

**NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES**  
**1201 Cedar Ln., Northbrook, IL 60062**  
**Regular Monthly Meeting Agenda**  
**January 17, 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 November 15, 2018 Minutes – Mr. Carlos Früm
- 5 Public Comments
  - 5.1 Sarah Rustman – Accessibility in the Library
- 6 Monthly Treasurer's Report – Ms. Miriam Imrem
  - 6.1 Review Monthly Financial Statements
  - 6.2 Approve Bills and Charges from November & December, 2018
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
- 11 New Business
  - 11.1 Technical Services and Maintenance Project Bid Review
  - 11.2 Little Free Libraries
  - 11.3 MB Financial Bank Account
  - 11.4 Senior Facilities Intergovernmental Agreements
- 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  
12/31/2018**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	7,407,120.75	24,144.93	476,049.83	6,955,215.85
	Restricted	263,324.26	1,055.50	2,132.13	262,247.63
	IMRF	446,891.67	285.00	30,994.88	416,181.79
	Fica	188,244.48	162.86	22,225.58	166,181.76
	<b>Total Operating</b>	<b>\$ 8,305,581.16</b>	<b>\$ 25,648.29</b>	<b>\$ 531,402.42</b>	<b>\$ 7,799,827.03</b>
<b><u>Capital Improvement</u></b>					
		<b>\$ 990,535.71</b>	<b>\$ 191.77</b>	<b>\$ 1,055.85</b>	<b>\$ 989,671.63</b>
<b><u>Debt Service</u></b>					
		<b>\$ 8,807.76</b>	<b>\$ 8.69</b>		<b>\$ 8,816.45</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	149,397.24	7,534.84	27.66
ProPay		-	-
PayPal	1,847.26	-	-
GSB - Money Market	224,928.90	-	-
MB - Checking/Money Market	7,357,613.49	-	-
Certificates of Deposit (detail below)	-	926,846.17	5,038.11
US Bancorp	641.26	497.74	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 7,799,827.03</b>	<b>\$ 989,671.63</b>	<b>\$ 8,816.45</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NBT - 16808	<u>\$ 926,846.17</u>	06/25/19	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NBT - 16829	<u>\$ 5,038.11</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**  
**12/31/2018**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$15,730.82	\$4,135.29	\$6,246,799.79	\$7,025,413.16	\$7,119,456.00	98.68%
Replacement Tax	\$0.00	\$0.00	\$16,610.80	\$48,237.02	\$100,000.00	48.24%
Impact Fees	\$0.00	\$538.25	\$2,732.04	\$3,388.25	\$0.00	0.00%
Fines, Fees & Rentals	\$7,849.19	\$5,068.65	\$72,125.09	\$38,921.22	\$50,000.00	77.84%
Interest Income	\$4,711.49	\$10,288.55	\$24,247.42	\$83,377.20	\$25,000.00	333.51%
Other Income	\$101.00	\$233.00	\$2,076.70	\$2,662.81	\$100,000.00	2.66%
<b>Total Undesignated Revenue</b>	<b>\$28,392.50</b>	<b>\$20,263.74</b>	<b>\$6,364,591.84</b>	<b>\$7,201,999.66</b>	<b>\$7,394,456.00</b>	<b>97.40%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$636.38	\$1,009.29	\$57,535.09	\$69,867.96	\$100,000.00	69.87%
Designated Interest Income	\$27.68	\$46.21	\$204.75	\$246.35	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$664.06</b>	<b>\$1,055.50</b>	<b>\$57,739.84</b>	<b>\$70,114.31</b>	<b>\$100,000.00</b>	<b>70.11%</b>
<b>Total Revenues</b>	<b>\$29,056.56</b>	<b>\$21,319.24</b>	<b>\$6,422,331.68</b>	<b>\$7,272,113.97</b>	<b>\$7,494,456.00</b>	<b>97.03%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Materials - Books, Audio Visual, Mov	\$64,457.53	\$58,513.66	\$587,464.95	\$561,616.96	\$907,000.00	0.00%
Books	\$54,657.20	\$43,799.87	\$508,399.39	\$472,384.12	\$0.00	0.00%
Audio Visual	\$5,806.93	\$6,492.59	\$47,903.95	\$48,703.96	\$0.00	0.00%
Videos/DVDs	\$3,993.40	\$8,221.20	\$31,161.61	\$40,528.88	\$0.00	0.00%
Programs	\$3,685.13	\$2,473.42	\$90,028.70	\$74,505.47	\$132,000.00	56.44%
OCLC	\$4,195.11	\$6,922.26	\$13,540.65	\$15,177.72	\$20,000.00	75.89%
CCS Shared Costs	\$6,326.90	\$12,653.80	\$42,703.50	\$50,615.20	\$83,000.00	60.98%
<b>Total Materials &amp; Services</b>	<b>\$78,664.67</b>	<b>\$80,563.14</b>	<b>\$733,737.80</b>	<b>\$701,915.35</b>	<b>\$1,142,000.00</b>	<b>61.46%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$273,696.31	\$288,162.68	\$2,252,834.53	\$2,316,224.44	\$3,711,018.00	62.41%
Maintenance Salaries & Wages	\$12,423.32	\$12,781.10	\$98,487.20	\$102,248.80	\$162,297.00	63.00%
Group Insurance	\$37,207.75	\$41,517.86	\$301,684.44	\$337,590.46	\$550,000.00	61.38%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$23,632.59	\$25,784.91	\$30,000.00	85.95%
Staff Development	\$812.49	\$1,293.57	\$27,080.19	\$41,262.86	\$72,000.00	57.31%
<b>Total Human Resources</b>	<b>\$324,139.87</b>	<b>\$343,755.21</b>	<b>\$2,703,718.95</b>	<b>\$2,823,111.47</b>	<b>\$4,525,315.00</b>	<b>62.38%</b>

**Northbrook Public Library**  
**Income Statement**  
**12/31/2018**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
<b>Operating Costs</b>						
Photocopy	\$8,016.51	\$2,915.93	\$32,541.35	\$38,090.29	\$58,000.00	65.67%
Office & Library Supplies	\$4,137.75	\$2,195.27	\$32,962.65	\$37,430.39	\$70,000.00	53.47%
Software	\$410.13	\$510.00	\$52,553.28	\$64,246.90	\$95,000.00	67.63%
Postage	\$596.24	\$0.00	\$21,112.51	\$15,278.34	\$20,000.00	76.39%
General Insurance	\$0.00	\$717.20	\$55,625.37	\$38,705.08	\$60,000.00	64.51%
Telephone/Internet	\$155.85	\$783.58	\$5,904.64	\$6,449.11	\$15,000.00	42.99%
Professional Services	\$17,853.42	\$19,328.92	\$163,310.88	\$177,054.54	\$260,000.00	68.11%
Furniture, Equipment	\$40,142.23	\$3,535.36	\$74,066.91	\$53,659.09	\$160,000.00	33.54%
Equipment Rental & Maintenance	\$2,694.02	\$990.51	\$20,165.16	\$5,830.26	\$25,000.00	23.32%
Community Relations	\$822.35	\$1,269.85	\$27,409.74	\$28,813.91	\$49,000.00	58.80%
<b>Total Operating Costs</b>	<b>\$74,828.50</b>	<b>\$32,246.62</b>	<b>\$485,652.49</b>	<b>\$465,597.91</b>	<b>\$812,000.00</b>	<b>57.34%</b>
<b>Maintenance</b>						
Vehicle Expense	\$51.87	\$56.82	\$626.97	\$242.04	\$2,500.00	9.68%
Janitorial Supplies	\$1,782.78	\$1,560.52	\$17,883.64	\$23,827.96	\$45,000.00	52.95%
Utilities	\$6,648.06	\$4,871.69	\$20,531.29	\$36,412.37	\$50,000.00	72.82%
Building Repairs	\$0.00	\$0.00	\$6,269.44	\$18,740.28	\$30,000.00	62.47%
Contracted Services	\$12,008.00	\$9,292.00	\$74,834.25	\$78,278.35	\$126,000.00	62.13%
<b>Total Maintenance</b>	<b>\$20,490.71</b>	<b>\$15,781.03</b>	<b>\$120,145.59</b>	<b>\$157,501.00</b>	<b>\$253,500.00</b>	<b>62.13%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$220.00	\$198.00	\$500.00	39.60%
Contingency & Misc Exp	\$682.76	\$690.75	\$3,220.52	\$3,136.98	\$100,000.00	3.14%
Board Development	\$70.75	\$0.00	\$737.25	\$400.00	\$3,500.00	11.43%
<b>Total Other Expenses</b>	<b>\$753.51</b>	<b>\$690.75</b>	<b>\$4,177.77</b>	<b>\$3,734.98</b>	<b>\$104,000.00</b>	<b>3.59%</b>
<b>Total Undesignated Expenses</b>	<b>\$498,877.26</b>	<b>\$473,036.75</b>	<b>\$4,047,432.60</b>	<b>\$4,151,860.71</b>	<b>\$6,836,815.00</b>	<b>60.73%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$98.15	\$2,065.12	\$38,020.27	\$21,484.39	\$100,000.00	21.48%
Designated Materials Expense	\$0.00	\$0.00	\$38.10	\$1,162.86	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$1,490.00	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$350.00	\$67.01	\$15,066.06	\$17,026.98	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$448.15</b>	<b>\$2,132.13</b>	<b>\$54,614.43</b>	<b>\$43,009.76</b>	<b>\$100,000.00</b>	<b>43.01%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$532,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$557,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$499,325.41</b>	<b>\$475,168.88</b>	<b>\$4,102,047.03</b>	<b>\$4,194,870.47</b>	<b>\$7,493,815.00</b>	<b>55.98%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$470,268.85)</b>	<b>(\$453,849.64)</b>	<b>\$2,320,284.65</b>	<b>\$3,077,243.50</b>	<b>\$641.00</b>	

Northbrook Public Library  
Income Statement  
12/31/2018

02 - IMRF/FICA Fund						66.67%
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$1,165.52	\$284.61	\$462,834.16	\$469,689.75	\$490,000.00	95.86%
Property Tax Levy FICA	\$662.51	\$162.64	\$263,084.70	\$268,394.16	\$270,000.00	99.41%
Interest Income IMRF	\$0.01	\$0.38	\$41.22	\$35.63	\$50.00	71.26%
Interest Income FICA	\$0.01	\$0.21	\$23.43	\$20.35	\$50.00	40.70%
Total Undesignated Revenue	\$1,828.05	\$447.84	\$725,983.51	\$738,139.89	\$760,100.00	97.11%
Total Revenues						97.11%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$29,502.87	\$30,994.88	\$239,860.63	\$246,889.37	\$490,000.00	50.39%
Employer FICA	\$21,292.20	\$22,225.58	\$175,212.21	\$178,889.29	\$280,000.00	63.89%
Total Human Resources	\$50,795.07	\$53,220.46	\$415,072.84	\$425,778.66	\$770,000.00	55.30%
Total Undesignated Expenses	\$50,795.07	\$53,220.46	\$415,072.84	\$425,778.66	\$770,000.00	55.30%
Total Expenses	\$50,795.07	\$53,220.46	\$415,072.84	\$425,778.66	\$770,000.00	55.30%
NET SURPLUS/(DEFICIT)	(\$48,967.02)	(\$52,772.62)	\$310,910.67	\$312,361.23	(\$9,900.00)	

