

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

November 21, 2024 | 7:00 p.m.  
Northbrook Public Library | Civic Room

<https://youtube.com/live/Ll6BKhpGi6Y?feature=share>

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Stacy Oliver
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Stacy Oliver
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – October 17, 2024
  - 3.3 Approve Executive Session Minutes – October 17, 2024
  - 3.4 Approve Cash Balances & Income Statement October 2024
  - 3.5 Approve Bills and Charges from October 2024 in the amount of \$
  - 3.6 Semi Annual Review of Closed Meeting Minutes per 5 ILCS 120/2.05
  - 3.7 Approve FY25 Annual Per Capita Grant Application
  - 3.8 Mission Squared 457 Resolution
  - 3.9 Approve Personnel Policy Updates for
    - 1..1 2.7 Additional Time Off
    - 2..1 2.8 Time Sheets
    - 3..1 2.9 Paychecks
    - 4..1 3.1 Vacation
    - 5..1 3.2 Sick Leave
    - 6..1 3.13 Family Medical Leave Act (FMLA)
  - 3.10 Approve General Policy Update
    - 1..1 302 Borrowing
    - 2..1 303 Fines & Fees
    - 3..1 503 Interlibrary Loan (ILL)
  - 3.11 Resolution for Civic Foundation Grant for Hybrid Meeting Room
- 4 Public Comments

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 are 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.
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 Q3 EDI Pulse Survey- Ms. Becky Moore
- 6 Board Member Reports
- 7 Closed Session

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.
- 8 Unfinished Business
  - 8.1 Update on FEIN and Payroll Change
  - 8.2 Review Joffe Security Proposal

9 New Business

9.1 Community Engagement Discussion

9.2 Facilities Management Outsourcing

9.3 Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In

10 Agenda Building

11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
10/31/2024**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	10,107,655.72	168,073.72	890,066.85	9,385,662.59
	Restricted	191,830.22	138,407.67	7,589.63	322,648.26
	IMRF	977,658.93	6,610.97	27,298.64	956,971.26
	Fica	151,444.33	4,627.68	26,626.58	129,445.43
	<b>Total Operating</b>	<b>\$11,428,589.20</b>	<b>\$ 317,720.04</b>	<b>\$ 951,581.70</b>	<b>\$10,794,727.54</b>
<b>Capital Improvement</b>		<b>\$ 6,842,531.74</b>	<b>\$ 3,529.61</b>	<b>\$ 120.00</b>	<b>\$ 6,845,941.35</b>
<b>Debt Service</b>		<b>\$ 2,813.40</b>			<b>\$ 2,813.40</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(37,234.25)	63,644.38	2,813.40
PayPal	1,992.07	-	-
FBoFHP	246,687.72	-	-
Fifth Third - Checking/Money Market	10,576,314.82	6,781,725.47	-
US Bancorp	6,381.65	571.50	-
INB	110.53		
Petty Cash	475.00	-	-
<b>Total</b>	<b>\$ 10,794,727.54</b>	<b>\$6,845,941.35</b>	<b>\$ 2,813.40</b>

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

**Northbrook Public Library**

**Income Statement**

**October 2024**

	<b>PY Month</b>	<b>CY Month</b>	<b>PY YTD</b>	<b>CY YTD</b>	<b>CY Budget</b>	<b>50%</b>
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$0.00	\$139,605.24	\$4,101,613.62	\$8,270,430.96	\$8,446,880.00	97.91%
Replacement Tax	\$0.00	\$0.00	\$169,846.05	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,086.52	\$3,234.70	\$24,880.79	\$30,259.80	\$35,000.00	86.46%
Interest Income	\$4,302.53	\$5,435.68	\$31,361.62	\$36,892.49	\$20,000.00	184.46%
Other Income	\$279.00	\$1,658.85	\$16,190.67	\$7,167.87	\$100,000.00	7.17%
<b>Total Undesignated Revenue</b>	<b>\$6,668.05</b>	<b>\$149,934.47</b>	<b>\$4,348,186.75</b>	<b>\$8,450,366.51</b>	<b>\$8,751,880.00</b>	<b>96.55%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$7,775.19	\$134,854.28	\$419,951.07	\$683,426.25	\$600,000.00	113.90%
Designated Interest Income	\$754.36	\$1,053.39	\$4,118.70	\$5,737.53	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$8,529.55</b>	<b>\$135,907.67</b>	<b>\$424,069.77</b>	<b>\$689,163.78</b>	<b>\$600,000.00</b>	<b>114.86%</b>
<b>Total Revenues</b>	<b>\$15,197.60</b>	<b>\$285,842.14</b>	<b>\$4,772,256.52</b>	<b>\$9,139,530.29</b>	<b>\$9,351,880.00</b>	<b>97.73%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>	<b>\$57,259.36</b>	<b>\$69,226.56</b>	<b>\$429,753.59</b>	<b>\$494,089.92</b>	<b>\$1,001,500.00</b>	<b>49.33%</b>
Books	\$48,298.50	\$60,873.64	\$384,644.98	\$448,028.80		
Audio Visual	\$3,071.99	\$4,107.58	\$22,604.05	\$18,889.19		
Videos/DVDs	\$5,888.87	\$4,245.34	\$22,504.56	\$27,171.93		
Programs	\$9,288.09	\$8,040.47	\$47,897.82	\$47,518.08	\$112,000.00	42.43%
OCLC	\$5,998.55	\$6,369.45	\$16,374.26	\$16,539.06	\$29,000.00	57.03%
CCS Shared Costs	\$18,676.10	\$17,512.78	\$50,369.35	\$47,686.36	\$76,000.00	62.75%
<b>Total Materials &amp; Services</b>	<b>\$91,222.10</b>	<b>\$101,149.26</b>	<b>\$544,395.02</b>	<b>\$605,833.42</b>	<b>\$1,218,500.00</b>	<b>49.72%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$340,254.06	\$344,815.00	\$2,071,451.60	\$2,205,134.88	\$4,597,000.00	47.97%
Maintenance Salaries & Wages	\$15,082.12	\$14,846.73	\$95,161.63	\$92,641.16	\$203,000.00	45.64%
Group Insurance	\$61,482.21	\$60,926.24	\$357,968.02	\$377,075.00	\$790,000.00	47.73%
Unemployment/Worker's Comp	\$521.59	\$0.00	\$18,993.16	\$19,086.81	\$24,000.00	79.53%
Staff Development	\$741.24	\$9,178.42	\$28,087.96	\$64,379.47	\$63,000.00	102.19%
<b>Total Human Resources</b>	<b>\$418,081.22</b>	<b>\$429,766.39</b>	<b>\$2,571,662.37</b>	<b>\$2,758,317.32</b>	<b>\$5,677,000.00</b>	<b>48.59%</b>

**Northbrook Public Library**  
**Income Statement**  
**October 2024**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>Operating Costs</b>						
Photocopy	\$765.00	\$370.66	\$15,558.86	\$14,590.53	\$19,000.00	76.79%
Office & Library Supplies	\$1,187.42	\$1,727.64	\$17,263.21	\$27,959.87	\$70,000.00	39.94%
Software	\$6,189.18	\$5,320.30	\$68,282.81	\$76,459.43	\$106,000.00	72.13%
Postage	\$1,081.39	\$36.65	\$17,759.08	\$15,813.92	\$20,000.00	79.07%
General Insurance	\$0.00	\$0.00	\$60,787.62	\$67,524.20	\$84,000.00	80.39%
Telephone/Internet	\$28.61	\$23.74	\$17,975.91	\$18,396.04	\$39,000.00	47.17%
Professional Services	\$20,449.10	\$54,535.12	\$197,102.67	\$217,803.85	\$434,000.00	50.19%
Furniture, Equipment	\$15,900.72	\$4,814.14	\$82,440.95	\$8,895.71	\$70,000.00	12.71%
Equipment Rental & Maintenance	\$819.93	\$1,169.44	\$30,477.55	\$32,093.59	\$46,000.00	69.77%
Community Relations	\$111.23	\$245.68	\$13,051.98	\$21,681.75	\$55,000.00	39.42%
<b>Total Operating Costs</b>	<b>\$46,532.58</b>	<b>\$68,243.37</b>	<b>\$520,700.64</b>	<b>\$501,218.89</b>	<b>\$943,000.00</b>	<b>53.15%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$1,250.08	\$98.48	\$1,848.48	\$3,000.00	61.62%
Janitorial Supplies	\$3,154.77	\$1,822.62	\$21,018.85	\$16,919.59	\$45,000.00	37.60%
Utilities	\$3,270.18	\$2,368.56	\$18,576.26	\$15,686.40	\$54,000.00	29.05%
Building Repairs	\$445.00	\$0.00	\$1,495.00	\$8,588.95	\$35,000.00	24.54%
Contracted Services	\$6,325.84	\$37,760.82	\$71,682.51	\$111,365.56	\$223,000.00	49.94%
<b>Total Maintenance</b>	<b>\$13,195.79</b>	<b>\$43,202.08</b>	<b>\$112,871.10</b>	<b>\$154,408.98</b>	<b>\$360,000.00</b>	<b>42.89%</b>
<b>Other Expenses</b>						
Recruiting	\$10.00	\$0.00	(\$110.00)	\$100.00	\$1,000.00	10.00%
Contingency & Misc Exp	\$425.49	\$660.24	\$3,901.83	\$5,230.89	\$100,000.00	5.23%
Board Development	\$765.00	\$0.00	\$765.00	\$336.57	\$1,000.00	33.66%
<b>Total Other Expenses</b>	<b>\$1,200.49</b>	<b>\$660.24</b>	<b>\$4,556.83</b>	<b>\$5,667.46</b>	<b>\$102,000.00</b>	<b>5.56%</b>
<b>Total Undesignated Expenses</b>	<b>\$570,232.18</b>	<b>\$643,021.34</b>	<b>\$3,754,185.96</b>	<b>\$4,025,446.07</b>	<b>\$8,300,500.00</b>	<b>48.50%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$29,024.04	\$4,512.18	\$377,475.21	\$585,778.87	\$600,000.00	97.63%
Designated Materials Expense	\$16.88	\$14.95	\$351.61	\$589.93	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$76,276.34	\$0.00	\$0.00	0.00%
Designated Program Expense	\$1,198.77	\$3,062.50	\$49,667.60	\$52,115.64	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$30,239.69</b>	<b>\$7,589.63</b>	<b>\$503,770.76</b>	<b>\$638,484.44</b>	<b>\$600,000.00</b>	<b>106.41%</b>
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$600,471.87</b>	<b>\$650,610.97</b>	<b>\$4,257,956.72</b>	<b>\$4,663,930.51</b>	<b>\$9,350,500.00</b>	<b>49.88%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$585,274.27)</b>	<b>(\$364,768.83)</b>	<b>\$514,299.80</b>	<b>\$4,475,599.78</b>	<b>\$1,380.00</b>	

## Northbrook Public Library

## Income Statement

October 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$0.00	\$6,610.97	\$214,625.19	\$391,644.30	\$400,000.00	97.91%
Property Tax Levy FICA	\$0.00	\$4,627.68	\$145,945.13	\$274,151.02	\$280,000.00	97.91%
Interest Income IMRF	\$0.00	\$0.00	\$91.27	\$255.16	\$2,000.00	12.76%
Interest Income FICA	\$0.00	\$0.00	\$62.06	\$178.61	\$500.00	35.72%
<b>Total Undesignated Revenue</b>	<b>\$0.00</b>	<b>\$11,238.65</b>	<b>\$360,723.65</b>	<b>\$666,229.09</b>	<b>\$682,500.00</b>	<b>97.62%</b>
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$11,238.65</b>	<b>\$360,723.65</b>	<b>\$666,229.09</b>	<b>\$682,500.00</b>	<b>97.62%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$27,070.25	\$27,298.64	\$162,718.69	\$176,732.37	\$380,000.00	46.51%
Employer FICA	\$26,252.33	\$26,626.58	\$160,126.13	\$170,383.03	\$325,000.00	52.43%
<b>Total Human Resources</b>	<b>\$53,322.58</b>	<b>\$53,925.22</b>	<b>\$322,844.82</b>	<b>\$347,115.40</b>	<b>\$705,000.00</b>	<b>49.24%</b>
<b>Total Undesignated Expenses</b>	<b>\$53,322.58</b>	<b>\$53,925.22</b>	<b>\$322,844.82</b>	<b>\$347,115.40</b>	<b>\$705,000.00</b>	<b>49.24%</b>
<b>Total Expenses</b>	<b>\$53,322.58</b>	<b>\$53,925.22</b>	<b>\$322,844.82</b>	<b>\$347,115.40</b>	<b>\$705,000.00</b>	<b>49.24%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$53,322.58)</b>	<b>(\$42,686.57)</b>	<b>\$37,878.83</b>	<b>\$319,113.69</b>	<b>(\$22,500.00)</b>	

**Northbrook Public Library**

**Income Statement**

**October 2024**

	<b>PY Month</b>	<b>CY Month</b>	<b>PY YTD</b>	<b>CY YTD</b>	<b>CY Budget</b>	<b>50%</b>
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$2,611.43	\$3,529.61	\$15,542.10	\$22,068.97	\$20,000.00	110.34%
<b>Total Undesignated Revenue</b>	<b>\$2,611.43</b>	<b>\$3,529.61</b>	<b>\$15,542.10</b>	<b>\$22,068.97</b>	<b>\$20,000.00</b>	<b>110.34%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$2,611.43</b>	<b>\$3,529.61</b>	<b>\$15,542.10</b>	<b>\$22,068.97</b>	<b>\$445,000.00</b>	<b>4.96%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$30,715.00	\$0.00	\$100,056.64	\$291,272.71	\$885,000.00	32.91%
Professional Fees	\$1,150.00	\$120.00	\$1,840.00	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$31,865.00</b>	<b>\$120.00</b>	<b>\$101,896.64</b>	<b>\$295,203.67</b>	<b>\$985,000.00</b>	<b>29.97%</b>
<b>Total Undesignated Expenses</b>	<b>\$31,865.00</b>	<b>\$120.00</b>	<b>\$101,896.64</b>	<b>\$295,203.67</b>	<b>\$985,000.00</b>	<b>29.97%</b>
<b>Total Expenses</b>	<b>\$31,865.00</b>	<b>\$120.00</b>	<b>\$101,896.64</b>	<b>\$295,203.67</b>	<b>\$985,000.00</b>	<b>29.97%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$29,253.57)</b>	<b>\$3,409.61</b>	<b>(\$86,354.54)</b>	<b>(\$273,134.70)</b>	<b>(\$540,000.00)</b>	

**Northbrook Public Library**

**Income Statement**

**October 2024**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$0.00	\$12,533.58	\$384,254.84	\$742,508.63	\$758,350.00	97.91%
Interest Income	\$0.00	\$0.00	\$163.40	\$483.74	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$12,533.58	\$384,418.24	\$742,992.37	\$758,350.00	97.97%
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$12,533.58</b>	<b>\$384,418.24</b>	<b>\$742,992.37</b>	<b>\$758,350.00</b>	<b>97.97%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$333,350.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
Total Undesignated Expenses	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$758,350.00	21.98%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$475.00	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,450.00</b>	<b>\$167,150.00</b>	<b>\$758,350.00</b>	<b>22.04%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>\$12,533.58</b>	<b>\$208,968.24</b>	<b>\$575,842.37</b>	<b>\$0.00</b>	



## OCTOBER 2024 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 \$9,139,530

- Property Taxes – 97.91% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - 14% is fines and lost item / replacement collections
  - 61% is non-resident fees
  - 25% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget
- Designated Revenue budget is a conservative estimate – we have collected more than budget – primarily from Illinois Library Presents

Total General Fund expenditures are \$4,475,600, budget differences include:

- CCS Shared Costs is greater than budget due to 8 months of expense being booked as of 10/31/24
- Unemployment/Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget due to expenses not being booked evenly throughout the year and spending for Staff Development Day being greater than budget
- Photocopy is greater than budget due to the payment related to the upgrade for simplescan and coin towers being booked in July and not allocated evenly throughout the year
- Office & Library Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year

## OCTOBER 2024 FINANCIAL SUMMARY

- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded/paid when paid not allocated evenly throughout the year
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Utilities is less than budget due to gas costs being higher in the winter as compared to summer
- Building Repairs is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Miscellaneous Designated Expenses is greater than budget due to ILP related expenses being paid in August to use grant funding rather than when due

**Northbrook Public Library**  
**Bills, Charges and Transfers for Board of Trustee Approval**  
**Month of October 24**

**Operating Funds**

Library Claims List	\$	229,983.63
Librarian's Claims List	\$	14,110.80
Payroll	\$	346,708.07
Fica/IMRF	\$	53,925.22
ACH to IPBC	\$	76,853.98
Due From Village of Northbrook	\$	230,000.00
<b>Total Operating Funds</b>	<b>\$</b>	<b>951,581.70</b>

