

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

January 18, 2024 | 7:30 p.m.

Northbrook Public Library | Pollak AB

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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 16, 2023
 - 3.3 Approve Executive Session Minutes – November 16, 2023
 - 3.4 Approve Cash Balances & Income Statement November and December 2023
 - 3.5 Approve Bills and Charges from November 2023 in the amount of \$1,993,796.50
 - 3.6 Approve Bills and Charges from December 2023 in the amount of \$700,166.91
 - 3.7 Approve Security Camera Policy
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Auditorium Rentals Policy Presentation
 - 7.2 HVAC Chiller Repairs (closed session)
 - 7.3 Strategic Plan Update
- 8 New Business
 - 8.1 Executive Director Evaluation Process Discussion
- 9 Closed Session
 - 7.2 5 ILCS 120/2(c)11 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 10 Agenda Building
- 11 Adjourn

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

Other Reason:

Roll Call Vote:

Aye: Mr. Glaubinger, Ms. Oliver, Mr. Patel, Ms. Spector Bishop, Ms. Unikel

Nay:

Abstain:

Others present: Ms. Hall, Ms. Durov, Ms. Amen, Ms. McGee

Present via phone: Mr. Islay, Ancel Glink

- II.** Summary of the nature of the matter considered.
Library Attorney Britt Islay and Ms. Amen provided background and an update on the potential lawsuit pertaining to the Chiller repairs. The Board asked questions of Mr. Islay and discussed next steps to rectify situation and to repair HVAC system. Ms. Amen reported that once additional information was obtained the board will be provided with another update.
- III.** Adjournment
Ms. Spector Bishop motioned to close executive session and reopen general session.
Ms. Oliver seconded the motion.

Roll Call Vote:

Aye: Mr. Glaubinger, Ms. Oliver, Mr. Patel, Ms. Spector Bishop, Ms. Unikel

Nay:

Abstain:

Time the executive session adjourned: 9:13 pm

Recording Secretary

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
12/31/2023**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	7,455,150.37	2,416,245.31	606,717.72	9,264,677.96
	Restricted	231,895.66	14,124.91	33,920.29	212,100.28
	IMRF	757,774.82	115,018.85	27,567.60	845,226.07
	Fica	76,929.24	78,212.82	26,482.30	128,659.76
	Total Operating	<u>\$ 8,521,750.09</u>	<u>\$2,623,601.89</u>	<u>\$ 694,687.91</u>	<u>\$10,450,664.07</u>
<u>Capital Improvement</u>		\$ 4,607,067.82	\$ 2,571.17	\$ 5,479.00	\$ 4,604,159.99
<u>Debt Service</u>		\$ 2,813.40			\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(114,086.83)	(1,551.56)	2,813.40
PayPal	1,508.00	-	-
FBoFHP	236,185.94	-	-
Fifth Third - Checking/Money Market	10,324,921.93	4,605,164.71	-
US Bancorp	1,534.07	546.84	-
INB	125.96		
Petty Cash	475.00	-	-
Total	<u>\$ 10,450,664.07</u>	<u>\$4,604,159.99</u>	<u>\$ 2,813.40</u>

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

Northbrook Public Library

Income Statement

12/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$2,035,829.74	\$2,198,077.94	\$5,987,650.85	\$7,885,752.44	\$7,959,560.00	99.07%
Replacement Tax	\$0.00	\$0.00	\$176,503.01	\$169,846.05	\$150,000.00	113.23%
Impact Fees	\$0.00	\$0.00	\$5,525.32	\$4,294.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,424.92	\$2,540.26	\$27,618.32	\$31,134.08	\$35,000.00	88.95%
Interest Income	\$2,622.84	\$4,670.59	\$14,556.37	\$39,742.68	\$20,000.00	198.71%
Other Income	\$2,045.59	\$1,741.46	\$22,436.40	\$18,851.44	\$100,000.00	18.85%
Total Undesignated Revenue	\$2,042,923.09	\$2,207,030.25	\$6,234,290.27	\$8,149,620.69	\$8,264,560.00	98.61%
Designated Revenue						
Gifts & Other Designated Income	\$1,233.78	\$13,116.39	\$182,960.76	\$433,470.45	\$400,000.00	108.37%
Designated Interest Income	\$65.26	\$1,008.52	\$490.98	\$5,909.23	\$0.00	0.00%
Total Designated Revenue	\$1,299.04	\$14,124.91	\$183,451.74	\$439,379.68	\$400,000.00	109.84%
Total Revenues	\$2,044,222.13	\$2,221,155.16	\$6,417,742.01	\$8,589,000.37	\$8,664,560.00	99.13%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$68,758.77	\$58,564.82	\$600,832.35	\$592,860.63	\$944,000.00	62.80%
Audio Visual	\$56,239.32	\$48,502.10	\$529,134.90	\$529,853.64		
Videos/DVDs	\$4,931.12	\$3,705.34	\$34,465.98	\$29,685.01		
Programs	\$7,588.33	\$6,357.38	\$37,231.47	\$33,321.98		
OCLC	\$2,650.52	\$4,931.83	\$44,883.01	\$60,155.00	\$103,150.00	58.32%
CCS Shared Costs	\$610.14	\$25.52	\$16,833.42	\$16,856.80	\$29,000.00	58.13%
	\$0.00	\$0.00	\$52,185.50	\$50,570.00	\$76,000.00	66.54%
Total Materials & Services	\$72,019.43	\$63,522.17	\$714,734.28	\$720,442.43	\$1,152,150.00	62.53%
Human Resources						
General Salaries and Wages	\$333,397.75	\$343,343.64	\$2,552,521.20	\$2,756,982.14	\$4,311,000.00	63.95%
Maintenance Salaries & Wages	\$14,840.39	\$14,995.42	\$111,777.79	\$125,284.67	\$189,000.00	66.29%
Group Insurance	\$56,536.43	\$61,617.49	\$447,941.09	\$481,101.93	\$750,000.00	64.15%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$18,914.15	\$18,993.16	\$23,000.00	82.58%
Staff Development	\$5,026.63	\$12,036.64	\$36,631.10	\$49,171.77	\$61,000.00	80.61%
Total Human Resources	\$409,801.20	\$431,993.19	\$3,167,785.33	\$3,431,533.67	\$5,334,000.00	64.33%

Northbrook Public Library Income Statement 12/31/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
Operating Costs						
Photocopy	\$3,016.03	\$1,719.86	\$20,605.25	\$18,043.72	\$24,000.00	75.18%
Office & Library Supplies	\$4,199.53	\$3,538.63	\$33,250.93	\$24,108.31	\$70,000.00	34.44%
Software	\$5,009.01	\$6,232.64	\$69,792.45	\$76,077.31	\$108,000.00	70.44%
Postage	\$399.76	\$390.35	\$16,486.54	\$18,369.76	\$20,000.00	91.85%
General Insurance	\$0.00	\$0.00	\$62,144.56	\$66,780.62	\$79,000.00	84.53%
Telephone/Internet	\$192.89	\$23.74	\$30,781.64	\$29,587.50	\$39,000.00	75.87%
Professional Services	\$0.00	\$53,510.04	\$214,641.02	\$287,729.57	\$402,000.00	71.57%
Furniture, Equipment	\$254.99	\$20,943.29	\$42,422.49	\$105,130.28	\$96,000.00	109.51%
Equipment Rental & Maintenance	\$3,411.38	\$165.54	\$37,639.79	\$31,750.21	\$43,000.00	73.84%
Community Relations	\$7,113.04	\$10.35	\$28,377.27	\$23,367.61	\$55,000.00	42.49%
Total Operating Costs	\$23,596.63	\$86,534.44	\$556,141.94	\$680,944.89	\$936,000.00	72.75%
Maintenance						
Vehicle Expense	\$0.00	\$79.99	\$737.69	\$178.47	\$3,000.00	5.95%
Janitorial Supplies	\$3,179.80	\$3,050.07	\$24,548.18	\$27,825.00	\$45,000.00	61.83%
Utilities	\$3,547.29	\$7,329.87	\$27,840.29	\$30,012.60	\$54,000.00	55.58%
Building Repairs	\$6,485.00	\$0.00	\$28,544.87	\$1,495.00	\$35,000.00	4.27%
Contracted Services	\$1,953.75	\$10,228.56	\$95,099.40	\$98,351.91	\$153,000.00	64.28%
Total Maintenance	\$15,165.84	\$20,688.49	\$176,770.43	\$157,862.98	\$290,000.00	54.44%
Other Expenses						
Recruiting	\$20.00	\$130.00	\$220.00	\$20.00	\$1,000.00	2.00%
Contingency & Misc Exp	\$786.66	\$784.07	\$5,836.45	\$5,151.75	\$100,000.00	5.15%
Board Development	\$0.00	\$90.00	\$196.11	\$904.99	\$500.00	181.00%
Total Other Expenses	\$806.66	\$1,004.07	\$6,252.56	\$6,076.74	\$101,500.00	5.99%
Total Undesignated Expenses	\$521,389.76	\$603,742.36	\$4,621,684.54	\$4,996,860.71	\$7,813,650.00	63.95%
Designated Expenses						
Miscellaneous Designated Expenses	\$13,117.07	\$34,253.32	\$151,676.62	\$431,833.98	\$400,000.00	107.96%
Designated Materials Expense	\$0.00	\$0.00	\$1,247.58	\$351.61	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$0.00	\$77,954.10	\$0.00	0.00%
Designated Program Expense	\$550.00	(\$333.03)	\$53,516.58	\$51,598.34	\$0.00	0.00%
Total Designated Expenses	\$13,667.07	\$33,920.29	\$206,440.78	\$561,738.03	\$400,000.00	140.43%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$535,056.83	\$637,662.65	\$4,828,125.32	\$5,558,598.74	\$8,663,650.00	64.16%
NET SURPLUS/(DEFICIT)	\$1,509,165.30	\$1,583,492.51	\$1,589,616.69	\$3,030,401.63	\$910.00	

Northbrook Public Library Income Statement 12/31/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$113,234.87	\$115,018.85	\$333,039.08	\$412,637.87	\$425,000.00	97.09%
Property Tax Levy FICA	\$76,999.71	\$78,212.82	\$226,466.58	\$280,593.75	\$289,000.00	97.09%
Interest Income IMRF	\$0.84	\$0.00	\$4.03	\$91.27	\$500.00	18.25%
Interest Income FICA	\$0.56	\$0.00	\$2.73	\$62.06	\$500.00	12.41%
Total Undesignated Revenue	\$190,235.98	\$193,231.67	\$559,512.42	\$693,384.95	\$715,000.00	96.98%
Total Revenues	\$190,235.98	\$193,231.67	\$559,512.42	\$693,384.95	\$715,000.00	96.98%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$28,275.37	\$27,567.60	\$237,630.54	\$217,645.90	\$400,000.00	54.41%
Employer FICA	\$23,966.42	\$26,482.30	\$203,155.45	\$213,013.09	\$280,000.00	76.08%
Total Human Resources	\$52,241.79	\$54,049.90	\$440,785.99	\$430,658.99	\$680,000.00	63.33%
Total Undesignated Expenses	\$52,241.79	\$54,049.90	\$440,785.99	\$430,658.99	\$680,000.00	63.33%
Total Expenses	\$52,241.79	\$54,049.90	\$440,785.99	\$430,658.99	\$680,000.00	63.33%
NET SURPLUS/(DEFICIT)	\$137,994.19	\$139,181.77	\$118,726.43	\$262,725.96	\$35,000.00	

Northbrook Public Library Income Statement 12/31/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,609.70	\$2,571.17	\$11,723.50	\$20,624.47	\$24,000.00	85.94%
Total Undesignated Revenue	\$2,609.70	\$2,571.17	\$11,723.50	\$20,624.47	\$24,000.00	85.94%
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	\$2,609.70	\$2,571.17	\$11,723.50	\$20,624.47	\$449,000.00	4.59%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,815.00	\$3,754.00	\$82,249.90	\$106,626.64	\$720,000.00	14.81%
Professional Fees	\$956.25	\$1,725.00	\$16,077.50	\$3,967.50	\$180,000.00	2.20%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$88,425.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$2,771.25	\$5,479.00	\$98,327.40	\$199,019.14	\$900,000.00	22.11%
Total Undesignated Expenses	\$2,771.25	\$5,479.00	\$98,327.40	\$199,019.14	\$900,000.00	22.11%
Total Expenses	\$2,771.25	\$5,479.00	\$98,327.40	\$199,019.14	\$900,000.00	22.11%
NET SURPLUS/(DEFICIT)	(\$161.55)	(\$2,907.83)	(\$86,603.90)	(\$178,394.67)	(\$451,000.00)	

Northbrook Public Library Income Statement 12/31/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$201,837.84	\$205,924.34	\$593,632.38	\$738,767.42	\$760,900.00	97.09%
Interest Income	\$1.48	\$0.00	\$7.16	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$201,839.32	\$205,924.34	\$593,639.54	\$738,930.82	\$760,900.00	97.11%
Total Revenues	\$201,839.32	\$205,924.34	\$593,639.54	\$738,930.82	\$760,900.00	97.11%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$0.00	\$0.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$757,550.00	\$761,474.93	\$760,900.00	100.08%
NET SURPLUS/(DEFICIT)	\$201,839.32	\$205,924.34	(\$163,910.46)	(\$22,544.11)	\$0.00	

