

NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
April 16, 2020 | 7:30 p.m.

[Register to attend the meeting:](#)

https://webinar.ringcentral.com/webinar/register/WN_1rcIjd53Swux326x8MEfmQ

[After registering, you will immediately receive a confirmation email
containing joining information](#)

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
 - 3.1 Approval of the Agenda
 - 3.2 Regular Session Minutes – March 25, 2020
 - 3.3 Cash Balances & Income Statement March, 2020
 - 3.4 Approve Bills and Charges from March, 2020
 - 3.5 Monthly Foundation Report – March, 2020
 - 3.6 General Policy Manual Update
 - 3.7 **FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19**
 - 3.8 COVID-19 Employee Expense Reimbursement Policy
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Unfinished Business
 - 6.1 Coronavirus Response Update
- 7 New Business
 - 7.1 Board Officer Nominating Committee
 - 7.2 Transfer of Funds to Debt Service & CIF
 - 7.3 Executive Director Annual Review
 - 7.4 Closed Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 8 Agenda Building
- 9 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
3/31/2020**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	6,535,613.24	3,054,745.96	503,441.56	9,086,917.64
	Restricted	271,118.13	542.20	745.90	270,914.43
	IMRF	573,627.78	183,413.98	34,808.08	722,233.68
	Fica	152,349.39	108,181.11	24,266.24	236,264.26
	Total Operating	\$ 7,532,708.54	\$3,346,883.25	\$ 563,261.78	\$10,316,330.01
<u>Capital Improvement</u>		\$ 5,772,746.78	\$ 5,603.53	\$ 20,217.35	\$ 5,758,132.96
<u>Debt Service</u>		\$ 5,423.67	\$ 0.80		\$ 5,424.47

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	520,443.38	11,587.73	337.15
ProPay		-	-
PayPal	3,200.63	-	-
GSB - Money Market	225,731.06	-	-
Fifth Third - Checking/Money Market	9,564,807.82	5,287,580.81	-
Certificates of Deposit (detail below)	-	457,865.18	5,047.02
US Bancorp	657.84	510.28	
IMET	694.28	588.96	40.30
Petty Cash	795.00	-	-
Total	\$ 10,316,330.01	\$5,758,132.96	\$ 5,424.47

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NB&T - 16808	<u>\$ 457,865.18</u>	06/25/20	0.250%	365
Certificates of Deposit - Debt Service				
NB&T - 16829	<u>\$ 5,047.02</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
3/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$5,866.86)	(\$3,963.88)	\$7,017,695.28	\$7,276,959.56	\$7,329,000.00	99.29%
Replacement Tax	\$0.00	\$0.00	\$86,031.23	\$124,704.96	\$100,000.00	124.71%
Impact Fees	\$173.11	\$55,153.22	\$3,851.21	\$57,844.47	\$0.00	0.00%
Fines, Fees & Rentals	\$6,075.64	\$3,160.35	\$53,409.87	\$52,593.45	\$50,000.00	105.19%
Interest Income	\$16,161.94	\$9,785.96	\$119,456.61	\$132,350.94	\$50,000.00	264.70%
Other Income	\$1,289.30	\$3,159.08	\$4,463.90	\$14,998.39	\$100,000.00	15.00%
Total Undesignated Revenue	\$17,833.13	\$67,294.73	\$7,284,908.10	\$7,659,451.77	\$7,629,000.00	100.40%
Designated Revenue						
Gifts & Other Designated Income	\$1,102.66	\$489.48	\$81,779.53	\$94,977.78	\$100,000.00	94.98%
Designated Interest Income	\$49.94	\$52.72	\$391.82	\$578.63	\$0.00	0.00%
Total Designated Revenue	\$1,152.60	\$542.20	\$82,171.35	\$95,556.41	\$100,000.00	95.56%
Total Revenues	\$18,985.73	\$67,836.93	\$7,367,079.45	\$7,755,008.18	\$7,729,000.00	100.34%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$68,391.84	\$37,249.28	\$648,309.95	\$634,038.39		
Audio Visual	\$8,981.12	\$5,295.15	\$69,686.15	\$66,189.77		
Videos/DVDs	\$7,747.63	\$4,465.56	\$61,743.38	\$65,269.29		
Programs	\$10,958.62	\$1,604.74	\$106,314.70	\$97,574.14	\$132,000.00	73.92%
OCLC	\$1,973.39	\$214.50	\$21,374.14	\$20,304.05	\$26,000.00	78.09%
CCS Shared Costs	\$6,326.90	\$0.00	\$69,595.90	\$73,754.56	\$84,000.00	87.80%
Total Materials & Services	\$104,379.50	\$48,829.23	\$977,024.22	\$957,130.20	\$1,162,000.00	82.37%
Human Resources						
General Salaries and Wages	\$298,059.02	\$312,096.11	\$3,202,708.64	\$3,338,041.92	\$3,814,017.00	87.52%
Maintenance Salaries & Wages	\$15,122.45	\$16,026.50	\$142,933.45	\$151,532.65	\$182,458.00	83.05%
Group Insurance	\$32,967.72	\$51,233.11	\$454,393.34	\$544,599.90	\$575,000.00	94.71%
Unemployment/Worker's Comp	\$2,475.00	\$2,876.15	\$28,756.09	\$23,819.56	\$25,000.00	95.28%
Staff Development	\$2,986.61	\$9,658.59	\$54,856.86	\$72,920.63	\$100,000.00	72.92%
Total Human Resources	\$351,610.80	\$391,890.46	\$3,883,648.38	\$4,130,914.66	\$4,696,475.00	87.96%

