

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
April 18, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos Früm
- 4 Approval of March 21, 2019 Minutes – Mr. Carlos Früm
- 5 Public Comments
 - 5.1 One Book, One Northbrook – Tracy Gossage
- 6 Monthly Treasurer's Report – Ms. Miriam Imrem
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from March 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 Technical Services and Maintenance Project
- 11 New Business
 - 11.1 Board Members Resolutions'
 - 11.2 Meeting Room Policy Review
 - 11.3 Transfer of Funds to Debt Service & CIF
 - 11.4 2020 Active Threat Training Closing Date
- 12 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

3/31/2019

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	7,189,622.00	2,796,884.39	599,775.00	9,386,731.39
	Restricted	259,839.01	1,152.60	3,886.80	257,104.81
	IMRF	435,608.49	169,517.80	27,033.17	578,093.12
	Fica	161,600.07	96,867.31	23,168.05	235,299.33
	Total Operating	\$ 8,046,669.57	\$3,064,422.10	\$ 653,863.02	\$10,457,228.65
Capital Improvement		\$ 932,467.97	\$ 921.84	\$ 12,611.00	\$ 920,778.81
Debt Service		\$ 8,818.19	\$ 0.77		\$ 8,818.96

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	290,609.52	(3,245.72)	27.66
ProPay		-	-
PayPal	2,011.12	-	-
GSB - Money Market	225,074.37	-	-
MB - Checking/Money Market	9,873,489.75	501,535.37	-
Certificates of Deposit (detail below)	-	367,195.69	5,040.62
US Bancorp	645.01	500.59	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
Total	\$ 10,457,228.65	\$ 920,778.81	\$ 8,818.96

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NBT - 16808	<u>\$ 367,195.69</u>	06/25/19	0.250%	365
Certificates of Deposit - Debt Service				
NBT - 16829	<u>\$ 5,040.62</u>	07/13/19	0.250%	365

NBT = Northbrook Bank & Trust

MB = MB Financial

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

Northbrook Public Library
Income Statement
3/31/19

01 - General Operating Fund						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.6%
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$4,991.01)	(\$5,866.86)	\$6,261,586.33	\$7,017,695.28	\$7,119,456.00	98.57%
Replacement Tax	\$0.00	\$0.00	\$96,366.56	\$86,031.23	\$100,000.00	86.03%
Impact Fees	\$239.99	\$173.11	\$4,411.97	\$3,851.21	\$0.00	0.00%
Fines, Fees & Rentals	\$8,278.08	\$6,075.64	\$97,471.69	\$53,409.87	\$50,000.00	106.82%
Interest Income	\$6,765.21	\$16,161.94	\$39,676.95	\$119,456.61	\$25,000.00	477.83%
Other Income	\$1,063.25	\$1,289.30	\$4,535.96	\$4,463.90	\$100,000.00	4.46%
Total Undesignated Revenue	\$11,355.52	\$17,833.13	\$6,504,049.46	\$7,284,908.10	\$7,394,456.00	98.52%
Designated Revenue						
Gifts & Other Designated Income	\$5,626.09	\$1,102.66	\$69,981.98	\$81,779.53	\$100,000.00	81.78%
Designated Interest Income	\$25.85	\$49.94	\$287.82	\$391.82	\$0.00	0.00%
Total Designated Revenue	\$5,651.94	\$1,152.60	\$70,269.80	\$82,171.35	\$100,000.00	82.17%
Total Revenues	\$17,007.46	\$18,985.73	\$6,574,319.26	\$7,367,079.45	\$7,494,456.00	98.30%
Expenses						
Undesignated Expenses						
Materials & Services						
Materials - Books, Audio Visual, Movies	\$86,336.82	\$85,120.59	\$798,196.94	\$779,739.48	\$907,000.00	85.97%
Programs	\$6,853.37	\$10,958.62	\$116,996.36	\$106,314.70	\$132,000.00	80.54%
OCLC	\$1,698.94	\$1,973.39	\$16,392.35	\$21,374.14	\$20,000.00	106.87%
CCS Shared Costs	\$6,326.90	\$6,326.90	\$68,011.10	\$69,595.90	\$83,000.00	83.85%
Total Materials & Services	\$101,216.03	\$104,379.50	\$999,596.75	\$977,024.22	\$1,142,000.00	85.55%
Human Resources						
General Salaries and Wages	\$289,728.02	\$298,059.02	\$3,100,559.31	\$3,202,708.64	\$3,711,018.00	86.30%
Maintenance Salaries & Wages	\$13,942.76	\$15,122.45	\$137,338.37	\$142,933.45	\$162,297.00	88.07%
Group Insurance	\$38,985.63	\$32,967.72	\$415,861.43	\$454,393.34	\$550,000.00	82.62%
Unemployment/Worker's Comp	\$3,338.00	\$2,475.00	\$27,400.15	\$28,756.09	\$30,000.00	95.85%
Staff Development	\$1,736.45	\$2,986.61	\$42,647.50	\$54,856.86	\$72,000.00	76.19%
Total Human Resources	\$347,730.86	\$351,610.80	\$3,723,806.76	\$3,883,648.38	\$4,525,315.00	85.82%

