

Northbrook Public Library Board Meeting

June 15, 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 – May 18, 2023
 - 3.3 Approve Special Meeting Minutes – June 1, 2023
 - 3.4 Approve Cash Balances & Income Statement May 2023
 - 3.5 Approve Bills and Charges from May 2023 in the amount of \$1,017,762.98
 - 3.6 Approve New Bank Resolutions for New Board Officer Signers
 - 3.7 Approve Updated Freedom of Information Act Policy
- 4 Oath of Office
 - 4.1 Re-Elected Board Member Oath of Office
- 5 Public Comments
- 6 Staff Reports – Ms. Kate Hall
 - 6.1 Summer Reading Presentation by Amanda Margis, Youth Services Assistant Manager
- 7 Board Member Reports
- 8 Unfinished Business
 - 8.1 Strategic Plan Consultant Interviews Discussion
- 9 New Business
 - 9.1 FY23 Illinois Public Library Annual Report
 - 9.2 Salary Benchmarking Report Overview (closed session)
- 10 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.
- 11 Agenda Building
- 12 Adjourn

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.

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
5/31/2023**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	10,214,838.34	11,779.75	716,002.18	9,510,615.91
Restricted	426,801.45	6,108.41	74,580.47	358,329.39
IMRF	857,133.10		25,664.05	831,469.05
Fica	201,908.25		24,731.28	177,176.97
Total Operating	<u>\$11,700,681.14</u>	<u>\$ 17,888.16</u>	<u>\$ 840,977.98</u>	<u>\$10,877,591.32</u>
Capital Improvement	\$ 4,785,665.81	\$ 2,646.34	\$ 1,335.00	\$ 4,786,977.15
Debt Service	\$ 395.16	\$ 183,318.24	\$ 175,450.00	\$ 8,263.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	92,911.39	30,243.73	8,263.40
PayPal	969.81	-	-
FBofHP	230,573.62	-	-
Fifth Third - Checking/Money Market	10,551,978.02	4,756,203.62	-
US Bancorp	683.48	529.80	-
Petty Cash	475.00	-	-
Total	<u>\$ 10,877,591.32</u>	<u>\$4,786,977.15</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

5/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$3,914,001.90	\$3,957,273.26	\$3,914,001.90	\$3,957,273.26	\$7,959,560.00	49.72%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
Impact Fees	\$5,235.47	\$0.00	\$5,235.47	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$4,362.43	\$5,701.85	\$4,362.43	\$5,701.85	\$35,000.00	16.29%
Interest Income	\$279.00	\$5,830.46	\$279.00	\$5,830.46	\$20,000.00	29.15%
Other Income	\$10,809.22	\$484.95	\$10,809.22	\$484.95	\$100,000.00	0.48%
Total Undesignated Revenue	\$3,934,688.02	\$3,969,290.52	\$3,934,688.02	\$3,969,290.52	\$8,264,560.00	48.03%
Designated Revenue						
Gifts & Other Designated Income	\$115,164.96	\$5,366.34	\$115,164.96	\$5,366.34	\$400,000.00	1.34%
Designated Interest Income	\$26.04	\$296.91	\$26.04	\$296.91	\$0.00	0.00%
Total Designated Revenue	\$115,191.00	\$5,663.25	\$115,191.00	\$5,663.25	\$400,000.00	1.42%
Total Revenues	\$4,049,879.02	\$3,974,953.77	\$4,049,879.02	\$3,974,953.77	\$8,664,560.00	45.88%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$65,162.60	\$139,090.76	\$65,162.60	\$139,090.76	\$944,000.00	14.73%
Audio Visual	\$62,642.74	\$131,750.76	\$62,642.74	\$131,750.76		
Videos/DVDs	\$1,413.73	\$4,918.57	\$1,413.73	\$4,918.57		
Programs	\$1,106.13	\$2,421.43	\$1,106.13	\$2,421.43		
OCLC	\$10,918.07	\$14,806.06	\$10,918.07	\$14,806.06	\$103,150.00	14.35%
CCS Shared Costs	\$3,210.87	\$3,348.18	\$3,210.87	\$3,348.18	\$29,000.00	11.55%
Total Materials & Services	\$13,134.04	\$13,017.15	\$13,134.04	\$13,017.15	\$76,000.00	17.13%
Human Resources						
General Salaries and Wages	\$92,425.58	\$170,262.15	\$92,425.58	\$170,262.15	\$1,152,150.00	14.78%
Maintenance Salaries & Wages	\$306,241.09	\$321,349.47	\$306,241.09	\$321,349.47	\$4,311,000.00	7.45%
Group Insurance	\$12,674.12	\$14,543.78	\$12,674.12	\$14,543.78	\$189,000.00	7.70%
Unemployment/Worker's Comp	\$54,212.46	\$56,655.20	\$54,212.46	\$56,655.20	\$750,000.00	7.55%
Staff Development	\$24,689.62	\$16,018.62	\$24,689.62	\$16,018.62	\$23,000.00	69.65%
Total Human Resources	\$6,188.48	\$4,648.46	\$6,188.48	\$4,648.46	\$61,000.00	7.62%

Northbrook Public Library
Income Statement
5/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
Operating Costs						
Photocopy	\$8,934.24	\$4,957.42	\$8,934.24	\$4,957.42	\$24,000.00	20.66%
Office & Library Supplies	\$7,362.92	\$1,574.64	\$7,362.92	\$1,574.64	\$70,000.00	2.25%
Software	\$18,596.99	\$30,124.93	\$18,596.99	\$30,124.93	\$108,000.00	27.89%
Postage	\$14,984.82	\$15,013.15	\$14,984.82	\$15,013.15	\$20,000.00	75.07%
General Insurance	\$57,021.56	\$60,787.62	\$57,021.56	\$60,787.62	\$79,000.00	76.95%
Telephone/Internet	\$12,690.64	\$17,491.29	\$12,690.64	\$17,491.29	\$39,000.00	44.85%
Professional Services	\$52,323.28	\$45,766.62	\$52,323.28	\$45,766.62	\$402,000.00	11.38%
Furniture, Equipment	\$2,735.00	\$13,234.00	\$2,735.00	\$13,234.00	\$96,000.00	13.79%
Equipment Rental & Maintenance	\$26,185.21	\$26,680.21	\$26,185.21	\$26,680.21	\$43,000.00	62.05%
Community Relations	\$31.62	\$7.99	\$31.62	\$7.99	\$55,000.00	0.01%
Total Operating Costs	\$200,866.28	\$215,637.87	\$200,866.28	\$215,637.87	\$936,000.00	23.04%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$3,086.52	\$5,838.99	\$3,086.52	\$5,838.99	\$45,000.00	12.98%
Utilities	\$745.22	\$698.72	\$745.22	\$698.72	\$54,000.00	1.29%
Building Repairs	\$0.00	\$1,050.00	\$0.00	\$1,050.00	\$35,000.00	3.00%
Contracted Services	\$19,065.76	\$14,833.90	\$19,065.76	\$14,833.90	\$153,000.00	9.70%
Total Maintenance	\$22,897.50	\$22,421.61	\$22,897.50	\$22,421.61	\$290,000.00	7.73%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Contingency & Misc Exp	\$170.99	\$717.24	\$170.99	\$717.24	\$100,000.00	0.72%
Board Development	\$0.00	(\$49.99)	\$0.00	(\$49.99)	\$500.00	(10.00%)
Total Other Expenses	\$170.99	\$667.25	\$170.99	\$667.25	\$101,500.00	0.66%
Total Undesignated Expenses	\$720,366.12	\$822,204.41	\$720,366.12	\$822,204.41	\$7,813,650.00	10.52%
Designated Expenses						
Miscellaneous Designated Expenses	\$45,197.90	\$67,643.87	\$45,197.90	\$67,643.87	\$400,000.00	16.91%
Designated Materials Expense	\$124.75	\$0.00	\$124.75	\$0.00	\$0.00	0.00%
Designated Program Expense	\$36,366.03	\$6,781.60	\$36,366.03	\$6,781.60	\$0.00	0.00%
Total Designated Expenses	\$81,688.68	\$74,425.47	\$81,688.68	\$74,425.47	\$400,000.00	18.61%
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	\$802,054.80	\$896,629.88	\$802,054.80	\$896,629.88	\$8,663,650.00	10.35%
NET SURPLUS/(DEFICIT)	\$3,247,824.22	\$3,078,323.89	\$3,247,824.22	\$3,078,323.89	\$910.00	

Northbrook Public Library
Income Statement
5/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$217,700.67	\$207,072.31	\$217,700.67	\$207,072.31	\$425,000.00	48.72%
Property Tax Levy FICA	\$148,036.46	\$140,809.17	\$148,036.46	\$140,809.17	\$289,000.00	48.72%
Interest Income IMRF	\$3.03	\$0.00	\$3.03	\$0.00	\$500.00	0.00%
Interest Income FICA	\$2.06	\$0.00	\$2.06	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$365,742.22	\$347,881.48	\$365,742.22	\$347,881.48	\$715,000.00	48.65%
Total Revenues	\$365,742.22	\$347,881.48	\$365,742.22	\$347,881.48	\$715,000.00	48.65%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,739.84	\$25,664.05	\$27,739.84	\$25,664.05	\$400,000.00	6.42%
Employer FICA	\$23,426.90	\$24,731.28	\$23,426.90	\$24,731.28	\$280,000.00	8.83%
Total Human Resources	\$51,166.74	\$50,395.33	\$51,166.74	\$50,395.33	\$680,000.00	7.41%
Total Undesignated Expenses	\$51,166.74	\$50,395.33	\$51,166.74	\$50,395.33	\$680,000.00	7.41%
Total Expenses	\$51,166.74	\$50,395.33	\$51,166.74	\$50,395.33	\$680,000.00	7.41%
NET SURPLUS/(DEFICIT)	\$314,575.48	\$297,486.15	\$314,575.48	\$297,486.15	\$35,000.00	

Northbrook Public Library
Income Statement
5/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$193.86	\$2,646.34	\$193.86	\$2,646.34	\$24,000.00	11.03%
Total Undesignated Revenue	\$193.86	\$2,646.34	\$193.86	\$2,646.34	\$24,000.00	11.03%
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	\$193.86	\$2,646.34	\$193.86	\$2,646.34	\$449,000.00	0.59%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$6,360.00	(\$1,980.00)	\$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	\$1,673.32	\$0.00	\$1,673.32	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$8,033.32	(\$1,980.00)	\$8,033.32	(\$1,980.00)	\$900,000.00	(0.22%)
Total Undesignated Expenses	\$8,033.32	(\$1,980.00)	\$8,033.32	(\$1,980.00)	\$900,000.00	(0.22%)
Total Expenses	\$8,033.32	(\$1,980.00)	\$8,033.32	(\$1,980.00)	\$900,000.00	(0.22%)
NET SURPLUS/(DEFICIT)	(\$7,839.46)	\$4,626.34	(\$7,839.46)	\$4,626.34	(\$451,000.00)	

Northbrook Public Library
Income Statement
5/31/23

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$388,045.04	\$370,732.51	\$388,045.04	\$370,732.51	\$760,900.00	48.72%
Interest Income	\$5.39	\$0.00	\$5.39	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$388,050.43	\$370,732.51	\$388,050.43	\$370,732.51	\$760,900.00	48.72%
Total Revenues	\$388,050.43	\$370,732.51	\$388,050.43	\$370,732.51	\$760,900.00	48.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$183,775.00	\$175,450.00	\$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	\$183,775.00	\$175,450.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Undesignated Expenses	\$183,775.00	\$175,450.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
Total Expenses	\$183,775.00	\$175,450.00	\$183,775.00	\$175,450.00	\$760,900.00	23.06%
NET SURPLUS/(DEFICIT)	\$204,275.43	\$195,282.51	\$204,275.43	\$195,282.51	\$0.00	

May 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 \$3,974,953.77

- Property Taxes – 49.72% 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
 - 13% is fines and lost item / replacement collections
 - 71% 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 \$896,629.88, 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
 - 4 months of copier lease payments
 - Annual services contract for SimpleScan
 - Annual contract for MyPC and Papercut
- Software is greater than budget due to annual renewals being recorded/paid
- Postage is greater than budget due to annual deposit being recorded/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)
- 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 May 23**