**Capital Improvement Fund**

Claims List	\$	120.00
	<b>\$</b>	<b>120.00</b>

**Debt Service Fund**

<b>Grand Total Library</b>	<b>\$</b>	<b>951,701.70</b>
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Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26485	8/15/2024	VOID - Depict Data Studio	\$ (3,500.00)	
26555	10/17/2024	First Bankcard	\$9,920.99	Monthly Payment - Supplies
26556	10/17/2024	Joffe Emergency Services	\$5,690.00	Installment Payment for Safety Training
26557	10/17/2024	North Town Auto Service	\$1,250.08	Annual Payment - Vehicle Expense
26558	10/17/2024	Northbrook Chamber of Commerce & Industry	\$900.00	Annual Payment - Community Relations
26559	10/17/2024	Outsource Solutions Group, Inc.	\$21,659.88	Monthly Payment - Professional Services
26560	10/17/2024	Symmetry Energy Solutions, LLC	\$1,737.11	Monthly Payment - Utilities
26561	10/17/2024	WM Corporate Services Inc.	\$631.45	Monthly Payment - Utilities
26562	10/30/2024	Added Incentives, Inc.	\$2,519.00	Annual Payment - Programming
26563	10/30/2024	Amazon Capital Services	\$3,530.10	Monthly Payment - Supplies
26564	10/30/2024	Ancel Glink P.C.	\$7,012.50	Monthly Payment - Professional Services
26565	10/30/2024	Baker & Taylor	\$20,315.33	Monthly Payment - Materials
26566	10/30/2024	Best Quality Cleaning	\$5,808.43	Monthly Payment - Contracted Services
26567	10/30/2024	Cintas	\$922.45	Monthly Payment - Janitorial Supplies
26568	10/30/2024	Cooperative Computer Service	\$23,062.59	Quarterly Payment - CCS & OCLC
26569	10/30/2024	Depict Data Studio	\$3,500.00	Annual Payment - Staff Development
26570	10/30/2024	F.E. Moran, Inc. - Fire Protection - North	\$4,600.00	Annual Payment - Contracted Services
26571	10/30/2024	Fifth Star Collective, LLC	\$3,750.00	Monthly Payment - Professional Services
26572	10/30/2024	Fredriksen Fire Equipment Co.	\$1,679.76	Annual Payment - Contracted Services

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26573	10/30/2024	Gale/Cengage Learning Inc.	\$791.74	Monthly Payment - Materials
26574	10/30/2024	GovConnection, Inc.	\$4,778.22	Annual Payment - Furniture & Equipment
26575	10/30/2024	Joffe Emergency Services	\$7,500.00	Final Installment Payment for Safety Training
26576	10/30/2024	Linkedin Corporation	\$7,000.00	Annual Payment - Materials - Database
26577	10/30/2024	Midwest Tape LLC	\$5,988.41	Monthly Payment - Materials
26578	10/30/2024	North American Corp of Illinois	\$1,327.70	Monthly Payment - Janitorial Supplies
26579	10/30/2024	OCLC, Inc.	\$841.45	Annual Payment - Software
26580	10/30/2024	Outsource Solutions Group, Inc.	\$25,711.38	Monthly Payment - Professional Services and Annual Payment - Staff Development
26581	10/30/2024	Overdrive	\$16,584.86	Monthly Payment - Materials
26582	10/30/2024	Petersen Bros. Plastics, Inc.	\$908.00	Monthly Payment - Supplies
26583	10/30/2024	Proquest	\$11,812.24	Annual Payment - Materials - Database
26584	10/30/2024	Schlesinger Machinery, Inc.	\$652.00	Annual Payment - Equipment Repair and Maintenance
26585	10/30/2024	Showcases	\$729.00	Monthly Payment - Supplies
26586	10/30/2024	Andrew Snow	\$800.00	Monthly Payment - Programming
26587	10/30/2024	Sterling Services, Inc.	\$3,186.90	Quarterly Payment - Contracted Services
26588	10/30/2024	Thermosystems Building System Solutions	\$7,880.00	Quarterly Payment - Contracted Services
26589	10/30/2024	Value Line Publishing LLC	\$16,950.00	Annual Payment - Materials - Databases
26590	10/30/2024	Wex Health Inc.	\$1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 229,983.63

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

Transaction Number	Transaction Date	Vendor	Amount
53881	5/29/2024	VOID - Stories Matter Foundation	\$ (300.00)
54175	10/7/2024	Lynchpin Event Management LLC	\$520.00
54176	10/29/2024	A-Z Mindfulness	\$150.00
54177	10/29/2024	AAA Lock & Key Co.	\$25.00
54178	10/29/2024	Neal Alger	\$500.00
54179	10/29/2024	American Library Association	\$149.31
54180	10/29/2024	Aquatic Works LTD	\$185.00
54181	10/29/2024	Baker & Taylor Entertainment	\$219.22
54182	10/29/2024	Zbigniew Banas	\$250.00
54183	10/29/2024	Svetlana Belsky	\$250.00
54184	10/29/2024	The Book Bin	\$68.36
54185	10/29/2024	Nancy Buehler	\$250.00
54186	10/29/2024	Burris Equipment Co.	\$504.29
54187	10/29/2024	Sara Chase	\$292.19
54188	10/29/2024	Theresa Cichocki	\$125.00
54189	10/29/2024	Sandra Cotler	\$75.00
54190	10/29/2024	Demco	\$205.56
54191	10/29/2024	Efficiency Reporting	\$159.00
54192	10/29/2024	Garvey's Office Products	\$29.28
54193	10/29/2024	General Binding Corp.	\$517.44
54194	10/29/2024	Glenview Chess Club LLC	\$200.00
54195	10/29/2024	Glenview Public Library	\$135.71
54196	10/29/2024	Benjamin Goluboff	\$250.00
54197	10/29/2024	Happiness Forward LLC	\$150.00
54198	10/29/2024	Sarang Heo	\$150.00
54199	10/29/2024	Jayne Herring	\$450.00
54200	10/29/2024	Jayne Herring	\$450.00
54201	10/29/2024	Illinois Heartland Library System-OCLC	\$116.56
54202	10/29/2024	Illinois Library Association	\$40.00
54203	10/29/2024	Image Specialties of Glenview, Inc.	\$32.25
54204	10/29/2024	Impact Networking LLC	\$370.66
54205	10/29/2024	It's Impressive LLC	\$359.00
54206	10/29/2024	Julie Kay	\$8.00
54207	10/29/2024	Abigail Kennedy	\$17.99
54208	10/29/2024	Andrew Kim	\$38.95
54209	10/29/2024	Lechner Services	\$175.20
54210	10/29/2024	Amanda Lopez	\$306.50
54211	10/29/2024	Patrick McCallister	\$175.00

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

Transaction Number	Transaction Date	Vendor	Amount
54212	10/29/2024	Kathleen Jo Zeigler Mitchem	\$300.00
54213	10/29/2024	Kathleen Jo Zeigler Mitchem	\$250.00
54214	10/29/2024	Rebecca Moore	\$281.75
54215	10/29/2024	Noggin Builders LLC	\$250.00
54216	10/29/2024	Laura Sherman Oberdorf	\$5.99
54217	10/29/2024	Ocooch Hardwoods	\$239.00
54218	10/29/2024	Panera, LLC	\$40.30
54219	10/29/2024	Petty Cash Custodian	\$85.59
54220	10/29/2024	Quill LLC	\$23.54
54221	10/29/2024	Reds Garden Center	\$70.00
54222	10/29/2024	Marlene Rubinow	\$4.68
54223	10/29/2024	Olga Rudiak	\$400.00
54224	10/29/2024	Runco Office Supply	\$202.80
54225	10/29/2024	Andrew Schultze	\$250.00
54226	10/29/2024	Sara Scodius	\$270.96
54227	10/29/2024	Sheet Music Plus	\$72.21
54228	10/29/2024	Alisa Stein	\$21.30
54229	10/29/2024	Stephen Quandt Feline Behavior Associates LLC	\$225.00
54230	10/29/2024	Stories Matter Foundation	\$300.00
54231	10/29/2024	Stories Matter Foundation	\$300.00
54232	10/29/2024	Sunset Food Mart, Inc.	\$20.72
54233	10/29/2024	Teacher Dan	\$200.00
54234	10/29/2024	Teacher Dan	\$200.00
54235	10/29/2024	Teacher Dan	\$200.00
54236	10/29/2024	The Charmm'd Foundation	\$260.00
54237	10/29/2024	UPS	\$44.47
54238	10/29/2024	Video Project	\$108.26
54239	10/29/2024	Village of Northbrook	\$425.00
54240	10/29/2024	VSP of Illinois, NFP	\$401.76
54241	10/29/2024	Robert Waterbury	\$50.00
54242	10/29/2024	Yami Vending Inc.	\$295.90
54243	10/30/2024	Adrienne Edwards	\$372.29
54244	10/31/2024	Kim Hegelund	\$338.81

\$ 14,110.80

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1926	10/30/2024	Ancel Glink P.C.	\$120.00	Chiller Project
			<u>\$ 120.00</u>	



# NORTHBROOK PUBLIC LIBRARY

## BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS MONTH YEAR

### A. Closed Session Minutes to Review

Make determinations about written minutes of closed sessions to release or keep closed.

Date	Reason	Recommendation
4/21/2022	Personnel	Release
11/17/2022	Litigation	Release

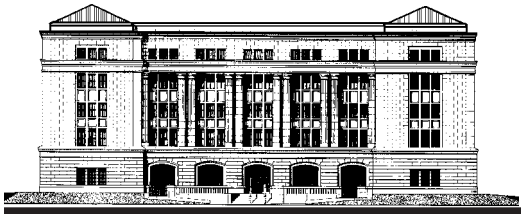
Motion: To approve the release of the April 21, 2022 executive session minutes and to keep the minutes of November 17, 2022 executive session closed.

### B. Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved (even if not released) and at least 18 months have passed. A separate motion must be made to destroy closed session recordings.

Date	Reason	Eligible for Destruction
4/21/2022	Personnel	6/21/2024
11/17/2022	Litigation	8/17/2024

Potential Motion B1: To destroy the verbatim recordings of closed session meetings from April 21, 2022 and November 17, 2022.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**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.

# RESOLUTION

## ADOPTION OF 457 DEFERRED COMPENSATION PLAN

Name of Employer: Northbrook Public Library

State: Illinois

Title of Program Coordinator: Executive Director

Resolution of the above-named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the MissionSquare Retirement serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by MissionSquare Retirement, and that some or all of the funds held under such plan be invested in the VantageTrust Company, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of MissionSquare Retirement Deferred Compensation Plan and Trust, referred to as Appendix A

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of the VantageTrust Company dated May 2001, attached hereto as Appendix B, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust Company.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the Executive Director shall be the coordinator for this program; shall receive necessary reports, notices, etc. from MissionSquare Retirement or the VantageTrust Company; shall cast, on behalf of the Employer, any required votes under the VantageTrust Company; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

I, Barbara Unikel, Board Secretary of the Northbrook Board of Trustees, do hereby certify that the foregoing resolution was duly passed and adopted at a Northbrook Public Library regular board meeting thereof assembled this 21<sup>st</sup> day of November, 2024, by the following vote:

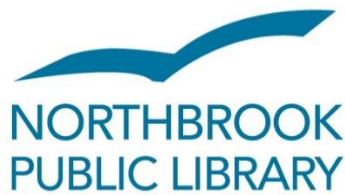
AYES:

NAYS:

ABSENT:

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Barbara Unikel, Board Secretary



## Memorandum

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DATE: November 21, 2024

TO: Board of Trustees

FROM: Becky Moore, Human Resources Director

RE: Employee Handbook Updates

The Board Packet includes a set of revised policies for library trustees to review and approve at the November 21, 2024 meeting. These policy updates align with the library's transition to a new payroll service provider, effective January 1, 2025, and reflect related procedural adjustments. Additionally, the Family and Medical Leave Act (FMLA) policy has been revised to offer staff greater flexibility in designating how paid time is applied during FMLA leave. A full list of policies being updated are below:

- 02.7 Additional Time Off (ATO)
- 02.8 Time Sheets
- 02.9 Paychecks
- 03.1 Vacation
- 03.2 Sick Leave
- 03.13 Family Medical and Leave Act

With the library's transition to a new payroll service provider, we are no longer bound by the Village of Northbrook's payroll rules and procedures, allowing us to implement a few changes that will enhance our payroll process. Below is a summary of the major changes we

are proposing which necessitate revising policies in our employee handbook, effective January 1, 2025:

- Starting January 1, 2025, all staff will transition to a biweekly pay schedule, moving from 24 to 26 paychecks per year, with paydays every other Friday. While annual earnings will remain the same, individual paychecks will be slightly smaller due to the increase in pay periods.
- Additionally, all full-time staff will shift to being paid in arrears, aligning with the existing arrears payment structure for part-time staff.
- Full-time, non-exempt employees will also experience changes in tracking work hours; they will be paid for hours worked and will no longer need to track Additional Time Off (ATO) for hours worked between 35-40 hours in a week. Instead, they are expected to manage their hours week-to-week, allowing for greater flexibility in scheduling.

The transition to a biweekly payroll schedule aligns the library with a common industry standard that provides convenience and predictability for employees. Data from the Bureau of Labor Statistics indicates that 43% of U.S. businesses use biweekly pay, compared to 19.8% that operate on a semi-monthly schedule. This shift will enable employees to receive pay on the same day every two weeks, reducing the wait time between paychecks and creating a more consistent and predictable payroll experience.

Switching to biweekly payroll also streamlines the library's administrative processes, reducing the complexity associated with semi-monthly cutoffs and mid-month adjustments. By processing payroll every two weeks, the library gains flexibility in onboarding new employees, no longer being restricted to starting employment dates on the 1st or 16th of each month. Furthermore, moving all full-time staff to an arrears-based system aligns with how part-time staff are currently paid, allowing payroll administrators to verify completed hours before processing pay. This consistency minimizes errors and reduces the need for paycheck adjustments, reflecting the library's commitment to equity and inclusion in employment practices by ensuring that all employees are compensated under the same standards.

## 02.7 ~~Additional Time Off (ATO) Compensatory Time~~

Created:	February 2020	Updated:	<a href="#">January 2025</a>
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~~Although full time non-exempt employees are typically scheduled to work 35 hours per workweek, their hours may, on occasion, fluctuate. The semi-monthly salary received by full time non-exempt employees is compensation for all hours worked each workweek, up to 40 hours per workweek. However, as an additional benefit, if the need arises for a full time non-exempt employee to work in excess of 35 hours (but not more than 40 hours) in a workweek, and the employee obtains pre-approval from their supervisor to work the additional hours, the employee shall be given additional time off (ATO) to be taken during the next pay period. Any ATO not used in the next pay period will be lost unless the employee received written approval from the Administration Office.~~

~~When scheduling time off, an attempt is made to meet both the library and employee's needs.~~

### Compensatory Time

All non-exempt employees under the Fair Labor Standards Act (FLSA) who work hours in excess of 40 hours [or overtime hours](#) in a given week shall receive comp time on the basis of time and one-half for all hours worked in excess of 40 in a given week.

[Non-exempt employees must obtain prior approval, as practicable, from their manager before working additional hours that may result in comp time. Employees who work overtime hours in a given week without prior authorization may be subject to disciplinary action.](#)

### Procedures for Accrual of Compensatory Time

#### Eligible Employees

Eligible employees are employees who are classified as non-exempt. Employees who are classified exempt under the terms of the FLSA are not eligible for compensatory time. To determine your eligibility, refer to your status on your job description.

## Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. For purposes of overtime calculation, "hours worked" does not include holiday, vacation, [personal](#), sick time, or any other form of leave or non-working time, whether paid or unpaid. The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Sunday.

## Accrual of Comp Time

### A. Rate

For any time worked over 40 hours by an eligible employee in a given work week, comp time shall accrue at the rate of one and one half (1-1/2).

### B. Limitations

Eligible employees may accrue not more than 52.5 hours of comp time, computed as one and one half hours of comp time for not more than 35 hours of overtime work, unless there are extenuating circumstances and the Executive Director gives written approval for comp time beyond 52.5 hours.

### C. Use

An eligible employee who has accrued comp time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the library are not unduly disrupted. Comp time shall not be counted as hours worked in the period in which such hours are used.

### D. Payment on Termination

An eligible employee who is terminated, and who has accrued comp time, shall be paid for such accrued comp time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

## Records

Records shall be maintained to demonstrate the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of comp time accrued by each eligible employee, if any.



## Payment of Cash in Lieu of Comp Time

### A. Authority of Library

Nothing herein shall prohibit the library, at the library's option, of freely substituting monetary compensation in the form of a check, in whole or in part, for comp time off; and overtime payment in monetary compensation does not affect subsequent granting of comp time in future work weeks or work periods.

### B. Payments to Employee

Monetary payments to an employee for accrued comp time may be made at any time except that on termination, payment shall be made pursuant to Section III.D. of this policy. No employee shall otherwise have the right to receive, upon request, monetary compensation in lieu of accrued comp time.

## 02.7 COMPENSATORY TIME

Created:	February 2020	Updated:	January 2025
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### Compensatory Time

All non-exempt employees under the Fair Labor Standards Act (FLSA) who work hours in excess of 40 hours, or overtime hours, in a given week shall receive comp time on the basis of time and one-half for all hours worked in excess of 40 in a given week.

Non-exempt employees must obtain prior approval, as practicable, from their manager before working additional hours that may result in comp time. Employees who work overtime hours in a given week without prior authorization may be subject to disciplinary action.

### Procedures for Accrual of Compensatory Time

#### Eligible Employees

Eligible employees are employees who are classified as non-exempt. Employees who are classified exempt under the terms of the FLSA are not eligible for compensatory time. To determine your eligibility, refer to your status on your job description.

#### Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. For purposes of overtime calculation, "hours worked" does not include holiday, vacation, personal, sick time, or any other form of leave or non-working time, whether paid or unpaid. The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Sunday.

#### Accrual of Comp Time

##### A. Rate

For any time worked over 40 hours by an eligible employee in a given work week, comp time shall accrue at the rate of one and one half (1-1/2).

##### B. Limitations

Eligible employees may accrue not more than 52.5 hours of comp time, computed as one and one half hours of comp time for not more than 35 hours of overtime work, unless there are extenuating circumstances and the Executive Director gives written approval for comp time beyond 52.5 hours.

