

NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

1201 Cedar Ln., Northbrook, IL 60062

In Person: Library Auditorium

Virtual: https://youtu.be/E_Gm8kCnYFM

Regular Monthly Meeting Agenda

June 17, 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 – May 20, 2021
 - 3.3 Approve Closed Session Minutes- May 20, 2021
 - 3.4 Approve Cash Balances & Income Statement May 2021
 - 3.5 Approve Bills and Charges from May 2021
 - 3.6 Approve Updated Freedom of Information Act policy with new board officers and financial information
 - 3.7 Approve new bank resolutions for new Board Officer signers
 - 3.8 Approve Technology Consortium Agreement
 - 3.9 Approve Employee Hand Book Updates- Group Health Insurance Plan & Dress Code policies
 - 3.10 Approve General Policy Update- Study Rooms
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Reopening Plan Update
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 RFID & Circulation Renovation Update
- 8 New Business
 - 8.1 Climate Action Plan presentation- Jill Franklin, Reference Librarian
 - 8.2 Cedar Lane Project Presentation- Matt Farmer, Village of Northbrook
 - 8.3 Executive Director Review
- 9 Executive Session

5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 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.

10 Agenda Building

- 10.1 Annual Library Walk Thru
- 10.2 Approve Illinois Public Library Annual Report

11 Adjourn

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

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested 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
5/31/2021**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	8,610,581.70	589,756.90	739,809.40	8,460,529.20
	Restricted	320,942.52	540.75	4,961.12	316,522.15
	IMRF	721,998.92	27,807.48	31,674.19	718,132.21
	Fica	208,641.39	20,090.90	22,965.70	205,766.59
	Total Operating	<u>\$ 9,860,220.72</u>	<u>\$ 638,196.03</u>	<u>\$ 799,410.41</u>	<u>\$ 9,700,950.15</u>
<u>Capital Improvement</u>		\$ 4,545,341.34	\$ 558.72	\$ 184,738.27	\$ 4,361,161.79
<u>Debt Service</u>		\$ 328.10	\$ 200,000.00	\$ 191,085.77	\$ 9,242.33

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	32.69	124,586.22	8,924.23
PayPal	6,826.09	-	-
GSB - Money Market	226,067.04	-	-
Fifth Third - Checking/Money Market	9,461,090.63	4,231,416.99	-
US Bancorp	659.38	511.37	-
IMET	5,479.32	4,647.21	318.10
Petty Cash	795.00	-	-
Total	<u>\$ 9,700,950.15</u>	<u>\$4,361,161.79</u>	<u>\$ 9,242.33</u>

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.

May 2021 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 as paid.

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

- 54.78% of property taxes have been collected
- Non-resident fees of \$4,057.44 were collected in May, this is due to renewal of cards

Total General Fund expenditures are \$688,679.32, budget differences include:

- CCS Shared Costs are paid quarterly
- Unemployment / Workers Compensation represents is 10 months of expense
- Photocopy costs for coin tower and papercut are annual charges
- Software costs are annual charges
- General Insurance is 10 months of expense
- Telephone represents 6 months of Ring Central expense
- Recruiting represents expense for a new job posting site to comply with EDI initiatives

Northbrook Public Library
Income Statement
5/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$3,852,055.40	\$3,992,682.35	\$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%
Fines, Fees & Rentals	\$0.00	\$4,644.83	\$0.00	\$4,644.83	\$25,000.00	18.58%
Interest Income	\$3,561.53	\$1,098.06	\$3,561.53	\$1,098.06	\$25,000.00	4.39%
Other Income	\$108.80	\$12,760.65	\$108.80	\$12,760.65	\$100,000.00	12.76%
Total Undesignated Revenue	\$3,855,725.73	\$4,011,185.89	\$3,855,725.73	\$4,011,185.89	\$7,564,188.00	53.03%
Designated Revenue						
Gifts & Other Designated Income	\$197.56	\$508.55	\$197.56	\$508.55	\$100,000.00	0.51%
Designated Interest Income	\$11.98	\$18.58	\$11.98	\$18.58	\$0.00	0.00%
Total Designated Revenue	\$209.54	\$527.13	\$209.54	\$527.13	\$100,000.00	0.53%
Total Revenues	\$3,855,935.27	\$4,011,713.02	\$3,855,935.27	\$4,011,713.02	\$7,664,188.00	52.34%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$71,022.93	\$106,218.11	\$71,022.93	\$106,218.11	\$949,000.00	11.19%
Audio Visual	\$66,444.34	\$103,243.71	\$66,444.34	\$103,243.71		
Videos/DVDs	\$1,297.35	\$849.29	\$1,297.35	\$849.29		
Programs	\$3,281.24	\$2,125.11	\$3,281.24	\$2,125.11		
OCLC	\$3,277.19	\$16,530.10	\$3,277.19	\$16,530.10	\$117,000.00	14.13%
OCLC	\$1,452.23	\$2,854.20	\$1,452.23	\$2,854.20	\$22,000.00	12.97%
CCS Shared Costs	\$13,577.75	\$13,142.98	\$13,577.75	\$13,142.98	\$80,000.00	16.43%
Total Materials & Services	\$89,330.10	\$138,745.39	\$89,330.10	\$138,745.39	\$1,168,000.00	11.88%
Human Resources						
General Salaries and Wages	\$310,240.00	\$299,049.41	\$310,240.00	\$299,049.41	\$3,869,725.00	7.73%
Maintenance Salaries & Wages	\$14,255.10	\$12,253.68	\$14,255.10	\$12,253.68	\$168,975.00	7.25%
Group Insurance	\$51,436.39	\$55,934.61	\$51,436.39	\$55,934.61	\$695,000.00	8.05%
Unemployment/Worker's Comp	\$15,649.62	\$17,736.25	\$15,649.62	\$17,736.25	\$27,000.00	65.69%
Staff Development	\$12,713.32	\$5,429.76	\$12,713.32	\$5,429.76	\$70,000.00	7.76%
Total Human Resources	\$404,294.43	\$390,403.71	\$404,294.43	\$390,403.71	\$4,830,700.00	8.08%

Northbrook Public Library
Income Statement
5/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
Operating Costs						
Photocopy	\$10,218.96	\$11,548.08	\$10,218.96	\$11,548.08	\$37,500.00	30.79%
Office & Library Supplies	\$3,852.00	\$4,168.72	\$3,852.00	\$4,168.72	\$70,000.00	5.96%
Software	\$13,240.63	\$16,241.92	\$13,240.63	\$16,241.92	\$103,000.00	15.77%
Postage	\$0.00	\$7.32	\$0.00	\$7.32	\$20,000.00	0.04%
General Insurance	\$46,138.02	\$50,636.83	\$46,138.02	\$50,636.83	\$63,000.00	80.38%
Telephone/Internet	\$13,294.59	\$15,614.43	\$13,294.59	\$15,614.43	\$43,000.00	36.31%
Professional Services	\$34,433.34	\$35,050.90	\$34,433.34	\$35,050.90	\$275,000.00	12.75%
Furniture, Equipment	\$3,688.37	\$2,189.69	\$3,688.37	\$2,189.69	\$50,000.00	0.00%
Equipment Rental & Maintenance	\$0.00	\$844.95	\$0.00	\$844.95	\$42,000.00	2.01%
Community Relations	(\$858.00)	\$495.00	(\$858.00)	\$495.00	\$44,000.00	1.13%
Total Operating Costs	\$124,007.91	\$136,797.84	\$124,007.91	\$136,797.84	\$747,500.00	18.30%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
Janitorial Supplies	\$1,171.15	\$1,470.56	\$1,171.15	\$1,470.56	\$45,000.00	3.27%
Utilities	(\$3,054.30)	\$151.09	(\$3,054.30)	\$151.09	\$54,000.00	0.28%
Building Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Contracted Services	\$6,940.36	\$13,738.67	\$6,940.36	\$13,738.67	\$135,000.00	10.18%
Total Maintenance	\$5,057.21	\$15,360.32	\$5,057.21	\$15,360.32	\$267,000.00	5.75%
Other Expenses						
Recruiting	\$0.00	\$249.00	\$0.00	\$249.00	\$500.00	49.80%
Contingency & Misc Exp	\$8.48	\$1,157.89	\$8.48	\$1,157.89	\$100,000.00	1.16%
Board Development	\$0.00	\$220.00	\$0.00	\$220.00	\$0.00	0.00%
Total Other Expenses	\$8.48	\$1,626.89	\$8.48	\$1,626.89	\$100,500.00	1.62%
Total Undesignated Expenses	\$622,698.13	\$682,934.15	\$622,698.13	\$682,934.15	\$7,113,700.00	9.60%
Designated Expenses						
Designated Materials Expense	\$562.26	\$113.90	\$562.26	\$113.90		
Designated Program Expense	\$150.00	\$5,631.27	\$150.00	\$5,631.27		
Total Designated Expenses	\$712.26	\$5,745.17	\$712.26	\$5,745.17	\$100,000.00	5.75%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$623,410.39	\$688,679.32	\$623,410.39	\$688,679.32	\$7,663,700.00	8.99%
NET SURPLUS/(DEFICIT)	\$3,232,524.88	\$3,323,033.70	\$3,232,524.88	\$3,323,033.70	\$488.00	

Northbrook Public Library
Income Statement
5/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$253,724.89	\$214,683.77	\$253,724.89	\$214,683.77	\$400,000.00	53.67%
Property Tax Levy FICA	\$149,645.91	\$155,109.02	\$149,645.91	\$155,109.02	\$289,000.00	53.67%
Interest Income IMRF	\$0.15	\$0.03	\$0.15	\$0.03	\$50.00	0.06%
Interest Income FICA	\$0.27	\$0.02	\$0.27	\$0.02	\$50.00	0.04%
Total Undesignated Revenue	\$403,371.22	\$369,792.84	\$403,371.22	\$369,792.84	\$689,100.00	53.66%
Total Revenues	\$403,371.22	\$369,792.84	\$403,371.22	\$369,792.84	\$689,100.00	53.66%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$34,271.32	\$31,674.19	\$34,271.32	\$31,674.19	\$425,000.00	7.45%
Employer FICA	\$24,016.44	\$22,965.70	\$24,016.44	\$22,965.70	\$289,000.00	7.95%
Total Human Resources	\$58,287.76	\$54,639.89	\$58,287.76	\$54,639.89	\$714,000.00	7.65%
Total Undesignated Expenses	\$58,287.76	\$54,639.89	\$58,287.76	\$54,639.89	\$714,000.00	7.65%
Total Expenses	\$58,287.76	\$54,639.89	\$58,287.76	\$54,639.89	\$714,000.00	7.65%
NET SURPLUS/(DEFICIT)	\$345,083.46	\$315,152.95	\$345,083.46	\$315,152.95	(\$24,900.00)	

Northbrook Public Library
Income Statement
5/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,531.41	\$558.72	\$2,531.41	\$558.72	\$10,000.00	5.59%
Total Undesignated Revenue	\$2,531.41	\$558.72	\$2,531.41	\$558.72	\$10,000.00	5.59%
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	\$2,531.41	\$558.72	\$2,531.41	\$558.72	\$435,000.00	0.13%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$243,347.67	\$7,264.75	\$243,347.67	\$7,264.75	\$908,000.00	0.80%
Professional Fees	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$75,000.00	2.67%
Furniture & Equipment	\$0.00	\$1,627.61	\$0.00	\$1,627.61	\$40,000.00	4.07%
Total Capital & Bond Expenses	\$243,347.67	\$10,892.36	\$243,347.67	\$10,892.36	\$1,023,000.00	1.06%
Total Undesignated Expenses	\$243,347.67	\$10,892.36	\$243,347.67	\$10,892.36	\$1,023,000.00	1.06%
Total Expenses	\$243,347.67	\$10,892.36	\$243,347.67	\$10,892.36	\$1,023,000.00	1.06%
NET SURPLUS/(DEFICIT)	(\$240,816.26)	(\$10,333.64)	(\$240,816.26)	(\$10,333.64)	(\$588,000.00)	

