

NORTHBROOK PUBLIC LIBRARY IN-PERSON MEETING

March 17, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

Livestream: <https://youtu.be/LCdgMvFA4W8>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – February 17, 2022
 - 3.3 Approve Cash Balances & Income Statement February 2022
 - 3.4 Approve Bills and Charges from February 2022
 - 3.5 Approve Attendance Policy Update
 - 3.6 Approve Use of Cell Phones and Library Phones Update
 - 3.7 Approve Technology Policy Update
 - 3.8 Approve Sick Leave Policy Update
 - 3.9 Approve Non-Resident Fee Method
 - 3.10 Approve General Leave of Absence Update
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 FY23 Budget
 - 7.2 Palatine Library Visit
- 8 New Business
 - 8.1 Tuition Reimbursement Policy Update
 - 8.2 Cedar Lane Project Update
 - 8.3 Appoint Board Officer Nominating Committee
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
2/28/2022**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	6,257,818.37	1,295,445.04	565,438.45	6,987,824.96
	Restricted	363,962.82	5,480.90	28,993.48	340,450.24
	IMRF	646,381.24	64,546.31	27,840.67	683,086.88
	Fica	152,630.17	43,992.57	23,069.76	173,552.98
	Total Operating	\$ 7,420,792.60	\$1,409,464.82	\$ 645,342.36	\$ 8,184,915.06
Capital Improvement		\$ 5,077,119.68	\$ 193.57	\$ 1,563.51	\$ 5,075,749.74
Debt Service		\$ 1,761.46			\$ 1,761.46

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(98,334.86)	26,304.67	1,761.46
PayPal	8,087.98	-	-
FBofHP	226,201.65	-	-
Fifth Third - Checking/Money Market	8,047,505.87	5,048,933.70	-
US Bancorp	659.42	511.37	-
Petty Cash	795.00	-	-
Total	\$ 8,184,915.06	\$5,075,749.74	\$ 1,761.46

NB&T = Northbrook Bank & Trust
 GSB = Glenview State Bank
 FBofHP - First Bank of Highland Park
 USB = US Bancorp

Northbrook Public Library
Income Statement
2/28/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$45,707.67)	\$44,209.15	\$7,257,317.44	\$7,246,425.53	\$7,289,188.00	99.41%
Replacement Tax	\$0.00	\$0.00	\$102,542.48	\$215,247.98	\$125,000.00	172.20%
Impact Fees	\$0.00	\$0.00	\$8,021.03	\$6,634.86	\$0.00	0.00%
Fines, Fees & Rentals	\$336.35	\$1,372.33	\$4,100.81	\$27,788.96	\$25,000.00	111.16%
Interest Income	\$670.46	\$108.78	\$14,172.97	\$3,635.11	\$25,000.00	14.54%
Other Income	\$6,668.91	\$15,267.97	\$24,053.64	\$41,190.28	\$100,000.00	41.19%
Total Undesignated Revenue	(\$38,031.95)	\$60,958.23	\$7,410,208.37	\$7,540,922.72	\$7,564,188.00	99.69%
Designated Revenue						
Gifts & Other Designated Income	\$7,804.00	\$5,413.71	\$154,410.01	\$108,376.06	\$100,000.00	108.38%
Designated Interest Income	\$0.05	\$67.19	\$216.66	\$156.19	\$0.00	
Total Designated Revenue	\$7,804.05	\$5,480.90	\$154,626.67	\$108,532.25	\$100,000.00	108.53%
Total Revenues	(\$30,227.90)	\$66,439.13	\$7,564,835.04	\$7,649,454.97	\$7,664,188.00	
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$78,214.92	\$61,904.19	\$719,605.03	\$701,836.83	\$949,000.00	73.96%
Audio Visual	\$62,433.00	\$51,190.33	\$644,646.59	\$608,204.25		
Videos/DVDs	\$9,863.52	\$4,427.81	\$42,300.03	\$44,569.56		
Programs	\$5,718.40	\$6,286.05	\$32,658.41	\$49,063.02		
OCLC	\$365.21	\$5,737.44	\$54,597.15	\$59,973.24	\$117,000.00	51.26%
CCS Shared Costs	\$0.00	\$1,226.25	\$19,856.63	\$21,900.76	\$22,000.00	99.55%
Total Materials & Services	\$0.00	\$0.00	\$72,721.13	\$72,444.45	\$80,000.00	90.56%
	\$78,580.13	\$68,867.88	\$866,779.94	\$856,155.28	\$1,168,000.00	73.30%
Human Resources						
General Salaries and Wages	\$297,415.10	\$302,460.00	\$3,016,533.25	\$2,921,685.78	\$3,869,725.00	75.50%
Maintenance Salaries & Wages	\$14,549.98	\$12,253.68	\$146,239.85	\$122,921.08	\$168,975.00	72.75%
Group Insurance	\$54,692.13	\$53,590.70	\$538,003.66	\$547,112.60	\$695,000.00	78.72%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$18,112.06	\$19,436.67	\$27,000.00	71.99%
Staff Development	\$6,372.68	\$956.85	\$25,117.53	\$42,766.04	\$70,000.00	61.09%
Total Human Resources	\$373,029.89	\$369,261.23	\$3,744,006.35	\$3,653,922.17	\$4,830,700.00	75.64%

Northbrook Public Library
Income Statement
2/28/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
Operating Costs						
Photocopy	\$1,530.00	\$362.06	\$22,128.76	\$23,742.93	\$37,500.00	63.31%
Office & Library Supplies	\$4,424.11	\$709.05	\$59,915.56	\$36,453.74	\$70,000.00	52.08%
Software	\$4,181.68	\$2,221.16	\$89,669.11	\$75,829.76	\$103,000.00	73.62%
Postage	\$5.64	\$75.27	\$16,062.01	\$18,499.47	\$20,000.00	92.50%
General Insurance	\$5,384.50	\$8,475.44	\$56,118.52	\$63,502.25	\$63,000.00	100.80%
Telephone/Internet	\$365.29	\$698.98	\$37,354.43	\$34,615.58	\$43,000.00	80.50%
Professional Services	\$17,525.45	\$330.00	\$195,805.62	\$218,579.08	\$275,000.00	79.48%
Furniture, Equipment	\$17,844.86	\$9,000.00	\$61,620.43	\$48,123.02	\$50,000.00	96.25%
Equipment Rental & Maintenance	\$0.00	\$595.00	\$2,928.28	\$22,870.72	\$42,000.00	54.45%
Community Relations	\$10,056.06	\$6,720.96	\$27,193.18	\$31,829.22	\$44,000.00	72.34%
Total Operating Costs	\$61,317.59	\$29,187.92	\$568,795.90	\$574,045.77	\$747,500.00	76.80%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$372.69	\$300.93	\$3,000.00	10.03%
Janitorial Supplies	\$3,441.10	\$2,177.20	\$31,651.54	\$32,162.97	\$45,000.00	71.47%
Utilities	\$512.00	\$12,348.07	\$24,563.48	\$35,215.36	\$54,000.00	65.21%
Building Repairs	\$0.00	\$0.00	\$13,345.33	\$20,490.72	\$30,000.00	68.30%
Contracted Services	(\$6,958.55)	\$20,749.57	\$118,401.62	\$137,316.96	\$135,000.00	101.72%
Total Maintenance	(\$3,005.45)	\$35,274.84	\$188,334.66	\$225,486.94	\$267,000.00	84.45%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$1,509.50	\$500.00	301.90%
Contingency & Misc Exp	\$507.60	\$686.54	\$2,011.09	\$5,602.54	\$100,000.00	5.60%
Board Development	\$0.00	\$30.00	\$170.99	\$480.20	\$0.00	0.00%
Total Other Expenses	\$507.60	\$716.54	\$2,182.08	\$7,592.24	\$100,500.00	7.55%
Total Undesignated Expenses	\$510,429.76	\$503,308.41	\$5,370,098.93	\$5,317,202.40	\$7,113,700.00	74.75%
Designated Expenses						
Miscellaneous Designated Expenses	(\$20.00)	\$16,143.48	\$3,970.72	\$24,526.60	\$0.00	0.00%
Designated Materials Expense	\$31.32	\$0.00	\$1,653.84	\$1,201.20	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$4,000.00	\$0.00	\$4,742.00	\$0.00	0.00%
Designated Program Expense	\$3,566.72	\$1,350.00	\$24,197.61	\$51,852.43	\$100,000.00	51.85%
Total Designated Expenses	\$3,578.04	\$21,493.48	\$29,822.17	\$82,322.23	\$100,000.00	82.32%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$221.73)	\$450,000.00	(0.05%)
Total Expenses	\$514,007.80	\$524,801.89	\$5,399,921.10	\$5,399,302.90	\$7,663,700.00	
NET SURPLUS/(DEFICIT)	(\$544,235.70)	(\$458,696.86)	\$2,164,913.94	\$2,250,152.07	\$488.00	

