

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

August 18, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

Livestream: https://youtu.be/C3L_nuT7U5E

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – July 21, 2022
 - 3.3 Approve Executive Session Minutes – July 21, 2022
 - 3.4 Approve Cash Balances & Income Statement July 2022
 - 3.5 Approve Bills and Charges from July 2022 in the amount of \$650,236.02
 - 3.6 File detailed statement of all receipts and expenditures for January – June 2022 per 50 ILCS 305/1
 - 3.7 Approve updated Circulation Policies: 301 Library Cards, 302 Borrowing, 303 Fines & Fees
 - 3.8 Adopt Cards for Kids Library Card Resolution
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 EDI Organizational Assessment Update
 - 7.2 Steam Boiler Replacement Discussion
 - 7.3 Salary Benchmarking Compensation Philosophy Discussion (closed session)
- 8 New Business
- 9 Closed Session

5 ILCS 120/2(c)2 Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 10 Agenda Building
- 11 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 contact 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
7/31/2022**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	7,782,298.16	14,365.25	567,664.31	7,228,999.10
Restricted	352,455.64	2,869.36	30,675.45	324,649.55
IMRF	710,142.43		27,962.54	682,179.89
Fica	203,495.30		23,933.72	179,561.58
Total Operating	<u>\$ 9,048,388.14</u>	<u>\$ 17,234.61</u>	<u>\$ 650,236.02</u>	<u>\$ 8,415,390.12</u>
Capital Improvement				
	\$ 5,003,165.41	\$ 1,043.04		\$ 5,004,208.45
Debt Service				
	\$ 172,170.16			\$ 172,170.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(78,771.63)	28,103.88	172,170.16
PayPal	8,087.98	-	-
FBofHP	226,530.37	-	-
Fifth Third - Checking/Money Market	8,258,436.54	4,975,591.35	-
US Bancorp	661.86	513.22	-
Petty Cash	445.00	-	-
Total	<u>\$ 8,415,390.12</u>	<u>\$5,004,208.45</u>	<u>\$ 172,170.16</u>

NB&T = Northbrook Bank & Trust
 GSB = Glenview State Bank
 FBofHP - First Bank of Highland Park
 USB = US Bancorp

Northbrook Public Library

Income Statement

7/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$3,992,682.35	\$3,951,821.11	\$7,491,000.00	52.75%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
Impact Fees	\$3,766.72	\$0.00	\$4,056.57	\$5,235.47	\$0.00	0.00%
Fines, Fees & Rentals	\$3,822.74	\$3,991.78	\$15,359.74	\$15,096.75	\$25,000.00	60.39%
Interest Income	\$564.22	\$1,907.98	\$1,941.76	\$1,900.96	\$5,000.00	38.08%
Other Income	\$2,813.44	\$0.00	\$16,003.44	\$11,746.83	\$100,000.00	11.75%
Total Undesignated Revenue	\$10,967.12	\$5,899.76	\$4,030,043.86	\$3,985,801.12	\$7,746,000.00	51.46%
Designated Revenue						
Gifts & Other Designated Income	\$16,225.51	\$2,804.24	\$17,044.28	\$9,979.15	\$200,000.00	4.99%
Designated Interest Income	\$18.58	\$65.12	\$56.36	\$158.43	\$0.00	0.00%
Total Designated Revenue	\$16,244.09	\$2,869.36	\$17,100.64	\$10,137.58	\$200,000.00	5.07%
Total Revenues	\$27,211.21	\$8,769.12	\$4,047,144.50	\$3,995,938.70	\$7,946,000.00	50.29%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$87,389.51	\$78,612.45	\$261,213.72	\$219,102.52	\$932,000.00	23.51%
Audio Visual	\$82,673.18	\$69,405.85	\$242,607.96	\$200,036.81		
Videos/DVDs	\$2,431.99	\$3,629.22	\$10,246.41	\$8,322.01		
Programs	\$2,284.34	\$5,577.38	\$8,359.35	\$10,743.70		
OCLC	\$8,962.87	\$5,714.12	\$30,743.19	\$20,539.11	\$94,000.00	21.85%
CCS Shared Costs	\$6,499.27	\$5,892.52	\$9,373.97	\$9,118.64	\$22,000.00	41.45%
Total Materials & Services	\$19,701.06	\$19,525.73	\$32,844.04	\$32,659.77	\$80,000.00	40.82%
Human Resources						
General Salaries and Wages	\$284,917.94	\$311,549.42	\$879,940.52	\$924,381.38	\$4,027,820.00	22.95%
Maintenance Salaries & Wages	\$12,445.82	\$13,474.19	\$36,953.18	\$39,018.03	\$154,680.00	25.23%
Group Insurance	\$53,982.78	\$55,953.48	\$165,671.80	\$164,234.52	\$730,000.00	22.50%
Unemployment/Worker's Comp	\$942.15	(\$7,239.50)	\$18,678.40	\$18,343.17	\$27,000.00	67.94%
Staff Development	\$863.22	\$5,188.85	\$7,212.63	\$11,903.95	\$60,000.00	19.84%
Total Human Resources	\$353,151.91	\$378,926.44	\$1,108,456.53	\$1,157,881.05	\$4,999,500.00	23.16%

Northbrook Public Library

Income Statement

7/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Operating Costs						
Photocopy	\$1,986.29	\$1,326.57	\$14,719.33	\$12,625.91	\$30,000.00	42.09%
Office & Library Supplies	\$1,318.97	\$7,045.81	\$11,334.96	\$18,134.63	\$70,000.00	25.91%
Software	\$2,285.22	\$11,733.03	\$24,927.21	\$31,100.14	\$98,000.00	31.73%
Postage	\$16,510.07	\$691.61	\$16,500.93	\$15,683.81	\$20,000.00	78.42%
General Insurance	\$0.00	\$0.00	\$50,636.83	\$57,021.56	\$68,000.00	83.86%
Telephone/Internet	\$2,315.33	\$6,416.64	\$18,306.06	\$19,113.28	\$39,000.00	49.01%
Professional Services	\$29,487.89	\$25,421.60	\$82,814.24	\$97,175.86	\$322,000.00	30.18%
Furniture, Equipment	\$631.52	\$0.00	\$28,876.33	\$3,354.30	\$50,000.00	6.71%
Equipment Rental & Maintenance	\$0.00	\$1,020.00	\$1,130.43	\$27,491.59	\$42,000.00	65.46%
Community Relations	\$1,900.05	\$649.64	\$7,241.70	\$6,843.15	\$51,000.00	13.42%
Total Operating Costs	\$56,435.34	\$54,304.90	\$256,488.02	\$288,544.23	\$790,000.00	36.53%
Maintenance						
Vehicle Expense	\$0.00	\$65.00	\$43.16	\$65.00	\$3,000.00	2.17%
Janitorial Supplies	\$938.15	\$1,996.66	\$5,548.25	\$7,793.78	\$45,000.00	17.32%
Utilities	\$1,604.38	\$2,466.74	\$3,964.60	\$6,883.34	\$53,000.00	12.99%
Building Repairs	\$2,830.00	\$0.00	\$2,830.00	\$14,122.66	\$30,000.00	47.08%
Contracted Services	\$10,614.85	\$6,133.35	\$43,081.15	\$32,415.66	\$146,000.00	22.20%
Total Maintenance	\$15,987.38	\$10,661.75	\$55,467.16	\$61,280.44	\$277,000.00	22.12%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$498.00	\$200.00	\$1,000.00	20.00%
Contingency & Misc Exp	\$24.63	\$326.46	\$1,553.99	\$1,078.49	\$100,000.00	1.08%
Board Development	\$0.00	\$0.00	\$327.20	\$0.00	\$500.00	0.00%
Total Other Expenses	\$24.63	\$326.46	\$2,379.19	\$1,278.49	\$101,500.00	1.26%
Total Undesignated Expenses	\$548,151.97	\$533,964.37	\$1,756,965.82	\$1,790,404.25	\$7,296,000.00	24.54%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,271.69	\$28,413.64	\$2,015.25	\$76,304.45	\$200,000.00	38.15%
Designated Materials Expense	\$11.47	\$0.00	\$224.71	\$547.81	\$0.00	0.00%
Designated Program Expense	\$3,500.00	\$2,261.81	\$10,631.27	\$22,326.23	\$0.00	0.00%
Total Designated Expenses	\$4,783.16	\$30,675.45	\$12,871.23	\$99,178.49	\$200,000.00	49.59%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$552,935.13	\$584,639.82	\$1,769,837.05	\$1,889,852.74	\$7,946,000.00	23.78%
NET SURPLUS/(DEFICIT)	(\$525,723.92)	(\$575,870.70)	\$2,277,307.45	\$2,106,355.96	\$0.00	

