

# NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

January 21, 2021 | 7:30 p.m.

Zoom Webinar

Register to attend the meeting virtually:

[https://zoom.us/webinar/register/WN\\_ToVnvBhFQvayMS9aVdh53A](https://zoom.us/webinar/register/WN_ToVnvBhFQvayMS9aVdh53A)

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

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – November 19, 2020
  - 3.3 Cash Balances & Income Statement November and December 2020
  - 3.4 Approve Bills and Charges from November and December 2020
  - 3.5 Approve FY21 Per Capita Grant Application
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 Reopening Plan Update
- 6 Unfinished Business
  - 6.1 RFID & Circulation Renovation Update
- 7 New Business
  - 7.1 Temporary COVID Sick Leave Policy
  - 7.2 RFID & Circulation Renovation Furniture Bid
- 8 Agenda Building
- 9 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
11/30/2020**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	8,163,226.41	19,140.92	1,001,557.08	7,180,810.25
	Restricted	321,854.47	705.18	2,907.39	319,652.26
	IMRF	726,421.09	509.62	33,515.01	693,415.70
	Fica	210,436.72	300.57	23,457.10	187,280.19
	<b>Total Operating</b>	<b>\$ 9,421,938.69</b>	<b>\$ 20,656.29</b>	<b>\$ 1,061,436.58</b>	<b>\$ 8,381,158.40</b>
<b><u>Capital Improvement</u></b>		<b>\$ 5,177,351.91</b>	<b>\$ 634.94</b>	<b>\$ 472.50</b>	<b>\$ 5,177,514.35</b>
<b><u>Debt Service</u></b>		<b>\$ 134,277.87</b>	<b>\$ 418,772.67</b>	<b>\$ 552,835.29</b>	<b>\$ 215.25</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	122,688.44	26,218.57	10.00
PayPal	4,397.44	-	-
GSB - Money Market	225,955.06	-	-
Fifth Third - Checking/Money Market	8,023,127.72	5,147,785.91	-
US Bancorp	659.33	511.35	-
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 8,381,158.40</b>	<b>\$5,177,514.35</b>	<b>\$ 215.25</b>

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

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

Northbrook Public Library  
Income Statement  
11/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$29,602.04	\$7,737.08	\$7,309,234.98	\$7,242,054.84	\$7,289,188.00	99.35%
Replacement Tax	\$0.00	\$0.00	\$59,463.32	\$55,030.43	\$100,000.00	55.03%
Impact Fees	\$0.00	\$3,128.28	\$1,904.60	\$7,441.33	\$0.00	0.00%
Fines, Fees & Rentals	\$4,610.91	\$550.81	\$33,769.10	\$3,244.55	\$37,500.00	8.65%
Interest Income	\$10,587.60	\$1,046.02	\$95,025.21	\$11,868.24	\$50,000.00	23.74%
Other Income	\$262.25	\$1,642.19	\$9,653.09	\$15,608.65	\$100,000.00	15.61%
<b>Total Undesignated Revenue</b>	<b>\$45,062.80</b>	<b>\$14,104.38</b>	<b>\$7,509,050.30</b>	<b>\$7,335,248.04</b>	<b>\$7,576,688.00</b>	<b>96.81%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$16,283.51	\$686.04	\$84,093.26	\$105,647.56	\$100,000.00	105.65%
Designated Interest Income	\$57.44	\$19.14	\$355.55	\$159.80	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$16,340.95</b>	<b>\$705.18</b>	<b>\$84,448.81</b>	<b>\$105,807.36</b>	<b>\$100,000.00</b>	<b>105.81%</b>
<b>Total Revenues</b>	<b>\$61,403.75</b>	<b>\$14,809.56</b>	<b>\$7,593,499.11</b>	<b>\$7,441,055.40</b>	<b>\$7,676,688.00</b>	<b>96.93%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>	<b>\$84,700.96</b>	<b>\$96,948.85</b>	<b>\$554,079.36</b>	<b>\$537,737.06</b>	<b>\$923,000.00</b>	<b>58.26%</b>
Books	\$72,011.65	\$86,387.14	\$441,519.15	\$424,531.42		
Audio/Video	\$6,111.38	\$9,252.35	\$48,451.66	\$46,177.71		
Videos/DVDs	\$1,477.95	\$1,751.22	\$10,451.66	\$10,534.42		
Programs	\$7,800.60	\$10,107.86	\$72,358.28	\$37,811.71	\$119,000.00	31.77%
OCLC	\$122.75	\$0.00	\$14,928.21	\$9,062.03	\$21,000.00	43.15%
CCS Shared Costs	\$0.00	\$0.00	\$53,387.64	\$33,292.21	\$82,000.00	40.60%
<b>Total Materials &amp; Services</b>	<b>\$92,624.31</b>	<b>\$107,056.71</b>	<b>\$694,753.49</b>	<b>\$617,903.01</b>	<b>\$1,145,000.00</b>	<b>53.97%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$309,528.21	\$304,586.81	\$2,125,889.06	\$2,130,294.31	\$3,928,756.00	54.22%
Maintenance Salaries & Wages	\$13,355.46	\$14,975.19	\$93,239.36	\$102,348.81	\$179,744.00	56.94%
Group Insurance	\$51,228.61	\$54,173.27	\$339,677.96	\$374,313.97	\$630,000.00	59.41%
Pension Expense	\$0.00	\$16.61	\$0.00	\$16.61	\$0.00	0.00%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$18,064.17	\$17,878.78	\$27,000.00	66.22%
Staff Development	\$3,981.73	\$1,581.91	\$44,199.52	\$13,830.03	\$98,000.00	14.11%
<b>Total Human Resources</b>	<b>\$378,094.01</b>	<b>\$375,333.79</b>	<b>\$2,621,070.07</b>	<b>\$2,638,682.51</b>	<b>\$4,863,500.00</b>	<b>54.25%</b>

Northbrook Public Library  
Income Statement  
11/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>Operating Costs</b>						
Photocopy	\$765.00	\$34.17	\$18,813.40	\$17,129.32	\$35,000.00	48.94%
Office & Library Supplies	\$3,679.02	\$4,942.77	\$37,457.66	\$45,899.57	\$70,000.00	65.57%
Software	\$5,054.23	\$4,178.65	\$68,586.52	\$76,564.64	\$95,000.00	80.59%
Postage	\$145.23	\$142.96	\$15,316.05	\$15,851.56	\$20,000.00	79.26%
General Insurance	\$0.00	\$4,596.00	\$49,162.88	\$50,734.02	\$59,000.00	85.99%
Telephone/Internet	\$11,965.15	\$11,910.08	\$18,848.75	\$32,821.20	\$36,000.00	91.17%
Professional Services	\$17,166.67	\$17,992.95	\$164,030.82	\$156,194.72	\$265,000.00	58.94%
Furniture, Equipment	\$5,777.88	\$15,009.38	\$52,195.58	\$41,877.06	\$100,000.00	41.88%
Equipment Rental & Maintenance	\$176.99	\$0.00	\$10,563.83	\$1,713.64	\$20,000.00	8.57%
Community Relations	\$987.98	\$1,271.78	\$22,347.28	\$16,754.48	\$48,000.00	34.91%
Total Operating Costs	\$45,718.15	\$60,078.74	\$457,322.77	\$455,540.21	\$748,000.00	60.90%
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$104.35	\$1,833.74	\$324.96	\$3,000.00	10.83%
Janitorial Supplies	\$2,660.82	\$2,332.40	\$24,110.02	\$19,557.66	\$45,000.00	43.46%
Utilities	\$563.03	\$2,613.37	\$21,927.42	\$12,283.90	\$53,000.00	23.18%
Building Repairs	\$0.00	\$1,246.33	\$4,357.00	\$7,126.33	\$30,000.00	23.75%
Contracted Services	\$15,462.96	\$16,337.30	\$87,947.74	\$83,259.84	\$135,000.00	61.67%
Total Maintenance	\$18,686.81	\$22,633.75	\$140,175.92	\$122,552.69	\$266,000.00	46.07%
<b>Other Expenses</b>						
Recruiting	\$48.00	\$48.00	(\$42.00)	\$48.00	\$500.00	9.60%
Contingency & Misc Exp	\$155.40	\$220.42	\$2,100.32	\$848.99	\$100,000.00	0.85%
Board Development	\$0.00	\$0.00	\$0.00	\$48.99	\$3,500.00	1.40%
Total Other Expenses	\$203.40	\$268.42	\$2,058.32	\$945.98	\$104,000.00	0.91%
Total Undesignated Expenses	\$535,326.68	\$565,371.41	\$3,915,380.57	\$3,835,624.40	\$7,126,500.00	53.82%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$42,495.36	\$151.22	\$49,502.72	\$2,765.76	\$100,000.00	2.77%
Designated Materials Expense	\$1,399.66	\$199.45	\$5,333.50	\$1,408.07	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$46,427.50	\$0.00	\$0.00	0.00%
Designated Program Expense	\$925.00	\$2,556.72	\$14,745.00	\$19,155.89	\$0.00	0.00%
Total Designated Expenses	\$44,820.02	\$2,907.39	\$116,008.72	\$23,329.72	\$100,000.00	23.33%
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
<b>Total Expenses</b>	<b>\$580,146.70</b>	<b>\$568,278.80</b>	<b>\$4,031,389.29</b>	<b>\$3,858,954.12</b>	<b>\$7,676,500.00</b>	<b>50.27%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$518,742.95)</b>	<b>(\$553,469.24)</b>	<b>\$3,562,109.82</b>	<b>\$3,582,101.28</b>	<b>\$188.00</b>	

Northbrook Public Library  
Income Statement  
11/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$1,939.43	\$509.62	\$478,878.40	\$477,015.35	\$490,000.00	97.35%
Property Tax Levy FICA	\$1,108.25	\$300.57	\$273,644.81	\$281,341.72	\$289,000.00	97.35%
Interest Income IMRF	\$3.58	\$0.00	\$36.53	\$4.39	\$1,500.00	0.29%
Interest Income FICA	\$2.05	\$0.00	\$20.89	\$2.77	\$1,500.00	0.18%
Total Undesignated Revenue	\$3,053.31	\$810.19	\$752,580.63	\$758,364.23	\$782,000.00	96.98%
<b>Total Revenues</b>	<b>\$3,053.31</b>	<b>\$810.19</b>	<b>\$752,580.63</b>	<b>\$758,364.23</b>	<b>\$782,000.00</b>	<b>96.98%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$27,491.30	\$33,515.01	\$188,522.47	\$235,164.54	\$400,000.00	58.79%
Employer FICA	\$23,865.55	\$23,457.10	\$164,050.90	\$164,524.12	\$289,000.00	56.93%
Total Human Resources	\$51,356.85	\$56,972.11	\$352,573.37	\$399,688.66	\$689,000.00	58.01%
Total Undesignated Expenses	\$51,356.85	\$56,972.11	\$352,573.37	\$399,688.66	\$689,000.00	58.01%
<b>Total Expenses</b>	<b>\$51,356.85</b>	<b>\$56,972.11</b>	<b>\$352,573.37</b>	<b>\$399,688.66</b>	<b>\$689,000.00</b>	<b>58.01%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$48,303.54)</b>	<b>(\$56,161.92)</b>	<b>\$400,007.26</b>	<b>\$358,675.57</b>	<b>\$93,000.00</b>	

Northbrook Public Library  
Income Statement  
11/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$4,925.60	\$634.94	\$17,995.03	\$7,936.36	\$25,000.00	31.75%
Other Income	\$0.00	\$0.00	\$0.00	\$7,189.00	\$0.00	0.00%
Total Undesignated Revenue	\$4,925.60	\$634.94	\$17,995.03	\$15,125.36	\$25,000.00	60.50%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$82,925.00	\$0.00	\$82,925.00	\$0.00	\$425,000.00	0.00%
Bond Proceeds	\$4,010,000.00	\$0.00	\$4,010,000.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$4,092,925.00	\$0.00	\$4,092,925.00	\$0.00	\$425,000.00	0.00%
<b>Total Revenues</b>	<b>\$4,097,850.60</b>	<b>\$634.94</b>	<b>\$4,110,920.03</b>	<b>\$15,125.36</b>	<b>\$450,000.00</b>	<b>3.36%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$60,524.56	\$427.95	\$324,650.26	\$749,450.99	\$2,837,178.00	26.42%
Professional Fees	\$18,265.04	\$472.50	\$44,524.32	\$75,942.90	\$250,000.00	30.38%
Furniture & Equipment	\$0.00	\$0.00	\$57,435.03	\$229,860.74	\$250,000.00	91.94%
Total Capital & Bond Expenses	\$78,789.60	\$900.45	\$426,609.61	\$1,055,254.63	\$3,337,178.00	31.62%
Total Undesignated Expenses	\$78,789.60	\$900.45	\$426,609.61	\$1,055,254.63	\$3,337,178.00	31.62%
<b>Total Expenses</b>	<b>\$78,789.60</b>	<b>\$900.45</b>	<b>\$426,609.61</b>	<b>\$1,055,254.63</b>	<b>\$3,337,178.00</b>	<b>31.62%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$4,019,061.00</b>	<b>(\$265.51)</b>	<b>\$3,684,310.42</b>	<b>(\$1,040,129.27)</b>	<b>(\$2,887,178.00)</b>	

Northbrook Public Library  
Income Statement  
11/30/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$2,091.43	\$548.60	\$516,425.30	\$513,498.26	\$527,476.00	97.35%
Interest Income	\$30.17	\$0.00	\$146.81	\$8.37	\$500.00	1.67%
Total Undesignated Revenue	\$2,121.60	\$548.60	\$516,572.11	\$513,506.63	\$527,976.00	97.26%
<b>Total Revenues</b>	<b>\$2,121.60</b>	<b>\$548.60</b>	<b>\$516,572.11</b>	<b>\$513,506.63</b>	<b>\$527,976.00</b>	<b>97.26%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$134,716.32	\$197,890.29	\$269,432.64	\$405,034.05	\$264,945.00	152.87%
Principal Payments	\$258,971.00	\$354,945.00	\$258,971.00	\$354,945.00	\$262,531.00	135.20%
Total Capital & Bond Expenses	\$393,687.32	\$552,835.29	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
Total Undesignated Expenses	\$393,687.32	\$552,835.29	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>Total Expenses</b>	<b>\$393,687.32</b>	<b>\$552,835.29</b>	<b>\$528,403.64</b>	<b>\$759,979.05</b>	<b>\$527,976.00</b>	<b>143.94%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$391,565.72)</b>	<b>(\$552,286.69)</b>	<b>(\$11,831.53)</b>	<b>(\$246,472.42)</b>	<b>\$0.00</b>	

## November 2020 Financial Summary

Total General Fund revenues collected to date is \$7,335,248 budget differences include:

- 99.35% of property taxes have been collected
- Fines and Fees are less than budget due to:
  - Not accepting payments in the Library due to COVID 19
  - Not assessing overdue fines due to a change in policy
  - We have collected lost material and makerspace fees via the online payment system
- Interest Income is less than expected due to COVID 19

Total General Fund expenditures are \$3,858,954 budget differences include:

- Programming costs are less than budget due to COVID 19
- OCLC costs are paid quarterly
- CCS Shared Costs are paid quarterly
- Unemployment / Workers Compensation is paid annually and represents 10 months of expense
- Staff Development costs are less than budget due to COVID 19
- Photocopy costs are less than budget due to COVID 19
- Supply costs are greater than budget due PPE purchases related to COVID 19
- Software costs are greater than budget due to annual invoicing of software
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance is paid annually and represents 10 months of expense
- Telephone is greater than budget due to booking of 12 months of Ring Central expense and expenses related to Employee Data/Phone reimbursement which were not budgeted
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to reduced use of equipment
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to reduced use of the Trailblazer and not having major repair costs
- Janitorial Supplies is less than budget due to COVID 19
- Utilities is less than budget due to garbage service being reduced during the shutdown and only receiving 5 months of gas bills to date
- Building Repairs is less than budget due to reduction in repairs due to COVID 10

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



**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
12/31/2020**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	7,180,810.25	57,619.68	503,428.01	6,735,001.92
	Restricted	319,652.26	41,207.81	1,139.41	359,720.66
	IMRF	693,415.70	3,136.74	32,667.76	663,884.68
	Fica	187,280.19	1,850.03	22,532.20	166,598.02
	<b>Total Operating</b>	<b>\$ 8,381,158.40</b>	<b>\$ 103,814.26</b>	<b>\$ 559,767.38</b>	<b>\$ 7,925,205.28</b>
<b><u>Capital Improvement</u></b>		<b>\$ 5,177,514.35</b>	<b>\$ 653.55</b>	<b>\$ 20,889.26</b>	<b>\$ 5,157,278.64</b>
<b><u>Debt Service</u></b>		<b>\$ 215.25</b>			<b>\$ 215.25</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(42,281.89)	5,329.31	10.00
PayPal	5,677.26	-	-
GSB - Money Market	225,992.72	-	-
Fifth Third - Checking/Money Market	7,730,827.42	5,148,439.45	-
US Bancorp	659.36	511.36	-
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 7,925,205.28</b>	<b>\$5,157,278.64</b>	<b>\$ 215.25</b>

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

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

Northbrook Public Library  
Income Statement  
12/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$5,731.27	\$47,619.68	\$7,314,966.25	\$7,289,674.52	\$7,289,188.00	100.01%
Replacement Tax	\$0.00	\$0.00	\$59,463.32	\$55,030.43	\$100,000.00	55.03%
Impact Fees	\$289.85	\$289.85	\$2,194.45	\$7,731.18	\$0.00	0.00%
Fines, Fees & Rentals	\$5,422.19	\$258.66	\$39,191.29	\$3,503.21	\$37,500.00	9.34%
Interest Income	\$10,077.28	\$752.37	\$105,102.49	\$12,620.61	\$50,000.00	25.24%
Other Income	\$1,670.72	\$0.00	\$11,323.81	\$15,608.65	\$100,000.00	15.61%
Total Undesignated Revenue	\$23,191.31	\$48,920.56	\$7,532,241.61	\$7,384,168.60	\$7,576,688.00	97.46%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$4,684.83	\$41,170.15	\$88,778.09	\$146,817.71	\$100,000.00	146.82%
Designated Interest Income	\$55.60	\$37.66	\$411.15	\$197.46	\$0.00	0.00%
Total Designated Revenue	\$4,740.43	\$41,207.81	\$89,189.24	\$147,015.17	\$100,000.00	147.02%
<b>Total Revenues</b>	<b>\$27,931.74</b>	<b>\$90,128.37</b>	<b>\$7,621,430.85</b>	<b>\$7,531,183.77</b>	<b>\$7,676,688.00</b>	<b>98.10%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$52,298.42	\$51,842.14	\$606,377.78	\$589,579.20	\$923,000.00	63.88%
Audio Visual	\$40,325.12	\$42,918.67	\$508,924.27	\$539,442.09		
Videos/DVDs	\$5,293.95	\$5,873.48	\$51,186.63	\$26,231.26		
Programs	\$6,679.35	\$3,049.99	\$46,266.88	\$23,905.85		
OCLC	\$3,336.27	\$9,362.35	\$75,694.55	\$47,174.06	\$119,000.00	39.64%
CCS Shared Costs	\$15.25	\$5,397.30	\$14,943.46	\$14,459.33	\$21,000.00	68.85%
	\$0.00	\$19,714.46	\$53,387.64	\$53,006.67	\$82,000.00	64.64%
Total Materials & Services	\$55,649.94	\$86,316.25	\$750,403.43	\$704,219.26	\$1,145,000.00	61.50%
<b>Human Resources</b>						
General Salaries and Wages	\$297,170.69	\$293,148.82	\$2,423,059.75	\$2,423,443.13	\$3,928,756.00	61.68%
Maintenance Salaries & Wages	\$13,689.63	\$14,665.28	\$106,928.99	\$117,014.09	\$179,744.00	65.10%
Group Insurance	\$51,231.61	\$53,972.34	\$390,909.57	\$428,286.31	\$630,000.00	67.98%
Pension Expense	\$0.00	\$0.00	\$0.00	\$16.61	\$0.00	0.00%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$18,064.17	\$17,878.78	\$27,000.00	66.22%
Staff Development	\$2,810.12	\$664.81	\$47,009.64	\$14,494.84	\$98,000.00	14.79%
Total Human Resources	\$364,902.05	\$362,451.25	\$2,985,972.12	\$3,001,133.76	\$4,863,500.00	61.71%

**Northbrook Public Library**

Income Statement

12/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>Operating Costs</b>						
Photocopy	\$4,044.83	\$853.02	\$22,858.23	\$17,982.34	\$35,000.00	51.38%
Office & Library Supplies	\$3,718.65	\$3,354.65	\$41,176.31	\$49,254.22	\$70,000.00	70.36%
Software	\$1,299.66	\$4,580.34	\$69,886.18	\$81,144.98	\$95,000.00	85.42%
Postage	\$61.71	\$185.21	\$15,377.76	\$16,036.77	\$20,000.00	80.18%
General Insurance	\$0.00	\$0.00	\$49,162.88	\$50,734.02	\$59,000.00	85.99%
Telephone/Internet	\$835.01	\$922.65	\$19,683.76	\$33,743.85	\$36,000.00	93.73%
Professional Services	\$19,399.17	\$21,777.95	\$183,429.99	\$177,972.67	\$265,000.00	67.16%
Furniture, Equipment	\$7,049.93	\$0.00	\$59,245.51	\$41,877.06	\$100,000.00	41.88%
Equipment Rental & Maintenance	\$75.00	\$284.64	\$10,638.83	\$1,998.28	\$20,000.00	9.99%
Community Relations	\$5,866.34	\$157.25	\$28,213.62	\$16,911.73	\$48,000.00	35.23%
Total Operating Costs	\$42,350.30	\$32,115.71	\$499,673.07	\$487,655.92	\$748,000.00	65.19%
<b>Maintenance</b>						
Vehicle Expense	\$89.58	\$0.00	\$1,923.32	\$324.96	\$3,000.00	10.83%
Janitorial Supplies	\$2,192.38	\$6,051.05	\$26,302.40	\$25,608.71	\$45,000.00	56.91%
Utilities	\$9,519.48	\$2,774.92	\$31,446.90	\$15,058.82	\$53,000.00	28.41%
Building Repairs	\$0.00	\$3,824.00	\$4,357.00	\$10,950.33	\$30,000.00	36.50%
Contracted Services	\$4,871.25	\$10,001.53	\$92,818.99	\$93,261.37	\$135,000.00	69.08%
Total Maintenance	\$16,672.69	\$22,651.50	\$156,848.61	\$145,204.19	\$266,000.00	54.59%
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	(\$42.00)	\$48.00	\$500.00	9.60%
Contingency & Misc Exp	\$873.68	\$230.34	\$2,974.00	\$1,079.33	\$100,000.00	1.08%
Board Development	\$212.77	\$0.00	\$212.77	\$48.99	\$3,500.00	1.40%
Total Other Expenses	\$1,086.45	\$230.34	\$3,144.77	\$1,176.32	\$104,000.00	1.13%
Total Undesignated Expenses	\$480,661.43	\$503,765.05	\$4,396,042.00	\$4,339,389.45	\$7,126,500.00	60.89%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$1,807.07	\$224.96	\$51,309.79	\$2,990.72	\$100,000.00	2.99%
Designated Materials Expense	\$381.29	\$214.45	\$5,714.79	\$1,622.52	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$46,427.50	\$0.00	\$0.00	0.00%
Designated Program Expense	\$948.60	\$700.00	\$15,693.60	\$19,855.89	\$0.00	0.00%
Total Designated Expenses	\$3,136.96	\$1,139.41	\$119,145.68	\$24,469.13	\$100,000.00	24.47%
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
<b>Total Expenses</b>	<b>\$483,798.39</b>	<b>\$504,904.46</b>	<b>\$4,515,187.68</b>	<b>\$4,363,858.58</b>	<b>\$7,676,500.00</b>	<b>56.85%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$455,866.65)</b>	<b>(\$414,776.09)</b>	<b>\$3,106,243.17</b>	<b>\$3,167,325.19</b>	<b>\$188.00</b>	

Northbrook Public Library  
Income Statement  
12/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$375.49	\$3,136.58	\$479,253.89	\$480,151.93	\$490,000.00	97.99%
Property Tax Levy FICA	\$214.57	\$1,849.94	\$273,859.38	\$283,191.66	\$289,000.00	97.99%
Interest Income IMRF	\$1.88	\$0.16	\$38.41	\$4.55	\$1,500.00	0.30%
Interest Income FICA	\$1.07	\$0.09	\$21.96	\$2.86	\$1,500.00	0.19%
Total Undesignated Revenue	\$593.01	\$4,986.77	\$753,173.64	\$763,351.00	\$782,000.00	97.62%
<b>Total Revenues</b>	<b>\$593.01</b>	<b>\$4,986.77</b>	<b>\$753,173.64</b>	<b>\$763,351.00</b>	<b>\$782,000.00</b>	<b>97.62%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$26,652.13	\$32,667.76	\$215,174.60	\$267,832.30	\$400,000.00	66.96%
Employer FICA	\$22,946.02	\$22,532.20	\$186,996.92	\$187,056.32	\$289,000.00	64.73%
Total Human Resources	\$49,598.15	\$55,199.96	\$402,171.52	\$454,888.62	\$689,000.00	66.02%
Total Undesignated Expenses	\$49,598.15	\$55,199.96	\$402,171.52	\$454,888.62	\$689,000.00	66.02%
<b>Total Expenses</b>	<b>\$49,598.15</b>	<b>\$55,199.96</b>	<b>\$402,171.52</b>	<b>\$454,888.62</b>	<b>\$689,000.00</b>	<b>66.02%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$49,005.14)</b>	<b>(\$50,213.19)</b>	<b>\$351,002.12</b>	<b>\$308,462.38</b>	<b>\$93,000.00</b>	

Northbrook Public Library  
Income Statement  
12/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$7,204.03	\$653.55	\$25,199.06	\$8,589.91	\$25,000.00	34.36%
Other Income	\$0.00	\$0.00	\$0.00	\$7,189.00	\$0.00	0.00%
Total Undesignated Revenue	\$7,204.03	\$653.55	\$25,199.06	\$15,778.91	\$25,000.00	63.12%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$82,925.00	\$0.00	\$425,000.00	0.00%
Bond Proceeds	\$0.00	\$0.00	\$4,010,000.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$4,092,925.00	\$0.00	\$425,000.00	0.00%
<b>Total Revenues</b>	<b>\$7,204.03</b>	<b>\$653.55</b>	<b>\$4,118,124.06</b>	<b>\$15,778.91</b>	<b>\$450,000.00</b>	<b>3.51%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$132.30	\$19,471.76	\$324,782.56	\$768,922.75	\$2,837,178.00	27.10%
Professional Fees	\$1,520.00	\$1,417.50	\$46,044.32	\$77,360.40	\$250,000.00	30.94%
Furniture & Equipment	\$0.00	\$0.00	\$57,435.03	\$229,860.74	\$250,000.00	91.94%
Total Capital & Bond Expenses	\$1,652.30	\$20,889.26	\$428,261.91	\$1,076,143.89	\$3,337,178.00	32.25%
Total Undesignated Expenses	\$1,652.30	\$20,889.26	\$428,261.91	\$1,076,143.89	\$3,337,178.00	32.25%
<b>Total Expenses</b>	<b>\$1,652.30</b>	<b>\$20,889.26</b>	<b>\$428,261.91</b>	<b>\$1,076,143.89</b>	<b>\$3,337,178.00</b>	<b>32.25%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$5,551.73</b>	<b>(\$20,235.71)</b>	<b>\$3,689,862.15</b>	<b>(\$1,060,364.98)</b>	<b>(\$2,887,178.00)</b>	

Northbrook Public Library  
Income Statement  
12/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$404.92	\$3,376.47	\$516,830.22	\$516,874.73	\$527,476.00	97.99%
Interest Income	\$10.23	\$0.18	\$157.04	\$8.55	\$500.00	1.71%
Total Undesignated Revenue	\$415.15	\$3,376.65	\$516,987.26	\$516,883.28	\$527,976.00	97.90%
<b>Total Revenues</b>	<b>\$415.15</b>	<b>\$3,376.65</b>	<b>\$516,987.26</b>	<b>\$516,883.28</b>	<b>\$527,976.00</b>	<b>97.90%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$269,432.64	\$405,034.05	\$264,945.00	152.87%
Principal Payments	\$0.00	\$0.00	\$258,971.00	\$354,945.00	\$262,531.00	135.20%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,403.64	\$759,979.05	\$527,476.00	144.08%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$528,403.64</b>	<b>\$759,979.05</b>	<b>\$527,976.00</b>	<b>143.94%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$415.15</b>	<b>\$3,376.65</b>	<b>(\$11,416.38)</b>	<b>(\$243,095.77)</b>	<b>\$0.00</b>	

## December 2020 Financial Summary

Total General Fund revenues collected to date is \$7,384,169 budget differences include:

- 100.01% of property taxes have been collected
- Fines and Fees are less than budget due to:
  - Not accepting payments in the Library due to COVID 19
  - Not assessing overdue fines due to a change in policy
  - We have collected lost material and makerspace fees via the online payment system
- Interest Income is less than expected due to COVID 19

Total General Fund expenditures are \$4,363,859 budget differences include:

- Programming costs are less than budget due to COVID 19
- Staff Development costs are less than budget due to COVID 19
- Photocopy costs are less than budget due to reduced use of equipment
- Supply costs are greater than budget due PPE purchases related to COVID 19
- Software costs are greater than budget due to annual invoicing of software
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance is paid annually and represents 10 months of expense
- Telephone is greater than budget due to booking of 12 months of Ring Central expense and expenses related to Employee Data/Phone reimbursement which were not budgeted
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to reduced use of equipment
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to reduced use of the Trailblazer and not having major repair costs
- Janitorial Supplies is less than budget due to COVID 19
- Utilities is less than budget due to garbage service being reduced during the shutdown and only receiving 6 months of gas bills to date
- Building Repairs is less than budget due to reduction in repairs due to COVID 10