Northbrook Public Library
Income Statement
2/28/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$3,010.64)	\$2,377.09	\$478,020.66	\$389,635.28	\$400,000.00	97.41%
Property Tax Levy FICA	(\$1,775.67)	\$1,717.45	\$281,934.64	\$281,511.49	\$289,000.00	97.41%
Interest Income IMRF	\$0.00	\$0.00	\$4.66	\$2.13	\$50.00	4.26%
Interest Income FICA	\$0.00	\$0.00	\$2.92	\$1.55	\$50.00	3.10%
Total Undesignated Revenue	(\$4,786.31)	\$4,094.54	\$759,962.88	\$671,150.45	\$689,100.00	97.40%
Total Revenues	(\$4,786.31)	\$4,094.54	\$759,962.88	\$671,150.45	\$689,100.00	
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,837.24	\$27,840.67	\$331,481.69	\$303,842.36	\$425,000.00	71.49%
Employer FICA	\$23,002.90	\$23,069.76	\$232,895.00	\$223,858.49	\$289,000.00	77.46%
Total Human Resources	\$54,840.14	\$50,910.43	\$564,376.69	\$527,700.85	\$714,000.00	73.91%
Total Undesignated Expenses	\$54,840.14	\$50,910.43	\$564,376.69	\$527,700.85	\$714,000.00	73.91%
Total Expenses	\$54,840.14	\$50,910.43	\$564,376.69	\$527,700.85	\$714,000.00	
NET SURPLUS/(DEFICIT)	(\$59,626.45)	(\$46,815.89)	\$195,586.19	\$143,449.60	(\$24,900.00)	

Northbrook Public Library
Income Statement
2/28/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$577.12	\$193.59	\$9,817.93	\$2,961.83	\$10,000.00	29.62%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
Total Undesignated Revenue	\$577.12	\$193.59	\$17,006.93	\$10,161.83	\$10,000.00	101.62%
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	\$577.12	\$193.59	\$17,006.93	\$10,161.83	\$435,000.00	
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$117,524.25	\$1,288.51	\$944,502.14	\$113,482.00	\$908,000.00	12.50%
Professional Fees	\$2,052.50	\$275.00	\$81,665.40	\$35,742.50	\$75,000.00	47.66%
Furniture & Equipment	\$0.00	\$0.00	\$257,603.33	\$261,730.06	\$40,000.00	654.33%
Total Capital & Bond Expenses	\$119,576.75	\$1,563.51	\$1,283,770.87	\$410,954.56	\$1,023,000.00	40.17%
Total Undesignated Expenses	\$119,576.75	\$1,563.51	\$1,283,770.87	\$410,954.56	\$1,023,000.00	40.17%
Total Expenses	\$119,576.75	\$1,563.51	\$1,283,770.87	\$410,954.56	\$1,023,000.00	
NET SURPLUS/(DEFICIT)	(\$118,999.63)	(\$1,369.92)	(\$1,266,763.94)	(\$400,792.73)	(\$588,000.00)	

Northbrook Public Library
Income Statement
2/28/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$223,577.95	\$4,506.07	\$741,399.30	\$738,601.42	\$758,249.00	97.41%
Interest Income	\$0.00	\$0.00	\$8.66	\$4.04	\$0.00	0.00%
Total Undesignated Revenue	\$223,577.95	\$4,506.07	\$741,407.96	\$738,605.46	\$758,249.00	97.41%
Total Revenues	\$223,577.95	\$4,506.07	\$741,407.96	\$738,605.46	\$758,249.00	
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$0.00	\$0.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$759,979.05	\$758,235.58	\$758,249.00	
NET SURPLUS/(DEFICIT)	\$223,577.95	\$4,506.07	(\$18,571.09)	(\$19,630.12)	\$0.00	

February 2022 Financial Summary

Total General Fund revenues collected to date is \$7,649,455.

- 99.41% of property taxes have been collected
- Replacement taxes budget number is a conservative estimate based upon prior year – FY2022 allocations are higher than prior year due to legislative changes that increase the allocation
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 20% is fines and lost item / replacement collections
 - 64% is non resident fees
 - 16% is copy machine collections

Total General Fund expenditures are \$5,399,303, budget differences include:

- Materials is less than budget due to items ordered and not received which is approximately \$60,000
- Programming is less than budget due to COVID
- OCLC costs are greater than budget due to invoices being paid quarterly – 11 months of expense is being reported
- CCS Shared costs are greater than budget due to invoices being paid quarterly - 11 months of expense is being reported
- Staff Development is less than budget due to staff attending less CE and virtual conferences/workshops costing less than in person conferences/workshops
- Photocopy is less than budget due to usage of copy machines being down due to COVID
- Supplies are less than budget due to COVID
- Postage represent 12 months of USPS expense
- General Insurance represents 12 months of expense

February 2022 Financial Summary – page 2

- Furniture, Equipment is greater than budget due to the nature of the account – items are one time costs – to date we have purchased IT Lifecycle items, a mast lift, dvd recorders, OWL for virtual meetings, picnic tables, commercial embroidery machine
- Equipment Rental & Maintenance is less than budget due to the nature of the account – costs are recorded annually when service is performed
- Community Relations is less than budget due to a reduction in outreach due to COVID
- Vehicle is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to gas bill for winter months being higher than summer months – also only 7 months of expense has been recorded
- Janitorial Supplies is less than budget due to COVID
- Building Repairs is less than budget due to the nature of the account – costs are recorded when repair is made
- Contracted Services is greater than budget due to COVID cleaning costs and equipment inspection work that was not budgeted
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

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

Operating Funds	
Library Claims List	\$ 213,722.02
Librarian's Claims List	\$ 14,257.04
Payroll	\$ 300,299.49
Fica/IMRF	\$ 50,910.43
ACH to IPBC	\$ 66,153.38
Total Operating Funds	<u>\$ 645,342.36</u>
Capital Improvement Fund	
Claims List	\$ 1,563.51
	<u>\$ 1,563.51</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 646,905.87</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25361	2/17/2022	Authors Unbound Agency	\$7,500.00	Illinois Library Presents expense
25362	2/17/2022	First Bankcard	\$4,747.34	monthly payment - supplies
25363	2/17/2022	Linda Z's Sewing Center	\$13,000.00	annual payment - equipment
25364	2/17/2022	Our Eric	\$1,500.00	Illinois Library Presents expense
25365	2/17/2022	Penguin Random House LLC	\$7,500.00	Illinois Library Presents expense
25366	2/17/2022	Tee Jay Service Company, Inc.	\$6,628.00	annual payment - contracted services
25367	2/17/2022	WM Corporate Services Inc.	\$618.10	monthly payment - utilities
25368	2/28/2022	Amazon	\$1,189.80	monthly payment - supplies
25369	2/28/2022	Authors Unbound Agency	\$6,250.00	Illinois Library Presents expense
25370	2/28/2022	Baker & Taylor	\$21,650.76	monthly payment - materials
25371	2/28/2022	Baker & Taylor Entertainment	\$637.67	monthly payment - materials
25372	2/28/2022	Best Quality Cleaning	\$5,600.00	monthly payment - contracted
25373	2/28/2022	Cook & Kocher Insurance Group	\$6,920.00	annual payment - insurance
25374	2/28/2022	EBSCO Information Services	\$2,932.58	monthly payment - materials
25375	2/28/2022	Encyclopaedia Britannica, Inc.	\$1,410.00	annual payment - database
25376	2/28/2022	Donna Herula, LTD	\$700.00	monthly payment - programming
25377	2/28/2022	Microsystems, Inc.	\$648.67	annual payment - materials - microfilm
25378	2/28/2022	Midwest Tape	\$8,812.68	monthly payment - materials
25379	2/28/2022	Northbrook Hardware	\$781.47	monthly payment - janitorial services
25380	2/28/2022	Overdrive	\$18,991.29	monthly payment - materials
25381	2/28/2022	Reaching Across Illinois Library System	\$1,707.81	annual payment - programming
25382	2/28/2022	Red Books LLC	\$3,571.55	monthly payment - materials
25383	2/28/2022	Siemens Industry Inc.	\$2,212.82	quarterly payment - contracted services
25384	2/28/2022	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25385	2/28/2022	Sterling Services, Inc.	\$2,736.90	tri annual payment - contracted services
25386	2/28/2022	Symmetry Energy Solutions, LLC	\$9,760.63	monthly payment - utilities
25387	2/28/2022	The Hanover Insurance Company	\$47,021.00	annual payment - insurance
25388	2/28/2022	TigerLily Music Inc.	\$800.00	monthly payment - programming
25389	2/28/2022	Today's Business Solutions, Inc.	\$1,596.00	annual payment - photocopy
25390	2/28/2022	Travelers CL Remittance Center	\$11,556.00	annual payment - insurance
25391	2/28/2022	Value Line Publishing LLC	\$1,050.00	annual payment - materials
25392	2/28/2022	Village of Northbrook Water Dept.	\$1,351.24	monthly payment - utilities
25393	2/28/2022	Vis-O-Graphic, Inc.	\$5,996.09	bi monthly payment - community relations
25394	2/28/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25395	2/28/2022	Wex Health Inc.	\$3,040.52	monthly payment flexible spending, dedendant care and commuter benefit
25396	2/28/2022	WM Corporate Services Inc.	\$618.10	monthly payment - utilities

