

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
March 21, 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 February 21, 2019 Minutes – Mr. Carlos Früm
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Miriam Imrem
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from February 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
 - 10.2 Fiscal Year 2020 Draft Budget
- 11 New Business
 - 11.1 Vision Insurance Proposal
 - 11.2 Liability Insurance Review
 - 11.3 Appoint Board Officer Nominating Committee
 - 11.4 FY20 Board Meeting Schedule
 - 11.5 Annual Review of Non-Resident Fee Method
 - 11.6 Executive Director Annual Review

Executive Session

Executive Session pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

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
2/28/2019**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	6,479,362.87	1,212,297.36	502,038.23	7,189,622.00
	Restricted	262,432.22	3,785.09	6,378.30	259,839.01
	IMRF	390,956.44	111,396.45	49,048.09	453,304.80
	Fica	143,903.76			143,903.76
	Total Operating	\$ 7,276,655.29	\$1,327,478.90	\$ 557,464.62	\$ 8,046,669.57
Capital Improvement		\$ 981,775.12	\$ 771.55	\$ 50,078.70	\$ 932,467.97
Debt Service		\$ 8,817.30	\$ 0.89		\$ 8,818.19

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	82,637.61	9,365.28	27.66
ProPay		-	-
PayPal	1,973.48	-	-
GSB - Money Market	225,024.43	-	-
MB - Checking/Money Market	7,670,991.45	500,684.92	-
Certificates of Deposit (detail below)	-	367,125.28	5,039.85
US Bancorp	643.72	499.61	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
Total	\$ 8,046,669.57	\$ 932,467.97	\$ 8,818.19

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NBT - 16808	<u>\$ 367,125.28</u>	06/25/19	0.250%	365
Certificates of Deposit - Debt Service				
NBT - 16829	<u>\$ 5,039.85</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
2/28/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.3%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$2,568.62	(\$9,133.73)	\$6,266,577.34	\$7,023,562.14	\$7,119,456.00	98.65%
Replacement Tax	\$79,755.76	\$37,794.21	\$96,366.56	\$86,031.23	\$100,000.00	86.03%
Impact Fees	\$959.96	\$0.00	\$4,171.98	\$3,678.10	\$0.00	0.00%
Fines, Fees & Rentals	\$8,499.35	\$5,194.53	\$89,193.61	\$47,334.23	\$50,000.00	94.67%
Interest Income	\$4,299.62	\$10,196.55	\$32,911.74	\$103,294.67	\$25,000.00	413.18%
Other Income	\$738.65	\$207.65	\$3,472.71	\$3,174.60	\$100,000.00	3.17%
Total Undesignated Revenue	\$96,821.96	\$44,259.21	\$6,492,693.94	\$7,267,074.97	\$7,394,456.00	98.28%
Designated Revenue						
Gifts & Other Designated Income	\$1,160.83	\$3,737.32	\$64,355.89	\$80,676.87	\$100,000.00	80.68%
Designated Interest Income	\$28.61	\$47.77	\$261.97	\$341.88	\$0.00	0.00%
Total Designated Revenue	\$1,189.44	\$3,785.09	\$64,617.86	\$81,018.75	\$100,000.00	81.02%
Total Revenues	\$98,011.40	\$48,044.30	\$6,557,311.80	\$7,348,093.72	\$7,494,456.00	98.05%
Expenses						
Undesignated Expenses						
Materials & Services						
Materials - Books, Audio Visual, Movies	\$29,436.70	\$75,828.27	\$711,860.12	\$694,618.89	\$907,000.00	76.58%
Books	\$18,284.64	\$61,246.09	\$609,304.89	\$579,918.11		
Audio Visual	\$5,320.31	\$7,323.31	\$59,012.32	\$60,705.03		
Videos/DVDs	\$5,831.75	\$7,258.87	\$43,542.91	\$53,995.75		
Programs	\$10,922.11	\$8,748.73	\$110,142.99	\$95,356.08	\$132,000.00	72.24%
OCLC	\$878.29	\$2,244.64	\$14,693.41	\$19,400.75	\$20,000.00	97.00%
CCS Shared Costs	\$6,326.90	\$6,326.90	\$61,684.20	\$63,269.00	\$83,000.00	76.23%
Total Materials & Services	\$47,564.00	\$93,148.54	\$898,380.72	\$872,644.72	\$1,142,000.00	76.41%
Human Resources						
General Salaries and Wages	\$283,645.94	\$295,827.99	\$2,810,831.29	\$2,904,649.62	\$3,711,018.00	78.27%
Maintenance Salaries & Wages	\$12,485.09	\$12,781.10	\$123,395.61	\$127,811.00	\$162,297.00	78.75%
Group Insurance	\$37,593.39	\$42,257.36	\$376,875.80	\$421,425.62	\$550,000.00	76.62%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$24,062.15	\$26,281.09	\$30,000.00	87.60%
Staff Development	\$10,995.72	\$4,228.68	\$40,911.05	\$51,870.25	\$72,000.00	72.04%
Total Human Resources	\$344,720.14	\$355,095.13	\$3,376,075.90	\$3,532,037.58	\$4,525,315.00	78.05%

Northbrook Public Library
Income Statement
2/28/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.3%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$190.31	(\$628.63)	\$464,299.50	\$483,400.06	\$490,000.00	98.65%
Property Tax Levy FICA	\$108.18	(\$359.22)	\$263,917.64	\$276,228.61	\$280,000.00	98.65%
Interest Income IMRF	\$6.28	\$0.00	\$48.85	\$35.69	\$50.00	71.38%
Interest Income FICA	\$3.57	\$0.00	\$27.77	\$20.38	\$50.00	40.76%
Total Undesignated Revenue	\$308.34	(\$987.85)	\$728,293.76	\$759,684.74	\$770,100.00	98.65%
Expenses						
Total Revenues						
	\$308.34	(\$987.85)	\$728,293.76	\$759,684.74	\$770,100.00	98.65%
Undesignated Expenses						
Human Resources						
Employer IMRF	\$29,902.66	\$26,236.60	\$296,388.95	\$298,852.62	\$490,000.00	60.99%
Employer FICA	\$21,920.55	\$22,811.49	\$218,342.60	\$224,265.22	\$280,000.00	80.09%
Total Human Resources	\$51,823.21	\$49,048.09	\$514,731.55	\$523,117.84	\$770,000.00	67.94%
Total Undesignated Expenses	\$51,823.21	\$49,048.09	\$514,731.55	\$523,117.84	\$770,000.00	67.94%
Total Expenses	\$51,823.21	\$49,048.09	\$514,731.55	\$523,117.84	\$770,000.00	67.94%
NET SURPLUS/(DEFICIT)	(\$51,514.87)	(\$50,035.94)	\$213,562.21	\$236,566.90	\$100.00	

2/28/19

Page 5 of 45

Undesignated Revenue

Total Undesignated Revenue

Page 5 of 45

Insurance Proceeds

\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
\$0.00	\$0.00				

Expenses

Undesignated Expenses

Capital Projects & Bond Expenses

\$111,011.69	\$50,078.70	\$243,908.57	\$50,518.30	\$693,000.00	7.29%
\$2,043.56	\$0.00	\$39,033.83	\$30,048.61	\$105,000.00	28.62%
\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00	0.00%
\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%

Total Capital & Bond Expenses

\$113,055.25	\$50,078.70	\$283,008.55	\$80,815.31	\$850,000.00	9.51%
--------------	-------------	--------------	-------------	--------------	-------

Total Undesignated Expenses

\$113,055.25	\$50,078.70	\$283,008.55	\$80,815.31	\$850,000.00	9.51%
--------------	-------------	--------------	-------------	--------------	-------

\$113,055.25	\$50,078.70	\$283,008.55	\$80,815.31	\$850,000.00	9.51%
--------------	-------------	--------------	-------------	--------------	-------

(\$112,795.66)	(\$49,307.15)	(\$275,223.74)	(\$78,300.22)	(\$848,000.00)
----------------	---------------	----------------	---------------	----------------

Northbrook Public Library
Income Statement
2/28/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.3%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$407.24	(\$677.56)	\$993,578.02	\$521,023.38	\$528,137.00	98.65%
Interest Income	\$14.31	\$0.89	\$484.09	\$193.56	\$1,000.00	19.36%
Total Undesignated Revenue	\$421.55	(\$676.67)	\$994,062.11	\$521,216.94	\$529,137.00	98.50%
Expenses						
Total Revenues						
	\$421.55	(\$676.67)	\$994,062.11	\$521,216.94	\$529,137.00	98.50%
Undesignated Expenses						
Capital Projects & Bond Expenses						
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%
Total Expenses						
	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
NET SURPLUS/(DEFICIT)						
	\$421.55	(\$676.67)	(\$22,357.63)	(\$6,920.16)	\$1,000.00	

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

Operating Funds

Library Claims List	\$	142,939.76
Librarian's Claims List	\$	15,310.92
Payroll	\$	295,729.99
Fica/IMRF	\$	49,048.09
ACH to IPBC	\$	54,435.86

Total Operating Funds	\$	557,464.62
------------------------------	-----------	-------------------

Capital Improvement Fund

Claims List	\$	50,078.70
-------------	----	-----------

Debt Service Fund

Grand Total Library	\$	607,543.32
----------------------------	-----------	-------------------