Northbrook Public Library
Income Statement
5/31/2021

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$273,130.18	\$406,959.39	\$273,130.18	\$406,959.39	\$758,249.00	53.67%
Interest Income	(\$0.23)	\$0.06	(\$0.23)	\$0.06	\$0.00	0.00%
Total Undesignated Revenue	\$273,129.95	\$406,959.45	\$273,129.95	\$406,959.45	\$758,249.00	53.67%
Total Revenues	\$273,129.95	\$406,959.45	\$273,129.95	\$406,959.45	\$758,249.00	53.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$207,143.76	\$191,085.77	\$207,143.76	\$191,085.77	\$376,077	50.81%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$382,172	0.00%
Total Capital & Bond Expenses	\$207,143.76	\$191,085.77	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
Total Undesignated Expenses	\$207,143.76	\$191,085.77	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
Total Expenses	\$207,143.76	\$191,085.77	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
NET SURPLUS/(DEFICIT)	\$65,986.19	\$215,873.68	\$65,986.19	\$215,873.68	\$0.00	

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

Operating Funds

Library Claims List	\$	157,907.39
Librarian's Claims List	\$	19,821.24
Payroll	\$	299,693.88
Fica/IMRF	\$	54,639.89
ACH to IPBC	\$	67,348.01
Transfer to Debt Service	\$	200,000.00
Total Operating Funds	\$	799,410.41

Capital Improvement Fund

Claims List	\$	184,738.27
	\$	184,738.27

Debt Service Fund

2012 A Interest Payment	\$	365.77
2012 B Interest Payment	\$	345.00
2013 B Interest Payment	\$	126,000.00
2019 Interest Payment	\$	64,375.00
Total Debt Service Funds	\$	191,085.77

Grand Total Library

\$	1,175,234.45
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
25056	5/18/2021	Dairy Queen	\$2,355.00	annual payment - programming - reading club
25057	5/18/2021	Dunkin Pfingsten Donuts	\$960.00	annual payment - programming - reading club
25058	5/18/2021	First Bankcard	\$4,174.13	monthly payment - supplies
25059	5/18/2021	Kanopy LLC	\$12,000.00	annual payment - materials
25060	5/18/2021	Midwest Tape	\$42,000.00	annual payment - materials
25061	5/18/2021	T-Mobile	\$2,016.96	annual payment - telephone & materials
25062	5/18/2021	Wells Fargo Vender Fin Serv	\$2,295.00	quarterly payment - phtotocopy
25063	5/31/2021	Added Incentives, Inc.	\$2,021.27	annual payment - programming - reading club
25064	5/31/2021	Amazon	\$2,579.13	monthly payment - supplies
25066	5/31/2021	Ancel Glink P.C.	\$2,365.00	monthly payment - professional services
25067	5/31/2021	Baker & Taylor	\$9,748.46	monthly payment - materials
25068	5/31/2021	Bayscan Technologies	\$2,104.49	monthly payment - supplies
25069	5/31/2021	Best Quality Cleaning	\$5,735.00	monthly payment - contracted services
25070	5/31/2021	Brainfuse Inc.	\$3,000.00	annual payment - materials
25071	5/31/2021	CDW Government, Inc.	\$774.20	monthly payment - supplies
25072	5/31/2021	Colley Elevator Co.	\$4,574.00	annual payment - contracted services
25073	5/31/2021	Comcast	\$1,840.20	annual payment - telephone
25074	5/31/2021	Dornfeld Piano Tuning	\$930.00	quarterly payment - equipment rental & maintenance
25075	5/31/2021	F.E. Moran, Inc. - Fire Protection - North	\$2,325.00	annual payment - building repairs
25076	5/31/2021	Fifth House Ensemble	\$1,000.00	monthly payment - programming
25077	5/31/2021	HR Source	\$1,380.00	annual payment - professional services
25078	5/31/2021	Midwest Tape	\$2,385.30	monthly payment - materials
25079	5/31/2021	Naxos of America Inc.	\$1,050.00	annual payment - materials
25080	5/31/2021	Olsson Roofing Company, Inc.	\$925.00	bi annual payment - contracted services
25081	5/31/2021	Outsource Solutions Group, Inc.	\$18,177.50	monthly payment - contracted services
25082	5/31/2021	Proquest	\$968.03	annual payment - materials
25083	5/31/2021	Reaching Across Illinois Library System	\$8,565.86	annual payment - materials
25084	5/31/2021	Recycle Away	\$1,270.58	annual payment - furniture and equipment
25085	5/31/2021	Sterling Services, Inc.	\$2,736.90	tri annual payment - contracted services
25086	5/31/2021	Symmetry Energy Solutions, LLC	\$2,942.62	monthly payment - utilities
25087	5/31/2021	The Sewing Source	\$995.51	annual payment - equipment rental & maintenance
25088	5/31/2021	Travelers CL Remittance Center	\$1,602.00	annual payment - workers comp insurance
25089	5/31/2021	Tumbleweed Press Inc.	\$3,600.00	annual payment - materials
25090	5/31/2021	Village of Northbrook Water Dept.	\$1,196.58	tri annual payment - utilities
25091	5/31/2021	Vis-O-Graphic, Inc.	\$1,558.15	annual payment - programming - reading club
25092	5/31/2021	Weils Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25093	5/31/2021	Wex Health Inc.	\$2,357.02	monthly payment
25094	5/31/2021	Yami Vending Inc.	\$633.50	monthly payment - contingency

\$157,907.39

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

Transaction Number	Transaction Date	Reference	Payments
51121	5/31/2021	Advanced Disposal	\$512.00
51122	5/31/2021	Amy Alessio	\$75.00
51123	5/31/2021	Mark Anderson	\$400.00
51124	5/31/2021	Aquatic Works LTD	\$175.00
51125	5/31/2021	Art Excursions, Inc.	\$350.00
51126	5/31/2021	Aaron Ashmann	\$5.32
51127	5/31/2021	Auscura	\$500.00
51128	5/31/2021	Baker & Taylor Entertainment	\$525.65
51129	5/31/2021	Barbara J Barrett	\$125.00
51130	5/31/2021	Donna Beach	\$279.75
51131	5/31/2021	BMI	\$415.50
51132	5/31/2021	Paul Booth	\$200.00
51133	5/31/2021	Brodart Co.	\$42.59
51134	5/31/2021	Nancy Buehler	\$250.00
51135	5/31/2021	CallOne	\$370.31
51136	5/31/2021	Madison Carroll	\$5.88
51137	5/31/2021	Cavendish Square	\$177.93
51138	5/31/2021	Henry Cervantes	\$225.00
51139	5/31/2021	Chicago Sun Times	\$394.78
51140	5/31/2021	Cintas	\$330.66
51141	5/31/2021	Joe Cirignani	\$12.00
51142	5/31/2021	Consumers' Checkbook	\$450.00
51143	5/31/2021	Costco	\$250.00
51144	5/31/2021	Demco	\$362.90
51145	5/31/2021	Dillon Reporting Service Inc.	\$135.00
51146	5/31/2021	Displays2Go	\$462.01
51147	5/31/2021	Efficiency Reporting	\$212.00
51148	5/31/2021	Ellison Educational Equipment Inc.	\$24.00
51149	5/31/2021	Christopher Ferrer	\$400.00
51150	5/31/2021	Findaway World, LLC	\$63.19
51151	5/31/2021	Forest Preserve District of Kane County	\$50.00
51152	5/31/2021	Gale/Cengage Learning Inc.	\$443.64
51153	5/31/2021	Garvey's Office Products	\$359.40
51154	5/31/2021	Mark Gelfeld	\$200.00
51155	5/31/2021	Van Gilmer	\$100.00
51156	5/31/2021	Bridget Golembiewski	\$153.98
51157	5/31/2021	Benjamin Goluboff	\$250.00
51158	5/31/2021	Jayne Herring	\$475.00
51159	5/31/2021	Jayne Herring	\$550.00
51160	5/31/2021	Jayne Herring	\$550.00
51161	5/31/2021	Donna Herula, LTD	\$500.00
51162	5/31/2021	The Home Depot Credit Services	\$252.83
51163	5/31/2021	Illinois Heartland Library System-OCLC	\$49.00
51164	5/31/2021	Illinois Library Association	\$55.00
51165	5/31/2021	Image Specialties of Glenview, Inc.	\$7.60
51166	5/31/2021	International Dark Sky Association Inc.	\$150.00

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

Transaction Number	Transaction Date	Reference	Payments
51167	5/31/2021	Investor's Business Daily	\$349.00
51168	5/31/2021	J.D. Power and Associates	\$498.00
51169	5/31/2021	K&M Printing Company	\$580.00
51170	5/31/2021	Christopher Kolososki	\$17.00
51171	5/31/2021	Laura Kowalski	\$60.00
51172	5/31/2021	Alisa Kusnitzow	\$125.00
51173	5/31/2021	Alisa Kusnitzow	\$125.00
51174	5/31/2021	Lechner Services	\$75.00
51175	5/31/2021	Library Ideas LLC	\$483.40
51176	5/31/2021	Ron Mantegna	\$200.00
51177	5/31/2021	Niles-Maine Public Library	\$150.00
51178	5/31/2021	Northbrook Hardware	\$122.06
51179	5/31/2021	NSYMCA Art Academy	\$260.00
51180	5/31/2021	Old Town School of Folk Music	\$300.00
51181	5/31/2021	Old Town School of Folk Music	\$300.00
51182	5/31/2021	Petty Cash Custodian	\$60.00
51183	5/31/2021	Rowman & Littlefield Publishing Group	\$97.87
51184	5/31/2021	Olga Rudiak	\$400.00
51185	5/31/2021	Runco Office Supply	\$48.82
51186	5/31/2021	SenSource	\$340.00
51187	5/31/2021	Ellen Shubart	\$100.00
51188	5/31/2021	Sujin Song	\$100.00
51189	5/31/2021	Sticky Fingers Cooking	\$300.00
51190	5/31/2021	Stories Matter Foundation	\$200.00
51191	5/31/2021	Swank Motion Pictures Inc.	\$522.00
51192	5/31/2021	The Herb Quarterly	\$19.97
51193	5/31/2021	Uline	\$482.18
51194	5/31/2021	UPS	\$12.82
51195	5/31/2021	Maurice J Vaughn	\$550.00
51196	5/31/2021	VSP of Illinois, NFP	\$326.08
51197	5/31/2021	WEX Bank	\$55.15
51198	5/31/2021	WEX Health, Inc.	\$100.50
51199	5/31/2021	WILIUG	\$40.00
51200	5/31/2021	Sharon Yiesla	\$200.00
51201	5/31/2021	YourMembership.com, Inc.	\$249.00
51202	5/31/2021	Peng Zhou	\$17.99
51203	5/31/2021	Anna Amen	\$76.48

\$ 19,821.24

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

Transaction Number	Transaction Date	Reference	Payments	Description
1783	1/29/2021	VOID - Product Architecture + Design	\$ (2,095.00)	1st Floor Renovation Project
1801	5/18/2021	Pepper Construction Co.	\$164,420.91	1st Floor Renovation Project
1802	5/18/2021	Product Architecture + Design	\$10,095.00	1st Floor Renovation Project
1803	5/18/2021	Sterling Services, Inc.	\$3,744.75	1st Floor Renovation Project
1804	5/31/2021	Anna Amen	\$1,627.61	1st Floor Renovation Project
1805	5/31/2021	Ancel Glink P.C.	\$1,425.00	1st Floor Renovation Project
1806	5/31/2021	F.E. Moran, Inc. - Plumbing	\$3,520.00	Building Repair
1807	5/31/2021	Bonnie Lecat	\$2,000.00	1st Floor Renovation Project - mural
			<u>\$ 184,738.27</u>	

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 FY2022 is: \$9,111,049
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. General Operating Expenditures \$7,663,700
 - 2. IMRF (provides for employee's retirement and related expenses) \$425,000
 - 3. Social Security (provides for employee's FICA costs and related expenses) \$289,000
 - 4. Debt Service (for bond and interest payments) \$758,249
- 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 46
 - 2. Part-time 62
- 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; Abby Young, Vice President; Maura Crisham, Secretary; Jami Xu, Treasurer; Sharon Bergstein; Kahyan Parsi; Barbara Unikel
- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (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. Use request form or email 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.

