NORTHBROOK PUBLIC LIBRARY BOARD MEETING

1201 Cedar Ln., Northbrook, IL 60062
Livestream: https://youtu.be/UscfSiZPR9Y

Regular Monthly Meeting Agenda
July 15, 2021 | 7:30 p.m.

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 – June 17, 2021
   3.3 Approve Closed Session Minutes – June 17, 2021
   3.4 Approve Cash Balances & Income Statement June 2021
   3.5 Approve Bills and Charges from June 2021
   3.6 Approve Illinois Public Library Annual Report
   3.7 Approve Whistleblower Protection Policy Update

4   Public Comments

5   Staff Reports – Ms. Kate Hall
   5.1 Reopening Plan Update

6   Board Member Reports
   6.1 ALA Reports

7   Unfinished Business
   7.1 Climate Action Plan Presentation - Village Trustee Israel
   7.2 RFID & Circulation Renovation Update

8   New Business
   8.1 Illinois Libraries Present Joint Programming Cooperative
   8.2 Annual Library Walk Thru

9   Agenda Building

10 Adjourn

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

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

NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
6/30/2021

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	8,460,529.20	28,929.67	370,587.30	8,118,871.57
Restricted	316,522.15	329.42	2,243.56	314,608.01
IMRF	718,132.21		31,363.20	686,769.01
Fica	205,766.59		22,690.52	183,076.07
Total Operating	$ 9,700,950.15	$ 29,259.09	$ 426,884.58	$ 9,303,324.66
Capital Improvement	$ 4,361,161.79	$ 347.63	$ 74,938.47	$ 4,286,570.95
Debt Service	$ 9,242.33			$ 9,242.33

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(25,297.48)	49,647.75	8,924.23
PayPal	6,897.01	-	-
GSB - Money Market	226,086.24	-	-
Fifth Third - Checking/Money Market	9,088,705.19	4,231,764.62	-
US Bancorp	659.38	511.37	-
IMET	5,479.32	4,647.21	318.10
Petty Cash	795.00	-	-
Total	$ 9,303,324.66	$4,286,570.95	$ 9,242.33

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

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

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$0.00	$0.00	$3,852,055.40	$3,992,682.35	$7,289,188.00	54.78%
Replacement Tax	$0.00	$0.00	$0.00	$0.00	$125,000.00	0.00%
Impact Fees	$0.00	$289.85	$0.00	$289.85	$0.00	
Fines, Fees & Rentals	$26.00	$6,892.17	$26.00	$11,537.00	$25,000.00	46.15%
Interest Income	$2,054.95	$279.48	$5,616.48	$1,377.54	$25,000.00	5.51%
Other Income	$0.00	$429.35	$108.80	$13,190.00	$100,000.00	13.19%
Total Undesignated Revenue	$2,080.95	$7,890.85	$3,857,806.68	$4,019,076.74	$7,564,188.00	53.13%
Designated Revenue						
Gifts & Other Designated Income	$101.22	$310.22	$298.78	$818.77	$100,000.00	0.82%
Designated Interest Income	$28.69	$19.20	$40.67	$37.78	$0.00	0.00%
Total Designated Revenue	$129.91	$329.42	$339.45	$856.55	$100,000.00	0.86%
Total Revenues	**$2,210.86**	**$8,220.27**	**$3,858,146.13**	**$4,019,933.29**	**$7,664,188.00**	52.45%
Expenses						
Undesignated Expenses						
Materials & Services						
Materials & Services	$66,565.44	$67,062.75	$137,588.37	$173,280.86	$949,000.00	18.26%
Books	$63,662.36	$56,691.07	$130,106.70	$159,934.78		
Audio Visual	$1,269.38	$6,421.78	$2,566.73	$7,271.07		
Videos/DVDs	$1,633.70	$3,949.90	$4,914.94	$6,075.01		
Programs	$1,175.87	$5,793.57	$4,453.06	$22,323.67	$117,000.00	19.08%
OCLC	$0.00	$20.50	$1,452.23	$2,874.70	$22,000.00	13.07%
CCS Shared Costs	$0.00	$0.00	$13,577.75	$13,142.98	$80,000.00	16.43%
Total Materials & Services	$67,741.31	$72,876.82	$157,071.41	$211,622.21	$1,168,000.00	18.12%
Human Resources						
General Salaries and Wages	$301,826.50	$295,973.17	$612,066.50	$595,022.58	$3,869,725.00	15.38%
Maintenance Salaries & Wages	$14,519.00	$12,253.68	$28,774.10	$24,507.36	$168,975.00	14.50%
Group Insurance	$51,235.57	$55,754.41	$102,671.96	$111,689.02	$695,000.00	16.07%
Unemployment/Worker's Comp	$0.00	$0.00	$15,649.62	$17,736.25	$27,000.00	65.69%
Staff Development	$26.08	$919.65	$12,739.40	$6,349.41	$70,000.00	9.07%
Total Human Resources	$367,607.15	$364,900.91	$771,901.58	$755,304.62	$4,830,700.00	15.64%

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
Operating Costs						
Photocopy	$1,209.69	$1,184.96	$11,428.65	$12,733.04	$37,500.00	33.95%
Office & Library Supplies	$2,047.68	$5,847.27	$5,899.68	$10,015.99	$70,000.00	14.31%
Software	$2,299.15	$6,400.07	$15,539.78	$22,641.99	$103,000.00	21.98%
Postage	$284.64	($16.46)	$284.64	($9.14)	$20,000.00	(0.05%)
General Insurance	$0.00	$0.00	$46,138.02	$50,636.83	$63,000.00	80.38%
Telephone/Internet	$381.67	$376.30	$13,676.26	$15,990.73	$43,000.00	37.19%
Professional Services	$0.00	$18,275.45	$34,433.34	$53,326.35	$275,000.00	19.39%
Furniture, Equipment	$1,349.15	$26,055.12	$5,037.52	$28,244.81	$50,000.00	56.49%
Equipment Rental & Maintenance	$0.00	$285.48	$0.00	$1,130.43	$42,000.00	2.69%
Community Relations	$5,479.01	$4,846.65	$4,621.01	$5,341.65	$44,000.00	12.14%
Total Operating Costs	$13,050.99	$63,254.84	$137,058.90	$200,052.68	$747,500.00	26.76%
Maintenance						
Vehicle Expense	$0.00	$43.16	$0.00	$43.16	$3,000.00	1.44%
Janitorial Supplies	$940.06	$3,139.54	$2,111.21	$4,610.10	$45,000.00	10.24%
Utilities	$3,404.30	$2,209.13	$350.00	$2,360.22	$54,000.00	4.37%
Building Repairs	$0.00	$0.00	$0.00	$0.00	$30,000.00	0.00%
Contracted Services	$8,252.89	$18,727.63	$15,193.25	$32,466.30	$135,000.00	24.05%
Total Maintenance	$12,597.25	$24,119.46	$17,654.46	$39,479.78	$267,000.00	14.79%
Other Expenses						
Recruiting	$0.00	$249.00	$0.00	$498.00	$500.00	99.60%
Contingency & Misc Exp	$80.72	$371.47	$89.20	$1,529.36	$100,000.00	1.53%
Board Development	$0.00	$107.20	$0.00	$327.20	$0.00	0.00%
Total Other Expenses	$80.72	$727.67	$89.20	$2,354.56	$100,500.00	2.34%
Total Undesignated Expenses	$461,077.42	$525,879.70	$1,083,775.55	$1,208,813.85	$7,113,700.00	16.99%
Designated Expenses						
Miscellaneous Designated Expenses	$1,882.80	$743.56	$1,882.80	$743.56	$0.00	0.00%
Designated Materials Expense	$0.00	$99.34	$562.26	$213.24	$0.00	0.00%
Designated Program Expense	$212.50	$1,500.00	$362.50	$7,131.27	$100,000.00	7.13%
Total Designated Expenses	$2,095.30	$2,342.90	$2,807.56	$8,088.07	$100,000.00	8.09%
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	$463,172.72	$528,222.60	$1,086,583.11	$1,216,901.92	$7,663,700.00	16.88%
NET SURPLUS/(DEFICIT)	($460,961.86)	($520,002.33)	$2,771,563.02	$2,803,031.37	$488.00	

Northbrook Public Library
Income Statement
6/30/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	$0.00	$0.00	$253,724.89	$214,683.77	$400,000.00	53.67%
Property Tax Levy FICA	$0.00	$0.00	$149,645.91	$155,109.02	$289,000.00	53.67%
Interest Income IMRF	$0.00	$0.00	$0.15	$0.03	$50.00	0.06%
Interest Income FICA	$0.00	$0.00	$0.27	$0.02	$50.00	0.04%
Total Undesignated Revenue	$0.00	$0.00	$403,371.22	$369,792.84	$689,100.00	53.66%
Total Revenues	$0.00	$0.00	$403,371.22	$369,792.84	$689,100.00	53.66%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	$33,325.35	$31,363.20	$67,596.67	$63,037.39	$425,000.00	14.83%
Employer FICA	$23,393.23	$22,690.58	$47,409.67	$45,656.28	$289,000.00	15.80%
Total Human Resources	$56,718.58	$54,053.78	$115,006.34	$108,693.67	$714,000.00	15.22%
Total Undesignated Expenses	$56,718.58	$54,053.78	$115,006.34	$108,693.67	$714,000.00	15.22%
Total Expenses	$56,718.58	$54,053.78	$115,006.34	$108,693.67	$714,000.00	15.22%
NET SURPLUS/(DEFICIT)	($56,718.58)	($54,053.78)	$288,364.88	$261,099.17	($24,900.00)	

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	$1,576.27	$347.63	$4,107.68	$906.35	$10,000.00	9.06%
Total Undesignated Revenue	$1,576.27	$347.63	$4,107.68	$906.35	$10,000.00	9.06%
Transfers & Other Financing Sources						
Transfer from General fund	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Bond Proceeds	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Bond Premium	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Total Transfers & Other Financing Sources	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Revenues	$1,576.27	$347.63	$4,107.68	$906.35	$435,000.00	0.00%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	$230,958.00	$71,938.47	$474,305.67	$79,203.22	$908,000.00	8.72%
Professional Fees	$12,457.90	$3,000.00	$12,457.90	$5,000.00	$75,000.00	6.67%
Furniture & Equipment	$160,688.21	$0.00	$160,688.21	$1,627.61	$40,000.00	4.07%
Total Capital & Bond Expenses	$404,104.11	$74,938.47	$647,451.78	$85,830.83	$1,023,000.00	8.39%
Total Undesignated Expenses	$404,104.11	$74,938.47	$647,451.78	$85,830.83	$1,023,000.00	8.39%
Total Expenses	$404,104.11	$74,938.47	$647,451.78	$85,830.83	$1,023,000.00	8.39%
NET SURPLUS/(DEFICIT)	($402,527.84)	($74,590.84)	($643,344.10)	($84,924.48)	($1,023,000.00)	

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$0.00	$0.00	$273,130.18	$406,959.39	$758,249.00	53.67%
Interest Income	$0.00	$0.00	($0.23)	$0.06	$0.00	0.00%
Total Undesignated Revenue	$0.00	$0.00	$273,129.95	$406,959.45	$758,249.00	0.00%
Total Revenues	$0.00	$0.00	$273,129.95	$406,959.45	$758,249.00	53.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	$0.00	$0.00	$207,143.76	$191,085.77	$376,077.00	50.81%
Principal Payments	$0.00	$0.00	$0.00	$0.00	$382,172.00	0.00%
Total Capital & Bond Expenses	$0.00	$0.00	$207,143.76	$191,085.77	$758,249.00	0.00%
Total Undesignated Expenses	$0.00	$0.00	$207,143.76	$191,085.77	$758,249.00	25.20%
Total Expenses	$0.00	$0.00	$207,143.76	$191,085.77	$758,249.00	25.20%
NET SURPLUS/(DEFICIT)	$0.00	$0.00	$65,986.19	$215,873.68	$0.00	

Total General Fund revenues collected to date is $3,992,682.35.

