

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

May 18, 2023 | 7:30 p.m.
Northbrook Public Library | Civic Room

<https://youtube.com/live/MIJlOWpfPFc?feature=share>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Oath of Office & Election of Officers
 - 3.1 Newly Elected Board Members Oath of Office
 - 3.2 Nominating Committee –Presentation of Slate of Officers
 - 3.3 Outgoing Board Member Recognition
- 4 Consent Agenda – Mr. Jay Glaubinger
 - 4.1 Approval of the Agenda
 - 4.2 Approve Regular and Executive Session Minutes – April 20, 2023
 - 4.3 Approve Cash Balances & Income Statement April 2023
 - 4.4 Approve Bills and Charges from April 2023 in the amount of \$ 792,287. 37
 - 4.5 Approve Annual Tax Levy Letter to Village
 - 4.6 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)
- 5 Public Comments
- 6 Staff Reports – Ms. Kate Hall
- 7 Board Member Reports
- 8 Unfinished Business
 - 8.1 Strategic Plan Consultant
 - 8.2 Executive Director Performance Review (closed session)
- 9 New Business
 - 9.1 4th of July Parade
 - 9.2 Personnel Policy Updates: 03.2 Sick Leave, 05.1 Tuition Reimbursement, 05.4 Professional Memberships
 - 9.3 Library Security (closed session)
- 10 Closed Session

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

pursuant to 5 ILCS 120/2(c)8: Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
- 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.

Certificate of Appreciation

awarded to

Sharon Bergstein

Whereas, Sharon Bergstein has given freely of her time and been a valued presence at the Northbrook Public Library as a Library Trustee since 2010, and

Whereas, Sharon served as an officer of the Board as Secretary, and

Whereas, the Northbrook Public Library has greatly benefitted from Sharon's knowledge, ability, and experience, and

Whereas, Sharon is dedicated to the mission of quality public library service and a fiscally responsible library, and

Whereas, the Board of Trustees of the Northbrook Public Library wishes to credit Sharon for her continued efforts to help the library grow in ways that benefit the community, and

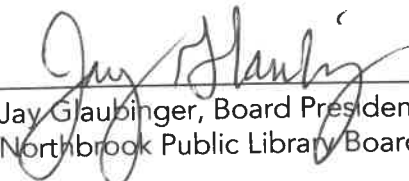
Whereas, the Board acknowledges Sharon's contributions during the 2015 Auditorium, 2018 Collaboratory, 2020 Study Rooms, and numerous other construction projects, and

Whereas, Sharon participated in numerous outreach events within the community, and

Whereas, Sharon helped the library through the COVID-19 pandemic by focusing on staff and patron safety while still keeping patron needs front of mind.

Now Therefore Be It Resolved, that the Board of Trustees of the Northbrook Public Library publicly commends Sharon Bergstein for her commitment to libraries and thanks her for her years of public service as a Library Trustee.

Given at Northbrook, Illinois, this 18 day of May 2023,


Jay Gaubinger, Board President
Northbrook Public Library Board of Trustees

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
4/30/2023 - pre audit adjustments**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	8,812,664.02	2,038,333.39	633,563.83	10,217,433.58
Restricted	480,090.47	5,461.83	58,422.95	427,129.35
IMRF	787,060.72	92,588.75	25,027.21	854,622.26
Fica	162,768.96	62,960.36	24,216.38	201,512.94
Total Operating	<u>\$10,242,584.17</u>	<u>\$2,199,344.33</u>	<u>\$ 741,230.37</u>	<u>\$11,700,698.13</u>
Capital Improvement	\$ 4,834,133.44	\$ 2,589.37	\$ 51,057.00	\$ 4,785,665.81
Debt Service	\$ 395.16			\$ 395.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(102,485.44)	31,578.73	395.16
PayPal	569.81	-	-
FBofHP	229,831.55	-	-
Fifth Third - Checking/Money Market	11,571,626.66	4,753,559.51	-
US Bancorp	680.55	527.57	-
Petty Cash	475.00	-	-
Total	<u>\$ 11,700,698.13</u>	<u>\$4,785,665.81</u>	<u>\$ 395.16</u>

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

Northbrook Public Library
Income Statement

4/30/23 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$7,319.21)	\$22,809.52	\$7,237,444.37	\$7,518,392.46	\$7,491,000.00	100.37%
Replacement Tax	\$135,028.27	\$87,979.41	\$350,276.25	\$459,160.14	\$125,000.00	367.33%
Impact Fees	\$1,130.00	\$0.00	\$12,348.71	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$4,720.66	\$3,370.54	\$35,157.24	\$39,263.57	\$25,000.00	157.05%
Interest Income	(\$110.41)	\$5,810.49	\$3,795.85	\$32,331.79	\$5,000.00	646.64%
Other Income	\$55,953.45	\$566.29	\$98,308.58	\$28,059.00	\$100,000.00	28.06%
Total Undesignated Revenue	\$189,402.76	\$120,536.25	\$7,737,331.00	\$8,082,732.28	\$7,746,000.00	104.35%
Designated Revenue						
Gifts & Other Designated Income	(\$38,433.45)	\$4,697.60	\$109,901.03	\$431,922.64	\$200,000.00	215.96%
Designated Interest Income	\$106.27	\$764.23	\$323.48	\$3,459.61	\$0.00	0.00%
Total Designated Revenue	(\$38,327.18)	\$5,461.83	\$110,224.51	\$435,382.25	\$200,000.00	217.69%
Total Revenues	\$151,075.58	\$125,998.08	\$7,847,555.51	\$8,518,114.53	\$7,946,000.00	107.20%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$126,804.02	\$80,171.77	\$887,742.25	\$884,932.46	\$932,000.00	94.95%
Audio Visual	\$114,935.95	\$74,305.00	\$123,797.81	\$779,396.23		
Video/DVDs	\$6,877.27	\$2,891.32	\$55,856.44	\$48,300.47		
Programs	\$11,084.05	\$6,906.83	\$80,587.77	\$71,052.09	\$94,000.00	75.59%
OCLC	\$3,245.14	\$2,594.04	\$25,203.90	\$26,075.94	\$22,000.00	118.53%
CCS Shared Costs	\$6,567.03	\$6,508.58	\$79,011.48	\$78,410.27	\$80,000.00	98.01%
Total Materials & Services	\$147,700.24	\$96,181.22	\$1,072,545.40	\$1,060,470.76	\$1,128,000.00	94.01%
Human Resources						
General Salaries and Wages	\$302,850.51	\$336,856.12	\$3,544,726.56	\$3,917,670.58	\$4,004,000.00	97.84%
Maintenance Salaries & Wages	\$12,253.68	\$14,693.69	\$149,068.18	\$172,052.55	\$178,500.00	96.39%
Group Insurance	\$53,950.96	\$55,958.05	\$654,759.40	\$673,497.90	\$730,000.00	92.26%
Unemployment/Worker's Comp	\$4,791.08	\$0.00	\$24,227.75	\$24,264.71	\$27,000.00	89.87%
Staff Development	\$7,486.36	\$3,610.84	\$53,438.28	\$54,048.56	\$60,000.00	90.08%
Total Human Resources	\$381,332.59	\$411,118.70	\$4,426,220.17	\$4,841,534.30	\$4,999,500.00	96.84%