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

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

**Operating Funds**

Library Claims List	\$	200,605.77
Wire to Naxos	\$	750.00
Librarian's Claims List	\$	13,541.08
Payroll	\$	303,446.94
Fica/IMRF	\$	56,972.11
ACH to IPBC	\$	67,348.01
Transfer to Debt Services	\$	418,772.67
<b>Total Operating Funds</b>	<b>\$</b>	<b>1,061,436.58</b>

**Capital Improvement Fund**

Claims List	\$	472.50
	<b>\$</b>	<b>472.50</b>

**Debt Service Fund**

Principal & Interest 2012A	\$	36,625.29
Principal & Interest 2013A	\$	34,685.00
Principal & Interest 2013B	\$	324,900.00
Principal & Interest 2019	\$	156,625.00
	<b>\$</b>	<b>552,835.29</b>

**Grand Total Library**

<b>\$</b>	<b>1,614,744.37</b>
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**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
24362	11/25/2020	Added Incentives, Inc.	\$1,070.77	monthly payment - programming
24363	11/25/2020	Auscura	\$1,500.00	quarterly payment - software
24364	11/25/2020	Discovery Benefits, Inc.	\$5,097.96	monthly payment flexible spending, dedendant care and commuter benefit - 2 months of payments
24365	11/25/2020	First Bankcard	\$4,411.35	monthly payment - supplies
24366	11/25/2020	Jo I Gayle	\$1,700.00	monthly payment - programming
24367	11/25/2020	Highland Park Public Library	\$1,331.72	monthly payment - programming
24368	11/25/2020	Kanopy LLC	\$4,000.00	annual payment - materials
24369	11/25/2020	Midwest Tape	\$12,000.00	annual payment - materials
24370	11/25/2020	Opera Aeterna NFP	\$600.00	monthly payment programming
24371	11/25/2020	Ring Central Inc	\$25,133.09	annual payment - telephone
24372	11/25/2020	Service Building Maintenance, Inc.	\$6,370.00	bi annual payment - contracted services
24373	11/25/2020	Universal Security Corporation	\$1,330.30	monthly payment - contracted services - guard for entrance
24374	11/25/2020	It's Impressive LLC	\$941.00	monthly payment - programming
24375	11/27/2020	NFIP Direct Servicing Agent	\$4,596.00	annual payment - insurance
24376	11/30/2020	Amazon	\$3,212.07	monthly payment - supplies
24377	11/30/2020	American Library Association, Membership	\$1,306.00	monthly payment - staff development
24378	11/30/2020	Baker & Taylor	\$34,507.10	monthly payment - materials
24379	11/30/2020	Baker & Taylor Entertainment	\$1,083.16	monthly payment - materials
24380	11/30/2020	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
24381	11/30/2020	CCB Technology	\$12,180.00	annual payment - equipment
24382	11/30/2020	EBSCO Information Services	\$22,703.87	annual payment - materials
24383	11/30/2020	F.E. Moran Mechanical Services	\$1,246.33	monthly payment - building repairs
24384	11/30/2020	Gale/Cengage Learning Inc.	\$852.50	monthly payment - materials
24385	11/30/2020	Midwest Tape	\$6,854.94	monthly payment - materials
24386	11/30/2020	Northbrook Chamber of Commerce & Ind	\$860.00	annual payment - community relations
24387	11/30/2020	Outsource Solutions Group, Inc.	\$17,525.45	monthly payment - professional services
24388	11/30/2020	Overdrive	\$13,685.69	monthly payment - materials
24389	11/30/2020	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
24390	11/30/2020	Symmetry Energy Solutions, LLC	\$2,101.37	monthly payment - utilities
24391	11/30/2020	Uline	\$4,960.10	monthly payment - supplies

\$200,605.77

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

Transaction Number	Transaction Date	Reference	Payments
50625	11/27/2020	AAA Lock & Key Co.	\$238.00
50626	11/27/2020	Najette Abouelhad	\$100.00
50627	11/27/2020	Accurate Office Supply Co.	\$119.00
50628	11/27/2020	Advanced Auto Parts	\$14.98
50629	11/27/2020	Advanced Disposal	\$512.00
50630	11/27/2020	Anna Amen	\$6.95
50631	11/27/2020	American Gases Corp.	\$109.90
50632	11/27/2020	American Library Association	\$59.00
50633	11/27/2020	American Library Association	\$134.99
50634	11/27/2020	American Spirit	\$18.00
50635	11/27/2020	Ancel Glink P.C.	\$367.50
50636	11/27/2020	Aquatic Works LTD	\$175.00
50637	11/27/2020	Batteries Plus LLC	\$449.40
50638	11/27/2020	Cheryl Brown	\$250.00
50639	11/27/2020	Nancy Buehler	\$250.00
50640	11/27/2020	CallOne	\$366.57
50641	11/27/2020	Cavendish Square	\$355.86
50642	11/27/2020	Chicago Tribune	\$18.31
50643	11/27/2020	Cole Information Services, Inc.	\$466.95
50644	11/27/2020	Colley Elevator Co.	\$480.00
50645	11/27/2020	Costco	\$96.42
50646	11/27/2020	D&Z House of Books	\$473.72
50647	11/27/2020	Discovery Benefits - Simplify	\$109.50
50648	11/27/2020	Marissa Eisen	\$17.99
50649	11/27/2020	Carolyn Enger	\$350.00
50650	11/27/2020	John Erickson	\$500.00
50651	11/27/2020	Fast Signs	\$263.88
50652	11/27/2020	Federal Express	\$145.00
50653	11/27/2020	Freeman Pictures, Inc.	\$100.00
50654	11/27/2020	Garvey's Office Products	\$196.50
50655	11/27/2020	Mark Gelfeld	\$100.00
50656	11/27/2020	Jim Gibbons	\$275.00
50657	11/27/2020	Bridget Golembiewski	\$24.50
50658	11/27/2020	Benjamin Goluboff	\$250.00
50659	11/27/2020	Grainger	\$587.80
50660	11/27/2020	Minna Han	\$250.00
50661	11/27/2020	Healthy Life Magazine	\$20.00
50662	11/27/2020	The Home Depot Credit Services	\$524.30
50663	11/27/2020	Judith Hughes	\$100.00
50664	11/27/2020	Illinois Library Association	\$100.00
50665	11/27/2020	Ellen Kanner	\$200.00
50666	11/27/2020	Alisa Kusnitzow	\$125.00
50667	11/27/2020	Alisa Kusnitzow	\$125.00

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

Transaction Number	Transaction Date	Reference	Payments
50668	11/27/2020	Lechner Services	\$299.90
50669	11/27/2020	Ron Mantegna	\$200.00
50670	11/27/2020	Message Movers	\$116.76
50671	11/27/2020	Monoprice, Inc.	\$306.07
50672	11/27/2020	Moore Landscapes, LLC	\$537.00
50673	11/27/2020	North Town Auto Service	\$55.17
50674	11/27/2020	Northbrook Hardware	\$109.83
50675	11/27/2020	Hannah Novak	\$100.00
50676	11/27/2020	Reds Garden Center	\$30.00
50677	11/27/2020	Katie Ritter	\$100.00
50678	11/27/2020	Rowman & Littlefield Publishing Group	\$204.09
50679	11/27/2020	Olga Rudiak	\$300.00
50680	11/27/2020	Runco Office Supply	\$38.39
50681	11/27/2020	ScienceTellers	\$250.00
50682	11/27/2020	Sheet Music Plus	\$124.86
50683	11/27/2020	Freda Love Smith	\$200.00
50684	11/27/2020	Sujin Song	\$100.00
50685	11/27/2020	State of Illinois - Secretary of State	\$48.00
50686	11/27/2020	T-Mobile	\$36.36
50687	11/27/2020	The Magnolia Journal	\$20.00
50688	11/27/2020	Thomson Reuters -West Payment Ctr.	\$314.88
50689	11/27/2020	Carla Thorpe	\$75.00
50690	11/27/2020	Today's Business Solutions, Inc.	\$34.17
50691	11/27/2020	UPS	\$18.26
50692	11/27/2020	VSP of Illinois, NFP	\$346.14
50693	11/27/2020	Bailey Wantuch	\$100.00
50694	11/27/2020	WEX Bank	\$49.18

\$13,541.08

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

Transaction Number	Transaction Date	Reference	Payments	Description
1772	10/31/2020	Ancel Glink P.C.	\$472.50	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
			<u>\$472.50</u>	

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

Operating Funds

Library Claims List	\$	134,671.35
Librarian's Claims List	\$	8,452.19
Payroll	\$	294,095.87
Fica/IMRF	\$	55,199.96
ACH to IPBC	\$	67,348.01
Total Operating Funds	\$	<u>559,767.38</u>

Capital Improvement Fund

Claims List	\$	20,889.26
	\$	<u>20,889.26</u>

Debt Service Fund

Grand Total Library	\$	<u><u>580,656.64</u></u>
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Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
24392	12/28/2020	First Bankcard	\$2,114.99	monthly payment - supplies
24393	12/29/2020	Best Quality Cleaning	\$5,805.00	monthly payment - contracted services
24394	12/29/2020	Cooperative Computer Service	\$25,111.76	quarterly payment consortium & OCLC
24395	12/29/2020	F.E. Moran Mechanical Services	\$3,824.00	annual payment - equipment rental & maintenance
24396	12/29/2020	Jo I Gayle	\$1,550.00	monthly payment - programming
24397	12/29/2020	GovConnection, Inc.	\$2,854.28	annual payment - software
24398	12/29/2020	Grainger	\$5,225.68	monthly payment - janitorial supplies
24399	12/29/2020	Grey House Publishing	\$1,000.00	monthly payment - materials
24400	12/29/2020	Illinois Heartland Library System-OCLC	\$608.00	annual payment - software
24401	12/29/2020	Impact Networking LLC	\$853.02	quarterly payment - photocopy
24402	12/29/2020	It's Impressive LLC	\$2,730.00	annual payment - programs
24403	12/29/2020	Linkedin Corporation	\$7,000.00	annual payment - materials
24404	12/29/2020	Mergent, Inc.	\$677.00	annual payment - materials
24405	12/29/2020	Outsource Solutions Group, Inc.	\$18,323.45	monthly payment - professional services
24406	12/29/2020	Overdrive	\$14,820.82	monthly payment - materials
24407	12/29/2020	Rebecca Teasdale & Assoc. LLC	\$3,000.00	monthly payment - professional services
24408	12/29/2020	Runco Office Supply	\$774.19	monthly payment - supplies
24409	12/29/2020	Selden Fox, LTD	\$1,200.00	annual payment - professional fees
24410	12/29/2020	Siemens Industry Inc.	\$1,987.50	quarterly payment - contracted services
24411	12/29/2020	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
24412	12/29/2020	T-Mobile	\$1,100.16	biannual payment - software and materials
24413	12/29/2020	Uline	\$1,118.51	monthly payment - supplies
24414	12/29/2020	Village of Northbrook Water Dept.	\$2,262.92	quarterly payment - utilities
24415	12/31/2020	Amazon	\$3,564.57	monthly payment - supplies
24416	12/31/2020	Baker & Taylor	\$19,763.65	monthly payment - materials
24417	12/31/2020	Midwest Tape	\$5,481.85	monthly payment - materials

\$134,671.35

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

Transaction Number	Transaction Date	Reference	Payments
50204	5/27/2020	VOID - Laconi, Inc	(\$15.00)
50236	6/23/2020	VOID - Aquatic Works, LTD	(\$350.00)
50255	6/23/2020	VOID - Library Works, Inc	(\$350.00)
50344	7/16/2020	VOID - Sean Miller	(\$50.00)
50373	7/16/2020	VOID - Joe skittino	(\$10.00)
50417	8/26/2020	VOID - Helen Kim Lee	(\$150.00)
50452	9/21/2020	VOID - American Library Association	(\$129.00)
50458	9/21/2020	VOID - Nancy Buehler	(\$250.00)
50695	12/29/2020	Advanced Disposal	\$512.00
50696	12/29/2020	Alert Protective Services	\$114.03
50697	12/29/2020	Anna Amen	\$106.22
50698	12/29/2020	American Library Association	\$129.00
50699	12/29/2020	Ancel Glink P.C.	\$52.50
50700	12/29/2020	Aquatic Works LTD	\$525.00
50701	12/29/2020	BHFX Digital Imaging	\$146.00
50702	12/29/2020	Blackstone Publishing	\$83.20
50703	12/29/2020	Nancy Buehler	\$250.00
50704	12/29/2020	Nancy Buehler	\$250.00
50705	12/29/2020	CallOne	\$366.57
50706	12/29/2020	Maura Crisham	\$16.99
50707	12/29/2020	Tija Danilovics	\$300.00
50708	12/29/2020	Demco, Inc.	\$81.87
50709	12/29/2020	Discovery Benefits - Simplify	\$109.50
50710	12/29/2020	Displays2Go	\$308.60
50711	12/29/2020	Fast Signs	\$32.18
50712	12/29/2020	Findaway World, LLC	\$127.48
50713	12/29/2020	Gale/Cengage Learning Inc.	\$255.91
50714	12/29/2020	Garvey's Office Products	\$419.40
50715	12/29/2020	Mark Gelfeld	\$100.00
50716	12/29/2020	Bridget Golembiewski	\$9.09
50717	12/29/2020	Benjamin Goluboff	\$250.00
50718	12/29/2020	Sarah Greene	\$400.00
50719	12/29/2020	Illinois Library Association	\$500.00
50720	12/29/2020	Image Specialties of Glenview, Inc.	\$77.80
50721	12/29/2020	Information Today, Inc.	\$464.53
50722	12/29/2020	Laconi Inc	\$15.00
50723	12/29/2020	Laconi, Inc.	\$100.00
50724	12/29/2020	Lechner Services	\$271.92
50725	12/29/2020	Helen Kim Lee	\$150.00
50726	12/29/2020	Library Ideas LLC	\$525.35
50727	12/29/2020	LibraryWorks, Inc.	\$350.00
50728	12/29/2020	Ron Mantegna	\$200.00
50729	12/29/2020	McMaster-Carr Supply Co.	\$94.60

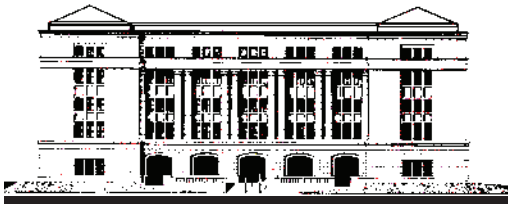
Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust Capital Improvements

Transaction Number	Transaction Date	Reference	Payments	Description
1773	12/29/2020	Ancel Glink P.C.	\$1,417.50	1st Floor Renovation Project
1774	12/29/2020	Backstage Library Works	\$18,208.66	1st Floor Renovation Project
1775	12/29/2020	Paddock Publications Inc	\$153.90	1st Floor Renovation Project
1776	12/31/2020	The Home Depot Credit Services	\$1,109.20	1st Floor Renovation Project
			<u>\$20,889.26</u>	



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

Transaction Number	Transaction Date	Reference	Payments	Description
1773	12/29/2020	Ancel Glink P.C.	\$1,417.50	1st Floor Renovation Project
1774	12/29/2020	Backstage Library Works	\$18,208.66	1st Floor Renovation Project
1775	12/29/2020	Paddock Publications Inc	\$153.90	1st Floor Renovation Project
1776	12/31/2020	The Home Depot Credit Services	\$1,109.20	1st Floor Renovation Project
			<u>\$20,889.26</u>	



## Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: Northbrook Public Library City: Northbrook  
Control Number: 30503 Branch Number: 00  
Fiscal Year: 2020 Exact amount of Per Capita Grant received: \$41,462.50

### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☐ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ Personnel

☐ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

☐ Continuing Education (staff and/or board)

☐ Supplies

☒ Equipment (office equipment, computer software and hardware, etc.)

