

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES  
1201 Cedar Ln., Northbrook, IL 60062  
Regular Monthly Meeting Agenda  
October 17, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Approval of Minutes – Mr. Carlos M. Früm
  - 4.1 Regular Session Minutes – September 19, 2019
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Jami Xu
  - 6.1 Review Monthly Financial Statements
  - 6.2 Approve Bills and Charges from September, 2019
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
  - 10.1 Parking Lot Truck Barrier Options
  - 10.2 FY21 Tax Levy
- 11 New Business
  - 11.1 Staff Appreciation Week
  - 11.2 Inclusion Signage
  - 11.3 Solicitation in the Library
  - 11.4 FY20 Per Capita Grant Requirements
  - 11.5 Board of Trustees Electronic Attendance Policy
  - 11.6 Closed Session
- 12 Agenda Building

13 Adjourn

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

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested to contact Brodie Austin at 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  
9/30/2019**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	8,716,197.68	91,014.98	516,863.23	8,290,349.43
	Restricted	255,667.57	6,101.93	5,865.17	255,904.33
	IMRF	684,298.43	279.30	26,149.45	658,428.28
	Fica	254,551.12	159.60	22,610.52	232,100.20
	<b>Total Operating</b>	<b>\$ 9,910,714.80</b>	<b>\$ 97,555.81</b>	<b>\$ 571,488.37</b>	<b>\$ 9,436,782.24</b>
<b>Capital Improvement</b>		<b>\$ 1,864,133.86</b>	<b>\$ 2,632.62</b>	<b>\$ 5,026.68</b>	<b>\$ 1,861,739.80</b>
<b>Debt Service</b>		<b>\$ 127,596.49</b>	<b>\$ 28.61</b>		<b>\$ 127,625.10</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	273,274.93	11,515.87	46.75
ProPay		-	-
PayPal	3,036.46	-	-
GSB - Money Market	225,394.96	-	-
Fifth Third - Checking/Money Market	8,870,519.84	1,743,799.43	-
Certificates of Deposit (detail below)	-	52,394.49	123,914.49
US Bancorp	652.48	505.36	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 9,436,782.24</b>	<b>\$1,861,739.80</b>	<b>\$ 127,625.10</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NB&T - 16808	<u>\$ 52,394.49</u>	06/25/20	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NB&T - 16829	<u>\$ 123,914.49</u>	07/13/20	0.250%	365

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

Northbrook Public Library  
Income Statement  
9/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.6%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$8,792.66	\$4,262.95	\$6,954,944.08	\$7,268,162.07	\$7,329,000.00	99.17%
Replacement Tax	\$0.00	\$59,463.32	\$0.00	\$59,463.32	\$100,000.00	59.46%
Impact Fees	\$248.40	\$0.00	\$1,690.60	\$1,366.35	\$0.00	0.00%
Fines, Fees & Rentals	\$4,258.80	\$4,270.89	\$26,146.70	\$25,219.78	\$50,000.00	50.44%
Interest Income	\$12,195.76	\$18,721.44	\$50,397.65	\$76,474.37	\$50,000.00	152.95%
Other Income	\$75.58	\$68.81	\$1,376.20	\$7,241.57	\$100,000.00	7.24%
Total Undesignated Revenue	\$25,571.20	\$86,787.41	\$7,034,555.23	\$7,437,927.46	\$7,629,000.00	97.50%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$1,555.58	\$6,221.00	\$64,593.03	\$25,394.43	\$100,000.00	25.39%
Designated Interest Income	\$28.64	\$57.41	\$120.99	\$242.53	\$0.00	0.00%
Total Designated Revenue	\$1,584.22	\$6,278.41	\$64,714.02	\$25,636.96	\$100,000.00	25.64%
<b>Total Revenues</b>	<b>\$27,155.42</b>	<b>\$93,065.82</b>	<b>\$7,099,269.25</b>	<b>\$7,463,564.42</b>	<b>\$7,729,000.00</b>	<b>96.57%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$51,884.07	\$77,472.32	\$345,527.35	\$382,257.54	\$920,000.00	41.55%
Audio Visual	\$40,045.66	\$62,231.91	\$292,394.79	\$321,098.40	\$920,000.00	
Videos/DVDs	\$7,111.74	\$9,420.84	\$29,292.64	\$32,182.55	\$0.00	
Programs	\$4,726.67	\$5,819.57	\$23,839.92	\$28,976.59	\$0.00	
OCLC	\$9,137.23	\$8,070.71	\$56,055.02	\$54,956.22	\$132,000.00	41.63%
CCS Shared Costs	\$1,025.73	\$15.25	\$6,083.07	\$9,500.37	\$26,000.00	36.54%
CCS Shared Costs	\$6,326.90	\$0.00	\$31,634.50	\$33,020.72	\$84,000.00	39.31%
Total Materials & Services	\$68,373.93	\$85,558.28	\$439,299.94	\$479,734.85	\$1,162,000.00	41.29%
<b>Human Resources</b>						
General Salaries and Wages	\$283,946.28	\$293,739.68	\$1,457,067.47	\$1,516,651.33	\$3,814,017.00	39.77%
Maintenance Salaries & Wages	\$12,781.10	\$13,613.40	\$63,905.50	\$66,575.42	\$182,458.00	36.49%
Group Insurance	\$42,391.17	\$51,666.11	\$211,974.10	\$237,076.38	\$575,000.00	41.23%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$25,107.93	\$17,619.09	\$25,000.00	70.48%
Staff Development	\$1,017.50	\$3,728.15	\$30,462.43	\$36,684.18	\$100,000.00	36.68%
Total Human Resources	\$340,136.05	\$362,747.34	\$1,788,517.43	\$1,874,606.40	\$4,696,475.00	39.92%

