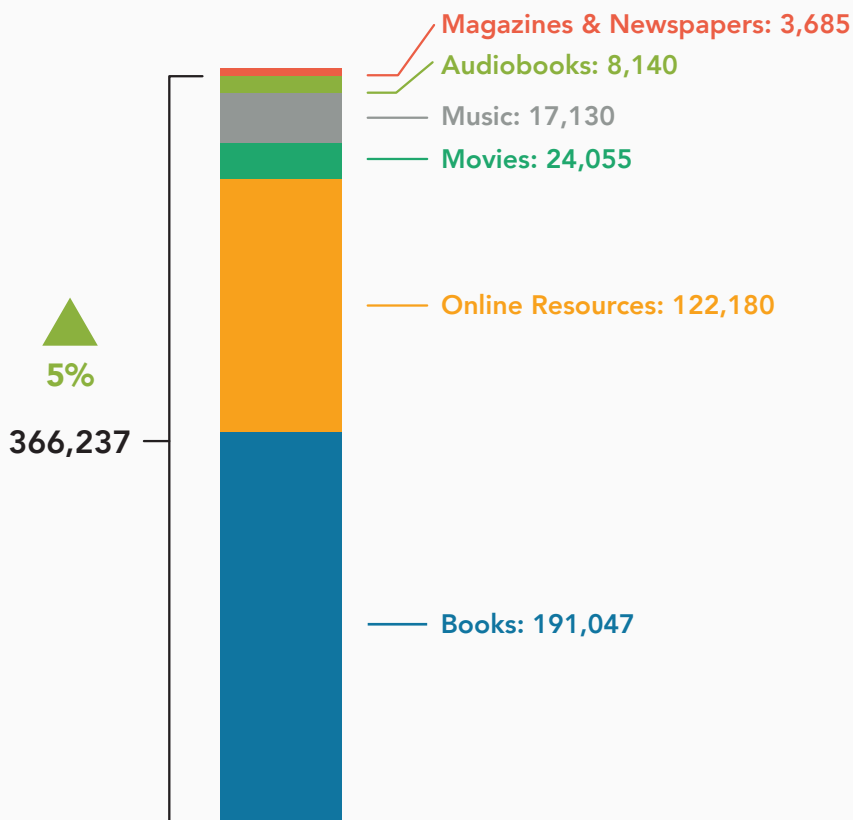
63,286

Checkouts

62%

Books	eBooks
50,790	7,283
Audiobooks	eAudiobooks
1,483	3,876
Newspaper & Mags	eMags
927	750
Movies	eMovies
8,065	1,292
Music	eMusic
2,021	116

Collection



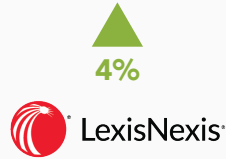
Downloadable Content

	2020	2021	
eBooks	9,066	7,283	-20%
eAudiobooks	3,607	3,876	7%
eMagazines	1,547	750	-52%
eVideo	1,809	1,292	-29%
eMusic	245	116	-53%

JULY 2021 DATA & STATISTICS

eResource Use

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



Curbside & Delivery



-33%

7,418
Items picked up

29
Homebound deliveries

82
Items delivered



Visits



2952%

572
2020

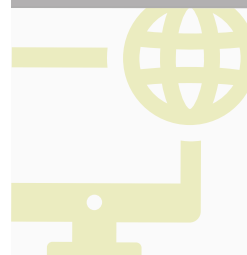


Study Room Bookings

298
Study room bookings



Technology



420
computer sessions



7,874
WiFi sessions

508%



3,005
total calls

2 minutes
average call time



Programs



23
Average attendance
per program



25
Virtual Technology
Help Sessions

Patron Comments and Suggestions

July 2021

RECEIVED JULY 2, 2021

I don't know if this was advertised via GBN or the Facebook group Glenbrook as 1, or Northbrook Moms, but that may have gotten more young people & locals involved. I only discovered it because of the Summer Reading Program. I wish it went longer. We didn't really get into the main topic. Regardless I was grateful to have attended. I would love a follow up event to truly go over the topic & would appreciate more BIPOC attendees. (This was Zoom - I would not have been able to go if in person, not comfortable yet. Please consider more events with zoom even after we "open up" more. Those with disabilities or health issues (I'm both) would appreciate it. Ditto people with kids & time constraints.)

Comment Source: Other (From virtual program survey on "How to Have Conversations About Race" on 6/15/21)

Response to Patron by Kelly Durov on :

We are glad you were able to attend the "How to Talk About Race" event on June 15. Thank you for your suggestions! We are going to continue to offer some programs via Zoom and other virtual means even as we "open up" more for the reason you mentioned, it makes them more accessible.

Your feedback about the program being too short and not getting to the main topic has been shared with the programming staff. There is so much to cover on this topic, these conversations often feel unfinished, but it is good to know you are interested in engaging in more programs on the topic of race.

Lastly, thanks for your suggestions to promote our events at GBN and via Facebook groups. We do use those outlets for some event promotions. For this event, we promoted it via our newsletter, the library's Facebook page, the Village of Northbrook newsletter, the Northbrook Herald, and WGNTV's website. RAINN, our partner organization also promoted it. The event filled to capacity.

