

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
November 21, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Approval of Minutes – Mr. Carlos M. Früm
 - 4.1 Regular Session Minutes – October 17, 2019
 - 4.2 Special Session Minutes – November 13, 2019, Lake Villa Library Tour
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Jami Xu
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from October, 2019
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
 - 10.1 FY20 Per Capita Grant Application
- 11 New Business
 - 11.1 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1
 - 11.2 Semi-Annual Review of Closed Meeting Minutes
 - 11.3 Communico Demo - Phil Collins
 - 11.4 Closed Session
- 12 Agenda Building
- 13 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
10/31/2019**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	8,290,349.43	29,140.53	525,661.54	7,793,828.42
	Restricted	255,904.33	42,646.97	37,996.43	260,554.87
	IMRF	658,428.28	754.54	26,863.13	632,319.69
	Fica	232,100.20	431.17	23,136.97	209,394.40
	Total Operating	\$ 9,436,782.24	\$ 72,973.21	\$ 613,658.07	\$ 8,896,097.38
<u>Capital Improvement</u>		\$ 1,861,739.80	\$ 2,583.84	\$ 18,650.00	\$ 1,845,673.64
<u>Debt Service</u>		\$ 127,625.10	\$ 25.46		\$ 127,650.56

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	60,903.33	(7,134.13)	46.75
ProPay		-	-
PayPal	3,084.71	-	-
GSB - Money Market	225,450.54	-	-
Fifth Third - Checking/Money Market	8,542,101.74	1,746,370.71	-
Certificates of Deposit (detail below)	-	52,405.26	123,939.95
US Bancorp	653.49	507.15	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00	-	-
Total	\$ 8,896,097.38	\$1,845,673.64	\$ 127,650.56

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NB&T - 16808	<u>\$ 52,405.26</u>	06/25/20	0.250%	365
Certificates of Deposit - Debt Service				
NB&T - 16829	<u>\$ 123,939.95</u>	07/13/20	0.250%	365

NB&T = Northbrook Bank & Trust
 GSB = Glenview State Bank
 IMET = Illinois Metropolitan Investment Fund
 USB = US Bancorp

Northbrook Public Library

Income Statement

10/31/19

01 - General Operating Fund

Revenues

Undesignated Revenue

Property Tax Levy	\$29,891.81	\$11,470.87	\$6,984,835.89	\$7,279,632.94	\$7,329,000.00	99.33%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$59,463.32	\$100,000.00	59.46%
Impact Fees	\$579.70	\$538.25	\$2,270.30	\$1,904.60	\$0.00	0.00%
Fines, Fees & Rentals	\$3,553.68	\$3,938.41	\$29,700.38	\$29,158.19	\$50,000.00	58.32%
Interest Income	\$11,959.07	\$7,963.24	\$62,356.72	\$84,437.61	\$50,000.00	168.88%
Other Income	\$592.50	\$2,149.27	\$1,968.70	\$9,390.84	\$100,000.00	9.39%
Total Undesignated Revenue	\$46,576.76	\$26,060.04	\$7,081,131.99	\$7,463,987.50	\$7,629,000.00	97.84%

Designated Revenue

Gifts & Other Designated Income	\$584.47	\$42,415.32	\$65,177.50	\$67,809.75	\$100,000.00	67.81%
Designated Interest Income	\$31.41	\$55.58	\$152.40	\$298.11	\$0.00	0.00%
Total Designated Revenue	\$615.88	\$42,470.90	\$65,329.90	\$68,107.86	\$100,000.00	68.11%

Total Revenues

	\$47,192.64	\$68,530.94	\$7,146,461.89	\$7,532,095.36	\$7,729,000.00	97.45%
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Expenses

Undesignated Expenses

Materials & Services

Books	\$66,882.46	\$87,120.86	\$412,409.81	\$469,378.40	\$920,000.00	51.02%
Audio Visual	\$54,405.40	\$75,114.12	\$346,800.19	\$396,212.52		
Videos/DVDs	\$7,067.48	\$7,543.75	\$36,360.12	\$39,726.30		
Programs	\$5,409.58	\$4,462.99	\$29,249.50	\$33,439.58		
OCLC	\$10,550.58	\$9,601.46	\$66,605.60	\$64,557.68	\$132,000.00	48.91%
CCS Shared Costs	\$1,958.14	\$5,305.09	\$8,041.21	\$14,805.46	\$26,000.00	56.94%
	\$6,326.90	\$20,366.92	\$37,961.40	\$53,387.64	\$84,000.00	63.56%
Total Materials & Services	\$85,718.08	\$122,394.33	\$525,018.02	\$602,129.18	\$1,162,000.00	51.82%

Human Resources

General Salaries and Wages	\$277,529.21	\$299,709.52	\$1,734,596.68	\$1,816,360.85	\$3,814,017.00	47.62%
Maintenance Salaries & Wages	\$12,781.10	\$13,308.48	\$76,686.60	\$79,883.90	\$182,458.00	43.78%
Group Insurance	\$42,127.57	\$51,372.97	\$254,101.67	\$288,449.35	\$575,000.00	50.17%
Unemployment/Worker's Comp	\$676.98	\$445.08	\$25,784.91	\$18,064.17	\$25,000.00	72.26%
Staff Development	\$1,113.81	\$3,533.61	\$31,576.24	\$40,217.79	\$100,000.00	40.22%
Total Human Resources	\$334,228.67	\$368,369.66	\$2,122,746.10	\$2,242,976.06	\$4,696,475.00	47.76%

