

Northbrook Public Library Board Meeting

August 17, 2023 | 7:30 p.m.

Northbrook Public Library | Pollak AB

<https://youtube.com/live/TTJnSfA8uXs?feature=share>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Special, Regular and Executive Session Minutes – July 20, 2023
 - 3.3 Approve Cash Balances & Income Statement July 2023
 - 3.4 Approve Bills and Charges from July 2023 in the amount of \$579,982.74
 - 3.5 File detailed statement of all receipts and expenditures for January – June 2023 per 50 ILCS 305/1
- 4 Public Comments

Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Public Library may do so during Public Comments as outlined in the [Public Comment Policy](#). The Board will not immediately respond to public comments or engage in open dialogue due to time constraints, but we are of course actively listening to your thoughts, comments, and suggestions. If follow-up communication is necessary, a staff member will contact you following the meeting. Thank you for your understanding of these guidelines.
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Strategic Plan Update
 - 7.2 Lily Zheng EDI Project Update
 - 7.3 Book Sanctuary in Northbrook Resolution
- 8 New Business
 - 8.1 Staff & Board Communication Discussion
 - 8.2 Trustee Vacancy Appointment
 - 8.3 HVAC Chiller Repairs
- 9 Closed Session

Pursuant to 5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance &

5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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 item specifically states otherwise.

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
7/31/2023**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	8,972,003.54	23,164.46	516,977.93	8,478,190.07
	Restricted	340,104.00	5,666.95	3,583.65	342,187.30
	IMRF	809,372.12		24,125.30	785,246.82
	Fica	154,274.84		23,875.83	130,399.01
	Total Operating	<u>\$10,275,754.50</u>	<u>\$ 28,831.41</u>	<u>\$ 568,562.71</u>	<u>\$ 9,736,023.20</u>
<u>Capital Improvement</u>		<u>\$ 4,789,484.94</u>	<u>\$ 2,604.59</u>	<u>\$ 11,420.03</u>	<u>\$ 4,780,669.50</u>
<u>Debt Service</u>		<u>\$ 8,263.40</u>			<u>\$ 8,263.40</u>

Cash Detail		Operating	Capital Improvement	Debt Service
	NB&T - Checking	54,077.63	18,823.70	8,263.40
	PayPal	969.81	-	-
	FBoFHP	232,089.82	-	-
	Fifth Third - Checking/Money Market	9,447,721.39	4,761,311.30	-
	US Bancorp	689.55	534.50	-
	Petty Cash	475.00	-	-
	Total	<u>\$ 9,736,023.20</u>	<u>\$4,780,669.50</u>	<u>\$ 8,263.40</u>

NB&T = Northbrook Bank & Trust
FBoFHP - First Bank of Highland Park
USB = US Bancorp

Northbrook Public Library

Income Statement

7/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$3,951,821.11	\$4,010,888.40	\$7,959,560.00	50.39%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
Impact Fees	\$0.00	\$0.00	\$5,235.47	\$1,356.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,991.78	\$4,656.65	\$15,096.75	\$17,213.88	\$35,000.00	49.18%
Interest Income	\$1,907.98	\$5,178.70	\$1,900.96	\$16,209.23	\$20,000.00	81.05%
Other Income	\$0.00	\$1,900.39	\$11,746.83	\$4,326.56	\$100,000.00	4.33%
Total Undesignated Revenue	\$5,899.76	\$11,735.74	\$3,985,801.12	\$4,049,994.07	\$8,264,560.00	49.00%
Designated Revenue						
Gifts & Other Designated Income	\$2,804.24	\$4,920.02	\$121,514.15	\$353,700.28	\$400,000.00	88.43%
Designated Interest Income	\$65.12	\$746.94	\$158.43	\$1,813.11	\$0.00	0.00%
Total Designated Revenue	\$2,869.36	\$5,666.96	\$121,672.58	\$355,513.39	\$400,000.00	88.88%
Total Revenues	\$8,769.12	\$17,402.70	\$4,107,473.70	\$4,405,507.46	\$8,664,560.00	50.85%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$78,612.45	\$56,824.82	\$219,102.52	\$270,099.08	\$944,000.00	28.61%
Audio Visual	\$69,405.85	\$51,133.86	\$200,036.81	\$248,996.30		
Videos/DVDs	\$3,629.22	\$2,918.22	\$8,322.01	\$11,965.89		
Programs	\$5,577.38	\$2,772.74	\$10,743.70	\$9,136.89		
OCLC	\$5,714.12	\$1,550.19	\$20,539.11	\$27,858.06	\$103,150.00	27.01%
CCS Shared Costs	\$5,892.52	\$35.52	\$9,118.64	\$3,398.70	\$29,000.00	11.72%
Total Materials & Services	\$19,525.73	\$0.00	\$32,659.77	\$13,017.15	\$76,000.00	17.13%
	\$109,744.82	\$58,410.53	\$281,420.04	\$314,372.99	\$1,152,150.00	27.29%
Human Resources						
General Salaries and Wages	\$311,549.42	\$310,000.19	\$924,381.38	\$951,666.89	\$4,311,000.00	22.08%
Maintenance Salaries & Wages	\$13,474.19	\$14,410.60	\$39,018.03	\$43,893.75	\$189,000.00	23.22%
Group Insurance	\$55,953.48	\$53,874.86	\$164,234.52	\$164,894.73	\$750,000.00	21.99%
Unemployment/Worker's Comp	(\$7,239.50)	\$0.00	\$18,343.17	\$18,471.57	\$23,000.00	80.31%
Staff Development	\$5,188.85	\$983.58	\$11,903.95	\$10,329.57	\$61,000.00	16.93%
Total Human Resources	\$378,926.44	\$379,269.23	\$1,157,881.05	\$1,189,256.51	\$5,334,000.00	22.30%