#### C. Use

An eligible employee who has accrued comp time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the library are not unduly disrupted. Comp time shall not be counted as hours worked in the period in which such hours are used.

#### D. Payment on Termination

An eligible employee who is terminated, and who has accrued comp time, shall be paid for such accrued comp time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

#### Records

Records shall be maintained to demonstrate the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of comp time accrued by each eligible employee, if any.

#### Payment of Cash in Lieu of Comp Time

##### A. Authority of Library

Nothing herein shall prohibit the library, at the library's option, of freely substituting monetary compensation in the form of a check, in whole or in part, for comp time off; and overtime payment in monetary compensation does not affect subsequent granting of comp time in future work weeks or work periods.

##### B. Payments to Employee

Monetary payments to an employee for accrued comp time may be made at any time except that on termination, payment shall be made pursuant to Section III.D. of this policy. No employee shall otherwise have the right to receive, upon request, monetary compensation in lieu of accrued comp time.

## 02.8 Timekeeping Sheets

Created:	February 2020	Updated:	<u>January 2025</u>
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All employees must log into the designated time-keeping portal to accurately record their work hours on the employee's time card. Time cards provide a record of hours worked and paid time off, including, but not limited to, sick leave, holidays, personal days and vacation time. They should be completed daily with actual time worked by the employee and are approved by the supervisor at the end of the pay period.

~~Time sheets provide a record of hours worked and paid time off, including, but not limited to, sick leave, holidays, personal days and vacation time. They should be completed daily with actual time worked by the employee and are approved by the supervisor at the end of the pay period.~~ Accuracy is important, as this will ensure that the employee is paid correctly for all time worked and all paid time off used.

Falsification of this record or failure to accurately and/or timely complete the record is subject to discipline up to and including termination, or may delay the employee's paycheck until the next period.

## 02.8 Timekeeping

Created:	February 2020	Updated:	January 2025
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All employees must log into the designated time-keeping portal to accurately record their work hours on the employee's time card. Time cards provide a record of hours worked and paid time off, including, but not limited to, sick leave, holidays, personal days and vacation time. They should be completed daily with actual time worked by the employee and are approved by the supervisor at the end of the pay period. Accuracy is important, as this will ensure that the employee is paid correctly for all time worked and all paid time off used. Falsification of this record or failure to accurately and/or timely complete the record is subject to discipline up to and including termination, or may delay the employee's paycheck until the next period.

## 02.9 Paychecks

Created:	February 2020	Updated:	<u>January 2025</u>
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~~Paydays~~checks are ~~issued every two weeks- on alternating~~ Fridays, for a possible total of twenty-six (26) pay periods per year. ~~semi-monthly, on the 15<sup>th</sup> and the last day of each month.~~ If payday falls on a ~~weekend or~~ holiday, employees will be paid on the last week day before the ~~weekend or~~ holiday. Direct deposit is also available into a savings and/or checking account at the bank of your choice. All employees have access to an employee portal to view check stubs, withholding allowances and direct deposit information.

~~All employees are paid in arrears. The payroll period ends on Saturday and paychecks for each pay period are issued the following Friday. Exempt employees starting or terminating their employment in the middle of a pay period shall be paid at a rate of one-tenth of their total bi-weekly salary for each day worked. Non-exempt, hourly paid employees starting or terminating their employment in the middle of a pay period shall be paid for the hours worked during the pay period. Full time employees are paid to date. Regular part time and part time employees are paid two weeks in arrears. Vacation, sick, holiday and personal time taken is recorded one payroll in arrears for full time and regular part time employees.~~

The library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of ~~the~~ Human Resources ~~Manager~~ so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the

library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

## 02.9 Paychecks

Created:	February 2020	Updated:	January 2025
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Paychecks are issued every two weeks on alternating Fridays, for a possible total of twenty-six (26) pay periods per year. If payday falls on a holiday, employees will be paid on the last week day before the holiday. Direct deposit is also available into a savings and/or checking account at the bank of your choice. All employees have access to an employee portal to view check stubs, withholding allowances and direct deposit information.

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Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.



### 03.1 Vacation

Created:	February 2020	Updated:	September 2023, <del>January 2025</del>
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Full-time and regular part-time employees are eligible for paid vacation. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off, or take an approved unpaid FMLA. Vacation time must be approved by the employee's manager and be at a time that is convenient to the department. Department managers will see that vacation time is scheduled in relation to both library needs and the desires of individual employees. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs.

Employees are encouraged to use vacation time in the calendar year in which it accrues. Any unused vacation time in excess of the carry-over maximums listed below will be lost at the end of the calendar year.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

Full-time employees accrue 140 hours (20 days) vacation per year at the rate of 5.~~3883~~ hours per pay period. The maximum carry-over to the following calendar year is 140 hours. Regular part-time employees accrue 48 hours vacation per year earned at the rate of ~~12.850~~ hours per pay period. The maximum carry-over to the following year is 48 hours.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change.

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Payment for accrued but unused vacation will be made to employees who terminate employment from the library.



### 03.1 Vacation

Created:	February 2020	Updated:	September 2023, January 2025
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Full-time and regular part-time employees are eligible for paid vacation. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off, or take an approved unpaid FMLA. Vacation time must be approved by the employee's manager and be at a time that is convenient to the department. Department managers will see that vacation time is scheduled in relation to both library needs and the desires of individual employees. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs.

Employees are encouraged to use vacation time in the calendar year in which it accrues. Any unused vacation time in excess of the carry-over maximums listed below will be lost at the end of the calendar year.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

Full-time employees accrue 140 hours (20 days) vacation per year at the rate of 5.38 hours per pay period. The maximum carry-over to the following calendar year is 140 hours. Regular part-time employees accrue 48 hours vacation per year earned at the rate of 1.85 hours per pay period. The maximum carry-over to the following year is 48 hours.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change.

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Payment for accrued but unused vacation will be made to employees who terminate employment from the library.



## 03.2 Sick Leave

Created:	February 2020	Updated:	January 2022, March 2022, May 2023, <u>January 2025</u>
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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.~~0438~~ 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.~~385~~ 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, May 2023, January 2025
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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 4.04 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 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 1.38 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.

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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.

### 03.13 Family and Medical Leave (FMLA)

Created:	February 2020	Updated:	<u>January 2025</u>
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The U.S. Department of Labor's rules (federal rules) implementing the Family and Medical Leave Act (FMLA), as they may be amended from time to time, control FMLA leave. This policy summarizes important aspects of the rules. This policy contains information consistent with and in addition to the information contained in the "[Employee Rights under the Family and Medical Leave Act](#)" notice and is meant to provide additional information about the library's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights under the Family and Medical Leave Act" notice and this policy, the "Employee Rights under the Family and Medical Leave Act" notice will prevail.

#### Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has been employed by the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12 month period" in which the 12 week leave entitlement occurs shall be a rolling 12 month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

#### Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position. Leave because of reasons one and two above must be completed within the 12-month period

beginning on the date of birth or placement. In addition, spouses employed by the library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

### Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list for a serious injury or illness incurred in the line of duty; or (3) a covered veteran meaning one who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness incurred in the line of duty and who: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was discharged or released under conditions other than dishonorable; within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.



## Improper Use of Leave

Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

## Notice of Leave

If the FMLA leave is foreseeable, the employee must give the library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the library as soon as practicable and, absent unusual circumstances, in accordance with the library's normal leave procedures. The employee needs to contact ~~his/her~~their manager on the first day of the absence within 15 minutes of scheduled starting time, explain the reason for the leave and give an expected date of return to work.

Employees must provide sufficient information for the library to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

## Medical Certification—**Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The library, at its expense, may require an examination by a second health care provider designated by the library, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the

library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

#### Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The library may also request additional information pertaining to the leave.

#### Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the library may also request additional information pertaining to the leave.

#### Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the library may request additional information pertaining to the leave.

#### Substitution of Paid Leave

FMLA leave is unpaid leave. If you request leave for any FMLA-covered reason, you are required to exhaust any remaining applicable paid time ~~in the following order—sick (if applicable), personal, floating holiday, and vacation~~. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any

additional paid leaves, such as long term disability or worker's compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy.

### Benefits During Leave

During an approved FMLA leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed. During any paid portion of FMLA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. Sick time does not accrue during the unpaid portions of FMLA leave. In addition, an employee on any unpaid leave, including unpaid FMLA leave, does not receive holiday pay.

### Intermittent Leave/Reduced Schedule Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the library will reduce the employee's pay based on the amount of time actually worked. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the library's operations. In addition, if the employee is on an intermittent or reduced scheduled leave for planned medical treatment, the library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

### Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay,

benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

### 03.13 Family and Medical Leave (FMLA)

Created:	February 2020	Updated:	January 2025
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The U.S. Department of Labor's rules (federal rules) implementing the Family and Medical Leave Act (FMLA), as they may be amended from time to time, control FMLA leave. This policy summarizes important aspects of the rules. This policy contains information consistent with and in addition to the information contained in the ["Employee Rights under the Family and Medical Leave Act"](#) notice and is meant to provide additional information about the library's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights under the Family and Medical Leave Act" notice and this policy, the "Employee Rights under the Family and Medical Leave Act" notice will prevail.

#### Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has been employed by the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12 month period" in which the 12 week leave entitlement occurs shall be a rolling 12 month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

#### Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position. Leave because of reasons one and two above must be completed within the 12-month period

beginning on the date of birth or placement. In addition, spouses employed by the library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

### Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list for a serious injury or illness incurred in the line of duty; or (3) a covered veteran meaning one who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness incurred in the line of duty and who: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was discharged or released under conditions other than dishonorable; within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

## Improper Use of Leave

Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

## Notice of Leave

If the FMLA leave is foreseeable, the employee must give the library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the library as soon as practicable and, absent unusual circumstances, in accordance with the library's normal leave procedures. The employee needs to contact their manager on the first day of the absence within 15 minutes of scheduled starting time, explain the reason for the leave and give an expected date of return to work.

Employees must provide sufficient information for the library to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

## Medical Certification—**Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The library, at its expense, may require an examination by a second health care provider designated by the library, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the

library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

#### Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The library may also request additional information pertaining to the leave.

#### Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the library may also request additional information pertaining to the leave.

#### Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the library may request additional information pertaining to the leave.

#### Substitution of Paid Leave

FMLA leave is unpaid leave. If you request leave for any FMLA-covered reason, you are required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as long term disability or worker's compensation, these



leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy.

### Benefits During Leave

During an approved FMLA leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed. During any paid portion of FMLA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. Sick time does not accrue during the unpaid portions of FMLA leave. In addition, an employee on any unpaid leave, including unpaid FMLA leave, does not receive holiday pay.

### Intermittent Leave/Reduced Schedule Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the library will reduce the employee's pay based on the amount of time actually worked. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the library's operations. In addition, if the employee is on an intermittent or reduced scheduled leave for planned medical treatment, the library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

### Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave

because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

## 302: Borrowing

Created:	March 2020	Updated:	August 2022, November 2024
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### LOAN PERIOD

The library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. The library sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources. Most items circulate for 3 weeks. New and Lucky Day movies circulate for 1 week.

The following items do not circulate:

- Reference Material
- Newspapers
- Current magazines

### ITEM RENEWAL

Most items renew up to three times as long as someone else has not placed a hold on them. Lucky Day items are non-renewable. All items will be renewed automatically provided another patron is not waiting for the item.

### EXTENDED LOAN (VACATION)

Extended six-week loan periods are allowed for most Northbrook items and may be requested at check out. Lucky Day and new movies are not available for extended loans.

### HOLDS

Any person with a card registered in the Cooperative Computer System (CCS) database may put items on hold to be picked up at the library. Preference is given to Northbrook cardholders. Non-circulating items and Lucky Day items are not eligible for holds.

## DAMAGED ITEMS

As a library that circulates a high number of items annually, the Northbrook Public Library recognizes that normal wear and tear and accidents happen. As such, the library does not charge patrons for damaged items for any items borrowed within the CCS consortium. Damage fees for materials borrowed outside of the consortium will be assessed based on the Illinet Interlibrary Loan Code.

## LOST ITEMS

Items borrowed from within CCS and not returned after being overdue for six weeks will be considered lost. Lost items are billed to the patron account at the replacement cost. The lost item may be returned to the library in good condition within 30 days of ~~payment for a refund~~ the billing date. Replacement copies are not accepted in lieu of payment. Lost item fees for materials borrowed outside of the consortium will be assessed based on the Illinet Interlibrary Loan Code.

## MISSING ITEMS

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

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Created:	March 2020	Updated:	August 2022, November 2024
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An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

### 303: Fines & Fees

Created:	March 2020	Updated:	August 2022, March 2024, November 2024
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#### CIRCULATION

Non-Resident Card	Based on tax bill
Lost Materials*	Cost of the item

#### PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

#### COLLABORATORY

Materials Fees	Charged on a cost recovery price. **
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#### MEETING ROOMS

Piano Rental Fee	\$50.00
Extended Use of Meeting Room	\$25.00 for each additional 15 minutes
Room occupancy after Library Closes	\$100.00 (after first occurrence)
Cancellation or No Show Fine	\$100.00 if canceled less than 24 hours in advance

#### AUDITORIUM RENTALS

Auditorium Rental Fee	Charged on a cost recovery price**
Auditorium Equipment Rentals	Charged on a cost recovery price**
Use Beyond Reservation Time Fine	\$25.00 for each additional 15 minutes

Occupancy after Library Closure Fine	\$100.00
Food in Space Fine	Up to \$200
Cancellation Refund	
Within 24 hours of booking	Full Refund
24 Hours after booking	Full Refund less \$50 non-refundable deposit
7 days prior to booking	50% Refund
Less than 48 hours prior to rental	No Refund
Auditorium Maximum Occupancy Violation Fine	\$500.00

\*The library shall refund the full amount for any lost CCS item paid for at the Northbrook Public Library and returned to the library within 30 days of the billing date. Refunds for lost items from outside of the consortium will be based on the Illinet Interlibrary Loan Code.

~~\* The library shall refund the full amount if a patron returns it to the library within 30 days of payment.~~

\*\*For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>



## 303: Fines & Fees

Created:	March 2020	Updated:	August 2022, March 2024, November 2024
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### CIRCULATION

Non-Resident Card	Based on tax bill
Lost Materials*	Cost of the item

### PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

### COLLABORATORY

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\*\*For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>

## 503: Interlibrary Loan

Created:	March 2020	Updated:	<a href="#">November 2024</a>
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This policy covers interlibrary loan activity outside of the agreements and policies established by Northbrook Public Library's membership in the CCS consortium.

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. Through interlibrary loan, patrons may request materials from other libraries in Illinois and from other libraries that participate in OCLC [or Find More Illinois \(FMI\)](#). The requested materials are sent to the Northbrook Public Library, where the patron may check the items out (or use them in the library, if so stipulated by the owning library). ILL is a service reserved for Northbrook Public Library cardholders.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library exhausts local resources first, including its own collection, the CCS consortium collection, and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Northbrook Public Library endorses the Illinet Interlibrary Loan Code, the American Library Association Interlibrary Loan Code for the United States, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines.



## RESOLUTION

**WHEREAS,** the Northbrook Civic Foundation has been instrumental in the establishment and growth of the Northbrook Public Library since its inception, beginning with the creation of the first reading room in 1919 through the Citizens' Club of Shermerville (predecessor to the Northbrook Civic Association); and

**WHEREAS,** under the leadership of Bertram Pollak in 1951, the Northbrook Civic Association (predecessor to the Civic Foundation) spearheaded the successful campaign to establish the Northbrook Public Library; and

**WHEREAS,** the Civic Foundation demonstrated extraordinary commitment by contributing their funds of \$27,500 in 1953 - accumulated from 16 years of Northbrook Days - to construct the original library building on Church Street; and

**WHEREAS,** the Northbrook Civic Foundation has maintained an unwavering dedication to the library's advancement, as evidenced by their support of building expansions, technology improvements, and various resources over the past seven decades; and

**WHEREAS,** in 1995, the Library Board of Trustees recognized this enduring partnership by naming the west conference room the Northbrook Civic Foundation Room; and

**WHEREAS,** the Northbrook Civic Foundation has now provided a generous grant of \$25,000 to transform the Civic Room into a state-of-the-art hybrid meeting space; and

**WHEREAS,** these improvements will include advanced audio-visual capabilities, enhanced accessibility features including a hearing loop system, and modern technology infrastructure to support virtual attendance and live streaming; and

**WHEREAS,** these upgrades will significantly expand the library's ability to serve all community members, whether participating in person or remotely;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Northbrook Public Library hereby expresses its profound gratitude to the Northbrook Civic Foundation for their continued dedication to advancing library services, and acknowledges that this latest contribution will enhance community engagement and accessibility;

**BE IT FURTHER RESOLVED** that this resolution be permanently recorded in the minutes of the Northbrook Public Library Board of Trustees and that a copy be presented to the Northbrook Civic Foundation in recognition of their enduring support and partnership.

Passed by unanimous vote on Thursday, November 21, 2024 by the Northbrook Public Library Board of Trustees.

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President

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Secretary

# Director's Report

November 2024

## Agenda Items

### 3 Consent Agenda

3.3 Approve FY25 Annual Per Capita Grant Application

3.4 Mission Squared 457 Resolution

As part of the Payroll & FEIN switch, we need to start a new account with our 457 plan which necessitates a new resolution that we need to have the board approve in order to allow us to withdraw money from paychecks to put into a 457 account for staff wishing to do so. This is the exact same plan we used with the village.

3.5 Approve Personnel Policy Updates for

Becky has included a memo including information on the changes we are requesting as a result of our having to switch payroll systems.