Operating Costs

Northbrook Public Library  
Income Statement  
9/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.6%
Photocopy	\$3,739.23	\$1,459.24	\$25,268.86	\$17,060.04	\$40,000.00	42.65%
Office & Library Supplies	\$7,881.18	\$3,935.47	\$27,158.01	\$23,560.58	\$70,000.00	33.66%
Software	\$6,008.72	\$20,621.07	\$44,615.78	\$66,551.71	\$103,000.00	64.61%
Postage	(\$2.42)	\$62.12	\$15,271.86	\$15,136.98	\$20,000.00	75.68%
General Insurance	(\$26.61)	\$0.00	\$33,709.88	\$44,773.88	\$58,000.00	77.20%
Telephone/Internet	\$780.00	\$864.10	\$4,091.16	\$6,015.75	\$20,000.00	30.08%
Professional Services	\$17,791.67	\$18,512.92	\$105,878.98	\$127,838.73	\$270,000.00	47.35%
Furniture, Equipment	\$3,778.29	(\$7,570.92)	\$44,725.05	\$34,697.70	\$160,000.00	21.69%
Equipment Rental & Maintenance	\$189.00	\$274.00	\$2,522.26	\$8,573.02	\$20,000.00	42.87%
Community Relations	\$8.99	\$490.71	\$20,546.82	\$12,703.18	\$52,000.00	24.43%
Total Operating Costs	\$40,148.05	\$38,648.71	\$323,788.66	\$356,911.57	\$813,000.00	43.90%
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$52.59	\$95.40	\$109.62	\$2,500.00	4.38%
Janitorial Supplies	\$3,266.18	\$1,517.11	\$13,508.63	\$16,726.38	\$45,000.00	37.17%
Utilities	\$4,530.20	\$5,481.57	\$24,499.70	\$19,066.52	\$53,000.00	35.97%
Building Repairs	\$1,796.00	\$0.00	\$5,194.00	\$4,357.00	\$30,000.00	14.52%
Contracted Services	\$9,508.20	\$10,445.59	\$52,231.35	\$63,536.53	\$135,000.00	47.06%
Total Maintenance	\$19,100.58	\$17,496.86	\$95,529.08	\$103,796.05	\$265,500.00	39.09%
<b>Other Expenses</b>						
Recruiting	\$250.00	\$0.00	\$228.00	(\$60.00)	\$500.00	(12.00%)
Contingency & Misc Exp	\$219.18	\$391.25	\$1,672.09	\$1,638.38	\$100,000.00	1.64%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$469.18	\$391.25	\$1,900.09	\$1,578.38	\$104,000.00	1.52%
Total Undesignated Expenses	\$468,227.79	\$504,842.44	\$2,649,035.20	\$2,816,627.25	\$7,040,975.00	40.00%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$4,559.21	(\$2,971.98)	\$14,129.39	\$12,348.67	\$100,000.00	12.35%
Designated Materials Expense	\$0.00	\$772.69	\$1,148.97	\$3,708.60	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$4,965.00	\$3,315.53	\$4,965.00	\$0.00	0.00%
Designated Program Expense	\$3,527.00	\$3,100.00	\$10,543.99	\$12,170.00	\$0.00	0.00%
Total Designated Expenses	\$8,086.21	\$5,865.71	\$29,137.88	\$33,192.27	\$100,000.00	33.19%
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$588,000.00	0.00%
Total Expenses	\$476,314.00	\$510,708.15	\$2,678,173.08	\$2,849,819.52	\$7,728,975.00	36.87%
NET SURPLUS/(DEFICIT)	(\$449,158.58)	(\$417,642.33)	\$4,421,096.17	\$4,613,744.90	\$25.00	

Northbrook Public Library  
Income Statement  
9/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.6%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$605.16	\$279.30	\$464,839.68	\$476,186.58	\$490,000.00	97.18%
Property Tax Levy FICA	\$345.81	\$159.60	\$265,622.69	\$272,106.62	\$280,000.00	97.18%
Interest Income IMRF	\$8.47	\$0.00	\$29.11	\$30.80	\$50.00	61.60%
Interest Income FICA	\$4.84	\$0.00	\$16.63	\$17.61	\$50.00	35.22%
Total Undesignated Revenue	\$964.28	\$438.90	\$730,508.11	\$748,341.61	\$770,100.00	97.17%
<b>Total Revenues</b>	<b>\$964.28</b>	<b>\$438.90</b>	<b>\$730,508.11</b>	<b>\$748,341.61</b>	<b>\$770,100.00</b>	<b>97.17%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$30,157.92	\$26,149.45	\$153,651.89	\$134,168.04	\$490,000.00	27.38%
Employer FICA	\$21,910.41	\$22,610.52	\$111,904.63	\$117,048.38	\$280,000.00	41.80%
Total Human Resources	\$52,068.33	\$48,759.97	\$265,556.52	\$251,216.42	\$770,000.00	32.63%
Total Undesignated Expenses	\$52,068.33	\$48,759.97	\$265,556.52	\$251,216.42	\$770,000.00	32.63%
<b>Total Expenses</b>	<b>\$52,068.33</b>	<b>\$48,759.97</b>	<b>\$265,556.52</b>	<b>\$251,216.42</b>	<b>\$770,000.00</b>	<b>32.63%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$51,104.05)</b>	<b>(\$48,321.07)</b>	<b>\$464,951.59</b>	<b>\$497,125.19</b>	<b>\$100.00</b>	

Northbrook Public Library  
Income Statement  
9/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.6%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$201.73	\$2,633.52	\$960.19	\$10,486.49	\$6,000.00	174.77%
Total Undesignated Revenue	\$201.73	\$2,633.52	\$960.19	\$10,486.49	\$6,000.00	174.77%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
<b>Total Revenues</b>	<b>\$201.73</b>	<b>\$2,633.52</b>	<b>\$960.19</b>	<b>\$10,486.49</b>	<b>\$569,000.00</b>	<b>1.84%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$0.00	\$0.00	\$175.00	\$305,419.20	\$652,000.00	46.84%
Professional Fees	\$1,550.14	\$5,026.68	\$1,550.14	\$7,609.28	\$168,000.00	4.53%
Furniture & Equipment	\$0.00	\$5,099.86	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$126.90	\$0.00	\$126.90	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$1,677.04	\$10,126.54	\$1,852.04	\$370,463.51	\$820,000.00	45.18%
Total Undesignated Expenses	\$1,677.04	\$10,126.54	\$1,852.04	\$370,463.51	\$820,000.00	45.18%
<b>Total Expenses</b>	<b>\$1,677.04</b>	<b>\$10,126.54</b>	<b>\$1,852.04</b>	<b>\$370,463.51</b>	<b>\$820,000.00</b>	<b>45.18%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$1,475.31)</b>	<b>(\$7,493.02)</b>	<b>(\$891.85)</b>	<b>(\$359,977.02)</b>	<b>(\$251,000.00)</b>	

## Northbrook Public Library

## Income Statement

9/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.6%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$652.26	\$301.19	\$502,681.94	\$513,520.18	\$528,404.00	97.18%
Interest Income	\$28.72	\$26.31	\$137.47	\$80.33	\$1,000.00	8.03%
Total Undesignated Revenue	\$680.98	\$327.50	\$502,819.41	\$513,600.51	\$529,404.00	97.01%
<b>Total Revenues</b>	<b>\$680.98</b>	<b>\$327.50</b>	<b>\$502,819.41</b>	<b>\$513,600.51</b>	<b>\$529,404.00</b>	<b>97.01%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$269,432.64	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$258,971.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
Total Undesignated Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$138,030.55</b>	<b>\$134,716.32</b>	<b>\$528,903.64</b>	<b>25.47%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$680.98</b>	<b>\$327.50</b>	<b>\$364,788.86</b>	<b>\$378,884.19</b>	<b>\$500.36</b>	

Northbrook Public Library  
Bills, Charges and Transfers for Board of Trustee Approval  
Month of September 2019

<b>Operating Funds</b>	
Library Claims List	\$ 147,876.23
Librarian's Claims List	\$ 17,122.68
Payroll	\$ 294,467.26
Fica/IMRF	\$ 48,759.97
ACH to IPBC	\$ 63,262.23
<b>Total Operating Funds</b>	<u>\$ 571,488.37</u>
<b>Capital Improvement Fund</b>	
Claims List	<u>\$ 5,026.68</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	
	<u><u>\$ 576,515.05</u></u>