Thank you again for your suggestions.

RECEIVED JULY 6, 2021

Hello -- and I want to commend the Northbrook Public Library for all it is doing with its DEI program, and with the welcoming mural in the lobby. You are doing a wonderful job. I'm part of RAIN (Racial Awareness in the Northshore) and we try to regularly acknowledge the Native American Land on which we reside. Attached are: (1) An Acknowledgement I obtained from somewhere; and (2) a Map with some information from the Skokie Library website.

I'm trying to work up something for the RAIN website, and for use going forward, and I looked at the Library's website and could not easily find something -- does it have a land acknowledgment statement / a map / and information where someone may learn more? THANK YOU!

Comment Source: Email

Response to Patron by Kelly Durov on July 7, 2021:

We are exploring land acknowledgements but do not currently have a statement on our website or make one before programs. Our Equity, Diversity, and Inclusion committee has been working on creating public programming on learning about indigenous culture, native art, and the history of native people in our area but this, again, is in the exploratory phase. Thanks to you and RAIN on being strong partners in our EDI efforts.

RECEIVED JULY 12, 2021

When will vaccinated patrons won't have to wear a face mask?

Comment Source: Email

Response to Patron by Susan Wolf on July 13, 2021:

Thank you for your question. To accommodate vulnerable populations, masks are only required Monday – Saturday from 9:00-10:00am. At all other times, masks are optional for fully vaccinated patrons. You can read more about our policies during COVID Phase 5 here: <https://www.northbrook.info/COVID-19-Library-Action-Plan/phase-5#mask>

Staff comments by on July 29, 2021:

As of July 29, we are now requiring masks for all patrons and staff in the building as a result of the new CDC guidance released this week.

RECEIVED JULY 13, 2021

Patron comment received via voicemail:

Yes, I was at the library today, Tuesday on the 3rd floor. Said hello to one of your employees. She just gave me a look and walked away. They're not very nice on the 3rd floor at all. The woman that checked us out showed us how to check out on the first floor and was very good at it. But the people on the 3rd floor are very rude. Thank you.

Comment Source: Phone

Staff comments by Maggie Thomann on July 14, 2021:

I followed up with the patron by phone on 7/14. He did not wish to have his name listed.

I apologized for the negative experience that he had at the library the day before and said that one of our priorities is to provide a positive and welcoming experience for everyone. I told him that I will address the situation with staff so that we can improve. He provided a few more details about the experience and descriptions of the staff involved. He mentioned that he wanted to make sure that we knew that the staff who helped him on the first floor were very helpful. I have shared the feedback with Fiction & Media staff and we will work as a department to review and practice our customer service guidelines, which include greeting every patron, focusing on customer service while on the public floor or at the service desk, and providing welcoming and accessible service.

RECEIVED JULY 16, 2021

As a member of the Northbrook community and therefore a local tax payer, I am totally against the addition of the new sign in the Northbrook library foyer. One walks in and is visually assaulted with this sign that says "All Welcome" in huge letters and underneath a list of those welcomed: all races, all genders, all religions, all sexual orientations, (there may be a few more listed)

I am annoyed on two levels. First, I am assaulted with this information on commercials, in the news, with laws being passed allowing biological men to compete with biological women, etc. I don't need to be assaulted with this social agenda in a public facility toward which my tax money supports. In addition, I don't think a young mother wants to walk into the library with a child and be confronted with: "What is sexual orientation or even what are genders?"

To me this is a political/social point of view that does not belong in a publicly supported building with the implication that all Northbrook residents want this displayed. Whether I personally accept these ideas is irrelevant. To me this sign is shoving a social agenda down people's throats and I don't like it.

In addition, the irony of this is my guess that you really don't even mean what this sign says. As long as you're mentioning "all" categories why not include all political beliefs. I don't think you really mean all, at all. Are all white supremacists welcomed? What about people who actually believe there are two genders? What about someone walking in with a Klu Klux Klan uniform? Or a skin head with Nazi tattoos? Would these people be so welcomed? You mention all religions. What about secular people? If you really do mean all are welcomed and have this list, why not include these people on your list? But on the other hand, if you mean, as your message implies, that all people are welcomed except those with radically different political/social beliefs than what the Northbrook library board believes, then I think you can see the hypocrisy here.

And just one more point. Please ask yourselves why you feel the need to make this statement. Has anyone i.e. a black, Asian, transvestite, Moslem, Jew, Catholic or gay person ever actually complained about not being welcomed at the library? Has there been any question that certain groups are not welcomed? Is this a necessary declaration that needs to be made by our library?

In conclusion, this sign should be removed. If you want to send a message to the community that "All Are Welcome", then please just leave it at that and leave a social agenda out of this.