Northbrook Public Library

Income Statement

10/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
Operating Costs						
Photocopy	\$3,981.61	\$988.36	\$29,250.47	\$18,048.40	\$40,000.00	45.12%
Office & Library Supplies	\$5,424.66	\$10,218.06	\$32,582.67	\$33,778.64	\$70,000.00	48.26%
Software	\$11,044.70	(\$3,019.42)	\$55,660.48	\$63,532.29	\$103,000.00	61.68%
Postage	\$6.48	\$33.84	\$15,278.34	\$15,170.82	\$20,000.00	75.85%
General Insurance	\$4,278.00	\$4,389.00	\$37,987.88	\$49,162.88	\$58,000.00	84.76%
Telephone/Internet	\$778.95	\$867.85	\$4,870.11	\$6,883.60	\$20,000.00	34.42%
Professional Services	\$28,816.67	\$19,025.42	\$134,695.65	\$146,864.15	\$270,000.00	54.39%
Furniture, Equipment	\$3,079.00	\$11,720.00	\$47,804.05	\$46,417.70	\$160,000.00	29.01%
Equipment Rental & Maintenance	\$1,990.79	\$1,813.82	\$4,513.05	\$10,386.84	\$20,000.00	51.93%
Community Relations	\$6,470.83	\$8,656.12	\$27,017.65	\$21,359.30	\$52,000.00	41.08%
Total Operating Costs	\$65,871.69	\$54,693.05	\$389,660.35	\$411,604.62	\$813,000.00	50.63%
Maintenance						
Vehicle Expense	\$44.53	\$1,724.12	\$139.93	\$1,833.74	\$2,500.00	73.35%
Janitorial Supplies	\$6,010.69	\$4,722.82	\$19,519.32	\$21,449.20	\$45,000.00	47.66%
Utilities	\$1,588.55	\$2,297.87	\$26,088.25	\$21,364.39	\$53,000.00	40.31%
Building Repairs	\$10,007.28	\$0.00	\$15,201.28	\$4,357.00	\$30,000.00	14.52%
Contracted Services	\$4,745.00	\$8,948.25	\$56,976.35	\$72,484.78	\$135,000.00	53.69%
Total Maintenance	\$22,396.05	\$17,693.06	\$117,925.13	\$121,489.11	\$265,500.00	45.76%
Other Expenses						
Recruiting	(\$30.00)	(\$30.00)	\$198.00	(\$90.00)	\$500.00	(18.00%)
Contingency & Misc Exp	\$560.82	\$316.54	\$2,232.91	\$1,954.92	\$100,000.00	1.95%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$530.82	\$286.54	\$2,430.91	\$1,864.92	\$104,000.00	1.79%
Total Undesignated Expenses	\$508,745.31	\$563,436.64	\$3,157,780.51	\$3,380,063.89	\$7,040,975.00	48.01%
Designated Expenses						
Miscellaneous Designated Expenses	\$3,924.36	(\$5,341.31)	\$18,053.75	\$7,007.36	\$100,000.00	7.01%
Designated Materials Expense	\$0.00	\$225.24	\$1,148.97	\$3,933.84	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$41,462.50	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$4,666.97	\$1,650.00	\$15,210.96	\$13,820.00	\$0.00	0.00%
Total Designated Expenses	\$8,591.33	\$37,996.43	\$37,729.21	\$71,188.70	\$100,000.00	71.19%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$588,000.00	0.00%
Total Expenses	\$517,336.64	\$601,433.07	\$3,195,509.72	\$3,451,252.59	\$7,728,975.00	44.65%
NET SURPLUS/(DEFICIT)	(\$470,144.00)	(\$532,902.13)	\$3,950,952.17	\$4,080,842.77	\$25.00	

Northbrook Public Library
Income Statement

10/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$2,057.32	\$752.39	\$466,897.00	\$476,938.97	\$490,000.00	97.33%
Property Tax Levy FICA	\$1,175.61	\$429.94	\$266,798.30	\$272,536.56	\$280,000.00	97.33%
Interest Income IMRF	\$3.79	\$2.15	\$32.90	\$32.95	\$50.00	65.90%
Interest Income FICA	\$2.17	\$1.23	\$18.80	\$18.84	\$50.00	37.68%
Total Undesignated Revenue	\$3,238.89	\$1,185.71	\$733,747.00	\$749,527.32	\$770,100.00	97.33%
Total Revenues	\$3,238.89	\$1,185.71	\$733,747.00	\$749,527.32	\$770,100.00	97.33%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$30,701.07	\$26,863.13	\$184,352.96	\$161,031.17	\$490,000.00	32.86%
Employer FICA	\$22,128.04	\$23,136.97	\$134,032.67	\$140,185.35	\$280,000.00	50.07%
Total Human Resources	\$52,829.11	\$50,000.10	\$318,385.63	\$301,216.52	\$770,000.00	39.12%
Total Undesignated Expenses	\$52,829.11	\$50,000.10	\$318,385.63	\$301,216.52	\$770,000.00	39.12%
Total Expenses	\$52,829.11	\$50,000.10	\$318,385.63	\$301,216.52	\$770,000.00	39.12%
NET SURPLUS/(DEFICIT)	(\$49,590.22)	(\$48,814.39)	\$415,361.37	\$448,310.80	\$100.00	

Northbrook Public Library

Income Statement

10/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$195.37	\$2,582.94	\$1,155.56	\$13,069.43	\$6,000.00	217.82%
Total Undesignated Revenue	\$195.37	\$2,582.94	\$1,155.56	\$13,069.43	\$6,000.00	217.82%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Total Revenues	\$195.37	\$2,582.94	\$1,155.56	\$13,069.43	\$569,000.00	2.30%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	(\$41,293.50)	\$175.00	\$264,125.70	\$652,000.00	40.51%
Professional Fees	\$7,616.36	\$18,650.00	\$9,166.50	\$26,259.28	\$168,000.00	15.63%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$121.50	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$7,737.86	(\$22,643.50)	\$9,589.90	\$347,820.01	\$820,000.00	42.42%
Total Undesignated Expenses	\$7,737.86	(\$22,643.50)	\$9,589.90	\$347,820.01	\$820,000.00	42.42%
Total Expenses	\$7,737.86	(\$22,643.50)	\$9,589.90	\$347,820.01	\$820,000.00	42.42%
NET SURPLUS/(DEFICIT)	(\$7,542.49)	\$25,226.44	(\$8,434.34)	(\$334,750.58)	(\$251,000.00)	

Northbrook Public Library

Income Statement

10/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$553.95	\$813.69	\$503,235.89	\$514,333.87	\$528,404.00	97.34%
Interest Income	\$23.05	\$36.31	\$160.52	\$116.64	\$1,000.00	11.66%
Total Undesignated Revenue	\$577.00	\$850.00	\$503,396.41	\$514,450.51	\$529,404.00	97.18%
Total Revenues	\$577.00	\$850.00	\$503,396.41	\$514,450.51	\$529,404.00	97.18%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$269,432.64	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$258,971.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
Total Undesignated Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,903.64	25.47%
NET SURPLUS/(DEFICIT)	\$577.00	\$850.00	\$365,365.86	\$379,734.19	\$500.36	

**Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of October 2019**

Operating Funds

Library Claims List	\$	184,838.07
Librarian's Claims List	\$	15,425.49
Payroll	\$	300,132.18
Fica/IMRF	\$	50,000.10
ACH to IPBC	\$	63,262.23

Total Operating Funds	\$	613,658.07
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Capital Improvement Fund

Claims List	\$	18,650.00
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Debt Service Fund