Northbrook Public Library

Income Statement

7/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Operating Costs						
Photocopy	\$1,326.57	\$765.00	\$12,625.91	\$8,588.99	\$24,000.00	35.79%
Office & Library Supplies	\$7,045.81	\$2,495.19	\$18,134.63	\$9,341.40	\$70,000.00	13.34%
Software	\$11,733.03	\$1,227.20	\$31,100.14	\$50,933.06	\$108,000.00	47.16%
Postage	\$691.61	\$59.43	\$15,683.81	\$15,120.35	\$20,000.00	75.60%
General Insurance	\$0.00	\$0.00	\$57,021.56	\$60,787.62	\$79,000.00	76.95%
Telephone/Internet	\$6,416.64	\$371.45	\$19,113.28	\$17,900.04	\$39,000.00	45.90%
Professional Services	\$25,421.60	\$40,000.02	\$97,175.86	\$109,925.66	\$402,000.00	27.34%
Furniture, Equipment	\$0.00	\$5,436.29	\$3,354.30	\$52,696.83	\$96,000.00	54.89%
Equipment Rental & Maintenance	\$1,020.00	\$1,231.63	\$27,491.59	\$28,220.42	\$43,000.00	65.63%
Community Relations	\$649.64	\$9,895.28	\$6,843.15	\$10,365.05	\$55,000.00	18.85%
Total Operating Costs	\$54,304.90	\$61,481.49	\$288,544.23	\$363,879.42	\$936,000.00	38.88%
Maintenance						
Vehicle Expense	\$65.00	\$98.48	\$65.00	\$98.48	\$3,000.00	3.28%
Janitorial Supplies	\$1,996.66	\$2,710.40	\$7,793.78	\$13,291.36	\$45,000.00	29.54%
Utilities	\$2,466.74	\$2,962.11	\$6,883.34	\$6,629.27	\$54,000.00	12.28%
Building Repairs	\$0.00	\$0.00	\$14,122.66	\$1,050.00	\$35,000.00	3.00%
Contracted Services	\$6,133.35	\$6,677.09	\$32,415.66	\$35,009.31	\$153,000.00	22.88%
Total Maintenance	\$10,661.75	\$12,448.08	\$61,280.44	\$56,078.42	\$290,000.00	19.34%
Other Expenses						
Recruiting	\$0.00	(\$200.00)	\$200.00	(\$200.00)	\$1,000.00	(20.00%)
Contingency & Misc Exp	\$326.46	\$713.78	\$1,078.49	\$2,142.56	\$100,000.00	2.14%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Other Expenses	\$326.46	\$513.78	\$1,278.49	\$1,942.56	\$101,500.00	1.91%
Total Undesignated Expenses	\$553,964.37	\$512,123.11	\$1,790,404.25	\$1,925,529.90	\$7,813,650.00	24.64%
Designated Expenses						
Miscellaneous Designated Expenses	\$28,413.64	\$2,650.72	\$93,802.97	\$316,100.50	\$400,000.00	79.03%
Designated Materials Expense	\$0.00	\$40.93	\$547.81	\$255.63	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$0.00	\$1,129.96	\$0.00	0.00%
Designated Program Expense	\$2,261.81	\$892.00	\$44,326.23	\$30,298.60	\$0.00	0.00%
Total Designated Expenses	\$30,675.45	\$3,583.65	\$138,677.01	\$347,784.69	\$400,000.00	86.95%
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	\$584,639.82	\$515,706.76	\$1,929,081.26	\$2,273,314.59	\$8,663,650.00	26.24%
NET SURPLUS/(DEFICIT)	(\$575,870.70)	(\$498,304.06)	\$2,178,392.44	\$2,132,192.87	\$910.00	

Northbrook Public Library

Income Statement

7/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	\$0.00	\$219,804.21	\$209,877.81	\$425,000.00	49.38%
Property Tax Levy FICA	\$0.00	\$0.00	\$149,466.87	\$142,716.91	\$289,000.00	49.38%
Interest Income IMRF	\$0.00	\$0.00	\$3.19	\$0.00	\$500.00	0.00%
Interest Income FICA	\$0.00	\$0.00	\$2.17	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$0.00	\$0.00	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Total Revenues	\$0.00	\$0.00	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,962.54	\$24,125.30	\$83,274.23	\$74,773.82	\$400,000.00	18.69%
Employer FICA	\$23,933.72	\$23,875.83	\$70,843.13	\$73,334.94	\$280,000.00	26.19%
Total Human Resources	\$51,896.26	\$48,001.13	\$154,117.36	\$148,108.76	\$680,000.00	21.78%
Total Undesignated Expenses	\$51,896.26	\$48,001.13	\$154,117.36	\$148,108.76	\$680,000.00	21.78%
Total Expenses	\$51,896.26	\$48,001.13	\$154,117.36	\$148,108.76	\$680,000.00	21.78%
NET SURPLUS/(DEFICIT)	(\$51,896.26)	(\$48,001.13)	\$215,159.08	\$204,485.96	\$35,000.00	

Northbrook Public Library

Income Statement

7/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$1,043.04	\$2,621.59	\$1,237.35	\$7,775.72	\$24,000.00	32.40%
Total Undesignated Revenue	\$1,043.04	\$2,621.59	\$1,237.35	\$7,775.72	\$24,000.00	32.40%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$1,043.04	\$2,621.59	\$1,237.35	\$7,775.72	\$449,000.00	1.73%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$11,420.03	\$6,360.00	\$9,440.03	\$720,000.00	1.31%
Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0.00%
Furniture & Equipment	\$75.68	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$75.68	\$11,420.03	\$6,360.00	\$9,440.03	\$900,000.00	1.05%
Total Undesignated Expenses	\$75.68	\$11,420.03	\$6,360.00	\$9,440.03	\$900,000.00	1.05%
Total Expenses	\$75.68	\$11,420.03	\$6,360.00	\$9,440.03	\$900,000.00	1.05%
NET SURPLUS/(DEFICIT)	\$967.36	(\$8,798.44)	(\$5,122.65)	(\$1,664.31)	(\$451,000.00)	

Northbrook Public Library

Income Statement

7/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$391,794.54	\$375,755.35	\$760,900.00	49.38%
Interest Income	\$0.00	\$0.00	\$5.68	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$0.00	\$391,800.22	\$375,755.35	\$760,900.00	49.38%
Total Revenues	\$0.00	\$0.00	\$391,800.22	\$375,755.35	\$760,900.00	49.38%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$350,900.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$410,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Undesignated Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$208,025.22	\$200,305.35	\$0.00	

JULY 2023 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$4,405,507.46

- Property Taxes – 50.39% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 12% is fines and lost item / replacement collections
 - 73% is non-resident fees
 - 15% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$2,132,192.87, budget differences include:

- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- OCLC costs are less than budget due to invoices being paid quarterly and we have not received the invoice for June - August
- CCS Shared costs are less than budget due to invoices being paid quarterly and we have not received the invoice for June - August
- Office & Library Supplies is less than budget due to requests not being evenly spread throughout the year
- Software is greater than budget due to annual renewals being recorded when paid
- Postage is greater than budget due to annual deposit being recorded when paid
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Furniture, Equipment is greater than budget due to purchase of technology equipment – costs recorded when incurred not evenly throughout the year
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to gas costs being higher in the winter as compared to summer
- Building Repairs is less than budget due to costs being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities and voiding a check issued for background checks as we are looking for a new method

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of July 23

Operating Funds

Library Claims List	\$	129,596.87
Librarian's Claims List	\$	11,633.08
Payroll	\$	310,769.20
Fica/IMRF	\$	48,001.13
ACH to IPBC	\$	68,562.43
Total Operating Funds	\$	<u>568,562.71</u>

Capital Improvement Fund

Claims List	\$	11,420.03
	\$	<u>11,420.03</u>

Debt Service Fund

Grand Total Library	\$	<u><u>579,982.74</u></u>
----------------------------	-----------	---------------------------------