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

Transaction Number	Transaction Date	Reference	Payments	Description
23869	9/17/2019	Cloudbakers	\$8,000.00	annual payment gmail
23870	9/17/2019	First Bankcard	\$1,778.44	monthly payment credit card
23871	9/17/2019	David Kosrow	\$843.75	monthly payment for professional services
23872	9/17/2019	LogMeIn USA, Inc	\$7,040.00	annual payment last pass
23873	9/17/2019	Village of Northbrook Water Dept.	\$4,232.80	quarterly payment water bill
23874	9/30/2019	Amazon	\$2,197.94	monthly payment amazon
23875	9/30/2019	American Library Association, Membership	\$780.00	monthly payment membership
23876	9/30/2019	Baker & Taylor	\$26,735.99	monthly payment material
23877	9/30/2019	Baker & Taylor Entertainment	\$1,021.06	monthly payment material
23878	9/30/2019	Bayscan Technologies	\$650.00	monthly payment supplies
23879	9/30/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23880	9/30/2019	Bibliotheca, LLC.	\$2,823.82	monthly payment material
23881	9/30/2019	CallOne	\$658.10	monthly payment telephone
23882	9/30/2019	Cintas	\$1,300.00	monthly payment contracted services
23883	9/30/2019	Demco, Inc.	\$1,179.36	monthly payment supplies
23884	9/30/2019	Discovery Benefits, Inc.	\$2,523.77	monthly payment flexible spending, dependant care and commuter benefit
23885	9/30/2019	Nicole Frankel	\$600.00	monthly payment programming
23886	9/30/2019	Gale	\$1,091.37	monthly payment material
23887	9/30/2019	Jim Gill	\$800.00	monthly payment programming
23888	9/30/2019	Grainger	\$1,247.23	monthly payment janitorial supplies
23889	9/30/2019	HR Source	\$945.00	monthly payment training
23890	9/30/2019	Impact Networking LLC	\$2,629.05	quarterly payment photocopy
23891	9/30/2019	International Children's Media Center	\$750.00	monthly payment programming
23892	9/30/2019	Jo-Ann Stores LLC	\$1,045.00	annual payment databases
23893	9/30/2019	Lego Education	\$674.75	annual payment programming
23894	9/30/2019	Libraries First	\$6,050.00	annual payment databases
23895	9/30/2019	Midwest Tape	\$11,761.83	monthly payment materials
23896	9/30/2019	Niche Academy	\$1,290.00	annual payment databases
23897	9/30/2019	North American	\$790.82	monthly payment janitorial supplies
23898	9/30/2019	Outsource Solutions Group, Inc.	\$19,617.07	monthly payment professional fees & annual payment software
23899	9/30/2019	Overdrive	\$6,748.54	monthly payment materials
23900	9/30/2019	Proquest	\$10,293.92	annual payment databases
23901	9/30/2019	Reaching Across Illinois Library System	\$2,125.00	annual payment databases
23902	9/30/2019	Recorded Books, Inc.	\$1,548.82	monthly payment materials
23903	9/30/2019	Olga Rudlak	\$600.00	monthly payment programming
23904	9/30/2019	Runco Office Supply	\$834.65	monthly payment materials
23905	9/30/2019	Siemens Industry Inc.	\$1,931.25	quarterly payment HVAC maintenance
23906	9/30/2019	Sterling Services, Inc.	\$2,736.90	tri annual payment carpet cleaning
23907	9/30/2019	Swank Motion Pictures Inc.	\$831.00	monthly payment programming
23908	9/30/2019	Thomson Reuters -West Payment Ctr.	\$882.84	monthly payment materials
23909	9/30/2019	Today's Business Solutions, Inc.	\$890.00	annual payment web print
23910	9/30/2019	Tsai Fong Books, Inc.	\$936.24	monthly payment materials
23911	9/30/2019	VSP of Illinois, NFP	\$614.92	monthly payment vision insurance - 2 months
23912	9/30/2019	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease & maintenance
			<u>\$147,876.23</u>	

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

Transaction Number	Transaction Date	Reference	Payments
49187	5/16/2019	VOID - Helen Lazzaro	(\$115.00)
49225	5/30/2019	VOID - Dani Berman	(\$22.99)
49307	6/17/2019	VOID - Erin Murray	(\$17.99)
49384	7/15/2019	VOID - Old Town School of Folk Music	(\$375.00)
49520	9/16/2019	Advanced Disposal	\$594.01
49521	9/16/2019	Allied 100	\$377.00
49522	9/16/2019	Anna Amen	\$177.75
49523	9/16/2019	Ancel Glink P.C.	\$52.50
49524	9/16/2019	Applause International Inc.	\$500.00
49525	9/16/2019	Aquatic Works LTD	\$175.00
49526	9/16/2019	ASCAP	\$13.15
49527	9/16/2019	Aw Yeah Comics	\$120.47
49528	9/16/2019	Nancy Buehler	\$250.00
49529	9/16/2019	Susanna Calkins	\$250.00
49530	9/16/2019	Julie Cameron	\$12.99
49531	9/16/2019	Costco	\$200.00
49532	9/16/2019	Costume Specialists, Inc.	\$140.00
49533	9/16/2019	Daniel Craig	\$54.99
49534	9/16/2019	Dan Laib Studios	\$400.00
49535	9/16/2019	Discovery Benefits - Simplify	\$225.00
49536	9/16/2019	Dynamic Systems	\$359.54
49537	9/16/2019	General Production Services	\$60.25
49538	9/16/2019	Bridget Golembiewski	\$69.66
49539	9/16/2019	Benjamin Goluboff	\$250.00
49540	9/16/2019	Eloise Heinrich	\$500.00
49541	9/16/2019	Mariya Kalinovskiy	\$15.00
49542	9/16/2019	Laconi	\$30.00
49543	9/16/2019	Laconi	\$20.00
49544	9/16/2019	Ron Mantegna	\$200.00
49545	9/16/2019	Barbara Mayer	\$21.11
49546	9/16/2019	Miles North Production	\$300.00
49547	9/16/2019	Diego Morales	\$80.00
49548	9/16/2019	Seylah J Nenadov	\$14.97
49549	9/16/2019	Northbrook Dairy Queen	\$375.00
49550	9/16/2019	Northwest Electrical Supply Co. Inc	\$256.68
49551	9/16/2019	Amy Norton	\$130.00
49552	9/16/2019	Old Town School of Folk Music	\$375.00
49553	9/16/2019	Petty Cash Custodian	\$88.47
49554	9/16/2019	Diane Raucci	\$25.42
49555	9/16/2019	Cris Ruiz	\$300.00
49556	9/16/2019	Sarah Rustman	\$21.34
49557	9/16/2019	Sara Scodius	\$27.92
49558	9/16/2019	Showcases	\$171.36
49559	9/16/2019	Ellen Shubart	\$100.00
49560	9/16/2019	Sullivan's Law Directory	\$92.52
49561	9/16/2019	Sunset Food Mart, Inc.	\$4.18
49562	9/16/2019	The Charmm'd Foundation	\$210.00
49563	9/16/2019	Christine Thornton	\$325.00
49564	9/16/2019	Universal Film Exchanges LLC	\$300.00
49565	9/16/2019	WEX Bank	\$52.59
49566	9/16/2019	Brian Wilson	\$125.00
49567	9/16/2019	Women's Health	\$16.94
49568	9/19/2019	Kathleen Jo Zeigler Mitchem	\$200.00
49569	9/19/2019	Susan Schmittroth	\$450.00
49570	9/30/2019	Adult Reading Round Table	\$120.00
49571	9/30/2019	Batteries Plus LLC	\$18.95
49572	9/30/2019	Dani Berman	\$22.99
49573	9/30/2019	Bottom Line Health	\$29.95
49574	9/30/2019	C&S Sales Inc.	\$9.89