Grand Total Library	\$	632,308.07
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
23903	9/30/2019	VOID - Olga Rudiak	\$ (600.00)	monthly payment programming
23913	10/15/2019	Costco	\$685.00	annual payment tires for trailblazer
23914	10/15/2019	First Bankcard	\$4,731.99	monthly payment credit card
23915	10/15/2019	Christopher Laughlin	\$750.00	monthly payment programs
23916	10/15/2019	North Town Auto Service	\$991.81	annual payment auto services
23917	10/15/2019	Ocooch Hardwoods	\$707.17	monthly payment supplies
23918	10/17/2019	Bouncepad North America Inc	\$920.00	monthly payment furniture & equipment
23919	10/28/2019	Amazon	\$3,157.39	monthly payment amazon
23920	10/28/2019	American Library Association, Membership	\$673.00	monthly payment membership
23922	10/28/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23923	10/28/2019	Bibliotheca, LLC.	\$2,523.73	monthly payment material
23924	10/28/2019	CallOne	\$861.85	monthly payment telephone
23925	10/28/2019	Carahsoft Technology Corporation	\$7,000.00	annual payment databases
23926	10/28/2019	CenterPoint Energy Services, Inc.	\$1,797.81	monthly payment utilities - gas
23927	10/28/2019	Cintas	\$975.00	monthly payment contracted services
23928	10/28/2019	Cooperative Computer Service	\$25,513.01	quarterly payment consortium & OCLC
23929	10/28/2019	Discovery Benefits, Inc.	\$2,719.52	monthly payment flexible spending, dedendant care and commuter benefit
23930	10/28/2019	Dornfeld Piano Tuning	\$1,085.00	quarterly payment contracted services
23931	10/28/2019	Gale	\$934.86	monthly payment material
23932	10/28/2019	Garaventa USA Inc.	\$991.25	annual payment contracted services
23933	10/28/2019	General Binding Corp.	\$728.82	annual payment equipment repair and maintenance
23934	10/28/2019	Grainger	\$923.37	monthly payment janitorial supplies
23935	10/28/2019	Grey House Publishing	\$5,050.00	monthly payment cleaning
23936	10/28/2019	Highland Park Public Library	\$1,716.00	annual payment training
23937	10/28/2019	The Home Depot Credit Services	\$900.02	monthly payment janitorial supplies
23938	10/28/2019	Illinois Library Association	\$650.00	monthly payment membership
23939	10/28/2019	InfoGroup Library Division	\$9,018.00	annual payment databases
23940	10/28/2019	ITsavvy LLC	\$5,088.00	monthly payment furniture & equipment
23941	10/28/2019	Kapco	\$629.74	monthly payment supplies
23942	10/28/2019	David Kosrow	\$1,158.75	monthly payment for professional services
23943	10/28/2019	Library Furniture International, Inc.	\$3,328.00	monthly payment furniture & equipment
23944	10/28/2019	NFIP Direct Servicing Agent	\$4,389.00	annual payment flood insurance
23945	10/28/2019	North American	\$679.04	monthly payment janitorial supplies
23946	10/28/2019	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees & annual payment software
23947	10/28/2019	Overdrive	\$761.41	monthly payment materials

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

Transaction Number	Transaction Date	Reference	Payments	Description
23948	10/28/2019	Recorded Books, Inc.	\$8,672.16	monthly payment materials
23949	10/28/2019	Olga Rudiak	\$750.00	monthly payment programming
23950	10/28/2019	Runco Office Supply	\$970.06	monthly payment materials
23951	10/28/2019	SHI International Corp.	\$1,992.56	monthly payment software
23952	10/28/2019	Snow Systems, Inc.	\$1,920.00	monthly payment contracted services
23953	10/28/2019	Swank Motion Pictures Inc.	\$1,784.00	monthly payment programming
23954	10/28/2019	Vis-O-Graphic, Inc.	\$5,094.38	bimonthly payment for newsletter
23955	10/28/2019	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease & maintenance
23956	10/31/2019	Baker & Taylor	\$40,630.78	monthly payment material
23957	10/31/2019	Baker & Taylor Entertainment	\$980.52	monthly payment material
23958	10/31/2019	Midwest Tape	\$7,993.40	monthly payment materials

\$ 184,838.07

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

Transaction Number	Transaction Date	Reference	Payments
49583	9/30/2019	VOID - Grey House Publishing	\$ (487.05)
49623	10/15/2019	Advanced Disposal	\$500.06
49624	10/15/2019	Aquatic Works LTD	\$175.00
49625	10/15/2019	Donna Beach	\$54.99
49626	10/15/2019	Svetlana Belsky	\$450.00
49627	10/15/2019	Lauren Bondy	\$100.00
49628	10/15/2019	Yulia Borisova	\$150.00
49629	10/15/2019	Nancy Buehler	\$250.00
49630	10/15/2019	Discovery Benefits - Simplify	\$114.00
49631	10/15/2019	Displays2Go	\$26.89
49632	10/15/2019	Cathleen Doyle	\$98.24
49633	10/15/2019	Kelly Durov	\$30.13
49634	10/15/2019	Carolyn Enger	\$350.00
49635	10/15/2019	Fermentation	\$20.00
49636	10/15/2019	Jo I Gayle	\$250.00
49637	10/15/2019	Mark Gelfeld	\$100.00
49638	10/15/2019	Andrea Goese	\$51.63
49639	10/15/2019	Bridget Golembiewski	\$142.36
49640	10/15/2019	Benjamin Goluboff	\$250.00
49641	10/15/2019	Jayne Herring	\$350.00
49642	10/15/2019	Todd Kessler	\$300.00
49643	10/15/2019	Sara Kokernot	\$500.00
49644	10/15/2019	Alisa Kusnitzow	\$125.00
49645	10/15/2019	Laconi	\$60.00
49646	10/15/2019	Helen Lazzaro	\$150.00
49647	10/15/2019	Limricc Unemployment Comp. Group Account	\$445.08
49648	10/15/2019	Richard Lindberg	\$135.00
49649	10/15/2019	Robert Lombardo	\$250.00
49650	10/15/2019	Ron Mantegna	\$100.00
49651	10/15/2019	Ron Mantegna	\$200.00
49652	10/15/2019	Kathleen Jo Zeigler Mitchem	\$200.00
49653	10/15/2019	Diego Morales	\$80.00
49654	10/15/2019	Rachel Murguia	\$75.00
49655	10/15/2019	Brian Nelson	\$50.05
49656	10/15/2019	Old Town School of Folk Music	\$300.00
49657	10/15/2019	Petty Cash Custodian	\$141.13
49658	10/15/2019	Laurie Prioletti	\$58.53
49659	10/15/2019	Daniel Quinlan	\$52.93
49660	10/15/2019	Reds Garden Center	\$35.00
49661	10/15/2019	Susan Schmittroth	\$150.00
49662	10/15/2019	Erin Seeger	\$205.00
49663	10/15/2019	Hy Speck	\$175.00
49664	10/15/2019	Sunset Food Mart, Inc.	\$159.34
49665	10/15/2019	Petra Van Nuis	\$500.00
49666	10/15/2019	Robert Waterbury	\$50.00
49667	10/15/2019	Robert Waterbury	\$50.00
49668	10/15/2019	WEX Bank	\$47.31
49669	10/31/2019	A.B. Distributing, Inc.	\$219.05
49670	10/31/2019	Neil Adelman	\$100.00
49671	10/31/2019	American Library Association	\$99.00

