

Northbrook Public Library Board Meeting

July 20, 2023 | 7:30 p.m.

Northbrook Public Library | Pollak AB

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Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular and Executive Session Minutes – June 15, 2023
 - 3.3 Approve Cash Balances & Income Statement June 2023
 - 3.4 Approve Bills and Charges from June 2023 in the amount of \$699,113.87
 - 3.5 Approve Updated Freedom of Information Act Policy
- 4 Public Comments

Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Public Library may do so during Public Comments as outlined in the [Public Comment Policy](#). The Board will not immediately respond to public comments or engage in open dialogue due to time constraints, but we are of course actively listening to your thoughts, comments, and suggestions. If follow-up communication is necessary, a staff member will contact you following the meeting. Thank you for your understanding of these guidelines.
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Climate Action Plan Committee Recap
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Strategic Plan Update
 - 7.2 Lily Zheng EDI Project Update
 - 7.3 Salary Schedule (closed session)
 - 7.4 Library Safety Update (closed session)
- 8 New Business
 - 8.1 Book Sanctuary in Northbrook
- 9 Closed Session

pursuant to 5 ILCS 120/2(c)2 Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees & 5 ILCS 120/2(c)8 Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
- 10 Agenda Building

11 Adjourn

Final Vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda item specifically states otherwise.

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
6/30/2023**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	9,510,615.91	83,175.60	621,787.97	8,972,003.54
	Restricted	358,329.39	9,388.21	27,613.60	340,104.00
	IMRF	831,469.05	2,805.50	24,902.43	809,372.12
	Fica	177,176.97	1,907.74	24,809.87	154,274.84
	Total Operating	<u>\$10,877,591.32</u>	<u>\$ 97,277.05</u>	<u>\$ 699,113.87</u>	<u>\$10,275,754.50</u>
<u>Capital Improvement</u>		\$ 4,786,977.15	\$ 2,507.79		\$ 4,789,484.94
<u>Debt Service</u>		\$ 8,263.40			\$ 8,263.40

Cash Detail		Operating	Capital Improvement	Debt Service
	NB&T - Checking	(6,870.22)	30,243.73	8,263.40
	PayPal	969.81	-	-
	FBoFHP	231,342.88	-	-
	Fifth Third - Checking/Money Market	10,049,150.59	4,758,709.14	-
	US Bancorp	686.44	532.07	-
	Petty Cash	475.00	-	-
	Total	<u>\$ 10,275,754.50</u>	<u>\$4,789,484.94</u>	<u>\$ 8,263.40</u>

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

Northbrook Public Library

Income Statement

6/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$37,819.21	\$53,614.82	\$3,951,821.11	\$4,010,888.40	\$7,959,560.00	50.39%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
Impact Fees	\$0.00	\$1,356.00	\$5,235.47	\$1,356.00	\$0.00	0.00%
Fines, Fees & Rentals	\$6,742.54	\$6,855.38	\$11,104.97	\$12,557.23	\$35,000.00	35.88%
Interest Income	(\$286.02)	\$5,200.07	(\$7.02)	\$11,030.53	\$20,000.00	55.15%
Other Income	\$937.61	\$1,941.22	\$11,746.83	\$2,426.17	\$100,000.00	2.43%
Total Undesignated Revenue	\$45,213.34	\$68,967.49	\$3,979,901.36	\$4,038,258.33	\$8,264,560.00	48.86%
Designated Revenue						
Gifts & Other Designated Income	\$3,544.95	\$8,618.92	\$118,709.91	\$13,985.26	\$400,000.00	3.50%
Designated Interest Income	\$67.27	\$769.26	\$93.31	\$1,066.17	\$0.00	0.00%
Total Designated Revenue	\$3,612.22	\$9,388.18	\$118,803.22	\$15,051.43	\$400,000.00	3.76%
Total Revenues	\$48,825.56	\$78,355.67	\$4,098,704.58	\$4,053,309.76	\$8,664,560.00	46.78%
Expenses						
Undesignated Expenses						
Materials & Services	\$75,327.47	\$74,526.10	\$140,490.07	\$213,274.26	\$944,000.00	22.59%
Books	\$67,988.22	\$66,111.68	\$130,630.96	\$197,862.44		
Audio Visual	\$3,279.06	\$4,471.70	\$4,692.79	\$9,047.67		
Videos/DVDs	\$4,060.19	\$3,942.72	\$5,166.32	\$6,364.15		
Programs	\$3,906.92	\$11,159.21	\$14,824.99	\$26,307.87	\$103,150.00	25.50%
OCLC	\$15.25	\$15.00	\$3,226.12	\$3,363.18	\$29,000.00	11.60%
CCS Shared Costs	\$0.00	\$0.00	\$13,134.04	\$13,017.15	\$76,000.00	17.13%
Total Materials & Services	\$79,249.64	\$85,700.31	\$171,675.22	\$255,962.46	\$1,152,150.00	22.22%
Human Resources						
General Salaries and Wages	\$306,590.87	\$320,317.23	\$612,831.96	\$641,666.70	\$4,311,000.00	14.88%
Maintenance Salaries & Wages	\$12,869.72	\$14,939.37	\$25,543.84	\$29,483.15	\$189,000.00	15.60%
Group Insurance	\$54,068.58	\$54,364.67	\$108,281.04	\$111,019.87	\$750,000.00	14.80%
Unemployment/Worker's Comp	\$893.05	\$2,452.95	\$25,582.67	\$18,471.57	\$23,000.00	80.31%
Staff Development	\$526.62	\$4,697.53	\$6,715.10	\$9,345.99	\$61,000.00	15.32%
Total Human Resources	\$374,948.84	\$396,771.75	\$778,954.61	\$809,987.28	\$5,334,000.00	15.19%