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

Transaction Number	Transaction Date	Reference	Payments	Description
23569	2/19/2019	First Bankcard	\$6,355.04	monthly payment credit card
23570	2/19/2019	Tier One Tactical Solutions, LLC	\$2,500.00	staff development
23571	2/21/2019	Impact Networking LLC	\$765.00	monthly payment copier lease & maintenance
23572	2/28/2019	Amazon	\$5,576.55	monthly payment amazon
23573	2/28/2019	Ancel Glink P.C.	\$1,252.50	monthly payment attorney
23574	2/28/2019	Apple Books	\$1,142.62	monthly payment material
23575	2/28/2019	B&H Photo-Video	\$690.12	monthly payment supply
23576	2/28/2019	Baker & Taylor	\$24,005.03	monthly payment material
23577	2/28/2019	Baker & Taylor Entertainment	\$814.75	monthly payment material
23578	2/28/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23579	2/28/2019	Bibliotheca, LLC.	\$2,414.99	monthly payment material
23580	2/28/2019	CallOne	\$795.41	monthly payment telephone
23581	2/28/2019	CenterPoint Energy Services, Inc.	\$976.27	monthly gas bill
23582	2/28/2019	Continental Resources, Inc	\$1,802.00	monthly supplies payment
23583	2/28/2019	Cooperative Computer Service	\$8,285.04	monthly payment consortium & OCLC
23584	2/28/2019	Discovery Benefits, Inc.	\$2,671.00	monthly payment flexible spending, dedendant care and commuter benefit
23585	2/28/2019	EBSCO Information Services	\$963.00	monthly material payment
23586	2/28/2019	F.E. Moran Mechanical Services	\$1,049.00	building repair and asset payment
23587	2/28/2019	F.E. Moran, Inc.	\$1,535.00	building repair for incident 1/19
23588	2/28/2019	Gale/CENGAGE Learning	\$2,039.91	monthly payment material
23589	2/28/2019	GovConnection, Inc.	\$845.00	monthly payment supplies
23590	2/28/2019	Grainger	\$1,021.43	monthly payment janitorial supplies
23591	2/28/2019	Grey House Publishing	\$975.28	monthly payment material
23592	2/28/2019	HR Source	\$945.00	staff development
23593	2/28/2019	Impact Networking LLC	\$715.87	monthly payment copier lease & maintenance
23594	2/28/2019	Mergent, Inc.	\$849.00	annual payment material
23595	2/28/2019	Microsystems, Inc.	\$734.80	annual payment material
23596	2/28/2019	Midwest Tape	\$11,387.44	monthly payment material
23597	2/28/2019	Neuco Inc.	\$1,301.30	monthly payment janitorial supplies
23598	2/28/2019	North American	\$1,145.45	monthly payment janitorial supplies
23599	2/28/2019	Northbrook Hardware	\$1,393.14	monthly payment janitorial supplies
23600	2/28/2019	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
23601	2/28/2019	Overdrive	\$10,771.41	monthly payment material
23602	2/28/2019	Proquest	\$10,129.60	annual payment materials
23603	2/28/2019	Recorded Books, Inc.	\$1,950.00	monthly payment material
23604	2/28/2019	Olga Rudiak	\$750.00	monthly payment programming
23605	2/28/2019	Russian Publishing House Ltd.	\$675.95	monthly payment material
23606	2/28/2019	Snow Systems, Inc.	\$1,920.00	October - February payment snow removal
23607	2/28/2019	Sterling Services, Inc.	\$2,736.90	tri annual paymnet carpet cleaning
23608	2/28/2019	Today's Business Solutions, Inc.	\$1,596.00	annual payment for maintenance of Simple Scan
23609	2/28/2019	Value Line Publishing LLC	\$1,050.00	annual payment material
23612	2/28/2019	Wall Street Journal	\$1,079.76	annual payment material
23613	2/28/2019	Xerox Corporation	\$1,486.53	monthly payment copier lease & maintenance
			<u>\$142,939.76</u>	

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

Transaction Number	Transaction Date	Reference	Payments
48782	1/15/2019	VOID - Mark Gelfeld	(\$200.00)
48778	1/15/2019	VOID - Stephen DeFalco	(\$200.00)
48789	1/15/2019	VOID - Mixed Media & Design	(\$300.00)
48877	2/15/2019	Gregory Alexander	\$200.00
48878	2/15/2019	Aquatic Works LTD	\$175.00
48879	2/15/2019	Zbigniew Banas	\$250.00
48880	2/15/2019	Big Band Sound of Deerfield	\$400.00
48881	2/15/2019	Brown Dog Gadgets	\$23.00
48882	2/15/2019	C&S Sales Inc.	\$15.69
48883	2/15/2019	City of Santa Clara	\$32.95
48884	2/15/2019	Barbara Warner Deane	\$100.00
48885	2/15/2019	Discovery Benefits - Simplify	\$120.00
48886	2/15/2019	Cathleen Doyle	\$121.88
48887	2/15/2019	Georgean Fahrenbach	\$10.00
48888	2/15/2019	Mark Gelfeld	\$100.00
48889	2/15/2019	Mark Gelfeld	\$200.00
48890	2/15/2019	Bridget Golembiewski	\$94.83
48891	2/15/2019	Benjamin Goluboff	\$250.00
48892	2/15/2019	H-O-H Water Technology Inc.	\$406.00
48893	2/15/2019	Jayne Herring	\$200.00
48894	2/15/2019	Hobby Lobby	\$15.98
48895	2/15/2019	HR Source	\$445.00
48896	2/15/2019	Indian Trail Library District	\$30.00
48897	2/15/2019	Karen Jared	\$50.00
48898	2/15/2019	Ben Jimenez	\$400.00
48899	2/15/2019	Johnson Plastics Plus	\$38.54
48900	2/15/2019	Laconi	\$15.00
48901	2/15/2019	Helen Lazzaro	\$9.44
48902	2/15/2019	Helen Lazzaro	\$115.00
48903	2/15/2019	Kathleen Jo Zeigler Mitchem	\$200.00
48904	2/15/2019	Monoprice, Inc.	\$139.29
48905	2/15/2019	Diego Morales	\$80.00
48906	2/15/2019	Old Town School of Folk Music	\$300.00
48907	2/15/2019	Old Town School of Folk Music	\$375.00
48908	2/15/2019	Online Audiovisual Catalogers, Inc.	\$80.00
48909	2/15/2019	Petty Cash Custodian	\$157.52
48910	2/15/2019	Olga Rudiak	\$525.00
48911	2/15/2019	Susan Schmittroth	\$5.48
48912	2/15/2019	Susan Schmittroth	\$150.00
48913	2/15/2019	Isabel Soffer	\$175.00
48914	2/15/2019	Stage Lighting Store, LLC	\$130.02
48915	2/15/2019	Sunset Food Mart, Inc.	\$136.73
48916	2/15/2019	The Charmm'd Foundation	\$175.00
48917	2/15/2019	UPS	\$53.84
48918	2/15/2019	Wisconsin Glacier Springs Company	\$7.50
48919	2/15/2019	Jimin Yun	\$400.00
48920	2/28/2019	Adult Reading Round Table	\$40.00
48921	2/28/2019	Advanced Disposal	\$549.76
48922	2/28/2019	Alert Protective Services	\$109.71
48923	2/28/2019	American Library Association	\$73.99

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

Transaction Number	Transaction Date	Reference	Payments
48924	2/28/2019	Dani Berman	\$22.99
48925	2/28/2019	Nancy Buehler	\$250.00
48926	2/28/2019	CCH Incorporated	\$59.96
48927	2/28/2019	Center Point Publishing	\$46.74
48928	2/28/2019	Michael Cianfrani	\$200.00
48929	2/28/2019	Criterion Pictures	\$565.00
48930	2/28/2019	Elizabeth Decker	\$16.99
48931	2/28/2019	Demco, Inc.	\$452.58
48932	2/28/2019	ECO Promotional Products, Inc.	\$145.85
48933	2/28/2019	Findaway World, LLC	\$40.69
48934	2/28/2019	Freeman Pictures, Inc.	\$100.00
48935	2/28/2019	The Home Depot Credit Services	\$79.07
48936	2/28/2019	Illinois Library Association	\$110.00
48937	2/28/2019	Image Specialties of Glenview, Inc.	\$8.00
48938	2/28/2019	Inventables	\$356.89
48939	2/28/2019	J.D. Power	\$530.00
48940	2/28/2019	Sarah Kakernot	\$200.00
48941	2/28/2019	Caroline Kettlewell	\$200.00
48942	2/28/2019	Kidzmagic	\$275.00
48943	2/28/2019	Alisa Kusnitzow	\$125.00
48944	2/28/2019	Lakeshore Learning Materials	\$70.48
48945	2/28/2019	Lyudmila Lakisova	\$400.00
48946	2/28/2019	Helen Lazzaro	\$115.00
48947	2/28/2019	Lechner & Sons	\$182.24
48948	2/28/2019	Library Ideas LLC	\$126.01
48949	2/28/2019	Lytical Design	\$191.25
48950	2/28/2019	Susan Merdinger	\$500.00
48951	2/28/2019	Rachel Murguia	\$10.44
48952	2/28/2019	North Town Auto Service	\$31.75
48953	2/28/2019	Pace Systems INC	\$542.00
48954	2/28/2019	Julie Beth Pearlman	\$6.99
48955	2/28/2019	Penguin Random House LLC	\$313.75
48956	2/28/2019	Rainbow Animal Assisted Therapy	\$100.00
48957	2/28/2019	Rowman & Littlefield Publishing Group	\$69.31
48958	2/28/2019	Runco Office Supply	\$574.62
48959	2/28/2019	Sewing Parts Online	\$30.12
48960	2/28/2019	The No-Load Fund Investor	\$169.00
48961	2/28/2019	Thomson Reuters -West Payment Ctr.	\$294.28
48962	2/28/2019	Treehouse	\$411.45
48963	2/28/2019	UPS	\$30.69
48964	2/28/2019	Robert Waterbury	\$50.00
48965	2/28/2019	Yami Vending Inc.	\$324.63
			<u>\$15,310.92</u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
1684	2/19/2019	Low Voltage Solutions Inc	\$49,968.00	Cabling project payment
1685	2/28/2019	Paddock Publicationsn Inc	\$110.70	Newspaper fee
			<u>\$50,078.70</u>	

Northbrook Public Library Foundation
Financial Statements
February-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	198.00
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations	45.53	191.66
Total Unrestricted Donations	243.53	2,689.66
Interest Income-Unrestricted	7.39	78.22
Total Income	250.92	2,767.88
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	250.92	2,417.88

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through December 2018	46
Remaining Auditorium Chairs for Sale	172
Percent Sold	21%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through December 2018	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 December 2018	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	48,185.00	
Total Checking/Savings	50,864.95	
Accounts Receivable		
Due from NPL		
Total Accounts Receivable	-	
Total Current Assets	50,864.95	
TOTAL ASSETS	50,864.95	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	48,447.07	
Net Income	2,417.88	
Total Equity	50,864.95	
TOTAL LIABILITIES & EQUITY	50,864.95	

DIRECTOR'S REPORT

AGENDA ITEMS

10 Unfinished Business

10.1 Technical Services and Maintenance Project

The project is still on track to begin work on Monday, March 25. The Technical Services department has been successfully moved to their two temporary locations. We have a pre-construction meeting next Wednesday and I will provide a verbal update to the board at the meeting.