DECEMBER 2023 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$8,589,000.37, budget difference include:

- Property Taxes – 99% of property taxes have been collected
- Replacement Taxes – budget number is a conservative estimate – At this time allocations are higher due to legislative changes. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Impact Fees – these are collected when occupancy is granted to the builder – to be conservative we do not budget for this since we are unaware of builder timelines.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 17% is fines and lost item / replacement collections
 - 60% is non-resident fees
 - 23% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$5,558,598.74, budget differences include:

- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget
- Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded when paid
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense

- Furniture, Equipment is greater than budget due to expenses being recorded when incurred – an entry for \$51,952.45 to reclass technology items purchased with the Per Capita Grant is to be made
- Community Relations is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Building Repairs is less than budget due to costs being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities and voiding a check issued for background checks as we are looking for a new method; reclass of background checks for volunteers booked in October 2023
- Board Development is greater than budget due to staff appreciation event booked in October 2023

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
11/30/2023**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	6,950,498.19	1,744,874.59	1,240,222.41	7,455,150.37
	Restricted	253,351.99	1,260.00	22,716.33	231,895.66
	IMRF	702,140.60	82,993.83	27,359.61	757,774.82
	Fica	46,898.10	56,435.80	26,404.66	76,929.24
	Total Operating	\$ 7,952,888.88	\$1,885,564.22	\$1,316,703.01	\$ 8,521,750.09
Capital Improvement		\$ 4,696,200.12	\$ 2,511.20	\$ 91,643.50	\$ 4,607,067.82
Debt Service		\$ 8,263.40	\$ 580,000.00	\$ 585,450.00	\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(138,352.66)	(91,072.56)	2,813.40
PayPal	1,508.00	-	-
FBoFHP	235,177.42	-	-
Fifth Third - Checking/Money Market	8,421,439.77	4,697,596.05	-
US Bancorp	1,342.08	544.33	-
INB	160.48	-	-
Petty Cash	475.00	-	-
Total	\$ 8,521,750.09	\$4,607,067.82	\$ 2,813.40

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

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
Operating Costs						
Photocopy	\$765.00	\$765.00	\$17,589.22	\$16,323.86	\$24,000.00	68.02%
Office & Library Supplies	\$3,365.71	\$3,306.47	\$29,051.40	\$20,569.68	\$70,000.00	29.39%
Software	\$9,432.98	\$1,561.86	\$64,783.44	\$69,844.67	\$108,000.00	64.67%
Postage	\$38.74	\$220.33	\$16,086.78	\$17,979.41	\$20,000.00	89.90%
General Insurance	\$5,123.00	\$5,993.00	\$62,144.56	\$66,780.62	\$79,000.00	84.53%
Telephone/Internet	\$11,469.47	\$11,587.85	\$30,588.75	\$29,563.76	\$39,000.00	75.80%
Professional Services	\$21,720.36	\$37,116.86	\$214,641.02	\$234,219.53	\$402,000.00	58.26%
Furniture, Equipment	\$0.00	\$1,746.04	\$42,167.50	\$84,186.99	\$96,000.00	87.69%
Equipment Rental & Maintenance	\$2,165.00	\$1,107.12	\$34,228.41	\$31,584.67	\$43,000.00	73.45%
Community Relations	(\$144.68)	\$10,305.28	\$21,264.23	\$23,357.26	\$55,000.00	42.47%
Total Operating Costs	\$53,935.58	\$73,709.81	\$532,545.31	\$594,410.45	\$936,000.00	63.51%
Maintenance						
Vehicle Expense	\$236.26	\$0.00	\$737.69	\$98.48	\$3,000.00	3.28%
Janitorial Supplies	\$6,643.96	\$3,756.08	\$21,368.38	\$24,774.93	\$45,000.00	55.06%
Utilities	\$5,653.81	\$4,106.47	\$24,293.00	\$22,682.73	\$54,000.00	42.01%
Building Repairs	\$4,760.00	\$0.00	\$22,059.87	\$1,495.00	\$35,000.00	4.27%
Contracted Services	\$19,889.39	\$16,440.84	\$93,145.65	\$88,123.35	\$153,000.00	57.60%
Total Maintenance	\$37,183.42	\$24,303.39	\$161,604.59	\$137,174.49	\$290,000.00	47.30%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$200.00	(\$110.00)	\$1,000.00	(11.00%)
Contingency & Misc Exp	\$345.30	\$465.85	\$5,049.79	\$4,367.68	\$100,000.00	4.37%
Board Development	\$0.00	\$49.99	\$196.11	\$814.99	\$500.00	163.00%
Total Other Expenses	\$345.30	\$515.84	\$5,445.90	\$5,072.67	\$101,500.00	5.00%
Total Undesignated Expenses	\$611,592.03	\$638,932.39	\$4,100,294.78	\$4,393,118.35	\$7,813,650.00	56.22%
Designated Expenses						
Miscellaneous Designated Expenses	\$17,339.35	\$20,105.45	\$138,559.55	\$397,580.66	\$400,000.00	99.40%
Designated Materials Expense	\$0.00	\$0.00	\$1,247.58	\$351.61	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$1,677.76	\$0.00	\$77,954.10	\$0.00	0.00%
Designated Program Expense	\$1,500.00	\$2,263.77	\$52,966.58	\$51,931.37	\$0.00	0.00%
Total Designated Expenses	\$18,839.35	\$24,046.98	\$192,773.71	\$527,817.74	\$400,000.00	131.95%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$630,431.38	\$662,979.37	\$4,293,068.49	\$4,920,936.09	\$8,663,650.00	56.80%
NET SURPLUS/(DEFICIT)	(\$619,029.76)	\$932,609.31	\$80,451.39	\$1,446,909.11	\$910.00	

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	\$82,993.83	\$219,804.21	\$297,619.02	\$425,000.00	70.03%
Property Tax Levy FICA	\$0.00	\$56,435.80	\$149,466.87	\$202,380.93	\$289,000.00	70.03%
Interest Income IMRF	\$0.00	\$0.00	\$3.19	\$91.27	\$500.00	18.25%
Interest Income FICA	\$0.00	\$0.00	\$2.17	\$62.06	\$500.00	12.41%
Total Undesignated Revenue	\$0.00	\$139,429.63	\$369,276.44	\$500,153.28	\$715,000.00	69.95%
Total Revenues	\$0.00	\$139,429.63	\$369,276.44	\$500,153.28	\$715,000.00	69.95%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$28,736.23	\$27,359.61	\$209,355.17	\$190,078.30	\$400,000.00	47.52%
Employer FICA	\$24,487.46	\$26,404.66	\$179,189.03	\$186,530.79	\$280,000.00	66.62%
Total Human Resources	\$53,223.69	\$53,764.27	\$388,544.20	\$376,609.09	\$680,000.00	55.38%
Total Undesignated Expenses	\$53,223.69	\$53,764.27	\$388,544.20	\$376,609.09	\$680,000.00	55.38%
Total Expenses	\$53,223.69	\$53,764.27	\$388,544.20	\$376,609.09	\$680,000.00	55.38%
NET SURPLUS/(DEFICIT)	(\$53,223.69)	\$85,665.36	(\$19,267.76)	\$123,544.19	\$35,000.00	

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$24,000.00	75.22%
Total Undesignated Revenue	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$24,000.00	75.22%
 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	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$449,000.00	4.02%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,965.00	\$2,816.00	\$80,434.90	\$102,872.64	\$720,000.00	14.29%
Professional Fees	\$0.00	\$402.50	\$15,121.25	\$2,242.50	\$180,000.00	1.25%
Furniture & Equipment	\$0.00	\$88,425.00	\$0.00	\$88,425.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
Total Undesignated Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
 Total Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
 NET SURPLUS/(DEFICIT)	\$422.44	(\$89,132.30)	(\$86,442.35)	(\$175,486.84)	(\$451,000.00)	38.91%

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$24,000.00	75.22%
Total Undesignated Revenue	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$24,000.00	75.22%
 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	\$2,387.44	\$2,511.20	\$9,113.80	\$18,053.30	\$449,000.00	4.02%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,965.00	\$2,816.00	\$80,434.90	\$102,872.64	\$720,000.00	14.29%
Professional Fees	\$0.00	\$402.50	\$15,121.25	\$2,242.50	\$180,000.00	1.25%
Furniture & Equipment	\$0.00	\$88,425.00	\$0.00	\$88,425.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
Total Undesignated Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
 Total Expenses	\$1,965.00	\$91,643.50	\$95,556.15	\$193,540.14	\$900,000.00	21.50%
 NET SURPLUS/(DEFICIT)	\$422.44	(\$89,132.30)	(\$86,442.35)	(\$175,486.84)	(\$451,000.00)	

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$145,588.24	\$391,794.54	\$529,843.08	\$760,900.00	69.63%
Interest Income	\$0.00	\$0.00	\$5.68	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$145,588.24	\$391,800.22	\$530,006.48	\$760,900.00	69.66%
Total Revenues	\$0.00	\$145,588.24	\$391,800.22	\$530,006.48	\$760,900.00	69.66%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$183,775.00	\$175,450.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$390,000.00	\$410,000.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$573,775.00	\$585,450.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$573,775.00	\$585,450.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$574.93	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$574.93	\$0.00	\$574.93	\$0.00	0.00%
Total Expenses	\$573,775.00	\$586,024.93	\$757,550.00	\$761,474.93	\$760,900.00	100.08%
NET SURPLUS/(DEFICIT)	(\$573,775.00)	(\$440,436.69)	(\$365,749.78)	(\$231,468.45)	\$0.00	0.00%

Northbrook Public Library
Income Statement
11/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$145,588.24	\$391,794.54	\$529,843.08	\$760,900.00	69.63%
Interest Income	\$0.00	\$0.00	\$5.68	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$145,588.24	\$391,800.22	\$530,006.48	\$760,900.00	69.66%
Total Revenues	\$0.00	\$145,588.24	\$391,800.22	\$530,006.48	\$760,900.00	69.66%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$183,775.00	\$175,450.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$390,000.00	\$410,000.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$573,775.00	\$585,450.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$573,775.00	\$585,450.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$574.93	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$574.93	\$0.00	\$574.93	\$0.00	0.00%
Total Expenses	\$573,775.00	\$586,024.93	\$757,550.00	\$761,474.93	\$760,900.00	100.08%
NET SURPLUS/(DEFICIT)	(\$573,775.00)	(\$440,436.69)	(\$365,749.78)	(\$231,468.45)	\$0.00	

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of November 2023

Operating Funds

Library Claims List	\$	245,740.31
Librarian's Claims List	\$	13,607.68
Payroll	\$	343,672.93
Fica/IMRF	\$	53,764.27
ACH to IPBC	\$	76,095.85
Wire to NAXOS	\$	3,821.97
Transfer to Debt Services	\$	580,000.00
Total Operating Funds	\$	1,316,703.01

Capital Improvement Fund

Claims List	\$	91,643.50
	\$	91,643.50

Debt Service Fund

Principal & Interest 2013B	\$	411,200.00
Principal & Interest 2019	\$	174,250.00
	\$	585,450.00

Grand Total Library

\$	1,993,796.51
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Vendor	Amount	Description
26139	11/16/2023	Abt	\$868.79	Monitor for Study Room 12 - Gift from the Friends of the Northbrook Public Library
26140	11/16/2023	Added Incentives, Inc.	\$2,611.00	Annual Payment - Programming - Winter Reading Prizes
26141	11/16/2023	All American Entertainment	\$5,000.00	ILP
26142	11/16/2023	Bibliotheca, LLC.	\$1,025.00	Annual Payment - Equipment Rental & Maintenance
26143	11/16/2023	CCB Technology	\$1,962.00	Annual Payment - Fixed Assets - Monitors
26144	11/16/2023	First Bankcard	\$4,991.37	Monthly Payment - Supplies
26147	11/16/2023	NFIP Direct Servicing Agent	\$5,593.00	Annual Payment - General Insurance
26148	11/16/2023	Seventh Art Productions LTD	\$800.00	Monthly Payment - Programming
26149	11/16/2023	The Chamm'd Foundation	\$1,950.00	Annual Payment - Staff Development - Leadership Training
26150	11/16/2023	Wex Health Inc.	\$4,647.76	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit (2 months)
26151	11/16/2023	WM Corporate Services Inc.	\$645.57	Monthly Payment - Utilities
26152	11/16/2023	Zheng Consulting	\$23,625.00	Progress Payment - Professional Services - EDI
26153	11/16/2023	Jo I Gayle	\$600.00	Monthly Payment - Programming & ILP- Accessibility
26154	11/30/2023	Amazon Capital Services	\$2,483.56	Monthly Payment - Supplies
26155	11/30/2023	American Library Association	\$687.30	Annual Payment - Staff Development - Training
26156	11/30/2023	American Library Association, Membership	\$956.00	Annual Payment - Staff Development - Membership
26157	11/30/2023	Authors Unbound Agency	\$8,750.00	ILP
26158	11/30/2023	Baker & Taylor	\$26,873.70	Monthly Payment - Materials
26159	11/30/2023	Baker & Taylor Entertainment	\$603.35	Monthly Payment - Materials
26160	11/30/2023	Best Buy Business Advantage Account	\$798.98	iPhone for YS - Gift from the Friends of the Northbrook Public
26161	11/30/2023	Best Quality Cleaning	\$5,639.25	Monthly Payment - Contracted Service
26162	11/30/2023	Bright Plum Inc.	\$6,520.00	Annual Payment - Professional Services - Website Upgrade
26163	11/30/2023	EBSCO Information Services	\$17,788.17	Annual Payment - Materials
26164	11/30/2023	F.E. Moran, Inc. - Fire Protection - North	\$5,880.00	Annual Payment - Contracted Services - Fire Safety Inspections