Northbrook Public Library
Income Statement
3/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
Operating Costs						
Photocopy	\$4,019.62	\$4,324.24	\$48,561.43	\$29,255.99	\$40,000.00	73.14%
Office & Library Supplies	\$5,010.74	\$2,460.75	\$52,563.10	\$61,204.83	\$70,000.00	87.44%
Software	\$4,893.30	\$5,338.00	\$72,861.71	\$92,391.18	\$103,000.00	89.70%
Postage	\$287.90	\$44.01	\$15,811.78	\$15,720.64	\$20,000.00	78.60%
General Insurance	\$14,777.35	\$0.00	\$53,216.25	\$55,879.86	\$58,000.00	96.34%
Telephone/Internet	\$6.00	\$1,158.64	\$8,059.70	\$20,854.40	\$20,000.00	104.27%
Professional Services	\$17,376.67	\$17,266.67	\$230,553.30	\$246,828.50	\$270,000.00	91.42%
Furniture, Equipment	\$4,140.76	\$3,999.84	\$66,667.21	\$72,445.83	\$160,000.00	45.28%
Equipment Rental & Maintenance	\$1,191.09	\$642.01	\$8,798.35	\$13,044.14	\$20,000.00	65.22%
Community Relations	\$85.02	\$114.85	\$34,539.96	\$33,840.08	\$52,000.00	65.08%
Total Operating Costs	\$51,788.45	\$35,349.01	\$591,632.79	\$641,465.45	\$813,000.00	78.90%
Maintenance						
Vehicle Expense	\$48.85	\$0.00	\$360.07	\$3,093.39	\$2,500.00	123.74%
Janitorial Supplies	\$4,709.20	\$2,944.16	\$38,507.54	\$38,497.44	\$45,000.00	85.55%
Utilities	\$5,130.05	\$562.00	\$49,831.10	\$43,073.27	\$53,000.00	81.27%
Building Repairs	\$985.00	\$3,375.00	\$22,559.18	\$12,354.88	\$30,000.00	41.18%
Contracted Services	\$11,805.96	\$8,611.03	\$107,218.17	\$126,256.80	\$135,000.00	93.52%
Total Maintenance	\$22,679.06	\$15,492.19	\$218,476.06	\$223,275.78	\$265,500.00	84.10%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$138.00	\$128.00	\$500.00	25.60%
Contingency & Misc Exp	\$447.67	\$476.75	\$3,901.65	\$4,112.56	\$100,000.00	4.11%
Board Development	\$13.56	\$0.00	\$648.60	\$394.77	\$3,500.00	11.28%
Total Other Expenses	\$461.23	\$476.75	\$4,688.25	\$4,635.33	\$104,000.00	4.46%
Total Undesignated Expenses	\$530,919.04	\$492,037.64	\$5,675,469.70	\$5,957,421.42	\$7,040,975.00	84.61%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,762.98	\$328.66	\$31,021.40	\$53,023.07	\$100,000.00	53.02%
Designated Materials Expense	\$73.82	\$213.67	\$1,256.68	\$7,045.13	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$2,050.00	\$203.57	\$24,616.01	\$23,244.49	\$0.00	0.00%
Total Designated Expenses	\$3,886.80	\$745.90	\$60,209.62	\$129,740.19	\$100,000.00	129.74%
Transfers & Other Financing Uses						
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	\$534,805.84	\$492,783.54	\$5,735,679.32	\$6,087,161.61	\$7,728,975.00	78.76%
NET SURPLUS/(DEFICIT)	(\$515,820.11)	(\$424,946.61)	\$1,631,400.13	\$1,667,846.57	\$25.00	