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26007	7/20/2023	Fast Forward Libraries LLC	\$ 14,700.00	Annual Payment - Professional Services - Strategic Plan Consultant
26008	7/20/2023	First Bankcard	\$ 4,268.33	Monthly Payment - Supplies
26009	7/20/2023	T-Mobile	\$ 6,824.16	Annual Payment - Telephone and Materials
26010	7/31/2023	Amazon Capital Services	\$1,403.54	Monthly Payment - Supplies
26011	7/31/2023	Baker & Taylor	\$29,689.69	Monthly Payment - Materials
26012	7/31/2023	Best Quality Cleaning	\$5,639.25	Monthly Payment - Contracted Services
26013	7/31/2023	Fifth Star Collective, LLC	\$1,312.50	ILP
26014	7/31/2023	Grainger	\$667.39	Monthly Payment - Janitorial Supplies
26015	7/31/2023	HR Source	\$3,000.00	Annual Payment - Professional Services - Benchmarking
26016	7/31/2023	Illinois Heartland Library System-OCLC	\$767.26	Annual Payment - Software - Ezproxy
26017	7/31/2023	Midwest Tape LLC	\$4,434.71	Monthly Payment - Materials
26018	7/31/2023	North American Corp of Illinois	\$1,559.27	Monthly Payment - Janitorial Supplies
26019	7/31/2023	Outsource Solutions Group, Inc.	\$20,929.56	Monthly Payment - Professional Services & Software
26020	7/31/2023	Overdrive	\$13,467.55	Monthly Payment - Materials
26021	7/31/2023	Pace Systems INC	\$5,016.00	Annual Payment - Equipment - PA system
26022	7/31/2023	Soraya Sullivan	\$600.00	Monthly Payment - Programming
26023	7/31/2023	Symmetry Energy Solutions, LLC	\$2,464.53	Monthly Payment - Utilities
26024	7/31/2023	Vis-O-Graphic, Inc.	\$9,769.25	Quarterly Payment - Community Relations - Newsletter
26025	7/31/2023	Wells Fargo Vender Fin Serv	\$765.00	Monthly Payment - Photocopy
26026	7/31/2023	Wex Health Inc.	\$2,318.88	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 129,596.87

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

Transaction Number	Transaction Date	Vendor	Amount
52604	11/30/2022	VOID - Eloise Weintraub	(\$20.95)
52722	1/31/2023	VOID - Illinois State Police	(\$200.00)
53129	7/13/2023	Akbar Ali	\$40.81
53130	7/13/2023	Ancel Glink P.C.	\$402.50
53131	7/13/2023	Bayscan Technologies	\$594.00
53132	7/13/2023	Stephanie Bremner	\$100.03
53133	7/13/2023	Discount School Supply	\$139.20
53134	7/13/2023	Kathryn Hall	\$246.22
53135	7/13/2023	Julianne Medel	\$68.33
53136	7/13/2023	Petty Cash Custodian	\$17.14
53137	7/13/2023	Sunset Food Mart, Inc.	\$117.06
53138	7/13/2023	WEX Bank	\$98.48
53139	7/13/2023	WM Corporate Services Inc.	\$497.58
53140	7/31/2023	A-Z Mindfulness	\$150.00
53141	7/31/2023	American Library Association, Membership	\$217.00
53142	7/31/2023	Aquatic Works LTD	\$370.00
53143	7/31/2023	ASCAP	\$438.75
53144	7/31/2023	Baker & Taylor Entertainment	\$495.47
53145	7/31/2023	Steve Balazs	\$500.00
53146	7/31/2023	Blackstone Publishing	\$83.20
53147	7/31/2023	Nancy Buehler	\$250.00
53148	7/31/2023	Cavendish Square	\$186.03
53149	7/31/2023	Cintas	\$520.63
53150	7/31/2023	Continental Resources, Inc	\$320.31
53151	7/31/2023	Demco	\$593.54
53152	7/31/2023	Sabina Fazlic	\$125.00
53153	7/31/2023	Flicker Alley Inc	\$168.00
53154	7/31/2023	Gale/Cengage Learning Inc.	\$364.68
53155	7/31/2023	Grand Stage	\$190.00
53156	7/31/2023	Happiness Forward LLC	\$100.00
53157	7/31/2023	Alisa Kusnitzow	\$150.00
53158	7/31/2023	Lechner Services	\$116.80
53159	7/31/2023	Patrick McCallister	\$175.00
53160	7/31/2023	Mergent, Inc.	\$357.00

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

Transaction Number	Transaction Date	Vendor	Amount
53161	7/31/2023	Northbrook Hardware	\$35.67
53162	7/31/2023	Online Audiovisual Catalogers, Inc.	\$40.00
53163	7/31/2023	Panera, LLC	\$46.78
53164	7/31/2023	Petersen Bros. Plastics, Inc.	\$251.00
53165	7/31/2023	RobotShop Inc.	\$97.43
53166	7/31/2023	Olga Rudiak	\$300.00
53167	7/31/2023	Runco Office Supply	\$308.45
53168	7/31/2023	Sherwin-Williams Company	\$166.98
53169	7/31/2023	Showcases	\$230.04
53170	7/31/2023	Sujin Song	\$100.00
53171	7/31/2023	Sphero, Inc.	\$56.65
53172	7/31/2023	Swank Motion Pictures Inc.	\$396.00
53173	7/31/2023	Teacher Dan	\$150.00
53174	7/31/2023	Teacher Dan	\$150.00
53175	7/31/2023	Teacher Dan	\$150.00
53176	7/31/2023	Uline	\$76.32
53177	7/31/2023	Undercrank Productions LLC	\$170.00
53178	7/31/2023	UPS	\$45.09
53179	7/31/2023	VSP of Illinois, NFP	\$396.45
53180	7/31/2023	Robert Waterbury	\$50.00
53181	7/31/2023	Yami Vending Inc.	\$444.41

\$11,633.08

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1881	7/31/2023	All American Exterior Solutions	\$ 2,800.00	annual payment - penthouse repairs
1882	7/31/2023	DeFranco Plumbing	\$2,319.33	annual payment - faucet installation
1883	7/31/2023	F.E. Moran Mechanical Services	\$2,010.70	annual payment - HVAC repairs
1884	7/31/2023	Tee Jay Service Company, Inc.	\$4,290.00	annual payment - sliding door repairs
			<u>\$ 11,420.03</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, 2023 through June 2023 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 2023 through June 2023