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26165	11/30/2023	Gale/Cengage Learning Inc.	\$722.15	Monthly Payment - Materials
26166	11/30/2023	Grainger	\$2,053.70	Monthly Payment - Janitorial
26167	11/30/2023	HR Source	\$1,025.00	Annual Payment - Staff Development
26168	11/30/2023	Library Ideas LLC	\$1,945.25	Annual Payment - Materials - Database
26169	11/30/2023	Linkedin Corporation	\$7,000.00	Annual Payment - Materials - Database
26170	11/30/2023	Mango Languages	\$3,538.00	Annual Payment - Materials - Database
26171	11/30/2023	Midwest Tape LLC	\$5,526.06	Monthly Payment - Materials
26172	11/30/2023	North American Corp of Illinois	\$2,060.87	Monthly Payment - Janitorial
26173	11/30/2023	Outsource Solutions Group, Inc.	\$4,568.70	Annual Payment - Software & Staff Development
26174	11/30/2023	Overdrive	\$18,326.81	Monthly Payment - Materials
26175	11/30/2023	Proquest	\$19,956.86	Annual Payment - Materials - Database
26176	11/30/2023	Quill LLC	\$895.80	Monthly Payment - Supplies
26177	11/30/2023	Ring Central Inc	\$25,252.61	Annual Payment - Telephone
26178	11/30/2023	Runco Office Supply	\$661.68	Monthly Payment - Supplies
26179	11/30/2023	Selden Fox, LTD	\$2,500.00	Progress Payment - Professional Services - Audit
26180	11/30/2023	Snow Systems, Inc.	\$3,840.00	Contracted Services - 2 months
26181	11/30/2023	Swank Motion Pictures Inc.	\$792.00	Monthly Payment - Programming (2 movies)
26182	11/30/2023	Village of Northbrook Water Dept.	\$2,805.45	Quarterly Payment - Utilities
26183	11/30/2023	Vis-O-Graphic, Inc.	\$9,573.12	Quarterly Payment - Community Relations
26184	11/30/2023	Wells Fargo Vender Fin Serv	\$765.00	Monthly Payment - Photocopy
26185	11/30/2023	WM Corporate Services Inc.	\$631.45	Monthly Payment - Utilities

\$245,740.31

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

Transaction Number	Transaction Date	Vendor	Amount
53368	10/30/2023	VOID - Howard P Mock	(\$300.00)
53386	11/15/2023	Anna Amen	\$315.76
53387	11/15/2023	Aquatic Works LTD	\$185.00
53388	11/15/2023	Aaron Ashmann	\$29.88
53389	11/15/2023	Costco	\$116.57
53390	11/15/2023	Folding Partition Services, Inc.	\$545.00
53391	11/15/2023	Lucy Gray	\$40.83
53392	11/15/2023	Kathryn Hall	\$306.45
53393	11/15/2023	Eileen Holland	\$243.59
53394	11/15/2023	InterpreNet, LTD	\$558.00
53395	11/15/2023	Janus Films	\$200.00
53396	11/15/2023	Seyoung Lee	\$70.00
53397	11/15/2023	Library Journals LLC	\$199.00
53398	11/15/2023	Patrick McCallister	\$175.00
53399	11/15/2023	Brian Nelson	\$23.58
53400	11/15/2023	Petersen Bros. Plastics, Inc.	\$358.00
53401	11/15/2023	Petty Cash Custodian	\$29.48
53402	11/15/2023	Laurie Prioletti	\$218.05
53403	11/15/2023	Sony Pictures Classics	\$300.00
53404	11/15/2023	Sunset Food Mart, Inc.	\$54.90
53405	11/15/2023	Sweet Melissa Media	\$450.00
53406	11/15/2023	The Library Store	\$70.80
53407	11/15/2023	Byeongtek Yu	\$41.66
53408	11/16/2023	The Book Bin	\$20.00
53409	11/16/2023	Princess Gonzalez Esparza	\$193.91
53410	11/16/2023	Linda Vering	\$200.66
53411	11/30/2023	A-Z Mindfulness	\$150.00
53412	11/30/2023	Heather Begley	\$10.00
53413	11/30/2023	Blackstone Publishing	\$41.60
53414	11/30/2023	Nancy Buehler	\$250.00
53415	11/30/2023	Chicago Tribune	\$19.17
53416	11/30/2023	Chunky Scones, Inc.	\$149.50
53417	11/30/2023	Cintas	\$537.14
53418	11/30/2023	Cooperative Computer Service	\$200.65
53419	11/30/2023	Demco	\$406.76

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

Transaction Number	Transaction Date	Vendor	Amount
53420	11/30/2023	Displays2Go	\$302.80
53421	11/30/2023	Glenview Chess Club LLC	\$200.00
53422	11/30/2023	Benjamin Goluboff	\$250.00
53423	11/30/2023	Clarence Goodman	\$327.00
53424	11/30/2023	David Gresham	\$500.00
53425	11/30/2023	Happiness Forward LLC	\$100.00
53426	11/30/2023	Illinois Heartland Library System-OCLC	\$54.78
53427	11/30/2023	Illinois Library Association	\$70.00
53428	11/30/2023	Image Specialties of Glenview, Inc.	\$34.35
53429	11/30/2023	K&M Printing Company	\$562.50
53430	11/30/2023	Lechner Services	\$116.80
53431	11/30/2023	Susan M Levinson	\$12.95
53432	11/30/2023	Natalie Lynn Lichtenbert	\$175.00
53433	11/30/2023	Amelia Miller	\$28.95
53434	11/30/2023	NFIP Direct Servicing Agent	\$400.00
53435	11/30/2023	Northbrook Hardware	\$243.97
53436	11/30/2023	Ocooch Hardwoods	\$411.68
53437	11/30/2023	Panera, LLC	\$348.76
53438	11/30/2023	Polonia Bookstore, Inc.	\$427.57
53439	11/30/2023	Sheila Rossi	\$23.00
53440	11/30/2023	Olga Rudiak	\$500.00
53441	11/30/2023	Sheet Music Plus	\$149.73
53442	11/30/2023	Sujin Song	\$150.00
53443	11/30/2023	Tsai Fong Books, Inc.	\$417.93
53444	11/30/2023	UPS	\$240.55
53446	11/30/2023	VSP of Illinois, NFP	\$401.01
53445	11/30/2023	Village of Northbrook, Water Department	\$475.00
53447	11/30/2023	Robert Waterbury	\$50.00
53448	11/30/2023	Brian Wilson	\$125.00
53449	11/30/2023	Yami Vending Inc.	\$97.41

\$13,607.68

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1896	11/16/2023	TK Elevator	\$88,425.00	Elevator Modernization Project
1897	11/30/2023	Ancel Glink P.C.	\$402.50	HVAC Repair Work
1898	11/30/2023	F.E. Moran, Inc. - Fire Protection - North	\$680.00	Fire Protection System Repairs
1899	11/30/2023	Oak Brook Mechanical Services, Inc.	\$2,136.00	Legal Counsel for Chiller, Elevator and Steam Boiler Projects
			<u>\$91,643.50</u>	

**Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of December 2023**

Operating Funds

Library Claims List	\$	209,351.49
Librarian's Claims List	\$	10,425.18
Payroll	\$	344,687.97
Fica/IMRF	\$	54,049.90
ACH to IPBC	\$	76,173.37
Total Operating Funds	\$	694,687.91

Capital Improvement Fund

Claims List	\$	5,479.00
	\$	5,479.00

Debt Service Fund

Grand Total Library	\$	700,166.91
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Vendor	Amount	Description
26155	11/30/2023	VOID - American Library Association	\$ (687.30)	Annual Payment - Staff Development
26186	12/19/2023	Bright Plum Inc.	\$9,660.00	Annual Payment - Professional Services - Website Maintenance
26187	12/19/2023	First Bankcard	\$9,591.72	Monthly Payment - Supplies
26188	12/19/2023	Symmetry Energy Solutions, LLC	\$7,299.87	Monthly Payment - Utilities (2 months)
26189	12/19/2023	Zoom Video Communications Inc.	\$13,049.30	Annual Payment - ILP & Software
26190	12/31/2023	Amazon Capital Services	\$2,794.32	Monthly Payment - Supplies
26191	12/31/2023	Anna Amen	\$4,132.43	Monthly Payment - Supplies
26192	12/31/2023	American Library Association	\$711.00	Annual Payment - Membership
26193	12/31/2023	Authors Unbound Agency	\$5,000.00	ILP
26194	12/31/2023	Baker & Taylor	\$27,574.13	Monthly Payment - Materials
26195	12/31/2023	Best Quality Cleaning	\$5,639.25	Monthly Payment - Contracted Services
26196	12/31/2023	Children's Plus Inc	\$3,673.47	Monthly Payment - Materials
26197	12/31/2023	Continental Resources, Inc	\$9,102.19	Annual Payment - Furniture & Equipment - IT Related
26198	12/31/2023	Tom Deja	\$1,000.00	ILP
26199	12/31/2023	HR Source	\$1,025.00	Annual Payment - Staff Development
26200	12/31/2023	Impact Networking LLC	\$1,602.99	Quarterly Payment - Photocopy
26201	12/31/2023	Jessica Koontz	\$2,280.00	Annual Payment - Staff Development - Tuition Reimbursement
26202	12/31/2023	Carla Lasky	\$2,720.00	Annual Payment - Staff Development - Tuition Reimbursement

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26203	12/31/2023	Library Ideas LLC	\$605.10	Monthly Payment - Materials
26204	12/31/2023	Midwest Tape LLC	\$7,817.15	Monthly Payment - Materials
26205	12/31/2023	North American Corp of Illinois	\$1,209.95	Monthly Payment - Janitorial
26206	12/31/2023	Olsson Roofing Company, Inc.	\$1,000.00	Bi Annual Payment - Contracted Services
26207	12/31/2023	Outsource Solutions Group, Inc.	\$42,778.90	Monthly Payment - Professional Development & Software
26208	12/31/2023	Overdrive	\$16,901.87	Monthly Payment - Materials
26209	12/31/2023	Reaching Across Illinois Library System	\$750.00	Annual Payment - Software
26210	12/31/2023	Siemens Industry Inc.	\$2,394.34	Quarterly Payment - Contracted Serviced
26211	12/31/2023	Simon & Schuster Holding Company, LLC	\$7,500.00	ILP
26212	12/31/2023	The Booking Biz	\$5,000.00	ILP
26213	12/31/2023	Uline	\$898.90	Annual Payment - Furniture & Equipment
26214	12/31/2023	Jason Wacławik	\$2,635.00	Annual Payment - Staff Development - Tuition Reimbursement
26215	12/31/2023	Warehouse Direct Inc.	\$9,254.35	Annual Payment - Furniture & Equipment - IT Related
26216	12/31/2023	Wex Health Inc.	\$1,917.56	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26217	12/31/2023	Kate Will	\$2,520.00	ILP

\$ 209,351.49

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

Transaction Number	Transaction Date	Vendor	Amount
53450	12/15/2023	Alert Protective Services	\$156.03
53451	12/15/2023	Anthony Altieri	\$425.80
53452	12/15/2023	Aquatic Works LTD	\$185.00
53453	12/15/2023	Kathryn Hall	\$48.21
53454	12/15/2023	Henrichsen's Fire & Safety Equipment Co.	\$502.35
53455	12/15/2023	Illinois Library Association	\$180.00
53456	12/15/2023	Illinois State Police	\$130.00
53457	12/15/2023	Summer Kosuge	\$39.95
53458	12/15/2023	Latitude Signage & Design	\$305.00
53459	12/15/2023	Jez Layman	\$200.00
53460	12/15/2023	Patrick McCallister	\$175.00
53461	12/15/2023	Petersen Bros. Plastics, Inc.	\$470.00
53462	12/15/2023	Petty Cash Custodian	\$70.20
53463	12/15/2023	Pitney Bowes Inc.	\$165.54
53464	12/15/2023	Sunset Food Mart, Inc.	\$38.64
53465	12/15/2023	Village of Northbrook	\$574.93
53466	12/15/2023	WEX Bank	\$79.99
53467	12/15/2023	Ronell Whitaker	\$350.00
53468	12/20/2023	Lisa Schoblasky	\$200.00
53469	12/31/2023	Ancel Glink P.C.	\$230.00
53470	12/31/2023	Baker & Taylor Entertainment	\$398.48
53471	12/31/2023	Blackstone Publishing	\$41.60
53472	12/31/2023	Cavendish Square	\$186.03
53473	12/31/2023	Saori Chiba	\$250.00
53474	12/31/2023	Chicago Tribune	\$288.99
53475	12/31/2023	Cintas	\$462.92
53476	12/31/2023	Demco	\$167.20
53477	12/31/2023	EBSCO Information Services	\$17.44
53478	12/31/2023	Emery-Pratt Company	\$56.00
53479	12/31/2023	Michael Finlay	\$250.00
53480	12/31/2023	Gale/Cengage Learning Inc.	\$533.42
53481	12/31/2023	Jo I Gayle	\$125.00
53482	12/31/2023	Grainger	\$351.75
53483	12/31/2023	Illinois Heartland Library System-OCLC	\$25.52