Northbrook Public Library

Income Statement

7/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	\$0.00	\$214,683.77	\$219,804.21	\$425,000.00	51.72%
Property Tax Levy FICA	\$0.00	\$0.00	\$155,109.02	\$149,466.87	\$289,000.00	51.72%
Interest Income IMRF	\$0.00	\$0.00	\$0.03	\$3.19	\$50.00	6.38%
Interest Income FICA	\$0.00	\$0.00	\$0.02	\$2.17	\$50.00	4.34%
Total Undesignated Revenue	\$0.00	\$0.00	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Total Revenues	\$0.00	\$0.00	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$30,319.20	\$27,962.54	\$93,356.59	\$83,274.23	\$425,000.00	19.59%
Employer FICA	\$21,919.99	\$23,933.72	\$67,576.27	\$70,843.13	\$289,000.00	24.51%
Total Human Resources	\$52,239.19	\$51,896.26	\$160,932.86	\$154,117.36	\$714,000.00	21.59%
Total Undesignated Expenses	\$52,239.19	\$51,896.26	\$160,932.86	\$154,117.36	\$714,000.00	21.59%
Total Expenses	\$52,239.19	\$51,896.26	\$160,932.86	\$154,117.36	\$714,000.00	21.59%
NET SURPLUS/(DEFICIT)	(\$52,239.19)	(\$51,896.26)	\$208,859.98	\$215,159.08	\$100.00	

Northbrook Public Library

Income Statement

7/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$358.22	\$1,043.04	\$1,264.57	\$1,237.35	\$10,000.00	12.37%
Total Undesignated Revenue	\$358.22	\$1,043.04	\$1,264.57	\$1,237.35	\$10,000.00	12.37%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$358.22	\$1,043.04	\$1,264.57	\$1,237.35	\$435,000.00	0.28%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$5,432.49	\$0.00	\$84,635.71	\$6,360.00	\$540,725.00	1.18%
Professional Fees	\$8,367.50	\$0.00	\$13,367.50	\$0.00	\$75,525.00	0.00%
Furniture & Equipment	\$163,556.11	\$75.68	\$165,183.72	\$0.00	\$189,000.00	0.00%
Total Capital & Bond Expenses	\$177,356.10	\$75.68	\$263,186.93	\$6,360.00	\$805,250.00	0.79%
Total Undesignated Expenses	\$177,356.10	\$75.68	\$263,186.93	\$6,360.00	\$805,250.00	0.79%
Total Expenses	\$177,356.10	\$75.68	\$263,186.93	\$6,360.00	\$805,250.00	0.79%
NET SURPLUS/(DEFICIT)	(\$176,997.88)	\$967.36	(\$261,922.36)	(\$5,122.65)	(\$370,250.00)	

Northbrook Public Library

Income Statement

7/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$406,959.39	\$391,794.54	\$757,550.00	51.72%
Interest Income	\$0.00	\$0.00	\$0.06	\$5.68	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$0.00	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Total Revenues	\$0.00	\$0.00	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$367,550.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$390,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Undesignated Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$215,873.68	\$208,025.22	\$0.00	

July 2022 Financial Summary

I want to highlight that the budget is allocated evenly throughout the year while actual expenditures are recorded on a cash basis as paid.

Total General Fund revenues collected to date is \$3,995,941.70

- 52.75% of property taxes have been collected. Second installment property tax bills and receipts will be delayed. The delay stems from technological updates at the Cook County Assessor's Office preventing it from forwarding assessment data to the Cook County Board of Review, which in turn will delay Board of Review certification of assessments and County Treasurer and Clerk finalization of the property tax bills.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 10% is fines and lost item / replacement collections
 - 76% is non-resident fees
 - 14% is copy machine collections

Total General Fund expenditures are \$1,889,598, budget differences include:

- OCLC costs are greater than budget due to invoices being paid quarterly
- CCS Shared costs are greater than budget due to invoices being paid quarterly
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Photocopy is greater than budget due to booking of 6 months of lease payments, 12 months of SimpleScan, 8 months of tower lease and 6 months of MyPC and Papercut
- Postage is greater than budget due to annual deposit being recorded/paid
- General Insurance is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Building Repairs is greater than budget due to expenses being booked when incurred (repair of study room door closer, repair of HVAC system, repair of frequency drive)

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of July 22

Operating Funds		
Library Claims List	\$	204,534.12
Librarian's Claims List	\$	14,592.33
Payroll	\$	311,528.48
Fica/IMRF	\$	51,896.26
ACH to IPBC	\$	67,684.83
Total Operating Funds	\$	650,236.02
Capital Improvement Fund		
Claims List		
	\$	-
Debt Service Fund		
Grand Total Library	\$	650,236.02

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

Transaction Number	Transaction Date	Reference	Payments	Description
25524	6/30/2022	VOID - Greater Talent Network, LLC d/b/a UTA Speakers	(\$12,500.00)	ILP programming
25543	7/20/2022	First Bankcard	\$6,319.06	monthly payment - supplies
25544	7/20/2022	Glenbrook HSD 225 - Business Services	\$6,410.64	annual payment - telephone - internet service
25545	7/20/2022	Greater Talent Network, LLC d/b/a UTA S	\$25,000.00	ILP programming
25546	7/20/2022	JCLC, Inc.	\$1,410.00	annual payment - staff development (3 staff attending conference)
25547	7/20/2022	Lyceum Agency	\$7,500.00	ILP programming
25548	7/20/2022	Symmetry Energy Solutions, LLC	\$1,920.64	monthly payment - utilities
25549	7/31/2022	Amazon	\$3,803.43	monthly payment - supplies
25550	7/31/2022	Baker & Taylor	\$30,011.73	monthly payment - materials
25551	7/31/2022	Best Quality Cleaning	\$5,475.00	monthly payment - contracted services
25552	7/31/2022	Bibliotheca, LLC.	\$1,005.60	monthly payment - supplies
25553	7/31/2022	Bright Plum Inc.	\$4,250.00	annual payment - professional services (website management)
25554	7/31/2022	Continental Resources, Inc	\$7,399.26	annual payment - fixed assets
25555	7/31/2022	Cooperative Computer Service	\$25,382.75	quarterly payment - CCS & OCLC
25556	7/31/2022	Demco	\$1,288.44	monthly payment - supplies
25557	7/31/2022	Dornfeld Piano Tuning	\$1,020.00	quarterly payment - equipment rental & maintenance
25558	7/31/2022	Gale/Cengage Learning Inc.	\$916.47	monthly payment - materials
25559	7/31/2022	HR Source	\$2,240.00	annual payment - professional services & staff development
25560	7/31/2022	Illinois Heartland Library System-OCLC	\$737.41	annual payment - software
25561	7/31/2022	Lyceum Agency	\$7,500.00	ILP programming
25562	7/31/2022	Midwest Tape LLC	\$6,509.53	monthly payment - materials
25563	7/31/2022	North American Corp of Illinois	\$944.58	monthly payment - janitorial
25564	7/31/2022	Outsource Solutions Group, Inc.	\$19,972.72	monthly payment - contracted services
25565	7/31/2022	Overdrive	\$17,226.90	monthly payment - materials
25566	7/31/2022	Proquest	\$4,456.44	annual payment - materials
25567	7/31/2022	Reaching Across Illinois Library System	\$20,113.00	annual payment - materials & software
25568	7/31/2022	Brian Rock	\$600.00	monthly payment - programming
25569	7/31/2022	Scholastic Library Publishing	\$3,565.00	annual payment - materials
25570	7/31/2022	Stories Matter Foundation	\$800.00	monthly payment - programming
25571	7/31/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25572	7/31/2022	Wex Health Inc.	\$2,490.52	monthly payment flexible spending, dedendant care and commuter benefit