Comment Source: Email

Response to Patron by Kate Hall on July 16, 2021:

I am sorry that you not only did not find the message welcoming, but found it unwelcoming. One of our core values is inclusion and the message in the lobby was added as part of our renovation project to reflect that value and provide a more welcoming message when people enter the library after we received feedback from the community on how cold and unwelcoming the lobby was. The goal of the library is to be welcoming to everyone within the community. As the board stated in a resolution last year, "The Northbrook Public Library values every community member and works to be welcoming and respectful of people's different identities including race, ethnicity, gender identity, socioeconomic status, sexual orientation, religion, ability, language, age, size, and more. As an institution of lifelong learning, we have a duty to not only reflect the community we serve, but also to educate the community about the diversity of our region, state, nation, and world."

The mural that you are referring to is meant to specifically welcome groups that are often overlooked and to acknowledge that we live in a community with people of many different backgrounds, beliefs, and identities. You are correct that we do not list every possible identity on the mural, but we are committed to creating a safe environment where all different identities, including those that hold a wide array of political or social views are welcome. We create that space by not only stating it like we did in the mural, but in creating policies like our code of conduct that sets out behavior expectations in the library, and through the customer service our staff provide for anyone that comes through our doors.

We feel that by each of these actions, we are creating a space within our community where every person can interact safely and use all of the resources offered. If you would like to talk further, please let me know.

RECEIVED JULY 18, 2021

My sincere apology for the long delay in responding to the follow-up which I'm sending today!

Bob Couch was an outstanding instructor, open to our questions - even sent detailed instructions if we didn't finish!

I'm very appreciative of the Maker Programs offered by the Library - and the excellent staff at the Collaboratory -

Thank you!

Comment Source: Email

Response to Patron by Cathleen Doyle on :

Thank you so much for taking the time to share your experience with us. I'm so glad to hear that Bob's hard work made for a wonderful program for you; I'll be sure to share this with him and put it in his file, and share the rest of your comments with Collaboratory staff. Creating enjoyable and educational programs is

one of our primary goals at the library, and we're always delighted to hear when we've met or exceeded expectations.

Thank you again for your comments, and I hope we'll see you at future maker programs!

Staff comments by Cathleen Doyle on July 20, 2021:

This has been shared with Bob and the rest of the department.

RECEIVED JULY 20, 2021

"Thank you so much. This was fabulous!!! I loved it."

"Thank you for the Memphis presentation. Thoroughly enjoyed the performance. Keep up the good work, Northbrook Public Library!"

"Thank you so much for providing us with this fun, amazing Broadway musical- Memphis! We would love it if you showed us other Broadway musicals."

Paraphrased from a phone conversation with staff: She just wanted to say "thank you" for providing this terrific program. She is technologically challenged and it was so easy to just click and watch. She said it was wonderful!

Comment Source: Email (Collected from patron emails & a phone call giving feedback on the Virtual Theatre Screening: Memphis 7/17 and 7/18)

Staff comments by Maggie Thomann on July 27, 2021:

We greatly appreciate the positive feedback regarding the virtual screening of the Broadway musical Memphis in July. Staff work hard to find and deliver unique and impactful content for the Northbrook community, and will be glad to hear it was well-received. The feedback has been shared with programming staff, and we will look into doing additional similar programming in the future.

RECEIVED JULY 22, 2021

Hi. I use the study rooms regularly for studying and taking online exams, and I've noticed lately that with the influx of people utilizing the study rooms and the surrounding area, there have been a lot more people disrespecting others' spaces by conversing very loudly (I feel like this is a general rule of thumb not to do anywhere in the library). For me, this would not be good as the testing proctor that I use for my final exams will stop my exam if it hears a lot of noise near me, and I don't really have anywhere else to go that is quiet like the library. With that being said, would there be any way that we could work something out so that I won't have to worry about anything happening during my final exams? Thanks.

Comment Source: Email

Response to Patron by Susan Wolf on July 23, 2021:

Thank you for your email regarding noise in the study rooms. While it is allowed for people to talk while in the rooms, we will try our best to accommodate your need for a quiet space to take your exams. First of all, I suggest that you wear headphones if you are taking an online exam. This will protect you and the proctor from noise coming from other rooms. Also, if you check in at the Reference Desk when you arrive for your reservation, we can see if we can move you to a room that is not next to a group.

RECEIVED JULY 23, 2021

A patron asked to issue a complaint about the decision to interfile the mystery paperbacks. She said it was easier to browse a dedicated section instead of look through the larger mystery section especially for vacations, and noted that fiction & romance paperbacks were still separated out.

Comment Source: In Person (Patron stopped by F&M Office; declined to give info for follow up and just wanted to share)

Staff comments by Maggie Thomann on July 27, 2021:

Thank you for the feedback about the mystery paperback collection. We have interfiled the science fiction and mystery paperbacks into the regular collections in preparation for the F&M workroom remodel and subsequent collection moves that will happen later this year. The fiction paperbacks will eventually be reclassified and interfiled as well. We made this decision as a result of declining usage of these collections and changes in the way we are purchasing. Many people have shifted to using eBooks rather than paperbacks for travel. While we realize this may be inconvenient for some patrons, we have also gotten positive feedback that it is easier to browse all of the materials shelved together, especially when the titles are continuations of a series. Staff will continue purchasing and highlighting paperbacks in the First Floor Popular Picks collection, and hope that will be a convenient option for patrons to easily browse paperbacks.