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT - PAGE 2

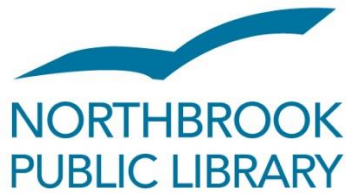
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - 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, Administration
- 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. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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Memorandum

DATE: June 7, 2021

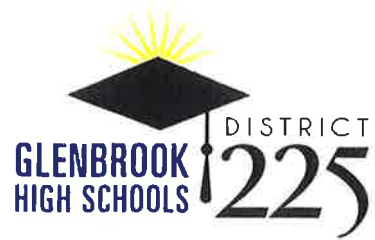
TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Technology Consortium Agreement

Several years ago, the library joined the Northfield Township Technology Consortium. We have benefited from this intergovernmental cooperation and significantly reduced our internet costs. The updated agreement in your packet is to add in additional governmental partners to expand the consortium and further reduce costs.

Our patrons have greatly benefited from this intergovernmental cooperation and I ask the board to approve the updated agreement.



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, August 24, 2020

Re: Intergovernmental Agreement Reestablishing the the Northfield Township Technology Consortium

Recommendation

It is recommended that the Board of Education approve the Intergovernmental Agreement Reestablishing the Northfield Township Technology Consortium.

Background

On March 17, 2014, the Board of Education approved an intergovernmental agreement to establish the Northfield Township Technology Consortium. At that time, school districts 27, 28, 30, 225, and the Village of Northbrook agreed to partner with each other, "to secure wholesale pricing for Internet access bandwidth at a fraction of costs that other entities are paying." Since establishment, our school district has managed the day-to-day operations of the network that serves internet services to each of its members. By leveraging fiber-optic connections provided by commercial vendors and the Village of Northbrook, Consortium members have benefited from a stable network with redundancy, a 99% uptime, and a minimal monthly service bill.

As the success of the low-cost bandwidth program became known, the Consortium has expanded to include additional community partners. While it has always been the intention to include all public school and municipal agencies across the region, geographical challenges have prevented some entities from being able to establish a physical connection to our network. Fortunately, recent construction and modernization efforts across our communities have resolved some of the challenges that once prevented participation in the Consortium.

In January 2020 the Board of Education adopted a revised intergovernmental agreement to provide access for the Glenview Park District and the Village of Glenview to participate in the consortium. Since that time we have received an additional request from the Village of Lincolnshire to participate. Recognizing that the more participants in the consortium, the lower the operational costs will be for Glenbrook, we are recommending that the Board of Education approve the Village of Lincolnshire's membership.

**INTERGOVERNMENTAL AGREEMENT REESTABLISHING THE
NORTHFIELD TOWNSHIP TECHNOLOGY CONSORTIUM**

This Agreement is made and entered into by and between the BOARD OF EDUCATION OF GLENBROOK HIGH SCHOOL DISTRICT 225, an Illinois public school district ("School District 225"); the BOARD OF EDUCATION OF NORTHBROOK SCHOOL DISTRICT 27, an Illinois public school district ("School District 27"); the BOARD OF EDUCATION OF NORTHBROOK SCHOOL DISTRICT 28, an Illinois public school district ("School District 28"); the BOARD OF EDUCATION OF NORTHBROOK/GLENVIEW SCHOOL DISTRICT 30, an Illinois public school district ("School District 30"); the VILLAGE OF GLENVIEW, an Illinois municipal corporation ("Glenview"); the VILLAGE OF NORTHBROOK, an Illinois municipal corporation ("Northbrook"); the BOARD OF PARK COMMISSIONERS OF GLENVIEW PARK DISTRICT, an Illinois park district ("Glenview Park District"); the BOARD OF PARK COMMISSIONERS OF NORTHBROOK PARK DISTRICT, an Illinois park district ("Northbrook Park District"); and the GOVERNING BOARD OF NORTHBROOK PUBLIC LIBRARY, an Illinois public library ("Northbrook Public Library") and the VILLAGE OF LINCOLNSHIRE, an Illinois municipal corporation ("Lincolnshire") (hereinafter collectively referred to as the "Parties," or individually as a "Party").

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 and the *Illinois Intergovernmental Cooperation Act* (5 ILCS 220/1et seq.) enables the parties to enter into agreements among themselves and provides authority for intergovernmental cooperation; and

WHEREAS, the Parties desire to establish a Consortium for purposes of obtaining internet access/services; and

WHEREAS, the Parties have determined that creating a Consortium will provide significant cost savings with respect to the purchase of internet services; and

WHEREAS, the Consortium is being formed pursuant to and in accordance with the E-Rate program of the Universal Service Fund, administered by the Universal Service Administrative Company ("USAC") authorized by the *Federal Telecommunications Act of 1996*; and

WHEREAS, the Federal Communications Commission has determined that telecommunications services, internet access, and internal connections are eligible for discounted rates pursuant to the E-Rate program; and

WHEREAS, the Parties desire to designate the Board of Education of Glenbrook High School District 225 as the “Lead Agency” of the Consortium; and

WHEREAS, the Village of Glenview, the Glenview Park District, the Village of Northbrook, the Northbrook Public Library, the Northbrook Park District, and the Village of Lincolnshire are not or have elected to not be E-rate eligible and consequently must pay a higher proportionate share based upon a pre-E-rate amount.

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions, and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties hereto, the Parties hereby agree as follows:

Section 1. Recitals

That the foregoing recitals are incorporated into and made part of this Agreement by reference as if fully set forth herein.

Section 2. Creation

- A. That the Parties hereby create the “Northfield Township Technology Consortium.”
- B. That the Board of Education of Glenbrook High School District 225 is hereby named the “Lead Agency” pursuant to E-Rate regulations.
- C. Each party to this Agreement shall be a Member of the Consortium.

Section 3. Effective Date

The effective date of this Agreement shall be September 1, 2020.

Section 4. Term

The term of this Agreement shall begin on September 1, 2020, and conclude on June 30, 2026. The agreement may be renewed for an additional term of five years, with the approval of each participant’s governing board.

Section 5. Cooperation

The Parties shall work cooperatively to obtain E-Rate funding and establish necessary internet access for all parties to this Agreement. The Parties hereby agree to execute any and all documents necessary to effectuate the terms and intent of this Agreement. Parties that are not eligible for, or choose not to participate in the E-Rate program will not be required to participate in the appropriate E-Rate

application and submission process. However, those parties not participating in the E-Rate program will be charged the pre-discount E-Rate access fees.

The Parties will meet on an annual basis to review current and proposed services prior to the start of the fiscal year (July 1st). School District 225 will be responsible for coordinating the said meeting.

Section 6. Authority

School District 225 as the Lead Agency will identify and select one or more internet service providers that best meet the needs of the Consortium members, taking into consideration cost, quality, serviceability, and any and all factors deemed appropriate by the Consortium and its members.

Section 8. Contracting/Development

- A. School District 225 as the Lead Agency shall perform all services necessary for E-Rate funding, including but not limited to the annual filing of all necessary paperwork and any and all other actions otherwise required by USAC and the terms of this Agreement.
- B. School District 225 as the Lead Agency shall solely contract with the internet service provider(s) on behalf of the Consortium. The Parties to this Agreement will reimburse School District 225 monthly based upon each Party's pro-rata use of available bandwidth, as set forth in the membership and service status report, attached hereto and incorporated herein by reference, as well as the service cost formula attached hereto and incorporated by reference.
- C. The Parties acknowledge that School District 225 will be solely contracting with one or more internet service providers based upon the current bandwidth needs as established by the Consortium's Form 470. The reimbursement obligations of the Parties set forth herein are therefore absolute and unconditional for the term of the Agreement

Section 9. Withdrawal from Consortium

Any Party may withdraw from the Consortium at any time with notice to all other parties, however, such withdrawal shall not relieve the Party from its obligations to reimburse School District 225 for that Party's proportionate share as set forth in Exhibit A for the entire term of this Agreement.

Section 10. Additional Members

Additional qualified local governmental entities may be added to the Consortium if approved by all other of the then-existing members of the Consortium. Approval of additional members may be

approved through majority consensus of the existing membership's designated representatives. The Parties acknowledge that USAC filing dates may vary from year to year and the timing of the admission of additional members seeking E-Rate funding shall be dependent upon the USAC calendar with respect to filing periods.

Section 11. Notices

All notices required or permitted under this Agreement shall be given by a regular United States mail to each party at the following addresses:

School Districts

Board of Education
Glenbrook High School District 225
3801 W. Lake Avenue
Glenview, IL 60026

Board of Education
Northbrook School District 27
1250 Sanders Road
Northbrook, IL 60062

Board of Education
Northbrook School District 28
1475 Maple Avenue
Northbrook, IL 60062

Board of Education
Northbrook/Glenview School District 30
2374 Shermer Rd.
Northbrook, IL 60062

Municipal Agencies

Board of Trustees
Village of Glenview
2500 East Lake Avenue
Glenview, IL 60026

Board of Trustees
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Board of Park Commissioners
Glenview Park District
2400 Chestnut Avenue
Glenview, IL 60026

Board of Park Commissioners
Northbrook Park District
333 Walters Avenue
Northbrook, IL 60062

Board of Trustees
Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062

Section 12. Miscellaneous

- A. This Agreement represents the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement.
- B. Each Party hereby represents and warrants to all other Parties that the person executing this Agreement on its behalf has been properly authorized to do so and that all necessary corporate formalities have been adhered to.

- C. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected and shall remain in full force and effect.
- D. This Agreement shall be governed exclusively in accordance with the laws of the State of Illinois.
- E. This Agreement may only be amended or modified by written agreement of the Parties.
- F. The Members of the Consortium acknowledge that School District 225, as Lead Agency, is not providing internet services, but is simply contracting with one or more internet service providers on behalf of the Consortium. The Members of the Consortium, therefore, covenant and agree that School District 225 shall not be liable to any Member of the Consortium for interruption of services.

In Witness Whereof, the Parties have executed this Agreement on the dates set forth below.