\$213,722.02

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

Transaction Number	Transaction Date	Reference	Payments
51410	8/24/2022	VOID - Pastimes	(\$91.00)
51481	9/22/2022	VOID - Jac Jemc	(\$200.00)
51482	9/22/2022	VOID - Rachel Kaplan	(\$20.00)
51516	9/22/2022	VOID - Sticky Fingers Cooking	(\$150.00)
51809	2/23/2022	Maria Adamovich	\$15.99
51810	2/23/2022	Gregory Alexander	\$200.00
51811	2/23/2022	American Library Association	\$71.10
51812	2/23/2022	Ancel Glink P.C.	\$330.00
51813	2/23/2022	Karim Babool	\$1.00
51814	2/23/2022	Zbigniew Banas	\$300.00
51815	2/23/2022	Wendi Hill Binford	\$200.00
51816	2/23/2022	Blackstone Publishing	\$41.60
51817	2/23/2022	Peyton Brunet	\$100.00
51818	2/23/2022	Nancy Buehler	\$250.00
51819	2/23/2022	CCH Incorporated	\$291.37
51820	2/23/2022	Chicago Tribune	\$111.50
51821	2/23/2022	Cintas	\$412.86
51822	2/23/2022	Theofano Davidson	\$16.99
51823	2/23/2022	Blair Davis	\$100.00
51824	2/23/2022	Tom Deja	\$500.00
51825	2/23/2022	Lisa Dembo	\$16.99
51826	2/23/2022	Demco	\$125.53
51827	2/23/2022	Dick Blick	\$73.20
51828	2/23/2022	Hussein Din	\$17.99
51829	2/23/2022	Film Ideas, Inc.	\$446.46
51830	2/23/2022	Gale/Cengage Learning Inc.	\$243.92
51831	2/23/2022	Jo I Gayle	\$125.00
51832	2/23/2022	Mark Gelfeld	\$200.00
51833	2/23/2022	Benjamin Goluboff	\$250.00
51834	2/23/2022	Grainger	\$449.82
51835	2/23/2022	Green America	\$20.00
51836	2/23/2022	Jayne Herring	\$400.00
51837	2/23/2022	The Home Depot Credit Services	\$139.00
51838	2/23/2022	HR Source	\$199.00
51839	2/23/2022	Illinois Heartland Library System-OCLC	\$45.75
51840	2/23/2022	Illinois Library Association	\$30.00
51841	2/23/2022	Image Specialties of Glenview, Inc.	\$19.05
51842	2/23/2022	Impact Networking LLC	\$362.06
51843	2/23/2022	Jac Jemc	\$200.00
51844	2/23/2022	Rachel Kaplan	\$20.00
51845	2/23/2022	Bokeum Ko	\$250.00
51846	2/23/2022	Laconi, Inc.	\$100.00

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

Transaction Number	Transaction Date	Reference	Payments
51847	2/23/2022	Languages Unlimited LLC	\$150.00
51848	2/23/2022	Lori Lynn Layman	\$150.00
51849	2/23/2022	Lechner Services	\$72.00
51850	2/23/2022	Ron Mantegna	\$200.00
51851	2/23/2022	Patrick McCallister	\$175.00
51852	2/23/2022	Patrick McCallister	\$175.00
51853	2/23/2022	Jim Miller	\$27.67
51854	2/23/2022	Moore Landscapes, LLC	\$537.00
51855	2/23/2022	Neuco Inc.	\$580.05
51856	2/23/2022	Daniel Niemiec	\$150.00
51857	2/23/2022	Pastimes Inc.	\$91.00
51858	2/23/2022	Kelly F. Pearson	\$16.99
51859	2/23/2022	Petty Cash Custodian	\$54.97
51860	2/23/2022	Nicole E. Ramos	\$200.00
51861	2/23/2022	Jonna M. Reilly	\$16.99
51862	2/23/2022	Olga Rudiak	\$400.00
51863	2/23/2022	Runco Office Supply	\$77.48
51864	2/23/2022	School Outfitters	\$221.83
51865	2/23/2022	Scientific Spectrum.com	\$595.00
51866	2/23/2022	Sheet Music Plus	\$97.25
51867	2/23/2022	Sticky Fingers Cooking	\$150.00
51868	2/23/2022	Sticky Fingers Cooking	\$150.00
51869	2/23/2022	Emily Gray Tedrowe	\$200.00
51870	2/23/2022	Town Square Publications	\$525.00
51871	2/23/2022	Uline	\$28.50
51872	2/23/2022	UPS	\$66.32
51874	2/23/2022	Village of Northbrook	\$450.00
51875	2/23/2022	VSP of Illinois, NFP	\$373.47
51876	2/23/2022	Wall Street Journal	\$599.88
51877	2/23/2022	Robert Waterbury	\$50.00
51878	2/23/2022	Waxwing Studio, Inc.	\$350.00
51879	2/23/2022	WEX Health, Inc.	\$110.00
51880	2/23/2022	Yami Vending Inc.	\$500.46
51881	2/28/2022	Auscura	\$500.00

\$14,257.04

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

Transaction Number	Transaction Date	Reference	Payments	Description
1850	2/28/2022	3E Electric, Inc.	\$870.75	Lockers
1851	2/28/2022	Ancel Glink P.C.	\$275.00	Fire Panel
1852	2/28/2022	Fast Signs	\$417.76	Lockers

\$1,563.51

01.7 Attendance

Created:	February 2020	Updated:	
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Consistent attendance and punctuality contribute to the success of the library's business operations. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of the library are expected to assume responsibility for their attendance and promptness. Poor attendance and/or punctuality will be reflected in an employee's performance evaluation and is subject to disciplinary action. Employees are expected to be at their workstation ready to work at the start of their shift. **Being ready to work includes having the necessary tools such as access card, keys, and multi-factor authentication tokens.**

Rules Concerning Attendance

- Inform your manager in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request arrangements in advance with their manager for such absence.
- If it is not feasible for an employee to make arrangements in advance for an absence, the employee is then required to contact their manager on the first day of the absence a minimum of 15 minutes prior to starting time.
- The employee should be prepared to explain the reason for the absence and give an expected date of return to work.
- The library may require that additional documentation be furnished.
- In instances of absence due to employee's health, the library reserves the right to require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee is not at work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to the library.
- An employee's failure to report to work on three consecutive scheduled days without notice to the library will be considered job abandonment by the employee of their position and a voluntary resignation effective on the first day of absence.

01.14 Use of Cell Phones/Library Phones

Created:	February 2020	Updated:	
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Personal cell phones must be silenced during an employee's working time and should ~~never be used while on a public service desk~~not interfere with the employee's ability to perform their job. Employees may make and/or receive calls and text messages on personal cell phones and work phones provided these calls are brief and do not interfere with the ability to perform their duties. Employees have the choice to use a multifactor authentication app on their personal device instead of the library provided multifactor authentication token to log into library computers and accounts.

The library promotes cell phone safety when operating a motor vehicle for library business. If the employee finds that it is absolutely necessary to utilize a cell phone while away from the office, the following should be observed:

- Employees must place calls while stopped or have someone place the call for them.
- Employees may only use a cell phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages or otherwise review or send material on your phone while operating a motor vehicle.