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

Transaction Number	Transaction Date	Reference	Payments
49672	10/31/2019	Baker & Taylor	\$302.93
49673	10/31/2019	Bandi Books	\$47.98
49674	10/31/2019	Bayscan Technologies	\$348.00
49675	10/31/2019	BMI	\$207.00
49676	10/31/2019	Center Point Publishing	\$46.74
49677	10/31/2019	Chicago Tribune	\$299.00
49678	10/31/2019	Joann Choi	\$16.89
49679	10/31/2019	Sandra Cotler	\$52.50
49680	10/31/2019	D&Z House of Books	\$426.40
49681	10/31/2019	Demco, Inc.	\$186.21
49682	10/31/2019	Sabina Fazlic	\$100.00
49683	10/31/2019	Federal Express	\$9.85
49684	10/31/2019	Anna Fillmore	\$179.25
49685	10/31/2019	Fun Express, LLC	\$173.81
49686	10/31/2019	Garvey's Office Products	\$189.97
49687	10/31/2019	GovConnection, Inc.	\$230.00
49688	10/31/2019	Guitar Center	\$334.76
49689	10/31/2019	Haines & Company, Inc.	\$463.50
49690	10/31/2019	Hel's Kitchen Catering	\$301.06
49691	10/31/2019	Karen Hughes	\$75.00
49692	10/31/2019	Image Specialties of Glenview, Inc.	\$20.05
49693	10/31/2019	iREAD	\$36.25
49694	10/31/2019	Janus Films	\$200.00
49695	10/31/2019	Lechner & Sons	\$192.20
49696	10/31/2019	Library Ideas LLC	\$40.23
49697	10/31/2019	Northbrook Hardware	\$193.21
49698	10/31/2019	Oriental Trading Company, Inc.	\$26.76
49699	10/31/2019	Paper Magic Group Inc.	\$50.65
49700	10/31/2019	Petersen Bros. Plastics, Inc.	\$533.50
49701	10/31/2019	Dan Petrosko	\$157.50
49702	10/31/2019	Olga Rudiak	\$450.00
49703	10/31/2019	S & S Worldwide	\$118.89
49704	10/31/2019	Sheet Music Plus	\$123.93
49705	10/31/2019	Shore Line	\$32.00
49706	10/31/2019	The Magnolia Journal	\$15.00
49707	10/31/2019	The Washington Spectator	\$18.00
49708	10/31/2019	Thomson Reuters -West Payment Ctr.	\$294.28
49709	10/31/2019	Carla Thorpe	\$50.00
49710	10/31/2019	Today's Business Solutions, Inc.	\$223.36
49711	10/31/2019	UPS	\$18.04
49712	10/31/2019	VSP of Illinois, NFP	\$321.78
49713	10/31/2019	Yami Vending Inc.	\$267.94
49714	10/31/2019	Je Yeong Yu	\$62.40

\$ 15,425.49

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

Transaction Number	Transaction Date	Reference	Payments	Description
1712	10/31/2019	Kimley-Horn and Associates, Inc.	\$7,800.00	Progress payment - Parking Restrictor Project
1713	10/31/2019	Product Architecture + Design	\$10,000.00	Progress payment - Architectural fees for study room project
1714	10/31/2019	Wiss, Janney, Elstner Associates, Inc.	\$850.00	Progress Payment - Exterior Façade Project
			<u>\$18,650.00</u>	

Northbrook Public Library Foundation
Financial Statements
October-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations		100.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations		107.04
Total Unrestricted Donations	-	3,864.19
Interest Income-Unrestricted		39.06
Total Income	-	3,903.25
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	250.00
Net Income	-	3,653.25

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through October 2019	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through October 2019	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through October 2019	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	4,194.14	
MB Financial - Money Market	50,241.48	
Total Checking/Savings	54,435.62	
Accounts Receivable		
Due from NPL	100.00	
Total Accounts Receivable	100.00	
Total Current Assets	54,535.62	
TOTAL ASSETS	54,535.62	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	50,882.37	
Net Income	3,653.25	
Total Equity	54,535.62	
TOTAL LIABILITIES & EQUITY	54,535.62	

DIRECTOR'S REPORT

AGENDA ITEMS

10 Unfinished Business

10.1 FY20 Per Capita Grant Application

The annual Illinois State Library grant application is included in your packet and needs board approval before we can submit it.

11 New Business

11.1 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

Anna has prepared a memo and accompanying documentation for this annual requirement.

11.2 Semi-Annual Review of Closed Meeting Minutes

The minutes are included in your packet. The board reviews the closed session minutes every 6 months to determine whether there are any minutes they would like to open.

11.3 Communico Demo- Phil Collins

Phil has a class from 7-8pm and will join us after his class to do a presentation on our new program registration and room booking software that we are migrating to in December.

11.4 Closed Session

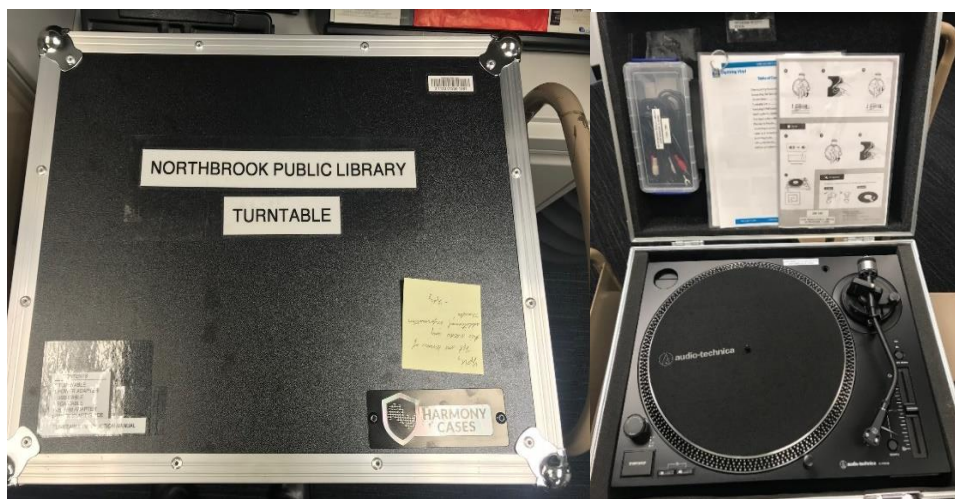
BOARD NEWS

Thank you for all your well wishes and support after my mother passed away. I can't tell you how much I appreciate the support and kindness.

FIT INTO PATRONS' LIVES

Fiction & Media

- The Book Bingo contest, which challenges readers to complete different reading categories and complete rows on a bingo-style card, received 12 entries in September and October after it was promoted in the newsletter. Patrons who completed rows on the Bingo sheet qualified for a prize drawing. The winner received a Sunset Foods gift card. A new Bingo game will be offered on a quarterly basis.
- Due to the continued interest in programs and collections that showcase local Northbrook talent, the library hosted its inaugural open mic night on October 10. Twenty-five people were in attendance, nine of whom participated by sharing their talents at the open mic. The performers, who ranged in age from young adult to senior, treated the attendees to various forms of storytelling as well as a variety of musical performances.
- The Fine Arts Fall classical music series featured three concerts in October, and continues into November. A goal of this year's series has been to broaden attendees' horizons in classical music through diversifying the types of music and instruments featured throughout the series, while still retaining a high quality core of piano and string-based concerts.
- The annual Northbrook Writes program series kicked off on September 7-8 with a presentation on Resolution and Ambiguity by Jac Jemc, author of the acclaimed novel The Grip of It. The series, which provides aspiring writers the opportunity to learn from published authors, continues into November.
- A turntable has been added to the collection and should be available for checkout in the near future. The goal of this addition is to support and highlight the library's vinyl record collection and to enable patrons to use their own record collections as well. Digital Services assistant Joe Cirignani created instructions for the turntable that will be included at each checkout.



Reference

- Chicago cultural programs continue to be popular with patrons. Hala Haddad hosted Chicago World Fairs on October 3 during which the 1893 & 1933 World Fairs were discussed including the effect they had on Chicago's population and culture.
- Jill Franklin hosted The Electoral College: Does Your Vote Count. Presented by the League of Women Voters of Wilmette, the presenter distilled a complex topic into a comprehensible, compelling case for moving to a direct voting system. They displayed results of previous elections in graphs that clearly show how direct voting allows all voters in all states can influence elections.