1000Bulbs.com - \$1,019.20; 66 Degrees, LLC - \$12,528.00; Added Incentives, Inc. - \$1,188.93; All American Entertainment - \$3,750.00; Amalgamated Bank of Chicago - \$175,450.00; Amazon Capital Services - \$20,959.80; American Library Association - \$2,845.03; American Library Association, Membership - \$2,006.00; Ancel Glink P.C. - \$2,009.00; Anna Amen - \$1,543.17; Aquatic Works LTD - \$1,110.00; Arlington Glass & Mirror - \$6,930.00; Authors Unbound Agency - \$122,350.00; A-Z Mindfulness - \$1,050.00; Baker & Taylor - \$150,570.92; Baker & Taylor Entertainment - \$4,114.23; Benjamin Goluboff - \$1,500.00; Best Buy Business Advantage Account - \$1,140.70; Best Quality Cleaning - \$33,178.50; Bibliotheca, LLC. - \$8,829.30; Black Moon Trio LLC - \$1,000.00; Blackbaud Inc. - \$6,119.25; Book Page - \$1,080.00; Bright Plum Inc. - \$8,500.00; Capitol Glass & Architectural Metals Inc. - \$22,148.00; CCB Technology - \$1,685.00; Chicago Backflow, Inc. - \$1,349.70; Children's Plus Inc - \$2,457.12; Cintas - \$2,336.94; Colley Elevator Co. - \$7,292.00; Comcast - \$3,763.59; Computype, Inc. - 139154 - \$1,446.72; Continental Resources, Inc - \$47,175.94; Cook & Kocher Insurance Group - \$6,918.00; Cooperative Computer Service - \$55,014.96; Criterion Pictures USA - \$1,190.00; Culture Amp Inc. - \$6,120.00; Demco - \$10,302.84; Depict Data Studio - \$10,563.71; Dornfeld Piano Tuning - \$2,040.00; EBSCO Information Services - \$4,906.21; ECO Promotional Products, Inc. - \$1,145.85; Encyclopaedia Britannica, Inc. - \$1,435.00; F.E. Moran Mechanical Services - \$134,246.81; F.E. Moran, Inc. - Fire Protection - North - \$4,930.00; Fast Signs - \$1,787.69; Fifth Star Collective, LLC - \$2,437.50; First Bankcard - \$40,973.77; Gale/Cengage Learning Inc. - \$4,642.05; Garvey's Office Products - \$1,088.32; Getty Images (US), Inc. - \$1,080.00; Glenbrook HSD 225 - Business Services - \$6,440.04; Grainger - \$6,517.85; HR Source - \$13,445.00; Illinois Library Association - \$1,190.00; Impact Networking LLC - \$4,510.76; Info USA Marketing - \$7,500.00; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$411,374.58; J.D. Power and Associates - \$1,080.00; Jane Huh - \$1,317.50; Jason Wacławik - \$1,317.50; Jayne Herring - \$3,250.00; KA Productions - \$5,500.00; Kanopy Inc. - \$12,000.00; Kathleen Jo Zeigler Mitchem - \$1,300.00; Kloepper Construction Inc - \$2,450.00; Library Furniture International, Inc. - \$1,750.00; Library Ideas LLC - \$3,814.39; Limricc - UCGA - \$3,889.13; Mark Anderson - \$1,550.00; Mark Bazer - \$1,000.00; Mark Gelfeld - \$1,000.00; Midwest Tape LLC - \$73,269.28; Moore Landscapes, LLC - \$1,110.00; Morningstar, Inc. - \$7,922.00; Nancy Buehler - \$1,750.00; Naxos of America Inc. - \$2,175.00; Neuco Inc. - \$2,402.04; New York Times - \$1,039.95; NewsBank, Inc. - \$13,616.00; North American Corp of Illinois - \$10,067.94; Northbrook Hardware - \$2,149.32; Ocooch Hardwoods - \$1,237.51; Olga Rudiak - \$2,900.00; Outsource Solutions Group, Inc. - \$140,393.56; Overdrive - \$111,238.38; Pace Systems INC - \$6,250.00; Panera, LLC - \$3,209.55; Patrick McCallister - \$1,460.00; Penguin Random House LLC - \$33,750.00; Promos 911, Inc. - \$3,769.53; Proquest - \$41,983.93; Reaching Across Illinois Library System - \$33,977.95; Record Information Services, Inc. - \$1,330.00; Reserve Account - \$15,000.00; Ron Mantegna - \$1,200.00; Runco Office Supply - \$3,561.91; Scholastic Library Publishing - \$3,636.00; Sentrum Marketing, LLC - \$1,005.60; Shadeology - \$24,934.00; SHI International Corp. - \$13,234.00; Siemens Industry Inc. - \$5,559.68; Snow Systems, Inc. - \$3,840.00; StackMap LLC - \$1,325.00; Staples Business Credit - \$6,517.22; Sterling Services, Inc. - \$5,473.80; Stories Matter Foundation - \$1,000.00; Swank Motion Pictures Inc. - \$2,618.00; Symmetry Energy Solutions, LLC - \$21,281.94; The Hanover Insurance Company - \$51,283.00; The Home Depot Credit Services - \$1,320.67; The TUESDAY Agency, LLC - \$11,500.00; Today's Business Solutions, Inc. - \$2,582.50; Travelers CL Remittance Center - \$33,315.00; Tsai Fong Books, Inc. - \$2,487.68; Tumbleweed Press Inc. - \$3,600.00; Universal Film Exchanges LLC - \$1,000.00; UPS - \$1,228.85; Value Line Publishing LLC - \$2,000.00; Village of Northbrook Water Dept. - \$1,661.15; Vis-O-Graphic, Inc. - \$17,568.93; VSP of Illinois, NFP - \$2,381.40; Warehouse Direct Inc. - \$2,592.74; Wells Fargo Vender Fin Serv - \$5,355.00; WET Solutions, Inc. - \$5,035.16; Wex Health Inc. - \$14,757.92; WM Corporate Services Inc. - \$2,827.15; Yami Vending Inc. - \$2,534.75;

Payroll for the Period January 202 through June 2023

Ali - \$11,110.25; Alteri - \$16,800.00; Amen - \$58,026.24; Amundsen - \$1,826.76; Anne - \$10,101.08; Ashman - \$25,280.61; Bae - \$94.25; Baran - \$9,583.94; Bass - \$6,665.17; Beach - \$27,875.00; Becker - \$11,132.48; Berkover - \$11,269.57; Bremner - \$19,697.41; Brown - \$5,196.70; Brugger - \$26,215.68; Burman - \$147.68; Chase - \$23,625.00; Cirignani - \$23,406.48; Collins - \$29,081.88; Cornogg III - \$2,444.00; Cotini - \$128.36; Czechorski - \$6,929.70; D'Antico - \$5,374.60; Doyle - \$41,938.32; Du - \$6,494.95; Duncan-McGee - \$25,025.04; Durov - \$50,249.64; Dzianott - \$5,232.50; Edwards - \$4,113.67; Faedtke - \$9,737.98; Flowers - \$22,947.48; Fragozo - \$202.23; Franklin - \$32,936.16; Godnik - \$513.50; Goese - \$18,534.36; Golembiewski - \$26,413.68; Gonzalez Esparza - \$20,651.04; Gossage - \$37,749.97; Gutmann - \$11,506.44; Haddad - \$45,901.53; Hall - \$77,205.00; Hannon, C - \$25,572.98; Hannon, M - \$575.10; Hegelund - \$12,666.68; Hill - \$27,086.85; Holland - \$22,947.48; Hominick - \$31,457.69; Homozzi - \$7,592.98; Hovanec - \$8,303.41; Huh - \$11,516.36; Huie - \$28,747.56; Ibardoloza, D - \$3,532.75; Ibardoloza, K - \$3,536.00; Jaffery - \$12,633.92; Johnson - \$3,796.00; Kalmens - \$27,500.04; Kaminski - \$26,407.44; Karahalios - \$11,546.64; Kayed - \$8,789.00; Kearns - \$5,993.00; Keaton, A - \$30,941.44; Keaton, N - \$4,789.40; Koontz - \$7,010.12; Kosuge - \$35,541.00; Lasky - \$8,680.95; Lee - \$11,034.68; Lodkin - \$4,420.00; Lopez - \$25,243.32; Marek - \$6,084.00; Margis - \$32,958.30; Mayer, S - \$12,496.22; Mayer, B - \$42,376.54; McDonald - \$2,483.10; McGill - \$5,512.00; Medel - \$24,017.76; Miller - \$4,860.61; Min - \$1,705.25; Mistalski - \$24,675.00; Mohrdieck - \$7,950.04; Mojovic - \$4,119.50; Nava - \$24,017.76; Nelson - \$23,366.93; Nguyen - \$20,399.52; Norton - \$37,371.14; Oh - \$5,505.75; Pekara - \$30,470.45; Porter - \$11,290.09; Prioletti - \$43,746.72; Radziewicz - \$988.00; Raucci - \$10,282.39; Raybuck - \$26,132.04; Reid - \$14,722.43; Rodriguez - \$7,509.50; Romero - \$2,556.11; Saks - \$7,836.24; Sarich - \$726.52; Schafer - \$4,689.75; Schlernitzauer - \$32,172.03; Schmidt - \$13,472.55; Schwartz - \$16,791.07; Scodius - \$27,933.48; Shapiro - \$2,156.35; Sharma - \$270.72; Shuman - \$513.50; Siegel, L - \$22,678.2; Siegel, D - \$29,846.76; Simmons - \$203.78; Simpson - \$9,781.20; Siwinski - \$21,036.18; Skittino - \$41,851.54; So - \$13,302.97; Suarez - \$572.00; Traskina - \$559.00; Vering - \$31,059.00; Vienna - \$25,371.00; Voronova - \$5,424.30; Waclawik - \$9,553.09; White - \$22,947.48; Wolf - \$45,470.04; Wright - \$9,807.18; Wu - \$321.75; Zwick - \$5,440.50;