10.2 Fiscal Year 2020 Draft Budget

A copy of the budget and a memo is included in the packet for the board's review.

11 New Business

10.3 Vision Insurance Proposal

We are recommending adding vision insurance to the library's benefit plan. A memo is included in the packet.

11.2 Liability Insurance Review

We have just renewed our insurance and were able to lower the rates while adding CyberSecurity insurance. A copy of the new rates is included in the packet.

11.3 Appoint Board Officer Nominating Committee

Carlos will ask for volunteers to be on the nominating committee to recommend the officer slate to the board at the May meeting.

11.4 FY20 Board Meeting Schedule

A copy of next year's recommended meeting schedule is included in the packet.

11.5 Annual Review of Non-Resident Fee Method

A memo about the annual review of the non-resident fee method is included in the packet.

11.6 Executive Director Annual Review

I have included a copy of the 360 evaluation done by the Chamm'd Foundation along with a summary of what I have accomplished in the past year and some additional documentation. The board will go into executive session to discuss my annual review.

BOARD NEWS

Join the RAILS Board!

Would you like to work with a committed team of colleagues representing all types of libraries to help shape the future of a member-driven, vibrant library system? RAILS invites nominations for the following positions on our board:

- Two public library trustees (to be filled by board members at RAILS public libraries)
- Two at large members (to be filled by individuals representing any type of RAILS library- academic, public, school, or special)
- One special library representative (to be filled by an individual employed by a [RAILS special library](#))

Terms for all positions begin on July 1, 2019, and end on June 30, 2022.

The RAILS Board meets 11 times per year at sites throughout the RAILS service area (travel costs are reimbursed). Board members may attend meetings in person or at a [RAILS videoconference location](#).

We are looking for candidates that reflect the diversity of the RAILS membership in terms of race, ethnicity, age, geographic location, background, and other factors. For more information on duties and responsibilities, view the [RAILS Board Member Job Description](#). After you have read the job description, [complete this nomination form](#). The deadline for nominations is Friday, March 29, at 5 p.m.

FIT INTO PATRONS' LIVES

Fiction and Media

- The February Jazz/Blues Salon featured the Joe Policastro Trio, a Chicago-based alternative jazz group, and was attended by 115 people. These attendees included several teenagers who sat in the front row and stayed after to talk more with the musicians about musical influences and their experiences as professional musicians. A goal of this series has been to reach new users and different demographics than is typically reached through other programming.
- The library hosted popular illusionist Jeanette Andrews for her program "Magical Perceptions with Jeanette Andrews" on February 4. 150 people attended the show, and Jeanette incorporated audience members of a wide age range in her bits. There

was a mix of older adults and parents with young kids in the audience, and they were enraptured with Jeanette's talent.

- The Winter Salon Series on Sundays in February featured classical musicians including Avanti Guitar Trio, vocalist Rachel Peterson with Mark Streder on piano, and violinist Kate Carter with pianist Louise Chan. Audiences averaged around 100 people per concert.
- A program titled "John Hughes: A Reflection" was presented by author and speaker Kevin Smokler to discuss John Hughes' films and their personal ties to Northbrook. Book Bin of Northbrook partnered to provide book sales of Smokler's books. There was a lengthy Q&A session afterwards where many patrons were able to learn more information about how Northbrook was connected to one of the biggest names in filmmaking. The audience greatly enjoyed learning this rich history about their hometown.
- February, March, and April are a high demand time of the year for movies due to the Academy Awards. Fiction and Media has proactively ordered extra copies of all formats of Oscar nominated movies to meet demand, and also provides lists of nominations and previous Oscar winners for patrons.

Reference

- Phil Collins offered two classes on eBay in February, the first on buying/getting started and the second on selling. These drew a total of 34 people, with the selling class being roughly twice as popular as the buying. People attend these classes to find out what is involved in creating an eBay account and putting items up for sale. Patrons often want to know the differences between selling on eBay versus other sites like Craigslist (Jill Franklin taught a class on Craigslist in January). Whether people are planning to downsize or simply trying to clear extraneous items out of their space, it is clear that plenty of people have extra things to sell. These classes give patrons a realistic idea of what to expect when using these services.
- Mary Kay Perrenot scheduled Patrice Aguirre, a professional baker and owner of Cafe Revive in Elgin, to present a cookie decorating class on February 27. The 16 patrons who attended learned how to mix icing to the correct consistency; the correct techniques for frosting, and the use of pastry bags for piping.
- Jill Franklin coordinated the film screening and discussion of The Hunting Ground documentary on February 11. The program brought awareness to sexual assault on college campus and patron comments included: "it brings to light a difficult problem"; "this is a great service to the community"; and other similar comments.

Youth Services

- Winter Reading ended on February 3. It was extended a few days to because the library had closed for inclement weather a few times in January. We spent time in February closing out the program which included compiling data and statistics for the program, a patron satisfaction survey, counting participation rates, and looking at returns of our promotional efforts.

- This winter, Sarah Rustman formally presented our Winter Reading program at Wescott School. She also had an opportunity to walk specific students from Maple School through the process. While the return was much lower than what we saw this summer, we did see a large jump in our Winter Reading sign up numbers in general, and the highest participating school this winter was Wescott.

School	# Registered	# Finished
Wescott	87	28
Greenbriar	46	14
Meadowbrook	40	20
Westmoor	35	9
Hickory Point	32	12
Shabonee	23	8
Willowbrook	19	6
St. Norbert	7	1
Solomon Schechter	6	2
Maple	48	7
NBJH	15	3
Wood Oaks	14	4
GBN	8	2
Field	3	

- We continue to expand the number and variety of tween and teen programs that we offer in order to engage that audience. This month, we featured Create Club: Sequin Journals, Mug Cakes, Writers League, and Books and Bites Book Discussion that was about the book "The Hate U Give" by Angie Thomas, and VR Free Play.

EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- Brodie Austin worked with Marketing Supervisor, Linda Vering, and Content Specialist, Jane Huh, to develop a plan for features community organizations in our west lobby display cases. The Northbrook History Museum agreed to feature items in the cases and will be displaying local history items through the end of the month.

- Trevor Noah's *Born a Crime* has been selected as the Northbrook Public Library's One Book, One Community pick for July 2019. The title was selected by a committee of staff members including Tracy Gossage, Lori Siegel, and Bridget Golembiewski after reviewing 76 suggested titles and gathering community and staff feedback. The committee selected this title because of its wide appeal and accessibility, with Noah's use of humor as an entry point to learn about difficult issues of identity and apartheid. The library will continue to work with the Community Relations Commission and RAIN (Racial Awareness in the North Shore) on this event while also seeking additional partnership opportunities.
- Jane Huh wrote an article for the May/June newsletter that features an interview with one of our patrons, a 101 year old woman who is also a voracious reader, and who was also the winner of an iPad, the Grand Prize at our Winter Reading drawing. The article will be available in your blue folders.
- Family Piano of Waukegan loaned a Kawai grand piano for the Library's 2 Pianos 4 Hands concert series in March. We greatly appreciate their generosity in helping make this special event happen.
- Bryan Brugger partnered with the North Suburban Cook County American Job Center to offer an all-day Employment Workshop on February 9 for 8 participants. Topics included goal setting, resumes and the interview process. We will be offering this again in the spring.
- On February 2, the library partnered with the Village's Youth Commission to present their Teen Wellness. This event focused on Academic Wellness and featured teens, high school teachers, parents, and Youth Commissioners discuss issues teens face when it comes to academics. Kelly Durov and Bridget Golembiewski coordinated with the Youth Commission on this event.
- The 22nd Annual Quiz Bowl was on February 19. Sarah Rustman, Bridget Golembiewski, and Rachel Kaplan all wrote questions and helped develop the PowerPoint. Sarah oversaw the Auditorium set up with Arielle Valene. Kelly Durov served as the timer and judge and Kate Hall served as a judge. This event strengthens our relationships with the Jr. High Schools that participate.



- The library engages in offsite story times for preschools and daycares in order to build our relationships with the staff there as well as to reach children who may not be able to attend our weekly story times. We model early literacy skills as part of our story times. This month, Amanda Lopez visited Sunshine Preschool and the Gardner School.

- Amanda Lopez coordinated the NSYMCA Art Show including a reception held on March 3. Children's art work from the NSYMCA's art program will be on display throughout the month of March.

BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

Continuing Education & Professional Development

- Four staff members that work with volunteers attended the online workshop "Getting the Most Out of Library Volunteers" presented by ALA. It provided a good range of things to consider when creating or managing a volunteer program, including sections on recruitment, training, and recognition.
- We offered SQL training to staff that had attended the other ILS reports training. We had eight staff members participate in this advanced report training.
- As a member of the selection committee for the Illinois Children's Choice Rebecca Caudill Award, Sarah Rustman attended the Rebecca Caudill selection meeting and helped create the 2020 Rebecca Caudill Book Award list. Sarah read and evaluated over 50 titles to contribute to this state-wide committee.
- I have been asked to chair the RAILS Nominating Committee which helps with trustee elections for RAILS. We are focusing on creating a diverse board for the 1,300 member libraries and 27,000 square miles RAILS supports.
- I am once again serving on the Director's University steering committee that plans the annual weeklong training for new library directors. We anticipate over 50 new directors again this year.

New Hires

- We are hosting an LTA intern this semester. Miranda Kramer will be learning about working in a public library in Technical Services, Reference, and Fiction & Media.

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 around March 22, 2019.

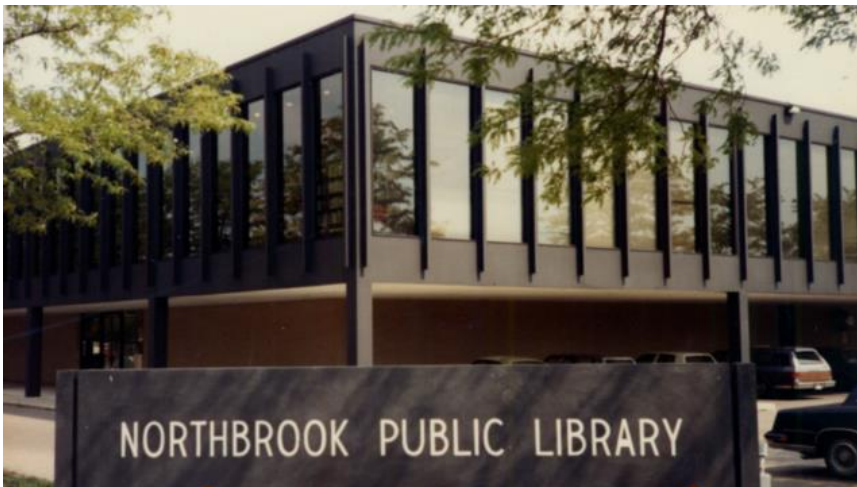
Terminations/Retirements

- MacConnell Wilson, part-time Shelver (Circulation) resigned effective March 27. He is moving to Germany.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

Building

- Retained Wiss, Janney Elstner for the repair and painting of the exterior façade. Met with Tony to discuss the project and develop a timeline – additional testing to be performed at the end of March to determine exactly what needs to put in the bid proposal.
- Cedric Wilder photographed Lisa Dickholtz, of Dickholtz Wealth Management, who recently began leading the library's one-on-one financial planning sessions with patrons. The photographs will accompany the article that Jane wrote, which we will use to promote the April Money Smart Week programs.
- The Northbrook Public Library is turning 50 on May 25, 2019. We will be doing some light activities and encouraging patrons to share memories in the lobby. I will have more information next month to share with the board. Here is a picture of the original building.



Safety / Security

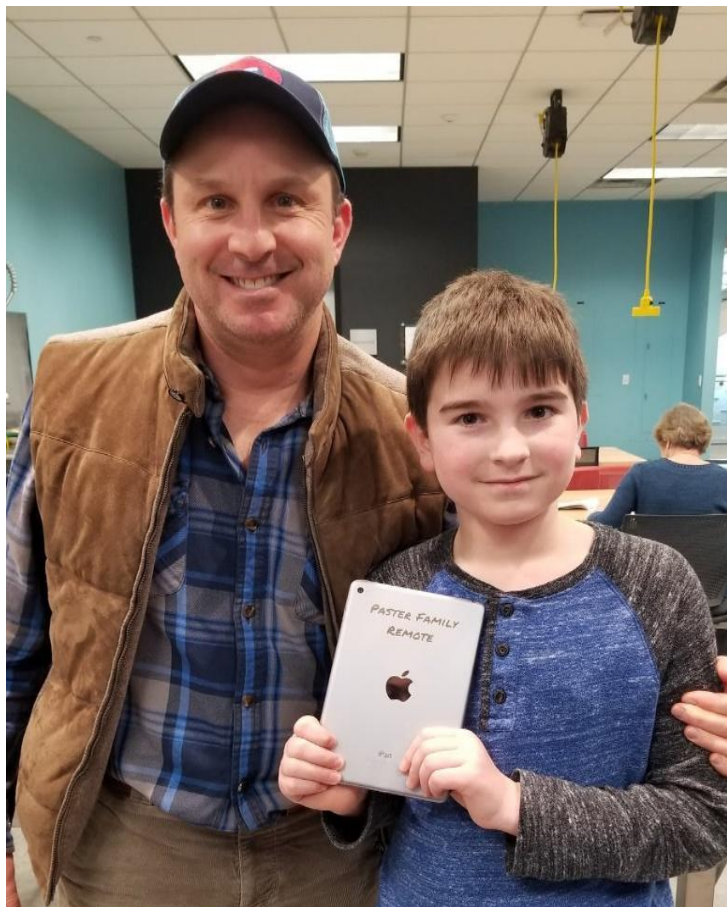
- Nearly 80 staff attended our Active Threat training on February 22. Tier One Tactical led the training, which consisted of an hour-long presentation, break-out discussions, and a walkthrough of the building with managers and Administration. We were able to identify a number of additional training needs and ways we can make the building more secure

Kate Hall
Executive Director

Collaboratory Update

Prepared by: Cathleen Doyle
February, 2019

RECENT PROJECTS



THE USER EXPERIENCE



Hugh Sato, Digital Services Assistant: “Erin Kaya, a local artist, had been coming in to the Collaboratory several times with friends and family, but never had made something herself. While at first timid about the technology, she was able to take a map that she grabbed from an online map editor, and create these gorgeous maps on Walnut wood. She made a map of Turkey for her Turkish husband, and individual maps of France and Mongolia, for her children, who expressed interest in travelling to those regions in the future.”



DSA Christine Vi: “Lisa had her favorite measuring cup that had the measurements washed off. She wanted a more permanent and dishwasher safe way to save her keepsake. Since Gravit doesn’t have a ruler tool, we designed the markings by sizing lines as construction lines to place each tick mark. When the cup was in the rotary we made sure to line up the laser with the permanent marker we drew inside the cup to ensure precision. When it was done etching, she was so ecstatic about how incredible accurate it was. As her kids showed off their pop-up puppets, she happily showing off her own projects to her kids, “Look what mommy did!” This was yet another instance of how the Collaboratory is a space for makers of any age, where parent and child can create something they can be proud of and excited about.”

Hugh: “Andy Schwartz came in looking to make a box for his girlfriend’s present for Valentine’s Day, a scarf. He measured the scarf dimensions folded, and used my guide to export vector lines for laser cutting. He then customized the box surface using an online icon tiling software, and made two different versions of this box.”



DSA Mike Hannon: “Eli came in today with his mother and they wanted to do a multi-machine project. First they used Easel to design his name to be carved. Then we found the train that he wanted to have cut out. After getting the size and placement just right with Easel, we deleted the train image and set the Carvey to carve out his name. After that was finished, we loaded it onto the laser, and cut out the train.”

FEEDBACK

“Excellent Carvey class. Finished a project the same night! Well done!”

-Liz Puschech

“I have recently been availing myself of the Collaboratory. The staff there is so friendly and helpful to everyone who stops in to ask about the projects and makes it very inviting for all ages. They are knowledgeable and helpful to both adults and children working on projects. The space is a wonderful addition to the library.”

- Sandy Frydman

3D PRINTING

We printed 73 objects for users in February.

PROJECTS

February projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	25	3D Printer
Acrylic	19	Laser Cutter
Buttons	2	Button Makers
Cardstock	14	Cricut
CD	0	Digitization Room
Cork Coasters	0	Laser Cutter
DVDs	2	Digitization Room
Embroidery Thread	8	Embroidery Machine
Glasses	6	Laser Cutter
HDPE	5	Carvey
Interfacing	0	Embroidery Machine
Iron-on	1	Cricut
Keychains	0	Button Makers
Pet Tags	0	Laser Cutter
Stabilizer Sheets	12	Embroidery Machine
Stamp Block	2	Carvey
Sewing Thread	1	Sewing Machines
Vinyl & Transfer Paper	9	Cricut
Window Cling	0	Cricut
Wood	25	Laser Cutter & Carvey

PROGRAMS

We scheduled 14 programs for February, including 3 that were rescheduled from January. Sixty-seven people attended.

VISITORS

791 people visited the Collaboratory over 19 days in February.

RAILS REPORT FEBRUARY 2019

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

Work with libraries of all types to tell the library story

We have begun our campaign to help libraries tell their story. Mary will update the board at the meeting.

Sparks podcast

Our latest Sparks broadcast featured Amanda Civitello and Katie McLean of the Waukegan Public Library talking about dealing with patrons and sexual harassment and how their library has supported staff.

I attended a great program at the Ryerson and Burnham Libraries in the Art Institute. They have recently published a book, and now have a related exhibit, called "Chicago by the Book." It was a fascinating look inside some of the special books about Chicago and Chicagoans housed in the library including Daniel Burnham, Frank Lloyd Wright and Louis Sullivan. I am sure you would all enjoy it. It was also a great opportunity to meet the library director, Douglass Letts.