Operating Funds	
Library Claims List	\$ 198,601.51
Librarian's Claims List	\$ 18,133.80
Payroll	\$ 321,966.67
Fica/IMRF	\$ 50,395.33
ACH to IPBC	\$ 68,562.43
Transfer to Debt Service	\$ 183,318.24
Total Operating Funds	<u>\$ 840,977.98</u>
Capital Improvement Fund	
Claims List	\$ 1,335.00
	<u>\$ 1,335.00</u>
Debt Service Fund	
2013 B Interest Payment	\$ 116,200.00
2019 Interest Payment	\$ 59,250.00
Total Debt Service Funds	<u>\$ 175,450.00</u>
Grand Total Library	<u><u>\$ 1,017,762.98</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
25853	3/31/2002	VOID - Fifth Start Collective, LLC	\$ (1,062.50)	
25857	3/31/2023	VOID - Lakeshore Rush	\$ (600.00)	
25924	5/17/2023	Ancel Glink P.C.	\$517.50	monthly payment - professional servies
25925	5/17/2023	Authors Unbound Agency	\$6,750.00	ILP
25926	5/17/2023	Fifth Star Collective, LLC	\$1,062.50	ILP
25927	5/17/2023	First Bankcard	\$8,157.63	monthly payment - supplies
25928	5/17/2023	Glenbrook HSD 225 - Business Services	\$6,440.04	annual payment - telephone - internet
25929	5/17/2023	Symmetry Energy Solutions, LLC	\$2,949.99	monthly payment - utilities
25930	5/18/2023	Jane Huh	\$1,317.50	annual payment - staff development
25931	5/18/2023	Jason Waclawik	\$1,317.50	annual payment - staff development
25932	5/31/2023	Amazon Capital Services	\$4,075.92	monthly payment - supplies
25933	5/31/2023	Applause International Inc.	\$600.00	monthly payment programming
25934	5/31/2023	Baker & Taylor	\$15,091.98	monthly payment - materials
25935	5/31/2023	Best Quality Cleaning	\$5,639.25	monthly payment - contracted services
25936	5/31/2023	Bright Plum Inc.	\$4,250.00	annual payment - professional services
25937	5/31/2023	Colley Elevator Co.	\$6,510.00	annual payment - contracted services (PM & CAT testing)
25938	5/31/2023	F.E. Moran Mechanical Services	\$7,651.81	annual paymet - contracted services (PM and service call)
25939	5/31/2023	F.E. Moran, Inc. - Fire Protection - North	\$680.00	annual payment - contracted services (CAT testing)
25940	5/31/2023	Gale/Cengage Learning Inc.	\$905.29	monthly payment - materials
25941	5/31/2023	Grainger	\$989.26	monthly payment - janitorial supplies
25942	5/31/2023	HR Source	\$4,630.00	annual payment - professional services (membership and benchmarking)
25943	5/31/2023	Kloepfer Construction Inc	\$1,050.00	monthly payment - equipment repair and maintenance
25944	5/31/2023	Lakeshore Rush NFP	\$600.00	monthly payment programming
25945	5/31/2023	Lauterbach & Amen, LLP	\$750.00	annual payment - professional services
25946	5/31/2023	Library Furniture International, Inc.	\$1,750.00	annual payment - furniture and equipment
25947	5/31/2023	Midwest Tape LLC	\$5,335.92	monthly payment - materials
25948	5/31/2023	Nanny Nikki Music, LLC	\$775.00	monthly payment - programming

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

Transaction Number	Transaction Date	Vendor	Amount	Description
25949	5/31/2023	Naxos of America Inc.	\$1,100.00	annual payment - materials
25950	5/31/2023	North American Corp of Illinois	\$3,079.38	monthly payment - janitorial supplies
25951	5/31/2023	Outsource Solutions Group, Inc.	\$20,166.50	monthly payment - professional services & software
25952	5/31/2023	Panera, LLC	\$1,279.55	annual payment - staff development and township lunch
25953	5/31/2023	Proquest	\$33,846.72	annual payment - materials
25954	5/31/2023	Reaching Across Illinois Library System	\$13,249.70	annual payment - materials (database & overdrive)
25955	5/31/2023	Reserve Account	\$15,000.00	annual payment - postage
25956	5/31/2023	SHI International Corp.	\$13,234.00	annual payment - furniture and equipment
25957	5/31/2023	Sterling Services, Inc.	\$2,736.90	tri annual payment - contracted services
25958	5/31/2023	Tee Jay Service Company, Inc.	\$750.00	annual payment - contracted services
25959	5/31/2023	Travelers CL Remittance Center	\$1,782.00	annual payment - workers comp insurance (audit adjustment)
25960	5/31/2023	Village of Northbrook Water Dept.	\$904.13	quarterly payment - utilities
25961	5/31/2023	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25962	5/31/2023	Wex Health Inc.	\$2,573.04	monthly payment - flexible spending, dedendant care and commuter benefit

\$ 198,601.51

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

Transaction Number	Transaction Date	Vendor	Amount
52981	5/12/2023	Anthony Altieri	\$75.19
52982	5/12/2023	Anna Amen	\$71.38
52983	5/12/2023	Aquatic Works LTD	\$185.00
52984	5/12/2023	Basu	\$235.50
52985	5/12/2023	Chicago Filter Supply	\$370.02
52986	5/12/2023	Chicago Tribune	\$191.42
52987	5/12/2023	Displays2Go	\$63.90
52988	5/12/2023	Cathleen Doyle	\$84.07
52989	5/12/2023	Carolyn Dunne	\$3.00
52990	5/12/2023	Garaventa USA Inc.	\$576.46
52991	5/12/2023	Jo I Gayle	\$125.00
52992	5/12/2023	Korea Times of Midwest Inc.	\$300.00
52993	5/12/2023	Lakeshore Learning Materials	\$194.35
52994	5/12/2023	Ron Mantegna	\$100.00
52995	5/12/2023	Patrick McCallister	\$235.00
52996	5/12/2023	Patrick McCallister	\$175.00
52997	5/12/2023	Moore Landscapes, LLC	\$555.00
52998	5/12/2023	Petty Cash Custodian	\$65.54
52999	5/12/2023	Pioneer Press	\$133.50
53000	5/12/2023	Olga Rudiak	\$500.00
53001	5/12/2023	Sherwin-Williams Company	\$44.18
53002	5/12/2023	Signarama-Northbrook	\$76.50
53003	5/12/2023	Staples Technology Solutions	\$314.96
53004	5/12/2023	Sunset Food Mart, Inc.	\$56.21
53005	5/12/2023	Teacher Dan	\$450.00
53006	5/12/2023	Today's Business Solutions, Inc.	\$158.54
53007	5/12/2023	WILIUG	\$30.00
53008	5/12/2023	Wisconsin Glacier Springs Company	\$15.50
53009	5/12/2023	WM Corporate Services Inc.	\$554.43
53010	5/31/2023	A-Z Mindfulness	\$150.00
53011	5/31/2023	Advance Auto Parts	\$230.14
53012	5/31/2023	Mark Anderson	\$250.00
53013	5/31/2023	Baker & Taylor Entertainment	\$489.51
53014	5/31/2023	Best Buy Business Advantage Account	\$190.49
53015	5/31/2023	The Book Bin	\$250.00
53016	5/31/2023	Nancy Buehler	\$250.00
53017	5/31/2023	Susan Caplan SC Associates LLC	\$250.00
53018	5/31/2023	Cavendish Square	\$186.03
53019	5/31/2023	Cintas	\$166.14
53020	5/31/2023	Collective Resource, Inc.	\$16.50
53021	5/31/2023	Cindy Crosby	\$400.00
53022	5/31/2023	John D'Emilio	\$250.00
53023	5/31/2023	Tejal Desai	\$551.63
53024	5/31/2023	Garvey's Office Products	\$294.52

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

Transaction Number	Transaction Date	Vendor	Amount
53025	5/31/2023	Glenview Public Library	\$120.00
53026	5/31/2023	Benjamin Goluboff	\$250.00
53027	5/31/2023	Clarence Goodman	\$327.00
53028	5/31/2023	Theresa Goodrich	\$250.00
53029	5/31/2023	Grey House Publishing	\$134.10
53030	5/31/2023	H. W. Wilson Company Lockbox	\$420.00
53031	5/31/2023	Halloran & Yauch, Inc.	\$306.38
53032	5/31/2023	Happiness Forward LLC	\$100.00
53033	5/31/2023	Jayne Herring	\$450.00
53034	5/31/2023	The Home Depot Credit Services	\$95.56
53035	5/31/2023	Illinois CPA Society	\$370.00
53036	5/31/2023	Illinois Heartland Library System-OCLC	\$50.78
53037	5/31/2023	Image Specialties of Glenview, Inc.	\$25.65
53038	5/31/2023	Alisa Kusnitzow	\$150.00
53039	5/31/2023	Lechner Services	\$116.80
53040	5/31/2023	Library Ideas LLC	\$543.16
53041	5/31/2023	Natalie Lynn Lichtenbert	\$150.00
53042	5/31/2023	ME4E	\$120.00
53043	5/31/2023	Kathleen Jo Zeigler Mitchem	\$300.00
53044	5/31/2023	Neuco Inc.	\$203.85
53045	5/31/2023	Northbrook Hardware	\$307.80
53046	5/31/2023	Ocooch Hardwoods	\$140.08
53047	5/31/2023	Online Audiovisual Catalogers, Inc.	\$40.00
53048	5/31/2023	Petersen Bros. Plastics, Inc.	\$196.00
53049	5/31/2023	Dan Petrosko	\$450.00
53050	5/31/2023	Quick Kill Exterminating Co	\$495.00
53051	5/31/2023	Quill LLC	\$87.07
53052	5/31/2023	Reds Garden Center	\$165.35
53053	5/31/2023	Runco Office Supply	\$63.82
53054	5/31/2023	Sujin Song	\$100.00
53055	5/31/2023	Staples Business Credit	\$85.70
53056	5/31/2023	Stories Matter Foundation	\$400.00
53057	5/31/2023	Swank Motion Pictures Inc.	\$396.00
53058	5/31/2023	UPS	\$27.67
53059	5/31/2023	VSP of Illinois, NFP	\$403.51
53060	5/31/2023	Yami Vending Inc.	\$427.91

\$18,133.80

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1872	3/31/2023	VOID - FE Moran Mechanical Services	\$ (115,950.00)	Steam Boiler
1878	5/17/2023	Ancel Glink P.C.	\$115.00	Steam Boiler
1879	5/17/2023	F.E. Moran Mechanical Services	\$115,950.00	Steam Boiler
1880	5/31/2023	F.E. Moran Mechanical Services	\$1,220.00	Auditorium Air Cooling Unit
			<u>\$ 1,335.00</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 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; Stacey 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, 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, 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: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		

Library Response (Requestor does not fill in below this line)

A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
D E N I E D	<input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____ You will be notified by the date of _____ as to the action taken on your request.

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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DIRECTOR'S REPORT JUNE 2023

AGENDA ITEMS

3 Consent Agenda

- 3.6 Approve New Bank Resolutions for New Board Officer Signers
Anna will have copies of the resolutions for the new board officers to sign at the meeting.
- 3.7 Approve Updated Freedom of Information Act Policy FOIA
An updated FOIA policy is included in the packet with information on the new fiscal year budget and staffing.

4 Oath of Office & Election

- 4.1 Newly Elected Board Members Oath of Office
Maura Crisham will be sworn in by Jay Glaubinger as she was unable to be present at the May board meeting.

6 Staff Reports

- 6.1 Amanda Margis, Youth Services Assistant Manager, chairs the Reading Committee and will be coming in to do a short presentation for the board on this year's summer reading, Find Your Voice.

8 Unfinished Business

- 8.1 Strategic Plan Consultant Interviews
I am still waiting on one reference and will be summarizing the references and sending them out to the board Monday. I have included the original proposals and the summary sheet for easy reference.

9 New Business

- 9.1 Approve FY23 Illinois Public Library Annual Report
A copy of the IPLAR is included in the packet. Kelly Durov will give a presentation with highlights on the IPLAR.
- 9.2 Salary Benchmarking Report Overview
I have shared a narrative summary and supporting documentation with the board and will do a presentation in closed session at the board meeting. If

anyone would like to go over any of the documentation or has any questions ahead of time, please let me know.