Failure to adhere to this policy, including the safety rules, can result in discipline up to and including termination of employment.

01.15 Technology Policy

Created:	February 2020	Updated:	
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The library's technology policy sets expectations for an employee's use of library technology resources. Violation of this technology policy can result in discipline up to and including termination of employment.

Privacy

The library provides technology resources to employees for library business use. All library technology resources, and all communications and information pertaining to library business transmitted through, received on, accessed on, or contained in the library's technology resources are library property. Employees should be aware that the library reserves the right to monitor and access all technology resources, including the content of files and communication platforms like email and chat.

Electronic communications and documents created by employees using library technology resources also are subject to Freedom of Information Act requests. Employees should understand that any work they create for the library could be accessed through a FOIA request.

The library contracts with an outside technology firm to support the library's technology resources. The outsourcing firm uses monitoring software agents and other tools to regularly scan and access library technology resources.

In order to maintain the library network and secure it against harmful activities, the library may monitor firewall traffic, including internet traffic created by employees.

As a result, employees should have no expectation of privacy in connection with the use of library technology resources.

Security

Security must be a high priority for every library employee. The library expects employees to follow measures to protect the library's technology resources and to prevent unauthorized access to library networks and data.

Employees are expected to use the library-supplied password vault to store, create, and share library-related passwords. Employees may link personal password vault accounts, but may not use the library's password vault for personal passwords.

Employees must follow the library's procedure for creating and maintaining current, strong passwords. Passwords for library technology resources should not be shared with anyone outside of the library. The library reserves the right to request access to or reset an employee's password to access any library resource.

The use of personal passwords with library technology resources is not grounds for an employee to claim privacy rights when using these resources.

Employees who wish to access the library network from outside the library must receive permission from the Executive Director. Once approval is given, employees must use a Virtual Private Network (VPN) that is configured by the library to access these resources. The library may revoke remote access at any time.

Employees are expected to report suspected security breaches to library administration and to the technology outsourcing firm in a timely manner. This includes, but is not limited to, suspected phishing attempts, social engineering, and stolen or compromised passwords.

[In addition to using a password vault, all employees are required to use multi-factor authentication \(MFA\) on all work devices to log into their computers and accounts.](#)

Computers and Software

The library provides technology resources like computers and software to employees for library business use. Personal use of these resources should be minimized and on personal time.

All library computers must be kept secure during library operations. Employees are encouraged, however, to lock their computers when not in use. Employee computers lock automatically after a period of inactivity. Employees should also secure their computers at close by shutting them down.

Installations, upgrades, and repairs to library computers and software must be completed by authorized IT personnel.

Employees must adhere to all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, and software license agreements with regards to access, use, and copying of software or other electronic material.

Employees may not tamper with or in any way alter library computers or software. Employees members found tampering with or altering these resources will be subject to disciplinary action up to and including termination.

Library-Issued Equipment

A staff member may bring home any equipment for pre-approved work related purposes including but not limited to laptops, tablets, cameras, etc. owned by the library. Any equipment that is brought home will be the responsibility of the employee and shall not be used by any other person. Any damage that happens to a piece of equipment should be immediately reported to the Administration Office. Employees are expected to take necessary precautions to avoid loss, damage or theft.

Upon resignation, retirement, or termination of employment, the employees must return any issued devices. At any time, the employee may be asked to produce the issued devices for return or inspection.

Files & Data

Employees are required to use networked file locations when creating and saving files. These networked locations are regularly backed up and ensure ongoing access to this data.

Managers should keep sensitive files in a secure location like their department's "Manager" folder or their home drive.

Employees should not store library files and data in unapproved cloud storage solutions. Employees may use Google Drive for cloud storage.

Employees should exercise caution when sharing cloud files with individuals outside of the library. Files should never be shared with unrestricted world access (ie, "Public on the web").

Accessing, copying, or manipulating patron records for non-library use is prohibited.

Electronic Communications

The library provides a variety of electronic communication platforms for employees use to conduct library business. These platforms include, but are not limited to: email, chat, telephones, project management software, and email newsletters.

Employees must follow library procedures around retaining electronic communications by archiving work-related communications. This ensures that relevant communications are accessible through Freedom of Information Act requests.

The library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic communication platforms. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor or to library administration.

Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly through any communication channel.

Personal Devices

Employees may join their personal device to the library's wireless network designated for staff personal devices. The device's name will be visible to network administrators, but individual activity will not be.

Library IT personnel will not support or troubleshoot problems with an employee's personal device except as relates to employees using the multi-factor authentication app to log into library computers or accounts.

03.2 Sick Leave

Created:	February 2020	Updated:	January 2022
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Sick leave can be used for absences due to the illness, injury, or medical appointment of an employee or employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis.

Full-time employees accrue 105 hours (15 days) sick leave per year at the rate of 4.38 hours per pay period, up to a maximum accumulation of 840 hours (120 days). Regular part-time employees accrue 52 hours per year at the rate of 2.17 hours per pay period up to a maximum accumulation of 420 hours. Part-time employees with regularly scheduled hours not including substitutes or seasonal employees accrue 36 hours per year at the rate of 1.5 hours per pay period up to a maximum accumulation of 144 hours.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

There will be no payment for unused sick time upon termination of the employee. Upon retirement, accumulated sick leave qualifies for additional IMRF pension credit.

No sick leave is accrued by an employee on an unpaid leave of absence.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick benefits for the same incident or absence.

Employees who are absent for more than three days due to illness may be required to supply a physician's note verifying that they were ill and/or indicating that they are fit to return to duty.



Memorandum

DATE: March 3, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Non-Resident Fee Method

Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card in order to obtain public library service.

Administrative rules ([23 Ill. Adm. Code 3050](#)) determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

In late 2020, the state legislature also passed the [Cards for Kids legislation](#) that allows for K-12 students living in unincorporated areas in Illinois who are eligible to receive free or reduced price lunches under the National School Lunch Program, as determined by the Income Eligibility Guidelines established by the USDA, to receive library cards for no fee.

The new Administrative Rules also clarifies how nonresident cards for disabled veterans should be handled:

The non-resident fee shall not apply to veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence.

1) The non-resident fee shall not apply to the unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to his/her death. ILLINOIS REGISTER 18666 20 SECRETARY OF STATE NOTICE OF PROPOSED AMENDMENTS

2) The non-resident fee shall not apply to an unmarried surviving spouse of a service member killed in the line of duty. 3) Qualifying veterans or surviving spouses must present

documentation from the county where they reside that indicates their residence is exempt from paying property taxes.

The Rules also allow for a Board of Trustees to approve offering non-resident cards to non-residents free of charge. We are not recommending enacting this at this time.

For the Non-Resident fee method, we currently use the tax bill method as opposed to the flat fee method, and I recommend that we continue using that method for all currently developed areas and continue to use the equivalent of the developer impact fee for developments in Northbrook for non-residents in new developments. No official action is needed on the Cards for Kids or disabled veterans rules. This will be included in the consent agenda, but I am happy to answer any questions on the new rules during my Director's Report.

Tax Bill Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
2. Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.

03.7 General Leave of Absence

Created:	February 2020	Updated:	
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Occasionally, for personal or other reasons, you may need to apply for an unpaid general leave of absence when you do not qualify for a leave under another of the library's policies and have exhausted all accrued leave. Under these circumstances, any staff member may qualify for a general leave of absence.

If possible the request should be made 30 days prior to start date of the leave and may be granted for a maximum of two months. Full-time and regular part-time employees who take a general leave of absence will stop accruing vacation and sick time and eligible part-time employees will stop accruing sick time until they return from the leave. For part-time and regular part-time employees, while on a general leave of absence, holiday pay does not apply. During an approved unpaid general leave of absence, full-time employees will not be eligible for health insurance, but may opt to use COBRA.

You must apply in writing for this leave of absence and submit your request to the Human Resources Manager. Your request should set forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with the library. The library may request documentation supporting the need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Executive Director. While the library makes every effort to reinstate the employee to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed will normally result in immediate termination of employment.