Northbrook Public Library  
Income Statement  
12/31/2018

03 - Capital Improvements Fund						
Revenues	PY Month	CY Month	FY YTD	CY YTD	CY Budget	66.67%
Undesignated Revenue						
Interest Income	\$264.32	\$191.77	\$2,071.59	\$1,549.19	\$2,000.00	77.46%
Total Undesignated Revenue	\$264.32	\$191.77	\$2,071.59	\$1,549.19	\$2,000.00	77.46%
Transfers & Other Financing Sources						
Insurance Proceeds	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Revenues	\$264.32	\$191.77	\$7,251.59	\$1,549.19	\$2,000.00	77.46%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$129.60	\$60,593.24	\$304.60	\$693,000.00	0.04%
Professional Fees	\$0.00	\$926.25	\$31,415.27	\$22,092.75	\$105,000.00	21.04%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00	0.00%
Contingency	\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$1,055.85	\$92,074.66	\$22,645.75	\$850,000.00	2.66%
Total Undesignated Expenses	\$0.00	\$1,055.85	\$92,074.66	\$22,645.75	\$850,000.00	2.66%
Total Expenses	\$0.00	\$1,055.85	\$92,074.66	\$22,645.75	\$850,000.00	2.66%
NET SURPLUS/(DEFICIT)	\$264.32	(\$864.08)	(\$84,823.07)	(\$21,096.56)	(\$848,000.00)	

Northbrook Public Library  
Income Statement  
12/31/2018

05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
Property Tax Levy	\$2,494.01	\$306.77	\$990,439.52	\$506,246.01	\$528,137.00	95.86%
Interest Income	\$36.89	\$9.10	\$468.90	\$191.76	\$1,000.00	19.18%
Total Undesignated Revenue	\$2,530.90	\$315.87	\$990,908.42	\$506,437.77	\$529,137.00	95.71%
Expenses						
Total Revenues						
	\$2,530.90	\$315.87	\$990,908.42	\$506,437.77	\$529,137.00	95.71%
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)	\$2,530.90	\$315.87	(\$25,511.32)	(\$21,699.33)	\$1,000.00	



**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
11/30/2018**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	8,127,682.90	105,221.69	825,783.84	7,407,120.75
	Restricted	262,743.77	3,728.91	3,148.42	263,324.26
	IMRF	475,922.71	2,510.49	31,541.53	446,891.67
	Fica	209,440.96	1,434.56	22,631.04	188,244.48
	<b>Total Operating</b>	<b>\$ 9,075,790.34</b>	<b>\$ 112,895.65</b>	<b>\$ 883,104.83</b>	<b>\$ 8,305,581.16</b>
<b><u>Capital Improvement</u></b>					
		<b>\$ 1,002,333.85</b>	<b>\$ 201.86</b>	<b>\$ 12,000.00</b>	<b>\$ 990,535.71</b>
<b><u>Debt Service</u></b>					
		<b>\$ 96,499.87</b>	<b>\$ 302,414.44</b>	<b>\$ 390,106.55</b>	<b>\$ 8,807.76</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	329,024.70	8,590.69	27.66
ProPay		-	-
PayPal	1,847.26	-	-
GSB - Money Market	224,882.69	-	-
MB - Checking/Money Market	7,683,787.62	-	-
Certificates of Deposit (detail below)		926,655.35	5,029.42
US Bancorp	640.01	496.79	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 8,305,581.16</b>	<b>\$ 990,535.71</b>	<b>\$ 8,807.76</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NBT - 16808	<u>\$ 926,655.35</u>	06/25/19	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NBT - 16829	<u>\$ 5,029.42</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  
11/30/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$16,595.49	\$36,441.98	\$6,231,068.97	\$7,021,277.87	\$7,119,456.00	98.62%
Replacement Tax	\$0.00	\$48,237.02	\$16,610.80	\$48,237.02	\$100,000.00	48.24%
Impact Fees	\$0.00	\$579.70	\$2,732.04	\$2,850.00	\$0.00	0.00%
Fines, Fees & Rentals	\$8,281.65	\$4,152.19	\$64,275.90	\$33,852.57	\$50,000.00	67.71%
Interest Income	\$5,810.55	\$10,731.93	\$19,535.93	\$73,088.65	\$25,000.00	292.35%
Other Income	\$143.32	\$461.11	\$1,975.70	\$2,429.81	\$100,000.00	2.43%
<b>Total Undesignated Revenue</b>	<b>\$30,831.01</b>	<b>\$100,603.93</b>	<b>\$6,336,199.34</b>	<b>\$7,181,735.92</b>	<b>\$7,394,456.00</b>	<b>97.12%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$4,500.50	\$3,681.17	\$56,898.71	\$68,858.67	\$100,000.00	68.86%
Designated Interest Income	\$28.60	\$47.74	\$177.07	\$200.14	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$4,529.10</b>	<b>\$3,728.91</b>	<b>\$57,075.78</b>	<b>\$69,058.81</b>	<b>\$100,000.00</b>	<b>69.06%</b>
<b>Total Revenues</b>	<b>\$35,360.11</b>	<b>\$104,332.84</b>	<b>\$6,393,275.12</b>	<b>\$7,250,794.73</b>	<b>\$7,494,456.00</b>	<b>96.75%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Materials - Books, Audio Visual, Mov	\$91,900.21	\$90,693.49	\$523,007.42	\$503,990.77	\$907,000.00	55.57%
Books	\$82,005.62	\$81,784.06	\$453,742.19	\$429,178.87	\$0.00	0.00%
Audio Visual	\$6,925.15	\$5,851.25	\$42,097.02	\$42,462.62	\$0.00	0.00%
Videos/DVDs	\$2,969.44	\$3,058.18	\$27,168.21	\$32,349.28	\$0.00	0.00%
Programs	\$7,590.30	\$5,426.45	\$86,343.57	\$72,188.03	\$132,000.00	54.69%
OCLC	\$94.25	\$214.25	\$9,345.54	\$8,255.46	\$20,000.00	41.28%
CCS Shared Costs	\$0.00	\$0.00	\$36,376.60	\$37,961.40	\$83,000.00	45.74%
<b>Total Materials &amp; Services</b>	<b>\$99,584.76</b>	<b>\$96,334.19</b>	<b>\$655,073.13</b>	<b>\$622,395.66</b>	<b>\$1,142,000.00</b>	<b>54.50%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$287,308.89	\$293,465.08	\$1,979,138.22	\$2,028,061.76	\$3,711,018.00	54.65%
Maintenance Salaries & Wages	\$12,423.32	\$12,781.10	\$86,063.88	\$89,467.70	\$162,297.00	55.13%
Group Insurance	\$37,295.51	\$41,970.93	\$264,476.69	\$296,285.60	\$550,000.00	53.87%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$23,632.59	\$25,784.91	\$30,000.00	85.95%
Staff Development	\$96.00	\$8,393.05	\$26,267.70	\$39,969.29	\$72,000.00	55.51%
<b>Total Human Resources</b>	<b>\$337,123.72</b>	<b>\$356,610.16</b>	<b>\$2,379,579.08</b>	<b>\$2,479,569.26</b>	<b>\$4,525,315.00</b>	<b>54.79%</b>

Northbrook Public Library  
Income Statement  
11/30/18

	FY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>Operating Costs</b>						
Photocopy	\$1,752.00	\$5,923.89	\$24,524.84	\$35,174.36	\$58,000.00	60.65%
Office & Library Supplies	\$2,414.70	\$2,652.45	\$28,824.90	\$35,828.81	\$70,000.00	51.18%
Software	\$1,133.26	\$8,076.42	\$52,143.15	\$63,736.90	\$95,000.00	67.09%
Postage	\$311.70	\$0.00	\$20,516.27	\$15,278.34	\$20,000.00	76.39%
General Insurance	\$4,178.00	\$0.00	\$55,625.37	\$37,987.88	\$60,000.00	63.31%
Telephone/Internet	\$1,599.18	\$795.42	\$5,748.79	\$5,665.53	\$15,000.00	37.77%
Professional Services	\$16,666.67	\$23,069.97	\$145,457.46	\$157,765.62	\$260,000.00	60.68%
Furniture, Equipment	\$22,281.50	\$2,319.68	\$33,924.68	\$50,123.73	\$160,000.00	31.33%
Equipment Rental & Maintenance	\$1,880.00	\$326.70	\$17,471.14	\$4,839.75	\$25,000.00	19.36%
Community Relations	\$5,534.66	\$526.41	\$26,587.39	\$27,544.06	\$49,000.00	56.21%
<b>Total Operating Costs</b>	<b>\$57,751.67</b>	<b>\$43,690.94</b>	<b>\$410,823.99</b>	<b>\$433,944.98</b>	<b>\$812,000.00</b>	<b>53.44%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$45.29	\$575.10	\$185.22	\$2,500.00	7.41%
Janitorial Supplies	\$2,713.49	\$2,748.12	\$16,100.86	\$22,763.03	\$45,000.00	50.58%
Utilities	\$3,624.49	\$5,452.43	\$13,883.23	\$31,540.68	\$50,000.00	63.08%
Building Repairs	\$3,688.94	\$3,539.00	\$6,269.44	\$18,740.28	\$30,000.00	62.47%
Contracted Services	\$4,482.00	\$12,010.00	\$62,826.25	\$68,986.35	\$126,000.00	54.75%
<b>Total Maintenance</b>	<b>\$14,508.92</b>	<b>\$23,794.84</b>	<b>\$99,654.88</b>	<b>\$142,215.56</b>	<b>\$253,500.00</b>	<b>56.10%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$220.00	\$198.00	\$500.00	39.60%
Contingency & Misc Exp	\$730.66	\$213.32	\$2,537.76	\$2,780.79	\$100,000.00	2.78%
Board Development	\$6.00	\$400.00	\$666.50	\$400.00	\$3,500.00	11.43%
<b>Total Other Expenses</b>	<b>\$736.66</b>	<b>\$613.32</b>	<b>\$3,424.26</b>	<b>\$3,378.79</b>	<b>\$104,000.00</b>	<b>3.25%</b>
<b>Total Undesignated Expenses</b>	<b>\$509,705.73</b>	<b>\$521,043.45</b>	<b>\$3,548,555.34</b>	<b>\$3,681,504.25</b>	<b>\$6,836,815.00</b>	<b>53.85%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	(\$77.34)	\$1,365.52	\$37,922.12	\$19,419.27	\$100,000.00	19.42%
Designated Materials Expense	\$0.00	\$33.89	\$38.10	\$1,182.86	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$1,490.00	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$2,750.00	\$1,749.01	\$14,716.06	\$16,981.86	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$2,672.66</b>	<b>\$3,148.42</b>	<b>\$54,166.28</b>	<b>\$40,899.52</b>	<b>\$100,000.00</b>	<b>40.90%</b>

Northbrook Public Library  
Income Statement

11/30/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$1,229.58	\$2,508.14	\$461,668.64	\$469,405.14	\$490,000.00	95.80%
Property Tax Levy FICA	\$698.92	\$1,433.22	\$262,422.19	\$268,231.52	\$270,000.00	99.35%
Interest Income IMRF	\$24.46	\$2.35	\$41.21	\$35.25	\$50.00	70.50%
Interest Income FICA	\$13.90	\$1.34	\$23.42	\$20.14	\$50.00	40.28%
<b>Total Undesignated Revenue</b>	<b>\$1,966.86</b>	<b>\$3,945.05</b>	<b>\$724,155.46</b>	<b>\$737,692.05</b>	<b>\$760,100.00</b>	<b>97.05%</b>
<b>Total Revenues</b>	<b>\$1,966.86</b>	<b>\$3,945.05</b>	<b>\$724,155.46</b>	<b>\$737,692.05</b>	<b>\$760,100.00</b>	<b>97.05%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$32,530.52	\$31,541.53	\$210,357.76	\$215,894.49	\$490,000.00	44.06%
Employer FICA	\$22,309.03	\$22,631.04	\$153,920.01	\$156,663.71	\$280,000.00	55.95%
<b>Total Human Resources</b>	<b>\$54,839.55</b>	<b>\$54,172.57</b>	<b>\$364,277.77</b>	<b>\$372,558.20</b>	<b>\$770,000.00</b>	<b>48.38%</b>
<b>Total Undesignated Expenses</b>	<b>\$54,839.55</b>	<b>\$54,172.57</b>	<b>\$364,277.77</b>	<b>\$372,558.20</b>	<b>\$770,000.00</b>	<b>48.38%</b>
<b>Total Expenses</b>	<b>\$54,839.55</b>	<b>\$54,172.57</b>	<b>\$364,277.77</b>	<b>\$372,558.20</b>	<b>\$770,000.00</b>	<b>48.38%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$52,872.69)</b>	<b>(\$50,227.52)</b>	<b>\$359,877.69</b>	<b>\$365,133.85</b>	<b>(\$9,900.00)</b>	