- 54.78% of property taxes have been collected
- Non-resident fees of $9,616.54 have been collected YTD – renewals of cards

Total General Fund expenditures are $1,216,972.84, budget differences include:

- Unemployment / Workers Compensation represents 10 months of expense
- Photocopy costs for coin tower and papercut are annual charges
- Software costs are purchased on an annual basis and based upon subscription date
- General Insurance represents 10 months of expense
- Telephone represents 6 months of Ring Central expense
- Furniture, Equipment represents the purchase of IT Lifecycle items, a mast lift and picnic tables
- Recruiting represents expense for a new job posting site to comply with EDI initiatives

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of June 21

Operating Funds

Library Claims List	$	175,853.77
Librarian's Claims List	$	10,538.70
Payroll	$	119,090.32
Fica/IMRF	$	54,053.78
ACH to IPBC	$	67,348.01
Total Operating Funds	$	426,884.58

Capital Improvement Fund

Claims List	$	74,938.47
	$	74,938.47

Debt Service Fund

Grand Total Library	$	501,823.05

Transaction Number	Transaction Date	Reference	Payments	Description
25095	6/17/2021	Broadway Worldwide, Inc.	$ 600.00	monthly payment - programming
25096	6/17/2021	Burris Equipment Co.	$ 14,540.00	annual payment - furniture & equipment (mast lift)
25097	6/17/2021	Chicago Sun Times	$ 790.40	annual payment - materials
25098	6/17/2021	First Bankcard	$ 3,271.26	monthly payment - supplies
25099	6/17/2021	Christopher Laughlin	$ 1,000.00	monthly payment - programming
25100	6/17/2021	ECO Promotional Products, Inc.	$ 1,491.54	monthly payment - materials - circulating tote bags
25101	6/30/2021	Amazon	$ 3,101.85	monthly payment - supplies
25102	6/30/2021	Anna Amen	$ 1,216.77	monthly payment - programming and supplies
25103	6/30/2021	Baker & Taylor	$ 28,077.49	monthly payment- materials
25104	6/30/2021	Baker & Taylor Entertainment	$ 1,019.69	monthly payment - materials
25105	6/30/2021	Belson Outdoors, LLC	$ 3,946.40	annual payment - furniture & equipment (picnic tables)
25106	6/30/2021	Best Quality Cleaning	$ 5,525.00	monthly payment - contracted services
25107	6/30/2021	Chicago Backflow, Inc.	$ 1,200.00	annual payment - contracted services
25108	6/30/2021	Chicago Filter Supply	$ 987.24	monthly payment - janitorial supplies
25109	6/30/2021	Cooperative Computer Service	$ 4,059.00	annual payment - software
25110	6/30/2021	Demco	$ 1,585.97	monthly payment - supplies
25111	6/30/2021	EBSCO Information Services	$ 13,334.62	annual payment - materials
25112	6/30/2021	F.E. Moran Mechanical Services	$ 6,450.00	annual payment - contracted services
25113	6/30/2021	Garvey's Office Products	$ 876.90	monthly payment - supplies
25114	6/30/2021	Getty Images (US), Inc.	$ 1,080.00	annual payment - software
25115	6/30/2021	The Home Depot Credit Services	$ 672.95	monthly payment - janitorial supplies
25116	6/30/2021	HR Source	$ 675.00	monthly payment - staff development, professional services
25117	6/30/2021	Impact Networking LLC	$ 1,184.96	quarterly payment - photocopy
25118	6/30/2021	Midwest Tape	$ 8,212.04	monthly payment - materials
25119	6/30/2021	Morningstar, Inc.	$ 7,325.00	annual payment - materials
25120	6/30/2021	North American	$ 698.09	monthly payment - janitorial supplies
25121	6/30/2021	Outsource Solutions Group, Inc.	$ 17,525.45	monhtly payment - contracted services
25122	6/30/2021	Overdrive	$ 18,552.74	monthly payment - materials
25123	6/30/2021	Proquest	$ 1,575.89	annual payment - materials
25124	6/30/2021	Runco Office Supply	$ 1,697.47	monthly payment - supplies
25125	6/30/2021	Scholastic Inc. Education	$ 3,495.00	annual payment - materials
25126	6/30/2021	SHI International Corp.	$ 6,194.52	annual payment - furniture & equipment - IT replacement plan
25127	6/30/2021	Siemens Industry Inc.	$ 2,062.50	quarterly payment - contracted services
25128	6/30/2021	Rebecca Swan	$ 700.00	monthly payment - programming
25129	6/30/2021	Symmetry Energy Solutions, LLC	$ 1,697.13	monthly payment - utilities
25130	6/30/2021	Tee Jay Service Company, Inc.	$ 2,486.00	annual payment - contracted services
25131	6/30/2021	Vis-O-Graphic, Inc.	$ 4,587.88	bi monthly payment - community relations
25132	6/30/2021	Wex Health Inc.	$ 2,357.02	monthly payment flexible spending, dedendant care and commuter benefit

$ 175,853.77

Transaction Number	Transaction Date	Reference	Payments
51204	6/30/2021	AARP	$16.00
51205	6/30/2021	Advanced Disposal	$512.00
51206	6/30/2021	Alert Protective Services	$114.03
51207	6/30/2021	Allied 100	$448.20
51208	6/30/2021	American Library Association	$46.74
51209	6/30/2021	American Library Association, Membership	$245.00
51210	6/30/2021	Aquatic Works LTD	$175.00
51211	6/30/2021	Svetlana Belsky	$25.00
51212	6/30/2021	Blackstone Publishing	$83.20
51213	6/30/2021	Nancy Buehler	$250.00
51214	6/30/2021	CallOne	$370.30
51215	6/30/2021	CharityWatch	$50.00
51216	6/30/2021	Chicago Tribune	$172.25
51217	6/30/2021	Cintas	$478.20
51218	6/30/2021	Supreet Dhillon	$15.66
51219	6/30/2021	Dick Blick	$82.94
51220	6/30/2021	Displays2Go	$181.17
51221	6/30/2021	Sabina Fazlic	$125.00
51222	6/30/2021	Freeman Pictures, Inc.	$325.00
51223	6/30/2021	Gale/Cengage Learning Inc.	$225.52
51224	6/30/2021	Mark Gelfeld	$200.00
51225	6/30/2021	Glenbrook North Torch	$215.00
51226	6/30/2021	Benjamin Goluboff	$250.00
51227	6/30/2021	Clarence Goodman	$250.00
51228	6/30/2021	Halloran & Yauch, Inc.	$400.25
51229	6/30/2021	Marina Hoover	$25.00
51230	6/30/2021	Illinois CPA Society	$350.00
51231	6/30/2021	Illinois Heartland Library System-OCLC	$20.50
51232	6/30/2021	Image Specialties of Glenview, Inc.	$19.80
51233	6/30/2021	Laura Kowalski	$30.00
51234	6/30/2021	Lechner Services	$75.00
51235	6/30/2021	Library Ideas LLC	$36.42
51236	6/30/2021	Ron Mantegna	$200.00
51237	6/30/2021	McMaster-Carr Supply Co.	$29.51
51238	6/30/2021	Neuco Inc.	$169.49
51239	6/30/2021	New York Times	$483.46
51240	6/30/2021	Northbrook Hardware	$140.16
51241	6/30/2021	NSYMCA Art Academy	$40.00
51242	6/30/2021	Ocooch Hardwoods	$228.83
51243	6/30/2021	Old Town School of Folk Music	$500.00
51244	6/30/2021	Petersen Bros. Plastics, Inc.	$436.80
51245	6/30/2021	Pitney Bowes Inc.	$285.48
51246	6/30/2021	Olga Rudiak	$400.00

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

Transaction Number	Transaction Date	Reference	Payments
51247	6/30/2021	School Outfitters	$127.25
51248	6/30/2021	Abby Segal	$400.00
51249	6/30/2021	Sheet Music Plus	$70.93
51250	6/30/2021	Sphero, Inc.	$49.14
51251	6/30/2021	Andrea Swan	$25.00
51252	6/30/2021	The Korea Times, Inc Chicago	$270.00
51253	6/30/2021	UPS	$83.02
51254	6/30/2021	VSP of Illinois, NFP	$327.29
51254	6/30/2021	VOID	$0.00
51255	6/30/2021	VOID	$0.00
51257	6/30/2021	Williamsburg Regional Library	$25.00
51258	6/30/2021	Yami Vending Inc.	$266.50
51259	6/30/2021	YourMembership.com, Inc.	$249.00
51260	6/30/2021	WEX Bank	$43.16
51261	6/30/2021	WEX Health, Inc.	$100.50

$ 10,763.70

Transaction Number	Transaction Date	Reference	Payments	Description
1808	6/17/2021	Pepper Construction Co.	$ 45,113.85	1st Floor Renovation Project
1809	6/17/2021	Product Architecture + Design	$3,000.00	3rd Floor Renovation Project
1810	6/30/2021	3E Electric, Inc.	$11,512.50	Electrical projects related to lockers, self check & pollak room
1811	6/30/2021	AAA Lock & Key Co.	$255.00	1st Floor Renovation Project
1812	6/30/2021	Best Quality Cleaning	$1,700.00	1st Floor Renovation Project
1813	6/30/2021	Mechanical Concepts of Illinois, Inc	$13,357.12	Boiler Ventilation Project