Northbrook Public Library
Income Statement
3/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.6%
Operating Costs						
Photocopy	\$3,847.53	\$4,019.62	\$43,047.47	\$48,561.43	\$58,000.00	83.73%
Office & Library Supplies	\$14,133.99	\$5,010.74	\$60,271.58	\$52,361.97	\$70,000.00	74.80%
Software	\$11,305.61	\$4,893.30	\$66,317.56	\$72,861.71	\$95,000.00	76.70%
Postage	\$843.33	\$287.90	\$23,276.16	\$15,811.78	\$20,000.00	79.06%
General Insurance	\$4,748.01	\$14,777.35	\$60,373.38	\$53,216.25	\$60,000.00	88.69%
Telephone/Internet	\$1,671.12	\$6.00	\$8,833.98	\$8,059.70	\$15,000.00	53.73%
Professional Services	\$17,706.87	\$17,376.67	\$216,957.83	\$230,553.30	\$260,000.00	88.67%
Furniture, Equipment	\$24,947.05	\$4,140.76	\$155,463.11	\$66,667.21	\$160,000.00	41.67%
Equipment Rental & Maintenance	\$1,105.50	\$1,191.09	\$25,745.56	\$8,798.35	\$25,000.00	35.19%
Community Relations	\$9,895.26	\$85.02	\$37,589.69	\$34,539.96	\$49,000.00	70.49%
Total Operating Costs	\$90,204.27	\$51,788.45	\$697,876.32	\$591,431.66	\$812,000.00	72.84%
Maintenance						
Vehicle Expense	\$47.93	\$48.85	\$718.92	\$360.07	\$2,500.00	14.40%
Janitorial Supplies	\$6,120.12	\$4,709.20	\$32,042.24	\$38,507.54	\$45,000.00	85.57%
Utilities	\$6,498.47	\$5,130.05	\$42,211.42	\$49,831.10	\$50,000.00	99.66%
Building Repairs	\$0.00	\$985.00	\$13,383.19	\$22,559.18	\$30,000.00	75.20%
Contracted Services	\$9,564.00	\$11,805.96	\$99,891.68	\$107,218.17	\$126,000.00	85.09%
Total Maintenance	\$22,230.52	\$22,679.06	\$188,247.45	\$218,476.06	\$253,500.00	86.18%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$170.00	\$138.00	\$500.00	27.60%
Contingency & Misc Exp	\$445.60	\$447.67	\$4,376.04	\$3,901.65	\$100,000.00	3.90%
Board Development	\$0.00	\$13.56	\$762.25	\$648.60	\$3,500.00	18.53%
Total Other Expenses	\$445.60	\$461.23	\$5,308.29	\$4,688.25	\$104,000.00	4.51%
Total Undesignated Expenses	\$561,827.28	\$530,919.04	\$5,614,835.57	\$5,675,268.57	\$6,836,815.00	83.01%
Designated Expenses						
Miscellaneous Designated Expenses	\$0.00	\$1,762.98	\$38,108.75	\$31,021.40	\$100,000.00	31.02%
Designated Materials Expense	\$636.84	\$73.82	\$710.08	\$1,256.68	\$0.00	0.00%
Designated Capital Expense	\$159.98	\$0.00	\$3,292.93	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$3,225.00	\$2,050.00	\$22,923.86	\$24,616.01	\$0.00	0.00%
Total Designated Expenses	\$4,021.82	\$3,886.80	\$65,035.62	\$60,209.62	\$100,000.00	60.21%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$532,000.00	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	\$557,000.00	0.00%
Total Expenses	\$565,849.10	\$534,805.84	\$5,679,871.19	\$5,735,478.19	\$7,493,815.00	76.54%
NET SURPLUS/(DEFICIT)	(\$548,841.64)	(\$515,820.11)	\$894,448.07	\$1,631,601.26	\$641.00	

Northbrook Public Library
Income Statement
3/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.6%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$369.79)	(\$403.79)	\$463,929.71	\$482,996.27	\$490,000.00	98.57%
Property Tax Levy FICA	(\$210.20)	(\$230.74)	\$263,707.44	\$275,997.87	\$280,000.00	98.57%
Interest Income IMRF	\$14.01	\$0.00	\$62.86	\$35.69	\$50.00	71.38%
Interest Income FICA	\$7.96	\$0.00	\$35.73	\$20.38	\$50.00	40.76%
Total Undesignated Revenue	(\$558.02)	(\$634.53)	\$727,735.74	\$759,050.21	\$770,100.00	98.57%
Expenses						
Total Revenues						
	(\$558.02)	(\$634.53)	\$727,735.74	\$759,050.21	\$770,100.00	98.57%
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,434.51	\$25,315.52	\$327,823.46	\$324,168.14	\$490,000.00	66.16%
Employer FICA	\$22,497.35	\$21,802.12	\$240,839.95	\$246,067.34	\$280,000.00	87.88%
Total Human Resources	\$53,931.86	\$47,117.64	\$568,663.41	\$570,235.48	\$770,000.00	74.06%
Total Undesignated Expenses	\$53,931.86	\$47,117.64	\$568,663.41	\$570,235.48	\$770,000.00	74.06%
Total Expenses	\$53,931.86	\$47,117.64	\$568,663.41	\$570,235.48	\$770,000.00	74.06%
NET SURPLUS/(DEFICIT)	(\$54,489.88)	(\$47,752.17)	\$159,072.33	\$188,814.73	\$100.00	

Northbrook Public Library
Income Statement
3/31/19

03 - Capital Improvements Fund							
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.6%	30
Revenues							
Undesignated Revenue							
Interest Income	\$210.73	\$921.84	\$2,815.54	\$3,436.93	\$2,000.00	171.85%	
Total Undesignated Revenue	\$210.73	\$921.84	\$2,815.54	\$3,436.93	\$2,000.00	171.85%	
Transfers & Other Financing Sources							
Insurance Proceeds	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%	
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%	
Total Revenues	\$210.73	\$921.84	\$7,995.54	\$3,436.93	\$2,000.00	171.85%	
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair	\$134,994.82	\$238.00	\$378,903.39	\$50,756.30	\$693,000.00	7.32%	
Professional Fees	\$1,375.00	\$9,000.00	\$40,408.83	\$39,048.61	\$105,000.00	37.19%	
Furniture & Equipment	\$0.00	\$3,611.00	\$0.00	\$3,611.00	\$52,000.00	6.94%	
Contingency	\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%	
Total Capital & Bond Expenses	\$136,369.82	\$12,849.00	\$419,378.37	\$93,664.31	\$850,000.00	11.02%	
Total Undesignated Expenses	\$136,369.82	\$12,849.00	\$419,378.37	\$93,664.31	\$850,000.00	11.02%	
Total Expenses	\$136,369.82	\$12,849.00	\$419,378.37	\$93,664.31	\$850,000.00	11.02%	
NET SURPLUS/(DEFICIT)	(\$136,159.09)	(\$11,927.16)	(\$411,382.83)	(\$90,227.38)	(\$848,000.00)		

