

NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

January 20, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room
Livestream: <https://youtu.be/CiCUOhIMrA>

Zoom Webinar

Register to attend the meeting virtually:

<https://visit.northbrook.info/event/6049583>

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

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – November 18, 2021
 - 3.3 Approve Cash Balances & Income Statement November and December 2021
 - 3.4 Approve Bills and Charges from November and December 2021
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Visiting other libraries
 - 7.2 Director Evaluation Process
- 8 New Business
 - 8.1 Temporary COVID Sick Leave Policy
 - 8.2 Sick Leave Policy Update
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
11/31/21**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	8,405,676.87	28,669.47	1,144,647.85	7,289,698.49
Restricted	367,092.59	205.14	2,800.10	364,497.63
IMRF	735,632.45	903.01	31,640.33	704,895.13
Fica	218,819.78	652.42	22,313.58	197,158.62
Total Operating	<u>\$ 9,727,221.69</u>	<u>\$ 30,430.04</u>	<u>\$1,201,401.86</u>	<u>\$ 8,556,249.87</u>
<u>Capital Improvement</u>	\$ 5,091,423.51	\$ 207.38	\$ 6,604.24	\$ 5,085,026.65
<u>Debt Service</u>	\$ 8,924.23	\$ 560,000.00	\$ 567,162.77	\$ 1,761.46

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(112,608.03)	36,203.76	1,761.46
PayPal	7,522.60	-	-
GSB - Money Market	226,133.62	-	-
Fifth Third - Checking/Money Market	8,433,747.30	5,048,311.52	-
US Bancorp	659.38	511.37	-
IMET	-	-	-
Petty Cash	795.00	-	-
Total	<u>\$ 8,556,249.87</u>	<u>\$5,085,026.65</u>	<u>\$ 1,761.46</u>

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

Northbrook Public Library
Income Statement
11/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$7,737.08	\$16,784.42	\$7,242,054.84	\$7,183,977.71	\$7,289,188.00	98.56%
Replacement Tax	\$0.00	\$0.00	\$55,030.43	\$93,079.87	\$125,000.00	74.46%
Impact Fees	\$3,128.28	\$2,288.44	\$7,441.33	\$6,634.86	\$0.00	0.00%
Fines, Fees & Rentals	\$550.81	\$2,105.32	\$3,244.55	\$23,459.81	\$25,000.00	93.84%
Interest Income	\$1,046.02	\$201.14	\$11,868.24	\$3,463.10	\$25,000.00	13.85%
Other Income	\$1,642.19	\$334.44	\$15,608.65	\$21,701.91	\$100,000.00	21.70%
Total Undesignated Revenue	\$14,104.38	\$21,713.76	\$7,335,248.04	\$7,332,317.26	\$7,564,188.00	96.93%
Designated Revenue						
Gifts & Other Designated Income	\$686.04	\$203.08	\$105,647.56	\$74,310.21	\$100,000.00	0.00%
Designated Interest Income	\$19.14	\$1.73	\$159.80	\$85.16	\$0.00	0.00%
Total Designated Revenue	\$705.18	\$44.81	\$105,807.36	\$74,235.37	\$100,000.00	0.00%
Total Revenues	\$14,809.56	\$21,918.57	\$7,441,055.40	\$7,406,712.63	\$7,664,188.00	97.92%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$87,887.64	\$95,311.75	\$496,523.42	\$462,174.10	\$949,000.00	55.21%
Audio Visual	\$5,302.99	\$4,573.00	\$20,357.78	\$30,523.96	\$0.00	
Videos/DVDs	\$3,758.22	\$6,692.25	\$20,855.86	\$31,224.16	\$0.00	
Programs	\$10,107.86	\$5,995.06	\$37,811.71	\$47,315.59	\$117,000.00	40.44%
OCLC	\$0.00	\$0.00	\$9,062.03	\$15,052.24	\$22,000.00	68.42%
CCS Shared Costs	\$0.00	\$0.00	\$33,292.21	\$52,743.39	\$80,000.00	65.93%
Total Materials & Services	\$107,056.71	\$102,572.06	\$617,903.01	\$639,033.44	\$1,168,000.00	54.71%
Human Resources						
General Salaries and Wages	\$304,586.81	\$291,679.86	\$2,130,294.31	\$2,026,699.48	\$3,869,725.00	52.37%
Maintenance Salaries & Wages	\$14,975.19	\$12,253.68	\$102,348.81	\$86,160.04	\$168,975.00	50.99%
Group Insurance	\$54,173.27	\$53,911.04	\$374,313.97	\$385,880.15	\$695,000.00	55.52%
Pension Expense	\$16.61	\$0.00	\$16.61	\$0.00	\$0.00	0.00%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$17,878.78	\$19,225.29	\$27,000.00	71.20%
Staff Development	\$1,581.91	\$7,037.14	\$13,959.03	\$28,995.73	\$70,000.00	41.42%
Total Human Resources	\$375,333.79	\$364,881.72	\$2,638,811.51	\$2,546,960.69	\$4,830,700.00	52.72%

Northbrook Public Library
Income Statement
11/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
Photocopy	\$34.17	\$2,837.28	\$17,129.32	\$19,731.50	\$37,500.00	52.62%
Office & Library Supplies	\$4,942.77	\$3,361.40	\$45,899.57	\$28,943.97	\$70,000.00	41.35%
Software	\$4,178.65	\$5,296.51	\$76,564.64	\$53,437.23	\$103,000.00	51.88%
Postage	\$142.96	\$778.91	\$15,851.56	\$17,594.55	\$20,000.00	87.97%
General Insurance	\$4,596.00	\$3,847.72	\$50,734.02	\$55,026.81	\$63,000.00	87.34%
Telephone/Internet	\$11,910.08	\$12,122.87	\$32,821.20	\$33,116.73	\$43,000.00	77.02%
Professional Services	\$17,992.95	\$39,348.28	\$156,194.72	\$164,710.80	\$275,000.00	59.89%
Furniture, Equipment	\$15,009.38	\$0.00	\$41,877.06	\$37,654.21	\$50,000.00	75.31%
Equipment Rental & Maintenance	\$0.00	\$930.00	\$1,713.64	\$4,215.24	\$42,000.00	10.04%
Community Relations	\$1,271.78	\$6,057.06	\$16,754.48	\$19,524.51	\$44,000.00	44.37%
Total Operating Costs	\$60,078.74	\$74,580.03	\$455,540.21	\$433,955.55	\$747,500.00	58.05%
Maintenance						
Vehicle Expense	\$104.35	\$0.00	\$324.96	\$227.32	\$3,000.00	7.58%
Janitorial Supplies	\$2,332.40	\$2,574.60	\$19,557.66	\$21,899.13	\$45,000.00	48.66%
Utilities	\$2,613.37	\$1,918.91	\$12,283.90	\$12,169.01	\$54,000.00	22.54%
Building Repairs	\$1,246.33	\$11,954.22	\$7,126.33	\$22,284.22	\$30,000.00	74.28%
Contracted Services	\$16,337.30	\$13,421.85	\$83,259.84	\$85,427.21	\$135,000.00	63.28%
Total Maintenance	\$22,633.75	\$29,869.58	\$122,552.69	\$142,006.89	\$267,000.00	53.19%
Other Expenses						
Recruiting	\$48.00	\$0.00	\$48.00	\$1,509.50	\$500.00	301.90%
Contingency & Misc Exp	\$220.42	\$1,007.62	\$848.99	\$4,358.27	\$100,000.00	4.36%
Board Development	\$0.00	\$123.00	\$48.99	\$450.20	\$0.00	0.00%
Total Other Expenses	\$268.42	\$1,130.62	\$945.98	\$6,317.97	\$100,500.00	6.29%
Total Undesignated Expenses	\$565,371.41	\$573,034.01	\$3,835,753.40	\$3,768,274.54	\$7,113,700.00	52.97%
Designated Expenses						
Miscellaneous Designated Expenses	\$151.22	\$48.37	\$2,765.76	\$4,835.18	\$0.00	0.00%
Designated Materials Expense	\$199.45	\$51.73	\$1,408.07	\$1,195.84	\$0.00	0.00%
Designated Program Expense	\$2,556.72	\$2,700.00	\$19,155.89	\$25,606.94	\$100,000.00	25.61%
Total Designated Expenses	\$2,907.39	\$2,800.10	\$23,329.72	\$31,637.96	\$100,000.00	31.64%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	0.00%
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	(\$221.73)	\$450,000.00	(0.05%)
Total Expenses	\$568,278.80	\$575,834.11	\$3,859,083.12	\$3,799,690.77	\$7,663,700.00	49.58%
NET SURPLUS/(DEFICIT)	(\$553,469.24)	(\$553,915.54)	\$3,581,972.28	\$3,607,021.86	\$488.00	

Northbrook Public Library
Income Statement
11/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$509.62	\$902.49	\$477,015.35	\$386,277.51	\$400,000.00	96.57%
Property Tax Levy FICA	\$300.57	\$652.05	\$281,341.72	\$279,085.50	\$289,000.00	96.57%
Interest Income IMRF	\$0.00	\$0.52	\$4.39	\$1.99	\$50.00	3.98%
Interest Income FICA	\$0.00	\$0.37	\$2.77	\$1.44	\$50.00	2.88%
Total Undesignated Revenue	\$810.19	\$1,555.43	\$758,364.23	\$665,366.44	\$689,100.00	96.56%
Total Revenues	\$810.19	\$1,555.43	\$758,364.23	\$665,366.44	\$689,100.00	96.56%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$33,515.01	\$31,640.33	\$235,164.54	\$216,506.98	\$425,000.00	50.94%
Employer FICA	\$23,457.10	\$22,313.58	\$164,524.12	\$155,551.63	\$289,000.00	53.82%
Total Human Resources	\$56,972.11	\$53,953.91	\$399,688.66	\$372,058.61	\$714,000.00	52.11%
Total Undesignated Expenses	\$56,972.11	\$53,953.91	\$399,688.66	\$372,058.61	\$714,000.00	52.11%
Total Expenses	\$56,972.11	\$53,953.91	\$399,688.66	\$372,058.61	\$714,000.00	52.11%
NET SURPLUS/(DEFICIT)	(\$56,161.92)	(\$52,398.48)	\$358,675.57	\$293,307.83	(\$24,900.00)	