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

Transaction Number	Transaction Date	Reference	Payments
49575	9/30/2019	Chicago Tribune	\$299.00
49576	9/30/2019	D&Z House of Books	\$28.91
49577	9/30/2019	French Battlefields	\$60.91
49578	9/30/2019	Fun Express, LLC	\$29.45
49579	9/30/2019	Garvey's Office Products	\$85.18
49580	9/30/2019	Mark Gelfeld	\$100.00
49581	9/30/2019	Carmel F. Glynn	\$18.00
49582	9/30/2019	John Gowing	\$200.00
49583	9/30/2019	Grey House Publishing	\$487.05
49584	9/30/2019	Guitar Center	\$249.00
49585	9/30/2019	Halloran & Yauch, Inc.	\$59.29
49586	9/30/2019	IAS	\$124.50
49587	9/30/2019	Illinois Heartland Library System-OCLC	\$15.25
49588	9/30/2019	Illinois Library Association	\$400.00
49589	9/30/2019	Image Specialties of Glenview, Inc.	\$33.25
49590	9/30/2019	International Code Council Inc.	\$155.75
49591	9/30/2019	Lakeshore Learning Materials	\$160.98
49592	9/30/2019	Daniel O. Lawler	\$17.99
49593	9/30/2019	Helen Lazzaro	\$100.00
49594	9/30/2019	Lechner & Sons	\$215.40
49595	9/30/2019	Library Ideas LLC	\$495.82
49596	9/30/2019	Little Free Library LTD	\$548.00
49597	43738	MakerBot Industries, LLC	285
49598	43738	Juan Martinez	250
49599	43738	McMaster-Carr Supply Co.	120.9
49600	43738	Kathleen Jo Zeigler Mitchem	200
49601	43738	Kathleen Jo Zeigler Mitchem	200
49602	43738	Rachel Murguia	20.55
49603	43738	Erin Murray	17.99
49604	43738	Northbrook Hardware	295.18
49605	43738	Ocooch Hardwoods	453.8
49606	43738	Panera, LLC	188.51
49607	43738	Dan Petrosko	157.5
49608	43738	Pitney Bowes Inc.	189
49609	43738	Promos 911, Inc.	401.67
49610	43738	Rowman & Littlefield Publishing Group	67.03
49611	43738	Susan Schmittroth	150
49612	43738	Susan Schmittroth	150
49613	43738	Sheet Music Plus	91.4
49614	43738	Sherwin-Williams Company	132.45
49615	43738	Sphero, Inc.	44.64
49616	43738	The Library Store	321.51
49617	43738	The Sewing Source	85
49618	43738	Uline	142.58
49619	43738	UPS	55.27
49620	43738	World Chamber of Commerce Directory	65
49621	43738	Worth	75
49622	43738	Yarni Vending Inc.	297.36

\$17,122.68

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

Transaction Number	Transaction Date	Reference	Payments	Description
1711	9/30/2019	Product Architecture + Design	\$5,026.68	Progress payment - Architectural fees for study room project
			<u>\$5,026.68</u>	

Northbrook Public Library Foundation  
Financial Statements  
September-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations		100.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations		107.04
Total Unrestricted Donations	-	3,864.19
Interest Income-Unrestricted	7.92	39.06
Total Income	7.92	3,903.25
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	250.00
Net Income	7.92	3,653.25

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through September 2019	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through September 2019	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through September 2019	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	6,194.14	
MB Financial - Money Market	48,241.48	
Total Checking/Savings	54,435.62	
Accounts Receivable		
Due from NPL	100.00	
Total Accounts Receivable	100.00	
Total Current Assets	54,535.62	
TOTAL ASSETS	54,535.62	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	50,882.37	
Net Income	3,653.25	
Total Equity	54,535.62	
TOTAL LIABILITIES & EQUITY	54,535.62	

# DIRECTOR'S REPORT

## AGENDA ITEMS

### 10 Unfinished Business

#### 10.1 Parking Lot Truck Barrier Options

This is a continuation of the discussion from last month. We have not included the reports in the packet again, but let Jennifer or I know if you need a copy emailed to you.

#### 10.2 FY21 Tax Levy

Anna has put together updated levy documentation for the board's review and possible approval.

### 11 New Business

#### 11.1 Staff Appreciation Week

The board has done an annual week of treats in November for the staff. This is on the agenda for the board to discuss whether you would like to do so again this year.

#### 11.2 Inclusion Signage

We have received some comments about putting an "All are Welcome" type sign up at the library. A memo on this topic is included in your packet.

#### 11.3 Solicitation in the Library

Our attorney has suggested we update some policies surrounding solicitation. A memo is included in your packet for discussion on this topic.

#### 11.4 Per Capita Grant Requirements

The board will review the annual requirements for the Per Capita Grant. A memo and supporting documentation is included in the packet.

#### 11.5 Board of Trustees Electronic Attendance Policy

A sample policy for the board's review and possible approval is included in the packet. This policy would allow board members to attend meetings electronically.

#### 11.6 Closed Session

## BOARD NEWS

- My mother is not doing well, and I will be taking some FMLA leave to care for her. At the moment, I am taking one-two days a week, but this may change. I had a trip planned from November 1-8, and, while I will no longer be going away, I am still taking the time off to care for my mother. Brodie will be here if the board has any questions during that time.
- Please remember to fill out your availability for the Lake Villa Library visit on the doodle poll that Jennifer sent out.

## FIT INTO PATRONS' LIVES

### Library Wide

- Linda Vering performed outreach with other staff from the Youth Services and Fiction & Media Departments at Shermerfest in Village Green on Sunday, September 15 from 12:00-4:00pm, which provided a chance to meet and talk about the library's programming with families attending the event, and to promote some of our upcoming children's events, including the 1000 Books Before Kindergarten Celebration.
- In an effort to be more sustainable, we are looking for solutions to eliminating our plastic bags we hand out. We are piloting a small, circulating collection of reusable bags and if all goes well, hope to replace the plastic bags with reusable bags that patrons can check out.



### Fiction & Media

- The SciFi/Fantasy Movie Night on September 19 featured three classic episodes from the original *Twilight Zone* series. Special permission was obtained to screen these episodes on the library's big screen. This special event led to a 50% increase in attendance compared to other Sci-Fi events, and solicited positive patron comments about the program and compliments for the staff member, Aaron Ashmann, who organized the program and led the discussion.
- In September, F&M presented its annual Silent Film Series. This unique program brings historic early film content to patrons along with live piano accompaniment, approximating what film audiences experienced in film theatres

over 90 years ago. Dave Drazin brought, not only his musical talent to each screening, but also his knowledge and passion for these films with an extended introduction of each film.

- Caitlyn Hannon and Tracy Gossage applied for a license to host a TEDx Northbrook Library event in summer 2020, with a tentative date of August 1, 2020. The license was approved as of October 1. TEDx events are held around the globe every day in order to give a powerful platform to local ideas worth spreading.

