

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

January 19, 2023 | 7:30 p.m.

Northbrook Public Library | Civic Room

<https://youtu.be/mDTev86Ykoo>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Abby Young
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Abby Young
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – November 17, 2022
 - 3.3 Approve Executive Session Minutes – November 17, 2022
 - 3.4 Approve Cash Balances & Income Statement November and December 2022
 - 3.5 Approve Bills and Charges from November and December 2022
 - 3.6 Approve Updated Personnel Policies
 - 1..1 3.8 Family Bereavement Leave Act
 - 2..1 3.16 Victim’s Economic Security and Safety Act (VESSA)
 - 3.7 Approve Revised Glenbrook Sanitary District (GSD) Agreement
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 EDI Organizational Assessment Review
- 8 New Business
 - 8.1 FY24 Security Capital Project Presentation- Ms. Kelly Durov
 - 8.2 Severe Weather Procedures
 - 8.3 Decennial Committees on Local Government Efficiency Law
- 9 Closed Session
- 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
11/30/2022**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	5,592,029.91	9,407.58	1,011,238.36	4,590,199.13
	Restricted	346,762.44	4,376.48	19,363.95	331,774.97
	IMRF	589,935.12		28,736.23	561,198.89
	Fica	90,603.20		24,487.46	66,115.74
	Total Operating	\$ 6,619,330.67	\$ 13,784.06	\$1,083,826.00	\$ 5,549,288.73
<u>Capital Improvement</u>		\$ 4,923,002.55	\$ 2,387.45	\$ 1,965.00	\$ 4,923,425.00
<u>Debt Service</u>		\$ 172,170.16	\$ 402,000.00	\$ 573,775.00	\$ 395.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(8,037.33)	14,443.98	395.16
PayPal	8,387.98	-	-
FBofHP	226,797.66	-	-
Fifth Third - Checking/Money Market	5,321,027.26	4,908,463.02	-
US Bancorp	668.16	518.00	-
Petty Cash	445.00	-	-
Total	\$ 5,549,288.73	\$4,923,425.00	\$ 395.16

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

Northbrook Public Library
Income Statement
11/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$16,784.42	\$0.00	\$7,183,977.71	\$3,951,821.11	\$7,491,000.00	52.75%
Replacement Tax	\$0.00	\$0.00	\$93,079.87	\$176,503.01	\$125,000.00	141.20%
Impact Fees	\$2,288.44	\$0.00	\$6,634.86	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$2,105.32	\$2,047.46	\$23,459.81	\$25,193.40	\$25,000.00	100.77%
Interest Income	\$201.14	\$2,717.60	\$3,463.10	\$11,933.53	\$5,000.00	238.67%
Other Income	\$334.44	\$2,735.08	\$21,701.91	\$20,390.81	\$100,000.00	20.39%
Total Undesignated Revenue	\$21,713.76	\$7,500.14	\$7,332,317.26	\$4,191,367.18	\$7,746,000.00	54.11%
Designated Revenue						
Gifts & Other Designated Income	\$203.08	\$3,834.06	\$74,310.21	\$181,726.98	\$200,000.00	90.86%
Designated Interest Income	\$1.73	\$67.42	\$85.16	\$425.72	\$0.00	0.00%
Total Designated Revenue	\$204.81	\$3,901.48	\$74,395.37	\$182,152.70	\$200,000.00	91.08%
Total Revenues	\$21,918.57	\$11,401.62	\$7,406,712.63	\$4,373,519.88	\$7,946,000.00	55.04%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$85,311.75	\$81,855.53	\$462,174.10	\$472,895.58		
Audio Visual	\$4,573.00	\$7,315.77	\$30,523.96	\$29,534.86		
Videos/DVDs	\$6,692.25	\$6,098.67	\$31,224.16	\$29,643.14		
Programs	\$5,995.06	\$7,886.53	\$47,315.59	\$42,232.49	\$94,000.00	44.93%
OCLC	\$0.00	\$47.30	\$15,052.24	\$16,223.28	\$22,000.00	73.74%
CCS Shared Costs	\$0.00	\$0.00	\$52,743.39	\$52,185.50	\$80,000.00	65.23%
Total Materials & Services	\$102,572.06	\$103,203.80	\$639,033.44	\$642,714.85	\$1,128,000.00	56.98%
Human Resources						
General Salaries and Wages	\$291,679.86	\$338,626.20	\$2,026,699.48	\$2,219,123.45	\$4,004,000.00	55.42%
Maintenance Salaries & Wages	\$12,253.68	\$16,424.00	\$86,160.04	\$96,937.40	\$178,500.00	54.31%
Group Insurance	\$53,911.04	\$56,540.68	\$385,880.15	\$391,404.66	\$730,000.00	53.62%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$19,225.29	\$18,914.15	\$27,000.00	70.05%
Staff Development	\$7,037.14	\$5,333.05	\$28,995.73	\$31,604.47	\$60,000.00	52.67%
Total Human Resources	\$364,881.72	\$416,923.93	\$2,546,960.69	\$2,757,984.13	\$4,999,500.00	55.17%

Northbrook Public Library
Income Statement
11/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
Operating Costs						
Photocopy	\$2,837.28	\$765.00	\$19,731.50	\$17,589.22	\$30,000.00	58.63%
Office & Library Supplies	\$3,361.40	\$3,365.71	\$28,943.97	\$29,051.40	\$70,000.00	41.50%
Software	\$5,296.51	\$9,432.98	\$53,437.23	\$64,783.44	\$98,000.00	66.11%
Postage	\$778.91	\$38.74	\$17,594.55	\$16,086.78	\$20,000.00	80.43%
General Insurance	\$3,847.72	\$5,123.00	\$55,026.81	\$62,144.56	\$68,000.00	91.39%
Telephone/Internet	\$12,122.87	\$11,469.47	\$33,116.73	\$30,588.75	\$39,000.00	78.43%
Professional Services	\$39,348.28	\$21,720.36	\$164,710.80	\$214,641.02	\$322,000.00	66.66%
Furniture, Equipment	\$0.00	\$0.00	\$37,654.21	\$42,167.50	\$50,000.00	84.34%
Equipment Rental & Maintenance	\$930.00	\$2,165.00	\$4,215.24	\$34,228.41	\$42,000.00	81.50%
Community Relations	\$6,057.06	(\$144.68)	\$19,524.51	\$21,264.23	\$51,000.00	41.69%
Total Operating Costs	\$74,580.03	\$53,935.58	\$433,955.55	\$532,545.31	\$790,000.00	67.41%
Maintenance						
Vehicle Expense	\$0.00	\$236.26	\$227.32	\$737.69	\$3,000.00	24.59%
Janitorial Supplies	\$2,574.60	\$6,643.96	\$21,899.13	\$21,368.38	\$45,000.00	47.49%
Utilities	\$1,918.91	\$5,653.81	\$12,169.01	\$24,293.00	\$53,000.00	45.84%
Building Repairs	\$11,954.22	\$4,760.00	\$22,284.22	\$22,059.87	\$30,000.00	73.53%
Contracted Services	\$13,421.85	\$19,889.39	\$85,427.21	\$93,145.65	\$146,000.00	63.80%
Total Maintenance	\$29,869.58	\$37,183.42	\$142,006.89	\$161,604.59	\$277,000.00	58.34%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$1,509.50	\$200.00	\$1,000.00	20.00%
Contingency & Misc Exp	\$1,007.62	\$345.30	\$4,358.27	\$5,049.79	\$100,000.00	5.05%
Board Development	\$123.00	\$0.00	\$450.20	\$196.11	\$500.00	39.22%
Total Other Expenses	\$1,130.62	\$345.30	\$6,317.97	\$5,445.90	\$101,500.00	5.37%
Total Undesignated Expenses	\$573,034.01	\$611,592.03	\$3,768,274.54	\$4,100,294.78	\$7,296,000.00	56.20%
Designated Expenses						
Miscellaneous Designated Expenses	\$48.37	\$19,639.35	\$4,835.18	\$140,859.55	\$200,000.00	70.43%
Designated Materials Expense	\$51.73	\$0.00	\$1,195.84	\$1,247.58	\$0.00	0.00%
Designated Program Expense	\$2,700.00	\$1,500.00	\$25,606.94	\$52,966.58	\$0.00	0.00%
Total Designated Expenses	\$2,800.10	\$18,839.35	\$31,637.96	\$192,773.71	\$200,000.00	96.39%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$221.73)	\$0.00	\$0.00	0.00%
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	(\$221.73)	\$0.00	\$450,000.00	0.00%
Total Expenses	\$575,834.11	\$630,431.38	\$3,799,690.77	\$4,293,068.49	\$7,946,000.00	54.03%
NET SURPLUS/(DEFICIT)	(\$553,915.54)	(\$619,029.76)	\$3,607,021.86	\$80,451.39	\$0.00	

Northbrook Public Library
Income Statement
11/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$902.49	\$0.00	\$386,277.51	\$219,804.21	\$425,000.00	51.72%
Property Tax Levy FICA	\$652.05	\$0.00	\$279,085.50	\$149,466.87	\$289,000.00	51.72%
Interest Income IMRF	\$0.52	\$0.00	\$1.99	\$3.19	\$50.00	6.38%
Interest Income FICA	\$0.37	\$0.00	\$1.44	\$2.17	\$50.00	4.34%
Total Undesignated Revenue	\$1,555.43	\$0.00	\$665,366.44	\$369,276.44	\$714,100.00	51.71%
Total Revenues	\$1,555.43	\$0.00	\$665,366.44	\$369,276.44	\$714,100.00	51.71%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,640.33	\$28,736.23	\$216,506.98	\$209,355.17	\$425,000.00	49.26%
Employer FICA	\$22,313.58	\$24,487.46	\$155,551.63	\$179,189.03	\$289,000.00	62.00%
Total Human Resources	\$53,953.91	\$53,223.69	\$372,058.61	\$388,544.20	\$714,000.00	54.42%
Total Undesignated Expenses	\$53,953.91	\$53,223.69	\$372,058.61	\$388,544.20	\$714,000.00	54.42%
Total Expenses	\$53,953.91	\$53,223.69	\$372,058.61	\$388,544.20	\$714,000.00	54.42%
NET SURPLUS/(DEFICIT)	(\$52,398.48)	(\$53,223.69)	\$293,307.83	(\$19,267.76)	\$100.00	

Northbrook Public Library
Income Statement
11/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$207.38	\$2,387.44	\$2,339.63	\$9,113.80	\$10,000.00	91.14%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$207.38	\$2,387.44	\$9,539.63	\$9,113.80	\$10,000.00	91.14%
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	\$207.38	\$2,387.44	\$9,539.63	\$9,113.80	\$435,000.00	2.10%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$937.50	\$1,965.00	\$108,627.21	\$80,434.90	\$540,725.00	14.88%
Professional Fees	\$0.00	\$0.00	\$35,467.50	\$15,121.25	\$75,525.00	20.02%
Furniture & Equipment	\$5,666.74	\$0.00	\$255,330.11	\$0.00	\$189,000.00	0.00%
Total Capital & Bond Expenses	\$6,604.24	\$1,965.00	\$399,424.82	\$95,556.15	\$805,250.00	11.87%
Total Undesignated Expenses	\$6,604.24	\$1,965.00	\$399,424.82	\$95,556.15	\$805,250.00	11.87%
Total Expenses	\$6,604.24	\$1,965.00	\$399,424.82	\$95,556.15	\$805,250.00	11.87%
NET SURPLUS/(DEFICIT)	(\$6,396.86)	\$422.44	(\$389,885.19)	(\$86,442.35)	(\$370,250.00)	