Northbrook Public Library
Income Statement
3/31/19

05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.6%	
Property Tax Levy						
Interest Income						
Total Undesignated Revenue						
Total Revenues						
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments						
Principal Payments						
Total Capital & Bond Expenses						
Total Undesignated Expenses						
Total Expenses						
NET SURPLUS/(DEFICIT)						

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

Operating Funds

Library Claims List	\$	229,088.30
Librarian's Claims List	\$	19,744.30
Payroll	\$	300,393.34
Fica/IMRF	\$	50,201.22
ACH to IPBC	\$	54,435.86

Total Operating Funds	\$	653,863.02
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Capital Improvement Fund

Claims List	\$	12,611.00
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Debt Service Fund

Grand Total Library	\$	666,474.02
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
23614	3/19/2019	First Bankcard	\$2,570.80	monthly payment credit card
23615	3/19/2019	The Hanover Insurance Company	\$38,168.00	annual payment insurance payment
23616	3/19/2019	Village of Northbrook Water Dept.	\$1,050.06	quarterly payment water bill
23617	3/19/2019	Warehouse Direct	\$2,058.54	payment for furniture
23618	3/19/2019	Wells Fargo Vender Fin Serv	\$1,752.00	monthly payment copier lease & maintenance
23619	3/22/2019	Travelers CL Remittance Center	\$19,800.00	annual payment insurance payment
23620	3/31/2019	Amazon	\$4,276.33	monthly payment amazon
23621	3/31/2019	Anna Amen	\$667.50	employee reimbursement
23622	3/31/2019	American Library Association	\$912.00	payment for annual membership & staff training
23623	3/31/2019	Apple Books	\$2,432.20	monthly payment material
23624	3/31/2019	Baker & Taylor	\$36,527.31	monthly payment material
23625	3/31/2019	Baker & Taylor INC	\$4,409.00	annual payment for titlesource
23626	3/31/2019	Best Quality Cleaning	\$9,360.00	monthly payment cleaning
23627	3/31/2019	Bibliotheca, LLC.	\$6,090.79	monthly payment material
23628	3/31/2019	CenterPoint Energy Services, Inc.	\$3,530.23	monthly gas bill
23629	3/31/2019	Continental Resources, Inc	\$1,625.06	payment for computer equipment
23630	3/31/2019	Cooperative Computer Service	\$8,285.04	monthly payment consortium & OCLC
23631	3/31/2019	Criterion Pictures	\$1,880.00	monthly payment programming
23632	3/31/2019	Discovery Benefits, Inc.	\$2,671.00	monthly payment flexible spending, dedendant care and commuter benefit
23633	3/31/2019	EBSCO Information Services	\$4,760.31	monthly material payment
23634	3/31/2019	ECO Promotional Products, Inc.	\$648.90	buidling repair and asset payment
23635	3/31/2019	F.E. Moran, Inc.	\$985.00	payment for buidling repair
23636	3/31/2019	Fast Signs	\$1,002.09	payment for building repair
23637	3/31/2019	Gale/CENGAGE Learning	\$2,749.50	monthly payment material
23638	3/31/2019	Grainger	\$908.10	monthly payment janitorial supplies
23639	3/31/2019	Impact Networking LLC	\$1,203.54	monthly payment copier lease & maintenance
23640	3/31/2019	Patrick Lundholm	\$600.00	monthly payment programming
23641	3/31/2019	MakerBot Industries, LLC	\$718.73	monthly payment supplies
23642	3/31/2019	Midwest Tape	\$13,130.65	monthly payment material
23643	3/31/2019	North American	\$697.10	monthly payment janitorial supplies
23644	3/31/2019	Northbrook Hardware	\$797.04	monthly payment janitorial supplies
23645	3/31/2019	Ocooch Hardwoods	\$639.61	monthly payment supplies
23646	3/31/2019	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
23647	3/31/2019	Overdrive	\$13,988.63	monthly payment material
23648	3/31/2019	Olga Rudiak	\$600.00	monthly payment programming
23649	3/31/2019	Siemens Industry Inc.	\$1,931.25	quarterly payment HVAC maintenance
23650	3/31/2019	Steiner Electric Company	\$1,787.84	payment building repair
23651	3/31/2019	Travelers CL Remittance Center	\$13,128.00	annual payment insurance payment
23652	3/31/2019	Tsai Fong Books, Inc.	\$1,600.40	monthly payment material
23653	3/31/2019	Wells Fargo Vender Fin Serv	\$915.00	monthly payment copier lease & maintenance
23654	3/31/2019	Xerox Corporation	\$1,064.08	monthly payment copier lease & maintenance
			<u>\$229,088.30</u>	