\$204,534.12

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

Transaction Number	Transaction Date	Reference	Payments
51828	2/23/2022	VOID - Hussein Din	\$ (17.99)
51857	2/23/2022	VOID - Pastimes	\$ (91.00)
51900	3/28/2022	VOID - Lillian Davidson	\$ (22.98)
52111	5/31/2022	VOID - Gustavo Cortinas-Fouilloux	\$ (120.83)
52175	6/17/2022	VOID - Emily Paster	\$ (350.00)
52214	7/19/2022	Mark Anderson	\$400.00
52215	7/19/2022	Aquatic Works LTD	\$185.00
52216	7/19/2022	Nancy Buehler	\$250.00
52217	7/19/2022	Sara Chase	\$271.35
52218	7/19/2022	Chicago Food Swap	\$350.00
52219	7/19/2022	Gustavo Cortinas-Fouilloux	\$120.83
52220	7/19/2022	David Drazin	\$250.00
52221	7/19/2022	David Drazin	\$250.00
52222	7/19/2022	David Drazin	\$250.00
52223	7/19/2022	David Drazin	\$250.00
52224	7/19/2022	Sabina Fazlic	\$125.00
52225	7/19/2022	Jessie Foley	\$200.00
52226	7/19/2022	Mark Gelfeld	\$200.00
52227	7/19/2022	Anette Isaacs	\$225.00
52228	7/19/2022	Debra Joy Isberner	\$18.99
52229	7/19/2022	Anna Kreston	\$7.00
52230	7/19/2022	Alisa Kusnitzow	\$150.00
52231	7/19/2022	Faith Levin-O'Leary	\$150.00
52232	7/19/2022	Amanda Lopez	\$86.66
52233	7/19/2022	Mark L Lyons	\$200.00
52234	7/19/2022	Ron Mantegna	\$200.00
52235	7/19/2022	Jim Miller	\$48.30
52236	7/19/2022	Dan Petrosko	\$450.00
52237	7/19/2022	Petty Cash Custodian	\$25.05
52238	7/19/2022	Red Hill Birding	\$200.00
52239	7/19/2022	Olga Rudiak	\$400.00
52240	7/19/2022	Joseph Scapellato	\$200.00
52241	7/19/2022	Alexa Senagore	\$100.00
52242	7/19/2022	Alexa Senagore	\$100.00
52243	7/19/2022	Sujin Song	\$100.00
52244	7/19/2022	Sony Pictures Classics	\$300.00
52245	7/19/2022	Teacher Dan	\$150.00
52246	7/19/2022	Teacher Dan	\$150.00
52247	7/19/2022	Universal Film Exchanges LLC	\$400.00
52248	7/19/2022	VBS CAL, LLC	\$124.88
52249	7/19/2022	Vernon Area Public Library	\$100.00
52250	7/19/2022	Robert Waterbury	\$50.00
52251	7/19/2022	WEX Health, Inc.	\$105.75
52252	7/19/2022	WM Corporate Services Inc.	\$546.10
52253	7/20/2022	Kathryn Hall	\$381.04
52254	7/31/2022	Baker & Taylor Entertainment	\$319.39

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

Transaction Number	Transaction Date	Reference	Payments
52255	7/31/2022	Blackstone Publishing	\$41.60
52256	7/31/2022	Cavendish Square	\$183.33
52257	7/31/2022	Chicago Tribune	\$143.50
52258	7/31/2022	Cintas	\$171.90
52259	7/31/2022	Collective Resource, Inc.	\$5.50
52260	7/31/2022	Lillian Davidson	\$22.98
52261	7/31/2022	Dillon Reporting Service Inc.	\$135.00
52262	7/31/2022	Hussein Din	\$17.99
52263	7/31/2022	EBSCO Information Services	\$12.10
52264	7/31/2022	Jo I Gayle	\$507.50
52265	7/31/2022	GovConnection, Inc.	\$38.00
52266	7/31/2022	Grainger	\$216.25
52267	7/31/2022	Henrichsen's Fire & Safety Equipment Co.	\$473.35
52268	7/31/2022	The Home Depot Credit Services	\$178.00
52269	7/31/2022	Lauren M. Howard	\$40.00
52270	7/31/2022	Illinois Library Association	\$150.00
52271	7/31/2022	Image Specialties of Glenview, Inc.	\$26.65
52272	7/31/2022	Impact Networking LLC	\$558.57
52273	7/31/2022	Kino Lorber	\$150.00
52274	7/31/2022	Lechner Services	\$80.88
52275	7/31/2022	Library Ideas LLC	\$38.30
52276	7/31/2022	Patrick McCallister	\$175.00
52277	7/31/2022	Mergent, Inc.	\$341.00
52278	7/31/2022	Modular Robotics	\$24.00
52279	7/31/2022	Northbrook Hardware	\$354.27
52280	7/31/2022	Ocooch Hardwoods	\$193.87
52281	7/31/2022	Panera, LLC	\$118.88
52282	7/31/2022	Pastimes Inc.	\$91.00
52283	7/31/2022	Pioneer Press	\$36.00
52284	7/31/2022	Quill LLC	\$101.49
52285	7/31/2022	Rotary Club of Northbrook	\$70.00
52286	7/31/2022	Runco Office Supply	\$439.20
52287	7/31/2022	Showcases	\$521.32
52288	7/31/2022	Sphero, Inc.	\$37.70
52289	7/31/2022	The Great Books Foundation	\$161.68
52290	7/31/2022	UPS	\$497.06
52291	7/31/2022	VSP of Illinois, NFP	\$380.92
52292	7/31/2022	Yami Vending Inc.	\$70.00

\$ 14,592.33

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2022 through June 2022 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