Northbrook Public Library
Income Statement
11/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,710.77	\$0.00	\$732,236.35	\$391,794.54	\$757,550.00	51.72%
Interest Income	\$0.98	\$0.00	\$3.77	\$5.68	\$0.00	0.00%
Total Undesignated Revenue	\$1,711.75	\$0.00	\$732,240.12	\$391,800.22	\$757,550.00	51.72%
Total Revenues	\$1,711.75	\$0.00	\$732,240.12	\$391,800.22	\$757,550.00	51.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$191,085.77	\$183,775.00	\$382,171.54	\$367,550.00	\$367,550.00	100.00%
Principal Payments	\$376,077.00	\$390,000.00	\$376,077.00	\$390,000.00	\$390,000.00	100.00%
Total Capital & Bond Expenses	\$567,162.77	\$573,775.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Total Undesignated Expenses	\$567,162.77	\$573,775.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Expenses	\$567,162.77	\$573,775.00	\$758,235.58	\$757,550.00	\$757,550.00	100.00%
NET SURPLUS/(DEFICIT)	(\$565,451.02)	(\$573,775.00)	(\$25,995.46)	(\$365,749.78)	\$0.00	

November 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 \$4,373,519.88

- 52.75% of property taxes have been collected. Second installment property tax bills were delayed due to 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 delayed the Board of Review certification of assessments and the finalization of the property tax bills by the County Treasurer and Clerk. It was announced that property tax bills are expected to be sent by the end of November and payments will be due by the end of December.
- Replacement Tax – budget number is a conservative estimate - FY2022 allocations are higher than prior year due to legislative changes that increase the allocation. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away -
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 15% is fines and lost item / replacement collections
 - 66% is non-resident fees
 - 20% is copy machine collections

Total General Fund expenditures are \$4,293,068,49, budget differences include:

- Programs is less than budget due to fewer programs being scheduled due to low attendance
- OCLC costs are greater than budget due to invoices being paid quarterly – the library has paid for 9 months of year
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Office supplies is less than budget due to a reduction in spending at this time
- 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 annual payment of invoices for RingCentral and Comcast
- Furniture, Equipment is greater than budget due to the purchase of technology equipment
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Community Relations is less than budget due to fewer outreach events
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Janitorial supplies is less than budget due to reduction of spending at this time
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 6 months of gas and water expense
- Building Repairs is greater than budget due to payment of invoices when repairs occur not evenly split throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
12/31/2022**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	4,590,199.13	2,245,729.10	505,132.68	6,330,795.55
	Restricted	331,774.97	1,299.04	13,667.07	319,406.94
	IMRF	561,198.89	113,235.47	28,275.37	646,158.99
	Fica	66,115.74	77,000.55	23,966.42	119,149.87
	Total Operating	\$ 5,549,288.73	\$ 2,437,264.16	\$ 571,041.54	\$ 7,415,511.35
Capital Improvement		\$ 4,923,425.00	\$ 2,609.70	\$ 2,771.25	\$ 4,923,263.45
Debt Service		\$ 395.16			\$ 395.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	99,568.12	11,672.73	395.16
PayPal	503.53	-	-
FBofHP	226,862.92	-	-
Fifth Third - Checking/Money Market	7,087,461.39	4,911,071.00	-
US Bancorp	670.39	519.72	-
Petty Cash	445.00	-	-
Total	\$ 7,415,511.35	\$ 4,923,263.45	\$ 395.16

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

Northbrook Public Library
Income Statement
12/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$6,955.68	\$2,035,829.74	\$7,190,933.39	\$5,987,650.85	\$7,491,000.00	79.93%
Replacement Tax	\$0.00	\$0.00	\$93,079.87	\$176,503.01	\$125,000.00	141.20%
Impact Fees	\$0.00	\$0.00	\$6,634.86	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$1,307.53	\$2,424.92	\$24,767.34	\$27,618.32	\$25,000.00	110.47%
Interest Income	(\$58.35)	\$2,622.84	\$3,404.75	\$14,556.37	\$5,000.00	291.13%
Other Income	\$392.45	\$2,045.59	\$22,094.36	\$22,436.40	\$100,000.00	22.44%
Total Undesignated Revenue	\$8,597.31	\$2,042,923.09	\$7,340,914.57	\$6,234,290.27	\$7,746,000.00	80.48%
Designated Revenue						
Gifts & Other Designated Income	\$25,903.14	\$1,233.78	\$100,213.35	\$182,960.76	\$200,000.00	91.48%
Designated Interest Income	\$1.86	\$65.26	\$87.02	\$490.98	\$0.00	0.00%
Total Designated Revenue	\$25,905.00	\$1,299.04	\$100,300.37	\$183,451.74	\$200,000.00	91.73%
Total Revenues	\$34,502.31	\$2,044,222.13	\$7,441,214.94	\$6,417,742.01	\$7,946,000.00	80.77%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$41,028.74	\$56,239.32	\$503,202.84	\$529,134.90		
Audio Visual	\$5,315.24	\$4,931.12	\$35,839.20	\$34,465.98		
Videos/DVDs	\$7,873.29	\$7,588.33	\$39,097.45	\$37,231.47		
Programs	\$2,126.77	\$2,650.52	\$49,442.36	\$44,883.01	\$94,000.00	47.75%
OCLC	\$96.50	\$610.14	\$15,148.74	\$16,833.42	\$22,000.00	76.52%
CCS Shared Costs	\$0.00	\$0.00	\$52,743.39	\$52,185.50	\$80,000.00	65.23%
Total Materials & Services	\$56,440.54	\$72,019.43	\$695,473.98	\$714,734.28	\$1,128,000.00	63.36%
Human Resources						
General Salaries and Wages	\$296,581.01	\$333,397.75	\$2,323,280.49	\$2,552,521.20	\$4,004,000.00	63.75%
Maintenance Salaries & Wages	\$12,253.68	\$14,840.39	\$98,413.72	\$111,777.79	\$178,500.00	62.62%
Group Insurance	\$53,586.58	\$56,536.43	\$439,466.73	\$447,941.09	\$730,000.00	61.36%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$19,225.29	\$18,914.15	\$27,000.00	70.05%
Staff Development	\$2,401.36	\$5,026.63	\$31,397.09	\$36,631.10	\$60,000.00	61.05%
Total Human Resources	\$364,822.63	\$409,801.20	\$2,911,783.32	\$3,167,785.33	\$4,999,500.00	63.36%

Northbrook Public Library
Income Statement
12/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
Operating Costs						
Photocopy	\$2,052.17	\$3,016.03	\$21,783.67	\$20,605.25	\$30,000.00	68.68%
Office & Library Supplies	\$3,838.64	\$4,199.53	\$32,782.61	\$33,250.93	\$70,000.00	47.50%
Software	\$14,972.51	\$5,009.01	\$68,409.74	\$69,792.45	\$98,000.00	71.22%
Postage	\$73.24	\$399.76	\$17,667.79	\$16,486.54	\$20,000.00	82.43%
General Insurance	\$0.00	\$0.00	\$55,026.81	\$62,144.56	\$68,000.00	91.39%
Telephone/Internet	\$1,447.63	\$192.89	\$34,564.36	\$30,781.64	\$39,000.00	78.93%
Professional Services	\$34,749.14	\$0.00	\$199,459.94	\$214,641.02	\$322,000.00	66.66%
Furniture, Equipment	\$916.99	\$254.99	\$38,571.20	\$42,422.49	\$50,000.00	84.85%
Equipment Rental & Maintenance	\$16,885.48	\$3,411.38	\$21,100.72	\$37,639.79	\$42,000.00	89.62%
Community Relations	\$5,493.71	\$7,113.04	\$25,018.22	\$28,377.27	\$51,000.00	55.64%
Total Operating Costs	\$80,429.51	\$23,596.63	\$514,385.06	\$556,141.94	\$790,000.00	70.40%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$227.32	\$737.69	\$3,000.00	24.59%
Janitorial Supplies	\$4,848.96	\$3,179.80	\$26,748.09	\$24,548.18	\$45,000.00	54.55%
Utilities	\$10,120.18	\$3,547.29	\$22,289.19	\$27,840.29	\$53,000.00	52.53%
Building Repairs	(\$2,354.00)	\$6,485.00	\$19,930.22	\$28,544.87	\$30,000.00	95.15%
Contracted Services	\$9,730.50	\$1,953.75	\$95,157.71	\$95,099.40	\$146,000.00	65.14%
Total Maintenance	\$22,345.64	\$15,165.84	\$164,352.53	\$176,770.43	\$277,000.00	63.82%
Other Expenses						
Recruiting	\$0.00	\$20.00	\$1,509.50	\$220.00	\$1,000.00	22.00%
Contingency & Misc Exp	\$151.59	\$786.66	\$4,509.86	\$5,836.45	\$100,000.00	5.84%
Board Development	\$0.00	\$0.00	\$450.20	\$196.11	\$500.00	39.22%
Total Other Expenses	\$151.59	\$806.66	\$6,469.56	\$6,252.56	\$101,500.00	6.16%
Total Undesignated Expenses	\$524,189.91	\$521,389.76	\$4,292,464.45	\$4,621,684.54	\$7,296,000.00	63.35%
Designated Expenses						
Miscellaneous Designated Expenses	\$730.07	\$13,117.07	\$5,565.25	\$151,676.62	\$200,000.00	75.84%
Designated Materials Expense	\$5.36	\$0.00	\$1,201.20	\$1,247.58	\$0.00	0.00%
Designated Capital Expense	\$742.00	\$0.00	\$742.00	\$0.00	\$0.00	0.00%
Designated Program Expense	\$22,200.00	\$550.00	\$47,806.94	\$53,516.58	\$0.00	0.00%
Total Designated Expenses	\$23,677.43	\$13,667.07	\$55,315.39	\$206,440.78	\$200,000.00	103.22%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$221.73)	\$0.00	\$0.00	0.00%
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	(\$221.73)	\$0.00	\$450,000.00	0.00%
Total Expenses	\$547,867.34	\$535,056.83	\$4,347,558.11	\$4,828,125.32	\$7,946,000.00	60.76%
NET SURPLUS/(DEFICIT)	(\$513,365.03)	\$1,509,165.30	\$3,093,656.83	\$1,589,616.69	\$0.00	

Northbrook Public Library
Income Statement
12/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$374.00	\$113,234.87	\$386,651.51	\$333,039.08	\$425,000.00	78.36%
Property Tax Levy FICA	\$270.22	\$76,999.71	\$279,355.72	\$226,466.58	\$289,000.00	78.36%
Interest Income IMRF	\$0.00	\$0.84	\$1.99	\$4.03	\$50.00	8.06%
Interest Income FICA	\$0.00	\$0.56	\$1.44	\$2.73	\$50.00	5.46%
Total Undesignated Revenue	\$644.22	\$190,235.98	\$666,010.66	\$559,512.42	\$714,100.00	78.35%
Total Revenues	\$644.22	\$190,235.98	\$666,010.66	\$559,512.42	\$714,100.00	78.35%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$32,553.49	\$28,275.37	\$249,060.47	\$237,630.54	\$425,000.00	55.91%
Employer FICA	\$22,665.89	\$23,966.42	\$178,217.52	\$203,155.45	\$289,000.00	70.30%
Total Human Resources	\$55,219.38	\$52,241.79	\$427,277.99	\$440,785.99	\$714,000.00	61.73%
Total Undesignated Expenses	\$55,219.38	\$52,241.79	\$427,277.99	\$440,785.99	\$714,000.00	61.73%
Total Expenses	\$55,219.38	\$52,241.79	\$427,277.99	\$440,785.99	\$714,000.00	61.73%
NET SURPLUS/(DEFICIT)	(\$54,575.16)	\$137,994.19	\$238,732.67	\$118,726.43	\$100.00	

Northbrook Public Library

Income Statement

12/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$214.30	\$2,609.70	\$2,553.93	\$11,723.50	\$10,000.00	117.24%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$214.30	\$2,609.70	\$9,753.93	\$11,723.50	\$10,000.00	117.24%
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	\$214.30	\$2,609.70	\$9,753.93	\$11,723.50	\$435,000.00	2.70%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$2,556.27	\$1,815.00	\$111,183.48	\$82,249.90	\$540,725.00	15.21%
Professional Fees	\$0.00	\$956.25	\$35,467.50	\$16,077.50	\$75,525.00	21.29%
Furniture & Equipment	\$1,676.75	\$0.00	\$257,006.86	\$0.00	\$189,000.00	0.00%
Total Capital & Bond Expenses	\$4,233.02	\$2,771.25	\$403,657.84	\$98,327.40	\$805,250.00	12.21%
Total Undesignated Expenses	\$4,233.02	\$2,771.25	\$403,657.84	\$98,327.40	\$805,250.00	12.21%
Total Expenses	\$4,233.02	\$2,771.25	\$403,657.84	\$98,327.40	\$805,250.00	12.21%
NET SURPLUS/(DEFICIT)	(\$4,018.72)	(\$161.55)	(\$393,903.91)	(\$86,603.90)	(\$370,250.00)	