Movies spent on computer replacements for patrons and staff and youth ipads.

☐ Travel

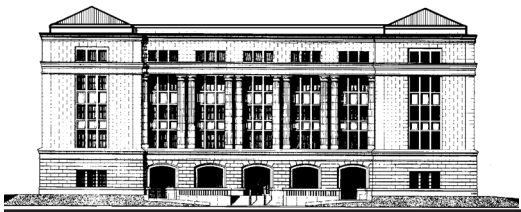
☐ Public Relations (newsletters, media ads, etc.)

☐ Telecommunications (phone, fax, internet, cable, etc.)

☐ Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

☐ Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 South Second Street, Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (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.

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 the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and 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 directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**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 Address:** \_\_\_\_\_

**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 statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the 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 count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)



## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

# DIRECTOR'S REPORT

January 2021

## AGENDA ITEMS

### 3 Consent Agenda

- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – November 19, 2020
- 3.3 Cash Balances & Income Statement November and December 2020
- 3.4 Approve Bills and Charges from November and December 2020
- 3.5 Approve FY21 Per Capita Grant Application  
The Per Capita Grant application is included in your packet along with the expenditure report for last year's spending.

### 4 Public Comments

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

### 6 Unfinished Business

- 6.1 RFID & Circulation Renovation Update  
A memo with an update is included in your packet.

### 7 New Business

- 7.1 Temporary COVID Sick Leave Policy  
A memo with a draft policy is included in your packet for the board's potential approval.
- 7.2 RFID & Circulation Renovation Furniture Bid  
This is the last piece of the Circ renovation bids. A memo and bid recommendations are included in the packet for the board's potential approval.

## BOARD NEWS

### Chad Raymond

As I shared with the board, Chad Raymond, former Library Director, passed away on Monday. There are no services planned at this time. We have sent flowers on behalf of the library and

board and are working on an article that will be published next week sharing the impact and service Chad gave not only to the library but also to the community. I am including links to his Northbrook Voices recording and his obituary. Chad currently has a memorial brick and a chair in the auditorium. We plan to honor him with stories from staff. If you have a Chad story you would like to share or any pictures, please email them to Linda Vering ([lvering@northbrook.info](mailto:lvering@northbrook.info))

<https://www.nhscotthanekamp.com/obituaries/Chadwick-Todd-Raymond?obId=19611029>  
<http://www.northbrookvoices.org/Raymond.mp3>

### Legislative Meet-Ups

This year's annual Legislative Meet-Ups will be virtual and there is no cost to attend. This is a great opportunity to hear what is happening at the state and federal level around library advocacy and legislation. Let me know if you are interested in attending.

<https://www.ila.org/events/legislative-meet-ups>.

Monday, February 15, 2021  
Presidents' Day N. Suburban Library  
Legislative Zoom Meet-up  
9:00 a.m.-10:30

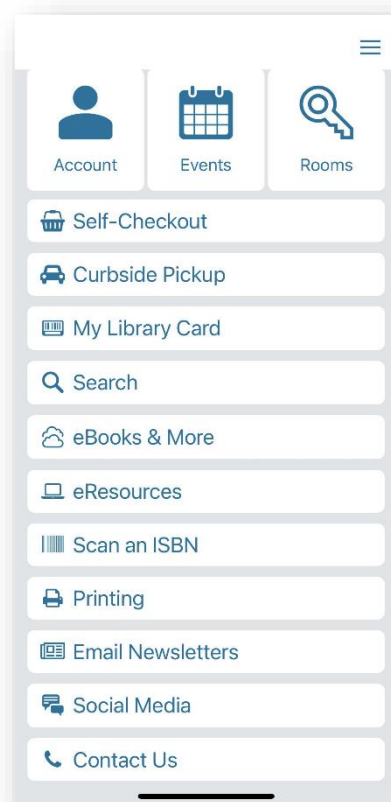
### 5 Star Library

The Library is once again the recipient of the Library Journal 5 Star Ranking. This year, we moved up within our budget category and are now 2<sup>nd</sup> in the nation for our group! You can learn more here:

<https://www.libraryjournal.com/?page=americas-star-libraries-2020>

### New Library App

In the March/April newsletter, we will be sharing our new app with the community. We are proud to roll out this user friendly app for android and iPhones. You can download it now in the App Store or Google Play



by searching Northbrook Public Library. The new app will allow for curbside scheduling, ISBN



scanning, and evening checking out in the stacks!

## Pivoting During the Pandemic

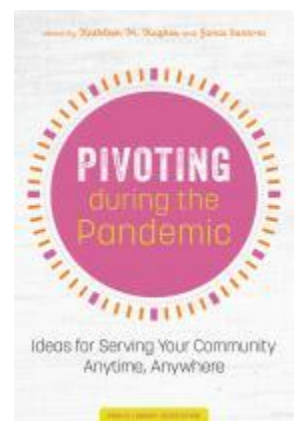
I am honored to share that Fiction & Media Librarian Christophe Andersen and I co-wrote a chapter for a new book from ALA Editions called *Pivoting During the Pandemic* that shows what libraries have done to continue to serve their patrons. We discuss our virtual library card sign-up and homebound delivery service. We are proud to be able to share with the entire library community what we have done to continue to provide services to our community during this challenging time.

## LIBRARY UPDATES

### Programming

Winter Reading launched 12/1. Staff worked diligently to create an interactive BINGO card with strong online activities in order to engage participants virtually including explanatory and promotional videos, multiple book lists available via READSquared, and a prize box with multiple levels of achievement to be given at the end of the program included a special prize drawing for Northbrook restaurant gift cards. Prizes were purchased from Northbrook businesses.

[Watch our Adult Blizzard Bingo activity videos](#)



Watch our Youth Blizzard Bingo activity videos

Teen Book Recommendations written by summer teen volunteers -

<https://padlet.com/youthservices1/TeenVolunteerReviews>

Virtual Museum Tour information - <https://wakelet.com/wake/PWtsKP7tlgT17nrklqfR6>

We turned our annual Noon Year's Eve event into a kit this year. 130 children received a kit that contained a craft, a game, a Best of 2020 booklist, balloons, a glow stick, and a link to other online resources and music to create a fun New Year's party at home.

You can view the resources here <https://wakelet.com/i/invite?code=92f2ea3>

In December, the Teen Advisory Board (TAB) created cards for seniors in Northbrook Senior living facilities. They did the work from home and met virtually. We are thrilled that our service opportunities continue to be well attended even if they are distanced.

In December, Fiction & Media held several well-attended events.

- The final Fine Arts Falls virtual concerts of 2020 were held December 6, featuring pianist Susan Merdinger, viewed by 160, and December 13, featuring classical group Allora, with 88 views.
- A virtual Holiday Jazz concert featuring the John Erickson Trio was held on Thursday, December 17 and was attended by 162 people.
- A behind the scenes presentation detailing the history of The Nutcracker ballet was hosted by library staff members Madison Carroll and Arielle Raybuck on December 10. On December 12, a virtual screening of The Royal Ballet's performance of the Nutcracker was made available to Northbrook patrons in partnership with the Glencoe and Glenview public libraries, and was viewed by 313 people.

The library is collaborating on a virtual screening of the documentary The Long Shadow and conversation with filmmaker Frances Causey in February 2021. The film traces Causey's family history of white privilege in the context of the history of anti-black racism in the United States. 30 Illinois libraries are partnering on this screening, and Highland Park Library is providing access to their 5,000 seat webinar license in order to accommodate demand for the program.

### Patron Assistance

A lovely story from a patron relayed by a Circ staff member: One patron was so pleased that she could be added to her husband's curbside pick-up appointment. She wasn't sure that we could accommodate her with this issue and was very happy that we could add her items to the appointment. She thanked me 3 times and told me how much it meant to her that we could offer this service. She said, "I don't know how I could have survived this pandemic without your wonderful Curbside service! I am so very thankful to you and all the people who have worked so hard to organize this!" – Jenny Wright



A patron contacted us looking for an article from the Northbrook Star, "My grandfather was on Jeopardy! back in 1991, before I was born, and managed to place second in the Senior's Tournament (by only \$1!). Every time I've heard him talk about it, he's brought up the fact that the local paper ran an article about his run and titled it "Local Man Loses." Recently, I tried to look up that article but it looks like it predates the Northbrook Star issues that are available online." We were able to find the article in our own digital archive of the Northbrook Star.

A Glenbrook North Senior lost his battle with depression last week. In light of this tragedy, we worked with the schools and village to promote mental health resources for the community.

## Behind the Scenes

The EDI Committee Staff Training Workgroup has been brainstorming different training formats to offer staff on various EDI topics, looking into goal settings and measurements of the training, and collaborating with the Staff Development Day Committee and the One Book One Northbrook Committee. For 2021, there is a library wide goal related to EDI: Work to expand your knowledge of equity, diversity, and inclusion concepts by participating in at least one EDI staff training or discussion, or by exploring outside professional development, resources or learning.

## Climate Action Plan Team

Reference Librarian Jill Franklin has been appointed to the Village's Climate Action Plan Team. Here is her first report:

The consultant, Ted Redmond from paleBLUEdot, gave a high-level overview of the suggested overall emission reduction goals for the Village and the basis for arriving at them. Each sub-team heard staff presentations on the sub-team topic (e.g. waste management, tree canopy, buildings). Sub-teams briefly discussed recommended topic goals and reported back to the group as a whole. The group voted on screening criteria to be used to evaluate actions. Ted reviewed the action finder tool, a spreadsheet of actions taken by cities around the country. Sub-teams will choose actions, or suggest new ones, to be discussed at the next workshop.

After hearing public comments, the group broke into subteams to develop themes that we'd like the Village to focus on. There are 8 subteams with each person on 3 of them. The subteams are:

- Waste Management
- Transportation & Land Use
- Local Food
- Buildings & Energy
- Climate Health & Safety

- Water & Wastewater
- Greenspace & Tree Canopy (incl. Heat Island)
- Climate Economy

As an example, the Waste Management subteam identified equitable access to recycling and compost services as one theme. In preparation for the workshop, each team member browsed spreadsheets of actions taken by cities across the country, noting actions that could potentially work in Northbrook. In reviewing these actions we developed themes. At next month's workshop we will refine the themes and winnow the list of potential actions.

We continue to keep most of our vacant positions open:

Open Positions During COVID-19 (actively recruiting for):

- Assistant Director (Admin) – full-time - replacement

Open Positions (put on hold):

- Clerk (CIRC) - part-time/substitute (2 positions) - replacement
- Shelver (CIRC) - part-time (2 positions) – replacements
- Fiction & Media Assistant (F&M) – regular part-time – replacement
- Reference Clerk (Ref) – part-time - replacement
- Acquisitions Assistant (TS) - regular part-time - replacement
- Librarian (YS) - part-time - replacement
- YS Assistant (YS) - part-time/substitute – replacement
- Clerk (CIRC) - part-time/substitute - replacement
- Shelver (CIRC) - part-time - replacement
- Maker Specialist (MS) - part-time/substitute (2 positions) – new and replacement
- Programming Aide (YS) - part-time (2 positions) – replacements

Change in Status/Position:

- Linda Vering, full-time Marketing & Communications Supervisor was promoted to Manager, effective December 1.

Kate Hall, Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
November, 2020

## PROJECTS



## APPOINTMENTS

We held 15 appointments from November 1-November 12, helping 20 patrons.

## 3D PRINTS

Six items were printed.

## VIRTUAL PROGRAMS

We offered 7 virtual maker programs with 37 attendees:

- Photoshop Holiday Card
- Constellation Luminary
- Digitizing VHS Tapes
- Bear Cup Cozy
- Fiber Arts Meetup
- Felt Gingerbread House Ornament
- LED Holiday Card

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
December, 2020

## TAKE & MAKE CLASS PROJECTS



## FEEDBACK

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

Thank you so much! This is fun! Love all these crafting!

## 3D PRINTS

Eight items were printed.

## PROGRAMS

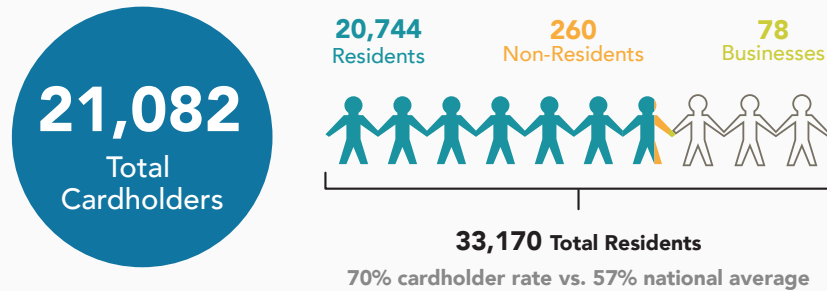
We offered 8 maker programs with 56 attendees:

- Mini Winter Hat Garland
- Hot Chocolate Gift Jar
- Basic Photo Restoration
- Digital Photo Basics
- Paper Jewelry
- Fiber Arts Meetup
- Circuit Basics
- Fiber Arts Meetup

# NOVEMBER 2020 DATA & STATISTICS

This month reflects half a month with the building open to patrons and half a month with the building closed to in person browsing, but still offering curbside pickup and homebound delivery of materials. All of the statistics are comparing November 2019 to November 2020 and do not reflect year to date numbers as we have done in the past.

