

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

1201 Cedar Ln., Northbrook, IL 60062

Livestream: <https://youtu.be/EKnSv-VGg1A>
Interactive Classroom

Regular Monthly Meeting Agenda
November 18, 2021 | 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Appointment of Board Trustee & Oath of Office – Mr. Jay Glaubinger
- 4 Approval of Electronic Vote - Mr. Jay Glaubinger
- 5 Consent Agenda – Mr. Jay Glaubinger
 - 5.1 Approval of the Agenda
 - 5.2 Approve Regular Session Minutes – October 21, 2021
 - 5.3 Approve Executive Session Minutes – October 21, 2021
 - 5.4 Approve Special Session Minutes – November 1 & 2, 2021
 - 5.5 Approve Executive Session Minutes – November 1 & 2, 2021
 - 5.6 Approve Cash Balances & Income Statement October 2021
 - 5.7 Approve Bills and Charges from October 2021
 - 5.8 Approve FY22 Per Capita Grant
 - 5.9 Adopt Bank resolutions for First Bank of Highland Park
- 6 Public Comments
- 7 Staff Reports – Ms. Kate Hall
- 8 Board Member Reports
- 9 Unfinished Business
 - 9.1 Visiting other libraries
- 10 New Business
 - 10.1 Resolution for Board Member COVID-19 Vaccinations
 - 10.2 Director Evaluation Process- Personnel Committee
 - 10.3 Semi-Annual Review of Closed Meeting Minutes
 - 10.4 Fire Alarm Replacement Project Authority to Spend
- 11 Closed Session
- 12 Agenda Building
- 13 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
10/31/2021**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	8,125,492.88	1,838,084.50	1,557,900.51	8,405,676.87
Restricted	365,805.64	11,204.79	9,917.84	367,092.59
IMRF	676,850.56	89,470.89	30,689.00	735,632.45
Fica	176,093.92	64,642.71	21,916.85	218,819.78
Total Operating	<u>\$ 9,344,243.00</u>	<u>\$2,003,402.89</u>	<u>\$1,620,424.20</u>	<u>\$ 9,727,221.69</u>
Capital Improvement	\$ 4,008,150.69	\$1,090,297.82	\$ 7,025.00	\$ 5,091,423.51
Debt Service	\$ 8,924.31		\$ 0.08	\$ 8,924.23

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	174,684.34	42,808.00	8,924.23
PayPal	7,239.31	-	-
GSB - Money Market	226,131.89	-	-
Fifth Third - Checking/Money Market	9,317,711.77	5,048,104.14	-
US Bancorp	659.38	511.37	-
IMET	-	-	-
Petty Cash	795.00	-	-
Total	<u>\$ 9,727,221.69</u>	<u>\$5,091,423.51</u>	<u>\$ 8,924.23</u>

NB&T = Northbrook Bank & Trust
 GSB = Glenview State Bank
 IMET = Illinois Metropolitan Investment Fund
 USB = US Bancorp

Northbrook Public Library
Income Statement
10/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$472,150.98	\$1,663,953.92	\$7,234,317.76	\$7,167,193.29	\$7,289,188.00	98.33%
Replacement Tax	\$0.00	\$0.00	\$55,030.43	\$93,079.87	\$125,000.00	74.46%
Impact Fees	\$496.80	\$289.85	\$4,313.05	\$4,346.42	\$0.00	0.00%
Fines, Fees & Rentals	\$948.16	\$1,830.77	\$2,693.74	\$21,354.49	\$25,000.00	85.42%
Interest Income	\$1,195.57	\$469.45	\$10,822.22	\$3,261.96	\$25,000.00	13.05%
Other Income	\$171.50	\$550.63	\$13,966.46	\$21,367.47	\$100,000.00	21.37%
Total Undesignated Revenue	\$474,963.01	\$1,667,094.62	\$7,321,143.66	\$7,310,603.50	\$7,564,188.00	96.65%
Designated Revenue						
Gifts & Other Designated Income	\$41,611.41	\$11,200.02	\$104,961.52	\$74,107.13	\$100,000.00	74.11%
Designated Interest Income	\$18.52	\$4.77	\$140.66	\$83.43	\$0.00	0.00%
Total Designated Revenue	\$41,629.93	\$11,204.79	\$105,102.18	\$74,190.56	\$100,000.00	0.00%
Total Revenues	\$516,592.94	\$1,678,299.41	\$7,426,245.84	\$7,384,794.06	\$7,664,188.00	96.35%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$75,898.79	\$37,218.89	\$408,635.78	\$376,862.35		
Audio Visual	\$3,945.76	\$4,500.98	\$15,054.79	\$25,950.96		
Videos/DVDs	\$3,137.58	\$7,042.33	\$17,097.64	\$24,531.91		
Programs	\$9,095.30	(\$8,000.43)	\$27,703.85	\$41,420.53	\$117,000.00	35.40%
OCLC	\$525.00	\$5,556.52	\$9,062.03	\$15,052.24	\$22,000.00	68.42%
CCS Shared Costs	\$0.00	\$19,701.06	\$33,292.21	\$52,743.39	\$80,000.00	65.93%
Total Materials & Services	\$92,602.43	\$66,019.35	\$510,846.30	\$536,561.38	\$1,168,000.00	45.94%
Human Resources						
General Salaries and Wages	\$298,803.54	\$285,479.34	\$1,825,707.50	\$1,735,019.62	\$3,869,725.00	44.84%
Maintenance Salaries & Wages	\$14,668.38	\$12,445.82	\$87,373.62	\$73,906.36	\$168,975.00	43.74%
Group Insurance	\$54,278.55	\$58,549.08	\$320,140.70	\$331,969.11	\$695,000.00	47.77%
Unemployment/Worker's Comp	\$493.26	\$546.89	\$17,878.78	\$19,225.29	\$27,000.00	71.20%
Staff Development	(\$4,337.88)	\$9,468.44	\$12,377.12	\$21,958.59	\$70,000.00	31.37%
Total Human Resources	\$363,905.85	\$366,489.57	\$2,263,477.72	\$2,182,078.97	\$4,830,700.00	45.17%