**THE BOARD OF EDUCATION OF
GLENBROOK HIGH SCHOOL DISTRICT
NO. 225, Cook County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF EDUCATION OF
NORTHBROOK SCHOOL DISTRICT NO.
27, Cook County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF EDUCATION OF
NORTHBROOK SCHOOL DISTRICT NO.
28, Cook County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF EDUCATION OF
NORTHBROOK/GLENVIEW SCHOOL
DISTRICT NO. 30, Cook County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF TRUSTEES, VILLAGE OF
GLENVIEW, Cook County, IL**

**THE BOARD OF TRUSTEES, VILLAGE OF
NORTHBROOK, Cook County, IL**

By: _____
Village Manager

Attest: _____
Village Clerk

Date: _____

By: _____
Village Manager

Attest: _____
Village Clerk

Date: _____

**THE BOARD OF TRUSTEES, VILLAGE OF
LINCOLNSHIRE, Lake County, IL**

By: _____
Village Manager

Attest: _____
Village Clerk

Date: _____

**THE BOARD OF PARK COMMISSIONERS,
GLENVIEW PARK DISTRICT, Cook
County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF PARK COMMISSIONERS,
NORTHBROOK PARK DISTRICT, Cook
County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

**THE BOARD OF TRUSTEES,
NORTHBROOK PUBLIC LIBRARY, Cook
County, IL**

By: _____
President

Attest: _____
Secretary

Date: _____

Group Health Insurance Plans

Full-time employees may participate in a group medical, dental and/or vision plan offered through the library. There are two types of medical plans to choose from, a Preferred Provider Organization (PPO) and a Health Maintenance Organization (HMO). Both medical plans are insured through Blue Cross Blue Shield. The PPO dental plan is provided through [Delta Dental MetLife](#). The vision plan provider is VSP.

Health, dental and vision coverage is effective the first of the month following 30 days of eligible employment. Employees can review and make changes to their benefit elections annually during open enrollment or within 30 days of a qualified event during the plan year.

The library contributes an amount set annually by the Board of Trustees toward single & dependent coverage. Payroll deductions (pre-tax) will be made for the difference between the amount contributed by the library and the premium amount.

Additional benefit information and forms are available from the Human Resources Manager or may be located on the Intranet.

Group Health Insurance Plans

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Additional benefit information and forms are available from the Human Resources Manager or may be located on the Intranet.

Dress Guidelines and Name Badges Policy

Name badges are to be worn during hours the library is open to the public. The badge should be worn so that it is visible to patrons and other staff.

Employees must present a professional appearance at all times while working. Employees are expected to be dressed and well-groomed in a manner appropriate for:

- Daily responsibilities and for specific events and programs
- The patron group(s) being serviced
- Safety requirements for work being performed

Generally, appropriate dress will be “business casual.” Examples of inappropriate dress include but are not limited to:

- Shorts or mini-skirts
- Athletic, exercise (sweatshirts, yoga pants) or beach attire
- Leggings unless worn with an appropriate length top, sweater or dress
- Any item with images or words (except that small brand logos are acceptable)

Closed-toe shoes are required for employees who regularly work with or near book carts.

Maintenance employees are provided a uniform by the library and are also required to wear closed-toe shoes.

Blue jeans (neat, clean, hemmed and without holes) may be worn ~~by employees who do not interact with the public on a regular basis such as Shelters, Graphic Designer, Content Specialist, and Technical Services employees.~~

~~All employees may wear jeans when they wear the Northbrook Public Library branded clothing provided by the library.~~

Hats and other head coverings may be worn inside the library for religious, cultural or medical reasons only.

Employees are prohibited from wearing or maintaining in their work space any type of strong smelling substance, including but not limited to: perfumes, after shaves, colognes, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing library work.

Any temporary exceptions based on season or special events will be communicated to all staff. Employees should discuss any questions about professional appearance with their manager.

An employee who fails to meet the above dress guidelines, as determined by their manager or the Executive Director, may be sent home to change attire and receive a verbal warning. For non-exempt employees, time taken away from work to correct wardrobe choices will not be paid. Additional violations of this policy may lead to further disciplinary action, up to and including termination.

404: Study Rooms

Created:	March 2020	Updated:	June 2021
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The library has study rooms available for public use up to two hours a day for no charge. These rooms are available to reserve up to a week in advance by anyone with a valid Northbrook Public Library card in good standing. If a room is available, non-Northbrook walk-ins ~~from non-Northbrook cardholders~~ will be able to use the room for up to two hours a day.

Persons using the study rooms are expected to engage in activities associated with the use of a public library and subject to the library's Public Code of ~~Behaio~~Behavior (<https://www.northbrook.info/about/policies/public-code-behavior>). The people using the rooms must adhere to the posted capacity signs.

Buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) are prohibited.

DIRECTOR'S REPORT

June 2021

AGENDA ITEMS

3 Consent Agenda

- 3.6 Approve Updated Freedom of Information Act policy with new board officers and financial information

This includes the new officers and budget information for this fiscal year.

- 3.7 Approve new bank resolutions for new Board Officer signers

Anna will be sending out the resolutions next week, but this is to update who is a signatory for checks with the new officers.

- 3.8 Approve Technology Consortium Agreement

I have a memo in here. This is an update to an agreement the board approved several years ago for intergovernmental internet service.

- 3.9 Approve Employee Hand Book Updates- Group Health Insurance Plan & Dress Code policies

We have some minor changes to policies that I have included with edits in the packet.

- 3.10 Approve General Policy Update- Study Rooms

We have some minor changes to policies that I have included with edits in the packet.

6 Board Member Reports

This is a new section that provides an opportunity for board members to share information on community events or information, trainings they have attended, or meetings they have attended for the library.

7 Unfinished Business

- 7.1 RFID & Circulation Renovation Update

I will provide a verbal update, but have great news. The automated materials handler has cleared customs and is on its way here. Installation will begin on June 16!

8 New Business

- 8.1 Climate Action Plan presentation- Jill Franklin, Reference Librarian
Jill will be presenting on the Village's new proposed Climate Action Plan.
- 8.2 Cedar Lane Project Presentation- Matt Farmer, Village of Northbrook
Matt Farmer will be joining us to go over the plan for the project on Cedar Lane including adding in a new entryway to our parking lot for buses.
- 8.3 Executive Director Review
Included in the email to the board is a summary of what I did in the past year, my goals for next year, and a list of area director salaries. Laurie has also prepared the feedback from the staff on me and included that as well.

DEPARTMENT & PROJECT UPDATES

Summer Reading

- Summer Reading launched June 1 for all Ages. The theme is Reading Colors Your World. Patrons can visit in person or do the entire program online. Incentives are from local businesses. As of Friday, June 11, we have the following sign-ups:
 - Adult - 471
 - Teen - 305
 - Youth - 907
 - Baby - 75
- We hosted a Drive Thru Summer Reading Kick Off event on Saturday, June 6 from 6pm-8pm and Sunday, June 7 from 9am-12pm. We had 250 cars with about 750 people come through over the 2 days who received a goodie bag that included a butterfly garden seed packet for adults and sidewalk chalk for kids as well as Summer Reading logs. Participants could tune in to an FM radio station to hear music performed by local musicians as they drove through the library parking lot. The event included a scavenger hunt that has been completed by 18 people as of June 11.
- The board is also encouraged to sign-up for summer reading either in person or on the website at: <https://www.northbrook.info/summer-reading>

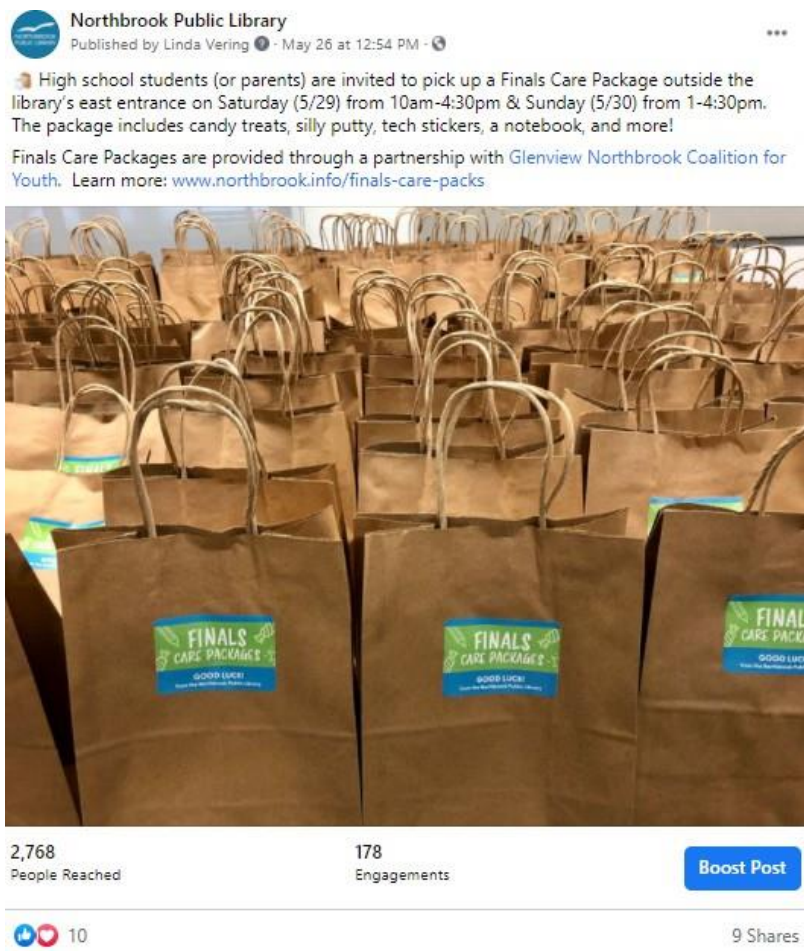
Fiction & Media

- The library hosted Chicago blues legend Maurice John Vaughn in a virtual concert on May 6. The concert was held in the library's auditorium and streamed via YouTube and received many positive compliments from attendees.
- The library partnered with the Northbrook Arts Commission in May to present a special series of Sunday virtual chamber music concerts, including featured artists such as Chicago Symphony members Susan Warner and David Griffin, Northbrook resident Christopher Laughlin, and the Fifth House Ensemble.

- In partnership with the Chicago YIVO Society, the library offered a virtual lecture titled 1943 - A Year in Yitskhok Bashevis' Literary Career on Sunday, May 23. The presenter is a college professor and the event drew about 45 attendees.

Marketing

- Jane and Sarah began working on a series of posts to promote Pride Month in June, which like the May AAPI Heritage Month posts, involved reaching out to other departments for reading recommendations.
- Finals Care Packages/"Finals Cafe": Brittany worked on posters and table tents for our unofficial "Finals Cafe" and Linda and Brittany worked on content and graphics and promotion for Finals Care Packages, which were distributed by Youth Services, in partnership with GNCY. With shares by other local schools and the Village, this post reached over 2,800 people.



Reference

- We have once again started partnering with the North Shore Genealogical Society (NSGS) on programing and hosted the virtual: Cyber Sleuthing Your Family Tree program on Saturday, May 8. Our next program with NSGS will be on DNA in September.
- On May 25, author, Ellen Shubart discussed her newest book: Chicago: An Illustrated Timeline. She talked about the old neighborhoods of the city; the impact that immigrants from Europe, Asia, and Latin America had on the economy and manufacturing; and discussed present trends and the great architecture of Chicago.