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

Transaction Number	Transaction Date	Vendor	Amount
53484	12/31/2023	Lechner Services	\$116.80
53485	12/31/2023	Libraries First	\$360.00
53486	12/31/2023	Manufacturers News Inc.	\$238.90
53487	12/31/2023	Northbrook Hardware	\$145.17
53488	12/31/2023	Panera, LLC	\$60.08
53489	12/31/2023	Franco Pomponi	\$250.00
53490	12/31/2023	Quill LLC	\$38.62
53491	12/31/2023	Runco Office Supply	\$179.91
53492	12/31/2023	Sheet Music Plus	\$71.98
53493	12/31/2023	The Risk Management Association	\$576.09
53494	12/31/2023	Today's Business Solutions, Inc.	\$116.87
53495	12/31/2023	UPS	\$11.34
53496	12/31/2023	VSP of Illinois, NFP	\$408.61
53497	12/31/2023	Robert Waterbury	\$50.00
53498	12/31/2023	Yami Vending Inc.	\$544.82
53499	12/31/2023	Henry Zheng	\$250.00
			<u>\$10,425.18</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1900	12/19/2023	F.E. Moran Mechanical Services	\$3,754.00	Steam Boiler Project
1901	12/31/2023	Ancel Glink P.C.	\$1,725.00	Elevator & Chiller Projects
			<u>\$5,479.00</u>	

408: Security Cameras

Created:	January 2024	Updated:	
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The Library District has security cameras to enhance the safety and security of library patrons, staff, and property. Security cameras provide recorded and real-time data that supports library security and operations. Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. The library is not responsible for loss of property or personal injury. There is no audio recording associated with the security cameras.

USE/DISCLOSURE OF VIDEO RECORDS

Access to the real-time monitors and archived footage is restricted to the Executive Director, Assistant Director, Security Monitors, IT or other staff designated by the Executive Director or Assistant Director. Access is also allowed to law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law. Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1) and may be released subject to any applicable exemptions.

The Executive Director or Assistant Director will be notified of all requests for exported video footage to be furnished to law enforcement or other outside agencies, or for archival beyond normal time periods. When footage extraction or archival is requested, the Executive Director or Assistant Director will notify IT of specific dates and time blocks requested. IT will maintain a record of export requests, including dates, times, locations, the requestor, and the subject matter of the footage.

PRIVACY

The library shall maintain signage at all public entrances stating that security cameras are in use. The library is a public facility, and there can be no expectation of privacy in common areas. Cameras are not located in areas where such an expectation would exist (e.g., Restrooms). Patron privacy will be maintained as required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

RETENTION

Video records will be maintained for approximately 14 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident, provided no criminal activity or policy violation has occurred. In cases where criminal or civil litigation is involved, recordings will be kept until 30 days after the final judgment is entered.

Recorded footage and incident reports are public records subject to the Local Records Act (50 ILCS 205/1) and will be retained pursuant to the library's approved records retention schedule. As new images are recorded, the oldest images will automatically be deleted. The actual length of time footage will be retained varies depending on the camera's memory, recording length, and site activity.

Director's Report

January 2024

Agenda Items

3 Consent Agenda

3.7 Security Camera Policy

This policy is new and has been reviewed by the attorney. It is recommended that we have one in Serving Our Public.

7 Unfinished Business

7.1 Auditorium Rentals Policy Presentation

Arielle Raybuck, Events Production Manager, will be presenting on what changes we need to make to several policies and give more details on how the Auditorium Rentals will work.

7.2 HVAC Chiller Repairs (closed session)

A memo from Anna is included in the packet with information on the ongoing Chiller issues. It includes a recommendation for chiller repairs from Thermosystems.

7.3 Strategic Plan Update

I will provide a verbal update. A separate packet for the 1/20/24 Board Retreat is being sent out.

8 New Business

8.1 Executive Director Evaluation Process Discussion

Laurie Prioletti and I have put together a process and timeline for the ED eval. I have included an article from ALA and Laurie has included info from area libraries that is linked in the packet.

10 Agenda Building

FY25 Draft Budget Review

File detailed statement of all receipts and expenditures for previous 6 months

Annual Library Tour

Board News & Reminders

Upcoming Dates

Please let me or Jennifer know if you plan to attend any of the community events.

Strategic Planning Retreat with Fast Forward Libraries

Saturday, January 20 from 9am-12pm

We will be meeting in Civic and a separate packet will be sent out. Barbara Freeman, photographer, will also be coming to do the board group shot.

To Serve & Protect, Photo Exhibit of Northbrook's Police & Fire Departments Reception

Tuesday, January 23 at 7pm

Brad Floden, a professional photographer, devoted numerous hours to volunteering with the Northbrook Police Department and Northbrook Fire Department and sought to recognize and celebrate the contributions of our civil servants. In partnership with the Village and Northbrook Arts Commission

Landscape Painting with Award-Winning Artist Brian Sindler Reception

Thursday, January 25 at 6pm

Brian Sindler, a longtime Northbrook resident, is a distinguished landscape painter and tonalist specializing in nocturnal aerial scenes. In partnership with the Northbrook Arts Commission

State of the Village Address

Friday, January 26 at 9am

Village President Kathryn Ciesla delivers the 2024 Annual State of Village Address to speak about the Village's important issues, challenges, and successes. In partnership with the Village and Chamber of Commerce

Mark Your Calendars

Lunar New Year Festival Show in partnership with the Northbrook Chinese Community Service Association

Feb. 17 at 2pm

Updates

Programming

Winter Reading



December began with a big power up and the launch of our Winter Reading Challenge: Game On! To date over 1,200 patrons have signed up across our three programs for Adults, Teen, and Youth. We also launched our new reading tracking service Beanstack that gives patrons and staff a more modern and easier to use mobile app and online experience. The program runs until January, 31st.

We had a great start to Adult Winter Reading with 527 patrons participating. The December puzzle table & giveaway was so popular that we have decided to have a puzzle in the Reference area throughout the winter.



The Youth Winter Reading Program began on Friday, December 1. This year, Youth Services will be giving out the book when patrons register for the youth program. As of January 3, Youth Services had 703 babies, children, and teens register for Winter Reading.

Posted: Dec. 31
Reach: 2,316 (30 reactions)



Adult Programming

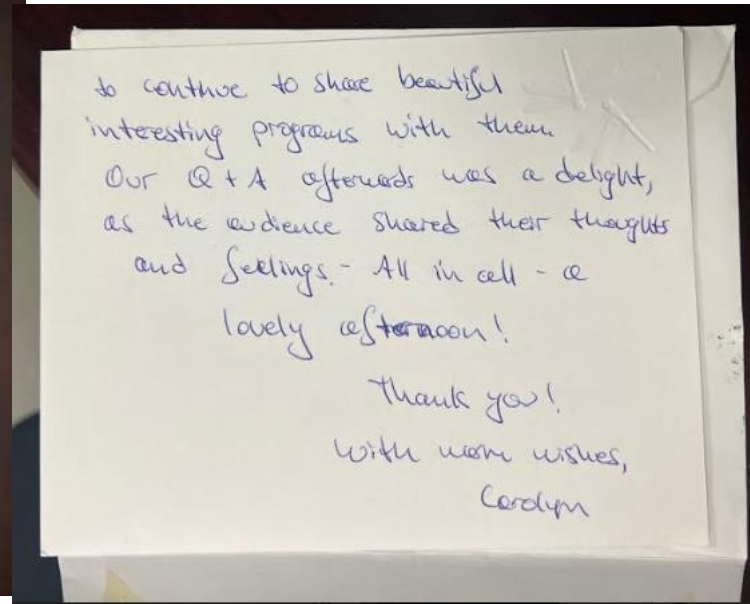
Jill Franklin hosted a tasty Scones & Biscuits Baking Demonstration on November 13. Oscar Narvaez, proprietor of The Chunky Scone in Highland Park, and daughter Luna made and served samples of vegan pastries. Oscar talked about being Mexican in Chicago and bringing scones to Pilsen and why he became vegan. Patrons asked many questions and loved the apple spice scones!



Mary Lynn Saks presented a Sing-A-Long for Seniors at North Shore Place. Residents were very actively engaged in the program! Video:

<https://drive.google.com/file/d/1bl8pJhqwPfKZQRurqlX-bHA12ZDPC5JX/view?usp=sharing>

We received a lovely handwritten note from one of the concert performers this month.



Youth Programming

On Saturday, November 4, Youth Services had a pop-up Diwali program led by Northbrook resident Bindu Reddy along with Sara Chase, the YS Program Coordinator. Bindu did a short informational storytime about the holiday and then worked with the children to make clay diyas.

Youth Services hosted a Special Winter Storytime program on Saturday, December 16 that included snowman crafts, snacks, wintertime stories & songs. 65 patrons attended the program.

Youth Services distributed over 150 Noon Year's Eve Kits, which included bubbles, toast crafts, DIY wands, disco ball countdown crafts, ring pops, and glow in the dark pop tubes.



Collections

Partnering with Hala Haddad in Adult Services, Shelver Kaley Kearns organized the Board Games and Graphic Novels collections in the recently replaced shelving fixture on the third floor. The update made both collections easier to browse for patrons.

As of January 1st, Hachette Book Group, the publisher of major authors such as James Patterson, David Baldacci, Michael Connelly, and more, will no longer be producing physical audiobooks. However, their e-audiobooks will be available through Libby. We anticipate an increase in patrons switching from physical audiobooks to e-audiobooks which has been the trend over the past several years.



EDI

Since the November 16 Library Board meeting, we have been working to create the hiring process including staff feedback paths, drafts of pertinent collateral such as job ads, job description, and rubrics for the candidate selection and interview process for the HR Director search. The job ad is now posted and is available on our website:
<https://northbrook.info/about/jobs>

As a result of the TBC report and the Zheng report, Leadership (defined as ED, AD, Finance & Operations, and HR) is working with Charmm'd Foundation on communication and had Lily Zheng lead a discussion processing through the report with Leadership and Management.

Friends of the Library

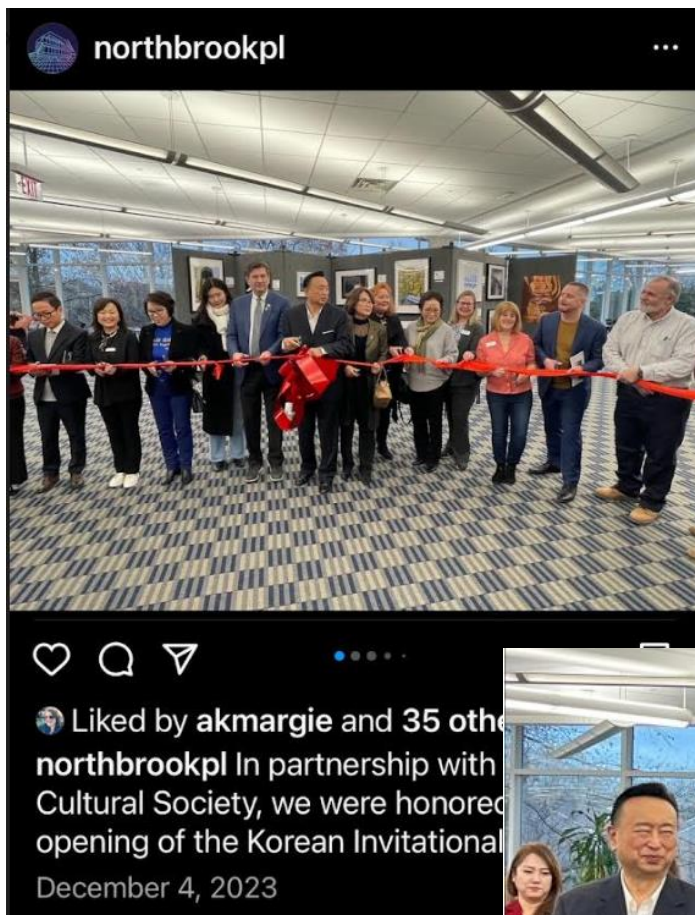
The Friends Board met on November 14. The Friends Board voted to financially supported the addition of a video monitor in Study Room 12 and an iPhone for teen programming. They also decided that starting in 2024, the Friends are moving away from every other month Board meetings to Quarterly Board meetings. This is due to the fact that library programming

requests are more streamlined and come less frequently. They are continuing to discuss ways to engage current members as well as recruit more members.