Northbrook Public Library Income Statement 6/30/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
01 - General Operating Fund						
Operating Costs						
Photocopy	\$2,365.10	\$2,866.57	\$11,299.34	\$7,823.99	\$24,000.00	32.60%
Office & Library Supplies	\$3,725.90	\$5,271.57	\$11,088.82	\$6,846.21	\$70,000.00	9.78%
Software	\$770.12	\$19,580.93	\$19,367.11	\$49,705.86	\$108,000.00	46.02%
Postage	\$7.38	\$47.77	\$14,992.20	\$15,060.92	\$20,000.00	75.30%
General Insurance	\$0.00	\$0.00	\$57,021.56	\$60,787.62	\$79,000.00	76.95%
Telephone/Internet	\$6.00	\$37.30	\$12,696.64	\$17,528.59	\$39,000.00	44.95%
Professional Services	\$19,430.98	\$24,159.02	\$71,754.26	\$69,925.64	\$402,000.00	17.39%
Furniture, Equipment	\$619.30	\$34,026.54	\$3,354.30	\$47,260.54	\$96,000.00	49.23%
Equipment Rental & Maintenance	\$286.38	\$308.58	\$26,471.59	\$26,988.79	\$43,000.00	62.76%
Community Relations	\$6,161.89	\$461.78	\$6,193.51	\$469.77	\$55,000.00	0.85%
Total Operating Costs	\$33,373.05	\$86,760.06	\$234,239.33	\$302,397.93	\$936,000.00	32.31%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$2,710.60	\$4,741.97	\$5,797.12	\$10,580.96	\$45,000.00	23.51%
Utilities	\$3,671.38	\$2,968.44	\$4,416.60	\$3,667.16	\$54,000.00	6.79%
Building Repairs	\$14,122.66	\$0.00	\$14,122.66	\$1,050.00	\$35,000.00	3.00%
Contracted Services	\$7,216.55	\$13,498.32	\$26,282.31	\$28,332.22	\$153,000.00	18.52%
Total Maintenance	\$27,721.19	\$21,208.73	\$50,618.69	\$43,630.34	\$290,000.00	15.04%
Other Expenses						
Recruiting	\$200.00	\$0.00	\$200.00	\$0.00	\$1,000.00	0.00%
Contingency & Misc Exp	\$581.04	\$707.79	\$752.03	\$1,425.03	\$100,000.00	1.43%
Board Development	\$0.00	\$49.99	\$0.00	\$0.00	\$500.00	0.00%
Total Other Expenses	\$781.04	\$757.78	\$952.03	\$1,425.03	\$101,500.00	1.40%
Total Undesignated Expenses	\$516,073.76	\$591,198.63	\$1,236,439.88	\$1,413,403.04	\$7,813,650.00	18.09%
Designated Expenses						
Miscellaneous Designated Expenses	\$20,191.43	\$25,643.94	\$65,389.33	\$93,287.81	\$400,000.00	23.32%
Designated Materials Expense	\$423.06	\$214.70	\$547.81	\$214.70	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$1,129.96	\$0.00	\$1,129.96	\$0.00	0.00%
Designated Program Expense	\$5,698.39	\$625.00	\$42,064.42	\$7,406.60	\$0.00	0.00%
Total Designated Expenses	\$26,312.88	\$27,613.60	\$108,001.56	\$102,039.07	\$400,000.00	25.51%
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	\$542,386.64	\$618,812.23	\$1,344,441.44	\$1,515,442.11	\$8,663,650.00	17.49%
NET SURPLUS/(DEFICIT)	(\$493,561.08)	(\$540,456.56)	\$2,754,263.14	\$2,537,867.65	\$910.00	

Northbrook Public Library Income Statement 6/30/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$2,103.54	\$2,805.50	\$219,804.21	\$209,877.81	\$425,000.00	49.38%
Property Tax Levy FICA	\$1,430.41	\$1,907.74	\$149,466.87	\$142,716.91	\$289,000.00	49.38%
Interest Income IMRF	\$0.16	\$0.00	\$3.19	\$0.00	\$500.00	0.00%
Interest Income FICA	\$0.11	\$0.00	\$2.17	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$3,534.22	\$4,713.24	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Total Revenues	\$3,534.22	\$4,713.24	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,571.85	\$24,902.43	\$55,311.69	\$50,566.48	\$400,000.00	12.64%
Employer FICA	\$23,482.51	\$24,809.87	\$46,909.41	\$49,541.15	\$280,000.00	17.69%
Total Human Resources	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
Total Undesignated Expenses	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
Total Expenses	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
NET SURPLUS/(DEFICIT)	(\$47,520.14)	(\$44,999.06)	\$267,055.34	\$252,487.09	\$35,000.00	721.39%