Prepare libraries for the future

DPLA Fest

DPLA Fest is coming up in April, in Chicago. This event is sponsored by the Digital Public Library of America and offers programs about what is going on in the digital library arena – everything from e-books to GPS and maps to preservation and cultural heritage. The fest is on April 17 and 18 at the Chicago Public Library. You can register [here](#).

This is a great opportunity for all of us near Chicago to participate in this conference about critical issues for all types of libraries.



Memorandum

DATE: 3.15.19
TO: Trustees
FROM: Anna Amen
RE: 2020 Budget Draft

Attached is a draft budget for fiscal year 2020.

The Operating Fund Budget includes:

- Staff requests that are necessary to serve the public
- Masterplan Initiatives
 - Installation of study rooms in Reference
- Strategic Plan Projects
 - Time clock implementation
 - Data analysis collection
 - Community focus groups
 - Project Outcome
 - Human Center Design
 - Event management software
 - Community stakeholder meeting
- A transfer to the Capital Improvement Fund of \$563,000 which represents the decrease in the debt service payment and a transfer from operating to capital improvement fund

The Capital Improvement Fund Budget includes funding for:

- 1st Floor Renovation of Technical Services and Maintenance
- Catch Basin, Manhole and Asphalt Renovation Project
- Exterior Façade Repair and Painting
- Phone System
- Landscaping

Northbrook Public Library
General Fund
FY2020 Budget

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy	5,944,988	5,998,824	6,328,983	7,119,456	7,119,456	7,479,000
	Uncollectible Levy						(150,000)
	Property Tax Abatement	(16,700)					
	Replacement Tax	120,759	144,298	134,227	100,000	125,000	100,000
	Impact Fees	58,253	23,242	0		3,388	0
	Fines, Fees & Rentals	102,488	109,582	104,951	50,000	58,382	50,000
	Video/DVD rental	8,422	6,244	0		0	0
	Interest Income	5,178	17,808	43,496	25,000	83,377	50,000
	Loss on Investment	(4,843)	449	6,318		0	0
	Other Income	70,131	19,946	10,523	100,000	2,663	100,000
	Total Undesignated Revenue	6,288,675	6,320,392	6,628,498	7,394,456	7,392,266	7,629,000
Designated Revenue							
	Gifts & Other Designated Income	70,067	102,450	70,466	100,000	69,868	100,000
	Designated Interest Income	336	336			246	
	Total Designated Revenue	70,403	102,785	70,466	100,000	70,114	100,000
	Total Revenues	6,359,079	6,423,177	6,698,964	7,494,456	7,462,380	7,729,000
PERSONAL SERVICES							
	Salaries and Wages	3,182,047	3,305,464	3,382,529	3,710,575	3,615,191	3,814,017
	(2.1% COLA and 1.9% Merit)						
	Maintenance Salaries/Wages	132,983	136,495	149,823	162,740	158,285	182,458
	Total Personal Services	3,315,030	3,441,958	\$ 3,532,352	\$ 3,873,315	\$ 3,773,476	\$ 3,996,475
FRINGE BENEFITS							
	Group Insurance	452,820	455,773	452,874	550,000	506,386	575,000
	Life						
	Unemployment/Worker's Comp	27,074	29,572	30,751	30,000	28,681	25,000
	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party	48,100	54,428	52,431	72,000	61,894	100,000
	Total Fringe Benefits	527,994	539,773	\$ 536,056	\$ 652,000	\$ 596,961	\$ 700,000

Northbrook Public Library
General Fund
FY2020 Budget

COMMODITIES	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Materials	Books, Ebooks, Periodicals, My Media Mall - RALLS standard - materials is 12% of budget	851,585	810,144	848,148	907,000	907,000	920,000
Books and Materials	Books, Ebooks, Periodicals, My Media Mall - RALLS standard - materials is 12% of budget	737,091	688,910	721,339			
Audiovisual Materials	RALLS standard - materials is 12% of budget	69,592	72,026	72,079			
Videos/DVD's	RALLS standard - materials is 12% of budget	44,902	49,207	54,730			
Programs	Multimedia, Reader Services, Reference, Young Adult, Youth Services, Digital Services, Library Wide	98,286	111,379	123,211	132,000	132,000	132,000
Office & Library Supplies	Supplies less than \$500	59,417	64,082	67,569	70,000	70,000	70,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies	20,243	14,395	0	0	0	0
Software	Blackbaud, Boopsie, Adobe, Getty, 3M, Evanced, Titlesource, Remote Printing, SurePeople, Basecamp, ReedSquard	35,337	53,613	60,470	95,000	72,951	103,000
Postage		24,923	24,330	24,385	20,000	15,418	20,000

Northbrook Public Library
General Fund
FY2020 Budget

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Graphics	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program	0	0		0	0	0
Community Relations		32,196	38,584	38,336	49,000	43,221	52,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	41,735	33,130	36,995	45,000	35,742	45,000
Total Commodities		1,163,722	1,149,656	\$ 1,199,114	\$ 1,318,000	\$ 1,276,331	\$ 1,342,000

CONTRACTUAL SERVICES							
	OCLC	16,628	16,922	18,069	20,000	22,767	26,000
	Interlibrary Charges	488	651	0	0	0	0
	CCS Shared Costs	70,892	71,818	74,338	83,000	75,923	84,000
	Photocopy	42,209	49,714	49,379	58,000	57,135	40,000
	Copy machine lease payment, Supplies & page charges, Coin op lease payment						
	General Insurance	60,740	61,016	61,689	60,000	58,058	58,000
	General liability, Auto, Property, Flood						
	Telephone & Internet	21,774	22,105	13,906	15,000	12,337	20,000
	Phone lines, Fiber optic cable, Internet						
	Professional Services	89,216	161,472	219,670	260,000	248,096	270,000
	Attorney, Auditor, Human Resource Advisor, Independent Contractor						
	Equipment Rental/Maintenance	17,326	17,524	35,969	25,000	15,415	20,000
	Piano, Laminator, Microfilm readers, Postage machine, Phone system, Binding, Printer Maintenance						

Northbrook Public Library
General Fund
FY2020 Budget

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Vehicle Expense		434	2,787	802	2,500	363	2,500
Utilities	Gas, Water, Garbage	57,387	50,181	52,829	50,000	54,619	53,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	24,643	28,279	15,384	30,000	30,000	30,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Email, Snow Removal, Carpet Cleaning, HVAC, Sprinkler	115,468	99,862	104,743	126,000	117,418	135,000
Recruiting		412	1,173	400	500	297	500
Total Contractual Services		517,617	583,503	\$ 647,178	\$ 730,000	\$ 692,426	\$ 739,001
CAPITAL OUTLAY							
Furniture and Equipment	Items greater than \$500	117,116	153,502	150,514	160,000	160,000	160,000
Total Capital Outlay		117,116	153,502	\$ 150,514	\$ 160,000	\$ 160,000	\$ 160,000
OTHER							
Contingency & Misc Exp		10,944	20,497	4,634	100,000	4,705	100,000
Board Development		438	203	762	3,500	600	3,500
Total Other		11,382	20,699	\$ 5,396	\$ 103,500	\$ 5,305	\$ 103,500
Total Expenses Before Gifts & Transfers		5,652,861	5,889,092	\$ 6,070,610	\$ 6,836,815	\$ 6,504,500	\$ 7,040,976
DESIGNATED EXPENSES							
		86,808	110,582	\$ 135,377	\$ 100,000	\$ 64,515	\$ 100,000
TRANSFERS							
Debt Service Transfer		20,202	37,736	\$ 23,092	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer		586,025	375,000	\$ 469,000	\$ 532,000	\$ 532,000	\$ 563,000
Total Transfers		606,227	412,736	\$ 492,092	\$ 557,000	\$ 557,000	\$ 588,000
Total Expenses		6,345,897	6,412,410	\$ 6,698,079	\$ 7,493,815	\$ 7,126,014	\$ 7,728,976
NET SURPLUS/(DEFICIT)		13,182	10,768	\$ 885	\$ 641	\$ 336,366	\$ 24

Northbrook Public Library
IMRF/FICA Fund
FY2020 Budget

Draft - 3/8/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY 2020 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy-IMRF		\$430,999.59	\$452,196.83	\$463,920.64	\$490,000.00	\$469,689.80	\$490,000.00
Property Tax Levy FICA & Medicare		\$254,681.57	\$254,962.04	\$263,702.28	\$270,000.00	\$268,394.20	\$280,000.00
Interest Income IMRF		\$121.79	\$599.16	\$2,086.71	\$50.00	\$53.45	\$50.00
Interest Income FICA & Medicare		\$131.29	\$465.21	\$1,114.62	\$50.00	\$30.53	\$50.00
Total Undesignated Revenue		\$685,934.24	\$708,223.24	\$730,824.25	\$760,100.00	\$738,167.98	\$770,100.00
Total Revenues		\$685,934.24	\$708,223.24	\$730,824.25	\$760,100.00	\$738,167.98	\$770,100.00
Expenses							
Undesignated Expenses							
Human Resources							
Employer IMRF	IMRF Rate - 11.70%	\$352,952.21	\$362,742.08	\$357,325.00	\$490,000.00	\$370,334.00	\$490,000.00
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$246,388.31	\$256,901.09	\$262,363.00	\$280,000.00	\$268,334.00	\$280,000.00
Total Human Resources		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$770,000.00
Total Undesignated Expenses		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$770,000.00
Total Expenses		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$770,000.00
NET SURPLUS/(DEFICIT)		86,593.72	\$88,580.07	\$111,136.25	(\$9,900.00)	\$99,499.98	\$100.00