DIRECTOR'S REPORT MARCH 2022

AGENDA ITEMS

3 Consent Agenda

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

- 3.5 Approve Attendance Policy Update
As part of our implementation of multifactor authentication, several policies needed updating to reflect this new practice. This is one of those policies with minor changes.
- 3.6 Approve Use of Cell Phones and Library Phones Update
As part of our implementation of multifactor authentication, several policies needed updating to reflect this new practice. This is one of those policies with minor changes.
- 3.7 Approve Technology Policy Update
As part of our implementation of multifactor authentication, several policies needed updating to reflect this new practice. This is one of those policies with minor changes.
- 3.8 Approve Sick Leave Policy Update
After rolling out the new sick leave policy in January, we realized that there was some language that was not clear. We are asking for a minor clarification update.
- 3.9 Approve Non-Resident Fee Method
Annually the board must approve how to charge non-residents. There have been no changes from last year. A memo is included in the packet.
- 3.10 Approve General Leave of Absence Update
As part of the new sick leave policy, we needed to update the general leave of absence policy to reflect part-time sick leave in conjunction with a longer leave of absence.

7 Unfinished Business

- 7.1 FY23 Budget
A memo with budget documents is included in the packet. Supporting documentation is available on the [Board Portal](#).

MOTION: Motion to approve the FY23 budget for \$9,112,550 which includes operating, IMRF, FICA, and debt service.

- 7.2 Palatine Library Visit **DISCUSSION**
There is not a date that works for all the board members. April 13 and 14 works for 5 of 7. We have reached out to Palatine to find additional dates and Jennifer is going to send out another poll to see if we can find a date that works for everyone.

8 New Business

8.1 Tuition Reimbursement Policy Update

A memo and recommended update to this policy is included in the packet for the board's review. Because this is a more substantive change.

POSSIBLE MOTION: Motion to approve the tuition reimbursement policy updates as presented.

8.2 Cedar Lane Project Update **DISCUSSION**

I will provide a verbal update on this project at the meeting.

8.3 Appoint Board Officer Nominating Committee **DISCUSSION**

Each March, per the by-laws, the board president forms a three-person nominating committee to form a slate of officers for the May board meeting.

BOARD NEWS

Board Photo

Due to COVID, we have been unable to take a new group photo since Barbara and Stacy have joined the board. Now that we are able to relax mask requirements, I would like to invite the photographer to come on April 21 before the board meeting and do a group photo at 7pm. Would that work for all the board members?

ILA Trustee Workshops

The Illinois Library Association is offering some online workshops this spring for Trustees. If you are interested in any of these, please let me know and we will get you registered.

Saturday, April 2, 10:00 - 11:30 a.m.

Library Director Evaluation

Join a panel of library trustees from across the library landscape who have worked to develop processes that work for their boards and provide successful results. Evaluating the director is not a one-size fits all endeavor, and this program will give you a wide range of examples and options that you can take back to your library to use with confidence.

Saturday, May 14, 10:00 - 11:30 a.m.

Streamlining the Budget Process

In this session, we'll add to budgeting basics with a deeper dive into the budget & appropriation, levy ordinances, and other legally required reports. (Stacy, Anna, and I are registered to attend this program)

New SEOI forms

There are new statement of economic interest forms this year that have changed dramatically from previous years. I have included the new form at the end of my report for your reference. We are awaiting written guidance from the Secretary of State's office with instructions on completing the new form. [Here is more info on what the new form entails.](#) If you receive your form, please wait to fill it out. As soon as guidance is available, I will share with the board.

UPDATES

COVID-19

As everyone is aware, Governor Pritzker removed the mask mandate. As of February 28, we moved to masks recommended as did the schools, village, and park district. We are, at this time, still requiring masks for Collaboratory appointments, but expect to change that in coming weeks.

In person storytimes begin next week and we have been seeing an increasing number of young children and their caregivers coming back into the library. Our Story Corner got a mini makeover as we moved some furniture around to make it more conducive to longer visits.

We look forward to continuing to move back to normalcy as we see numbers continuing to drop and vaccines and boosters continuing to increase.

Equity, Diversity, and Inclusion Activities

We had our initial meeting with the Rasheeda Graham Washington Consulting Group to commence our organizational assessment that we spoke to the board about last fall. As part of this process, we will be setting up focus groups including one with the board of trustees that I will have more information on next month.

ILA Legislative Meet-Ups

I attended the ILA North Suburban Legislative Meet-Up as did Stacy Oliver. Still virtual, there was not as much opportunity to connect directly with the legislators, but hopefully next year we will be back in person.

ILA's legislative Agenda for the state is focused on two issues:

- Broadband: All K-12 school buildings in the state are offered broadband access via the state's Connect Illinois program; we will seek a comparable offer for public libraries.
- e-Book Pricing: We will pursue legislation to ensure reasonable, equitable pricing for e-books for libraries. While this is a national issue, several states have successfully pursued, or are pursuing, such legislation on the state level. SB 3167 and HB 4470, both titled the "Equitable Access to Electronic Literature Act," have been introduced for this purpose.

At the federal level, the advocacy efforts are broader, but focus on funding, digital inclusion, copyright, and eBooks. A palm card with more detail is attached.

Climate Action Plan Activities

Our internal CAP committee has been working on setting up activities for the coming year and getting committee members familiarized with the Climate Action Plan. We are partnering with the Village on a Bike Banter Program on March 17. Members of the Village of Northbrook's Pedestrian & Bicycle Commission will share new and exciting plans for cycling in the community. Staff are also planning activities and events for Earth Day on April 22.

March Movies

We had our first in person March Movie on March 2. We showed Spencer and had 99 people attend. One patron said to a staff member, "It's so good to see people's faces. I'm happy the movies are happening." We are seeing greater numbers of people registering and attending in person programs and look forward to continuing to move forward with in person programs.

March Movies: Critics' Choice



March Movies: First Run Films



Staff Training

This year for our emergency and safety training, Kelly brought in presenters from Peer Services and the Josselyn Center to provide Mental Health First Aid Training for staff. 83 staff are now completing their certification to be mental health first aiders. The training gave us the tools to better assist patrons and coworkers who might be facing a mental health challenge and provided resources on where we can direct people for help. If you are interested in learning more about the training, you can do so here:

<https://www.mentalhealthfirstaid.org/>. We plan to work more with Peer Services and Josselyn center to bring this training to more in the community.

HR

New Staff

- Gregory Hutter, part-time (substitute) Librarian (REF) effective February 7. (replacement)
- Daria Traskina, part-time Shelves (CIRC) effective Feb. 13. (replacement)
- Mike Bass, part-time Clerk (CIRC) effective February 15. (replacement)

Departing Staff

- Kathy Wawer, part-time Librarian (F&M) resigned effective Feb. 11.
- Sarah Rustman, full-time Librarian (YS) resigned effective February 28. She will be moving to AZ.
- Barbara Perley, part-time Librarian (YS) retired effective February 28.

Kate Hall, Executive Director

Statement of Economic Interests to be Filed with the County Clerk

INSTRUCTIONS:

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including: any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable. Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

Name:

Job title:

Office, department, or agency that requires you to file this form:

Other offices, departments, or agencies that require you to file a Statement of Economic Interests form:
.....

Full mailing address:

Preferred e-mail address (optional):

QUESTIONS:

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below

.....
.....

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset

Date Sold (if applicable)

.....
.....

COMPLETE BUT DO NOT DETACH

This section will be returned to you when the Statement is filed with the County Clerk.

Office or Position of Employment for which this statement is filed:

.....
(Type or Print)

Name _____

Address _____

City/State/ZIP Code _____

Receipt is hereby acknowledged of your Statement of Economic Interests, filed pursuant to the Illinois Governmental Ethics Act. The Statement was filed on this date:

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below. List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

.....

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

Name of Unit of Government	Title or Nature of Services
.....
.....
.....

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

Name of Lobbyist	Relationship to Filer
.....
.....

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

.....

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation	Public Utility
.....
.....
.....

VERIFICATION: "I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Printed Name of Filer: _____ Date: _____

Signature: _____

DO NOT DETACH
(WILL BE RETURNED AS YOUR RECEIPT)

102nd Illinois General Assembly

| 2022 Spring Session |

FUND LIBRARIES

Fully fund current fiscal year 2022 appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Maintain funding at this level in the fiscal year 2023 budget, to enable libraries to keep pace with increased expenses they continue to incur due to the minimum wage increase. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities.

BROADBAND FOR PUBLIC LIBRARIES

Illinois public K-12 schools may receive from the state high-speed broadband through the Illinois Century Network, via the Connect Illinois program. We propose to extend this offering to public libraries, with an initial focus on those in rural communities and high-need communities. Public libraries are a primary resource for continuing education, legal research, job applications, and much more for the residents of Illinois. Ultimately, every public library in Illinois would have access to high-quality broadband access, regardless of their location within the state.