Northbrook Public Library Income Statement 6/30/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$2,103.54	\$2,805.50	\$219,804.21	\$209,877.81	\$425,000.00	49.38%
Property Tax Levy FICA	\$1,430.41	\$1,907.74	\$149,466.87	\$142,716.91	\$289,000.00	49.38%
Interest Income IMRF	\$0.16	\$0.00	\$3.19	\$0.00	\$500.00	0.00%
Interest Income FICA	\$0.11	\$0.00	\$2.17	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$3,534.22	\$4,713.24	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Total Revenues	\$3,534.22	\$4,713.24	\$369,276.44	\$352,594.72	\$715,000.00	49.31%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,571.85	\$24,902.43	\$55,311.69	\$50,566.48	\$400,000.00	12.64%
Employer FICA	\$23,482.51	\$24,809.87	\$46,909.41	\$49,541.15	\$280,000.00	17.69%
Total Human Resources	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
Total Undesignated Expenses	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
Total Expenses	\$51,054.36	\$49,712.30	\$102,221.10	\$100,107.63	\$680,000.00	14.72%
NET SURPLUS/(DEFICIT)	(\$47,520.14)	(\$44,999.06)	\$267,055.34	\$252,487.09	\$35,000.00	

Northbrook Public Library Income Statement 6/30/23						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$0.45	\$2,507.79	\$194.31	\$5,154.13	\$24,000.00	21.48%
Total Undesignated Revenue	\$0.45	\$2,507.79	\$194.31	\$5,154.13	\$24,000.00	21.48%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$0.45	\$2,507.79	\$194.31	\$5,154.13	\$449,000.00	1.15%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$0.00	\$6,360.00	(\$1,980.00)	\$720,000.00	(0.28%)
Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0.00%
Furniture & Equipment	(\$1,749.00)	\$0.00	(\$75.68)	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	(\$1,749.00)	\$0.00	\$6,284.32	(\$1,980.00)	\$900,000.00	(0.22%)
Total Undesignated Expenses	(\$1,749.00)	\$0.00	\$6,284.32	(\$1,980.00)	\$900,000.00	(0.22%)
Total Expenses	(\$1,749.00)	\$0.00	\$6,284.32	(\$1,980.00)	\$900,000.00	(0.22%)
NET SURPLUS/(DEFICIT)	\$1,749.45	\$2,507.79	(\$6,090.01)	\$7,134.13	(\$451,000.00)	

Northbrook Public Library

Income Statement

6/30/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$3,749.50	\$5,022.84	\$391,794.54	\$375,755.35	\$760,900.00	49.38%
Interest Income	\$0.29	\$0.00	\$5.68	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$3,749.79	\$5,022.84	\$391,800.22	\$375,755.35	\$760,900.00	49.38%
Total Revenues	\$3,749.79	\$5,022.84	\$391,800.22	\$375,755.35	\$760,900.00	49.38%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$350,900.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$410,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Undesignated Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Expenses	\$0.00	\$0.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
NET SURPLUS/(DEFICIT)	\$3,749.79	\$5,022.84	\$208,025.22	\$200,305.35	\$0.00	

June 2023 Financial Summary

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

Total General Fund revenues collected to date is 4,4053,309.76

- Property Taxes – 50.39% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 10% is fines and lost item / replacement collections
 - 74% is non-resident fees
 - 16% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$1,515,442.11, budget differences include:

- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Photocopy is greater than budget due to invoices being paid in advance / annually
 - 5 months of copier lease payments
 - Annual services contract for SimpleScan
 - Annual contract for MyPC and Papercut
 - 3 months of click charges for printers and copiers
- Software is greater than budget due to annual renewals being recorded when paid
- Postage is greater than budget due to annual deposit being recorded when paid
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Furniture, Equipment is greater than budget due to purchase of technology equipment
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded

**Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of June 23**

Operating Funds

Library Claims List	\$	248,089.56
Librarian's Claims List	\$	10,808.34
Payroll	\$	321,941.24
Fica/IMRF	\$	49,712.30
ACH to IPBC	\$	68,562.43
Total Operating Funds	\$	<u>699,113.87</u>

Capital Improvement Fund

Claims List		
	\$	<u>-</u>

Debt Service Fund

Grand Total Library	\$	<u><u>699,113.87</u></u>
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
25959	5/31/2023	VOID - Travelers CL Remittance Center	\$ (1,782.00)	Annual Payment - 2023 Workers Comp Audit Results
25963	6/15/2023	Depict Data Studio	\$ 10,563.71	Annual Payment - Ann K Emery Training Class - to be reimbursed by other libraries
25964	6/15/2023	First Bankcard	\$ 7,476.95	Monthly Payment - Supplies
25965	6/15/2023	Getty Images (US), Inc.	\$1,080.00	Annual Payment - Software
25966	6/15/2023	Penguin Random House LLC	\$3,750.00	ILP
25967	6/15/2023	Travelers CL Remittance Center	\$3,408.00	Annual Payment - 2023 Workers Comp Audit Results & 2024 Workers Comp Premium
25968	6/30/2023	Added Incentives, Inc.	\$859.50	Annual Payment - Programming - Reading Program
25969	6/30/2023	Amazon Capital Services	\$2,224.73	Monthly Payment - Supplies
25970	6/30/2023	Anna Amen	\$765.05	Annual Payment - Programming - Reading Program
25971	6/30/2023	Authors Unbound Agency	\$20,000.00	ILP
25972	6/30/2023	Baker & Taylor	\$27,199.94	Monthly Payment - Materials
25973	6/30/2023	Baker & Taylor Entertainment	\$741.05	Monthly Payment - Materials
25974	6/30/2023	Best Quality Cleaning	\$5,639.25	Monthly Payment - Contracted Services
25975	6/30/2023	California Quality Plastics, Inc.	\$715.36	Annual Payment - Janitorial Supplies
25976	6/30/2023	CCB Technology	\$1,685.00	Annual Payment - Furniture, Equipment - Technology
25977	6/30/2023	CCI Solutions	\$740.57	Monthly Payment - Supplies
25978	6/30/2023	Chicago Backflow, Inc.	\$1,349.70	Annual Payment - Contracted Services
25979	6/30/2023	Continental Resources, Inc	\$32,341.54	Annual Payment - Furniture, Equipment - Technology
25980	6/30/2023	Cooperative Computer Service	\$4,059.00	Annual Payment - Software
25981	6/30/2023	Culture Amp Inc.	\$6,120.00	Annual Payment - Software
25982	6/30/2023	Demco	\$1,290.47	Monthly Payment - Supplies
25983	6/30/2023	EBSCO Information Services	\$1,072.35	Annual Payment - Materials
25984	6/30/2023	ECO Promotional Products, Inc.	\$1,145.85	Annual Payment - Programming - Reading Program
25985	6/30/2023	Garvey's Office Products	\$793.80	Monthly Payment - Supplies