11 Agenda Building

Climate Action Plan Committee Recap

BOARD NEWS

We have been awarded \$51,952.45 for the Per Capita Grant. This money goes toward technology replacements like computers and servers.

I will be out at the end of August for surgery to help with some back issues I've been experiencing. I will be taking off August 18-24 for vacation and then August 25-September 4 for surgery and recovery.

UPDATES

Summer Reading Find Your Voice!

June 1st kicked off Summer Reading 2023, Find Your Voice! Programs will return for all ages, Adults, Teens, Kids and Babies with great prizes and weekly drawings. June 1st-5th the library celebrated Summer Reading Kick Off Week and had a pop-up sign-up table and other activities to coincide with 5 days of amazing programs. The first 400 people who signed up received an exclusive magnet.



Youth Services staff members Julianne Medel, Jason Waclawik, Stephanie Bremner, and Liz Becker did end of the school year visits at Wescott, Westmoor, Greenbriar, Hickory Point, and St. Norbert's and together saw over 1,500 students.

Stephanie Bremner has created volunteer opportunities for 73 high school students participating in the Teen Summer Volunteer Program this year.

We are seeing high sign-up numbers for each age group:

Babies: 55

Youth: 1,078

Teen: 349

Adult: 596

Youth Services Assistant Manager, Amanda Margis, will be joining the board meeting to share more about this year's program.

Programming

- On May 9th, Jill Franklin hosted Northbrook resident Arthur Muir who is the oldest American to reach the summit of Mt. Everest. Patrons enjoyed his photos and learned about his climbing experiences.
- On May 8th Bill Pekara presented Chicago blues and jazz guitarist Dave Specter to an audience of over 100 patrons. We received a lot of very positive feedback on this concert.
- In May, Illinois Libraries Presents brought Jonathan Van Ness, Kristi Yamaguchi, and cartoonist Jarrett J. Krosoczka. The Jarrett event had a total of 1,093 registrants with 11 in attendance from Northbrook Public Library. The Van Ness/Yamaguchi event had 19 in attendance from Northbrook.

Facility & Grounds

- I am excited to announce that we received a \$25,000 grant from the Civic Foundation to upgrade the Civic Room to integrate virtual meeting room equipment and turn it into a zoom room for staff and patrons. We are awaiting word from Civic on announcing this to the larger community and will be talking about the next steps of this project and how we want to recognize the generosity of Civic at a later meeting.
- We saw 5 different incidents of patrons engaging in conduct that insulted, demeaned, or harassed staff or other patrons this month. While this type of behavior occurs in the library on occasion, this month we saw it with unprecedented frequency.
- The library participated in the Village's Slow Mow May initiative.
- We had learned that Terracycle who manages our recycling for some of our more unique recycling like snack wrappers and pens is losing some of its corporate sponsorship. This led to a larger discussion about whether the Terracycle program is really being helpful when it comes to recycling waste. The CAP Committee is investigating the efficacy of programs like Terracycle. If you are interested in more background on this: <https://www.bloomberg.com/features/2022-terracycle-tom-szaky/>.

Publicity

Marketing & Communications Manager Linda Vering and Marketing Assistant Kelly Khayed have been working on a social media calendar with the goal of balancing the social media posts with promotional, informational, and “feel good” posts and videos.

To promote Asian America, Native Hawaiian, Pacific Islander Heritage Month, we featured books and movies selected by library staff on social media and on the home page.

<https://www.northbrook.info/aanhpi-month>

May’s Spotlight Display and lobby display graphics highlighted Mental Health Month, and featured items in the display case from our community partner CATCH.





Northbrook Public Library

May 18 at 9:16 AM · 🌐

...

Our last Korean Language Storytime was so much fun! If you missed it, we have two more coming up on 6/9 and 7/14 from 10:30-11am. Bilingual storytimes are great for both language speakers and anyone interested in the language and culture. You can register at www.northbrook.info/events (a library card is not required to register or attend).



Korean Language Storytime post

Posted: May 18

Facebook Reach: 964

Reactions: 36

Partnerships

- I have been asked to be on the Glenbrook Hospital Community Advisory Committee which has key members of the community who come together and get updates on what Northshore is working on and discuss ways we can help each other share information and resources. I look forward to sharing more information with the board after my first meeting later this year.
- Events Production worked in partnership with JCC Chicago this month to support the work that they are doing with Violins of Hope, an initiative that exhibits Violins used by Jewish people during the Holocaust and their stories. The

exhibit we hosted at the library featured 5 of these violins in the reference area accompanied by 3 docents. On the same day we hosted the author of Violins of Hope, a book telling the story of the creator of the project. 172 people were in attendance for the storytelling author event.

- Events Production also worked with CATCH who screened a documentary called Chasing Childhood. 62 were in attendance and many stayed for the panel discussion after the screening.
- A last-minute screening of a short film called Nakam was added to May, just two weeks before May 1st. The short film was in German and also was screened in partnership with JCC and the German Consulate. A representative from the Consulate came and spoke and there was a discussion after the film with the producer and director who flew in from Germany for the occasion.
- The library is in partnership with District 28, 30, 31 and Glenview Public Library on registering students for library cards. Andi Goese is working with CCS to begin processing our first batch of 588 student cards.

Collections

- Stephanie Bremner created a Taylor Swift Era's book display in the Loft. The display paired teen books with thematically similar Taylor Swift albums. Staff observed many teens interacting with the display, taking pictures, selfies, and checking out the materials.



HR

New Staff

- Kim Hegelund, full-time Manager (CIRC), effective May 1 (replacement).
- Urye Min, part-time Library Assistant (YS), effective May 9 (replacement).
- Ryan Suarez, (temporary) part-time Summer Reading Assistant (YS), effective May 25.

Staff Departures

- Chris So, regular part-time Maker Specialist (MS) resigned effective May 6.
- Lori Schlernitzauer, full-time Manager (TS) resigned effective May 16.

Staff Training

- On May 4, 40 staff attended Conflict De-escalation training as the third part in a three-part series that was presented by the organization Right to Be. This was done in collaboration with other area libraries and was in response to the request in the Blackberry Collection After Action Report for additional training on conflict management. The EDI Committee is working on finding additional presenters to bring in over the next year to do training on other topics raised in the report.
- On May 31, 40+ staff from area libraries came to Northbrook for a day long workshop from Ann K Emery on How to Tell Your Library's Story with Data. 7 Northbrook staff attended and learned better ways to collect, analyze, and display data to better share our story. We were able to bring in Ann thanks to a generous grant from RAILS that helped offset the cost.

Staff Development Day

We had almost 100 staff participate at our in-person Staff Development Day on May 19. The day started with a look back to what has been accomplished over the previous year, the biggest item being the hiring and onboarding of new staff. Maker Specialists Meghan White and Eileen Holland with assistance from Adult Services Manager Susan Wolf planned an AANHPI training to help staff become more culturally aware and better understand the variety of cultures that exist in the Asian diaspora. We heard from Tessa Murray, the Village's Sustainability Coordinator, and learned what partnering the library has done with the village on the Climate Action Plan. We did department tours to give staff, both newer and longer tenured, tours of the departments so everyone could have a better sense of what each department does and who can help with different questions and projects. We ended the day with some Lotería and a presentation on upcoming projects in FY24 before congratulating the staff celebrating anniversaries.

It was a much more laid-back staff day and gave staff a chance to connect across departments and meet new staff.

Staff Anniversaries

Congratulations to the staff celebrating milestone anniversaries which totals 125 years of collective service!

10 Year

- Barb Czechorski – Circulation
- Summer Kosuge – Youth Services
- Susan Schmidt – Circulation
- Harvey Huie – Adult Services
- Tracy Gossage – Adult Services

15 Year

- Anna Amen - Administration
- Laurie Prioletti – Administration

20 Year

- Syed Jaffery – Administration

25 Year

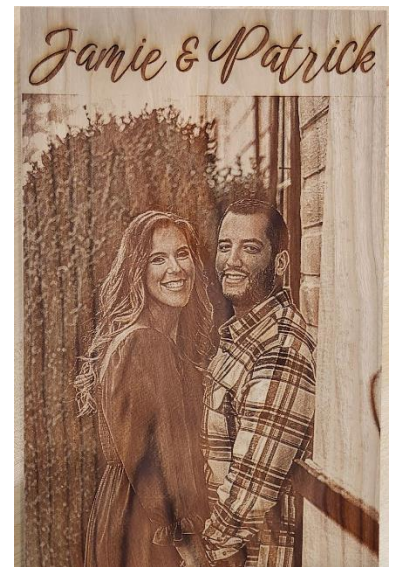
- Amy Norton – Adult Services

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
May, 2023

PROJECTS



PATRON STORIES



From Assistant Manager Michelle Mistalski: A patron came in looking to see if it was possible to engrave onto glass dishes. After creating a template on the laser cutter to the diameter of each dish, we were able to successfully center align, reflect, and laser etch the patron's design onto the back of each of the glass dishes. The patron was very happy with how they turned out and appreciated the efficiency in cutting out the template.

3D PRINTING

We printed 63 objects for users in May.

VISITORS

382 people visited the Collaboratory in May.

MATERIALS

May projects by material type charged:

3D Printing	58
Acrylic	24
Buttons	1
Cardstock	7
Cork Coasters	17
DVDs	9
Embroidery Thread	14
Glasses	10
Iron-on	8
Stabilizer Sheets	37
Vinyl & Transfer Paper	24
Wood	32