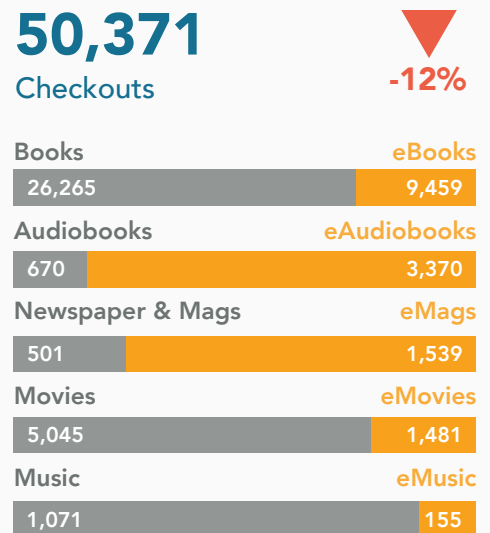
## Card Holders



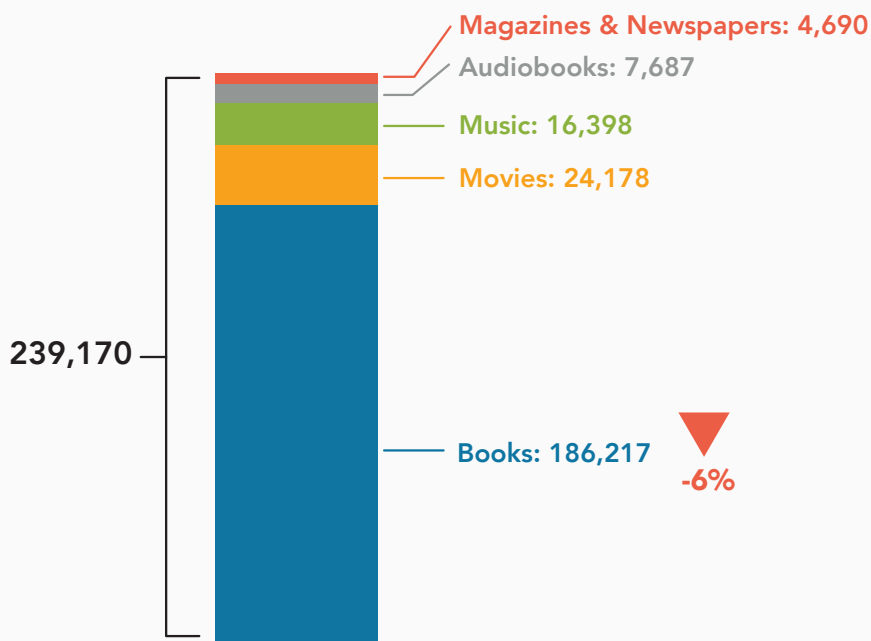
### Temporary Cards

0 Business    1 Non-resident    19 Resident

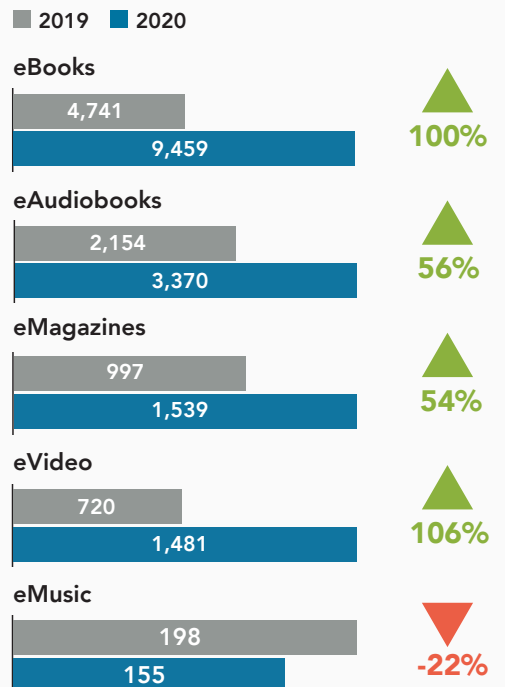
## Checkouts



## Collection



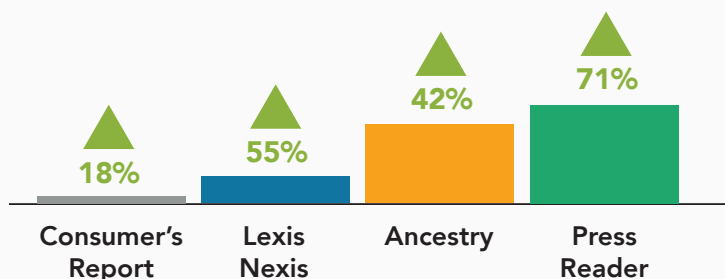
## Downloadable Content



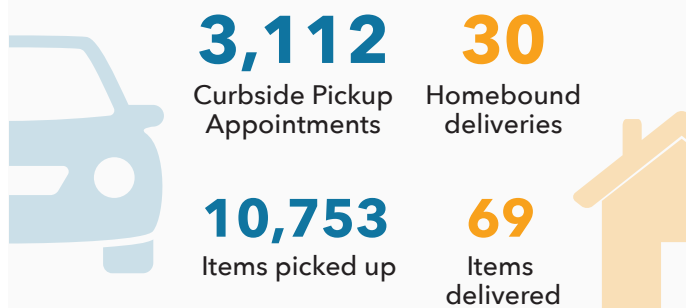
# NOVEMBER 2020 DATA & STATISTICS

## eResource Use

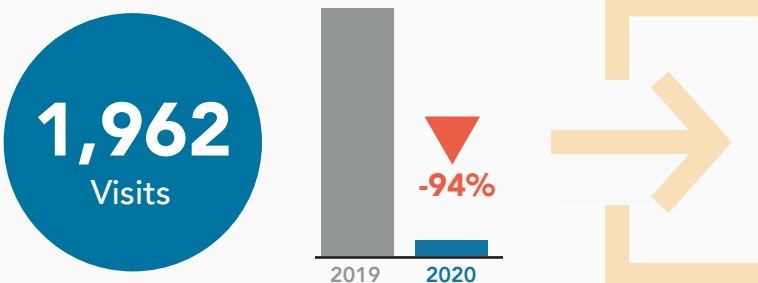
The library is helping keep patrons up to date on information.



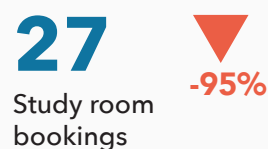
## Curbside & Delivery



## Visits



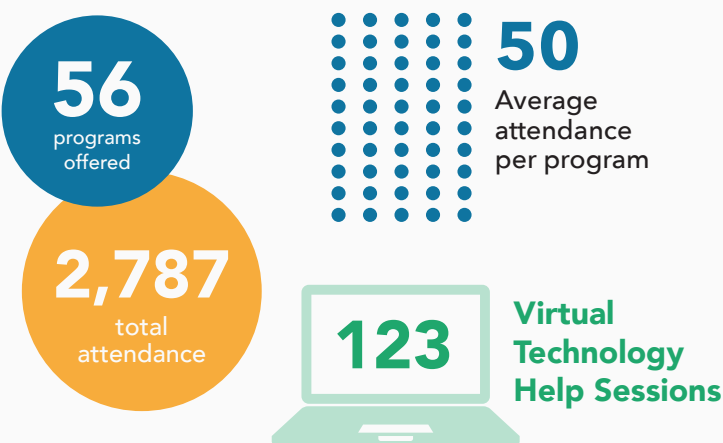
## Study Room Bookings



## Technology



## Virtual Programs

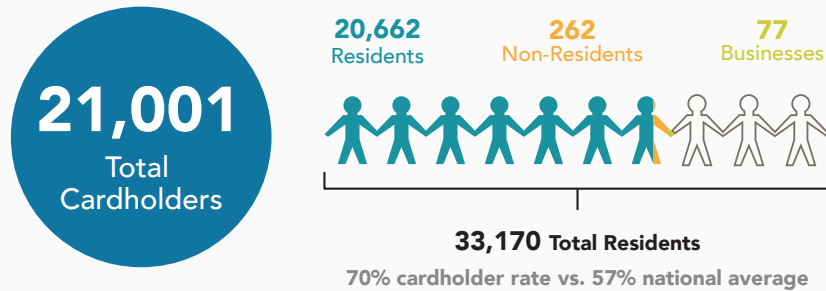




# DECEMBER 2020 DATA & STATISTICS

This month we were closed to in person services, but still continued to offer curbside pickup, homebound delivery, and all of our other virtual services. All of the statistics are comparing December 2019 to December 2020 and do not reflect year to date numbers as we have done in the past.

## Card Holders



## Temporary Cards

0 Business    0 Non-resident    0 Resident

## Checkouts

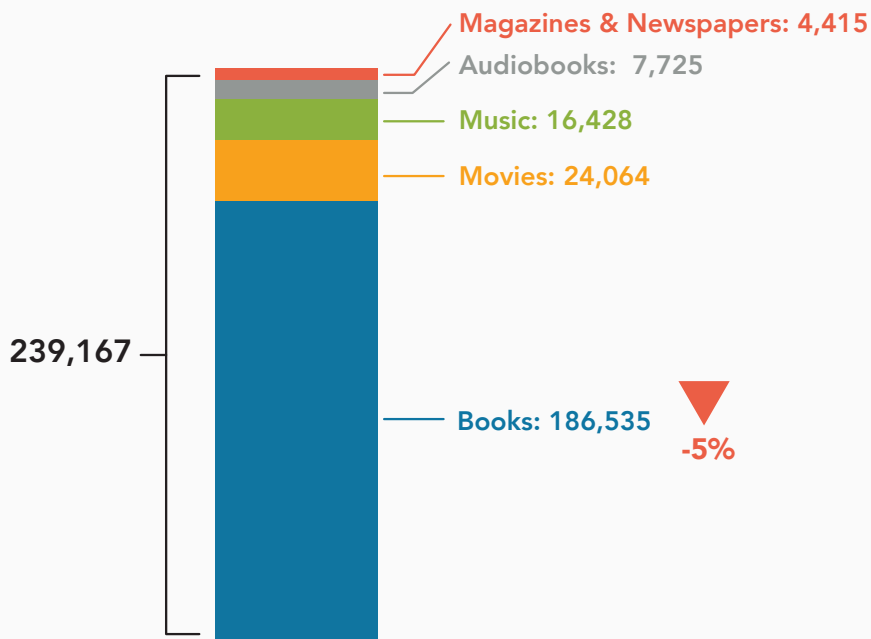
**48,272**

Checkouts

▼  
-4%

Books	eBooks
25,071	10,113
Audiobooks	eAudiobooks
567	3,724
Newspaper & Mags	eMags
296	1,358
Movies	eMovies
4,663	1,440
Music	eMusic
890	150

## Collection



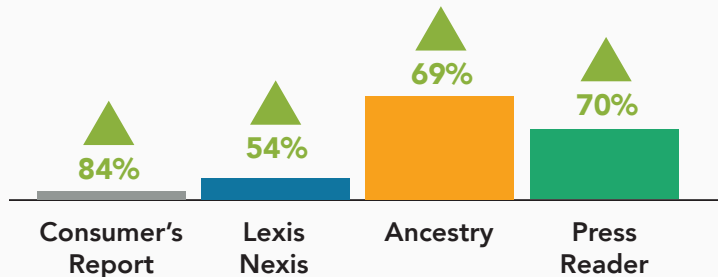
## Downloadable Content

	2019	2020	
eBooks	4,649	10,113	▲ 118%
eAudiobooks	2,487	3,724	▲ 50%
eMagazines	880	1,358	▲ 54%
eVideo	769	1,440	▲ 87%
eMusic	203	150	▼ -26%

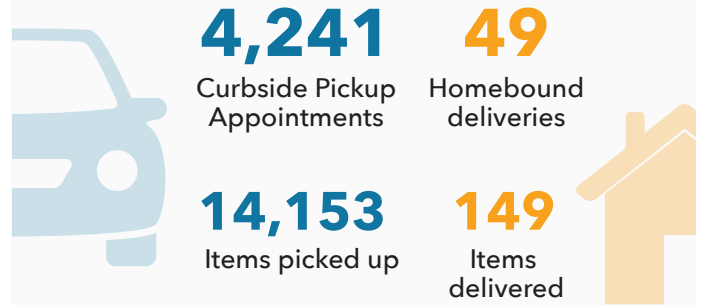
# DECEMBER 2020 DATA & STATISTICS

## eResource Use

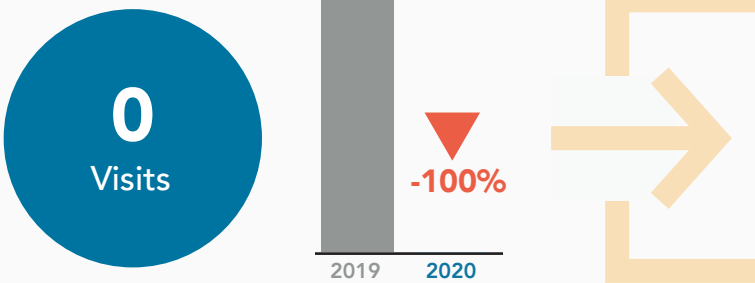
The library is helping keep patrons up to date on information.



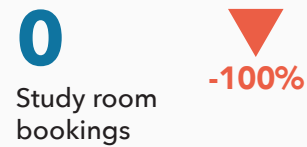
## Curbside & Delivery



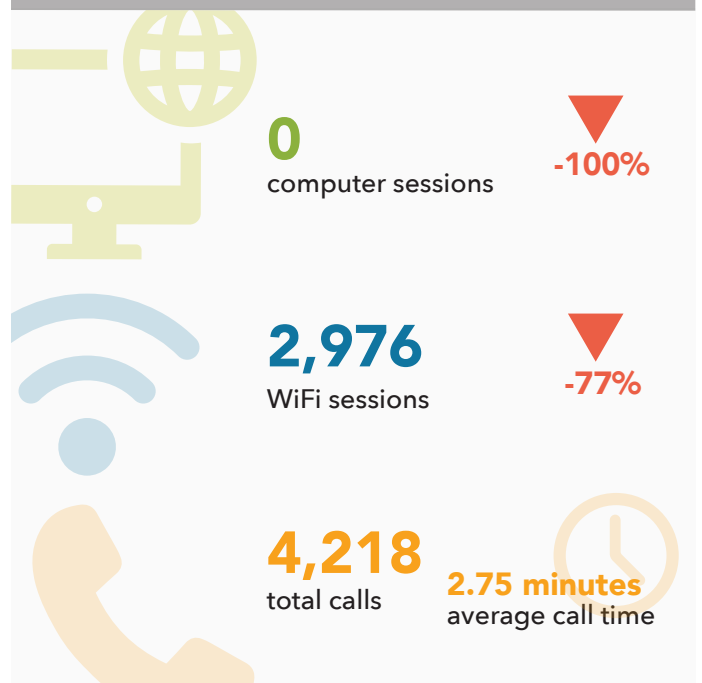
## Visits



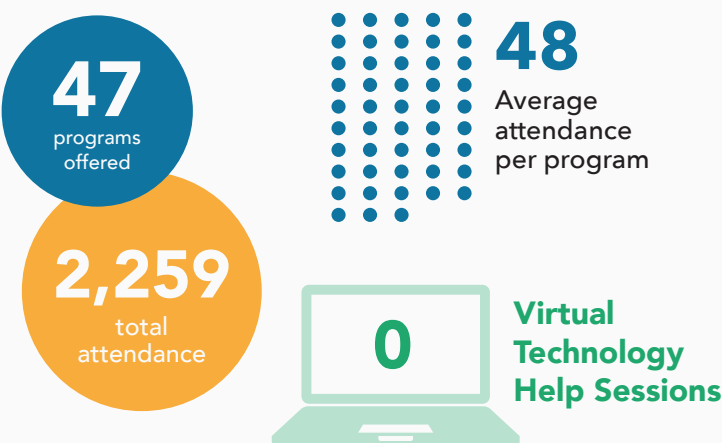
## Study Room Bookings



## Technology



## Virtual Programs





## Patron Comments and Suggestions

November 2020

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### RECEIVED NOVEMBER 1, 2020

I had an incredibly frustrating experience today at the library. I had no ability to make a pickup appointment for a book so I walked in to get it. There literally was no one else in the lobby at all and no one would give me our hold. Instead, I was told to come back Wednesday. I have always gotten excellent service here but this was infuriating, especially because the employee at the desk acknowledged that it was hard to make a curbside appointment. I understand safety precautions but this was extreme and there absolutely could have been an allowance made in light of the fact that the entire library was empty and therefore there was absolutely no risk. I also looked in the curbside room and it also was completely empty aside from the employee. It appeared that the person at the desk just wanted to inconvenience me. So disappointed.