Northbrook Public Library
Income Statement

4/30/23 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
Operating Costs						
Photocopy	\$406.78	\$0.00	\$25,544.14	\$24,698.87	\$30,000.00	82.33%
Office & Library Supplies	\$15,458.94	\$14,251.28	\$60,423.24	\$69,176.11	\$70,000.00	98.82%
Software	\$9,350.03	\$5,651.86	\$92,506.33	\$89,051.17	\$98,000.00	90.87%
Postage	\$1,130.85	\$215.16	\$19,632.64	\$18,256.81	\$20,000.00	91.28%
General Insurance	\$0.00	\$0.00	\$63,502.25	\$71,157.94	\$68,000.00	104.64%
Telephone/Internet	\$5,880.68	\$58.19	\$40,502.26	\$29,983.27	\$39,000.00	76.88%
Professional Services	\$1,191.25	\$5,325.92	\$258,041.61	\$305,421.59	\$322,000.00	94.85%
Furniture, Equipment	\$8,714.10	(\$31,781.23)	\$56,837.12	\$12,916.25	\$50,000.00	25.83%
Equipment Rental & Maintenance	\$3,577.55	\$362.05	\$26,637.27	\$46,413.19	\$42,000.00	110.51%
Community Relations	\$6,289.83	\$10,221.36	\$39,553.20	\$47,230.21	\$51,000.00	92.61%
Total Operating Costs	\$52,000.01	\$4,304.59	\$683,180.06	\$714,305.41	\$790,000.00	90.42%
Maintenance						
Vehicle Expense	\$164.37	\$72.69	\$465.30	\$810.38	\$3,000.00	27.01%
Janitorial Supplies	\$9,050.64	\$6,166.85	\$45,727.74	\$44,015.62	\$45,000.00	97.81%
Utilities	\$7,933.54	\$4,570.67	\$48,548.93	\$46,801.97	\$53,000.00	88.31%
Building Repairs	\$0.00	\$703.55	\$39,081.72	\$38,410.18	\$30,000.00	128.03%
Contracted Services	\$6,960.61	\$5,986.57	\$139,059.45	\$136,794.23	\$146,000.00	93.69%
Total Maintenance	\$24,109.16	\$17,500.33	\$272,883.14	\$266,832.38	\$277,000.00	96.33%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$1,554.50	\$420.00	\$1,000.00	42.00%
Contingency & Misc Exp	\$1,039.78	\$1,376.93	\$7,146.87	\$9,729.14	\$100,000.00	9.73%
Board Development	\$22.23	(\$2.50)	\$502.43	\$520.36	\$500.00	104.07%
Total Other Expenses	\$1,062.01	\$1,374.43	\$9,203.80	\$10,669.50	\$101,500.00	10.51%
Total Undesignated Expenses	\$606,204.01	\$530,479.27	\$6,464,032.57	\$6,893,812.35	\$7,296,000.00	94.49%
Designated Expenses						
Miscellaneous Designated Expenses	(\$16,421.53)	\$1,779.21	\$4,573.71	\$227,946.31	\$200,000.00	113.97%
Designated Materials Expense	\$26.24	\$59.99	\$1,345.88	\$1,593.39	\$0.00	0.00%
Designated Capital Expense	\$36,068.69	\$53,374.19	\$53,667.69	\$53,737.95	\$0.00	0.00%
Designated Program Expense	(\$22,670.99)	\$3,209.50	\$29,981.44	\$67,371.14	\$0.00	0.00%
Total Designated Expenses	(\$2,997.59)	\$58,422.89	\$89,568.72	\$350,648.79	\$200,000.00	175.32%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$221.73)	\$0.00	\$0.00	0.00%
Transfer to CIF	\$1,270,000.00	\$0.00	\$1,270,000.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$20,545.54	\$0.00	\$20,545.54	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$1,290,545.54	\$0.00	\$1,290,323.81	\$0.00	\$450,000.00	0.00%
Total Expenses	\$1,893,751.96	\$588,902.16	\$7,843,925.10	\$7,244,461.14	\$7,946,000.00	91.17%
NET SURPLUS/(DEFICIT)	(\$1,742,676.38)	(\$462,904.08)	\$3,630.41	\$1,273,653.39	\$0.00	

Northbrook Public Library
Income Statement
4/30/23 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$393.55)	\$1,268.69	\$389,152.37	\$418,180.44	\$425,000.00	98.40%
Property Tax Levy FICA	(\$284.34)	\$862.71	\$281,162.59	\$284,362.71	\$289,000.00	98.40%
Interest Income IMRF	\$295.96	\$35.16	\$298.09	\$96.72	\$50.00	193.44%
Interest Income FICA	\$78.96	\$23.91	\$80.51	\$65.77	\$50.00	131.54%
Total Undesignated Revenue	(\$302.97)	\$2,190.47	\$670,693.56	\$702,705.64	\$714,100.00	98.40%
Total Revenues	(\$302.97)	\$2,190.47	\$670,693.56	\$702,705.64	\$714,100.00	98.40%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,521.50	\$25,027.21	\$360,906.91	\$339,493.07	\$425,000.00	79.88%
Employer FICA	\$23,532.45	\$24,216.38	\$271,950.24	\$301,540.98	\$289,000.00	104.34%
Total Human Resources	\$51,053.95	\$49,243.59	\$632,857.15	\$641,034.05	\$714,000.00	89.78%
Total Undesignated Expenses	\$51,053.95	\$49,243.59	\$632,857.15	\$641,034.05	\$714,000.00	89.78%
Total Expenses	\$51,053.95	\$49,243.59	\$632,857.15	\$641,034.05	\$714,000.00	89.78%
NET SURPLUS/(DEFICIT)	(\$51,356.92)	(\$47,053.12)	\$37,836.41	\$61,671.59	\$100.00	