Northbrook Public Library
Income Statement
10/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
Operating Costs						
Photocopy	\$2,600.77	\$0.00	\$17,095.15	\$16,894.22	\$37,500.00	45.05%
Office & Library Supplies	\$3,452.51	\$1,196.52	\$40,956.80	\$25,582.57	\$70,000.00	36.55%
Software	\$30,052.22	\$1,063.27	\$72,385.99	\$48,140.72	\$103,000.00	46.74%
Postage	\$369.42	\$51.85	\$15,708.60	\$16,815.64	\$20,000.00	84.08%
General Insurance	\$0.00	\$542.26	\$46,138.02	\$51,179.09	\$63,000.00	81.24%
Telephone/Internet	\$3,879.46	\$698.96	\$20,911.12	\$20,993.86	\$43,000.00	48.82%
Professional Services	\$34,275.90	\$100.00	\$138,201.77	\$125,362.52	\$275,000.00	45.59%
Furniture, Equipment	\$2,048.13	\$952.09	\$26,867.68	\$37,654.21	\$50,000.00	75.31%
Equipment Rental & Maintenance	\$1,240.00	\$1,275.00	\$1,713.64	\$3,285.24	\$42,000.00	7.82%
Community Relations	\$6,115.98	\$602.49	\$15,482.70	\$13,467.45	\$44,000.00	30.61%
Total Operating Costs	\$84,034.39	\$6,482.44	\$395,461.47	\$359,375.52	\$747,500.00	48.08%
Maintenance						
Vehicle Expense	\$139.17	\$94.39	\$220.61	\$227.32	\$3,000.00	7.58%
Janitorial Supplies	\$3,557.49	\$7,391.21	\$17,225.26	\$19,324.53	\$45,000.00	42.94%
Utilities	\$3,131.11	\$553.60	\$9,670.53	\$10,250.10	\$54,000.00	18.98%
Building Repairs	\$845.50	\$7,500.00	\$5,880.00	\$10,330.00	\$30,000.00	34.43%
Contracted Services	\$25,593.72	\$11,951.60	\$66,922.54	\$72,005.36	\$135,000.00	53.34%
Total Maintenance	\$33,266.99	\$27,490.80	\$99,918.94	\$112,137.31	\$267,000.00	42.00%
Other Expenses						
Recruiting	\$0.00	\$200.00	\$0.00	\$1,509.50	\$500.00	301.90%
Contingency & Misc Exp	\$312.11	\$433.81	\$628.57	\$3,350.65	\$100,000.00	3.35%
Board Development	\$48.99	\$0.00	\$48.99	\$327.20	\$0.00	0.00%
Total Other Expenses	\$361.10	\$633.81	\$677.56	\$5,187.35	\$100,500.00	5.16%
Total Undesignated Expenses	\$574,170.76	\$467,115.97	\$3,270,381.99	\$3,195,340.53	\$7,113,700.00	44.92%
Designated Expenses						
Miscellaneous Designated Expenses	\$282.50	\$990.21	\$2,614.54	\$4,787.11	\$0.00	0.00%
Designated Materials Expense	\$300.91	\$176.96	\$1,208.62	\$1,144.11	\$0.00	0.00%
Designated Program Expense	\$2,000.00	\$8,750.67	\$16,599.17	\$22,906.94	\$100,000.00	22.91%
Total Designated Expenses	\$2,583.41	\$9,917.84	\$20,422.33	\$28,838.16	\$100,000.00	28.84%
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	\$576,754.17	\$477,033.81	\$3,290,804.32	\$3,223,956.96	\$7,663,700.00	42.07%
NET SURPLUS/(DEFICIT)	(\$60,161.23)	\$1,201,265.60	\$4,135,441.52	\$4,160,837.10	\$488.00	

Northbrook Public Library

Income Statement

10/31/21

	<u>PY Month</u>	<u>CY Month</u>	<u>PY YTD</u>	<u>CY YTD</u>	<u>CY Budget</u>	<u>50%</u>
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$31,099.36	\$89,469.65	\$476,505.73	\$385,375.02	\$400,000.00	96.34%
Property Tax Levy FICA	\$18,342.28	\$64,641.82	\$281,041.15	\$278,433.45	\$289,000.00	96.34%
Interest Income IMRF	\$1.47	\$1.23	\$4.39	\$1.47	\$50.00	2.94%
Interest Income FICA	\$0.87	\$0.89	\$2.77	\$1.07	\$50.00	2.14%
Total Undesignated Revenue	<u>\$49,443.98</u>	<u>\$154,113.59</u>	<u>\$757,554.04</u>	<u>\$663,811.01</u>	<u>\$689,100.00</u>	<u>96.33%</u>
Total Revenues	\$49,443.98	\$154,113.59	\$757,554.04	\$663,811.01	\$689,100.00	96.33%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$33,263.97	\$30,689.00	\$201,649.53	\$184,866.65	\$425,000.00	43.50%
Employer FICA	\$23,039.58	\$21,916.85	\$141,067.02	\$133,238.05	\$289,000.00	46.10%
Total Human Resources	<u>\$56,303.55</u>	<u>\$52,605.85</u>	<u>\$342,716.55</u>	<u>\$318,104.70</u>	<u>\$714,000.00</u>	<u>44.55%</u>
Total Undesignated Expenses	<u>\$56,303.55</u>	<u>\$52,605.85</u>	<u>\$342,716.55</u>	<u>\$318,104.70</u>	<u>\$714,000.00</u>	<u>44.55%</u>
Total Expenses	\$56,303.55	\$52,605.85	\$342,716.55	\$318,104.70	\$714,000.00	44.55%
NET SURPLUS/(DEFICIT)	(\$6,859.57)	\$101,507.74	\$414,837.49	\$345,706.31	(\$24,900.00)	

Northbrook Public Library

Income Statement

10/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$669.26	\$184.43	\$7,301.42	\$2,132.25	\$10,000.00	21.32%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
Total Undesignated Revenue	\$669.26	\$184.43	\$14,490.42	\$9,332.25	\$10,000.00	93.32%
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	\$669.26	\$184.43	\$14,490.42	\$9,332.25	\$435,000.00	2.15%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$75,953.02	\$1,625.00	\$749,023.04	\$107,689.71	\$908,000.00	11.86%
Professional Fees	\$2,490.00	\$5,400.00	\$75,470.40	\$35,467.50	\$75,000.00	47.29%
Furniture & Equipment	\$8,991.00	\$150.00	\$229,860.74	\$249,663.37	\$40,000.00	624.16%
Total Capital & Bond Expenses	\$87,434.02	\$7,175.00	\$1,054,354.18	\$392,820.58	\$1,023,000.00	38.40%
Total Undesignated Expenses	\$87,434.02	\$7,175.00	\$1,054,354.18	\$392,820.58	\$1,023,000.00	38.40%
Total Expenses	\$87,434.02	\$7,175.00	\$1,054,354.18	\$392,820.58	\$1,023,000.00	38.40%
NET SURPLUS/(DEFICIT)	(\$86,764.76)	(\$6,990.57)	(\$1,039,863.76)	(\$383,488.33)	(\$588,000.00)	

Northbrook Public Library
Income Statement
10/31/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$33,477.89	\$169,600.69	\$512,949.66	\$730,525.58	\$758,249.00	96.34%
Interest Income	\$1.58	\$2.33	\$8.37	\$2.79	\$0.00	0.00%
Total Undesignated Revenue	\$33,479.47	\$169,603.02	\$512,958.03	\$730,528.37	\$758,249.00	96.34%
Total Revenues	\$33,479.47	\$169,603.02	\$512,958.03	\$730,528.37	\$758,249.00	96.34%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$376,077.00	50.81%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$382,172.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
Total Undesignated Expenses	\$0.00	\$0.00	\$207,143.76	\$191,085.77	\$758,249.00	25.20%
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	\$207,143.76	\$191,072.81	\$758,249.00	25.20%
NET SURPLUS/(DEFICIT)	\$33,479.47	\$169,603.02	\$305,814.27	\$539,455.56	\$0.00	

October 2021 Financial Summary

Total General Fund revenues collected to date is \$7,384,794.06.

- 98.33% of property taxes have been collected
- Fines, Fees & Rentals
 - 71% of the Fines, Fees & Rentals is non-resident fees
 - This is the renewal of cards for patrons that live in unincorporated Northbrook – this renewal was not collected during FY2021

Total General Fund expenditures are \$3,223,956.96, budget differences include:

- Programming is less than budget due to COVID 19 – the large credit shown is due to a reclass of One Book programming costs that were paid for by the One Book Sponsors
- OCLC costs are greater than budget due to invoices being paid quarterly
- CCS Shared costs are greater than budget due to invoices being paid quarterly
- Unemployment / Workers Compensation represents 10 months of expense
- Staff Development is less than budget due to virtual conferences/workshops costing less than in person conferences/workshops
- Supplies are less than budget due to COVID 19
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance represents 10 months of expense
- 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 and picnic tables
- Equipment Rental & Maintenance is less than budget due to the nature of the account – these costs are recorded annually and will happen by the end of the fiscal year
- Community Relations is less than budget due to a reduction in outreach due to COVID 19
- Utilities is less than budget due the processing of invoice - we have only recorded 4 months of expense rather than 6
- Buidling Repairs is less than budget due to the nature of the account – these costs are recorded annually and will happen by the end of the fiscal year
- 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 October 21