$ 74,938.47

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30503
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0388
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Northbrook Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1201 Cedar Lane
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8472726224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472725362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.northbrook.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Kate Hall
1.15 Title	Executive Director
1.16 Library Director's E-mail	khall@northbrook.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	33,170
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORTHBROOK P.L.	NORTHBROOK PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NORTHBROOK P.L.	30503	3050300

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

NORTHBROOK P.L.	1201 CEDAR LANE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORTHBROOK P.L.	NORTHBROOK		60062	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTHBROOK P.L.	Cook		8472726224	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORTHBROOK P.L.	[1]85,341		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NORTHBROOK P.L.	[2]998	24	34,690	28	24

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Kelly Durov
3.5 Telephone Number of Person Preparing Report	847-272-7074
3.6 FAX Number	847-272-5362
3.7 E-Mail Address	kdurov@northbrook.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Carlos M Frum
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Second member

5.12 State	IL
5.13 Zip Code	60062

Seventh member

5.5 Name	Sharon Bergstein
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	87,223
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	clear directional signage, provide environments with lower lights and less stimulus if needed.
6.3a Total Number of Meeting Rooms	4
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	18
6.4b Total number of times study room(s) used by the public during the fiscal year	436

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$3,992,000	0	$0
Structural repairs (walls, foundations, etc.)	1	$225,000	0	$0
Roof repair/replacement	1	$1,205,000	0	$0
Heating/ventilation/air conditioning	1	$190,000	0	$0
Electrical systems other than alarms	1	$42,000	0	$0
Plumbing systems			0	$0
Egress systems (doors, stairs, etc.)			0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement			0	$0
Security measures	1	$210,000	0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas	1	$75,000	0	$0
Accessibility measures			0	$0
Technology upgrading	1	$355,000	0	$0
New building construction (construction of a new facility)			0	$0
Building additions (adding square feet to existing facility)			0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$1,800,000	0	$0
Structural repairs (walls, foundations, etc.)			0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning	1	$67,000	0	$0
Electrical systems other than alarms			0	$0
Plumbing systems			0	$0
Egress systems (doors, stairs, etc.)			0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement			0	$0
Security measures			0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas			0	$0
Accessibility measures			0	$0

Technology upgrading		0	$0
New building construction (construction of a new facility)		0	$0
Building additions (adding square feet to existing facility)		0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$37,946,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	$4,544,569 is being held in capital improvement fund as a reserve for building repair and maintenance. $4million of that is a bond.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	$14,412,503
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	2012A - $70,560.00 2012B - $74,614.12 20133B - $8,831,825.00 2019 - $5,435,503.47

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of

any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$8,043,384
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$8,128,188

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$41,463
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$150,684
8.5 Other State Government funds received [3]	$5,500
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$197,647

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$117,780
8.14 Other receipts intended to be used for operating expenditures	$54,950
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$172,730
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$8,413,761

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	**ACORD Form 20210622-152812.pdf**
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	**$4,600,000**
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$3,795,251
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$1,379,854
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$5,175,105

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$345,121
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$451,649
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$97,025
10.3b Please provide an explanation of the other types of material expenditures.	audio visual items (audio books, video games music) DVD/BluRay
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$893,795

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$2,256,933
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$8,325,833

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400] [4]	$0
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0
12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$2,037,837

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	35	35	$1,197.25	1,100.00
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Cataloging	Cataloging	**$27.10**	**35.00**
	Fiction & Media	Adult Services	**$30.62**	**35.00**
	Children's Services	Children\'s Services	**$33.45**	**35.00**
	Reference	Reference	**$32.26**	**35.00**
	Reference Manager	Reference	**$42.37**	**35.00**
	Fiction & Media	Adult Services	**$28.34**	**8.00**
	Assistant Library Director	Assistant Library Director	**$51.56**	**35.00**
	Fiction & Media	Adult Services	**$26.03**	**35.00**
	Fiction & Media Manager	Adult Services	**$42.47**	**35.00**
	Fiction & Media	Adult Services	**$33.11**	**35.00**
	Reference	Reference	**$41.40**	**35.00**
	Children's Services	Children\'s Services	**$25.90**	**35.00**
	Fiction & Media	Adult Services	**$33.91**	**22.00**
	Fiction & Media	Adult Services	**$36.54**	**10.00**
	Children's Services	Children\'s Services	**$28.66**	**35.00**
	Reference	Reference	**$29.50**	**35.00**
	Reference	Reference	**$25.65**	**35.00**
	Fiction & Media	Adult Services	**$37.37**	**3.00**
	Reference	Reference	**$36.81**	**35.00**
	Fiction & Media	Adult Services	**$29.32**	**35.00**
	Cataloging	Cataloging	**$41.40**	**35.00**
	Executive Director	Library Director	**$76.21**	**35.00**
	Children's Services	Children\'s Services	**$27.10**	**35.00**
	Fiction & Media	Adult Services	**$25.65**	**35.00**
	Reference	Reference	**$26.90**	**35.00**
	Maker Services	Automation/Technology/Systems	**$41.49**	**35.00**
	Circulation Manager	Circulation	**$36.60**	**35.00**
	Cataloging	Cataloging	**$28.66**	**35.00**
	Fiction & Media	Adult Services	**$28.85**	**27.00**
	Children's Services	Children\'s Services	**$29.42**	**15.00**
	Fiction & Media	Adult Services	**$27.70**	**35.00**
	Reference	Reference	**$28.42**	**35.00**
	Children's Services	Children\'s Services	**$32.45**	**35.00**
	Technical Services Manager	Cataloging	**$40.92**	**35.00**
	Maker Services	Automation/Technology/Systems	**$33.11**	**35.00**

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]		27.50	

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	9	9	9	$184.34	204.00
	13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**
	Children's Services	Children\'s Services	Master's Degree: Not in library science	**$18.06**	**20.00**
	Fiction & Media	Adult Services	Bachelor's Degree: No library science	**$23.08**	**11.00**

Fiction & Media	Adult Services	Bachelor's Degree: No library science	$23.63	35.00	
Cataloging	Cataloging	Bachelor's Degree: No library science	$25.67	35.00	
Fiction & Media	Adult Services	Bachelor's Degree: major or minor in library science	$24.56	35.00	
Children's Services	Children\'s Services	Bachelor's Degree: No library science	$17.43	18.00	
Children's Services	Children\'s Services	Bachelor's Degree: major or minor in library science	$17.24	18.00	
Children's Services	Children\'s Services	Master's Degree: Not in library science	$17.24	18.00	
Reference	Reference	Bachelor's Degree: No library science	$17.43	14.00	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	5.10
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	32.60

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,010.00
13.14 Minimum hourly rate actually paid	$14.80
13.15 Maximum hourly rate actually paid	$58.00
13.16 Total FTE Group C employees (13.13 / 40)	25.25

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	152.00
13.18 Minimum hourly rate actually paid	$11.00
13.19 Maximum hourly rate actually paid	$14.35
13.20 Total FTE Group D employees (13.17 / 40)	3.80

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	132.00
13.22 Minimum hourly rate actually paid	$20.57
13.23 Maximum hourly rate actually paid	$41.40
13.24 Total FTE Group E employees (13.21 / 40)	3.30
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	32.35
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	64.95

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	35.00	8	$63,569.00	$95,353.00
	13.27 Position Title	**13.28 Primary Work Area**	**13.29 Education Level**	**13.30 Total Hours/Week**	**13.31 Number of Weeks Vacant during report period.**	**13.32 Annual Salary Range Minimum**	**13.33 Annual Salary Range Maximum**
	Children's Services Manager	Children\'s Services	Master's Degree (ALA accredited)	**35.00**	**8**	**$63,569.00**	**$95,353.00**

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary					
	13.34 Position	**13.35 Primary Work**	**13.36 Education Level**	**13.37 Total**	**13.38 Current Status:**	**13.39 Date Filled (mm/year,**

Title	Area		Hours/Week	Filled or Unfilled	if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Anoth automatically appear once data is entered in the current row.

Summary	1	1	1	10.00	1	$20,000	1
	13.40 Position Title	**13.41 Primary Work Area**	**13.42 Education Level**	**13.43 Total Hours/Week**	**13.44 Date Eliminated (mm/year)**	**13.45 Last Annual Salary Paid**	**13.46 Reason Eliminated**
	Children's Services	Children\'s Services	Master's Degree (ALA accredited)	**10.00**	**05/2020**	**$20,000**	**Retirement/created non new part-time**

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	998
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	998
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	24
14.3 Total annual visits/attendance in the library [PLSC 501]	34,690
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs
sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy
tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	261	8,661	[5]27	[6]1,598
Young Adult	46	997	[7]2	[8]277
Other	407	13,556	[9]92	[10]3,328
Total	714	23,214	121	5,203
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	18,708
16.2a Total Number of Unexpired Non-resident Cards	383
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$5,671.25
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	19,091
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: **Counting Electronic Materials for the IPLAR**

17.1 Print Materials [PLSC 450]	188,876
17.2 Current Print Serial Subscriptions [PLSC 460]	320
17.3 Total Print Materials (17.1+17.2)	189,196
17.4 E-books Held at end of the fiscal year [PLSC 451] [11]	121,950
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	24,897
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] [12]	54,827
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	23,936
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	18,914

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456] [13]	74
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	90

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	261,762
18.2 Number of young adult materials loaned	24,705
18.3 Number of children's materials loaned [PLSC 551]	180,992
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	467,459

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: **Reporting Electronic Item Usage for the IPLAR**

18.5 Books- Physical	264,686
18.6 Videos/DVDs- Physical	51,627

18.7 Audios (include music)- Physical	17,014
18.8 Magazines/Periodicals- Physical	4,164
18.9 Other Items- Physical	8,004
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	345,495
18.11 Use of Electronic Materials [PLSC 552]	92,367
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	437,862
18.13 Successful Retrieval of Electronic Information [PLSC 554]	432,750
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	525,117
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	870,612
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	28,938
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	29,239

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	21,372
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	701

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	220
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	83
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	**500 mbps**
21.3 What is the monthly cost of the library's internet access?	**$435**
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	**53**
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	**1,529**
21.6 Wireless Sessions Per Year [PLSC 652]	**40,174**
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	**296,496** --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	do not qualify

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$28,819
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	4,768.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The COVID-19 pandemic led to closures and limited services this year.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**We offered far more virtual programs than in the past, 1on1 Tech support online, Book Strolls, Book Bundles via curbside pick up, online Readers Advisory via form submission**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	**This is my first time completing the IPLAR report. It would be helpful to have training sessions and examples of how these statistics can be used across the state to compare services and resources. It would be helpful to specify programming for adults and maker programs to this report.**

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	Yes

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	**Not Applicable**
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Kate Hall	06/29/2021
President	Howard Jay Glaubinger	06/29/2021
Secretary	Maura Crisham	06/29/2021

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

[1], 2.11c should be 87233 (*0-2021-06-29*)

[2], 2.16 Reduced hours per year due to COVID-19 pandemic. (*0-2021-06-24*)

[3], 8.5 Cares Act - State of IL and Cook Co. (*0-2021-06-29*)

[4], 12.1c Bond issued in previous fiscal year, not this year. (*0-2021-06-29*)

[5], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[6], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[7], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[8], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[9], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[10], 15.17b Included Summer and Winter Reading (*0-2021-06-29*)

[11], 17.4 Discontinued 3M/Recorded Books subscription (*0-2021-06-29*)

[12], 17.5b Discontinued 3M/Recorded Books subscription (*0-2021-06-29*)

[13], 17.7 counted Overdrive Magazines, Hoopla (minus books), 14 First Search (*0-2021-06-29*)

Whistleblower Protection

A whistleblower as defined by this policy is an employee of Northbrook Public Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Manager, the Executive Director or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must follow the steps outlined below.