Northbrook Public Library
Construction in Progress Fund
FY2020 Budget

Draft - 3/8/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY 2020 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
Interest Income		\$2,633.57	\$3,718.61	\$3,061.00	\$2,000.00	\$2,323.79	\$6,000.00
Other Income			\$29,639.09	\$37,443.00			
Total Undesignated Revenue		\$2,633.57	\$33,357.70	\$40,504.00	\$2,000.00	\$2,323.79	\$6,000.00
Transfers & Other Financing Sources							
Transfer from General fund		\$586,024.98	\$375,000.00	\$469,000.00	\$75,000.00	\$532,000.00	\$563,000.00
Insurance Proceeds				5,180.00			
Other							
Total Transfers & Other Financing Sources		\$586,024.98	\$375,000.00	\$474,180.00	\$75,000.00	\$532,000.00	\$563,000.00
Total Revenues		\$588,658.55	\$408,357.70	\$514,684.00	\$77,000.00	\$534,323.79	\$569,000.00
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair		\$11,024.98	\$680,454.16	\$458,548.79	\$693,000.00	\$200,000.00	\$652,000.00
Professional Fees		\$5,000.00	\$23,973.11	\$41,783.83	\$105,000.00	\$50,000.00	\$168,000.00
Furniture & Equipment		\$1,790.00		\$66.15	\$52,000.00		
Total Capital & Bond Expenses		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$820,000.00
Total Undesignated Expenses		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$820,000.00
Total Expenses		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$820,000.00
NET SURPLUS/(DEFICIT)		\$570,843.57	(\$296,069.57)	\$14,285.23	(\$773,000.00)	\$284,075.39	(\$251,000.00)

Northbrook Public Library
Debt Service Fund
FY2020 Budget

Draft - 3/8/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY2020 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy		\$987,519	\$972,599	\$992,802	\$528,137	\$506,246	\$528,404
Interest Income		\$420	\$556	\$554	\$1,000	\$703	\$1,000
Loss on Investment			\$26	\$367			
Total Undesignated Revenue		\$987,939	\$973,181	\$993,723	\$529,137	\$506,949	\$529,404
Transfers & Other Financing Sources							
Transfer from General fund		\$20,202	\$37,736	\$23,092		\$25,000	
Total Transfers & Other Financing Sources		\$20,202	\$37,736	\$23,092	\$0	\$25,000	\$0
Total Revenues		\$1,008,141	\$1,010,917	\$1,016,815	\$529,137	\$531,949	\$529,404

Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$317,894	\$304,302	\$290,352	\$276,061	\$276,061	\$258,971
Principal Payments		\$690,247	\$706,589	\$726,068	\$252,076	\$252,076	\$269,433
Total Capital & Bond Expenses		\$1,008,141	\$1,010,891	\$1,016,420	\$528,137	\$528,137	\$528,404
Total Undesignated Expenses		\$1,008,141	\$1,010,891	\$1,016,420	\$528,137	\$528,137	\$528,404
Transfers & Other Financing Uses							
Other Financing Uses		\$281	\$0	\$0	\$0	\$0	\$500
Total Transfers & Other Financing Uses		\$281	\$0	\$0	\$0	\$0	\$500
Total Expenses		\$1,008,422	\$1,010,891	\$1,016,420	\$528,137	\$528,137	\$528,904
NET SURPLUS/(DEFICIT)		(\$281)	\$26	\$395	\$1,000	\$3,812	\$500

Northbrook Public Library
Salary Wage Analysis
FY2020 Budget
Draft

Draft - 3/8/19

This information is for admin purposes only

Department	FY16 Budget	FY2017 Budget	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2020 Salaries & Wages	Merit Increase & Restructuring	Good Health Benefit	YS Summer Reading Assistants	Programming Assistants	Substitutes	Staff Day (7 hours per RPT & PT)	Safety (7.5 hours per RPT & PT)	Training (6 hours per RPT & PT)	Staff Meetings (18 hours per RPT & PT)	Commitment Work (6 hrs per RPT & PT)
Administration	544,996	532,760	606,628	605,624	638,446	632,055					1,900	706	757	606	1,817	606
Circulation	655,797	640,616	596,224	659,766	623,775	595,832					5,700	3,499	3,749	2,999	8,997	2,999
Digital Services	92,939	170,706	232,328	293,048	338,563	328,526					6,650	533	571	457	1,370	457
IT	100,923	-	-	-	-	-										
Maintenance	142,477	147,629	157,177	162,297	182,458	174,434					6,300	271	291	233	698	233
Fiction & Media (FY15 - FY17 MM & RS)	709,538	758,534	768,355	719,462	694,957	664,125					10,400	1,641	1,758	1,407	4,220	1,407
Reference	409,259	430,749	446,148	460,051	495,291	472,826					14,600	1,237	1,325	1,060	3,181	1,060
Technical Services	435,136	465,386	474,790	474,049	428,112	420,617					3,200	676	724	579	1,738	579
Youth Services	420,536	445,055	458,850	473,658	485,876	450,593			7,500		15,600	1,916	2,053	1,643	4,928	1,643
Good Health Benefit	29,000	20,000	20,000	20,000	20,000			20,000								
Programming Aides				6,000	6,000					6,000						
Merit Increase & Restructuring					92,997		92,997									
Total	3,540,000	3,611,434	3,760,500	3,873,955	3,996,475	3,739,007	92,997	20,000	7,500	6,000	64,350	10,480	11,228	8,983	26,948	8,983

This schedule is salaries and wages only - benefits are not included

Substitute Hours

Administration	100 hours per year at \$19 per hour
Circulation	300 hours per year at \$19 per hour
Digital Services	350 hours per year at \$19 per hour
Fiction & Media	400 hours per year at \$26 per hour
Maintenance	300 hours per year at \$21 per hour
Reference	100 hours per year at \$16 and 500 hours per year at \$26
Technical Services	200 hours per year at \$16 per hour
Youth Services	600 hours per year at \$26 per hour

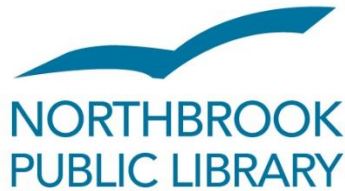
Northbrook Public Library
Material Budget
FY2020 Budget

		FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Budget	
Total Revenue		6,359,079.00	6,423,178.00	6,698,964.00	7,524,783.00	7,729,000.00	59
Transfers to CIF and DS		606,227.00	405,946.00	492,092.00	549,000.00	588,000.00	55
Revenue less Transfers		5,752,852.00	6,017,232.00	6,206,872.00	6,975,783.00	7,141,000.00	53
Total Materials Budget		853,045.42	807,726.70	848,148.09	907,000.00	920,000.00	52
		14.83%	13.42%	13.66%	13.00%	12.88%	
EResources							
Downloads & Streaming		107,440.46	107,461.96	126,950.86	146,500.00	151,583.50	
Learning & Sharing		8,950.00	8,950.00	15,850.00	16,200.00	10,494.75	
Training		7,322.00	7,340.00	12,483.00	12,483.00	17,559.15	
Other		184,928.69	150,009.15	144,372.38	148,000.00	127,619.43	
Periodicals		40,736.80	37,182.41	47,017.70	40,000.00	40,000.00	
Book							
YS							
Fiction		49,322.51	70,625.58	70,874.28	85,800.00	119,300.00	
Non Fiction		76,428.26	56,651.90	54,508.83	50,250.00	50,200.00	
Teen							
Fiction		12,667.90	12,207.91	12,236.64	14,850.00	21,600.00	
Non Fiction		-	-	667.13	750.00	750.00	
Adult							
Fiction		81,661.71	83,196.37	86,323.81	104,700.00	106,600.00	
Non Fiction		150,334.72	126,386.05	126,335.77	106,050.00	107,500.00	
Non Book							
Youth							
Audio		2,222.20	7,035.32	2,517.47	5,000.00	3,500.00	
Video		4,985.67	9,068.00	10,611.45	14,000.00	14,000.00	
Music		313.01	1,098.51	1,099.28	1,100.00	1,100.00	
Kit		5.49	479.96	589.51			
Game		396.20	220.80	423.22	400.00	400.00	
Teen							
Audio		1,797.74	1,435.08	1,746.27	750.00	750.00	
Adult							
Audio		35,739.48	34,723.52	34,737.64	34,500.00	34,500.00	
Video		38,853.18	42,688.54	41,945.46	58,000.00	58,000.00	
Video Game		12,716.53	13,670.07	15,383.07	21,000.00	21,000.00	
Music		18,068.60	17,579.69	14,739.06	16,000.00	16,000.00	
Scores & Librettos		1,262.04	1,263.71	1,225.80	1,200.00	1,200.00	
Kit				-	1,000.00	500.00	
Board Game		-	413.55	501.09	150.00	150.00	
Other							
Tools		2,251.99	2,703.23	1,558.23	1,750.00	2,000.00	
Processing				6,297.66	7,200.00		
Shipping		1,382.02	6,501.39	1,558.23	1,800.00		
My Media Mall		8,413.00	8,834.00	8,834.00	10,000.00	10,000.00	
Misc		4,845.22		6,760.25	7,567.00	3,693.17	
Total		853,045.42	807,726.70	848,148.09	907,000.00	920,000.00	

