

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES  
1201 Cedar Ln., Northbrook, IL 60062  
Regular Monthly Meeting Agenda  
May 16, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Oath of Office & Election of Officers
  - 4.1 Newly Elected Board Members Oath of Office
  - 4.2 Nominating Committee – Slate of Officers
- 5 Approval of Minutes – Mr. Carlos Früm
  - 5.1 April 18, 2019 General Session Minutes
- 6 Public Comments
- 7 Monthly Treasurer's Report – Ms. Miriam Imrem
  - 7.1 Review Monthly Financial Statements
  - 7.2 Approve Bills and Charges from April, 2019
- 8 Monthly Foundation Report – Ms. Anna Amen
- 9 Economic Development Committee Report – Mr. Jay Glaubinger
- 10 Staff Reports – Ms. Kate Hall
- 11 Unfinished Business
  - 11.1 Technical Service and Maintenance Project
- 12 New Business
  - 12.1 2019 Tax Levy Letter to Village
  - 12.2 Update Freedom of Information Act Policy
  - 12.3 Review of Closed Session Minutes (5 ILCS 120/2.06(d)21)

Executive Session

Executive Session pursuant to 5 ILCS 120/2(d)21 Discussion of minutes of meetings lawfully closed under this Act. Whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

- 13 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
4/30/2019**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	9,386,731.39	152,044.53	529,416.75	9,009,359.17
	Restricted	257,104.81	9,487.24	7,677.72	258,914.33
	IMRF	578,093.12	5,266.90	25,660.90	557,699.12
	Fica	235,299.33	3,009.66	22,346.40	215,962.59
	<b>Total Operating</b>	<b>\$10,457,228.65</b>	<b>\$ 169,808.33</b>	<b>\$ 585,101.77</b>	<b>\$10,041,935.21</b>
<b><u>Capital Improvement</u></b>		<b>\$ 920,778.81</b>	<b>\$ 902.65</b>	<b>\$ 92,612.57</b>	<b>\$ 829,068.89</b>
<b><u>Debt Service</u></b>		<b>\$ 8,818.96</b>	<b>\$ 0.86</b>		<b>\$ 8,819.82</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	100,367.59	(5,858.29)	27.66
ProPay		-	-
PayPal	2,824.65	-	-
GSB - Money Market	225,131.72	-	-
MB - Checking/Money Market	9,647,566.12	502,359.74	-
Certificates of Deposit (detail below)	-	277,273.03	5,041.48
US Bancorp	646.25	501.53	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 10,041,935.21</b>	<b>\$ 829,068.89</b>	<b>\$ 8,819.82</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NBT - 16808	<u>\$ 277,273.03</u>	06/25/19	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NBT - 16829	<u>\$ 5,041.48</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  
4/30/2019

01 - General Operating Fund						
Revenues						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
<b>Undesignated Revenue</b>						
Property Tax Levy	\$67,396.21	(\$25,067.48)	\$6,328,982.54	\$6,992,627.80	\$7,119,456.00	98.22%
Replacement Tax	\$37,860.37	\$35,357.58	\$134,226.93	\$121,388.81	\$100,000.00	121.39%
Impact Fees	\$1,151.79	\$1,001.24	\$5,563.76	\$4,852.45	\$0.00	0.00%
Fines, Fees & Rentals	\$7,479.29	\$4,450.15	\$104,950.98	\$57,860.02	\$50,000.00	115.72%
Interest Income	\$3,502.84	\$17,076.65	\$43,179.79	\$120,356.05	\$25,000.00	481.42%
Other Income	\$423.50	\$306.92	\$4,959.46	\$4,770.82	\$100,000.00	4.77%
<b>Total Undesignated Revenue</b>	<b>\$117,814.00</b>	<b>\$33,125.06</b>	<b>\$6,621,883.46</b>	<b>\$7,318,033.16</b>	<b>\$7,394,456.00</b>	<b>98.97%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$483.89	\$9,525.89	\$70,465.87	\$91,305.42	\$100,000.00	91.31%
Designated Interest Income	\$28.62	\$57.35	\$316.44	\$449.17	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$512.51</b>	<b>\$9,583.24</b>	<b>\$70,782.31</b>	<b>\$91,754.59</b>	<b>\$100,000.00</b>	<b>91.75%</b>
<b>Total Revenues</b>	<b>\$118,326.51</b>	<b>\$42,708.30</b>	<b>\$6,692,645.77</b>	<b>\$7,409,787.75</b>	<b>\$7,494,456.00</b>	<b>98.87%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Materials - Books, Audio Visual, Movies	\$49,951.15	\$74,003.22	\$848,148.09	\$853,742.70	\$907,000.00	94.13%
Programs	\$6,214.30	\$8,770.72	\$123,210.66	\$115,085.42	\$132,000.00	87.12%
OCIC	\$1,676.69	\$2,527.64	\$18,069.04	\$23,901.78	\$20,000.00	119.51%
CCS Shared Costs	\$6,326.90	\$6,326.90	\$74,338.00	\$75,922.80	\$83,000.00	91.47%
<b>Total Materials &amp; Services</b>	<b>\$64,169.04</b>	<b>\$91,628.48</b>	<b>\$1,063,765.79</b>	<b>\$1,068,652.70</b>	<b>\$1,142,000.00</b>	<b>93.57%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$281,969.24	\$289,659.62	\$3,382,528.55	\$3,492,368.26	\$3,711,018.00	94.11%
Maintenance Salaries & Wages	\$12,485.09	\$12,781.10	\$149,823.46	\$155,714.55	\$162,297.00	95.94%
Group Insurance	\$37,012.77	\$41,673.97	\$452,874.20	\$496,067.31	\$550,000.00	90.19%
Unemployment/Worker's Comp	\$3,350.52	\$2,918.25	\$30,750.67	\$31,674.34	\$30,000.00	105.58%
Staff Development	\$9,783.25	\$5,833.46	\$52,430.75	\$60,690.32	\$72,000.00	84.29%
<b>Total Human Resources</b>	<b>\$344,600.87</b>	<b>\$352,866.40</b>	<b>\$4,068,407.63</b>	<b>\$4,236,514.78</b>	<b>\$4,525,315.00</b>	<b>93.62%</b>