Northbrook Public Library
Income Statement
11/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$634.94	\$207.38	\$7,936.36	\$2,339.63	\$10,000.00	23.40%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
Total Undesignated Revenue	\$634.94	\$207.38	\$15,125.36	\$9,539.63	\$10,000.00	95.40%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$634.94	\$207.38	\$15,125.36	\$9,539.63	\$435,000.00	2.19%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$427.95	\$937.50	\$749,450.99	\$108,627.21	\$908,000.00	11.96%
Professional Fees	\$472.50	\$0.00	\$75,942.90	\$35,467.50	\$75,000.00	47.29%
Furniture & Equipment	\$0.00	\$5,666.74	\$229,860.74	\$255,330.11	\$40,000.00	638.33%
Total Capital & Bond Expenses	\$900.45	\$6,604.24	\$1,055,254.63	\$399,424.82	\$1,023,000.00	39.04%
Total Undesignated Expenses	\$900.45	\$6,604.24	\$1,055,254.63	\$399,424.82	\$1,023,000.00	39.04%
Total Expenses	\$900.45	\$6,604.24	\$1,055,254.63	\$399,424.82	\$1,023,000.00	39.04%
NET SURPLUS/(DEFICIT)	(\$265.51)	(\$6,396.86)	(\$1,040,129.27)	(\$389,885.19)	(\$588,000.00)	

Northbrook Public Library
Income Statement
11/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$548.60	\$1,710.77	\$513,498.26	\$732,236.35	\$758,249.00	96.57%
Interest Income	\$0.00	\$0.98	\$8.37	\$3.77	\$0.00	0.00%
Total Undesignated Revenue	\$548.60	\$1,711.75	\$513,506.63	\$732,240.12	\$758,249.00	96.57%
Total Revenues	\$548.60	\$1,711.75	\$513,506.63	\$732,240.12	\$758,249.00	96.57%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$197,890.29	\$191,085.77	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$354,945.00	\$376,077.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$552,835.29	\$567,162.77	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$552,835.29	\$567,162.77	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Expenses	\$552,835.29	\$567,162.77	\$759,979.05	\$758,235.58	\$758,249.00	100.00%
NET SURPLUS/(DEFICIT)	(\$552,286.69)	(\$565,451.02)	(\$246,472.42)	(\$25,995.46)	\$0.00	0.00%

November 2021 Financial Summary

Total General Fund revenues collected to date is \$7,406,552.63.

- 98.56% of property taxes have been collected
- Fines, Fees & Rentals
 - 69% of the Fines, Fees & Rentals is non-resident fees
 - This is the renewal of cards for patrons that live in unincorporated Northbrook – this renewal was not collected during FY2021

Total General Fund expenditures are \$3,799,697.35, budget differences include:

- Programming is less than budget due to COVID 19
- OCLC costs are greater than budget due to invoices being paid quarterly
- CCS Shared costs are greater than budget due to invoices being paid quarterly
- Unemployment / Workers Compensation represents 10 months of expense
- Staff Development is less than budget due to virtual conferences/workshops costing less than in person conferences/workshops
- Supplies are less than budget due to COVID 19
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance represents 10 months of expense
- Telephone/Internet is greater than budget due to the phone service being paid annually in November – expense shows 12 months of telephone costs
- Furniture, Equipment is greater than budget due to the nature of the account – items are one time costs – to date we have purchased IT Lifecycle items, a mast lift, dvd recorders, OWL for virtual meetings and picnic tables
- Equipment Rental & Maintenance is less than budget due to the nature of the account – these costs are recorded annually and will happen by the end of the fiscal year
- Community Relations is less than budget due to a reduction in outreach due to COVID 19
- Vehicle is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to delay in processing of invoice - we have only recorded 4 months of gas expense rather than 6
- Building Repairs is less than budget due to the nature of the account – these costs are recorded annually based upon when service is performed
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
12/31/2021**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	7,289,698.49	11,295.26	532,050.73	6,768,943.02
Restricted	364,497.63	25,905.00	23,677.43	366,725.20
IMRF	704,895.13	374.00	32,573.49	672,695.64
Fica	197,158.62	270.22	22,665.89	174,762.95
Total Operating	<u>\$ 8,556,249.87</u>	<u>\$ 37,844.48</u>	<u>\$ 610,967.54</u>	<u>\$ 7,983,126.81</u>
<u>Capital Improvement</u>	\$ 5,085,026.65	\$ 214.30	\$ 3,186.27	\$ 5,082,054.68
<u>Debt Service</u>	\$ 1,761.46			\$ 1,761.46

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(44,666.85)	33,017.49	1,761.46
PayPal	8,063.22	-	-
GSB - Money Market	226,135.48	-	-
Fifth Third - Checking/Money Market	7,792,140.58	5,048,525.82	-
US Bancorp	659.38	511.37	-
IMET	-	-	-
Petty Cash	795.00	-	-
Total	<u>\$ 7,983,126.81</u>	<u>\$5,082,054.68</u>	<u>\$ 1,761.46</u>

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

Northbrook Public Library
Income Statement
12/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$47,619.68	\$6,955.68	\$7,289,674.52	\$7,190,933.39	\$7,289,188.00	98.65%
Replacement Tax	\$0.00	\$0.00	\$55,030.43	\$93,079.87	\$125,000.00	74.46%
Impact Fees	\$289.85	\$0.00	\$7,731.18	\$6,634.86	\$0.00	
Fines, Fees & Rentals	\$258.66	\$1,307.53	\$3,503.21	\$24,767.34	\$25,000.00	99.07%
Interest Income	\$752.37	(\$58.35)	\$12,620.61	\$3,404.75	\$25,000.00	13.62%
Other Income	\$0.00	\$392.45	\$15,608.65	\$22,094.36	\$100,000.00	22.09%
Total Undesignated Revenue	\$48,920.56	\$8,597.31	\$7,384,168.60	\$7,340,914.57	\$7,564,188.00	97.05%
Designated Revenue						
Gifts & Other Designated Income	\$41,170.15	\$25,903.14	\$146,817.71	\$100,213.35	\$100,000.00	100.21%
Designated Interest Income	\$37.66	\$1.86	\$197.46	\$87.02	\$0.00	
Total Designated Revenue	\$41,207.81	\$25,905.00	\$147,015.17	\$100,300.37	\$100,000.00	0.00%
Total Revenues	\$90,128.37	\$34,502.31	\$7,531,183.77	\$7,441,214.94	\$7,664,188.00	97.09%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$42,918.67	\$41,028.74	\$539,442.09	\$503,202.84	\$0.00	
Audio Visual	\$5,073.40	\$5,315.24	\$26,231.26	\$35,039.20	\$0.00	
Videos/DVDs	\$3,049.99	\$7,873.29	\$23,905.85	\$39,097.45	\$0.00	
Programs	\$9,662.35	\$2,126.77	\$47,474.06	\$49,442.36	\$117,000.00	42.26%
OCLC	\$5,397.30	\$96.50	\$14,459.33	\$15,148.74	\$22,000.00	68.86%
CCS Shared Costs	\$19,714.46	\$0.00	\$53,006.67	\$52,743.39	\$80,000.00	65.93%
Total Materials & Services	\$86,616.25	\$56,440.54	\$704,519.26	\$695,473.98	\$1,168,000.00	59.54%
Human Resources						
General Salaries and Wages	\$293,148.82	\$296,581.01	\$2,423,443.13	\$2,323,280.49	\$3,869,725.00	60.04%
Maintenance Salaries & Wages	\$14,665.28	\$12,253.68	\$117,014.09	\$98,413.72	\$168,975.00	58.24%
Group Insurance	\$53,972.34	\$53,533.15	\$428,286.31	\$439,413.30	\$695,000.00	63.22%
Pension Expense	\$0.00	\$0.00	\$16.61	\$0.00	\$0.00	
Unemployment/Worker's Comp	\$0.00	\$0.00	\$17,878.78	\$19,225.29	\$27,000.00	71.20%
Staff Development	\$664.81	\$2,401.36	\$14,623.84	\$31,397.09	\$70,000.00	44.85%
Total Human Resources	\$362,451.25	\$364,769.20	\$3,001,262.76	\$2,911,729.89	\$4,830,700.00	60.28%