Northbrook Public Library  
Income Statement  
11/30/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
Undesignated Revenue						
Interest Income	\$273.62	\$201.86	\$1,807.27	\$1,357.42	\$2,000.00	67.87%
Total Undesignated Revenue	\$273.62	\$201.86	\$1,807.27	\$1,357.42	\$2,000.00	67.87%
<b>Transfers &amp; Other Financing Sources</b>						
Insurance Proceeds	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
<b>Total Revenues</b>	<b>\$273.62</b>	<b>\$201.86</b>	<b>\$6,987.27</b>	<b>\$1,357.42</b>	<b>\$2,000.00</b>	<b>67.87%</b>
<b>Expenses</b>						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$5,915.60	\$0.00	\$60,593.24	\$175.00	\$693,000.00	0.03%
Professional Fees	\$0.00	\$12,000.00	\$31,415.27	\$21,166.50	\$105,000.00	20.16%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00	0.00%
Contingency	\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%
Total Capital & Bond Expenses	\$5,915.60	\$12,000.00	\$92,074.66	\$21,589.90	\$850,000.00	2.54%
Total Undesignated Expenses	\$5,915.60	\$12,000.00	\$92,074.66	\$21,589.90	\$850,000.00	2.54%
<b>Total Expenses</b>	<b>\$5,915.60</b>	<b>\$12,000.00</b>	<b>\$92,074.66</b>	<b>\$21,589.90</b>	<b>\$850,000.00</b>	<b>2.54%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$5,641.98)</b>	<b>(\$11,798.14)</b>	<b>(\$85,087.39)</b>	<b>(\$20,232.48)</b>	<b>(\$848,000.00)</b>	

Northbrook Public Library  
Income Statement

11/30/18

	FY Month	CY Month	FY YTD	CY YTD	CY Budget	58.33%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$2,683.45	\$2,703.35	\$987,945.51	\$505,939.24	\$528,137.00	95.80%
Interest Income	\$75.28	\$22.14	\$432.01	\$182.66	\$1,000.00	18.27%
Total Undesignated Revenue	\$2,758.73	\$2,725.49	\$988,377.52	\$506,121.90	\$529,137.00	95.65%
<b>Total Revenues</b>	<b>\$2,758.73</b>	<b>\$2,725.49</b>	<b>\$988,377.52</b>	<b>\$506,121.90</b>	<b>\$529,137.00</b>	<b>95.65%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$145,175.89	\$138,030.55	\$290,351.74	\$276,061.10	\$276,061.00	100.00%
Principal Payments	\$726,068.00	\$252,076.00	\$726,068.00	\$252,076.00	\$252,076.00	100.00%
Total Capital & Bond Expenses	\$871,243.89	\$390,106.55	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
Total Undesignated Expenses	\$871,243.89	\$390,106.55	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
<b>Total Expenses</b>	<b>\$871,243.89</b>	<b>\$390,106.55</b>	<b>\$1,016,419.74</b>	<b>\$528,137.10</b>	<b>\$528,137.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$868,485.16)</b>	<b>(\$387,381.06)</b>	<b>(\$28,042.22)</b>	<b>(\$22,015.20)</b>	<b>\$1,000.00</b>	

**Northbrook Public Library  
Bills, Charges and Transfers for Board of Trustee Approval  
Month of December 2018**

<b>Operating Funds</b>	
Library Claims List	\$ 127,056.52
Librarian's Claims List	8,560.21
Payroll	288,129.37
Fica/IMRF	53,220.46
ACH to IPBC	54,435.86
 Total Operating Funds	 <u>\$ 531,402.42</u>
 <b>Capital Improvement Fund</b>	
Claims List	<u>\$ 1,055.85</u>
 <b>Debt Service Fund</b>	
 Grand Total Library	 <u><u>\$ 532,458.27</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
23500	12/31/2018	Baker & Taylor	\$19,253.67	monthly payment material
23501	12/31/2018	CallOne	\$783.58	monthly payment telephone
23502	12/31/2018	CenterPoint Energy Services, Inc.	\$4,321.93	monthly gas bill
23503	12/31/2018	Cintas	\$915.30	first aid training
23504	12/31/2018	Cooperative Computer Service	\$19,540.56	monthly payment consortium & OCLC
23505	12/31/2018	Dehne Lawn & Leisure	\$729.00	equipment purchase
23506	12/31/2018	Discovery Benefits, Inc.	\$2,671.00	monthly payment flexible spending, dependant care and commuter benefit
23507	12/31/2018	F.E. Moran Mechanical Services	\$4,132.00	HVAC work
23508	12/31/2018	Gale/CENGAGE Learning	\$770.58	monthly payment material
23509	12/31/2018	Grainger	\$994.96	janitorial supplies
23510	12/31/2018	Impact Networking LLC	\$717.20	monthly payment copier maintenance
23511	12/31/2018	Inventables	\$1,788.44	supplies
23512	12/31/2018	Libraries First	\$4,938.00	annual payment for Museum Adventure Pass & LexisNexis
23513	12/31/2018	Library Furniture International, Inc.	\$2,275.00	furniture purchase
23514	12/31/2018	Library Ideas LLC	\$1,462.85	monthly payment material
23515	12/31/2018	Midwest Tape	\$13,169.64	monthly payment material
23516	12/31/2018	New York Times	\$2,106.00	periodical subscription
23517	12/31/2018	Northbrook Chamber of Commerce & Industry	\$860.00	chamber membership
23518	12/31/2018	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
23519	12/31/2018	Overdrive	\$5,992.80	monthly payment material
23520	12/31/2018	Reaching Across Illinois Library System	\$3,018.00	annual payment for BiblioBoard
23521	12/31/2018	Siemens Industry Inc.	\$1,875.00	quarterly payment maintenance agreement
23522	12/31/2018	Snow Systems, Inc.	\$1,920.00	monthly snow removal
23523	12/31/2018	Swank Motion Pictures Inc.	\$996.00	programming
23524	12/31/2018	Wells Fargo Vender Fin Serv	\$1,752.00	monthly payment copier lease
23525	12/31/2018	Xerox Corporation	\$1,163.93	monthly payment copier lease & maintenance
23526	12/31/2018	Yami Vending Inc.	\$668.26	monthly pop & coffee supplies
24987	11/30/2018	VOID - Olga Rudiak	(\$600.00)	programming
24994	12/31/2018	AAA Lock & Key Co.	\$785.00	janitorial supplies
24995	12/31/2018	Amazon	\$2,705.97	monthly payment amazon
24996	12/31/2018	Ancel, Glink, Diamond, Bush, Dicianni & Krafthefer.P.C.	\$1,746.25	attorney fees
24997	12/31/2018	Apple Books	\$3,686.50	monthly payment material
24998	12/31/2018	B&H Photo-Video	\$606.00	monthly payment supply
24999	12/31/2018	Bibliotheca, LLC.	\$2,144.43	monthly payment material

\$127,056.52



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

Transaction Number	Transaction Date	Reference	Payments
48495	9/28/118	VOID - Michaels	(\$200.00)
48529	10/15/118	VOID - Federal Express	(\$92.22)
48717	12/20/2018	Advanced Disposal	\$549.76
48718	12/20/2018	Allied 100	\$49.82
48719	12/20/2018	American Library Association, Membership	\$220.00
48720	12/20/2018	Christina Aronis	\$16.99
48721	12/20/2018	Natalia Barykin	\$75.00
48722	12/20/2018	Mark Bigenwald	\$12.50
48723	12/20/2018	Center Point Publishing	\$46.74
48724	12/20/2018	Demco, Inc.	\$345.56
48725	12/20/2018	Discovery Benefits - Simplify	\$213.00
48726	12/20/2018	Cathleen Doyle	\$100.98
48727	12/20/2018	East View Publication	\$411.00
48728	12/20/2018	Anna Fillmore	\$53.73
48729	12/20/2018	Freeman Pictures, Inc.	\$100.00
48730	12/20/2018	Andrea Goese	\$34.33
48731	12/20/2018	Bridget Golembiewski	\$114.45
48732	12/20/2018	GovConnection, Inc.	\$510.00
48733	12/20/2018	Halloran & Yauch, Inc.	\$130.00
48734	12/20/2018	Caitlyn Hannon	\$99.94
48735	12/20/2018	Karen Hughes	\$75.00
48736	12/20/2018	Illinois Heartland Library System-OCLC	\$35.50
48737	12/20/2018	Illinois Library Association	\$36.25
48738	12/20/2018	Image Specialties of Glenview, Inc.	\$12.45
48739	12/20/2018	Interior Investments, LLC	\$531.36
48740	12/20/2018	Klein, Thorpe, Jenkins LTD.	\$316.00
48741	12/20/2018	Lechner & Sons	\$149.08
48742	12/20/2018	MakerBot Industries, LLC	\$220.06
48743	12/20/2018	Barbara Mayer	\$29.87
48744	12/20/2018	North American	\$490.88
48745	12/20/2018	Pace Systems INC	\$598.00
48746	12/20/2018	Panera, LLC	\$156.85
48747	12/20/2018	Penguin Random House LLC	\$251.25
48748	12/20/2018	Dan Petrosko	\$157.50
48749	12/20/2018	Petty Cash Custodian	\$104.29
48750	12/20/2018	Pitney Bowes Inc.	\$292.52
48751	12/20/2018	Recorded Books, Inc.	\$41.60
48752	12/20/2018	Rotary Club of Northbrook	\$248.00
48753	12/20/2018	Runco Office Supply	\$520.00
48754	12/20/2018	Sewing Parts Online	\$11.42
48755	12/20/2018	Sheet Music Plus	\$43.65
48756	12/20/2018	Shell Fleet Plus	\$56.82
48757	12/20/2018	Lori Siegel	\$50.00

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

Transaction Number	Transaction Date	Reference	Payments
48758	12/20/2018	Sunset Food Mart, Inc.	\$47.06
48759	12/20/2018	The Chamm'd Foundation	\$69.00
48760	12/20/2018	The Horn Book Inc.	\$72.00
48761	12/20/2018	The Magnolia Journal	\$20.00
48762	12/20/2018	Village of Northbrook	\$150.00
48763	12/20/2018	Village of Northbrook	\$150.00
48764	12/20/2018	Village of Northbrook	\$150.00
48765	12/31/2018	Federal Express	\$92.22
48766	12/31/2018	Diego Morales	\$140.00
48767	12/31/2018	Olga Rudiak	\$450.00
			<u>\$ 8,560.21</u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
1678	12/31/2018	Ancel, Glink, Diamond, Bush, Dicianni & Krafthefer.P.C.	\$926.25	attorney fees
1679	12/31/2018	Paddock Publications	\$129.60	newspaper fee
			<u>\$1,055.85</u>	