*Comment Source: Email*

*Response to Patron by Brodie Austin on November 2, 2020:*

Thank you for your email. I'm sorry to hear that you were frustrated when you tried to pick up your hold. I can understand how in that moment, it seemed like a rule only meant to cause frustration. Unfortunately, during the pandemic, we sometimes have to prioritize safety over customer service. Allowing one exception could mean more exceptions and then the rules have no effect.

Each decision or rule we make is part of a series of calculations about how we control how many people are in the building and how much contact patrons have with patrons and patrons have with staff. By allowing holds to be picked up inside, there would be no incentive to use the curbside pickup service. As a result the most of 3000+ pickups that are scheduled every month would require in-person contact. In May 2021, we will be rolling out brand new self-check machines which may allow us to have contact-less hold pickup in the library.

I'm surprised that the staff member said that curbside was difficult. We usually have next day appointments available. This week is a little unusual because we are closed tomorrow for election day. I would be happy to show you how to make an appointment if that helps.

Please let me know if you have any other concerns or questions.

---

### RECEIVED NOVEMBER 9, 2020

This latest issue of the Library magazine brought tears of joy to my eyes and comfort to my heart. Thanks to all for taking on the issues of diversity, equity and justice in a formal way, although Library support for racial justice has been evident for years through programs with RAIN, the Community Relations Commission and One Book campaigns and movie choices.

I look forward to attending Dr. Kendi's talk and am reading his book now. What a statement to see so many libraries working together for this program!

The Library's alignment with the Village Board efforts for affordable housing can only multiply positive outcomes. This is a big step toward helping Northbrook to become a more welcoming community for diverse people from a wider range of income levels.

*Comment Source: Email*

*Response to Patron by Kate Hall on November 10, 2020:*

Thank you for your lovely email. My hope is the same as yours, that we can help educate the community on EDI topics through programs and materials in order to make our community more equitable and diverse. I hope you enjoyed Dr. Kendi's program last night!

---

**RECEIVED NOVEMBER 10, 2020**

I picked up some books yesterday and was parked in the line of spaces facing south toward the Village Hall. Not long after I pulled in I saw in my rearview mirror a car drive past going the wrong way toward Cedar on the one-way "library driveway".

After I picked up my books and was in my car I was starting to back out and my side warning alarm started buzzing. I looked to my right toward the road entrance from Cedar and there was no car. I looked left and there was a car backing out of a parking place (two over from me), into the one-way library "driveway". And turning so that she could go the **WRONG WAY** to Cedar. I honked at her and pulled back into my space. She continued her maneuver and went wrong-way to Cedar.

I think signage around the library is pretty good so I don't think it's ignorance that the driveway is one way. So what is it?

It could be to save a few seconds by not circumnavigating the building.

However, in my opinion, it's to avoid that horrible speed bump at the northeast corner of the library building. I think it's a hazard to cars because of how severe the bump—even if you come to a complete stop before going over it. More importantly, I think it is a potential cause of accidents if drivers are actually violating safety guidelines to avoid it.

It should be replaced.

*Comment Source: Email*

*Response to Patron by Brodie Austin on November 10, 2020:*

Thank you for your email. I agree that people will often do things out of convenience even if it means ignoring posted signs. We don't receive many complaints about the speed bump, but I will forward this to our facilities team to consider if there are any options for fixing this.

*Staff comments by Kate Hall on January 15, 2021:*

We reviewed the patron's suggestion and determined that it would cause other issues within the parking lot.

---

**RECEIVED NOVEMBER 10, 2020**

Congratulations on the sentiments expressed in the Nov/Dec Newsletter, "Notes from the Director." Your reminder to "help others look through different lenses" and the formation of the EDI Committee can only add to what has been the best investment of all our institutions, the public Library

*Comment Source: Email*

*Response to Patron by Kate Hall on November 10, 2020:*

Thank you for your kind words. I couldn't agree more that libraries are the best investment for a community.

---

**RECEIVED NOVEMBER 12, 2020**

Thank you! You guys are doing a wonderful job! [in response to closing the library on 11/13]

Comment Source: Email

Response to Patron by Brodie Austin on November 13, 2020:

Thank you for sharing the encouraging words. This wasn't an easy decision and your support helps.

---

**RECEIVED NOVEMBER 12, 2020**

I think this is a wise decision [to close the library and cancel Collaboratory appointments]. I was actually planning on calling you tomorrow to cancel the upcoming appointments I had scheduled with you.

Stay well and hope to see you all again when things get better

Comment Source: Email

Response to Patron by Cathleen Doyle on November 13, 2020:

Thank you for sharing the encouraging words. We appreciate it.

---

**RECEIVED NOVEMBER 13, 2020**

Hello Northbrook Public Library, My name is Anna Huelke and I am writing to tell you about some of the issues that are happening HERE and NOW at the Northbrook Public Library.

I am writing to tell you that the absurd measures you are taking "due to COVID-19" are REALLY not necessary. The fact that you decide to close the WHOLE library building till December 8th is not okay! NOT ACCEPTABLE!!!! Many people have relied on the library for school resources, home amusement, a place to study, and a place to see friends. People who fear the Wuhan Virus for, really no reason, have taken all of this away from others who need a place to relax, have a meeting, see friends, and quiet place to study.

Next, I wish to mention the bizarre newsletter that was sent to our home from the Northbrook Public Library. As a public place, the library should be open to all, which IT IS NOT!!

You are excluding other people by taking an extremely leftist stance on POLITICS. Biased politics DOES NOT belong in ANY public place. As a Catholic, I know that I can no longer enter the library without being surrounded by left-wing propaganda.

No longer are there creative winter and summer reading programs, during the beautiful seasons of Christmas and Easter my mom has to walk up and down aisles looking for books to read to my little brother. There may be a small box for Hanukkah and Passover, but not much.

Just because it may be "trendy" to be a liberal leftist, like Kate Hall is, along with the "EDI" committee does not mean the library has to force such narrow-minded views on all of its users.

PLEASE OPEN THE LIBRARY -- THIS IS AN EMBARRASSMENT TO YOURSELVES THAT YOU ARE CREATING.

I hope you take this letter seriously because this is truly a significant and pressing matter that should be immediately resolved.

I hope this makes you aware of a problem that the library does not seem to be aware of,

Anna Huelke

Comment Source: Email

*Response to Patron by Kate Hall on December 10, 2020:*

Last month you sent in a comment to our feedback form that I wanted to get back to you on. I apologize for the significant delay in my response. We experienced a technical glitch with our online feedback form and I only just received your email.

Thank you for sharing your concerns. I understand that it is frustrating to not be able to come into the library and use it in the same way you did previously. The decision was made to close the building to patrons based on a couple factors.

As part of the Glenview Northbrook Coronavirus Joint Task Force we work closely with the other units of local government to keep our communities safe. With the move to eLearning until January 19 for the schools and the Park District and Glenview Library also moving to limit in person services, we felt it important to follow suit.

At the time we decided to close we had two staff members test positive. This weighed into our decision out of a desire to keep the staff and patrons as safe as possible.

We also follow the guidance from the Illinois Department of Public Health which has advised employers to have as many people working remotely as possible and to limit in person interactions whenever possible.

As a result, we made the difficult decision to move back to curbside pick-up and are still offering many other services including phone and email support, homebound delivery, virtual programs, printing from home, digital resources like eBooks, and activity kits for families. We look forward to reopening the building to the public when we can safely do so.

Regarding our reading programs, I am happy to report that we are still having a Winter Reading Program. It started on December 1 and is available to kids, teens, and adults. You can sign up online (<https://www.northbrook.info/winter-reading>) or by calling us at 847-272-6224. We have tried to make fun and interactive to help give people something exciting to do this winter.

In terms of our having robust collections for different holidays, we regularly purchase materials for all major holidays and strive to have enough copies to meet demand, but sometimes (like for Easter) they all may be checked out when people are coming to look for them. We will continue to work on this.

We believe that we are here to provide access to materials our patrons seek and are diligent about providing a wide array of materials with different view points. If there is ever a type of item that you are not seeing, please let us know so we can look into purchasing it.

If you would like to talk further about this, please let me know or call me at 847-272-6224.

---

**RECEIVED NOVEMBER 20, 2020**

I wanted to say how thankful I am for all of you and everything you've done during the pandemic. I wasn't sure how many of these are positive so I wanted to make sure you knew your work doesn't go unnoticed and we're grateful for all of it!

Comment Source: Website

*Response to Patron by Kate Hall on December 10, 2020:*

Thank you very much for the thoughtful comment you sent in November. We really appreciate all the patrons that have reached out to share their appreciation. We are grateful to have such a wonderful community! Happy Holidays.

## Patron Comments and Suggestions

December 2020

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### RECEIVED DECEMBER 2, 2020

Thank you so much for resuming the interlibrary loan program. I'll be sure to put it to good use. THANK YOU!

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 9, 2020:*

Thank you for your email. We are very excited to be offering interlibrary loan again! Please let us know if you have any feedback on how this service is working for you.

---

### RECEIVED DECEMBER 2, 2020

I think all of you are doing the best that you can, considering the circumstances. I am an avid "DVD renter," and I so appreciate what you are doing for those of us who read, listen to music, listen to books, and watch movies. You curbside pickup is a brilliant idea, and to bring the curbside "into" the Pollack Room was a brilliant idea. I am thrilled that the Interlibrary Loan System will resume on December 3. To all of you, I miss the library and miss seeing your faces! Thanks for all you have done and will be doing for us. Please be safe and stay healthy!!

*Comment Source: Email*

*Response to Patron by Erin McKinnie on December 30, 2020:*

Hello Barbb,

Thank you for your kind comments about Curbside Service and the Library! I appreciate the feedback, and will be sure to share this with the Circulation and Interlibrary Loan teams. I hope you continue to utilize this service and provide feedback.

Stay well,

Erin Seeger Circulation Manager

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### RECEIVED DECEMBER 2, 2020

Please close the library until the COVID-19 issue is eliminated from our daily lives and go back to pre-COVID services. During this time of COVID-19, the services that the library is offering is so limiting that they have made themselves irrelevant to our everyday lives.

A new 'normal', if that is what the library is seeking to move towards, will most likely mean moving to a virtual universal library system. Therefore, eliminating a need for previous face to face services provided by this village organization. Either fully open the library now, or plan on closing it permanently.

*Comment Source: Email*

*Response to Patron by Kate Hall on December 14, 2020:*

Thank you for sharing your concerns about library services with us. We understand that it is frustrating to not be able to come into the library and use it in the same way you did previously. The decision was made to close the building to patrons

based on a couple factors.

As part of the Glenview Northbrook Coronavirus Joint Task Force we work closely with the other units of local government to keep our communities safe. With the move to eLearning until January 19 for the schools and the Park District and Glenview Library also moving to limit in person services, we felt it important to follow suit.

At the time we decided to close we had two staff members test positive. This weighed into our decision out of a desire to keep the staff and patrons as safe as possible.

We also follow the guidance from the Illinois Department of Public Health which has advised employers to have as many people working remotely as possible and to limit in person interactions where we can.

As a result, we made the difficult decision to move back to curbside pick-up, but are still offering many other services including phone and email support, homebound delivery, virtual programs, printing from home, digital resources like eBooks, and activity kits for families. I understand that this is not up to the same levels we offered pre-COVID, but we are working diligently to offer as many services, programs, and materials as we can while also keeping our staff and community safe.

We look forward to reopening the building to the public when we can safely do so and are eagerly looking forward to when we can go back to our pre-COVID service levels.

If you would like to speak further, please do not hesitate to reach out at 847-272-6224 or khall@northbrook.info.

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**RECEIVED DECEMBER 2, 2020**

Just curious, will the used book section be reopened as well? It was always a pleasure to be able to purchase some excellent books for very reasonable prices.

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 11, 2020:*

Thanks for your question. We don't have a timeline yet for when the bookstore will reopen. When we do open back up, it will be with limited hours and services as we have been doing since July. We will definitely make an announcement when the bookstore is back open as we know many of our patrons are looking forward to that.

---

**RECEIVED DECEMBER 2, 2020**

I just wanted to express my gratitude for all the effort you put into the Northbrook Teen Zine publication. I was so grateful that Haley had an opportunity to submit her writing. I'm also thrilled that she won a prize, but that is secondary to seeing her work in print. This is her second year participating in the contest.

The magazine is beautiful and was so professionally put together. I love the quotes on the back cover! That was great! We will keep it as part of her portfolio. She hopes to pursue writing in college.

Our family is huge fans of the Northbrook Public Library. We have participated in countless children's programs and feel lucky to have such a wonderful library in our community. Your efforts to pull this together during the pandemic are very much appreciated! We appreciate all you do for the teen population.

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 11, 2020:*

Hi Debbie,

Thank you so much for taking the time to share such kind words with us! The Teen Zine is one of our favorite projects to work on, and we're so glad it's well received. It's a real joy to see the work the teens create each year, particularly those who have submitted before as we watch them grow as artists.

Share our congratulations again with Haley and tell her to keep on writing!

Best wishes, Bridget

---

**RECEIVED DECEMBER 2, 2020**

Thank you for all the work involved in setting up the pick ups...very clever and organized

*Comment Source: Email*

*Staff comments by Susan Wolf on December 11, 2020:*

Thank you, Phyllis! We appreciate that feedback!

---

**RECEIVED DECEMBER 2, 2020**

Good idea to keep library closed until January.

Curbside pickup works great.

Thanks for all you do.

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 9, 2020:*

Thank you so much for your email - we appreciate the feedback! I am glad that curbside pickup is working well for you.

---

**RECEIVED DECEMBER 2, 2020**

I am disappointed that the library is closed down again. There is ample space in our Northbrook Library to allow for a limited number of visitors wearing masks. Perhaps folks could sign up ahead of time for slots that would inhibit over crowding and ensure adequate social distancing. Especially during the weeks where children are off from school for Winter Break, it is a shame that you have closed a safe and controlled public space where parents could bring children (masked and social distanced).

*Comment Source: Email*

*Response to Patron by Kate Hall on December 14, 2020:*

Thank you for sharing your thoughts on keeping the library open. We understand that it is frustrating to not be able to come into the library and use it in the same way you did previously. The decision was made to close the building to patrons based on a couple factors.

As part of the Glenview Northbrook Coronavirus Joint Task Force we work closely with the other units of local government to keep our communities safe. With the move to eLearning until January 19 for the schools and the Park

District and Glenview Library also moving to limit in person services, we felt it important to follow suit.