Operating Funds	
Library Claims List	\$ 117,533.17
Librarian's Claims List	\$ 8,758.39
Payroll	\$ 285,259.79
Fica/IMRF	\$ 52,605.85
ACH to IPBC	\$ 66,153.38
Transfer to CIF	\$ 1,090,113.62
Total Operating Funds	<u>\$ 1,620,424.20</u>
Capital Improvement Fund	
Claims List	\$ 7,025.00
	<u>\$ 7,025.00</u>
Debt Service Fund	
Due From Operating (IMET closure)	\$ 0.08
	<u>\$ 0.08</u>
Grand Total Library	<u><u>\$ 1,627,449.28</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25229	10/20/2021	FirstBank Card	\$ 2,144.74	monthly payment - supplies
25230	10/20/2021	Elisabeth Lindsay-Ryan	\$8,000.00	bi-annual payment - staff development
25231	10/20/2021	Northbrook Hardware	\$656.01	monthly payment - janitorial supplies
25232	10/20/2021	Robert Oakley Gregor	\$7,500.00	annual payment - equipment repair & maintenance
25233	10/20/2021	Petra Van Nuis	\$600.00	monthly payment - programming
25234	10/25/2021	Amazon	\$1,825.74	monthly payment - supplies
25235	10/25/2021	Ancel Glink P.C.	\$1,315.00	monthly payment - professional fees
25236	10/25/2021	Baker & Taylor	\$19,924.38	monthly payment - materials
25237	10/25/2021	Best Quality Cleaning	\$5,525.00	monthly payment - contracted services
25238	10/25/2021	CallOne	\$692.96	monthly payment - telephone
25239	10/25/2021	Cintas	\$793.05	monthly payment - janitorial supplies
25240	10/25/2021	Cooperative Computer Service	\$25,226.83	quarterly payment - CCS & OCLC
25241	10/25/2021	Dornfeld Piano Tuning	\$930.00	quarterly payment - equipment repair & maintenance
25242	10/25/2021	F.E. Moran Mechanical Services	\$965.00	annual payment - contracted services
25243	10/25/2021	Joshua Graham	\$750.00	monthly payment - programming
25244	10/25/2021	Grainger	\$4,420.67	monthly payment - janitorial supplies
25245	10/25/2021	Illinois Library Association	\$600.00	annual payment - staff development
25246	10/25/2021	Midwest Tape	\$9,977.30	monthly payment - materials
25247	10/25/2021	North American	\$1,859.93	monthly payment - janitorial supplies
25248	10/25/2021	Overdrive	\$16,060.64	monthly payment - materials
25249	10/25/2021	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25250	10/25/2021	Sterling Services, Inc.	\$2,736.90	tri annual payment - contracted services
25251	10/25/2021	Wex Health Inc.	\$2,357.02	monthly payment flexible spending, dedendant care and commuter benefit
25252	10/25/2021	KBS International LLC	\$752.00	annual payment - furniture and equipment

\$ 117,533.17

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

Transaction Number	Transaction Date	Reference	Payments
51376	8/24/2021	VOID - CFM Local	\$ (501.32)
51535	10/20/2021	Advanced Auto Parts	\$179.99
51536	10/20/2021	American Library Association, Membership	\$392.00
51537	10/20/2021	Aquatic Works	\$175.00
51538	10/20/2021	Blackstone Publishing	\$41.60
51539	10/20/2021	Bottom Line Health	\$29.95
51540	10/20/2021	Chicago Federation of Musicians, AFM Local 1	\$501.32
51541	10/20/2021	Crain Chicago Business	\$169.00
51542	10/20/2021	Efficiency Reporting	\$106.00
51543	10/20/2021	Elenco Electronics	\$63.87
51544	10/20/2021	Elly Fishman	\$300.00
51545	10/20/2021	Freeman Pictures, Inc.	\$100.00
51546	10/20/2021	Gale/Cengage Learning Inc.	\$360.66
51547	10/20/2021	Rae Goodman-Lucker	\$20.64
51548	10/20/2021	Anita Graegf	\$300.00
51549	10/20/2021	VOID - Joshua Graham	\$0.00
51550	10/20/2021	Healthy Life Magazine	\$20.00
51551	10/20/2021	Jayne Herring	\$550.00
51552	10/20/2021	Jayne Herring	\$550.00
51553	10/20/2021	Illinois Heartland Library System-OCLC	\$30.75
51554	10/20/2021	Illinois State Police	\$200.00
51555	10/20/2021	Image Specialties of Glenview, Inc.	\$48.00
51556	10/20/2021	Impact Networking	\$542.26
51557	10/20/2021	Lechner Services	\$75.08
51558	10/20/2021	LibraryWorks, Inc.	\$125.00
51559	10/20/2021	Limricc - UCGA	\$546.89
51560	10/20/2021	Kimberly Mclver	\$200.00
51561	10/20/2021	North Town Auto	\$94.39
51562	10/20/2021	Petty Cash Custodian	\$50.56
51563	10/20/2021	Pitney Bowes Inc.	\$274.50
51564	10/20/2021	QuickKill Exterminator	\$345.00
51565	10/20/2021	Reds Garden Center	\$10.00
51566	10/20/2021	Reveal	\$20.00
51567	10/20/2021	Rotary Club of Northbrook	\$395.00
51568	10/20/2021	Sheet Music Plus	\$39.73
51569	10/20/2021	Shore Line	\$32.00
51570	10/20/2021	Sphero, Inc.	\$88.24
51571	10/20/2021	Sticky Fingers Cooking	\$150.00
51572	10/20/2021	Sunset Food Mart	\$22.51
51573	10/20/2021	The R-Group, LLC	\$250.00
51574	10/20/2021	UPS	\$58.90
51575	10/20/2021	Vis-O-Graphic, Inc	\$165.59
51576	10/20/2021	WEX Health, Inc.	\$97.50
51577	10/20/2021	WM Corporate Services, Inc	\$553.60
51578	10/20/2021	Women's Health	\$19.97
51579	10/200/21	Yami Vending, Inc	\$273.00
51580	10/25/2021	Baker & Taylor Entertainment	\$549.21
51581	10/25/2021	American Library Association, Membership	\$142.00

\$ 8,758.39

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

Transaction Number	Transaction Date	Reference	Payments	Description
1837	10/20/2021	RoadRunnder Solid Surface LLC	\$ 200.00	1st Floor Renovation Project
1838	10/25/2021	F.E. Moran, Inc. - Fire Protection - North	\$1,425.00	Fire Panel Replacement Project - diagnosis
1839	10/25/2021	Product Architecture + Design	\$5,400.00	3rd Floor Renovation Project
			<u>\$ 7,025.00</u>	

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district’s referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

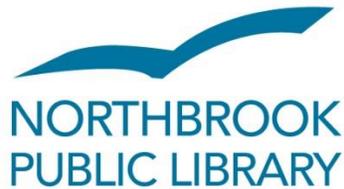
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



Memorandum

DATE: 11.11.21
TO: Trustees
FROM: Anna Amen
RE: New Bank Account at First Bank of Highland Park

I would like to ask the Board for approval to open new bank accounts at First Bank of Highland Park and close the account at Busey Bank.

Busey Bank recently bought Glenview State Bank – the interest rate being provided is .1%.

First Bank of Highland Park has suggested opening the following accounts
Business Advantage Account which earns .25%
11-month CD which earns .35%

The amount of the funds that would be transferred is \$226,131.89 plus interest from 10/8/21 through the transfer date. The balance in the accounts would never be greater than \$250,000 (FDIC insured limit) so we will not need to collateralize the funds.