1..1 2.7 Additional Time Off

2..1 2.8 Time Sheets

3..1 2.9 Paychecks

4..1 3.1 Vacation

5..1 3.2 Sick Leave

6..1 3.13 Family Medical Leave Act (FMLA)

3.6 Approve General Policy Update

As part of our going to Fine More Illinois with CCS, we need to adjust some policies.

There are no substantive changes to any of the policies.

1..1 302 Borrowing

2..1 303 Fines & Fees

3..1 503 Interlibrary Loan (ILL)

3.7 Resolution for Civic Foundation Grant for Hybrid Meeting Room

We will be doing a ribbon cutting and thank you ceremony for Civic in 2025 and want to present them with a resolution thanking them for their continued support of the library over the decades.

## 8 Unfinished Business

### 8.1 Update on FEIN and Payroll Change

Anna and Becky will give a verbal update on progress.

### 8.2 Joffe Security Proposal

Kelly and I have prepared a memo with more information for the board and Joffe will be attending the meeting to provide more information. There are three proposals for the board to consider.

## 9 New Business

### 9.1 Community Engagement Discussion

I am putting together a presentation on next steps for engaging with the community after the room booking situation. I will be sharing ideas for what I think we need to consider and possible next steps for the board to consider and finalize in January.

### 9.1 Facilities Management Outsourcing

Anna and I have prepared a memo asking the board to approve moving forward with investigating outsourcing our facilities department. We have included a draft RFP with the memo.

### 9.3 Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In

I have included two memos, one for the Quarterly Strategic Plan update which is the first of these we are doing and the 2<sup>nd</sup> for my quarterly goals check in. I look forward to sharing our progress on the strategic plan and discussing how my goals are going. No action is required on either of these items.

## 10 Agenda Building

No board meeting in December. Have a happy end of the year and we'll see everyone in January!

## Board News & Reminders

### North Suburban Legislative Meet Up

All trustees are invited and encouraged to attend the Illinois Library Association's (ILA) North Suburban and Chicago Library Legislative Meetup Breakfast on Wednesday, December 4 at the Hilton Chicago/Northbrook in Northbrook. Doors will open at 8:00 a.m., and the program will run from 8:30-10:00 a.m.

The breakfast provides an excellent opportunity, in a less formal setting, to talk with your legislators and to explain what we do and how valuable library services are to their constituents.

Here is the link for registration. Please let me or Jennifer know if you would like to attend and we will register you. [Illinois Library Association Legislative Meetups - Illinois Library Association](#)

Please note that the deadline to register is Thursday, November 21st.

### One Book One Northbrook Stakeholder Meeting

Staff are working to go through the many suggested titles we received from staff and the community for our 2025 community wide read. They plan on having a zoom meeting on Thursday, December 12 at 7pm, at which time the selection committee will be presenting on the five titles we have shortlisted. There will be time for discussion and questions, and we will be collecting feedback forms from our attendees on each book. We'll also have feedback forms available if you are unable to attend the meeting but want to give us your opinions and thoughts.



If you are interested in attending, [please click here](#) to register and let me know.

## Updates

### General News & Information

There was lots going on this month and Linda worked with Adult Services and Youth Services to update the Resources for Having Conversations About Antisemitism web page suggested reading list and with Adult Services to provide an Election Information page on the website, with links to helpful information.

I will provide more information at the meeting, but I wanted to report that while we had a few people show up on November 7 expecting the room booker to be present and showing the film, they were accepting that the booking was canceled by the room booker.

The approved levy has been sent to the Village so it can be included in their levy and passed by their board to be sent to the County.

### Connect with Our Community

#### Collections

The Educate Station database was added on October 1. This resource provides learning plans that follow Pre-K through 5th grade Common Core Curriculum for families who are homeschooling or would like to supplement their education. For the first month, the resource had 40 sessions, 272 page views, and 82 downloads. The link for this new data base is on our Homework Help Resources page:

<https://northbrook.info/find/research/subjects/homework-help>

Interim Assistant Technical Services Manager Brian Nelson coordinated with Youth Service Manager Summer Kosuge and Librarian Amanda Lopez on the ordering from a new world

language supplier! Wepa! Libros. We found that the lead times for world language materials are longer based upon availability, customs and shipping delays, and not many publishers.

## Outreach & Partnerships

TotalLink to Community and the North Suburban Genealogical Society were featured in both of our lobby display cases in September. TotalLink was highlighting National Disability Employment Awareness Month and The Genealogical Society was highlighting Family History Month.

I spoke at an employment panel for TotalLink as part of their Disability Employment Awareness month programming, speaking of the value of hiring people with a wide range of abilities and talking about the benefits of hiring people with disabilities and some of the common misconceptions employers often have around this pool of applicants.

Coordinator Andi Goese continued to work with local school districts 27, 28, 30, and 31 in registering students for library cards as part of the school registration process. This process makes it possible for parents to opt in for a library card during school registration and makes it easier to get library cards into kids hands. She and staff mailed out 560 new library cards, of those 73 are part of the Cards for Kids program, and welcome packs to students.

## Collaboratory Projects

- 88 requests were 3D printed for community members in October
- A patron visited the Collaboratory looking to find a way to cut felt for a child's Halloween costume. After finding a similar font to the design in mind, Maker Services Manager Cathleen Doyle and Assistant Manager Michelle Mistalski worked with the patron to figure out the best way to adhere the laser-cut felt pieces onto the body of the costume





- Maker Specialist Patrick Rodriguez led a class for teens-adults on hand sewing spooky fabric bookmarks

- Maker Specialist Daniel Choi helped a patron design and etch tumblers after a friend recommended she use the Collaboratory to create customized gifts.



## Programs

- Fine Arts Fall is off to a great start with over 100 patrons in attendance at each of the three concerts in October. Madison Vienna, Adult Services (classical music) Librarian received very positive comments from attendees:

"I attended the performance yesterday on Sunday of [Tango with Winnie.] It was absolutely fantastic. Please continue to do interesting unusual musicians. It was just so refreshing to learn about her instrument and the way they played it was wonderful."

"I liked that they [Tetrapin Cello Quartet] did some jazz and pop as well as classical!"

- Lev Kalmens, Adult Services Assistant Manager, along with librarians, Caitlyn Hannon and Lori Siegel held a very successful "Meet the author" event. The 17 local authors who sold their books and signed copies had a positive experience meeting the 60 patrons who attended. The purpose of this event was to showcase local authors and to build community. We also partnered with the Book Bin which sold the traditionally-published local titles.

- With the aim to provide our community with reliable election information in a civil and safe environment, Adult Services staff presented opportunities for civic engagement. Lev Kalmens, Adult Services Assistant Manager, partnered with the League of Women Voters (LWV) on a Voter Information Table in the lobby this month on 3 different dates. We received positive feedback from the League on the high volume of patrons that stopped to talk to them and ask questions. Molly Schack from the LWV wrote us a nice thank you email:

*"I just wanted to thank you so much (especially Lev!) for so quickly getting the LWV "League in the Lobby" set up and advertised.*

*Your team selected great days & times so we really got a cross-section of traffic, you advertised it well and the table location was perfect. We had the most traffic the first evening, which was interesting to me, but we had people who specifically came to the library to see us on the afternoon time-slot. That is exactly what we were hoping for.*

*Everyone was just great to interact with. Thank you for that partnership."*

- Adult Services Librarian, Jill Franklin, hosted an Election Analysis 2024 program during which local historian Barry Bradford presented a nonpartisan breakdown of different possible electoral map outcomes. This program was well attended and the audience was very engaged with questions and civil discourse.
- Significant time and effort went into preparing for the November 2 International Children's Film Festival which had over 70 attendees and included a Zoom discussion with several of the films featured in the event.
- YS Librarian, Amanda Lopez, is coordinating the quarterly storytime outreach to preschools in Northbrook, which happens during the Storytime breaks. Many children that are in preschool are unable to come to storytime at the library. This is a way we can introduce early literacy skills to early childhood educators and also connect with kids we might not get to see as often.



- As part of our monthly Teen Advisory Board volunteer group, teen Librarian, Stephanie Bremner looks for ways to connect with the teens and also provide engaging and fun activities that they enjoy and can be enjoyed in the department. This month, the Teen Advisory Board painted pumpkins to decorate the Youth Services Department for Halloween.



- As part of our mission to connect with the community, we plan many larger events throughout the year to connect with the larger community around significant events in our culture. This year, Youth Services Library Assistant, Liz Becker, and Youth Services Program Assistant Sean Collins, were the project managers of the department's annual






Halloween Storyfest program on Friday, October 25. The entire YS department helped design, prepare, and run the event, which featured a storytime, crafts, sensory lab, candy corn bowling, pumpkin path, mystery maze, puppet theater, scavenger hunt, and a Quiet Halloween Zone. 147 patrons participated in the event.





## Social Media

<p>Facebook: Come Meet Your Favorite Authors (Meet the Author Fair).</p>	<p>Posted on 10/19/24 at 12:24pm. Reach: 1,392, Engagement: 313, Reactions: 47</p>	 <p>Northbrook Public Library October 19 at 12:24 PM · 🌐</p> <p>Come meet your favorite authors or discover some new ones at our Meet the Author Fair today (10/19) until 2pm. You can also enter to win a book bundle of some of the books available at the event!</p> <p>#Northbrook #AuthorFair #WhereCommunityHappens</p> <p>Illinois Library Association, Northbrook Public Library and 46 others</p>
<p>Facebook: Pumpkins decorated by the Teen Advisory Board</p>	<p>Posted on 10/9/24 at 12:40pm. Reach: 2,678, Reactions: 35</p>	 <p>Northbrook Public Library Published by Alina Nicole October 9 at 12:40 PM · 🌐</p> <p>Thank you to our Teen Advisory Board (TAB) members for adding some Halloween decor around the library. Check out more of their pumpkin creations in Youth Services by the picture books. 🍵 🎃</p> <p>#Northbrook #WhereCommunityHappens</p> <p>35</p>

<p>Facebook: Halloween Story Fest</p>	<p>Posted on 10/26/24 at 10:06am. Reach: 1,018, Reactions: 45</p>	
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## Build an Inclusive Culture

### EDI Committee

The EDI Committee completed a project this month focused on sharing information regarding Hispanic Heritage Month in order to build understanding of a growing population in Cook County and share information on how terminology such as Hispanic, Latino/Latina, and Latine has come about.

The EDI committee also invited staff to participate in activities to better understand the significance of Día De Los Muertos aka Day of the Dead. This included Sugar Skull Cookie Decorating and a Día De Los Muertos that included an Ofrenda display staff could contribute images to, as well as sharing short articles discussing the holiday and its significance



especially to Mexican Americans: About the Day of the Dead and Day of the Dead in Chicago: a celebration of (after) life.

YS Librarian Amanda Lopez and Graphic Designer Princess Gonzalez Esparza created a Dia De Los Muertos display in Youth Services. The display included facts about the holidays, books, and photographs provided by staff.



## Personnel

HR Director Becky Moore and Director of Finance and Operations Anna Amen have continued their work to facilitate the transition to a new payroll service provider, ADP, set to launch in January 2025. They have compiled the required information and paperwork to initiate the implementation process, while leadership actively seeks staff input to ensure the new system aligns with our needs. Formal training for staff is expected to begin in November.

## Hires

- None

## Departures

- Mike Siwinski, full-time Facilities Assistant (FAC), resigned effective October 4. He accepted a full-time Facilities position at a neighboring library.

- Adna Mujović, part-time Clerk (CIRC), resigned effective October 15. She is moving abroad to pursue further education.

## CE & Training

- HR Director Becky Moore attended the annual ILA conference for the first time in Peoria this October. It was an excellent opportunity to connect with other professionals across Illinois who work in the field and to attend highly informative presentations. Several highlights included sessions on the following topics: ways to support libraries facing materials challenges, the potential roles of AI in the workplace, and how library leadership can support their team members with autism spectrum disorder.
- Technical Services staff member Sara Scodius presented at ILA on Time for a Change! Updating Access Points for Inclusivity. Here is an overview of the presentation: Join the DEI (Diversity, Equity, and Inclusion) in Metadata Networking Group for a panel discussion to provide advice and support for Illinois libraries to create and maintain more equitable, diverse, and inclusive metadata content.
- As part of investigating whether to merge Circulation and Technical Services, staff continue to research and visit other libraries. Technical Services staff visited Wilmette Public Library's Technical Services department to gain insight into how other departments do the day-to-day work. Staff learned of new ways to process materials, how different staff members work together to create efficiencies, and a different method of acquisitions.

## Create Spaces to Belong

RG Asphalt and Concrete performed work in October 2025 however it did not meet our expectations - RG Asphalt, informed Anna that the asphalt used in our parking lot was defective, which is why the surface is not looking as expected and the striping is coming up. RG Asphalt has acknowledged the issue and is taking steps to make things right. They plan to return in the Spring of 2025 to re perform the job with quality materials to ensure a longer-lasting solution.

Comment	Response	Staff Member	Comment Source
This morning I received a phone call from patron who lives in Highland Park. she wanted to call and let me know how much she appreciates the staff here. She shared that she has a severe eye injury and so checks out audiobooks and large print. She raved about our large print collection and said how it is the best one in the Northshore. She thinks it is outstanding. She wanted to send kudos to the staff member who buys for that selection. She also said that she has some physical limitations and uses one of our shopping carts while she is in the building, but that it is difficult for her to get her books to the car. She said that the staff at the desks are always happy to help. She asks if staff can bring the items to her car when she pulls up and they always do so with a smile. It doesn't matter who is there, everyone is unfailingly so kind, so helpful, so gracious and that it means so much to her. She was gushing and very appreciative. She thinks that our customer service goes above and beyond and that everyone is always so kind and pleasant and she feels very appreciated and supported. Would you both please share with the relevant staff and give them my thanks for the excellent job they are doing?	Summary of the comment is from a telephone conversation with Kate Hall.	Kate Hall	Phone
Outstanding! Joe worked through an issue on the Cricut machine to cut a stencil. Joe went above and beyond to solve the issue! The staff is ALWAYS so courteous and helpful. I (heart) the Collaboratory!	NA	Cathleen Doyle	Paper Form
A patron called to thank Andi Goese personally for instructions she sent to her through email to change the default for pickup list	Andi supplied step by step instructions with visual photos via email to the patron.	Kim Hegelund	Phone
Michelle in the Collaboratory is truly amazing. Hardest worker, most helpful, so friendly. The library is lucky to have her!	NA	Cathleen Doyle	Paper Form
I hope this letter finds you well. I am writing to express a concern regarding the upcoming scheduled screening of the film "Israelism" on November 7th at our local library. This event is a private event that I could not find on the library website, however; it is being circulated with this link. This event is concerning to me, particularly since it is scheduled so soon after the first attempt was cancelled due to the cost associated with necessary security.	Thank you for your email and voicemail. As you pointed out, information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.	Kate Hall	Email
Israelism screening · Luma PLEASE NOTE: To help keep curb the spread of COVID and keep us all safe, masks are mandatory. If you are driving, parking will be available at the Northbrook... lu.ma	Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.		
The film in question, "Israelism," has stirred controversy due to its content, which many in the Jewish community feel portrays an unbalanced view of Israel, potentially fostering misunderstanding and divisiveness at a time when unity and understanding are most needed. Furthermore, the screening is sponsored by Jewish Voices for Peace, an organization whose affiliations have been a topic of concern for many due to alleged connections with groups that do not promote peace or constructive dialogue. The members and critical figures of JVP are not Jewish and do not represent mainstream Jewish views.	The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.		
Our community continues to be in a state of mourning for Hersh Goldberg-Polin, a tragic loss felt deeply not only in Skokie but also in our adjacent areas. The Goldberg-Polin family, known for their contributions to our community, are part of the fabric that makes our region a place of shared values and mutual respect. Screening "Israelism" at this sensitive time could be perceived as a lack of consideration for their grief and the sentiments of the broader Jewish community.	As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.		
While I firmly believe in the freedom of expression and the importance of diverse viewpoints, the library, as a community pillar, also has the responsibility to foster an environment of respect and sensitivity towards all its patrons. The choice of this film, at this particular time, might inadvertently suggest an endorsement of one viewpoint over another, potentially alienating a significant segment of our community.	We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.		
I respectfully request that you cancel the screening of "Israelism" on November 7th. Perhaps, in its place, an event or a series of discussions could be organized where multiple perspectives on this complex issue can be shared in a balanced and educational manner. Such an approach would align with the library's role as a place of learning and community cohesion.			
Thank you for considering this request. I am hopeful for a resolution that respects the feelings and the mourning of our community members while still providing a platform for educational discourse. I am available to discuss this matter further if you find it helpful.			
You placing tampons in men's bathrooms is absurd, and I am offended by it. Please remove them.	N/A - this was an anonymous note found in the program survey box outside the Auditorium	Tracy Gossage	Paper Form
Everyone was so helpful and great at explanations! Really appreciate all your expertise and assistance!	NA	Cathleen Doyle	Paper Form
She received information and a link about the film booking. She said last time she realizes that the library was inundated with calls and she did not get a response last time, but would like one today, please. She is a Northbrook resident and regular library user.	Phone Call	Kate Hall	In Person

Comment	Response	Staff Member	Comment Source
Here we go again! You continue to welcome anti-semitism into our community with open arms. I understand that the newly scheduled event on 11/7 claims to not be sponsored by the library, but you appear to have no problem discarding the library's publicly available "code of behavior" to allow targeted hate into our community so long as the target is Jewish. You have the ability and the cover (code of behavior) to cancel this event, but now we need to see if you have the courage to do so. For the sake of my family, including two children ages 5 and 3, I hope you have the courage to help keep our community safe by not hosting a hate event at our shared library, even if it pretends to be educational. The only thing this event is teaching is hatred.	<p>Thank you for your email. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email