Director's Report

August 2023

Agenda Items

3 Consent Agenda

- 3.5 File detailed statement of all receipts and expenditures for January – June 2023 per 50 ILCS 305/1.
This is included to be approved as part of the statutory requirements.

7 Unfinished Business

- 7.1 Strategic Plan Update
We have the Kick Off meeting on August 17 and will provide a verbal update at the meeting.
- 7.2 Lily Zheng EDI Project Update
The staff survey went out on August 7. Almost half the staff have completed it as of Thursday. I will provide a verbal update at the meeting.
- 7.3 Adopt Book Sanctuary in Northbrook Resolution
I have included a draft resolution for the board to review.

8 New Business

- 8.1 Staff & Board Communication Discussion
I have prepared a memo with information for the board.
- 8.2 Trustee Vacancy Appointment
We will go into closed session to discuss the appointment of a trustee to fill Abby Young's seat.
- 8.3 HVAC Chiller Repairs
We will go into closed session to discuss issues we have been having with the chillers and the legal steps we are taking to resolve this situation.

10 Agenda Building

Auditorium Rentals presentation, Draft Tax Levy, 2024 Holiday Schedule, Audit Presentation, Staff Questions, File account of all FY24 monies received/expended

Board News

Our kick off for One Book One Northbrook is on September 30 from 10:30am-1:00pm. We will have live music, food and crafts for patrons of all ages and we will be giving away copies of the book. Board members are invited to attend.

Kelly and I attended a listening session with Senator Morrison and Representative Bob Morgan and area library leaders. Representative Carroll was unable to attend. Primary concerns were increased safety and security concerns, book bans, mental health support for the public and staff, state-wide broadband access, and library funding models.

I will be off on vacation from August 18-24 and then off for my surgery from August 25-September 1, returning the Tuesday after Labor Day.

Updates

Programming

Summer Reading

July closed another exciting and busy month of Summer Reading! With close to 3,100 sign ups and 1,500 finishers, our Adult and Youth Services departments have given out tons of amazing incentive prizes such as coupons donated from local businesses, paperback books, lunch totes, water bottles and more. Our Fall (Aug-Nov) newsletter includes a thank you to all our program sponsors on page 17.

One Book One Northbrook

Staff are ramping up for our October One Book One Northbrook. We are working on preparing giveaway copies of the book - we received about 200 copies of *Clark and Division* from the Arlington Heights library (they recently had the same One Book selection). We plan to give away copies at the Farmers Market in August, SeniorPalooza in September, the One Book kickoff event in September and Shermerfest in October. We also plan to place copies in the little free libraries around Northbrook.

Lev Kalmens, Phil Collins, Linda Vering, and Princess Gonzalez-Esparza are working with the Japanese American Service Committee on the plan for an exhibit to be displayed on the second floor of the library during One Book. Staff from the JASC are supplying the content and NPL marketing is working on the graphic design and printing.

Adult Programming

Local history programs continue to be very popular. On July 25th, Jill Franklin hosted "Murder, Mayhem, & the Mob Part 3: Giancana's Chicago" presented by sought-after historian Clarence Goodman.

Events Production worked in partnership with YIVO Chicago this month to host a Klezmer music event. 215 were in attendance.

Youth Programming

Stephanie Bremner with the help of Liz Becker and Julianne Medel held the Annual Egg Drop Challenge on Tuesday, July 18. 29 patrons participated in the event to create contraptions to protect their egg from a fall off the roof of the library. Staff from Circulation, Administration, Maintenance, and Adult Services helped with crowd control, traffic control, and clean up.



Amanda Margis and Jane Huh, along with teen volunteers and YS staff, planned, prepared and hosted the Pirate Storyfest on Friday, July 28. 70 patrons attended the program which included a pirate ship photo op, pirate crafts, DIY treasure map, pirate obstacle courses, and a Pirate Storytime.



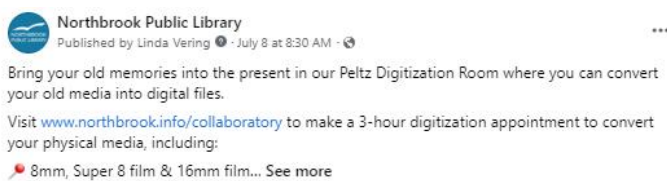
Collections

The Adult Lucky Day Collection now includes Large Print! Patrons who prefer large print format can now check out books from this popular browsable collection.

Technical Services began reclassifying board and picture books for the new holiday collection in Youth Services. Over 2,500 books will be reclassified.

Publicity

Posted: July 8
Facebook Reach: 2,418
Reactions: 114



Posted: July 22
Instagram Reach: 575
Reactions: 81



Patron Stories

On Sunday, July 30, a dad and his three-year-old daughter visited the library to find books about India. They expressed so much appreciation for our collection and assistance in locating picture books and fact books about the country as this will be the girl's first trip!

A young patron with her cousin, who was visiting from Korea, came by the YS desk. They wanted to get the same book, but one in Korean and one in English. Both were very happy to get copies of Diary of a Wimpy Kid that they could read together.

A patron needed assistance opening an item she had purchased from the vending machine and was grateful for the help. This isn't the first time this type of assistance was requested, but it reminded me of how comfortable our patrons are with asking for help when needed.