Whistleblower Reporting and Anti-Retaliation Policy

It is the policy of the Northbrook Public Library, Northbrook, Illinois ("***Library***") to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of that Act and prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

> "Improper governmental action" includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

> "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions,

demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee's protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with a copy of Section 4.1 of Public Act 101-652 will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

Procedures for Reporting and Investigating Reports of Improper Governmental Action

Reporting an "Improper Governmental Action" or Retaliation.

1. If an employee believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official, which Auditing Official has been designated in Section III.

2. If an employee believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.

3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if he/she determines that it is appropriate.

4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

Investigation of Complaint.

1. Identity of the Complainant

    a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.

    b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.

2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding

that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.

3. The investigation by the Auditing Official may include:

    a. Interviews of the Complainant and witnesses;

    b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;

    c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;

    d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.

    e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

Determination and Remedial Action If Necessary.

1. If the Auditing Official determines that the complaint has no merit, the complaint can be dismissed.

2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make the investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.

3. Any person who engages in prohibited retaliation under Section 4.1 of Public Act 101-652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

Designation of Auditing Official

The Library designates the Executive Director to serve as the Auditing Official of the Library, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this Policy.

DIRECTOR'S REPORT

July 2021

AGENDA ITEMS

3 Consent Agenda – Board President

3.6 Approve Illinois Public Library Annual Report

The annual report we are required to provide to the Illinois State Library is attached.

3.7 Approve Whistleblower Protection Policy Update

A new law was signed in June requiring us to choose someone to do an audit if required. We have revised the policy to be in line with the new law.

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

6 Staff Reports – Ms. Kate Hall

6.1 Reopening Plan Update

There is a separate memo with reopening plan updates and information on the lobby reopening.

7 Unfinished Business

7.1 Climate Action Plan Presentation - Village Trustee Israel

Following staff member Jill Franklin's presentation last week, Trustee Israel will be presenting on the work the Village is doing for this project. An executive summary and memo from the village is included in your packet.

7.2 RFID & Circulation Renovation Update

I will provide a verbal update of the renovation.

8 New Business

8.1 Illinois Libraries Present Joint Programming Cooperative

I will be giving the board a verbal update on this initiative that I have been working on this year.

8.2   Annual Library Walk Thru

We will be walking through the library and discussing changes and future plans based on the facility plan. A copy of the facility plan is on the Board intranet for reference.

9   Agenda Building

File detailed statement of all receipts and expenditures for previous 6 months
Illinois Libraries Present update
Discuss fall outside library visit

BOARD NEWS

I will be on vacation from July 23- August 3. I will be taking a road trip to visit my aunt in Miami with my sister and niblings so wish me luck. ☺

DEPARTMENT & PROJECT UPDATES

Fiction & Media

- The Library hosted a program titled "How to Have Conversations about Race" on June 15 in partnership with RAIN (Racial Awareness in the North Shore). The program was also promoted at the Northbrook Village Board meeting in late May. Feedback included the following statements: "This was one of the best programs on race I have experienced. I really liked the small break-out rooms that offered real sharing time," and "I learned things I didn't know and met like-minded people who are working to be allies."

- Northbrook library is partnering with the Arlington Heights and Glenview libraries for a virtual program series featuring authors from the 33 ⅓ book series, discussing famous musical artists and albums. The first of this three-month series was held on June 23 and featured Aretha Franklin's album "Amazing Grace."

Marketing

- Kate and Linda attended the event on July 18 from 4:30-6:00pm, which was held in the parking lot of Village Hall. They handed out 157 bags (one per car) to attendees, which contained a copy of the newsletter, promotional information about One Book, One Northbrook, a library card application, and a library bookmark. In addition, they used the opportunity to encourage people to visit the library to sign up for a card and visit the new lobby.

Photo of Kate and Village Trustee Johannah (JoJo) Hebl.

Reference

- Sharon Yiesla presented Gardening Myths & Misinformation on June 9 and discussed topics such as fertilizer, mulching, watering, and pruning.

- Our Virtual Computers & Coffee series continues to be popular with patrons. June's Incognito Mode program included a new section that Phil Collins added about VPNs which was suggested by a patron.

Youth Services

- The summer Teen Volunteer program began in June. 85 teen volunteers were assigned to 6 different groups that began working on projects for the library from creating early learning crafts to book displays to maintaining the library's community garden plot located behind the Village Hall. Groups will continue working through July and early August.

- Youth Services Librarian, Amanda Lopez, worked closely this month with the Northbrook Park District to schedule in-person outdoor programming in the soccer field next to the library and area parks. Because of weather, our first round of outdoor programs was canceled or rescheduled to later in the summer.

PROJECT UPDATES

Summer Reading

Summer Reading has launched with much excitement and activity. We are seeing many people signing up online, but have also been pleased at the number of people that have come in to register. On June 5 and 6, members of the Reference, Youth Services, Fiction & Media, Staff, and Maker Services departments staffed the library's first Drive-Through Kickoff Event in the library's parking lot. Bags containing summer reading materials and goodies (chalk for children, and butterfly mix flower seeds for adults and teens) were handed out to approximately 324 people on Saturday and 426 people on Sunday, reaching a total of approximately 750 people.

As part of the event, there was a Scavenger Hunt to win one of 15 picnic blankets featuring the library's logo. To enter, participants were required to visit various areas in Northbrook (Village Green, Village Hall, Techny Prairie, YMCA and then answer a question about the location. We received 50 entries from which winners were chosen at random. We had some very happy winners, including Finn Murphy, seen in the photo sent by his mother below.

Adult Summer Reading is off to a great start with 589 adults registered so far — our highest membership since 2018. 170 participants have reached the goal to read 4 books. There have also been 33 garden photo submissions, which will be posted on

the library website. Over 100 items circulated from the lobby Spotlight display featuring materials for all ages on the theme Reading Colors Your World.

Youth Services Summer reading has also seen strong signups with Youth, Baby and Teen and are on track to potentially surpass 2019 signups for the Teen program, which was the first year of a separate Teen Summer reading program:

- Teen sign ups - 438, finishers - 104
- Youth sign ups - 1203, finishers - 227
- Baby sign ups - 80, finishers 12

Exterior Lockers

After the popularity of curbside service, we have purchased an exterior locker system that will be coming this fall and placed on the northwest side of the building. Patrons will be able to schedule a pick-up 24/7 for holds. While we were hoping to have this in place by September, due to the continued shipping delays, we are now looking at mid-October.

Cedar Lane Project

While we are still waiting to hear from the Village regarding this project, we have begun talking with the landscape architect the Village retained and are waiting on a proposal for landscaping and hardscape services for the library.

Friends of the Library

Friends volunteers returned this month and started organizing the Book Shop and Storage Room. They will be hosting a Sidewalk Sale July 9-10, 10am-4pm both days. They will resume accepting donations from the public on July 15. We anticipate the Friends nominating a new slate of officers at their July 13 Board meeting.

BEHIND THE SCENES (HR, FACILITIES, & FINANCES)

HR
Staff Hires
- Theresa Lee, part-time Summer Reading Assistant (YS) effective June 8.
- Israa Abbas, part-time Reference Clerk (Ref) effective June 13.
- Ryan Suarez, part-time Summer Reading Assistant (YS) effective June 16.
- Madeline Grabowski, part-time Summer Reading Shelver (CIRC) effective June 16.
- Shani Weisenberg, part-time Summer Reading Shelver (CIRC) effective June 21.

Staff Terminations (terminations refer to all staff that have left the library including retirements)
- Christophe Andersen, regular part-time Librarian (F&M) resigned effective June 15. He is moving to Colorado.
- Anna Fillmore, full-time Librarian II (YS) terminated June 16.
- Sue Strom, part-time Librarian (YS) resigned effective June 19.

Sarah Rustman, School & Special Services Librarian, working with Kelly Durov and Maggie Thomann, submitted an entry on our library's work to increase accessibility to our programs during COVID-19 to Project ENABLE, a resource used by thousands of librarians worldwide to help them make their libraries more accessible and inclusive for people with disabilities. Our submission was selected and will be included in their resource section in July. Kudos to all of our staff who work diligently to create an accessible library so that people of all abilities are able to successfully use our resources.

Finances

Anna Amen began working with the auditors from Selden Fox on the FY21 audit which will be presented to the board this fall. Anna and I met with auditors and answered questions on internal controls.

EXECUTIVE DIRECTOR REPORT

For most of June, I was working on several projects:

Staffing

I am happy to announce that Summer Kosuge, current Maker Services Assistant Manager and former Teen Librarian, has accepted the position of YS Manager. Summer will be starting on August 1 and much of my time in August will be spent getting her onboarded to her new position. We are now using the new process from the EDI hiring audit we did and used for this position with other openings.

We are also slowly rehiring staff and getting back up to full capacity after the pandemic hiring freeze. We are spacing out hiring and onboarding so as not to overwhelm managers or HR and we anticipate continuing to hire replacements through the rest of the year.

Reopening the Lobby

The Lobby fully reopened on June 7 and the automated material handler has been here several weeks. There were small changes needed as we started having people use the space, but patrons have been overwhelmingly positive about the changes.

Navigating COVID quarantining and planning for summer changes

I continue to spend time communicating with staff on changes in the building while keeping up on any changes to health and safety guidelines from the state or CDC. The joint task force continues to meet and work cooperatively on the pandemic response for Glenview and Northbrook.

Chairing the Joint Programming Steering Committee

We are moving closer to being able to launch this initiative and I will provide an update and more info at the board meeting.