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

Transaction Number	Transaction Date	Reference	Payments
48966	3/19/2019	Advanced Disposal	\$549.76
48967	3/19/2019	American Library Association - Training	\$65.00
48968	3/19/2019	Aquatic Works LTD	\$175.00
48969	3/19/2019	Chicago Tribune	\$266.50
48970	3/19/2019	Costco	\$200.00
48971	3/19/2019	Sandra Cotler	\$52.50
48972	3/19/2019	Discovery Benefits - Simplify	\$117.00
48973	3/19/2019	Jennifer Duncan-Mcgee	\$40.00
48974	3/19/2019	Kelly Durov	\$49.88
48975	3/19/2019	Sabina Fazlic	\$100.00
48976	3/19/2019	Kyle Froehlich	\$150.00
48977	3/19/2019	Mark Gelfeld	\$100.00
48978	3/19/2019	Bridget Golembiewski	\$29.33
48979	3/19/2019	Benjamin Goluboff	\$250.00
48980	3/19/2019	Gene Ha	\$400.00
48981	3/19/2019	Jayne Herring	\$150.00
48982	3/19/2019	HodgePodge	\$170.00
48983	3/19/2019	Marina Hoover	\$350.00
48984	3/19/2019	Innovative Users Group	\$100.00
48985	3/19/2019	Laconi	\$15.00
48987	3/19/2019	Helen Lazzaro	\$115.00
48988	3/19/2019	Helen Lazzaro	\$115.00
48989	3/19/2019	Ron Mantegna	\$300.00
48990	3/19/2019	Amanda Margis	\$172.33
48991	3/19/2019	Mary Robinette Kowal	\$200.00
48992	3/19/2019	Moneyletter	\$129.00
48993	3/19/2019	Diego Morales	\$80.00
48994	3/19/2019	Rachel Murguia	\$75.00
48995	3/19/2019	Brian Nelson	\$30.28
48996	3/19/2019	Richard Olson	\$150.00
48997	3/19/2019	Helena Osorio	\$200.00
48998	3/19/2019	Nickolaos Paraskevopoulos	\$13.99
48999	3/19/2019	Dan Petrosko	\$315.00
49000	3/19/2019	Petty Cash Custodian	\$189.44
49001	3/19/2019	Laurie Prioletti	\$36.13
49002	3/19/2019	Daniel Quinlan	\$72.00
49003	3/19/2019	Sarah Rustman	\$72.43
49004	3/19/2019	Ellen Shubart	\$100.00
49005	3/19/2019	Hy Speck	\$175.00
49006	3/19/2019	Sunset Food Mart, Inc.	\$98.97
49007	3/19/2019	Ron Surace	\$400.00
49008	3/19/2019	The Herb Quarterly	\$19.97
49009	3/19/2019	The Korea Times, Inc Chicago	\$200.00
49010	3/19/2019	United States Postal Service	\$235.00
49011	3/19/2019	Universal Film Exchanges LLC	\$300.00
49012	3/19/2019	UPS	\$47.10
49013	3/19/2019	WEX Bank	\$48.85
49014	3/19/2019	Susan Wolf	\$27.73
49015	3/27/2019	Adorama	\$88.25
49016	3/27/2019	Alert Protective Services	\$109.71
49017	3/27/2019	Ancel Glink P.C.	\$210.00
49018	3/27/2019	B&H Photo-Video	\$458.64
49019	3/27/2019	Best Buy Business Advantage Account	\$7.99
49021	3/27/2019	Nancy Buehler	\$250.00
49022	3/27/2019	Capstone Press, Inc.	\$313.85
49023	3/27/2019	Kathleen Carot	\$100.00
49024	3/27/2019	CCH Incorporated	\$126.41
49025	3/27/2019	CDW Government, Inc.	\$106.02
49026	3/27/2019	Center Point Publishing	\$46.74
49027	3/27/2019	Chicago Filter Supply	\$110.76

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

Transaction Number	Transaction Date	Reference	Payments
49028	3/27/2019	Child's World	\$41.90
49029	3/27/2019	Michael Cianfrani	\$200.00
49030	3/27/2019	Curtains for You	\$294.35
49031	3/27/2019	Demco, Inc.	\$417.14
49032	3/27/2019	Sabina Fazlic	\$100.00
49033	3/27/2019	Friends of the Chicago River	\$100.00
49034	3/27/2019	Garvey's Office Products	\$457.16
49035	3/27/2019	Mark Gelfeld	\$200.00
49036	3/27/2019	Grey House Publishing	\$487.05
49037	3/27/2019	H. W. Wilson Company Lockbox	\$378.00
49038	3/27/2019	Jayne Herring	\$350.00
49039	3/27/2019	HodgePodge	\$60.00
49040	3/27/2019	The Home Depot Credit Services	\$214.24
49041	3/27/2019	Illinois Heartland Library System-OCLC	\$15.25
49042	3/27/2019	Illinois Library Association	\$200.00
49043	3/27/2019	Image Specialties of Glenview, Inc.	\$68.00
49044	3/27/2019	Inventables	\$70.09
49045	3/27/2019	Lake Effect Clarinet Quartet	\$500.00
49046	3/27/2019	Lakeshore Learning Materials	\$231.77
49047	3/27/2019	Helen Lazzaro	\$150.00
49048	3/27/2019	Lechner & Sons	\$124.28
49049	3/27/2019	Library Ideas LLC	\$31.86
49050	3/27/2019	Library Journals LLC	\$120.00
49051	3/27/2019	LittleBits Electronics, Inc.	\$50.23
49052	3/27/2019	Ron Mantegna	\$200.00
49053	3/27/2019	Mason Crest Publishers	\$164.48
49054	3/27/2019	McMaster-Carr Supply Co.	\$91.92
49055	3/27/2019	Kathleen Jo Zeigler Mitchem	\$200.00
49056	3/27/2019	David Nakazono	\$500.00
49057	3/27/2019	Northbrook Park District	\$225.00
49058	3/27/2019	Helena Osorio	\$200.00
49059	3/27/2019	Panera, LLC	\$102.15
49060	3/27/2019	Penguin Random House LLC	\$202.50
49061	3/27/2019	Pitney Bowes Inc.	\$290.97
49062	3/27/2019	Aaron Rachelson	\$16.99
49063	3/27/2019	Recorded Books, Inc.	\$83.20
49064	3/27/2019	Rosen Publishing	\$492.90
49065	3/27/2019	Runco Office Supply	\$597.39
49066	3/27/2019	S & S Worldwide	\$32.44
49067	3/27/2019	Jacob Saenz	\$200.00
49068	3/27/2019	Susan Schmittroth	\$150.00
49069	3/27/2019	Swank Motion Pictures Inc.	\$596.00
49070	3/27/2019	UPS	\$21.52
49071	3/27/2019	Vernon Library Supplies Inc.	\$562.65
49072	3/27/2019	Robert Waterbury	\$50.00
49073	3/27/2019	Shaoeng Wei	\$12.99
49074	3/27/2019	Kevin Wood	\$250.00
49075	3/27/2019	World Book, Inc.	\$250.00
49076	3/27/2019	Yami Vending Inc.	\$213.32