## Reference

- Based on demand, Bryan Brugger scheduled a second 6-week Spanish Conversation class during September and October and we once again had a large waiting list. The class has been going smoothly, despite having to hold part of one session in the auditorium during a tornado warning.
- Mary Kay Perrenot has been scheduling our database vendors to present informational programs. This month's program on the Weiss Medigap Insurance database was attended by 45 patrons and we have already seen an increase in usage of this resource.
- Jill Franklin hosted "Understanding Alzheimer's & Dementia". This was the first time we held an Alzheimer's program in the evening and it was significantly better attended than previous programs on the topic and was scheduled to appeal to working adults who may notice symptoms in their aging parents. This hunch proved true as the program drew nearly 50 people, including some in the 35-54 age group.

## Youth Services

- Our fall drop-in Storytime session started on September 9. From September – April, Youth Services offers 9 weekly drop-in Storytimes. These Storytimes are designed to incorporate early literacy skills, an introduction to literature for young children for both caregivers and children, and exposure to diverse cultures. This is accomplished through reading books, presenting songs and rhymes, staff made felt stories and rhymes, and props such as puppets and musical instruments. The following is a breakdown of our Storytime schedule and staffing:
  - Monday Movers, Mondays 10:30am (toddlers) – Kelly Durov
  - Preschool Storytime, Mondays 2pm and Tuesdays 10:30am (ages 3-5) – Amanda Lopez



- Toddler Storytime, Tuesdays and Wednesdays 10:30am (Ages 2-3) – Anna Fillmore
  - Baby Play, Wednesdays 9:15am (birth-12months) – Anna Fillmore
  - Wee Play, Thursdays 10am AND 11am (birth – 24 months)– Anna Fillmore
  - Toddler Time, Thursday 10am – Sarah Rustman or Amanda Lopez
- The Teen Advisory Board (TAB) started their monthly meetings that occur September-April. This group advises the library on services that impact teens as well as participate in service orientated projects. This month they decorated the library’s sidewalks with messages of kindness in chalk. They also spent time sharing ideas for future service projects and The Loft space in the library.
- The first library Toy Swap took place on September 21. We collected about 200 toys and had roughly 160 of those taken by attendees of the Toy Swap. The Toy Swap was inspired by the Green Team’s Craft Swap with the idea that the library could facilitate re-use of toys for our patrons. Patrons appreciated the event and said they liked the idea of giving toys “another life” with children in our community.

## EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- Brodie Austin met with the Tensley Garris from the Northbrook Chamber of Commerce to discuss how the library and the Chamber might partner to organize a virtual job fair. The goal of the fair would be to help employers in Northbrook attract workers to fill vacancies.
- Susan Wolf met with Cheryl Fayne at the Village to discuss the upcoming Census. The Village will be forming an inter-organization workgroup, which the library will be part of. We will also be following up with RAILS and their grant to see what other resources we can avail ourselves of in order to ensure we get a good response on the 2020 Census.
- The Library partnered with JCC Chicago for an event featuring Sarah Hurwitz, a former speechwriter for Michelle Obama. This event featured a rabbi interviewing Sarah Hurwitz about her experiences learning more about the faith that she grew up on and finding meaning in everyday life through Judaism. The event was followed by a book signing. Northbrook’s Book Bin sold 38 books and the event drew an attendance of around 125 patrons. Following this event, JCC Chicago reached out to program an additional event with a different author for November.

- Jill Franklin led the workgroup to partner with the Northbrook Garden Club for their anniversary celebration. The program Landscape Design: A New Aesthetic attracted 172 attendees in the auditorium. Other programs in collaboration with the Garden Club included: Indoor Forest Bathing (Anna Fillmore in YS facilitated); DIY Terrariums for kids (Anna Fillmore in YS facilitated); make a garden stake (Summer Kosuge in DS facilitated), and a lobby display (Jane Huh managed).
- On September 5, the library partnered with CATCH to host the program "Raising Resilient Kids". This was the first in a yearlong speaker series that we will be working with CATCH to present. It has been valuable to form this relationship as CATCH brings in many parents of tweens and teens in our area as well as connections to knowledgeable speakers. Bridget Golembiewski coordinated this event.
- On September 18, we hosted a GNCY (Glenview Northbrook Coalition for Youth). This included their business meeting as well as a presentation on how the January 2020 state legalization of marijuana could impact teens. This partnership is another where we are connected with representatives from many organizations who work with teens including park districts, police, and district 225 faculty. Kelly Durov coordinated this event and both she and Bridget Golembiewski attended the meeting.

## INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- As part of the strategic plan, we formed a Design Thinking Committee to focus on answering questions to help us better serve our patrons. One of the questions they are working on is how to make the lobby more inviting for new users. They are at the prototyping stage and are getting ready to launch a Volunteer Staffed Welcome Desk and a Marketplace. The Information/Welcome Desk will be staffed November 5-19, 2019 and will gather feedback from staff about what sort of training is needed for a future Information Desk. The committee chairs will provide a presentation to the board on their work in January.
- CCS has asked us to help with patron usability testing. They will be conducting usability testing on November 21 and will focus on critical tasks patrons should be able to complete in PowerPAC.
- Fiction & Media staff are looking for ways to get more user input on programs and services in order to ensure that we are providing the best experience possible. Several current initiatives include: patron interviews with attendees of the Jazz/Blues Salon series, and surveying patrons about their usage and needs in the Foreign Film collection.

# BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

## New Hires – (Replacements)

- Nick Demeas, part-time Custodian (Maintenance) started on September 3
- John Amundsen, part-time Librarian (Reference) started on September 4.
- Joe Nava, part-time Library Assistant (Reference) started on September 24.

## Change in Status/Position:

- Sean Miller, changed from regular part-time to full-time Digital Services Assistant (DS) on September 16.

## Terminations

(Terminations refer to all persons leaving library employment for any reason, including resignations and retirements)

- Debbie Krygeris, part-time Shelver (Circ) resigned effective September 24. She accepted a full-time teaching position.

## Continuing Education

- Almost the entire Circulation Department (everyone with exception to Shelves) attended off-site Zingerman's The Art of Giving Great Service, a customer service training opportunity offered by ZingTrain (Zingerman Deli's customer service training branch of their business). Here are some of the things they learned:
  - Suggestions for gracefully resolving patron complaints
  - Using the 10/4 rules to welcome patrons by smiling and verbally acknowledging people within a 4 foot radius
  - Methods for tracking verbal patron suggestions in order to look for areas of improvement
- Managers Cathleen Doyle and Lori Schlernitzauer, began participation in the Chamber of Commerce Leadership Northbrook on Sept. 13.
- Librarian Mike Hominick has been appointed to the Illinois Library Association Awards committee and will be serving over the next two years to help select and recognize talented libraries and librarians across the state.
- In August and September, librarian Caitlyn Hannon served as a judge for the Soon to Be Famous Illinois Authors project. This project aims to highlight talented self-published authors and illustrate the power of libraries as a resource for helping readers discover new titles.