**NORTHBROOK PUBLIC LIBRARY
PROGRAMMING
FY2020**

Draft - 3/8/19

	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual spent as of 12/31/18	FY20 Budget
Total Programming Operating Budget	\$ 111,378.90	\$ 123,210.66	\$ 132,000.00	\$ 74,475.60	\$ 132,000.00
Friends, Art Commission and Whitehall Donations	\$ 23,447.13	\$ 25,474.58	\$ 34,600.00	\$ 17,026.98	\$ 34,600.00
TOTAL PROGRAMMING	\$ 134,826.03	\$ 148,685.24	\$ 166,600.00	\$ 91,502.58	\$ 166,600.00
BREAKDOWN BY DEPARTMENT					
Youth Service					
Library	\$ 27,976.55	\$ 35,758.12	\$ 32,200.00	\$ 21,152.60	\$ 20,800.00
Young Adult	\$ 6,339.66	\$ 5,772.85	\$ 10,200.00	\$ 2,872.86	\$ 8,900.00
Reference	\$ 5,434.57	\$ 6,345.07	\$ 6,969.00	\$ 4,445.21	\$ 8,000.00
Digital Services	\$ 6,614.63	\$ 9,265.09	\$ 18,000.00	\$ 4,154.94	\$ 26,000.00
Fiction & Media		\$ 75,735.63	\$ 74,490.00	\$ 44,376.95	\$ 70,400.00
Reader Services					
Library	\$ 33,035.03				
Friends					
Multimedia					
Library	\$ 42,387.91				
Friends					
Arts Commission					
Library Wide					
Grand Opening					
Green Team	\$ 1,095.76	\$ 1,227.73	\$ 1,400.00	\$ 88.13	\$ 900.00
Light It Up Blue	\$ 4,000.00				
Make it Month					
13th Documentary Screening					
Magic Week		\$ 1,493.71			
Star Wars Day		\$ 1,067.07			
Ted X	\$ 1,143.24	\$ 8,390.33	\$ 8,900.00	\$ 8,868.62	
Unconference	\$ 142.57	\$ 832.76	\$ 5,241.00	\$ 259.94	\$ 3,200.00
Library Wide	\$ 632.51		\$ 3,000.00		\$ 2,500.00
Horror	\$ 6,023.60				
Rock Music					
80's Month					
Summer Reading Kick Off & Wrap UP		\$ 2,796.88	\$ 1,300.00	\$ 983.68	
Reading Programs					\$ 19,900.00
Craft Brewing Week			\$ 900.00	\$ 896.95	
NB Library Film Craft			\$ 2,800.00	\$ 2,207.70	
Bicentennial Program			\$ 1,200.00	\$ 1,195.00	
One Book One Community					\$ 6,000.00
Reserve					



Memorandum

DATE: March 13, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Vision Insurance Memo

The last few years we have an increase in the number of staff who have expressed interest in a Vision Insurance plan.

Laurie Prioletti investigated plans, the feasibility, and cost after analyzing how typical this type of plan is for municipal employees. Based on the research conducted, we are recommending that we add this to the benefits that we offer full-time employees. We currently have 47 full-time employees and if every employee enrolled, it would cost the library between \$3,632 and \$8,584 a year to offer and administer the plan. Based on the medical coverage, we expect the actual cost to be just over \$4,000. I have included an informational sheet on the plan in your packet.

	Total Monthly Premium	Total Paid by Library	Total Paid by Employee
Single	7.16	6.44	0.72
Single + Spouse	11.46	9.67	1.79
Single + Children	11.70	9.85	1.85
Family	18.86	15.22	3.64

I am asking the board for their approval in adding this benefit to our current offerings which include:

For Full-Time Employees

- Medical, Dental, Life Insurance
- Personal, Vacation, Sick time
- Flex Spending for dependent care, medical and dental expenditures
- Good Health Benefit
- ICMA & IMRF Retirement
- Employee Assistance Program
- Bereavement, Jury Duty, and Voting Leave
- Holidays (as approved by the board)
- Commuter Benefits
- Unpaid leave of absence

If the board would like to approve adding this, we would ask that you approve the following addition to our Group Health & Dental Insurance Plans policy in our Employee Handbook as follows:

Group Health Insurance Plans

Full-time employees may participate in a group medical, dental and or vision plan offered through the library. There are two types of medical plans to choose from, a Preferred Provider Organization (PPO) and a Health Maintenance Organization (HMO). Both plans are insured by Blue Cross Blue Shield. The PPO dental plan is provided through MetLife. The vision plan provider is VSP.

Health, dental and vision coverage is effective the 1st of the month following 30 days of employment. The library contributes an amount set annually by the Board of Trustees toward single & dependent coverage. Payroll deductions (pre-tax) will be made for the difference between the amount contributed by the library and the premium amount.

Additional benefit information and forms are available from the Human Resources Manager.

We would start the plan in July 2019 along with our medical and dental renewal. I look forward to hearing your thoughts.

Why Everyone Needs Vision Care



Vision is more critical to a benefits package than you might think. Employees who have a vision benefit are nearly twice as satisfied with their benefits - and are more than twice as likely to say benefits are a reason they stay with their employer.¹


Employees Need Vision Care

 **3 in 4** adults need vision correction.²

1 in 4 children need vision correction.² 

9 in 10  employees say visual disturbances affect their quality of work.³

Powerful Preventive Healthcare

 Only **1 in 5** Americans get an annual medical exam – only half get the preventive screenings you'd expect.⁴

6 in 10 VSP members get an annual WellVision Exam.⁵


VSP doctors are often first to detect signs of diabetes

34% OF THE TIME.⁶ 

\$2,787 SAVINGS  over 2 years for every employee who seeks care for diabetes after early identification.⁶

Increased Employee Satisfaction

VSP MEMBER PROMISE SATISFACTION GUARANTEE

Your employees will be happy or we'll make it right. 

 VSP members report **99%** satisfaction.⁵

Employees satisfied with their benefits are

2x MORE LOYAL.⁷ 

The right vision benefit can improve employee health and productivity, while lowering healthcare costs. Add value to your benefits package with a VSP plan.

Sources: 1. MetLife Seeing Eye to Eye on Vision Benefits, 2013; 2. Vision Council, VisionWatch December 2014; 3. Transitions 2015 Employee Perceptions of Vision Benefits survey; 4. American Journal of Preventive Medicine 2012, 42, Issue 2:164-73; 5. VSP data; 6. Human Capital Management Services, Inc. (HCMS) on behalf of VSP, 2013; 7. MetLife 11th Annual study of Employee Benefits Trends, 2013.

©2015 Vision Service Plan. All rights reserved.
VSP is a registered trademark of Vision Service Plan.

VSP Choice Plan® Proposal

Prepared for Northbrook Public Library-IPBC



The VSP Choice Plan is a full-service plan that offers low costs, a focus on health, and real provider choices.

Guaranteed Lowest Out-of-Pocket Costs

Our Member Promise guarantees that employees are completely satisfied with their eye care and eyewear from VSP network providers, or we'll make it right. This includes satisfaction with out-of-pocket costs, consumer's #1 priority in a vision plan. We guarantee your employees will have the lowest out-of-pocket costs for equivalent glasses with VSP network providers, compared to your current vision plan, if applicable. One of the ways we reduce patient out-of-pocket costs is by applying fixed copays toward popular lens enhancements. Unlike most competing vision plans, we also offer a wholesale frame pricing guarantee allowing us to cover more frames.

A Focus on Health - VSP's Eye Health Management Program®

For every dollar our clients spend on a VSP eye exam, they can expect on average, a four-year total return on investment of \$1.45 in avoided medical costs and **improved employee productivity** according to a recent independent study by Human Capital Management Services. And VSP network providers detected signs of certain chronic conditions before any other healthcare provider. We've also seen a 22% increase in members with diabetes getting an annual exam thanks to our exam reminders.

Real Provider Choices

Your employees can choose their provider from **86,000 access points**, including the largest national network of independent doctors and nearly 16,000 participating retail chain access points.

VSP Doctors - 91% offer early morning, evening and weekend appointments. 24-hour access to emergency care.

Participating Retail Chains¹ - Your employees get the convenience of popular retail chains like these and more.



Visionworks



COHEN'S
Fashion Optical



Direct Pay Convenience - It's simple for your employees to use their VSP out-of-network benefits at Walmart® and Sam's Club®. Employees say, "I have VSP," and we do the rest. Hundreds of frames are available at no extra cost.

Walmart



VSP Benefits subject to applicable copays²

Exam Services	Comprehensive WellVision Exam® covered-in-full after copay		
	Contact lens exam - fitting and evaluation (when choosing contacts): Standard and Premium fit : Covered in full with a copay. Member receives 15% off ³ of contact lens exam services; ⁴ member's copay will never exceed \$60		
	Routine retinal screening covered after an up to \$39 copay ³		
Lenses	Glass or plastic:	Single vision	Covered-in-full after copay
		Lined bifocal	Covered-in-full after copay
		Lined trifocal	Covered-in-full after copay
		Lenticular	Covered-in-full after copay
Frame	<ul style="list-style-type: none">Frames covered-in-full after copay up to the retail allowance of \$130⁵Frame allowance is guaranteed by a \$50 wholesale allowance at VSP doctors, ensuring nearly 12,000 frames are covered-in-fullMembers who select a featured frame brand including bebe®, Calvin Klein, Cole Haan, Flexon®, Lacoste, Nike, Nine West, and more will receive an extra \$20 toward their frame allowance.⁶20% off³ any amount above the retail frame allowance⁴Members can choose from virtually any frame on the market		

Our proposal is based on the scope of the obligations that VSP agrees to undertake. VSP will comply with state and/or federal rules and regulations as they pertain to pre-paid vision plans with a defined benefit

Lens Enhancements

The most popular lens enhancements are covered after a copay, saving members an average of 20-25%⁴; members should see their VSP network provider for special pricing on additional lens enhancements. Maximum copay on standard lens enhancements:

Lens Enhancement	Single Vision	Multifocal
Standard progressives plastic	N/A	No copay
Premium progressives plastic	N/A	\$95-105
Custom progressives plastic	N/A	\$150-175
Standard anti-reflective coating	\$41	\$41
Solid tints & dyes (pink I&II)	No copay	No copay
Solid plastic dye (except pink I&II)	\$15	\$15
Plastic gradient dye	\$17	\$17
UV protection	\$16	\$16
Factory applied scratch-resistant coating	\$17	\$17
Polycarbonate for children	No copay	No copay
Polycarbonate	\$31	\$35
Photochromic plastic	\$70	\$82