Comment	Response	Staff Member	Comment Source
<p>I am writing to express concern regarding the scheduled screening of the film Israelism at the Northbrook library, an event that is AGAIN causing considerable unease within our community, particularly among our Jewish residents, and the broader Jewish community. JVP does not represent the vast majority of Jews.</p> <p>Our community has taken enough. Explicit billboards were put up THIS WEEK IN NORTHBROOK calling for Death to Israel. Why are you allowing fuel to be added to the fire? The film Israelism has stirred controversy due to its content, which many in the Jewish community feel portrays an unbalanced view of Israel, fostering misunderstanding, hate and divisiveness at a time when unity and understanding are most needed. This film is not educational, nor is it inclusive. It does not present a balanced viewpoint but rather promotes anti-Israel sentiment. The movie openly justifies those shouting "Kill the Jews" and "Globalize the Intifada," inciting terror and violence against the Jewish community. Many college campuses have refused to screen this film for these reasons. It is also telling that the screening is sponsored by Students for Justice in Palestine, an organization whose affiliations have raised concerns due to alleged connections with groups that do not promote peace or constructive dialogue but are entirely anti-Israel.</p> <p>We are still mourning the loss of Hersh Goldberg-Polin, a tragedy felt deeply in our community. The Goldberg-Polin family, known for their contributions to the community, is part of the fabric that makes this region a place of shared values and mutual respect. There is never a good time to air this film, but especially now, the screening of Israelism would be perceived as a lack of consideration for their grief and the sentiments of the broader Jewish community.</p> <p>While I firmly believe in the freedom of expression and the importance of diverse viewpoints, the library, as a community pillar, also has the responsibility to foster an environment of respect and sensitivity toward all of its patrons. The choice of this film, at this particular time, would suggest an endorsement of one viewpoint over another, alienating a significant segment of the community and inciting hate and violence.</p> <p>I respectfully request that you take the proper moral and ethical action and cancel the screening of this film.</p> <p>I look forward to hearing that the film screening has been appropriately canceled and that we can continue to work together to quell the flames of hate and antisemitism through education and discussion with genuine respectful representation of all viewpoints.</p>	<p>Thank you for your email. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email

Comment	Response	Staff Member	Comment Source
<p>I am a Northbrook resident and insist that the screening of Israelism must be canceled. This film is dangerous, divisive and the opposite of inclusive. Northbrook is an inclusive community and allowing a hate-spewing film to be screened in a taxpayer-funded location is unacceptable. And it is clear organizers are embarrassed about the content given they are requiring masks for all attendees.</p> <p>Please do what is right and do your part to keep our community safe.</p>	<p>Thank you for your email. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email
<p>Hello, my name is (name redacted) and I currently have AI am a member of the library. I do not know that I will continue my membership as I am astounded that the library is going to attempt to show the movie on november 7th. I think it is blatantly anti Semitic and discriminatory of the library in A village that I have lived in for 52 years, it saddens me, it sickens me, and I feel that you as director should be instrumental in not allowing this to occur again and to say freedom of the speech do not because this is not freedom of the speech, especially with with it, what is going on in the world today, I truly, truly hope</p>	Phone Call	Kate Hall	Phone

Comment	Response	Staff Member	Comment Source
<p>I am a Northbrook resident (born and raised) and am DEEPLY disturbed that the library is allowing the screening of Israelism on 11/7. This is extremely offensive and it is a means to further perpetuate hate and terrorist propaganda. What kind of message do you think this sends to the Jewish community here? Also, the note on their flyer to wear masks to prevent Covid, do you think for one moment that ANYONE believes that? There is NO reason this should be even entertained or allowed. I understand that as a library, you are a public entity. However, there is a line and this crosses it. I am sure we will all receive a similar lackluster response that the library does not affiliate with or endorse messaging related to this antisemitic film, but we all know that is a poor excuse for standing back and allowing this group of people to terrorize already traumatized and fearful Northbrook residents. BE BETTER. DO BETTER. You are complicit if you allow this to occur. You're sending a terrible message to Northbrook residents that you do not care about our safety. This is atrocious. We live down the street, so I would like a response with specifics regarding your plan for security.</p>	<p>Thank you for your email and patience in awaiting a response. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email
<p>Hi, Kate, this is (name &amp; number redacted). Last time I had called. It was in reference to the first attempt to a for a person to show this propaganda film called Israelism. I am quite shocked to learn that there is another private event scheduled to show this at the library. Especially because that was deemed to be cost prohibitive due to the security that would have been needed to ensure the safety of all patrons of the library. This event is seems to be suspiciously out there with via a link, but it is a private event that patrons have to be accepted into. I have real concerns about this. I am wondering if you have again spoken with the Northbrook Police, how aware of this event you are, it is.</p>	Phone	Kate Hall	Phone
<p>My worker was being slightly rude to me &amp; I think she saw a text I sent to my mom about because afterwards she was very nice. The staff were helpful with giving me tools such as pliers &amp; checking my progress but I would check in w/ people more often &amp; treat people nicely before they have to say something to you because it make EVERYONE uncomfortable. I love the prices because they are very affordable &amp; the projects above the machines give everyone such great ideas! 7.5 out of 10. Adios!</p>	<p>Kelly spoke to the patron that submitted this comments mother. She was very impressed that the library took Grace's comment so seriously and called back as was Grace. Michelle talked to Grace about how important it was to make sure that any comment you make about a person would be one you would feel comfortable with saying to them across a table. Michelle said both she and Grace love the library and the Collaboratory and that they have had excellent service. She mentioned Grace was nervous about using the Collaboratory without her mother there. When I told her that Cathleen had mentioned to me last night that the comment was a good reminder to be positive when approaching patrons in the Collaboratory, Michelle said that speaks volumes about the type of person Cathleen is. Michelle ended by saying Grace is a serious maker and excited to visit the Collaboratory again as well as being excited to volunteer at the library as soon as she is old enough.</p>	Kelly Durov	Paper Form

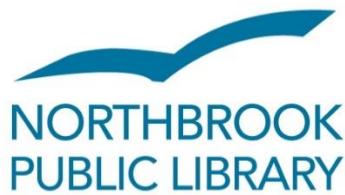
Comment	Response	Staff Member	Comment Source
<p>I think you might want to see this before the Nov 7 event, this explains some of the behaviors and motivations of the folks who are hosting the movie Israelism.</p> <p>Check out “Bringing The War Home” from Canary Mission on Vimeo.</p> <p>The video is available for your viewing pleasure at <a href="https://vimeo.com/1016826375">https://vimeo.com/1016826375</a></p> <p>I believe in free speech, and love me a good discussion. I am concerned about hate speech and inciting violence. I trust that you’ll have adequate security at the event, and that masking will not be allowed. I know that you have to allow the showing, but am concerned about the after effects.</p> <p>I consider libraries happy, positive places. I am writing a request that you cancel the showing of Israelism. The invitation notes that it is not endorsed by the Northbrook library. Attendance requires signing a form. So, if an organization requires screening of attendants, don't you think there is a problem there? Public library but screening who can come to the event?!</p> <p>The event is sponsored by SJP, an antisemitic organization banned by many colleges, that is using the Northbrook library to present a known propaganda film. There is NO place for this hate and divisiveness at the Northbrook Public Library and not shown in this space.</p> <p>Many people of Northbrook, and Americans who 80% support Israel, will be offended by this movie. It is not required that you show this movie. We pay your salaries, we support your work. Do not turn your back on Northbrook.</p>	<p>Israelism Movie</p>	<p>Kate Hall</p>	<p>Email</p>
	<p>Thank you for your email. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	<p>Kate Hall</p>	<p>Email</p>
<p>We are HUGE fans of our library ... the Northbrook Public Library. We avail ourselves of all the great programs. And the system for holding, picking up, checking out, and returning books is so easy and enjoyable.</p> <p>The Meet the Author Fair was really nice, too. Lots of really nice interaction. And thanks for the snacks &amp; coffee!</p>	<p>(This email was in response to a notification that the patron had won one of the book bundles from a drawing held at the Meet the Author Fair)</p> <p>Thank you for the wonderful feedback. I will be sure to share your kind words with library staff. Enjoy the books!</p>	<p>Lev Kalmens</p>	<p>Email</p>



Comment	Response	Staff Member	Comment Source
<p>by this upcoming screening, hosted by the Jewish Voice for Peace (JVP) and the Chicagoland Jewish Labor Bund. This is not merely a matter of intellectual freedom. By permitting this event, the library risks aligning itself with a group that has promoted anti-Israel, anti-Zionist, and pro-terrorist rhetoric, raising serious legal, financial, and reputational concerns.</p> <p>1. JVP's Support for Terrorism and Anti-Israel Violence: According to the Anti-Defamation League (ADL), Jewish Voice for Peace has repeatedly justified terrorism against Israel. In the wake of Hamas's October 7, 2023, attack on Israel, which resulted in over 1,400 Israeli deaths, JVP blamed Israel rather than condemning Hamas's brutality. The group has consistently framed Palestinian violence as legitimate resistance, even supporting Hamas, a U.S.-designated terrorist organization. JVP's rhetoric aligns with the objectives of terrorist groups like Hamas and Iran, making the library's decision to host this event not just controversial, but potentially illegal under U.S. anti-terrorism laws that prohibit providing material support to groups with ties to terrorism.</p> <p>2. Material Support for Terrorism - Legal Precedent: The Holder v. Humanitarian Law Project (2010) case establishes that even speech or activities promoting the peaceful aims of terrorist groups can be considered material support if they further the groups' broader violent agendas. JVP's rhetoric and this film clearly promote anti-Zionist narratives, which are central to the objectives of terrorist organizations like Hamas. By providing a platform for JVP, the library risks being viewed as complicit in furthering the goals of these violent groups. The DOJ's recent charges against Hamas leaders highlight the consequences of even indirect support for terrorism. The library could be implicated in providing material support if this event promotes Hamas-aligned objectives.</p> <p>3. Promotion of Antisemitic Tropes: JVP's record is not limited to anti-Israel activism; it crosses into antisemitic incitement. The ADL has documented instances where JVP affiliates propagated antisemitic tropes, such as depicting Jews as bloodthirsty aggressors through manipulated images of Israeli leaders with swastikas. These images were shared at JVP events, underscoring the group's intent to vilify Jews and Zionists. Allowing this event in your library could be seen as enabling antisemitic sentiments to fester in the community, endangering local Jewish residents.</p> <p>4. Financial Ties to Anti-Israel Movements: According to NGO Monitor, JVP has received substantial financial backing from entities that support the Boycott, Divestment, and Sanctions (BDS) movement. This includes large donations from the Rockefeller Brothers Fund, which has funded campaigns aimed at delegitimizing Israel on the global stage. By hosting this event, the library may be seen as indirectly supporting organizations with opaque funding linked to groups undermining Israel's legitimacy.</p> <p>5. Dishonesty on the Application: It is important to point out that the event organizers misrepresented their intentions on their application. While the screening was described as educational or cultural, the true agenda—promoting a one-sided, divisive, and inflammatory anti-Israel narrative—is clear. This dishonesty violates the library's standards for hosting events, and proceeding with the screening despite this would be a serious oversight that undermines the integrity of your process.</p> <p>6. Public Safety and Liability Concerns: Your Room Rental Policy mandates that events posing risks to public safety must be adequately insured, with the organizers bearing responsibility for security. Given the inflammatory nature of this screening, it is highly likely to attract protests and counter-protests, heightening the potential for violence. Have the event organizers provided sufficient insurance coverage and arranged for additional security, including police presence, to prevent harm to patrons and property? Failing to meet these requirements could expose the library to significant legal and financial liabilities.</p> <p>7. Security Responsibilities: Given JVP's documented history of inciting protests that have led to violence, it is essential that the library ensure the safety of all patrons. This includes ensuring compliance with your policy's stipulations on occupancy limits and providing additional security measures as needed. Have the event organizers arranged for such measures, and are they aware that they bear the full cost and responsibility for any disruptions? If not, the library may be held accountable for any resulting damage.</p> <p>8. Damage to the Library's Reputation: Hosting an event tied to an organization notorious for promoting antisemitism and terrorism poses a significant risk to the library's reputation as an inclusive and neutral institution. The long-term consequences of this decision could alienate patrons, particularly Jewish members of the community, and severely damage the public's trust in the library. Allowing this event contradicts the library's mission to foster a safe and welcoming environment for all.</p> <p>9. Violation of the Library Mission &amp; Policy and Federal Law: Your Room Rental Policy prohibits illegal activities and requires adherence to local, state, and federal laws. Hosting an event that promotes antisemitic rhetoric, aligns with terrorist propaganda, and could be construed as providing material support for terrorism violates these policies. Failure to revoke this event's approval not only exposes the library to legal challenges but also calls into question the library's commitment to inclusivity and safety. The library must seriously reconsider whether hosting this event aligns with its mission to serve the entire community, particularly when the event's true nature was misrepresented on the application.</p> <p>10. Reconsideration in the Interest of Public Safety:</p>	<p>Thank you for your email. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email

Comment	Response	Staff Member	Comment Source
<p>I wrote you an email on Friday 10/18 and I am disappointed that I still have not received a response. I just read the most recent article from the patch in which village president Kathryn Ciesla said on Tuesday that village will not tolerate antisemitism and was quoted "I am certain that we as a community can stand united against hate and do our level best to send these scoundrels back under the rocks they've emerged from, giving them no air to exist here in Northbrook," Ciesla said. Unfortunately, it is the same "scoundrels" that are pushing terrorist propaganda through the library (with which our hard earned tax dollars support). Included in the article is the link to an older article indicating the showing of Israelism had been cancelled from September. This seems to be an acknowledgement that the administration/board are aware of the negative and dangerous potential impact for Northbrook residents, particularly in light of the significant uptick in anti semitic incidents here. While it is disappointing that it has been nearly one week and I have not heard back from you, I do look forward to, and expect, a response to address my concerns about/plan for safety and why the library would continue to allow this type of event. I have included my original email below for reference and CC'd Ms. Ciesla as well.</p>	<p>Thank you for your email and patience in awaiting a response. Information was recently posted online about a potential room booking on Thursday, November 7 at the library. This booking was not approved and is not happening.</p> <p>Here are some details: After receiving another room booking request from a Northbrook cardholder, the Northbrook Public Library engaged in our regular room booking approval process. We met with the room booker to discuss questions and requests we had before the booking could be approved. In light of the increase in antisemitic incidents in Northbrook, and in consultation with the Northbrook Police Department and the Library's security consultant, we determined the need for licensed, bonded, and insured security guards.</p> <p>The room booker chose to cancel their room booking request after refusing to comply with the necessary security requirements we put in place to ensure the safety of our patrons, staff, and event attendees. As a result of their decision, we have processed the cancellation of the room booking request as they asked us to do.</p> <p>As I am sure you are aware, as a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke. We have previously received public requests to cancel the room booking, which would violate the 1st Amendment we are obligated to uphold.</p> <p>We recognize that the request to screen this film in Northbrook has stirred up pain and outrage for many of our community members as a result of the recent antisemitic incidents in Northbrook and the ongoing conflict in the Middle East with a heartbreaking loss of life. Please know that we do understand that this situation has been extremely challenging. The library is here to serve all members of the community and will be exploring ways we can come together to support each other. If you would like to talk with me further about this, please let me know and we can set up a time to do so.</p>	Kate Hall	Email
<p>Just wondering what your thoughts are on the coordinated rewriting/perversion of history is. This item has to do with Palestinians but the elections, and current world situation calls for renewed efforts to verify what is "truth".</p> <p>Would the library have any thoughts to have adult seminars on discerning mis- and dis-information? I suspect the need will go well past our upcoming elections.</p>	<p>I will take a look at this article and appreciate all the resources you've been sending my way. I read Uncomfortable Conversations with a Jew last month and am planning to watch the documentary you shared this weekend. I reached out to Cara yesterday because I heard about the potential community forum that might be happening and also reached out to Tracy Katz Muhl and other legislators. I would love for the library to partner on anything that is happening. I was also just talking with my Adult Services Manager about additional programming we can do to combat the disinformation that I am seeing happen throughout Northbrook. As an institution of lifelong learning, we want to help connect people with accurate and timely information. I would love to hear more of your thoughts on this and am happy to share more as we continue talking and figuring out what to do to support the community with the horrible rise in antisemitism we are seeing in our community. LMK if you want to get together and talk more.</p>	Kate Hall	Email
<p>I just wanted to thank you so much (especially Lev!) for so quickly getting the LWV "League in the Lobby" set up and advertised.</p> <p>Your team selected great days &amp; times so we really got a cross-section of traffic, you advertised it well and the table location was perfect. We had the most traffic the first evening, which was interesting to me, but we had people who specifically came to the library to see us on the afternoon time-slot. One gentleman even brought his mail-in ballot asking where to get information about what was on the ballot! That is exactly what we were hoping for.</p> <p>Everyone was just great to interact with. Thank you for that partnership.</p>	<p>I'm so thrilled to hear that it went well from your perspective as well. I know the Village has been averaging about a thousand people a day for early voting so hopefully this played a role in helping people make a plan to vote! It would be great to do this again in April if the LWV is interested. I know turn out is always lower for non presidential and as you know, the local elections are also important. Let us know if there is any interest and Lev can work with you to set that up.</p>	Kate Hall	Email

Comment	Response	Staff Member	Comment Source
Heard a rumor that the movie Israelism ' if going to be shown It's pretty anti Israel and you should not show it Please change your mind. Hope that it's not true	Israelism Movie	Kate Hall	Email



## Memorandum

---

DATE: November 4, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director and Kelly Durov, Assistant Director

RE: Joffe Emergency Services

After our discussion at last month's board meeting, we put together our vision and provided more information for the board on our safety and security needs.