Northbrook Public Library
Income Statement
3/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$403.79)	(\$259.70)	\$482,996.27	\$476,763.82	\$490,000.00	97.30%
Property Tax Levy FICA	(\$230.74)	(\$148.40)	\$275,997.87	\$272,436.48	\$280,000.00	97.30%
Interest Income IMRF	\$0.00	\$25.94	\$35.69	\$73.78	\$50.00	147.56%
Interest Income FICA	\$0.00	\$14.82	\$20.38	\$42.18	\$50.00	84.36%
Total Undesignated Revenue	(\$634.53)	(\$367.34)	\$759,050.21	\$749,316.26	\$770,100.00	97.30%
Total Revenues	(\$634.53)	(\$367.34)	\$759,050.21	\$749,316.26	\$770,100.00	97.30%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,033.17	\$34,808.08	\$325,885.79	\$316,248.04	\$490,000.00	64.54%
Employer FICA	\$23,168.05	\$24,266.24	\$247,433.27	\$257,895.16	\$280,000.00	92.11%
Total Human Resources	\$50,201.22	\$59,074.32	\$573,319.06	\$574,143.20	\$770,000.00	74.56%
Total Undesignated Expenses	\$50,201.22	\$59,074.32	\$573,319.06	\$574,143.20	\$770,000.00	74.56%
Total Expenses	\$50,201.22	\$59,074.32	\$573,319.06	\$574,143.20	\$770,000.00	74.56%
NET SURPLUS/(DEFICIT)	(\$50,835.75)	(\$59,441.66)	\$185,731.15	\$175,173.06	\$100.00	

Northbrook Public Library
Income Statement
3/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$921.84	\$5,603.53	\$3,436.93	\$44,742.58	\$6,000.00	745.71%
Total Undesignated Revenue	\$921.84	\$5,603.53	\$3,436.93	\$44,742.58	\$6,000.00	745.71%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$82,925.00	\$563,000.00	14.73%
Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$4,092,925.00	\$563,000.00	726.98%
Total Revenues	\$921.84	\$5,603.53	\$3,436.93	\$4,137,667.58	\$569,000.00	727.18%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$238.00	\$21,752.67	\$50,756.30	\$347,895.19	\$652,000.00	53.36%
Professional Fees	\$9,000.00	\$0.00	\$39,048.61	\$62,485.77	\$168,000.00	37.19%
Furniture & Equipment	\$3,611.00	\$0.00	\$3,611.00	\$57,435.03	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$12,849.00	\$21,752.67	\$93,664.31	\$467,815.99	\$820,000.00	57.05%
Total Undesignated Expenses	\$12,849.00	\$21,752.67	\$93,664.31	\$467,815.99	\$820,000.00	57.05%
Total Expenses	\$12,849.00	\$21,752.67	\$93,664.31	\$467,815.99	\$820,000.00	57.05%
NET SURPLUS/(DEFICIT)	(\$11,927.16)	(\$16,149.14)	(\$90,227.38)	\$3,669,851.59	(\$251,000.00)	

Northbrook Public Library
Income Statement
3/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$435.22)	(\$280.05)	\$520,588.16	\$514,144.99	\$528,404.00	97.30%
Interest Income	\$0.77	\$28.77	\$194.33	\$197.67	\$1,000.00	19.77%
Total Undesignated Revenue	(\$434.45)	(\$251.28)	\$520,782.49	\$514,342.66	\$529,404.00	97.16%
Total Revenues	(\$434.45)	(\$251.28)	\$520,782.49	\$514,342.66	\$529,404.00	97.16%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$0.00	\$0.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Transfers & Other Financing Uses						
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%
Total Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,903.64	99.91%
NET SURPLUS/(DEFICIT)	(\$434.45)	(\$251.28)	(\$7,354.61)	(\$14,060.98)	\$500.36	