Technical Services

- Cataloging Librarian Sara Scodius is happy to report that the Foreign/World movie reclassification project is complete, allowing patrons to browse and find films by language rather than title.

Youth Services

- On October 5 & 6 Bridget Golembiewski coordinated the Find the Right Test for You event presented by C2 Educate. We offered a new version of the Find the Right Test for You program with C2 Education that included an in-person score review session, so teens and parents could get their results sooner with further information on understanding the scores. More than half the attendees came back with their parents to this optional session.
- On October 14 we hosted an after school event featuring The Magic & Art Show. 120 patrons attended the sold out event showing this time frame for this type of program worked for our community. Amanda Lopez coordinated this popular event.
- Our annual 1000 Books Before Kindergarten Celebration was on October 17. Anna Fillmore and Amanda Lopez coordinated this event that featured a concert by beloved children's musician Jim Gill, a baby play area, a pop up playground made from recyclable household items, and of course, sign up for our 1000 Books Before Kindergarten program. This year, we combined this event with our local preschool vendor fair and hosted 8 schools and enrichment organizations from Northbrook who provided information about their programs to event attendees.
- We offered a Tinker event for young makers and scientists to try some of our many STEM enrichment options including driving our Sphero robots, coding our Arduinos and Ozobots, and more. Offering this program on a Saturday afternoon annually allows us to showcase some of our programs options in bite-size pieces for those who may not be able to attend sessions after school.

- Our Fall Accessibility Hour was on October 20 and programming focused on our library's very own sensory programming. Participants got to use kinetic sand, sensory bins, and more in Halloween themed play! They also were able to experience the library 1 hour before we opened on Sunday in a relaxed, quiet environment.

- Another annual event, Storyfest: Halloween was on October 25. Patrons enjoy this Halloween themed event which brings the community together in their Halloween costumes to celebrate the popular holiday with crafts, STEM activities, games, and a Halloween themed storytime.



- Amanda Margis worked with OSG to create a timely book display of bear books with a live bear cam feed to highlight Katmai National Park's "Fat Bear Contest" and their on-going bear conservation work. The contest asks people to vote "March Madness" style for the bear that has gotten the fattest of the summer. Patrons really enjoyed watching the bear cam as they browsed books about bears. <https://www.vox.com/energy-and-environment/2019/10/2/20894942/fat-bear-week-2019-katmai-national-park-fattest-bear-contest>

- Our partnership with the International Children's Film Festival continued this year with a fest on October 26. 70 children and their families were able to view 12 short films from around the world and vote for the "Best of the Fest". The winner this year was a film entitled "Imagine That". The ICFF is presented by Nicole Drieske, a film expert and Northbrook resident, who offers a brief introduction into how children can engage your mind when watching films and critically examine your reaction to them. The ICFF also offers our patrons an opportunity to view unique film content from around the world!



EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

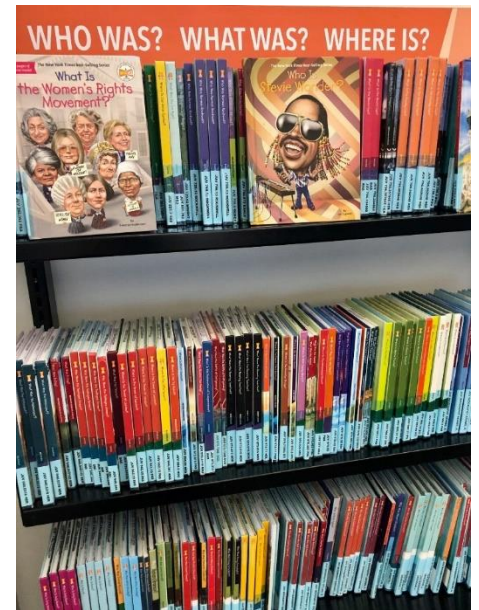
- Linda Vering worked with staff at the Village to help promote the Community Relation Commission's Celebration of Cultures event by displaying items in our lobby display case. The event was held at the NSYMCA on November 3.
- This month the Northbrook Public Library featured a Celebration of Cultures film series in partnership with the Northbrook Community Relations Commission, featuring films in Japanese, Polish, Spanish, Korean, and Hebrew. The library partnered with JCC for the final film of the series, Shoelaces. The evening screening included a discussion following the screening with Jen Philips from Keshet, an internationally recognized organization, known for its leading edge services for individuals with disabilities. The afternoon screening drew 116 patrons and the evening screening drew 128 patrons.
- In collaboration with RAIN (Racial Awareness in the Northshore), the library hosted a book discussion on Jennifer Harvey's *Raising White Kids: Bringing Up Children in a Racially Unjust America*. The discussion was facilitated by LCSW/Co-Founder of Parenting Perspectives Lauren Bondy. The program was created based on feedback from previous partnership events, where attendees indicated a desire to continue to explore topics of racial and social justice.
- On October 10th librarians Madison Carroll and Bill Pekara presented at a PEO Sisterhood Chapter meeting that was taking place in a patron's home to share information on some of the music streaming services the library has to offer. The patron also asked specifically if Bill Pekara still worked at the library as she was his 1st grade teacher and had heard was a librarian here. Their presentation focused on the basics of accessing the libraries website and using Hoopla and Naxos. They also discussed the legality of streaming music and provided handouts with the instructions they covered.
- In order to improve and expand service for homebound patrons, the Library has added a Homebound Volunteer to our team to assist with delivering materials and visiting patrons. In addition to freeing up staff for other tasks, the Homebound Volunteer will add value to the patron experience by allowing for more time during visits. Through this, we hope to discover other materials and services needed by our patrons as well as provide some of the social experience that patrons in the Library receive. Finally, having volunteers deliver some of our homebound deliveries will be helpful as demographics change and the homebound program grows.



- Our second Police Officer Storytime of the year was October 11. Having police officers present storytime help strengthen our relationship with the police and provides children context for interacting with police officers.
- We partnered with CATCH (Community Action Together for Children's Health) to present a workshop entitled "Practicing Failure". Bridget Golembiewski coordinated this event.
- The fall School Librarian Breakfast was October 29. We host these events to allow Northbrook school librarians an opportunity to network with each other and public library staff. We also promoted our upcoming Axis 360 digital lending platform, Kanopy, and Winter Reading.

INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- Brodie, Linda, and our photographer Barbara Freeman presented at the ILA conference on the importance of photography in telling your library's stories, and tips for taking great photographs in the library.
- Due to their popularity, we have moved the Who HQ books from their various areas in Juvenile non-fiction to one shelf. We hope this improved discoverability and browsing opportunities who enjoy these popular non-fiction titles.



BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

New Hires – (Replacements)

- Brittany Hewardine, full-time Graphic Designer (Admin) started on October 1.
- Felycia Noblet, part-time Clerk (Circulation) started on October 1.
- MacConnell Wilson, part-time Shelver (Circulation) started on October 2.
- Sunkyoung Lee, part-time Shelver (Circulation) started on October 17.

Change in Status/Position:

- Nirali Sharma, changed from part-time Program Assistant to regular part-time Youth Services Assistant (YS) on October 18.