Northbrook Public Library
Income Statement
12/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	67%
Operating Costs						
Photocopy	\$853.02	\$2,052.17	\$17,982.34	\$21,783.67	\$37,500.00	58.09%
Office & Library Supplies	\$3,354.65	\$3,838.64	\$49,254.22	\$32,782.61	\$70,000.00	46.83%
Software	\$4,580.34	\$14,972.51	\$81,144.98	\$68,409.74	\$103,000.00	66.42%
Postage	\$18.21	\$73.24	\$16,036.77	\$17,667.79	\$20,000.00	88.34%
General Insurance	\$0.00	\$0.00	\$50,734.02	\$55,026.81	\$63,000.00	87.34%
Telephone/Internet	\$922.65	\$1,447.63	\$33,743.85	\$34,564.36	\$43,000.00	80.38%
Professional Services	\$21,777.95	\$34,749.14	\$177,972.67	\$199,459.94	\$275,000.00	72.53%
Furniture, Equipment	\$0.00	\$916.99	\$41,877.06	\$38,571.20	\$50,000.00	77.14%
Equipment Rental & Maintenance	\$284.64	\$16,885.48	\$1,998.28	\$21,100.72	\$42,000.00	50.24%
Community Relations	\$157.25	\$5,493.71	\$16,911.73	\$25,018.22	\$44,000.00	56.86%
Total Operating Costs	\$31,948.71	\$80,429.51	\$487,655.92	\$514,385.06	\$747,500.00	68.81%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$324.96	\$227.32	\$3,000.00	7.58%
Janitorial Supplies	\$6,051.05	\$4,848.96	\$25,608.71	\$26,748.09	\$45,000.00	59.44%
Utilities	\$2,774.92	\$10,120.18	\$15,058.82	\$22,289.19	\$54,000.00	41.28%
Building Repairs	\$3,824.00	(\$2,354.00)	\$10,950.33	\$19,930.22	\$30,000.00	66.43%
Contracted Services	\$10,001.53	\$9,730.50	\$93,261.37	\$95,157.71	\$135,000.00	70.49%
Total Maintenance	\$22,651.50	\$22,345.64	\$145,204.19	\$164,352.53	\$267,000.00	61.56%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$48.00	\$1,509.50	\$500.00	301.90%
Contingency & Misc Exp	\$230.34	\$151.59	\$1,079.33	\$4,509.86	\$100,000.00	4.51%
Board Development	\$0.00	\$0.00	\$48.99	\$450.20	\$0.00	
Total Other Expenses	\$230.34	\$151.59	\$1,176.32	\$6,469.56	\$100,500.00	6.44%
Total Undesignated Expenses	\$503,898.05	\$524,136.48	\$4,339,818.45	\$4,292,411.02	\$7,113,700.00	60.34%
Designated Expenses						
Miscellaneous Designated Expenses	\$224.96	\$730.07	\$2,990.72	\$5,565.25		
Designated Materials Expense	\$214.45	\$5.36	\$1,622.52	\$1,201.20		
Designated Capital Expense	\$0.00	\$742.00	\$0.00	\$742.00		
Designated Program Expense	\$700.00	\$22,200.00	\$19,855.89	\$47,806.94		
Total Designated Expenses	\$1,139.41	\$23,677.43	\$24,469.13	\$55,315.39	\$100,000.00	55.32%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$221.73)	\$450,000.00	
Total Expenses	\$505,037.46	\$547,813.91	\$4,364,287.58	\$4,347,504.68	\$7,663,700.00	56.73%
NET SURPLUS/(DEFICIT)	(\$414,909.09)	(\$513,311.60)	\$3,166,896.19	\$3,093,710.26	\$488.00	

Northbrook Public Library
Income Statement
12/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$3,136.58	\$374.00	\$480,151.93	\$386,651.51	\$400,000.00	96.66%
Property Tax Levy FICA	\$1,849.94	\$270.22	\$283,191.66	\$279,355.72	\$289,000.00	96.66%
Interest Income IMRF	\$0.16	\$0.00	\$4.55	\$1.99	\$50.00	3.98%
Interest Income FICA	\$0.09	\$0.00	\$2.86	\$1.44	\$50.00	2.88%
Total Undesignated Revenue	\$4,986.77	\$644.22	\$763,351.00	\$666,010.66	\$689,100.00	96.65%
Total Revenues	\$4,986.77	\$644.22	\$763,351.00	\$666,010.66	\$689,100.00	96.65%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$32,667.76	\$32,553.49	\$267,832.30	\$249,060.47	\$425,000.00	58.60%
Employer FICA	\$22,532.20	\$22,665.89	\$187,056.32	\$178,217.52	\$289,000.00	61.67%
Total Human Resources	\$55,199.96	\$55,219.38	\$454,888.62	\$427,277.99	\$714,000.00	59.84%
Total Undesignated Expenses	\$55,199.96	\$55,219.38	\$454,888.62	\$427,277.99	\$714,000.00	59.84%
Total Expenses	\$55,199.96	\$55,219.38	\$454,888.62	\$427,277.99	\$714,000.00	59.84%
NET SURPLUS/(DEFICIT)	(\$50,213.19)	(\$54,575.16)	\$308,462.38	\$238,732.67	(\$24,900.00)	

Northbrook Public Library
Income Statement
12/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$653.55	\$214.30	\$8,589.91	\$2,553.93	\$10,000.00	25.54%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	
Total Undesignated Revenue	\$653.55	\$214.30	\$15,778.91	\$9,753.93	\$10,000.00	97.54%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$653.55	\$214.30	\$15,778.91	\$9,753.93	\$435,000.00	2.24%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$19,471.76	\$2,556.27	\$768,922.75	\$111,183.48	\$908,000.00	12.24%
Professional Fees	\$1,417.50	\$0.00	\$77,360.40	\$35,467.50	\$75,000.00	47.29%
Furniture & Equipment	\$0.00	\$1,676.75	\$229,860.74	\$257,006.86	\$40,000.00	642.52%
Total Capital & Bond Expenses	\$20,889.26	\$4,233.02	\$1,076,143.89	\$403,657.84	\$1,023,000.00	39.46%
Total Undesignated Expenses	\$20,889.26	\$4,233.02	\$1,076,143.89	\$403,657.84	\$1,023,000.00	39.46%
Total Expenses	\$20,889.26	\$4,233.02	\$1,076,143.89	\$403,657.84	\$1,023,000.00	39.46%
NET SURPLUS/(DEFICIT)	(\$20,235.71)	(\$4,018.72)	(\$1,060,364.98)	(\$393,903.91)	(\$588,000.00)	

Northbrook Public Library
Income Statement
12/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$3,376.47	\$708.97	\$516,874.73	\$732,945.32	\$758,249.00	96.66%
Interest Income	\$0.18	\$0.00	\$8.55	\$3.77	\$0.00	
Total Undesignated Revenue	\$3,376.65	\$708.97	\$516,883.28	\$732,949.09	\$758,249.00	96.66%
Total Revenues	\$3,376.65	\$708.97	\$516,883.28	\$732,949.09	\$758,249.00	96.66%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$0.00	\$0.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$759,979.05	\$758,235.58	\$758,249.00	100.00%
NET SURPLUS/(DEFICIT)	\$3,376.65	\$708.97	(\$243,095.77)	(\$25,286.49)	\$0.00	

December 2021 Financial Summary

Total General Fund revenues collected to date is \$7,441,214.94.

- 98.65% of property taxes have been collected
- Fines, Fees & Rentals
 - 67% of the Fines, Fees & Rentals is non-resident fees
 - This is the for patrons that live in unincorporated Northbrook – 100% of the fee is collected when card is applied for or renewed

Total General Fund expenditures are \$3,799,697.35, budget differences include:

- Programming is less than budget due to COVID 19
- Staff Development is less than budget due to virtual conferences/workshops costing less than in person conferences/workshops
- Supplies are less than budget due to COVID 19
- General Insurance represents 10 months of expense
- Telephone/Internet is greater than budget due to the phone service being paid annually
- Furniture, Equipment is greater than budget due to the nature of the account – items are one time costs – to date we have purchased IT Lifecycle items, a mast lift, dvd recorders, OWL for virtual meetings and picnic tables
- Equipment Rental & Maintenance is less than budget due to the nature of the account – costs are recorded annually when service is performed
- Community Relations is less than budget due to a reduction in outreach due to COVID 19
- Vehicle is less than budget due to less usage and fewer repairs
- Janitorial Supplies is less that budget due to COVID 19
- Utilities is less than budget due to gas bill for winter months (December, January, February, March) representing 50% of the budget – also only 7 months of expense has been recorded
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

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

Operating Funds	
Library Claims List	\$ 215,372.38
Librarian's Claims List	\$ 15,477.08
Payroll	\$ 290,445.11
Fica/IMRF	\$ 53,953.91
ACH to IPBC	\$ 66,153.38
Transfer to Debt Services	\$ 560,000.00
Total Operating Funds	<u>\$ 1,201,401.86</u>
Capital Improvement Fund	
Claims List	\$ 6,604.24
	<u>\$ 6,604.24</u>
Debt Service Fund	
Principal & Interest 2012A	\$ 36,942.77
Principal & Interest 2013A	\$ 34,845.00
Principal & Interest 2013B	\$ 331,000.00
Principal & Interest 2019	\$ 164,375.00
	<u>\$ 567,162.77</u>
Grand Total Library	<u><u>\$ 1,775,168.87</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25253	11/17/2021	American Library Association, Membership	\$ 1,003.00	monthly payment - staff development
25254	11/17/2021	F.E. Moran, Inc. - Fire Protection - North	\$4,200.00	annual payment - building repairs
25255	11/17/2021	First Bankcard	\$3,995.46	monthly payment - supplies
25256	11/17/2021	Susan Merdinger	\$700.00	monthly payment - programming
25257	11/17/2021	NFIP Direct Servicing Agent	\$4,390.00	annual payment - flood insurance
25258	11/17/2021	Robert Oakley Gregory	\$8,500.00	annual payment - equipment repair & maintenance
25259	11/17/2021	Stojo Products Inc.	\$2,302.00	annual payment - staff development
25260	11/17/2021	Symmetry Energy Solutions, LLC	\$1,153.73	monthly payment - utilities
25261	11/22/2021	EBSCO Information Services	\$19,254.34	annual payment - materials
25262	11/22/2021	Ring Central Inc	\$24,924.93	annual payment - telephone
25263	11/30/2021	Amazon	\$2,300.17	monthly payment - supplies
25264	11/30/2021	Ancel Glink P.C.	\$1,975.00	monthly payment - professional fees
25265	11/30/2021	Baker & Taylor	\$26,019.61	monthly payment - materials
25266	11/30/2021	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
25267	11/30/2021	CallOne	\$692.94	monthly payment - telephone
25268	11/30/2021	Dornfeld Piano Tuning	\$930.00	quarterly payment -equipment repair & maintenance
25269	11/30/2021	F.E. Moran Mechanical Services	\$3,454.22	annual payment - building repairs
25270	11/30/2021	Gale/Cengage Learning Inc.	\$654.20	monthly payment - materials
25271	11/30/2021	Garvey's Office Products	\$718.80	monthly payment - supplies
25272	11/30/2021	Jo I Gayle	\$660.00	monthly payment - programming
25273	11/30/2021	Impact Networking LLC	\$670.00	monthly payment - supplies
25274	11/30/2021	Mango Languages	\$3,435.00	annual payment - materials
25275	11/30/2021	Midwest Tape	\$8,658.62	monthly payment - materials
25276	11/30/2021	Neuco Inc.	\$2,035.22	monthly payment - janitorial supplies
25277	44530	NewsBank, Inc.	\$13,203.00	annual payment - materials
25278	44530	Northbrook Chamber of Commerce & Industry	\$875.00	annual payment - community service
25279	44530	OCLC, Inc.	\$760.81	annual payment - software
25280	44530	Olsson Roofing Company, Inc.	\$925.00	semi annual payment - contracted services
25281	44530	Outsource Solutions Group, Inc.	\$41,155.21	monthly payment - contracted services monthly payment - software annual payment - staff development
25282	44530	Overdrive	\$17,999.38	monthly payment - materials
25283	44530	Proquest	\$3,628.84	annual payment - materials
25284	44530	Runco Office Supply	\$1,007.77	monthly payment - supplies
25285	44530	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25286	44530	Vis-O-Graphic, Inc.	\$5,094.38	bi monthly payment - community relations - newsletter
25287	44530	Yami Vending Inc.	\$650.75	monthly payment - contingency