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of March 2020

Operating Funds

Library Claims List	\$	116,590.06
Librarian's Claims List	\$	9,499.39
Payroll	\$	314,835.78
Fica/IMRF	\$	59,074.32
ACH to IPBC	\$	63,262.23
Total Operating Funds	\$	563,261.78

Capital Improvement Fund

Claims List	\$	20,217.35
	\$	20,217.35

Debt Service Fund

Grand Total Library	\$	583,479.13
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
24100	3/17/2020	First Bankcard	\$13,153.46	monthly payment credit card
24101	3/27/2020	Amazon	\$2,204.61	monthly payment amazon
24102	3/27/2020	Baker & Taylor	\$17,064.25	monthly payment materials
24103	3/27/2020	Baker & Taylor Entertainment	\$1,388.47	monthly payment materials
24104	3/27/2020	Bayscan Technologies	\$647.00	monthly payment supplies
24105	3/27/2020	Belson Outdoors, LLC	\$3,112.50	annual payment equipment
24106	3/27/2020	Best Quality Cleaning	\$4,680.00	monthly payment buidling cleaning
24107	3/27/2020	Discovery Benefits, Inc.	\$2,689.74	monthly payment flexible spending, dedendant care and commuter benefit
24108	3/27/2020	Encyclopaedia Britannica, Inc.	\$1,365.00	annual payment materials
24109	3/27/2020	F.E. Moran Mechanical Services	\$4,699.00	annuall payment equipment repair
24110	3/27/2020	GovConnection, Inc.	\$1,005.42	monthly payment supplies
24111	3/27/2020	Grainger	\$1,142.44	monthly payment janitorial supplies
24112	3/27/2020	Impact Networking LLC	\$2,960.04	quarterly payment photocopy
24113	3/27/2020	Kanopy LLC	\$1,275.00	annual payment materials
24114	3/27/2020	Mergent, Inc.	\$889.00	annual payment materials
24115	3/27/2020	Midwest Tape	\$12,445.22	monthly payment materials
24116	3/27/2020	North American	\$1,461.37	monthly payment janitorial supplies
24117	3/27/2020	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees
24118	3/27/2020	Overdrive	\$6,404.99	monthly payment materials
24119	3/27/2020	Proquest	\$7,560.00	annual payment materials
24120	3/27/2020	Runco Office Supply	\$890.86	monthly payment supplies
24121	3/27/2020	Siemens Industry Inc.	\$1,987.50	quarterly payment contracted services
24122	3/27/2020	Today's Business Solutions, Inc.	\$4,092.60	annual payment photocopy
24123	3/27/2020	Wells Fargo Vender Fin Serv	\$765.00	monthly payment photocopy
24124	3/27/2020	CallOne	\$2,663.77	monthly payment telephone (represents 3 months of invoices)
24125	3/30/2020	Limricc - UCGA	\$2,876.15	quarterly payment unemployment

\$116,590.06

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

Transaction Number	Transaction Date	Reference	Payments
50069- 50082	3/20/2020	VOID	
50083	3/20/2020	Adult Reading Round Table	\$15.00
50084	3/20/2020	Advanced Disposal	\$562.00
50085	3/20/2020	Alert Protective Services	\$114.03
50086	3/20/2020	Anna Amen	\$52.51
50087	3/20/2020	Aquatic Works LTD	\$175.00
50088	3/20/2020	Aaron Ashmann	\$7.13
50089	3/20/2020	ASI-Modulex	\$440.00
50090	3/20/2020	Michael Brodie Austin	\$469.04
50091	3/20/2020	Aw Yeah Comics	\$207.26
50092	3/20/2020	Sky Bergman	\$525.00
50093	3/20/2020	CENGAGE Learning- Public	\$385.08
50094	3/20/2020	Chicago Tribune	\$331.50
50095	3/20/2020	Cintas	\$330.50
50096	3/20/2020	Joe Cirignani	\$150.00
50097	3/20/2020	Philip Collins	\$241.49
50098	3/20/2020	Criterion Pictures	\$540.00
50099	3/20/2020	Discovery Benefits - Simplify	\$118.50
50100	3/20/2020	Jennifer Duncan-Mcgee	\$10.40
50101	3/20/2020	Kelly Durov	\$271.37
50102	3/20/2020	Kirsten Feeney	\$16.99
50103	3/20/2020	Freeman Pictures, Inc.	\$100.00
50104	3/20/2020	Bridget Golembiewski	\$125.36
50105	3/20/2020	Anne Greenfield	\$17.00
50106	3/20/2020	Hala Haddad	\$56.18
50107	3/20/2020	Michael Hannon	\$5.98
50108	3/20/2020	Judy Haynes	\$41.22
50109	3/20/2020	Margo Hill	\$52.98
50110	3/20/2020	The Home Depot Credit Services	\$232.97
50111	3/20/2020	Mike Hominick	\$35.43
50112	3/20/2020	Illinois Bed Bug Dog	\$475.00
50113	3/20/2020	Illinois Heartland Library System-OCLC	\$40.50
50114	3/20/2020	Sarah Kaminski	\$43.57
50115	3/20/2020	Laconi Inc	\$15.00
50116	3/20/2020	Lechner Services	\$157.96
50117	3/20/2020	Library Ideas LLC	\$483.40
50118	3/20/2020	MakerBot Industries, LLC	\$252.11
50119	3/20/2020	Amanda Margis	\$23.50
50120	3/20/2020	Moneyletter	\$129.00