Treasurer

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public

Accounts Payable \$1,000 and above for the Period January 2022 through June 2022

3E Electric, Inc. - \$9,340.75; Amazon - \$13,283.72; American Library Association, Membership - \$1,799.00; Ancel Glink P.C. - \$3,913.75; Anna Amen - \$1,051.84; Aquatic Works LTD - \$1,235.00; Auscura - \$1,500.00; Authors Unbound Agency - \$25,000.00; Baker & Taylor - \$146,294.63; Baker & Taylor Entertainment - \$3,583.70; BambooHR - \$6,135.08; Bayscan Technologies - \$1,326.00; Benjamin Goluboff - \$1,750.00; Best Quality Cleaning - \$32,409.00; Bibliotheca, LLC. - \$1,612.00; Blackbaud Inc. - \$4,975.00; Capitol Glass & Architectural Metals Inc. - \$5,530.00; CDW Government, Inc. - \$4,805.94; Chicago Backflow, Inc. - \$1,260.00; Children's Plus Inc - \$5,096.09; Christopher Laughlin School of Music - \$1,000.00; Cintas - \$3,337.70; Colley Elevator Co. - \$7,134.00; Comcast - \$4,705.32; Computype, Inc. - \$1,466.40; Cook & Kocher Insurance Group - \$6,920.00; Cooperative Computer Service - \$50,453.66; Dairy Queen - \$2,000.00; Demco - \$6,172.48; Dornfeld Piano Tuning - \$2,040.00; EBSCO Information Services - \$3,997.81; ECO Promotional Products, Inc. - \$11,002.90; Elisabeth Lindsay-Ryan - \$8,000.00; Encyclopaedia Britannica, Inc. - \$1,410.00; Erickcooks, L.L.C. - \$1,500.00; F.E. Moran Mechanical Services - \$20,512.00; F.E. Moran, Inc. - Fire Protection - North - \$62,786.00; Fast Signs - \$5,375.13; First Bankcard - \$20,287.42; Frank Babbitt - \$1,000.00; Gale/Cengage Learning Inc. - \$3,645.17; Garaventa USA Inc. - \$2,142.95; Gaudete Brass LLC - \$1,000.00; Getty Images (US), Inc. - \$1,080.00; GovConnection, Inc. - \$17,846.40; Grainger - \$10,437.09; Greater Talent Network, LLC d/b/a UTA Speakers - \$12,500.00; Gustavo Moreno II - \$1,000.00; Highland Park Public Library - \$1,248.00; HR Source - \$3,309.50; Illinois Library Association - \$1,185.00; Impact Networking LLC - \$3,686.53; Info USA Marketing - \$16,518.00; Interior Investments, LLC - \$2,677.89; It's Impressive LLC - \$2,270.35; ITsavvy LLC - \$20,609.00; Jane Huh - \$3,825.00; Jayne Herring - \$3,175.00; Jo-Ann Stores LLC - \$1,100.00; Kanopy LLC - \$14,000.00; Kathleen Jo Zeigler Mitchem - \$1,000.00; Library Ideas LLC - \$1,171.88; Limricc - UCGA - \$3,907.63; Linda Z's Sewing Center - \$13,000.00; LinkedIn Corporation - \$7,000.00; Mark Anderson - \$1,200.00; Mark Gelfeld - \$1,400.00; Midwest Tape LLC - \$37,015.80; Morgan Rogers - \$1,000.00; Morningstar, Inc. - \$7,545.00; Nancy Buehler - \$1,750.00; New York Times - \$1,317.31; North American Corp of Illinois - \$5,818.84; Northbrook Hardware - \$3,016.97; Ocooch Hardwoods - \$1,236.20; Olga Rudiak - \$3,000.00; Olsson Roofing Company, Inc. - \$2,760.50; Our Eric - \$1,500.00; Outsource Solutions Group, Inc. - \$146,229.99; Overdrive - \$132,690.07; Pace Systems INC - \$3,125.00; Patrick McCallister - \$1,050.00; PEER Services - \$1,604.65; Penguin Random House LLC - \$15,000.00; Proquest - \$19,848.59; Reaching Across Illinois Library System - \$13,159.48; Record Information Services, Inc. - \$1,330.00; Red Books LLC - \$3,571.55; RELX Inc. DBA LexisNexis - \$4,413.00; Reserve Account - \$15,000.00; RGW Consulting LLC - \$14,450.00; Ron Mantegna - \$1,400.00; Runco Office Supply - \$5,409.11; Scholastic Book Fairs - \$2,344.89; SHI International Corp. - \$2,275.00; Siemens Industry Inc. - \$6,234.30; Snow Systems, Inc. - \$3,840.00; StackMap LLC - \$1,265.00; Staples Business Credit - \$5,178.95; Sterling Services, Inc. - \$5,473.80; Susan Warner - \$1,000.00; Symmetry Energy Solutions, LLC - \$25,664.40; Tee Jay Service Company, Inc. - \$6,628.00; The Hanover Insurance Company - \$47,021.00; The Home Depot Credit Services - \$1,355.98; T-Mobile - \$10,035.06; Today's Business Solutions, Inc. - \$6,763.28; Tom Deja - \$1,200.00; Travelers CL Remittance Center - \$31,499.00; Tsai Fong Books, Inc. - \$1,573.39; Tumbleweed Press Inc. - \$3,600.00; UPS - \$1,100.30; Value Line Publishing LLC - \$1,525.00; Village of Northbrook - \$7,714.50; Village of Northbrook Water Dept. - \$1,408.22; Vis-O-Graphic, Inc. - \$19,667.78; VSP of Illinois, NFP - \$2,624.72; Wells Fargo Vender Fin Serv - \$4,590.00; WET Solutions, Inc. - \$6,335.00; Wex Health Inc. - \$17,581.38; WM Corporate Services Inc. - \$3,548.60; Yami Vending Inc. - \$1,938.24;

Payroll for the Period January 2022 through June 2022

Abbas - \$5,000.00; Alteri - \$16,416.64; Amen - \$56,503.22; Amundsen - \$2,762.11; Ashman - \$24,757.05; Bae - \$390.00; Balog - \$8,621.51; Baran - \$9,501.29; Bass - \$4,934.16; Beach - \$24,041.64; Becker - \$11,318.43; Bellman - \$115.90; Berkover - \$8,286.75; Born - \$6,644.64; Bremner - \$7,071.17; Brugger - \$25,533.44; Burke - \$3,812.50; Burman - \$6,561.32; Chase - \$23,025.00; Cirignani - \$20,319.16; Collins - \$26,967.76; Cotini - \$385.34; Couch - \$18,193.28; Czechorski - \$6,980.78; Doyle - \$40,804.56; Duncan-McGee - \$15,666.18; Durov - \$48,804.44; Edwards - \$4,323.91; Faedtke - \$9,566.55; Flowers - \$20,735.44; Fragozo - \$793.71; Franklin - \$32,088.24; Goese - \$17,881.03; Golembiewski - \$25,725.12; Gossage - \$33,615.80; Gould - \$399.75; Grossman - \$2,782.15; Gutmann - \$9,820.51; Haddad - \$40,912.77; Hall - \$74,727.85; Hannon, C - \$24,457.25; Hannon, M - \$500.88; Haynes - \$24,458.60; Hernandez - \$793.00; Hewerdine - \$20,424.12; Hill - \$26,620.72; Holland - \$13,263.83; Hominick - \$28,268.89; Hovanec - \$37,258.36; Huh - \$10,909.36; Huie - \$27,984.93; Hutter - \$6,294.81; Ibardoloza, D - \$3,417.80; Ibardoloza, K - \$3,405.60; Jaffery - \$12,376.53; Kaminski - \$25,719.12; Karahalios - \$11,477.02; Kearns - \$6,048.70; Keaton - \$30,649.42; Koontz - \$2,699.88; Kosuge - \$34,610.36; Lee, Seyoung - \$10,696.04; Lee, Sunkyoung - \$8,513.85; Lopez - \$24,591.96; Maia - \$2,265.26; Malamud - \$4,095.48; Marek - \$5,785.60; Margis - \$31,715.08; Mayer, B - \$40,912.77; Mayer, S - \$12,023.81; McDonald - \$6,479.56; McGill - \$6,169.90; Medel - \$1,895.83; Miller - \$4,724.48; Mistalski - \$24,041.64; Munday - \$1,387.27; Nava - \$6,924.74; Nelson - \$22,688.27; Nguyen - \$16,416.40; Norton - \$36,816.03; Oh - \$208.00; Pekara - \$29,362.11; Perley - \$953.54; Perrenot - \$36,553.19; Pondo - \$573.80; Porter - \$8,106.21; Prioletti - \$42,555.52; Raucci - \$11,111.04; Raybuck - \$23,480.68; Reid - \$14,151.80; Rustman - \$12,678.38; Saks - \$7,876.41; Sarich - \$2,557.98; Schafer - \$4,719.60; Schlernitzauer - \$38,749.76; Schmidt - \$13,102.66; Schwartz - \$18,613.07; Scodius - \$27,196.76; Shapiro - \$2,010.22; Sharma - \$402.26; Siegel - \$22,093.80; Siegel - \$29,049.24; Simmons - \$770.58; Simpson - \$9,586.96; Siwinski - \$19,560.56; Skittino - \$40,912.77; Suarez - \$845.25; Suarez - \$178.75; Thomann - \$26,491.19; Traskina - \$2,950.30; Vering - \$30,223.00; Vi - \$3,403.38; Vienna - \$24,715.56; Voronova - \$4,992.35; Waclawik - \$8,506.36; Wawer - \$2,674.13; Weisenberg - \$5,077.80; White - \$19,466.64; Wolf - \$40,132.84; Wright - \$9,661.90; Wu - \$468.00; Yousef - \$2,434.51;

301: Library Cards

Created:	March 2020	Updated:	September 2021, <u>August 2022</u>
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RESIDENTS & PROPERTY OWNERS OF INCORPORATED NORTHBROOK

Residents

Are taxed for library service on their real estate tax bills. A Northbrook library card will be issued to any resident who can provide proof of their current address within incorporated Northbrook. Cards are valid for the duration of the patron's residency in incorporated Northbrook. ~~can be obtained upon display of a valid government-issued photo identification card and proof of current address within incorporated Northbrook. Northbrook resident and property owner library cards expire after three years and must be renewed with presentation of identification and proof of current address.~~

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Property Owners

Who do not reside in Northbrook may obtain a library card. This card is available to ~~individuals-residential~~ and commercial property owners who own property in Northbrook. Only one card will be issued for each parcel of property. ~~A current tax bill and p~~Proof of ownership must be provided to obtain a property owner library card.