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

Transaction Number	Transaction Date	Vendor	Amount	Description
25986	6/30/2023	Grainger	\$1,529.61	Monthly Payment - Janitorial Supplies
25987	6/30/2023	HR Source	\$4,300.00	Annual Payment - Staff Development & Professional Services
25988	6/30/2023	Impact Networking LLC	\$2,101.57	Quarterly Payment - Photocopy
25989	6/30/2023	Info USA Marketing	\$7,500.00	Annual Payment - Materials
25990	6/30/2023	Limricc - UCGA	\$826.95	Quarterly Payment - Unemployment/Workers Comp
25991	6/30/2023	Midwest Tape LLC	\$6,704.86	Monthly Payment - Materials
25992	6/30/2023	North American Corp of Illinois	\$1,316.25	Monthly Payment - Janitorial Supplies
25993	6/30/2023	Outsource Solutions Group, Inc.	\$20,269.46	Monthly Payment - Professional Services & Software
25994	6/30/2023	Overdrive	\$17,735.28	Monthly Payment - Materials
25995	6/30/2023	Penguin Random House LLC	\$15,000.00	ILP
25996	6/30/2023	Promos 911, Inc.	\$1,003.17	Annual Payment - Programming - Reading Program
25997	6/30/2023	Reaching Across Illinois Library System	\$18,727.50	Annual Payment - Software
25998	6/30/2023	Runco Office Supply	\$1,420.02	Monthly Payment - Supplies
25999	6/30/2023	Scholastic Library Publishing	\$3,636.00	Annual Payment - Materials
26000	6/30/2023	Siemens Industry Inc.	\$2,394.34	Quarterly Payment - Contracted Services
26001	6/30/2023	Joe Skittino	\$675.00	Annual Payment - Staff Development Tuition Reimbursement
26002	6/30/2023	Symmetry Energy Solutions, LLC	\$2,500.01	Monthly Payment - Utilities
26003	6/30/2023	David Weld	\$600.00	Monthly Payment - Programming
26004	6/30/2023	Wells Fargo Vender Fin Serv	\$765.00	Monthly Payment - Photocopy
26005	6/30/2023	WET Solutions, Inc.	\$3,780.00	Annual Payment - Contracted Services
26006	6/30/2023	Wex Health Inc.	\$2,064.72	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 248,089.56

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

Transaction Number	Transaction Date	Vendor	Amount
52700	1/31/2023	VOID - Hunhui Cho	\$ (17.99)
52811	2/23/2023	VOID - Sullivan Law Directory	\$ (135.15)
52879	3/31/2023	VOID - Sentrum Marketing, LLC	\$ (420.20)
52960	4/28/2023	VOID - SenSource	\$ (516.00)
53010	5/31/2023	VOID - A-Z Mindfulness	\$ (150.00)
53061	6/15/2023	Alert Protective Services	\$150.03
53062	6/15/2023	Akbar Ali	\$46.51
53063	6/15/2023	Ancel Glink P.C.	\$284.00
53064	6/15/2023	Aquatic Works LTD	\$185.00
53065	6/15/2023	Best Buy Business Advantage Account	\$558.15
53066	6/15/2023	The Book Bin	\$100.00
53067	6/15/2023	Stephen Cless	\$18.99
53068	6/15/2023	Stacy Cohen	\$16.99
53069	6/15/2023	Philip Collins	\$42.76
53070	6/15/2023	Commodity Research Bureau	\$254.00
53071	6/15/2023	Efficiency Reporting	\$159.00
53072	6/15/2023	Jo I Gayle	\$125.00
53073	6/15/2023	Glenbrook North High School	\$52.00
53074	6/15/2023	Kathryn Hall	\$146.85
53075	6/15/2023	Eileen Holland	\$26.45
53076	6/15/2023	Michelle Melick Keenan	\$9.99
53077	6/15/2023	Kindermusik International	\$155.85
53078	6/15/2023	Patrick McGreal	\$21.99
53079	6/15/2023	Nilufar Mirzoeva	\$16.99
53080	6/15/2023	Vu Nguyen	\$22.20
53081	6/15/2023	Panera, LLC	\$524.83
53082	6/15/2023	Petty Cash Custodian	\$39.38
53083	6/15/2023	Pitney Bowes Inc.	\$189.00
53084	6/15/2023	Quill LLC	\$282.52
53085	6/15/2023	SenSource	\$366.00
53086	6/15/2023	Sunset Food Mart, Inc.	\$38.10
53087	6/15/2023	Sweetwater	\$90.74
53088	6/15/2023	UPS	\$46.56
53089	6/15/2023	Meghan White	\$71.08
53090	6/15/2023	WM Corporate Services Inc.	\$468.43
53091	6/30/2023	A-Z Mindfulness	\$150.00
53092	6/30/2023	American Library Association, Membership	\$344.00
53093	6/30/2023	Mark Anderson	\$250.00
53094	6/30/2023	Oliva Butler Bantz	\$17.00
53095	6/30/2023	Blackstone Publishing	\$41.60