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

Transaction Number	Transaction Date	Reference	Payments
50121	3/20/2020	Brian Nelson	\$43.69
50122	3/20/2020	Panera, LLC	\$193.55
50123	3/20/2020	Pitney Bowes Inc.	\$189.00
50124	3/20/2020	Reaching Across Illinois Library System	\$25.00
50125	3/20/2020	Recorded Books, Inc.	\$76.49
50126	3/20/2020	Rowman & Littlefield Publishing Group	\$46.97
50127	3/20/2020	Sunset Food Mart, Inc.	\$108.53
50128	3/20/2020	Swank Motion Pictures Inc.	\$280.00
50129	3/20/2020	The Korea Times, Inc Chicago	\$270.00
50130	3/20/2020	Margaret Thomann	\$277.61
50131	3/20/2020	Universal Film Exchanges LLC	\$50.00
50132	3/20/2020	UPS	\$18.65
50133	3/20/2020	Christine Vi	\$6.33
50134	3/20/2020	VSP of Illinois, NFP	\$321.78
50135	3/20/2020	Susan Wolf	\$31.11
50136	3/20/2020	Yami Vending Inc. Ref	\$310.72

\$ 9,499.39

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

Transaction Number	Transaction Date	Reference	Payments	Description
1730	3/27/2020	VOID		
1731	3/27/2020	VOID		
1732	3/27/2020	Pepper Construction Co.	\$9,548.96	2nd Floor Study Room and Penhouse Project
1733	3/27/2020	Applied Communications Group	\$10,615.89	phone project - remove cabling
1734	3/27/2020	Ancel Glink P.C.	\$52.50	attorney fee coating & sealant project
			<u>\$20,217.35</u>	

Northbrook Public Library Foundation
Financial Statements
March-20

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		800.00
Auditorium Chair Donations		1,500.00
Individual Donations		125.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Grill House Donation		253.00
Amazon Smile Donations		185.65
Total Unrestricted Donations	-	4,620.80
Interest Income-Unrestricted	8.53	89.33
Total Income	8.53	4,710.13
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		19.50
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	269.50
Net Income	8.53	4,440.63

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through March 2020	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through March 2020	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 March 2020	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	4,931.25
MB Financial - Money Market	50,291.75
Total Checking/Savings	55,223.00
Accounts Receivable	
Due from NPL	100.00
Total Accounts Receivable	100.00
Total Current Assets	55,323.00
TOTAL ASSETS	55,323.00
LIABILITIES & EQUITY	
Equity	
Retained Earnings	50,882.37
Net Income	4,440.63
Total Equity	55,323.00
TOTAL LIABILITIES & EQUITY	55,323.00



1201 Cedar Lane, Northbrook, IL 60062

Memorandum

Date: March 9, 2020

To: Board of Trustees

From: Kate Hall

Re: General Policy Manual Review 2020

Attached for your review and approval is a copy of the General Policy Manual. I have worked on updating the policy manual to ensure the policies are current and accurately reflect our culture. Our goal was to produce a comprehensive manual that clearly lays out the policies that govern how the library is run and provide clear guidance for staff on how the library operates.