RECEIVED JULY 24, 2021

My husband came to the library on Saturday 7/24 between approximately 12:15 and 12:20 to return items. He experienced two near misses in the parking lot due to people backing out of the south side of the lot and exiting instead of driving around. This has happened previously as well. This can be fixed by striking spots diagonally, and should be taken to the board if needed.

Comment Source: Phone (Patron called and asked to speak to the person in charge; spoke to LIC Tracy Gossage and asked this be relayed to Kate Hall)

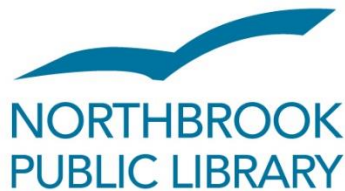
Response to Patron by Kelly Durov on July 26, 2021:

Thank you for your suggestion about striping the parking lot diagonally to avoid wrong way traffic. The traffic flow in the parking lot has been a point of discussion for the Library Board of Trustees and Administration for several years. There are several issues we are hoping to address in the parking lot,

including people driving the wrong way. We are also working with the Village of Northbrook on this issue. I will pass along your suggestion to stripe the parking spots diagonally. If you would like to talk further about this, I am including my email address and phone number.

Staff comments by Kelly Durov on July 26, 2021:

Responded 7/26/2021



Memorandum

DATE: August 5, 2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director

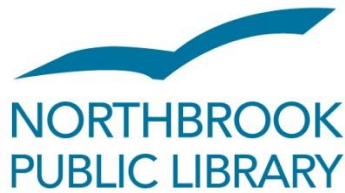
RE: Reopening Plan Update

We have reinstituted our mask requirements for all individuals vaccinated and not vaccinated for all hours the library is open based on the CDC guidance and the Governor's most recent executive order.

With the delta variant on the rise and case numbers increasing rapidly, we are carefully watching what is happening in the event we need to move back to an earlier phase in our reopening plan. At this time, we are still planning to do some in person programming starting in September, but if safety recommendations change, we are ready to move them all back to virtual. We also opened up the Civic room to outside room reservations in August and the Friends of the Library bookshop is back to being fully open and accepting donations. In September we will start bringing back some volunteers and plan to remove the time limit on library visits.

Many businesses and organizations are considering requiring vaccinations of staff (barring religious and medical exemptions) and we are awaiting some additional information from our HR attorney to determine if it makes sense for us to do that. We are currently 98% vaccinated, but down 11% of our workforce. As we work to hire and return to being fully staffed, we need to consider what, if any, requirements make sense for staff.

I look forward to hearing your thoughts and answering any questions you may have.



Memorandum

DATE: 8/13/21

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Climate Action Plan

On Tuesday, August 10, 2021, the Village Board of Trustees approved the Climate Action Plan (CAP). They are asking other governmental agencies to also adopt the CAP. The formal CAP will be brought to the library board in September for consideration.

From the library perspective, we have two prongs that we will be working on regarding the plan:

1. Public awareness in partnership with the Village
2. Internal review and application of the plan in our own operations

I have included the CAP Executive Summary for the board again in this month's packet and have included a list of which areas of the plan the village would like help on the public awareness campaign. I will be providing the board with more information on how we can apply the plan to our own operations next month.

I look forward to talking with the board about what else you would like to see happen and answer any questions you have on how the library fits into the CAP.

Executive Summary

The Village has a tradition of being a leader in addressing environmental issues and has become increasingly concerned about the global climate crisis. Over the course of the past decade, the Village has been refining its local policies to address environmental issues. In 2013, the Village and Northbrook Park District partnered to create the Strategic Sustainability Plan, which outlines improvements and initiatives in energy, material management, natural resources, community development and transportation for a more sustainable future. Five years later, the Village adopted a Master Bicycle and Pedestrian Plan which has been used to promote alternate means of transportation throughout the community

In September 2018, the Village signed on to the Metropolitan Mayors Caucus' Greenest Region Compact. The goals of the Compact address ten areas, including climate, economic development, energy, land, leadership, mobility, municipal operations, sustainable communities, water, and waste & recycling. These goals help guide coordinated efforts across the region to enhance quality of life for residents, protection and stewardship of the environment, and sustainable economic vitality.

As a continuation of the Village's sustainability efforts over the last decade, Northbrook has a vision to minimize the generation of GHG emissions from all sources and prepare for climate change. This Climate Action Plan establishes a comprehensive plan of specific strategies and detailed actions that Northbrook looks to implement to reduce greenhouse gas emissions and build resilience to related climatic impacts.

Our Challenge

The complex systems that make up modern civilization result in stressors on the delicate balance of our ecosystems. The combustion of fossil fuels is warming earth's atmosphere and changing our climate. Climate change is already affecting Northbrook and its impacts are projected to become much more severe in the coming decades. These impacts also contribute to additional strain on vulnerable populations, social systems, and overall community resilience.

Our Opportunity

The impacts of cities represent a major sustainable development opportunity. Transformation of our energy system is essential in order to stop burning fossil fuels. This transition presents an opportunity for Northbrook. Directing our energy investments into renewable sources will make them more resilient and provide for local job creation. Innovation, technology, and collective social change inherent in climate action can also support greater community abundance and shared equity.