Children

Under the age of ~~18-15~~ will be issued a card with permission from the parent/legal guardian and proof of current address within incorporated Northbrook. ~~must have a parent or guardian fill out the application form. The parent/legal guardian must present a picture ID and proof of current address.~~ The parent/legal guardian will be responsible for any material checked out on the child's card, and assume full responsibility for the return ~~and-~~ damage, fees ~~or fines~~ for materials loaned under this policy.

Nannies and Au Pairs

Who live with a family in incorporated Northbrook may receive a Northbrook Public Library card with a picture ID and a caregiving contract, or a letter from the family in incorporated Northbrook that includes proof of the living arrangements in Northbrook. ~~If the Au Pair is under 18, a parent from the family must present a photo ID and proof of current address. An Au Pair card will be issued for one year, or the year listed on the letter.~~

Teacher Cards

Teacher cards are issued to teachers through an approved intergovernmental agreement between the library and schools. Teachers must show a valid picture ID and have prior approval from the school district.

Business and Organization Cards

A Northbrook Public Library card can be obtained by a business or organization, profit or nonprofit, upon proof of business or organizational ownership or rental (i.e. the most current tax bill, a rental or lease agreement, professional license, business card, etc.). Only one card will be issued per business or organization. An owner, partner, principal stockholder, joint owner, or a senior administrative officer of the business or organization must submit the application. The business or organization is responsible for any ~~finer and~~ fees associated with, or damage done to library materials checked out with its card. A business or organization card will be issued for three years.

Temporary Visitors & Residents in Transition

Seasonal visitors or residents in transition temporarily residing within the library boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID and a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address. Every 90 days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency for an extension of library privileges.

UNINCORPORATED AREAS

Illinois state law allows libraries to offer library cards to persons who do not reside in the library's boundaries or own taxable property within the library's boundaries. Purchased card- holders are entitled to the same services as taxed card-holders.

~~Taxpayers~~ Property Owners in Unincorporated Northbrook

The cost of library service for ~~residents~~ property owners outside the boundaries of incorporated Northbrook is determined by the EAV (the equalized assessed value) multiplied by the current tax rate for library service for Northbrook taxpayers. The cost of library services will be calculated on all taxable parcels included in the non-resident property owner's principal residence. Residents of unincorporated areas should bring in their most recent tax bill to determine cost.

Renters in Unincorporated Northbrook

Illinois State law provides that the annual fee for unincorporated area renters is 15% of the renter's monthly rent. For verification purposes, the Renter shall provide to the library a state photo ID along with a copy of the lease proving current residency in the Northbrook Public Library Unincorporated Service Area.

Payment

Payment for purchased library service must be paid in full at the time of purchase, which can be obtained for 6-month or 1-year intervals. Additional cards for family members in the same residence may be obtained at no additional charge. ~~Family members over the age of 18 must be present with a photo ID and proof of current address.~~

Exemptions

~~A fee for an unincorporated library card shall not be charged to students who do not reside within the library's boundaries and whose household income makes them eligible to receive free or reduced price meals under the National School Lunch Program and the National School Breakfast Program. When applying for a non-resident card, a qualifying student must present documentation that indicates the student's eligibility for free or reduced price meals.~~

A fee for an unincorporated library card shall not be charged to:

- children aged 18 and younger who do not reside within incorporated Northbrook
- veterans with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence or who rents in an unincorporated area.
- the unmarried surviving spouse of a veteran who qualified for this exemption prior to death.
- an unmarried surviving spouse of a service member killed in the line of duty.

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Qualifying veterans or surviving spouses must present documentation that indicates their residence is exempt from paying property taxes. The veteran shall present documentation of at least 70% disability from the U.S. Department of Veterans Affairs.

Reciprocal Borrowers

The library extends reciprocal services to persons with a valid current Illinois library card. A current library card in good standing and a valid identification with the person's address must be presented to obtain reciprocal borrowing privileges. Patrons within the Cooperative Computer Services (CCS) Consortium are already in the database and do not need to register individually at each CCS library. The library reserves the right to limit services.

Library Card Use

Any cardholder, regardless of age, may borrow any circulating item in the library's collection. Patrons are required to present their physical or digital library card or photo ID when borrowing materials. Patrons may continue to check out as long as their account balance remains below \$10.00.

301: Library Cards

Created:	March 2020	Updated:	September 2021, August 2022
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RESIDENTS & PROPERTY OWNERS OF INCORPORATED NORTHBROOK

Residents

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Property Owners

Who do not reside in Northbrook may obtain a library card. This card is available to residential and commercial property owners who own property in Northbrook. Only one card will be issued for each parcel of property. Proof of ownership must be provided to obtain a property owner library card.

Children

Under the age of 15 will be issued a card with permission from the parent/legal guardian and proof of current address within incorporated Northbrook. The parent/legal guardian will be responsible for any material checked out on the child's card, and assume full responsibility for the return and fees for materials loaned under this policy.

Nannies and Au Pairs

Who live with a family in incorporated Northbrook may receive a Northbrook Public Library card with a picture ID and a caregiving contract, or a letter from the family in incorporated Northbrook that includes proof of the living arrangements in Northbrook.

Teacher Cards

Teacher cards are issued to teachers through an approved intergovernmental agreement between the library and schools. Teachers must show a valid picture ID and have prior approval from the school district.

Business and Organization Cards

A Northbrook Public Library card can be obtained by a business or organization, profit or nonprofit, upon proof of business or organizational ownership or rental (i.e. the most current tax bill, a rental or lease agreement, professional license, business card, etc.). Only one card will be issued per business or organization. An owner, partner, principal stockholder, joint owner, or a senior administrative officer of the business or organization must submit the application. The business or organization is responsible for any fees associated with, or damage done to library materials checked out with its card. A business or organization card will be issued for three years.

Temporary Visitors & Residents in Transition

Seasonal visitors or residents in transition temporarily residing within the library boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID and a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address. Every 90 days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency for an extension of library privileges.

UNINCORPORATED AREAS

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principal residence. Residents of unincorporated areas should bring in their most recent tax bill to determine cost.

Renters in Unincorporated Northbrook

Illinois State law provides that the annual fee for unincorporated area renters is 15% of the renter's monthly rent. For verification purposes, the Renter shall provide to the library a state photo ID along with a copy of the lease proving current residency in the Northbrook Public Library Unincorporated Service Area.

Payment

Payment for purchased library service must be paid in full at the time of purchase, which can be obtained for 6-month or 1-year intervals. Additional cards for family members in the same residence may be obtained at no additional charge.

Exemptions

A fee for an unincorporated library card shall not be charged to:

- children aged 18 and younger who do not reside within incorporated Northbrook
- veterans with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence or who rents in an unincorporated area.
- the unmarried surviving spouse of a veteran who qualified for this exemption prior to death.
- an unmarried surviving spouse of a service member killed in the line of duty.

Qualifying veterans or surviving spouses must present documentation that indicates their residence is exempt from paying property taxes. The veteran shall present documentation of at least 70% disability from the U.S. Department of Veterans Affairs.

Reciprocal Borrowers

The library extends reciprocal services to persons with a valid current Illinois library card. A current library card in good standing and a valid identification with the person's address must be presented to obtain reciprocal borrowing privileges. Patrons within the Cooperative Computer Services (CCS) Consortium are already in the database and do not need to register individually at each CCS library. The library reserves the right to limit services.

Library Card Use

Any cardholder, regardless of age, may borrow any circulating item in the library's collection. Patrons are required to present their physical or digital library card or photo ID when borrowing materials. Patrons may continue to check out as long as their account balance remains below \$10.00.