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

Transaction Number	Transaction Date	Vendor	Amount
53096	6/30/2023	Nancy Buehler	\$250.00
53097	6/30/2023	Chicago Tribune	\$288.99
53098	6/30/2023	Cintas	\$211.30
53099	6/30/2023	Film Ideas, Inc.	\$46.45
53100	6/30/2023	Gale/Cengage Learning Inc.	\$593.39
53101	6/30/2023	Jo I Gayle	\$250.00
53102	6/30/2023	Clarence Goodman	\$327.00
53103	6/30/2023	Theresa Goodrich	\$250.00
53104	6/30/2023	Amy Hansen	\$250.00
53105	6/30/2023	Happiness Forward LLC	\$100.00
53106	6/30/2023	Illinois Heartland Library System-OCLC	\$15.00
53107	6/30/2023	Image Specialties of Glenview, Inc.	\$47.55
53108	6/30/2023	Ben Jimenez	\$400.00
53109	6/30/2023	Michelle Melick Keenan	\$20.99
53110	6/30/2023	Alisa Kusnitzow	\$150.00
53111	6/30/2023	Lechner Services	\$230.64
53112	6/30/2023	Patrick McCallister	\$175.00
53113	6/30/2023	Northbrook Hardware	\$69.60
53114	6/30/2023	Ocooch Hardwoods	\$215.06
53115	6/30/2023	Pitney Bowes Inc.	\$97.38
53116	6/30/2023	Qleanse LLC	\$389.25
53117	6/30/2023	Quill LLC	\$56.15
53118	6/30/2023	Rowman & Littlefield Publishing Group	\$56.65
53119	6/30/2023	Olga Rudiak	\$200.00
53120	6/30/2023	Sentrum Marketing, LLC	\$420.20
53121	6/30/2023	Showcases	\$244.62
53122	6/30/2023	Sujin Song	\$100.00
53123	6/30/2023	Karen Stepan	\$8.92
53124	6/30/2023	Sullivan's Law Directory	\$135.15
53125	6/30/2023	Universal Film Exchanges LLC	\$400.00
53126	6/30/2023	UPS	\$9.75
53127	6/30/2023	VSP of Illinois, NFP	\$393.65
53128	6/30/2023	Yami Vending Inc.	\$333.00

\$ 10,808.34

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2024 is: \$8,663,650
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. General Operating Expenditures
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Debt Service (for bond and interest payments)
- D. The office is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
- E. We have approximately the following number of persons employed:
 - 1. Full-time 50
 - 2. Part-time 64
- F. The following organization exercises control over our policies and procedures: *The Northbrook Public Library Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 7:30 p.m., at the library.

Its members are: Howard Jay Glaubinger, President; Stacy Oliver, Vice President; Maura Crisham, Secretary; Jami Xu, Treasurer; Janet Spector Bishop; Barbara Unikel; Abby Young
- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

- A. Submit your request in writing to the FOIA officer
- B. Your request should be directed to the following individual: Anna Amen, FOIA officer.
- C. You must indicate whether you have a "commercial purpose"¹ in your request.²

¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - 9:00 a.m. to 5:00 p.m.
 - Northbrook Public Library, Business Office
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Operating Budgets
 - D. Annual Audits
 - E. Minutes of the Board of Library Trustees
 - F. Library Policies, including Materials Selection
 - G. Adopted Resolutions of the Board
 - H. Annual Reports to the Illinois State Library

NORTHBROOK PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: <div style="display: flex; justify-content: space-around;"> _____ Yes _____ No </div>	
City	State	Zip
Description of Records Requested: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The documents requested are enclosed.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>You may inspect the records at _____ on the date of _____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The documents will be made available upon payment of copying costs of \$_____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</div> </div>	
D E N I E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div>The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. </div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">()</div> <div> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____ _____ as to the action taken on your request. </div> </div>	

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.

FOIA Officer	Date of Reply
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Director's Report

July 2023

Agenda Items

3 Consent Agenda

- 3.5 Approve Updated Freedom of Information Act Policy FOIA
An updated FOIA policy is included in the packet with the correct information about submitting a request.

5 Staff Reports

- 5.1 Climate Action Plan Committee Recap
Kelly Durov & Jill Franklin, co-chairs of our Climate Action Plan Committee, will give a presentation to the board on the work done on sustainability by the library.

7 Unfinished Business

- 7.1 Strategic Plan Update
Amanda Standerfer from Fast Forward Libraries has provided a timeline and Planning Team job description. I am soliciting 4-6 staff to participate on the planning committee and would like to have 1-2 board members. The Planning Team job description gives detail on how much time is involved.
- 7.2 Lily Zheng EDI Project Update
I will provide a verbal update at the meeting.
- 7.3 Salary Schedule (closed session)
I have included an updated recommendation for the board in the packet.
- 7.4 Library Safety Update (closed session)
I will provide a verbal update on library safety matters.

8 New Business

- 8.1 Book Sanctuary in Northbrook
A memo with information on book sanctuaries is included in the packet. This is for initial discussion only and no action is requested.