Northbrook Public Library

Income Statement

12/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$708.97	\$201,837.84	\$732,945.32	\$593,632.38	\$757,550.00	78.36%
Interest Income	\$0.00	\$1.48	\$3.77	\$7.16	\$0.00	0.00%
Total Undesignated Revenue	\$708.97	\$201,839.32	\$732,949.09	\$593,639.54	\$757,550.00	78.36%
Total Revenues	\$708.97	\$201,839.32	\$732,949.09	\$593,639.54	\$757,550.00	78.36%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$382,171.54	\$367,550.00	\$367,550.00	100.00%
Principal Payments	\$0.00	\$0.00	\$376,077.00	\$390,000.00	\$390,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$758,248.54	\$757,550.00	\$757,550.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$758,235.58	\$757,550.00	\$757,550.00	100.00%
NET SURPLUS/(DEFICIT)	\$708.97	\$201,839.32	(\$25,286.49)	(\$163,910.46)	\$0.00	

December 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 \$7,441,214.94

- 79.93% of property taxes have been collected. Second installment property tax bills were sent and collections were distributed by Cook County to the taxing bodies.
- Replacement Tax – budget number is a conservative estimate - FY2022 allocations are higher than prior year due to legislative changes that increase the allocation. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away -
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 16% is fines and lost item / replacement collections
 - 66% is non-resident fees
 - 18% is copy machine collections

Total General Fund expenditures are \$4,828,125.32 budget differences include:

- Programs is less than budget due to fewer programs being scheduled due to low attendance
- Office supplies is less than budget due to a reduction in spending
- 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 annual payment of invoices for RingCentral and Comcast
- Furniture, Equipment is greater than budget due to the purchase of technology equipment
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Community Relations is less than budget due to fewer outreach events

- Vehicle Expense is less than budget due to less usage and fewer repairs
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 7 months of gas and water expense
- Building Repairs is greater than budget due to payment of invoices when repairs occur not evenly split throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities

**Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of November 2022**

Operating Funds	
Library Claims List	\$ 227,349.72
Librarian's Claims List	\$ 13,845.85
Payroll	\$ 318,844.31
Fica/IMRF	\$ 53,223.69
ACH to IPBC	\$ 68,562.43
Transfer to Debt Services	\$ 402,000.00
Total Operating Funds	<u>\$ 1,083,826.00</u>
Capital Improvement Fund	
Claims List	\$ 1,965.00
	<u>\$ 1,965.00</u>
Debt Service Fund	
Principal & Interest 2013B	\$ 406,900.00
Principal & Interest 2019	\$ 166,875.00
	<u>\$ 573,775.00</u>
Grand Total Library	<u><u>\$ 1,659,566.00</u></u>

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

Transaction Number	Transaction Date	Reference	payments	Description
25679	11/17/2022	Bibliotheca, LLC.	\$995.00	Annual payment - Equipment Rental & Maintenance
25680	11/17/2022	Depict Data Studio	\$997.00	Monthly payment - Materials
25681	11/17/2022	John Erickson	\$600.00	Monthly payment - Programming
25682	11/17/2022	First Bankcard	\$1,530.58	Monthly payment - Supplies
25683	11/17/2022	Grey House Publishing	\$2,995.00	Annual payment - Materials
25684	11/17/2022	NFIP Direct Servicing Agent	\$5,123.00	Annual payment - Insurance (Flood)
25685	11/17/2022	Reaching Across Illinois Library System	\$2,300.00	Annual payment - Programming (ILP)
25686	11/17/2022	Symmetry Energy Solutions, LLC	\$2,515.78	Monthly payment - Utilities
25687	11/17/2022	Jimin Yun	\$650.00	Monthly payment - Programming
25688	11/17/2022	Zoom Video Communications Inc.	\$13,049.30	Annual payment - Software & ILP
25689	11/30/2022	Amazon	\$3,002.02	Monthly payment - Supplies
25690	11/30/2022	Baker & Taylor	\$29,354.46	Monthly payment - Materials
25691	11/30/2022	Baker & Taylor Entertainment	\$1,053.73	Monthly payment - Materials
25692	11/30/2022	Best Quality Cleaning	\$10,950.00	Monthly payment - Contracted -services (2 months)
25693	11/30/2022	Children's Plus Inc	\$985.70	Monthly payment - Materials
25694	11/30/2022	Louisa Chu	\$1,000.00	Monthly payment - Materials
25695	11/30/2022	Continental Resources, Inc	\$3,022.29	Annual payment - Software
25696	11/30/2022	DeFranco Plumbing	\$1,089.76	Annual payment - Buidling repairs
25697	11/30/2022	Demco	\$773.33	Monthly payment - Supplies
25698	11/30/2022	Dornfeld Piano Tuning	\$1,020.00	Quarterly payment - Equipment rental & mainteance
25699	11/30/2022	EBSCO Information Services	\$18,057.08	Annual payment - Materials
25700	11/30/2022	F.E. Moran Mechanical Services	\$4,024.00	Annual payment - Contracted
25701	11/30/2022	F.E. Moran, Inc. - Fire Protection - North	\$4,480.00	Annual payment - Contracted
25702	11/30/2022	Fifth Star Collective, LLC	\$2,531.25	ILP expense
25703	11/30/2022	Gale/Cengage Learning Inc.	\$853.30	Monthly payment - Materials
25704	11/30/2022	Grainger	\$2,024.11	Monthly payment - Janitorial supplies
25705	11/30/2022	ITsavvy LLC	\$7,752.00	Annual payment - Software
25706	11/30/2022	Midwest Tape LLC	\$9,777.77	Monthly payment - Materials
25707	11/30/2022	North American Corp of Illinois	\$2,305.79	Monthly payment - Janitorial supplies
25708	11/30/2022	Outsource Solutions Group, Inc.	\$22,354.85	Monthly Payment - Contracted services & Software
25709	11/30/2022	Overdrive	\$17,446.81	Monthly payment - Materials
25710	11/30/2022	Promos 911, Inc.	\$2,191.27	Annual payment - Programming
25711	11/30/2022	Proquest	\$11,026.85	Annual payment - Materials
25712	11/30/2022	Ring Central Inc	\$24,996.71	Annual payment - Telephone
25713	11/30/2022	Selden Fox, LTD	\$2,000.00	Annual payment - Contracted services
25714	11/30/2022	Siemens Industry Inc.	\$2,212.82	Quarterly payment - Equipment rental & mainteance
25715	11/30/2022	Snow Systems, Inc.	\$1,920.00	Monthly payment - Contracted services
25716	11/30/2022	Staples Business Credit	\$774.54	Monthly payment - Supplies
25717	11/30/2022	Swank Motion Pictures Inc.	\$887.00	Monthly payment - Programming
25718	11/30/2022	The Larson Company	\$855.00	Annual payment - Janitorial supplies
25719	11/30/2022	Village of Northbrook Water Dept.	\$2,564.10	Bi Monthly payment - Utilities
25720	11/30/2022	Wells Fargo Vender Fin Serv	\$765.00	Monthly payment - Photocopy
25721	11/30/2022	Wex Health Inc.	\$2,542.52	Monthly Payment - Flexible spending, Dedendant care and Commuter benefit

\$227,349.72

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

Transaction Number	Transaction Date	Reference	Payments
51952	3/28/2022	VOID - The Herb Quarterly	\$ (33.00)
52180	6/17/2022	VOID - Faith Ann Rys	\$ (34.95)
52278	7/31/2022	VOID - Modular Robotics	\$ (24.00)
52534	11/16/2022	ABOS	\$ 49.00
52535	11/16/2022	Gregory Alexander	\$ 200.00
52536	11/16/2022	Anna Amen	\$ 175.29
52537	11/16/2022	Mark Anderson	\$ 400.00
52538	11/16/2022	Svetlana Belsky	\$500.00
52539	11/16/2022	The Book Bin	\$175.00
52540	11/16/2022	Nancy Buehler	\$250.00
52541	11/16/2022	Nancy Buehler	\$250.00
52542	11/16/2022	Philip Collins	\$310.09
52543	11/16/2022	Cleric Richard Costes	\$500.00
52544	11/16/2022	Dehne Lawn & Leisure	\$58.00
52545	11/16/2022	Freeman Pictures, Inc.	\$100.00
52546	11/16/2022	Sevgi Giles	\$150.00
52547	11/16/2022	Benjamin Goluboff	\$250.00
52548	11/16/2022	Benjamin Goluboff	\$250.00
52549	11/16/2022	Good L. Corporation	\$199.94
52550	11/16/2022	Marina Hoover	\$150.00
52551	11/16/2022	Jane Huh	\$17.99
52552	11/16/2022	Illinois Heartland Library System-OCLC	\$47.30
52553	11/16/2022	Image Specialties of Glenview, Inc.	\$123.75
52554	11/16/2022	Lev Kalmens	\$32.63
52555	11/16/2022	Sarah Kaminski	\$45.00
52556	11/16/2022	Yulia Korneyeva	\$15.99
52557	11/16/2022	Summer Kosuge	\$31.66
52558	11/16/2022	Jim Miller	\$30.32
52559	11/16/2022	Patrick Miller	\$5.99
52560	11/16/2022	Modular Robotics	\$24.00
52561	11/16/2022	New Readers Press	\$60.23
52562	11/16/2022	North Town Auto Service	\$181.04
52563	11/16/2022	Petty Cash Custodian	\$33.81
52564	11/16/2022	Faith Ann Rys	\$34.95
52565	11/16/2022	Sara Scodius	\$59.74
52566	11/16/2022	Sherwin-Williams Company	\$32.93
52567	11/16/2022	Sujin Song	\$200.00
52568	11/16/2022	Sticky Fingers Cooking	\$150.00
52569	11/16/2022	Stories Matter Foundation	\$400.00
52570	11/16/2022	Teacher Dan	\$150.00
52571	11/16/2022	UPS	\$38.74
52572	11/16/2022	Robert Waterbury	\$50.00
52573	11/16/2022	Robert Waterbury	\$50.00

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

Transaction Number	Transaction Date	Reference	Payments
52574	11/16/2022	WEX Health, Inc.	\$101.50
52575	11/16/2022	Brian Wilson	\$125.00
52576	11/16/2022	WM Corporate Services Inc.	\$568.43
52577	11/16/2022	Susan Wolf	\$30.00
52578	11/30/2022	American Library Association, Membership	\$391.00
52579	11/30/2022	Blackstone Publishing	\$41.60
52580	11/30/2022	Chicago Distribution Center	\$302.76
52581	11/30/2022	Chicago Tribune	\$191.42
52582	11/30/2022	Cintas	\$498.47
52583	11/30/2022	Collective Resource, Inc.	\$5.50
52584	11/30/2022	Theofano Davidson	\$16.99
52585	11/30/2022	GovConnection, Inc.	\$152.10
52586	11/30/2022	The Home Depot Credit Services	\$184.24
52587	11/30/2022	Lakeshore Learning Materials	\$343.85
52588	11/30/2022	Lechner Services	\$116.80
52589	11/30/2022	Library Ideas LLC	\$540.84
52590	11/30/2022	National Museum of Mexican Art	\$125.00
52591	11/30/2022	Northbrook Hardware	\$164.44
52592	11/30/2022	Panera, LLC	\$287.37
52593	11/30/2022	Dan Petrosko	\$450.00
52594	11/30/2022	Quill LLC	\$49.03
52595	11/30/2022	Runco Office Supply	\$354.76
52596	11/30/2022	Sentrum Marketing, LLC	\$65.20
52597	11/30/2022	Sheet Music Plus	\$88.82
52598	11/30/2022	Sherwin-Williams Company	\$492.98
52599	11/30/2022	Daniel J. Sullivan	\$500.00
52600	11/30/2022	Sunset Food Mart, Inc.	\$25.54
52601	11/30/2022	Tsai Fong Books, Inc.	\$50.15
52602	11/30/2022	Universal Film Exchanges LLC	\$200.00
52603	11/30/2022	VSP of Illinois, NFP	\$403.51
52604	11/30/2022	Eloise Weintraub	\$20.95
52605	11/30/2022	Yami Vending Inc.	\$560.94
52606	11/30/2022	By Experience, Inc.	\$500.00
52607	11/30/2022	WEX Bank	\$55.22
52609	11/30/2022	The Sewing Source Inc	\$150.00