## Chairing the Director's University Committee

I am once again chairing Director's University which provides training for new Public Library directors in Illinois. We started sessions in June and will be running through September. I am moderating the bimonthly sessions and serving as a mentor to one of the small groups.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
June, 2021

PROJECTS
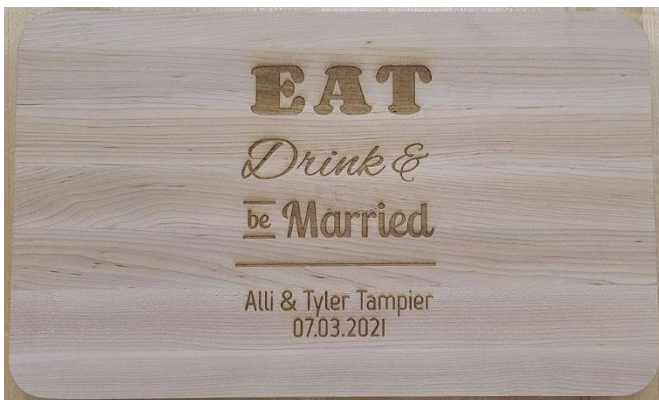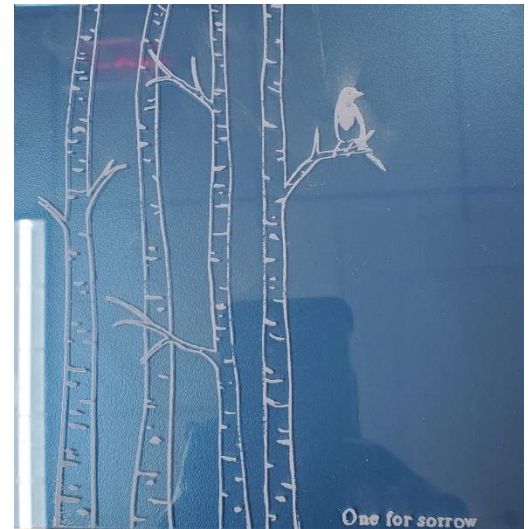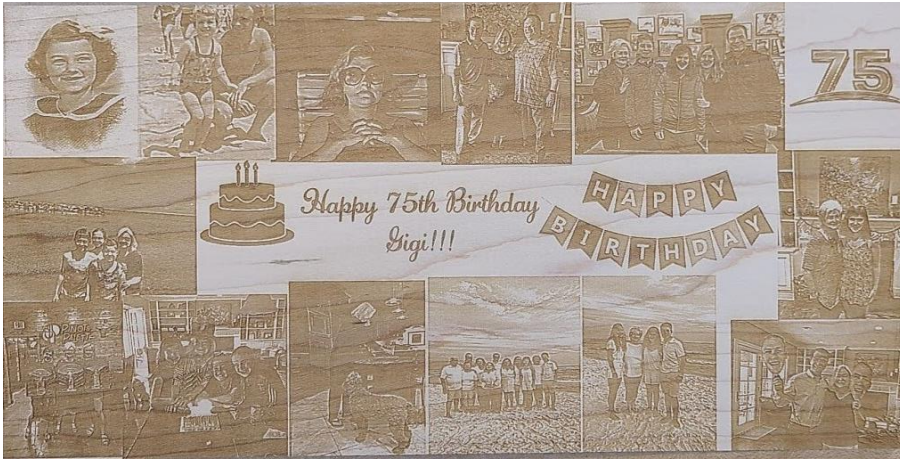
3D PRINTS

We printed 21 items for patrons.

PROGRAMS

We offered 7 maker programs with 45 attendees:

- Fiber Arts Meetup
- Circle Woven Coasters
- Intro to 3D Printing
- Beginners Guide to Music Production
- Glass Fusion: Dish
- Digitization Room Overview

APPOINTMENTS

We helped 98 people use the Collaboratory to create and 18 people to digitize their older media.

FEEDBACK

Survey responses to Maker Specialist Joe Cirignani's program on our digitization room resources:

- "What a find...my library and I can digitize items for the future."
- "Joe is very knowledgeable about the equipment and software he has and even though it was a lot of information to take in - especially in a zoom format - I feel totally comfortable in coming in to tackle a project knowing that he would be able to guide me through its completion."

JUNE 2021 DATA & STATISTICS

This data compares June 2020 to June 2021. Last June the library started our curbside pick-up service midway through the month and so you can see that we are seeing an upward trend in checkouts this year over last year due to people now being able to more fully access physical materials and being back to our full operating hours. eResource use is also shifting back to pre-pandemic levels and curbside is shifting down, but remains popular. What we can ascertain from the data is that some items like downloadable checkouts have increased in the past year and seem to be stabilizing at a higher rate than pre-pandemic, but that other categories are recalibrating back to their 2019 numbers.

Card Holders

17,415 Total Cardholders

16,991 Residents
355 Non-Residents
69 Businesses

32,958 Total Residents
58% cardholder rate vs. 57% national average
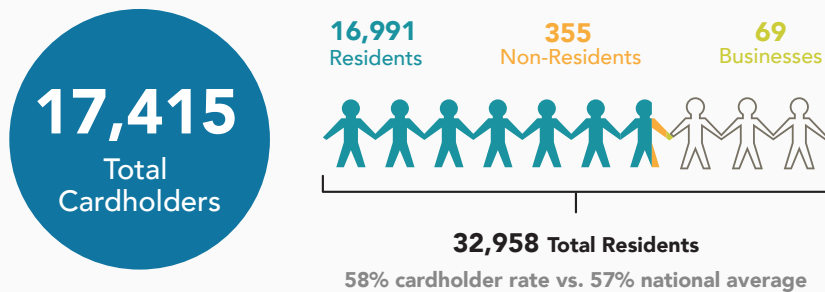
Checkouts

54,284 Checkouts ▲ 91%

Books	eBooks
43,632	7,651

Audiobooks	eAudiobooks
1,115	3,599

Newspaper & Mags	eMags
786	641

Movies	eMovies
7,037	1,061

Music	eMusic
1,714	151

Collection

▲ 2%

363,798

- Magazines & Newspapers: 3,732
- Audiobooks: 8,099
- Music: 17,070
- Movies: 23,982
- Online Resources: 121,318
- Books: 189,597
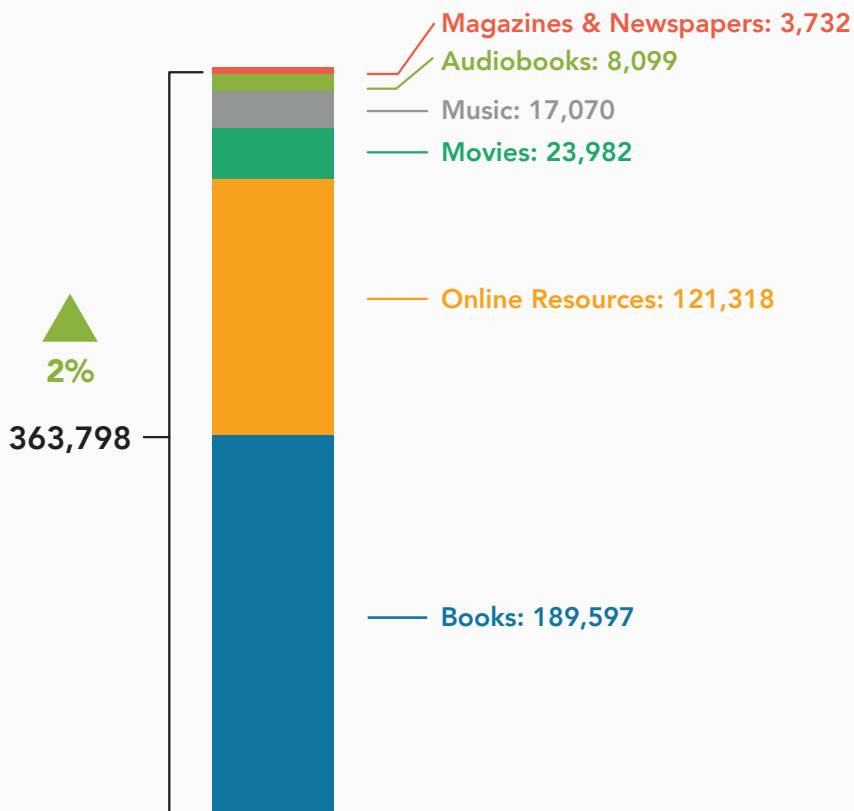
Downloadable Content

■ 2020 ■ 2021

eBooks
9,764
7,651
▼ -22%

eAudiobooks
3,473
3,599
▲ 4%

eMagazines
1,557
641
▼ -59%

eVideo
1,972
1,061
▼ -46%

eMusic
206
151
▼ -27%

NORTHBROOK PUBLIC LIBRARY

JUNE 2021 DATA & STATISTICS

eResource Use

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

▼ -37% ▲ 8% ▼ -7%

CR Consumer Reports   LexisNexis   pressreader

Visits

15,609 2021

CLOSED **0** 2020

Virtual Programs

46 programs offered

30 Average attendance per program

1,377 total attendance

23 Virtual Technology Help Sessions

Curbside & Delivery

▼ -38%

2,591 Items picked up

41 Homebound deliveries

64 Items delivered
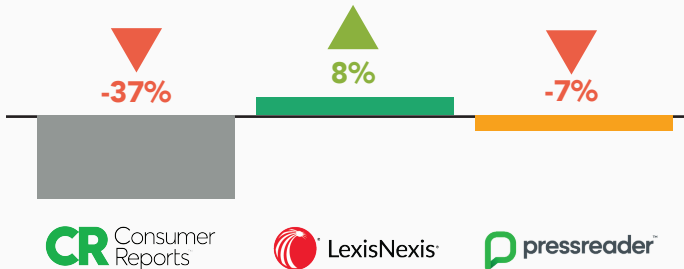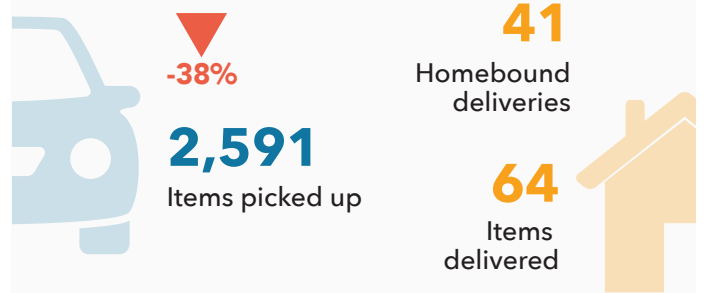
Study Room Bookings

195 Study room bookings

Technology

369 computer sessions

6,870 WiFi sessions ▲ 149%

3,229 total calls

2 minutes average call time
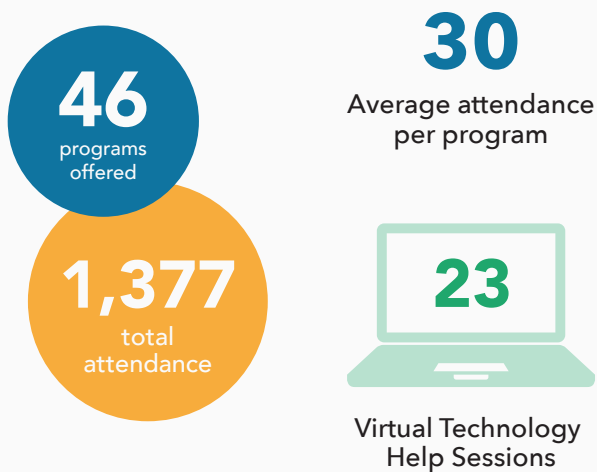
NORTHBROOK PUBLIC LIBRARY

Patron Comments and Suggestions

June 2021

RECEIVED JUNE 7, 2021

IN ORDER TO BETTER SERVE THE COMMUNITY, YOU NEED TO BALANCE THE RADICAL LEFT(TEACHING US ABOUT RACISM) W/ CONSERVATIVE TALKS.