Monthly Statistics

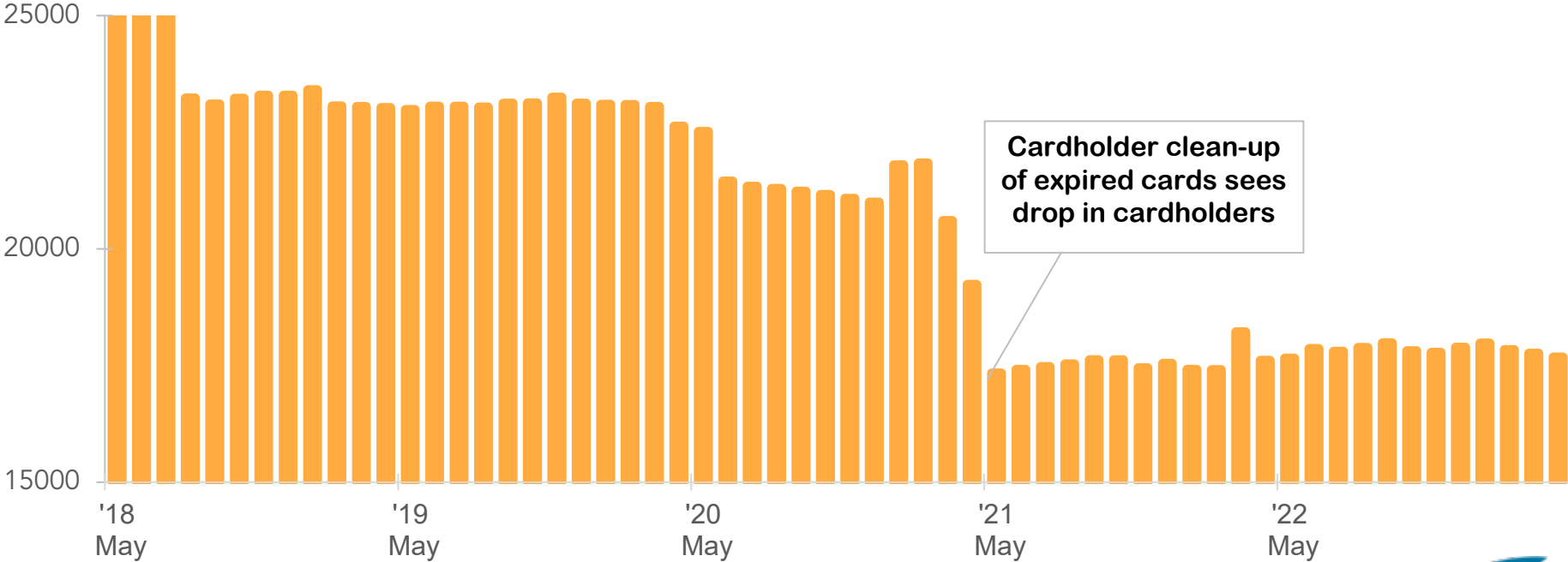
May 2023



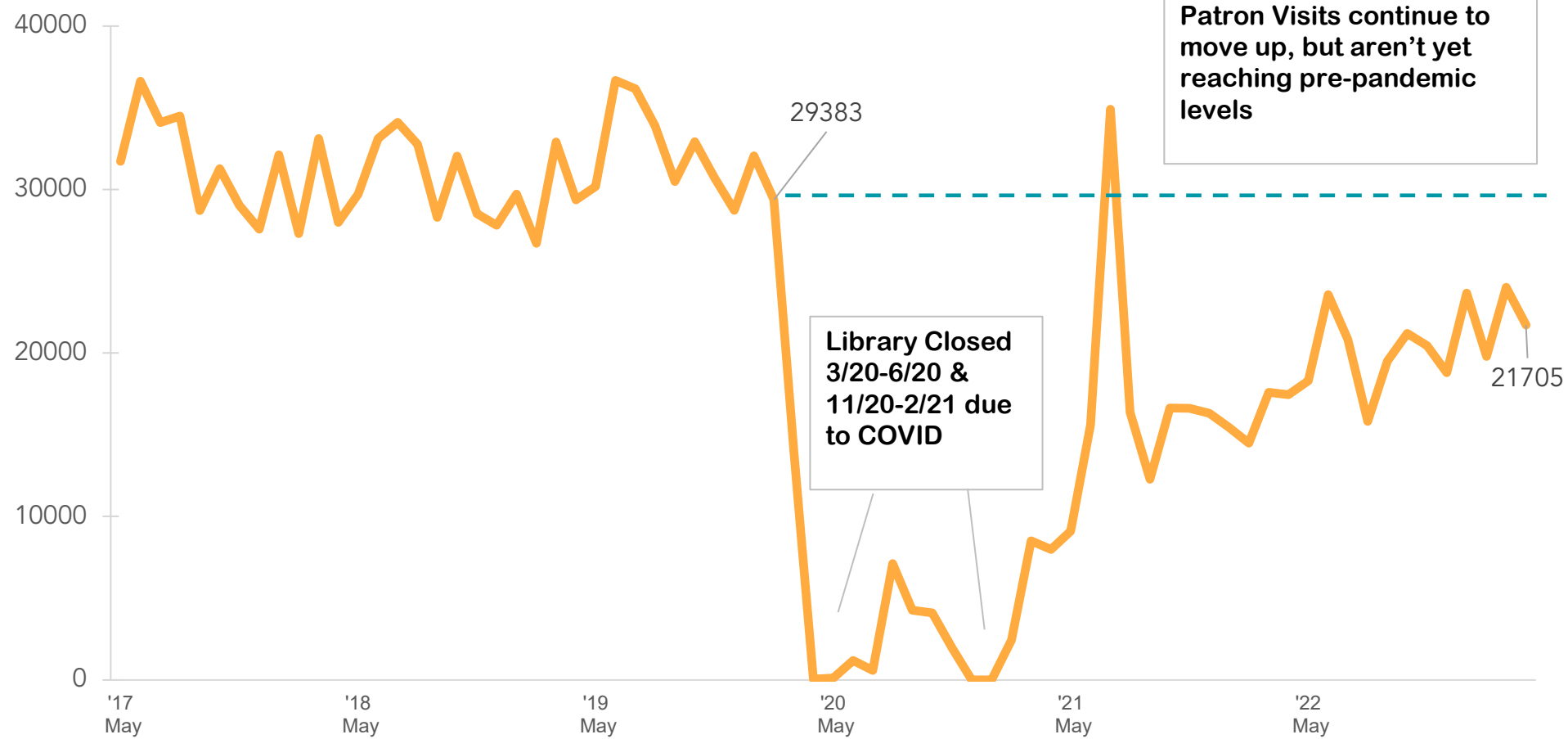
NORTHBROOK
PUBLIC LIBRARY

Users

Northbrook Library Cardholders



Patron Visits Total



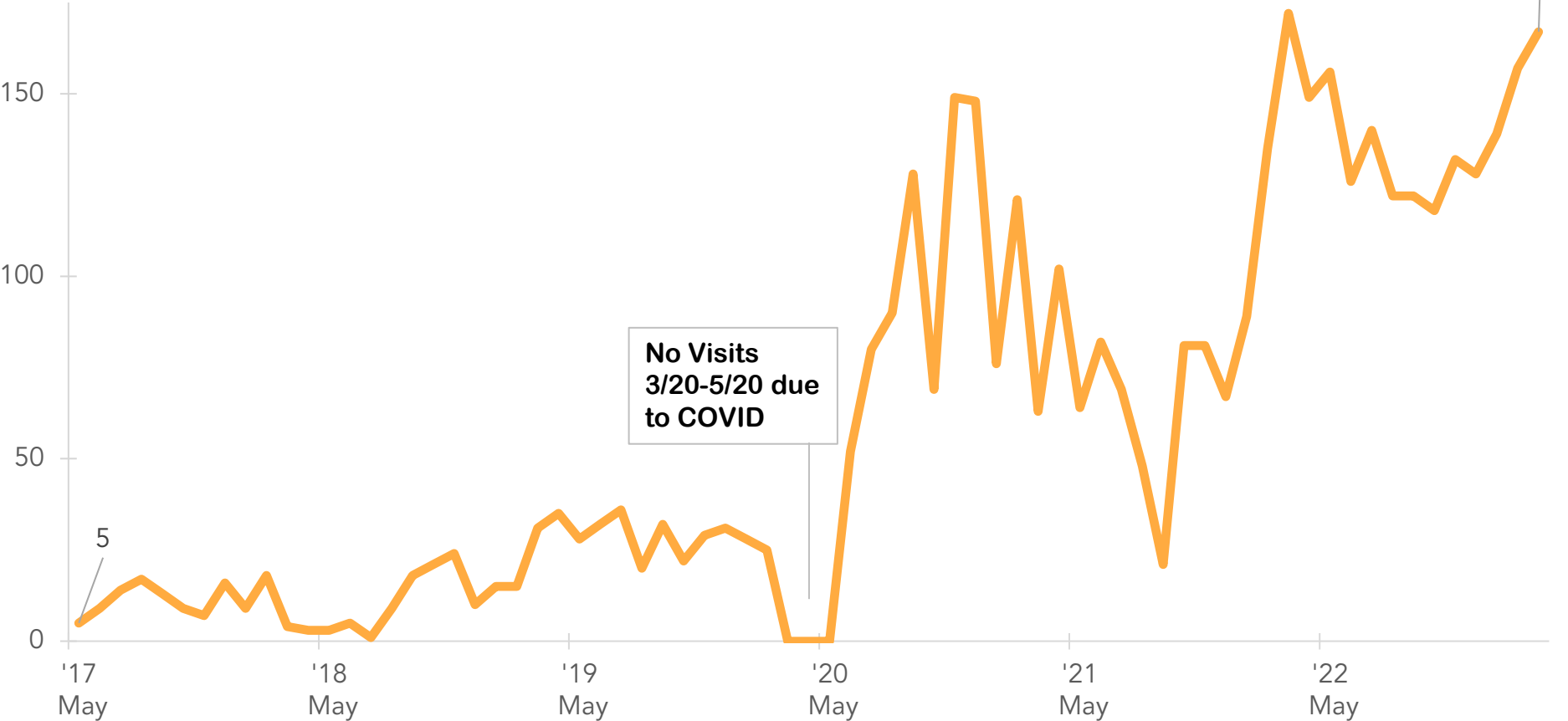
Patron Visits continue to move up, but aren't yet reaching pre-pandemic levels

Library Closed 3/20-6/20 & 11/20-2/21 due to COVID

21705

29383

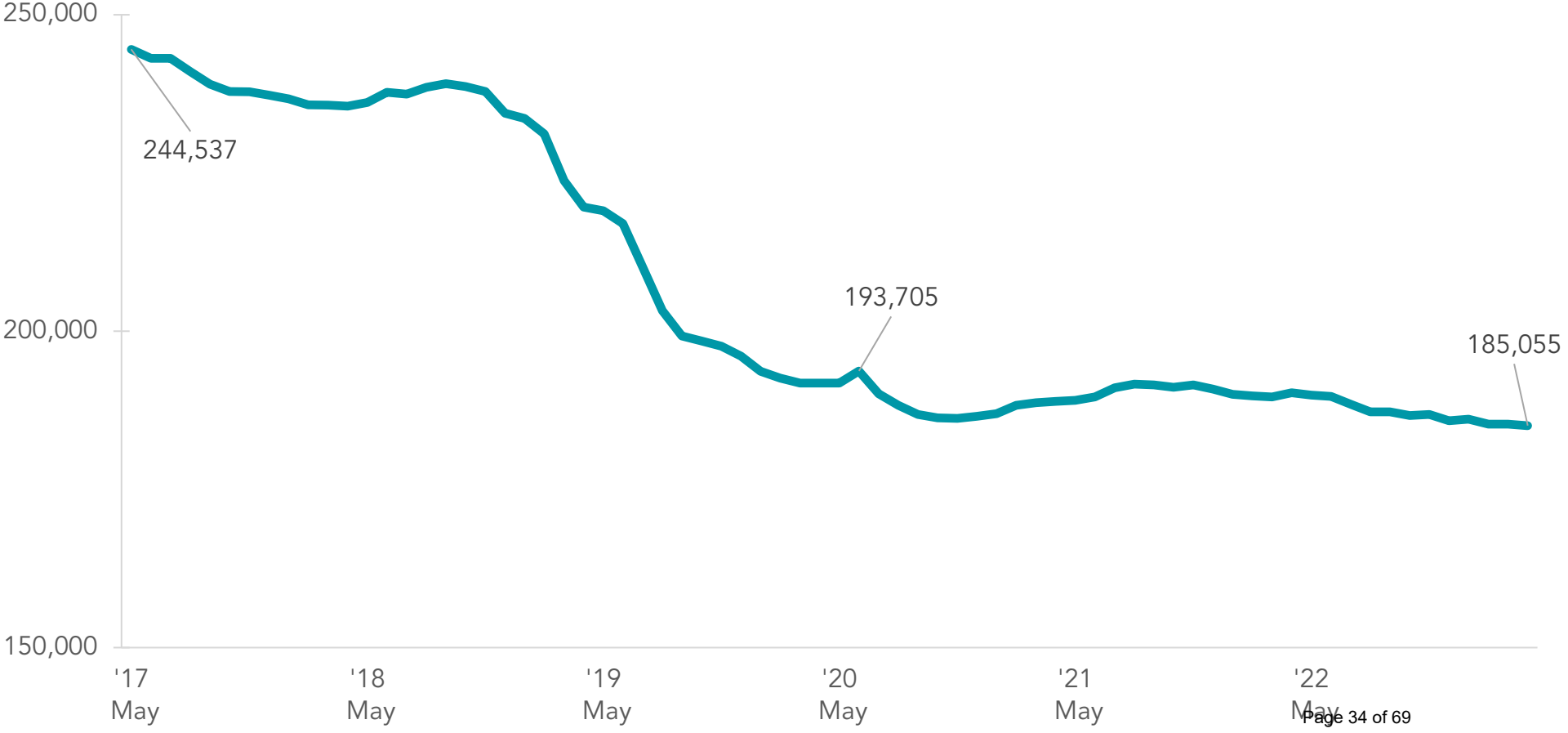
Monthly Home Delivery Visits Surge after Pandemic