REASONABLE E-BOOK PRICING FOR LIBRARIES

The demand for e-books and digital audiobooks in our communities continues to grow, but libraries face two major challenges impeding our ability to make these resources available: affordability and availability. We seek legislation to require publishers that license e-books and digital audiobooks to the public to also offer those e-books and digital audiobooks to libraries on "reasonable" terms. The legislation would prohibit harmful practices that discriminate against libraries and harm library patrons. This effort is in tandem with national initiatives.



Illinois Library Association

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Chicago, IL 60654
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www.ila.org

117th U.S. Congress

| Second Session |

FUND LIBRARIES

- Institute of Museum and Library Services administers the Library Services and Technology Act, with priority on services and technology for underserved communities
- Innovative Approaches to Literacy program, with priority on funding for underserved, tribal, and/or high-need school libraries through the Department of Education
- Library of Congress, including the National Library Service for the Blind & Print Disabled
- Federal Depository Library Program and the Government Publishing Office

COPYRIGHT, LICENSING, AND COMPETITION

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

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

INTERNET ACCESS AND DIGITAL INCLUSION

To promote digital equity and enable modern library services, libraries must be able to serve their users with fast and affordable broadband, technology access, and digital skills training. We support continued funding and improved outreach and technical assistance for the E-rate program, funding for libraries through the Emergency Connectivity Fund, Digital Equity Act, and other legislative possibilities, and the restoration of net neutrality protections.

GOVERNMENT INFORMATION AND SERVICES

Libraries provide access to government information and services in communities across the country. We support policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, including modernizing the Federal Depository Library Program and ensuring public access to publicly funded research and data.

**ILLINOIS
LIBRARIES
TRANSFORM[®]**

STATISTICS FEBRUARY 2022

The majority of these statistics compare year to date information from May 1, 2021-February 28, 2022 to May 1, 2020-February 28, 2021. After being closed due to the pandemic from November 14, 2020 the library reopened to the public with reduced hours on February 22, 2021. The data here reflects a significant increase in in-person visits, physical materials checkout, in-person program attendance, and room usage over the last year. The new study rooms opened to the public in February 2021 and we marked their one year anniversary in February 2022. They have been heavily used throughout the year.

CARD HOLDERS (AS OF FEBRUARY 28)

18,047 total cardholders

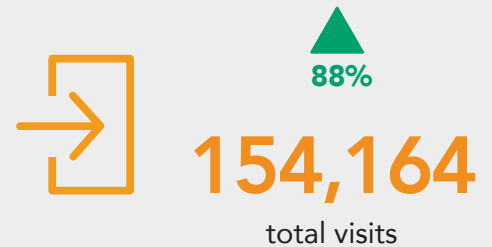
17,007 Residents 339 Non-Residents 63 Businesses



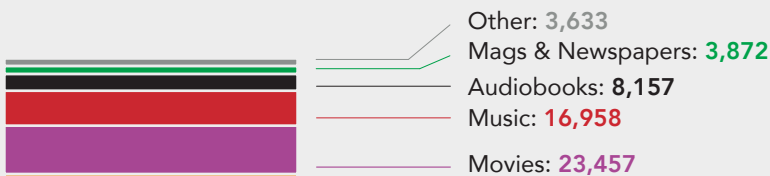
33,500 total residents

54% cardholder rate vs. 57% national average

VISITS



COLLECTION (AS OF FEBRUARY 28)



Online Resources:
128,823

Books:
189,780

374,680 total collection ▲ 4%

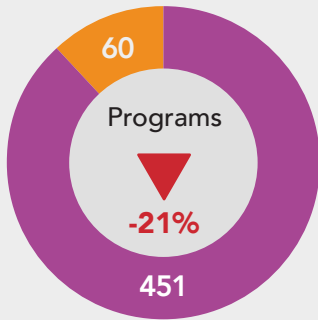
CHECKOUTS

868,766 total checkouts ▲ 49%



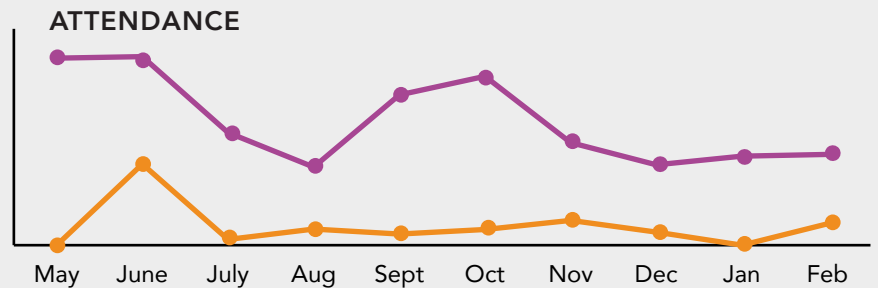
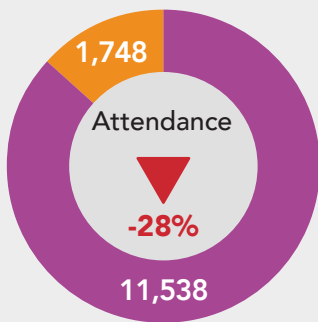
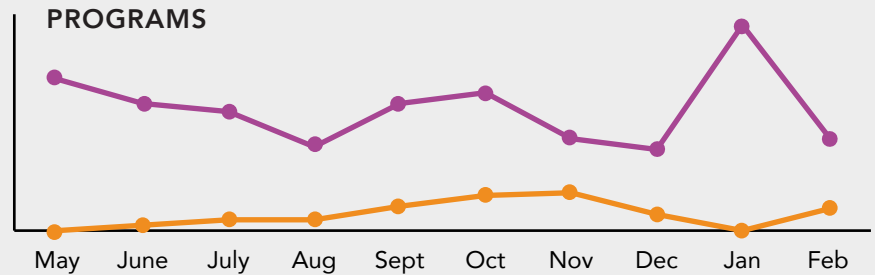
STATISTICS FEBRUARY 2022

PROGRAMS



As in-person programs began, we reduced virtual, but both are still actively used.

● Virtual ● In-Person



HOMEBOUND DELIVERY



336 ▲ 19%
homebound deliveries

ROOM BOOKINGS



4,154 ▲ 100%
study room bookings



83 ▲ 100%
meeting room bookings

TECHNOLOGY



4,418 ▲ 78%
computer sessions



77,444 ▲ 60%
WiFi sessions

Patron Comments and Suggestions

February 2022

RECEIVED FEBRUARY 11, 2022

Thank you so much! You guys are truly amazing. Great teachers...great, smart people!

See you soon!

Comment Source: Email (patron emailed us after her Collaboratory visit and I replied, thanking her for her feedback)

Staff comments by Kelly Durov on March 7, 2022:

We are so glad that you found your Collaboratory appointment so fulfilling and had a great experience with our staff!

RECEIVED FEBRUARY 28, 2022

Doing a little early spring cleaning and was dusting my mini rose bush, 3D printed at the library, and my fused glass dish -- created via my virtual library class -- and wanted to drop you a line.

Although the library is a great benefit for everyone, I wanted you to know how important it has been for someone like me the last two years; someone who lives alone and is now working from home. Of course I'm looking forward to getting back to in-person maker classes, but you'll never know how much I appreciate what you and everyone at the library did to keep the community connected during this very difficult time.

As always, thank you for all you do -- you are very much appreciated.

Comment Source: Email (This was sent to mt email and I replied to her on 3/1, thanking her for her feedback)

Staff comments by Kelly Durov on March 7, 2022:

This email was sent to Collaboratory staff and they responded. We are glad to hear that the virtual services and take and make projects helped this person feel connected during the pandemic.



Memorandum

DATE: 3.11.22
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2023 Draft Budget

Attached is a draft budget for fiscal year 2023. Based upon the last months board meeting no changes were made.

Detailed supporting documents are available in the board portal.

During the Levy process the board voted to increase the levy 2.5% or \$9,112,550 which includes Operating, IMRF, FICA and Debt Service Fund.