**Northbrook Public Library  
Bills, Charges and Transfers for Board of Trustee Approval  
Month of November 2018**

<b>Operating Funds</b>	
Library Claims List	\$ 160,786.25
Librarian's Claims List	17,883.55
Payroll	293,431.77
Fica/IMRF	54,172.57
ACH to IPBC	54,435.86
Transfer to Debt Service	302,394.83
<b>Total Operating Funds</b>	<u>\$ 883,104.83</u>
 <b>Capital Improvement Fund</b>	
Claims List	<u>\$ 12,000.00</u>
 <b>Debt Service Fund</b>	
2012 A Principal & Interest Payment	\$ 36,241.55
2012 B Principal & Interest Payment	33,340.00
2013 B Principal & Interest Payment	320,525.00
<b>Total Debt Service Fund</b>	<u>\$ 390,106.55</u>
 <b>Grand Total Library</b>	 <u><u>\$ 1,285,211.38</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
24935	10/31/2018	VOID - I Solisti, MYAC	(\$750.00)	programming
24958	11/15/2018	First Bankcard	\$6,095.44	monthly payment credit card
24959	11/30/2018	Amazon	\$3,919.02	monthly payment amazon
24960	11/30/2018	Apple Books	\$2,190.25	monthly payment material
24961	11/30/2018	Baker & Taylor	\$26,836.48	monthly payment material
24962	11/30/2018	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
24963	11/30/2018	Bibliotheca, LLC.	\$3,282.17	monthly payment material
24964	11/30/2018	Brainfuse Inc.	\$1,050.00	annual payment LearnNow Database
24965	11/30/2018	CallOne	\$780.42	monthly payment telephone
24966	11/30/2018	CenterPoint Energy Services, Inc.	\$2,656.03	monthly gas bill
24967	11/30/2018	D&Z House of Books	\$607.24	monthly payment material
24968	11/30/2018	Discovery Benefits, Inc.	\$3,111.34	monthly payment flexible spending, dedendant care and commuter benefit
24969	11/30/2018	EBSCO Information Services	\$23,814.54	annual payment periodicals
24970	11/30/2018	F.E. Moran Mechanical Services	\$3,539.00	HVAC work
24971	11/30/2018	First Bankcard	\$1,407.40	monthly payment credit card
24972	11/30/2018	Gale/CENGAGE Learning	\$743.74	monthly payment material
24973	11/30/2018	Gallagher Bassett Services, Inc.	\$4,600.00	appraisal report
24974	11/30/2018	I Solisti, MYAC	\$716.00	programming
24975	11/30/2018	Impact Networking LLC	\$2,134.50	monthly payment copier maintenance
24976	11/30/2018	ITsavvy LLC	\$7,295.20	annual software payment
24977	11/30/2018	David Kosrow	\$978.30	graphic design
24978	11/30/2018	Linkedin Corporation	\$7,000.00	annual payment Lynda Database
24979	11/30/2018	Mango Languages	\$3,144.00	annual payment Mango Database
24980	11/30/2018	Midwest Tape	\$5,840.92	monthly payment material
24981	11/30/2018	Neuco Inc.	\$778.76	janitorial supplies
24982	11/30/2018	North American	\$1,789.26	janitorial supplies
24983	11/30/2018	OCLC, Inc.	\$718.90	annual material payment
24984	11/30/2018	Olsson Roofing Company, Inc.	\$900.00	bi annual payment roof maintenance
24985	11/30/2018	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
24986	11/30/2018	Overdrive	\$9,019.40	monthly payment material
24987	11/30/2018	Olga Rudiak	\$600.00	programming
24988	11/30/2018	Runco Office Supply	\$873.06	supplies
24989	11/30/2018	Snow Systems, Inc.	\$5,760.00	3 months snow removal
24990	11/30/2018	Village of Northbrook Water Dept.	\$2,246.64	utilities
24991	11/30/2018	Warehouse Direct	\$1,472.18	supplies
24992	11/30/2018	Wells Fargo Vender Fin Serv	\$1,752.00	monthly payment copier lease
24993	11/30/2018	Xerox Corporation	\$2,037.39	monthly payment copier lease & maintenance

\$160,786.25

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

Transaction Number	Transaction Date	Reference	Payments
48361	8/17/2018	VOID - Amanda Lopez	(\$115.96)
48413	8/31/2018	VOID - Russian Publishing House Ltd.	(\$246.70)
48541	10/15/2018	VOID - Huntley Area Public Library	(\$95.00)
48621	11/19/2018	Michael Brodie Austin	\$257.26
48622	11/19/2018	Svetlana Belsky	\$400.00
48623	11/19/2018	Bryan Brugger	\$80.91
48624	11/19/2018	Nancy Buehler	\$250.00
48625	11/19/2018	Frank Canino	\$500.00
48626	11/19/2018	Amy Claver	\$47.26
48627	11/19/2018	Cathleen Doyle	\$108.35
48628	11/19/2018	Anna Fillmore	\$33.77
48629	11/19/2018	Jill Franklin	\$21.14
48630	11/19/2018	Mark Gelfeld	\$200.00
48631	11/19/2018	Benjamin Goluboff	\$250.00
48632	11/19/2018	Kathryn Hall	\$361.44
48633	11/19/2018	Mike Hominick	\$194.94
48634	11/19/2018	Improv Playhouse Theatre	\$525.00
48635	11/19/2018	Drew Kambach	\$225.00
48636	11/19/2018	Rachel Kaplan	\$74.23
48637	11/19/2018	Amanda Lopez	\$136.96
48638	11/19/2018	Ron Mantegna	\$300.00
48639	11/19/2018	Ron Mantegna	\$200.00
48640	11/19/2018	Keelin Molloy	\$255.53
48641	11/19/2018	Diego Morales	\$100.00
48642	11/19/2018	Robert Mueller	\$150.00
48643	11/19/2018	Rachel Murguia	\$19.97
48644	11/19/2018	David Nakazono	\$300.00
48645	11/19/2018	Petty Cash Custodian	\$187.18
48646	11/19/2018	Belinda Potoma	\$50.00
48647	11/19/2018	Laurie Prioletti	\$264.11
48648	11/19/2018	Kenyatta Rogers	\$200.00
48649	11/19/2018	Russian Publishing House Ltd.	\$246.70
48650	11/19/2018	Sarah Rustman	\$292.63
48651	11/19/2018	Lori Siegel	\$97.75
48652	11/19/2018	Michael Siwinski	\$106.26
48653	11/19/2018	Hattie Stamer	\$23.59
48654	11/19/2018	Magaret Thomann	\$203.36
48655	11/19/2018	Petra Van Nuis	\$500.00
48656	11/19/2018	Robert Waterbury	\$50.00
48657	11/19/2018	Robert Waterbury	\$50.00
48658	11/30/2018	Adafruit	\$279.80
48659	11/30/2018	Advanced Disposal	\$549.76
48660	11/30/2018	American Library Association - Training	\$157.50
48661	11/30/2018	American Library Association, Membership	\$220.00
48662	11/30/2018	American Spirit	\$18.00
48663	11/30/2018	Aquatic Works LTD	\$525.00
48664	11/30/2018	BMI	\$145.00
48665	11/30/2018	Capstone Press, Inc.	\$444.31
48666	11/30/2018	CCH Incorporated	\$152.41
48667	11/30/2018	Center Point Publishing	\$46.74
48668	11/30/2018	Chicago Sun Times	\$572.00
48669	11/30/2018	Chicago Tribune	\$17.09
48670	11/30/2018	Michael Cooper	\$89.95
48671	11/30/2018	Costco	\$113.32

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

Transaction Number	Transaction Date	Reference	Payments
48672	11/30/2018	Dale G. Davison	\$40.00
48673	11/30/2018	Discount School Supply	\$136.60
48674	11/30/2018	Displays2Go	\$511.66
48675	11/30/2018	Elenco Electronics, Inc.	\$225.90
48676	11/30/2018	Federal Express	\$100.40
48677	11/30/2018	Findaway World, LLC	\$11.44
48678	11/30/2018	Susan D. Fisher	\$17.95
48679	11/30/2018	Freeman Pictures, Inc.	\$100.00
48680	11/30/2018	Carlos Frum	\$400.00
48681	11/30/2018	Fun Express, LLC	\$38.44
48682	11/30/2018	Grainger	\$192.69
48683	11/30/2018	Hel's Kitchen Catering	\$301.06
48684	11/30/2018	The Home Depot Credit Services	\$33.34
48685	11/30/2018	HR Source	\$225.00
48686	11/30/2018	Illinois Heartland Library System-OCLC	\$22.25
48687	11/30/2018	Image Specialties of Glenview, Inc.	\$24.90
48688	11/30/2018	Information Today, Inc.	\$442.53
48689	11/30/2018	Inventables	\$51.98
48690	11/30/2018	Lechner & Sons	\$182.24
48691	11/30/2018	MakerBot Industries, LLC	\$520.39
48692	11/30/2018	Mergent, Inc.	\$313.00
48693	11/30/2018	Message Movers	\$138.74
48694	11/30/2018	Modular Robotics	\$187.70
48695	11/30/2018	Neuco Inc.	\$120.08
48696	11/30/2018	Northbrook Hardware	\$222.11
48697	11/30/2018	Nutrition Action Healthletter	\$24.00
48698	11/30/2018	Panera, LLC	\$142.72
48699	11/30/2018	Peace is Loud Inc.	\$205.00
48700	11/30/2018	Penguin Random House LLC	\$159.00
48701	11/30/2018	Promos 911, Inc.	\$343.07
48702	11/30/2018	Reaching Across Illinois Library System	\$82.50
48703	11/30/2018	Russian Publishing House Ltd.	\$156.20
48704	11/30/2018	Sheet Music Plus	\$9.58
48705	11/30/2018	Shell Fleet Plus	\$45.29
48706	11/30/2018	Sherwin-Williams Company	\$308.84
48707	11/30/2018	Shore Line	\$32.00
48708	11/30/2018	SHRM	\$100.00
48709	11/30/2018	Sphero, Inc.	\$299.98
48710	11/30/2018	Sunset Food Mart, Inc.	\$45.83
48711	11/30/2018	Swank Motion Pictures Inc.	\$496.00
48712	11/30/2018	The Washington Spectator	\$10.00
48713	11/30/2018	Thomson Reuters -West Payment Ctr.	\$275.03
48714	11/30/2018	Tompkins Printing Equipment Company	\$326.70
48715	11/30/2018	UPS	\$9.65
48716	11/30/2018	Yami Vending Inc.	\$115.20
			<u>\$17,883.55</u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
1677	11/30/2018	Product Architecture + Design	\$12,000.00	architecture fees for TS & Maintenance renovation
			<u>\$12,000.00</u>	



**Northbrook Public Library Foundation  
Financial Statements  
December-18**

<b>Income Statement</b>		
	<b>Month to Date</b>	<b>Year to Date</b>
<b>Income</b>		
<b>Unrestricted Donations</b>		
Brick Donations	200.00	1,200.00
Auditorium Chair Donations		500.00
Individual Donations		
Corporate Donations		
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations		146.13
<b>Total Unrestricted Donations</b>	<u>200.00</u>	<u>1,846.13</u>
Interest Income-Unrestricted	8.18	62.65
<b>Total Income</b>	<u>208.18</u>	<u>1,908.78</u>
<b>Expense</b>		
Bank Fee		
Brick Expenses	135.00	315.00
Chair Expenses		7.00
Filing Fee		28.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
<b>Total Expense</b>	<u>135.00</u>	<u>350.00</u>
<b>Net Income</b>	<u>73.18</u>	<u>1,558.78</u>

<b>Auditorium Chairs Available for Sale</b>	<b>218</b>
<b>Auditorium Chairs Sold through December 2018</b>	<b>46</b>
<b>Remaining Auditorium Chairs for Sale</b>	<u><b>172</b></u>
<b>Percent Sold</b>	<u><b>21%</b></u>

<b>24 x 24 Bricks Available for Sale</b>	<b>74</b>
<b>24 x 24 Bricks Sold through December 2018</b>	<b>74</b>
<b>Remaining 24 x24 Bricks Available for Sale</b>	<u><b>0</b></u>
<b>Percent Sold</b>	<u><b>100%</b></u>

<b>12 x 12 Bricks Available for Sale</b>	<b>1057</b>
<b>12 x 12 Bricks Sold through December 2018</b>	<b>846</b>
<b>Remaining 12 x 12 Bricks Available for Sale</b>	<u><b>211</b></u>
<b>Percent Sold</b>	<u><b>80%</b></u>