10 Agenda Building

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

Updates

Programming

Summer Reading



Northbrook Public Library

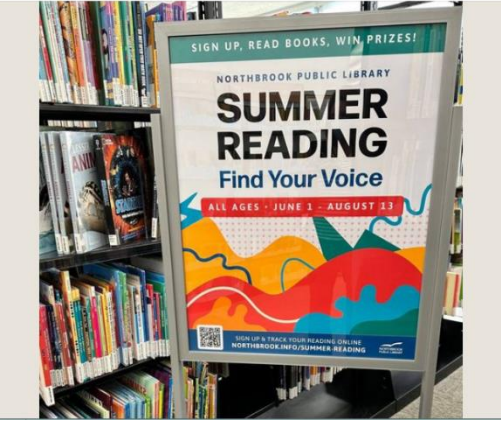
Summer Reading starts today! 🌞 Stop by the library or visit www.northbrook.info/summer-reading to sign up and earn great prizes for reading throughout the summer.

🔥 SUMMER READING KICKOFF WEEK 🔥

To kick off Summer Reading, we're having a scavenger hunt in the library from June 1-7 for the chance to win one of three \$100 gift cards to a local business! While you're here, you can sign up for summer reading at any service desk on the 2nd and 3rd floor—and grab a free Summer Reading book!

[See more](#)

... June wrapped with over 2,800 Summer Reading participants across 4 programs which is on track to equal and mostly beat, pre-pandemic participation numbers.



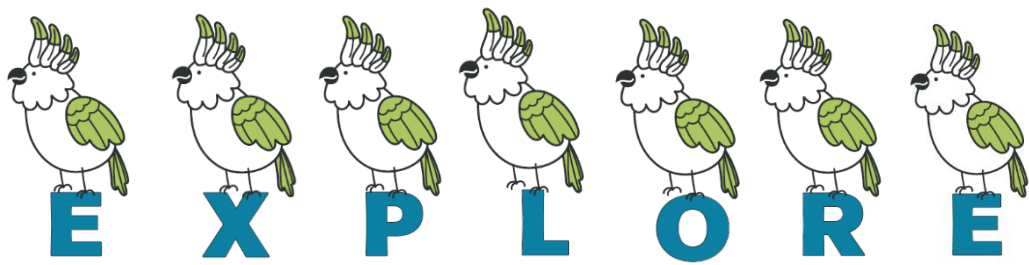
	Signed Up	Finished
Babies	83	23%
Kids	1,625	33%
Teens	518	32%
Adults	798	43%

Friends of the Library reported record sales during Summer Reading Kick Off Week!

Summer Reading Starts Today

Posted: June 1 Facebook Reach: 1,732 Reactions: 29

The Marketing Team worked in conjunction with the YS department to provide a fun scavenger hunt around the library during Summer Reading Kickoff week. The event was a great success, with 354 entrees hunting for our Summer Reading “bird” cards hidden all around the library to spell the word EXPLORE.



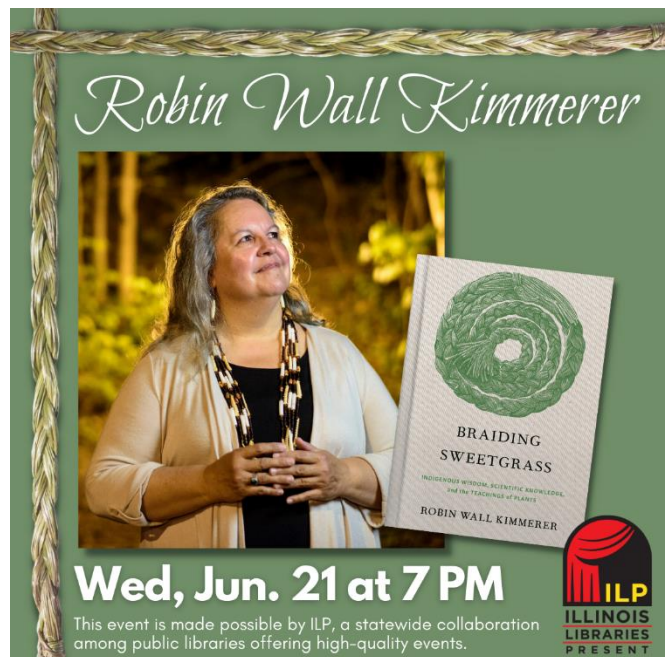
Adult Programming

In celebration of Pride Month, Caitlyn Hannon brought in retired professor, John D'Emilio, to present on the history of LGBTQ activism and Margo Hill presented a Pride Month Film screening.

In June, Illinois Libraries Presents brought Jesmyn Ward and Robin Wall Kimmerer to library patron screens. 8 were in attendance from Northbrook Public Library to Jesmyn Ward. The Robin Wall Kimmerer event had 31 in attendance from Northbrook.

Events Production worked in partnership with YIVO Chicago this month to host a Klezmer music event. 110 were in attendance.

On the day of the YIVO Concert, we also displayed a few Violins from the Violins of Hope Project. Those who attended saw different Violins than the ones we previously displayed in May.



Youth Programming



70 children and families joined staff for a Garden Storytime on June 29. This is a popular series that we do every summer in connection with taking care of our community garden plot with teen volunteers.

Korean Language Storytime continues to be a large draw in the summer and our June 9 storytime had 32 kids and caregivers attend. This bilingual program is for both Korean speakers and anyone interested in the language and culture.

In coordination with Teen Librarian Stephanie Bremner, Marketing Assistant Kelly Kayed began working with a group of high school volunteers to take short videos to promote the library on social media. The first of the reels was posted on Instagram in

June to spotlight the Pride Month book display in the Teen Loft.