\$ 13,845.85

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

Transaction Number	Transaction Date	Reference	Payments	Description
1868	11/30/2022	3E Electric, Inc.	\$1,965.00	building repair - parking lot lights
			<u>\$ 1,965.00</u>	

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

Operating Funds	
Library Claims List	\$ 130,710.81
Librarian's Claims List	\$ 7,493.94
Payroll	\$ 312,032.57
Fica/IMRF	\$ 52,241.79
ACH to IPBC	\$ 68,562.43
Total Operating Funds	<u>\$ 571,041.54</u>
Capital Improvement Fund	
Claims List	\$ 2,771.25
	<u>\$ 2,771.25</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 573,812.79</u></u>

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

Transaction Number	Transaction Date	Reference	payments	Description
25722	12/20/2022	First Bankcard	\$5,807.01	Monthly Payment - Supplies
25723	12/20/2022	Juan Horie	\$650.00	Monthly Payment - Programming
25724	12/20/2022	LaForce	\$6,485.00	Annual Payment - Buidling Repair
25725	12/20/2022	Pace Systems INC	\$3,125.00	Annual Payment - Equipment Repair & Maintenance
25726	12/20/2022	Proquest	\$2,261.52	Annual Payment - Materials
25727	12/20/2022	Symmetry Energy Solutions, LLC	\$2,973.36	Monthly Payment - Utilites
25728	12/20/2022	The TUESDAY Agency, LLC	\$11,500.00	ILP Payment
25729	12/20/2022	Today's Business Solutions, Inc.	\$3,439.62	Annual Payment - Photocopy
25730	12/31/2022	Amazon	\$2,158.17	Monthly Payment - Supplies
25731	12/31/2022	Amazon Capital Services	\$2,998.66	Monthly Payment - Supplies
25732	12/31/2022	Anna Amen	\$684.65	Annual Payment - Programming
25733	12/31/2022	Baker & Taylor	\$17,267.49	Monthly Payment - Materials
25734	12/31/2022	Baker & Taylor Entertainment	\$613.68	Monthly Payment - Materials
25735	12/31/2022	BambooHR	\$7,062.37	Annual Payment - Software
25736	12/31/2022	CCI Solutions	\$740.57	Monthly Payment - Supplies
25737	12/31/2022	Garaventa USA Inc.	\$633.75	Annual Payment - Contracted Services
25738	12/31/2022	Grainger	\$3,101.44	Monthly Payment - Janitorial Supplies
25739	12/31/2022	Impact Networking LLC	\$1,531.19	Quarterly Payment - Photocopy
25740	12/31/2022	Linkedin Corporation	\$7,000.00	Annual Payment - Materials
25741	12/31/2022	Mango Languages	\$3,435.00	Annual Payment - Materials
25742	12/31/2022	Midwest Tape LLC	\$9,577.59	Monthly Payment - Materials
25743	12/31/2022	Northbrook Chamber of Commerce & Industry	\$905.00	Annual Payment - Community Relations
25744	12/31/2022	Outsource Solutions Group, Inc.	\$800.00	Annual Payment - Software
25745	12/31/2022	Overdrive	\$20,821.37	Monthly Payment - Materials
25746	12/31/2022	RELX Inc. DBA LexisNexis	\$4,566.96	Annual Payment - Materials
25747	12/31/2022	Runco Office Supply	\$666.92	Monthly Payment - Supplies
25748	12/31/2022	Swank Motion Pictures Inc.	\$918.00	Monthly Payment - Programming
25749	12/31/2022	Vis-O-Graphic, Inc.	\$6,437.27	Bi Monthly Payment - Community Relations
25750	12/31/2022	Wex Health Inc.	\$2,549.22	Monthly Payment - Flexible spending, Dedendant Care and Commuter Benefit

\$130,710.81

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

Transaction Number	Transaction Date	Reference	Payments
52253	7/20/2022	VOID - Kate Hall	\$ (381.04)
52262	7/31/2022	VOID - Hussein Din	\$ (17.99)
52352	8/30/2022	VOID - Pastimes	\$ (28.00)
52546	11/16/2022	VOID - Sevgi Giles	\$ (150.00)
52610	12/20/2022	Kathryn Hall	\$381.04
52611	12/21/2022	AAA Lock & Key Co.	\$5.50
52612	12/21/2022	Jillian Agdern	\$14.99
52613	12/21/2022	American Library Association	\$79.00
52614	12/21/2022	Aquatic Works LTD	\$185.00
52615	12/21/2022	Donna Beach	\$66.50
52616	12/21/2022	Cavendish Square	\$186.03
52617	12/21/2022	Chicago Tribune	\$18.31
52618	12/21/2022	Cintas	\$103.14
52619	12/21/2022	Collective Resource, Inc.	\$11.00
52620	12/21/2022	Theofano Davidson	\$22.99
52621	12/21/2022	Demco	\$369.91
52622	12/21/2022	Hussein Din	\$17.99
52623	12/21/2022	EBSCO Information Services	\$5.50
52624	12/21/2022	Efficiency Reporting	\$159.00
52625	12/21/2022	Emery-Pratt Company	\$56.00
52626	12/21/2022	Folding Partition Services, Inc.	\$535.00
52627	12/21/2022	Fun Express, LLC	\$74.17
52628	12/21/2022	Gale/Cengage Learning Inc.	\$29.59
52629	12/21/2022	Jo I Gayle	\$125.00
52630	12/21/2022	Sevgi Giles	\$150.00
52631	12/21/2022	Glen Ellyn Public Library	\$500.00
52632	12/21/2022	Andrea Goese	\$22.00
52633	12/21/2022	Bridget Golembiewski	\$40.61
52634	12/21/2022	Halloran & Yauch, Inc.	\$150.00
52635	12/21/2022	Caitlyn Hannon	\$14.25
52636	12/21/2022	Jason T. Hergott	\$6.99
52637	12/21/2022	Illinois Heartland Library System-OCLC	\$63.04
52638	12/21/2022	Image Specialties of Glenview, Inc.	\$18.30
52639	12/21/2022	Lev Kalmens	\$14.88
52640	12/21/2022	Lechner Services	\$58.40
52641	12/21/2022	Libraries First	\$360.00

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

Transaction Number	Transaction Date	Reference	Payments
52642	12/21/2022	Walter L. Mays	\$150.00
52643	12/21/2022	McMaster-Carr Supply Co.	\$46.05
52644	12/21/2022	Jim Miller	\$30.39
52645	12/21/2022	Pagel Neave	\$15.95
52646	12/21/2022	North American Corp of Illinois	\$286.46
52647	12/21/2022	Petersen Bros. Plastics, Inc.	\$419.50
52648	12/21/2022	Petty Cash Custodian	\$53.69
52649	12/21/2022	Pitney Bowes Inc.	\$286.38
52650	12/21/2022	Polonia Bookstore, Inc.	\$103.25
52651	12/21/2022	Laurie Prioletti	\$84.27
52652	12/21/2022	Sphero, Inc.	\$17.30
52653	12/21/2022	Staples Business Credit	\$139.45
52654	12/21/2022	The Risk Management Association	\$489.60
52655	12/21/2022	UPS	\$213.36
52656	12/21/2022	Village of Northbrook	\$450.00
52657	12/21/2022	VSP of Illinois, NFP	\$403.51
52658	12/21/2022	WEX Health, Inc.	\$126.75
52659	12/21/2022	Wisconsin Glacier Springs Company	\$29.50
52660	12/21/2022	WM Corporate Services Inc.	\$568.43
52661	12/21/2022	Yami Vending Inc.	\$293.00
52662	12/29/2022	Illinois State Police	\$20.00

\$ 7,493.94

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

Transaction Number	Transaction Date	Reference	Payments	Description
1869	12/20/2022	Ancel Glink P.C.	\$956.25	RFP Security Project
1870	12/31/2022	Capitol Glass & Architectural Metals Inc.	\$1,815.00	Emergency call broken window
			<u>\$ 2,771.25</u>	

03.8 Bereavement Leave

Created:	February 2020	Updated:	
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Full-time and regular part-time employees are eligible for up to five days and part-time employees are eligible for up to three days of paid bereavement leave for covered family members (employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, son/daughter-in-law, grandchild, grandparent, or stepparent) for each occurrence of the following:

- Attend the funeral or alternative to a funeral of a covered family member
- Make arrangements necessitated by the death of a covered family member
- Grieve the death of the covered family member;
- Be absent from work due to the following:
 - a. a miscarriage;
 - b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. a failed surrogacy agreement;
 - e. a diagnosis that negatively impacts pregnancy or fertility; or a stillbirth.

In accordance with the Illinois Family Bereavement Leave Act (820 ILCS 154/1, *et al.*), a Family and Medical Leave Act (FMLA) eligible employee is entitled to a maximum of ten (10) working days of bereavement leave. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed in 4 above occurs.

In the event of the death of more than one covered family member in a 12-month period, an FMLA eligible employee is entitled to up to six (6) weeks of Family Bereavement Leave during that 12-month period.

An employee may substitute paid time off for unpaid time off under this policy. However, Family Bereavement Leave shall not increase the total amount of time off (whether paid or unpaid) available to an employee in any 12-month period under the Family and Medical Leave Act, or under the general Bereavement Leave Policy or any other library leave or paid time off policy.

03.8 Bereavement Leave

Created:	February 2020	Updated:	
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Full-time and regular part-time employees are eligible for up to ~~three-five~~ days and part-time employees are eligible for up to three days of paid bereavement leave for ~~the death of an immediate family member~~ covered family members (employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, son/daughter-in-law, grandchild, grandparent, or stepparent) for each occurrence of the following:

- Attend the funeral or alternative to a funeral of a covered family member
- Make arrangements necessitated by the death of a covered family member
- Grieve the death of the covered family member;
- Be absent from work due to the following:
 - a. a miscarriage;
 - b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - d. a failed surrogacy agreement;
 - e. a diagnosis that negatively impacts pregnancy or fertility; or
 - a.—a stillbirth.

~~Part time employees are eligible for one day of paid bereavement leave for the death of an immediate family member (as defined above).~~

In accordance with the Illinois Family Bereavement Leave Act (820 ILCS 154/1, et al.), a Family and Medical Leave Act (FMLA) eligible employee is entitled to a maximum of ten (10) working days of bereavement leave. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed in 4 above occurs.

In the event of the death of more than one covered family member in a 12-month period, an FMLA eligible employee is entitled to up to six (6) weeks of Family Bereavement Leave during that 12-month period.

An employee may substitute paid time off for unpaid time off under this policy. However, Family Bereavement Leave shall not increase the total amount of time off (whether paid or unpaid) available to an employee in any 12-month period under the Family and Medical Leave Act, or under the general Bereavement Leave Policy or any other library leave or paid time off policy.

~~If additional time is needed, please discuss with your manager the use of other forms of paid leave (vacation or personal days) or the use of unpaid leave if you do not have paid leave available.~~

~~All such leave must be approved by the respective manager and Executive Director.~~

03.16 Victims' Economic Security and Safety Act (VESSA)

Created:	February 2020	Updated:	
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In accordance with the Victims' Economic Security and Safety Act ("VESSA"), an employee who is a victim of domestic, or sexual, or gender violence, or whose family or household member is a victim, may take unpaid leave for up to 12 work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence or any other crime of violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence, any other crime of violence, or to ensure economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

All employees are eligible to apply for this leave. The following definitions are used in this policy:

- **"12-Month Period"** means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

- **“Family or Household Member”** means a spouse or party to a civil union, parent, grandparent, son, daughter, child, grandchild sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a ~~son or daughter~~ child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee. and persons jointly residing in the same household;
- **“Parent”** means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- ~~“Son or Daughter”~~ **“Child”** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- **“Domestic, Sexual or Gender Violence”** means domestic violence, sexual assault, gender violence, or stalking.