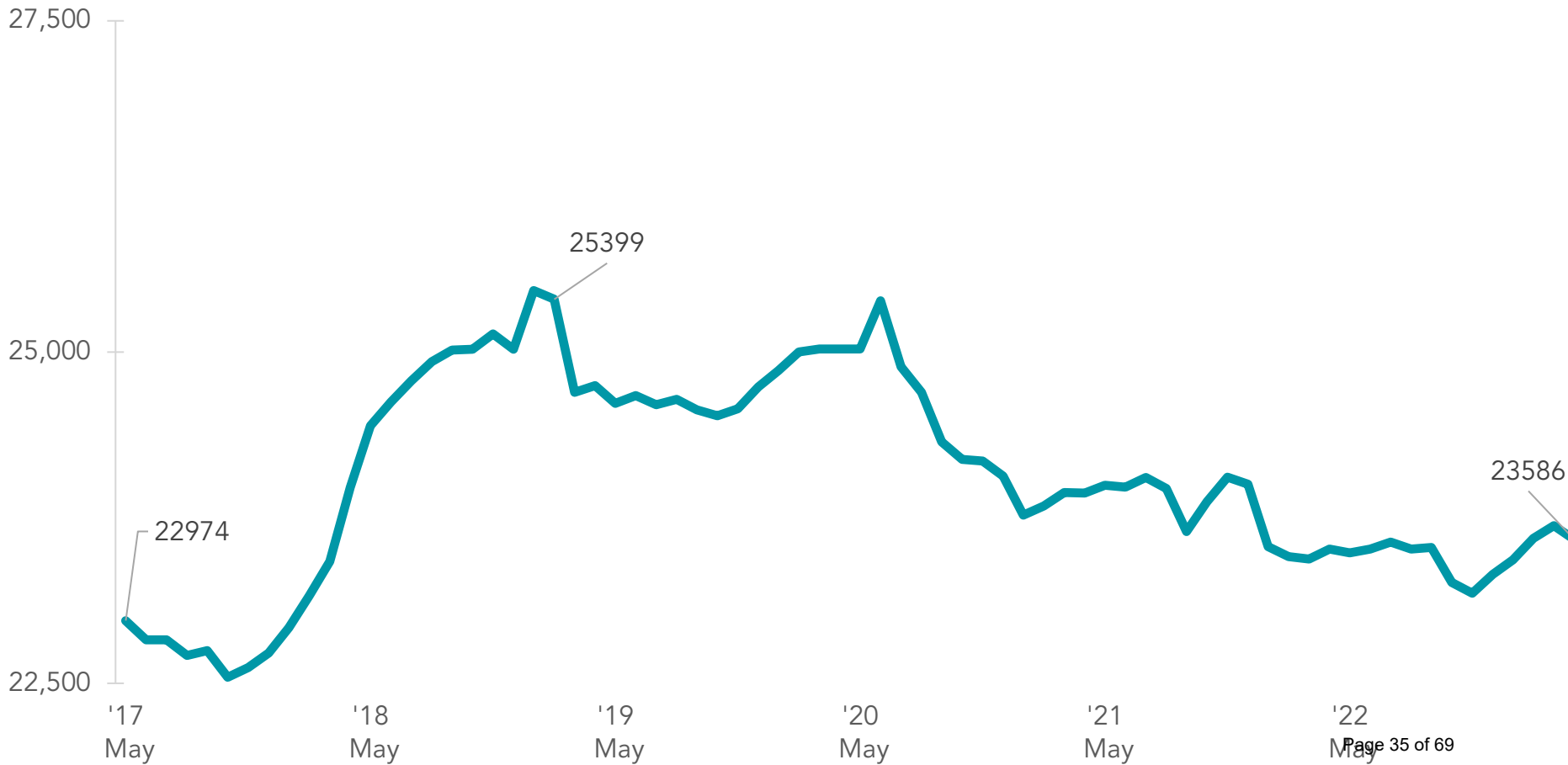
Materials

Total Books in the Collection

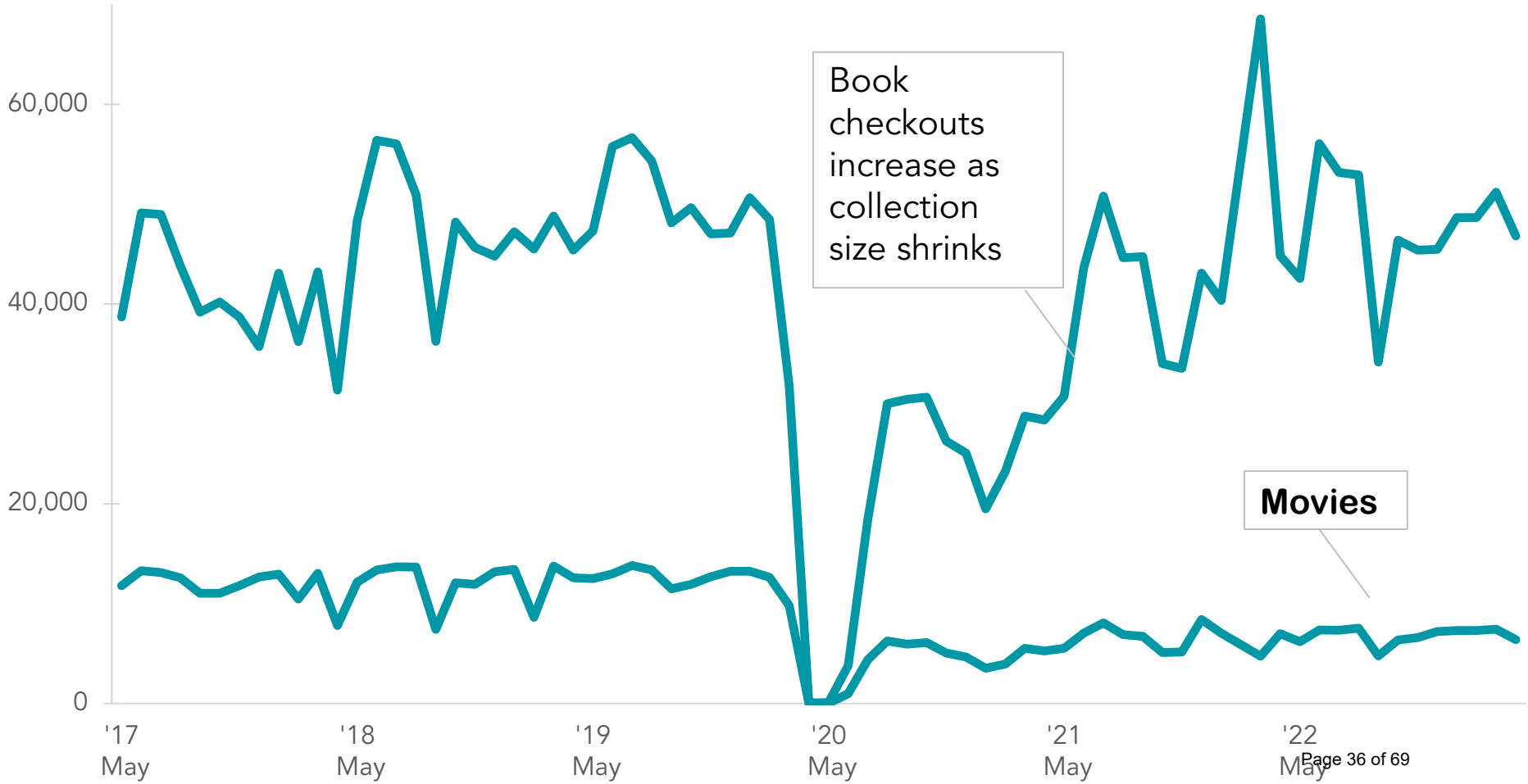
Total books in the collection drop, but circulation goes up.



Total Movies in the Collection



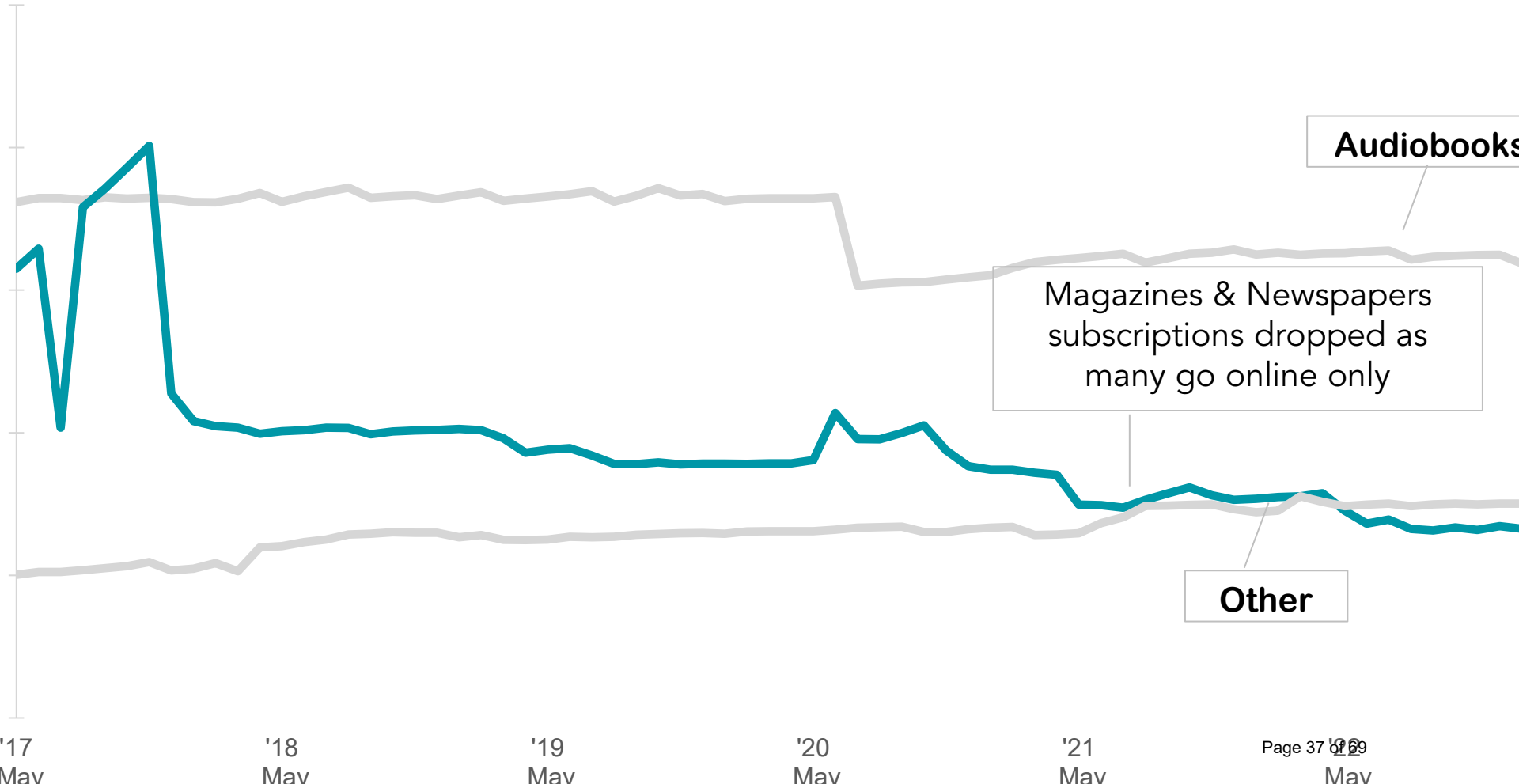
Checkouts of Books & Movies at Northbrook