I helped a patron on the phone who was interested in renewing an Interlibrary Loan book. She apologized for wanting the book longer. I assured her that requesting renewals is something that we always do. She said, "You do so much! Thank you for all you do."

Our Patron positively commented on the first-floor lobby (popular book /lucky day section). "There are patrons who comment to each other about what they are reading and what they liked reading.

Partnerships

We partnered with the George W Benjamin American Legion Post #791 and VFW Post # 10236 to collect donations of household cleaning essentials for area U.S. veterans who are moving out of homelessness. More than a 4 full car loads of items were donated, all of which will be distributed to the three VA Hospitals in the area for final distribution to our veterans. The groups were thrilled with the generosity of the community and have already asked to repeat the donation next July. Our display cases were filled with fun reminders of Northbrook Days and the history of the Northbrook Civic Foundation.





Summer Kosuge and Arielle Raybuck hosted sixty 5-7 year olds from the Park District Camp at Greenbriar for a screening of Super Mario Bros on Friday, July 14.

Operations

Financials

Anna Amen has been working with Selden Fox on the audit and is currently awaiting the draft audit for us to review.

Facilities

Anna is working on the elevator controller replacement which is on the facility plan for this year. She is working with Product Architecture on drawings and is going through cooperative purchasing from the state so we don't have to go out to bid as the state has already done that. She plans to bring a contract for the board to sign to the September Meeting

Arielle Raybuck, Events Production Manager, has been investigating the possibility of renting the Auditorium to outside groups and will be coming to talk to the board about her research and suggestions at the September meeting.

Safety

We continued to see increased incidents with patrons being angry and belligerent to each other and staff with two resulting in significant follow-up to ensure staff and patrons felt safe and heard. We also started assigning additional staff to offsite events to help monitor crowds and intervene if staff or patrons were being harassed. Luckily, there were not incidents of harassment at offsite events.

In an effort to remind patrons to be kind to staff and other visitors, we placed 5x7: "Be Kind" signage all public service desks.

In light of our increased incidents, Kelly Durov scheduled a visit with our Northbrook Police Liaison, Detective Adam Worthington, and counseling services Social Worker, Nancy Vaccarro. All staff were invited to attend the meeting to find out about services for community members and how the police can help ensure safety at the library for both patrons and staff. We received advice about not being hesitant to call 911, information on how counseling services and the Crisis Intervention Team assist in certain situations, and follow up ideas like having the K-9 Therapy dog come after an incident at the library.



HR

Staff Departures

- Akbar Ali, Library Assistant (AS) resigned effective July 31. He is moving out of state to attend law school.

Staff Training

We had a late open on August 4 for Staff Training. Kelly Duroc worked with Right to be and RAILS to present Bystander Intervention training. The EDI training group created follow-up questions and scenarios for facilitators to use in small group sessions after the Right to Be presentation. The training provided a response structure of 5 D's:

- Distract
- Delay
- Delegate
- Document
- Direct

Now that all staff have had training on the 5 D's, we plan to incorporate this framework into our ongoing safety and security training and procedures.

I presented and was a mentor at Director's University in Springfield and helped 45 new library directors learn the ins and outs of laws and practices of Illinois libraries. I will be stepping away from Director's University after having worked on it since its inception in 2017 including serving as chair for two years during the pandemic when we switched from an in-person to virtual model. DU has now switched to a hybrid model.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
July, 2023

PROJECTS



PATRON STORIES



From Maker Specialist Eileen Holland: A patron asked for help creating a sign for her greeting card business made out of cut acrylic. She had already created her logo in Adobe Illustrator, but rather than gluing letters onto a solid background, she wanted to press-fit the letters in so it was a single flat surface. Designing and testing was completed over several days, starting small to test for the correct kerf value, and then moving to the actual finished product.

She showcased it at the trade show she was going to.

3D PRINTING

We printed 80 objects for users in July.

VISITORS

481 people visited the Collaboratory in July.



MATERIALS

July projects by material type charged:

3D Printing	62
Acrylic	29
Buttons	1
Cardstock	5
DVDs	7
Embroidery Thread	10
Glasses	10
Iron-on	6
Stabilizer Sheets	36
Vinyl & Transfer Paper	17
Wood	31



Comment	Response	Staff Member Responding
<p>I did have reservations but all seats were filled. Reservations were made by name, however no one was asking names . they were just filling seats. I asked the woman who appeared to be in charge, she simply stated it must have been my own fault. It doesn't matter whose fault it was. ada rules and laws are specific. It doesn't matter how much you are disabled, you either are or not. Since there was no accommodation the person felt could be made, I was simply told no room. There was no apology, no empathy....just the attitude was "go away kid, your bothering me."Thanks for listening,</p>	<p>The patron had a reserved a spot for the July 6, 2023 YIVO Concert: Maxwell Street Klezmer Qunitent. The event was filled to capacity and the ADA Row/Wheelchair accessible row which can accomodate 14 people was also full. Patrons can indicate in our online registration system that they need to sit in the ADA Row/Wheelchair accessbile seating. Unfortunately, the commenter's registration did not reflect this need. I followed up with staff as well as the patron. Staff acknowledged that the "load in" process for this full event was overwhelming. We discussed needing more staff on hand to help explain seating arrangements in the future to allow patrons to feel heard and treated with empathy. We will work on this with our internal scheduling procedures. I apologized to the patron about him not feeling that staff had empathy and not having a wheelchair accessible seat available. He understood it was likely because they were overwhelmed with the volume of people coming to the event. I explained the limitations of the seating and encouraged him to note that he needed a wheelchair accessible seat when he registers for events in the auditorium in the future. He seemed satisfied with this.</p>	<p>Kelly Durov</p>
<p>Reading history used to be a one line entry for every book you read. What the system supplies now is useless. It's a multi line entry that is a copy of the screen for checked out items with repetitions for every renewal. Is it possible to create a customer based feature where a person could keep track of their items as they want? For example, I need just one line per book. I wouldn't track my dvds. It might be nice to keep track by year but I could live without that. I know there are features like this on kindle, but I don't read everything on my kindle plus I do not trust Amazon with my personal data. For the time being I will track my books with a word doc.</p>	<p>Several staff confirmed that the reading history does not display renewals. We suggested that the patron try to access her reading history again and to contact the Reference desk if she is still seeing duplicate entries. We also suggested she consider using Goodreads to keep track of her reading as our app does not allow users to customize the list to leave out any particular media type like DVDs.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member Responding
<p>Hi, I wanted to write about a concern I have been running into. I consistently hear VERY loud staff speaking in voice levels that you would hear outside. It is quite disruptive to other patrons and myself as I have been studying for my registered nursing licensure exam. I notice patrons having to move to find somewhere quieter. I am not sure if the staff include librarians or maintenance, but it has been very consistently occurring. I think maybe implementing a noise level system in the library would be helpful. For example, one area is marked a "red" collaborative zone to speak with others, "yellow" be for occasional whispers, and "green" be a silent area. The university I went to had this system and it worked out very well, but not sure how it would be for this patron population. Just a suggestion, though, if it is difficult to pinpoint the noise.</p>	<p>Thank you very much for your feedback. Without knowing what area of the library you were seated, I can say that the area around the service desks, especially the Reference Desk can be quite loud. It is a central hub for staff and patrons to ask questions and we often find ourselves talking loud to someone who needs us to. Since there are many tables near the Reference Desk we recommend those as good spaces for people who need to collaborate. For patrons who need a quieter space, we have the quiet study room in the far northeastern corner of the 2nd floor seating area. This is a great area to work in with some study carrels, tables and arm chairs. Another less busy area is along the windows of the main non-fiction section. There are study carrels there with much less foot traffic. Some patrons also like the 3rd floor which is generally quieter. I love the idea of having formal noise zones though and I hope we get to incorporate that some day. In the meantime, please do not hesitate to let staff at the Reference Desk know if noise levels are preventing you from working on a particular day. We want the library to be a great space for everyone and will do our best to make that happen for you. Please feel free to contact me directly if you have any additional questions or comments. Thanks again for your feedback - I really do appreciate it.</p>	<p>Susan Wolf</p>
<p>Eric & Joe were absolutely amazing in helping me in transferring tapes from 3 old video cameras (2 that didn't work) (Kathleen helped with one camera, also + was helpful). Eric and Joe were extremely patient, knowledgeable and helpful in helping this unknowledgeable person (me). I am very grateful!!!! Thanks!!!</p>	<p>Patron did not request to be contacted</p>	<p>Cathleen Doyle</p>
<p>Amazing staff! Brought stuff in during walk-in and the staff was supportive, got us involved and did an amazing job! [smiley face]</p>	<p>Patron did not request to be contacted</p>	<p>Cathleen Doyle</p>
<p>I do not like to complain, but there is been consistently issues with different people at the library, really not knowing what they are doing. So I thought they told me that I should talk to you because it is become very frustrating lately. I have lived here for 35 years. And this is a new situation that is consistent</p>	<p>I called and left messages several times asking patron for more information, but have not heard back. Margo spoke to me about this patron whom she helped that day and the patron made a similar comment to Margo and Margo gave the patron my number. Margo said that when she talked to the patron on the phone, she did have to ask the patron to repeat and spell the name of the title she was looking for and she seemed annoyed at that.</p>	<p>Susan Wolf</p>