Attached is a blank corporate resolution and signature cards for your review. If the new account is approved, these documents will be sent to authorized signers via DocuSign for signature from First Bank of Highland Park.

Corporate Authorization Resolution

By:

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of _____, Federal Employer I.D. Number _____, engaged in business under the trade name of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Secretary

Attest by One Other Officer

For Financial Institution Use Only	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____ .	
Comments:	

ACCOUNT AGREEMENT

FIRST BANK OF HIGHLAND PARK

1835 FIRST STREET
HIGHLAND PARK IL 60035

Account Number: _____

Account Owner(s) Name & Address

Agreement Date: _____ By: _____

EXISTING Account - This agreement replaces previous agreement(s).

Account Description:

Checking Savings NOW _____

Initial Deposit \$ _____ Source: _____

Ownership of Account - CONSUMER Purpose

Individual _____

Joint - With Survivorship (*and not as tenants in common*)

Joint - No Survivorship (*as tenants in common*)

Trust - Separate Agreement:

Revocable Trust or Pay-on-Death Designation as Defined in this Agreement
(Name and Address of Beneficiaries):

Additional Information:

Signature(s). The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):

- Terms & Conditions Truth in Savings Funds Availability
- Electronic Fund Transfers Privacy Substitute Checks
- Common Features _____

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Ownership of Account - BUSINESS Purpose

Sole Proprietorship Single-Member LLC Partnership

LLC (*LLC tax classification:* C Corp S Corp Partnership)

C Corporation S Corporation Non-Profit

Business: _____

Backup Withholding Certifications (*Non-"U.S. Persons" - Use separate Form W-8*)

By signing at right, I, _____, certify under penalties of perjury that the statements made in this section are true.

TIN: _____ The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number.

Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

Exempt Recipient. I am an exempt recipient under the Internal Revenue Service Regulations. Exempt payee code (if any) _____

FATCA Code. The FATCA code entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

U.S. Person. I am a U.S. citizen or other U.S. person (as defined in the instructions).

(1): [X]
I.D. # _____ D.O.B. _____

(2): [X]
I.D. # _____ D.O.B. _____

(3): [X]
I.D. # _____ D.O.B. _____

(4): [X]
I.D. # _____ D.O.B. _____

Authorized Signer (Individual Accounts Only)

[X]
I.D. # _____ D.O.B. _____

DIRECTOR'S REPORT NOVEMBER 2021

AGENDA ITEMS

- 3 Appointment of Board Trustee & Oath of Office **ACTION NEEDED**
Jay will administer the oath of office after the board votes to appoint the new trustee.
- 4 Approval of Electronic Vote **ACTION NEEDED**
Approval of electronic participation by the new board member for all votes at this meeting
- 5 Consent Agenda
These items are in the consent agenda, but can be pulled out if any board member has a question on the action.
- 9 Unfinished Business
 - 9.1 Visiting other libraries **DISCUSSION**
With the exception of last year, the board has done a fall visit to another library. I recommend that the board visit Palatine Public Library which just completed a major renovation.
- 10 New Business
 - 10.1 Resolution for Board Member COVID-19 Vaccinations **POSSIBLE ACTION**
As requested at last month's meeting, I have prepared a resolution for the board stating that the board feels vaccines are important and pledges to encourage vaccination by the board members now and through the end of the pandemic.
 - 10.2 Director Evaluation Process- Personnel Committee **DISCUSSION**
The minutes from the Personnel Committee meeting are in the packet. I have prepared a memo with an evaluation timeline and a sample of the new process with my goals for this year. Barbara will provide an overview of the work of the committee for the full board.
 - 10.3 Semi-Annual Review of Closed Meeting Minutes **NO ACTION NEEDED**
There are no minutes to review
- 12 Agenda Building
Just a reminder that the board will meet next on January 20, 2022.

UPDATES

In-Person Programs

We continued our in-person programming in October and continue to see relatively low attendance at the programs for adults while our teen programming is showing a continued upswing in attendees. We are curious to see if as more people get the booster shot we start to see an increase in attendance. Now that children over 5 can be vaccinated, we are looking at bringing back in person children’s programming in 2022.

COVID-19

Now that an EUA vaccine has been approved for 5-11 year olds, the Glenview Northbrook Coronavirus Joint Task Force has collaborated on having vaccination clinics at Grainger for this age group. Our School & Special Services librarian, Sarah Rustman, has been working with the representatives from other agencies to create a fun atmosphere for kids. Sarah is also working with staff from the Glenview Public Library to do a program for parents in January on vaccines for children in partnership with Northshore University Healthcare System.

The Task Force continues to work together to educate and inform the community and stay up to date on what each unit of local government is doing.

One Book One Northbrook

Our One Book One Northbrook community wide read for Vanishing Half took place last month. With over a dozen programs including book discussions, a panel discussion with twins, and a zoom event with author Brit Bennett, we saw a great deal of engagement and lots of patrons reading and discussing the book. One comment sums up the goal of what we try to accomplish with a community wide read, “I just wanted to thank you and others for offering the amazing book, The Vanishing Half. I just finished it. So thought provoking and interesting.” Thank you to the One Book One Northbrook committee who worked so hard over the past year to provide patrons with a chance to discuss a book and learn more about the world we live in:

Bridget Golembiewski (Co Chair)	Youth Services
Lori Siegel (Co Chair)	Fiction & Media
Tracy Gossage	Fiction & Media
Susan Wolf	Reference

Exterior Lockers

As discussed several months ago, we are installing exterior lockers in order to continue curbside service after the pandemic ends. The lockers are now here and will be installed in the coming weeks. We plan to roll this new service out to patrons in December.

Library of Things

Thanks to a T-Mobile grant that Kelly Durov applied for, the library will be adding 10 hotspots and two Chromebooks to our library of things collection. We are also looking at adding additional items to the collection in the coming months after soliciting patrons for feedback on what they would like to see in this collection.

EDI

As part of our one book programming, we held a joint library program with author and researcher Richard Rothstein on *The Color of Law & Reversing Segregation*. This is a collaboration with nearly 50 libraries as well as RAIN and Together is Better Alliance and had over 750 attendees.

Climate Action Plan Committee

As part of our work on the new CAP, we held the third in a 3-part series on sustainable gardening/landscaping: *Transforming Landscapes for Sustainability*. Panelists included the Village sustainability coordinator, the former Park District manager, and a local home gardener. The program was moderated by a former Village Manager.

Comments from survey:

- Thank you for such a terrific program. It will change my behavior!
- The whole panel was GREAT. Good combination of presenters, each of whom comes at the issue from a different angle and each of whom is knowledgeable and passionate.
- We really appreciate the environmentally minded programming the library has. This is code red for our planet and education is key.

Our two CAP co-chairs, Jill Franklin and Kelly Durov attended the first meeting of intergovernmental commit which will meet quarterly to discuss how each agency can best support the sustainability efforts laid out in the CAP. Jill also attended the inaugural Sustainability Commission meeting and learned that the Village is incorporating CAP considerations into the existing Capital Improvement Plan and other plans. e.g. new lighting will be bird friendly. The Village is also planning a demonstration food garden. We will coordinate series of programs to support the educational component of this project.

Illinois Libraries Presents

ILP continues to grow. We currently have over 130 libraries signed on to join and will be releasing the first round of speakers as soon as contracts are finalized. Libraries throughout the state are excited to participate and we anticipate having another flood of people join after we announce who will be presenting. Thank you to the board for helping launch this statewide initiative which will provide great programs to hundreds of thousand Illinois residents.

HR

We continue to work on filling the open positions and hope to be mostly finished with the necessary hiring by the end of the calendar year.