Northbrook Public Library
Income Statement

4/30/23 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$207.68	\$2,589.37	\$3,383.96	\$22,169.86	\$10,000.00	221.70%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$207.68	\$2,589.37	\$10,583.96	\$22,169.86	\$10,000.00	221.70%
Transfers & Other Financing Sources						
Transfer from General fund	\$1,270,000.00	\$0.00	\$1,270,000.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$25,893.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$1,270,000.00	\$0.00	\$1,270,000.00	\$25,893.00	\$425,000.00	6.09%
Total Revenues	\$1,270,207.68	\$2,589.37	\$1,280,583.96	\$48,062.86	\$435,000.00	11.05%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$63,919.40	\$51,057.00	\$179,481.40	\$256,186.90	\$540,725.00	47.38%
Professional Fees	\$225.00	\$0.00	\$36,755.00	\$16,077.50	\$75,525.00	21.29%
Furniture & Equipment	(\$95.43)	\$0.00	\$261,634.63	\$0.00	\$189,000.00	0.00%
Contingency	(\$70,686.38)	\$0.00	(\$70,686.38)	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	(\$6,637.41)	\$51,057.00	\$407,184.65	\$272,264.40	\$805,250.00	33.81%
Total Undesignated Expenses	(\$6,637.41)	\$51,057.00	\$407,184.65	\$272,264.40	\$805,250.00	33.81%
Total Expenses	(\$6,637.41)	\$51,057.00	\$407,184.65	\$272,264.40	\$805,250.00	33.81%
NET SURPLUS/(DEFICIT)	\$1,276,845.09	(\$48,467.63)	\$873,399.31	(\$224,201.54)	(\$370,250.00)	

Northbrook Public Library
Income Statement
4/30/23 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$746.02)	\$2,261.40	\$737,686.00	\$745,394.37	\$757,550.00	98.40%
Interest Income	\$0.00	\$62.68	\$4.04	\$721.37	\$0.00	0.00%
Total Undesignated Revenue	(\$746.02)	\$2,324.08	\$737,690.04	\$746,115.74	\$757,550.00	98.49%
Transfers & Other Financing Sources						
Transfer from General Fund	\$20,545.54	\$0.00	\$20,545.54	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$20,545.54	\$0.00	\$20,545.54	\$0.00	\$0.00	0.00%
Total Revenues	\$19,799.52	\$2,324.08	\$758,235.58	\$746,115.74	\$757,550.00	98.49%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$382,171.54	\$367,550.00	\$367,550.00	100.00%
Principal Payments	\$0.00	\$0.00	\$376,077.00	\$390,000.00	\$390,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Other Financing Uses	\$0.00	\$571.68	\$0.00	\$571.68	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$571.68	(\$12.96)	\$571.68	\$0.00	0.00%
Total Expenses	\$0.00	\$571.68	\$758,235.58	\$758,121.68	\$757,550.00	100.08%
NET SURPLUS/(DEFICIT)	\$19,799.52	\$1,752.40	\$0.00	(\$12,005.94)	\$0.00	

April 2023 Financial Summary

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 \$8,392,116

- 98.10% of property taxes have been collected. The budget number includes the uncollectible allowance.

	Budget	Actual	Percentage
Property Taxes Collected	\$7,641,000	\$7,518,392	98.40%
Property Tax Allowance	(\$150,000)		
Total per Income Statement	\$7,491,000	\$7,518,392	100.37%

- Replacement Tax – budget number is a conservative estimate - Allocations are higher due to legislative changes that increase the allocation. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 16% is fines and lost item / replacement collections
 - 61% is non-resident fees
 - 23% is copy machine collections
- Designated Revenue is higher than budget due to Illinois Library Presents (ILP) activity – this is the second year of ILP and activity was more than anticipated

Total General Fund expenditures are \$7,244,461 budget differences include:

- Programs is less than budget due to change in program philosophy
- OCLC is over budget – the actual number is comprised of OCLC JED Profile Group Pricing which is billed quarterly, ILL charges from Illinois Heartland and MARC records charges from Overdrive for eBooks
 - OCLC JED Profile Group Pricing \$23,207.24 – billed for 12 months
 - ILL charges from Illinois Heartland \$ 432.77 – billed for 9 months
 - MARC records charges from Overdrive \$ 2,435.93 – billed for 11 months

- Photocopy is less than budget due to click charges from copy machines and printers being less than budgeted
- General Insurance is greater than budget due to actual insurance costs being greater than budget.
- Telephone/Internet is less than budget due to not receiving invoice for the internet billed through the Northfield Township Technology Consortium
- Furniture & Equipment is less than budget due to items ordered in FY23 not being received prior to April 30th – furniture for Youth Services and a new PA system for the Auditorium will be received in FY24
- Equipment Rental & Maintenance is over budget due to unexpected repairs to Christie Projector and Pollak Rooms Screens
- Community Relations is less than budget due to fewer outreach events
- Vehicle Expense is less than budget due to less usage and fewer repairs than budgeted
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 11 months of gas and 9 months of water expense
- Building Repairs is greater than budget due to unanticipated repairs – repair of glass study room door open/close mechanism, installation of new fire door on the west side of building and creation of gender neutral bathroom in youth services
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is over budget due to training opportunities attended
- Designated Expenses are higher than budget due to Illinois Library Presents (ILP) activity – this is the second year of ILP and activity was more than anticipated

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

Operating Funds	
Library Claims List	\$ 288,350.28
Librarian's Claims List	\$ 19,838.35
Payroll	\$ 315,235.72
Fica/IMRF	\$ 49,243.59
ACH to IPBC	\$ 68,562.43
Total Operating Funds	<u>\$ 741,230.37</u>
Capital Improvement Fund	
Claims List	\$ 51,057.00
	<u>\$ 51,057.00</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 792,287.37</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
25878	4/20/2023	American Library Association	\$1,475.00	annual payment- staff development
25879	4/20/2023	Dornfeld Piano Tuning	\$1,020.00	quarterly payment- equipment repair and maintenance
25880	4/20/2023	First Bankcard	\$5,693.28	monthly expense - supplies
25881	4/20/2023	WM Corporate Services Inc.	\$1,235.86	monthly payment- utilities (2 months)
25882	4/28/2023	1000Bulbs.com	\$1,019.20	monthly payment- janitorial supplies
25883	4/28/2023	Amazon Capital Services	\$2,881.06	monthly payment- supplies
25884	4/28/2023	Ancel Glink P.C.	\$1,092.50	monthly payment- professional services
25885	4/28/2023	Authors Unbound Agency	\$5,000.00	ILP
25886	4/28/2023	Baker & Taylor	\$38,919.73	monthly payment- materials
25887	4/28/2023	Best Quality Cleaning	\$5,475.00	monthly payment- contracted services
25888	4/28/2023	Bibliotheca, LLC.	\$8,829.30	annual payment- supplies
25889	4/28/2023	Black Moon Trio LLC	\$1,000.00	monthly payment- programming
25890	4/28/2023	Blackbaud Inc.	\$6,119.25	annual payment- software
25891	4/28/2023	Comcast	\$3,763.59	annual payment- telephone
25892	4/28/2023	Computype, Inc.	\$1,446.72	monthly payment- supplies
25893	4/28/2023	Continental Resources, Inc	\$14,834.40	annual payment- fixed assets
25894	4/28/2023	Cooperative Computer Service	\$25,382.75	quarterly payment- OCLC & CCs
25895	4/28/2023	Demco	\$1,159.05	monthly payment- supplies
25896	4/28/2023	Gale/Cengage Learning Inc.	\$705.89	monthly payment- materials
25897	4/28/2023	Grainger	\$2,684.59	monthly payment- janitorial supplies
25898	4/28/2023	Jayne Herring	\$900.00	monthly payment- programming
25899	4/28/2023	HR Source	\$3,025.00	annual payment- professional services & staff development
25900	4/28/2023	J.D. Power and Associates	\$1,080.00	monthly payment- materials
25901	4/28/2023	Kanopy Inc.	\$12,000.00	annual payment- materials
25902	4/28/2023	Microsystems, Inc.	\$703.84	monthly payment- materials
25903	4/28/2023	Midwest Tape LLC	\$40,149.54	annual payment- materials (\$36,000.00) monthly payment- materials (\$4,149.54)
25904	4/28/2023	Morningstar, Inc.	\$7,922.00	annual payment- materials
25905	4/28/2023	Neuco Inc.	\$683.21	monthly payment- janitorial supplies
25906	4/28/2023	Outsource Solutions Group, Inc.	\$19,998.56	monthly payment- professional services & software