The Friends hosted a weekend Book Sale November 25-26. This will be their last book sale in November as they have started to have book sales in October to coincide with National Friends of the Library Week.

Partnerships

Community Partnerships



On Saturday, December 2, the library hosted a reception for the opening of a Korean Photo Exhibit that was featured on the 2nd floor through the end of December. The exhibit was put together by the Keumsil Cultural Society. Local politicians and dignitaries in attendance included Congressman Brad Schneider, Illinois State Senator Laura Murphy, Congressman Raja Krishnamoorthi. Library Board members Maura Crisham, Stacy Oliver, and Janet Spector Bishop also attended. Assistant Director Kelly Durov provided opening remarks.



The library hosted a Blood Drive in partnership with Versiti. There were 19 donors and a few walk-in donors. With this drive we helped approximately 66 people!

Programming Partnerships

We partnered with the Italian Film Festival to screen *The Invisible Witness* on Dec 13th. This event had 49 people in attendance.

Illinois Libraries Present screened one virtual event in November, one with Maya-Camille Broussard – *Justice of Pies*. We had 12 Northbrook patrons in attendance.

Illinois Libraries Present screened two virtual events in December. One of which was a conversation with Lori Gottlieb, a writer and psychotherapist, who discussed surviving the Holidays.

The second event was a virtual screening of a recording of *The Nutcracker*, for which Northbrook had 81 in attendance. It was the first time that ILP tried a virtual screening and Arielle Raybuck, Events Production Manager, led the experiment, finalizing the contract, the event listing, and the distribution of the link. We received overwhelmingly positive comments from attendees around the state.

Operations

Climate Action Plan Updates

Ted Redmond from Pale Blue Dot presented a progress report to the Sustainability Commission on Village emissions reductions for both community-wide and Village operations. The report covers 2022. The full report is [here](#).

Good news: the Village has begun or completed most of the Phase I actions.

Bad news: emissions increased 7.6% from 2021. Natural gas consumption increased significantly and solid waste increased. Need to electrify buildings.

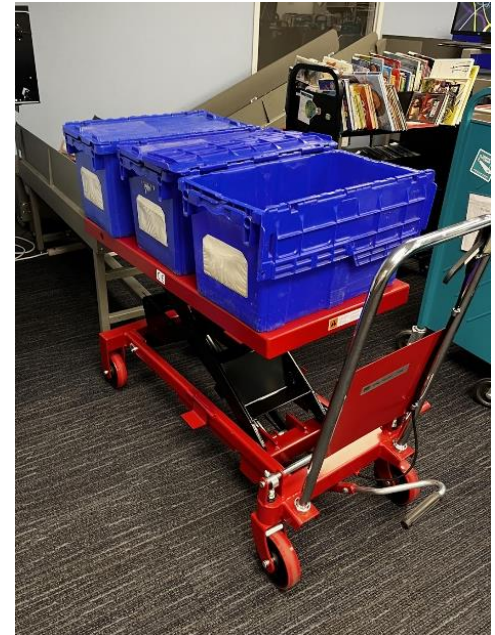
Village operations results are better than community-wide results.

We will no longer be accepting snack wrappers, toothbrushes, dental floss, and toothpaste tubes for recycling in the lobby. Facilities has removed the recycling bin from the lobby. The bin will be repurposed as a resource recovery station for programming.

The Village Board approved the Gas Powered Leaf Blower ordinance Dec. 12. It goes into effect Jan. 1, 2025. In 2024, the Village will focus on registering landscapers and providing education. Anna Amen has already developed a plan with Joe Skittino, Facilities Manager, on reducing or eliminating our gas powered leaf blower use.

Facilities

Circulation manager, Kim Hegelund, and Assistant Manager, Donna Beach, have been looking at new ways to create efficiencies within the department. An area that was addressed was the repetitive lifting and bending for staff when processing incoming and outgoing materials. A dolly was purchased that moves up and down based on the height of the material bins and the user. Staff love that it is user friendly, saves times, and provides physical safety for them.



Technology

We are working through our systems and computer lifecycles for 2024 and are replacing switches, the firewall, and computers in the Collaboratory among other things.



We installed a video monitor in Study Room 12. The Friends financially supported this purchase. Adult Services and Youth Services staff are learning procedures so the public can use this equipment for video meetings as well as displays during group discussions in the largest study room.

We rolled out an iPhone for teen programming with the Youth Services department. This was funded by the Friends of the Library. It will be used to create content to promote reading materials in teen and for teen programs that have an online component, especially videos.

Kelly Durov, Anna Amen, and I met with Civic foundation regarding the Civic Room audiovisual technology project. Civic has officially approved the project and sent over written confirmation this month. We are looking for quotes now from Omnia to move forward with this project as our original vendor is no longer viable.

Safety & Accessibility

School and Supported Services Librarian Julianne Medel completed all of the necessary training and passed the test for ADA Coordinator Certification. This certification will help us provide more accessible services to our community.

Many of the banned patrons from this spring and summer's bans are ending. We have been starting to communicate with staff about this and are working on codifying return procedures mainly as it pertains to the possibility of continued concerning behavior.

The Department of Homeland Security Cyber+ Infrastructure division (CISA) provides a free service called a Cyber Hygiene Report Card. This monthly report provides a high-level overview of security vulnerabilities. The report has been run on our assets (IPs), hosts (VPN and EZ Proxy), and services (via our hosts). In the past, if we had any vulnerabilities, our partners at the District 225 Technology Consortium would alert us. As of last month, our IT outsourced staff (OSG) now receive the report directly. A copy of the report is attached after my report.

We have a new wheelchair! Thank you to Maker Services Assistant Manager Michelle Mistalski for creating the logo cover for the patron wheelchair! The wheelchair is located on the first floor by the elevator for patron use.



HR

Staff Training

Reviewed Staff Capacity information from the Strategic Plan survey and worked with Zheng Consulting and Executive Director to develop a three-part strategy to increase staff capacity and reduce burnout that was initially shared at the December All Staff Meeting

Kelly Durov helped organize and attended RAILS Right to Be: Conflict De-escalation on 11/7. This was the second of 3 sessions that I worked with RAILS to share with libraries in the area. The first one, Bystander Intervention training, was the focus of our August 2023 staff training day and we have since been incorporating the skills learned in this training into our safety and security procedures.

Staff Arrivals

- Chelka Posladek, part-time Technical Services Assistant, effective November 8 (replacement)
- Daniel Choi, full-time Maker Specialist, effective November 16 (replacement)
- Barb Mayer changed from Assistant Manager (TS) to Manager effective November 1. (change in status)
- Sara Chase changed from Programming Coordinator (YS) to Youth Services Supervisor effective December 1 (change in status).

Staff Departures

None

Kate Hall, Executive Director



Illinois Library Association **LIBRARY LEGISLATIVE MEETUPS**

103rd Illinois General Assembly

| 2024 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2025 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Raise the Current Competitive Bidding Threshold

The Illinois Local Library Act and the Public Library District Act of 1991 currently set the competitive bidding threshold at \$25,000. The association supports legislation seeking an inflationary adjustment to \$30,000 for administrative burden relief and taxpayer savings.

Amend the Acquisition of Treasurer Bonds for Libraries

Illinois libraries are required to acquire treasurer bonds at 50% of the total funds received by a library in the previous fiscal year. Other units of local government, however, are required to acquire treasurer bonds at 10% of yearly collected revenue. ILA will introduce legislation seeking parity between libraries and other governmental units to require library treasurers to hold a bond of 10% of total revenue collections from the previous fiscal year.

Equitable Access to Electronic Literary Materials Act

Restrictions placed on libraries accessing digital content have posed a challenge in acquiring and providing access to e-books, as publishers often impose restrictive licensing and contractual terms. Most publishers and aggregators force libraries to acquire e-books with licensing terms that make it impossible to meet library standard access and preservation missions. ILA is proposing legislation seeking to change this through a new state law based on consumer protection and contract law to regulate library e-books contracts with publishers.



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[illibraryassociation](https://www.instagram.com/illibraryassociation)



Illinois Library Association



Illinois Library Association

LIBRARY LEGISLATIVE MEETUPS

118th U.S. Congress

| Second Session |

Funding and Support

Dedicated library programs: Increase and maintain funding for the:

- Institute of Museum and Library Services, which administers the Library Services and Technology Act, with priority on services and technology for underserved communities;
- Innovative Approaches to Literacy program and support for school libraries through the Department of Education;
- Improving Library and Museum Facilities proposed program or other approaches to support library renovation and construction, sustainability, and resilience; and
- National library programs, including the Library of Congress and the Federal Depository Library Program.

Library-eligible programs: Continue and enhance federal programs for which libraries are eligible recipients or partners. Recognize and support libraries' important roles in:

- Economic and workforce development, including in reauthorization of the Workforce Innovation and Opportunity Act;
- K-12 and early education, including in reauthorization of the Every Student Succeeds Act; and
- Higher education, including in reauthorization of the Higher Education Act.

Library workers: Provide support and relief for library workers, including preserving the eligibility of library workers for Public Service Loan Forgiveness.

Digital Inclusion and Skills

To promote digital equity, access to technology, and enable modern library services, libraries in all parts of the country must be able to serve their users with fast and affordable broadband, technology access, and digital skills training.

- E-rate: Improve outreach and technical assistance for applicants to increase library participation in the program, especially in underserved communities. Expand eligible uses.
- Digital skills and economic opportunity: Expand support for libraries to deliver digital skills training and business and workforce development resources.
- Content access and liability: Restore net neutrality protections. Preserve Section 230 of the Communications Decency Act liability protections for libraries.

Copyright, Licensing, and Competition

Libraries rely on balanced and flexible copyright policy to enable vital library services. ALA supports a modern copyright system with effective user rights and limitations and exceptions to copyright. Additionally, libraries rely on fair licenses and market practices in order to provide access to digital content such as e-books.

- E-books and digital content: Prevent unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs.
- Copyright Office: Preserve the Librarian of Congress' authority to manage and oversee the Copyright Office.

Government Information and Services

Libraries provide access to government information and services in communities across the country. ALA supports policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, which includes voting.

- Federal Depository Library Program: Modernize the Federal Depository Library Program.
- Public access to research: Ensure public access to publicly-funded research and data.

CYBER HYGIENE

REPORT CARD

Glenbrook High School District
225 - Northbrook Public Library



0

Hosts with
unsupported
software



0

Potentially Risky
Open Services



0%

No Change in
Vulnerable
Hosts

HIGH LEVEL FINDINGS

LATEST SCANS

November 4, 2023 — December 15, 2023

Completed host scan on all assets

December 12, 2023 — December 15, 2023

Last vulnerability scan on all hosts

ASSETS OWNED

8

No Change

HOSTS

2

No Change

VULNERABLE HOSTS

0

No Change
0% of hosts vulnerable

ASSETS SCANNED

8

No Change
100% of assets scanned

SERVICES

3

No Change

VULNERABILITIES

0

No Change

VULNERABILITIES

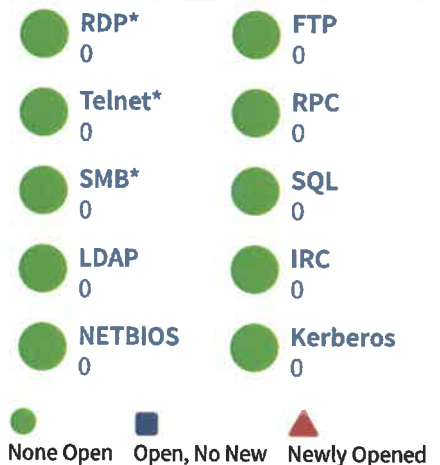
SEVERITY BY PROMINENCE



VULNERABILITY RESPONSE TIME



POTENTIALLY RISKY OPEN SERVICES



Service counts are best guesses and may not be 100% accurate. Details can be found in "potentially-risky-services.csv" in Appendix G.

* Denotes the possibility of a network management interface.

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
November, 2023

PROJECTS





MATERIALS

November projects by material type charged:

3D Printing	56
Acrylic	41
Buttons	9
Cardstock	15
Embroidery Thread	24
Glasses	6
Iron-on	24
Keychains	0
Stabilizer Sheets	69
Vinyl & Transfer Paper	20
Wood	11

3D PRINTING

We printed 61 objects for users in November.

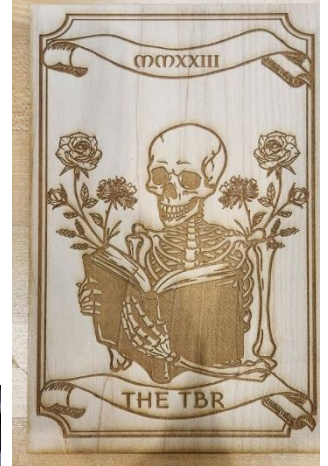
VISITORS

375 people visited the Collaboratory in November.