302: Borrowing

Created:	March 2020	Updated:	August 2022
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LOAN PERIOD

The library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. The library sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources. Most items circulate for 3 weeks. New and Lucky Day movies circulate for 1 week.

The following items do not circulate:

- Reference Material
- Newspapers
- Current magazines

ITEM RENEWAL

Most items renew up to three times as long as someone else has not placed a hold on them. Lucky Day items are non-renewable. All items will be renewed automatically provided another patron is not waiting for the item.

EXTENDED LOAN (VACATION)

Extended six-week loan periods are allowed for most Northbrook items and may be requested at check out. Lucky Day and new movies are not available for extended loans.

HOLDS

Any person with a card registered in the Cooperative Computer System (CCS) database may put items on hold to be picked up at the library. Preference is given to Northbrook cardholders. Non-circulating items and Lucky Day items are not eligible for holds.

DAMAGED ITEMS

As a library that circulates a high number of items annually, the Northbrook Public Library recognizes that normal wear and tear and accidents happen. As such, the library does not charge patrons for damaged items.

LOST ITEMS

Items not returned after being overdue for six weeks will be considered lost. ~~Patrons are responsible for lost items including cases, containers, or additional contents.~~ Lost items are billed to the patron account at the replacement cost. ~~Items may be returned within 6 months of the original due date; after 6 months of the original due date the item can no longer be returned as it may have been replaced.~~ The lost item may be returned to the library in good condition within 30 days of payment for a refund ~~minus any overdue fees.~~ Replacement copies are not accepted in lieu of payment.

MISSING ITEMS

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

302: Borrowing

Created:	March 2020	Updated:	August 2022
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LOAN PERIOD

The library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. The library sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources. Most items circulate for 3 weeks. New and Lucky Day movies circulate for 1 week.

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- Newspapers
- Current magazines

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MISSING ITEMS

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

303: Fines & Fees

Created:	March 2020	Updated:	August 2022
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CIRCULATION

Non-Resident Card	Based on tax bill
Replacement for Damaged Materials	Cost of the item
Lost Materials *	Cost of the item

* The library will refund the full amount if a patron ~~finds a lost item within 6 months of its original due date and return~~returns it to the library within 30 days of payment.

PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

COLLABORATORY

Materials Fees *	Charged on a cost recovery price.
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* For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>

MEETING ROOMS

Piano Rental Fee	\$50.00
Extended Use of Meeting Room	\$25.00 for each additional 15 minutes
Room occupancy after Library Closes	\$100.00 (after first occurrence)
Food in Rooms Fine	Up to \$200.00
Cancelation or No Show Fine	\$100.00 if canceled less than 24 <u>hours</u> in advance

303: Fines & Fees

Created:	March 2020	Updated:	August 2022
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CIRCULATION

Non-Resident Card	Based on tax bill
Lost Materials *	Cost of the item

* The library will refund the full amount if a patron returns it to the library within 30 days of payment.

PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

COLLABORATORY

Materials Fees *	Charged on a cost recovery price.
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* For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>

MEETING ROOMS

Piano Rental Fee	\$50.00
Extended Use of Meeting Room	\$25.00 for each additional 15 minutes
Room occupancy after Library Closes	\$100.00 (after first occurrence)
Food in Rooms Fine	Up to \$200.00
Cancelation or No Show Fine	\$100.00 if canceled less than 24 hours in advance

CARDS FOR KIDS RESOLUTION

Resolution 2022-01
Northbrook Public Library

Whereas, the Northbrook Public Library’s mission is to nurture community and stimulate lifelong learning; and

Whereas, public libraries serve everyone regardless of education level, income, gender, race, or age; and

Whereas, there are children in grades K-12 that do not have access to Northbrook public library materials and services due to being in unincorporated Northbrook; and

Whereas, Senate Bill 3497 was passed and then signed into law on May 13, 2022 and amends 75 ILCS 5/4-7 and 75 ILCS 16/30-55.60 to allow boards to adopt regulations waiving the non-resident fee for persons under the age of 18; and

Whereas, a valid non-resident library card shall accord the non-resident cardholder all the services the issuing public library provides to its residents; and

Whereas, the Board of Trustees recognizes the value of access to public library materials for school age children;

NOW THEREFORE BE IT RESOLVED this 18 day of August, 2022 by the Board of Trustees of the Northbrook Public Library, County of Cook, and State of Illinois that fees for non-resident library cards for children under the age of 18 living within the boundaries of a Northbrook School District shall be waived in order to provide access to further the student’s learning and that the card shall be limited to use by the student.

AYES:

NAYS:

ABSTAIN:

President

Secretary

DIRECTOR'S REPORT AUGUST 2022

AGENDA ITEMS

3 Consent Agenda

These items are in the consent agenda, but can be pulled out if any board member has a question on the action.

- 3.6 File detailed statement of all receipts and expenditures for January – June 2022 per 50 ILCS 305/1

This is included to be approved in the packet per the statutory requirements

- 3.7 Approve updated Circulation Policies: 301 Library Cards, 302 Borrowing, 303 Fines & Fees

The recommended updates are in the packet with a lined version as well as a final version to make it easier to read. The changes reflected include:

- Removing the expiration date on library cards as we move to the National Change of Address program
- Lowering the age that someone can get a card without a parent signature to 15 to remove barriers and allow for high school students to get cards
- Adopt the updated Cards for Kids legislation and allow all non-resident students to receive a library card

- 3.8 Adopt Cards for Kids Library Card Resolution

A formal resolution for the updated non-resident fee for children under 18 is included in the packet. This is reflective of the policy change in 301 Library Cards.

7 Unfinished Business

- 7.1 EDI Organizational Assessment Update

The zoom meeting with Reesheda Graham Washington will be on August 31, 2022 at 6pm. You will receive a zoom invite to be a panelist.

- 7.2 Steam Boiler Replacement Discussion

We need to replace our Steam Boiler. Anna will share with the board what recommendations we have gotten and the potential steps.

- 7.3 Salary Benchmarking Compensation Philosophy Discussion (closed session)

A draft compensation philosophy and compensation strategy is included in your packet for discussion in closed session.

BOARD MEMBER NEWS

EDI Community Listening Session

There will be a virtual community listening session right after the board listening session. We invite Northbrook community members who identify with one of the following groups to join and talk about their experiences at the library:

- Black, Indigenous, or other People of Color (BIPOC)
- LGBTQIA
- Transgender and nonbinary community members
- People who are a member of a non-dominant religion
- People with disabilities
- Neurodivergent community members
- Non-native English speakers
- Immigrants

If you know of anyone that would be interested in attending, please encourage them to [register on the website](#).

One Book One Northbrook Submissions

In preparation for our next community wide read in Fall 2023, we are seeking title recommendations. If you have a title you would like to recommend, you can do so through the [form on the website](#).

Urban Libraries Council Trauma in Libraries Report

The ULC released a report on a study that they did regarding trauma experienced by library workers. It has a number of takeaways and while it was looked at in urban libraries, the authors have also said that this is replicated in suburban and even rural areas. They offer a number of issues, but also suggestions for what we can do as libraries to combat this issue. If you would like to read the full report, [you can do so here](#). If you prefer a condensed article, there is a [Publisher's Weekly report](#) that gives a good summary.

UPDATES

Programming & Services

- September is Library Card Sign-Up Month and we are doing a number of activities to draw in patrons to get or renew their card. (We are continuing to do renewals until the National Change of Address process is approved and then implemented). When patrons sign up or renew their library card in September, they'll be entered into a prize drawing for the chance to win a prize. One prize will be chosen for each age group (birth-5, 6-12, 13-18, and adults).
- Summer Reading will end on August 14. I will have a final report on how it went at the next board meeting. The tote bags were a big hit and we heard from patrons that this was one of the reasons they participated.
- Thanks for welcoming the stuffies at the board meeting last month. Here is the link to the 2022 Stuffed Animal Camp Out video. The Board appears at the 10:30 time mark. <https://youtu.be/4SJGnccUwas>
- Our Silent Film Series returns in September with live piano accompaniment by Dave Drazin. This is always a popular series and we hope to see more in person attendance.
- We now have our Illinois Libraries Present bookings through the end of the year:
 - [Marlee Matlin](#)- deaf rights advocate and actress
 - [Jesmyn Ward](#)- NYT Best-selling author and National book award winner
 - [Caitlin Doughty](#)- mortician and death positive advocate and author
 - [Shauna Sever](#) - midwestern cookbook writer
 - [Ross Gay](#)- poet
 - [Robin Wall Kimmerer](#)- scientist, professor, and an enrolled member of the Citizen Potawatomi Nation. She will be coming in June 2023.