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

Transaction Number	Transaction Date	Vendor	Amount	Description
25907	4/28/2023	VOID - Overdrive		
25908	4/28/2023	Promos 911, Inc.	\$2,155.99	annual payment- programgs
25909	4/28/2023	Reaching Across Illinois Library System	\$728.75	annual payment- software
25910	4/28/2023	Record Information Services, Inc.	\$1,330.00	annual payment- materials
25911	4/28/2023	Runco Office Supply	\$849.02	monthly payment- supplies
25912	4/28/2023	David Specter	\$700.00	monthly payment- programming
25913	4/28/2023	StackMap LLC	\$1,325.00	annual payment- software
25914	4/28/2023	Staples Technology Solutions	\$5,336.82	annual payment- fixed assets
25915	4/28/2023	Symmetry Energy Solutions, LLC	\$3,334.81	monthly payment- utilities
25916	4/28/2023	Terryberry	\$654.57	annual payment- staff development
25917	4/28/2023	Tsai Fong Books, Inc.	\$643.99	monthly payment- materials
25918	4/28/2023	Tumbleweed Press Inc.	\$3,600.00	annual payment- materials
25919	4/28/2023	Value Line Publishing LLC	\$950.00	annual payment- materials
25920	4/28/2023	Vis-O-Graphic, Inc.	\$11,572.84	quarterly payment- community relations (\$9,573.12) annual payment- programming - (\$1,437.73) annual payment- community relations (\$561.99)
25921	4/28/2023	Wells Fargo Vender Fin Serv	\$765.00	monthly payment- photocopy
25922	4/28/2023	Wex Health Inc.	\$2,573.04	monthly payment - flexible spending, dedendant care and commuter benefit
25923	4/28/2023	Overdrive	\$35,631.13	monthly payment- materials

\$ 288,350.28

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

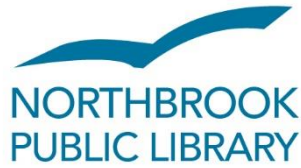
Transaction Number	Transaction Date	Vendor	Amount
52756	1/31/2023	VOID - Matthew E Young	(\$5.99)
52889	4/28/2023	A-Z Mindfulness	\$150.00
52890	4/28/2023	A-Z Mindfulness	\$150.00
52891	4/28/2023	Akbar Ali	\$53.44
52892	4/28/2023	American Library Association, Membership	\$549.00
52893	4/28/2023	Mark Anderson	\$400.00
52894	4/28/2023	Mark Anderson	\$250.00
52895	4/28/2023	Aquatic Works LTD	\$185.00
52896	4/28/2023	Michael Brodie Austin	\$200.00
52897	4/28/2023	Baker & Taylor Entertainment	\$482.16
52898	4/28/2023	Donna Beach	\$33.99
52899	4/28/2023	Svetlana Belsky	\$200.00
52900	4/28/2023	Marie Bennett	\$200.00
52901	4/28/2023	Blackstone Publishing	\$83.20
52902	4/28/2023	Nancy Buehler	\$250.00
52903	4/28/2023	Nancy Buehler	\$250.00
52904	4/28/2023	CFRA	\$135.00
52905	4/28/2023	Aviva Chertok	\$200.00
52906	4/28/2023	Christine Chon	\$200.00
52907	4/28/2023	Cintas	\$498.47
52908	4/28/2023	Consumers' Checkbook	\$460.00
52909	4/28/2023	Sandra Cotler	\$75.00
52910	4/28/2023	Jacob Darrow	\$200.00
52911	4/28/2023	Athanasics P. Diamond	\$29.40
52912	4/28/2023	Elena Doubovitskaia-Klemer	\$200.00
52913	4/28/2023	Jo I Gayle	\$125.00
52914	4/28/2023	Mark Gelfeld	\$200.00
52915	4/28/2023	Sevgi Giles	\$200.00
52916	4/28/2023	Benjamin Goluboff	\$250.00
52917	4/28/2023	Good L. Corporation	\$84.95
52918	4/28/2023	Kathryn Hall	\$22.99
52919	4/28/2023	Caitlyn Hannon	\$80.31
52920	4/28/2023	Happiness Forward LLC	\$200.00
52921	4/28/2023	VOID - Jayne Herring	
52922	4/28/2023	The Home Depot Credit Services	\$334.00
52923	4/28/2023	Marina Hoover	\$200.00
52924	4/28/2023	Marina Hoover	\$200.00
52925	4/28/2023	Christian Hughes	\$200.00
52926	4/28/2023	Illinois Library Association	\$150.00
52927	4/28/2023	Investor's Business Daily	\$349.00
52928	4/28/2023	Raymond W. Johnson	\$150.00
52929	4/28/2023	K-9 Reading Buddies of the North Shore	\$100.00
52930	4/28/2023	Summer Kosuge	\$38.23
52931	4/28/2023	Lakeshore Learning Materials	\$343.85
52932	4/28/2023	Lechner Services	\$175.20
52933	4/28/2023	Library Ideas LLC	\$581.15
52934	4/28/2023	Heather Mages	\$18.99
52935	4/28/2023	Ron Mantegna	\$200.00
52936	4/28/2023	Ron Mantegna	\$100.00