At the time we decided to close we had two staff members test positive. This weighed into our decision out of a desire to keep the staff and patrons as safe as possible.

We also follow the guidance from the Illinois Department of Public Health which has advised employers to have as many people working remotely as possible and to limit in person interactions where we can.

As a result, we made the difficult decision to move back to curbside pick-up, but are still offering many other services including phone and email support, homebound delivery, virtual programs, printing from home, digital resources like eBooks, and activity kits for families. We look forward to reopening the building to the public when we can safely do so.

If you would like to talk further, please do not hesitate to reach out at 847-272-7084 or khall@northbrook.info

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**RECEIVED DECEMBER 2, 2020**

You are doing such a fantastic job for the community! You've been innovative, creative, responsive, and flexible during a really tough time. Personally, your services have made my home time happy and enriched. I can't wait to get back to browsing the stacks, but in the meantime, you're doing a great job and I have nothing but compliments! Thank you!!!

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 11, 2020:*

Thank you so much for your kind email. We really appreciate that you took the time to give us your feedback and are grateful to work in such a wonderful community!

---

**RECEIVED DECEMBER 3, 2020**

In the past, the library has been a dropoff center for a local coat drive (I think I remember that). With COVID, is there an alternate location that the library has arranged? Or, is the library still accepting coats? A Google search is coming up empty, and I feel like people could use help more than ever this year.

Thank you so much for being such an important part of our community!

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 9, 2020:*

We are still serving as a dropoff location for the Rotary Club coat drive. A dropoff box is located next to the book returns during the day and will be available through December 20.

Thanks for your email and question about the coat drive!

---

**RECEIVED DECEMBER 3, 2020**

I've repeatedly inquired about loaning the VCR to DVD converter. It's a shame that during so many months of shut downs I haven't been able to convert the library of Video tapes I have (from my 2 adult bio kids) so I can use them with my 2 adopted kids ages 9 and 10. PLEASE RECONSIDER AND LET ME BORROW THIS MACHINE. Since you've been loaning/accepting returns on books I don't understand why this equipment can't be loaned out.

*Comment Source: Email*



*Response to Patron by Susan Wolf on December 11, 2020:*

First of all, I apologize for the delay in responding to you. We had a glitch with our contact form and I just now received your email. I understand that it is frustrating to not be able to access some of our items. Now that we have worked out a system to offer curbside pickup in the building, we are working on procedures to begin circulating equipment and other items that cannot be returned in our book returns. We plan on restarting circulating these items on January 7 at which time you will be able to place a hold to request the VCR to DVD converter.

Thank you for your patience as we find new ways of offering services during COVID-19 restrictions.

---

**RECEIVED DECEMBER 3, 2020**

I believe you are being way too over conservative with indoor access. Local stores are all open with masked clientele and disease spread is not occurring in those stores. Masks work!. Place a time limit on people browsing, limit the number inside and open.

*Comment Source: Email*

*Response to Patron by Kate Hall on December 14, 2020:*

Thank you for sharing your thoughts on keeping the library open. We understand that it is frustrating to not be able to come into the library and use it in the same way you did previously. The decision was made to close the building to patrons based on a couple factors.

As part of the Glenview Northbrook Coronavirus Joint Task Force we work closely with the other units of local government to keep our communities safe. With the move to eLearning until January 19 for the schools and the Park District and Glenview Library also moving to limit in person services, we felt it important to follow suit.

At the time we decided to close we had two staff members test positive. This weighed into our decision out of a desire to keep the staff and patrons as safe as possible.

We also follow the guidance from the Illinois Department of Public Health which has advised employers to have as many people working remotely as possible and to limit in person interactions where we can.

As a result, we made the difficult decision to move back to curbside pick-up, but are still offering many other services including phone and email support, homebound delivery, virtual programs, printing from home, digital resources like eBooks, and activity kits for families. We look forward to reopening the building to the public when we can safely do so.

If you would like to talk further, please do not hesitate to reach out at 847-272-7084 or khall@northbrook.info.

---

**RECEIVED DECEMBER 4, 2020**

Can't help but wonder why a closed library has 25 cars parked at it. If it is so dangerous you cannot be open how can you possibly need so many staff just waiting to infect each other. Ridiculous!!

*Comment Source: Website*

*Response to Patron by Kate Hall on December 10, 2020:*

Last week you sent in a comment to our feedback form that I wanted to get back to you on. I apologize for the delay in response. We experienced a technical glitch with our online feedback form.

We are using the opportunity of the library being closed to get some facility work done. When you see all the cars in the lot, only about 10 are staff members. Those staff are here to check in materials and prepare curbside pick-ups along with processing new items that we receive. The other cars are from different vendors we have coming in to work on building projects. We wanted to try and do as many of those as we could so that when we reopen there would be less disruption for patrons. We also felt we could more easily have the vendors safely distance with so few people in the building. We are looking forward to when we can safely reopen.

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**RECEIVED DECEMBER 8, 2020**

To The Library Board of Trustees and Village President Frum:

First, we would like to thank you for your leadership during what must be one of the Village's most challenging times ever. We are writing regarding the closure of the library building. Our family has been long time, very satisfied users of Northbrook's excellent library.

Last spring, we were disappointed with the library's extended closure during the initial months of the pandemic. We refrained from writing at that time because there was so much uncertainty regarding the virus. Fast forward almost nine months and the library building is once again in a prolonged shut down. We realize that the library is currently offering curbside pickup, but the process is cumbersome and deprives library users access to the building and all the library has to offer.

Northbrook's library is a huge resource for the community. We believe that the library is needed now more than ever as Northbrook enters the long winter ahead while we wait for the pandemic to end and vaccines to be distributed. There is no reason why the building cannot reopen at a reduced capacity that allows the community to access all the resources. People can wear masks and successfully socially distance. As a community, we have had no qualms requiring our retail workers, teachers and other "essential" workers to continue their jobs during the pandemic. Why shouldn't the library building fall into the same category? So much more is now known about the virus compared to last spring and complete closure of the library building for prolonged periods seems unwarranted. The Northbrook schools implementing in-person instruction have successfully used masks and social distancing. Covid cases have arisen in the schools from time to time and the schools successfully managed the situation to stay open. At worst, they close for a day to facilitate cleaning. Why is the library building closed until January 19?

The winter months ahead are going to be stressful and boring for everyone. Visiting the library to select a book, movie or music is what many Northbrook residents need. As a community, we all need to do our part to get through this trying time. We believe Northbrook's residents need access to the library building now more than ever.

Thank you for your continued efforts. Happy holidays.

*Comment Source: Email*

*Response to Patron by Kate Hall on :*

Thank you for sharing your concerns with us. We understand your frustration, which we share, and try to mitigate as much as possible..

As part of the Glenview Northbrook Coronavirus Joint Task Force we work closely with other units of local government to keep our communities safe. The schools in town moved to eLearning until January 19. The Glenview Library, and our own Park District, did something similar to limit in person services. We felt it important to follow suit.

At the time we decided to close we had two staff members test positive to the virus. This weighed into our decision. We want to keep staff and patrons as safe as possible.

We also follow the guidance from the Illinois Department of Public Health. It advised employers to have as many people working remotely as possible, and to limit in person interactions where we can.

As a result, we made the difficult decision to move back to curbside pick-up, but are still offering many other services including phone and email support, homebound delivery, virtual programs, printing from home, digital resources like eBooks, and activity kits for families. We look forward to reopening the building to the public when we can safely do so.  
Sincerely, Carlos Frum, Board President

*Staff comments by Kate Hall on December 8, 2020:*

Second email to board: Thank you for your quick reply. We are grateful for your public service and understand there are no easy answers. We also understand that everyone wants to stay safe but seems like overkill to shut the entire building to address the objectives you describe below. It seems like capacity limits and/or requiring appointments to visit the library combined with masks and social distancing would create a more reasonable compromise. Losing the ability to browse the library's collection and find something of interest is a tremendous loss.

What prompted my email is that I reserved a book online last week. I received notification on Saturday that the book was ready for pickup. I immediately called to make an appointment to pick up the book and was told that the first available pick up was mid-day Monday. It seemed ridiculous that it was not possible for me to pick up my book on Sunday – an exercise that would like take 60 seconds at the most.

I was disappointed because the local restaurants are able accommodate hundreds of pickups per day on the weekends in a Covid safe manner, but the library's system is inflexible and cumbersome. There must be a better system to allow library users to stop by and pick up their books on the weekend. The weekdays are difficult for those who work full time in the city during the week.

Thank you for your consideration. Happy Holidays.

Response from Kate Hall: Library Board President Carlos Frum forwarded me your email. I am sorry that you were not able to pick up your hold in a timely manner. Most of the time people can schedule a next day pick-up and we are continuing to look for ways to get materials to people more quickly. While browsing is preferred by many, we do offer assistance helping you find titles by calling and speaking with one of your librarians or emailing through our Five Fresh Reads program.

In terms of being able to safely allow patrons in the building, as Carlos said, we are following the recommendations from the IDPH and look forward to when we can safely reopen the building to the community.

I would be happy to talk with you more about this if you would like. You can reach me at 847-272-6224.

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**RECEIVED DECEMBER 16, 2020**

Thank you for opening the other libraries in your consortium for online requests!

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 17, 2020:*

Thanks for your email. We are glad that you are enjoying access to our consortium materials!

**RECEIVED DECEMBER 21, 2020**

Feedback regarding Jon Erickson Jazz Trio Concert 12/17/20:

"Thank you again. MERRY CHRISTMAS!!!!!!"

"The concert was very enjoyable. I did have to make a second attempt to log onto the YouTube but it worked the second time. Thank you."

"Thank you! We enjoyed it very much!"

*Comment Source: Email (Sent to fictionmedia@northbrook.info; compiled by Tracy Gossage)*

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**RECEIVED DECEMBER 21, 2020**

Thank you for this beautiful program. The winter poetry interspersed between the lovely holiday music was a delightful touch! 🍷 to all.

*Comment Source: Email (Sent to fictionmedia@northbrook.info; shared by Tracy Gossage)*

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**RECEIVED DECEMBER 21, 2020**

Comments regarding Virtual Theatre Screening: The Nutcracker (The Royal Ballet):

"I just wanted to thank you for making this wonderful programming available to us! The performance was lovely, the was great, and I really appreciate that our library provides such marvelous programming for us! Thank you!"

"Just a note to say thank you for giving us a chance to keep some of our traditions this year despite Covid. The Nutcracker was lovely and enjoyed by 2 households at the same time. Perfect!!!! Thanks again!!"

"It was wonderful. Thank you so much for bringing it to us."

*Comment Source: Email (Sent to fictionmedia@northbrook.info email; compiled by Tracy Gossage)*

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**RECEIVED DECEMBER 23, 2020**

Lobby remodel left me stunned. The illustrations got the lone library clerk correct. How many full time and part time employees are being dismissed for this "improvement?" Aside from eliminating friendly people, there does not even seem to a bench present for kids or seniors to wait for a ride. Looks totally unwelcoming, sterile and lonely. It's nice you can track books better with RFID, but it seems the jobs and cozy seats for people are lost forever.

*Comment Source: Email*

*Response to Patron by Kate Hall on December 28, 2020:*

Thank you for taking the time to share your concerns about the lobby remodel project. I am happy to report that no staff are being laid off as a result of this project. We do anticipate that over time we might not need the same number of people we now have or we might need people fulfilling different roles in the future, but we expect this to be a gradual change that happens as people depart the library.

Our goal in the lobby remodel was to make the lobby more inviting. We will have two desks for staff to sit at, but also plan to have more staff roaming around in order to better meet patrons needs. We want staff to be able to interact (safely) with

patrons and be able to move away from the desk to better help our users. In terms of seating, because the renderings are meant to convey the overall feel of the lobby, it did not include the level of detail that will be in the actual space. We will have comfortable seating near both doors, in the café area, near the elevator, and by our New Book section and new self-checkouts. We hope that people will feel welcomed and comfortable in the new space.

I hope this answers your concerns, but please do not hesitate to let me know if you would like to talk further.

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**RECEIVED DECEMBER 27, 2020**

Very disappointing pickup window. I fully understand the need to keep the library closed. I also understand that it takes 2 - 4 days to fill an order. However, the fact that we have to 'Schedule' something to pickup in a very narrow time-window is very disappointing. The library fails to take into account that both parents may work and need flexibility (of days) to do the pickup. This does not add to any more risk during Covid. Note that other government organizations like the DMV do have lines outside, if necessary. There were lines during the elections and people observed social distancing. Please allow at least the entire day window to pick up the books. Thank you.

*Comment Source: Email*

*Response to Patron by Erin McKinnie on December 30, 2020:*

Hello Sachin,

First, thank you for your feedback regarding Curbside Service. I appreciate you taking the time to provide this as I take patron feedback into consideration with any adjustments we make to this relatively new service.

We decided to opt back into intra-CCS Interlibrary Loan, which allows us the Library to borrow materials from other libraries in our consortium. We weighed the pros (access to more materials for our patrons) and cons (the potential of lengthier waits for holds) of opting back in, and ultimately decided opting in provides better service. While monitoring this change, I decided to add more "spots" for the service and continue to make sure staff can keep up with this in terms of man power. We are getting help from other departments, and I anticipate more spots becoming available so that we may return to next-day appointments, and will continue to monitor this to ensure we are providing the best service possible.

I hear what you are saying in regards to the DMV and other organizations. Curbside Service was relocated to Pollak A due to weather conditions. The time-slots that people can sign up for to pick up their materials are to help encourage physical distancing within the space, and so far it has worked well. The reason we limited, and as many as we can manage, time slots is that I want to make sure we can keep up with demand. The last thing I would want is to fail in preparing materials for patron feedback. Again, I continue to monitor this on a daily basis and will continue to make adjustments as needed.

If you have any additional feedback, or if there is anything else I can help if, please let me know.

Sincerely,

Erin Seeger

*Staff comments by Kate Hall on December 28, 2020:*

We have seen a significant increase in curbside pick-ups and holds being placed. As a result of this increase, we have allocated more staff to help pull holds from the shelves and have increased the number of slots for curbside pick-ups to meet this demand. We currently offer curbside 7 days a week including evenings and weekends. People can typically schedule a pick-up for the next day. We, of course, did not have curbside pick-up on the days we were closed for the holidays (12/24, 12/25, 1/1) and only have a morning pick-up for 12/31 as we close at 3pm that day.

**RECEIVED DECEMBER 27, 2020**

I read with interest in the newsletter about the plans to renovate the lobby. I was also surprised to learn that the Bookshop raises as much as it does. I recall the days before the Bookshop when the used book room made books available at 25 cents for a hardcover and 10 cents for a paperback. I suppose that was too good to last! That said, I have been happy to support the library through higher prices for used books, and we have donated many of ours as well.

Given the renovation of the lobby, is there a way for the library to expand the Bookshop hours? As it is now, people who work during the day can only visit the Bookshop on Saturdays. That's a narrow window for those of us who normally pickup our books after work and love to browse and buy used books. Given the expense and thought behind the new systems the library is installing, there must be some way to apply the same ideas, if not the technology to the Bookshop. Even if it were on the honor system, as was the old book room, I believe the lost revenue from those who don't abide by the rules would be made up and exceeded by those who do.