**Northbrook Public Library**  
Income Statement  
4/30/2019

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
<b>Operating Costs</b>						
Photocopy	\$6,331.16	\$1,238.85	\$49,378.63	\$49,800.28	\$58,000.00	85.86%
Office & Library Supplies	\$7,297.62	\$2,550.50	\$67,569.20	\$55,113.60	\$70,000.00	78.73%
Software	(\$5,847.26)	\$850.72	\$60,470.30	\$73,712.43	\$95,000.00	77.59%
Postage	\$1,108.80	(\$208.19)	\$24,384.96	\$15,603.59	\$20,000.00	78.02%
General Insurance	\$1,315.25	\$0.00	\$61,688.63	\$53,216.25	\$60,000.00	88.69%
Telephone/Internet	\$5,071.89	\$1,591.95	\$13,905.87	\$9,651.65	\$15,000.00	64.34%
Professional Services	\$2,711.80	\$100.00	\$219,669.63	\$230,653.30	\$260,000.00	88.71%
Furniture, Equipment	(\$4,948.73)	\$15,470.43	\$150,514.38	\$82,137.64	\$160,000.00	51.34%
Equipment Rental & Maintenance	\$10,223.58	\$5,461.52	\$35,969.14	\$14,259.87	\$25,000.00	57.04%
Community Relations	\$746.50	\$12,551.86	\$38,336.19	\$47,091.82	\$49,000.00	96.11%
<b>Total Operating Costs</b>	<b>\$24,010.61</b>	<b>\$39,607.64</b>	<b>\$721,886.93</b>	<b>\$631,240.43</b>	<b>\$812,000.00</b>	<b>77.74%</b>
<b>Maintenance</b>						
Vehicle Expense	\$83.35	\$32.90	\$802.27	\$392.97	\$2,500.00	15.72%
Janitorial Supplies	\$4,952.87	\$7,353.16	\$36,995.11	\$45,860.70	\$45,000.00	101.91%
Utilities	\$10,617.72	\$549.76	\$52,829.14	\$50,380.86	\$50,000.00	100.76%
Building Repairs	\$2,000.70	\$1,460.22	\$15,383.89	\$24,019.40	\$30,000.00	80.06%
Contracted Services	\$4,850.93	\$8,990.00	\$104,742.61	\$116,208.17	\$126,000.00	92.23%
<b>Total Maintenance</b>	<b>\$22,505.57</b>	<b>\$18,386.04</b>	<b>\$210,753.02</b>	<b>\$236,862.10</b>	<b>\$253,500.00</b>	<b>93.44%</b>
<b>Other Expenses</b>						
Recruiting	\$230.00	\$250.00	\$400.00	\$388.00	\$500.00	77.60%
Contingency & Misc Exp	\$258.11	\$416.86	\$4,634.15	\$4,318.51	\$100,000.00	4.32%
Board Development	\$0.00	\$105.56	\$762.25	\$754.16	\$3,500.00	21.55%
<b>Total Other Expenses</b>	<b>\$488.11</b>	<b>\$772.42</b>	<b>\$5,796.40</b>	<b>\$5,460.67</b>	<b>\$104,000.00</b>	<b>5.25%</b>
<b>Total Undesignated Expenses</b>	<b>\$455,774.20</b>	<b>\$503,260.98</b>	<b>\$6,070,609.77</b>	<b>\$6,178,730.68</b>	<b>\$6,836,815.00</b>	<b>90.37%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$39,621.77	\$2,414.27	\$77,730.52	\$33,435.67	\$100,000.00	33.53%
Designated Materials Expense	\$2,414.27	\$30.36	\$3,124.35	\$1,287.04	\$0.00	0.00%
Designated Capital Expense	\$25,754.91	\$0.00	\$29,047.84	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$2,550.72	\$250.10	\$25,474.58	\$24,866.11	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$70,341.67</b>	<b>\$2,694.73</b>	<b>\$135,377.29</b>	<b>\$62,904.35</b>	<b>\$100,000.00</b>	<b>63.00%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	(\$6,318.32)	\$0.00	(\$6,318.32)	\$0.00	\$0.00	0.00%
Transfer to CIF	\$469,000.00	\$0.00	\$469,000.00	\$0.00	\$532,000.00	0.00%
Transfer to Debt Service	\$23,092.00	\$0.00	\$23,092.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$485,773.68</b>	<b>\$0.00</b>	<b>\$485,773.68</b>	<b>\$0.00</b>	<b>\$557,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$1,011,889.55</b>	<b>\$505,955.71</b>	<b>\$6,691,760.74</b>	<b>\$6,241,635.03</b>	<b>\$7,493,815.00</b>	<b>83.29%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$893,563.04)</b>	<b>(\$463,247.41)</b>	<b>\$885.03</b>	<b>\$1,168,152.72</b>	<b>\$641.00</b>	

**Northbrook Public Library  
Income Statement  
4/30/2019**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	(\$9.07)	(\$1,725.28)	\$463,920.64	\$481,270.99	\$490,000.00	98.22%
Property Tax Levy FICA	(\$5.16)	(\$985.88)	\$263,702.28	\$275,011.99	\$280,000.00	98.22%
Interest Income IMRF	\$2,023.85	\$71.04	\$2,086.71	\$106.73	\$50.00	213.46%
Interest Income FICA	\$1,078.89	\$40.60	\$1,114.62	\$60.98	\$50.00	121.96%
Total Undesignated Revenue	\$3,088.51	(\$2,599.52)	\$730,824.25	\$756,450.69	\$770,100.00	98.23%
<b>Total Revenues</b>	<b>\$3,088.51</b>	<b>(\$2,599.52)</b>	<b>\$730,824.25</b>	<b>\$756,450.69</b>	<b>\$770,100.00</b>	<b>98.23%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$29,501.99	\$25,660.90	\$357,325.45	\$351,546.69	\$490,000.00	71.74%
Employer FICA	\$21,523.21	\$22,346.40	\$262,363.16	\$269,779.67	\$280,000.00	96.35%
Total Human Resources	\$51,025.20	\$48,007.30	\$619,688.61	\$621,326.36	\$770,000.00	80.69%
Total Undesignated Expenses	\$51,025.20	\$48,007.30	\$619,688.61	\$621,326.36	\$770,000.00	80.69%
<b>Total Expenses</b>	<b>\$51,025.20</b>	<b>\$48,007.30</b>	<b>\$619,688.61</b>	<b>\$621,326.36</b>	<b>\$770,000.00</b>	<b>80.69%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$47,936.69)</b>	<b>(\$50,606.82)</b>	<b>\$111,135.64</b>	<b>\$135,124.33</b>	<b>\$100.00</b>	