- New Staff
 - Drew Ibardaloza, part-time Shelver (CIRC) effective October 2 (replacement).
 - Kaya Ibardaloza, part-time Shelver (CIRC) effective October 2 (replacement).
 - Mary Kay Burke, part-time Shelver (CIRC) effective October 11 (replacement).
 - Kaley Kearns, part-time Shelver (CIRC) effective October 12 (replacement).
- Departing Staff
 - Nirali Sharma, part-time Youth Services Assistant (YS) resigned effective October 18 . She has accepted a full-time Project Manager position with an advertising company in the West Loop.
- New Positions for Existing Staff
 - Anthony Altieri, regular part-time Clerk II (CIRC) accepted the full-time Circulation Supervisor position effective Oct. 1. (replacement)
 - Sara Chase, regular part-time Youth Services Assistant accepted the full-time Program Coordinator position effective Oct. 1 (replacement)
 - Bryan Gutmann, part-time Clerk (TS) changed to regular part-time status effective Oct. 1

Kate Hall, Executive Director

OCTOBER 2021 DATA & STATISTICS

This month shows October 2020 to October 2021. We are still seeing the effects of the ongoing pandemic with our visitor count at about 50% of what it was pre-COVID. Programming is still down as well and we are noticing that most people are choosing to continue attending programming virtually. We are still not back to offering the same number of programs as prior to the pandemic and combined with low in-person attendance might account for the lower visitor counts. Checkouts continue to increase, however, and we are about 20% down from where we were at this point in 2019. We still have many people using our curbside pickup and have heard from some patrons that they are not yet comfortable coming into the building. Study rooms continue to increase in usage and while we are not yet hitting capacity, we expect that number to continue growing. Having 18 study rooms instead of just 5 has been helpful at this stage of the pandemic. This is showing us that we still have ways to go before we are "back to normal."

Card Holders

17,625 total cardholders

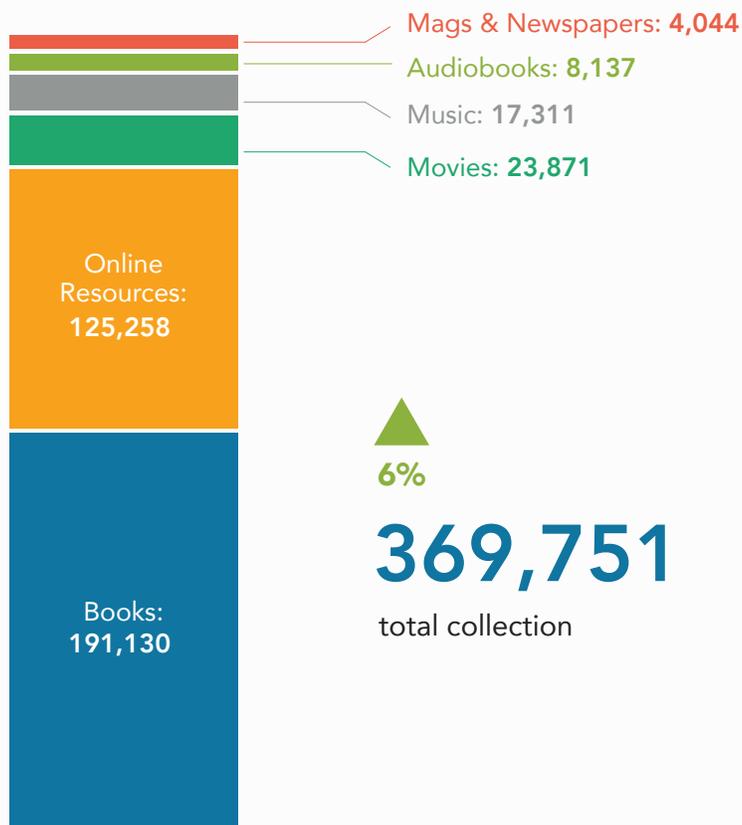
17,192 Residents 367 Non-Residents 66 Businesses



33,170 total residents

53% cardholder rate vs. 57% national average

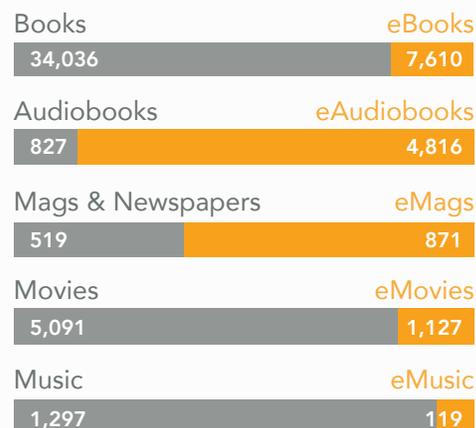
Collection



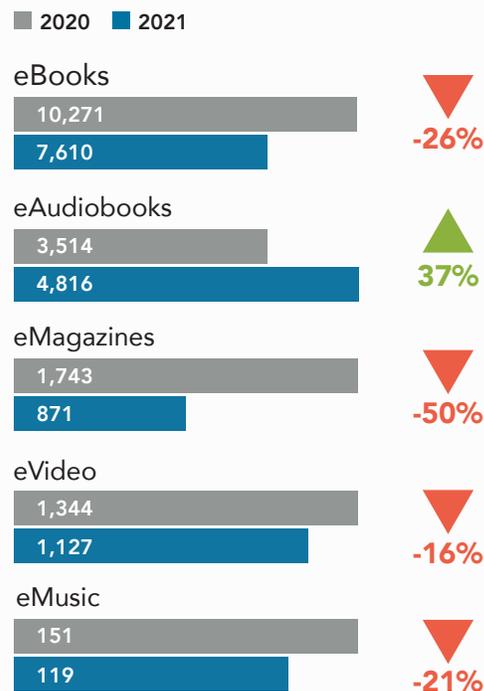
Checkouts

56,313 **0% change**

total checkouts



Downloadable Content



OCTOBER 2021 DATA & STATISTICS

eResource Use

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

▲
39%



▲
45%

Omni File

▲
37%



Curbside & Delivery



7,180
items picked up

3,241
appointments

12
homebound deliveries

21
items delivered



Study Room Bookings

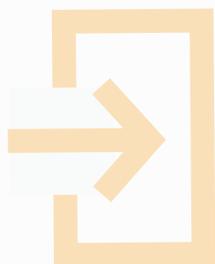
704
study room bookings



Visits

4,109
total visits in October 2020

16,637 ▲
total visits in October 2021
305%



Programs

50
programs offered

1,561
total attendance

31
average attendance per program



virtual technology help sessions

27

Technology



134 ▲
computer sessions
14%



9,021 ▲
WiFi sessions
143%



2,871
total calls
2 minutes
average call time



Patron Comments and Suggestions

October 2021

RECEIVED OCTOBER 5, 2021

To Jill Franklin in regards to the Sustainable Landscaping panel presentation on October 4, 2021:

"Your management of the program was wonderful. I like things well organized and run and it is clear you are the same kind of person. Very impressive all the practices and prep on the day too to make sure we were all ready to go."

Comment Source: Email

Staff comments by Susan Wolf on October 13, 2021:

Jill thanked patron via email.

RECEIVED OCTOBER 6, 2021

I'm writing to ask staff members to enforce quiet in the study rooms.

My daughter had a rough transition to high school last year because of the pandemic and because she has always struggled with organizational skills. This year, my husband and I are trying to help her do better. I have reserved a study room for Caroline and her dad, Lou, on Tuesday and Thursday evenings and on Saturday mornings. I think it's good to remove Caroline from the distractions at our house. I think the physical space you're in can change your mind set.

Unfortunately, this plan has not worked out as well as we had hoped. The study rooms are full of students who talk and laugh loudly. Lou came home last night and said it was like being next to a frat party. He said he had asked the reference desk librarians if there were any quiet study rooms available. They said no, these were the only ones that were open. One reference librarian suggested that my husband and daughter go work in carrels.