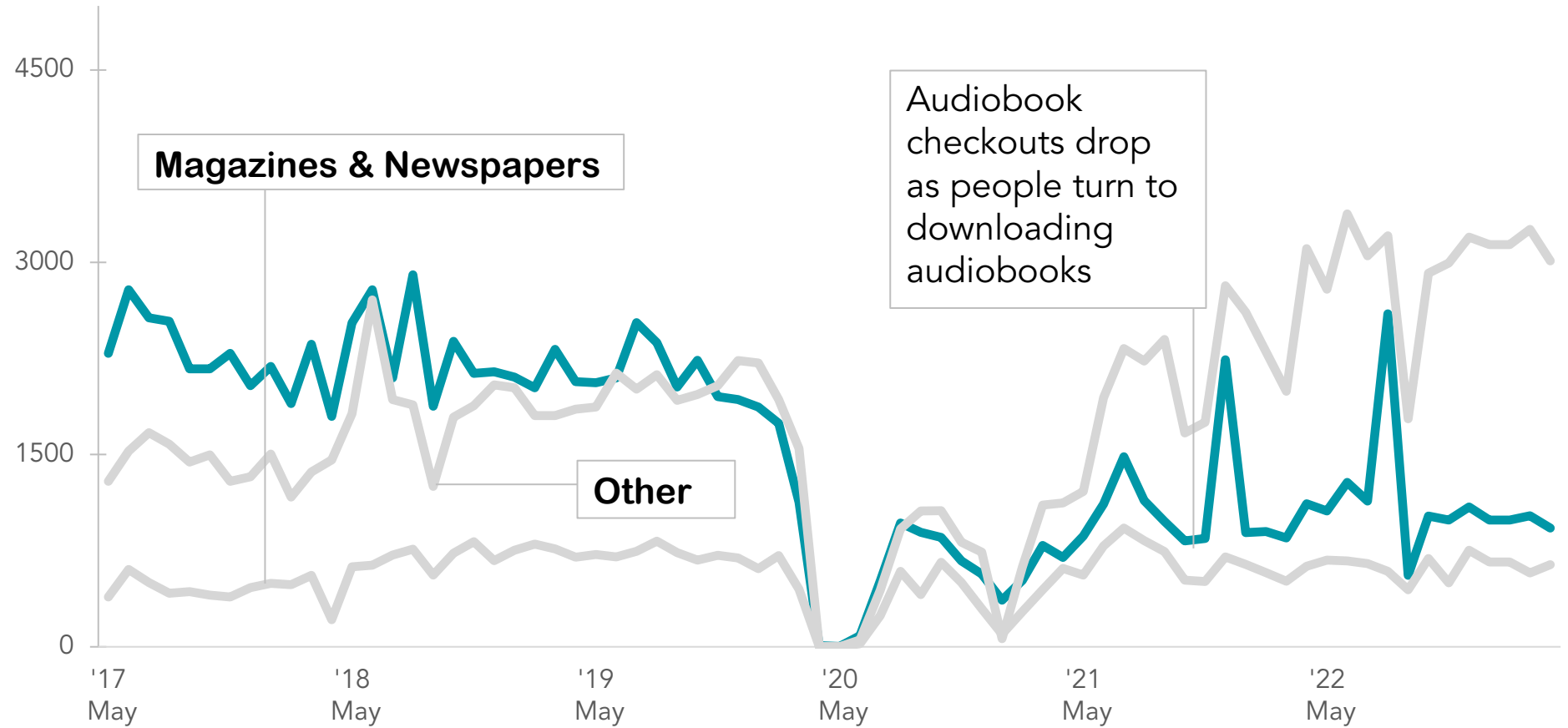
Book checkouts increase as collection size shrinks

Movies

Total Items in the Collection by Type

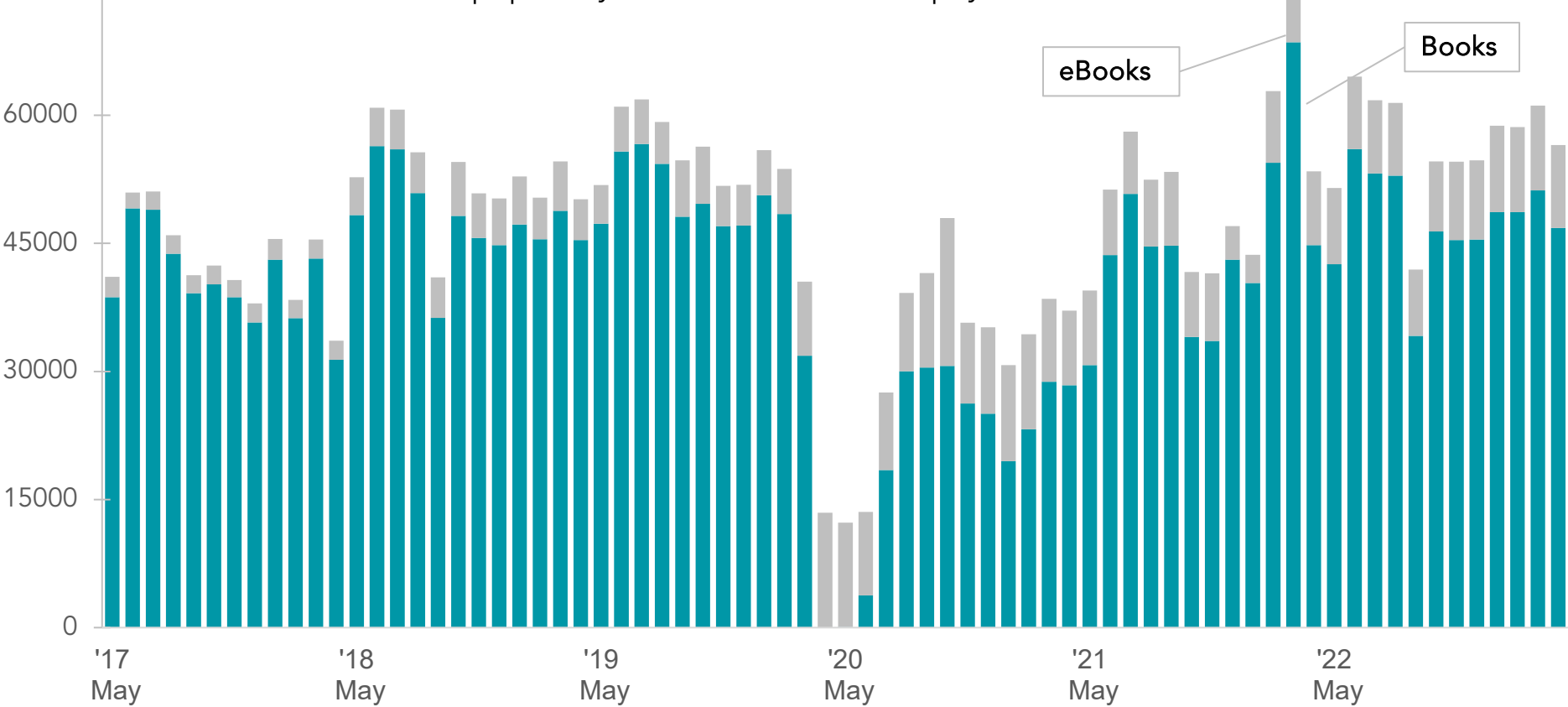


Checkouts of Physical Items at Northbrook



Books & eBook Checkouts

eBooks have increased in popularity but still fall far behind physical book checkouts.

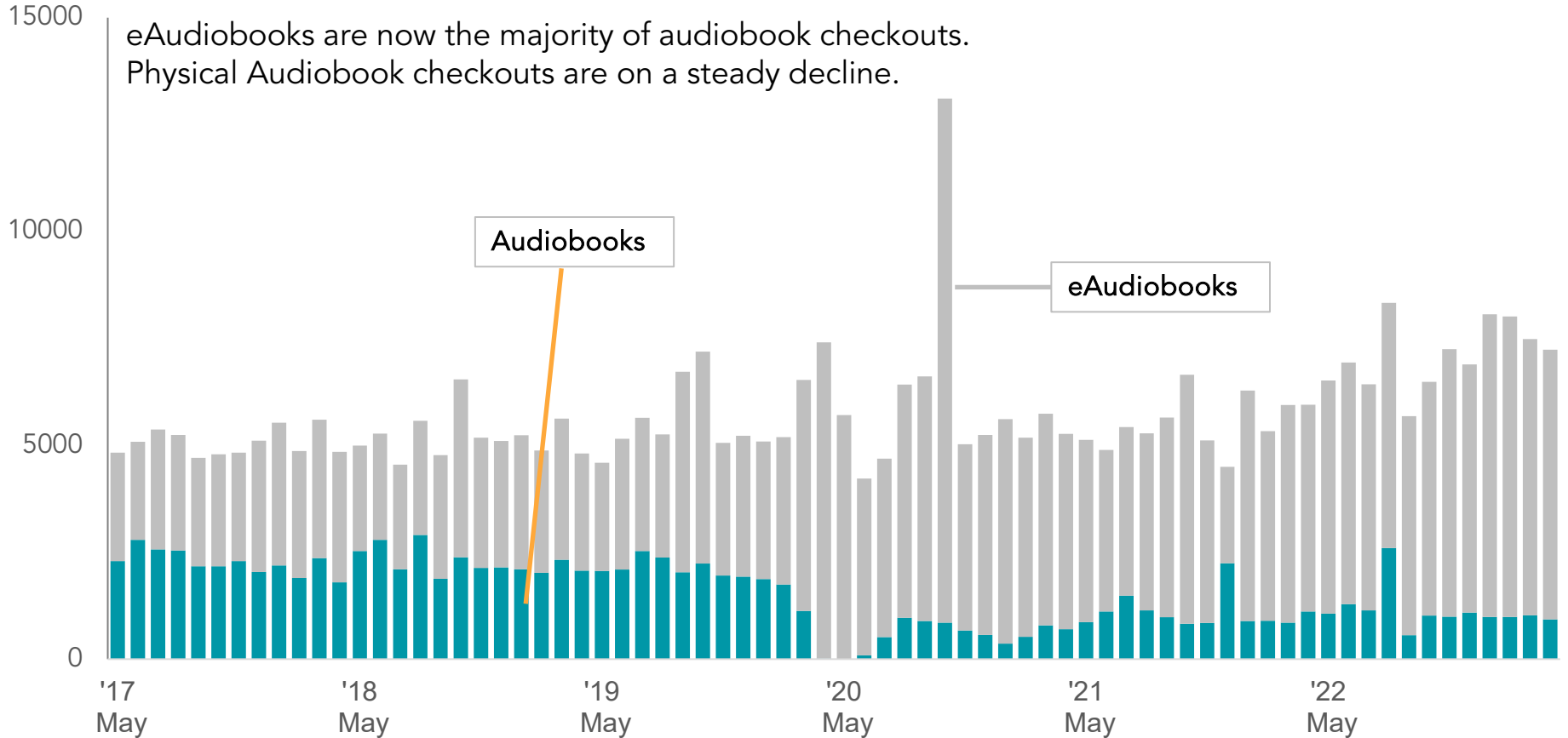


eBooks

Books

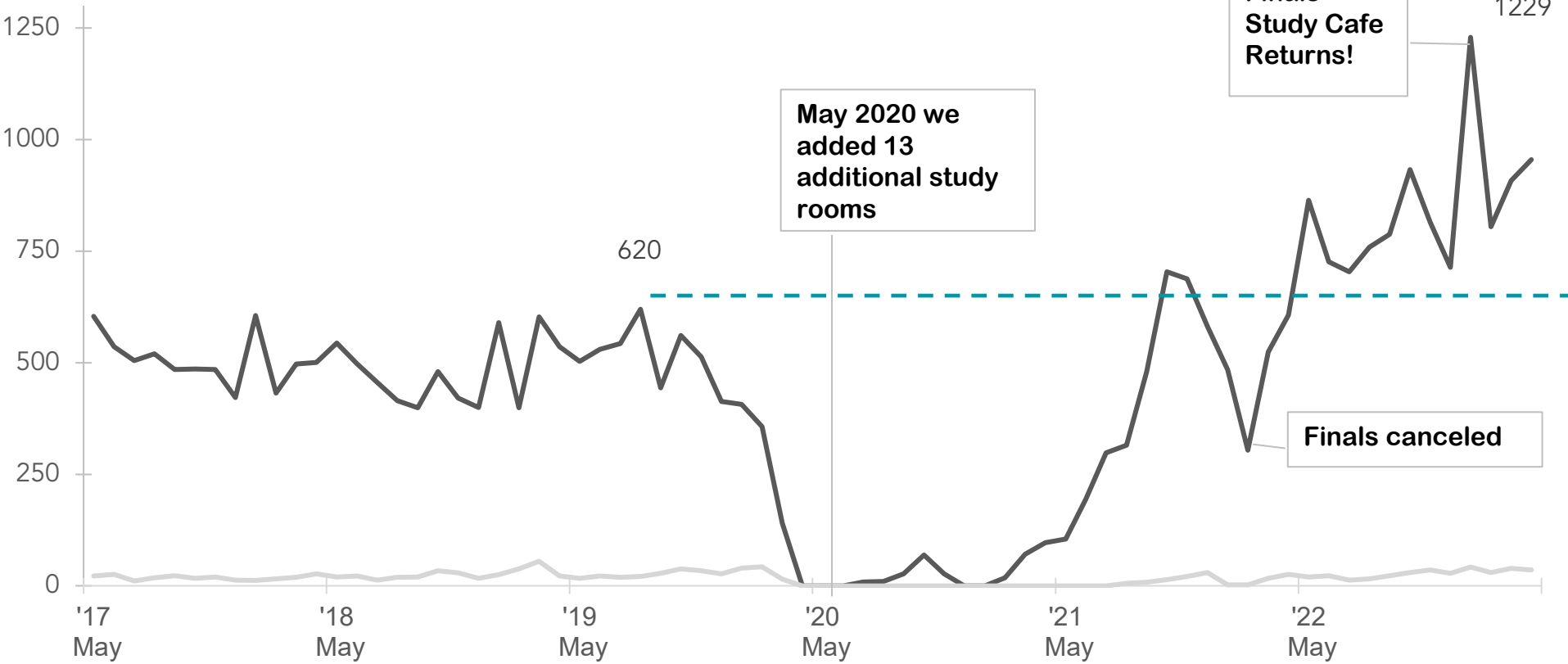
Audiobook & eAudiobook Checkouts

eAudiobooks are now the majority of audiobook checkouts. Physical Audiobook checkouts are on a steady decline.