“Crime of Violence” means an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another as proscribed by Articles 9, 11, 12, 26.5, 29.D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012.

The employee shall provide the Executive Director/Human Resources Manager with at least 48 hours’ advance notice of the employee’s intention to take leave pursuant to this policy when the leave is foreseeable. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification that the employee or a member of the employee’s household is a victim of domestic, sexual, or gender violence and that the leave is being taken for one of the purposes listed above (A-E) must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most

cases, within 15 days of the request. The employee can satisfy the certification requirement by providing one of the following:

- A. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual, or gender violence or crime of violence and/or its ~~the~~ effects of the violence
- B. A police or court record
- C. Other corroborating evidence

Any information submitted by an employee shall be kept in confidence and will not be disclosed unless the employee consents in writing to the disclosure or unless otherwise required by applicable federal or State law. While on leave, the employee will be required to periodically report to the Executive Director/Human Resources Manager on their status and intention about returning to work.

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

During an approved VESSA leave, the library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, ~~or~~ gender violence, crime of violence or other circumstances beyond your control.

When your need for the leave also qualifies under the Family Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy.

such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the required medical certification will not be permitted to resume work until it is provided.

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, ~~or~~ gender violence, or crime of violence that occurs at the workplace or in work related settings, in response to actual or threatened domestic, sexual, ~~or~~ gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence or with a family or household member who is a victim of domestic, sexual, or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

If you wish to request a reasonable accommodation related to this policy, contact the Human Resources Manager.

03.16 Victims' Economic Security and Safety Act (VESSA)

Created:	February 2020	Updated:	
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In accordance with the Victims' Economic Security and Safety Act ("VESSA"), an employee who is a victim of domestic, or sexual, or gender violence, or whose family or household member is a victim, may take unpaid leave for up to 12 work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence or any other crime of violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence, any other crime of violence, or to ensure economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

All employees are eligible to apply for this leave. The following definitions are used in this policy:

- **"12-Month Period"** means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

- **“Family or Household Member”** means a spouse or party to a civil union, parent, grandparent, child, grandchild sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household;
- **“Parent”** means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- **“Child”** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- **“Domestic, Sexual or Gender Violence”** means domestic violence, sexual assault, gender violence, or stalking.

“Crime of Violence” means an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another as proscribed by Articles 9, 11, 12, 26.5, 29.D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

The employee shall provide the Executive Director/Human Resources Manager with at least 48 hours’ advance notice of the employee’s intention to take leave pursuant to this policy when the leave is foreseeable. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification that the employee or a member of the employee’s household is a victim of domestic, sexual, or gender violence and that the leave is being taken for one of the purposes listed above (A-E) must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most

cases, within 15 days of the request. The employee can satisfy the certification requirement by providing one of the following:

- A. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual, gender violence or crime of violence and/or its effects of the violence
- B. A police or court record
- C. Other corroborating evidence

Any information submitted by an employee shall be kept in confidence and will not be disclosed unless the employee consents in writing to the disclosure or unless otherwise required by applicable federal or State law. While on leave, the employee will be required to periodically report to the Executive Director/Human Resources Manager on their status and intention about returning to work.

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

During an approved VESSA leave, the library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender violence, crime of violence or other circumstances beyond your control.

When your need for the leave also qualifies under the Family Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy,

such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the required medical certification will not be permitted to resume work until it is provided.

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence, or crime of violence that occurs at the workplace or in work related settings, in response to actual or threatened domestic, sexual, gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence or with a family or household member who is a victim of domestic, sexual, or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

If you wish to request a reasonable accommodation related to this policy, contact the Human Resources Manager.

LICENSE AGREEMENT

This License Agreement (the “Agreement”) is made and entered into as of September 1, 2022 (the “Effective Date”), by and between the Northbrook Public Library, an Illinois local library (the “Licensor”), and the Glenbrook Sanitary District, an Illinois sanitary district (the “Licensee”). (For convenience, Licensor and Licensee may be referred to individually as a “Party” and collectively as the “Parties.”)

WITNESSETH:

WHEREAS, Licensor operates and maintains the Northbrook Public Library, located at 1201 Cedar Lane, Northbrook, Illinois (the “Library”);

WHEREAS, Licensee is in need of meeting space to be used for meetings of its board of trustees (the “District Board”) which are conducted in accordance with applicable law, including, without limitation, the Open Meetings Act, 5 ILCS 120/1, *et seq.* (the “OMA”);

WHEREAS, Section 4-7 of the Illinois Local Library Act, 75 ILCS 5/1-0.1, *et seq.* (the “LLA”) provides that the Licensor’s board of trustees (the “Library Board”) has exclusive control of the supervision, care, and custody of the Library;

WHEREAS, Section 4-7 of the LLA empowers the Library Board to contract with any public or private entity for the purpose of carrying out the responsibilities, spirit, and provisions of the LLA;

WHEREAS, in furtherance of the public interest, the Licensor desires to grant a license to the District, and the District desires to accept such license, allowing the District Board to use the Library for the District Board’s regular, special, and emergency meetings (collectively, the “District Board Meetings”) in accordance with the terms and conditions of this Agreement and applicable law, including, without limitation, the OMA;

WHEREAS, the purpose of this Agreement is consistent with the provisions of Article VII, Section 10 of the Illinois Constitution regarding intergovernmental cooperation;

WHEREAS, the Agreement is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*;

NOW THEREFORE, for and in consideration of the mutual covenants, promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby covenant and agree as follows:

ARTICLE 1 – INCORPORATION OF RECITALS

The recitals set forth above are material to this Agreement and are incorporated herein as if set forth in full.

ARTICLE 2 – LICENSE

Licensor hereby grants a non-exclusive, revocable license (the “License”) to Licensee to use the Civic Room in the Library (the “Licensed Premises”) for the Permitted Uses described in Section 4.1, herein. The License is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, and restrictions with respect to the Licensed Premises, whether or not of record.

ARTICLE 3 – TERM

The License shall commence on the Effective Date of this Agreement and shall remain in full force and effect until December 31, 2023 (the “Initial Term”). The License shall automatically renew for successive, one-year terms (each, a “Renewal Term”) unless either Party gives written notice of non-renewal to the other Party at least 60 days prior to the expiration of the Initial Term or any Renewal Term. Notwithstanding the foregoing, either Party may terminate the License and this Agreement for that Party’s convenience, in its sole discretion, at any time during the Initial Term or any Renewal Term upon 60 days’ written notice to the other Party. Licensor shall incur no liability whatsoever should it terminate this License Agreement in accordance with this Article.

ARTICLE 4 – USE OF LICENSED PREMISES

Section 4.1. Permitted Uses. Licensee shall be permitted to use the Licensed Premises for conducting the District Board Meetings. It is mutually acknowledged and understood that the District Board Meetings are open to the public, in accordance with the OMA. Directional signage for meeting attendees may be displayed on easels provided by the Licensee. Licensor is not responsible for the content of or the actions taken at the District Board Meetings and the use of the Licensed Premises does not constitute Licensor’s endorsement of the philosophies, practices or viewpoints of presenters, participants, attendees or the District Board. Licensee is responsible for restoring the Licensed Premises to the condition prior to its meetings and may not store anything on the Licensed Premises without the Licensor’s prior approval. Licensee shall not put holes in or affix anything to the walls, doors, shades, windows or other surfaces and furnishings without prior consent of the Licensor’s Executive Director or his/her designee.

Section 4.2. Meeting Schedule. Licensee’s regular District Board Meetings (the “Regular Meetings”) are held on the second Thursdays of March, June, September, and December each year (the “Regular Meeting Dates”). Except for emergencies and any condition beyond the reasonable control of the Licensor such as acts of God, damage to all or any part of the Licensed Premises, any malfunction or suspension of services or utilities, severe weather conditions, a catastrophic event, closing of the Library for public use, or for any reason related to the usability or safety of the Library or Licensed Premises, the Licensed Premises shall be available to Licensee for the Regular Meetings from 9:15 a.m. until 11:45 a.m. on each of the Regular Meeting Dates, without the need for Licensee to take any further action to reserve the Licensed Premises in advance. If Licensee intends to conduct a special or emergency District Board Meeting, it shall inform Licensor as soon as practicable in advance of such meeting, and Licensor shall use its best efforts to make the Licensed Premises available for such meeting. If the Licensed Premises is unavailable for any such special or

emergency meeting, Licensor shall use its best efforts to make the Pollak Room or the Interactive Classroom in the Library available for such meeting. As a courtesy, the Licensor requests that Licensee notify the Licensor's Executive Director or his/her designee of a cancellation no less than 24 hours before the scheduled meeting or as soon as is reasonably practicable. The Licensee accepts the Licensed Premises "AS IS" without warranty as to condition, fitness for a particular purpose, or uninterrupted utilities and Licensee shall not alter or change the Licensed Premises without written approval of the Licensor.

Section 4.3 Conflict. In the event of any conflict between this Agreement and the Licensor's various rules, regulations, and policies concerning reservation and use of meeting rooms in the Library, this Agreement shall control.

Section 4.4 Posting of Notices and Agendas. Licensee shall provide Licensor with the notice and agenda of any regular or special District Board Meeting at least 72 hours in advance of such meetings, and Licensor shall endeavor to take necessary action to ensure that physical copies of such notices and agendas are conspicuously posted at the Library at least 48 hours in advance of such regular or special District Board Meetings, in accordance with the OMA. In the event of an emergency District Board Meeting, Licensee shall provide Licensor with the meeting notice and agenda as soon as practicable. Additionally, Licensee shall provide Licensor with an annual Regular Meetings schedule at the start of each calendar year, and Licensor shall endeavor to cause such schedule to be conspicuously posted at the Library, in accordance with the OMA. Licensee shall provide Licensor with all notices and agendas described in this paragraph by email to Licensor's Executive Director, or to such other individual(s) that the Library's Executive Director may designate in writing. Licensor shall have no obligation to prepare any notices or agendas described in this paragraph and the District Board shall be responsible to ensure that the posting and notice requirements of OMA are complied with at all times

Section 4.5 Repairs, Routine Maintenance and Indemnification. Licensee shall, at its sole cost and expense, be responsible for repairing any damage to the Library, Licensed Premises, its furnishings equipment and adjoining grounds (ordinary wear and tear excepted), arising out of Licensee's use and occupancy of the Licensed Premises pursuant hereto, and to indemnify and hold harmless Licensor, its officers, trustees, employees and agents from all claims, losses, damages, liabilities and causes of action (collectively, "Claims") of every kind, nature and description, including reasonable attorney' fees, whether in law or in equity, which arise out of the Licensee's use and occupancy of the Licensed Premises under the terms of this License Agreement, except to the extent that any Claims arise out of the Licensor's own negligence or willful misconduct. Licensor shall, at its sole cost and expense, be responsible for routine maintenance of the Licensed Premises.

Section 4.6 No Fee. In light of the public benefits to be served by the License, there shall be no fee for the License or for Licensee's use of the Licensed Premises as described herein.

Section 4.7 Publication. Licensor authorizes Licensee to publish, to the extent necessary in accordance with applicable law, the fact that the Regular Board Meetings shall be held at the Licensed Premises on the Regular Meeting Dates.

ARTICLE 5 – MISCELLANEOUS PROVISIONS

Section 5.1. No Assignment or Third Party Beneficiaries. The License is personal to the Licensee and shall not be assigned in whole or in part to any other person or entity. Any purported assignment by Licensee shall be void. Licensee and Licensor acknowledge and agree that except as expressly set forth herein, there are no intended third party beneficiaries of this License Agreement nor any of the rights or privileges conferred herein.