Comment Source: Email

Response to Patron by Kate Hall on June 11, 2021:
The library is here to serve all members of our community and provides talks on a variety of topics to help educate and inform. We stand against racism in our community, country, and world and acknowledge that racism is not part of a political party. The library is non-partisan, but is focused on how we can best serve the community by being an equitable, diverse and inclusive organization. To that end, we strive to provide programs focused on a wide array of topics and areas of interest. If there is a topic or presentation you would be interested in seeing at the library or would like to talk further on this matter, please let me know.

RECEIVED JUNE 7, 2021

Congrats on the big lobby reopening today! We loved all the popular/lucky day books and the self-checkouts too. We are 2 times a week library visitors and we were greatly anticipating the big reveal! I have two quick questions I was hoping you could answer!

The first is about the Collaboratory. We had been frequent visitors there before Covid and loved creating projects with my kids as Northbrook residents. Since the pandemic, every time I look to try to book an appointment, there are none available, even weeks out. Now that the whole state is moving to Phase 5, will there be more openings and availability? I hope so!

The second question is about summer reading. I sign up for the adult program every year in winter and summer, not because I want to win prizes but because I want to be part of the fun and a reading role model to my 6 and 8 year olds who are also signed up for the kids summer reading program. This year after signing up, I saw that the participation prize is a mouse pad. For me, and I am guessing many others, we have laptops, tablets and phones and no need for a mouse pad though the thoughtfulness is much appreciated. Instead of taking the mouse pad and donating it to Goodwill, would it be possible instead to have an option to donate the money the mouse pad would have cost? Either back to the Northbrook Library, to Youth Services, something similar? I would love to read for a bigger cause!

Thank you for all you do. I am a teacher in Glenview District 34 with a Masters as a Reading Specialist and I am most grateful to live in a community that values books and reading so much. I look forward to hearing from you.

Comment Source: Email

Response to Patron by Kate Hall on June 9, 2021:
Thank you for reaching out. I hope you enjoy the new lobby which opened Monday!

Regarding the Collaboratory, we know that finding an appointment is challenging. During the pandemic, we had several staff leave and have put off rehiring until things are more stable. Staffing combined with our hours and following the safety protocols was what determined the number of appointments available. However, I am happy to report that, as of Monday, we are back up to our full operating hours and have increased the number of appointments available in the Collaboratory.

We are also looking at how we can add more appointments as restrictions loosen in the state and we have more bandwidth on staff. We know this is a very beloved space and look forward to making it more accessible in the future. I appreciate your patience as we navigate through these very uncommon times.

Regarding summer reading, I am so thrilled (but not surprised) to hear that you participate in the Adult Summer Reading Program. I understand that the mousepad is not something that everyone will enjoy and hope that you are excited for the weekly drawings from area businesses. I appreciate that you do not want to just take the mousepad and donate it somewhere, but unfortunately, we can't really take the money for the mousepad and donate it elsewhere. However, you can just let staff know that you are not interested in that prize. I know that isn't quite the same, but hope that offers a suitable alternative. I will also be sharing your feedback with the staff that worked on the summer reading prizes for adults as we do want to have prizes that you can get excited about. I think your idea of reading for a bigger cause would be quite popular and love that idea.

And finally, while I appreciate your thanks, I want to also thank you. Teachers work hard in non-pandemic times, and I know this year has been incredibly challenging for you and the other teachers. Thank you for ensuring that students in the schools are given the tools they need to be successful readers so they can learn about the wonder of books. If you want to talk about anything further, please don't hesitate to reach out.

RECEIVED JUNE 9, 2021

Any plan to make magazines, newspapers available again?

I liked access to the Wall Street Journal and some other newspapers. I don't think this they present any danger to patrons for transmission of Covid.

Comment Source: Email

Response to Patron by Kelly Durov on June 9, 2021:
Yes! Newspapers will return tomorrow!

Magazines are currently available.

RECEIVED JUNE 9, 2021

Kudos on the new, spacious circulation area. I like that you've got not only new, but also older popular books for grab and go.

Your Library of Things is a great new service. I suggest you consider adding to your offerings by getting jewelry making kits (e.g. a set of tools for making jewelry, not the materials like beads or wire), computer repair kits, Wacom tablets, and tripods. Other ideas I've seen elsewhere are sleds, snow shoes, ring lights, telescopes.

Comment Source: Email

Response to Patron by Kelly Durov on June 11, 2021:
Thank you for your kind works about our new lobby space. We went through a user experience design process to make decisions about the space and many users suggested adding more materials for checkout on the first floor, so we are so glad you are enjoying those new collections!

I have passed your suggestions for materials for the Library of Things collection on to the staff that select for that area. It is a growing collection and knowing what people are looking for is very helpful!

RECEIVED JUNE 14, 2021

As a Northbrook resident, I want to encourage you to follow the guidance of the state and lift the restrictions about wearing a mask indoors at this time. I don't know all the details of the guidance but I don't believe it is mandated to keep masks on inside unless for some very specific reasons. It made sense to mandate this behavior before but now, with the recent lifting of the restrictions by the state, it's time to open up fully to the community.

In addition, over 90% of the people in Northbrook have received at least one shot with over 77% receiving both shots according to the cook county health department. https://ccdphcd.shinyapps.io/covid19/

I am glad the library shut down during the pandemic in response to the guidance from the state. Based upon the new guidance, it makes sense to open up the library so patrons and residents of Northbrook can fully use this incredible resource without having to wear a mask.

A simple sign stating; "If you are fully vaccinated, a mask is optional. If you are not fully vaccinated, we trust you will wear a mask." The burden of safety has shifted to the individual rather than the community given the easy access of vaccines. A 14 month habit is hard to change so thank you for considering opening up the library. We can do this...

Comment Source: Email

Response to Patron by on June 18, 2021:
Thank you for your thoughtful suggestion regarding masks. We are planning to shift from requiring masks for all library patrons to only unvaccinated patrons next Thursday, June 24. We will still maintain a vulnerable hour Monday-Saturday from 9am-10am where all patrons must wear a mask in order to allow those who cannot be vaccinated to visit the library without concern.

RECEIVED JUNE 16, 2021

This was Anne's comment submitted via Instagram In response to a post showing a photo of our new lobby and mural (added by LV):

When I came in last week to renew my card, I saw the sign and teared up. What a wonderful message!

Comment Source: Other (Instagram)

RECEIVED JUNE 17, 2021

I have the library app and it's great but is there a way to transfer our digital card into Apple wallet? If it's not available, can it be an added feature at some point?

Comment Source: Email

Response to Patron by Kelly Durov on June 17, 2021:
Phil Collins, Reference Librarian Responded 6/17/21: Unfortunately it is not possible to add the digital library card into Apple wallet at this time. However, our app vendor has now added this as an enhancement request.

RECEIVED JUNE 18, 2021

Are the northbrook public library hi-gloss color ink brochures that come in the mail recyclable? Is there a way to opt out of receiving ? I follow online so don't need a paper copy. I don't see anything on the brochure itself indicating that it is

recyclable.... since the environment is such a "hot" topic (pun intended) and a growing concern - it seems this brochure should be recyclable and/or allow an option to opt out!!

Thank you - if I can, when I can, I like to avoid adding to the landfill.

Comment Source: Email

Response to Patron by Linda Vering on June 28, 2021:
Thank you for reaching out to us with your question about the library newsletter. It is printed on recycled paper and it is recyclable. We agree about wanting to keep it out of landfills, so we'll add that information to future issues to let others know.

The newsletter is mailed to all Northbrook addresses every other month, so it is not possible to opt of receiving it.

RECEIVED JUNE 18, 2021

Thanks for all the wonderful services and staff. I've been a patron of the Northbrook Library for many years and event once a volunteer – and the big and small things that the library offers – whether the friendliness, competence, or all around thoughtfulness (e.g. whether a staff member knows the font on a library sign, staff checks up on me to make sure I'm doing ok at the faxing station, the foot door openers in the bathrooms, or the thoughtful displays). The library holds a special place for me and probably is one of my favorite spots in Northbrook. In short, thanks for modeling as a whole both on the large and small scale what it looks like to be a good neighbor. Innovation/changing/adapting to people and place, but always thoughtful, optimistic, polite, and calm. I appreciate you very much!

Comment Source: Other (Thank you card received at the Reference Desk)

Staff comments by Kelly Durov on :
We appreciated this message from a thank you card received in Reference from a patron and former volunteer.

RECEIVED JUNE 21, 2021

Please continue having librarians recommend books and then displaying those books on a shelf. I recently found a great book that way. I like the book so much that I plan to read more books by this author! Thanks.

Comment Source: Email

Response to Patron by Maggie Thomann on June 21, 2021:
Thank you for letting us know that you enjoy the Staff Picks display, and discovered a book and author that you liked there. That is wonderful to hear! We plan to keep this as an ongoing display, with the goal of providing discovery of a curated selections of titles, while also facilitating connection between staff and patrons. We greatly appreciate feedback like this as we consider how to focus our services going forward, and I will share your comment with staff.

RECEIVED JUNE 21, 2021

Hi, is there a date to when masks can be taken off at the northbrook library?

I know many libraries out there no longer require masks if fully vaccinated and another library dont require them anymore, and you make keep the mask on for own comfort.

its just really difficult to focus and study with the mask on.