Thanks for continuing to improve the library!

*Comment Source: Email*

*Response to Patron by Susan Wolf on December 28, 2020:*

Thank you for your email regarding the Friends bookstore. The bookstore will remain closed while we have COVID-19 restrictions in place, but I will pass along your comment to the Friends to consider once we are able to reopen the bookstore.

Thank you for supporting the bookstore and the library!



## Memorandum

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**DATE:** January 5, 2021

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Reopening Plan Update

As I write this, Region 10 is still in Tier 3. We had originally planned to open next Tuesday along with the schools and Glenview Library, but we are faced with challenges that have made us pause in our reopening efforts.

We are experiencing an increasingly high number of staff that have to quarantine due to COVID restrictions. As we have not been filling positions that went vacant (with a couple exceptions like the Assistant Director) we are down 14 staff (12%) since March. With 10-15% of staff then also needing to quarantine we have had to reallocate staff from other departments to ensure we could continue to provide curbside and homebound delivery as our top priorities.

My goal is to be able to provide consistent service and not bounce back and forth from open to curbside. A few other area libraries (Oak Park and Palatine) have had to completely stop all operations due to staffing issues in the past week.

With all that in mind, we are going to wait to reopen. We will reevaluate again in a couple weeks and wait until we can ensure that we won't have to open and then potentially close again. When we reopen, we want to do so confident that we will not have to close again.

When we reopen to the public, we will be making the following changes:

- We will have a few tables with one chair at each throughout the library.
- Youth Services will now be open for browsing
- We have placed self-checkouts in the lobby to start transitioning people to more self-checks when the lobby remodel is done.
- Patrons can now check out equipment and larger items that we were not circulating before like projectors, board games, maker kits, etc.

We continue to focus on safety for staff and patrons and have been pleased with the number of patrons that have used our Curbside pick-up to not only grab materials, but to also pick up activity kits, print jobs, and other materials that staff have been preparing to keep patrons engaged during the winter months.

As vaccines start to roll out, we are looking at whether it will be safe to have some outdoor in person programming in the summer and are planning for different scenarios so we can be ready to pivot if need be to open things up more for patrons.

I look forward to answering any questions the board has.



## Memorandum

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**DATE:** 1/8/2021

**TO:** Board of Trustees

**FROM:** Kate Hall & Anna Amen

**RE:** RFID & Circulation Renovation Project Update

### **RFID**

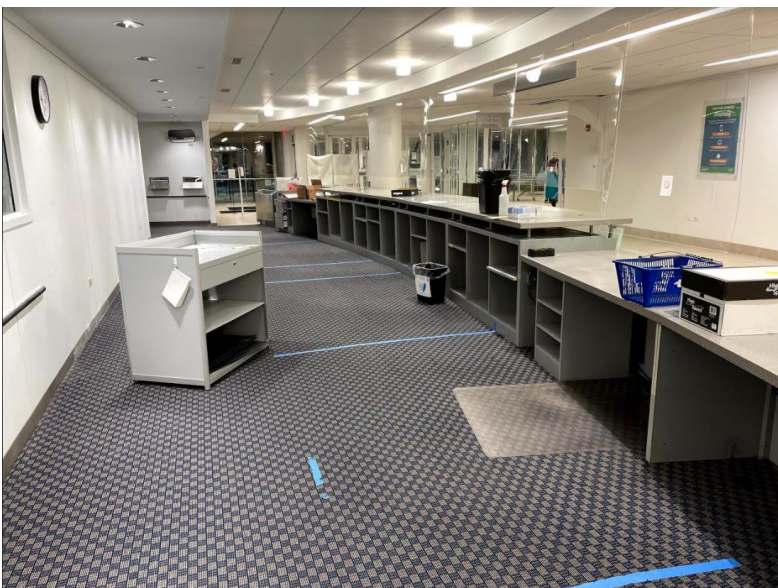
We are over 93% done with tagging the collection with RFID tags. We still have to tag specialty items (about 1,000) and items that were checked out while Backstage was tagging. Staff have already begun using the RFID pads and report greater efficiencies in checking out items for curbside.

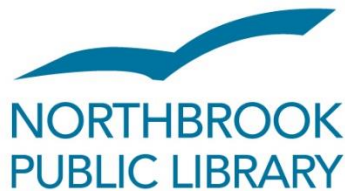
We are in the middle of setting up some of the self-checkout stations which we will have throughout the building and will have those ready to roll out before we reopen to the public.

### **Construction**

I am happy to report that the Circulation department has been completely moved upstairs into their temporary home on the 2<sup>nd</sup> floor. Construction is slated to begin on February 1 and we are ready to start the project. While the project is underway, we will be using the Pollak Rooms for curbside pick-up (as we have been) and staff space. Having some Circ staff on the 1<sup>st</sup> floor will also allow us to respond quickly to patrons at the self-checks when we reopen.

Here is a view of what the Circ lobby looks like right now:





## Memorandum

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**DATE:** January 5, 2021

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Temporary COVID Sick Leave Policy

On December 31, 2021 the Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave expired. At the April 2020 board meeting, the board passed a temporary policy, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 which expired when the FFCRA expired.

While there is a vaccine now, we do not know when the majority of the population will be able to receive it. Until such a point that we have most of the country inoculated against the virus, we will still have staff that need to stay home due to having COVID, quarantining from being in close contact with someone, etc.

Currently, only our Full-Time (35 hours/wk) and Regular Part-Time (20+ hours/wk) staff receive paid time off. In order to ensure we maintain a safe working environment and send people home when they are feeling sick, been in close contact with us, or traveled to a known hot spot, I am asking the board to pass a Temporary Sick Leave Policy for 2021 for all part-time staff (less than 18 hours a week). This policy will follow the same guidelines as the FFCRA and provide Part-time staff with paid leave when they cannot work due to COVID health guidelines.

The policy is included in your packet. I look forward to answering your questions and thank you for considering this new policy.

## TEMPORARY SICK LEAVE POLICY FOR PART-TIME STAFF

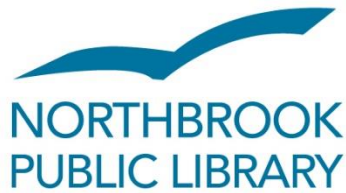
Effective January 1, 2021, all part-time library employees are awarded two weeks of paid COVID-19 sick leave for use during the 2021 calendar year. The term “week” is defined as the staff member’s weekly budgeted hours as of January 1, 2021. The term “part-time library employees” refers to those employees who are regularly scheduled to work 18 hours or less per week. This policy shall follow the same guidelines as the now expired [Emergency Paid Sick Leave from the Families First Coronavirus Response Act](#) and provide coverage in the following instances:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Leave shall be paid out as follows:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total

In the event that a new state or federal law granting paid sick leave for COVID related reasons is passed, this policy will be used concurrently with any new requirements. There will be no payment for the unused sick leave pay under this Temporary Policy. The sick leave may not be carried-over and expires on December 31, 2021. Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits. This policy shall expire on December 31, 2021.



## Memorandum

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**DATE:** 11/5/2020

**TO:** Board of Trustees

**FROM:** Kate Hall & Anna Amen

**RE:** RFID & Circulation Renovation Furniture Bid

The First Floor Lobby and RFID furniture bids have come back. We had originally estimated \$140,000 for furniture, but came in well under that. This is the final piece of the RFID & Circulation Renovation bids. Product Architecture has prepared a document and slides to show the bids and the furniture that was chosen.

The total project costs vs what was estimated is:

	Budget	Actual	Difference
Construction Cost	\$885,000	\$820,907	\$64,093
Furniture Cost	\$140,000	\$86,436	\$53,564
Total	\$1,025,000	\$907,343	\$117,657

We are asking for the board to approve the furniture bids as presented in the amount of \$86,435.56.

December 3, 2020

Kate Hall

Northbrook Public Library  
1201 Cedar Lane  
Northbrook, IL 60062

re: Furniture Bid Recommendation

Dear Kate,

We received bids and proposals for furniture for the library on November 23, 2020.

**Bid Package 1: HON furniture**

We received several inquiries and 3 bids for HON furniture, which is all of the office furniture. The bid results are below. The low bidder was Henrickson. They have included everything in the bid package, and we would recommend that the bid be awarded to them.

**1: HON**

Corporate Concepts	\$51,316.47
Henrickson	\$36,944.39
Warehouse Direct	\$37,769.63

**Bid Package 2: Coalesse**

We received several inquiries and 5 bids for the Coalesse furniture. Coalesse is a manufacturer with a limited number of dealers who are able to purchase it, so we place it in its own bid package. The bid results are below. The low bidder was Forward Space. They have included everything in the bid package, and we would recommend that the bid be awarded to them.

**2: COALESSE**

Corporate Concepts	\$11,701.92
Forward Space	\$11,425.17
Henrickson	\$11,591.94
Interiors For Business	\$11,513.10
Interior Investments	\$12,062.68

### Bid Package 3: Open

We received 6 bids for furniture that is considered to be an “open line”, meaning that any dealer may sell it. Library Furniture International was the low bidder, included everything in the package, and we recommend that they be awarded the bid.

#### **3: OPEN**

LFI	\$23,391.00
Corporate Concepts	\$23,873.28
Forward Space	\$33,382.88
Henrickson	\$25,823.24
Interiors For Business	\$26,074.30
Interior Investments	\$26,472.25

### Bid Package 4: Shelving

This package was for Estey shelving. We received 1 bid for this, and no substitution requests. Estey is shelving manufacturer with a limited number of dealers able to sell the product. In this case, the dealer must be certified to install the shelving. Library Furniture International provided a bid for this package, and we recommend that they be awarded the bid.

#### **4: ESTEY SHELVING**

LFI	\$14,675.00
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Furniture totals for the project are as follows:

Henrickson	\$36,944.39	<i>HON</i>
Forward Space	\$11,425.17	<i>Coalesse</i>
LFI	\$23,391.00	<i>Open</i>
LFI	\$14,675.00	<i>Shelving</i>
<b>TOTAL</b>	<b>\$86,435.56</b>	

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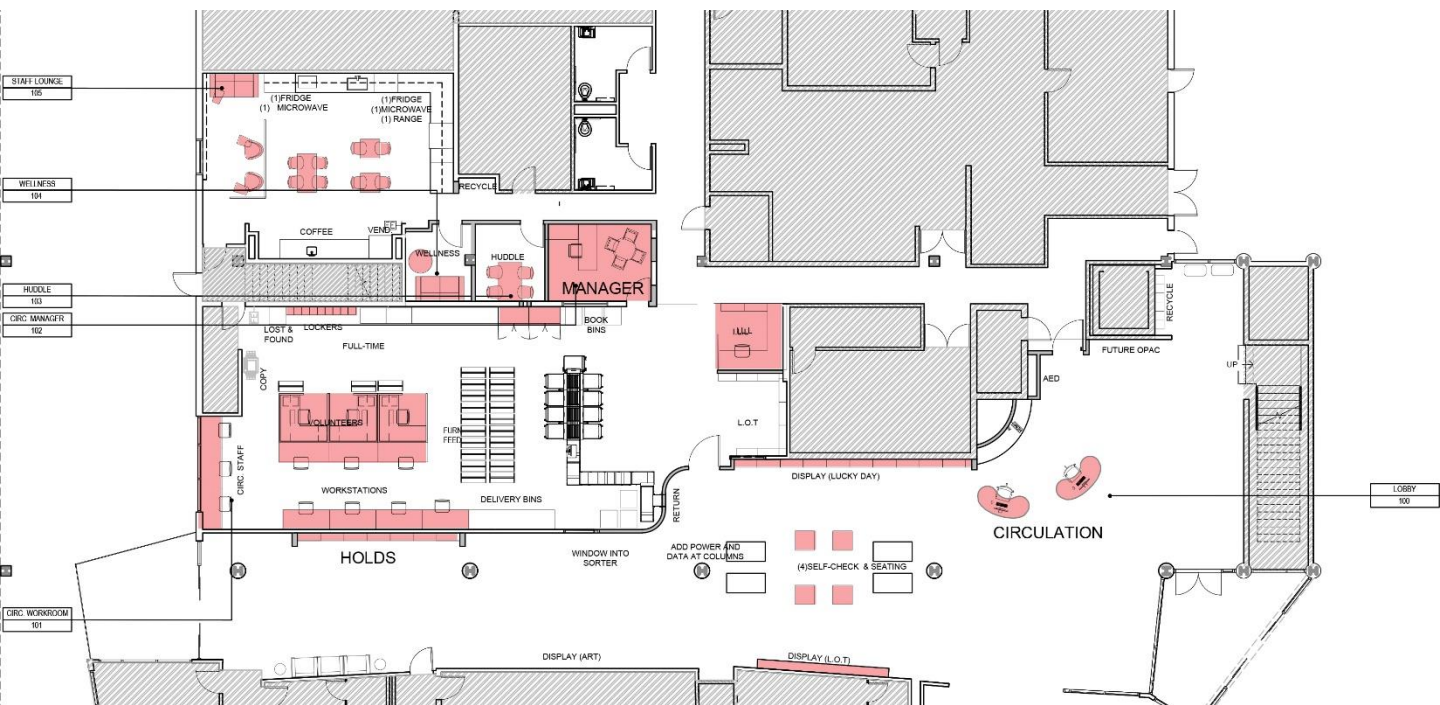
Tiffany Nash

product architecture + design  
811 west evergreen #405  
chicago, il 60642  
c 773.398.7286

# NORTHBROOK PUBLIC LIBRARY

## FURNITURE

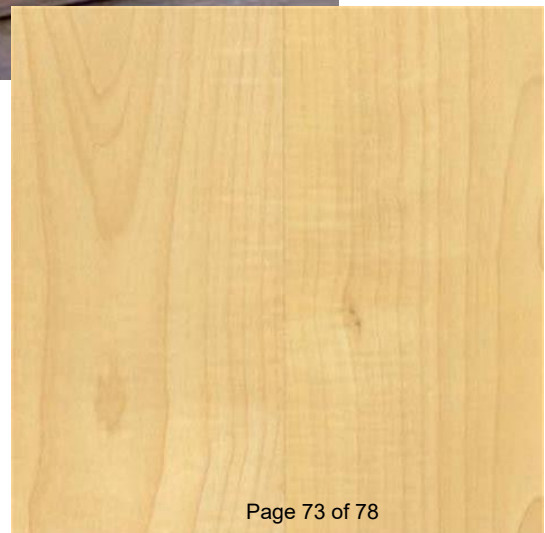
# Furniture Plan





# 3Branch Kurve

## Service Desk (maple front, no signage)



# Source International Scape Lobby Ottoman



# Estey A-Frame Shelving



## HON Preside Staff Lounge Dining Table



## SitOnIt Rio Staff Lounge Dining Chair



# Coalesse Joel

## Staff Lounge Swivel Chair and Laptop table



# Coalesse Sistema

## Wellness Room and Staff Lounge Sofa and Ottoman