Comment	Response	Staff Member Responding
Just a quick note of thanks to Eric, Michelle, Joe, and the Collaboratory staff for helping me convert some of the family Super8 movies to digital yesterday...Thank you so much!!! My wife and mother in law were thrilled to be able to view some of these memories that were locked away for so many years. Thank You!	Patron did not request to be contacted	Cathleen Doyle
Thank you all for taking care of my 3D printing needs (and wants) these last few weeks!	Patron did not request to be contacted	Cathleen Doyle
his comment came from an elderly patron today, requesting that at least one of the self-checkouts have a chair at it. "Walking is difficult, so even with a quick checkout process, being able to sit while doing it would be a great help"	For the short term, we will talk to staff about suggesting they check out the items for the person so the person can sit on the bench near the self checkout stations while they wait. We will monitor this situation to see if more requests come in for seating in front of the self checkout stations and explore accessible options if this becomes a frequent request.	Kelly Durov

RESOLUTION
A RESOLUTION DECLARING THE VILLAGE OF NORTHBROOK
A BOOK SANCTUARY COMMUNITY

WHEREAS, the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the equally important right to form their own opinions; and

WHEREAS, Article 19 of the Universal Declaration of Human Rights states that “everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers”; and

WHEREAS, books do not require readers to agree with topics or themes but instead allow readers to explore and engage with differing perspectives to form and inform their own views; and

WHEREAS, over the last several years, there has been a significant increase in censorship activities in the United States resulting in books being removed from library shelves and schools; and

WHEREAS, book bans have multifaceted, harmful consequences on—

(A) students who have a right to access a diverse range of stories and perspectives;

(B) students, from historically marginalized backgrounds, whose communities are often underrepresented in literature;

(C) educators and librarians who are being restricted in their access to information;

(D) the authors whose works are being targeted; and

(E) parents who want to raise students in schools that remain open to curiosity, discovery, and the freedom to read; and

WHEREAS, classic and award-winning literature and books that have been part of school curricula for decades have been challenged, removed from libraries pending review, or outright banned from schools, including *Brave New World* by Aldous Huxley, *The Handmaid’s Tale* by Margaret Atwood, *Anne Frank’s Diary: The Graphic Adaptation*,

Their Eyes Were Watching God by Zora Neale Hurston, and To Kill a Mockingbird by Harper Lee; and

WHEREAS, numerous books referring to Lesbian, Gay, Bisexual, Transgender, Queer and plus ("LGBTQ+") themes or with LGBTQ+ characters have been banned in the United States this year, including Families, Families, Families! and All Are Welcome, which recognize the equal humanity and dignity of all persons; and

WHEREAS, numerous books, both fiction and nonfiction, with protagonists of color or prominent secondary characters of color have been banned in the United States, including Ruby Bridges Goes to School: My True Story, Martin Luther King, Jr. and the March on Washington, and Hair Love; and

WHEREAS, the Village President and the Board of Trustees declare their opposition to the banning of books in any form; and

WHEREAS, the Village President and the Board of Trustees applauds and supports the recent action by the Illinois General Assembly and Illinois Governor JB Pritzker in enacting Public Act 103-0100 on June 12, 2023 which takes effect on January 1, 2024 and declares it to be the "policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials;" and

WHEREAS, the Northbrook Public Library has adopted the American Library Association's Library Bill of Rights and has taken other actions to support the freedom to read in the Village, including maintaining a wide and varied collection; and

WHEREAS, the Northbrook Public Library Board of Trustees has adopted a Collection Development Policy that supports a fair, equitable, and accessible collections for the public.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Adoption of American Library Association's Freedom to Read Statement. The Village President and the Board of Trustees support and adopt the American Library Association's "Freedom to Read Statement," attached hereto and incorporated herein by reference.

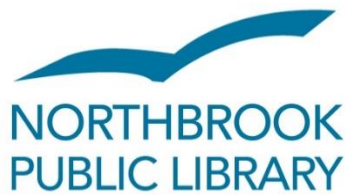
Section 3. Book Sanctuary Declaration. The Village President and Board of Trustees declare that the Village is a book sanctuary community and the Village shall not offer support to any business, organization or governmental entity that encourages or accomplishes the banning of books in any manner.

Section 4. Book Sanctuary Community. As a book sanctuary community, the Village shall be a place where everyone can: (1) borrow and read challenged books; (2) make endangered books accessible to everyone; (3) host book talks, story times, and other events about banned and challenged books; and (4) educate others on the history of book banning and burning.