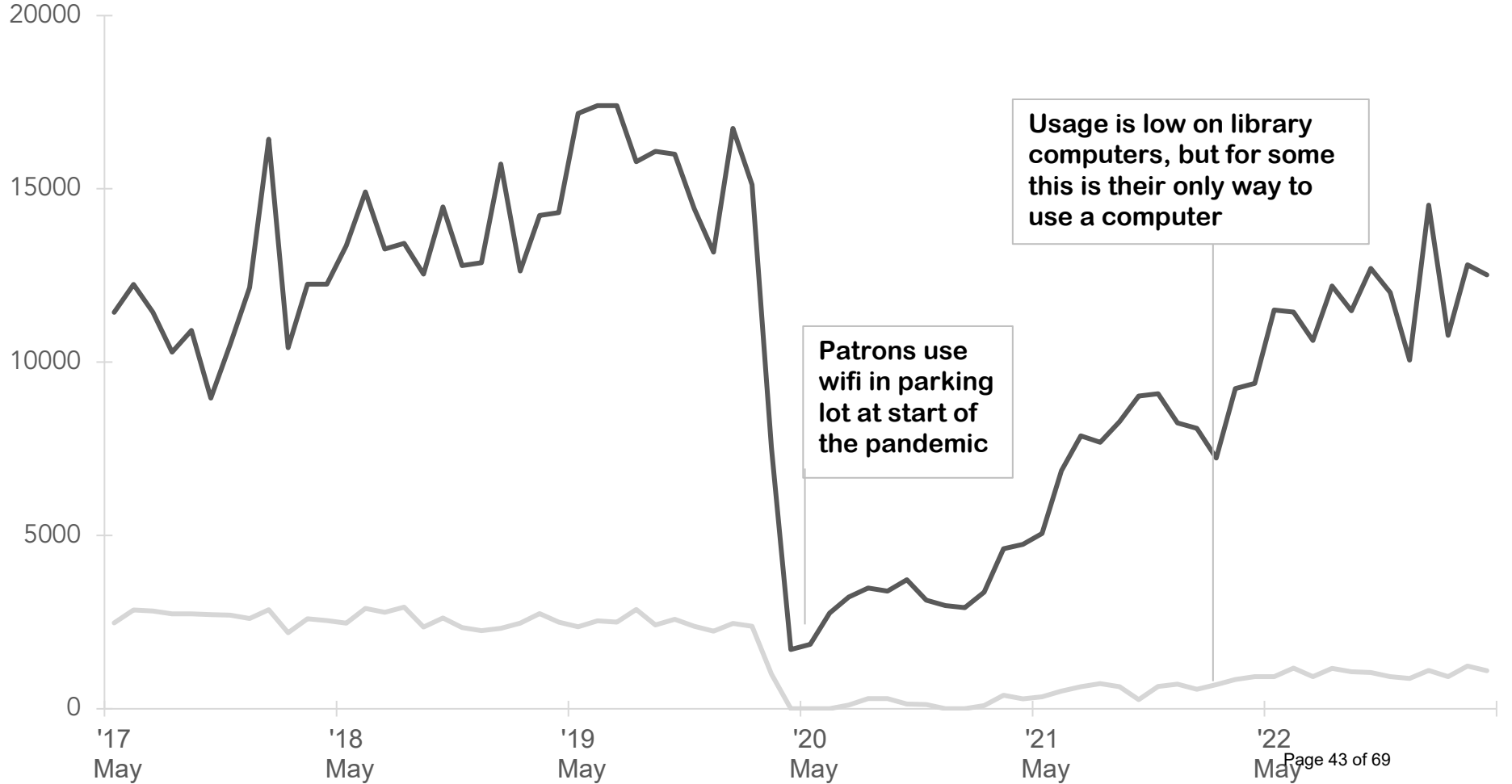


Library Use

Meeting Room & Study Room Bookings



Computer Sessions are Largely via WiFi



May 2023 Patron Comments

Comment	Response	Staff Member Responding
<p>I filled out the survey, but also wanted to drop you a quick note of appreciation. My 6 year old son James and I have been loving the classical concerts at NPL this spring. Byeol Kim, Lakeshore Rush, Irving Artists... and of course, Carnival of the Animals! If you saw a kid waving madly at you from about the 3rd row last Saturday, that was my son! We are so grateful for your work in bringing these performances to our community. I'm a big fan of so much NPL programming, but the Sunday concerts are at the top of my list.</p>	<p>Madison responded directly to the patron.</p>	
<p>We do not co-parent with the library, we do not co-parent with your staff or with the trustees. We are the parents and ultimately, we have the final decision over our children. Your neighbors in Northbrook, Northbrook Parents</p>	<p>Anonymous sender, no one to respond to.</p>	<p>Kelly Durov</p>
<p>I am a Northbrook resident. I have a Northbrook card. I go there quite a bit. Excuse me, I am just calling to find out if you could give me a call why Northbrook where I live, does not host drag Queen reading to little kids. I just kind of think that is an outrage. And if you can give me a call. I understand I think I understood that there are some other libraries around the Northbrook area that are hosting drag queen storytime.</p>	<p>I spoke to the patron and let her know we have previously hosted a DQSH. I did let her know we don't have any immediate plans to host another but that didn't mean we wouldn't be at some point in the future. I provided her with resources for the Chicago area DQSH.</p>	<p>Summer Kosuge</p>
<p>The best and most beautiful, community focused library in the area. Good book selection, DVDs, and activities. The most amazing study rooms and common areas. Lots of daylight, fast, electronic, check-out system. Clean and spacious. The staff is extremely helpful, kind, and knowledgeable. Artwork by local artists everywhere. Overall, I love visiting this library! Highly recommended!</p>	<p>Thank you for the glowing review. We're so glad you enjoy the library and we hope you visit again soon!</p>	<p>Linda Vering</p>

Comment	Response	Staff Member Responding
<p>I just wanted to send a note to let you know how much I appreciate Dan's outstanding tech support last t Fri for the below item. He truly went above and beyond and saved me!</p> <p>Basically when I tried to use this hotspot I was out of state, it did not work (had somehow gotten reset perhaps by prior user), and I desperately needed it esp for overdue work assignment. Whereas many other people would have just given up (esp late on a Fri pm) Dan tried multiple things and was absolutely dogged and persistent in his investigation. He finally cracked the case and got it working! The whole time we were on the phone he was also v patient and kind. It's v rare that I write notes like this but Dans support was just so incredible I had to let you know. I commend you on your selection of a truly awesome employee. I've been a lifelong fan of the Northbrook library, but esp so this pst wk! Pls give him a gold star or a puppy</p>	<p>Thank you so much for letting us know. We have shared this with Dan and his supervisor. I am glad you were able to get the hotspot working and had a great experience!</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member Responding
<p>I'm reading your summer issue of the NBPL magazine and I don't see anything mentioned at all in celebration of or education in AAPI month which was in May. No mention of it, no activities planned, no authors discussed, no events...what happened? You did have dedicated movie series for Jewish history month and an activity for pride month, which is great, but nothing for AAPI month? What happened to your discussion about commit to DEI?</p>	<p>Thank you for reaching out to express your concern. The library strives to prioritize our DEI work and it is important for us to hear when people feel we missed the mark. You are correct that we did not feature AANHPI programs in our newsletter this year. For various reasons (scheduling, staff, other programs), it's not always possible for us to highlight month long cultural celebrations every year. We do think it is important to provide materials and programs that feature many identities and cultures and we try to make choices all year round that feature diverse materials and programs.</p> <p>Here are some other ways we've highlighted Asian American, Native Hawaiian, Pacific Islander Heritage (AANHPI) month in May 2023:</p> <p>In Library and on Social Media & Email</p> <p>Feature on our website that links to our Celebrating Asian American, Native Hawaiian, Pacific Islander Heritage Month web page which features staff curated book lists & suggested movies and maker projects (month long for AANHPI)</p> <p>Youth Services Display (month long for AANHPI)</p> <p>Fiction & Media Display (month long for AANHPI)</p> <p>Social media post for AANHPI month with staff curated book lists & suggested movies</p> <p>Library Programs</p> <p>Streaming platforms highlighted materials for AANHPI</p> <p>Korean Language Storytime program</p> <p>Book discussions:</p> <p>Our Missing Hearts by Celeste Ng</p> <p>A House for Happy Mothers by Amulya Malladi</p> <p>Amulet: The Stonekeeper by Kazu Kibuishi (youth discussion)</p> <p>Please let me know if you have any more questions or concerns.</p>	<p>Kelly Durov</p>

May 2023 Patron Comments

Comment	Response	Staff Member Responding
My family was so impressed with the results.	The patron wrote this in response to a staff email regarding some files he had saved on our drive from digitizing some family home videos.	Cathleen Doyle

NORTHBROOK PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 1.31)

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

1.1 ISL Control # [PLS 151 PLS 701]	30503
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0388
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Northbrook Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	1201 Cedar Lane
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	847-272-6224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-272-5362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http:// www.nor hbrook.info

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	35,222
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 2.16)

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

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0	0
2.1b Total number of branch libraries [PLS 210]	0	0
2.2a Are any of the branch libraries a combined public and school library?	No	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORTHBROOK PL	NORTHBROOK PUBLIC LIBRARY		No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
NORTHBROOK PL	30503	3050300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
NORTHBROOK P.L.	1201 CEDAR LANE		No No

Address

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

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTHBROOK PL	Cook		847 272 6224	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORTHBROOK PL	87,223		

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19

NORTHBROOK P.L.	3,452	3,494	52	52	237,708	189,214	0	0	0	52
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ANNUAL REPORT DATA (3.1 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2022	05/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2023	04/30/2022
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Kelly Durov	Kelly Durov
3.5 Telephone Number of Person Preparing Report	847 272 7074	847 272 7074
3.6 FAX Number	847-272-0001	-1
3.7 E-Mail Address	kdurov@northbrook info	kdurov@northbrook info

REFERENDA (4.1 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No No
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CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7 7
5.2 Total number of vacant board seats	0 0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes Yes

First Member

5.5 Name	Barbara Unikel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2025
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

5.13 Zip Code	60062
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Second member

5.5 Name	Stacy Oliver
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2023
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████

Third member

5.5 Name	Abby Young
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	4/2025
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████

Fourth member

5.5 Name	Maura Crisham
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	4/2023
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████

Fifth member

5.5 Name	Howard Jay Glaubinger
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2023
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Sixth member

5.5 Name	Jami Xu
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	4/2025
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Seventh member

5.5 Name	Sharon Bergstein
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2023
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes Yes	
6.1b If so, please describe	ADA accomodation process in place for programs, sensory friendly hours and events offered, staff have identified spaces where patrons can go for breaks, accessible collection of materials	
6.2 Total Number of Meeting Rooms	4	4
6.2b Total number of times meeting room(s) used by the public during the fiscal year	336	126
6.3 Total Number of Study Rooms	17	13
6.3b Total number of times study room(s) used by the public during the fiscal year	10,200	607

Capital Needs Assessment

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

Age of Facility

Please indicate the number of buildings in each category below.