Northbrook Public Library  
Income Statement  
4/30/2019

**03 - Capital Improvements Fund**

**Revenues**

**Undesignated Revenue**

Interest Income	\$245.21	\$902.65	\$3,060.75	\$4,339.58	\$2,000.00	216.98%
Other Income	\$37,443.13	\$0.00	\$37,443.13	\$0.00	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$37,688.34</b>	<b>\$902.65</b>	<b>\$40,503.88</b>	<b>\$4,339.58</b>	<b>\$2,000.00</b>	<b>216.98%</b>

**Transfers & Other Financing Sources**

Transfer from General fund	\$469,000.00	\$0.00	\$469,000.00	\$0.00	\$0.00	0.00%
Insurance Proceeds	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$469,000.00</b>	<b>\$0.00</b>	<b>\$474,180.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

**Total Revenues**

<b>\$506,688.34</b>	<b>\$902.65</b>	<b>\$514,683.88</b>	<b>\$4,339.58</b>	<b>\$2,000.00</b>	
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**Expenses**

**Undesignated Expenses**

**Capital Projects & Bond Expenses**

Renovation/Repair	\$79,645.40	\$77,497.21	\$458,548.79	\$128,253.51	\$693,000.00	18.51%
Professional Fees	\$1,375.00	\$15,115.36	\$41,783.83	\$54,163.97	\$105,000.00	51.58%
Furniture & Equipment	\$0.00	\$2,525.00	\$0.00	\$6,136.00	\$52,000.00	11.80%
Contingency	\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%

**Total Capital & Bond Expenses**

<b>\$81,020.40</b>	<b>\$95,137.57</b>	<b>\$500,398.77</b>	<b>\$188,801.88</b>	<b>\$850,000.00</b>	<b>22.21%</b>
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**Total Undesignated Expenses**

<b>\$81,020.40</b>	<b>\$95,137.57</b>	<b>\$500,398.77</b>	<b>\$188,801.88</b>	<b>\$850,000.00</b>	<b>22.21%</b>
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**Total Expenses**

<b>\$81,020.40</b>	<b>\$95,137.57</b>	<b>\$500,398.77</b>	<b>\$188,801.88</b>	<b>\$850,000.00</b>	<b>22.21%</b>
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**NET SURPLUS/(DEFICIT)**

<b>\$425,667.94</b>	<b>(\$94,234.92)</b>	<b>\$14,285.11</b>	<b>(\$184,462.30)</b>	<b>(\$848,000.00)</b>	
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Northbrook Public Library  
Income Statement  
4/30/2019

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$15.56	(\$1,859.56)	\$992,802.29	\$518,728.60	\$528,137.00	98.22%
Interest Income	\$39.07	\$77.43	\$553.92	\$271.76	\$1,000.00	27.18%
Total Undesignated Revenue	\$54.63	(\$1,782.13)	\$993,356.21	\$519,000.36	\$529,137.00	98.08%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General Fund	\$23,092.00	\$0.00	\$23,092.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$23,092.00	\$0.00	\$23,092.00	\$0.00	\$0.00	0.00%
<b>Total Revenues</b>	<b>\$23,146.63</b>	<b>(\$1,782.13)</b>	<b>\$1,016,448.21</b>	<b>\$519,000.36</b>	<b>\$529,137.00</b>	<b>98.08%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$290,351.74	\$276,061.10	\$276,061.00	100.00%
Principal Payments	\$0.00	\$0.00	\$726,068.00	\$252,076.00	\$252,076.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	(\$366.82)	\$0.00	(\$366.82)	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	(\$366.82)	\$0.00	(\$366.82)	\$0.00	\$0.00	0.00%
<b>Total Expenses</b>	<b>(\$366.82)</b>	<b>\$0.00</b>	<b>\$1,016,052.92</b>	<b>\$528,137.10</b>	<b>\$528,137.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$23,513.45</b>	<b>(\$1,782.13)</b>	<b>\$395.29</b>	<b>(\$9,136.74)</b>	<b>\$1,000.00</b>	



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

**Operating Funds**

Library Claims List	\$	178,640.50
Librarian's Claims List	\$	14,363.57
Payroll	\$	291,729.19
Fica/IMRF	\$	45,932.65
ACH to IPBC	\$	54,435.86

<b>Total Operating Funds</b>	<b>\$</b>	<b>585,101.77</b>
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**Capital Improvement Fund**

Claims List	\$	92,612.57
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**Debt Service Fund**