Section 5. Book Sanctuary Actions. The Village supports the efforts of the Northbrook Public Library to advance and support Northbrook as being a book sanctuary Village and call upon community members to do the following: (1) host and join in-person or virtual banned book clubs to encourage critical discussion of censored stories, starting with Black, Indigenous, People of Color ("BIPOC") and LGBTQ+ stories that are most often challenged; (2) lending banned books friends and neighbors; (3) using local Little Free Libraries as book sanctuaries, adding banned books as a way to support the freedom to read; (4) facilitating a book drive for banned and challenged books and donating books to local community centers, including the Friends of the Northbrook Public Library, for distribution at Little Free Libraries in the community; (5) hosting story times with inclusive characters that reflect the diversity of our world; and (6) amplifying individual voices on social media with #TheBookSanctuary.

Section 6. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All ordinances, resolutions and motion in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. Effective Date. This Resolution shall be in full force and effect immediately after its passage and publication as provided by law.



Memorandum

DATE: August 10, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Staff & Board Communication

After last month's board meeting, I shared more information with the staff on the role of the board and the role of the director. I included the email I sent to staff below.

While we had originally planned to have Michelle Mistalski and Sara Scodius gather questions from staff to bring to the board, we held off on that as Lily Zheng launched the staff survey and we didn't want to ask too much of staff all at once. Michelle and Sara will be asking staff for questions after the survey closes on August 18 and they will be provided in the September board packet.

Jami and I met and brainstormed ideas of ways to increase trust between the staff and board and I also spoke with the management team about how we can build trust and understanding between the two groups.

As the board pointed out last month, there are two prongs to this. One is in the official capacity as a board and the other is in getting to know the board members as members of the community and fellow human beings.

To that end, here are some suggestions and insights that I gleaned from these conversations:

- The staff have expressed that they do not always know why a certain decision is made. After major decisions, they would appreciate hearing more from the board on their thought process behind the choice.
- Having the board at various library events (either staff only or community events) would increase opportunities for the staff to interact in an informal way with the board.

- Having myself, Anna, Kelly, and Laurie share more about the board's role in projects as we are talking about big projects would help the staff understand where the board comes into the decision-making process. We are going to start doing this more intentionally.
- Having opportunities for staff to send in questions for the board annually or semi-annually would help foster understanding.
- The board is not involved in the day to day operations of the library and won't typically interact directly with staff members in their role as board member. I plan to do more to inform the staff on the different roles I and the board hold.

I look forward to talking with the board about other ways we can work on fostering trust and understanding.

7.28.23 All Staff Email

At the last board meeting, the board discussed ways that they could answer staff questions and develop stronger relationships with staff. Michelle Mistalski & Sara Scodius will be gathering questions from staff after we complete the Lily Zheng survey which Lily anticipates launching on August 7.

The board also discussed one of the topics that came up in the Lily Zheng Feedback survey. Staff expressed confusion about the role of the director and the role of the board and what each of us are responsible for. I wanted to share more information with staff about what each of our roles entails.

Our Board of Trustees is a 7-member elected board that represents the community and guides the overall strategic direction of the library. The board can only act as a group. No single board member has authority to make decisions. The board has one staff member, me, and I am responsible for the day-to-day operations of the library.

Things I am responsible for*

- Maintaining day to day operations of the library
- Preparing a monthly board packet that includes updates on what we are doing in the library, financials, statistics, and any information related to items on the agenda
- Personnel decisions
- Creating and updating policies
- Overseeing library expenditures and recommending funding increases to the board during the levy process
- Maintaining appropriate liability insurance coverage and minimizing risk in daily operations
- Ensuring the building and grounds are maintained and updated as needed
- Serving as the official representative of the library in the community
- Implementing board decisions

*this means ultimately, the buck stops with me and does not mean I do all these things

Things the board does:

- Determine an annual levy amount which says how much money we are asking taxpayers for
- Review and approve an annual budget
- Review and approve monthly bills
- Makes decisions on new and updated policies (General Policies, Employee Policies, and Collection Development Policies)
- Review and decide on projects and bids that cost more than \$25,000
- Sets the strategic direction of the library through a strategic planning process that includes soliciting staff and community feedback
- Listens to community and staff feedback

Things the board does not do:

- Makes any staffing or hiring decisions other than for the Executive Director
- Directs individual staff work
- Dictates what materials, programs, or services we offer (they can recommend as can any patron)
- Makes decisions on day to day operations except as determined during the annual budget process and through official policies.

I have included a chart that gives a high level overview of what I do vs what the board does (and also what the role of the Friends is). In Illinois we adhere to Serving Our Public which provides guidance and best practices for public libraries. The chapter on Governance provides information on the job of the board. I have included that as well.

I am happy to answer any questions anyone has or you can submit via the form Sara and Michelle will be sending out later for the board to answer.

Board vs Director Responsibilities

	Library Director	Library Board	Friends
General Administrative	<p>Administer day to day library operations including personnel, collection development, fiscal, and building management.</p> <p>Keeps board and relevant staff members up to date on local, state, and federal laws impacting libraries and ensures library is in compliance with all laws.</p> <p>Act as advisor to the board and provide support to the Friends and community groups.</p>	<p>Recruit and employ a qualified library director</p> <p>Maintain an ongoing performance appraisal process for the library director.</p> <p>Maintains an awareness of local, state, and federal laws that impact library service.</p>	<p>Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.</p>
Meetings	<p>Prepare and distribute meeting information and participate in library board meetings.</p> <p>Ensure that there is a liaison from the board to the Friends and vice versa.</p>	<p>Prepare for and participate in all board meetings.</p> <p>Appoint a liaison to the Friends Board and become a member of the Friends.</p>	<p>Maintain a liaison to the library board.</p>

Fiscal	<p>Prepare an annual budget for the library in accordance with local laws.</p> <p>Maintain monthly financials and oversee the budget in day-to-day operations.</p>	<p>Seek adequate funds to carry out library operations. Approve an annual budget for the library in accordance with local laws.</p>	<p>Conduct fundraising to support the library's mission and plans.</p>
Policy	<p>Apprise library board of need for new policies, as well as policy revisions.</p> <p>Present draft policies to the board, implement the policies as adopted by the library board, and create procedures for policies.</p>	<p>Identify and adopt written policies to govern library operations.</p> <p>Adopt written by-laws that govern board behaviors and actions.</p>	<p>Support the policies of the library as adopted by the library board</p>
Planning	<p>Coordinate and implement a strategic plan with library board.</p> <p>Regularly solicit community feedback and share feedback with the Board.</p>	<p>Ensure that the library has a strategic plan with implementation and evaluation components.</p> <p>Regularly review and discuss community feedback.</p>	<p>Provide input into the library's strategic plan and support its implementation.</p>
Advocacy	<p>Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.</p> <p>Advocate for the library within the community and to legislators.</p>	<p>Promote the mission of the library within the community.</p> <p>Advocate for the library within the community and to legislators.</p>	<p>Promote the mission of the library within the community.</p> <p>Advocate for the library within the community and to legislators.</p>
Networking	<p>Encourage Board and Friends to join professional organizations and make them aware of educational opportunities.</p> <p>Network with community and library leaders.</p>	<p>Join state or national library associations. Network with other community leaders.</p>	<p>Join the American Library Association's United for Libraries division for Friends of the Library.</p>