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

Transaction Number	Transaction Date	Vendor	Amount
52937	4/28/2023	Amanda Margis	\$45.00
52938	4/28/2023	Patrick McCallister	\$175.00
52939	4/28/2023	Jim Miller	\$28.03
52940	4/28/2023	Kathleen Jo Zeigler Mitchem	\$250.00
52941	4/28/2023	Kathleen Jo Zeigler Mitchem	\$500.00
52942	4/28/2023	Moneyletter.com	\$153.00
52943	4/28/2023	Alexa Muhly	\$500.00
52944	4/28/2023	Vu Nguyen	\$22.05
52945	4/28/2023	Northbrook Hardware	\$250.08
52946	4/28/2023	NSYMCA Art Academy	\$40.00
52947	4/28/2023	Ocooch Hardwoods	\$369.20
52948	4/28/2023	Petty Cash Custodian	\$91.60
52949	4/28/2023	Pollination Press LLC	\$500.00
52950	4/28/2023	Laurie Prioletti	\$88.93
52951	4/28/2023	Quill LLC	\$115.59
52952	4/28/2023	Red Hill Birding	\$200.00
52953	4/28/2023	Olivia Reyes	\$200.00
52954	4/28/2023	Ring Central Inc	\$29.45
52955	4/28/2023	Rowman & Littlefield Publishing Group	\$108.71
52956	4/28/2023	Olga Rudiak	\$400.00
52957	4/28/2023	Olga Rudiak	\$300.00
52958	4/28/2023	Charlie Saxe	\$100.00
52959	4/28/2023	Benjamin Schwartz	\$5.99
52960	4/28/2023	SenSource	\$516.00
52961	4/28/2023	Sentrum Marketing, LLC	\$228.50
52962	4/28/2023	Sheet Music Plus	\$198.43
52963	4/28/2023	Showcases	\$410.40
52964	4/28/2023	Sujin Song	\$100.00
52965	4/28/2023	State Industrial Products	\$468.60
52966	4/28/2023	Sunset Food Mart, Inc.	\$38.63
52967	4/28/2023	Sweetwater	\$16.94
52968	4/28/2023	The Juniper Fund	\$200.00
52969	4/28/2023	Total Link to Community Cooperative Inc	\$300.00
52970	4/28/2023	Uline	\$79.00
52971	4/28/2023	UPS	\$215.16
52972	4/28/2023	Village of Northbrook	\$571.68
52973	4/28/2023	VSP of Illinois, NFP	\$396.06
52974	4/28/2023	WET Solutions, Inc.	\$475.16
52975	4/28/2023	WEX Bank	\$72.69
52976	4/28/2023	Wisconsin Glacier Springs Company	\$33.00
52977	4/28/2023	Yami Vending Inc.	\$569.64
52978	4/28/2023	Matthew E. Young	\$5.99
52979	4/28/2023	Ai-Media Technologies LLC	\$287.50
52980	4/28/2023	Jayne Herring	\$450.00
			<u>\$19,838.35</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1873	4/20/2023	Capitol Glass & Architectural Metals Inc.	\$ 22,148.00	Metal Panel Repair
1874	4/20/2023	F.E. Moran Mechanical Services	\$ 3,095.00	Auditorium Air Unit Repair
1875	4/20/2023	Shadeology	\$ 24,934.00	2nd Floor Blinds
1876	4/20/2023	The Office of the State Fire Marshall	\$ 100.00	Steam Boiler Project
1877	4/20/2023	WET Solutions, Inc.	\$ 780.00	Steam Boiler Project
			<u>\$ 51,057.00</u>	



May 18, 2023

Iwona Petryszak
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Dear Iwona,

Each year in May the Library is required to state the amount of money necessary for the next annual tax levy, which you traditionally adopt in November or December.

As you know from prior years, we submit a preliminary levy amount and refine it later.

The FY2025 levy for the Library is expected to at least equal the 2023 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "K. Hall".

Kate Hall
Executive Director

cc: Anna Amen, Finance & Operations Manager

1201 Cedar Lane Northbrook, IL 60062-4581

847.272.6224

DIRECTOR'S REPORT MAY 2023

AGENDA ITEMS

3 Oath of Office & Election

- 3.1 Newly Elected Board Members Oath of Office
The newly (re)elected trustees will be sworn in by Abby Young.
- 3.2 Nominating Committee –Presentation of Slate of Officers
Jami Xu will present the slate of officers from the Nominating Committee for the board to vote on for the coming year. Nominations may also be made from the floor.
- 3.3 Outgoing Board Member Recognition
In recognition of her dozen years on the board, we will be honoring Sharon Bergstein for her service. A resolution is included in the packet.

4 Consent Agenda

- 4.5 Approve Annual Tax Levy Letter to Village
This is the annual letter we send to the village in place of a Budget and Appropriation Ordinance that says that we will not levy more in FY25 than we have budgeted in this fiscal year.
- 4.6 Review of Closed Session Minutes
A memo with what minutes we recommend opening and which recordings can now be destroyed is included in the packet with copies of the minutes.

8 Unfinished Business

- 8.1 Strategic Plan Consultant
We will discuss and confirm next steps at the board meeting.
- 8.2 Executive Director Performance Review (closed session)
A summary of my activities for the past FY is included for the board's review. There is no salary information included as this portion of the discussion cannot take place until after the board has approved the new salary survey. Laurie Prioletti will be attending the board meeting to share staff feedback with the board.

9 New Business

- 9.1 4th of July Parade
I have included a memo for the board to discuss and decide on whether we want to participate in the 4th of July parade this year.

9.2 Personnel Policy Updates: 03.2 Sick Leave, 05.1 Tuition Reimbursement, 05.4 Professional Memberships

Three policies for the board's consideration are included in the packet along with a memo detailing the requested policy changes and marked-up copies of each policy.

9.3 Library Security (closed session)

Agenda Building

- Strategic Plan Consultant Interviews (special meeting)
- Salary Benchmarking Results Discussion

BOARD NEWS

Board Photo

Our photographer is available to do a new board photo before the June 15 board meeting at 7:15pm. Please let me know if you are able to attend. If everyone is not available in June, we will try for July 20 or August 17.

Village Code

The Village of Northbrook's current Zoning Code was adopted in 1988, and the Village now seeks to develop and adopt a new Zoning Code. A zoning code is a set of regulations that dictate how land can be used and developed, which influences noise levels, traffic patterns, and the activities and structures allowed in our neighborhoods. The Village is hosting an open house to start the zoning code update project. Stop by the lobby of Village Hall on May 16 at 5 pm to provide your feedback, or fill out the online survey at: <https://village-of-northbrook-il-zoning-hlplanning.hub.arcgis.com/>

Cherry Lane Construction

The construction on Cherry Lane has officially started for the reconstruction of Cherry Lane between Cedar Lane and Meadow Road. On May 8th, 2023, Cherry Lane Underpass shut down the northern lane in order to facilitate Phase I of the project. During Phase I, one-way traffic will be maintained on the southern half of Cherry Lane, allowing eastbound traffic to pass through the work area.