### Our Vision for Safety & Security

We envision a safe and welcoming environment where everyone—staff and patrons alike—feels respected, supported, and valued. We want to create an inclusive space by taking a human centered approach using trauma-informed practices. We prioritize accessible, practical training that empowers staff to respond thoughtfully to various situations, including emergencies and community concerns.

We are dedicated to meeting all local standards, laws, and library policies, with a focus on supporting intellectual freedom, patron confidentiality, and government transparency. We believe in collaborating closely with local law enforcement and community partners to create a safety approach informed by community input and shared values. Our goal is to take a proactive, thorough approach that prioritizes the well-being of staff and patrons while upholding legal and ethical standards.

As a public institution, we recognize that while complete security is impossible, we are committed to creating a framework that prioritizes inclusivity and safety for everyone. We have already established safety processes; however, we seek to build a more cohesive framework that is proactive rather than reactive. This approach will guide us in strengthening our emergency response, focusing on essential needs, and ensuring the library remains an accessible and trusted resource for our community.

# Background

In recent years, the Northbrook Public Library has encountered a growing range of security and safety challenges, underscoring the need for enhanced measures that go beyond our staff's training and expertise. As an open, inclusive public space where everyone is welcome, we are committed to making our library a place of comfort and safety for all. However, recent events and rising social tensions—both locally, nationally, and globally—have introduced new risks. Our library is not immune to these larger societal issues, which have impacted our ability to provide a peaceful and secure environment.

Some of the key issues we've faced include:

- **Public Health and Safety:** The COVID-19 pandemic brought unprecedented health risks and operational challenges. Our team had to adapt continually, balancing safety protocols with public service expectations during a time of heightened uncertainty and anxiety.
- **Rising Behavioral and Mental Health Concerns:** As a community-centered institution, we have seen more incidents involving patron behavioral and mental health issues. This has led to confrontations, heightened stress for staff, and even temporary bans for certain individuals.
- **Increasing Security Risks:** Libraries across the country have faced challenges related to book challenges, program disruptions, and even swatting attacks requiring police response. We, too, have managed multiple such incidents. Antisemitic and discriminatory threats, as well as First Amendment audits and contentious interactions, have become more common, creating a heightened sense of vulnerability among patrons and staff.

The community consistently expresses a strong expectation that the library be in the words of several patrons a "safe haven." Yet, other comments reveal concerns over closures, restrictions, and responses to incidents, with some patrons feeling the library should remain open to support community needs during times of crisis and others commending us for closing when there are heightened security issues. In our 2024 strategic planning process, staff emphasized concerns around public safety, noting that challenges like bomb threats and heightened confrontations have created ongoing stress and fear. I've included a representative sampling of patron comments at the end of the memo.

To address these challenges, we've implemented training, from mental health awareness to emergency response protocols, created talking points for staff to help address various situations, increased staff communication and meetings to address different situations, and built partnerships with local police and fire departments. Despite these efforts, our staff are still managing increasingly complex situations that demand a level of expertise in safety protocols and security response that we do not have.

There's a phrase oft said by librarians, "They didn't teach us that in library school." Most of what we have navigated in the past five years has not been something we learned about in library school. Both of us have worked in libraries for over 20 years and this shift in how libraries are being targeted and the challenges we are facing is unlike anything we have seen or heard of in the past century of public libraries.

## Reflection on Current Situation

We are currently facing two pressing issues in our safety and security operations, both of which emphasize the need for a consistent strategy and effective implementation of security protocols. First, we continue to encounter crisis situations, including health-related challenges like COVID, as well as increasing intellectual freedom concerns that often draw heightened community attention. Second, recent events have resulted in a substantial community response, at times escalating to the point of potential protests at the library. These situations reveal the limitations of our current capacity, as we lack staff with specialized training in safety and security, leaving us responding reactively rather than proactively preparing for and managing these complex issues.

Over the past month, we have partnered with Joffe Emergency Services to enhance our crisis response capabilities. Their impact has been substantial. Joffe has coordinated effectively with local law enforcement and outside security services, developed comprehensive emergency response plans to secure both the facility and surrounding perimeter, and proactively identified potential threats through direct communication and social media monitoring. Additionally, they provided impactful, straightforward staff training, including a recorded session that will serve as a valuable resource for future training needs.

## Why Joffe?

In evaluating our options, Joffe Emergency Services stands out for their alignment with our library's values and their specialized experience in public, community-centered safety consulting.

Joffe shares our commitment to inclusivity, respect, and trauma-informed approaches, which is critical for a community institution like ours. Joffe's philosophy on safety goes beyond security measures, emphasizing community trust, de-escalation, and compassionate responses. This approach is vital in ensuring our library remains welcoming while prioritizing safety. Joffe has also demonstrated a commitment to equity and inclusion practices, which we view as essential.

Joffe Emergency Services has extensive experience working with similar public institutions, including schools, where safety needs are complex and deeply rooted in community relationships. They bring tested strategies and resources that align with our needs, providing immediate value without requiring extensive onboarding or orientation.

We have researched safety solutions and found that Joffe is uniquely positioned to address our specific concerns. Given the urgency of our current safety needs and the alignment we have found with Joffe's services, we recommend moving forward with Joffe Emergency Services. By choosing Joffe, we are confident we can create a structured, effective framework that prioritizes the well-being of our patrons and staff while maintaining the values at the heart of our library.

## Options to Consider

Joffe Emergency Services have provided us with three proposals to consider.

### Option A (Original Proposal)

Comprehensive, multi-phase support from Joffe Emergency Services, covering document development, emergency planning, implementation, staff training, and ongoing coaching through April 2026. This option includes four on-site visits and offers access to social media monitoring and a crisis hotline.

Total = \$44,385

### Option B

Focused on document preparation, program implementation, and monitoring, with three phases ending in December 2025. This option is more tailored to our fiscal years; specifically, our current fiscal year FY25 and FY26. Because it is scoped more specifically for our fiscal years, it ends up being slightly more expensive because hours cannot be moved strategically like they can in the 16-month Option A proposal. Option B includes three on-site visits and offers social media monitoring, but with fewer consulting hours and a shorter period of support than Option A. This option can also be split into two separate proposals if the board chooses to only do FY25 at this time.

FY25 = \$31,195

FY26 = \$21,130

Total = \$52,325

### Option C

Primarily dedicated to RFP development, vendor evaluation, and needs assessment for a new security system. The focus is on designing and overseeing the vendor selection process rather than broad-based implementation or training. Includes two on-site visits and

concludes in May 2025. Additional use of the crisis management hotline will be billed at a rate of \$275/hour or may be deducted from the Client's consulting hours.

Total = \$21,130

# Appendix

## Community Comments

The staff and community see the library as a safe place and expect us to navigate the often-conflicting feelings from people in the community to make it a safe space for everyone. I have pulled a representative sampling from the community survey and patron comments to highlight community feelings.

September 2024 Comment from Patron

"To me, our public library is/should be a safe haven."

Library Safety Comment from Community Survey 2023

The library needs to stop closing "in the interest of security" every time something terrible happens in the area but is not a direct threat affecting the library. Those are the very days we need the library most, as a calming institution dedicated to imparting knowledge in a peaceful way and a safe haven away from the disaster.

Intellectual Freedom Comments from Patrons in Community Survey 2023

Stay the course. No censorship. Continue your mission as stated, and if challenged, provide educational explanations of why this mission is essential.

Stop pushing the left agenda. Censorship free zone is false and misleading as you push trans and sexually explicit books and people on our children. Shame on you!

Make sure all attempts being made in various parts of the country to restrict what topics are available in libraries and schools do not happen here.

July 5, 2022 Patron Comments

A good decision for safety and even more for remembrance of those who died, were injured and all who are traumatized.

I as many others am reeling from the tragic events that unfolded yesterday in Highland Park. That said, please help me understand why our Northbrook Library is closed today. The library is a place to commune and seek solace by meeting up with others, getting a book or listening to music. I just don't understand the decision to close.



# Joffe Emergency Services

*Safer. Together.*



## DRAFT Proposal for



Created by:

Cat Cecere  
Joffe Emergency Services

Prepared for:

Kelly Durov  
Northbrook Public Library

# About Joffe Emergency Services

We partner with schools, organizations, event organizers and venues to build customized safety solutions that meet unique needs, capacity, and budget. Our experts coach, guide, and support clients through every stage of an emergency, from prevention and mitigation to response and recovery. Our programs and trainings are designed to help teams build a deep, lasting understanding of the principles and priorities of emergency response. Our empowerment-focused approach allows teams to successfully respond to any emergency, from an individual heart attack to a large-scale disaster.

**Together, we strengthen the health, safety, and security practices, ensuring each partner is confident in approach and coordinated in response.**

From assessments and emergency planning to security and health staffing, our program options are designed to help our partners implement best practices and create strong, resilient systems that allow schools and students to thrive. On behalf of the entire team at Joffe Emergency Services, I thank you for the opportunity to partner with you. We look forward to supporting your school community for many years to come!



Chris Joffe, CEO and Founder



# Master Services Agreement

Effective Date:

## PARTIES (the "Parties")

"Company"	"Client"
Joffe Emergency Services	Northbrook Public Library
Billing Address:	Address:
Contact: Cat Cecere	Contact: Kelly Durov
Phone: 1-800-913-6270	Phone:
Email: support@joffeemergencyservices.com	Email: kdurov@northbrook.info
ATTACHMENTS	
<a href="#">Standard Terms and Conditions</a>	
Schedule(s)	

A. Company hereby agrees to provide to Client, and Client hereby agrees to purchase from Company, the deliverables and/or services described in each Statement of Work added to this Master Services Agreement that has been signed by both Parties on or after the date of this Master Services Agreement (each, a "**Schedule**"). Company will provide those deliverables and/or services in accordance with the terms and conditions set forth in that Schedule, the Standard Terms and any other documents or attachments selected above (collectively, the "**Attachments**"). Each Attachment is incorporated into, and forms a part of, this Master Services Agreement (collectively, this "**Agreement**"). This Agreement does not obligate Client to purchase any deliverables, services or any other items from Company except as set forth in a Schedule. To the extent a Schedule only refers to services to be provided, the terms set forth in this Agreement related to deliverables shall not apply.

B. By signing below, Client: (i) acknowledges that it has read and reviewed the Standard Terms set forth at the following link: "[Standard Terms](#)"; (ii) affirmatively agrees to the Standard Terms as part of this Agreement; and (iii) acknowledges and agrees that the Standard Terms are incorporated into and made part of this Agreement. Upon execution of this Agreement by both Parties, Client will receive complete signed version, including the Standard Terms.

C. This Agreement (including the Attachments) replaces and supersedes all prior or contemporaneous proposals, understandings and agreements, written, electronic or oral, as well as all other communications between Company and Client concerning the subject matter of this Agreement. To the extent that any invoice, purchase order or any other document issued by either Party conflicts with the provisions of this Agreement, the terms of this Agreement will control unless a duly authorized representative of each Party signs that document.

Joffe Emergency Services	Northbrook Public Library
By:	By:
<i>Cat Cecere</i>	
Cat Cecere	Kelly Durov
Title: Managing Director of the Learning and Management Practice	Title: Assistant Director

# Option A



## Scope of Work

**Site Walkthrough:** Joffe to conduct a site walkthrough and provide a 1-2 page written summary of observations and findings to help determine a scope and sequence of work.

**Phase 1 (January 2025 – April 2025):** Joffe Emergency Services to create, edit, and/or codify documents related to the Client's emergency preparedness and management systems. This may include but is not limited to:

- Comprehensive safety plans and Emergency Operations Plans (EOPs)
- Safety and security policies for an employee handbook, Code of Conduct, etc.
- Customizable communication templates tailored to a variety of situations and audiences
- Safety committee guidelines, bylaws, and agendas
- Strategic short-term and long-term planning for safety and security initiatives
- **Development of Request for Proposals for security initiatives**

**Phase 2 (May 2025 – July 2025):** Joffe Emergency Services to implement the updated Northbrook Public Library safety program, and serve as consultant, project manager, and provide vendor oversight for security initiatives.

- Drill schedules, procedures, and debrief materials to test stakeholder understanding of response protocols
- Incident Command System (ICS) training and tabletops for: Command Teams, Strike Teams, full teams, and/or organization's board
- Building Emergency Response Training (BERT)
- Crisis Response and Management Training (CRMT)

**Joffe Emergency Services will also assist with transition of security oversight.**

**Phase 3 (August 2025 – December 2025):** Joffe Emergency Services can lead, develop, and facilitate trainings for the Client's staff, leadership team, and/or community members. ***These can be offered in-person or virtually.*** Topics may include but are not limited to:

- Building Emergency Response Training (BERT)
- Crisis Response and Management Training (CRMT)
- De-escalation training
- Behavioral Threat Assessment Training (BTAT)
- Drill observations
- Guided debriefs

**Phase 4 (January 2026 – April 2026):** Joffe Emergency Services coaching and continuous support can include regular collaboration with a Joffe consultant on projects related to the Client's emergency preparedness and management goals. This may be achieved through:

- Regular check-ins between the Client and Joffe consultant in accordance with the Client's preferred cadence and platform
- Data monitoring to support implementation
- Focus groups, listening sessions, or “Town Halls” with community members
- Leading or assisting in executive or board presentations
- Customized creation of one-off resources, templates, and tools to fit Client needs

Joffe Emergency Services is also to provide monitoring of Client social media.

There is to be a period of at least 30 days between completion of this agreement by both parties and any scheduled on-site visit. This agreement includes 4 site visits.

Joffe Academy access and use of the crisis management hotline are provided free with this agreement. Additional use of the crisis management hotline will be billed at a rate of \$275/hour or may be deducted from the Client's consulting hours.

**Northbrook Public Library Specific Additional Contract Agreements:**

If Highland Park Public Library signs for in-person work, and the site visits to both Northbrook and Highland Park can be done in the same visit, Joffe Emergency Services will refund half the travel costs and travel hours as indicated.

## Term-length Pricing

Service	Subtotal
Consulting (75 Hours)	\$20,625.00
On-Site Visits & Travel x 4 (includes travel time)	\$23,760.00
<b>Total</b>	<b>\$44,385.00</b>

### Terms of Service:

January 1, 2025 - April 30, 2026

## Payment Terms

Payment of \$12,330 due net 15 days from the execution of this agreement. The remaining balance of \$32,055 is due on May 1, 2025.

### Client billing contact information

Name:

Email:

Title:

Phone:

**Payment Instructions (Please select one.)**

☐

**Pay by Wire or ACH:**

Bank Name: First Republic Bank

Bank Address: Santa Monica, CA

Routing & Transit #: 321081669

For the credit of: Joffe Emergency Services

Address: P.O. Box 25638, Pasadena, CA 91185

Credit Account #: 80014207027

☐

**Pay by Check:**

Company Name: Joffe Emergency Services

Company Address: P.O. Box 25638, Pasadena, CA 91185

☐

**Pay by Credit Card:**

Please follow instructions in invoice.

JOFFE EMERGENCY SERVICES

Northbrook Public Library

By:

*Cat Cecere*

By:

Cat Cecere

Title: Managing Director of the Learning and  
Management Practice

Kelly Durov

Title: Assistant Director

# Option B



## Scope of Work

**Site Walkthrough:** Joffe to conduct a site walkthrough and provide a 1-2 page written summary of observations and findings to help determine a scope and sequence of work.

**Phase 1 (January 2025 – April 2025):** Joffe Emergency Services to create, edit, and/or codify documents related to the Client's emergency preparedness and management systems. This may include but is not limited to:

- Comprehensive safety plans and Emergency Operations Plans (EOPs)
- Safety and security policies for an employee handbook, Code of Conduct, etc.
- Customizable communication templates tailored to a variety of situations and audiences
- Safety committee guidelines, bylaws, and agendas
- Strategic short-term and long-term planning for safety and security initiatives
- **Development of Request for Proposals for security initiatives**

Joffe Emergency Services is also to provide monitoring of Client social media.

There is to be a period of at least 30 days between completion of this agreement by both parties and any scheduled on-site visit. This agreement includes 1 site visit.

Joffe Academy access and use of the crisis management hotline are provided free with this agreement. Additional use of the crisis management hotline will be billed at a rate of \$275/hour or may be deducted from the Client's consulting hours.

### Northbrook Public Library Specific Additional Contract Agreements:

If Highland Park Public Library signs for in-person work, and the site visits to both Northbrook and Highland Park can be done in the same visit, Joffe Emergency Services will refund half the travel costs and travel hours as indicated.

## Term-length Pricing

Service	Subtotal
Consulting (40 Hours)	\$11,000.00
On-Site Visits & Travel (includes travel time)	\$5,940.00
Social Media Monitoring	\$1,000.00
<b>Total</b>	<b>\$17,940.00</b>

## Terms of Service:

January 1, 2025 - April 30, 2025

## Payment Terms

Payment due net 15 days from the execution of this agreement.

## Client billing contact information

Name:

Email:

Title:

Phone:

## Payment Instructions (Please select one.)

☐

Pay by Wire or ACH:

Bank Name: First Republic Bank

Bank Address: Santa Monica, CA

Routing & Transit #: 321081669

For the credit of: Joffe Emergency Services

Address: P.O. Box 25638, Pasadena, CA 91185

Credit Account #: 80014207027

☐

Pay by Check:

Company Name: Joffe Emergency Services

Company Address: P.O. Box 25638, Pasadena, CA 91185

☐

Pay by Credit Card:

Please follow instructions in invoice.