We have not done a complete revision of the policy manual since I began, but have updated many individual policies. As such, this update seeks to add policies that were previously missing and clarify others that have changed. I also took into account the various statutes that govern Illinois libraries as well as the best practices advised by the American Library Association, RAILS, and Illinois State Library.

The structure and formatting of the handbook has been revised to make it easier to access the information as well as to incorporate our branding guidelines. Because the revision is so extensive, it is not possible to provide a red-lined version.

Highlights of revisions to the handbook include:

New library policies:

- ALA Core Values
- ALA Code of Ethics
- Local Records Retention & Disposal
- Disposal of Surplus Property
- Friends of the Library
- Identity Protection
- Budget & Finance
- Banking Procedures
- Authority to Spend
- Funds
- Borrowing
- Programming
- Reference Services
- Homebound Services
- Volunteer
- Youth Services Department
- Study Rooms
- Photographing & Recording

Updated policies:

- Mission, Vision, & Values
Statements to reflect the updated statements in the Strategic Plan
- Freedom of Information (FOIA)
- Sustainability (formerly Environmental Policy)
- Investment
- Library cards
- Fees & Fines
- Patron Privacy & Confidentiality
- Patron Suspension Policy
- Computer & Internet Use
- Social Software Policy for Patrons
- Community Displays & Exhibits
- Collection Development
- Selection & Maintenance of Materials
- Interlibrary Loan (ILL)

In addition to my work on updating the policy manual, a thorough review of the General Policy Manual has been done by:

- Britt Islay, our attorney at Ancel Glink
- Biz Lindsay-Ryan through an equity, diversity and inclusion lens
- Department Managers
- Key staff

If you have questions on any of the policies prior to the board meeting, please email them me so that we may have information or changes ready to bring to the board meeting.

Thank you for your consideration.

FMLA LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY DUE TO COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the library's Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with the library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below). For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the

leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

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.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the library and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 70 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

COVID-19 EMPLOYEE EXPENSE REIMBURSEMENT POLICY

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employees to pay staff for expenses incurred while staff are required to work from home. As such, Northbrook Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business away from their normal work location.

Employees working from home during the COVID-19 crisis will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rate will be \$20 for full-time and \$10 for Regular part-time and part-time staff and is based on available data of average monthly cell phone and internet costs.

In order to receive the reimbursement, staff must request it by the 30th of the month following the month in which the work was performed.

DIRECTOR'S REPORT

AGENDA ITEMS

3 Consent Agenda

- 3.6 General Policy Manual Update
The board received the memo and policy manual for review in early March.
- 3.7 **FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19**
This is a new policy that needs to be approved to layout the guidelines for complying with the new federal laws.
- 3.8 COVID-19 Employee Expense Reimbursement Policy
This is a new policy that needs to be approved to ensure we are complying with state law.

4 Public Comments

Any public comments received in the chat will be read aloud by Brodie Austin to enter them into the record for the meeting.

6 Unfinished Business

- 6.1 Coronavirus Response Update
I will provide a verbal update on where we are at and what we are doing regarding the crisis.

7 New Business

- 7.1 Board Officer Nominating Committee
Carlos will ask for volunteers to be on the nominating committee to recommend the officer slate to the board at the May meeting.
- 7.2 Transfer of Funds to Debt Service & CIF
Anna has prepared a memo and recommendation for the annual transfer of funds to debt service & CIF.
- 7.3 Executive Director Annual Review CIF
I have included a copy of the 360 evaluation done by the Charrm'd Foundation along with a summary of what I have accomplished in the past year. The board will go into executive session to discuss my annual review. I will be sending separate instructions on how we are going to do that virtually.

BOARD NEWS

Everyone received their Statement of Economic Interest form via email from Cook County. The Statement of Economic Interest requires elected officials and certain state employees with supervisory duties or authority over state contracts/funds to file annual statements of economic interest. Please fill it out if you have not already done so.

LIBRARY UPDATES

We are keeping very busy while working from home. Rather than the typical monthly report, I have put together a sampling of what staff have been doing while working from home.