Our Climate Action Vision

To be the first Climate Resilient community in Illinois, leading in the social and economic transitions necessary to reduce Villagewide greenhouse gas emissions in-line with the Paris Climate Agreement while protecting Northbrook's natural ecosystems, most vulnerable populations, and economic vitality against the increasing impacts of climate change.

The Process

The work that went into developing the Northbrook Climate Action Plan

12 month

planning timeframe

418

community members providing input

31

planning team members

5

foundational research study documents



Executive Summary

GHG Emission Reduction Goal in Global Context

Reviewing the Village's Climate Action Plan emissions reduction goal within a global context and greenhouse gas emissions (GHG) reduction recommendations formulated by the International Panel on Climate Change (IPCC) can help validate the appropriateness of the goal. The IPCC is the United Nations Environment Programme (UNEP) body for assessing the science related to climate change and providing support in climate action policy making. IPCC science has guided a number of international agreements to address climate change, most recently the Paris Agreement.

The Paris Agreement is a landmark international accord that was adopted by nearly every nation in 2015 to address climate change and its negative impacts. The agreement affirms IPCC recommendations by aiming to limit global warming to 1.5°C to 2°C above pre-industrial levels, considered to be the threshold for dangerous climate impacts. The agreement includes commitments from all major emitting countries to cut their climate pollution and to strengthen those commitments over time.

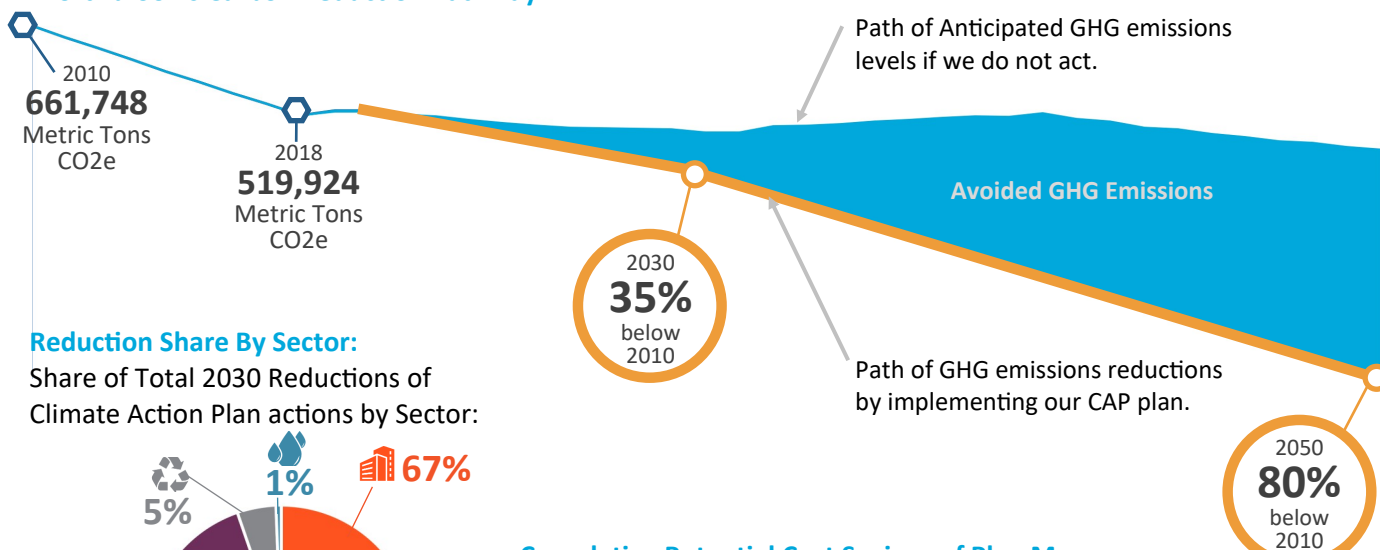
In alliance with the Paris Agreement, the United States committed to cut emissions by 26% to 28% by 2025 against a 2005 baseline. In 2019, the State of Illinois entered the Paris Agreement and also pledged to reduce emissions by 26% to 28% by 2025.

Our Carbon Reduction Goal

This plan seeks to re-affirm the Village's commitment to the Metropolitan Mayors Caucus' Greenest Region Compact and support the State of Illinois' emissions reductions goals. To do so, the plan must align itself within the IPCC suggested carbon emission reduction goals associated with the Paris Agreement of 26%-28% reduction by 2025 and 80% or greater reductions by 2050. These global recommendations and State and National commitments were accounted for in the formulation of appropriate carbon reduction goals for Northbrook:

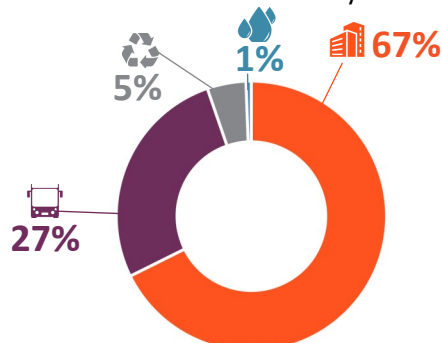
The Village of Northbrook's GHG emission reduction goals are to be compatible with the 2015 Paris Agreement and shall target a reduction in Village operations and community-wide emissions of 35% below 2010 levels by 2030 and 80% below 2010 levels by 2050.