\$19,744.30

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

Transaction Number	Transaction Date	Reference	Payments	Description
1686	3/31/2019	Ancel Glink P.C.	\$250.00	monthly payment attorney
1687	3/31/2019	Building Technology Consultants, Inc.	\$4,850.00	facility plan progress payment
1688	3/31/2019	Library Furniture International, Inc.	\$3,611.00	payment for acoustical wall panels
1689	3/31/2019	Product Architecture + Design	\$3,900.00	architecture fees for TS & Maintenance renovation

\$12,611.00

Northbrook Public Library Foundation
Financial Statements
March-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		1,600.00
Auditorium Chair Donations		500.00
Individual Donations		200.00
Corporate Donations		198.00
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations		191.66
Total Unrestricted Donations	-	2,689.66
Interest Income-Unrestricted	8.18	86.40
Total Income	8.18	2,776.06
Expense		
Bank Fee		
Brick Expenses		315.00
Chair Expenses		7.00
Filing Fee		28.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	350.00
Net Income	8.18	2,426.06

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through March 2019	46
Remaining Auditorium Chairs for Sale	172
Percent Sold	21%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through March 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 March 2019	846
Remaining 12 x 12 Bricks Available for Sale	211
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	2,679.95	
MB Financial - Money Market	48,193.18	
Total Checking/Savings	50,873.13	
Accounts Receivable		
Due from NPL		
Total Accounts Receivable	-	
Total Current Assets	50,873.13	
TOTAL ASSETS	50,873.13	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	48,447.07	
Net Income	2,426.06	
Total Equity	50,873.13	
TOTAL LIABILITIES & EQUITY	50,873.13	

DIRECTOR'S REPORT

AGENDA ITEMS

5 Public Comments

5.1 One Book, One Northbrook

Tracy Gossage, Fiction & Media Assistant Manager, will be joining us to talk about our community wide read happening this July.

10 Unfinished Business

10.1 Technical Services and Maintenance Project

I will provide a verbal update at the meeting.

11 New Business

11.1 Board Members Resolutions'

We will provide a verbal update on this at the meeting.

11.2 Meeting Room Policy Review

An updated meeting room policy is included for your review. We did add in allowing covered water bottles in the auditorium per the patron request.

11.3 Transfer of Funds to Debt Service & CIF

Anna Amen has prepared a memo about transferring funds to debt service and the capital improvement fund.

11.4 2020 Active Threat Training Closing Date

Brodie Austin has prepared a memo to request a full closing day in 2020 for active threat training.

BOARD NEWS

Congratulation to Jay Glaubinger and Sharon Bergstein on their reelection to the board. I also reached out to congratulate Maura Crisham and Kayhan Parsi. Kayhan plans to come to the April meeting. We will swear in the trustees at the May meeting. We had a featured article in the village newsletter this month, which is part of a push by the Economic Development Committee to share more information on how units of local government are funded. A copy will be provided at the meeting.

FIT INTO PATRONS' LIVES

Fiction & Media

- The Northbrook Library held 18 screenings of Oscar-nominated films in February and March with just over 2,700 total attendees. Films included *Bohemian Rhapsody*, *A Star is Born*, *Green Book*, *Can You Ever Forgive Me?*, *If Beale Street Could Talk*, and *The Favourite*. Programmers added screenings to the schedule as programs filled to accommodate additional attendees. In addition, a number of Americans with Disability Act requests were received and accommodated, including providing on-screen captions for twelve of the eighteen screenings.
- To kick off our March Oscars film series, film journalist and Loyola film professor Zbigniew Banas led a discussion of the Academy Awards on Tuesday, March 5. Informational, at times humorous, and always discussable, Banas' take on the awards season and the film industry brought to light cultural and industry trends. The program was attended by 84, and feedback was positive about the program's deeper dive into the Academy Awards and film industry.
- A new streaming classical music platform, Naxos Music Library, will be added to the library's collection starting May 1. The collection contains more than 143,480 CDs, or 2,223,200 tracks of classical music and opera, with items always available to users. The library's subscription allows up to 5 simultaneous users at a time. This service will help supplement the CD collection and is convenient and easy to access by users from anywhere with their library card.
- The Fiction & Media department is offering a new passive readers' advisory initiative called Book Bingo. Each square on the Bingo sheet offers suggestions to lead patrons to explore the library's collections and discover new genres and authors. Patrons can enter a drawing for a small prize for completing a row of 4 squares. It is hoped that this year-round activity will be a fun supplement to the Summer and Winter reading programs.

Reference

- Hala Haddad hosted historian and author, Ellen Shubart, who presented some history and quirks of Chicago from her book, "What's with Chicago" on March 23. We received enthusiastic comments from the 63 attendees who encouraged us to present more local history programs.
- Jill Franklin presented a film screening and discussion: "She's Beautiful When She's Angry" on March 25. The film portrays regular people in Chicago and around the country taking action for women's rights in the 1960s and 1970s. The audience reacted with gasps and claps during the film and a good discussion followed. A total of 49 people attended.. A few parents brought their teenage children and one young person came on her own. Patron comments included:
 - "I learned a lot. It was very topical, very important."
 - "Great choice--film and speaker"
 - "Important topic. Brings back memories."
 - "More discussion time!"