\$ 215,372.38

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

Transaction Number	Transaction Date	Reference	Payments
51460	9/22/2021	VOID - Carolyn Enger	\$ (350.00)
51461	9/22/2021	VOID - Audry Farber	\$ (100.00)
51541	10/20/2021	VOID - Crain Chicago Business	\$ (169.00)
51582	11/5/2021	James Habel	\$100.00
51583	11/15/2021	Lori Vanbarriger	\$400.00
51584	11/17/2021	Suzanne Marcus	\$400.00
51585	11/22/2021	Gregory Alexander	\$200.00
51586	11/22/2021	Anna Amen	\$48.16
51587	11/22/2021	Mark Anderson	\$400.00
51588	11/22/2021	Svetlana Belsky	\$400.00
51589	11/22/2021	Blackstone Publishing	\$41.60
51590	11/22/2021	The Book Bin	\$50.00
51591	11/22/2021	Bryan Brugger	\$48.44
51592	11/22/2021	Nancy Buehler	\$250.00
51593	11/22/2021	Nancy Buehler	\$250.00
51594	11/22/2021	Nancy Buehler	\$250.00
51595	11/22/2021	Martha Carlos	\$6.99
51596	11/22/2021	Nunila Cavallaro	\$15.99
51597	11/22/2021	Edward Chao	\$6.99
51598	11/22/2021	Chicago Distribution Center	\$59.59
51599	11/22/2021	Chicago Tribune	\$18.31
51600	11/22/2021	Chicago Tribune	\$111.50
51601	11/22/2021	Cintas	\$445.53
51602	11/22/2021	Collective Resource, Inc.	\$362.70
51603	11/22/2021	Costco	\$124.97
51604	11/22/2021	Void - Crain Chicago Business	\$0.00
51605	11/22/2021	Demco	\$398.28
51606	11/22/2021	Athanasics P. Diamond	\$16.95
51607	11/22/2021	Dynamic Systems	\$363.89
51608	11/22/2021	Carolyn Enger	\$350.00
51609	11/22/2021	John Erickson	\$550.00
51610	11/22/2021	Findaway World, LLC	\$438.68
51611	11/22/2021	Michael Finlay	\$150.00
51612	11/22/2021	Freeman Pictures, Inc.	\$175.00
51613	11/22/2021	Fun Express, LLC	\$25.86
51614	11/22/2021	VOID - Garvey's Office Products	\$0.00
51615	11/22/2021	Mark Gelfeld	\$200.00
51616	11/22/2021	Mark Gelfeld	\$100.00
51617	11/22/2021	Mark Gelfeld	\$200.00
51618	11/22/2021	Bridget Golembiewski	\$303.01
51619	11/22/2021	Benjamin Goluboff	\$250.00
51620	11/22/2021	Benjamin Goluboff	\$250.00
51621	11/22/2021	Benjamin Goluboff	\$250.00
51622	11/22/2021	Erin P. Gosser	\$4.99
51623	11/22/2021	Grainger	\$9.96
51624	11/22/2021	HR Source	\$500.00
51625	11/22/2021	Illinois Library Association	\$40.00
51626	11/22/2021	Image Specialties of Glenview, Inc.	\$33.00
51627	11/22/2021	Laura Kowalski	\$60.00
51628	11/22/2021	KSCPP	\$160.00

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

Transaction Number	Transaction Date	Reference	Payments
51629	11/22/2021	Lechner Services	\$75.00
51630	11/22/2021	Dan Lee	\$24.99
51631	11/22/2021	Ron Mantegna	\$200.00
51632	11/22/2021	Ron Mantegna	\$200.00
51633	11/22/2021	Ron Mantegna	\$200.00
51634	11/22/2021	Robet F McIntyre Jr.	\$19.99
51635	11/22/2021	Jim Miller	\$26.89
51636	11/22/2021	Moore Landscapes, LLC	\$537.00
51637	11/22/2021	New Readers Press	\$56.94
51638	11/22/2021	North American	\$88.05
51639	11/22/2021	VOID - Northbrook Dairy Queen	\$0.00
51640	11/22/2021	Old Town School of Folk Music	\$500.00
51641	11/22/2021	Michael Pecora	\$18.99
51642	11/22/2021	Pioneer Press	\$86.00
51643	11/22/2021	Quincy Public Library	\$29.90
51644	11/22/2021	Reds Garden Center	\$60.79
51645	11/22/2021	Rowman & Littlefield Publishing Group	\$41.10
51646	11/22/2021	Olga Rudiak	\$500.00
51647	11/22/2021	Olga Rudiak	\$400.00
51648	11/22/2021	Olga Rudiak	\$300.00
51649	11/22/2021	RV Magazine	\$18.97
51650	11/22/2021	Kimmie Schroeder	\$14.96
51651	11/22/2021	Sentrum Marketing, LLC	\$352.50
51652	11/22/2021	Sheet Music Plus	\$94.74
51653	11/22/2021	Sherwin-Williams Company	\$68.20
51654	11/22/2021	Sujin Song	\$100.00
51655	11/22/2021	Sphero, Inc.	\$32.43
51656	11/22/2021	Sticky Fingers Cooking	\$150.00
51657	11/22/2021	Traditional Home Magazine	\$20.00
51658	11/22/2021	UPS	\$584.56
51659	11/22/2021	Akhila Venugopal	\$10.65
51660	11/22/2021	VSP of Illinois, NFP	\$336.22
51661	11/22/2021	Robert Waterbury	\$50.00
51662	11/22/2021	Robert Waterbury	\$50.00
51663	11/22/2021	Robert Waterbury	\$50.00
51664	11/22/2021	WEX Health, Inc.	\$97.50
51665	11/22/2021	Wisconsin Glacier Springs Company	\$47.80
51666	11/22/2021	WM Corporate Services Inc.	\$553.60
51667	11/22/2021	Henry Zheng	\$150.00
51668	11/22/2021	Crain Chicago Business	\$169.00
51669	11/29/2021	Suzanne Marcus	\$400.00
51670	11/30/2021	Baker & Taylor Entertainment	\$558.92

\$ 15,477.08

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

Transaction Number	Transaction Date	Reference	Payments	Description
1840	11/17/2021	3E Electric, Inc.	\$937.50	Locker project
1841	11/17/2021	Fast Signs	\$1,046.74	1st Floor Renovation Project - Signage
1842	11/30/2021	Bibliotheca, LLC.	\$4,620.00	1st Floor Renovation Project - equipment
			<u>\$ 6,604.24</u>	