Northbrook's Carbon Reduction Pathway:



Reduction Share By Sector:

Share of Total 2030 Reductions of Climate Action Plan actions by Sector:



Cumulative Potential Cost Savings of Plan Measures Through 2030:

\$180,000,000

Implementing many of the measures in this plan, such as reduction of energy consumption can save money for the community. (see Appendix for more)

Executive Summary

Climate Action Plan as Living Plan

This Climate Action Plan is intended as a “living plan” rather than a static document. This means that the implementation phase of this plan should be characterized by intermittent measurement of progress and plan adjustments. Plan adjustments should look towards increasing implementation goals for actions which illustrate success, modify goals for actions which may fall short of desired outcomes, and identifying additional action opportunities.

As a “living plan,” the 2030 emission reduction goal should be seen as a guiding constant and recognition should be given that initial implementation actions may not yet fully achieve plan goals. Intermittent plan progress measurements and adjustments should identify additional actions, or increases in action implementation targets as needed to meet the ultimate 2030 GHG reduction goal.

The Plan

The Northbrook Climate Action Plan:

addresses **8 sectors**
of GHG emissions and
climate vulnerabilities

through **42 strategies**
of GHG emissions and
climate vulnerabilities

supported by **190 actions**
detailing steps to be
taken

during a **10 year**
implementation
timeframe

Section 02 Transportation and Land Use



Strategy TL 1: Decrease vehicle miles traveled (VMT) by 2.5% by 2030.

Strategy TL 2: Increase public transit ridership from 11.8% to 14% by 2030

Strategy TL 3: Increase walk/bike transportation by 50% and expand discretionary walk/bike infrastructure by 2030

Strategy TL 4: Transition Village fleet to alternative fuels, achieving 50% electrification of the Village's Vehicle and Equipment fleet by 2030.

Strategy TL 5: Support and encourage alternative fuel vehicles, achieve 20% of vehicles sold and 15% reduction of VMT by 2030.

Strategy TL 6: Advance low-carbon land use policy.

Strategy TL 7: Reduce Village wide off-road and lawn equipment annual emissions.

Section 03 Buildings and Energy



Strategy BE 1: Increase on-site distributed renewable energy to 10% of Residential and Commercial electric use by 2030.

Strategy BE 2: Improve Renewable Energy Policy and Incentives.

Strategy BE 3: Educate public on solar and renewable energy.

Strategy BE 4: Increase Residential and Commercial green electricity purchasing Village Wide to 5% by 2030.

Strategy BE 5: Improve total Village owned building and operations energy efficiency by 12% Electricity and 10% Natural Gas by 2030.

Strategy BE 6: Improve total Community wide residential, commercial, and industrial building energy efficiency by 12% Electricity and 10% Natural Gas by 2030.

Strategy BE 7: Achieve 2% natural gas "fuel switching" in community wide residential, commercial, and industrial buildings to reduce on-site fossil fuel use by 2030.

Strategy BE 8: Improve Energy Efficiency Policy and Incentives.

Strategy BE 9: Educate public on energy efficiency.



Executive Summary

Our Climate Action Strategies

Section 04 Waste Management



Strategy WM 1: Decrease total per capita municipal solid waste handled by 5% by 2030.

Strategy WM 2: Increase landfill waste diversion to 50% by 2030.

Strategy WM 3: Increase organics diversion from landfill.

Strategy WM 4: Increase recycling rate.

Strategy WM 5: Educate, engage, and empower the public to meet waste management goals.

Section 05 Water and Wastewater



Strategy WW 1: Promote increased water conservation Village Wide with a targeted reduction of 7.5% by 2030.

Strategy WW 2: Mitigate the projected increased flood hazards and impacts due to climate change.

Strategy WW 3: Update design standards and plans to meet projected climate change flood mitigation requirements.

Strategy WW 4: Increase stream, river and wetland protection and restoration.

Section 06 Local Food and Agriculture



Strategy LF 1: Increase production of local food, particularly serving low income and food insecure individuals.

Strategy LF 2: Increase access and interconnect all community gardening.

Strategy LF 3: Reduce food waste and hunger.

Strategy LF 4: Improve local food resilience and availability.

Section 07 Health and Safety



Strategy HS 1: Establish and expand public health communication campaigns to include climate change impacts.

Strategy HS 2: Assist the village's heat, flooding, storm, and poor air quality vulnerable population in preparing for and mitigating climate change impacts.

Strategy HS 3: Include climate impacts and health risks in new and updates to existing plans and policies.

Strategy HS 4: Strengthen community response capacity and support networks.

Strategy HS 5: Address the air quality risks associated with climate change.

Section 08 Greenspace and Ecosystem



Strategy GS 1: Increase Tree Cover and Diversity.

Strategy GS 2: Increase the resilience and use of Native Species and Pollinator Restorations Areas with a targeted increase of 1.5% communitywide land pollinator restoration coverage.