The phrase "study room" implies quiet. Could a staff member please direct the loud students to the area of the library meant for socializing?

Comment Source: Email

Response to Patron by Kelly Durov on :

We definitely agree that there have been issues in the new study rooms and are working on short and long term solutions including having staff scheduled to walk through the study room areas more frequently in the after school and evening hours. The study rooms are meant for group study and talking is allowed. They also are not soundproof so some sound bleed between rooms will naturally occur. However, staff should talk to groups who are speaking louder than a reasonable conversational level and ask them to quiet down. If this did not happen, I apologize and I will ask the Reference Manager to follow up with staff. The study room space will never be completely quiet but we are taking steps to make sure disruptions can be minimized.

RECEIVED OCTOBER 12, 2021

Newly designed library proclaims "all are welcome" however, my family and many other families don't feel welcome. We would like a prominent section display of our conservative republican leaders and patriotic books. Welcoming all

doesn't mean only those you agree with. Diversity or opinion should be proudly displayed.

Comment Source: Email

Staff comments by Kelly Durov on November 12, 2021:

The library strives to be an inclusive place for all users, and we wanted this statement to be a visual representation of that as people enter the building which is why we chose to feature the "All Are Welcome" mural. We strive to create displays of our materials that represent a breadth of our collection, but we do not feature any permanent display that highlight a specific theme, viewpoint, or genre. It is also important to note that while people's racial or gender identity or sexual orientation are often politicized topics, any political view points that exclude or harm a person based on their identity would not be featured in the library's messaging or displays as it would counter our mission to be an inclusive organization.

RECEIVED OCTOBER 13, 2021

Why is the children's section so politicized? Can't it be a safe neutral safe haven? It's like walking into a democratic campaign or cnn storyboard. Please stop.

Comment Source: Email

Staff comments by Kelly Durov on November 12, 2021:

The library is making an effort to feature diverse authors and illustrators, books with characters with a variety of identities and lived experiences, and create book displays that highlight marginalized groups. We know that children learn from literature by seeing themselves reflected as well as being able to see identities that they might not hold. By highlighting these materials, we are making them more accessible and more visible with the intent of creating a more inclusive environment and community.

RECEIVED OCTOBER 14, 2021

Curious as to whether you have performed background checks on your drag queens? With what's happened in TX and KS as well as several other locations I would hope that you have done that. It's a serious liability if not. Do a simple Google search to see all the convicted sex offenders who are working these story hours.

Comment Source: Email

Response to Patron by Kelly Durov on October 15, 2021:

Thank you for your concern regarding our upcoming Drag Queen Story Hour. The library does not run background checks on performers, but we do thoroughly vet our performers by checking references from other area libraries, viewing promotional materials or clips of performances, and discussing event content prior to the performance. Performers are never left alone with patrons during events. Staff are always present even for virtual events. We enforce our Patron Code of Behavior with both patrons and performers.

RECEIVED OCTOBER 15, 2021

Do you know when the larger first floor meeting rooms might be re-opened? The weather will put an end to outdoor spaces soon, and I would like to have a community meeting, masked, vaccinations required.

Comment Source: Email

Response to Patron by Kelly Durov on October 15, 2021:

Our Civic Room on the first floor is available for booking. The Interactive Classroom on the second floor is also available for booking. Rooms may be reserved by individuals 18 years or older with a Northbrook Library card in good standing. You can find more information about our current meeting room booking space on our website <https://www.northbrook.info/visit/rooms/meeting-rooms> or by calling our Reference department at 847-272-4873.

RECEIVED OCTOBER 15, 2021

I am beyond disturbed that you are hosting a drag queen story time. A man in full makeup and hair reading books is unnecessary. Of course we teach our kids to be tolerate but pushing the LGBTQ agenda to our kids is wrong. I hope you will stop this

Comment Source: Email

Response to Patron by Kelly Durov on October 15, 2021:

Drag Queen Story Hours are a popular form of storytime, which promote early literacy as well as gender inclusivity. This particular program is being offered as a part of our library-wide One Book, One Northbrook programming to accompany the book *The Vanishing Half* by Brit Bennett. This book explores many facets of identity including drag performance and gender identity.

As with materials in our library collection, our programs are meant to represent diverse viewpoints and perspectives. Our programs offer information and exposure to a wide range of subjects and topics, especially topics being discussed in popular culture and media. If this program is not of interest to you, staff in Youth Services can help find programs for patrons suited to their needs and interests.

RECEIVED OCTOBER 23, 2021

The storytime kept my toddler engaged the whole time and it was a fun family event.

Comment Source: Other (From Program Survey for Drag Queen Story Hour presented 10/23/21)

RECEIVED OCTOBER 23, 2021

Love the monthly paper bag crafts projects for the little ones that I've been picking up in the book pick up area- PLEASE continue to offer those- thanks

Comment Source: Other (Online SurveyMonkey Survey)

RECEIVED OCTOBER 23, 2021

Thank you Northbrook library! First, the library collection and staff are excellent. Pre-pandemic, I always enjoyed visiting. Second, I very much appreciate the Zoom discussions that the library has sponsored and co-sponsored. Thank you again.

Comment Source: Other (Online SurveyMonkey Survey)

RECEIVED OCTOBER 23, 2021

so fun! thank you

Comment Source: Other (From Zoom Chat during Drag Queen Story Hour 10/23/21)

RECEIVED OCTOBER 23, 2021

This was the best!

Comment Source: Other (From the Zoom Chat during Drag Queen Story Hour on 10/23/21)

RECEIVED OCTOBER 23, 2021

Coco Sho-Nell was absolutely fabulous! My kid had a blast. Please, please have more programs like this!

Comment Source: Other (From Program Survey for Drag Queen Story Hour presented 10/223/21)

RECEIVED OCTOBER 24, 2021

All the librarians are very friendly and inclusive. Thanks for making NPL foster community unity.

Comment Source: Other (Online SurveyMonkey Survey)

RECEIVED OCTOBER 24, 2021

Even though it is nice to have the luxury of something like 9 weeks to return most library items, I do not understand the reason for this. The longer an item stays in one's house, the greater the chance that it will get lost. Also, you would make a lot more money if the overdue period began sooner (how often do you find a patron who wants to have more fees?). I'm sure this policy is popular, but it means that many items are out instead on your shelves. Explain?

Comment Source: Email

Response to Patron by Susan Wolf on November 2, 2021:

Thank you for your comment regarding our loan policies. Many patrons do find it valuable to check out materials longer than the initial three-week loan period. We also decided stop collecting fines on overdue materials starting May 1, 2020. These are becoming common practices in public libraries and here in Northbrook we have not found that these polices have increased the number of items that have become missing. (We do charge replacement fees for items that are not returned.)

Though we do want to ensure there are always plenty of items on our shelf for patrons to browse, the main purpose of the collection is to be checked out and enjoyed by our patrons. Staff monitor popular items and the holds queue to ensure no one has to wait too long for an item. We also have created a new Popular Picks and expanded Luck Day collection on the first floor so that there are always high-demand titles available.

Please let us know if you feel a particular collection is lacking and we will do our best to address this.