<b>Grand Total Library</b>	<b>\$</b>	<b>677,714.34</b>
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Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
23655	4/18/2019	Blackbaud	\$4,975.00	annual payment software
23656	4/18/2019	Demco Software	\$1,178.10	annual payment software
23657	4/18/2019	First Bankcard	\$10,202.13	monthly payment credit card
23658	4/18/2019	Illinois Library Association	\$1,200.00	annual payment Reaching Forward
23659	4/18/2019	ITsavvy LLC	\$15,004.00	payment equipment purchase
23660	4/18/2019	Limricc Unemployment Comp. Group Acc	\$2,918.25	quarterly unemploymnt payment
23661	4/18/2019	Midwest Tape	\$10,000.00	annual payment for Hoopla
23662	4/30/2019	Amazon	\$4,713.88	monthly payment amazon
23663	4/30/2019	VOID		
23664	4/30/2019	Apple Books	\$3,493.21	monthly payment material
23665	4/30/2019	Arlington Glass & Mirror	\$5,590.00	payment building repair
23666	4/30/2019	B&H Photo-Video	\$921.98	equipment purchase
23667	4/30/2019	Baker & Taylor	\$28,780.59	monthly payment material
23668	4/30/2019	Baker & Taylor Entertainment	\$1,172.78	monthly payment material
23669	4/30/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23670	4/30/2019	Bibliotheca, LLC.	\$3,342.26	monthly payment material
23671	4/30/2019	CallOne	\$1,577.95	monthly telephone paymen
23672	4/30/2019	Cooperative Computer Service	\$12,344.04	monthly payment consortium & OCLC
23673	4/30/2019	D&Z House of Books	\$703.43	monthly payment material
23674	4/30/2019	Dornfeld Piano Tuning	\$2,015.00	quarterly equipment repair & maintenance
23675	4/30/2019	Elite Document Solutions, LLC	\$2,906.52	annual printer usage charge
23676	4/30/2019	Encyclopaedia Britannica, Inc.	\$1,340.00	monthly payment material
23677	4/30/2019	F.E. Moran Mechanical Services	\$1,269.18	payment for building repair
23678	4/30/2019	Gale/CENGAGE Learning	\$3,085.54	monthly payment material
23679	4/30/2019	Grainger	\$3,388.00	monthly payment janitorial supplies
23680	4/30/2019	Kathryn Hall	\$2,138.55	employee reimbursement
23681	4/30/2019	The Home Depot Credit Services	\$816.61	monthly payment janitorial supplies
23682	4/30/2019	Midwest Tape	\$8,827.45	monthly payment material
23683	4/30/2019	North American	\$1,684.43	monthly payment janitorial supplies
23684	4/30/2019	Overdrive	\$7,352.56	monthly payment material
23685	4/30/2019	Promos 911, Inc.	\$1,643.21	payment for promotional items
23686	4/30/2019	Snow Systems, Inc.	\$2,300.00	payment snow removal
23687	4/30/2019	State Vacuum of Tampa, Inc.	\$949.00	payment equipment purchase
23688	4/30/2019	Swank Motion Pictures Inc.	\$1,588.00	payment programs expense
23689	4/30/2019	Systems Technology Group	\$2,200.00	annual payment software
23690	4/30/2019	Tee Jay Service Company, Inc.	\$1,150.00	annual payment equipment repair and maintenance
23691	4/30/2019	Terryberry	\$1,686.83	annual payment employee services awards
23692	4/30/2019	Today's Business Solutions, Inc.	\$5,297.92	annual payment MyPC, Papercut & Coin Ops
23693	4/30/2019	Universal Film Exchanges LLC	\$700.00	payment programs expense
23694	4/30/2019	Vernon Library Supplies Inc.	\$1,128.33	monthly payment supplies
23695	4/30/2019	Vis-O-Graphic, Inc.	\$11,207.16	bi monthly payment newsletters (2 newsletters)
23696	4/30/2019	Xerox Corporation	\$1,168.61	monthly payment copier lease & maintenance

\$178,640.50

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

Transaction Number	Transaction Date	Reference	Payments
48872	1/31/2019	VOID - US Security Associates	(\$300.00)
49070	3/19/2019	VOID - United States Postal Services	(\$235.00)
49077	4/30/2019	Advanced Disposal	\$549.76
49078	4/30/2019	American Library Association	\$228.66
49079	4/30/2019	American Library Association - Training	\$43.00
49080	4/30/2019	American Library Association, Membership	\$397.00
49081	4/30/2019	Aquatic Works LTD	\$175.00
49082	4/30/2019	Aw Yeah Comics	\$87.53
49083	4/30/2019	Barchart.com	\$249.00
49084	4/30/2019	Black Book	\$438.90
49085	4/30/2019	BMI	\$160.00
49086	4/30/2019	Jodi Butler	\$17.99
49087	4/30/2019	Madison Carroll	\$36.48
49088	4/30/2019	Cavendish Square	\$177.93
49089	4/30/2019	CCH Incorporated	\$120.41
49090	4/30/2019	Center Point Publishing	\$46.74
49091	4/30/2019	CFRA	\$130.00
49092	4/30/2019	Chicago Filter Supply	\$128.88
49093	4/30/2019	Chicago Tribune	\$299.00
49094	4/30/2019	Collective Resource, Inc.	\$491.40
49095	4/30/2019	Comcast	\$8.00
49096	4/30/2019	Criterion Pictures	\$300.00
49097	4/30/2019	Discovery Benefits - Simplify	\$117.00
49098	4/30/2019	Displays2Go	\$123.12
49099	4/30/2019	Cathleen Doyle	\$137.51
49100	4/30/2019	Jennifer Duncan-Mcgee	\$45.56
49101	4/30/2019	EBSCO Information Services	\$60.83
49102	4/30/2019	F.E. Moran, Inc.	\$525.00
49103	4/30/2019	Freeman Pictures, Inc.	\$100.00
49104	4/30/2019	Get Smart Products	\$149.23
49105	4/30/2019	Greenhaven Publishing LLC	\$157.44
49106	4/30/2019	Hel's Kitchen Catering	\$251.31
49107	4/30/2019	Hobby Lobby	\$244.54
49108	4/30/2019	HR Source	\$450.00
49109	4/30/2019	Illinois Heartland Library System-OCLC	\$35.50
49110	4/30/2019	Illinois Library Association	\$350.00
49111	4/30/2019	Illinois State Police	\$250.00
49112	4/30/2019	Image Specialties of Glenview, Inc.	\$7.60
49113	4/30/2019	International Association of Venue Managers	\$500.00
49114	4/30/2019	Investor's Business Daily	\$279.00
49115	4/30/2019	J.D. Power	\$137.00
49116	4/30/2019	Kiplinger's Investing for Income	\$99.00
49117	4/30/2019	Summer Kosuge	\$359.25
49118	4/30/2019	Laconi Technical Services Section	\$90.00
49119	4/30/2019	Lechner & Sons	\$240.20