Youth Services

- Anna Fillmore set up the popular book stroll at Willowbrook School in May for students and community members to enjoy.
- Sara Chase launched a remote version of her popular reading club program for school-age patrons, Cool Reads in a box. Kids let Sara know their reading likes and dislikes and Sara made individual boxes with recommended books, activities and treats for curbside pickup.
- Bridget Golembieski worked closely with GNCY, the Glenview Northbrook Coalition for Youth to create and distribute over 200 high school finals care packages at the library in May. Packages included journals, study tips and anti-tobacco and vaping information.

PROJECT UPDATES

Climate Action Plan

Jill Franklin will be presenting to the board on this at the meeting. There is also an open house that board members are welcome to attend on June 16 from 4-7pm at Village Hall.

Friends of the Library Board

The Friends of the Library met in person for the first time since the start of the pandemic. There were several new people who attended who are interested in serving on the Friends Board. The

Friends approved financially supporting new millwork in the lobby as part of the lobby construction project.

Finishing Construction & Reopening the Lobby

We finished up moving Circulation back downstairs and then spent most of May getting the lobby ready to reopen. IT has been preparing self-check stations, Circulation work stations, and security cameras for the new lobby space. We also launched two new collections and a display with the opening of the new lobby. Marketing is taking a coordinating role on the Spotlight display and was heavily involved in the creation of the content in the signage and tags on the new Library of Things Collection. Staff from throughout the library is involved in the creation and maintenance of our new Library of Things and Popular Picks collections.

Patrons were very happy with the look of the new lobby and we have been seeing a steady increase in visitors this week.

One Book One Northbrook

The One Book, One Northbrook Committee is currently planning programs and outreach events around The Vanishing Half for our October One Book One Northbrook. Copies have been/will be shared with board members.

Exterior Lockers

We have purchased exterior lockers that will replace the current curbside pickup system this fall. Patrons have expressed interest in the continuation of this service beyond the pandemic. Our trends committee researched the trend, fast casual, when considering how library patrons will utilize the library in a post-pandemic society, specifically the use of self-checkout machines, apps, public facing holds shelves, and outside locker storage. Based on the Trends Committee research and discussion, we found that our community has been seeking quick and convenient ways to checkout library materials and we anticipate that their desire to be self-reliant and safe will continue far into the future.

BEHIND THE SCENES (HR, FACILITIES, & FINANCES)

CCS Consortium

The library has applied and been approved to be a beta tester of our integrated library system's new Vega discovery layer. CCS sought at least four libraries to participate in beta testing. Phil Collins will be the lead on the library's application. We are excited for the opportunity to share directly with Innovative ways to make the catalog more useful for users and look forward to doing user testing.

HR

Staff Departures

- Kate Henry, regular part-time Maker Services Specialist resigned effective May 11. She accepted a full-time position at AHML.
- Danny Quinlan, full-time Assistant Manager (CIRC) resigned effective May 14. He accepted the Membership Services Manager position at Highland Park.
- After 16+ years of service, Patty Farrell, part-time Clerk (Reference) retired effective May 26.

Staff Development Day

On May 14, we held our 2nd annual virtual staff development day. We had over 100 staff participate in the day and between a recap of last year and looking ahead to what next year brings, staff attended presentations on EDI topics and celebrated staff anniversaries. The committee also created space for staff to connect and . I want to recognize the hard work of the committee that put together a day that engaged staff, challenging to do in person and even more so when in an all virtual environment:

- Amanda Lopez, Youth Services- Chair
- Madison Carroll, Fiction & Media
- Cathleen Doyle, Maker Services
- Susan Wolf, Reference
- Seyoung Lee, Technical Services
- Erin Murray, Circulation

- Laurie Prioletti, Administration

Helping Other Government Agencies

Arielle Raybuck worked with Northfield Township to livestream their new commissioners and supervisor swearing in ceremony from an outdoor pavilion at The Grove. Arielle worked with their point person to determine needs, brought the equipment over, set it up, worked the event and struck and returned the equipment.

EXECUTIVE DIRECTOR REPORT

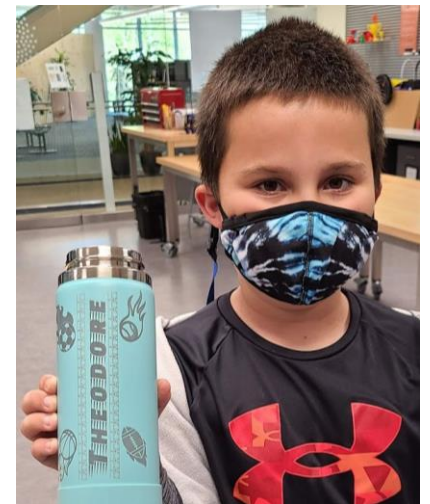
My May was largely spent getting the lobby ready to reopen although I did take one week off to recharge before heading into the summer and a return to our full operating hours.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
May, 2021

PROJECTS



3D PRINTS

We printed 18 items for patrons.

PROGRAMS

We offered 6 maker programs with 44 attendees:

- Glass Fusion: Wall Plaque
- Macrame Rainbow
- Intro to Citizen Science
- Design for Laser Cutting
- Intro to Ham Radio
- Intro to Broadcaster Software

APPOINTMENTS

We held 11 digitization appointments and 50 Collaboratory appointments, helping 71 people in total create and digitize.

FEEDBACK

30-Day Make-a-thon program: *She was an excellent facilitator, provided clear and easy to understand instructions and was kind to all of the participants.*

Macrame Rainbow program: *I'm not at all artistic and I was able to complete this project with Michelle's excellent instruction.*

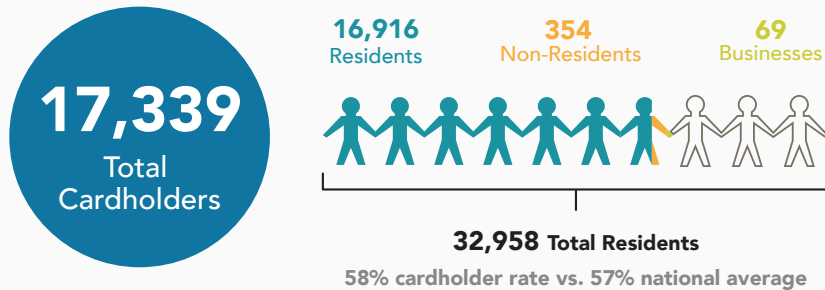
Intro to Citizen Science program: *Great information and he actually showed us the website and walked through participating.*

Intro to Open Broadcaster Software program: *Articulate and very good at moving step by step.*

MAY 2021 DATA & STATISTICS

This data compares May 2020 and May 2021. The library was closed for in person service in May 2020 and had just started virtual services and programs. We were not allowing physical materials to be checked out and strongly promoting our online resources and downloadable collections. This year, we have seen an increase in the number of virtual services and programs and were also open for checkouts and other in-person services.

Card Holders



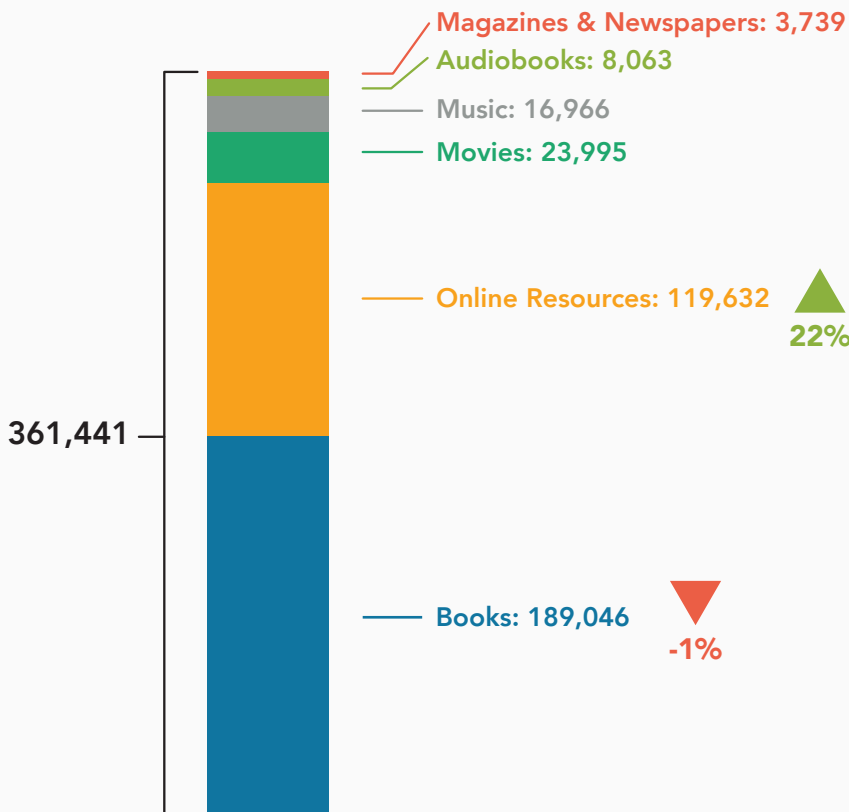
Checkouts

53,959
Checkouts

▲
63%

Books	30,733	eBooks	8,739
Audiobooks	864	eAudiobooks	3,735
Newspaper & Mags	559	eMags	921
Movies	5,523	eMovies	1,150
Music	1,653	eMusic	82

Collection



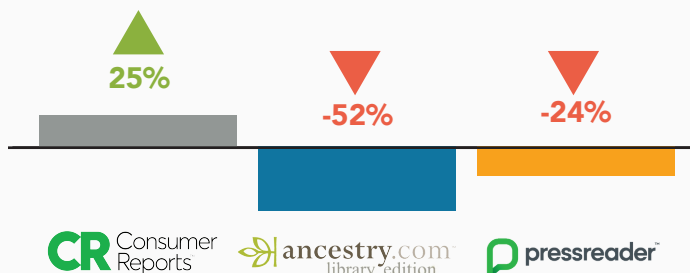
Downloadable Content

	2020	2021	
eBooks	12,198	8,739	▼ -28%
eAudiobooks	3,520	3,735	▲ 6%
eMagazines	1,669	921	▼ -44%
eVideo	2,327	1,150	▼ -50%
eMusic	244	82	▼ -66%

MAY 2021 DATA & STATISTICS

eResource Use

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



Curbside & Delivery



1,359
Items picked up

2,649
Curbside pickup appointments

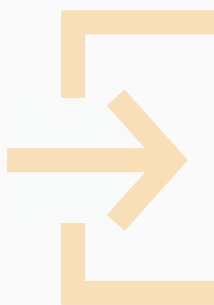
46
Homebound deliveries

102
Items delivered



Visits

2021
9,102

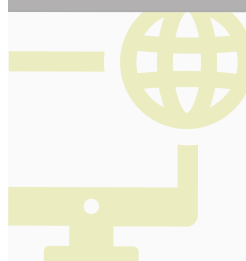


Study Room Bookings

105
Study room bookings



Technology



273
computer sessions



5,053
WiFi sessions

171%



2,759
total calls



2 minutes
average call time

Virtual Programs

56
programs offered

1,876
total attendance

73

Average attendance per program



Virtual Technology Help Sessions

Patron Comments and Suggestions

May 2021

RECEIVED MAY 4, 2021

Plastic bags should not be by the self check outs. People are taking and using them just because they are in sight. Maybe there could be a sign to only use bags if needed. Better yet keep them behind the welcome desk so patrons would have to ask for one.