Youth Services

- On March 2, C2 Educate presented the teen program "Find the Right Test for You" which allowed teens to take a practice ACT or SAT test. This helps teens practice for these tests before taking the test in a less stressful environment. We are able to offer these events with no fee to the teens participating. Bridget Golembiewski coordinated this event.
- We hosted Accessibility Hour on March 3. The library opens one hour early quarterly on a Sunday to accommodate those who may not want to visit the library during our busy normal open hours due to a myriad of reasons including sensory issues or cognitive impairment. We always offer a program for young people with special needs during this hour and in March we featured Rainbow Assisted Therapy dogs. Sarah Rustman coordinated this event.
- In hopes of presenting learning based presentations for school-aged children, we hosted Ben's Bubble Show on Tuesday, March 5 in the afternoon. Offering this program on a weekday afternoon helped us target the school-age audience. The show was very informative AND entertaining.
- Youth Services strives to engage young patrons in learning and literacy rich activities by offering hands-on experiences in the department. One of those is our Imagination Station which is a piece of furniture that we transform into an

imaginative play area based on a theme. It has been a Farmer's Market, a nature center, bakery, grocery store, and more. This month, we unveiled our latest imagination station; the Post Office. Anna Fillmore and Amanda Lopez designed and created the hands-on activities at the Imagination Station. Young children and their caregivers have been engaging in imaginative play, writing and mailing letters, and sorting activities all of which support early learning and literacy. The station is available all the hours we are and give patrons to opportunity to engage with the library with their own time and preference.



EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- We have started displaying collections and information in our first floor display cases. Linda Vering worked with Judy Hughes to displaying items from the Northbrook Historical Museum in the two display cases in the lobby in March.
- A regular attendee of the Northbrook Writes' program, Hollie Smurthwaite, has been named as one of three finalists in the Illinois Soon to be Famous Manuscript Project for her novel *The Color of Trauma*. The winner will receive support from an editor, a professionally designed cover, and automatic entry as a semi-finalist in the Soon to Be Famous Illinois Author Project contest.

- Several initiatives are planned for the grant-funded American Creed event series May - July. An interactive lobby display in May will feature a statement (for example "As Americans, I believe we share core values"), and people will be able to mark with a sticker how strongly they agree or disagree with the statement. The goal of the exercise is to help people consider commonalities shared regardless of political beliefs, which is an overarching theme of the American Creed grant. In addition, National Writing Project representatives will facilitate a screening and discussion of the *American Creed* documentary on May 22, and another program will feature a panel of prominent Northbrook community members.
- Jill Franklin partnered with the National Alliance for Mental Illness (NAMI) to present: "Skin Game: A True Story of Self-Injury & Healing" on March 19. NAMI sponsored the speaker, Caoline Kettlewell, and flew her here to discuss her memoir and personal experience with self-cutting. Attendees came here from various Chicago neighborhoods, Niles, Evanston, Elk Grove Village, as well as closer suburbs like Glenview (based on the NAMI surveys). A few people shared their concerns about their teenage children who self-injure, indicating that the room was a safe space to share and seek community. Several patrons thanked Jill as they left, saying the speaker was wonderful; she gave a great talk; they appreciated her ability to analyze her experience.
- The trend of moving away from single use plastic straws has become more prevalent with calls for municipal bans. Locally, the Shedd Aquarium has a campaign to replace disposable straws with reusable ones and the local Go Green group has partnered with the Shedd to promote a better alternative at Northbrook eateries. Acting on that trend, the Green Team chose reusable straws as the annual giveaway to the public at the Earth/Arbor Day fair in April. We will also give one to each staff member at Staff Development Day in May.
- Every March, we feature art from the Northwest YMCA Art program. They host a reception for their artists in Youth Services. This year the reception was on March 3. Amanda Lopez coordinates that art display and reception that is always well received by the general public. It always brings in YMCA art class participants and their families and brightens up the library for a month.

BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

Continuing Education & Professional Development

- I gave a presentation on Library Director Jenga at ATLAS Institute, which provides training to staff at area libraries.
- I presented "Management Lessons from the Wizarding World of Harry Potter" at the Illinois Library Association Youth Services Institute.

New Hires

- None

Leave of Absence

- Joyce Baran, part-time Clerk (Circulation) began an unpaid leave of absence to care for her husband. She is scheduled to return on April 9.
- Tom Dadigan, part-time Clerk (Circulation) began an unpaid leave of absence for medical reasons. His possible return to work date is unknown.

Terminations/Retirements

- Barry Pike, part-time Magazine Clerk (Reference) resigned effective May 16. He is moving to Florida.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- OSG staff have been working with District 225 to better understand issues we've experienced with the internet service they provide us. There appear to be intermittent issues where the service cannot connect to DNS servers. We use these connections to test if the service is active or not, which ultimately would trigger a fail over to our backup connection. OSG has not been able to identify the issue and will continue to monitor and test.
- Brodie Austin is working with the Friends of the Library bookshop manager to coordinate a series of safety trainings for bookshop volunteers. We hope to make the volunteers more aware of our policies and procedures and how to react to emergency situations. The training will be a modified version of our safety/security orientations for staff.

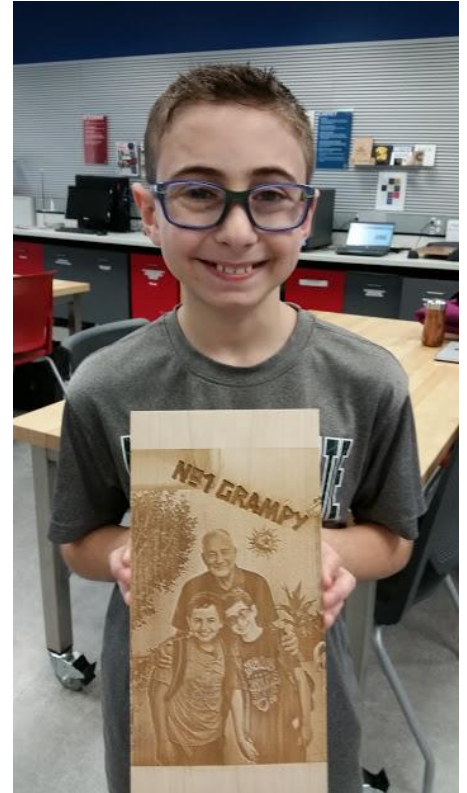
- Last week we had another truck hit the overhang. This time, they knocked off the now brightly colored sign hanging at 8'. No damage was done to the building itself this time. The driver reported that he did not see the sign at the entrance stating that no trucks are allowed in. We have asked the architects to draw up something to present to the board at the April meeting. I will have it at the meeting so we can discuss.