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

Operating Funds	
Library Claims List	\$ 185,707.62
Librarian's Claims List	\$ 8,844.48
Payroll	\$ 295,022.68
Fica/IMRF	\$ 55,239.38
ACH to IPBC	\$ 66,153.38
Total Operating Funds	<u>\$ 610,967.54</u>
Capital Improvement Fund	
Claims List	\$ 3,186.27
	<u>\$ 3,186.27</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 614,153.81</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25252		VOID - KBS International LLC	\$ (752.00)	
25288	12/10/2021	Authors Unbound Agency	\$14,000.00	annual payment - Illinois Library Presents - will be reimbursed
25289	12/10/2021	First Bankcard	\$2,891.86	monthly payment - supplies
25290	12/10/2021	KBS International LLC	\$742.00	annual payment - ECF Grant - will be reimbursed
25291	12/10/2021	Penguin Random House LLC	\$8,000.00	annual payment - Illinois Library Presents - will be reimbursed
25292	12/10/2021	Siemens Industry Inc.	\$2,062.50	quarterly payment - contracted services
25293	12/10/2021	Symmetry Energy Solutions, LLC	\$3,141.09	monthly payment - utilities
25294	12/10/2021	Village of Northbrook Water Dept.	\$2,360.60	bi monthly payment - utilities
25295	12/10/2021	Wells Fargo Vender Fin Serv	\$2,295.00	monthly payment - photocopy (3 months)
25296	12/10/2021	Wex Health Inc.	\$2,524.78	monthly payment flexible spending, dedendant care and commuter benefit
25297	12/31/2021	Amazon	\$3,202.28	monthly payment - supplies
25298	12/31/2021	American Library Association, Membershi	\$704.00	monthly payment - staff development
25299	12/31/2021	Baker & Taylor	\$20,400.61	monthly payment - materials
25300	12/31/2021	Baker & Taylor Entertainment	\$605.24	monthly payment - materials
25301	12/31/2021	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
25302	12/31/2021	CCB Technology	\$1,120.00	annual pament - fixed assets
25303	12/31/2021	Chicago Filter Supply	\$1,052.52	monthly payment - janitorial supplies
25304	12/31/2021	Cloudbakers	\$12,240.00	annual payment - software
25305	12/31/2021	Colley Elevator Co.	\$2,396.00	annual payment - building repair
25306	12/31/2021	Comcast	\$1,441.63	annual payment - telephone
25307	12/31/2021	Demco	\$922.85	monthly payment - materials
25308	12/31/2021	F.E. Moran, Inc. - Fire Protection - North	\$5,725.00	annual payment - building repaid
25309	12/31/2021	Grainger	\$1,396.71	monthly payment - janitorial supplies
25310	12/31/2021	HR Source	\$2,275.00	annual payment - staff development
25311	12/31/2021	Illinois Heartland Library System-OCLC	\$766.58	annual payment - software
25312	12/31/2021	Impact Networking LLC	\$1,287.17	quarterly payment - photocopy
25313	12/31/2021	JTS Coatings & Cycles	\$600.00	annual payment - equipment rental and maintenance
25314	12/31/2021	Midwest Tape	\$10,756.04	monthly payment - materials
25315	12/31/2021	North American	\$1,020.55	monthly payment - janitorial supplies
25316	12/31/2021	Northbrook Hardware	\$922.71	monthly payment - janitorial supplies
25317	12/31/2021	Olsson Roofing Company, Inc.	\$5,525.00	annual payment - building repair
25318	12/31/2021	Outsource Solutions Group, Inc.	\$19,651.46	monthly payment - contracted services & software
25319	12/31/2021	Overdrive	\$16,100.92	monthly payment - materials
25320	12/31/2021	Polonia Bookstore, Inc.	\$640.14	monthly payment - materials
25321	12/31/2021	RGW Consulting LLC	\$16,750.00	annual payment - staff development
25322	12/31/2021	Runco Office Supply	\$1,230.46	monthly payment - supplies
25323	12/31/2021	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25324	12/31/2021	Symmetry Energy Solutions, LLC	\$4,040.39	monthly payment - utilities
25325	12/31/2021	Vis-O-Graphic, Inc.	\$5,094.38	bi monthly payment - community relations
25326	12/31/2021	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25327	12/31/2021	Wex Health Inc.	\$2,364.15	monthly payment flexible spending, dedendant care and commuter benefit

\$ 185,707.62

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

Transaction Number	Transaction Date	Reference	Payments
51637	11/22/2021	VOID - New Readers Press	(\$56.94)
51643	11/22/2021	VOID - Quincy Public Library	(\$29.90)
51671	12/20/2021	ABOS	\$37.00
51672	12/20/2021	Olga Abramova	\$18.89
51673	12/20/2021	Added Incentives, Inc.	\$190.44
51674	12/20/2021	Alert Protective Services	\$48.00
51675	12/20/2021	American Library Association	\$71.10
51676	12/20/2021	American Library Association, Membership	\$150.00
51677	12/20/2021	Aquatic Works LTD	\$175.00
51678	12/20/2021	Aaron Ashmann	\$31.64
51679	12/20/2021	Bayscan Technologies	\$174.00
51680	12/20/2021	Svetlana Belsky	\$450.00
51681	12/20/2021	Blackstone Publishing	\$76.54
51682	12/20/2021	Cavendish Square	\$177.93
51683	12/20/2021	Chicago Distribution Center	\$81.39
51684	12/20/2021	Cintas	\$98.01
51685	12/20/2021	Cole Information Services, Inc.	\$466.95
51686	12/20/2021	Displays2Go	\$58.94
51687	12/20/2021	Cathleen Doyle	\$53.96
51688	12/20/2021	EBSCO Information Services	\$119.00
51689	12/20/2021	Fargo 3D Printing	\$124.00
51690	12/20/2021	Fun Express, LLC	\$580.49
51691	12/20/2021	Gale/Cengage Learning Inc.	\$541.41
51692	12/20/2021	Jo I Gayle	\$137.50
51693	12/20/2021	Andrea Goese	\$28.57
51694	12/20/2021	Rae Goodman-Lucker	\$15.96
51695	12/20/2021	Kathryn Hall	\$37.65
51696	12/20/2021	LeAnn M Hibler	\$110.00
51697	12/20/2021	Image Specialties of Glenview, Inc.	\$31.50
51698	12/20/2021	Lechner Services	\$112.50
51699	12/20/2021	Libraries First	\$275.00
51700	12/20/2021	Library Furniture International, Inc.	\$75.00
51701	12/20/2021	Library Ideas LLC	\$511.40
51702	12/20/2021	Modular Robotics	\$39.95
51703	12/20/2021	Paper Rolls Plus	\$209.85
51704	12/20/2021	Petersen Bros. Plastics, Inc.	\$282.00
51705	12/20/2021	Petty Cash Custodian	\$24.81
51706	12/20/2021	Pitney Bowes Inc.	\$285.48
51707	12/20/2021	Runco Office Supply	\$279.82
51708	12/20/2021	Sheet Music Plus	\$71.97
51709	12/20/2021	Sherwin-Williams Company	\$200.61

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

Transaction Number	Transaction Date	Reference	Payments
51710	12/20/2021	Sphero, Inc.	\$18.58
51711	12/20/2021	Sunset Food Mart, Inc.	\$19.19
51712	12/20/2021	The Magnolia Journal	\$20.00
51713	12/20/2021	The Risk Management Association	\$439.60
51714	12/20/2021	Uline	\$106.18
51715	12/20/2021	Union Presbyterian Seminary	\$180.00
51716	12/20/2021	UPS	\$165.94
51717	12/20/2021	Vis-O-Graphic, Inc.	\$475.50
51718	12/20/2021	VSP of Illinois, NFP	\$373.47
51719	12/20/2021	WEX Health, Inc.	\$100.50
51720	12/20/2021	WM Corporate Services Inc.	\$578.10

\$8,844.48

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

Transaction Number	Transaction Date	Reference	Payments	Description
1843	12/10/2021	Northern IL Terrazo & Tile Co	\$1,198.15	1st Floor Renovation Project
1844	12/31/2021	Construction Specilaties Inc	\$630.00	1st Floor Renovation Project
1845	12/31/2021	Mechanical Test & Balance Inc	\$1,325.00	1st Floor Renovation Project
1846	12/31/2021	Northbrook Hardware	\$33.12	Locker project

\$3,186.27

DIRECTOR'S REPORT JANUARY 2022

AGENDA ITEMS

3 Consent Agenda

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

7 Unfinished Business

7.1 Visiting other libraries **DISCUSSION**

We will finalize a date for the visit to Palatine library or, if the board wishes based on current circumstances, postpone to a later time.

7.2 Director Evaluation Process **DISCUSSION**

I will provide a verbal update on this at the meeting.

8 New Business

8.1 Temporary COVID Sick Leave Policy **ACTION REQUESTED**

I have attached a memo and recommended temporary policy to cover staff that have no leave time available and must be out due to COVID.

POTENTIAL MOTION: Approve the temporary COVID Sick Leave policy for calendar year 2022 as presented.

8.2 Sick Leave Policy Update **ACTION REQUESTED**

I have attached a memo and recommended sick leave policy change to provide part-time staff with sick leave for the board's consideration.

POTENTIAL MOTION: Approve the updated Sick Leave policy as presented effective February 1, 2022.

BOARD NEWS

Board members are invited to participate in the annual Illinois Library Association Legislative Meet-ups. The one for the northern suburbs will be on President's Day, Monday, February 21 from 9-10:30am on Zoom.

This is a great opportunity to hear from local legislators, meet other Library Board Trustees, and find out what is happening on the legislative front at the state and local level for libraries. [You can read more about the event on the ILA website.](#)

If you are interested in attending, please let me know and we will register you.

UPDATES

COVID-19

Most the updates are going to be very COVID focused, unfortunately. Omicron has been dominating our lives for the past month. We have had a significant number of staff that have had to be out due to symptoms (sometimes COVID sometimes they end up negative), close contact with someone that tested positive, and just general winter illnesses. As a result, we have had to pull back on some things:

- Patrons may not eat food in the library, but may still enjoy covered drinks
- The Youth Services Desk will be closed January 8-31. Youth Services staff will be assigned to work the Reference Desk.
- Fiction & Media, Maker Services, and Technical Services staff will sign up for times to assist in Circulation
- In-person programs will be canceled through January 31.
- Collaboratory appointments will be canceled January 8-15 and reduced through January 22.
- Study Rooms will be limited to 1 person per room starting Saturday, January 8 through at least January 31.
- Meeting Room bookings will be canceled through at least January 31.
- The Friends of the Library book shop volunteers will not come in January 8-16. The book shop will be open for self-service shopping.
- Staff should conduct all meetings remotely if more than 2 people will be at the meeting.
- Staff cancelled all outreach visits for January 2022.
- Staff may not attend any meetings in person outside the building through the end of January 2022.

Exterior Lockers

We have received the exterior lockers from Bibliotheca and are awaiting Fast Signs who needs to come and wrap them. Once wrapped they will be installed outside and then opened up for patron use. We continue to offer curbside pick-up for any patron that wishes. They can call the library and Circulation staff will run their holds out to their car. Spots have been designated near the west entrance for this service.

Fire Panel Update

The project is progressing and is expected to be complete by the end of the month. Thus far, FE Moran has completed the device replacement on the first floor. New devices and device replacement on the second and third floor will start next week. The information requested by the Village Fire Marshall has been submitted so that the actual Fire Panel can be installed after the devices are all replaced.