As discussed last month, the following are project and areas of focus for the upcoming fiscal year

- Materials
 - The Illinois State Library standard - materials is 8 to 12% of budget
 - We have allocated 12.4% of the budget for Materials
- Programming
 - The library received a generous donation from The Laird Foundation. This allowed us to reduce the programming budget this year.
- Salaries & Wages
 - A 5% cost of living adjustment has been included in the line to ensure we are keeping up with inflation.
 - Additional funds have been included for benchmarking/competitive compensation initiatives.
- Staff Development
 - Due to the increase in virtual programming opportunities, we are able to decrease the budget while maintaining a high level of staff development.
- Software
 - Due to a detailed review that included a change of software vendors, the software budget line was reduced.

- Community Relations
 - Due to an increase in outreach efforts and paper costs, community relations budget line increased.
- Insurance (Group and General)
 - Includes for a 5% increase for Medical, Dentals, Vision and Life
 - Includes a 8.0% increase for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood
- Professional Fees
 - Funds have been allocated for a website redesign (Drupal 7 is end of life), EDI consultant and benchmarking.
- Contracted Services
 - Increase is due to inflation

- Facility plan
 - Included in this year's facility plan (the full plan is available in the board portal), we are focusing on the following building projects:
 - Security Cameras
 - Alarm System
 - Access Control System
 - Boilers
 - HVAC Automation System Upgrade
 - Window Replacement

The Budget needs to be approved at the March meeting.

**Northbrook Public Library
General Fund
FY2023 Budget**

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
Revenues								
Undesignated Revenue								
	Property Tax Levy	6,328,983	6,994,294	7,252,236	7,280,953	7,439,188	7,190,933	7,641,000
	Uncollectible Levy					(150,000)		(150,000)
	Property Tax Abatement							
	Replacement Tax	134,227	121,389	159,814	150,684	125,000	215,248	125,000
	Impact Fees	5,564	4,852	58,458				
	Fines & Fees	104,951	57,637	52,635	19,667	25,000	37,000	25,000
	Video/DVD rental	0	0					
	Interest Income	43,496	127,188	127,926	15,039	25,000	5,000	5,000
	Loss on Investment	6,318	(1,495)	2,841	1,944			
	Other Income	4,959	4,771	16,933	24,190	100,000	23,000	100,000
	Total Undesignated Revenue	6,628,498	7,308,636	7,670,843	7,492,477	7,564,188	7,471,181	7,746,000
Designated Revenue								
	Gifts & Other Designated Income	70,150	90,856	97,923	159,242	100,000	100,000	200,000
	Designated Interest Income	316	449					
	Total Designated Revenue	70,466	91,305	97,923	159,242	100,000	100,000	200,000
	Total Revenues	6,698,964	7,399,941	7,768,766	7,651,719	7,664,188	7,571,181	7,946,000

PERSONAL SERVICES								
	Salaries and Wages	3,382,529	3,489,313	3,637,891	3,617,765	3,869,725	3,484,921	4,182,500
	Maintenance Salaries/Wages	149,823	155,715	165,952	177,485	168,975	147,621	
	Total Personal Services	\$ 3,532,352	\$ 3,645,028	\$ 3,803,843	\$ 3,795,250	\$ 4,038,700	\$ 3,632,541	\$ 4,182,500

FRINGE BENEFITS									
	Group Insurance	Medical, Dental, Vison, Life	452,874	496,171	595,621	648,701	695,000	659,120	730,000
	Unemployment/Worker's Comp		30,751	36,051	25,820	25,075	27,000	25,493	27,000
	Staff Development & Incentives	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party, Staff Morale, Recognition & Acknowledgement, Tuition Reimbursement	52,431	62,958	73,320	28,819	70,000	47,096	60,000
	Total Fringe Benefits		\$ 536,056	\$ 595,180	\$ 694,761	\$ 702,595	\$ 792,000	\$ 731,709	\$ 817,000

COMMODITIES									
	Materials	Books, Ebooks, Periodicals, My Media Mall, AXIS 360 , Databases, Audio Books, Movies in all formats, Music in all formats	848,148	859,746	875,000	893,794	949,000	924,956	932,000

**Northbrook Public Library
General Fund
FY2023 Budget**

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
Programs	Fiction & Media, Reference, Young Adult, Youth Services, Maker Services, Library Wide	123,211	117,050	102,750	75,024	117,000	74,164	94,000
Office & Library Supplies	Supplies less than \$500	67,569	56,556	65,283	70,197	70,000	70,000	70,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies							
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, ReadSquared, Server Software, StackMap, Titlesource, Website Hosting	60,470	73,712	94,023	99,903	103,000	92,572	98,000
Postage		24,385	15,604	15,876	16,801	20,000	19,002	20,000
Graphics				0			0	
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Bound Deliveries	38,336	48,079	36,642	34,605	44,000	37,527	51,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	36,995	45,771	43,742	42,115	45,000	40,122	45,000
Total Commodities		\$ 1,199,114	\$ 1,216,518	\$ 1,233,316	\$ 1,232,439	\$ 1,348,000	\$ 1,258,343	\$ 1,310,000

CONTRACTUAL SERVICES								
OCLC		18,069	23,902	24,537	23,735	22,000	22,723	22,000
Interlibrary Charges		0		0	0		0	
CCS Shared Costs		74,338	75,923	81,544	79,293	80,000	79,115	80,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	49,379	51,100	30,467	23,328	37,500	32,676	30,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	61,689	53,216	55,880	58,129	63,000	62,422	68,000
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	13,906	14,878	29,995	48,058	43,000	51,847	39,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	219,670	231,878	246,929	243,612	275,000	244,983	322,000
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	35,969	14,854	14,967	4,436	42,000	31,651	42,000

Northbrook Public Library
General Fund
FY2023 Budget

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
Vehicle Expense		802	620	3,093	483	3,000	341	3,000
Utilities	Gas, Water, Garbage, Composting	52,829	60,720	54,364	47,123	54,000	47,518	53,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	15,384	24,019	14,728	18,710	30,000	29,895	30,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	104,743	116,658	130,263	133,639	135,000	144,335	146,000
Recruiting		400	388	118	0	500	100	1,000
Total Contractual Services		\$ 647,178	\$ 668,156	\$ 686,885	\$ 680,546	\$ 785,000	\$ 747,605	\$ 836,000
CAPITAL OUTLAY								
Furniture and Equipment	Items greater than \$500	150,514	81,704	89,195	30,048	50,000	50,000	50,000
Total Capital Outlay		\$ 150,514	\$ 81,704	\$ 89,195	\$ 30,048	\$ 50,000	\$ 50,000	\$ 50,000
OTHER								
Contingency & Misc Exp		4,634	4,374	4,282	3,341	100,000	10,000	100,000
Board Development		762	754	395	216	0	500	500
Total Other		\$ 5,396	\$ 5,128	\$ 4,677	\$ 3,557	\$ 100,000	\$ 10,500	\$ 100,500
Total Expenses Before Gifts & Transfers		\$ 6,070,610	\$ 6,211,714	\$ 6,512,677	\$ 6,444,435	\$ 7,113,700	\$ 6,430,698	\$ 7,296,000
DESIGNATED EXPENSES		\$ 135,377	\$ 63,303	\$ 44,036	\$ 74,930	\$ 100,000	\$ 75,000	\$ 200,000
TRANSFERS								
Debt Service Transfer		\$ 23,092	\$ 9,095	\$ 15,785	\$ 16,150	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer		\$ 469,000	\$ 1,115,000	\$ 730,925	\$ 1,115,000	\$ 425,000	\$ 1,040,000	\$ 425,000
Total Transfers		\$ 492,092	\$ 1,124,095	\$ 746,710	\$ 1,131,150	\$ 450,000	\$ 1,065,000	\$ 450,000
Total Expenses		\$ 6,698,079	\$ 7,399,112	\$ 7,303,423	\$ 7,650,515	\$ 7,663,700	\$ 7,570,698	\$ 7,946,000
NET SURPLUS/(DEFICIT)		\$ 885	\$ 829	\$ 465,343	\$ 1,204	\$ 488	\$ 483	\$ -