Facility & Technology

IT is migrating the server and firewall this summer after replacing the 42 wireless access points throughout the building. These are all part of our technology replacement cycle.

We are seeing increasing numbers of visitors and with the nice weather, a lot of people are biking and walking to the library. We did a refresher for staff on bike and stroller parking safety and best practices and reminded staff that there are bike locks patrons can borrow in the lobby if they forget theirs.

Publicity

We completed our first (and last) four-month issue of the library newsletter, which features our One Book, One Northbrook book selection.

To promote Pride Month, we promoted our Pride Month programs and featured books and movies selected by library staff on social media and on our home page. <https://www.northbrook.info/pride-month>



Partnerships



In June, our lobby display featured our community partner Youth Services of Glenview/Northbrook, a local nonprofit organization that offers therapy, crisis intervention, socialization groups, after-school groups, pride, sexuality education, academic support, juvenile diversion, and referrals for children and adolescents in Chicago's northern suburbs.

We also continued our long standing partnership with Ravinia and have been giving away free lawn passes to various concerts throughout the summer.

Instagram Post: Free Ravinia Lawn Passes

Posted June 20

Reach: 600

Reactions: 38



EDI

The EDI Workgroups are hard at work on the action items we have set for the year.

- Communications is researching definitions to help us create shared language focusing on accessibility terms, general definitions, and library specific definitions.
- Steering is reviewing our hiring procedures and looking at how we can create more transparency for current staff and potential staff around the hiring process

- The Toolkit workgroup is researching web design best practices while also looking for online trainings to share with staff.

HR

New Staff

Paul Bae, (temporary) part-time Summer Reading Assistant (YS), effective June 1.
Eli Shuman, (temporary) part-time Summer Reading Assistant (YS), effective June 1.
Zoey Godnik, (temporary) part-time Summer Reading Assistant (YS), effective June 1.

Staff Departures

Mike Hominick, full-time Librarian (AS) resigned effective June 15. He accepted a position at a public library near his home.

Staff Training

Seven staff including myself attended the American Library Association conference:

- Stephanie Bremner, Teen Librarian
- Jesse Koontz, Circulation Clerk and library student
- Julianne Medel, School & Supported Services Librarian
- Joe Nava, Technology Librarian
- Susan Wolf, Adult Services Manager

The exhibit hall had lots of book giveaways and presentations and many new to libraries vendors. The conference opened with Judy Blume who talked about stopping censorship. This was the theme for the majority of the conference with many talks on stopping book banning and combatting censorship. I also did a book signing at the TBS booth with my co-author Kathy Parker.





Kelly Durov is working with the EDI Training Committee on our August 4 safety training. We will be offering staff the [Right to Be](#) Bystander Intervention in the Workplace training after we heard from staff of the desire for more training on conflict de-escalation and dealing with difficult situations.

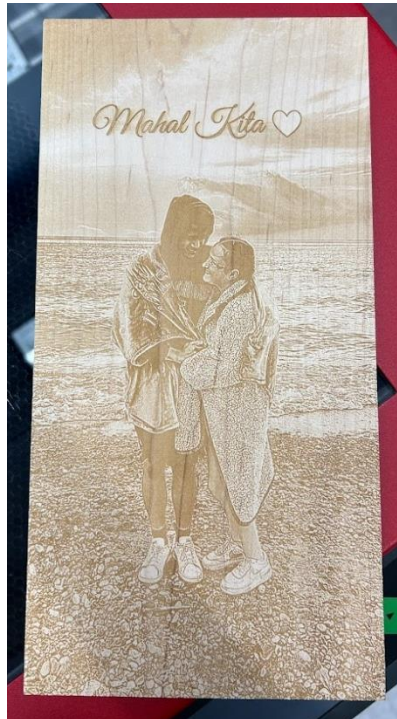
If any board members are interested in participating in this virtual training, please let me know and we will send you the link.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
June, 2023

PROJECTS



Monthly Report 1



PATRON STORIES



A patron came in looking to laser etch onto BBQ utensils for a Father's Day gift; however, because the utensils were not coated in a way to allow our laser to etch directly onto it, the patron needed to find an alternative idea. I suggested that since the BBQ utensils will eventually be wrapped, the patron can create large gift tags out of wood. The patron was appreciative of the alternative project idea and was happy with how the gift tags came out.

3D PRINTING

We printed 92 objects for users in June.

VISITORS

566 people visited the Collaboratory in June.

MATERIALS

June projects by material type charged:

3D Printing	75
Acrylic	55
Buttons	12
Cardstock	21
Cork Coasters	14
CD	1
DVDs	5
Embroidery Thread	17
Glasses	10
Iron-on	10
Stabilizer Sheets	42
Vinyl & Transfer Paper	13
Wood	47

Comment	Response	Staff Member Responding
Your website makes it extremely difficult to navigate to booking study rooms. And since you won't do it over the phone, can the website be addressed?	Staff followed up via email and over the phone. They showed the patron how to bookmark the webpage with study room reservations so it would be easy to find and walk them through the process. They let them know they can reach out to staff for help.	Phil Collins