Comment Source: Email

Response to Patron by Kelly Durov on :
Masks will not be required for vaccinated patrons starting Thursday, June 24. We will have a vulnerable hour from 9am-10am Monday-Saturday where all patrons will be required to wear masks.

RECEIVED JUNE 23, 2021

First, thank you SO MUCH for your incredible services. The Northbrook Public Library is my favorite part of living in Northbrook, and truly, being able to come back to it following the last 15 months of the pandemic has been so healing.

Second, I would like to request that the library order a book, if possible. It is by Meredith Noble, and the title is "How to Write a Grant: Become a Grant Writing Unicorn."

Thank you!

Comment Source: Email

Response to Patron by Susan Wolf on June 29, 2021:
Thank you so much for your comment! We are fortunate to work in a community that is so supportive of the library. Thank you as well for your book purchase recomendation. I will have the selector for that area follow up with you directly.

RECEIVED JUNE 25, 2021

A patron commented that she wished the author's name was included on the check-out slips. She asked that this be shared with administration.

Comment Source: Email (Reported by an Fiction & Media staff member)

Staff comments by Erin McKinnie on June 29, 2021:
I reached out to CCS and asked whether this can be added to check-out receipts, and I found out that the author name cannot be added to print or email receipts, but that is already an active feature with text notifications. We will make sure staff are aware of this option to share with patrons.

RECEIVED JUNE 28, 2021

Part I Hi how do you decide on what books you carry and in particular which you put on the "new release" or "popular" shelf or whatever its called, the one to the right of the fish tank in the youth wing? Who is responsible for those decisions?

Comment Source: Email (Combined emails after exchange with Youth Services staff)

Staff comments by Amanda Margis on June 28, 2021:
Thank you for your question regarding our youth Popular Picks collection. The Popular Picks are a unique combination of current bestsellers and trending titles, anticipated high-demand titles, such as media-tie-ins or well known authors, and top circulating items for Northbrook. We use several selection tools and reports to try and anticipate what books our community will be looking for and base purchasing decisions on that. Popular Picks may contain both new releases and older titles, whereas the "New Releases" are newly published books. Please feel free to reach out if you have further questions, and thank you for contacting the Northbrook Public Library!

RECEIVED JUNE 29, 2021

Part II Thanks for getting back to me so quickly! That makes sense. Can you elaborate on "several selection tools and reports"? Does the library itself have discretion or does this come from the board of education or schools or anything? Or is the library under Northbrook city direction? Or maybe the library acts independently? I asked the superintendent the same questions as well but if there is someone at the library that may be more knowledgeable on the process could you let me know that contact? I am particularly interested in the two titles "Stamped" by Kendi, and "Not My Idea" by Higginbethom. I would like to know specifically how those books were decided to be placed in that section of the youth area.

Comment Source: Email

Response to Patron by Amanda Margis on June 28, 2021:
The library is a separate entity from the Village of Northbrook with an elected board of trustees. We serve multiple school districts and while we support the curriculum in our local schools, we are not a part of the schools' governance or management.

The materials purchased for the library are decided by librarians who have expertise and training in evaluating and purchasing materials for different audiences and disciplines. Our youth librarians have completed master degree programs that include courses on selecting and evaluating material for youth and teen audiences. Of the many tools selectors use, like bestseller lists and circulation statistics of similar topics and formats provided by our catalog software, we also consult professional review journals. These journals include reviews and recommendations for purchases written by professionals in the fields of youth librarianship, education and children's publishing. The two books you referenced below, Stamped by Dr. Ibram X. Kendi and Not My Idea by Anastasia Higginbotham, both received positive and starred reviews from sources such as Kirkus, Publisher's Weekly and the New York Times. Both titles have been on bestseller lists and are circulating very well currently.

As to how they are selected to be in the popular picks areas specifically, I will echo what my colleague Amanda Lopez replied to you earlier as this is an area we use to display books that are high in demand and interest. You may have also seen in the same area, we carry books with popular children's books characters like Pete the Cat, Peppa Pig and Dog Man and informational titles from National Geographic and DK. These books are rotated off this display if their popularity or demand wan and will be replaced with new and different high demand titles.

I hope this helps answer your questions and please let me know if there is anything else I can help you with. Thanks and have a great day.

Memorandum

DATE: July 9, 2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Reopening Plan Update

On Monday, June 7, the library reopened the lobby and went back to full hours for operations. We have seen an increase in visitors over the past month and expect to continue to see numbers climb back up. We are sticking with our timeline for changes over the summer:

Recently we have made the following changes:

- Brought back volunteers from the Friends of the Library to start working on getting the bookshop ready to reopen; the FOL are having a book sale this weekend to clear out inventory
- Add in comfy seating throughout the building
- Allow reservations for August and September for the Civic meeting room by outside groups
- Started working with Arts Commission again and brought back the art exhibits
- Added back more tables and chairs and allowed for multiple people at tables on the floor and increased study room capacity to max capacity
- Started allowing food and covered drinks in the building again

In the next month, we will start allowing donations again and continue to prep for some in person programming in September.

We are still requiring masks M-Sa 9am-10am for vulnerable populations, but are now allowing vaccinated individuals to enter the building without masks. Barring changes with variants and health guidelines, we will continue to reopen steadily and increase services. I look forward to hearing your thoughts and questions.

TO: **NORTHBROOK PUBLIC LIBRARY BOARD**

FROM: **TESSA MURRAY, SUSTAINABILITY COORDINATOR**

DATE: **JULY 15, 2021**

SUBJECT: **NORTHBROOK CLIMATE ACTION PLAN**

On July 15, 2021 Northbrook Public Library Board of Trustees will conduct a discussion on the draft Climate Action Plan presented by Village Trustee Israel. The draft Climate Action Plan (CAP) is Northbrook's mission to reduce carbon emissions and foster a sustainable community for all. This is a community and data-driven effort to achieve 35% reduction in greenhouse gas emissions by 2030 and 80% by 2040. The actions recommended in the CAP were decided upon by the Climate Action Planning Team, comprised of a diverse set of community stakeholders such as Village Trustees, staff, Park and School districts, and Jill Franklin as a representative from Northbrook Public Library.

The Village Board will discuss the draft CAP during a Public Hearing on July 27, 2021. The CAP Team appreciates the Northbrook Public Library taking a proactive role in discussing how this entity may anticipate involvement in the draft CAP since the Library serves as a crucial partner for education and raising public awareness of climate issues and solutions.

The draft CAP recommends the Library increase programming about sustainable gardening, active transportation safety, emergency preparedness, green building practices, and more. Beyond sustainability education, the draft CAP also recommends goals for the Library's ecological footprint as it relates to building energy and internal staff procedures. Many items of the draft Climate Action Plan are already being addressed by the Library, such as energy efficiency assessments, subsidized transit programs, and local food curation and donation. Rather than an absolute commitment to each action item, the draft CAP is intended as a "living plan" to help guide the Library's decision-making moving forward which will be used for years to come.

Below is a list of CAP sector categories with examples of how the Library may work towards each sector goal.

1. Transportation and Land Use: Support active modes of transportation through educating residents about bike safety, public transportation routes, and reduced fare opportunities.

2. Building Energy: Provide resources on renewable energy research, help promote energy efficiency assessments and weatherization programs.

3. Waste Management: Educate the public on waste management strategies that prioritize reducing consumption followed by reusing, repurposing, recycling, and composting. Reduce landfill contributions in operations by providing reusable, recyclable, and compostable alternatives to single-use items.

4. Water and Wastewater: Collaborate for educational programming on natural landscaping methods to improve water conservation.

5. Local Food: Expand public education campaigns to encourage purchasing and procuring locally grown and produced food at the individual and institutional level.

6. Health and Safety: Emphasize steps individuals can take to improve emergency preparedness in climate disasters such as extreme heat, poor air quality, or flooding. Encourage wellness through education on proper nutrition, exercise, and mental health.

7. Greenspace: Collaborate for educational programming on practices to improve pollinator habitat and wildlife protection.

8. Climate Economy: Help residents stay informed on local climate action news, events, and progress.

Executive Summary

The Village has a tradition of being a leader in addressing environmental issues and has become increasingly concerned about the global climate crisis. Over the course of the past decade, the Village has been refining its local policies to address environmental issues. In 2013, the Village and Northbrook Park District partnered to create the Strategic Sustainability Plan, which outlines improvements and initiatives in energy, material management, natural resources, community development and transportation for a more sustainable future. Five years later, the Village adopted a Master Bicycle and Pedestrian Plan which has been used to promote alternate means of transportation throughout the community

In September 2018, the Village signed on to the Metropolitan Mayors Caucus' Greenest Region Compact. The goals of the Compact address ten areas, including climate, economic development, energy, land, leadership, mobility, municipal operations, sustainable communities, water, and waste & recycling. These goals help guide coordinated efforts across the region to enhance quality of life for residents, protection and stewardship of the environment, and sustainable economic vitality.

As a continuation of the Village's sustainability efforts over the last decade, Northbrook has a vision to minimize the generation of GHG emissions from all sources and prepare for climate change. This Climate Action Plan establishes a comprehensive plan of specific strategies and detailed actions that Northbrook looks to implement to reduce greenhouse gas emissions and build resilience to related climatic impacts.

Our Challenge

The complex systems that make up modern civilization result in stressors on the delicate balance of our ecosystems. The combustion of fossil fuels is warming earth's atmosphere and changing our climate. Climate change is already affecting Northbrook and its impacts are projected to become much more severe in the coming decades. These impacts also contribute to additional strain on vulnerable populations, social systems, and overall community resilience.

Our Opportunity

The impacts of cities represent a major sustainable development opportunity. Transformation of our energy system is essential in order to stop burning fossil fuels. This transition presents an opportunity for Northbrook. Directing our energy investments into renewable sources will make them more resilient and provide for local job creation. Innovation, technology, and collective social change inherent in climate action can also support greater community abundance and shared equity.

Our Climate Action Vision

To be the first Climate Resilient community in Illinois, leading in the social and economic transitions necessary to reduce Villagewide greenhouse gas emissions in-line with the Paris Climate Agreement while protecting Northbrook's natural ecosystems, most vulnerable populations, and economic vitality against the increasing impacts of climate change.

The Process

The work that went into developing the Northbrook Climate Action Plan

12 month
planning timeframe

31
planning team members

418
community members providing input

5
foundational research study documents

Executive Summary

GHG Emission Reduction Goal in Global Context

Reviewing the Village's Climate Action Plan emissions reduction goal within a global context and greenhouse gas emissions (GHG) reduction recommendations formulated by the International Panel on Climate Change (IPCC) can help validate the appropriateness of the goal. The IPCC is the United Nation Environment Programme (UNEP) body for assessing the science related to climate change and providing support in climate action policy making. IPCC science has guided a number of international agreements to address climate change, most recently the Paris Agreement.