Northbrook Public Library
IMRF/FICA Fund
FY2023 Budget

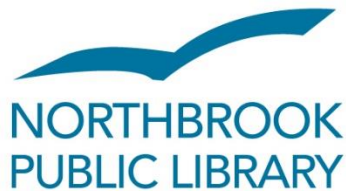
	Explanation	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY22 Budget	FY22 Forecast	FY 2023 Budget	
Revenues									
Undesignated Revenue									
	Property Tax Levy-IMRF	\$463,921	\$481,271	\$470,393	\$479,577	\$400,000	\$386,652	\$425,000	
	Property Tax Levy FICA & Medicare	\$263,702	\$275,012	\$276,262	\$282,853	\$289,000	\$279,356	\$289,000	
	Interest Income IMRF	\$2,087	\$7,028	\$9,371	\$1,214	\$50	1.99	\$50	
	Interest Income FICA & Medicare	\$1,115	\$2,975	\$3,073	\$341	\$50	1.44	\$50	
	Total Undesignated Revenue	\$730,824	\$766,286	\$759,099	\$763,986	\$689,100	\$666,011	\$714,100	
	Total Revenues	\$730,824	\$766,286	\$759,099	\$763,986	\$689,100	\$666,011	\$714,100	
Expenses									
Undesignated Expenses									
Human Resources									
	Employer IMRF	IMRF Rate - 11.39%	\$357,325	\$351,547	\$349,333	\$397,230	\$425,000	\$390,642	\$425,000
	Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$262,363	\$269,780	\$281,148	\$280,030	\$289,000	\$271,991	\$289,000
	Total Human Resources		\$619,688	\$621,326	\$630,481	\$677,260	\$714,000	\$662,633	\$714,000
	Total Undesignated Expenses		\$619,688	\$621,326	\$630,481	\$677,260	\$714,000	\$662,633	\$714,000
	Total Expenses		\$619,688	\$621,326	\$630,481	\$677,260	\$714,000	\$662,633	\$714,000
	NET SURPLUS/(DEFICIT)		\$111,136	\$144,960	\$128,618	\$86,725	(\$24,900)	\$3,378	\$100

Northbrook Public Library
Capital Improvements Fund
FY2023 Budget

	Explanation	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY2022 Budget	FY 2022 Forecast	FY 2023 Budget
Capital Improvements Fund								
Revenues								
Undesignated Revenue								
	Interest Income	\$3,061	\$4,351	\$48,796	\$11,009	\$10,000	\$4,019	\$10,000
	Other Income	\$37,443			\$7,189		\$7,200	
	Total Undesignated Revenue	\$40,504	\$4,351	\$48,796	\$18,198	\$10,000	\$11,219	\$10,000
Transfers & Other Financing Sources								
	Transfer from General fund	\$469,000	\$1,115,000	\$730,925	\$1,115,000	\$425,000	\$1,040,000	\$425,000
	Bond Proceeds			\$3,825,000				
	Bond Premium			\$250,418				
	Insurance Proceeds	\$5,180						
	Other							
	Total Transfers & Other Financing Sources	\$474,180	\$1,115,000	\$4,806,343	\$1,115,000	\$425,000	\$1,040,000	\$425,000
	Total Revenues	\$514,684	\$1,119,351	\$4,855,139	\$1,133,198	\$435,000	\$1,051,219	\$435,000
Expenses								
Undesignated Expenses								
Capital Projects & Bond Expenses								
	Renovation/Repair	\$458,549	\$311,659	\$606,306	\$1,482,325	\$908,000	181,132.03	\$540,725
	Professional Fees	\$41,784	\$63,259	\$152,422	\$100,020	\$75,000	\$35,467	\$75,525
	Furniture & Equipment		\$6,136	\$69,247	\$284,080	\$40,000	\$279,729	\$189,000
	Miscellaneous	\$66	\$248					
	Total Capital & Bond Expenses	\$500,399	\$381,302	\$827,975	\$1,866,425	\$1,023,000	\$496,328	\$805,250
	Total Undesignated Expenses	\$500,399	\$381,302	\$827,975	\$1,866,425	\$1,023,000	\$496,328	\$805,250
	Total Expenses	\$500,399	\$381,302	\$827,975	\$1,866,425	\$1,023,000	\$496,328	\$805,250
	NET SURPLUS/(DEFICIT)	\$14,285	\$738,049	\$4,027,164	(\$733,227)	(\$588,000)	\$554,891	(\$370,250)

Northbrook Public Library
Debt Service Fund
FY2023 Budget

	Explanation	FY 2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY 2022 Forecast	FY2023 Budget
Revenues								
Undesignated Revenue								
	Property Tax Levy	\$992,802	\$518,856	\$512,398	\$743,814	\$758,249	\$733,245	\$757,550
	Interest Income	\$554	\$272	\$221	\$15		\$4	
	Loss on Investment	\$367	(\$86)	\$165	\$113		\$13	
	Total Undesignated Revenue	\$993,723	\$519,042	\$512,784	\$743,942	\$758,249	\$733,249	\$757,550
Transfers & Other Financing Sources								
	Transfer from General fund	\$23,092	\$9,095	\$15,620	\$16,150		\$25,000	
	Total Transfers & Other Financing Sources	\$23,092	\$9,095	\$15,620	\$16,150	\$0	\$25,000	\$0
	Total Revenues	\$1,016,815	\$528,137	\$528,404	\$760,092	\$758,249	\$758,249	\$757,550
Expenses								
Undesignated Expenses								
Capital Projects & Bond Expenses								
	Interest Payments	\$290,352	\$276,061	\$258,971	\$405,034	\$382,172	\$382,172	\$367,550
	Principal Payments	\$726,068	\$252,076	\$269,433	\$354,945	\$376,077	\$376,077	\$390,000
	Total Capital & Bond Expenses	\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
	Total Undesignated Expenses	\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
Transfers & Other Financing Uses								
	Other Financing Uses							
	Total Transfers & Other Financing Uses							
	Total Expenses	\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
	NET SURPLUS/(DEFICIT)	\$395	\$0	\$0	\$113	\$0	\$0	\$0



Memorandum

DATE: 3/10/22

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Tuition Reimbursement Policy

Included in your packet is an updated Tuition Reimbursement Policy. When the policy was first approved, we focused only on tuition reimbursement for those pursuing an MLIS or LTA program of study. While those degrees are still valuable, we want to expand the scope of the policy to include more areas of study, recognizing that employees pursuing other programs of study can benefit the library and encourage staff growth and retention.

The policy recommends changing it to any approved degree program based on the employee's work. So, for instance, if one of our Marketing & Graphics staff were to go to school for a graphic design degree, that would be a course of study that would not only benefit the employee, but also add to their skill set in their library job.

Each year we set aside a fixed amount of money for tuition reimbursement, based on that year's budgetary needs, typically \$5,000-\$10,000 a year. We do not anticipate making any drastic changes to that amount.

In changing the policy, we are seeking to acknowledge that there are other degrees that the library would benefit from having staff pursue and also assist us in hiring and retaining great staff.

Thank you for your consideration. I look forward to answering any questions.

SECTION 5: TRAINING AND DEVELOPMENT

05.1 Tuition Reimbursement Policy

Created:	February 2020	Updated:	
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The library supports and encourages education for library employees to enhance job satisfaction and library services. The Tuition Reimbursement Policy is designed to help employees further their knowledge, skills and job effectiveness through higher education. The library offers tuition reimbursement for full-time or regular part-time employees enrolled in an approved degree program-a Master of Library and Information Studies (MLIS), Master of Library Science (MLS) or Library Technical Assistant (LTA) program of study. Approved degree programs and coursework are defined as: Certificate, Associates, Bachelors and Masters degree programs that are related to the duties of the employee's current position or that may lead to promotional opportunities.

To be eligible for participation in the tuition reimbursement program, the employee must have been continuously employed and working in a full-time or regular part-time position by the library for one (1) year and request approval from their manager and the Executive Director to have the course considered for tuition reimbursement. Each course will be considered independently. Approval of one course does not guarantee approval of additional courses in the same program.

To receive reimbursement, an employee must:

1. Notify the Human Resources Manager of their desire to participate in the tuition reimbursement program before Feb. 1st of the year previous to the school year to allow for budget preparation
2. Complete the Tuition Reimbursement Application and receive written approval prior to enrollment
3. Contact Human Resources regarding reimbursement procedures

4. Earn a grade of A, B or pass (for pass/fail classes only)
Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)
5. Upon presentation of evidence of completion of an approved course, tuition reimbursement will be authorized as follows: 50% for a grade of A or B or pass (for pass/fail classes only) per course
6. The maximum amount approved for tuition reimbursement is \$5,000 per person per fiscal year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$10,000.
7. All class meetings and preparation will be undertaken on the staff member's own time. The schedule must consider departmental needs and be approved by the department manager. No promotion or increase in salary is guaranteed to an employee who undertakes such study.
8. Tax consequences (if any) as a result of reimbursement under this benefit are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

The library reserves the right to reject requests for any reason, including budgetary constraints.