	<u>5 years or less</u>	<u>6 10 years</u>	<u>11 25 years</u>	<u>26 50 years</u>	<u>51 100 years</u>	<u>100+ years</u>
Number of Facilities					1	

Type of Work Needed

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

	<u>Headquarters Number of Buildings</u>	<u>Headquarters Estimate \$</u>	<u>Other Facilities Number of Buildings</u>	<u>Other Facilities Estimate \$</u>
General repair/remodeling	1	\$5,971,925		
Structural repairs (walls, foundations, etc.)	1	\$225,125		
Roof repair/replacement	1	\$1,205,000		
Heating/ventilation/air conditioning	1	\$128,000		
Electrical systems other than alarms	1	\$42,000		
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures	1	\$210,000		
Energy conservation				
Repair of sidewalks, curbing, parking areas	1	\$42,000		
Accessibility measures				

Technology upgrading				
<u>New building construction (construction of a new facility).</u>				
<u>Building additions (adding square feet to existing facility).</u>				

Type of Work in Progress

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$200,000		
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement				
Heating/ventilation/air conditioning	1	\$305,000		
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures				
Energy conservation				
Repair of sidewalks, curbing, parking areas	1	\$30,000		
Accessibility measures				
Technology upgrading				
<u>New building construction (construction of a new facility).</u>				
<u>Building additions (adding square feet to existing facility).</u>				

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$40,257,550 \$39,085,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No No

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	4,786,546 is being held in capital improvement fund as a reserve for building repair and maintenance

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$12,136,725 \$12,894,275
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. ¹	2013B 7,391,225 2019 4,745,500

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$8,220,935 \$7,907,759
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18 185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$8,836,000 \$8,335,000

State Government

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

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

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

8.2 Per capita grant	\$51,952	\$48,926
8.3 Equalization aid grant		\$0
8.4 Personal property replacement tax	\$459,160	\$350,276
8.5 Other State Government funds received		\$0
8.6 If Other, please specify		1
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$511,112	\$399,202

Federal Government

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

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

8.8 LSTA funds received	\$70,500	\$37,540
8.9 E Rate funds received		\$0
8.10 Other federal funds received		\$34,648
8.11 If Other, please specify		FEMA Funds Received
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$70,500	\$72,188

Other Income

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

8.13 Monetary Gifts and Donations	\$313,374	\$135,092
8.14 Other receipts intended to be used for operating expenditures	\$104,790	\$81,969
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$418,164	\$217,061
8.16 Other non-capital receipts placed in reserve funds		\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$9,220,711	\$8,596,210
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Safeguarding of Library Funds

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

For municipalities of less than 500,000 population, 75 ILCS 5/4 9 requires that the bond be "...not less than 50% of the total funds received by the

library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

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

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

OPERATING EXPENDITURES BY CATEGORY (9.1 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$4,092,322	\$3,693,795
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,398,018	\$1,363,483
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$5,490,340	\$5,057,278

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$329,348	\$323,408
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10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$413,221	\$445,371
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$143,080	\$114,550
10.3b Please provide an explanation of the other types of material expenditures.	audio visual items (audio books, video games, music) DVD/B DVD/BluRay, Library of Things audio visual items (audio books, video games music)	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$885,649	\$883,329

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$2,779,162	\$2,617,553
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$9,155,151	\$8,558,160

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$292,163	\$594,204
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

30	30	\$1,057 03	1,022 00	
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Cataloging	Cataloging	\$29 02	35 00	X
Adult Services	Adult Services	\$32 80	35 00	X
Children's Services	Children's Services	\$35.82	35.00	X
Adult Services	Adult Services	\$34.55	35.00	X
Adult Services	Adult Services	\$49.97	35.00	X
Adult Services	Adult Services	\$32.80	35.00	X
Assistant Library Director	Assistant Library Director	\$55.22	35.00	X
Adult Services	Adult Services	\$27.88	35.00	X
Adult Services	Adult Services	\$39.84	35.00	X
Adult Services	Adult Services	\$43.07	35.00	X
Children's Services	Children's Services	\$27.74	35.00	X
Adult Services	Adult Services	\$36.32	22.00	X
Adult Services	Adult Services	\$29.67	35.00	X
Adult Services	Adult Services	\$31.59	35.00	X
Adult Services	Adult Services	\$38.29	35.00	X
Adult Services	Reference	\$26.39	35.00	X
Adult Services	Adult Services	\$31.40	35.00	X
Cataloging	Cataloging	\$43.07	35.00	X
Executive Director	L brary Director	\$83.19	35.00	X
Children's Services	Children's Services	\$26.39	35.00	X
Adult Services	Adult Services	\$27.47	35.00	X
Adult Services	Adult Services	\$28.81	35.00	X

Maker Services Manager	Other Type of Librarian	\$44.44	35.00	X
Open	Circulation		35.00	X
Cataloging	Cataloging	\$30.70	35.00	X
Children's Services	Children's Services	\$27.17	20.00	X
Technical Services Manage	Cataloging	\$43.83	35.00	X
Children's Services Manage	Children's Services	\$37.41	35.00	X
Adult Services	Adult Services	\$31.96	35.00	X
Adult Services	Adult Services	\$30.22	35.00	X
				X

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	25.55	24 68
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Group A hidden group hours

Group B

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

8	8	8	\$168.13	162.00	
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Children's Services	Children's Services	Bachelor's Degree No library science	\$21.77	20.00	X
AS	Adult Services	Bachelor's Degree: No library science	\$24.72	11.00	X
CS	Children's Services	Master's Degree: Not in library science	\$19.66	20.00	X
AS	Adult Services	Bachelor's Degree: No library science	\$20.20	16.00	X
Children's Services	Children's Services	Bachelor's Degree: No library science	\$18.46	20.00	X
Children's Services	Children's Services	Master's Degree: Not in library science	\$26.39	35.00	X
Children's Services	Children's Services	Less than a Bachelor's degree	\$17.93	18.00	X
AS	Adult Services	Bachelor's Degree No library science	\$19.00	22.00	X
					X

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	4.05	5 08
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	29.60	29 75

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,192.00	1,095 00
13.14 Minimum hourly rate actually paid	\$15.40	\$15.10

13.15 Maximum hourly rate actually paid	\$61.32	\$59 16
13.16 Total FTE Group C employees (13.13 / 40)	29.80	27 38

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	182.00	175.00
13.18 Minimum hourly rate actually paid	\$13.00	\$12.20
13.19 Maximum hourly rate actually paid	\$14.76	\$14.64
13.20 Total FTE Group D employees (13.17 / 40)	4.55	4.38

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	150.00	132.00
13.22 Minimum hourly rate actually paid	\$17.72	\$17.58
13.23 Maximum hourly rate actually paid	\$43.07	\$42.23
13.24 Total FTE Group E employees (13.21 / 40)	3.75	3.30
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	38.10	35.05
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	67.70	64 80

Librarian Vacancies

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

13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

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

13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
1			35.00	1	1
Librarian			35.00	Filled	01/2023

Eliminated Librarian Positions

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

13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	237,708	189,214
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count	

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 15.39a)

Synchronous Programs:

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

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

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

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

Count all self directed activities, whether held on or off site, that are sponsored or co sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)		15.2 Attendance		15.3 Self Directed Activities		15.4 Self Directed Activity Participants	
Children (0 5)	120	56	8,477	773	12	76	4,800	6,772
Children (6 11)	75	34	954	451	6	0	89	0
Young Adults (12 18)	29	35	321	389	1	0	110	0
Adults (19 and older)	393	326	11,552	9,326	0	0	0	0
General Interest	74	411	1,956	10,114	5	0	574	0
Total	691	862	23,260	21,053	24	76	5,573	6,772

	261	8,661	27	1,598
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Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions		15.30 Program Attendance	
Synchronous In-Person Onsite Program Sessions	480	481	18,724	12,008
Synchronous In-Person Offsite Program Sessions	9	5	226	104
Synchronous Virtual Program Sessions	196	376	4,308	8,941
Total	685	862	23,258	21,053

Asynchronous Virtual Presentations (Subset of Self Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	64	124
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	1,146	8,053

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes No
15.39b Please describe the programming provided.	Accessibility hour library opens 1 hour early for patrons who need a quieter, less crowded environment. Sensory-friendly movie programs.

REGISTERED USERS (16.1 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	14,330	17,150
16.2a Total Number of Unexpired Non-resident Cards	351	396
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued? ²	📁 174	4
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	6	6
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$24,029.00	\$22,222 00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	14,681	17,546
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No	

RESOURCES OWNED (17.1 - 17.9)

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

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as

gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	187,576	191,951
17.2 Current Print Serial Subscriptions	341	369
17.3 Total Print Materials (17.1+17.2)	187,917	192,320
17.4 E books Held at end of the fiscal year [PLS 451]	55,559	140,632
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	24,237	25,182
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	29,321	650,055
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	25,938	23,514
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	13,154	52,805
17.6c Other Circulating Physical Items [PLS 462]	1,483	3,787
17.6d Total Physical Items in Collection [PLS 461]	239,234	244,434

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLS 456]	44	45
17.8 State (state government or state library) [PLS 457]	16	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	60	61

USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	327,041	511,162
18.2 Number of young adult materials loaned	29,054	50,069
18.3 Number of children's materials loaned [PLS 551]	381,523	456,598

18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	737,618	1,017,829
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Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books Physical	576,859	538,008
18.6 Videos/DVDs Physical	82,465	122,632
18.7 Audios (include music) Physical	34,713	88,821
18.8 Magazines/Periodicals Physical	7,593	13,665
18.9 Other Items Physical [PLS 561]	35,988	88,341
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	737,618	851,467
18.11 Use of Electronic Materials [PLS 552]	167,944	166,362
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	905,562	1,017,829
18.13 Successful Retrieval of Electronic Information [PLS 554]	197,872	181,589
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	365,816	347,951
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,103,434	1,199,418
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	37,174	33,308
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	32,741	36,327

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502]	32,604	34,268
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)	

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	5,345
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AUTOMATION (20.1 20.5)

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

20.1 Total number of ALL computers in the library	207	208
20.2 Total number of PUBLIC USE (Internet and non Internet accessible) computers in the library)	38	40
20.3 Is your library's catalog automated?	Yes Yes	
20.4 Is your library's catalog accessible via the web?	Yes Yes	
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes Yes	

INTERNET (21.1 21.9)

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

21.1 Does your library have Internet access?	Yes Yes	
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)	Other (specify)
21.2b If Other, please specify	500	500 mbps
21.3 What is the monthly cost of the library's internet access?	\$537	\$534
21.4 Number of Internet Computers Available for Public Use [PLS 650] ³	38	29
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	12,466	7,228
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	142,648	96,068
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No No	
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes Yes	
21.9 Number of website visits or sessions to your library website [PLS 653]	458,136	420,734

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No No
22.3 If NO, why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (23.1 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$57,439 \$51,434
23.2 Does the above amount include travel expenses?	Yes Yes
23.3 How many hours of training did employees receive this year?	2,898.00 2,127.00

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes Yes
23.5 Would you like to receive autism training at your library?	No No

COMMENTS AND SUGGESTIONS (24.1 24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Changed due to year 3 of COVID 19 continued to affect in person visits and attendance. Virtual services and electronic resources continued to be in high demand even as we saw a return to in person usage.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We have continued to find high demand for virtual events, online and phone services, and electronic resources.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID 19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19 ⁴	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID 19	No
External WiFi Access Increased During COVID 19	Yes
Staff Re Assigned During COVID 19	Yes

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

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

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1
25.4 Second board member completing the audit	-1
25.5 Date the Secretary's Audit was completed	-1

IPLAR CERTIFICATION

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

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

	<u>Electronic Signature</u>	<u>Date</u>
<u>Library Director</u>		
<u>President</u>		
<u>Secretary</u>		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 7 12 last year number incorrect 2013B 8,377,025; 2019 5,203,000 (0 2023 05 31)

², 16.2a (1) Significant increase in usage after the Cards for Kids Act was expanded and the Library Board adopted a policy to no longer charge for cards for kids ages 18 and under (0 2023 05 26)

³, 21.4 Increase due to public computer stations being restored after COVID. (0-2023-05-30)

⁴, on a temporary basis Patrons still need to come in person to get their library card after they fill out an online application (0 2023 05 30)