Kate Hall
Executive Director

Collaboratory Update

Prepared by: Cathleen Doyle
March, 2019

RECENT PROJECTS



THE USER EXPERIENCE



From Digital Services Assistant Bob Couch: A family came in with a specific quest: they wanted to create a puzzle. With Joe's [Cirignani] help, we found an easy website to generate SVG puzzle files with a custom number of pieces. It makes it easy to create quick acrylic cutouts, similar to makercase.com or other box-making sites. We sent the images through One-Touch Laser Photo first, then did a quick separate job of doing the overlaid cuts. It turned out great.

From DSA Hugh Sato: Dale Duda, the president of the Northbrook Farmers market association BOA came in, wondering if we could find a way to fix or recreate her dog's door cover. We measured the original, and with an online box generator, deleted one of the faces of the box to create the template. We laser cut it, Dale glued it together with hot glue, and brought it home. She called back to tell us it fit perfectly!



Candice Son has been working throughout this month to develop a series of these adorable icons that can be applied to a slat sign board. She's also found a great way to create attachment adapters for them that she designed and 3D printed.

From DSA Christine Vi: Mrs. Blitz requested her whisky glasses to have writing seen from the front and the inside of the glass. She wanted to laser it straight into the bottom but I explained that 1. The laser can't be accurately calibrated to the bottom due to it running into the walls of the glass and 2. It would possibly produce glass chips that would be hazardous. Instead, I suggested we laser the bottom of the glass to give the same effect. We've never done this before, but I thought it could be done safely so I tweaked our classic engraving method. I removed the honeycomb bed to compensate for the height and flipped the image so that it could be read through the glass. They came out beautifully and she said that as soon as she thought of this present she "Immediately knew she had to go to Northbrook's Collaboratory to get them done!" She was so proud of herself for creating bespoke glasses for her brother's special day, and for thinking of us first.



FEEDBACK

"Love the Collaboratory! What an amazing space! And the staff up there are terrific - so patient. Wonderful experience. I'm gonna be a regular!"

-Anne Reguzzi

"As a Senior Citizen, I was pretty overwhelmed at the Collaboratory! Sean was patient, kind, understanding and super helpful."

-Wendy Smith

"I brought my kids to the library to check out the Collaboratory. We were blown away by all the amazing things we can create. Bob was so helpful and patient with us. He offered suggestions to meet our needs we can't wait to come back and create more!"

-Zoe Novak

3D PRINTING

We printed 89 objects for users in March.

PROJECTS

March projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	29	3D Printer
Acrylic	7	Laser Cutter
Buttons	19	Button Makers
Cardstock	2	Cricut
CD		Digitization Room
Cork Coasters		Laser Cutter
DVDs		Digitization Room
Embroidery Thread	13	Embroidery Machine
Glasses	12	Laser Cutter
HDPE	7	Carvey
Interfacing	1	Embroidery Machine
Iron-on	4	Cricut
Keychains		Button Makers
Pet Tags		Laser Cutter
Stabilizer Sheets	45	Embroidery Machine
Stamp Block		Carvey
Sewing Thread	3	Sewing Machines
Vinyl & Transfer Paper	15	Cricut
Window Cling		Cricut
Wood	13	Laser Cutter & Carvey

PROGRAMS

We held 19 programs with 102 attending.

VISITORS

1157 people visited the Collaboratory over 22 days in March.

RAILS REPORT MARCH 2019

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

[RAILS Online Round Table: Programming & Collections for Those with Dementia/Alzheimer's](#)

RAILS is hosting our first online networking event on Friday, April 5, from 10-11 a.m. The Serving Patrons with Dementia Networking Group will lead a discussion and there will be a short presentation by Tina Williams from White Oak Library District and David Kelsey from St. Charles Public Library District. RAILS Online Round Tables are hour-long forums hosted by networking groups on a specific topic. These forums are held via GoToWebinar and any library staff member from any Illinois library is invited to attend. RAILS Board members are also welcome!

[Telling Your Story Campaign Survey](#)

RAILS received over 380 responses to our survey asking members for more specific feedback on how we could best help them tell their stories and prove their value to their various stakeholders during our year-long My Library Is... campaign. We are currently analyzing the survey results and will use them to develop specific campaign activities in the year ahead. We will keep the board informed of our progress.

[Elevate & Directors University](#)

The Elevate Illinois Libraries Leadership Program will be held on April 27, at the Illinois State Library. Elevate is a statewide initiative to recruit and nurture future Illinois library leaders. This year's program will focus on how to build effective teams. The third annual Directors University Ensuring Ongoing Library Staff Development Developing Library Leaders Helping All Libraries Provide the Best Possible Service Document 7.3.1 will be held June 3-7, also at the State Library. This event provides training and networking opportunities for new public library directors. Registration for both events is underway, with over 90 applicants from across the state for Elevate and 40 applicants for Directors University at the time of this writing. RAILS staff serve on the planning committee for both events.

MEETING ROOM POLICY

The Northbrook Public Library believes that access to information is essential to a free, creative and democratic society. Therefore, the Library strives to provide the community with an accommodating environment for the dissemination, exchange, and evaluation of ideas and information including public meeting room space in order to support this mission.

AVAILABILITY AND USE

Room availability is as follows:

- Auditorium (not available for rental by outside organizations.)
- Civic Room (Seats 40)
- Collaboratory (not available for rental by outside organizations.)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)
- Youth Services Activity Room (not available for rental by outside organizations)

The meeting rooms are available for reservation at the following times:

Monday through Thursday	9:15 a.m.-8:45 p.m.
Friday	9:15 a.m.-5:45 p.m.
Saturday	9:15 a.m.-4:45 p.m.
Sunday	1:15 p.m.-4:45 p.m.

All groups must be out 15 minutes prior to closing time for the Library.

Priority for any meeting room is given first to Library and Library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

The room is then available for reservations to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3);
4. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a Library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;

2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the Library and groups may not state or imply Library sponsorship when publicizing the event. **Any communication and advertising must clearly state: Event not sponsored by the Northbrook Public Library.** All meetings must be open to the public.