<b>Balance Sheet</b>	
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MB Financial - Checking	1,836.42
MB Financial - Money Market	48,169.43
<b>Total Checking/Savings</b>	<u>50,005.85</u>
Accounts Receivable	
Due from NPL	
<b>Total Accounts Receivable</b>	<u>-</u>
<b>Total Current Assets</b>	<u>50,005.85</u>
<b>TOTAL ASSETS</b>	<u><u>50,005.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	48,447.07
Net Income	1,558.78
<b>Total Equity</b>	<u>50,005.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>50,005.85</u></u>

**Northbrook Public Library Foundation  
Financial Statements  
November-18**

<b>Income Statement</b>		
	<b>Month to Date</b>	<b>Year to Date</b>
<b>Income</b>		
<b>Unrestricted Donations</b>		
Brick Donations	400.00	1,000.00
Auditorium Chair Donations		500.00
Individual Donations		
Corporate Donations		
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations		146.13
<b>Total Unrestricted Donations</b>	<u>400.00</u>	<u>1,646.13</u>
Interest Income-Unrestricted	<u>7.92</u>	<u>54.47</u>
<b>Total Income</b>	<u>407.92</u>	<u>1,700.60</u>
<b>Expense</b>		
Bank Fee		
Brick Expenses		180.00
Chair Expenses		7.00
Filing Fee		28.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
<b>Total Expense</b>	<u>-</u>	<u>215.00</u>
<b>Net Income</b>	<u>407.92</u>	<u>1,485.60</u>

<b>Auditorium Chairs Available for Sale</b>	<b>218</b>
<b>Auditorium Chairs Sold through November 2018</b>	<b>46</b>
<b>Remaining Auditorium Chairs for Sale</b>	<u><b>172</b></u>
<b>Percent Sold</b>	<u><b>21%</b></u>

<b>24 x 24 Bricks Available for Sale</b>	<b>74</b>
<b>24 x 24 Bricks Sold through November 2018</b>	<b>74</b>
<b>Remaining 24 x24 Bricks Available for Sale</b>	<u><b>0</b></u>
<b>Percent Sold</b>	<u><b>100%</b></u>

<b>12 x 12 Bricks Available for Sale</b>	<b>1057</b>
<b>12 x 12 Bricks Sold through November 2018</b>	<b>845</b>
<b>Remaining 12 x 12 Bricks Available for Sale</b>	<u><b>212</b></u>
<b>Percent Sold</b>	<u><b>80%</b></u>

<b>Balance Sheet</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
MB Financial - Checking	1,771.42	
MB Financial - Money Market	48,161.25	
<b>Total Checking/Savings</b>	<u>49,932.67</u>	
Accounts Receivable		
Due from NPL		
<b>Total Accounts Receivable</b>	<u>-</u>	
<b>Total Current Assets</b>	<u>49,932.67</u>	
<b>TOTAL ASSETS</b>	<u>49,932.67</u>	
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Retained Earnings	48,447.07	
Net Income	1,485.60	
<b>Total Equity</b>	<u>49,932.67</u>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>49,932.67</u>	

# Director's Report

## Agenda Items

### 5 Public Comments

- 5.1 Sarah Rustman- School and Special Services Librarian Sarah Rustman will be coming to talk about accessibility in the library and what we do to better serve patrons with special needs.

### 11 New Business

- 11.1 Technical Services and Maintenance Project Bid Review  
Included in your packet are the bid results for the 1<sup>st</sup> floor renovation project. Pepper Construction will be at the board meeting to review.
- 11.2 Little Free Libraries  
Carlos has asked that we talk about the Little Free Libraries initiative. I have included a memo with information on what we have done and what the program does in general.
- 11.3 MB Financial Bank Account  
We are recommending that we open up a new account with MB Financial for CIF. Anna Amen has included a memo with more information in the packet.
- 11.4 Senior Facilities Intergovernmental Agreements  
Just as we have done with the local school districts, we are recommending the board approve intergovernmental agreements with the local senior care facilities in Northbrook. A list of the facilities and the agreement is included in the packet.

## Board News

The Illinois Library Legislative Breakfast is coming up at 7:45am on Monday, February 18, 2019 at the Arboretum Club in Buffalo Grove. This is a great opportunity to meet with legislators and share our story. We have a number of new legislators in the area this year, making it even more critical to have a strong turnout at this event. I am once again helping coordinate the event with Executive Director Brian Shepard from the Indian Trails Public Library District. I hope Board members will consider attending.

The Chamber of Commerce's Annual State of the Village address is coming up on January 28, 2019 at 11:45 am at the Renaissance. Any board members that are interested can let me know and we will register you for the event. For more information, see here:  
<https://business.northbrookchamber.org/events/details/annual-state-of-the-village-address-3358>

A date has been set for the join meeting between the Library Board of Trustees and the Friends of the Library Board. We will be meeting on Thursday, February 7 at 7pm in the Pollak Room. An official invite will be going out shortly.

Per the Board's request, we will be doing a 360 review as part of my evaluation process this year. I have contracted to do this with The Charmm'd Foundation in Vernon Hills. A letter will be going out with more information and each board member will receive an email from Ashley Ward at the Charmm'd Foundation with the survey. They will also survey staff. The survey will be ready at the March board meeting and Ashley will send it to Carlos to present as part of my annual review.

## Fit into patrons' lives

### Polaris Self-Check Software

- OSG, Brodie Austin, and Erin Seeger worked with CCS to setup and trial the self-check software that Polaris, our ILS vendor, provides. The software does not require specialized hardware, just a standard Windows computer, and will allow us to deploy temporary self-check machines in the library. OSG staff outfitted a rolling cart with a computer, configured to run the software. Starting in January staff will begin testing the software with patrons. We expect to deploy at least one machine in the lobby in February and will look to offer additional stations throughout the building.

### Fiction & Media

- The library celebrated the Illinois Bicentennial throughout the fall of 2018. December 3, 2018 marked the 200th anniversary since Illinois became the 21st state, and the library's Bicentennial Committee hosted a variety of programs and events throughout October and November. One program titled "Native American Tribes of Illinois" on 11/12/18, featured a speaker from the American Indian Association of Illinois (AIAI) who discussed the history and current state of Illinois tribes. Youth Services staff helped present historical reenactor Terry Lynch's IL Birthday Bash on November 6. The teen book discussion group, Books and Bites, discussed the book Radium **Girls**. All month, a trivia contest based on the state of Illinois was featured at public service desks.
- Adult Winter Reading runs December 1 – January 31 this year and features the theme "Come in From the Cold." Participants will be encouraged to read, watch listen, and view library materials in order to complete the program goal. Each finisher will receive a travel mug and chance to win additional prize drawings. This year, thanks to a partnership with the Friends of the Library, finishers will also get a coupon to pick out a free item from the Friends bookstore on the first floor of the library. The Adult Winter Reading program is off to a strong start with 319 people registered as of 1/2/19.
- Librarian Mike Hominick worked with six local writers to nominate them for an Illinois writing competition titled The Soon to Be Famous Illinois Author Manuscript Project. These authors have all participated in the Northbrook Writes workshop series at the Northbrook Public Library. Winners of the Soon to Be Famous competition, judged by a panel of librarians, will receive a professionally designed book cover, guidance from a professional editor, and feedback from committee members. The winner of the award will be announced in April 2019.

[Link to promotional flyer:

<https://soontobefamous.info/images/pdf/STBFManuscriptFlyer.pdf> ]

- Starting January 12, Fiction & Media, Technical Services, and Circulation will begin the process of unlocking all media collections to prepare for the implementation of a self-checkout system. Unlocking the items will allow patrons to check items out directly at self-check machines rather than having to take these items to a staff member for assistance.

## Reference

- Mary Kay Perrenot brought in certified KonMari consultant Kristen Ivy on November 5 for the program: KonMari 101 Tidying your Home, Change your Life. The program was originally scheduled for the Pollak Room, but due to patron demand, it was moved to the auditorium and 162 people attended. KonMari is a tidying method developed by Marie Kondo who wrote the bestseller, *The Life-Changing Magic of Tidying Up*.  
<https://konmari.com/pages/about>
- Bryan Brugger and Phil Collins offered a new Gmail class in December. This covered basic functions like composing a new email, attaching a file and organizing the inbox, as well as some of the brand new features in Gmail's recent update. Patrons used sample Gmail accounts to practice, or were able to use their own account if they already had one. This class was well attended - the maximum of 12 people participated. We will offer this class again in March.

## Technical Services

- Cataloging Librarian Sara Scodius and Processing Clerk Seyoung Lee completed the first group of DVDs for the Foreign Film reclassification project, a multi-departmental effort that will shelve films by language rather than title. Once completed, patrons will be able to browse and locate films by primary spoken language, a request frequently made to staff (i.e., Where are your French films? Do you have any movies in Tagalog?)

## Youth Services

- Film Craft month wrapped up this month. Teen Librarian, Bridget Golembiewski co-chaired this work group. Youth Services helped present the Youth Film Festival on November 13 which featured 11 films made by teens, 9 participants, and 18 attendees. The Fantastic Beasts: Crimes of Grindewald Release party saw 83 fans of the Harry Potter books and movies enjoy crafts, games and an animal show on November 16. The International Children's Film Festival came to the library's auditorium on November 24 with a 120 people who were treated to 10 short films made around the world for young audiences. They audience even got to vote for their favorite film!
- On November 3, Autism Play Group was presented by Sarah Rustman and 2 therapists from KGH Autism Services. Families loved it and really found it meaningful. There were families present with several different types of disabilities. The parents in attendance expressed appreciation for being able to speak with other parents of children with disabilities as well as professionals working in the field.
- Winter Reading kicked off on December 1. Over 400 children and young adults are signed up for the Youth program. The theme this year is "Come in From the Cold". We

have traditionally offered an activity based Winter Reading program, but this year we made it easier to follow by creating a Bingo Card. Participants have really loved it!

- The recent policy change allowing food in designated areas in Youth Services has been well received by patrons.
- Our annual Noon Year's Eve event is for children of all ages and features crafts, games, a dance party, and a countdown to noon. With over 400 people in attendance we have become a go to destination for area families on New Year's Eve.

## Expand and Deepen Community Centered Initiatives and Partnerships

- In partnership with JCC Chicago, and as part of their Film Festival, the library hosted a screening of the short documentary, Grateful, the story of Jenni Berebitsky's journey living with ALS. What gave this particular program more impact and emotion was the participation of Jenni, her whole family, and the filmmaker in a discussion / Q&A after the screening. Jenni's connections to the community of Northbrook, through close family friends who live here, was also discussed.
- Fiction & Media partnered with Youth Services and the International Children's Media Center to bring the International Children's Film Festival to Northbrook. This program challenged viewers to use and develop their critical thinking skills in a media context while also enjoying films. The program was led by Northbrook resident Nicole Dreiske, Executive Director of the International Children's Media Center. As a sanctioned film festival, audience members voted on the best film and the winning filmmaker received a best of the fest prize, as well as any additional feedback from viewers.
- The Northbrook Library was one of 50 libraries nationally to receive a grant titled American Creed: Community Conversations from the American Library Association (ALA), in partnership with Citizen Film and the National Writing Project. This grant supports screening and discussions around the PBS documentary American Creed, providing a discussion facilitator, digital screening rights and circulating copy of the film, and potential to partner with our local PBS station for marketing and promotion of the events. The documentary encourages respectful discussions about our shared values and ideals as Americans regardless of political beliefs or affiliations. The library will host four programs in conjunction with the grant in partnership with RAIN (Racial Awareness in the Northshore) and the Northbrook Historical Society. Staff anticipate scheduling the first event in this series (a screening and discussion of American Creed) in May 2019.