Comment Source: Email

Response to Patron by Kelly Durov on May 5, 2021:

I am happy to report that the library will be offering canvas tote bags for check out starting this summer. We have offered the plastic bags for some time and always kept them behind the Circulation desk. Due to the COVID pandemic and construction on the first floor we have relocated them near the self check stations for safety and convenience.

RECEIVED MAY 18, 2021

The League of Women Voters of Glenview/Glencoe regularly uses and very much appreciates the virtual access to meetings that your board has provided during the pandemic. We realize that quick actions during an unprecedented time of trouble and stress were required in order to continue to make your meetings accessible to the public. We are sure that you agree that although there has been a "learning curve" in knowing how to effectively use virtual access to meetings, it has made attending a meeting easier for all, and a new possibility for many. Residents of the community who are disabled, elderly, or who for any number of reasons find it difficult to attend a meeting in person, have been able to attend your meetings regularly from their homes.

We are writing to you today to ask that as restrictions on in-person meetings ease, you consider the possibilities for continuing to provide remote access. We realize that although providing access may present challenges, you will consider the great benefit to the community you provide by doing so. The League of Women Voters very much believes that the health of a community is partially determined by the kind of access the public has to their local government. We know, because you serve and work hard on your board, that you share this belief, and we hope that you will seriously consider our request to continue providing the public with access to your meetings.

We appreciate the huge commitment each of you makes in serving our community and we thank you for considering this issue.

Comment Source: Email

Response to Patron by Kate Hall on June 9, 2021:

My apologies for not responding to your email sooner. It somehow got caught in our spam filter and we just got it. Regarding continuing to provide remote access to meetings and programs, we are planning to continue offering remote access. Our June board meeting will be in person, but we will be live streaming it on YouTube. The link will be on the Board page and on our events calendar. No pre-registration will be required.

The board is committed to being transparent and providing those residents who are not able to easily come or who prefer to watch at home the option to do so and will continue to offer a remote option for future board meetings and also continue adding the recordings to our website.

I appreciate you taking the time to share the League's thoughts on this matter and would be happy to talk further if you or anyone else so desires.

RECEIVED MAY 19, 2021

joe at reference was very helpful. i just got a ticket from state of illinois that i need to contact my reps about. i could not find them on the internet. he found them easily and quickly. thank you much.

Comment Source: Email

Response to Patron by Susan Wolf on May 20, 2021:

Thank you very much for your feedback. I am glad that Joe was able to help you find the information you needed. I will pass along your message and we will keep this in his employee file.

RECEIVED MAY 22, 2021

IF THE CDC DOESN'T REQUIRE CITIZENS TO WEAR MASKS WHAT MAKES YOU THINK YOU KNOW BETTER?

Comment Source: Email

Response to Patron by Kelly Durov on May 22, 2021:

The guidance from the CDC is broad and allows for units of local organizations to continue to require masks. We still require anyone entering the building to wear a mask. Our job is to make our building as accessible as possible to the entire community and that means continuing to require masks so that we can ensure everyone feels safe coming into the building, not just those individuals who are fully vaccinated.

RECEIVED MAY 25, 2021

Note of thanks sent to Jill Franklin, Reference Librarian. Thank you for moderating the Dark Sky webinar and for brining environmental awareness to our Village. Go Green Northbrook and the library are very fortunate to have your passion and expertise.

Comment Source: Paper Form

Response to Patron by Susan Wolf on June 10, 2021:

Thank you so much for your feedback. We are glad you enjoyed the program and agree that we are fortunate to have Jill working at the library.



Memorandum

DATE: June 10, 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 uptick in visitors this week and expect that to steadily increase over the summer. On Friday, June 11, the state moved into Phase 5 of the statewide plan. We are sticking with our [timeline](#) for changes over the summer:

Recently we have made the following changes:

- Newspapers are put back out
- Drinking fountains are uncovered
- Allowing multiple people per table
- Allowing people to remove masks in study rooms
- Increasing occupancy limits in the building

In the next month, we will be adding back the following services:

- Bringing back volunteers from the Friends of the Library to start working on getting the bookshop ready to reopen
- Add in comfy seating throughout the building
- Start allowing donations again
- Allowing reservations for September for the Civic meeting room by outside groups
- Adding the Arts Commission art exhibits back
- Adding back more tables and chairs

We are still requiring masks and will continue to monitor the situation to determine if we need to make any changes with our mask requirements or any other safety procedure. I look forward to hearing your thoughts and questions.

Climate Action Plan & Northbrook Public Library

Jill Franklin
Library Board Meeting
June 17, 2021



Climate Action Plan - Overview

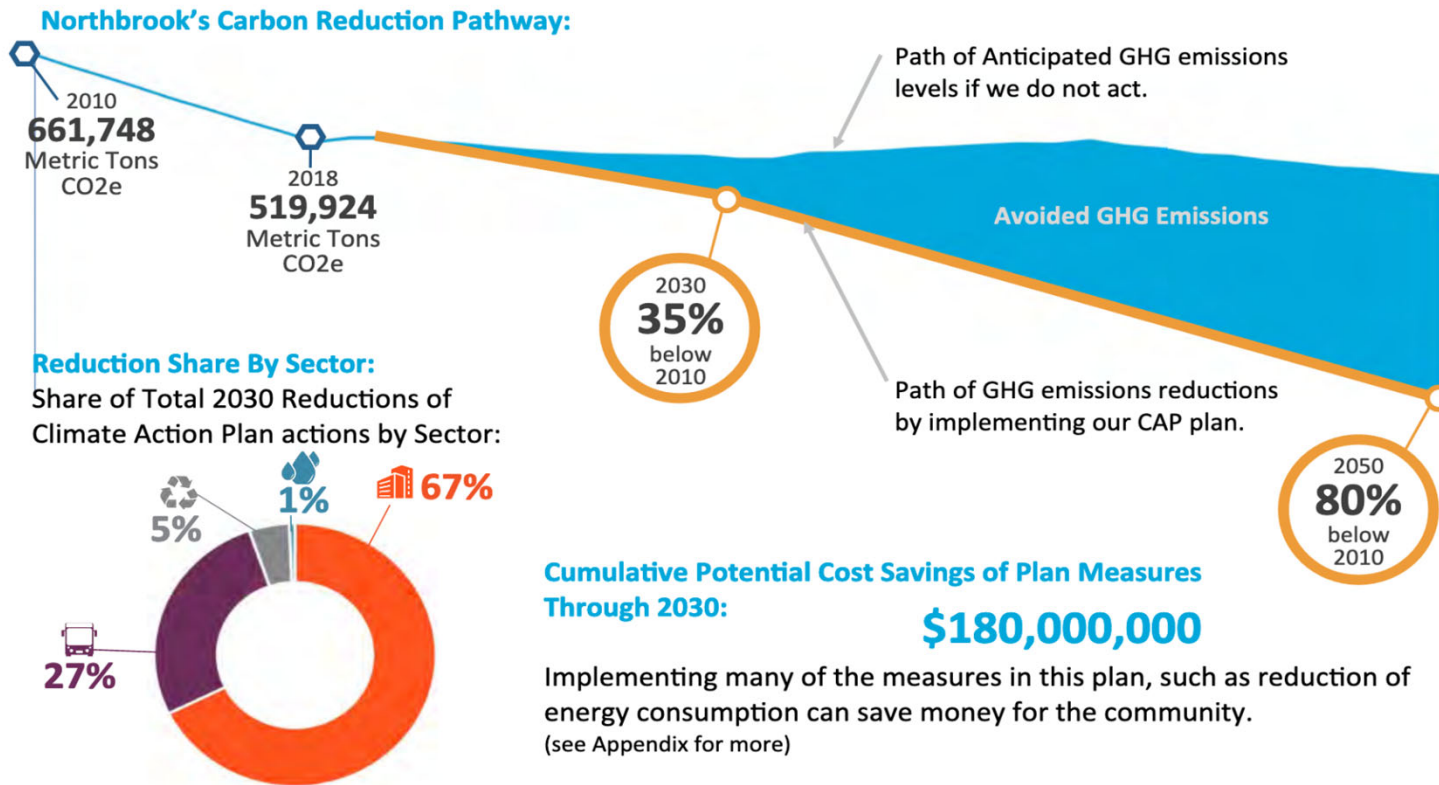
<https://palebluedot.llc/northbrook-cap-review-menu>

- Describes current greenhouse gas emissions (GHG)
- Describes projected effect of global warming
- States 10-year and 30-year goals for GHG reduction
- Presents actions for Village and community members to adopt within 10 years

Climate Action Plan - Goals

Reduce emissions community-wide

- 35% below 2010 levels by 2030
- 80% below 2010 levels by 2050
- Align with: Paris Agreement, U.S. & IL commitments, Mayors Greenest Region Compact
- Reduce dependence on fossil fuels, reduce waste, prioritize sustainable land use, support equity and livability



<https://static1.squarespace.com/static/53fbb928e4b0eafa4734317f/t/608aa1daecf7376feac3677d/1619698159107/Northbrook+Climate+Action+Plan+Final+Draft+042721+download.pdf> - p. iv

Climate Action Plan - Sectors

1. Transportation & Land Use
2. Buildings & Energy
3. Waste Management
4. Water & Wastewater
5. Local Food & Agriculture
6. Health & Safety (adaptation)
7. Greenspace & Ecosystem
8. Climate Economy

Waste Management

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

Actions	Implementation Phase
WM 1-1 Phase out single-use products by 2026 by implementing an opt-in fee for such products. This would apply to (but not limited to) bags (both paper and plastic), utensils, napkins, and take-out containers. Explore the feasibility of establishing a reusable takeout container service. Applies to businesses of any size. Encourage restaurants to allow customers to bring their own take-out containers	1
WM 1-2 Encourage businesses of all sizes to utilize technology and software when determining purchasing product needs to reduce overhead waste, specifically for food waste in restaurants and grocery or specialty food stores.	1
WM 1-3 Develop and then adopt an ordinance requiring reusables for dine-in restaurants and sustainable take-out food ware. This effort would reduce a significant source of single-use plastics and other high-carbon materials used in the Village.	2
WM 1-4 Encourage reduction of single-use products and limit packaging by 2026 at point of sale. This would apply to (but not limited to) bags (both paper and plastic), Styrofoam trays, cling wrap, plastic net bags, to-go containers, and boxes. Encourage businesses to avoid pre-packaging products. Applies to businesses of any size	2

Strategy with actions

Strategy with action items

Living plan

Sustainability in the library - current practices

- [Sustainability Policy](#) - 2013
- Composting
- Recycling books, technotrash
- Special recycling
- Lighting
- Reusable bags
- Programs

Sustainability in the Library - Opportunities

Purchasing - paper, supplies, giveaways

Waste - zero waste events, TerraCycle, bags

Landscaping - natives, leaves, chemicals

Energy - lighting, EV stations

Education - programs, partnerships, resources

Climate Action Plan - Next Steps

- 6/21 - Draft Climate Action Plan - comments close
<https://palebluedot.llc/northbrook-cap-review-menu>
- 7/27 - Public hearing, vote
- Learn more about the benefits of climate action
- Imagine the possibilities!