Illinois Libraries Presents

December 31, 2021 was the final date for libraries to sign onto Illinois Libraries Present. We ended up with 213 libraries participating. This equates to 1/3 of the state or approximately 4 million residents. Thank you again to the board for your support in helping launch this statewide initiative. We are hearing from many libraries how grateful they are to have this as many are now pulling back on their programming again due to COVID.

The first three events are being promoted, with the first coming up on January 26. For any board member interested, sign-up and event information is provided below:

An Evening with Silvia Moreno-Garcia (in conversation with Gus Moreno)

Wednesday, January 26, 7-8 p.m. / Zoom

https://bit.ly/ILP_SilviaMoreno-Garcia

An Evening with Jasmine Guillory (in conversation with Morgan Rogers)

Wednesday, February 16, 7-8 p.m. / Zoom

https://bit.ly/ILP_JasmineGuillory

An Evening with Jenny Lawson (facilitator info to come)

Wednesday, March 30, 7-8 p.m. / Zoom

https://bit.ly/ILP_JennyLawson

HR

We continue to work on filling the open positions and are in much better shape than we were when I reported in November. While there are still some open positions, we were able to not reduce hours or more services as a result of the hiring we did when Omicron started surging.

New Staff

- Eric Flowers, full-time Maker Specialist (MS) effective November 1. (replacement)
- Eileen Holland, regular part-time Maker Specialist (MS) effective Nov. 2. (replacement)
- Meghan White, full-time Maker Specialist (MS) effective November 1. (new position)
- Jennifer Hovanec, full-time Manager (Circulation) effective December 1. (replacement)

Departing Staff

- Patrick Villanueva, part-time Shelver (CIRC) resigned effective Nov. 11. He is working at two other libraries.
- Rachel Kaplan, regular part-time Youth Services Assistant (YS) resigned effective Nov. 18. She accepted a position at another library.
- Erin Murray, regular part-time Clerk II (CIRC) resigned effective Nov. 25. She accepted a full-time Librarian position at another library.

New Positions for Existing Staff

- Miles Schwartz, regular part-time Clerk II (CIRC) accepted the regular part-time Librarian position (YS) effective Nov. 1.
- Debbie Siegel, part-time Librarian (F&M) accepted the full-time Senior Services Librarian position (F&M) effective Nov. 1.
- Michelle Mistalski, full-time Maker Specialist (MS) accepted the full-time Assistant Manager position (MS) effective Nov. 1.
- Nirali Sharma, part-time Youth Services Assistant (YS) changed to PT substitute status effective Nov. 1. She accepted a full-time Project Manager position at an advertising agency in the West Loop.
- Ariana Fragozo, part-time Clerk (Reference) changed to part-time substitute status effective December 1. Her other part-time employer offered her full-time status.

- Brian Nelson, full-time Acquisitions Assistant was promoted to Acquisitions Supervisor effective December 1.

Year End Statistics

- New hires – 17 (10 in 2020)
- Departures – 21 (17 in 2020)
- Change in Status/Hours/Grade/Department – 25 (14 in 2020)

Kate Hall, Executive Director

NOVEMBER 2021 DATA & STATISTICS

In November 2021, we continued to see increased activity in the library from visits to programs to computer and WiFi use to physical material check outs. Study Rooms, especially the new rooms, have continued to be heavily used. The library closed to the public November 14, 2020, so we see significant increases in in-person engagement from November 2020 to November 2021. While not to pre-pandemic levels, interest in in-person library service is increasing.

Card Holders

17,451 total cardholders

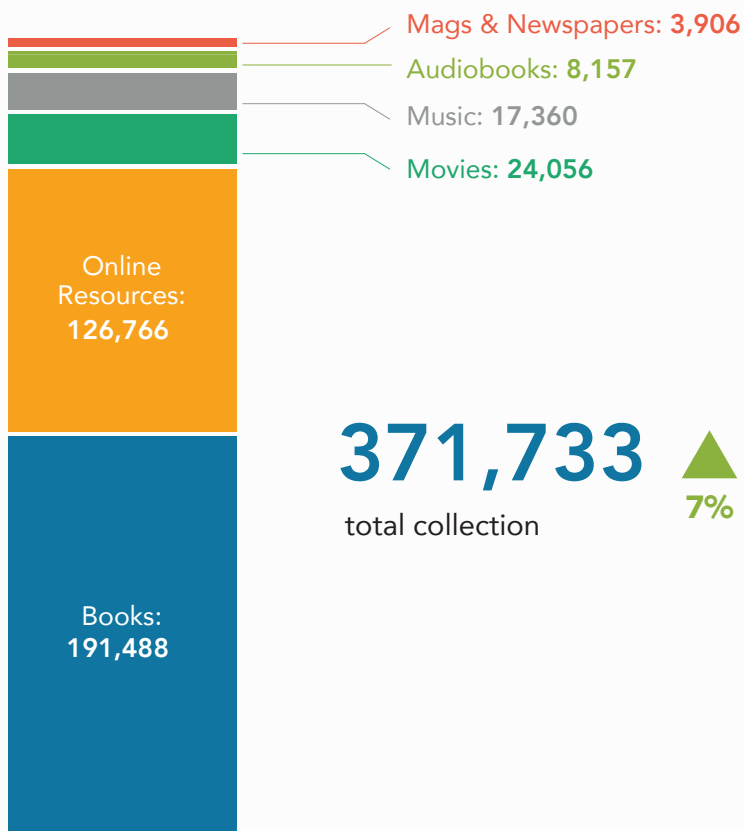
17,031 Residents 356 Non-Residents 64 Businesses