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
December, 2023

PROJECTS



PATRON STORY



From Assistant Manager Michelle Mistalski: A patron made a Collaboratory appointment with a friend on December 27th to embroider on a hand towel and golf towels. One of the patrons brought in two .JEF files that they had purchased to be embroidered onto the golf towels. The other patron used the built-in monogram maker on the embroidery machine to embroider their hand towel. Both patrons were appreciative of the assistance provided in getting their embroidery projects

completed. They really enjoyed their time and they look forward to coming back to make more projects in the space.

A patron made a Collaboratory appointment on December 26th looking to use the embroidery machine to embroider socks. The patron prepped their visit to the Collaboratory by bringing in their own sock hooping aid. After a brief tutorial on how to position their hooping aid onto our hoops, the patron was able to embroider their socks on their own and was appreciative of all the tips I provided them to assist them with their project.



MATERIALS

December projects by material type charged:

3D Printing	85
Acrylic	39
Buttons	35
Cardstock	12
Cork Coasters	99
CDs	20
Embroidery Thread	32
Glasses	41
HDPE	3
Iron-on	24
Stabilizer Sheets	100
Vinyl & Transfer Paper	131
Wood	79

3D PRINTING

We printed 91 objects for users in December.

VISITORS

652 people visited the Collaboratory in December.

November 2023 Patron Comments

Comment	Response	Staff Member
A patron stopped at the east desk and suggested the "all ages" be added to the sign. She stated "Sometimes older people become invisible."		Kim Hegelund
A regular Youth Services patron at the Plant Forward Easy Recipes program thanked us for having a vegan cooking program for children. She asked that we continue to offer these kinds of programs for her kids.	I thanked them and let them know we'd be looking an more opportunities in the next fiscal year.	Summer Kosuge
The patron is disappointed that the paperbacks on the third floor are not all in one place anymore. It used to be easier to browse and find a variety of paperback books of interest. Now you have to find paperbacks among other books, which is much more inconvenient. He prefers paperbacks when he goes on a trip.	I understand that you were recently looking for a paperback book to take with you on a trip and were disappointed that our paperback collection had been discontinued. I was not part of the decision to discontinue that collection, but I understand it was due to lower circulation numbers and space issues. However, you are not the only person who has let us know that this collection is missed. I'm looking into some solutions, but in the meantime I can suggest that you take a look at the Popular Paperback collection on the first floor which contains trade paperbacks. We would also be happy to help you find titles that you are looking for. Thank you very much for your feedback and please don't hesitate to contact me if you have any questions	Susan Wolf

Comment	Response	Staff Member
I'm very much interested in the Vermeer:The Greatest Exhibition & very much disappointed that it scheduled 2-4:30 and not in the evening or a weekend day! People working can not attend.	<p>Thank you for your feedback regarding the scheduling of the library's screening of Vermeer: the Greatest Exhibition on February 22, 2024 at 2pm. With only one screening possible from the distributor, we knew finding the ideal screening time was going to be a challenge. In addition, due to the shorter month and established programming at the end of the month, weekend days were not an option.</p> <p>For this particular program, we looked at our film registration data and determined that an afternoon time slot would provide greater accessibility, especially for those patrons needing accommodations.</p> <p>Knowing that the schedule for this film screening cannot accommodate everyone who wants to see it, we are anticipating purchasing a DVD of the film to add to the library's collection when it becomes available. Although not quite the same as watching a film on the library's big screen, hopefully, this will be a suitable alternative.</p> <p>Thank you again, and we will keep this feedback in mind as we plan for future one-off programs like this.</p>	Margo Hill

Comment	Response	Staff Member
<p>First: This is disappointing news. "Due to the loss of corporate sponsorship, we are no longer able to accept snack wrappers, toothbrushes, dental floss containers, and toothpaste tubes for recycling."</p> <p>It's unfortunate that other sponsors haven't been identified to take this over or that the Village can't find it in their budget.</p> <p>Follow-up after staff response: I wanted respond to your email that I understand 100% the reasoning behind the Library's decision to discontinue. The TerraCycle programs sounded too good to be true I guess.</p>	<p>We are also disappointed that we need to sunset collecting snack wrappers, toothpaste containers, and writing utensils. We have moved away from using the company Terracycle which is the company that allowed us to collect and ship snack wrappers, toothpaste containers, and writing utensils to them to be recycled. Over the last year or so, there have been a number of investigations into how Terracycle manages the materials that are being shipped to them. Unfortunately, they are finding that the materials are not easy to trace and in some cases, being stored in warehouses. The library was able to collect and ship materials at no cost to us due to Terracycle corporate sponsors. When the sponsors pulled their support from the company, Terracycle alerted us to the cost of continuing the service. Of course, when the library started this service, this was not public knowledge, but now that we know, we are no longer comfortable using Terracycle to ship snack wrappers, toothpaste containers, or writing utensils to be recycled. Here are some articles on the subject:</p> <p>https://www.bloomberg.com/features/2022-terracycle-tom-szaky/</p> <p>https://www.ethicalconsumer.org/home-garden/terracycle-sustainable-or-greenwashing</p> <p>The library has decided that continuing to use Terracycle is no longer an environmentally sound choice since we do not know how these items are being recycled. The library is not investigating other collection options at this time as managing waste collection falls beyond our scope as a local library. The Village of Northbrook is currently looking at their waste removal services and it may be interest to you to look at opportunities to recycle in the Village. Here is a link to the Village's waste removal services request for proposals:</p> <p>https://www.northbrook.il.us/DocumentCenter/View/7041/-Northbrook-Residential-Solid-Waste-RFP?bidId=</p> <p>I hope this longer explanation helps a bit. Please let me know if I can answer any more questions.</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member
<p>I am very saddened that this program has ended. I was teaching my grandchildren a valuable lesson about taking care of the earth and their future.</p> <p>Please find another sponsor!!!</p>	<p>We are also disappointed that we need to sunset collecting snack wrappers, toothpaste containers, and writing utensils. We have moved away from using the company Terracycle which is the company that allowed us to collect and ship snack wrappers, toothpaste containers, and writing utensils to them to be recycled. Over the last year or so, there have been a number of investigations into how Terracycle manages the materials that are being shipped to them. Unfortunately, they are finding that the materials are not easy to trace and in some cases, being stored in warehouses. The library was able to collect and ship materials at no cost to us due to Terracycle corporate sponsors. When the sponsors pulled their support from the company, Terracycle alerted us to the cost of continuing the service. Of course, when the library started this service, this was not public knowledge, but now that we know, we are no longer comfortable using Terracycle to ship snack wrappers, toothpaste containers, or writing utensils to be recycled. Here are some articles on the subject:</p> <p>https://www.bloomberg.com/features/2022-terracycle-tom-szaky/</p> <p>https://www.ethicalconsumer.org/home-garden/terracycle-sustainable-or-greenwashing</p> <p>The library has decided that continuing to use Terracycle is no longer an environmentally sound choice since we do not know how these items are being recycled. The library is not investigating other collection options at this time as managing waste collection falls beyond our scope as a local library. The Village of Northbrook is currently looking at their waste removal services and it may be interest to you to look at opportunities to recycle in the Village. Here is a link to the Village's waste removal services request for proposals:</p> <p>https://www.northbrook.il.us/DocumentCenter/View/7041/-Northbrook-Residential-Solid-Waste-RFP?bidId=</p> <p>I hope this longer explanation helps a bit. Please let me know if I can answer any more questions.</p>	<p>Kelly Durov</p>

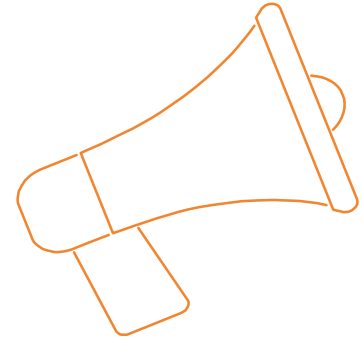
Comment	Response	Staff Member
<p>Can you please also provide the data showing by holds and check outs that these book are "popular" in this age group genre? I would like to see the data verifying that these are the popular in demand books please for this young adult age group. Are these selected for some type of agenda? Or based on popularity? If popularity and an agenda is not being pushed, please verify that data as it does not coincide with national bestseller lists.</p> <p>2nd email: Is it possible to take my young children to the library and NOT have them subjected to sexuality and lgbtq sexuality topics? Is this necessary? Please take a look at your lobby display choices right next to the books for your young readers. Zoom in on this pic I took. What right do I have as a parent in my saying, no thank you, don't force this on us, don't force this on my young children. Don't take this decision making away from parents and families, that's wrong.</p>	<p>As with materials in our library collection, our Popular Picks collection represents diverse viewpoints and perspectives. The collection has a wide range of subjects and topics. The books in this area of the library are chosen based on a variety of criteria including: being in high demand, the number of holds on the title, if they cover popular topics in the media or popular culture, if they are best sellers, if they are new OR if they are perennial favorites. I would be happy to share the total number of times a title has circulated and the number of holds on them. Can you let me know which title you are interested in getting more data about?</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member
<p>Can you do an in depth program on what can be recycled in Northbrook?</p>	<p>Thank you for the suggestion to host a program on what can be recycled in Northbrook.</p> <p>We had an in-depth program on this very topic in October 2022 on Zoom. A representative from Waste Management, Northbrook's recycling hauler, described what and how to recycle in Northbrook. The Village Sustainability Coordinator and another staffer from the Village described the special-item recycling programs in Northbrook, such as plastic bags, textiles, electronics, and batteries.</p> <p>We also held three programs on "zero waste" in 2022. These programs discussed the lifecycle of product consumption and provided examples of ways individuals can prevent waste to reduce the need to recycle and to reduce landfill usage.</p> <p>The Village contracts with Waste Management for recycling and the Village maintains their website which lists recycling opportunities for Village residents. These could be helpful links: Link to NB Village Recycling Site https://www.northbrook.il.us/829/Refuse-Recycling-Services (select the "How Do I Recycle This? link) Link to NB Waste Management Contract public information https://www.northbrook.il.us/829/Refuse-Recycling-Services Link to information on recycling specialty items such as plastic bags, textiles, and electronics https://www.northbrook.il.us/829/Refuse-Recycling-Services (select the "Additional Recycling opportunities" link) Link to Northfield Township Recycling Program https://road.northfieldtownship.com/recycling-program.html Note that the recycling program reopens in the spring.</p> <p>While we do not have plans to do an informational event on recycling in the Village of Northbrook in the near future since we did several relatively recently, we will continue to look for opportunities to share information about sustainability efforts from the Village whenever we can whether that be through a formal program or targeted messaging.</p> <p>Please let me know if I can provide any more information.</p>	<p>Kelly Durov</p>
<p>"it's great that you offer Lysol wipes at the self-checkout, but I am extremely allergic to Lysol. I'm having a hard time breathing just standing for a minute at the machine. Plus, it's not good for humans to be breathing it anyway. I suggest alcohol wipes."</p>	<p>Comment was reported by a Circulation Staff member. We are going to phase out the Lysol wipes and transition to Phone Kleen wipes which are ethanol-based.</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member
<p>Can you please also provide the data showing by holds and check outs that these book are “popular” in this age group genre? I would like to see the data verifying that these are the popular in demand books please for this young adult age group. Are these selected for some type of agenda? Or based on popularity? If popularity and an agenda is not being pushed, please verify that data as it does not coincide with national bestseller lists.</p>	<p>Thank you for requesting more information about how we decided to feature the Heartstopper series by Alice Oseman and How to Be an Anti-racist by Ibrim X. Kendi and Nic Stone in the Young Adult Section of our Popular Picks area on the first floor. Our Young Adult collection's intended audience is tweens and teens.</p> <p>Here is the data you requested about the Heartstopper series:</p> <p>Heartstopper volumes 1, 2, and 4 as well as the novella This Winter: A Heartstopper novella on the popular picks shelf are featured on the Young Adult Popular Picks shelf. The lifetime circulation of this series is 4,541 checkouts. The Novella has circulated 241 times.</p> <p>This series often has holds. This week, there are currently no holds on volume 1, there is 1 hold on volume 2, and there are 13 holds on volume 5. There are no holds on This Winter: A Heartstopper Novella or Nick and Charlie: A Heartstopper Novella.</p> <p>Other information that helped us decide to place this series on the Popular picks shelf includes: All four print volumes have become NYT bestsellers. A television series on Netflix came out in 2022, with season 2 being released in 2023. This series has received or been nominated for the following awards:</p> <p>New York Times Bestseller USA Today Bestseller National Indie Bestseller American Booksellers Association Indie Next Pick YALSA Great Graphic Novels Selection YALSA Quick Pick for Young Adult Readers New York Public Library Best Book of 2020 Chicago Public Library Best Book of 2020 Heartstopper Vol. 1 was nominated for Waterstones Book of the Year in 2022. Heartstopper Vols 3 and 4 won Goodreads Choice Award for Best Graphic Novels and Comics Heartstopper Vol 4 also won the British Book Awards for Children's Illustrated Book of the Year in 2022</p> <p>This series reviews were positive, indicated high demand for these items, and indicated the intended audience to be teens: Kirkus Reviews School Library Journal</p> <p>Here is the data you requested about the How to be a (Young) Antiracist book:</p> <p>How to be a (Young) Antiracist on the popular picks shelf are featured on the Young Adult Popular Picks shelf. The lifetime circulation of this series is 50 checkouts. This week there are no holds.</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member
He wanted to share that he feels the Library does a great job during these trying times. Thank you for everything.	I said I would share the comment with Kate	Anna Amen
<p>I'm so grateful that you and the department are there. I can't tell you how many times I've walked out of there thinking you are all so bright and so helpful.</p> <p>What I love so much about your approach to the work you do, and others in the Collaboratory, is that you are all willing to use your expertise and intuition to solve problems rather than passing it off as unsolvable.</p> <p>It's true that even going to google or YouTube to find directions, it doesn't always work out as things can and do change - sometimes very quickly. But your creative minds always figure it out!</p> <p>Thank you so much and Happy New Year!</p>	Joe Cirignani responded with thanks to patron's email.	Cathleen Doyle

Auditorium Rentals



Proposal for Northbrook Public Library

Let's open the auditorium to residents for rental!