Marketing

Marketing is handling the bulk of the communication right now as we are largely communicating with patrons through emails and social media messaging:

- Linda Vering sent targeted emails to each individual library audience to alert them to library closure information and updated web page to reflect the changing nature of our COVID-19 policy updates.
- Linda sent weekly COVID-19 emails to all patrons to alert them to library policies, as well as convey information from the rest of the individual task force entities (schools, villages, etc.)
- Brittany Hewerdine, Graphic Designer, has created graphics for all our virtual programming. This includes graphics for web, social media (Facebook, Instagram, Twitter), as well as for email blasts to keep the community engaged with library programming & resources during COVID-19 closures. She is also reformatting all Summer Reading materials to allow patrons to access and participate virtually.
- We continue to actively promote the Census in conjunction with the Village.
- Linda is also actively updating the website with new information on resources, programs, and services including an online library card registration.
- We are not only featuring resources and virtual programming on our social media, but are now doing behind the scenes posts with staff pictures to show what people are working on at home for our patrons.

Programming

While we were able to offer in person programming in the first half of the month, staff have now turned their efforts to providing virtual programming:

- Staff did a great deal of communication and tracking around program cancelations to ensure that program registrants and presenters were informed of the changes.
- An online Spring Read and Share program for patrons of all ages launched in late March as a way to engage readers while the library is closed. Participants can post book reviews and see what others are reading. Lists of ebooks and eaudiobooks suggested by librarians are also available. [You can sign up here.](#)
- Fiction & Media, Reference, and Youth Services staff are developing new virtual programming with the goal of fostering connections with the community:
 - The TEDx live event planned for Summer 2020 will continue as a virtual event.
 - Lives Well Lived film screening in partnership with Covenant Living will be available to patrons to stream from home during a 24-hour period, May 16 – 17.
 - Fiction & Media Staff are developing 2-3 minute videos to share staff recommendations online with library patrons.
 - Youth Services launched Virtual Storytime for All Ages, Wee Play, Virtual Dungeons & Dragons and a concert by Little Miss Ann.
 - Staff are also looking at planned and ongoing programs to see what could be modified for an online format.
- Youth Services worked with Marketing to make the 1000 Books Before Kindergarten card available online for patrons to continue participating in that program.
- We are working to create surveys to ask patrons what types of virtual programs they would enjoy/attend from the library May-August.
- We are taking Summer Reading mostly online. We adjusted Summer Reading incentives to be able to purchase incentives from local businesses. The Reading programs committee secured a 20% discount from Chamber businesses for this purpose and the Friends of the Library are donating funds to help with this endeavor.

eResources

Now that patrons cannot checkout physical items, we are ramping up our digital offerings:

- Mary Kay Perrenot set up new Special eResources page for free products/services from vendors.
- Lori Siegel, Hala Haddad, Sarah Rustman, and Amanda Lopez are purchasing more eBook titles, carefully monitoring usage and buying popular titles and many titles to support online learning in the schools.
- Technical Services staff are working on adding all the new eResources offerings to our catalog and ensuring that patrons get access to titles as soon after they are ordered as possible.

Patron Assistance

- The Circulation Department is issuing Temporary Library Cards to Northbrook residents and Northbrook teachers. We have issued over 80 cards so far.
- Staff received and responded to dozens of Five Fresh Reads forms through the web site. Patrons fill out a form to share their likes and interests, and a librarian provides five suggestions of book titles they might enjoy with links to available items.
- Reference staff continue to provide reference help through email.
- Two of our staff, Amanda Lopez and Seyoung Lee, are translating communication from the joint task force into Spanish and Korean each week to ensure that all residents can get messaging about what is going on.



Online Learning

Staff are using this opportunity to gain more skills and participate in online learning on a variety of topics:

- Customer Service
- Technology
- Data
- Marketing
- Online Programming
- Software platforms
- Safety & Security

Behind the Scenes

We continue to operate the business side of the library as well:

- Our new applicant tracking software, Bamboo HR, is being implemented and we are using it to survey staff on how they are doing.
- Maintenance is checking in on the building a few times a week while also monitoring systems remotely.
- We started construction on the Study Room & Penthouse project. Construction crews are following strict social distancing and safety protocols.
- Staff are using this opportunity to create and update documentation on processes and procedures.
- I have been in regular contact with managers and staff to keep them updated. We have also designed opportunities for people to stay connected.
- I continue to monitor the COVID-19 news and information for the state and ensure we are in compliance with all executive orders and laws.
- I have been participating on the Glenview Northbrook Coronavirus Joint Task Force, which has representatives from the schools, villages, park districts, libraries, and township.