Strategy GS 3: Reduce, repurpose, and reimagine lawn space.

Strategy GS 4: Reduce Heat Island Effect through Village Wide impervious surface reduction of 2% by 2030 and 5% by 2040.

Section 09 Climate Economy



Strategy CE 1: Capture local economic potential of climate action.

Strategy CE 2: Increase workforce development for the climate economy.

Strategy CE 3: Build marketplace climate resilience.

Strategy CE 4: Financing The Village's climate action implementation.

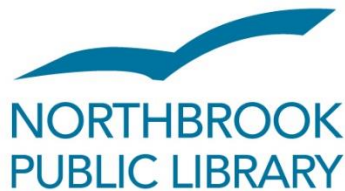
Next Steps and Implementation

This Northbrook Climate Action Plan is only the beginning of an on-going process of evaluating and advancing the Village's climate resilience, GHG emissions, and overall sustainability. The plan includes a Climate Action Implementation section providing a framework for launching, guiding, monitoring, and evaluating the execution of this plan. The implementation section outlines specific next steps, and important implementation considerations and recommendations. As details and outcomes are uncovered during the implementation phase, adjustments to quantitative goals, milestones, and detailed actions will be made responsively.

Please the following total list of items in which the CAP team identified the Library as a supporting partner.

TL 2-	3	Work with local employers encouraging them to implement subsidized or discounted transit program. Explore TMA Lake-Cook and others for potential partnerships.
TL 5-	4	Proactively encourage the safe use of bikes and non-car electric vehicles such as e-bikes and scooters on Village rights of way.
BE 3-	1	Help showcase renewable energy at local fairs and events (Earth Day, etc). Work with education partners like Go Green, Library and schools at events like Earth Day.
BE 6-	3	Identify and promote available energy efficiency and weatherization programs serving under-resourced households. Collaborate with partners including Greenest Region Corps, ComEd, Nicor, and local community organizations serving under-resourced households to establish program promotion content and communication pathways.
BE 8-	1	Support interior lighting upgrades to LED technology Villagewide. Promote and distribute education and information to residents and businesses on advantages of and options for LED technology. Explore options for focused buy-down programs for low-income residents, with graduated approaches for individuals and institutions able to better afford the up-front costs required to secure long-term savings. In addition to energy cost savings, maintenance costs are greatly reduced.
BE 9-	1	Enlist organizers such as schools, park district, Go Green, Library, churches, to support education of energy efficiency and renewable energy strategies and resources in support of this CAP.
BE 9-	2	Establish a Green Building Resource Center to provide general and technical assistance about green materials, energy efficient appliances and equipment, lighting, renewable energy generation, and to provide information on available rebates to residents and others.
WM 2-	1	Conduct a waste audit to determine waste diversion opportunities. Establish a Village Facility Zero Waste goal to eliminate landfill stream from office operations. Encourage other public agencies (schools, park district, library etc) and businesses.
WM 5-	2	Educate the community on waste management strategies. Introduce the term Zero Waste and lifecycle concepts. Include reducing consumption, followed by reusing, repurposing, recycling, and composting. Include clear information on what can and cannot be recycled. Offer tips such as opting out of junk mail, etc.
WW 1-	1	Update Village wide landscaping guidelines for reducing water consumption and chemical use.
WW 1-	2	Reduce landscaping water use by encouraging water-efficient irrigation systems, grass replacement, and planting native and drought-resistant trees and vegetation.
LF 1-	2	Promote and expand public education campaigns to encourage purchasing and procuring locally grown and produced food at the individual and institutional level
LF 2-	1	Establish a communication system whereby local gardeners could trade food (i.e. if one person has too many tomatoes, could offer them to trade or for free pick up).
LF 2-	2	Establish "Grow Northbrook" central community food plot/garden, a visionary project supported by the Village that trains kids and residents from the community in local food growth. Include all stages: carpentry, irrigation, running a business. Village designs program with local business, Organic Gardener. Have a main garden and also satellite gardens; Bring in students, community volunteers. Include a training class through high school for students and/or through library for residents. Make an infrastructure investment in Village. Link it with Library and Park district. Provides food and a good message and learning opportunity. Possibly work with local restaurants who can use food. Or look into donating food (or some of the food). Look into including microgreens that can be grown all year indoors.
HS 1-	1	Provide guidance through resource material to social service providers so they are aware of best practices in treating client needs during an extreme heat event.
HS 1-	2	Emphasize steps individuals can take to improve emergency preparedness. Increase awareness of Village and other alert systems
HS 1-	3	Provide education around vegetation management of trees and how proper management can reduce storm-related power outages
HS 1-	4	Coordinate with the County Health Department to provide up-to-date information to residents about the health effects of heat and Cooling Center locations throughout the County.