## Build a high capacity organizational infrastructure

### New Hires

- Anthony Altieri, part-time Shelver (Circulation) started on November 15. replacement
- Anastasia Karahalios, part-time Shelver (Circulation) started on November 15. replacement

- Arielle Valene, full-time Auditorium Coordinator (Fiction & Media) started on November 16. replacement
- Patricia Wallace, part-time Clerk (Circulation) started on December 3. replacement
- Nancy Hoban, part-time substitute Programming Aide (Youth Service) started on December 4. replacement

### Terminations/Retirements

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

- Sarah Kirby, part-time Shelver (Circulation) resigned due to medical issues on November 19.
- JoAnne Kahn, part-time substitute Clerk (Circulation) last day was December 26.

## Maintain a secure, sustainable, and well-resourced library

### Friends of the Library

- Brodie Austin attended the Friends of the Library November Board meeting. The Friends recently mailed out membership renewal letters and had a 60% response rate. The Bookshop continues to do well; staff were planning the Black Friday Sale for after Thanksgiving. The Black Friday Sale took in over \$450 dollars over three days (impressive considering the average cost of a book during the sale is \$.25). Kelly Durov, our Youth Services Manager, joined the meeting to talk about how the Friends could reach out to and engage audiences in the Youth Services department.

### Safety/Security

- Brodie Austin planned and led four Safety / Security Orientations in December. The sessions introduced key concepts and procedures related to working in a public space. Nearly half of our staff attended one of these sessions. We will continue to offer these orientations once a quarter for new staff or staff who want a refresher training.

### IT

- Recabling Project: OSG and Administration staff met with Low Voltage Solutions for a kickoff meeting on December 13, 2018 to review the cabling project scope and timeline. Work began on January 7, 2019. Village staff also attended the meeting to walk the vendor through the permitting and inspection process.
- LastPass: Outsource Solutions Group (OSG) staff began rolling out LastPass, a password vault and management system to staff. By the end of the month, OSG had LastPass deployed to most of the library. LastPass will help ensure that staff are using high quality passwords and that the library retains access to mission critical services.

Kate Hall  
Executive Director



# Collaboratory Update

Prepared by: Cathleen Doyle  
December, 2018

## RECENT PROJECTS





## THE USER EXPERIENCE



From Michelle Huynh, Digital Services Assistant: "A patron came in wanting to embroider hand towels for her son, who works in the aerospace industry. She was thrilled to see that our embroidery machine offers so many different shapes and designs and was even more excited that there was a rocket readily available to embroider. Once her first rocket was completed, she wanted to reflect the design and have it placed in the same position on her second hand towel. I showed her the quickest way to get the exact positioning by putting the first towel on the second one and shuffling the bottom of the embroidery hoop around until the rocket is completely centered in the hoop. 'This looks so amazing! He's going to love this!'"



From DSA Christine Vi: "Dan came in to make shirts for his father that said *Carpe Diem Farming*. His wife took it to an actual embroidery shop to get them done and they told her the day before Christmas that they couldn't do it. He came in an hour before closing a bit frantic and flustered, but I told him we could finish it and we did. A stressful situation turned into a family affair when he recognized this couple [pictured above] - Dan's wife babysat their son's kids. He was so grateful saying that we "Saved Christmas" for his family and helped him "Win Christmas". We talked about *Star Wars* and he's ecstatic to finish his storm trooper costume using the Collaboratory."

## FEEDBACK

"I'm so glad my taxes are going to something as amazing as this place! I am coming back here to do more projects." – Pat

"Awesome. Thank you for your help!! Everyone was helpful. Look forward to coming back." – Kendra Kennett

## 3D PRINTING

We printed 99 objects for users in December.

## PROJECTS

December projects by material type, and associated equipment:

Material	Quantity	Machine
3D Printing	32	3D Printer
Acrylic	14	Laser Cutter
Buttons	9	Button Makers
Cardstock	21	Cricut
CD	2	Digitization Room
Cork Coasters	0	Laser Cutter
DVDs	2	Digitization Room
Embroidery Thread	20	Embroidery Machine
Glasses	22	Laser Cutter
HDPE	3	Carvey
Iron-on	1	Cricut
Keychains	2	Button Makers
Pet Tags	1	Laser Cutter
Stabilizer Sheets	35	Embroidery Machine
Stamp Block	1	Carvey
Sewing Thread	2	Sewing Machines
Vinyl & Transfer Paper	2	Cricut
Wood	39	Laser Cutter & Carvey

## PROGRAMS

We held no programs in December, in anticipation of the high volume of users making holiday gifts.

## VISITORS

1594 people visited the Collaboratory over 20 days in December.

# Collaboratory Update

Prepared by: Cathleen Doyle  
November, 2018

## RECENT PROJECTS



## THE USER EXPERIENCE



From Michelle Huynh, Digital Services Assistant: "A patron came in wanting to learn how to use the sewing machine to sew a shirt for his teddy bear. I helped the patron figure out the best way to finish the seams so that the fabric wouldn't fray. Matt wanted to put a buttonhole on the shirt and I helped him prep the sewing machine so that he would be able to learn how to create one. After the shirt was sewn, Matt wanted to learn how to embroider the teddy's name onto it. I had him create the design for the embroidery and was extremely happy with how the shirt turned out. His grandmother, Dorothy, emailed me the photo of the shirt on the bear to show me how it ended up fitting on Snowflake."

Digital Services Assistant Sean Miller assisted this couple in creating house number signs out of wood and acrylic, and a laser cutting of one of their favorite photos.





## 3D PRINTING

We printed 93 objects for users in November.

## PROJECTS

November projects by material type, and associated equipment:

Material	Quantity	Machine
3D Printing	14	3D Printer
Acrylic	19	Laser Cutter
Buttons	3	Button Makers
Cardstock	10	Cricut
CD	7	Digitization Room
Cork Coasters	1	Laser Cutter
DVDs	8	Digitization Room
Embroidery Thread	8	Embroidery Machine
Glasses	7	Laser Cutter
HDPE	2	Carvey
Iron-on	5	Cricut
Keychains	0	Button Makers
Pet Tags	1	Laser Cutter
Stabilizer Sheets	9	Embroidery Machine
Stamp Block	0	Carvey
Sewing Thread	5	Sewing Machines
Vinyl & Transfer Paper	3	Cricut
Wood	15	Laser Cutter & Carvey

## PROGRAMS

We had 38 patrons attend the 6 classes we offered in November.



Our Carvey for kids class, led by Digital Services Assistant Christine Vi, inspects the machine

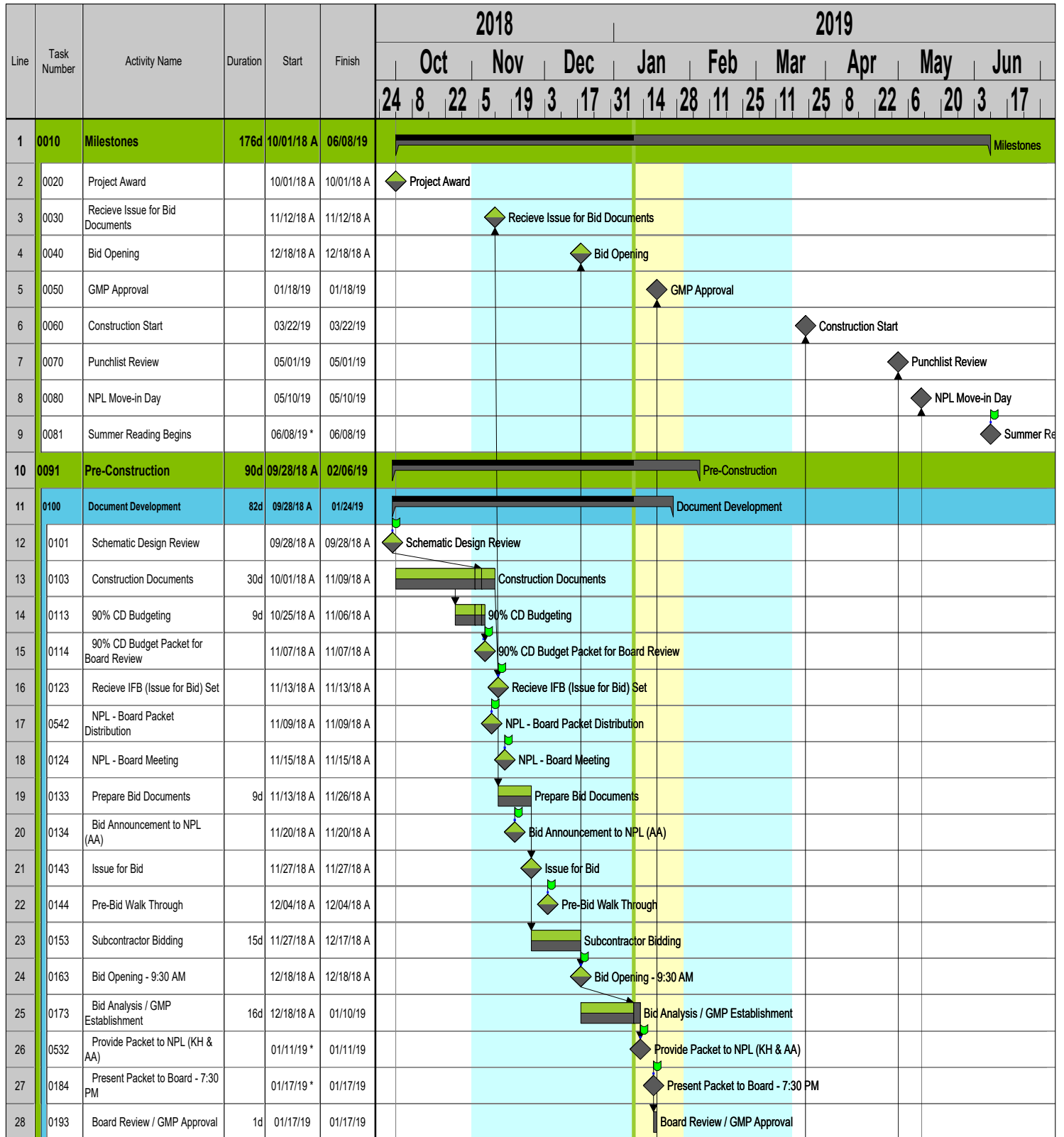
## VISITORS

1292 people visited the Collaboratory in 21 days.