33,500 total residents

51% cardholder rate vs. 57% national average

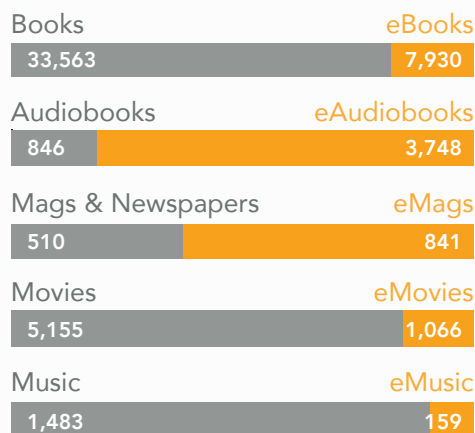
Collection



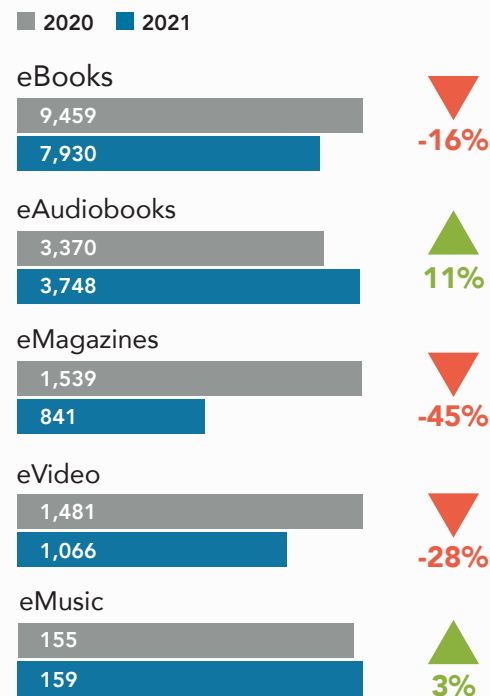
Checkouts

41,557 total checkouts ▲ 19%

total checkouts



Downloadable Content



NOVEMBER 2021 DATA & STATISTICS

eResource Use

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

▲
16%



▲
18%

Omni File

▲
76%

America's
Obits

Curbside & Delivery



6,348
items picked up

3,206
appointments

34
homebound
deliveries

81
items
delivered



Study Room Bookings

688
study room bookings



Visits

1,962
total visits in November 2020

16,622 ▲
total visits in November 2021
747%



Programs

34
programs
offered

948
total
attendance

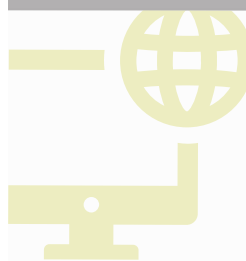
28
average attendance
per program



virtual technology
help sessions

48

Technology



482 ▲
computer sessions
292%



9,090 ▲
WiFi sessions
190%

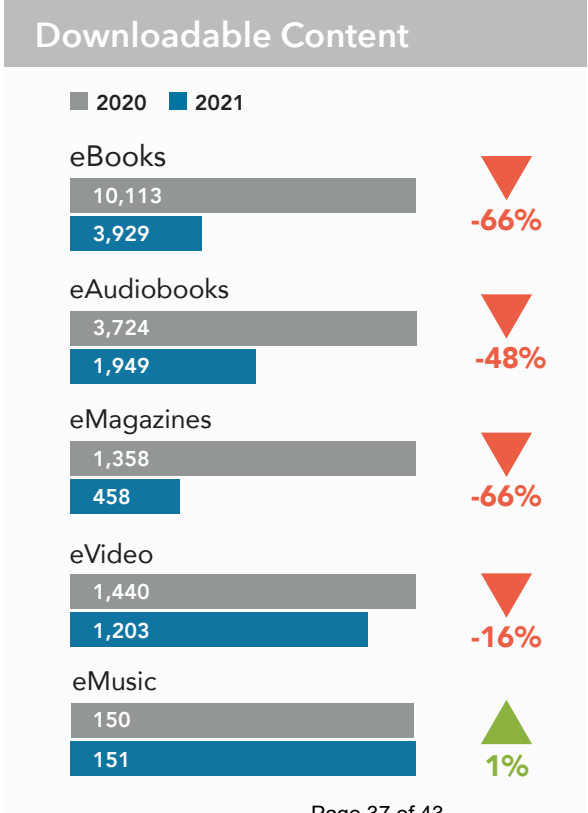
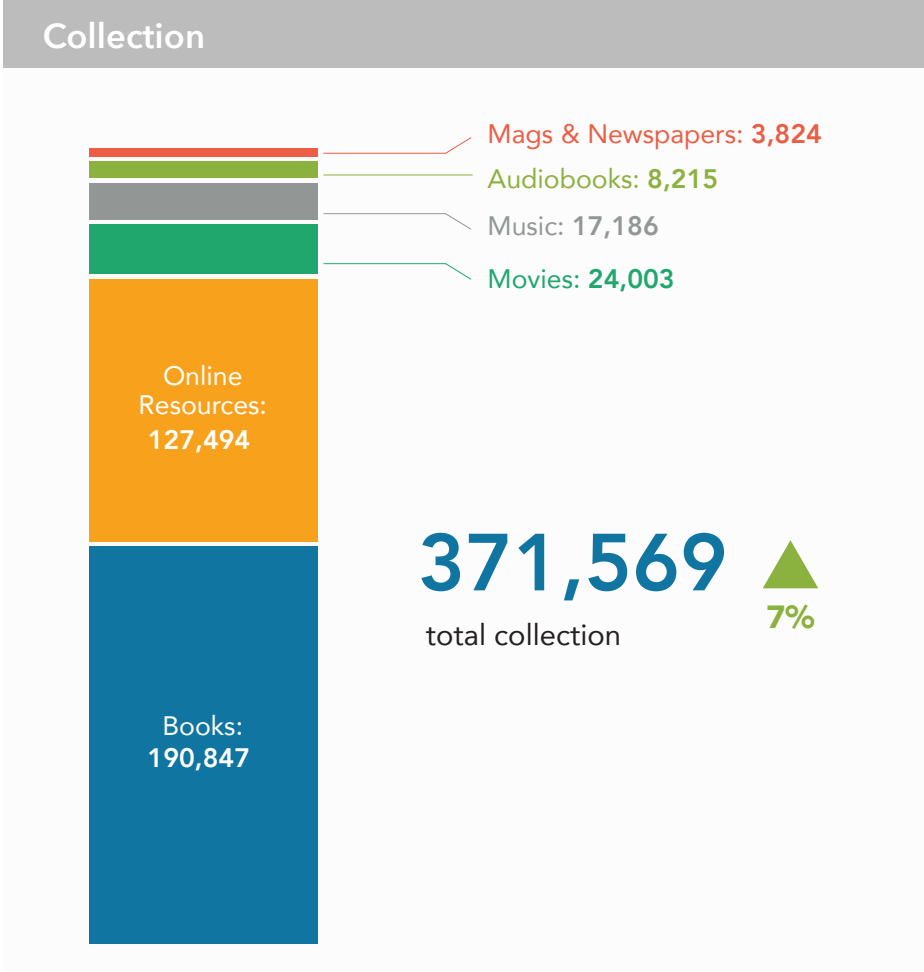
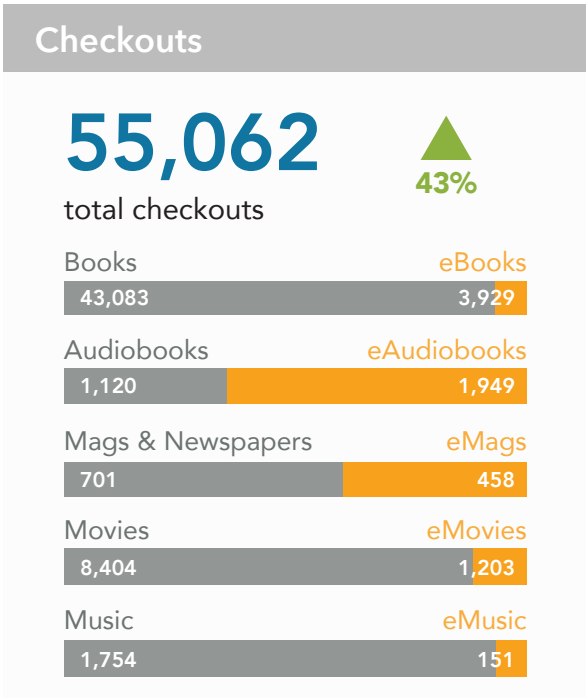
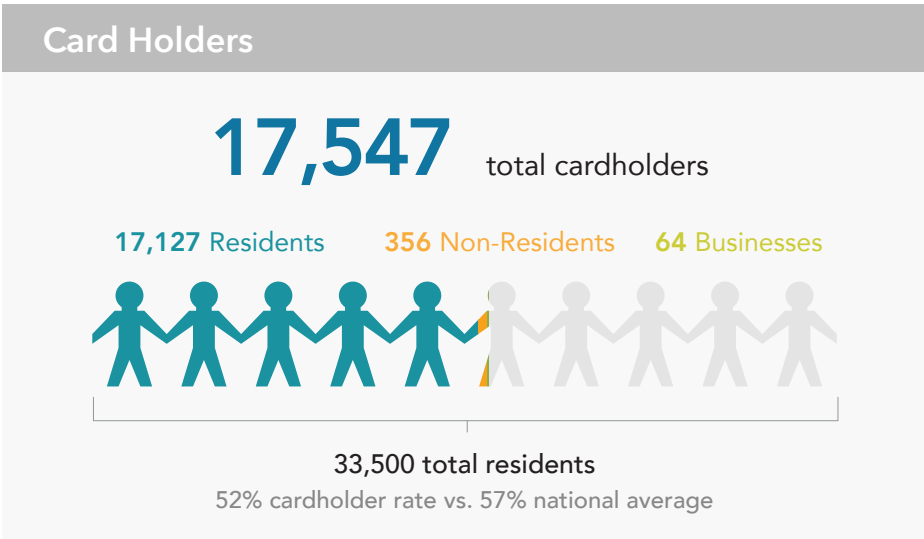


2,741
total calls
2 minutes
average call time



DECEMBER 2021 DATA & STATISTICS

We see a stark contrast between December 2020 and December 2021 since the library was closed to the public for all of December 2020. We continued to see increases in the checkout of physical books as well as a jump in DVD and Blu-rays. Though we frequently see a drop in visits in December, this year December visits were only slightly lower than other months. Virtual and in-person programs were offered with strong attendance, especially for virtual events. Homebound deliveries have also increased from this summer.



DECEMBER 2021 DATA & STATISTICS

eResource Use

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

▲
53%



▲
60%

Omni File

▲
19%

ValueLine
Investment

Homebound Delivery

34

homebound
deliveries

81

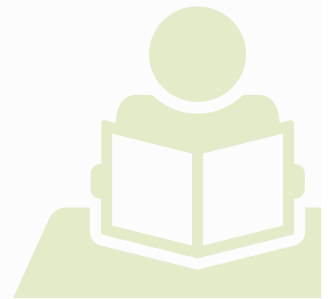
items delivered



Study Room Bookings

581

study room bookings



Visits

0



total visits in December 2020

16,307

total visits in December 2021



Programs

29

programs
offered

26

average attendance
per program

743

total
attendance

24

virtual technology
help sessions



Technology

560

computer sessions

8,246

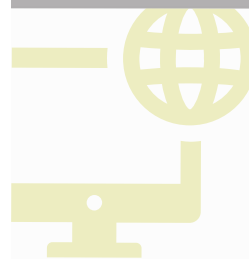
WiFi sessions

▲
177%

5,287

total calls

2 minutes
average call time



Patron Comments and Suggestions

November 2021

RECEIVED NOVEMBER 1, 2021

Call taken by Hala Haddad in Reference. A patron suggested that the library have an online catalog station and a suggestions/comments box located in the lobby on the first floor.

Comment Source: Phone

Response to Patron by Kelly Durov on December 2, 2021:

We are working to add an online catalog station to the first floor. We know it would add convenience and aid in accessibility for our users. Thank you for your suggestion!

RECEIVED NOVEMBER 5, 2021

Thank you for all you guys do; you're really making the library fun and we so appreciate it, especially during the pandemic.

Comment Source: Phone (This was taken from a voicemail message left on the Collaboratory line)

RECEIVED NOVEMBER 5, 2021

I just wanted to thank you and others for offering the amazing book, The Vanishing Half. I just finished it. So thought provoking and interesting.

I have a Northbrook address but because of the line, am actually part of Glenview village, including their library. However, I follow all that your library offers and will be back soon to visit.

Comment Source: Email

Response to Patron by Kate Hall on November 5, 2021:

Thank you for your email. I am so glad you enjoyed Vanishing Half. I will pass this along to the staff that planned One Book One Northbrook. And we happily welcome people from other libraries. I am happy to hear that you enjoy visiting ours.

RECEIVED NOVEMBER 8, 2021

The Library is no longer a welcoming place despite appearances. If all people are welcome, why the extreme bias to the left and Democrats? Why aren't there any displays of conservative people and values? To be inclusive you can't exclude other viewpoints.

Comment Source: Email

Staff comments by Kelly Durov on November 8, 2021:

The library strives to be an inclusive place for all users, and we wanted this statement to be a visual representation of that as people enter the building which is why we chose to feature the "All Are Welcome" mural. We strive to create displays of our materials that represent a breadth of our collection, but we do not feature any permanent display that

highlight a specific theme, viewpoint, or genre. It is also important to note that while people's racial or gender identity or sexual orientation are often politicized topics, any political view points that exclude or harm a person based on their identity would not be featured in the library's messaging or displays as it would counter our mission to be an inclusive organization.

RECEIVED NOVEMBER 14, 2021

I really enjoyed having the amount of money you saved printed at the bottom of the checkout receipt. I would love that to return.

Comment Source: Email

Response to Patron by Susan Wolf on November 18, 2021:

Thank you very much for your comment. We are not sure why that amount is not displaying anymore. We will look into the issue and have it put back on as quickly as possible.