Cedar Lane Reconstruction Cherry Lane to Walters Avenue

Northbrook Library Board of Trustees Meeting June 17, 2021

You are Invited

Cedar Lane Reconstruction Public Information Meeting

Thursday, June 10, 2021

4:00 - 7:00 PM

1657 Shermer Road



Public Information Meeting

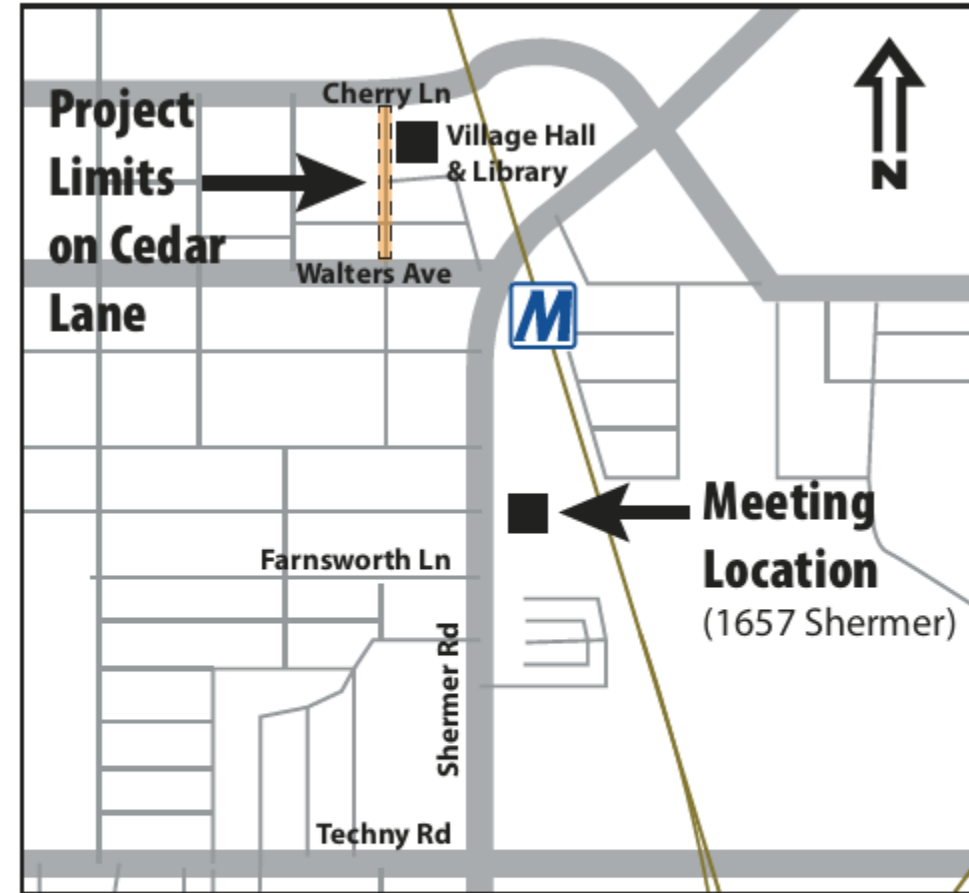
The Village has begun engineering design of improvements to Cedar Lane from Cherry Lane to Walters Avenue. The planned improvements include adding a bike and pedestrian path on the west side of the road, reconfiguring the on-street parking and drive lanes, improvements to the fire lane access to the Library for their deliveries, as well as landscaping improvements in the corridor to create more of a campus feel to the area around the Village Hall and Library.

Thursday, June 10, 2021

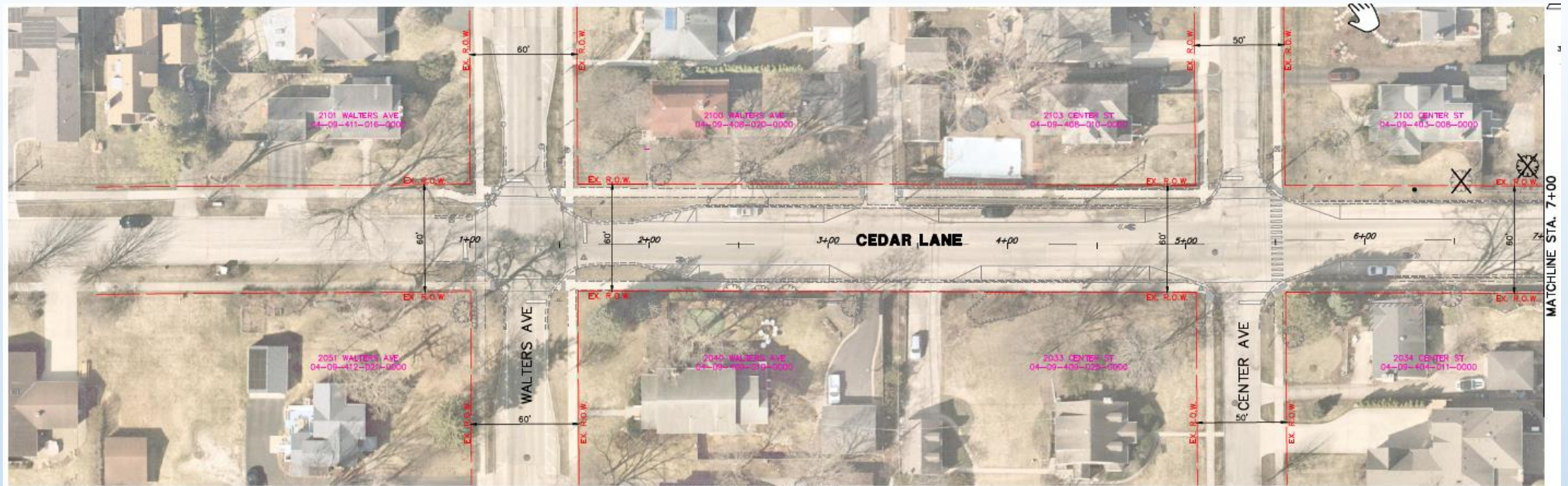
4:00 - 7:00 PM

**1657 Shermer Road
Northbrook, IL 60062**

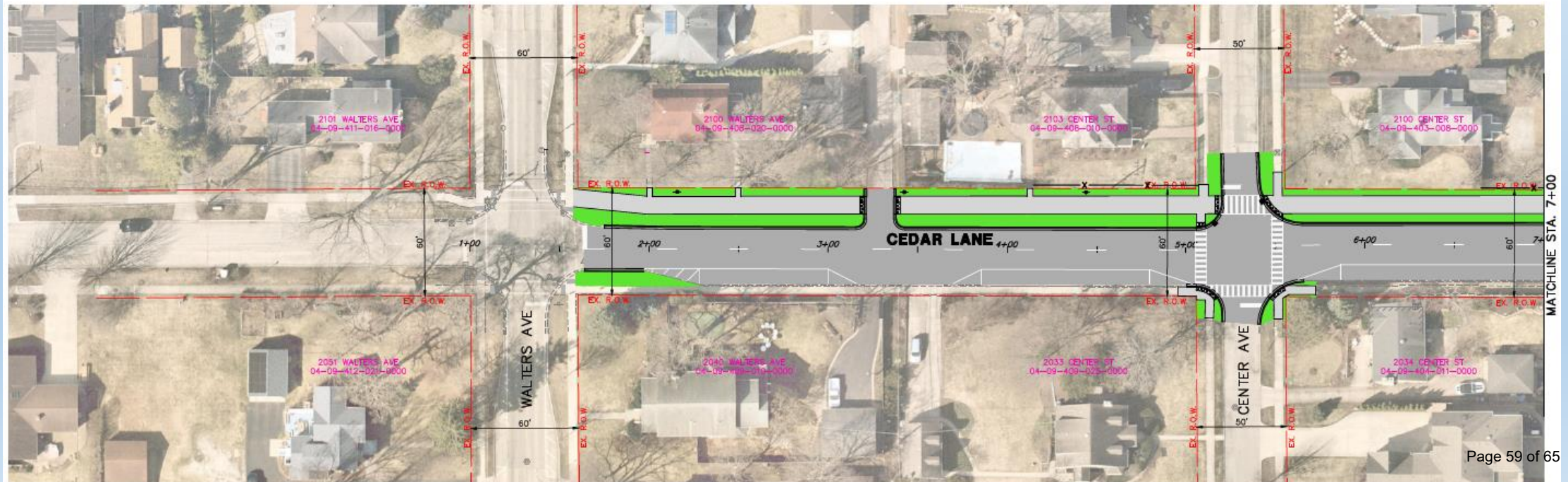
For Questions, Please Contact:
Matt Farmer, Village Engineer
847-664-4120



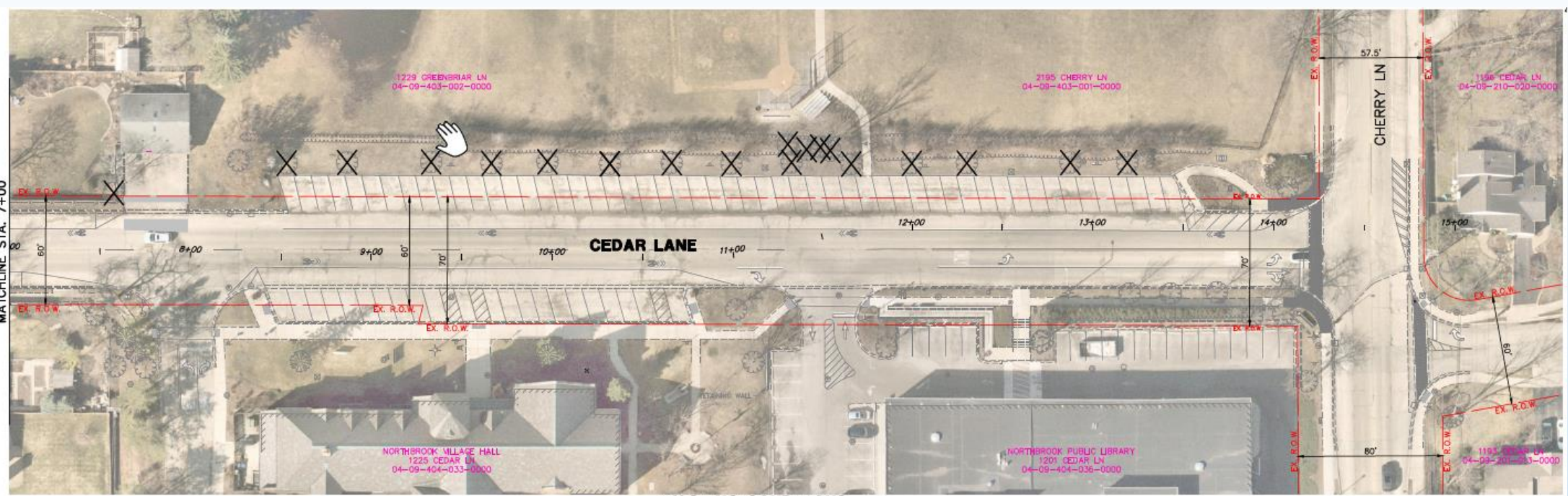
Visit the project website at northbrook.il.us/cedarlane