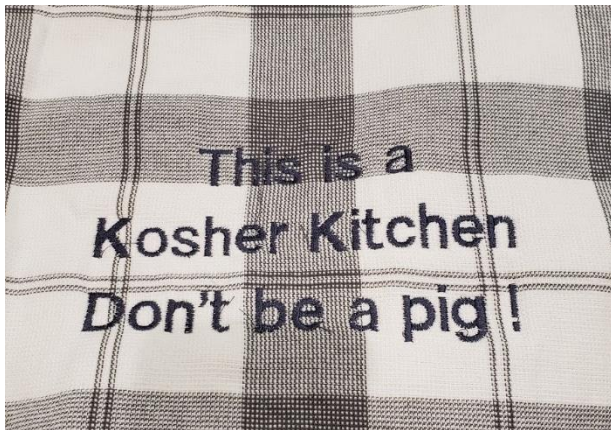
- Brian Nelson participated in the LACONI Acquisitions Roundup meeting at Tinley Park Public Library on Sept. 13 where he was able to meet acquisitions staff from Chicagoland libraries and discuss common issues. He appreciated the opportunity to learn from and share with non-CCS library staff.
- Sarah Rustman passed the ADA coordinator exam. Sarah has used the knowledge she has gained in this process to provide staff ADA training and give input on the Auditorium ADA accommodations.
- This year, we are hosting several students from Glenbrook North High School's Sociology program as volunteers. They will work in several departments. Bridget Golembiewski and Christophe Andersen are coordinating these volunteers.

Kate Hall  
Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
September, 2019

## RECENT PROJECTS



## THE USER EXPERIENCE



From DSA Christine Vi: A patron wanted to make leather bracelets for her charity but when she tried to iron-brand the words she wanted onto them, it warped the leather into an unsightly texture. We worked on Gravit to laser-etch the words and outline for her to cut later and add the snaps. She was thrilled with the results, even other patrons wanted a bracelet from her charity after we were done. "You really made my idea into a reality, thanks Christine!"



From DSA Michelle Mistalski: Alison Whitlock used the sewing appointment form online to learn how to recycle half a t-shirt onto an existing bandeau. I taught her an easier way of sewing the bandeau to the t-shirt and she was absolutely floored by the results. She tried to do it on her own prior to requesting a sewing appointment and accidentally put a hole next to the Texas Christian University's horned frog logo. I suggested that we use the scraps from the t-shirt to make a small tag to cover it I helped her monogram her daughter's sorority onto a hat and used the Cricut Maker to create an iron-on vinyl design for her daughter's clutch. Because we had time, we also put a monogram onto a water bottle for her son. Alison thanked me so many times and said that she absolutely loves the Collaboratory and is going to come back to do "a ton more projects."



## FEEDBACK

"Joe has been incredibly helpful throughout the entire process that I've been converting VHS baby videos to DVDs. He's been proactive, professional, and knows what obstacles to anticipate. Even when there is a curve ball he handles it with so much grace and patience. The team is lucky to have him."

-Anonymous

## 3D PRINTING

We printed 60 objects for users in September.

## PROJECTS

September projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	58	3D Printer
Acrylic	48	Laser Cutter
Buttons	248	Button Makers
Cardstock	8	Cricut
CD	1	Digitization Room
Cork Coasters	35	Laser Cutter
DVDs	4	Digitization Room
Embroidery Thread	23	Embroidery Machine
Glasses	46	Laser Cutter
HDPE	3	Carvey
Iron-on	4	Cricut
Keychains	17	Button Makers
Stabilizer Sheets	55	Embroidery Machine
Stamp Block	1	Carvey
Vinyl & Transfer Paper	22	Cricut
Wood	67	Laser Cutter & Carvey

## PROGRAMS

90 patrons attended our 19 maker programs in September.

## VISITORS

789 people visited the Collaboratory over 20 days in September.

## RAILS Report September 2019

Here is a summary on what projects and initiatives are happening at the library system.

### Providing Access to Digital Content/E-Resources/Other Innovative Projects

#### Explore More Illinois Update

As of August 31, over 200 libraries participate in [Explore More Illinois](#), RAILS cultural pass program that allows Illinois public library cardholders to get offers from museums, park districts, historical societies, performing and visual arts centers, and other attractions 24/7 from any computer, tablet, or smartphone. Over 180 reservations were made to Explore More attractions in August. New venues include Blocks to Bricks in Schaumburg, Love's Sweet Arrow Bookstore in Tinley Park, Aikman Wildlife Adventures in Arcola, and City Lit Theater in Chicago.



### Improving Physical Delivery Services

#### LASA Study Update

On August 29, RAILS staff met with staff from the Laboratory of Applied Spatial Analysis (LASA), Southern Illinois University Edwardsville. They reviewed LASA's previous work for RAILS and discussed next steps in LASA's statewide delivery study that is now beginning. That study will aid in making decisions about the best locations for delivery hubs, including the transfer hub where materials are exchanged between RAILS and the Illinois Heartland Library System. They also talked about other ways that geospatial analysis and mapping could benefit RAILS' work, such as furthering understanding of the unserved issue.

#### Other Delivery News

RAILS is also beginning a delivery study with consultant Greg Pronevitz to help make future delivery decisions. Mr. Pronevitz has extensive experience with library delivery services; he is the former executive director of Massachusetts Library System and former co-chair of the physical delivery special interest group in ALA's Association of Specialized and Cooperative Library Agencies. His study will have three phases:

- Phase 1 will assess the pros and cons of in-house vs. outsourced delivery in the Chicago metropolitan area. RAILS has outsourced a significant part of this work since January 2014 and want some comparative data and five-year projections to aid in future decisions. Estimated completion date: end of December 2019.
- Phase 2 will evaluate operations in all four RAILS delivery hubs (Bolingbrook, Coal Valley, East Peoria, and Rockford) and measure them against responses to an RFI (Request for Information) for outsourced delivery services to these areas. Many of the

areas served by these hubs are much more rural than our currently outsourced areas, so there are different delivery issues to consider. Estimated completion date: end of June 2020.

- Phase 3 will look at possibilities for automating sorting and labeling. Currently, all sorting and most labeling are manual procedures. Implementing automation would require capital investment, but could pay off long-term by improving efficiency, sorting accuracy, and cost-effectiveness. Estimated completion date: end of August 2020.

## Helping Libraries Respond to Change

### Census 2020 Grant Application

On September 10, RAILS submitted its census grant application to the Illinois Department of Human Services (IDHS) to serve as a Regional Intermediary for the



Collar Counties region, including DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will. This grant is focused on increasing the self-response rate of historically Hard-To-Count (HTC) communities. If RAILS receives the grant, they will work with a number of public library and county agency sub recipients. RAILS

application asks for total grant funding of \$1,305,406, with about 80% of that allocated for sub recipient awards. The other 20% will be used to fund a nine-month Census 2020 Program Manager position, translation services, educational events, and marketing/outreach materials.

IDHS expects to select grant recipients by October 4. If RAILS is selected, grant activities will start almost immediately. The grant period runs from October 15 through June 30, 2020.

## Helping the Unserved/Underserved

### Good Response Rate to RAILS Unserved Survey

In August, RAILS conducted a survey of their public libraries to make sure that they had accurate information on the scope of the unserved challenge in their area and the services libraries offer to those who live in unserved areas. RAILS asked for one response per RAILS public library. They received 240 responses to the survey. Since there are 412 RAILS public libraries, this represents a response rate of approximately 58%, which is very good in survey circles. RAILS is currently analyzing the survey results and will share that analysis with members, the board, and the Universal Service Committee.





1201 Cedar Lane, Northbrook, IL 60062  
847-272-6224  
847-272-5362(fax)

### Memorandum

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**DATE:** 10/9/19  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** 2019 Levy – Draft II

Attached is a draft of FY21 expenses based upon actual data and a forecast of FY20, and Property Tax Levy History. The figures show a levy increase of 3.0% over FY19.