Once Phase I has been completed, Cherry Lane Underpass will have the southern half shutdown in order to facilitate Phase II of the project. During Phase II, one-way traffic will be maintained on the northern half of Cherry Lane, allowing westbound traffic to pass through the work area. At no point will access to the library be cut off. Anna Amen is working with the Village to stay up to date on changes with the construction.

Book Banning Bill Passes

On May 3, the Illinois Senate passed [House Bill 2789](#) to amend the Illinois Library System Act in order to protect the freedom of public libraries and library systems to acquire materials without outside limitations and protect against attempts to ban or restrict library materials. To be eligible for state grants, this bill requires a public library or library system to develop a written policy prohibiting the practice of banning books within the public library or library system.

This bill sets a [nationwide precedent that supports the fight against book banning](#). Secretary of State Alexi Giannoulias initiated the bill as one of his first priorities in office. The bill is now awaiting Governor JB Pritzker's signature, and it is expected that he will sign it. If signed into law, HB2789 would take effect on January 1, 2024.

If the bill becomes law, the Illinois State Library will develop administrative rules that will guide libraries on how they can comply. Once these rules are developed, libraries will have an opportunity to provide feedback before the rules are finalized.

UPDATES

Pride Month Programming

Each June, people across the country celebrate Pride Month to honor the joys, accomplishments, and struggles of the LGBTQ+ community. Pride Month is celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan. The purpose of the commemorative month is to recognize the impact that lesbian, gay, bisexual and transgender individuals have had on history locally, nationally, and internationally.

In honor of Pride Month, the library has partnered with the Village to present the following events:

VIRTUAL: Making Change: The History of LGBTQ Activism since 1950

Retired professor John D'Emilio will trace the history of LGBTQ activism from its start in the 1950s to the early 21st century.

Tuesday, June 13, 7:00-8:00pm, Zoom

Register here: <https://visit.northbrook.info/event/7661993>

Pride Month Film Screening: *Spoiler Alert* (Rated PG-13)

Based on Michael Ausiello's best-selling memoir *Spoiler Alert: The Hero Dies*, this film tells the heartwarming, funny and life-affirming story of how Michael (Jim Parsons) and Kit's (Ben Aldridge) relationship is transformed and deepened when one of them falls ill.

Thursday, June 22, 7:00-9:00pm, Northbrook Public Library Auditorium

Register here: <https://visit.northbrook.info/event/7966351>

Pride Month Book Discussion (Grades 5-12): *Drum Roll, Please* by Lisa Bigelow

Register for our special Pride Month Book Discussion where we'll be reading and talking about the story and themes in *Drum Roll, Please* by Lisa Jenn Bigelow. Recommended for ages 8 and up.

Friday, June 9: 4:30-5:30pm, Northbrook Public Library Youth Services Activity Room

Register here: <https://visit.northbrook.info/event/8016976>

Pride Month Flag Suncatchers (All Ages)

Show your pride and make a tissue paper flag suncatcher.

Wednesday, June 7, 3:00-4:00pm, Northbrook Public Library Youth Services Activity Room

Register here: <https://visit.northbrook.info/event/8032406>

The Village will also be displaying banners around town and making a proclamation at a Village Board meeting.

Summer Reading Find Your Voice!

June 1st will kick 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 will celebrate Summer Reading Kick Off Week and will have a pop-up sign-up table and other activities to coincide with 5 days of amazing programs. The first 400 people who sign up will receive an exclusive magnet. Amanda Margis, Summer Reading Committee Chair will be coming to the June board meeting to present on our summer reading efforts. Board members are encouraged to sign-up for summer reading starting June 1.

Programming

- The March April spring storytime sessions which includes Storytime at the Library (All Ages), Preschool Storytime (ages 3-5), Babytime (birth-24 months), and Saturday Storytime (All Ages) concluded in April. We had a total attendance of 944 between the 4 programs in the series.
- Sara Chase, Youth Services Program Coordinator, and Arielle Raybuck, Events Production Manager, helped facilitate the annual GBN Incubator Entrepreneurship Pitch Night in the Auditorium on Wednesday, April 19.
- In partnership with the Arts Commission, Madison Vienna presented our first-ever, family-friendly classical music concert on April 30. Many families attended and were delighted with the interactive performance of Saint-Saëns' Carnival of the Animals.

Publicity

During National Library Week (April 23-29) we promoted library staff the library by scanning and posting two posters in the lobby with the short messages that patrons had hand written about what they love about the library, like:

"I love all the big windows! Lovely reading lighting"

"I love all of the help we get in the Collaboratory from the great staff"

"I love the play area"

"I like all the books and I like all the super nice staff members"

"I love to read. It is the best place on earth!!! If you work here you are lucky."

"Everyone is so helpful and very resourceful"

"The library staff is always so kind and resourceful"



In addition, we also promoted the library on social media during this special week with posts on April 24, Right to Read Day, April 25, National Library Workers Day, and April 26, National Library Outreach Day.

1-2 high profile social media posts with community engagement



Garden Club Lobby Display
 Posted: April 6
 Facebook Reach: 577
 Reactions: 21



Instagram Reel: Sharing Love with the Library on National Library Week

Posted March 11

Facebook Reach: 364

Reactions: 29

Sustainability

- The library's participation as beta testers of the [Green Business program](#) was acknowledged at the Village Board Meeting on 4/25. CAP Committee Co-Chairs Jill Franklin and Kelly Durov attended and are pictured to the right. The library received a [Silver Level](#) for the work we have implemented.
- In partnership with the Northbrook Garden Club, Jill Franklin presented Garden Design for Beauty and Sustainability on April 25. Participants learned about eco-friendly practices and native plant selection from the Conservation Foundation.
- The Village Board approved Slow Mow May for the second year in a row. The library will again participate to help with early pollinators and will only mow every 2-3 weeks this spring.



HR

New Staff

- Sarah Romero, part-time Facilities Assistant (Maint.), effective April 18 (replacement).

Staff Departures

- None

Annual Evaluations

Managers have completed staff annual evaluations and are finishing meeting with staff to go over accomplishments and goals for next year.

Staff Training

The library will be closed on Friday, May 19 for our annual Staff Development Day training. The training will encompass training on the Village's Climate Action Plan, a discussion of what was accomplished in FY23 and looking ahead to FY24. With so many new staff that have come onboard in the past year, we will be doing department tours to give everyone a better sense of what each department does. We are also doing EDI training focused on Asian American, Native Hawaiian, and Pacific Islander heritage and cultures to help staff better understand the Asian diaspora.

Project Updates

Strategic Plan

The board will be interviewing consultants and determining who to work with the June meeting. After that, we will form a working group of staff and board members to work with the consultant on the process.