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

Transaction Number	Transaction Date	Reference	Payments
49120	4/30/2019	Amanda Margis	\$82.19
49121	4/30/2019	Michelle Mistalski	\$11.81
49122	4/30/2019	Diego Morales	\$80.00
49123	4/30/2019	National Affairs	\$27.99
49124	4/30/2019	Northbrook Chamber of Commerce & Industry	\$225.00
49125	4/30/2019	Northbrook Hardware	\$411.62
49126	4/30/2019	Maureen O'Connor	\$150.00
49127	4/30/2019	Ocooch Hardwoods	\$206.91
49128	4/30/2019	Seungyong Paek	\$17.90
49129	4/30/2019	Panera, LLC	\$85.85
49130	4/30/2019	Sung Huyn Park	\$6.60
49131	4/30/2019	Penguin Random House LLC	\$251.25
49132	4/30/2019	Mary Kay Perrenot	\$13.46
49133	4/30/2019	Petty Cash Custodian	\$207.51
49134	4/30/2019	Reaching Across Illinois Library System	\$40.00
49135	4/30/2019	Recorded Books, Inc.	\$41.60
49136	4/30/2019	Rotary Club of Northbrook	\$282.00
49137	4/30/2019	Rowman & Littlefield Publishing Group	\$93.48
49138	4/30/2019	Runco Office Supply	\$426.25
49139	4/30/2019	Russian Publishing House Ltd.	\$212.45
49140	4/30/2019	Sarah Rustman	\$53.39
49141	4/30/2019	Lori Schlernitzauer	\$487.95
49142	4/30/2019	Schlesinger Machinery, Inc.	\$540.00
49143	4/30/2019	Sherwin-Williams Company	\$207.92
49144	4/30/2019	Sunset Food Mart, Inc.	\$71.44
49145	4/30/2019	Sweetwater	\$356.79
49146	4/30/2019	Target	\$100.00
49147	4/30/2019	Margaret Thomann	\$9.86
49148	4/30/2019	Thomson Reuters -West Payment Ctr.	\$294.28
49149	4/30/2019	UPS	\$66.02
49150	4/30/2019	USA Today	\$338.81
49151	4/30/2019	Linda Vering	\$22.97
49152	4/30/2019	Paul Wallace	\$14.00
49153	4/30/2019	Well Being Journal	\$34.00
49154	4/30/2019	WTTW Channel 11	\$40.00
49155	4/30/2019	Yami Vending Inc.	\$191.56
49156	4/30/2019	Bridget Golembiewski	\$100.00
49157	4/30/2019	Anna Amen	\$300.94

\$14,363.57

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

Transaction Number	Transaction Date	Reference	Payments	Description
1690	4/18/2019	Low Voltage Solutions Inc	\$5,552.00	Progress payment cabling project
1691	4/18/2019	Pepper Construction Co.	\$68,804.99	Progress payment 1st floor renovation project
1692	4/30/2019	Building Technology Consultants, Inc.	\$4,700.00	Progress payment facility plan
1693	4/30/2019	Low Voltage Solutions Inc	\$924.00	Final payment cabling project
1694	4/30/2019	Product Architecture + Design	\$2,216.22	Progress payment 1st floor renovation project
1695	4/30/2019	Wiss, Janney, Elstner Associates, Inc.	\$10,415.36	Progress payment exterior façade project
			<u>\$92,612.57</u>	

Northbrook Public Library Foundation  
Financial Statements  
April-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		86.40
Total Income	-	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	-	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

### 4 Oath of Office and Election of Officers

#### 4.1 Newly Elected Board Members Oath of Office

Marc Lonoff and Miriam Imrem will be present (if they so choose) to open the meeting. After the agenda is approved, Carlos will administer the Oath of Office for all newly elected trustees. At this point, Marc and Miriam will step down from the board and Maura Crisham and Kayhan Parsi will be official board members.

#### 4.2 Nominating Committee – Slate of Officers

The Nominating Committee will present their recommended slate of officers for the board to vote on. Nominations from the floor will be accepted at this time.

### 11 Unfinished Business

- 11.1 Technical Services and Maintenance Project  
I will provide a verbal update at the meeting.

### 12 New Business

- 12.1 2019 Tax Levy Letter to Village  
The annual letter to the Village is included in the packet. This letter alerts the Village to the potential amount of the levy for next year, but does not indicate an amount as that will be presented when the levy is reviewed this fall.
- 12.2 Update Freedom of Information Act Policy  
As the new fiscal year has started, we need to update the policy. An updated policy is included for your review.
- 12.3 Review of Closed Session Minutes (5 ILCS 120/2.06(d)21)  
The minutes of the closed session will be presented at the meeting. The board reviews the closed session minutes every 6 months to determine whether there are any minutes they would like to open.

## BOARD NEWS

- The library will be celebrating the 50<sup>th</sup> anniversary of the library building on Saturday, May 25 at 10am and 2pm. We will have treats and library photos for people to enjoy. Board members are invited to attend.

## FIT INTO PATRONS' LIVES

### Library Wide

- The Library will be offering Food for Fines from August 15-31, 2019. We work in partnership with the Northfield Township Food Pantry to collect food. In exchange, patrons' have their fines waived.
- As part of our ALA American Creed grant, Linda Vering and Cedric Wilder worked with Tracy Gossage to create two interactive display signs in our lobby that allow patrons to find common ground with others by expressing their views on statements that span across political lines, such as "I have changed my stance on a political topic at some point in my life." Throughout April, these posters will be periodically replaced, leading up to the April 22 "American Creed" documentary and discussion. See photo below:



- Linda Vering worked with Cedric Wilder to update the library display cases to display historic library photos in May to reflect the 50 years that the library has occupied its current building. This will also help promote our 50<sup>th</sup> Anniversary celebration on May 25 at 10am and 2pm.