Facility

The Window Replacement project took place last week. Capital Glass did a great job and completed the project on time. There was minimal patron disruption and Capital Glass had staff in the parking lot directing traffic. If you want to pop by and see the new windows, they were installed along the west and north sides on the 2nd floor.

HR

Continuing Education

On August 5, the library opened at 11am in order for staff to participate in safety and security training focused on First Amendment Audits and Intellectual Freedom. The presentation on Intellectual freedom was from the American Library Association (ALA)'s Freedom to Read Foundation staff, Joyce McIntosh. Prior to the presentation, staff did drills on responding to first amendment auditors that come into the library. After an uptick in first amendment audits at area libraries, we have done increased training and discussion with staff. Here is a video of a recent [Chicagoland library first amendment audit](#).

New Staff

- Carla Lasky, part-time Library Assistant (F&M), effective July 19. (new position reconfigured from an open part-time librarian position)

Departures

- Alex Gould, part-time Programming Aide (YS) resigned effective July 11. He graduated from college and accepted a full-time position out at state. Alex was with us as a programming aide and summer reading assistant for 6 summers and during school breaks.
- Christine Vi, part-time substitute Maker Specialist (MS) resigned effective July 13. Due to her other work commitments, she was unable to meet the substitute requirements.
- Judy Haynes, full-time Cataloging Assistant (TS) after 22 ½ years of dedicated service retired effective July 31.
- Mary Munday, part-time substitute Librarian II (Ref) resigned effective July 31. She retired from her full-time position in 2016 and decided it was time to fully retire.
- Katie Suarez, part-time Programming Aide (YS) resigned effective July 31. She graduated from college and accepted a full-time position. Katie was also with us as a programming aide and summer reading assistant for 6 summers and during school breaks.

Kate Hall, Executive Director

STATISTICS JULY 2022

The statistics shown here represent year-to-date counts from May 1, 2022–July 31, 2022, unless otherwise noted. The percent increase and decrease represent changes compared to the prior year for the same time frame. In this month's statistics, we continue to see increased usage of in-library services with checkouts, study room usage, and Wi-Fi access increasing. We are still seeing lower turnouts for our in-person programs, but those are slowly increasing and we are continuing to monitor how many in-person vs. virtual programs we should offer.

CARD HOLDERS (AS OF JULY 31)

17,802 total cardholders

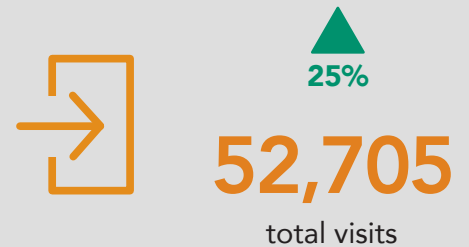
17,362 Residents 377 Non-Residents 63 Businesses



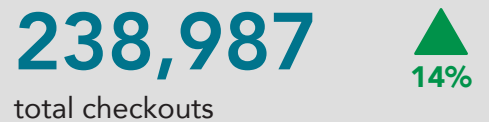
35,222 total residents

51% cardholder rate vs. 57% national average

VISITS



CHECKOUTS



COLLECTION (AS OF JULY 31)



Online Resources:
125,534

Books:
188,434

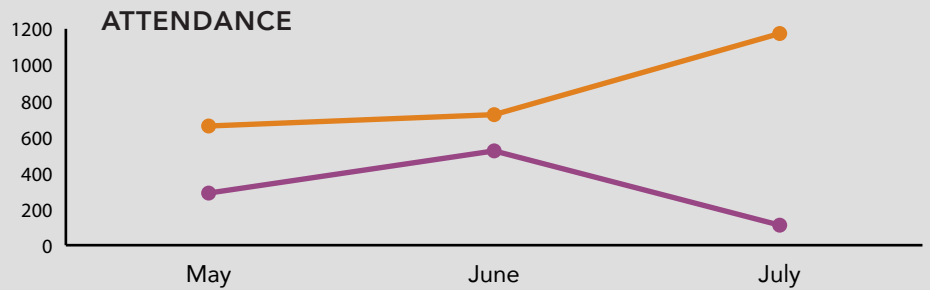
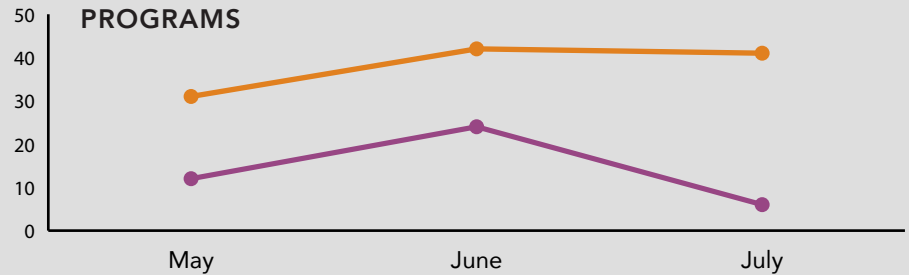
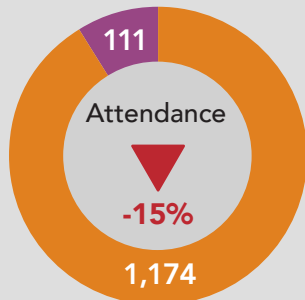
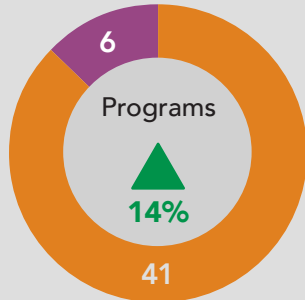
369,822 total collection

STATISTICS JULY 2022

PROGRAMS

● Virtual ● In-Person

As in-person programs began, we reduced virtual, but both are still actively used.



HOME DELIVERY



132 ▲ 1%
home deliveries

ROOM BOOKINGS



2,294 ▲ 284%
study room bookings



56 ▲ 100%
meeting room bookings

TECHNOLOGY



2,423 ▲ 128%
computer sessions



33,572 ▲ 70%
WiFi sessions

Patron Comments and Suggestions

July 2022

RECEIVED JULY 2, 2022

This was my first opportunity to use the Collaboratory with my 6-year-old granddaughter. She actively participated in making a chess set under the supervision of Eric. He explained the laser and was extremely patient as well as informative in answering her many questions. It was a fun project and positive experience for her because of your staff's involvement. We look forward to partaking in other projects in the future and want to thank the library for providing a Collaboratory available to our community.

Comment Source: Paper Form

Staff comments by Kelly Durov on August 5, 2022:

Staff spoke to this patron in person.

RECEIVED JULY 4, 2022

This makes no sense at all.

Comment Source: Email (In regards to the library closing on 7/5/2022 following the mass shooting in Highland Park, IL)

Response to Patron by Kelly Durov on July 5, 2022:

We, as well as other libraries, schools, and park districts in Northbrook and surrounding communities, made the decision to close on July 5 in respect of the six area families who lost a loved one, the 30 families facing a traumatic injury, and the many others struggling with having experienced senseless violence on a beautiful summer day as they sat with family and friends. Some of our staff and patrons have been personally touched by yesterday's tragedy. For staff and patrons who are grieving, planning or attending memorials, or experiencing trauma from yesterday's event, we closed the library's doors today. We understand that the library closure may be inconvenient for some of our patrons, however, this decision was made in an abundance of caution while events were occurring yesterday with the best interests of our patrons and community in mind. We will reopen tomorrow, Wednesday, July 6.

RECEIVED JULY 4, 2022

Bless you guys!