Northbrook Public Library

Strategic Planning Process Timeline

June 20, 2023

<u>What</u>	<u>Who</u>	<u>When</u>
PHASE I: LEARN		
Planning Team Kick-Off Meeting <ul style="list-style-type: none"> 90-minutes via Zoom Finalize process plan/timeline Discuss community survey 	Amanda, Cindy, and Laura with Planning Team	July 2023
Community Survey	Amanda, Laura, Martin, and Sarah with Planning Team assistance	July – August 2023
Community Needs Assessment Focus Groups and Interviews <ul style="list-style-type: none"> Community mapping process (60-minutes via Zoom) Up to 6 focus group sessions, one-hour each, in-person and virtual Up to 10 interviews, 15 minute each (phone) 	Cindy with logistical assistance from Planning Team	August – September 2023
Learning Report	Fast Forward Libraries Team with editing assistance from Planning Team	October 2023
Library Strategic Capacity Assessment	Amanda with Planning Team assistance	August – September 2023
Leadership Team Retreat <ul style="list-style-type: none"> 2-hour retreat (via Zoom) to review Library Strategic Capacity Report 	Amanda with Leadership Team	October 2023
PHASE II: DREAM		
Planning Team Meeting: Learning Report and Retreat Prep (1 hour via Zoom) <ul style="list-style-type: none"> 60-minutes via Zoom High-level review of Learning Report Review retreat session agendas 	Planning Team with Amanda	October 2023
Staff Retreat Session <ul style="list-style-type: none"> 3-4-hours, in-person (or multiple, shorter sessions to maximize staff participation) Input into plan goals, activities, and evaluation metrics 	Amanda with Staff	November 2023



Board Retreat Session <ul style="list-style-type: none"> • 3-4-hours, in-person • Input into vision, mission, strategic directions, and goals 	Amanda with Board	November 2023
Leadership Team Retreat: Review Strategic Plan Outline <ul style="list-style-type: none"> • 2-hours via Zoom to refine plan outline 	Cindy with Planning Team	December 2023
PHASE III: DO		
Develop Plan Documents	Fast Forward Libraries Team with Planning Team review/editing	December 2023 – January 2024
Planning Team Meeting <ul style="list-style-type: none"> • 90-minute meeting (via Zoom) to review draft plan documents and prepare for Board presentation 	Amanda with Planning Team	December 2023
Presentation of Draft Plan to Board <ul style="list-style-type: none"> • Up to 60-minutes via Zoom 	Amanda and Planning Team with Board	January 2024
Board Approves Plan Documents	Board	February 2024
Develop Implementation Guide	Fast Forward Libraries Team	February 2024
Leadership Team Retreat: Implementation <ul style="list-style-type: none"> • 2-hours via Zoom • Review implementation guide 	Amanda and Leadership Team	February 2024

Planning Team Charge and Responsibilities

Purpose:

The Planning Team is charged with guiding the planning process with the assistance of the consultant team. The Planning Team will give input into plan elements and review plan documents. The Planning Team will present the final draft plan to the Board of Trustees.

Accountability:

To the Library Director

Responsibilities:

The overall responsibility of the Planning Team is to hold an in-depth conversation regarding planning process elements and documents that will include:

- Finalizing the planning process timeline;
- Providing input into the community survey, promoting the survey to the community, and reviewing survey results;
- Promoting community input opportunities, like focus groups and interviews;
- Reviewing the Learning Report in preparation for the Board and Staff retreat sessions;
- Reviewing the plan documents;
- Presenting the draft plan to the Board; and
- Communicating with the community about the final plan.

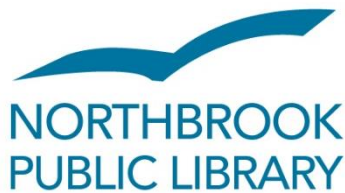
Roles:

The Library Director convenes and leads the Planning Team with the consultant team serving as the facilitators. Planning Team members serve several roles during the strategic planning process. They will:

- Bring their rich and varied experience with the library, other libraries, and the community to the process to think strategically about the future;
- Be open and curious by asking questions and helping to shape the narrative moving forward;
- Serve as planning process champions by communicating with colleagues and the community about the plan and bringing feedback to the Team;
- Consider way to collect diverse and comprehensive information to inform the process; and
- Come to meetings prepared to have full and informed discussions of agenda items and comment via email outside of meetings.

Time Commitment:

The process is expected to last 6-7 months, but may be adjusted upon recommendation of the Planning Team with Board approval. The Planning Team will meet (mostly via Zoom) approximately 3-4 times over the course of the process for one hour each meeting and will have a minimum of one hour of reading, document review, and email follow-up each month during the process.



Memorandum

DATE: July 11, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Book Sanctuary

In June, [Governor Pritzker signed HB2789](#) which protects the freedom of libraries to acquire materials without external limitations. The law states that libraries must pass a policy banning book banning or adopt the American Library Association's Library Bill of Rights. The Northbrook Public Library has already adopted ALA's Bill of Rights.

This is a positive step in upholding core library values and strengthening democracy, but there are additional steps we can take at the local level to make a stronger stance against book banning. It is more important than ever we discuss the core values of librarianship as clearly as possible among ourselves and with the public. The library plays a tremendous role in preserving and protecting the free expression of ideas which means providing access to the full range of knowledge, imagination, ideas, and opinions.

There is a national movement to create [Book Sanctuaries](#) which are a physical or digital space that actively protects the freedom to read. It provides shelter and access to endangered books, and can be created by anyone and can exist anywhere.

Being a Book Sanctuary Community also includes:

1. Collecting and protecting endangered books,
2. Making diverse and inclusive books broadly accessible,
3. Hosting book talks and events, including sparking conversations about diverse characters and stories, and
4. Educating others on the history of book banning and burning.

We are already doing these things as a library, and I would like to discuss working with the Village to pass a resolution making Northbrook a book sanctuary community like Chicago and Oak Park have both recently done.