Changes made from the September documents, the group insurance expense increased due to a billing error that was corrected and the CIF transfer number decreased but is still greater than what is shown on the facility plan.

The Property Tax Levy History does not include the bond issuance – it only represents the existing debt payments. These are the amounts that will be given to the Village when approval is received.

**Northbrook Public Library  
General Fund - Expenses  
2019 Levy (FY2021) - Draft I**

Description		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Forecast	FY21 Levy	% Change
<b>PERSONAL SERVICES</b>							
Salaries and Wages		3,305,464	3,382,529	3,489,313	3,639,963	3,732,675	2.5%
Maintenance		136,495	149,823	155,715	159,781	176,610	10.5%
<b>Total Personal Services</b>		<b>\$ 3,441,959</b>	<b>\$ 3,532,352</b>	<b>\$ 3,645,027</b>	<b>\$ 3,790,790</b>	<b>3,909,285</b>	<b>3.1%</b>
<b>FRINGE BENEFITS</b>							
Group Insurance	Medical, Dental, Vision, Life	455,773	452,874	496,171	568,983	597,432	5.0%
Unemployment/ Worker's Comp		29,572	30,751	36,051	25,000	26,250	5.0%
Training & Development	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff day	54,428	52,431	62,958	100,000	100,000	0.0%
<b>Total Fringe Benefits</b>		<b>\$ 539,773</b>	<b>\$ 536,056</b>	<b>\$ 595,179</b>	<b>\$ 693,983</b>	<b>\$ 723,682</b>	<b>4.3%</b>
<b>COMMODITIES</b>							
Materials	Books, Ebooks, Periodicals, Audio Visual, Videos/DVD's	810,143	848,148	859,747	920,000	950,000	3.3%
Programs	Fiction & Media, Reference, Young Adult, Youth Services, Digital Services, Admin	111,379	123,211	117,050	132,000	132,000	0.0%
Office & Library Supplies	Supplies less than \$500	64,082	67,569	56,556	70,000	70,000	0.0%
Software	Blackbaud, Boopsie, Adobe, Getty, 3M, Evanced, Titlesource, Remote Printing	68,008	60,470	73,712	103,000	108,150	5.0%
Postage Graphics		24,330	24,385	15,604	20,000	20,000	0.0%
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, School librarian breakfast, Rotary	38,584	38,336	48,079	52,000	52,000	0.0%
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	33,130	36,995	45,771	45,000	45,000	0.0%
<b>Total Commodities</b>		<b>\$ 1,149,656</b>	<b>\$ 1,199,114</b>	<b>\$ 1,216,519</b>	<b>\$ 1,342,000</b>	<b>\$ 1,377,150</b>	<b>2.6%</b>
<b>CONTRACTUAL</b>							
OCLC		16,922	18,069	23,902	20,584	21,613	5.0%
Interlibrary Charges		651	0		0	0	
CCS Shared Costs		71,818	74,338	75,923	81,467	85,540	5.0%
Photocopy	Copy machine lease payment, Supplies & page charges, Coin op lease payment, My PC lease payment, Papercut lease payment, SimpleScan lease payment	49,714	49,379	51,100	40,000	40,000	0.0%
General Insurance	General liability, Auto, Property, Cyber, Flood	61,016	61,689	53,216	58,000	60,900	5.0%
Telephone	Phone lines, Fiber optic cable	22,105	13,906	14,878	20,000	35,400	77.0%

Northbrook Public Library  
General Fund - Expenses  
2019 Levy (FY2021) - Draft I

	Description	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Forecast	FY21 Levy	% Change
Professional Services	Attorney, Auditor, Independent contractor	161,472	219,670	231,878	270,000	270,000	0.0%
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Computer switches, Postage machine, Phone system, Binding	17,524	35,969	14,854	20,000	20,000	0.0%
Vehicle Expense		2,787	802	620	1,000	2,500	150.0%
Utilities	Gas, Water, Garbage	50,181	52,829	60,720	53,000	53,000	0.0%
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	28,279	15,384	24,019	30,000	30,000	0.0%
Contracted Services	Alarm, Backflow service, Elevator, Cleaning, Email, Snow removal, Carpet cleaning, HVAC, Sprinkler	99,862	104,743	116,658	135,000	135,000	0.0%
Recruiting		1,173	400	388	500	500	0.0%
<b>Total Contractual Services</b>		<b>\$ 583,504</b>	<b>\$ 647,178</b>	<b>\$ 668,157</b>	<b>\$ 729,551</b>	<b>\$ 754,454</b>	<b>3.4%</b>
<b>CAPITAL OUTLAY</b>							
Furniture and Equipment	Items greater than \$500	153,502	150,514	81,704	160,000	160,000	0.0%
<b>Total Capital Outlay</b>		<b>\$ 153,502</b>	<b>\$ 150,514</b>	<b>\$ 81,704</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>0.0%</b>
<b>OTHER</b>							
Contingency & Misc Exp		20,497	4,634	4,374	4,143	100,000	2313.6%
Net Loss on Investment		(449)	(6,318)	1,495			
Board Development		203	762	754	3,500	3,500	0.0%
<b>Total Other</b>		<b>\$ 20,251</b>	<b>\$ (922)</b>	<b>\$ 6,623</b>	<b>\$ 7,643</b>	<b>\$ 103,500</b>	<b>1254.1%</b>
<b>DESIGNATED EXPENSES</b>		<b>\$ 110,582</b>	<b>\$ 135,377</b>	<b>\$ 63,303</b>	<b>\$ 53,470</b>	<b>\$ 100,000</b>	<b>87.0%</b>
<b>TRANSFERS</b>							
Debt Service Transfer		\$ 37,736	\$ 23,092	\$ 9,095	\$ 25,000	\$ 25,000	0.0%
Capital Improvements		\$ 368,210	\$ 469,000	\$ 1,115,000	\$ 743,000	\$ 436,117	-41.3%
<b>Total Transfers</b>		<b>\$ 405,946</b>	<b>\$ 492,092</b>	<b>\$ 1,124,095</b>	<b>\$ 768,000</b>	<b>\$ 461,117</b>	<b>13.6%</b>
<b>TOTAL EXPENSES</b>		<b>\$ 6,405,173</b>	<b>\$ 6,691,761</b>	<b>\$ 7,400,608</b>	<b>\$ 7,545,438</b>	<b>\$ 7,589,188</b>	<b>18.5%</b>

Northbrook Public Library  
Operating Fund - Revenue  
2019 Levy (FY2021) - Draft I

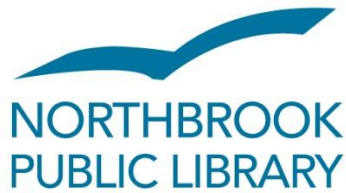
Levy	7,439,188
Uncollectable Levy	(150,000)
Replacement Tax	100,000
Fines & Fees	50,000
interest income	50,000
Other Income - Gifts	100,000
Total Estimated Income	<u>7,589,188</u>
Total Expense	7,589,188
Surplus/(Deficit)	<u><u>0</u></u>