It's been an eventful couple of weeks, but I am proud of the work the staff is doing to continue serving our community.

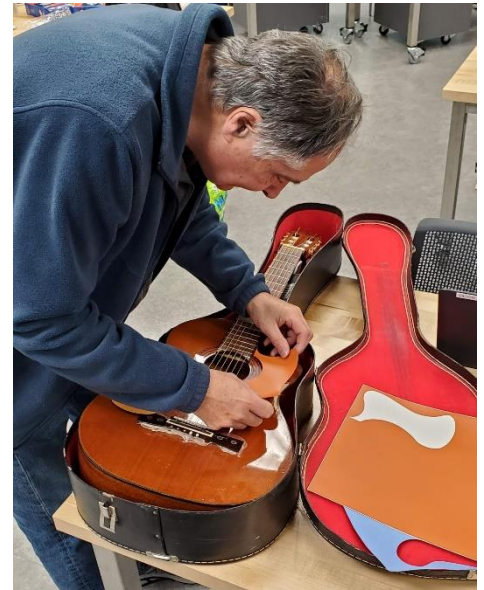
Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
March, 2020

RECENT PROJECTS

From Maker Specialist Sean Miller: A patron came in looking to make a replacement pickguard for his guitar. He made a preliminary stencil of the desired shape which we then refined. Putting the guitar in the lightbox and photographing it from directly above gave us an accurate template which we could draw the exact shape onto. We then transferred that drawing to the Cricut to make a removable vinyl pickguard. The color can be changed out whenever desired.



CONTINUING EDUCATION

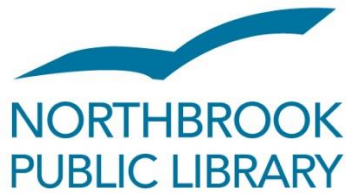
Since the library's closing on March 13th, Collaboratory staff have been busy planning future programs but most especially, updating and expanding their knowledge and skills to better serve patrons. Over two and a half weeks and nearly 105 hours, staff have taken over 30 online webinars and classes covering a range of subjects:

- Adobe's Lightroom, Photoshop, Premier Pro, Illustrator, InDesign
- Bounce Lettering Basics
- Creative Spaces and Family Engagement in Libraries webinar
- DIY Year Planner CreativeBug Course
- Embroidered Typography
- Final Cut Pro X
- Hand Lettering
- Laser Cutting: Design for Fabrication
- Make, Do, Share: Build a STEM Learning Community webinar
- Python 4 Everybody
- Sketch Up
- Watercolor Lettering & Illustration
- Where Teens and Technology Meet

HELPING OUT: RESPONDING TO COVID-19

The library has received numerous inquiries about our ability to supply much-needed medical parts and PPE during the coronavirus pandemic. Maker Services staff have spent a substantial amount of time researching what we can safely and efficiently produce to help patients and protect healthcare workers. We've located a [face shield design that can be laser cut in less than 30 seconds](https://github.com/UIC-Makerspace/FaceShield)¹ that doesn't require 3D printed parts, and NIH, clinically-approved [3D printed face shield components](https://3dprint.nih.gov/discover/3dpx-013306)² and a [surgical mask band](https://3dprint.nih.gov/discover/3dpx-013410)³ design that will make extended wearing of masks more comfortable. We hope to begin work on these once our healthcare partners approve them.

1. <https://github.com/UIC-Makerspace/FaceShield>
2. <https://3dprint.nih.gov/discover/3dpx-013306>
3. <https://3dprint.nih.gov/discover/3dpx-013410>



Memorandum

DATE: 4.9.10
TO: Trustees
FROM: Anna Amen
RE: Capital Improvements & Debt Service Transfers

I would like to ask the Board for approval to transfer the budgeted and the surplus from the furniture and equipment income statement line from the Operating Fund to the Capital Improvement Fund and the Debt Service Fund for Fiscal Year 20.

The transfer to the Capital Improvement Fund would include

- the budgeted transfer of \$563,000
- \$85,000 surplus from the Furniture and Equipment line

The transfer to the Debt Service Fund will be cover the loss shown in Debt Service due to uncollected property taxes.

We are recommending leaving the remaining surplus from FY20 in the operating fund due to the unknown financial implications of the COVID-19 crisis.