JOFFE EMERGENCY SERVICES

Northbrook Public Library

By:

*Cat Cecere*

By:

Cat Cecere

Title: Managing Director of the Learning and  
Management Practice

Kelly Durov

Title: Assistant Director



# Option B



## Scope of Work

**Phase 2 (May 2025 - July 2025):** Joffe Emergency Services to implement the updated Northbrook Public Library safety program, and serve as consultant, project manager, and provide vendor oversight for security initiatives.

- Drill schedules, procedures, and debrief materials to test stakeholder understanding of response protocols
- Incident Command System (ICS) training and tabletops for: Command Teams, Strike Teams, full teams, and/or organization's board
- Building Emergency Response Training (BERT)
- Crisis Response and Management Training (CRMT)

**Joffe Emergency Services will also assist with transition of security oversight.**

**Phase 3 (August 2025 - December 2025):** Joffe Emergency Services can lead, develop, and facilitate trainings for the Client's staff, leadership team, and/or community members. ***These can be offered in-person or virtually.*** Topics may include but are not limited to:

- Building Emergency Response Training (BERT)
- Crisis Response and Management Training (CRMT)
- De-escalation training
- Behavioral Threat Assessment Training (BTAT)
- Drill observations
- Guided debriefs

**Phase 4 (January 2026 - April 2026):** Joffe Emergency Services coaching and continuous support can include regular collaboration with a Joffe consultant on projects related to the Client's emergency preparedness and management goals. This may be achieved through:

- Regular check-ins between the Client and Joffe consultant in accordance with the Client's preferred cadence and platform
- Data monitoring to support implementation
- Focus groups, listening sessions, or "Town Halls" with community members
- Leading or assisting in executive or board presentations
- Customized creation of one-off resources, templates, and tools to fit Client needs

Joffe Emergency Services is also to provide monitoring of Client social media.

There is to be a period of at least 30 days between completion of this agreement by both parties and any scheduled on-site visit. This agreement includes 2 site visits.

Joffe Academy access and use of the crisis management hotline are provided free with this agreement. Additional use of the crisis management hotline will be billed at a rate of \$275/hour or may be

deducted from the Client's consulting hours.

**Northbrook Public Library Specific Additional Contract Agreements:**

If Highland Park Public Library signs for in-person work, and the site visits to both Northbrook and Highland Park can be done in the same visit, Joffe Emergency Services will refund half the travel costs and travel hours as indicated.

**Term-length Pricing**

Service	Subtotal
Consulting (45 Hours)	\$12,375.00
On-Site Visits & Travel (x3)	\$17,820.00
Total	\$30,195.00

**Terms of Service:**

May 1, 2025 - April 30, 2026

**Payment Terms**

Payment due net 15 days from the execution of this agreement.

**Client billing contact information**

Name:

Email:

Title:

Phone:

**Payment Instructions (Please select one.)**

- ☐ Pay by Wire or ACH:  
Bank Name: First Republic Bank  
Bank Address: Santa Monica, CA  
Routing & Transit #: 321081669  
For the credit of: Joffe Emergency Services  
Address: P.O. Box 25638, Pasadena, CA 91185  
Credit Account #: 80014207027
- ☐ Pay by Check:  
Company Name: Joffe Emergency Services

Company Address: P.O. Box 25638, Pasadena, CA 91185



Pay by Credit Card:

Please follow instructions in invoice.

JOFFE EMERGENCY SERVICES

Northbrook Public Library

By:

*Cat Cecere*

By:

Cat Cecere

Title: Managing Director of the Learning and  
Management Practice

Kelly Durov

Title: Assistant Director

# Option C



## Scope of Work

Joffe Emergency Services will:

1. **Conduct Needs Assessment and Initial Consultation**
  - Conduct meetings with library staff and stakeholders to understand specific security needs, including access control, surveillance, alarm systems, and emergency response protocols.
  - Document current security challenges, requirements, and expectations for the new system.
2. **RFP Development**
  - Draft a detailed RFP document, outlining the project’s background, scope, objectives, and specific security requirements.
  - Define criteria for qualifications, including vendor experience, project approach, technical expertise, and references.
  - Ensure RFP compliance with relevant public procurement laws and standards, including any state or local regulations specific to public libraries.
3. **Vendor Outreach and Communication**
  - Develop and execute a strategy for disseminating the RFP, targeting vendors with relevant expertise.
  - Act as the primary point of contact for vendor questions and clarifications, providing consistent and transparent communication.
4. **Evaluation Process Design and Oversight**
  - Develop an evaluation rubric or scoring matrix to objectively assess vendor qualifications and proposals.
  - Organize and facilitate an evaluation panel, ensuring adherence to evaluation guidelines and scoring criteria.
  - Coordinate the interview process with selected vendors, preparing questions and evaluation criteria for in-person or virtual presentations.

There is to be a period of at least 30 days between completion of this agreement by both parties and any scheduled on-site visit. This agreement includes 2 site visits.

Joffe Academy access and use of the crisis management hotline are provided free with this agreement. Additional use of the crisis management hotline will be billed at a rate of \$275/hour or may be deducted from the Client's consulting hours.

## Term-length Pricing

Service	Subtotal
---------	----------

Consulting (30 Hours)	\$8,250.00
On-Site Visits & Travel (x2) (includes travel time)	\$11,880.00
<b>Total</b>	<b>\$20,130.00</b>

**Terms of Service:**

January 1, 2025 - May 31, 2025

**Payment Terms**

Payment due net 15 days from the execution of this agreement.

**Client billing contact information**

Name:

Email:

Title:

Phone:

**Payment Instructions (Please select one.)**

☐

Pay by Wire or ACH:

Bank Name: First Republic Bank

Bank Address: Santa Monica, CA

Routing & Transit #: 321081669

For the credit of: Joffe Emergency Services

Address: P.O. Box 25638, Pasadena, CA 91185

Credit Account #: 80014207027

☐

Pay by Check:

Company Name: Joffe Emergency Services

Company Address: P.O. Box 25638, Pasadena, CA 91185

☐

Pay by Credit Card:

Please follow instructions in invoice.

JOFFE EMERGENCY SERVICES

Northbrook Public Library

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By:

*Cat Cecere*

By:

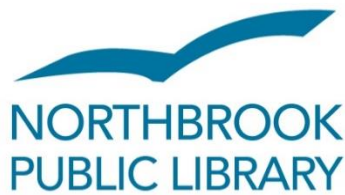
Cat Cecere

Title: Managing Director of the Learning and  
Management Practice

Kelly Durov

Title: Assistant Director

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## Memorandum

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To: Board of Directors  
From: Kate Hall and Anna Amen  
Date: 11/15/2024  
Subject: Recommendation to Investigate Outsourcing Facilities Department

### Introduction

After the chiller failure last year, we discovered a number of items that had not been taken care of which Anna promptly addressed. Last month, Dan McQuinn, Interim Facilities Manager, presented a State of the Building report, which gave us a deeper understanding of some of the complexities involved in current building systems. The last few maintenance managers did not have any formal training for running building systems. As building systems have increased in complexity, we have turned to outside vendors to ensure our systems are being maintained.

When Dan McQuinn and Tom Spelz, both licensed building operating engineers, started sharing what should be done to maintain the building, we started looking at what our needs were for staffing. In his report last month, Dan included a recommendation to outsource the Facilities Department. After further discussions and a review of our current operational needs, we feel that investigating this option makes the most sense from an operational and financial standpoint. This decision is driven by our goal to improve service quality, streamline operations, and reduce costs, while ensuring a safe and efficient environment for both staff and library patrons.

We are bringing this to the board and asking for approval to move forward with an RFP.

### Why Consider Outsourcing?

We recognize that considering outsourcing this department will be a significant shift in how we have managed the building previously. Based on the information we currently have, we feel that outsourcing could make a great deal of sense, but we need to gather more information. Here are some of the potential benefits we see in investigating this option.

1. Access to Expertise:  
Outsourcing will give us access to a team of specialists at a company who focus on maintaining public facilities. Much like with our IT, this will mean that we have an entire organization that we can turn to for more challenging building issues while having onsite staff that would be deeply familiar with our building.
2. Improved Service & Efficiency:  
With an external provider focused solely on our facilities, we expect service quality to improve, creating a safer and more pleasant environment for patrons and staff. Additionally, we anticipate greater operational efficiency and expect to see a reduction in the number of outside vendors we need to bring in to repair and maintain systems.
3. Technology & Innovation:  
Facility management providers have advanced tools and technologies that help identify potential issues before they become costly problems, such as HVAC repairs or energy efficiency upgrades. This allows us to stay ahead of maintenance needs without the large upfront costs of acquiring these technologies ourselves.
4. Cost Savings:  
Outsourcing can lead to savings. We expect to see a reduction in the number of outside vendors we need to bring in to repair and maintain systems which will result in cost savings for the library.
5. Risk Management & Compliance:  
An experienced outsourcing partner brings deep knowledge of compliance and safety standards, which can help reduce risks and ensure we meet all necessary regulations.

## Potential Concerns

While we do think this is an option that makes sense to investigate for the library, we recognize that there might be things that arise that cause us to reconsider. There are several considerations that would cause us to reconsider outsourcing:

1. Cost: We have looked at preliminary costs and think that outsourcing would be comparable based on what we are currently paying (see below for more info), we recognize that costs might come back and be prohibitively expensive. If that is the case, we would move back to hiring a replacement Facilities Manager.
2. Current Staff: Our current staff are excellent and hard-working employees. We have included in the RFP that part of moving to an outside vendor would require that the vendor hire existing staff. In talking with one of the companies that does this, we have been informed that this is a common practice.
3. Unknown: Based on the research we have done, we feel this is the right move, but also recognize that we are still gathering information and learning. If we learn information that makes it clear we would be unable to ensure that our expectations



are not able to be met, we would move back to our original plan to hire a facilities manager, but focus on bringing on board someone that has certifications in building operations.

## Process

If we move forward, this is the proposed plan.

### Request for Proposals (RFP)

We have created an RFP that our attorney is reviewing. A draft is included in the packet. While we'll be working with an external provider, we will maintain full oversight. The library will retain final decision-making authority to ensure the vendor's work aligns with our values and needs.

### Vendor Evaluation / Selection / Contract Negotiation

Proposals will be evaluated based on cost, experience, references, and ability to meet our needs. We will ensure the selected provider has a proven track record with public buildings and will establish clear service-level agreements to hold them accountable. We will also regularly monitor their performance to ensure they meet our expectations.

### Transition & Implementation

The selected vendor will work closely with us to ensure a smooth transition, including training on our facility systems and introducing their team to staff. The transition will be managed carefully to minimize disruption. A detailed transition plan will be developed in partnership with the chosen vendor to ensure that all operational knowledge is transferred smoothly. We plan for the vendor to hire existing library staff, and both Dan and Tom (Interim Facility Managers) will remain involved during the transition to share their expertise and ensure a smooth handover.

### Ongoing Monitoring

We will hold the provider accountable through regular performance reviews and clear expectations. This approach will be similar to our relationship with Outsource Solutions Group (OSG), the vendor that manages our IT services.

## Proposed Timeline

- RFP Release Date: November 22, 2024
- RFP Submission Date: December 20, 2024
- Vendor Evaluation: December 21, 2024 – January 8, 2025
- Board Review & Potential Approval: January 16, 2025
- Transition & Implementation: 4–6 weeks

# Costs

Here is a range of our annual costs for our in-house Facilities Department when fully staffed with 3.25 FTE:

Facility Staff Salary (3.25 FTE)	\$188,000-\$244,000
Employee Benefits (Healthcare, Retirement, etc.)	\$124,000-\$133,000
Total Annual Cost for In-House Facilities Department	<u>\$312,000-\$377,000</u>

We do not have estimated costs for outsourcing and recognize that vendor costs might lead us to not moving forward.

# Conclusion

We believe that investigating this and moving forward with an RFP aligns with our strategic goals and will allow us to better serve the library community. We are committed to making the transition as smooth and transparent as possible and look forward to addressing any questions or concerns you may have and talking with the board about moving forward.



1201 Cedar Lane | Northbrook, IL 60062  
847-272-6224 | [www.northbrook.info](http://www.northbrook.info)

# **Request for Proposal (RFP)**

## *Outsourced Building Management Services for Northbrook Public Library*

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# Introduction

The Northbrook Public Library is seeking quotations from qualified firms with experience providing building management and support services to public buildings. Services will include but are not limited to the responsibilities outlined in the Scope of Services section below.

## Background

The Northbrook Library serves a community of 35,222 with 114 staff in an 87,000 square foot building originally built in the 1960s that has undergone various renovations and additions over the past 25 years. Detailed floor plans and building system specifications are included in the attachments.

Open 69 hours per week, the Library averages 1,200 visitors a day. Operating hours are:

- Monday-Thursday 9am-9pm
- Friday 9am-6pm
- Saturday 9am-5pm
- Sunday 1pm-5pm

Our 5 meetings rooms and 225 person auditorium have a variety of equipment for staff and public use. We average 1,000 programs done by the library annually and about 350 outside room bookings. The firm would be responsible for being familiar with meeting room equipment and providing room set-up and take down.

## Building History

Year	Project
2021	1st Floor Circulation Renovation
2020	Addition of 13 study rooms
2018	1st floor Maintenance & Technical Services Renovation
2017	Makerspace Construction Project
2015	Meeting Room & Auditorium Renovations
1999	2nd & 3rd floor addition of 35,000 sq. ft.
1975	20,500 sq. ft. addition
1959	Building Constructed (31,500 sq. ft.)

## Building Systems History

Year	Project
2024	Chiller Repair, Parking Lot Maintenance (Sealing & Striping)
2023	
2022	Steam Humidification Boiler Replacement
2021	Fire Panel Replacement, Fire Pump Replacement
2020	Boiler Ventilation Upgrade, Fire sprinkler replacement, Exterior Facade Coating & Sealant Project
2019	Roof repair work (Penthouse), Fire Sprinkler replacement
2018	Recabbling, Catch Basin, Manhole and Asphalt Resurfacing
2017	
2015	HVAC Upgrade

## Scope of Services

The Northbrook Public Library is seeking quotations from qualified firms with experience providing building management and support services to public buildings. Services will include but are not limited to:

- Manage ongoing maintenance and upkeep of the building and grounds to ensure a clean, attractive, and safe environment for staff and patrons. Ensure effective operation of building systems including heating, cooling, and ventilation.
- Assist in planning, implementing, and completing building and grounds capital projects. Oversee repair and preventive maintenance tasks, including HVAC systems, plumbing, electrical, and carpentry work.
- Develop and implement strategic goals, processes, and procedures for the Facilities Department to enhance operational efficiency and service quality.
- Participate in budget preparation and administration. Monitor inventory of tools and supplies to ensure availability and cost-effectiveness.

- Identify safety hazards and implement remediation to maintain a safe environment for building occupants. Ensure compliance with regulatory laws and guidelines related to building operations.
- Oversee and coordinate activities of contractors working within the building, ensuring they meet performance standards and adhere to safety regulations.
- Be prepared to respond to after-hours site emergencies as needed, ensuring swift and effective resolution of urgent issues.

## **Library Ongoing Needs & Expectations**

The ideal firm will demonstrate the following qualities and capabilities:

### **Responsiveness**

- Guarantee a maximum response time for emergency situations (e.g., within 1 hour)
- Provide a clear escalation process for issues of varying urgency
- Offer 24/7 availability for critical systems support
- Ensure timely communication and follow-up on all requests and inquiries

### **Customer Service Excellence**

- Assign a dedicated account manager to serve as the primary point of contact
- Provide regular check-ins and proactive communication to address potential issues
- Offer training and support to identified library staff on relevant building systems and procedures
- Demonstrate a commitment to understanding and meeting the unique needs of the library

### **Strong Project Management Skills**

- Assign experienced project managers to oversee all major projects
- Develop detailed project plans, including timelines, milestones, and resource allocation
- Provide regular progress reports and updates to library leadership
- Demonstrate the ability to manage multiple projects simultaneously while meeting deadlines
- Proactively identify and mitigate potential project risks and issues

### **Building Infrastructure Expertise**

- Demonstrate a deep understanding of public building systems and requirements
- Provide a comprehensive preventive maintenance plan to ensure optimal system performance
- Offer recommendations for energy efficiency improvements and cost-saving measures
- Stay current with industry best practices and emerging technologies
- Maintain all necessary certifications and licenses for building management

#### Proactive Communication and Reporting

- Provide regular reports on building performance, maintenance activities, and project status
- Conduct regular meetings with library leadership to discuss ongoing operations and future plans
- Proactively communicate potential issues or concerns and provide recommended solutions
- Maintain detailed documentation of all building systems, maintenance records, and project plans

#### Partnership and Long-Term Planning

- Demonstrate a commitment to understanding the library's long-term goals and objectives
- Offer strategic guidance and recommendations for capital improvements and budgeting
- Collaborate with library leadership to develop a long-term building management plan
- Provide insights and analysis on industry trends and best practices
- Act as a trusted partner in ensuring the long-term success and sustainability of the library's facilities

#### Safety and Security Expertise

- Demonstrate a deep understanding of safety and security best practices for public buildings
- Conduct regular safety audits and risk assessments to identify potential hazards
- Develop and implement comprehensive safety and security protocols, including emergency response plans
- Partner with library leadership to provide ongoing training and support to library staff on safety and security procedures
- Partner with library leadership to maintain a comprehensive emergency preparedness plan
- Provide input and support to the Assistant Director and Emergency Services Consultant in the development of long-term safety and security strategies
- Ensure compliance with all relevant safety and security regulations and standards

By demonstrating these qualities and capabilities, the ideal building management firm will serve as a reliable and proactive partner in maintaining and enhancing the library's physical infrastructure. The successful firm will work collaboratively with library leadership to ensure that the building remains a safe, comfortable, and welcoming environment for patrons and staff alike while optimizing operational efficiency and long-term sustainability.