Section 5.2. Notices. All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (collectively, “Notices”) shall be in writing and shall be personally delivered or sent by certified mail, return receipt requested, postage prepaid, or by a recognized national overnight delivery service, addressed to the Party to receive such Notice at the following addresses:

If to Licensor:

Northbrook Public Library
Attn: Kate Hall, Executive Director
1201 Cedar Lane
Northbrook, Illinois 60062

If to Licensee:

Glenbrook Sanitary District
Attn: Kenneth Lopez, District Manager
P.O. Box 523
Techny, IL 60082

Either Party may, by Notice given as aforesaid, change its address for all subsequent Notices. Except where otherwise expressly provided to the contrary elsewhere in this License, Notices shall be deemed given upon receipt if by personal delivery, three (3) days after deposit in the U.S. Mail when mailed in the manner aforesaid, or one (1) day after deposit with a recognized national overnight delivery service as aforesaid.

Section 5.3. No Agency. It is agreed that Licensee is not an agent of Licensor, and shall not incur any costs or expenses on behalf of Licensor, and that the Licensor is not an agent of Licensee, and shall not incur any costs or expenses on behalf of Licensee.

Section 5.4. Authority. Each Party represents and covenants to the other that it has the full power and authority to enter into this Agreement, and that said Party is in no way prohibited from entering into this License pursuant to the terms and conditions of any other contractual obligation, or otherwise.

Section 5.5. Modifications in Writing. No modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding unless in writing signed by Licensor and Licensee.

Section 5.6. Headings. The headings of Articles and Sections in this Agreement are for convenience only and do not limit, expand or construe the contents of the Articles and Sections.

Section 5.7. Severability. The invalidity of any provision of this Agreement shall not impair or affect in any manner the validity, enforceability or effect of the rest of this Agreement.

Section 5.8. Entire Agreement. All understandings and agreements, oral or written, heretofore made between the Parties are merged in this Agreement, which alone fully and completely expresses the agreement between Licensor and Licensee.

Section 5.9. Governing Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. Should either Party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that the exclusive venue of such suit or action shall be in the Circuit Court of Cook County, Illinois.

Section 5.10. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and when taken together, shall constitute one and the same instrument.

Section 5.11. Effective Date. The Effective Date shall be the last date on which either Party executes the Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have caused this License Agreement to be executed as of the dates set forth below.

NORTHBROOK PUBLIC LIBRARY,

GLENBROOK SANITARY DISTRICT

By: _____
Jay Glaubinger, President

By: *Daniela Partipilo*
Daniela Partipilo, President

Date: _____

Date: September 1, 2022

ATTEST:

ATTEST:

By: _____
Maura Crisham, Secretary

By: *Kenneth J Lopez*
Kenneth Lopez, Acting Clerk

DIRECTOR'S REPORT JANUARY 2023

AGENDA ITEMS

3 Consent Agenda

3.6 Approve Updated Personnel Policies

Marked up and clean copies of these policies are included in the packet. These are both updated based on changes to the law at the state and federal level.

1..1 3.8 Family Bereavement Leave Act

2..1 3.16 Victim's Economic Security and Safety Act (VESSA)

3.7 Approve Revised Glenbrook Sanitary District (GSD) Intergovernmental Agreement

The GSD had sent an outdated version of the IGA that was signed last summer. An updated IGA that adds language around meeting postings, force majeure, and other cancellations is included in the packet. There are no substantive changes. This IGA allows GSD to hold their board meetings in the Civic Room.

7 Unfinished Business

7.1 EDI Organizational Assessment Review

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

8 New Business

8.1 FY24 Security Capital Project Presentation- Ms. Kelly Durov
Kelly will be presenting information on our next capital project.

8.2 Severe Weather Procedures
We will be reviewing the severe weather closing procedures. A copy of the procedures is included in the packet.

8.3 Decennial Committees on Local Government Efficiency Law
I have provided information on the new law that went into effect along with some FAQs to share with the board. No action is needed on this at this time.

10 Agenda Building

At the February meeting, the following items will be brought before the board:

- Draft FY24 Budget
- Review of Financial Policies
- File detailed statement of all receipts and expenditures for previous 6 months
- Palatine Library Visit on March 1

BOARD NEWS

5 Star Library

[Library Journal](#) has released their list of star libraries and we are again a 5-star library. This is the first year that has some pandemic numbers (it covers FY20) and Illinois libraries dominated the ratings with 43-star libraries. This shows just how quickly the libraries here pivoted and found new ways to meet community needs during a very challenging time.

State of the Village

[The State of the Village](#) is on January 25 at 9am and this year we are hosting it at the Library. We are excited to be partnering with the Chamber to make this event easier for members of the public to attend. It will also be recorded and shared via the Village, Chamber, and Library's social media channels. If any board member is interested in attending live, please let me know and we will register you.

Patron Comment Follow-Up

Kelly and I are waiting to hear back on a time that is convenient for the patron that has emailed the board to meet. I will share more updates with the board when I have them.

UPDATES

Winter Reading

- Signups for the 1st month of Winter Reading 22-23 have been unprecedented across all ages and have surpassed all previous years' totals, including pre-pandemic years.

Age	Participants	Finishers
Adult	698	382
Teen	187	86
Children	638	291

- Participants have until January 31 to log their reading toward a prize and to earn an entry for the \$100 Book Bin gift certificate.



Winter Reading "Treat Yourself"
Posted November 17
Reach: 1,384
Engagements: 50

Programming

- Based on feedback from people in the disability community and thanks to the research of our School & Supported Services Librarian, Julianne Medel, the library will be updating language for persons with disabilities. Instead of Special Needs, it will be Supported. This change will be reflected on the website and with programs starting in January and February. Collections will be updated in the late winter or early spring.
- The annual Teen Services Book Ballots program ran during November. This year we nearly tripled the number of votes from last year.
- As a result of the Solar Power Hour we hosted in August, three Northbrook residents contracted for solar roof panels. This will result in 33.43 kilowatt-hours of new renewable energy generating capacity and reduce the amount of coal burned each year to power Northbrook.
- The 30th season of Fine Arts Fall is off to a great start. About half way through this year's series, we are seeing an attendance of 230 which is 74% of what it was in 2019 (311) and we have received enthusiastic feedback from patrons.

IT'S TIME TO VOTE (for your favorite book). Teens in grades 6-12: make your voice heard and help others discover some great reads. Cast your ballot at www.northbrook.info/book-ballot through Nov. 30.

All ballots will be entered in our drawing for a chance to win a Book Bin gift card. One ballot per person, please. (You can submit up to 3 titles per ballot.) The winner will be picked at random. After we get all of the votes, we'll display nominated titles on our website.



It's time to vote (Book Ballots)

Posted November 8

Reach: 759

Engagements: 19

Collections

- The following items were purchased in December for the Library of Things Collection which continues to gain in popularity with patrons: a 4K Blu-ray player; external disc drive for laptops; CD/Cassette player; digital student drawing tablet; bulb planter; and soil meter for light, moisture, and pH.
- We added a new Memory Collection to the third floor. This collection includes books and kits intended for patrons with memory loss as well as educational DVDs for caregivers.
- We completed our shift and rearrangement of the Fiction, New Fiction, Book Club and Romance paperback collections on the third floor. There is no longer a separate Fiction paperback section - Fiction paperbacks have been interfiled with general Fiction.
- Our largest book vendor, Baker & Taylor, experienced a network incident and brought down customer-facing services from Nov. 19-27. Acquisitions implemented our back-up plan, requesting that selectors inform them of high priority titles which were, depending on availability, purchased from Amazon, the Book Bin, and Barnes & Noble. Given that this is the third time we have experienced a prolonged outage from Baker & Taylor in 2022, we will investigate a relationship with another major library vendor, Ingram.

Friends updates

The Friends of the Library met on 11/15/22. They approved funding program request as well as signage for the fish tank in Youth Services and their book shop. The debriefed on National Friends of the Libraries Week. They plan to submit the program for an award through United for Libraries. They also plan to do the event again next year.

Community Collaborations

- The Village has invited us to partner with them to do Pride Month programming in June. This is our first larger programming collaboration with the Village.
- Linda hosted the quarterly "Northbrook Communicators" meeting at the library. Each quarter, marketing and communications professionals from schools, the park district, the Village, the Chamber of Commerce, Northfield Township, and Oakton Community College meet to discuss partnership and promotion.
- The Glenview/Northbrook COVID-19 Task Force/Leadership Team met on December 14. This group includes school Superintendents, Glenview and Northbrook Village Managers and Leadership, Park District leadership, and Library leadership members. We started meeting during COVID to enhance communication and consistent practices when it came to the virus. COVID continues to be a focus, but the group also has been discussing other coordinated efforts in the areas of public and staff safety including planning for large events, mental health concerns, and shared services as well as sharing current practices that have been successful.

HR

Continuing Education

- The library will open late on January 20 for All Staff Training. Staff will be attending an informational presentation from our community partner Total Link2 Community on Accessible Services to Library Patrons as well as participating in drills to practice what to do when someone is missing in the library.
- Kelly Durov and I attended the Library Journal Director's Summit in Baltimore, MD at the end of November. The event offered an opportunity to learn about and discuss current topics for library directors and administrators including equity, diversity, and inclusion efforts, trauma informed approach to working with the public, library staff wellness, intellectual freedom, and digital equity. It was an excellent learning experience and networking opportunity that gave us ideas for how to enhance our efforts in these areas.
- We entered into a collective staff training partnership with four other north suburban Illinois Public Libraries for a series of 3 staff training workshops on resilience, by-stander interventions, and de-escalation. The first training session was on December 13 and was entitled: "Resilience: This Moment and Beyond".

Staffing Changes

- New Hires
 - Megan Mohrdierk, part-time Library Assistant (YS), effective November 10 (replacement).
 - Daria Traskina, part-time substitute Shelver (CIRC), effective November 25 (temporary).
 - Akbar Ali, regular part-time Library Assistant (AS), effective December 2 (replacement).
 - Keena Du, part-time Clerk (AS), effective December 13 (replacement).
- Departures
 - Lisa Hale, part-time Maker Specialist (MS) resigned effective November 9. She accepted a full-time position at the other library she works at.
 - Mary Kay Burke, part-time Shelver (CIRC) resigned effective November 16.
 - Sarah Krause, part-time Clerk (TS) resigned effective November 21 due to personal reasons.
 - Nicolene Sarich, part-time Clerk (CIRC) resigned effective December 31. She accepted a position at an academic library closer to home and with the option of working remotely.

- Share a list of change in status/position and leave of absences
 - Liz Becker, regular part-time Clerk (TS) changed to a regular part-time Library Assistant (YS) effective November 1.
 - Lee, Sunkyung, regular part-time Clerk (CIRC) began a military leave until approximately mid-April 2024.

2023 Staffing Summary

Staffing was a huge area of focus in 2021 and 2022. As you can see in the chart below, we welcomed a lot of new staff and saw a number of people take on new roles or increase their hours in the organization. In addition to the hiring and onboarding, 2022 was focused on training new staff on their roles and responsibilities as well as offboarding departing staff and reassigning duties until new staff came onboard. While we are now back to almost being fully staffed, I expect this transition to continue into 2023.

	2022
New Hires	34
Departures	32
Changes in Position/ Hours	38

With the high number of new staff, I was curious what our staff tenure breakdown was looking like now. As you can see from the chart below, almost a quarter of the existing staff is new, but a quarter of the staff have over a decade of experience, which is important to maintain in terms of retaining institutional memory and continuity.

Length of Employment	
10+ Years	26%
1-9 years	51%
1 year or less	23%

Project Updates

Civic Zoom Room

The grant application to fund the Civic Room technology upgrades was submitted in December.

Salary Benchmarking

We have completed the updates to the job descriptions and have sent them off to HR Source to begin the benchmarking process. We expect to have the benchmarking back in mid-March.

Steam Boiler Replacement

Now that the equipment has arrived, the Steam Boiler Humidification Project started this week and will continue through 1/27/23 - the project will include demolition of existing equipment, pouring a new cement pad and installation of the new equipment.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
November, 2022

PROJECTS



PATRON STORIES

From Assistant Manager Michelle Mistalski. "A grandmother and her 3 grandchildren came into the space to create their projects. They are frequent users of the space and have expressed their enjoyment of utilizing the Collaboratory. 'The Collaboratory is much larger than other makerspaces and we appreciate the time staff have taken to help us create projects.' The 3 children wanted to show how far they've come with their projects by taking a photo in front of the monitor that displayed projects they created a few years back."