Salary Benchmarking

We have received a draft copy of the salary benchmarking report from HR Source and are reviewing it with the management team. We will be presenting it to the board for review at the June meeting. Once the board has approved the new salary schedule it will be rolled out to staff.

Lily Zheng Assessment

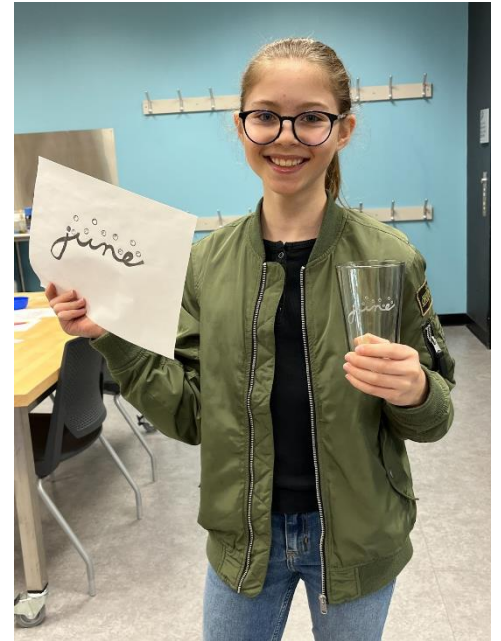
We have begun working with Lily on a timeline and initial steps. Once we have a more definitive timeline, we will be putting together a work group of staff and board members to work with Lily.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
April, 2023

PROJECTS





MATERIALS

April projects by material type charged:

3D Printing	50
Acrylic	29
Buttons	2
Cardstock	6
Cork Coasters	4
Embroidery Thread	12
Glasses	6
Iron-on	6
Stabilizer Sheets	28
Vinyl & Transfer Paper	19
Wood	45

3D PRINTING

We printed 51 objects for users in April.

VISITORS

381 people visited the Collaboratory in April.

STATISTICS APRIL 2023

These statistics represent year-to-date counts from May 1, 2022 – April 30, 2023, compared to the same time period for last year, unless otherwise noted. This marks the close of our Fiscal Year. We saw in person visits including study rooms and meeting room usage as well as program attendance continue to climb and pandemic concerns waned this spring. We also saw our library cardholder numbers start to climb back up this spring, though they are not up to pre-pandemic numbers. Even with increased in person usage, home delivery and virtual events are still being heavily used as are our eResources.

CARD HOLDERS (AS OF APRIL 31)

17,681 total cardholders

17,092 Residents 529 Non-Residents 60 Businesses

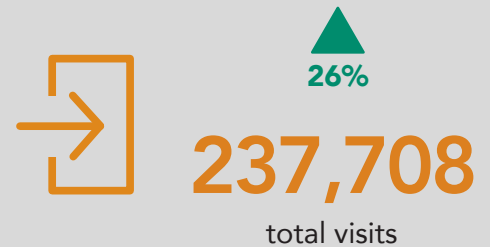


35,222 total residents

50% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data
www.ims.gov/research-evaluation/data-collection/public-libraries-survey

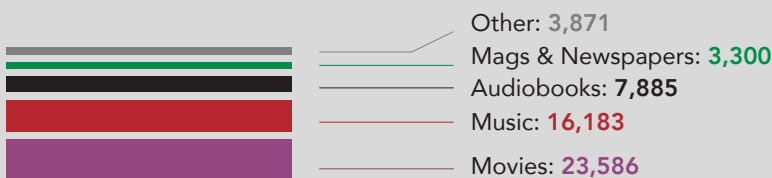
VISITS



CHECKOUTS



COLLECTION (AS OF APRIL 31)



Online Resources:
121,090

360,970 total collection

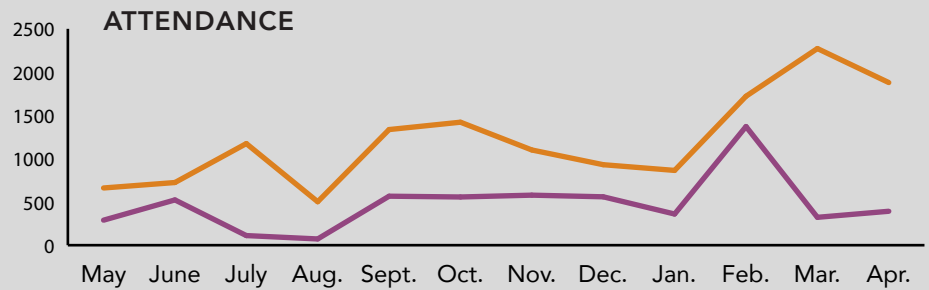
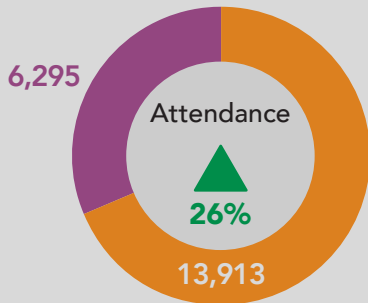
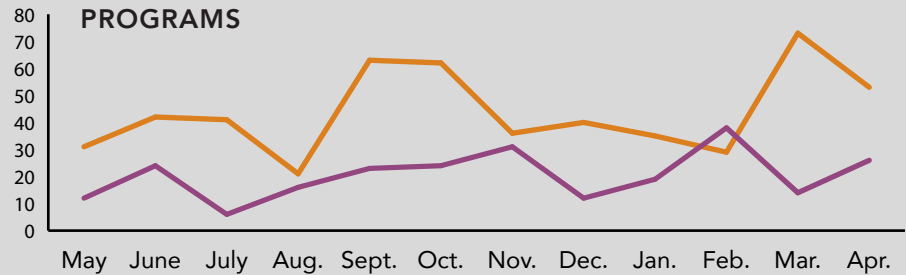
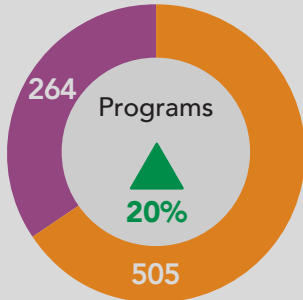
Books:
185,055

STATISTICS APRIL 2023

PROGRAMS

● Virtual ● In-Person

The circle graph represents year to date cumulative attendance. The line graphs represent our monthly changes in the number of programs offered and total attendees.