Purpose

Rentals will ensure to our taxpayers that the space that they paid for is being used.



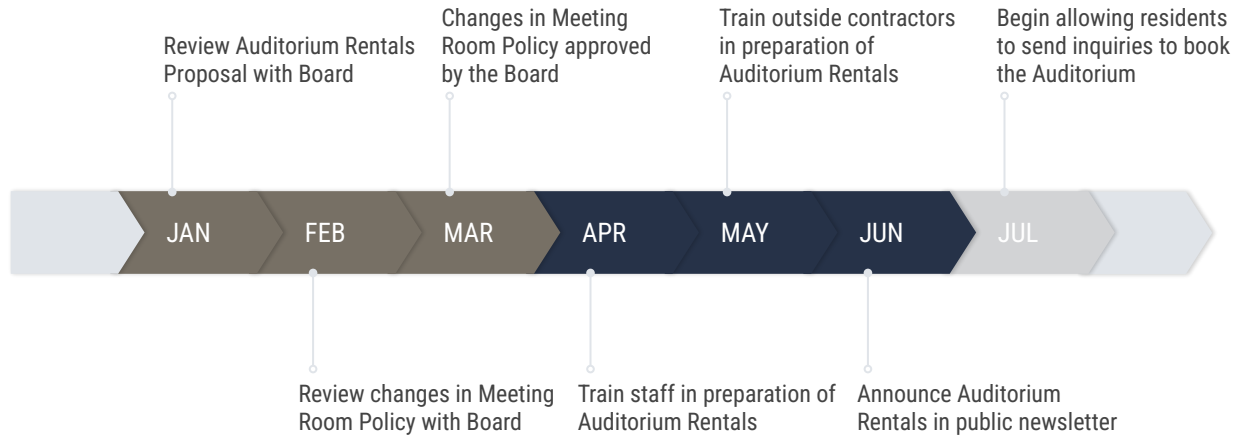


Goals

- Offer low cost Auditorium Usage
- Operate on a cost recovery basis
- Fill a gap in provided services
- Provide knowledgeable staff



TIMELINE





Workflow for Staff

Inquire

Sign

Pay



Workflow for Staff

Review

Process

Book



Venues Sampled

	Location	Capacity
Buffalo Grove Community Arts Center Theatre	Buffalo Grove, IL	361
Northbrook Theatre	Northbrook, IL	268
Prairie Lakes Theatre	Des Plaines, IL	298
Center Stage Theatre	Naperville, IL	156

Copley Auditorium	Aurora, IL	178
AL Larson Prairie Center for the Arts	Schaumburg, IL	442
Cutting Hall	Palatine, IL	431
Skokie Theatre	Skokie, IL	300
Hemmens Cultural Center	Elgin, IL	1200



Cost Comparison

	Northbrook Public Library	Average	Median
Hourly Rate	\$150	\$178.3	\$150
Auditorium Staffing	\$60 (x2)	\$56.14 (x3)	\$55 (x3)
Cleaning	\$0	\$75	\$62.5



Cost Comparison-Equipment

	NPL Cost	Average Cost
Microphone	\$25	\$45
Podium	\$10	\$20
Projector	\$100	\$145.7
Laptop	\$50	-
Piano	\$75	\$131.6
Auxiliary Sound System	\$125	\$357.5



Sample Estimate: Local Business Half Day Meeting

	NPL Cost Per		Local Cost
Microphone	\$25 (1)	\$25	\$65
Projector	\$100	\$75	\$150
Light/Audio System	-	-	\$125
Staff	\$120 (5hr)	\$600	\$875
Hourly Rate	\$150 (5hr)	\$750	\$775
Total		\$1,450	\$1,990



Sample Estimate: Piano Concert

	NPL Cost Per		Local Cost
Microphone	\$25 (1)	\$25	\$65
Piano	\$75 (1)	\$75	\$100
Light/Audio System			\$125
Staff	\$120 (3hr)	\$360	\$525
Hourly Rate	\$150 (3hr)	\$450	\$465
	Total	\$910	\$1,280



What can we expect?

Low Needs

Staff Meetings

Trainings

Recitals

Mid Needs

Trainings (w. AV)

Acoustic Concerts

Film Screenings

High Needs

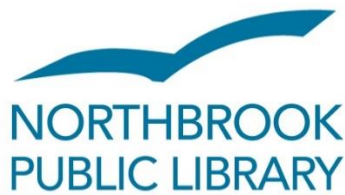
Concerts (w.
amplification)

Live Theatre



THANKS!

Any questions?



Memorandum

DATE: January 11, 2024

TO: Board of Trustees

FROM: Anna Amen, Finance & Operations Director

RE: HVAC Chiller

I have investigated the various options and recommendations for the Chiller issue. The three options available are:

- Replace the existing system
- Repair the existing system
- Replace the existing system with an air-cooled chiller

Recommendation:

Based upon the information that has been provided from the HVAC contractors and the manufacturers, I recommend that the existing water-cooled chiller be rebuilt/repared for \$336,080.00.

The agreement includes the removal of equipment to be replaced, assistance with shipping failed equipment to Thermosystems for testing, a 1-year warranty from Thermosystems on the new components installed, and an assurance that the chiller will be installed for the 2024 cooling system based on current lead times and receiving a PO before the end of January. We are awaiting a contract from Thermosystems that the attorney will then review. As soon as the contract is ready, it will be shared with the Board. There may need to be a special meeting if it is not ready in time for the January 18, 2024 meeting.

Replacing the existing water-cooled chiller with an air-cooled chiller does not make sense due to the lead times of the needed equipment and the costs/work involved to ready the

building for this equipment. To replace the existing water-cooled chiller with an air-cooled one would cost between \$500,000.00 - \$800,000.00. The cost to replace with the same system is also similarly high.

I am asking the Board to approve the attached agreement from Thermosystems to rebuild/repair the existing system. Thermosystems is part of OMNIA Partners Cooperative. OMNIA is an organization that provides public agencies the ability to receive combined buying power. OMNIA completes the solicitation process / bid process for products and services and awards contracts that are then offered to members of the cooperative. Being a member of the OMNIA cooperative provides Northbrook Public Library efficiencies, compliance and value while also complying with state law. This process essentially has the companies pre-bid on projects so that we get the lowest responsible bidder. I have confirmed with the Library attorney that the OMNIA bidding process is compliant with the Illinois State Public Bidding Statutes. By working with Thermosystems, we are receiving cooperative / competitive pricing for this project.

Project timeline

The timeline for this project is:

Thermosystems Receives Purchase Order	January 2024
Components / Parts Arrive (Current lead time-7-9 weeks)	March / April 2024
Chiller and Water Tower Work Completed	May 2024

Timeline

2017

May	Mechanical Concepts installs a MultiStack chiller for \$600,000. (Thermosystems was the supplier of the equipment and provided factory authorized startup.)
November	Thermosystems performs preventative maintenance on the chiller as part of the project requirements.

2018

March	Thermosystems performs preventative maintenance on the chiller as part of the project requirements
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2019

Facilities does not bring in vendor to perform preventative maintenance on chiller.

2020

Facilities does not bring in vendor to perform preventative maintenance on chiller.

2021

June	The Facilities Manager hires FE Moran to perform preventative maintenance on chiller.
December	FE Moran updates contract to include chiller maintenance as part of the HVAC Annual preventative maintenance contract

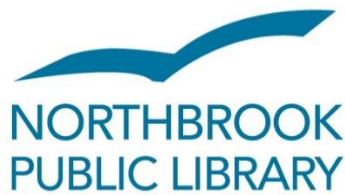
2022

December	FE Moran includes chiller maintenance as part of the HVAC Annual preventative maintenance contract
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2023

April	FE Moran finds refrigerant leaks during the chiller annual maintenance In module 2 one system is low on refrigerant - not operational In module 3 one refrigerant system is completely empty and the other leaking unknown rate of leak - not operational Facilities asks Thermosystems for a quote to diagnose the issue
May	Facilities staff alerts Administration to chiller issue.

June	Thermosystems comes out to diagnose the issue and informs us that the heat exchangers and evaporators needed to be replaced
July	<p>Facilities Manager and Finance & Operations Manager have discussions with Thermosystems to get a better understanding of what happened. Rydlyme was used by FE Moran to clean the heat exchangers – this hydrochloric acid-based chemical should not be used to clean the equipment according to the operations manual.</p> <p>Finance & Operations Director learns about required water treatment for the function and operation of a water cooled chiller.</p>
August	The Library attorney sends a letter to FE Moran asking for an explanation of why the chemical was used. The response received from FE Moran stated that Library was negligent by not performing annual maintenance for a period time and is responsible for the failure not FE Moran.
September- November	<p>The Library attorney recommends we reach out to a forensic engineer to assist with next steps. The forensic engineer reviewed documentation and recommended an acid test be performed.</p> <p>Library reaches out to 3 HVAC contractors all of whom were confused on why the test needed to be performed.</p> <p>The Finance & Operations Director calls MultiStack directly to ask about next steps. MutliStack reviewed the information from Thermosystems and concluded that the heat exchangers were compromised and need to be replaced but cannot say if the evaporators or compressors are in working condition. They also recommended that the failed units be sent to them for forensic description of damage.</p> <p>MultiStack said that the work performed by Thermosystems in June 2023 has given the Library a fighting chance to save some of the existing equipment.</p>
December	The Finance & Operations Director receives quotes from Thermosystems to either 1) replace the existing system, 2) repair the existing system or 3) to replace the existing system with an air cooled chiller.



Memorandum

DATE: 12/29/23

TO: Board of Trustees

FROM: Kate Hall, Executive Director, & Laurie Prioletti, HR Manager

RE: Executive Director Evaluation

Laurie and I have prepared information for the Board's review on the ED Evaluation process. As we have updated all of the job descriptions this year, I have included a new job description for the board's review and potential approval as well as a draft evaluation timeline that is based on the previous discussions we had in 2021 about the process. The evaluation form is also based on the previous discussions held and is a draft based on the framework provided by the American Library Association.

Included in packet:

- Draft Job Description
- Draft Evaluation process and Evaluation form
- American Library Association United for Libraries "A Library Board's Practical Guide to Evaluating the Library Director"

Laurie has put together samples of evals and eval processes from other libraries:

https://drive.google.com/drive/folders/1Ko4sWUJqW_VP0PhTyWC931Pm2TQ2Wu5i?usp=drive_link



A Library Board's Practical Guide to Evaluating the Library Director

Sally G. Reed, Executive Director, United for Libraries

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March 2016

PREFACE

An important way to ensure and support a highly effective library director is to commit to meaningful performance appraisals at least annually. It's surprising how often this very important duty gets short shrift or even overlooked altogether. Even if you are having problems with your director (perhaps *especially* if you are having problems with your director), the evaluation process should be a positive and highly productive way of ensuring that your director is meeting his or her goals and that, as a result, the library is moving forward.

THE EVALUATION PROCESS

Ideally, what is outlined in a performance review should not come as a surprise to anyone involved. This is because the board or its executive committee should have had a discussion at the beginning of each year to set goals for achievement and professional growth with the director. These should be goals that are negotiated with the expected outcomes that clearly state how this will help move the library forward in fulfilling its mission. If you've completed a strategic plan, the goals should be linked to the plan.

By linking evaluation to goal completion, the board can be assured that the director and the board are heading in the same direction and have identified the same priorities. In addition, this link keeps the evaluation as objective as any evaluation can ever be and, therefore, it should be an honest assessment that leads to the groundwork of setting the next year's goals. By negotiating goals for achievement ahead of time, the director and the board know what is expected thereby avoiding any "gotchas" in the process.

Whatever method you use for evaluating performance, it is critical to do so in writing. The director deserves a written evaluation and a copy should also be placed in his or her personnel file. In addition, if you are in the process of working with a director who is not fully meeting expectations these evaluations will be evidence of your expectations and the director's performance – at least as you see it and have articulated it to him or her.