Terminations

(Terminations refer to all persons leaving library employment for any reason, including resignations and retirements)

- None

Continuing Education

- Numerous staff attended the annual Illinois Library Association conference in Tinley Park, IL from Oct. 22-24. Multiple staff presented, but they also attended sessions on programming, technology, marketing, and many more innovative and interesting sessions. Staff are very appreciative of the board's willingness to fund conference attendance.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- The library has launched a social media project to spotlight local creators who have contributed their work(s) to the Northbrook Library's Local Collection, which features donated works by creators who have a strong connection to Northbrook. Writers spotlighted in the article have commented, "I am humbled and honored. Thank you, it looks amazing! I am so grateful for this opportunity." "I am so happy to be part of this great town. Lots of love to my favorite library!"
- Mary Kay Perrenot discontinued print and ordered Weiss Financial Ratings Online. It is a similar price and we are hoping it will be easier for patrons to access. We will be able to more easily track usage online. We also discontinued Gale Virtual Reference Library (GVRL) due to low usage.
- Frosting - discussions started on window frosting in January with Managers. In March, met with Dave Trudeau from Clear Armour regarding shatterproof film and pricing. Clear Armour was very expensive. Requested quotes from ASI, Fast Signs and Cushing. Signed the agreement with Fast Signs - finalized design – working with Fast Signs on final measurements.

Kate Hall
Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
October, 2019

RECENT PROJECTS



THE USER EXPERIENCE



From DSA Michelle Mistalski: "A patron, Julie Lu, came in really excited to create a pillowcase from remnant upholstery fabric that she liked. Julie set up a 30-minute one-on-one sewing appointment with me to discuss how she should go about sewing a pillowcase that did not involve a button or zipper closure. We decided on a fold over design and because the upholstery fabric had two sides to it, we made the pillowcase reversible. Julie said she felt really comfortable with learning how to use a sewing machine and is ecstatic to come back to the Collaboratory with more sewing project ideas."



From DSA Kate Henry: "A patron had come in and worked out how to laser engrave baseball bats with Michelle a few days earlier. Today he came in with another baseball bat and a different logo that he wanted to engrave on to it. I helped him convert the logo to a useable format and, following Michelle's instructions, set up the bat so that the logo aligned the way he wanted. He was super pleased with the result, and even happier that he had finished in time to go watch a World Series game!"

From DSA Joe Cirignani: I showed a regular patron how to use the laser cutter to etch his design onto the front and back of a coaster. From just looking at it, I know I would have to up the power and PPI due to the thin lines in his design. He left very excited about what he can do with the laser cutter.

FEEDBACK

"Visiting and invited to help a friend...I loved the concept and availability to do interesting and creative projects. The staff (Bob) was most helpful to show me how to use a sewing machine to prepare a charity project."
-Rosalie Miller



3D PRINTING

We printed 87 objects for users in October.

PROJECTS

October projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	82	3D Printer
Acrylic	49	Laser Cutter
Buttons	317	Button Makers
Cardstock	35	Cricut
Cork Coasters	32	Laser Cutter
DVDs	5	Digitization Room
Embroidery Thread	27	Embroidery Machine
Glasses	26	Laser Cutter
HDPE	18	Carvey
Iron-on	3	Cricut
Keychains	5	Button Makers
Stabilizer Sheets	59	Embroidery Machine
Stamp Block	2	Carvey
Vinyl & Transfer Pape	15	Cricut
Wood	71	Laser Cutter & Carvey

PROGRAMS

71 patrons attended our 19 maker programs in October.

VISITORS

974 people visited the Collaboratory over 23 days in October.

RAILS Report October 2019

Here is a summary on what projects and initiatives are happening at the library system.

Promote, support, and expand resource sharing to optimize use of tax dollars and other funding and help libraries share resources to the fullest extent possible

RAILS heard today that they are a successful applicant for the IDHS Census 2020 grant. RAILS will be awarded \$750,000 for work to promote a complete count.

RAILS is very pleased at this opportunity to work with libraries and other partners on this critical project. They will provide detailed information at the board meeting.

Work with libraries of all types to tell the library story

RAILS most recent podcast was with Brian Shepard, Director of the Indian Trails Public Library District and ILA's Librarian of the Year 2019.

Prepare libraries for the future

At their member update on October 3, one of the topics for discussion was their recent survey of libraries about services they offer to the unserved. They did this survey as part of their work with the Universal Service Committee. The conversation about the survey developed into a general conversation about the laws and rules governing non-resident library cards including fees for cards, what services non-residents are eligible for and the "commonality of community interest" clause in the Administrative Rules. RAILS will be working with the State Library to develop an FAQ to help libraries navigate these very confusing areas. They will also be developing some training for member libraries and additional web resources.

Help libraries be the best they can be

The State Library has filed amended language to Senate Bill 585 (see next page). This bill was filed in response to patron complaints that self-pick-up of holds violates patron privacy and the Illinois Library Records Confidentiality Act. As Julie Tappendorf reported to RAILS at the September board meeting, the self-pick-up of holds process should protect patron confidentiality through the use of a patron "code" that will anonymize patrons and their checkouts.

Filed: 3/26/2019

10100SB0585sam001 LRB101 04347 AWJ 58515 a

AMENDMENT TO SENATE BILL 585

AMENDMENT NO. __. Amend Senate Bill 585 by replacing everything after the enacting clause with the following:

"Section 5. The Library Records Confidentiality Act is amended by changing Section 1 and by adding Section 5 as follows:

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information, including but not limited to a patron's personal identifiable information, contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

~~(a-5) A library may not put any part of a patron's last name on material that has been reserved by a patron to check out if the material can be viewed by other persons in the library.~~

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or

Document 7.3.1

eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials ~~and~~; (iii) "circulation records" includes all information identifying the

, individually or collectively, a patron's complete last or first name, address, internet protocol address, social security number, complete telephone number, email address that directly identifies an individual.
individual borrowing particular books or materials; and (iv) "personal identifiable information" mean

address, social security number, complete telephone number, email address that directly identifies an individual.
(Source: P.A. 95-40, eff. 1-1-08.)

~~(75 ILCS 70/5 new)~~

~~Sec. 5. Violations. A person or entity that violates any provision of this Act commits a petty offense for which a fine of \$100 may be imposed for each violation."~~

AIMING TO BE THE BEST LIBRARY SYSTEM

Member Communication/Engagement

Library Pulse Section of RAILS Website Features Content on Important Library Issues

There is a new section on the RAILS homepage, called The Library Pulse. Moving forward, this section will help member libraries of all types and sizes stay current on the latest issues/challenges affecting them. (The type of library buttons formerly featured on the homepage were not heavily used and can now be found in the Members section of the website.)

For each issue, libraries will learn how it affects them and why it is important. There will also be links to key resources, details on what RAILS is doing to help with the issue, suggestions for actions libraries can take, and real-world examples of best practices from RAILS members. Library staff will be invited to share what has worked at their library, as well as any other feedback or questions they have about the issue at hand via the Comments section at the bottom of the web page for each issue.