HOME DELIVERY



501
home deliveries

▲
17%

ROOM BOOKINGS



10,200
study room bookings

▲
93%



336
meeting room bookings

▲
167%

TECHNOLOGY



10,208
computer sessions

▲
74%

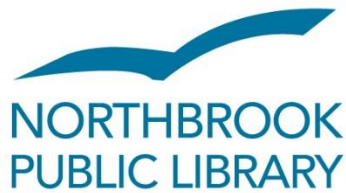


132,916
WiFi sessions

▲
38%

Comment	Response	Staff Member Responding
<p>Very upset to hear that the library will discontinue the Israeli discussion program and only zoom the regular current events to one day per month What is the reasoning behind this? We have been participants in these programs for many years Please reconsider</p>	<p>Thank you for taking the time to offer your feedback.</p> <p>I want to reiterate that we do value the Current Events and the Israeli Discussion programs. However, in an effort to be able to offer a wider variety of engaging programs for our community, we needed to reduce the frequency with which these two programs were held. This decision has nothing to do with the content or the quality of these programs. The Israeli Discussion is not being discontinued, but will be managed by Mark in order to continue on the same twice a month schedule.</p>	<p>Lev Kalmens</p>
<p>Was appalled and shocked at the cancellation of this class which was ongoing for at least 25 years with many participants The excuse being that the library wants to add more classes. Am interested to know what the replacement will be We are all very disappointed Please advise</p>	<p>Thank you for reaching out. I fear there has been a bit of miscommunication. We are not cancelling the program, but are switching it to once a month. We have offered Mark the opportunity to continue having the program using the library's Zoom on the other Thursday each month and he has accepted. My understanding is that it will be continuing as it always has been, but Mark will be sharing the log in information moving forward. You also asked about what the replacement will be. We are trying to provide a wider array of programming to meet the needs of different user groups and so we are not necessarily planning to have a program in that exact time slot, but rather to free up staff time to schedule more programs around a wide array of topics of local interest. I am happy to talk with you if you would like to talk on the phone or have any other questions. Thank you for being devotees of the library and I hope you continue to enjoy the Israeli History program moving forward.</p>	<p>Kate Hall</p>
<p>An incredibly beautiful library. One of the best in our state. (Submitted via Google review.)</p>	<p>Thank you for the great review, Israel. We're so glad you enjoy the library and hope you visit again soon!</p>	<p>Linda Vering</p>

Comment	Response	Staff Member Responding
<p>A patron came into the library to digitize a VHS tape, and afterward asked to speak to the manager so she could share her experience. I called her on 4/26 and she shared that she recently had sent in 2 VHS tapes to a reputable digitization service in order to preserve the last video images of her deceased parents. However, the company was only able to digitize her mother's tape, as the sound on her father's video wasn't working. After being told about our digitization resources, she came in and was able to successfully digitize her father's video. This was her first visit to the Collaboratory and she was "over the moon" with the help she was given by Michelle (who could not have been lovelier and sweeter) and Joe, and that the space was beautiful and inviting. She was so thankful that it exists.</p>	<p>I thanked the patron for her comments.</p>	<p>Cathleen Doyle</p>



Memorandum

DATE: May 10, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: 4th of July

We have received word that the Village and Park District will be doing a 4th of July Parade this year. The route has been shortened and the time of the parade is later.

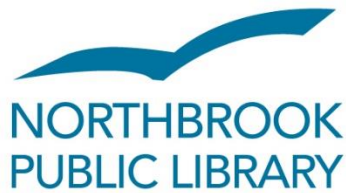
This year's parade route will start just west of Westmoor School, 2500 Cherry Lane, and will end at Village Hall, 1225 Cedar Lane. The timeline for the parade is:

- 2:30pm Official staging time begins for entries
- 3:45pm Parade Staging closes
- 4:00pm Bike Parade kickoff followed by parade

Now that we have this information, we need to determine whether the library would like to participate in the parade and, if so, to what extent. In the past, we decorated the library vehicle and typically had board, staff, and teen volunteers walking in the parade. Given the tragedy at last year's 4th of July parade in Highland Park, I want to discuss with the board what the board thinks the library should do in terms of parade participation.

A couple items to note:

- We have never made participation a requirement, and we still would not require it.
- If the board does not feel comfortable walking in the parade, I feel strongly that we should not ask it of staff either.
- I am gathering feedback from staff on their thoughts about having the library participate in the parade and will share those results at the meeting.



Memorandum

DATE: May 10, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Personnel Policy Updates

I am recommending several personnel policy updates:

- 03.2 Sick Leave
- 05.1 Tuition Reimbursement
- 05.4 Professional Memberships

The Sick Leave policy changes give more clarity around what qualifies as sick time for an employee.

The Tuition Reimbursement policy changes the timing for requests and also adds part-time staff to this benefit. As we set aside a set amount annually for tuition reimbursement (generally \$10,000) the total cost to the library would not change, but this would allow part-time staff that have worked at the library for at least a year to receive some reimbursement for classes they are taking. As part-time positions tend to have higher turnover rates, this would assist in part-time staff retention.

The Professional Memberships policy updates the student membership offering that is available as a joint membership for ALA & ILA. A joint Student membership costs \$44 a year. The policy is also updated to allow anyone enrolled in an MLIS program to receive a student membership instead of only allowing regular part-time and full-time staff to receive a student membership. As institutions of lifelong learning, this will encourage professional growth and development for staff that are planning a career in libraries.

The marked-up policies are included in the board packet.

03.2 Sick Leave

Created:	February 2020	Updated:	January 2022, March 2022
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Sick leave provides paid time off to manage the health and well-being of an employee or an 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.

03.2 Sick Leave

Created:	February 2020	Updated:	January 2022, March 2022
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SECTION 5: TRAINING AND DEVELOPMENT

05.1 Tuition Reimbursement Policy

Created:	February 2020	Updated:	March 2022
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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 employees enrolled in an approved degree program. 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 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. Upon registration for class or classes, complete the Tuition Reimbursement form and submit to the Human Resources Manager. The Human Resources Manager will notify employee if the request has been approved and provide information regarding reimbursement procedures. If the request has been denied, the Human Resources Manager will provide the reason.
2. 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)

3. 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
4. The maximum amount approved for tuition reimbursement is \$5,000 per person per calendar year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$10,000.
5. 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.
6. 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.

SECTION 5: TRAINING AND DEVELOPMENT

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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. Upon registration for class or classes, complete the Tuition Reimbursement Application form and submit to the Human Resources Manager. receive written approval prior to enrollment~~
- ~~3.1. Contact The Human Resources Manager will notify employee if the request has been approved and provide information regarding reimbursement procedures. If~~

[the request has been denied, the Human Resources Manager will provide the reason.](#)

4.2. 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)

5.3. 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

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05.4 Professional Memberships

Created:	February 2020	Updated:	
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- A. Membership for ALA will be paid for all full-time and regular part-time librarians. The library will pay for basic membership and one division.
- B. Basic ILA membership will be paid for all full-time and regular part-time librarians.
- C. Joint Student membership for ILA and ALA will be paid for any employees enrolled in an ALA accredited Masters of Library and Information Science program.
- D. Other professional memberships, for full-time employees at a pay grade of 9 or higher are at the discretion of the Executive Director.

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