RECEIVED NOVEMBER 17, 2021

WOW! What a great program this was yesterday! I don't know if you are going to send a survey link, but I just wanted to say that my granddaughter and I really bonded and enjoyed ourselves so much at my kitchen table drawing with the artist (sorry - can't recall his name - is it Anderson?). Please schedule more classes like this in 2022. I can't say enough great things about it! THANK YOU SO MUCH!

Responded via department email.

Comment Source: Email

Staff comments by Summer Kosuge on November 18, 2021:

I am so happy to hear that you and your granddaughter enjoyed the Andertoons Drawing Workshop with Mark Anderson. What a wonderful opportunity to bond and I hope that you laughed and giggled as much as I did during the program!

It was a pleasure to watch the participants take such delight in the drawing and sharing. I agree that Andertoons is an excellent program and it will be offered in 2022. Thank YOU for your enthusiasm and positive feedback.

RECEIVED NOVEMBER 18, 2021

Representing all views, that's diversity. Where are the conservative books and viewpoints? Why are they not on display? True diversity is taking into accounts others opinions and ideas even if they're different from your own. There's not just one right way to view all things.

Comment Source: Email

Staff comments by Kelly Durov on December 22, 2021:

The library strives to be an inclusive place for all users, and we wanted this statement to be a visual representation of that as people enter the building which is why we chose to feature the "All Are Welcome" mural. We strive to create displays of our materials that represent a breadth of our collection, but we do not feature any permanent display that highlights a specific theme, viewpoint, or genre. It is also important to note that while people's racial or gender identity or sexual orientation are often politicized topics, any political view points that exclude or harm a person based

on their identity would not be featured in the library's messaging or displays as it would counter our mission to be an inclusive organization.

RECEIVED NOVEMBER 28, 2021

Just wanted to say thank you so much for including I'll Meet You in Your Dreams in such great company in your holiday gift guide! Hope you have a wonderful holiday season!

Comment Source: Email (book was featured in the Nov/Dec Newsletter and a social media post that featured book holiday gifts ideas.)

Response to Patron by Linda Vering on November 30, 2021:

Thank you for taking the time to share your kind comment with us. Our Youth Services staff was very excited to read your response. We hope that our gift guide will help even more readers discover your wonderful and imaginative book this holiday season and beyond!

RECEIVED NOVEMBER 29, 2021

I am wondering if there are plans for a Craft Swap soon. I have a large amount of craft supplies I would like to donate to the event.

Comment Source: Email

Response to Patron by Kelly Durov on :

Thank you for inquiring about the craft swap. We don't have plans for a swap in the very near future but we are considering holding one later in 2022 or early 2023.

In the meantime, here are three places that accept donations: 1) Brushwood Center at Ryerson Woods (in Riverwoods) - You'll find the list of items they take as well as a contact number for questions at this link:

<https://www.brushwoodcenter.org/base---brushwood-art-supply-exchange.html>

2) Northbrook Senior Center (Walters Ave.) They accept yarn and knitting and crochet needles/supplies. They have a knitting circle and the participants make and donate scarves, etc. to low-income children and veterans in suburbs further north.

3) The Wasteshed (Evanston) - They opened just this month! Here is a link to the items they accept:

<https://www.thewasteshed.com/donate>

I hope these referrals are helpful. Feel free to contact me if you need further information.

Patron Comments and Suggestions

December 2021

RECEIVED DECEMBER 20, 2021

I also wanted to say that the library has been such a bright spot during Covid for me. Putting books on hold and being able to get them so easily was amazing. For now, getting to go in and browse is such a nice break from the chaotic world. All of your staff is absolutely amazing. They are kind, and have the best ideas of what to read next that I never would have thought of. I have many memories of the library from when I was little and now as a young adult and when Covid started I was so worried it would close for so long and I would not have much to read. Reading is the best thing for me to escape to new worlds and just relax. Because of you, I have read the most books I've ever read in a year...77!! I'm into new genres and authors and loving it. I just started my first Agatha Christie book and am already thinking of which ones to get next!! I've lived in many towns and states, and have to say I have never found such a nice library filled with the best books and people working there. Honestly the library is my favorite part of Northbrook as huge reader and I can find everything new that I am looking for!!

Comment Source: Email

Response to Patron by Kelly Durov on December 21, 2021:

Thank you for your feedback. I am so glad to hear the library collections and staff have been a bright spot for you during the pandemic. We appreciate you reaching out and will continue to work to keep our collections and services strong. I hope you get a lot of reading in this month!

RECEIVED DECEMBER 22, 2021

A patron spoke to staff member Debbie Siegel in person and mentioned that they noticed the Welcome message in the lobby and really appreciated that it was so prominent, and also that it mentioned gender. They noticed that there were no gender neutral restrooms for patrons. I mentioned that the staff restrooms might be able to be used upon request, but they were uncomfortable having to ask.

Comment Source: In Person

Staff comments by Kelly Durov on December 23, 2021:

A gender neutral bathroom must be single stall or single use. This is a state requirement. We are going to investigate changing the bathroom on the 2nd floor near youth services to single use. We are also going to keep front of mind the need for single stall, gender neutral bathroom for future building projects.

RECEIVED DECEMBER 23, 2021

Thank you for trying to stay neutral yet inclusive with the prominent book selections, both for adults and children, viz. drag queen program, LGBTQ+ friendly material, etc.

All the displays and program choices are amazing and very inclusive of everyone. They are precisely how they should be at the very least, if not more so, in my opinion. DEI is tough and I am happy to be part of a library working on that as a priority.

Me and my family really appreciate the hard work it takes to run a display, decide on programs, hire and train staff, manage library inventory and so much more.

Again, thank you for a great community space and all that you do. We are always excited to go to the library.

Comment Source: Email

Response to Patron by Kelly Durov on December 23, 2021:

Thank you for your feedback. Library staff are focused on ensuring that our space, collections, programs, and displays reflect our diverse community so that people visiting the library can feel included.

RECEIVED DECEMBER 23, 2021

Faye Wasserman-Schultz called today to thank Bob for all his help trying to help her track down a library or place who could transfer her Reel to Reel audio tape. She said multiple times that he was awesome and wanted to pass that along to him.

Comment Source: Phone (Joe Cirignani took this call from the patron)

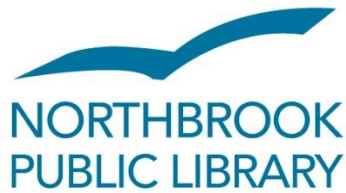
RECEIVED DECEMBER 28, 2021

We have a great library. We are very lucky with both staff and books.

Comment Source: In Person (Patron comment to Tracy Gossage at F&M Desk)

Staff comments by Maggie Thomann on January 3, 2022:

Thank you so much for your kind words about the library. Staff work hard to make the library a welcoming place and to provide a wide variety of appealing materials.



Memorandum

DATE: 1/13/22

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: COVID Sick Leave Policy for Staff

Last year the board approved a temporary sick leave policy for staff that were out due to COVID. Unfortunately, COVID is still very much a part of our lives and the need for this policy remains.

I have attached a new COVID Temporary Sick Leave Policy and am requesting the board approve it for 2022. I will not speculate on whether we will be out of COVID at the end of the year, but if necessary we can revisit again in the fall.

Thank you for your consideration.

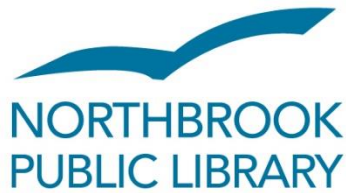
TEMPORARY COVID SICK LEAVE POLICY

For calendar year 2022, all employees will be granted up to two weeks of paid COVID-19 sick leave to be used once all other leave accruals are exhausted. The term “week” is defined as the staff member’s weekly budgeted hours as of January 1, 2022. This policy shall provide coverage to employees in the following instances:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 and is unable to work remotely;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is following the Illinois Department of Public Health guidance on quarantining due to a COVID exposure or travel;
4. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
5. has tested positive for COVID-19 and must isolate according to Illinois Department of Public Health guidance;
6. subject to an order described in (1) or self-quarantine as described in (2) is caring for a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis;
7. is caring for a child whose school or place of care is not open (or child care provider is unavailable) due to COVID-19 related reasons; or
8. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

In the event that a new state or federal law granting paid sick leave for COVID related reasons is passed, the leave granted under 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, 2022. Paid sick leave granted under this Temporary Policy is not eligible for conversion to IMRF service credits or the Good Health benefit. This policy shall expire on December 31, 2022.



Memorandum

DATE: 1/11/22

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Sick Leave Policy for Part-Time Staff

Currently, only our full-time (35 hours/week) and regular part-time (20+ hours/week) staff receive sick time. I am recommending to the board that sick time also be provided for part-time staff that work under 20 hours a week.

We encourage staff to stay home when they are ill, but for many part-time staff in our country, they work multiple part-time jobs and cannot afford to lose pay. They end up coming in when they are sick and often get others sick. We want to do what we can to ensure that staff can stay home when ill without worrying about making up hours or losing pay.

Attached is the sick leave policy with an amendment to add sick leave for part-time staff.

03.2 Sick Leave

Created:	February 2020	Updated:	
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Sick leave can be used for absences due to the illness, injury, or medical appointment of an employee or employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis.

Full-time employees accrue 105 hours (15 days) sick leave per year at the rate of 4.38 hours per pay period, up to a maximum accumulation of 840 hours (120 days). Regular part-time employees accrue 52 hours per year at the rate of 2.17 hours per pay period up to a maximum accumulation of 420 hours. Part-time employees accrue 36 hours per year at the rate of 1.5 hours per pay period up to a maximum accumulation of 144 hours.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

There will be no payment for unused sick time upon termination of the employee. Upon retirement, accumulated sick leave qualifies for additional IMRF pension credit.

No sick leave is accrued by an employee on an unpaid leave of absence.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick benefits for the same incident or absence.

Employees who are absent for more than three days due to illness may be required to supply a physician's note verifying that they were ill and/or indicating that they are fit to return to duty.