Comment Source: Email (In regards to the library closing on 7/5/2022 following the mass shooting in Highland Park, IL)

Response to Patron by Kelly Durov on July 5, 2022:

Thank you for your support. This has been a difficult time for our community and the decision to close was hard, but made out of an abundance of caution as the situation in Highland Park was still evolving. The library will open for normal hours and services tomorrow, Wednesday, July 6.

RECEIVED JULY 4, 2022

ok, I'll bite...why??? What does a library have to do with the murder? huhhhh???

Comment Source: Email (In regards to the library closing on 7/5/2022 following the mass shooting in Highland Park, IL)

Response to Patron by Kelly Durov on July 5, 2022:

We, as well as other libraries, schools, and park districts in Northbrook and surrounding communities, made the decision to close on July 5 in respect of the six area families who lost a loved one, the 30 families facing a traumatic injury, and the many others struggling with having experienced senseless violence on a beautiful summer day as they sat with family and friends. Some of our staff and patrons have been personally touched by yesterday's tragedy. For staff and patrons who are grieving, planning or attending memorials, or experiencing trauma from yesterday's event, we closed the library's doors today. We understand that the library closure may be inconvenient for some of our patrons, however, this decision was made in an abundance of caution while events were occurring yesterday with the best interests of our patrons and community in mind. We will reopen tomorrow, Wednesday, July 6.

RECEIVED JULY 5, 2022

Patron called Circulation to inquire about the saving amount shown on the bottom of the receipts and wondered where that dollar amount came from.

Comment Source: Phone

Response to Patron by Kate Hall on July 5, 2022:

I received your email address from Jennifer Hovanec, our Circulation Manager, who you spoke with on Sunday. You spoke with her about the saving amount shown on the bottom of the receipts and wondered where that dollar amount came from which I am happy to answer for you.

The receipt footer is a standard footer and we cannot remove it individually. It can only be turned off for everyone in the system. The number is calculated based on the list price of each item. For instance, the list price of the New York Times bestseller *Where the Crawdads Sing* is \$26.00. Most people look at Amazon, who often prices their items well below the list price because they are trying to get people to buy other things using a loss leader strategy. Their price for *Where the Crawdads Sing* is \$12.39 today.

When we add materials to the catalog, we enter the list price for each item in the item's record. When you check an item out, the system automatically adds up the total amount of each item you checked out and puts that on the receipt. It then adds that to a running total of items that you have checked out since we moved to this system in April 2018.

I hope that answers your question. I am happy to answer any other questions you have or speak to you further about this.

Staff comments by Kate Hall on July 6, 2022:

Follow-up email from Patron Thank you for taking the time to look into this for me. While there may be no way to remove the cost-tracking feature, would it at least be possible to re-set the running tally on a periodic basis, perhaps every 6-12 months? If it is based on my check-out history, I would prefer to have the entire history wiped regularly than to maintain such a record. Regardless of where the calculated cost comes from, it is not something I would like to have tracked on an ongoing basis. Thanks again for your time and patience.

Response by Kate Hall I wish I could respond with better news, but in order to wipe the history and reset it to \$0 every 6 -12 months we would have to do that across the board for all 28 libraries in our consortium. I'm sorry that will not be possible. Another option for you is to switch to an email receipt or no receipt. I don't know how much you rely on the paper receipt for returning items. For some people it is not needed, but I know many (like myself) pin it to their fridge as a reminder. If that is of interest to you, let me know and we can change the receipt preference in your account.

RECEIVED JULY 5, 2022

I as many others am reeling from the tragic events that unfolded yesterday in Highland Park. That said, please help me understand why our Northbrook Library is closed today. The library is a place to commune and seek solace by meeting up with others, getting a book or listening to music. I just don't understand the decision to close.

Comment Source: Email

Response to Patron by Kelly Durov on July 5, 2022:

The decision to close the library was made in an abundance of caution while the aftermath of tragic events in Highland Park were still evolving yesterday and with the best interests of our patrons and community in mind. Some of our staff and patrons have been personally touched by yesterday's tragedy. For staff and patrons who are grieving, planning or attending memorials, or experiencing trauma from yesterday's event, we closed the library's doors today. We will reopen tomorrow, Wednesday, July 6.

RECEIVED JULY 5, 2022

A good decision for safety and even more for remembrance of those who died, were injured and all who are traumatize.

Comment Source: Email (In regards to the library closing on 7/5/2022 following the mass shooting in Highland Park, IL)

Response to Patron by Kelly Durov on :

Thank you for your support. This has been a difficult time for our community and the decision to close was hard, but made out of an abundance of caution as the situation in Highland Park was still evolving. The library will open for normal hours and services tomorrow, Wednesday, July 6.

RECEIVED JULY 7, 2022

This place is amazing!

People working here so helpful and knowledgeable!

We love it here!!

Comment Source: Paper Form

RECEIVED JULY 10, 2022

I would like to make a suggestion for a Library program to be run periodically (2x/year?). It's how to stay safe in an active shooter situation. A couple of times in the last few years I asked the Village Board and my synagogue to consider such a thing and they simply refer me to do some research on websites. It's a doomsy thing to do alone, at home.

I'm 51 years old. I grew up doing tornado drills in school, not active shooter. I am a stay at home mom and don't have a workplace, either, where I would get such training. Northbrook has a higher percentage of senior citizens than surrounding Cook County who also, likely, haven't gotten training.

Providing this education would help empower people to feel safer and have some skills should a situation arise at the grocery store, at synagogue, at the post office, or on the street. Being able to act things out, to simulate, is also very educational, moreso than reading about it (hence why people DO drills vs just get a reading/verbal lesson).

Thanks for listening and considering it.

Comment Source: Email

Response to Patron by Kelly Durov on :

I spoke with the patron over the phone. We are not currently aware of experts who present on this topic in a general sense to the community, but will look for opportunities to educate the public on safety during a Active Threat situations. I also explained the "Run, Hide, Fight" training philosophy and she said that was helpful.

I followed up with the Northbrook Police Department. They also have had requests for "active threat" training and are exploring options. We will stay in touch with them to explore options.

RECEIVED JULY 14, 2022

I just wanted to take a moment to say thank you for a couple fo things. First, I appreciate the few times when I have requested that you purchase a book for circulation, you do that for me. How wonderful! Second, thank you so much for the canvas book bag you are offering as a prize for the reading program. The bag is the best gift ever!!!

Comment Source: Email

Response to Patron by Kelly Durov on July 27, 2022:

Thank you so much for your compliments. Our Suggest a Purchase procedure allows people to suggest titles via a form on our website. People can also make suggestions while interacting with the staff in the library, on the phone, or via email.

We are so glad you like the canvas tote bag that is being given out as a Summer Reading prize and hope you can fill it up with library materials that you check out for many years to come!

RECEIVED JULY 19, 2022

Staff reported that a call came to the third floor Fiction & Media desk. A patron would like to see a guest speaker that is an expert in gun laws (lawyer, author, something like that). She said she feels really helpless when it comes to that subject, and would like to learn more.

Comment Source: Phone

Response to Patron by Kelly Durov on July 27, 2022:

A call for more education on active threat situations is going out throughout the community in response to the July 4 events in Highland Park. The library has worked with a consultant to develop our internal Active Threat procedures, but these procedures are specific to our library facility and would not be appropriate for a community-wide training.

I have spoken with the Northbrook Police Department and they are also receiving calls for further training for the general public on "active threat" situations. They are looking into options. I offered our facility as a host location should they develop community learning events.

RECEIVED JULY 19, 2022

You folks are wildly appreciated!!

Comment Source: Email (Comment was sent via email after we finished 3D printing patron's items.)

RECEIVED JULY 27, 2022

Hi, I'm writing you all the way from California. I want to thank your library & staff. We somehow had a book returned to your library, and it was safely and promptly returned back to us. Thank you from the Palos Verdes Library District.

Comment Source: Email

Response to Patron by Kelly Durov on :

We are so glad that the book made it back to your library in good condition and appreciate you reaching out. Our interlibrary loan staff work diligently to ensure materials are received and returned in good condition and in a timely manner.