RECEIVED OCTOBER 25, 2021

Noticed that the library will soon be hosting a discussion about experiences some LGBTQ+ members have had. Some relevant thoughts on LGBTQ+ issues in general---all based on science, logic, and natural law---which should be

considered as you think about this presentation: It's fairly obvious that female minds in male bodies and male minds in female bodies and homosexual minds in heterosexual bodies are sure signs that something went wrong somewhere (in nature and/or nurture), are sure signs of mind/body mismatches or disorders. So, to put transgenders and heterophobic homosexuals on the same level as normal heterosexuals is absurd. No rational person can deny that. This was the commonsense position of the American Psychiatric Association for years before it became corrupted by irrational, ever-so-trendy "political correctness." Those who value science, logic, and natural law know there are only two human genders: heterosexual males and heterosexual females. There are, on the other hand, all kinds of sexual or gender identity disorders: e.g., homosexuality, bisexuality, transsexuality, sadism, pedophilia, etc., etc. And what is the rational thing to do with physical and psychological disorders? We try to fix them, if possible. But even if we can't fix certain disorders (e.g., we may not have enough knowledge yet), rational people do not deny reality and make believe they are NOT disorders, which is exactly what pro-homosexual and pro-transgender people are doing. Pro-LGBT people are letting disordered feelings trump science, logic, natural law, and morality. Should we build extra-large restrooms for claustrophobics who have panic attacks in normal-sized restrooms? Should we build separate restrooms for convicted pedophiles because we don't want them in restrooms with our children? (Or, to be a little facetious, should we build separate restrooms for so-called "homophobes" who don't want to use restrooms homosexuals may use?) Let's face it, unfortunately some people like transgender people have disorders. It's unreasonable to build special restrooms for them. It's unreasonable to let them use "wrong gender" restrooms. And we shouldn't "de-gender" restrooms for them. It's also unreasonable to concoct special pronouns for them or ban the use of "he" and "she." And it makes no sense to let, for example, biological (trans) males compete in sports against normal females. (And what kind of people put the disordered feelings of transgenders ABOVE the feelings of decent, moral, normal people who don't want to share their restrooms and showers with people who are physiologically of the opposite sex? I'd say the answer is people whose values are upside-down and backward.) Reality check: Normalizing sickness does not make a society less sick, and normalizing disorders does not make a society less disordered. The movement to normalize transgenderism and homosexuality should be opposed. We have laws in this country against such things as consenting-adult polygamy, consenting-adult incest, consenting-adult prostitution, consenting-adult exhibitionism, etc. For around 200 years we had laws against such things as homosexual marriage, adoption by homosexuals, and even homosexual activity (and the country did just fine, thank you). Why did we have those laws? Thinking people have known for centuries that homosexual activity is clearly immoral (Plato, for example, perceptively taught that over two thousand years ago) and a bad legal precedent. Many other intellectuals over the years have also deprecated homosexual activity. It is relatively easy to point out serious flaws in all the arguments homosexuals use to try to rationalize homosexual activity. So, to put VOLUNTARY, aberrant, homosexual activity on the same level as, for examples, INVOLUNTARY skin color or age is absurd and is downright offensive to many people of color. Also, the whole movement to normalize the abnormal, to define deviancy down, is a real threat to the psychological well-being of our nation. It may surprise you that some colleges now have officially recognized student groups devoted to promoting the acceptance of BDSM---sexually deviant bondage, discipline, sadism, and masochism. That's right. If you are a psychologically disturbed student who gets sexual thrills from hurting people, some colleges now have groups for you! Truly bizarre. (Wikipedia features a "List of universities with BDSM clubs." Are Neanderthals running those schools?) Those paying attention can see that the "logic" of heterophobic homosexuals is rapidly leading this society down a slippery slope to a more aberrant, disordered, and irrational society. Legal polygamy is coming soon. Maybe down the line we'll see "marriage" between straight and homosexual consenting-adult incestuous people! Whoopee! Anyone who thinks this is progress is deluding him/herself. These are bizarre times we live in, where people whose values are upside-down and regressive actually think they are "progressive" while they are trying to take us back over 2000 years to ancient Greek and Roman times when relatively primitive and ignorant people irrationally valued homosexual activity. Talk about being on the wrong side of history! Unreal. Things are so inverted and twisted that decent, moral businesspeople (e.g., bakers, photographers) in some states are now being discriminated against, legally persecuted, and made into criminals by liberal bigots merely because they don't want to cater to heterophobic

homosexuals. Beam me up, Scotty! The inmates are taking over the asylum! Someday people in the future are going to look back at this era and wonder how so many people naively fell for clearly irrational LGBT propaganda. How about the library playing fair and hosting a presentation which features thoughts like those above to balance the pro-LGBT discussion? I'd be happy to do it. I've been an activist on LGBT issues for years and easily win debates with pro-LGBT people. It's not even a contest. Sincerely, Wayne Lela

Comment Source: Email (https://en.wikipedia.org/wiki/Heterosexuals_Organized_for_a_Moral_Environment)

Response to Patron by Kelly Durov on :

"The Northbrook Public Library is committed to equity, diversity, and inclusion. Our Library Board of Trustees created a statement on equity, diversity, and inclusion that can be found on our website (www.northbrook.info/equity-diversity-inclusion) and in this statement, the Board states: " As an institution of lifelong learning, we have a duty to not only reflect the community we serve, but also to educate the community about the diversity of our region, state, nation, and world. We will continue to pursue these goals both internally, by educating staff and examining our practices and procedures, and externally, by providing programs and educational opportunities to the community." The "Virtual LGBTQ+ Community Conversations" program represents our commitment to educate our community about the diversity in our region.

The library will not offer a program that presents gender identity or sexual orientation as a physical or psychological disorder. While there exists a historical context for this viewpoint, it is no longer accepted as fact and is damaging to LGBTQ+ community members.

RECEIVED OCTOBER 25, 2021

I think it is a travesty and inappropriate to have programs for children regarding change in sex, transgender, etc. Our taxpayer dollars should not be used for this.

Comment Source: Email

Response to Patron by Kelly Durov on October 25, 2021:

Discussing gender and engaging in LGBTQ positive experiences encourages a safe and affirming community for children whether they hold an LGBTQ identity or not. Children engage in exploration of gender at a every age and having discussions about non-binary gender identities and gender fluidity can be part of this discussion. We recognize not all families want to engage in these discussions and we are happy to help you find other library programs to attend.

RECEIVED OCTOBER 26, 2021

I'm so glad to see the library doing inclusive programming!

Comment Source: Other (From Program Survey for Drag Queen Story Hour presented 10/23/21)

RECEIVED OCTOBER 27, 2021

I just read in the Northbrook News Library publication that you had been named Librarian of the Year for the state of Illinois. Congratulaitons!

Comment Source: Email

Response to Patron by Kelly Durov on :

Thank you for your congratulatory note. We are also very proud of Kate Hall being named Librarian of the Year!

RECEIVED OCTOBER 27, 2021

When receiving the Northbrook Public Library November/December publication today, I was very disappointed to see no adult tech programs being offered. I have participated in several such programs (& learned a great deal) in the past & hope they will be returned to the offerings in the future! Thank you!

Comment Source: Email

Response to Patron by Kelly Durov on :

I am sorry you were disappointed. We are offering a "Create a Holiday Newsletter" class on November 23 and an "Excel Formatting" class on November 30. We also have our weekly Tech Tuesdays, 1on1 sessions.

If you are referring to our Maker Space programming in the Collaboratory, we did need to pull back on our programming in that area due to a staffing shortage. I am happy to report that we were able to fill our open positions and new staff are starting in November. They will need a little time to be trained, but programming in that area will return as soon as possible.

Please let me know if you have any more questions or if I misinterpreted your concern.

RECEIVED OCTOBER 29, 2021

Please do more programs like this that educate all of us. . .The willingness of the presenters to share such personal issues was phenomenal. Please thank them.

Comment Source: Other (From Program Survey for the LGBTQ+ Community Conversations program held on 10/27/21)

RECEIVED OCTOBER 29, 2021

I just thought the Q&A presentation was excellent -- I learned a lot

Comment Source: Email (From Program Survey for the LGBTQ+ Community Conversations program held on 10/27/21)

RECEIVED OCTOBER 29, 2021

Very well-coordinated, sincere, informative, loved the inter-generational aspect of it.