EXISTING CONDITIONS

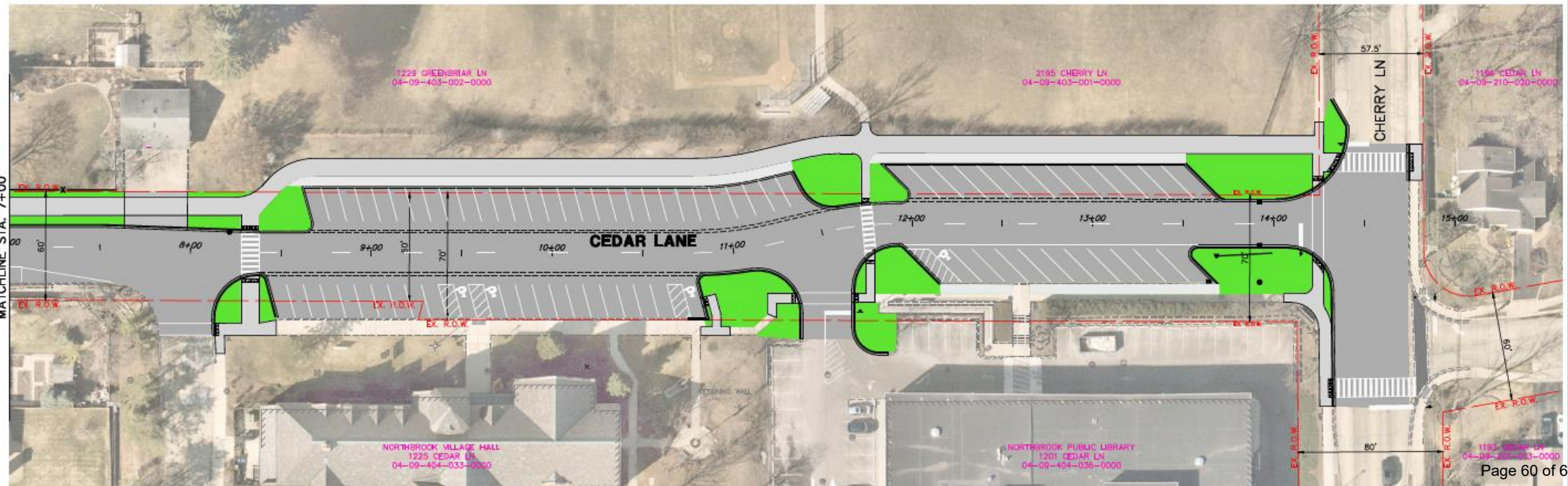


MATCHLINE STA. 7+00

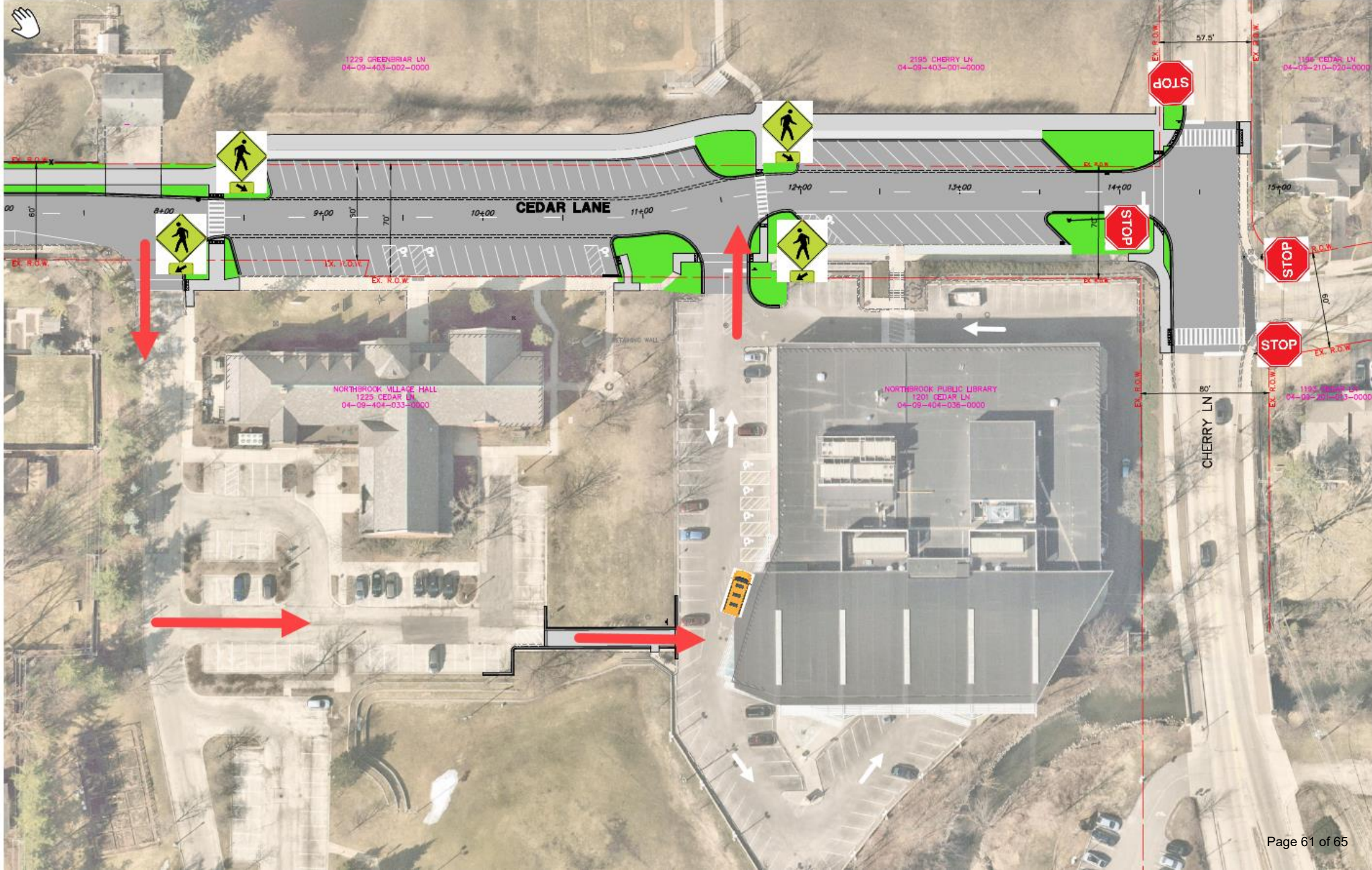


EXISTING CONDITIONS

MATCHLINE STA. 7+00



PROPOSED CONDITIONS

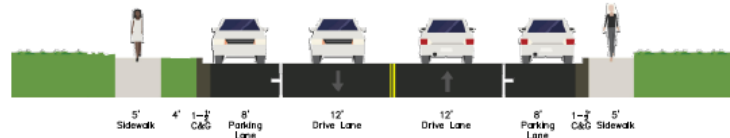


Typical Cross-Sections

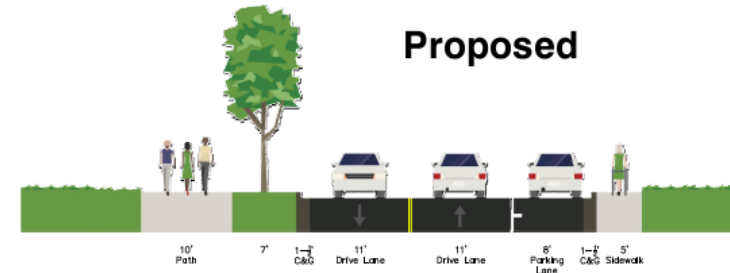


Walters Ave to Village Hall Entrance Looking North

Existing

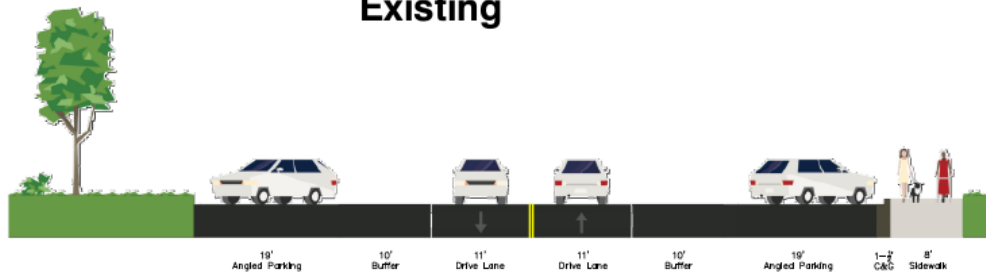


Proposed

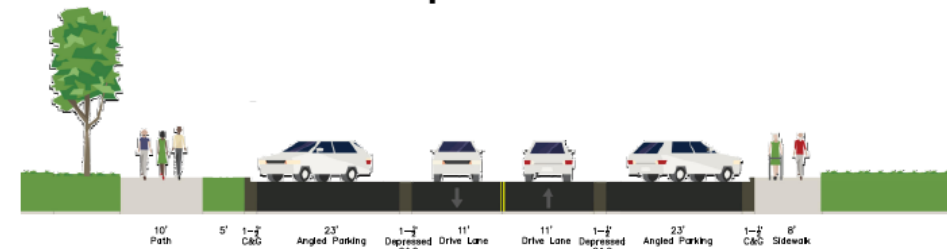


Village Hall Entrance to Library Entrance Looking North

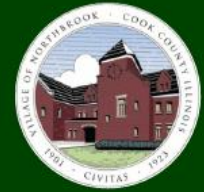
Existing



Proposed

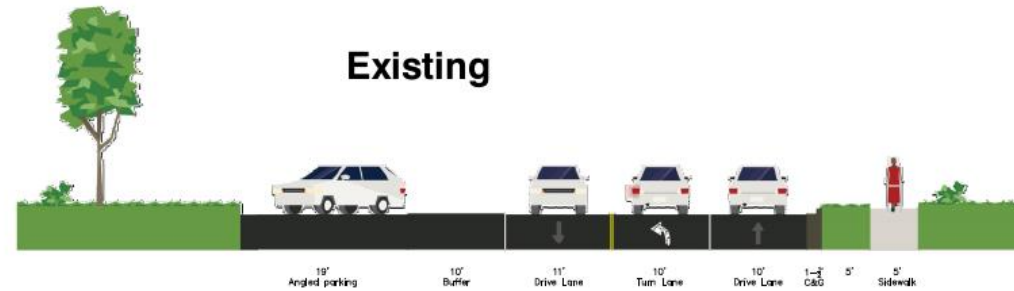


Typical Cross-Sections

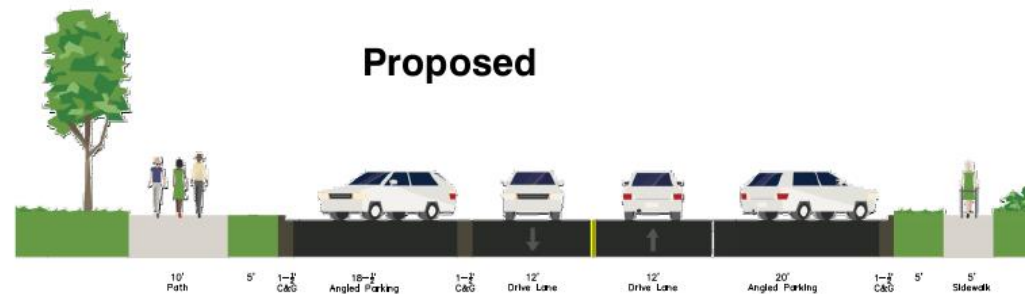


Library Entrance to Cherry Lane Looking North

Existing



Proposed



Goals Highlights of the Cedar Lane Reconstruction Project

- Slow the speed of traffic on Cedar Lane from Walters Avenue to Cherry Lane
 - Cedar Lane “Road Diet”
 - Example Location: The Glen in Glenview
- Enhance Pedestrian Mobility
 - Signed mid-block crossings on Cedar Lane
 - All-way stop at Cedar Lane/Cherry Lane
 - 10’ wide multi-use path on the west side of Cherry Lane
- Library Improvements
 - One-way north bound connection to Village Hall for busses and delivery trucks
 - On street parking on the east side of Cedar Lane in front of the Library
 - Landscape Improvements

Questions