Northbrook Public Library  
 First Floor Interior Renovation

January 10th, 2019

	<b>Bid Opening w/ Contingency</b>	<b>Delta from CD Est.</b>	<b>CD Estimate 20181107</b>
BP#1 - General Trades	\$63,000	\$5,211	\$57,789
BP#2 - Masonry	\$10,888	\$4,168	\$6,720
BP#3 - Flooring	\$33,500	\$7,280	\$26,220
BP#4 -Painting	\$7,800	-\$2,210	\$10,010
BP#5 - Fire Protection	\$3,125	-\$7,395	\$10,520
BP#6 - Plumbing	\$8,478	-\$472	\$8,950
BP#7 - HVAC & Controls	\$67,888	-\$28,627	\$96,515
BP#8 - Electrical, FA & LV	\$54,500	-\$13,875	\$68,375
<hr/>			
CONSTRUCTION SUBTOTAL	\$249,179	-\$35,920	\$285,099
Contingency	\$25,000	-\$1,816	\$26,816
Builders Risk (.0845%)	\$274	-\$32	\$306
Performance Bond	\$2,964	-\$949	\$3,913
PCC GCS	\$50,098	\$0	\$50,098
GLI (1.1%)	\$3,603	-\$426	\$4,029
Fee (5%)	\$16,556	-\$1,957	\$18,513
<hr/>			
CONSTRUCTION TOTAL	<b>\$347,673</b>	-\$41,101	\$388,774
Furniture & Equipment Budget	\$70,000	\$10,000	\$60,000
A/E Fee	\$34,900	-\$1,002	\$35,902
<hr/>			
SOFT COSTS & DESIGN TOTAL	<b>\$104,900</b>	\$8,998	\$95,902
<hr/>			
PROJECT TOTAL	<b>\$452,573</b>	-\$32,103	\$484,676



Revision Number: 1

Page: 1 of 4

Revision Comments:

Revision Date: 1/10/2019

Line	Task Number	Activity Name	Duration	Start	Finish	2018							2019																		
						Oct			Nov		Dec		Jan		Feb		Mar		Apr		May		Jun								
						24	8	22	5	19	3	17	31	14	28	11	25	11	25	8	22	6	20	3	17						
29	0104	Subcontract Agreements	5d	01/18/19	01/24/19																										
30	0120	Permitting	20d	01/09/19	02/06/19																										
31	0130	Recieve Permit Drawings		01/09/19 *	01/09/19																										
32	0140	Northbrook Permit Set Review	20d	01/09/19	02/05/19																										
33	0141	Recieve Permit		02/06/19	02/06/19																										
34	0161	Procurement	55d	01/25/19	04/11/19																										
35	0190	Submittal Preparation	10d	01/25/19	02/07/19																										
36	0192	Door / Frame / Hardware Schedule	10d	01/25/19	02/07/19																										
37	0202	Flooring Finishes & Seaming Diagrams	10d	01/25/19	02/07/19																										
38	0212	Plumbing Fixtures & Product Data	5d	01/25/19	01/31/19																										
39	0222	Fire Protection Product Data & Shop Drawings	5d	01/25/19	01/31/19																										
40	0232	HVAC Shop Drawings / Equipment / Material & Product Data	10d	01/25/19	02/07/19																										
41	0242	Electrical Cut Sheets, Product Data and Fire Alarm Shop Drawings	5d	01/25/19	01/31/19																										
42	0200	Submittal Review and Revisions	15d	02/01/19	02/21/19																										
43	0201	Door / Frame / Hardware Schedule	10d	02/08/19	02/21/19																										
44	0211	Flooring Finishes & Seaming Diagrams	10d	02/08/19	02/21/19																										
45	0252	Plumbing Fixtures & Product Data	5d	02/01/19	02/07/19																										
46	0292	Fire Protection Product Data & Shop Drawings	10d	02/01/19	02/14/19																										
47	0302	HVAC Shop Drawings / Equipment / Material & Product Data	5d	02/08/19	02/14/19																										
48	0312	Electrical Cut Sheets, Product Data & Fire Alarm Shop Drawings	10d	02/01/19	02/14/19																										
49	0210	Fabrication/Lead Time/Delivery	45d	02/08/19	04/11/19																										
50	0220	HM Door/Window Frame	20d	02/22/19	03/21/19																										
51	0332	Doors & Hardware	35d	02/22/19	04/11/19																										
52	0322	Flooring Materials (Carpet, VCT & Base)	30d	02/22/19	04/04/19																										
53	0342	Plumbing Fixtures	15d	02/08/19	02/28/19																										
54	0352	Sprinkler Heads & Pipe	10d	02/15/19	02/28/19																										
55	0362	HVAC Equipment / Material	30d	02/15/19	03/28/19																										
56	0372	Electrical Equipment	15d	02/15/19	03/07/19																										

Revision Number: 1

Revision Comments:

Revision Date: 1/10/2019

Line	Task Number	Activity Name	Duration	Start	Finish	2018							2019														
						Oct			Nov		Dec		Jan		Feb		Mar		Apr		May		Jun				
						24	8	22	5	19	3	17	31	14	28	11	25	11	25	8	22	6	20	3	17		
57	0162	Construction Preparation	15d	03/04/19	03/22/19								Construction Preparation														
58	0172	Auction Salvaged Items	15d	03/04/19 *	03/22/19								Auction Salvaged Items														
59	0182	Relocate Staff to Civic Room	3d	03/18/19	03/20/19								Relocate Staff to Civic Room														
60	0183	Relocate Staff to Old Dig. Service	3d	03/18/19	03/20/19								Relocate Staff to Old Dig. Service														
61	0221	Construction	36d	03/22/19	05/10/19													Construction									
62	0290		36d	03/22/19	05/10/19																						
63	0300	Mobilize to Site	2d	03/22/19	03/25/19								Mobilize to Site														
64	0301	MEP Demo & Make-safe	1d	03/25/19	03/25/19								MEP Demo & Make-safe														
65	0310	Selective Demolition	2d	03/26/19	03/27/19								Selective Demolition														
66	0320	Wall Layout & Base Plate Install	2d	03/28/19	03/29/19								Wall Layout & Base Plate Install														
67	0552	Ceiling Tile & Grid Selective Demo	2d	03/28/19	03/29/19								Ceiling Tile & Grid Selective Demo														
68	0492	Rough Framing	2d	04/01/19	04/02/19								Rough Framing														
69	0422	Floor Trenching, Raceway Install & Floor Patching	3d	04/01/19	04/03/19								Floor Trenching, Raceway Install & Floor Patching														
70	0402	In-wall Blocking	1d	04/03/19	04/03/19								In-wall Blocking														
71	0330	Install HM Door Frames & Drywall Selective Demolition	2d	04/03/19	04/04/19								Install HM Door Frames & Drywall Selective Demolition														
72	0562	Masonry Repairs	2d	04/05/19	04/08/19								Masonry Repairs														
73	0382	In-wall Electric Rough-in	2d	04/04/19	04/05/19								In-wall Electric Rough-in														
74	0383	In-wall Plumbing Rough-in	2d	04/04/19	04/05/19								In-wall Plumbing Rough-in														
75	0412	Inspection - Rough Framing and MEP Rough-in	1d	04/08/19	04/08/19								Inspection - Rough Framing and MEP Rough-in														
76	0572	Pull Cable and Trim Power & LV	5d	04/09/19	04/15/19								Pull Cable and Trim Power & LV														
77	0340	Sheetrock Install & Taping	3d	04/09/19	04/11/19								Sheetrock Install & Taping														
78	0462	Door, Hardware, Glass Install	1d	04/12/19	04/12/19								Door, Hardware, Glass Install														
79	0341	Prime & First Coat Paint	2d	04/15/19	04/16/19								Prime & First Coat Paint														
80	0321	MEP Overhead Demo & Rework	4d	04/11/19	04/16/19								MEP Overhead Demo & Rework														
81	0351	Inspection - Above Ceiling MEP	1d	04/17/19	04/17/19								Inspection - Above Ceiling MEP														
82	0331	Ceiling Grid Rework	2d	04/15/19	04/16/19								Ceiling Grid Rework														
83	0350	Trim MEP Overhead	2d	04/18/19	04/19/19								Trim MEP Overhead														
84	0360	Reset Acoustic Ceiling Tile	1d	04/22/19	04/22/19								Reset Acoustic Ceiling Tile														

Revision Number: 1

Revision Comments:

Revision Date: 1/10/2019

Page: 3 of 4



Line	Task Number	Activity Name	Duration	Start	Finish	2018							2019																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
						Oct		Nov		Dec		Jan	Feb		Mar		Apr		May		Jun																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
						24	8	22	5	19	3	17	31	14	28	11	25	11	25	8	22	6	20	3	17																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
85	0361	HVAC BAS Graphic Interface	10d	04/15/19	04/26/19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

**Northbrook Public Library - Tech Services**  
**Northbrook Library**  
**Estimate Summary and Detail Combined Report**

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
AAA	General Construction	4,160	SF	\$ 294,446	\$ 70.78 / SF
GCS	General Conditions	4,160	SF	\$ 53,227	\$ 12.79 / SF
		Job Total		\$ 347,673	

Please note that Line Items are not guaranteed. They are presented for information only.

## Northbrook Public Library - Tech Services

### Northbrook Library

### Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job AAA</b>	<b>General Construction</b>	<b>Area : 4,160</b>	<b>SF</b>	
0150	Bid Package #1 - General Trades	63,000	15.14	Ostrander Construction,
0420	Bid Package #2 - Masonry	10,888	2.62	Jimmy Z Masonry Corp.
0960	Bid Package #3 - Flooring	33,500	8.05	Douglas Floor Covering
0991	Bid Package #4 - Painting	7,800	1.88	Pepper Construction
2100	Bid Package #5 - Fire Protection	3,125	0.75	Hill Fire Protection, LLC
2200	Bid Package #6 - Plumbing	8,478	2.04	DeFranco Plumbing, Inc.
2300	Bid Package #7 - HVAC & Controls	67,888	16.32	Mechanical Concepts of
2600	Bid Package #8 - Electrical, FA & LV	54,500	13.10	Associated Electrical
<b>Sub Job AAA Subtotal</b>		<b>249,179</b>		
	Contingency	25,000		
	Builders Risk (.0845 %)	232		
	Performance Bond	2,964		
	General Liability Insurance (1.1 %)	3,051		
	Fee	14,020		
	Furniture (0 %)	0		
	A/E Fee (0 %)	0		
<b>Sub Job AAA Total</b>		<b>294,446</b>	<b>70.78/ SF</b>	

Please note that Line Items are not guaranteed. They are presented for information only.

**Northbrook Public Library - Tech Services**  
**Northbrook Library**  
**Estimate Summary and Detail Combined Report**

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job</b>	<b>GCS General Conditions</b>	<b>Area : 4,160</b>	<b>SF</b>	
8000	Osha Safety	1,196	0.29	
9100	Management Reimbursables	42,782	10.28	
9300	Preconstruction Services	6,120	1.47	
<b>Sub Job GCS Subtotal</b>		<b>50,098</b>		
	Contingency (0 %)	0		
	Builders Risk (.0845 %)	42		
	General Liability Insurance (1.1 %)	552		
	Fee (5 %)	2,535		
<b>Sub Job GCS Total</b>		<b>53,227</b>	<b>12.79/ SF</b>	

Please note that Line Items are not guaranteed. They are presented for information only.

## Northbrook Public Library - Tech Services

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
<b>SubJob</b>	<b>GCS</b>	<b>General Conditions</b>				<b>Area : 4,160</b>	<b>SF</b>
<b>8000</b>	<b>Osha Safety</b>						
8000.010	Safety Director	4	HR	127.16	509		
8000.040	Fire Extinguishers	2	EA	247.50	495		
8000.050	First Aid Equipment	1	LS	192.50	192		
	<b>8000 Total</b>				<b>1,196</b>	<b>0.29</b>	
<b>9100</b>	<b>Management Reimbursables</b>						
9100.000	Management Reimbursables	1	LS	0.00	0		
9101.010	VP / Project Director	12	WK	0.00	0		Jim Creath
9101.020	Project Executive	12	WK	0.00	0		LeeAnn McNamara - NC overview
9101.050	Project Engineer	12	WK	661.25	7,935		8 hrs per week
9101.090	Foreman	6	WK	5,470.17	32,821		Full Time CFM
9102.020	Accountant	3	MO	601.91	1,806		
9104.020	Print Reproduction	1	LS	220.00	220		
	<b>9100 Total</b>				<b>42,782</b>	<b>10.28</b>	
<b>9300</b>	<b>Preconstruction Services</b>						
9300.000	Preconstruction Services	40	HR	153.01	6,120		
	<b>9300 Total</b>				<b>6,120</b>	<b>1.47</b>	
	<b>GCS Subtotal</b>				<b>50,098</b>		
	<b>9920 Contingency (0 %)</b>				<b>0</b>		
	<b>9950 Builders Risk (.0845 %)</b>				<b>42</b>		
	<b>9900 General Liability Insurance (1.1 %)</b>				<b>552</b>		
	<b>9940 Fee (5 %)</b>				<b>2,535</b>		
	<b>GCS Total</b>				<b>53,227</b>	<b>12.79</b>	

**Comments :**

Please note that Line Items are not guaranteed. They are presented for information only.

**Northbrook Public Library - Tech Services**  
**Northbrook Library**  
**Estimate Summary and Detail Combined Report**

Approved SA: N

Approved VE: N

Pending SA: N

Pending VE: N

SubJobs:All Sub Jobs

Please note that Line Items are not guaranteed. They are presented for information only.