When determining with the director what performance goals to focus on for the coming year, a good place to start is with the director's job description and the most recent strategic plan. While the board oversees and often initiates the planning process, the director is ultimately responsible for its implementation. Therefore, this is a good document by which to assess where the library is currently and where it needs to go to meet the goals of the plan.

Though not necessarily a comprehensive list of focus areas, generally the library director should be evaluated on the following:

Staff Relationships and Management

If a staff suffers from low morale or a lack of leadership, service delivery will suffer. It's important to assess whether a director is interacting in a positive way with staff. This can be a tricky area for assessment. On the one hand, you do not want to have staff members coming to you to report on negative aspects of a director's performance. This is an area ripe for a disgruntled employee to exact revenge and is a highly dysfunctional course of action. There should, instead, be a written grievance policy and all employees should be compelled to follow it if they have concerns. If you've had several grievances, this should be of concern and should be discussed with the director as soon as they come in to try to ascertain the legitimacy of the complaints.

Many boards struggle with the idea of having the staff evaluate the director. This can help to identify problems if you suspect they are there. In a library where staff is doing excellent work and there are no signs of low morale, however, staff evaluations of the director can end up causing problems where there were none. Again, these evaluations – often done with the promise of anonymity – are perfect tools for gripes of all stripes, whether legitimate or not, and create a situation where the director is, in a way, accountable to staff rather than the other way around.

It may be that the best way to evaluate this is for board members to look at the overall accomplishments of the director and the staff. If these are high, there is probably a high degree of mutual respect and cooperation in place. It also helps to talk to the director about the various teams that are in place, what their goals are, and what they've accomplished.

Certainly, trustees who visit and use the library should be able to see whether the quality of service is consistently high and friendly – if not, this could be another sign of trouble.

Library Goals as Stated in the Strategic Plan

Once goal are set, the library director and his or her staff will develop strategies to meet these goals. There will be tangible ways to measure and evaluate success. For example:

- Are efforts ongoing?
- Is the entire staff engaged?
- What outcomes are evident from the work of the staff and director that show achievement and continuous improvement?
- What specific goals have been accomplished and which ones will need added focus in the coming year?

Financial Responsibility and Oversight

The use of financial resources is another way to objectively evaluate performance. For example:

- Is the budget on target?
- Is the money well spent during the course of the year and in the “black”?
- Do the programs supported by the budget reflect the priorities set by the board and the strategic plan?
- What about financial development?
 - Does the library director work well with the Friends group and foundation?
 - Have there been efforts to reduce the costs of outside services to the library in order to maximize the collection and programs budgets?
 - Have grants been written?
 - Have partnerships been created with civic organizations to help fund special literacy projects?

Overall Quality of Library Services

Assessing the quality of library services is perhaps the most subjective area of the evaluation even though it may be the most important. Here are some ways to make the assessment:

- How innovative are your library services?
- Do you get feedback from the public about the quality and scope of the collection?
- Are your services highly used?
- What kind of media attention do library services get?
- Do the services delivered meet or attempt to meet the goal of reaching everyone in the community?
- How does the director determine the effectiveness of service design and delivery and in what ways does he or she make changes to continuously improve services?

Community Relations

Library services will depend a lot on how effective, visible and active the library director is in the community. This area should be included in the evaluation. For example:

- Is the library director identifiable as a leader in the community?
- Does he or she participate in task forces and committees within the community?

- Is the library regularly highlighted in the media?
- Does the director have the respect of community government leaders?
- Does the director foster a library volunteer program?
- Is he or she a high-profile library promoter?

Facilities Management

If the library is not a city or county department, it is likely that the library director is responsible for the upkeep of the library facilities. This is another area for evaluation. For T

- Does the director ensure that the library is always clean, safe and well maintained?
- If the budget is lacking for maintenance upkeep, what has the director done to try to address this issue?
- Is there a capital plan in place to address long-term facilities maintenance?
- Are marketing and merchandising techniques used to highlight the library's collections and services?
- Is there good signage within the library to help patrons access various areas of service?
- Are signs directing community members to the library facility clear and visible?
- Is the exterior of the library inviting?

Board Relationships

The best libraries have a great director/board partnership. This is a two-way street so be sure that when evaluating the director in this area, you're being fair about your own role in this area and that you are assessing your own performance here as well. Here are some questions to ask:

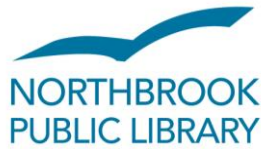
- How well is the director communicating with the board?
- Is the board kept up-to-date on all pertinent issues?
- Does the director take time to discuss national and statewide trends that may have an impact on local services?
- Do board packets contain meaningful information that helps members conduct their business, understand trends, set policy?

CONCLUSION

These are some broad areas for discussion both in setting goals at the beginning of the year and assessing their accomplishment during the evaluation process. The board should be very careful to stay away from “objectives” or dictating exactly *how* the goals should be achieved. Remember, the director is the one with the professional education and experience. He or she will be evaluated on outcomes. If the methods for obtaining those outcomes (assuming they are safe and legal!) aren’t within the director’s authority, it will be unfair to judge him or her on the performance of those outcomes.

The process of the evaluation differs with every board. A small board might act as a committee of the whole for evaluating the director. Other boards will delegate this responsibility to its executive committee or a special board task force. All board members should have an opportunity to give input, however, even if not directly involved in the performance evaluation itself. This input should include how well goals have been met, how well the library is doing in its performance measures, and how effective each board member believes the director to be.

Using both quantifiable measures of library performance (such as circulation statistics, visits per year, etc.), the perceptions of board members, and the negotiated goal areas from the previous year, the board or its committee has a very good basis for discussion and evaluation.



JOB DESCRIPTION

Position Title: Executive Director
Classification: ED
Supervisor: Board of Trustees
FLSA Status: Exempt

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

POSITION SUMMARY

Under the direction of the Board of Trustees, this position facilitates superior library service to patrons by managing the day-to-day operations of the library including oversight of finances, building, personnel, and materials.

REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. MLIS) or experience:
 - Communication Skills include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
 - Computer Skills include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.

- Critical Thinking & Problem Solving includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
 - Time Management includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
 - Research Skills include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
2. Organization of Information includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
 3. Instruction and Facilitation includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
 4. Core Library Tenets include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
 5. Thorough knowledge of federal, state and local governmental and employment laws.
 6. Thorough knowledge of managing budget lines, personnel, facilities, and library wide projects.
 7. Thorough knowledge of practices of public administration, library legislation, management techniques, and project planning.
 8. Working knowledge of current trends and best practices that influence and enhance public library service.
 9. Eight years of progressively responsible managerial experience, ideally in a public library setting.

ESSENTIAL FUNCTIONS

1. Coordinate and oversee day-to-day library operations, including the delivery of library services, overseeing of collections, programs, and services, and facility management.
2. Oversees the development, implementation, management, and evaluation of activities related to the library's finances including budgeting, accounting, and financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.

3. Direct recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff. Directly supervise, coach, and evaluate the performance of the assistant director, managers, and other administrative staff.
4. Advocates for the mission, vision, and values of the library by serving as the official representative of the library in the community, with elected officials, and throughout the library field.
5. Oversees long and short-range planning and goal setting processes for the entire library.
6. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
7. Participates in appropriate local, state and national organizations.
8. Participates in relevant training, continuing education and/or staff development.
9. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with frequent visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.

Executive Director Evaluation

Purpose of the Performance Evaluation

- To provide the Director with a clear understanding of the board's expectations.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To identify areas for growth as seen by the Board and establish goals based on those areas and based on the strategic plan.
- To demonstrate sound management practices and accountability to the Northbrook taxpayers.

The Evaluation Process

The Library Board of Trustees will conduct an annual performance evaluation of the Executive Director.

January

- Board shall review the evaluation process for the Executive Director to determine whether the process needs to be revised.

February

- The Executive Director will complete a Self-Evaluation detailing how they have met or not met the goals set the previous year.

March

- Each library trustee will complete an evaluation form and discuss and decide as a whole on the final evaluation marks and comments at the March board meeting.
- A Board Member shall create a compiled evaluation form based on the discussion.

April

- The Board will finalize the evaluation, review compensation, and suggest potential goals for the coming year.
- The Board President and Vice President shall meet with the Executive Director to review the evaluation. The Executive Director shall be given the opportunity to ask questions and respond to issues raised in the document.

May

- The Board and Executive Director shall finalize goals for the year.

Evaluation Form

Instructions

Please fill out the evaluation form for each category adding comments for items you would like to highlight.

- FY Goals
- Strategic Plan Goals
- Board Relationships
- Financial Responsibility and Oversight
- Personnel Management & Leadership
- Overall Quality of Library Services
- Community Relations
- Facilities Management

Scoring will be done using the following categories:

Growth Needed (1): Performance does not satisfy minimum job requirements and is below an appropriate level, growth is needed.

Meets Expectations (2): Results/behavior fully meets expectations of the position. Demonstrates a solid command of job. Performs in a reliable and consistent manner.

Highly Effective (3): Demonstrates qualities of excellence on a consistent basis; exercises initiative and thoughtfulness in decision making and actions. Results/behavior exceeds requirements and expectations, acts as a role model and example to others.

No opportunity to observe (N): Unable to assess this category/metric.

FY Goals	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Monitor changing HR trends and ensure we are on target with staff pay and benefits by developing a compensation philosophy and completing a salary benchmarking project.	
Continue moving Northbrook Public Library forward to become a more equitable, diverse, and inclusive organization by completing an EDI organizational assessment, providing training for staff and board, and reviewing internal processes.	
Begin work on planning for the future of the library by developing a new strategic plan.	

Comments

Strategic Plan Goals	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Provides leadership in developing long and short-term goals and keeps the Board updated on the implementation of library goals and objectives.	
Ensures that the library is on target for meeting the objectives and goals set forth in the Strategic Plan.	
Insert Strategic Directions and Goals here	

Comments

Board Relationships	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Provides meaningful recommendations to help establish policies and offers direction to the Board when needed on issues requiring Board action.	
Prepares meeting packets that provide appropriate, adequate and timely information for the Board to make informed decisions	
Keep the Board apprised of present and future needs of the library pertaining to current trends, legislative issues, and internal workings of the library to aid in effective decision making.	
Provides relevant Board education opportunities on a regular basis.	
Works collaboratively with the Board to resolve any issues, as well as develop policies that will enhance the library's programs and services.	
Actively supports and executes the policies, procedures, and direction of the Board to community and staff.	
Provides program and service assessments to the Board on a regular basis.	

Comments

Financial Responsibility & Oversight	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Demonstrates fiscal responsibility in the administration of the budget and the optimal use of library funds to provide effective service.	
Ensures that library funds are spent responsibly, in compliance with legal requirements and fiscal policies.	
Assists with annual audit in accordance with legal requirements and current accounting standards.	
Provides the Board accurate and clear information regarding the financial status of the library through regular financial reports.	
Makes well-supported budgeting recommendations to the Board.	

Comments

Personnel Management & Leadership	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Oversees development and implementation of all personnel policies and procedures, incorporating best practices and ensuring statutory compliance.	
Leads by example and creates a positive workplace culture that demonstrates support, encouragement, and appreciation for staff.	
Ensures annual performance evaluations for employees are conducted each fiscal year.	
Analyzes staffing requirements and restructures to meet changing organizational and service needs.	
Promotes employee development and provides resources to help staff achieve their goals.	
Develops a succession planning strategy to ensure that the library is prepared for any workforce changes.	

Comments

Overall Quality of Library Services	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Oversee daily operations of Library: delegates authority and efficiently organizes the work of personnel.	
Understands the needs of the library's customers and community and seeks to fill those needs with the organization's programs and services.	
Promotes intellectual freedom via access to information and defense against censorship.	
Ensures development and maintenance of Library collections and resources meets patron needs.	
Committed to patron satisfaction and clearly articulates vision to staff about the importance of customer service and models best practices behavior.	

Comments

Community Relations	Highly Effective (3) Meets Expectations (2) Growth Needed (1)
Works to promote the visibility of the library by participation in community activities and networking opportunities.	
Establishes and maintains effective working relationships with governing officials and other community organizations keeping them informed of current trends and developments that impact libraries.	
Raises Northbrook Public Library visibility within the Northbrook community and elsewhere.	
Keeps abreast of local, state and national issues impacting libraries.	
Participates in local, state and national library associations.	

Comments

Facilities Management	Highly Effective (3)
	Meets Expectations (2)
	Growth Needed (1)
Interior and exterior of library is well maintained, accessible and inviting.	
Ample signage that is clear and visible and directs patrons to all areas of service.	
Maintains a Facility Plan which details needed repairs and creates a plan for upcoming facility needs and improvements	
Complies with all outside regulatory agency requirements to ensure a safe and healthy environment	
Incorporates necessary repairs and/or replacement of equipment into the budget.	
Provides adequate information on the need for new and/or updates needed for facility	

Comments

Goals for Next Fiscal Year

What would you like to see the Director accomplish in the next twelve months?

DRAFT