Elective Contact Lenses (instead of lenses & frame)

- Prescription contact lens materials covered-in-full up to \$130 retail allowance
- VSP members get exclusive mail-in savings⁷ on eligible contacts at VSP doctors
- Members can choose from any available prescription contact lens materials

Necessary Contact Lenses (instead of lenses & frame)

- Covered-in-full after copay for members who have specific conditions at VSP doctors
- Covered up to \$210 after copay for members who have specific conditions at participating retail chains

Additional Pairs of Glasses⁸

20% off³ unlimited additional pairs of prescription glasses and/or non-prescription sunglasses⁴

Primary EyeCare ProgramSM

Supplemental coverage for non-surgical medical eye conditions, such as pink eye and other urgent eye care - \$20 copay per visit at VSP doctors

Laser VisionCare ProgramSM

Discounts average 15-20% off or 5% off a promotional offer for laser surgery, including PRK, LASIK, and Custom LASIK⁹ through VSP doctors

Low Vision

Supplemental testing covered every two years. 75% coverage for approved low vision aids, up to \$1,000 (less any amount paid for supplemental testing) every two years at VSP doctors

Eye Health Management Program[®]

Exam reminder letters sent to VSP members with diabetes who have not had an eye exam in 14 months

Out-of-Network Benefits subject to applicable copays²

Exam Lenses:	Reimbursed up to \$45	Frame	Reimbursed up to \$70
Single vision	Reimbursed up to \$30	Contact lens exam & materials	
Lined bifocal	Reimbursed up to \$50	(in lieu of lenses & frame):	
Lined trifocal	Reimbursed up to \$65	Elective	Reimbursed up to \$105 ¹⁰
Lenticular	Reimbursed up to \$100	Necessary	Reimbursed up to \$210

Exclusions¹¹

There may be some materials and services with either limited or no coverage under this plan. Please contact your VSP representative for more information.

¹ Participating retail chains upon request. Benefits may vary at participating retail chain locations.

² When covered-in-full services are obtained from a VSP network provider, the patient will have no out-of-pocket expense other than any applicable copays. Services and eyewear obtained through out-of-network providers are subject to product availability and the same copays and limitations. Please refer to rate page.

³ Based on applicable laws, benefits may vary by location.

⁴ Costco published prices already include discounts instead of those noted.

⁵ Costco allowance of \$70 is equivalent to the frame allowance at other VSP network providers (average frame at Costco is \$68).

⁶ Reflects current promotion, evaluated annually. Promotion/featured frame brands are subject to change and the promotional allowance does not apply at Costco Optical. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.

⁷ Rebates subject to change.

⁸ 20% off applies to unlimited additional pairs of glasses valid through any VSP network provider within 12 months of the last covered eye exam.

⁹ Custom LASIK coverage only available using wavefront technology with the microkeratome surgical device. Other LASIK procedures may be performed at an additional cost to the member. Laser VisionCare discounts are only available from VSP-contracted facilities.

¹⁰ If \$100 allowance is purchased, out-of-network providers will reimburse up to \$85.

¹¹ Coverage shall be governed solely by the terms of your VSP contract.

Our proposal is based on the scope of the obligations that VSP agrees to undertake. VSP will comply with state and/or federal rules and regulations as they pertain to pre-paid vision plans with a defined benefit

Exclusions and Limitations

This plan is designed to cover visual needs rather than cosmetic materials.

- Services and/or materials not indicated on this schedule as covered plan benefits.
- Plano lenses (lenses with refractive correction of less than $\pm .50$ diopter), except for sunglass offering(s) as detailed above.
- Two pair of glasses instead of bifocals.
- Replacement of lenses and frames furnished under this plan which are lost or broken, except at the normal intervals when services are otherwise available.
- Orthoptics or vision training and any associated supplemental testing.
- Medical or surgical treatment of the eyes.
- Replacement of lost or damaged contact lenses, except at the normal intervals when services are otherwise available.
- Contact lens insurance policies or service agreements.
- Refitting of contact lenses after the initial (90-day) fitting period.
- Additional office visits associated with contact lens pathology.
- Contact lens modification, polishing, or cleaning.
- Services associated with CRT or Orthokeratology.

Exclusive Member Extras

We put our members first by providing Exclusive Member Extras from VSP and leading industry brands, totaling more than \$2,500 in savings. Check out a sample below.

Contacts

- Exclusive mail-in savings on eligible contacts
- Savings on EyePromise EZ Tears dry eye and contact lens comfort formula

Glasses

- Up to 50% savings on UNITY® digital lenses*
- Up to 40% savings on sunsync™ light-reactive lenses*
- Average savings of \$325 on Nike-authorized prescription sunglasses*
- Extra \$20 to spend on featured frame brands like bebe®, Calvin Klein, Cole Haan, Flexon®, Lacoste, Nike, Nine West, and more*

LASIK

- Up to \$500 savings on LASIK

More Offers

- Free shipping, shop-at-home convenience, and savings on contacts and sunglasses at eyeconic.com
- Access to special financing for vision and health care expenses with the CareCredit credit card

Hearing Aids

- Savings of up to 60% on a pair of digital hearing aids and savings on batteries for you and your extended family members through TruHearing®**

Offers are updated frequently. Your employees can learn more about these and other offers at vsp.com/specialoffers.

* Reflects current promotion, evaluated annually. Promotion/featured frame brands are subject to change. Available only to VSP members with applicable plan benefits. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.

** Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Available only through VSP network providers to VSP members with applicable plan benefits. Savings compared to national average retail prices on state-of-the-art digital hearing aids; offer not available in WA.



NORTHBROOK PUBLIC LIBRARY

Summary of Insurance

2019-2020

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Provides coverage in the event of a bodily injury and/or property damage claim.	<ul style="list-style-type: none"> • Each Occurrence - \$1,000,000 • General Aggregate - \$2,000,000 • Medcal Expense Limit - \$10,000 • Personal and Advertising Injury - \$1,000,000 • Damage to Rented Premises - \$100,000 • Employment Benefits Liability - \$1,000,000
Umbrella Liability	Provides an additional layer of liability coverage to the General Liability policy.	<ul style="list-style-type: none"> • \$12,000,000
Property Coverage	Provides coverages in the event of a loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> • Building - \$35,768,000 • Business Personal Property - \$7,854,165 • Deductible: \$2,500 • Library Collection – Included in BPP limit • Business Income with Extra Expense - \$250,000 • Earthquake - \$1,000,000 • Deductible: \$25,000 • Employee Theft - \$50,000
Automobile Liability	Provides coverage in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> • Hired & Non-Owned - \$1,000,000 • Combined Single Limit - \$1,000,000 • Uninsured Motorist - \$1,000,000 • Underinsured Motorist - \$1,000,000 • Medical Payment - \$5,000 • Comp Ded - \$250 & Col Ded - \$500 • 2007 Chevy Trail Blazer
Directors & Officers	Provides protection for the “decisions” made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability & Fiduciary Liability.	<ul style="list-style-type: none"> • D&O - \$1,000,000, Retention: \$1,000 • Employment Practices Liability - \$1,000,000 • Retention: \$5,000 • Crime - \$4,200,000, Retention: \$25,000
Flood	Provides coverage for property damage.	<ul style="list-style-type: none"> • Building - \$500,000 & Contents- \$500,000 • Deductible: \$1,250
Workers Compensation	Provides coverage for employees who suffer accidents or injuries that during working hours.	<ul style="list-style-type: none"> • Subject to State Statute • <u>Payrolls Rated On:</u> • 8810 (Clerical) - Payrolls - \$3,435,508 • 9101 (All Other) - Payrolls - \$138,927
Cyber Liability	Cyber and privacy policies cover a business' liability for a data breach in which the firm's customers' personal information, such as Social Security or credit card numbers, is exposed or stolen.	<ul style="list-style-type: none"> • \$1,000,000, • Retention: \$5,000



NEW LENOX PUBLIC LIBRARY

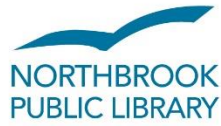
Premium Summary Breakdown

2018-2019 vs. 2019-2020

Coverage	Carrier	Expiring Premium (2018-2019)	Renewal Premium (2019-2020)
Package	Hanover	\$27,281	*\$27,324
Umbrella	Hanover	\$9,075	\$9,075
Business Auto	Hanover	\$1,628	\$1,769
Workers Comp	Travelers	\$27,324	\$19,800
Directors & Officers	Travelers	\$10,522	\$10,485
Flood	FEMA	\$4,278	*\$4,406
Cyber Liability	Travelers		\$2,643
TOTAL		\$80,108	\$75,502

*Package includes \$1m Abuse and Molestation and \$50,000 for Cyber Liability.

*Flood includes an estimated 3% increase in premium.



Board of Trustees FY20 Regular Session Dates

Thursdays 7:30 pm – Civic Room

May 16, 2019

June 20, 2019

July 18, 2019

August 15, 2019

September 19, 2019

October 17, 2019

November 21, 2019

December – No Meeting

January 16, 2020

February 20, 2020

March 19, 2020

April 16, 2020

MEMO

To: Board of Trustees

From: Kate Hall

Date: March 7, 2018

Re: Non-Resident Fee Method

Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card in order to obtain public library service.

Administrative rules ([23 Ill. Adm. Code 3050](#)) determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

We currently use the tax bill method as opposed to the flat fee method, and I recommend that we continue using that method for all currently developed areas and continue to use the equivalent of the developer impact fee for developments in Northbrook for non-residents in new developments.

Tax Bill Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
2. Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.