**Northbrook Public Library  
Bid Opening**

Ctrl Phase	Description	Cost/WM	Low Bid Analysis	Bid Security
<div> <div>12.18.2018 Bid Opening</div> <div>Low Bid Analysis</div> </div>				
BP#1	<b>Bid Package #1 - General Trades - Temp Construction, Demolition, Carpentry, Furnish D/F/H, Glass Glazing, Acoustical Ceilings</b>			
	<b>Bids Received</b>			
	Construction Consulting Disbursement Services	\$73,955.00	\$0	BS incl.
	PCC SPG	\$88,000.00	\$0	BS incl.
	Stuckey Construction Company	\$72,000.00	\$0	BS incl.
	MAG Construction	\$118,495.00	\$0	BS incl.
	Ostrander Contruccion	\$63,000.00	\$63,000	BS incl.
	J.A. Watts	\$178,109.00	\$0	BS incl.
	<b>BP#1 Total</b>		<b>\$63,000</b>	
BP#2	<b>Bid Package #2 - Masonry</b>			
	<b>Bids Received</b>			
	A One	\$12,755.00	\$0	BS incl.
	Jimmy'z	\$10,888.00	\$10,888	BS incl.
	Construction Consulting Disbursement Services	\$16,250.00	\$0	BS incl.
	<b>BP#2 Total</b>		<b>\$10,888</b>	
BP#3	<b>Bid Package #3 - Flooring</b>			
	<b>Bids Received</b>			
	TSI	\$35,600.00	\$0	Alt #1 -\$975, BS incl.
	Douglas Floor Covering	\$31,500.00	\$31,500	Alt.#1 - 2k, BS incl.
	<b>BP#3 Total</b>		<b>\$31,500</b>	
BP#4	<b>Bid Package #4 - Painting</b>		\$0	
	<b>Bids Received</b>			
	PCC SPG	\$7,800.00	\$7,800	BS incl.
	Asher Brothers Inc.	\$10,800.00	\$0	BS incl.
	<b>BP#4 Total</b>		<b>\$7,800</b>	
BP#5	<b>Bid Package #5 - Fire Protection</b>			
	<b>Bids Received</b>			
	Hill Fire	\$3,125.00	\$3,125	BS incl.
	<b>BP#5 Total</b>		<b>\$3,125</b>	
BP#6	<b>Bid Package #6 - Plumbing</b>			
2200	Plumbing	\$0.00	\$0	
	<b>Bids Received</b>			
	DeFranco	\$8,478.00	\$8,478	BS incl.
	<b>BP#6 Total</b>		<b>\$8,478</b>	
BP#7	<b>Bid Package #7 - HVAC &amp; Controls</b>			
	<b>Bids Received</b>			
	MG Mech	\$97,400.00	\$0	BS incl.
	Mech Concepts of Illinois	\$67,888.00	\$67,888	BS incl.

**Northbrook Public Library  
Bid Opening**

Amber Mech Contractors		\$89,700.00	\$0	BS incl.
PMI		\$118,000.00	\$0	BS incl.
<b>BP#7 Total</b>			<b>\$67,888</b>	
<b>BP#8</b>	<b>Bid Package #8 - Electrical, Fire Alarm &amp; Low Voltage</b>			
<b>Bids Received</b>			\$0	
Argo Electrical		\$59,500.00	\$0	BS incl.
Monarch Ele.		\$58,900.00	\$0	BS incl.
Associated Electrical Contractors		\$54,500.00	\$0	BS incl.
	Electro Force	\$44,375.00	\$44,375	BS incl.
<b>BP#8 Total</b>			<b>\$44,375</b>	
			<b>\$237,054</b>	

  = Low Bid Analysis





## Memorandum

---

**DATE:** January 7, 2019

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Little Free Libraries

Little Free Libraries started in 2009 in Wisconsin and are now all over the world. A Little Free Library is a "take a book, return a book" free book exchange. They come in many shapes and sizes, but the most common version is a small wooden box of books. Anyone may take a book or bring a book to share. Here is a short video on them:

<https://littlefreelibrary.org/start>.

There are now over 75,000 in existence, and we have two that the Library has sponsored that are installed at the YMCA and at Wood Oaks Park. We are working on getting a third library installed at Techny Prairie thanks to a donation from Rotary. Greenbriar School started one in 2018, and there are also several residents that have installed their own libraries in their yards.

We did have a Girl Scout troop connect with us last year to install one, and we worked with them on doing a book drive and answering general questions about how to go about setting up a Little Free Library.

In terms of upkeep, we previously had a staff member delivering books donated by the Friends of the Library to our Little Free Libraries and are now transitioning to having a volunteer handle the deliveries and upkeep. Ideally we have someone check them weekly and replenish and straighten the books. We have received positive comments from the community about having these installed.

Carlos mentioned that perhaps the Library could do something to promote Little Free Libraries more broadly in the community. At the board meeting, we will talk about whether this is something the board would like us to pursue and, if so, to what extent do we want to make this a priority.



## Memorandum

---

**DATE:** 1.11.19  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** New Bank Account at MB Financial

I would like to ask the Board for approval to open a new bank account at MB Financial for the Capital Improvement Fund. The account would be used as a holding account for funds prior to payment of invoices. Currently Capital Improvement Funds are deposited in a certificate of deposit at Northbrook Bank & Trust that earns .25%. The account at MB Financial would earn 2.00%. The rate increased in 2019 from 1.6% to 2.0%.

The Operating Fund has a holding account at MB Financial for property taxes receipts – funds are transferred to Northbrook Bank and Trust for accounts payable and payroll expenditures when needed. This account was created in 2016, our relationship with MB Financial has been good and this account has worked to our benefit over the years.

If the new account is approved, a business signature card, resolution and certification of beneficial ownership will need to be signed at the meeting.

## INTERGOVERNMENTAL AGREEMENT FOR BOOKS ON WHEELS LIBRARY SERVICE

**THIS AGREEMENT** made and entered into this day of January 21, 2019, by **INSERT NAME** hereinafter referred to as the "FACILITY," and the Northbrook Public Library hereinafter referred to as the "LIBRARY."

### W I T N E S S E T H:

**WHEREAS**, the LIBRARY listed above is either a local library established pursuant to the Local Library Act, 75 ILCS 5/11, et seq., and is hereby contracting with an Illinois public entity or private corporation established pursuant to state statute; and

**WHEREAS**, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 5/47(8) for public libraries, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities in order to contract for library services outside the political boundaries of said LIBRARY; and

**NOW, THEREFORE**, in consideration of the mutual undertaking and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

### 1. Library Services

The LIBRARY agrees to provide library services using its facilities, equipment, and materials at the Library to all pursuant to the Library's usual policies and practices. The LIBRARY also agrees to make such facilities, equipment, and materials available to the staff and residents at the FACILITY pursuant to the terms and conditions of this Intergovernmental Agreement and as may otherwise be mutually agreed upon between the LIBRARY and the FACILITY.

All Nursing homes and senior residences located within the Village of Northbrook boundaries are eligible for service.

- The Library will provide a card for each FACILITY which will be kept at the LIBRARY and used exclusively for the Books on Wheels program.
- Cards will be issued for 12 months and renewed annually for the term of the agreement.
- Loan periods will be extended to correspond with the next delivery date, generally one month.
- Fines will not be assessed for overdue items.

- Materials not returned within 8 weeks after the due date will be presumed lost and a bill (replacement cost + processing fee) will be sent to the FACILITY.

The LIBRARY will provide monthly deliveries of materials to the FACILITY. Materials include:

- books (Large Print and audio books),
- movies (DVD and Blu-Ray),
- music (CD),
- assistive devices (magnifiers), and
- special requests.

The FACILITY may make special requests for specific items, which the LIBRARY will endeavor to fulfill.

The FACILITY is responsible for returning materials in the same condition they were received in, submitting special requests at least a week prior to the regularly scheduled delivery,

## **2. Title to Property**

The LIBRARY shall retain title to all the personal property it owned prior to the effective date of this Intergovernmental Agreement, including but not limited to books, periodicals, furnishings, and equipment ("Property"), and to Property it purchases with its own funds after the effective date of this Intergovernmental Agreement.

## **2. Library Users**

All holders of a valid Library card granted under this Agreement shall be allowed to use the Library per the Library's general policies.

## **3. Financial**

The LIBRARY reserves the right to reduce any or all general Library services at the Library during the term of this Intergovernmental Agreement.

In return for materials and services provided by the LIBRARY, the FACILITY shall offer publicity to the LIBRARY for any of its materials, programs or services.

The FACILITY shall also pay the Library for the loss or damage to any Library materials under this contract upon any invoice by the Library within thirty (30) days of receipt of said invoice and agree to abide by the LIBRARY's policies. If items are frequently lost or damaged, the library reserves the right to suspend service until such time as the items

are paid for. Cards may not be renewed if there are any outstanding fines or fees associated with the card.

#### **4. Amendments to the Intergovernmental Agreement**

This Intergovernmental Agreement may be amended by mutual consent, providing that the party desiring the amendment shall give the other party written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both Parties and signed by an authorized representatives of each. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives, and attached to this Intergovernmental Agreement.

#### **5. Term and Renewal of Intergovernmental Agreement**

This Intergovernmental Agreement shall be in full force and effect from the date the last of the two below named parties first approved this Intergovernmental Agreement ("Effective Date") and shall continue for the period of three years ("Term") and terminated upon January 31, 2022 unless terminated earlier pursuant to the terms of this Paragraph 10.

Either undersigned party may terminate this Intergovernmental Agreement during the Term without cause provided written notice has been given to the other undersigned party, at least ninety (90) days prior to the effective date of the termination. Any such notice must be by U.S. Postal Service first class mail, postage paid return receipt requested, addressed to the President of the Board of Trustees at their official address.

Either the LIBRARY or FACILITY may terminate this Intergovernmental Agreement during its Term for cause, which shall include any material breach of this Intergovernmental Agreement by the other party. Before either party may terminate this Intergovernmental Agreement for cause, it must first give the other party notice of the breach and thirty (30) days to cure the breach. The LIBRARY shall have the right to terminate this Agreement for cause if the nonresidents of the FACILITY no longer use the Library.

#### **6. Savings Clause**

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

#### **7. Notice**

Any notice required to be given under this Agreement shall be sufficient if it is in writing and sent by mail, to the LIBRARY Board of Trustees at 1201 Cedar Lane, Northbrook, IL 60062 and to the FACILITY's address at 255 Revere Drive, Northbrook, IL 60062.

**IN WITNESS WHEREOF**, the parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries pursuant to Resolutions duly adopted by the Boards of the LIBRARY and FACILITY as of the day and year first above written.

For: **NAME OF FACILITY**

For: NORTHBROOK PUBLIC LIBRARY

BY: \_\_\_\_\_ BY: \_\_\_\_\_

ATTEST:

ATTEST:

BY: \_\_\_\_\_ BY: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Senior Facility Contact List

Axelson Manor / Brandel Care Center  
2195 Foxglove Drive  
Northbrook, IL 60062

**Administrator: Jonathan Kaspar**

Covenant Village of Northbrook  
2625 Techny Road  
Northbrook, IL 60062

**Administrator: Neil Warnygora**

Crestwood Place  
1000 Waukegan Road  
Northbrook, IL 60062

**Administrator: David Zaicitin**

Glen Oaks Nursing Home  
270 Skokie Boulevard  
Northbrook, IL 60062

**Administrator: Sim Dachs**

Rosewood Care Center  
4101 Lake Cook Road  
Northbrook, IL 60062

**Administrator: Amy Saltzman**

The Lodge of Northbrook  
2220 Founders Drive  
Northbrook, IL 60062

**Administrator: David Randle**

North Shore Place  
1000 Sunset Ridge Road  
Northbrook, IL 60062

Administrator: Regina Umanskiy