## **Projects**

In addition to the ongoing maintenance and support, the Library has several major projects that need attention in the coming fiscal year.

List of Projects for 2025-2027:

1. Security Cameras: Upgrade security camera system.
2. Building Automation System Upgrades
3. Elevator Modernization
4. Landscaping
5. Masterplan

## **Staffing Requirements**

The building management firm must have a building operating engineer on staff and ensure coverage in the building during all hours the library is open.

The firm must agree to hire existing library facilities staff and keep them on as part of the proposed plan (1 FT Facilities Assistant, 1 PT Facilities Worker/Custodian). As part of this plan, the existing security monitors (2 PT) will remain as library employees and will report to the Operating Engineer. Copies of the library's job descriptions for facilities and security monitors are included in the attachments.

The provider should propose a staffing plan that meets the library's needs, including information on the qualifications and experience of key personnel.

## **Performance Standards and Quality Control**

The building management firm will be expected to meet agreed-upon performance metrics and quality standards, which will be monitored through regular reporting and communication with library leadership. Detailed performance standards will be established in the final contract.

## **Communication and Reporting**

The building management firm must maintain regular communication with library leadership and provide reports on building operations, maintenance activities, and project status on a mutually agreed-upon schedule. The provider should specify their proposed communication plan and reporting formats in their proposal.

## **Technology and Equipment**

The building management firm will be responsible for providing and maintaining any

necessary technology or equipment to perform the required services. Proposals should specify what technology and equipment will be used and include associated costs.

## Proposal Submission Requirements

Proposals must be submitted electronically in PDF format to Anna Amen, Finance and Operations Director, at [aamen@northborok.info](mailto:aamen@northborok.info) by **[DEADLINE]**. All questions regarding this proposal should be sent to Anna Amen, Finance and Operations Director, [aamen@northborok.info](mailto:aamen@northborok.info).

Proposals should include the following and follow the attached Proposal template:

1. Name of Company
2. Contact name and title
3. Address
4. Phone number
5. Email
6. Number of employees and titles of all employees
7. Number of contracted workers (if any)
8. Company background and qualifications
9. Any additional information demonstrating the company's capabilities and value proposition
10. Proposed approach to meeting the scope of services including breakdown of what support will be provided on-site, off-site, and in emergency situations
11. Staffing plan, including qualifications of key personnel and specifying what level of staff would be responsible for each type of support
12. Detailed budget breakdown including cost and hour breakdown for support, Proposed communication and reporting plan
13. Proof of insurance
14. References as outlined above, which should include:
  - a. Names and contact information of three libraries or similar agencies currently under contract
  - b. A full list of any libraries or similar agencies the firm has worked with in the past three years, either on an ongoing basis or for special projects, clearly indicating which clients received ongoing support and which were single projects

## RFP Review

Based upon the quotations received, the Library will select several firms based on the criteria outlined below to come in for interviews either the week of **[INSERT DATES]**. Once the interviews are completed, a firm will be recommended to the board of trustees. Upon approval by the board, the Library will enter into a two year agreement with an option for renewal.

The firm that is ultimately awarded the contract will have a proven track record of supporting local government facilities and will need to demonstrate an ability to

provide a high level of project management skills, service, and expertise in a variety of building management areas.

Proposals will be evaluated based on the following criteria:

Demonstrated understanding of the library's needs (20%)

Qualifications and experience of the firm and key personnel (30%)

Feasibility and effectiveness of proposed approach (20%)

Cost effectiveness and value (15%)

Communication and reporting capabilities (10%)

References (5%)

## Timeline

RFP Release Date: Nov 22, 2024

Deadline for Questions: December 10, 2024

Proposal Submission Deadline: Dec 20, 2024

Interviews: January 2-8, 2025

Reference Checks: January 2-8, 2025

Selection Decision: January 16, 2025

Contract Start Date: TBD

## Terms and Conditions

[Insert standard legal terms and conditions, including any specific requirements related to public entities or libraries]

## Insurance and Liability

The building management firm must maintain adequate insurance coverage, including general liability, workers' compensation, and professional liability insurance. Minimum insurance requirements and indemnification provisions will be detailed in the final contract.

## Pricing and Payment

Proposals must include detailed pricing for all proposed services, including any necessary staffing, equipment, and materials costs. The library prefers a fixed-fee pricing structure, with payment terms to be negotiated as part of the final contract.

## Attachments

A. Building floor plans

B. Building systems documentation (Facility Plan, Master Plan, ?)

C. Facilities Job Descriptions



## Attachment D: Proposal Template

Proposals must be submitted electronically in PDF format to Anna Amen, Finance and Operations Director, at [aamen@northborok.info](mailto:aamen@northborok.info) by **[DEADLINE]**. All questions regarding this proposal should be sent to Anna Amen, Finance and Operations Director, [aamen@northborok.info](mailto:aamen@northborok.info).

1. Name of Company
2. Contact name and title
3. Address
4. Phone number
5. Email
6. Employees

Total # of Employees:

# of Employees	Title/Role

7. Independent contractors (if any)

Total # of IC:

# of IC	Role


8. Company background and qualifications

9. Additional information

10. Proposed approach

11. Staffing plan

12. Budget

13. Proof of insurance

14. References

	Organization Name	Contact (Name, Phone, Email)	Years Working Together
1			
2			
3			

## List of Customers for Past 3 Years

[illegible]

# Strategic Plan Report

November 2024

While we are not formally starting the Strategic Plan until January 2025, we have already begun working on a number of the goals. This is the first quarterly update and it shares some of the activities we have undertaken. In future updates, I will provide more context and information on how we are achieving outcomes.

## Connect with Our Community

### Goal 1.1

Position ourselves as the community's center for information needs.

- Successfully launched the Adult Summer Reading program with 972 registrations, 587 challenges completed, 788 activities logged, 5905 books read, and 119 reviews submitted.
- Started accepting staff and board member suggestions for the 2025 One Book, One Northbrook community read which will happen in Fall 2025.
- Held multiple events and displays for Banned Books Week, including a book list, interactive displays, and a program titled "Books on the Chopping Block."
- Participated in the SeniorPalooza outreach event at the YMCA, engaging over 80 attendees.
- Continued offering Home Delivery Service for patrons unable to visit the library, with positive feedback from recipients.
- Updated the website's Election Information page with new resources from Adult Services.
- Coordinated staffing and resources for outreach events, including the 4th of July Parade, Chamber of Commerce Business Expo, Farmers Market, Shermerfest, and SeniorPalooza, with 817 public interactions.



- Partnered with the Village for an informational table on the new waste hauler, LRS.
- Organized a donation drive with the American Legion and Northbrook VFW for Veterans Leaving Homelessness, receiving numerous public donations.
- Held the annual Food Drive, generating significant contributions for the Northfield Township Food Pantry.

## Goal 1.2

Provide exposure to new experiences and ways of looking at the world.

- Hosted various events promoting cultural understanding, including:
  - Bilingual Storytimes - Korean and Hebrew
  - LGBTea Party Family Program
  - Screening of the documentary “Punch 9 for Harold Washington”
- Educational discussions and programs on civil rights
- Collaborated on Banned Books Week activities, emphasizing the importance of freedom to read.

# Build an Inclusive Culture

## Goal 2.1

Align staff roles and responsibilities and improve decision making processes across the organization.

- Conducted strategy sessions, including a discussion on workload distribution and response processes for incident reports.
- New HR Director did staff listening sessions to hear what works and what doesn’t from staff across the organization.
- HR launched a Q3 2024 Pulse Survey with qualitative feedback to address perceptions of fairness in workload and staff capacity.

## Goal 2.2

Foster a culture of shared growth and learning.

- Staff engaged in continuous learning, attending conferences and completing courses on accessibility, safety, and library service improvement.
- Held multiple in-house training sessions, including fire safety and security, and peer-sharing sessions through LACONI events, including an event on marketing strategies.

## Goal 2.3

### Embed Equity, Diversity, and Inclusion in Operations

- Assigned leadership of the EDI committee to a designated individual, including collaboration with consultant Lily Zheng.
- Established inclusive meeting norms reviewed in managers' meetings.
- Began an exploratory process to realign staff roles, especially in the Technical Services and Circulation departments, due to upcoming retirements.
- Adjusted program schedules to be more accessible, including transitioning some events to "drop-in" and changing start times for inclusivity.

## Create Spaces to Belong

### Goal 3.1

Reimagine our spaces to increase flexibility and opportunities to explore and connect.

- Started updating the Master Facilities Plan but paused for Payroll project
- Launched a Civic Room project for hybrid meetings, with the installation scheduled for late October to mid-November.
- Engaged with state representatives to discuss affordable internet options, exploring e-rate consultants for cost savings.
- Collaborated with Northbrook's CATCH organization to host the "Note Your Feelings" initiative, allowing patrons to share their emotions on sticky notes in the library.
- Reconfigured summer reading areas to improve display and engagement.

- Updated displays to reflect seasonal themes, including holiday and international book selections.

## Goal 3.2

Cultivate an inclusive and welcoming library environment.

- Organized programs that celebrate cultural diversity, including:
  - Ukrainian Music and Dance
  - A documentary screening event for Banned Books Week
  - Created a new web page celebrating Hispanic Heritage Month and, in addition, provided staff resources and activities to learn more
- Enhanced volunteer programs to include more accessible options, though further progress was delayed due to staffing.
- Organized events like the LGBTQIA+ Tea Party and sensory-friendly family activities.
- Partnered with community organizations to facilitate inclusive programming, such as the Flying Fox Conservation Fund event.

## Goal 3.3

Improve access to facilities, programs, and materials to better serve all populations.

- Implemented website accessibility updates and additional digital privacy measures for public computer usage.
- Made updates to program facilities, including adding privacy screens on computers and improving captioning capabilities.
- Adjusted shelving and labeling in youth sections for easier navigation.
- Expanded collections and programs with diverse materials and improved accessibility features.
- Enhanced volunteer support by providing orientation for student volunteers and their job coaches.

# Strategic Plan 2025-2027Activity Plan

## Connect with Our Community

### Goal 1.1 Position ourselves as the community's center for information needs.

Activity	November 2024 Update	Outcome Reflections
Make data-driven decisions to optimize and expand collections based on community needs.		Increased circulation. Holds ratios are in line with policy and users report satisfaction with wait times and availability of materials.
Develop and implement programs to educate the community on AI.		4 AI programs held annually; 80% of participants report increased understanding of AI.
Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.		Documented procedures in place. 90% of renters report satisfaction with the facility at the end of year 1.

### Goal 1.2 Provide exposure to new experiences and ways of looking at the world.

Activity	Outcome Reflections
Develop a comprehensive programming plan that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.	Plan for each programming department and library wide is completed. Staff report on different categories annually including reflections on what was learned.

## Build an Inclusive Culture

### Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.

Activity	Outcome Reflections
Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.	8% increase in Pulse survey responses from base survey on staff reporting integration of EDI principles into decision making processes.
Identify activities that can be sunsetted with an eye toward meeting strategic goals and increasing staff capacity.	Staff reports increased capacity in Pulse survey and each department has reviewed one activity to sunset or streamline.

### Goal 2.2 Foster a culture of shared growth and learning.

Activity	Outcome Reflections
Continue to implement regular training sessions for staff development.	90% staff participation in training sessions. 80% of participants report improved skills and knowledge.
Staff learn about AI tools and look into integrating AI tools into library operations.	Each staff members attends one program to learn more about AI. 75% of staff report increasing their understanding of AI.
Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.	New reporting system implemented. Increased efficiency in reporting and decrease staff time for compiling monthly stats.

### Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

Activity	Outcome Reflections
Reassess and redistribute EDI-related workstreams to ensure balanced workload and effective implementation.	EDI workstreams reassigned and balanced; 8% increase in Pulse survey responses on staff capacity over base survey.
Review and set expectations for effective and inclusive meeting norms.	Meeting guidelines established and implemented.
Perform a comprehensive pay equity audit to ensure fair compensation across all roles.	Pay equity audit completed; Identified disparities addressed.

## Create Spaces to Belong

### Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.

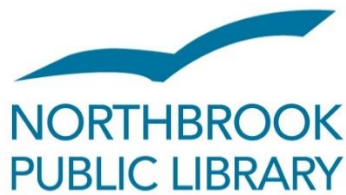
Activity	Outcome Reflections
Review and update the Master Facilities Plan to reflect current and future needs.	Updated Master Facilities Plan approved
Create a Civic Room hybrid meeting room to support flexible, hybrid meetings and events.	Civic Room hybrid meeting room established

### Goal 3.2 Cultivate an inclusive and welcoming library environment.

Activity	Outcome Reflections
Continue to organize programs that celebrate cultural diversity and foster an inclusive community.	85% of participants in cultural programs report feeling more included.
Enhance the volunteer program to ensure accessibility and inclusivity for all, including court-ordered volunteers.	Every department has long and short term volunteers. Volunteer placement increased by 10% across the library.

### Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.

Activity	Outcome Reflections
Launch the "Find More Illinois" initiative to provide access to more materials statewide.	Initiative launched; staff report understanding and familiarity with new process; Staff work with CCS on assessing patron satisfaction.



## Memorandum

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DATE: November 15, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY25 ED Goals Check-In

As part of setting my goals in May, we talked about doing a quarterly check-in on where I am at with my goals. I have included my goals and the original timeline I set for them and have added information on the progress I made since we finalized the goals at the May meeting.

Depending on some of the unexpected projects that come up, I may recommend updating my goals in the next quarter to better reflect changes to what we need to focus on this year.

Goals	Q1	Q2	Q3	Q4
Strategic Plan and EDI Goals Implementation				
Staffing Analysis				
HR Policy Review				
Website Review and Improvement				
Succession Plan Creation	✓			
Master Facilities Plan Revision				

1. Strategic Plan and EDI Goals Implementation: Create the implementation plan for the strategic plan and EDI (Equity, Diversity, and Inclusion) goals by September 2024, launch strategic plan implementation, and start quarterly progress reporting to the Board and community including the development of a web dashboard by December 2024.

August Update: We have adopted the plan and completed the Activity Plan and Outcomes Reflections (formerly Evaluation Metrics) for the Strategic Plan. We have been rolling it out to staff and department managers are working on weaving it into department workloads. I have updated the monthly reporting templates and will be starting to use them in September. We are awaiting board review of the proposal from Mallory Edgar to work on the dashboard and will be starting that piece of the project next.

November Update: We have a separate strategic plan quarterly report that goes into more detail. We have continued to work on projects in Year 1 of the plan.

2. Succession Plan Creation: Create a succession plan for the Executive Director position by July 31, 2024. This should include a clear roadmap for handling different scenarios of an absence or departure of the Executive Director.

August update: This was presented at the July board meeting and is on the agenda for approval at the August board meeting.

November update: This has been approved and is completed.

3. Staffing Analysis: Collaborate with the HR Director to begin a detailed analysis of staffing needs across all departments and begin review of HR policies and benefits by April 30, 2025. This should include a department-by-department report on current staffing levels versus needs and personnel costs analysis looking at short and long term needs and impacts.

August update: No action was taken on this goal in Q1.

November Update: Public Services managers in Adult Services, Circulation, Maker Services, and Youth Services conducted an analysis of their staffing levels in order to answer the question "Do we have sufficient staffing to provide public facing support (programs, 1:1 help, public service desks) to patrons?" After completing their analysis, results verify that there is sufficient support based on the targets we have

set. There was discussion on still needing a deeper analysis of staffing across the entire library, but this was a promising first step. Due to the Payroll project, further action on this project will not be taken until 2025.

4. HR Policy Review: Collaborate with HR Director, leadership team, and managers, do a comprehensive review of the Employee Handbook to ensure policies align with HR best practices and strategic and EDI organizational objectives. This should include a review of existing health and other benefit plans.

August update: Becky Moore and I started talking about next steps in this process which we plan to start in 2025.

November Update: Becky has reviewed our Employee Handbook and she, Laurie Prioletti, and I have been reviewing potential updates and aligning on our current policies before embarking on a full policy review which will happen next year.

5. Website Review and Improvement: Conduct a review of the current website and identify areas needing improvement. Research vendors and begin the process for updating the website by April 30, 2025.

August update: No action was taken on this goal in Q1. I will be starting to work with Linda on this in the Fall.

November update: Linda and I have begun project planning for this and are creating a project timeline that will be ready in January 2025.

6. Master Facilities Plan Revision: Review and update the Master Facilities Plan by January 2025, ensuring it supports the strategic direction of the organization for the next five years. Include assessments of current facilities, identification of new needs, and a timeline for any proposed changes.

August update: At the July board meeting Anna and I shared some options we were talking to the architects about and received feedback from the board. We have shared the same with the staff and will be talking with the managers on their

thoughts. We will be working with Product Architecture and Design on this to update the existing plan over the next couple months.

November Update: Because of the unexpected payroll project, we changed the timeline for the Master Facilities Plan. We will be bringing some potential plans to the board in March or April.

Here is an estimated timeline for next steps:

January-February	Review & Update Master Plan working with PA&D and staff
March	Present board with options for updated Master Plan
April	Board decides on next project and we begin design phase