From Maker Specialist Eileen Holland. "This patron emailed about making a wooden grooming tote as a gift for his girlfriend. I did a bit of searching and found that it was probably a horse grooming tote. I showed him how to use Corel Vector and he designed his own logo for his girlfriend with a water lily, since her name means water lily. He etched the logo onto one of the long side pieces for the tote and onto a brush for her horse, which looked very cute and professional."

3D PRINTING

We printed 70 objects for users in November.

VISITORS

502 people visited the Collaboratory over 24 days in November.

MATERIALS

November projects by material type charged

Material	Quantity	Machine
3D Printing	60	3D Printer
Acrylic	62	Laser Cutter
Cardstock	12	Cricut
DVDs	3	Digitization Room
Embroidery Thread	16	Embroidery Machine
Glasses	13	Laser Cutter
HDPE	1	Carvey
Stabilizer Sheets	9	Embroidery Machine
Vinyl & Transfer Paper	18	Cricut
Wood	45	Laser Cutter & Carvey

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
December, 2022

PROJECTS

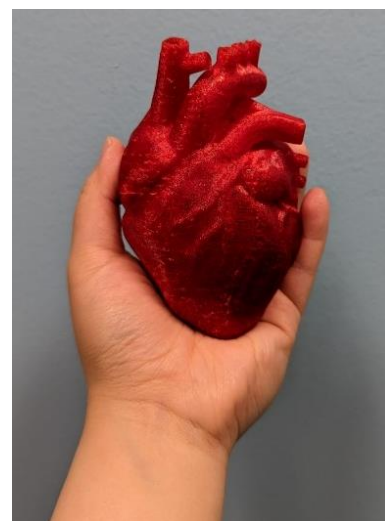


PATRON STORIES



From Maker Specialist, Meghan White: I helped a patron make personalized necklaces with acrylic name plates. We went over how to create the design so all the letters were connected and there would be circle cutouts so they could be attached to chains. I also helped her complete the necklaces by showing her how to attach the jump rings and chains to the acrylic names. The patron was very excited and happy with how these came out as these were gifts for her daughters and their friends.

From Assistant Manager, Michelle Mistalski: On December 17th, a family came into the space hoping to create 3D-printed holiday gifts for their loved ones. The young patron chose a 3D file of a heart from Thingiverse. Due to the complexity and color chosen for the requested print, I had to manipulate the design in CURA in order for the design to work on our MakerBot Replicator 2 printers. Fortunately, the print came out perfectly during the first print attempt after manipulating the object in the processing software, which allowed the print to be completed in time for the gift exchange.



FEEDBACK

"The Collaboratory staff has been extremely helpful with a very special project for my mother's 80th birthday. Joe responded to several of my emails helping me with the software and offering advice to make the project more efficient. Eric finished the project up with me today and couldn't have been more helpful.

I am so appreciative of the time and help that Joe provided and the continued help from Eric. This has been an outstanding experience."

-Mardi Scott

3D PRINTING

We printed 63 objects for users in December.

VISITS

540 people visited the Collaboratory over 20 days in December.

STATISTICS NOVEMBER 2022

These statistics represent year-to-date counts from May 1, 2022–November 30, 2022, compared to the same time period for last year, unless otherwise noted. We have been watching our in-person visits, program attendance, room bookings, and computer sessions closely to see if the COVID/flu/RSV season has impacted visits. While we are still not near where we were for 2019 (cumulative visits from May 2019–November 2019 totaled 231,057 as opposed to 129,663 this year), we are seeing increases in all in-person areas between the same time period in 2021 vs. 2022. Our online and virtual services continue to be well used.

CARD HOLDERS (AS OF NOVEMBER 30)

17,780 total cardholders

17,224 Residents 495 Non-Residents 61 Businesses

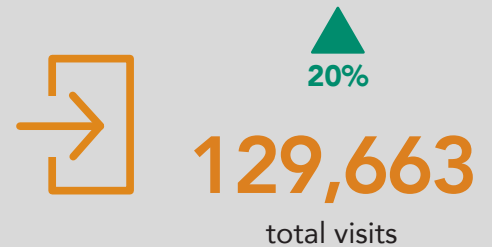


35,222 total residents

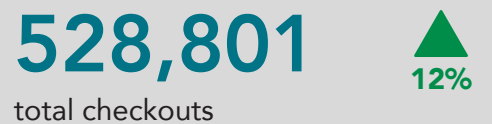
50% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data
www.ims.gov/research-evaluation/data-collection/public-libraries-survey

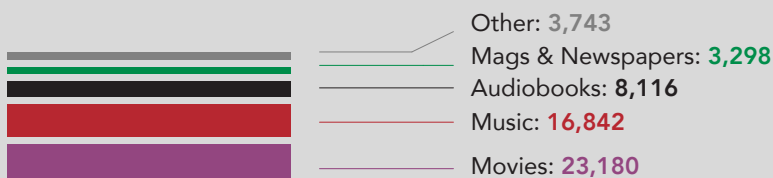
VISITS



CHECKOUTS



COLLECTION (AS OF NOVEMBER 30)



Online Resources:
117,705

359,727 total collection

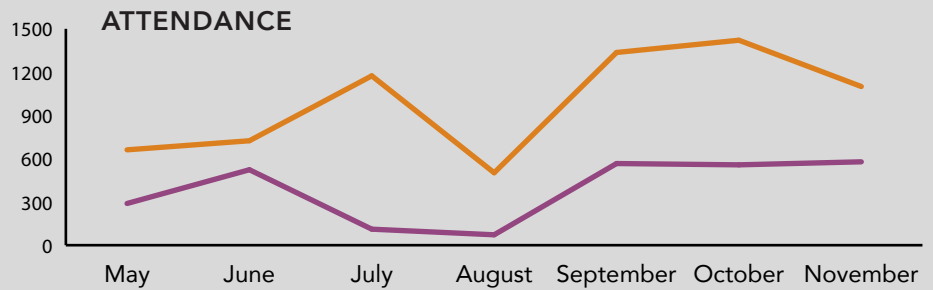
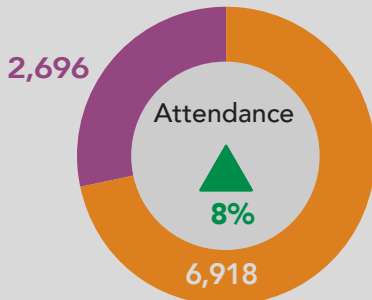
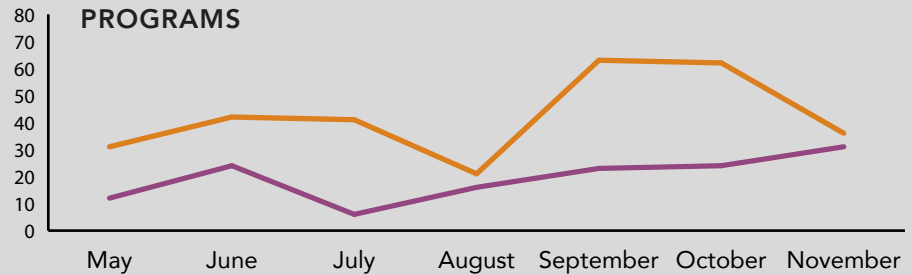
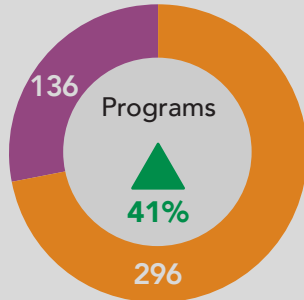
Books:
186,843

STATISTICS NOVEMBER 2022

PROGRAMS

● Virtual ● In-Person

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



HOME DELIVERY



275 ▲ 20%
home deliveries

ROOM BOOKINGS



5,589 ▲ 101%
study room bookings



161 ▲ 229%
meeting room bookings

TECHNOLOGY



5,962 ▲ 116%
computer sessions



81,965 ▲ 52%
WiFi sessions

STATISTICS DECEMBER 2022

These statistics represent year-to-date counts from May 1, 2022 - December 31, 2022, compared to the same time period for last year, unless otherwise noted. We are seeing an increase in non-resident cardholders due to the expanded Cards for Kids act that led to the Board updating our library card policies and expanding library card access to individuals who are 18 and under living in areas that are not served by a library. We also are continuing to see expanded access to materials through our home delivery program which continues to see increased demand.

CARD HOLDERS (AS OF DECEMBER 31)

17,894 total cardholders

17,326 Residents 508 Non-Residents 60 Businesses

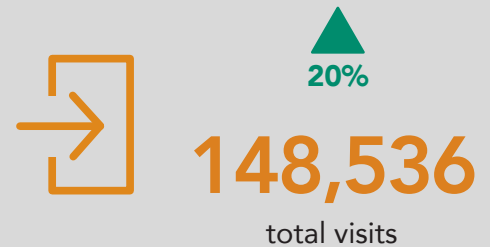


35,222 total residents

51% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data
www.ims.gov/research-evaluation/data-collection/public-libraries-survey

VISITS



CHECKOUTS



COLLECTION (AS OF DECEMBER 31)



Online Resources:
117,773

358,971
total collection

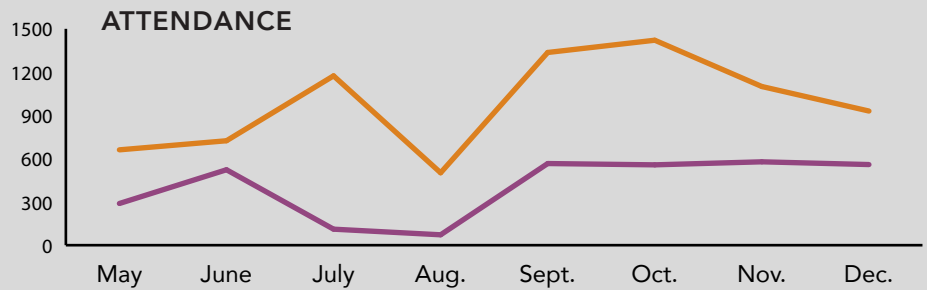
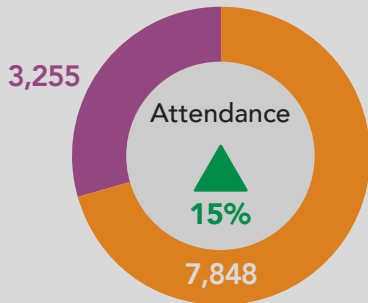
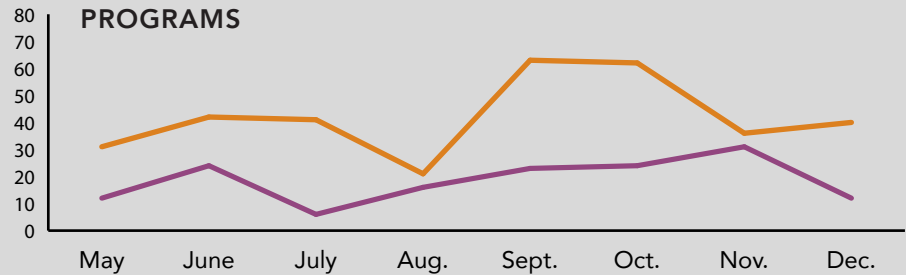
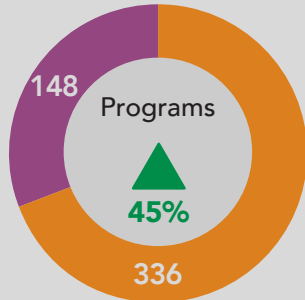
Books:
185,846

STATISTICS DECEMBER 2022

PROGRAMS

● Virtual ● In-Person

The circle graph represents year to date cumulative attendance. The line graphs represent our monthly changes in the number of programs offered and total attendees.



HOME DELIVERY



307 ▲ 17%
 home deliveries

ROOM BOOKINGS



6,303 ▲ 87%
 study room bookings



189 ▲ 139%
 meeting room bookings

TECHNOLOGY



6,715 ▲ 102%
 computer sessions



82,289 ▲ 32%
 WiFi sessions

Patron Comments and Suggestions

November 2022

RECEIVED NOVEMBER 3, 2022

I just want to commend the library on hosting today's Medicare Zoom program. What a pleasure and privilege to live in a community with such a treasure chest of information and resources.