At the time of this writing, the Library Pulse includes information on E-Content Publisher and Pricing Issues and the 2020 Census, with more topics to follow soon.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

☐ By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: _____

2. Library's control number: _____ Branch number: _____

3. Contact information of the person completing this grant application:

Preparer's name: _____
(First name) (Last name)

Preparer's title: _____

Preparer's phone number: _____

Preparer's email: _____

4. **Population Served:** _____

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

6. **Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes ☐ No ☐

Describe the library's role in the collection, exhibition and promotion of local history in your community.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

Northbrook Public Library
Treasurer's Report
Fiscal Year Ended April 30, 2019

Cash and Investments at April 30, 2019

	Cash	Investments	Total
General Fund	9,343,745	63,109	9,406,854
Retirement Fund	783,683		783,683
Capital Projects Fund	515,259	277,273	792,532
Construction Fund		53,525	53,525
Debt Service Fund	28	8,705	8,733
Total Cash & Investments	10,642,715	402,612	11,045,327

Statement of Revenue

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Property Tax	6,994,294	756,469			518,859	8,269,619
State Replacement Tax	121,389					121,389
Fines, Fees, Rentals	57,637					57,637
Interest Income	127,188	10,003	4,351		272	141,814
Gifts, Designated, Grants	91,305					91,305
Gain on Investment	(1,495)			(1,268)	(86)	(2,849)
Miscellaneous	9,623					9,623
Total Revenue	7,399,941	766,472	4,351	(1,268)	519,042	8,688,538

Summary Statement of Operations

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Revenues	7,399,941	766,472	4,351	(1,268)	519,042	8,688,538
Expenses	(6,275,017)	(621,327)	(381,302)		(528,137)	(7,805,783)
Interfund Transfers	(1,124,095)		1,115,000		9,095	
Excess of Revenue & Financing Sources Over Expenditures	829	145,145	738,049	(1,268)		882,755

CASH DISBURSEMENT

Advanced Disposal - \$6,571.30; Allied 100 - \$2,140.47; Amalgamated Bank of Chicago - \$528,137.10; Amazon - \$44,295.53; American Electric - \$2,875.00; American Library Association - \$1,087.00; American Library Association - Training - \$1,201.70; American Library Association, Membership - \$3,939.00; Ancel Glink P.C. - \$5,428.75; Anna Amen - \$7,054.49; Apple Books - \$15,142.36; Aquatic Works LTD - \$2,231.29; Arlington Glass & Mirror - \$11,180.00; B&H Photo-Video - \$4,080.55; Baker & Taylor - \$304,684.67; Baker & Taylor Entertainment - \$8,199.37; Baker & Taylor INC - \$4,409.00; Benjamin Goluboff - \$2,500.00; Best Quality Cleaning - \$57,010.00; Better Containers Mfg. Co. - \$1,191.60; Bibliotheca, LLC. - \$37,212.95; Blackbaud - \$4,975.00; Book Page - \$1,078.00; Brainfuse Inc. - \$1,050.00; Building Technology Consultants, Inc. - \$9,550.00; CallOne - \$9,300.45; Capstone Press, Inc. - \$1,004.04; CCB Technology - \$4,239.00; CDW Government, Inc. - \$1,681.02; Ceiling Guys - \$3,200.00; CenterPoint Energy Services, Inc. - \$40,773.00; Chicago Backflow, Inc. - \$1,200.00; Chicago Tribune - \$1,355.38; Cloudbakers - \$8,000.00; Colley Elevator Co. - \$4,977.00; Comcast - \$1,806.20; Continental Resources, Inc - \$3,427.06; Cooperative Computer Service - \$102,341.08; Criterion Pictures - \$6,190.00; Custom Electrical Systems, Inc. - \$1,445.00; D&Z House of Books - \$1,310.67; David Drazin - \$1,000.00; Demco Software - \$1,814.90; Demco, Inc. - \$6,815.68; Discovery Benefits - Simplify - \$1,276.50; Discovery Benefits, Inc. - \$35,804.94; Displays2Go - \$1,882.89; Dornfeld Piano Tuning - \$4,625.00; EBSCO Information Services - \$52,466.61; ECO Promotional Products, Inc. - \$3,116.89; Elite Document Solutions, LLC - \$2,906.52; Encyclopaedia Britannica, Inc. - \$1,340.00; F.E. Moran Mechanical Services - \$14,113.10; F.E. Moran, Inc. - \$15,635.00; Fast Signs - \$4,088.65; Findaway World, LLC - \$1,081.42; First Bankcard - \$48,835.34; Flybrix - \$1,199.10; Freeman Pictures, Inc. - \$1,825.00; Gale - \$14,500.77; Gallagher Bassett Services, Inc. - \$4,600.00; Garvey's Office Products - \$1,920.59; Getty Images (US), Inc. - \$1,080.00; Glenbrook HSD 225 - Business Services - \$2,610.00; GovConnection, Inc. - \$29,890.63; Grainger - \$11,892.93; Great Plains ADA Center - \$1,950.00; Grey House Publishing - \$3,367.53; Helen Lazzaro - \$1,294.44; Helena Osorio - \$1,600.00; Henrichsen's Fire & Safety Equipment Co. - \$1,726.75; HR Source - \$3,835.00; Illinois Library Association - \$6,866.25; Impact Networking LLC - \$10,519.34; InfoGroup Library Division - \$9,018.00; Information Today, Inc. - \$1,236.56; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$641,726.68; Inventables - \$6,766.22; ITsavvy LLC - \$29,052.20; Jo-Ann Stores LLC - \$1,045.00; Kanopy LLC - \$9,000.00; Kathleen Jo Zeigler Mitchem - \$1,600.00; Kathryn Hall - \$3,844.18; Kino Lorber - \$1,070.00; Klein, Thorpe, Jenkins LTD. - \$5,495.20; LaForce - \$1,777.00; Lakeshore Learning Materials - \$1,083.66; Leadership Directories, Inc. - \$1,885.00; Lechner & Sons - \$2,311.16; Libraries First - \$19,822.00; Library Furniture International, Inc. - \$15,251.83; Library Ideas LLC - \$2,118.05; Limricc Unemployment Comp. Group Account - \$5,213.34; Linkedin Corporation - \$7,000.00; LogMeIn USA, Inc - \$4,400.00; Low Voltage Solutions Inc - \$56,444.00; MakerBot Industries, LLC - \$3,501.50; Mango Languages - \$3,144.00; Mark Gelfeld - \$2,100.00; Mergent, Inc. - \$5,876.00; Midwest Tape - \$133,519.26; Morningstar, Inc. - \$6,905.00; Nancy Buehler - \$2,250.00; Neuco Inc. - \$3,253.44; New York Times - \$2,106.00; NewsBank, Inc. - \$11,136; NFIP Direct Servicing Agent - \$4,278.00; Niche Academy - \$1,290.00;