HS 1-	5	Create and make available an Emergency Response Toolkit offering tips and suggestions for residents to increase their emergency preparedness
HS 2-	2	Prepare for public buildings to be used in different ways, both in lower-impact ways, such as seniors using the library to cool down during hot June days, and as safe-havens during acute emergencies.
HS 4-	2	Increase community participation in health and wellness, exercise and nutrition programs
HS 5-	1	Educate public and public health professionals about health risks posed by climate change, including longer allergy seasons, potential changes in air quality and impacts on mental health. Include information on ways individuals can mitigate the health risks.
HS 5-	2	In alignment with the American Public Health Association Policy Number: 201711, Village will expand outreach to better educate the public about the hazards of air pollution, including indoor air quality, and the steps individuals can take and available resources to reduce their exposure. In planning and conducting outreach efforts, the Village will explore collaboration with regional and national industry trade associations, nonprofit groups, and environmental organizations.
GS 2-	6	Establish and promote a voluntary "Lights Out Northbrook" program during months of high migratory bird activity. Program to encourage residents and businesses to voluntarily reduce or turn off lighting during specific hours during key migratory timeframes.
GS 3-	5	Cooperate with county, township, and urban governmental agencies, schools, clubs, libraries, neighborhoods, faith communities, and NGOs to provide and publicize workshops on gardening, landscaping, composting, and their importance in mitigating and adapting to the stresses of climate change on quality of life



Memorandum

DATE: August 12, 2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Illinois Libraries Present (ILP) Update

As I discussed last month, earlier this year I put together a group of Illinois libraries to work on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. Illinois libraries are known for our resource sharing and while that often refers to materials, we feel that this initiative gives us a way to provide a new cost-effective resource sharing opportunity for libraries and the patrons they serve while also offering staff at all levels the chance to collaborate and learn from colleagues on how to plan and coordinate large scale programs.

We are still working with RAILS on figuring out how the accounting will work and as a result, we will not have an intergovernmental agreement (IGA) for the board to look at this month. I wanted to share a bit more about the program and costs in advance of the review of the IGA, which I should have for the board at the September meeting.

ILP will offer one program a month starting in January 2022 and aim to have the programs range from smaller authors/speakers that draw 500-1,000 people to larger groups that draw 5,000. Our aim is to provide high-quality, high-profile events that highlight national names and social justice/DEI issues, that would otherwise be cost-prohibitive for single libraries to hold on their own. Over the past year, libraries have collaborated on high profile speakers like Dr. Ibram Kendi, John Grisham, and Director of The Long Shadow Frances Causey.

ANNUAL MEMBERSHIP COSTS

Paid annually by each member library. These costs cover the administrative costs and give members the opportunity to use the Zoom license for other collaborative programs outside of the ILP programming for a \$25 fee per program.

Operating Budget	Annual Membership Fee
\$0-\$249,999	\$25
\$250,000-\$749,999	\$50
\$750,000-\$1,499,999	\$100
\$1,500,000-\$5,000,000	\$200
\$5,000,000+	\$300

ESTIMATED PROGRAMMING COSTS

Each member library chooses which programs they want to participate in. These are the cost estimates based on the cost per program and estimated participation by member library. The projections are based on 75 member libraries participating in each program.

Operating Budget	Small Program Overall Program Cost: \$1,000		# of libraries	Total \$1,007
\$0-\$249,999	\$5.00	25%	18.75	\$93.75
\$250,000-\$749,999	\$10.00	25%	18.75	\$187.50
\$750,000-\$1,499,999	\$13.00	10%	7.5	\$97.50
\$1,500,000-\$5,000,000	\$20.00	25%	18.75	\$375.00
\$5,000,000+	\$22.50	15%	11.25	\$253.12

Operating Budget	Medium Program Overall Program Cost: \$10,000		# of libraries	Total \$10,068
\$0-\$249,999	\$50.00	25%	18.75	\$937.50
\$250,000-\$749,999	\$100.00	25%	18.75	\$1,875.00
\$750,000-\$1,499,999	\$130.00	10%	7.5	\$975.00
\$1,500,000-\$5,000,000	\$200.00	25%	18.75	\$3,750.00
\$5,000,000+	\$225.00	15%	11.25	\$2,531.25

Operating Budget	Large Program Overall Program Cost: \$25,000		# of libraries	Total \$25,031.25
\$0-\$249,999	\$140.00	25%	18.75	\$2,625.00

\$250,000-\$749,999	\$275.00	25%	18.75	\$5,156.25
\$750,000-\$1,499,999	\$350.00	10%	7.5	\$2,625.00
\$1,500,000-\$5,000,000	\$450.00	25%	18.75	\$8,437.50
\$5,000,000+	\$550.00	15%	11.25	\$6,187.50

For Northbrook, we estimate it costing about \$1,895 for the first year which would give us access to 6 programs with an estimated total program attendance of around 1,700 people for the 6 programs. As a comparison, we had over 650 Northbrook cardholders for our Dr. Kendi program which cost about \$1,100 and about 50 for the Long Shadow program which cost about \$100.

As we get ready to launch this cooperative, we plan to start with a pilot program from January- June 2022 to provide libraries the opportunity to sign-up for a half year. This will allow us to evaluate costs, make tweaks in planning, and get feedback from member libraries and their patrons on the programs and costs.

We plan to have the IGA ready for review at the September meeting. I look forward to hearing your thoughts and answering any questions you may have.