Comment Source: Email (From Program Survey for the LGBTQ+ Community Conversations program held on 10/27/21)

RECEIVED OCTOBER 30, 2021

No diversity in representation of LGBT+; there were no cis gay men, etc.

Comment Source: Other (From Program Survey for the LGBTQ+ Community Conversations program held on 10/27/21)

BOARD VACCINE RESOLUTION

WHEREAS, the Board of Trustees of the Northbrook Public Library has a responsibility to provide for the health and safety of staff and patrons and set an example in the wider Northbrook community; and

WHEREAS, the State of Illinois officially declared a state of emergency on March 9, 2020 due to a worldwide COVID-19 pandemic that has resulted in over 750,000 U.S. deaths and 25,000 Illinois deaths to date; and

WHEREAS, a surge of COVID-19 infections has occurred, largely resulting from the Delta variant, also known as B.1.617.2, a highly transmissible variant of the virus that impacts young and old; and

WHEREAS, the virulence of the Delta variant is demonstrating to be formidable, and the vast majority of serious COVID-19 infections leading to hospitalization and death are currently occurring in individuals who have not been vaccinated against COVID-19; and

WHEREAS, the state and federal governments have urged all units of government and businesses to adopt vaccine requirements with flexibility where vaccines are not possible due to medical conditions or sincerely held religious beliefs; and

WHEREAS, three COVID-19 vaccines have received Emergency Use Authorization (EUA) from the U.S Food and Drug Administration (FDA) and one has received full approval from the FDA; and

WHEREAS, the overwhelming scientific evidence has established that the EUA and FDA approved COVID-19 vaccines are safe and effective, and are recommended by the Centers for Disease Control and Prevention (CDC) for all, except in the case of children under 5 years old and certain others; and

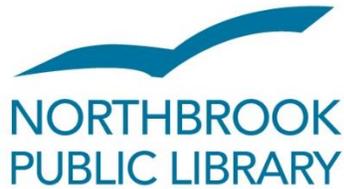
WHEREAS, the Board of Trustees recognizes it is the duty of the library to protect the health and safety of employees and has implemented a vaccine requirement for employees; and

WHEREAS, the Board of Trustees seeks to show their support of having a fully vaccinated staff and reflect the importance of vaccination to the Northbrook community.

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Northbrook Public Library avow that all board members are fully vaccinated and new members will pledge to become vaccinated if appointed or elected to the board during the COVID-19 pandemic.

Given at Northbrook, Illinois, this 18 day of November 2021,

Jay Glaubinger, Board President
Northbrook Public Library Board of Trustees



Memorandum

DATE: November 11, 2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Director Evaluation Process

Over the summer, the board put together a committee to work on a process for my evaluation. After several meetings, the committee comprised of Maura Crisham, Sharon Bergstein, and Barbara Unikel, have developed a process that they will be sharing with the board at the meeting. A copy of the minutes from the last committee meeting are also included in your packet.

Here is the tentative timeline for adopting the new process:

- November: Present new board categories and evaluation timeline to board
- January: Approve finalized evaluation format
- February: Begin new evaluation process as outlined in timeline

The timeline for the actual process for the evaluation is proposed below. A sample of how this will look is included to show how it would look.

DIRECTOR EVALUATION TIMELINE

February

- ED presents self-evaluation to board

March

- Board discusses self-evaluation and goal achievement

April

- Board reviews finalized evaluation
- Board presents finalized evaluation to ED
- Board and ED discuss goals for next year

May

- Goals for next year are finalized

EXECUTIVE DIRECTOR GOALS TEMPLATE SAMPLE

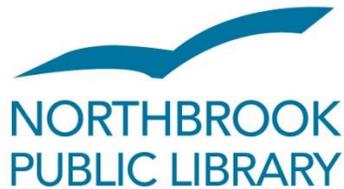
GOAL	FOCUS AREA(S) Community Engagement Intergovernmental Engagement Professional Engagement Board Relations Personnel Leadership Facilities Management Financial Management Quality of Library Services Strategic Plan Future planning	METHODS/STRATEGIES	MEASURABLE/OBSERVABLE OUTCOMES
Continue to navigate the library through the end and after effects of the COVID-19 virus ensuring we keep staff healthy and connected while providing educational and recreational support to patrons.	Community Engagement Intergovernmental Engagement Personnel Leadership Facilities Management Quality of Library Services	Ensure building is safe for staff and patrons Provide support for staff handling the emotional and mental toll of the pandemic Continue to work with intergovernmental partners on communication, programming, and vaccination efforts	Staff Vaccination Mandate Policy Consistent community communication around changes due to pandemic eNPS staff engagement survey in Spring 2022 Adjust building safety needs as pandemic wanes

EXECUTIVE DIRECTOR GOALS TEMPLATE SAMPLE

GOAL	FOCUS AREA(S) Community Engagement Intergovernmental Engagement Professional Engagement Board Relations Personnel Leadership Facilities Management Financial Management Quality of Library Services Strategic Plan Future planning	METHODS/STRATEGIES	MEASURABLE/OBSERVABLE OUTCOMES
Establish and deepen relationships with new village and school leaders to ensure we retain strong relationships with the other governmental agencies in town.	Intergovernmental Engagement Future Planning	Participate in the Glenview Northbrook Coronavirus Joint Task Force Develop relationships with new village manager, police chief, and other new village and school officials	Reporting on work done by task force in monthly ED report Set-up tours for new village/school staff to see the library Host a meet and greet so key village and library staff can meet and develop relationships

EXECUTIVE DIRECTOR GOALS TEMPLATE SAMPLE

GOAL	FOCUS AREA(S) Community Engagement Intergovernmental Engagement Professional Engagement Board Relations Personnel Leadership Facilities Management Financial Management Quality of Library Services Strategic Plan Future planning	METHODS/STRATEGIES	MEASURABLE/OBSERVABLE OUTCOMES
Focus on enhancing our equity, diversity, and inclusion efforts amongst staff by working with an EDI consultant and doing an organizational assessment to determine what our next steps are for creating an inclusive organization.	Personnel Leadership	Continue to assess and learn what we need to do as an organization on a case by case basis and organizationally to change systems and procedures Work with an EDI consultant to develop strategies and identify opportunities for growth and learning	Completed organizational assessment presented to the board by May 2021 Initial foundational staff training determined for completion in FY23



Memorandum

DATE: 11.15.21
TO: Trustees
FROM: Anna Amen
RE: Fire Panel Replacement Project

In June 2021, we started having issues with the fire panel. After consultations with FE Moran and Johnson Controls regarding the issues with the fire panel, it was determined that the fire panel needs to be replaced due to the age of the panel - it was installed during the 1999 construction project. We hoped to combine this with another project, however there have been some new issues and we have been advised that we should not wait to replace the panel.

I am asking for the Board to give authority to Kate to spend between \$25,000 to \$75,000 on the fire panel replacement. We have received some bids to replace the fire panel and the costs vary significantly, that is why the range is so great. We will be hiring Product Architecture to assist with construction documents and the bidding process.

The project will include

- Moving to a non-proprietary fire alarm system
Non-proprietary fire alarm systems provide the most flexibility, as they don't lock building owners and managers to one service provider. It will also ensure our ability to obtain fair, competitive pricing for future service, additions, and/or changes to their fire alarm system.
- Replacing 50 notification devices
- Replacing 4 power supplies
- Syncing of the notification devices

I have spoken to Kevin Frangiamore, Northbrook Fire Marshall, to ensure that the project will meet code requirements.

I will provide a progress update to the Board at the January Board Meeting.