**Northbrook Public Library  
Property Tax Levy History**

Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%
2002	03-04	3,412,000	55,000	163,000	3,630,000	789,754	4,419,754	6.9%
2001	02-03	3,175,000	6,000	154,000	3,335,000	800,750	4,135,750	6.0%
2000	01-02	2,958,000	0	131,000	3,089,000	814,434	3,903,434	3.9%
1999	00-01	2,740,000	85,000	120,000	2,945,000	813,125	3,758,125	4.9%
1998	99-00	2,567,250	105,000	125,000	2,797,250	784,297	3,581,547	5.0%
1997	98-99	2,445,000	112,000	108,000	2,665,000	744,818	3,409,818	32.8%
1996	97-98	2,360,000	105,000	102,000	2,567,000		2,567,000	1.1%
1995	96-97	2,313,196	120,000	105,000	2,538,196		2,538,196	3.3%
1994	95-96	2,213,036	130,000	114,000	2,457,036		2,457,036	4.8%
1993	94-95	2,107,500	132,000	105,000	2,344,500		2,344,500	4.6%
1992	93-94	2,016,000	121,500	104,500	2,242,000		2,242,000	9.6%
1991	92-93	1,816,000	130,000	99,500	2,045,500		2,045,500	

\*\* 2005 Debt Service Levy restated for Village refinancing of 1998 bonds

\*\*\* During FY2013, Village refinanced debt at a lower rate



## Memorandum

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DATE: October 7, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Inclusion Signage in the Library

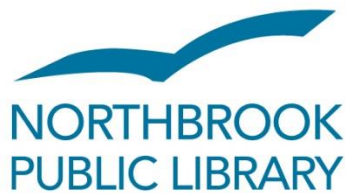
We have received some verbal comments from staff and patrons about putting signage up in our windows showing all are welcome here. I wanted to solicit the board's opinion on whether they would like to have something like this here at the Northbrook library.

Here are some samples of these types of signs:





I look forward to hearing your thoughts.



## Memorandum

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**DATE:** October 10, 2019

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Solicitation in the Library

We currently do not allow any solicitation on library property, including people doing petitions. However, our attorney has advised against such a restrictive and somewhat vague policy.

Current Policy: Solicitation is not allowed on Library property. This includes selling, begging, or circulating petitions among patrons, volunteers or staff members, except as otherwise allowed by law.

From Ancel Glink attorney, Britt Isaly:

*The interior of the Library is not a traditional public forum, nor is it a designated public forum because the Library has not opened up the interior of the Library for public discourse or expressive activity. The Library can regulate speech in the interior of the Library as long as the regulation is view-point neutral. A regulation prohibiting all solicitation, regardless of the candidate/party that is seeking signatures, is a viewpoint neutral regulation on speech.*

*While the Library can prohibit solicitation in non-public forums like the Library's interior, the Library cannot prohibit solicitation on all Library property. Sidewalks, public streets, and parks are traditionally designated as public forums. However, the Library can certainly impose some reasonable time, place, and manner restrictions on how individuals can solicit on Library property. These restrictions must be narrowly tailored to serve some significant, content-neutral government interest.*

*We have also noted that any solicitation must comply with the Village of Northbrook's Ordinances. Northbrook has its own solicitation requirements for public property (which likewise prohibit impeding ingress and egress). Additionally, Northbrook has prohibitions on disorderly conduct, which prohibits someone from "acting in an unreasonable manner as to alarm or disturb another and to provoke a breach of the peace." The downside is that the*



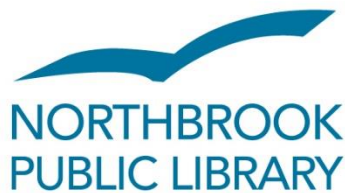
*Northbrook Police department has to be called to enforce those prohibitions, but it is good to have in your policy regardless.*

*While the Library can enforce regulations to ensure that Library operations are not disrupted and that there is unimpeded ingress and egress to the Library, the Library cannot prohibit all solicitation in front of the Library. Initiative and Referendum Institute v. US. Postal Service, 417 F.3d 1299 (D.C. Cir. 2005). Still, the Library can prohibit some solicitation within a certain distance from the Library's entrance to ensure that there is unimpeded ingress and egress. While the Library can enact a distance restriction, the Library cannot push back individuals who seek to solicit signatures so far from the Library's entrance that these individuals can no longer engage in meaningful speech or on-on-one communication. Marcavage v. City of Chicago, 659 F.3d 626, 630 (7th Cir. 2011). The Library has to provide some access to individuals to engage in protected speech "within the forum in question." Heffron v. International Soc. For Krishna Consciousness, Inc., 452 U.S. 640 (1981).*

After speaking with Britt, he advises us to allow no solicitation in the library, but to allow circulating of petitions outside the library. We can still prohibit selling and begging outside. The question is in what capacity the board would like to limit circulating petitions. Here are a few options:

1. Allow petitioners in front of both entrances with no restrictions.
2. Allow petitioners in front of both entrances, but ask that they remain a certain distance from the door.
3. Allow petitioners at one of the two entrances.
4. Allow petitions at one of the two entrances but they must remain a certain distance from the door.

We have run into some issues with this in the past and are seeking a clear answer from the board on the route you would like us to go. Once you indicate the direction you wish to go in, I will work on updating the policies. I look forward to hearing your thoughts.



## Memorandum

---

**DATE:** October 7, 2019

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** FY20 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year, there are four requirements:

1. The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 3, Personnel, of "Serving Our Public 3.0: Standards for Illinois Public Libraries."
2. Review chapters 11-14 of the "Trustee Facts File Fourth Edition," located at <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
3. Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.
4. The library board shall familiarize themselves with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>

Included in your packet is Chapter 3 from Serving Our Public. Please read this chapter and the chapters from Trustee Facts File in advance of the meeting so that we may discuss. We have already completed the third requirement with the trustee training Kayhan, Maura, Jami, and I attended on parliamentary procedure.

After reviewing Chapter 3 from Serving Our Public 3.0, I have completed the checklists below. We follow all the core competencies.

## PERSONNEL CHECKLIST

- YES Library has a board-approved personnel policy.
- YES Library has staffing levels that are sufficient to carry out the library's mission.
- YES Library has a long-range/strategic plan.
- YES Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- YES Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- YES Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- YES Library gives each new employee a thorough orientation.
- YES Library evaluates staff annually.
- YES Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- YES Library provides staff access to library literature and other professional development materials.
- YES Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- YES The library complies with state and federal laws that affect library operations.

# ELECTRONIC ATTENDANCE POLICY

## Purpose

The Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible. The use of electronic conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the open meetings act. The open meetings act has been amended to allow attendance at public body meetings through audioconference, video-conference, or by any other electronic conferencing without physical attendance. The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the open meetings act.

## Electronic Attendance Guidelines

The Board of Library Trustees adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

1. All pertinent provisions of the open meetings act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.
2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
3. Pursuant to the open meetings act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

4. All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.
5. A board member who attends a meeting by video or audio conference must provide notice at least 24 hours prior to the meeting unless such advanced notice is impracticable.
6. A board member may attend a meeting through electronic conferencing if their physical presence at the meeting is prevented due to
  - a. personal illness or disability;
  - b. employment purposes or the business of the board; or
  - c. a family or other emergency.
7. As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the board.
8. The meeting minutes shall include, but need not be limited to;
  - a. the date, time, and place of the meeting;
  - b. the members of the board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference, or by other electronic means; and
  - c. a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
9. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the board but shall be used only as necessary to allow the participation of board members who are unable to attend in person due to such circumstances listed in provision 6 of this policy.

10. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. A speakerphone) in order that the public audience, the library members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.