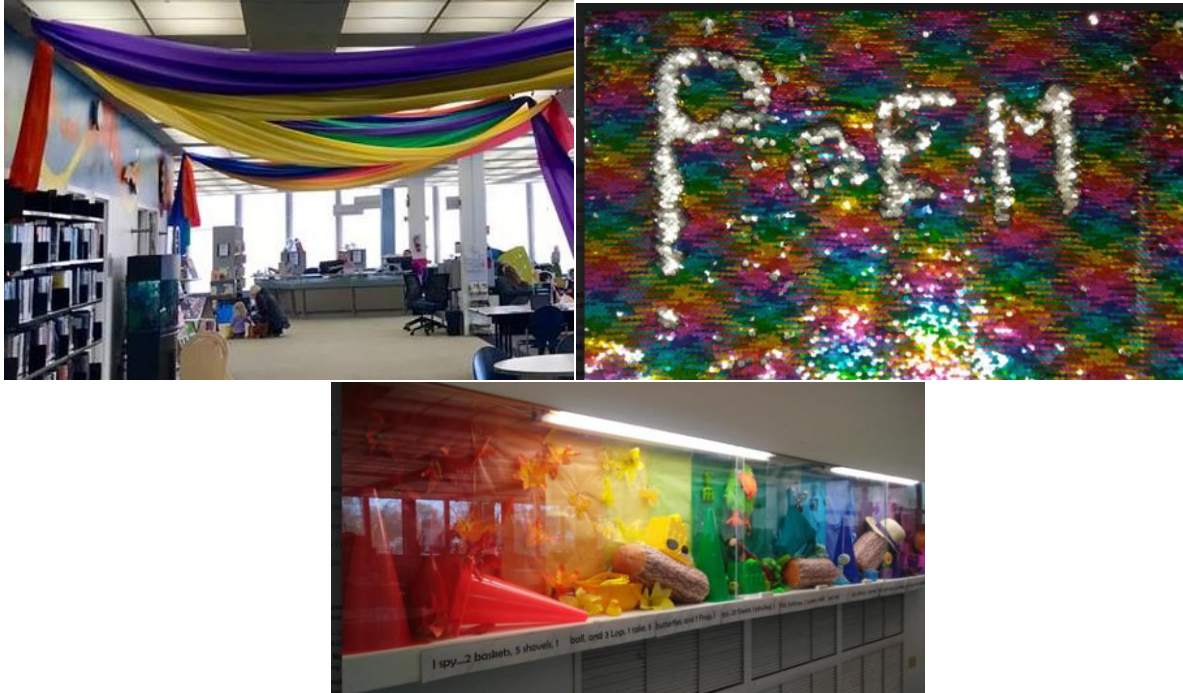


## Fiction & Media

- As part of an ongoing effort to highlight local talent, the Grateful Dead tribute band the Cream Puff Warriors performed in the library's auditorium on 4/20 had 130 in attendance. Performer and Northbrook native Packy Lundholm drew a large number of attendees who had grown up in Northbrook, as well as their parents.
- The Northbrook Community Choir performed a spring concert on Monday, April 29th, in the auditorium. This concert is part of a collaborative relationship with the Northbrook Park District that started in 2011. Over 130 people attended the concert and it was a great opportunity to feature such a prominent community group in our performance space.
- The library provides services to senior living facilities in Northbrook through a long-running Books on Wheels program, which delivers books to residents on a monthly basis. The library also hosts tours of the library for local facilities a few times a year for refreshments and tours. This month, Fiction & Media staff hosted guests from Axelson/Brandel - the Assisted Living and Nursing Home facilities that are a part of Covenant Village. The residents are appreciative of what the library has to offer and enjoy getting out and visiting. The visit also allows staff to highlight new programs and services, such as the Collaboratory, that the library has to offer.
- The Adult Summer Reading Club kicks off June 1 and features the theme "It's Showtime at Your Library." The library will once again feature a Vacation Reads display in the lobby, and a number of special events will be held. Events include a National Theatre Live production of Frankenstein starring Benedict Cumberbatch that will be streamed on the big screen in the auditorium, and a month-long film series featuring dance.

## Youth Services

- April is National Poetry Month. Each year, Youth Services celebrates National Poetry Month by creating themed activities for young patrons to engage with poetry. This year we focused on poems about color and had poems about colors displayed around the department with interactive elements such as sequined fabric that children could write or draw on by flipping the sequins to different colors, paint cans with poems on them and colored fabric to sort, and a rainbow bunting on our ceiling that led patrons to various poems posted in Youth Services. Our display case featured a rainbow I-Spy. Amanda Margis, Anna Fillmore, and Sarah Rustman worked on this initiative.



- Our literary focus extended to teens this April as well, with our very first Teen Zine. Bridget Golembiewski and Rachel Kaplan created this program. Teens submitted creative writing pieces including poems and short stories. Bridget and Rachel reviewed the selections. With Cedric Wilder, they laid out and printed the zine. Teens who submitted pieces were invited to the April 30 Teen Zine release party and prizes were awarded for the top submissions. . A copy of the Teen Zine will be added to the Local Author collection. We received just under 20 submissions for the Zine.
- After months of planning, we offered our first Learn to Code series which focused on the coding language, Python. Youth Services Assistant Sara Chase and Contractor Helen Lazzaro developed a 4-part class that took place on Wednesdays in April for participants in grades 5-12. The class involved following a coding text on Python, interacting online via Basecamp, and a leveling system with badges. Participants were very positive in their feedback, asking for longer courses and more opportunities to engage in coding at the library.

## EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- The Northbrook Garden Club is celebrating their 70<sup>th</sup> Anniversary this September. They have approached us about doing some programming and partnering with them on highlighting gardening in the community. They will be working with staff from different departments on organizing events for all ages in September.
- The Village's GIS (Geographic Information System) consultants reached out to Brodie Austin to organize a "cookies n' learn" session for library staff. During the session, library staff will learn more about how the Village uses GIS and how the library can benefit from these tools to learn more about the community. The session will take place in June.
- The library co-hosted the 11th Annual Low Vision Fair on Friday, April 26, at the Glenview Public Library in partnership with several other area libraries. Attendees were able to meet with vendors that provide services and technology for people with low vision. In addition, free glaucoma and diabetic retinopathy vision screening was provided.
- The Arts Commission co-sponsored a reception for the Northbrook Originals Art Show currently displayed in the lobby. This show, featuring Northbrook artists, gave many attendees a valuable opportunity to walk through the library.
- Jill Franklin and Donna Beach spoke to approximately 145 at the Northbrook earth day celebration. They gave away discarded library books and ARCs to adults and children as well as stainless steel reusable straws with cleaning brushes. The straws were a big hit and aligned with Go Green Northbrook's campaign to raise awareness of the dangers of plastic straws.
- Bryan Brugger hosted a successful Money Smart Week, partnering with local financial planners to bring informative programs to the library for 52 patrons. Four programs were presented including Your Life, Your Values and Your Money hosted by Jill Franklin.
- Bridget Golembiewski worked with Glenbrook North and South to roll out our One Book, One Northbrook program. Both high schools will be giving away copies of ***Born a Crime*** by Trevor Noah. ***Born a Crime*** will be featured on the GBS Summer Reading list. GBS does not have required reading for the entire student body over the summer. GBS has invited Bridget to table during their lunch hour to distribute copies of the book to students and promote the program. GBN has agreed to display posters throughout the school promoting One Book, One Northbrook.

# BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

## Continuing Education & Professional Development

- I worked as one of the facilitators for the Elevate Leadership conference in Springfield, IL. The focus of this day long training was on building effective teams.
- I will be in Springfield, IL the first week in June for the annual Director's University. I am on the committee that plans and orchestrates this week long training for new library directors. I will be presenting and serving as a mentor during the week.
- Susan Wolf attended DPLA Fest at the Harold Washington Library. Main takeaways included learning about digital library projects such as StoryMaps at the Arizona State Library, GameLab at the University of Chicago and Chicago State University's community archive project. One idea which we may be able to use for Northbrook Voices is to use crowdsourcing to edit transcriptions. There are tools available for such projects such as Zooniverse.
- Kelly Durov and Amanda Margis attended the April 5 Unconscious Bias training presented by the Management Association. We learned that all people have bias, bias about internal characteristics is often based on external factors (e.g. what someone is wearing may lead you to make assumptions on how much education they have), and that overcoming bias in the workplace requires hard work and introspection.
- Kelly Durov helped plan the April 11 and April 15 Selector's Series: Collection Development Philosophy in which we discussed the overall collection development philosophy for the whole library. It was useful for all selectors from all departments to come together to address our library-wide vision for our collections.

## Human Resources

### Open Positions

- Clerk, part-time substitute (Circulation) – replacement
- Digital Services Assistant, two part-time substitute (Digital Services) – new
- Programming Assistant, part-time (Youth Services) – replacement
- Summer Reading Assistant, part-time temporary (Youth Services) - replacement

### New Hires

- Patrick Villanueva, part-time Shelver (Circulation) started on April 16.

### Change in Status/Position

- Katy Jacob, part-time Shelver changed to a part-time, substitute Clerk in Circulation.

### Leave of Absence

- Mary Lou Haberkorn, part-time Clerk (Technical Services) began an unpaid leave of absence for medical reasons. She is scheduled to return on May 17.

### Terminations/Retirements

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

- Tom Dadigan part-time Clerk (Circulation) passed away on April 14.
- Mark Miller, regular part-time Clerk (Circulation) resigned effective April 17. He accepted a full-time position at another library.
- Nancy Hoban, part-time substitute Programming Aide (Youth Services) resigned effective April 22. She is moving out of state.

## MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- Anna Amen has prepared preliminary numbers for the transfer to the Capital Improvement Fund. At this point, she anticipates being able to transfer over \$1,000,000. This includes \$557,000 that was budgeted and another \$443,000 due to unexpended funds.
- Technical Services were with a week's turn-around from the time that selectors dropped off materials to the time that they were withdrawn from our Polaris system. As during last month, multiple Technical Services staff members assisted with the discarding of weeded material in April.
- We have been working with the Village on adding a pole at the entrance to the village so that we can prevent trucks from entering the lot. Tom Poupard met with Anna and me to talk about necessary steps as we want to put it in the Village's land. We are finalizing the type of structure to go up and hope to get it installed before summer.
- Brodie Austin worked with OSG, our IT support vendor, to prepare a project timeline and a Request for Information for our phone system upgrade. The RFI will be sent to phone system vendors in early May with responses due on May 21. We hope to select a vendor by the end of June. Per the project timeline, we are planning to rollout the new system by April 2020.
- CatchBasin, Manhole, Asphalt Project construction will begin on May 13 and run through May 28. The parking lot will remain open during construction.

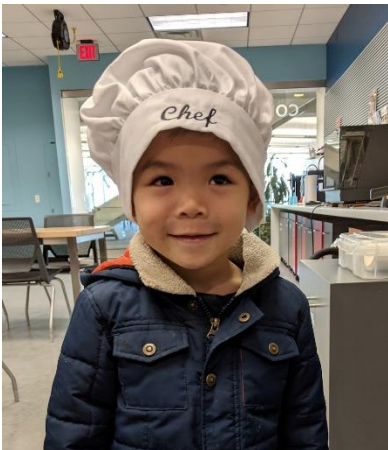
Kate Hall  
Executive Director



# Collaboratory Update

Prepared by: Cathleen Doyle  
April, 2019

## RECENT PROJECTS



## THE USER EXPERIENCE



From DSA Michelle Mistalski: Janelle Duthie came into the Collaboratory wanting to create a gift for the children participating in the Star Quest play. Because of the size of the futuristic tablet design, we had to figure out a way to fit as many of the design onto our 12 x 24" acrylic sheets. After careful placement and with Hugh's help as well, we were able to not only fit 6 Star Quest designs as well as smaller versions for her to pass out to other participants. Janelle was thrilled and very thankful for the staff's help. She let me know that the kids were happy to bring home a souvenir to remember their big day.



From DSA Joe Cirignani: "Helped a patron, who is a realtor, etch a cutting board. She tweaked her design a bit and then I helped her find the perfect placement for her design."

## FEEDBACK

"Today was my first visit to the Collaboratory and a young lady named Summer, showed me all the great things to make and do in there. Summer was so warm and friendly and taught me about things I didn't know existed. What a

great experience. She helped me make a key ring for my granddaughter. Summer is a great asset to the Northbrook Library."