North American - \$12,997.90; Northbrook Chamber of Commerce & Industry - \$1,870.00; Northbrook Hardware - \$4,600.89; Old Town School of Folk Music - \$3,848.66; Olga Rudiak - \$8,100.00; Olsson Roofing Company, Inc. - \$1,675.00; Outsource Solutions Group, Inc. - \$206,950.40; Overdrive - \$72,881.89; Pace Systems INC - \$1,884.00; Penguin Random House LLC - \$2,691.50; Pepper Construction Co. - \$92,933.48; Petersen Bros. Plastics, Inc. - \$2,643.50; Petty Cash Custodian - \$1,823.83; Pitney Bowes Inc. - \$1,055.51; Product Architecture + Design - \$24,741.57; Promos 911, Inc. - \$7,634.60; Proquest - \$46,956.52; Reaching Across Illinois Library System - \$5,285.50; Record Information Services, Inc. - \$1,330.00; Recorded Books, Inc. - \$10,477.87; Red Books LLC - \$3,172.55; Reserve Account - \$15,000.00; Ron Mantegna - \$2,900.00; Rotary Club of Northbrook - \$1,325.00; Runco Office Supply - \$9,952.60; Russian Publishing House Ltd. - \$1,291.30; Scholastic Inc - \$1,447.10; Scholastic Library Publishing - \$3,170.00; Selden Fox, LTD - \$10,350.00; Service Building Maintenance, Inc. - \$6,229.00; SHI International Corp. - \$1,130.98; Siemens Industry Inc. - \$7,556.25; Snow Systems, Inc. - \$11,900.00; StackMap LLC - \$1,099.00; Steiner Electric Company - \$1,787.84; Sterling Services, Inc. - \$8,210.70; Susan Merdinger - \$2,300.00; Swank Motion Pictures Inc. - \$11,295.00; Systems Technology Group - \$2,200.00; Tee Jay Service Company, Inc. - \$1,390.00; Terryberry - \$1,686.83; The Hanover Insurance Company - \$38,168.00; The Home Depot Credit Services - \$1,801.34; Thomson Reuters -West Payment Ctr. - \$3,102.33; Tier One Tactical Solutions, LLC - \$2,500.00; Today's Business Solutions, Inc. - \$3,328.11; Travelers CL Remittance Center - \$34,715.00; Tsai Fong Books, Inc. - \$1,649.35; Tumbleweed Press Inc. - \$5,400.00; Universal Film Exchanges LLC - \$3,150.00; Value Line Publishing LLC - \$9,100.00; Vernon Library Supplies Inc. - \$5,886.92; Village of Northbrook Water Dept. - \$7,730.68; Vis-O-Graphic, Inc. - \$37,082.12; Wall Street Journal - \$1,079.76; Warehouse Direct - \$10,386.06; Wells Fargo Vender Fin Serv - \$18,435.00; Wiss, Janney, Elstner Associates, Inc. - \$18,371.22; Xerox Corporation - \$13,907.25; XVP Studios Inc - \$6,000.00; Yami Vending Inc. - \$2,897.07;

PAYROLL:

Under \$24,999:

Alteri - \$3,818.62; Andreeff - \$4,809.02; Auerbach - \$22,218.47; Baran - \$16,752.61; Barnes - \$23,294.80; Becker - \$17,464.59; Born - \$18,640.52; Brada - \$8,221.28; Chase - \$17,727.06; Chen - \$1,299.22; Coffman - \$12,813.26; Cotini - \$305.38; Czechorski- \$15,558.11; Dadigan - \$5,509.34; Downey - \$7,363.78; Duncan-McGee - \$13,386.40; Edwards - \$6,977.02; Faedtke - \$17,490.10; Fardoux - \$8,802.69; Farrell - \$11,017.58; Fentress - \$5,215.18; Franklin, R. - \$11,168.27; Franklin, S. - \$389.25; Gepson- \$21,182.79; Giel - \$10,693.79; Gould - \$632.26; Graham - \$1,521.81; Haberkorn - \$8,678.38; Hafner - \$6,426.94; Hannon, M. - \$19,006.08; Hanson - \$6,891.19; Henry - \$10,370.85; Hoban - \$545.87; Huh - \$22,096.21; Jacob - \$5,635.97; Jaffery - \$23,571.41; Kahn - \$2,072.15; Kaplan - \$12,038.55; Karahalios - \$3,709.94; Kirby - \$2,297.10; Kohn - \$2,193.36; Koslow - \$2,258.62; Kosrow - \$11,955.66; Lauby - \$1,686.81; Lee - \$18,030.03; Levin - \$1,476.95; Luu - \$2,160.51; Mackin - \$498.96; Malamud -

\$13,486.73; Marcum - \$1,795.69; Mayer, S. - \$17,899.41; McDonald - \$8,497.04; McGill - \$6,231.81; Migley - \$4,233.01; Miller, J.- \$9,147.30; Miller, M. - \$18,445.49; Mistalksi - \$17,279.10; Molloy - \$17,004.88; Munday - \$9,487.53; Murray - \$11,685.02; Otis - \$4,534.80; Perley - \$10,014.49; Phelan - \$20,085; Pike - \$17,786.51; Quinlan - \$10,791.69; Ralyea - \$760.81; Raucci - \$20,336.67; Romano - \$11,667.35; Rubina - \$255.75; Saks - \$13,695.94; Schachtschneider - \$11,792.23; Schmidt - \$1,594.41; Schmidt - \$23,842.47; Shapiro - \$4,286.34; Sharda - \$20,522.53; Sharma - \$5,618.00; Siegel, D. - \$14,381.72; Sievert - \$1,827.80; Simmons - \$19,095.78; Simpson - \$17,658.18; Stack - \$16,635.47; Strom - \$21,409.18; Suarez - \$2,129.65; Talaefard - \$9,534.60; Valene - \$17,523.00; Vi - \$10,352.55; Voronova - \$11,731.11; Wallace - \$4,834.31; Wargin - \$2,798.41; Wawer - \$18,751.35; Wilder - \$20,709.00; Wilson - \$6,776.83; Wright, J. - \$17,543.53;

\$25,000 - \$49,999:

Anderson - \$36,653.85; Ashman- \$42,807.25; Beach - \$28,692.24; Brugger - \$36,773.32; Carroll - \$25,937.66; Cirignani - \$36,149.04; Collins - \$47,365.44; Couch - \$36,205.68; Goese - \$31,068.72; Golembiewski - \$44,726.16; Hannon, C. - \$39,038.64; Haynes - \$43,838.16; Hill - \$47,315.52; Hominick - \$49,354.56; Huie - \$49,888.56; Kaminski - \$39,024.85; Lopez - \$39,413.52; Miller, S.- \$25,890.66; Nelson - \$36,259.44; O'Donnell - \$27,310.56; Reid - \$26,651.03; Rustemeyer - \$47,860.68; Rustman - \$47,770.61; Sato - \$35,425.44; Scodius - \$47,770.08; Siegel, L. - \$38,552.90; Siwinski - \$35,483.28; Vering - \$33,998.50; Wright, B.- \$30,608.50;

\$50,000 - \$74,999:

Doyle - \$69,154.80; Fillmore - \$56,334.78; Franklin - \$54,108.40; Gossage - \$54,111.60; Haddad - \$76,312.28; Keaton - \$61,352.44; Kosuge - \$55,626.84; Margis - \$55,750.32; Mayer, B.- \$74,351.36; Norton - \$72,305.16; Pekara - \$52,309.44; Perrenot - \$68,777.72; Prioletti - \$72,247.44; Schlernitzauer - \$71,396.64; Seeger - \$62,516.16; Skittino - \$74,200.95; Thomann - \$70,788.06; Wolf - \$70,617.84;

\$75,000 - \$99,999:

Amen - \$98,167.20; Austin - \$83,634.00; Durov - \$81,841.44;

Over \$100,000:

Hall - \$130,000.08