The Paris Agreement is a landmark international accord that was adopted by nearly every nation in 2015 to address climate change and its negative impacts. The agreement affirms IPCC recommendations by aiming to limit global warming to 1.5°C to 2°C above pre-industrial levels, considered to be the threshold for dangerous climate impacts. The agreement includes commitments from all major emitting countries to cut their climate pollution and to strengthen those commitments over time.
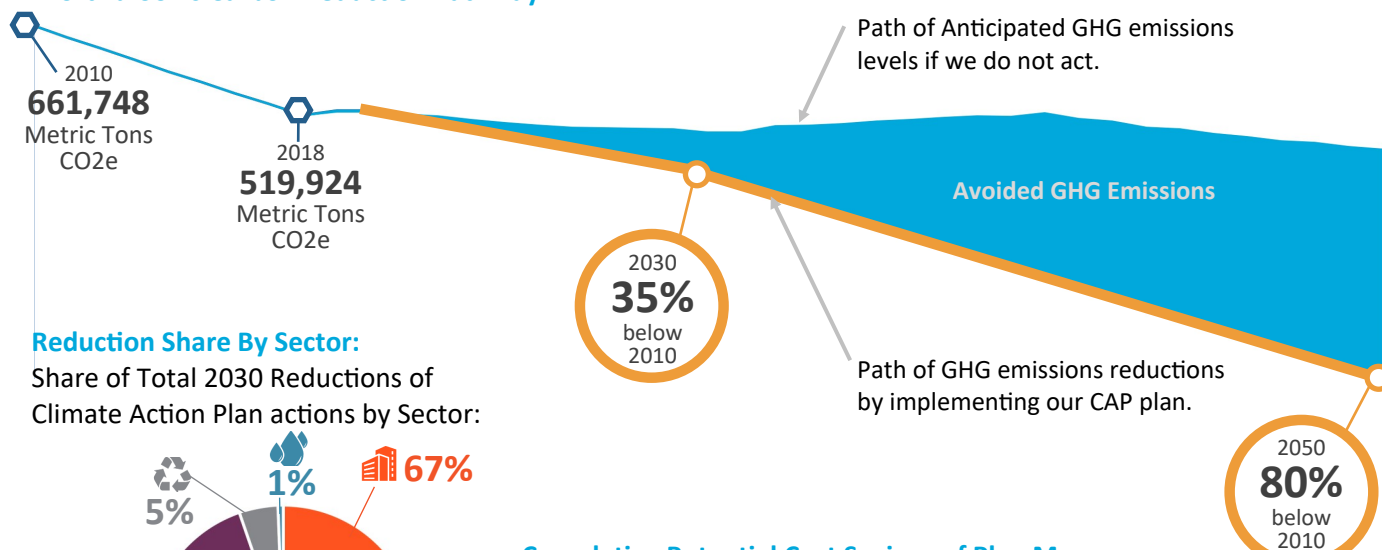
In alliance with the Paris Agreement, the United States committed to cut emissions by 26% to 28% by 2025 against a 2005 baseline. In 2019, the State of Illinois entered the Paris Agreement and also pledged to reduce emissions by 26% to 28% by 2025.

Our Carbon Reduction Goal

This plan seeks to re-affirm the Village's commitment to the Metropolitan Mayors Caucus' Greenest Region Compact and support the State of Illinois' emissions reductions goals. To do so, the plan must align itself within the IPCC suggested carbon emission reduction goals associated with the Paris Agreement of 26%-28% reduction by 2025 and 80% or greater reductions by 2050. These global recommendations and State and National commitments were accounted for in the formulation of appropriate carbon reduction goals for Northbrook:

The Village of Northbrook's GHG emission reduction goals are to be compatible with the 2015 Paris Agreement and shall target a reduction in Village operations and community-wide emissions of 35% below 2010 levels by 2030 and 80% below 2010 levels by 2050.

Northbrook's Carbon Reduction Pathway:

2010
661,748
Metric Tons
CO2e

2018
519,924
Metric Tons
CO2e

Path of Anticipated GHG emissions levels if we do not act.

Avoided GHG Emissions

2030
35%
below
2010

Path of GHG emissions reductions by implementing our CAP plan.

2050
80%
below
2010

Reduction Share By Sector:

Share of Total 2030 Reductions of Climate Action Plan actions by Sector:

1%   **67%**
5%
27%
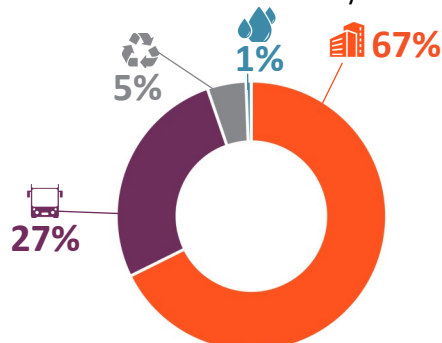
Cumulative Potential Cost Savings of Plan Measures Through 2030:

$180,000,000

Implementing many of the measures in this plan, such as reduction of energy consumption can save money for the community.
(see Appendix for more)

paleBLUEdot LLC

Northbrook Climate Action Plan

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Executive Summary

Climate Action Plan as Living Plan

This Climate Action Plan is intended as a "living plan" rather than a static document. This means that the implementation phase of this plan should be characterized by intermittent measurement of progress and plan adjustments. Plan adjustments should look towards increasing implementation goals for actions which illustrate success, modify goals for actions which may fall short of desired outcomes, and identifying additional action opportunities.

As a "living plan," the 2030 emission reduction goal should be seen as a guiding constant and recognition should be given that initial implementation actions may not yet fully achieve plan goals. Intermittent plan progress measurements and adjustments should identify additional actions, or increases in action implementation targets as needed to meet the ultimate 2030 GHG reduction goal.

The Plan

The Northbrook Climate Action Plan:

addresses **8 sectors** of GHG emissions and climate vulnerabilities

through **42 strategies** of GHG emissions and climate vulnerabilities

supported by **190 actions** detailing steps to be taken

during a **10 year** implementation timeframe

Section 02 **Transportation and Land Use**

Strategy TL 1: Decrease vehicle miles traveled (VMT) by 2.5% by 2030.

Strategy TL 2: Increase public transit ridership from 11.8% to 14% by 2030

Strategy TL 3: Increase walk/bike transportation by 50% and expand discretionary walk/bike infrastructure by 2030

Strategy TL 4: Transition Village fleet to alternative fuels, achieving 50% electrification of the Village's Vehicle and Equipment fleet by 2030.

Strategy TL 5: Support and encourage alternative fuel vehicles, achieve 20% of vehicles sold and 15% reduction of VMT by 2030.

Strategy TL 6: Advance low-carbon land use policy.

Strategy TL 7: Reduce Village wide off-road and lawn equipment annual emissions.

Section 03 **Buildings and Energy**

Strategy BE 1: Increase on-site distributed renewable energy to 10% of Residential and Commercial electric use by 2030.

Strategy BE 2: Improve Renewable Energy Policy and Incentives.

Strategy BE 3: Educate public on solar and renewable energy.

Strategy BE 4: Increase Residential and Commercial green electricity purchasing Village Wide to 5% by 2030.

Strategy BE 5: Improve total Village owned building and operations energy efficiency by 12% Electricity and 10% Natural Gas by 2030.

Strategy BE 6: Improve total Community wide residential, commercial, and industrial building energy efficiency by 12% Electricity and 10% Natural Gas by 2030.

Strategy BE 7: Achieve 2% natural gas "fuel switching" in community wide residential, commercial, and industrial buildings to reduce on-site fossil fuel use by 2030.

Strategy BE 8: Improve Energy Efficiency Policy and Incentives.

Strategy BE 9: Educate public on energy efficiency.

Executive Summary

Our Climate Action Strategies

Section 04 **Waste Management**

Strategy WM 1: Decrease total per capita municipal solid waste handled by 5% by 2030.

Strategy WM 2: Increase landfill waste diversion to 50% by 2030.

Strategy WM 3: Increase organics diversion from landfill.

Strategy WM 4: Increase recycling rate.

Strategy WM 5: Educate, engage, and empower the public to meet waste management goals.

Section 05 **Water and Wastewater**

Strategy WW 1: Promote increased water conservation Village Wide with a targeted reduction of 7.5% by 2030.

Strategy WW 2: Mitigate the projected increased flood hazards and impacts due to climate change.

Strategy WW 3: Update design standards and plans to meet projected climate change flood mitigation requirements.

Strategy WW 4: Increase stream, river and wetland protection and restoration.

Section 06 **Local Food and Agriculture**

Strategy LF 1: Increase production of local food, particularly serving low income and food insecure individuals.

Strategy LF 2: Increase access and interconnect all community gardening.

Strategy LF 3: Reduce food waste and hunger.

Strategy LF 4: Improve local food resilience and availability.

Section 07 **Health and Safety**

Strategy HS 1: Establish and expand public health communication campaigns to include climate change impacts.

Strategy HS 2: Assist the village's heat, flooding, storm, and poor air quality vulnerable population in preparing for and mitigating climate change impacts.

Strategy HS 3: Include climate impacts and health risks in new and updates to existing plans and policies.

Strategy HS 4: Strengthen community response capacity and support networks.

Strategy HS 5: Address the air quality risks associated with climate change.

Section 08 **Greenspace and Ecosystem**

Strategy GS 1: Increase Tree Cover and Diversity.

Strategy GS 2: Increase the resilience and use of Native Species and Pollinator Restorations Areas with a targeted increase of 1.5% communitywide land pollinator restoration coverage.

Strategy GS 3: Reduce, repurpose, and reimagine lawn space.

Strategy GS 4: Reduce Heat Island Effect through Village Wide impervious surface reduction of 2% by 2030 and 5% by 2040.

Section 09 **Climate Economy**

Strategy CE 1: Capture local economic potential of climate action.

Strategy CE 2: Increase workforce development for the climate economy.

Strategy CE 3: Build marketplace climate resilience.

Strategy CE 4: Financing The Village's climate action implementation.

Next Steps and Implementation

This Northbrook Climate Action Plan is only the beginning of an on-going process of evaluating and advancing the Village's climate resilience, GHG emissions, and overall sustainability. The plan includes a Climate Action Implementation section providing a framework for launching, guiding, monitoring, and evaluating the execution of this plan. The implementation section outlines specific next steps, and important implementation considerations and recommendations. As details and outcomes are uncovered during the implementation phase, adjustments to quantitative goals, milestones, and detailed actions will be made responsively.