-Corinne Strecker

"I'm writing to compliment one of your staff members, Michelle, who works in the Collaboratory...Michelle went above and beyond her job description... I wanted to make sure you knew about Michelle caring about her job, your patrons, and going above and beyond!"

-Peggy Zillmer

## 3D PRINTING

We printed 86 objects for users in April.

## PROJECTS

April projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	30	3D Printer
Acrylic	5	Laser Cutter
Buttons		Button Makers
Cardstock	26	Cricut
CD		Digitization Room
Cork Coasters		Laser Cutter



DVDs		Digitization Room
Embroidery Thread	3	Embroidery Machine
Glasses	2	Laser Cutter
HDPE	1	Carvey
Interfacing		Embroidery Machine
Iron-on	1	Cricut
Keychains		Button Makers
Pet Tags		Laser Cutter
Stabilizer Sheets	6	Embroidery Machine
Stamp Block	1	Carvey, Laser Cutter
Sewing Thread	3	Sewing Machines
Vinyl & Transfer Paper	2	Cricut
Window Cling		Cricut
Wood	11	Laser Cutter & Carvey

## PROGRAMS

We held 16 programs with 66 people attending.

## VISITORS

945 people visited the Collaboratory over 20 days in April.

## RAILS Report April 2019

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

### RAILS Spark Podcast

Mary Witt and Dee Brennan talked with Kim Caviness from Imagination about producing a video that will show why libraries are needed more than ever in the Internet age.

### DPLA Fest

Dee Brennan attended DPLA Fest April 16 through April 18. Of particular interest was the new partnership among DPLA, the New York Public Library and LYRASIS to support expansion of the Simply e platform. It will federate access to e books and audio books to create a single search for library users. This is obviously great for users and great for libraries as it creates better access to library e content and will undoubtedly result in higher circulation of materials.

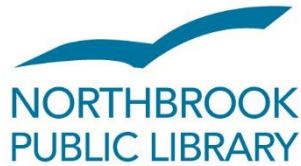
### RAILS Launches BiblioBoard Facebook Ad Campaign

To help spread the word about the many offerings available at no cost to anyone in Illinois via RAILS' partnership with BiblioLabs, RAILS is experimenting with a paid social media campaign on Facebook. You can view BiblioBoard modules by cutting and pasting this link into your web browser: <https://library.biblioboard.com/modules>.

### RAILS Kicks off Series to Help Members Tell Their Stories with Data

On a recent survey to find out how RAILS can best help libraries via their My Library Is... campaign, members said that they needed help using data to tell their stories. In April, RAILS began a continuing education series, "Getting the Most from your Library Data", to help members think more strategically about the data they collect and to utilize it to the fullest extent possible. The series includes:

- "Using your Data Superpowers for Good" – April 24
- "Developing a Scalable Strategy for Gathering and Reporting Analytics" – May 9
- "Cleaning your Data with OpenRefine" – May 16
- "Simple Spreadsheets – Data Analysis Techniques and Time-Saving Secrets" – June 13
- "Great Graphs: Transform Spreadsheets into Stories with Data Visualization" – June 20
- "Report Redesign" – June 27
- "Introduction to Statistics for Librarians" – July 10 and July 11
- "Wrangling Library Patron Data Privacy" – July 18



May 10, 2019

Jeff Rowitz  
Village of Northbrook  
1225 Cedar Lane  
Northbrook, IL 60062

Dear Jeff,

Each year in May the Library is required to state the amount of money necessary for the next annual tax levy, which you traditionally adopt in November or December.

As you know from prior years, we submit a preliminary levy amount and refine it later.

The FY2021 levy for the Library is expected to at least equal the 2019 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

Kate Hall  
Executive Director

cc: Anna Amen

## NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT

### I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2020 is: \$7,728,976  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
  - 1. General Operating Expenditures
  - 2. IMRF (provides for employee's retirement and related expenses)
  - 3. Social Security (provides for employee's FICA costs and related expenses)
  - 4. Debt Service (for bond and interest payments)
- D. The office is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
- E. We have approximately the following number of persons employed:
  - 1. Full-time        47
  - 2. Part-time        72
- F. The following organization exercises control over our policies and procedures: *The Northbrook Public Library Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 7:30 p.m., at the library.  
  
Its members are: Sharon Bergstein, Maura Crisham, Carlos M. Früm, Jay Glaubinger, Kahyan Parsi, Abby Young, Jami Xu
- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

### II. You may request the information and the records available to the public in the following manner:

- A. Use request form or email the FOIA officer.
- B. Your request should be directed to the following individual: Anna Amen, FOIA officer.
- C. You must indicate whether you have a "commercial purpose"<sup>1</sup> in your request.<sup>2</sup>

<sup>1</sup> "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>2</sup> In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT - PAGE 2

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual copying cost of color copies and other sized copies will be charged.
  - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
  - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
  - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - I. The place and times where the records will be available are as follows:
    - 9:00 a.m. to 5:00 p.m.
    - Northbrook Public Library, Business Office
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
  - B. Annual Receipts and Disbursements Reports
  - C. Operating Budgets
  - D. Annual Audits
  - E. Minutes of the Board of Library Trustees
  - F. Library Policies, including Materials Selection
  - G. Adopted Resolutions of the Board
  - H. Annual Reports to the Illinois State Library

## NORTHBROOK PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: <div style="display: flex; justify-content: space-around;"> <span>_____ Yes</span> <span>_____ No</span> </div>	
City	State	Zip
Description of Records Requested: _____ _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act?    ___ Yes    ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>The documents requested are enclosed.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>You may inspect the records at _____ on the date of _____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>The documents will be made available upon payment of copying costs of \$_____.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div><b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</div> </div>	
D E N I E D	<div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>                         The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:                          _____                          _____                          Individual(s) that determined request to be denied and title: _____                          _____                          In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705                          Or you have the right to judicial review under section 11 of FOIA.                     </div> </div> <div style="display: flex;"> <div style="width: 20px; text-align: center;">( )</div> <div>                         Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):                          _____                          as to the action taken on your request.                     </div> </div>	

**NOTE:** This form cannot be **MANDATORY** under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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