GENERAL RULES AND REGULATIONS

- Use of the Northbrook Public Library meeting rooms shall be in accordance with Article VI of the Library Bill of Rights.
http://www.northbrook.info/bill_of_rights#article%20VI
- The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all users holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- Storage is not available before or after room use. The Library is not responsible for the safety of or damage to personal property.
- Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Executive Director or except as otherwise allowed by law.
- Organizations meeting in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to the persons meeting in the building
- Smoking and the use of eCigarettes, food and alcoholic beverages are not permitted. Covered beverages are permitted in the Pollak and Civic rooms only.
[Covered water bottles are allowed in the Auditorium.](#)
- Excessive noise or disruption to the functions of the Library are not permitted. All those present must abide by the Library's Public Code of Behavior policy
http://www.northbrook.info/sites/default/files/Patron_Code_of_Behavior.pdf
- The use of hazardous materials or incendiary devices (including candles) is prohibited.
- Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.
- Posted occupancy limits must be observed and enforced by the signee.

APPLICATION PROCESS

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook Library card in good standing. The signee must be present during the entire event. A second signee may be added to the reservation and the room reservation may be transferred to that person. To preserve the

confidentiality of the signee, the Library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The Library has full discretion to approve room usage.

Northbrook residents may not reserve the meeting rooms for more than 18 meetings in one 365 day period. The use of the meeting rooms by Northbrook groups shall be subject to the following restrictions:

1. Reservations must be made online at www.northbrook.info at least three days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from ~~a standard set-up~~ options, and then specify the furniture and equipment needed on the reservation form at time of application and may not change set up once the reservation has been confirmed or add additional furniture or equipment at the time of the reservation. Special set-ups are not available.
4. Room reservations are not final until the signee receives confirmation from the Library.
5. Submission of a room request indicates agreement that the signee and attendees will comply with all rules and policies regarding responsible use of the room.
6. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
7. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
8. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
 - Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. Any group that reserves a room that requires technology or set-up of furniture must cancel at least 24 hours in advance or they will be assessed a cancelled fee of \$100.00 and may lose future meeting room privileges. The Library will waive the fee for first instance of non-compliance.
 - Any group that fails to show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The Library will waive the fee for first instance of non-compliance.
9. —

FURNITURE & EQUIPMENT

~~The furniture and equipment listed on the meeting room booking form is available for use in the meeting rooms. All furniture and equipment is available on a first come, first serve basis and must be requested when making the reservation.~~

Commented [KH1]: This section is referenced above and does not need to be duplicated.

FEES & FINES

Fees and fines will be added to the patron's Library card and may be paid at the Circulation Desk or online through My Account.

- Room Reservation= There is no fee to reserve a meeting room.
- Piano Rental= \$50.00
- The Library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

FINES

~~Fines will be added to the patron's Library card and may be paid at the Circulation Desk or online through My Account.~~

- Extended Use of Meeting Room= \$25 per each partial or additional 15 minutes when the Library is open. If a room is not vacated at the agreed upon time, the signee shall pay \$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after Library Closes=\$100 fine if occupants are still in the room after the Library closed unless waived by Library Administration. The Library will waive the fee for first instance of non-compliance.
- Food in Rooms= Covered drinks are allowed, but the Library reserves the right to charge a fine of up to \$200 and revoke future meeting room privileges if food is present during an event.
- Cancellation or No Show Fine= \$100.00 as outlined above

The Library reserves the right to charge additional fines if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

EQUAL OPPORTUNITY

Meeting Rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library's meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin or disability. However, the Library does not guarantee availability to any individual citizen or group.

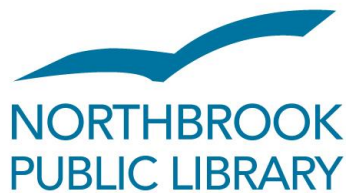
LIABILITY

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the Meeting Room.

In addition, each group or organization using the Library's Meeting Rooms shall be responsible for damage to the room and its contents, including any Library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

WITHDRAWAL OF PRIVILEGES

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of Meeting Room privileges.



Memorandum

DATE: 4.10.19
TO: Trustees
FROM: Anna Amen
RE: Capital Improvements & Debt Service Transfers

I would like to ask the Board for approval to transfer funds from the Operating Fund to the Capital Improvement Fund and the Debt Service Fund for fiscal year 19. According to my estimates the Operating Fund will show a surplus at the end of fiscal year 19.

The transfer to the Capital Improvement Fund would include

- the budgeted transfer of \$532,000
- \$70,000 for 1st floor renovation furniture budgeted in fiscal year 19 operating fund
- Surplus from the operating fund which will be used to fund outstanding capital improvement projects which include renovation of the Technical Services and Maintenance areas, painting of the building, parking lot repairs and repaving and IT projects.

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

Final numbers will be provided when all expenses have been recorded.



Memorandum

DATE: April 9, 2019

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director

RE: Active Threat Training for 2020

For the Active Threat training that we offered to staff in February 2019, we contracted with Tier One Tactical to design and run the training. District 27 has worked with Tier One for a number of years for their active threat training and have incorporated Tier One's program into the township-wide emergency preparedness plan.

Tier One's training program is a multi-year program. This approach slowly introduces staff to the concepts and skills they will need to respond to an active threat situation. This phased approach avoids the "shock and awe" approach to active threat training that is under fire these days (<https://www.wfla.com/national/teachers-shot-execution-style-with-rubber-bullets-during-active-shooter-drill/1869290322>)

The training we offered in February was informational in nature and did not involve any scenario-based training. Because of this, we could offer the training to a larger number of staff. The next phase of the training introduces scenarios into the training and requires a smaller cohort size.

Originally, we planned to offer two sessions of the training to two cohorts of staff (around 40-50 people each) over the course of two days. After speaking with Tier One, we learned that we would save money by offering the sessions on the same day.

To accommodate holding the next phase of the training on one day, we are requesting that the Board approve closing the library for staff training on Friday, March 6, 2020.