Comment Source: Email

Response to Patron by Susan Wolf on November 3, 2022:

Thank you very much for your feedback. I'm glad that you found the program and the Medigap resource useful!

RECEIVED NOVEMBER 4, 2022

I've lived in Northbrook and been attending classes here, but I never realized you carried newspapers and investment newsletters like Kiplinger. I spend hundreds of dollars and these a month so I'm glad I know this now.

Comment Source: In Person (Patron made comment to Tracy Gossage at the Reference desk)

Staff comments by Susan Wolf on November 5, 2022:

Thank you for your comment about our investment newsletters. I will pass this along to our librarian who plans our financial and business classes so that we can better promote these resources.

RECEIVED NOVEMBER 8, 2022

Hi! First, I love the library. It's awesome! I have been coming here since I was a kid and now my kid comes here. My only comment of sorts is to see about getting some healthy snacks in the vending machine? I know you most likely do not own it but would be great to have some granola bars or alternative snacks that are not all kind of junk food. Thanks!

Comment Source: Email

Staff comments by Kelly Durov on December 12, 2022:

We are looking into this request for healthier snacks in the vending machines.

RECEIVED NOVEMBER 17, 2022

Children librarians too busy on computer shopping or talking to one another, seemed bothered to help.

Also-the children's department is severely lacking toys, things to do, book suggestions are wildly inappropriate for some families(like mine), drag queen hips go swish swish swish? Really? How about non polarizing material that appeal to the majority instead of choosing pronouns and drag queens?

Comment Source: Email

Staff comments by Kelly Durov on December 12, 2022:

The commenter did not leave their contact information. We strive to greet all patrons and engage with them when they enter the library or a department. Toys were taken off the public floor during COVID, but we have brought back toys as an early literacy learning experience to our Story Corner. We have a variety of materials in our collection to

serve a diverse audience and while the picture book entitled "The Hips on the Drag Queen Go Swish, Swish, Swish" may not appeal to all readers, this title has been well reviewed and sought out by members of our community.

RECEIVED NOVEMBER 22, 2022

We love attending concerts at the library. Being able to go out and go to concerts again has really helped with my mom's well-being and it is much more convenient than traveling downtown since my mom cannot walk long distances as much anymore. I also think the music is good for her memory as well - she really seems to be in better spirits now that we can see live shows again.

Comment Source: In Person (In person to Tracy Gossage.)

Staff comments by Susan Wolf on December 2, 2022:

Thank you for attending our Fine Arts Fall concerts. We are very happy that we can offer them again and that they have helped your mom's well-being!

Patron Comments and Suggestions

December 2022

RECEIVED DECEMBER 1, 2022

This is who the Northbrook Public Library had reading the children, promoted to the youngest children, aged 3-8. Why?

Comment Source: Email (The patron attached two photos from Drag performer Muffy Fishasket's Instagram account.)

Staff comments by Kelly Durov on January 11, 2023:

This was the second email sent by this patron to the Board of Trustees. Kelly Durov emailed and spoke to the patron about setting up a time to discuss their concerns in January the week of December 5. Kelly also provided background to the Board that included the following information: Miss Muffy performed a Drag Queen Story Hour at our library in October 2021. The event was virtual and had 15 attendees. It is the only Drag Queen event that the library has offered. There is not an event like this planned in the future.

Drag Queen Story Hours have become a national phenomenon and are supported by a national organization, called "Drag Queen Story Hour". Partnering with libraries and other venues, the entertainers have cultivated their strong stage performances into events that are appropriate for children that encourage a love of reading. Miss Muffy co-founded the Chicago chapter of Drag Queen Story Hour. You can learn more about Drag Queen Story Hour by visiting this website: <https://www.dragstoryhour.org/>

Miss Muffy has been performing Drag Queen Story Hours for the past several years - since at least 2016. Other area libraries who recommended and have done programs with Miss Muffy are Indian Prairie, Round Lake, & Glencoe, and Chicago Public Library. She was featured in an interview from the American Library Association in 2018 which you can read here: <https://www.oif.ala.org/oif/?p=14809>.

RECEIVED DECEMBER 1, 2022

I was recently at the library with my children and was shocked to see numerous books geared towards what I would consider the grooming of young children. This is in the children's section, near the toddler section, not in the young adult section.

Why?

I have attached photos of just a few of the books i saw, but there were numerous others, such as "Choose your Pronoun", "Fred gets dressed" and "Julian is a Mermaid".

Why would the library use taxpayer funds to approach sexual topics with the youngest of children including that of a male adult dressing like a woman?

Comment Source: Email (Attached pictures of 3 picture books: Miss Rita, Mystery Reader, If You're a Drag Queen and You Know It, Payden's Pronoun Party,)

Staff comments by Kelly Durov on January 11, 2023:

This was the first in a series of emails to the Library Board of Trustees. Kelly Durov emailed the patron to set up a time to talk about their concerns. Kelly and the patron spoke on the phone to try to schedule a meeting during the week of

December 5. At that time, the patron asked if her husband and several of their friends could also attend. The patron requested that we meet in January given how busy the end of December was.

RECEIVED DECEMBER 5, 2022

"Compared to the little library I come from in Northfield, this is like the big city! You have a great selection [of 4K and Blu Rays.]"

Comment Source: In Person (At Fiction & Media Desk)

Staff comments by Kelly Durov on January 6, 2023:

We appreciate this compliment from a new user that staff received in person.

RECEIVED DECEMBER 17, 2022

We were streaming The Rose Maker, a French film, but had to stop about halfway with the intention of returning to watch the rest of it because it is very good. However, the next day, I could not find the original streaming service and the "free" movie became a "pay-for" movie. After spending way too much time trying to figure out why, I turned to NPL. And NPL has the DVD!! With lots of Bonus Features!

Thank you! You made our Saturday nite! And I highly recommend this sweet & funny movie...

Comment Source: Email (Sent to Tracy Gossage's email)

Response to Patron by Tracy Gossage on December 17, 2022:

Thanks so much for your feedback. I'm glad our film collection provided access to the film as well as bonus features to learn more about it.

RECEIVED DECEMBER 17, 2022

Please show more events like SWAN LAKE on 10-22-22.

Comment Source: Email

Response to Patron by Kelly Durov on January 6, 2023:

We are so glad that you enjoyed our Live Ballet Screening of Tchaikovsky's Swan Lake on October 22. We appreciate your feedback and are looking for more opportunities to bring live screenings of theater and dance performances to the auditorium.

RECEIVED DECEMBER 20, 2022

The Collaboratory staff has been extremely helpful with a very special project for my mother's 80th birthday. Joe responded to several of my emails helping me with the software and offering advice to make the project more efficient. Eric finished the project up with me today and couldn't have been more helpful.

I am so appreciative of the time and help that Joe provided and the continued help from Eric. This has been an outstanding experience.

Comment Source: Paper Form

Staff comments by Kelly Durov on January 6, 2023:

We are glad to hear that staff from the Collaboratory (Joe Cirignani and Eric Flowers) were able to assist with this special project.

RECEIVED DECEMBER 20, 2022

Please review and consider why you are still suggesting drag queen books for our youngest children and hosting drag queen story hour.

Comment Source: Email (Comment included a screen shot from Twitter of an event call "A Drag Queen Christmas" with the text: "Yesterday, a blatantly sexualized sho)

Staff comments by Kelly Durov on January 11, 2023:

This was the third in a series of comments from this patron. Kate Hall emailed the patron on 12/22/22 and again on 1/6/23 to set up a meeting. The patron responded on 1/7/23 and we are still trying to find a time to meet.

RECEIVED DECEMBER 27, 2022

Cyrano de Bergerac on 12-3-22 was awful. People walked out on the event. It was too modern. I saw the movie and was expecting a play like the movie. I like events from the Royal Ballet or Opera. I saw Swan Lake this year at Northbrook Library. It was very good. Could you show the Nutcracker this year, if possible? I know it was offered on ZOOM in December 2020. I don't have a computer, so I was unable to watch it. Thank You

Comment Source: Email (feedback email)

Response to Patron by on January 5, 2023:

Thank you for letting us know what you thought of the Live Theatre Screening: Cyrano. We are able to show some performing arts events and, depending what programming availability is like, we make decisions on the screenings. We will take into consideration your suggestion of screening the Nutcracker again, it was a very popular program.

RECEIVED DECEMBER 29, 2022

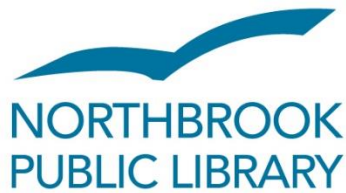
Patron was upset that non-Northbrook residents can check out wireless spots, especially since other CCS libraries don't allow reciprocal borrowers to check them out. She would like the board to rethink this policy.

Comment Source: Phone

Response to Patron by Kelly Durov on January 6, 2023:

Thank you for your suggestion to consider changing our wireless hotspots to only be available to Northbrook cardholders. We are carefully monitoring circulation and hold data on our Library of Things collection, including the hotspots, and considering changing the loan rule to only allow checkout by Northbrook cardholders. We are aware this is the rule at some neighboring libraries.

Again, thank you for the suggestion and please let me know if we can be of further assistance.



Memorandum

DATE: 1/5/23

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: EDI Organizational Assessment

The EDI Organizational Assessment from The Blackberry Collection is included in the packet for review and discussion at the January board meeting. In order to help with reviewing the assessment, here are the goals and outcomes we defined that were developed as part of the RFP process by the EDI committee:

- Provide an assessment of the organization as it is today
- Help build a strategy that integrates EDI across policies and practice
- Develop future workshops/training for staff
- Lay the groundwork for future EDI work
- Help us with EDI priority setting
- Hire and retain diverse staff
- Create a better environment for staff
- Create an equitable, diverse, and inclusive library
- Ensure marginalized patrons feel welcome and comfortable in the library

Scope of Work Requested

Conduct an organizational assessment

The goal of this assessment is to help us identify what our immediate next steps should be to further a culture of equity, diversity and inclusion in our organization.

Initial goals include more inclusive policies and procedures to make the library a welcoming place for all community members, and creating an organizational culture that embraces EDI, including developing shared language, enthusiasm, and buy-in among staff.

Provide a written proposal with recommendations for next steps, and a roadmap for the next 3-5 years.

Communicate process and findings with library stakeholders, including library staff, board, and community members.

What We are Looking For

The library is seeking a consultant who can help move us forward in alignment with our mission and vision.

Mission: The Northbrook Public Library nurtures community and stimulates lifelong learning through innovative, responsive programming, partnerships, resources, and services. We deliver excellent customer service to our patrons to create a welcoming, inclusive environment.

Vision: Our patron-focused organization will create a more connected, inclusive, and engaged community in Northbrook.

Values: Innovation, Inclusion, Customer-focus, Lifelong Learning, Collaboration

We will consider these key attributes and skills when assessing potential consultants:

- Experience working with libraries or other nonprofit organizations*
- Background in working to facilitate organizational culture change and development*
- Proximity / ability to work with the library both in person and virtually*
- Background and area of expertise that align with our community and organizational needs*
- Flexibility and willingness to customize consultation and support provided to our specific organization*

Questions for Reflection

These questions were also provided for staff in their review

- What resonated with me?*
- What made me feel uncomfortable?*
- What outcomes are presented for us to act on?*
- What are the immediate next steps we need to take after receiving this report?*
- What action steps do we need to take to improve our patron's experiences based on the report?*
- What action steps do we need to take to improve our organizational culture based on the report?*
- Which of our goals and outcomes are we able to achieve with the report?*
- What policies and procedures need to be adjusted to make the library a welcoming place for all patrons and staff?*
- What vocabulary do you feel we need to create a shared understand of to move forward with this work?*
- What does our 3-5 year roadmap look like?*



AFTER ACTION REPORT: Northbrook Public Library



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THE BLACKBERRY *Collection* ABOUT US

The Blackberry Collection develops and enhances strategies, spaces, experiences, and opportunities that center the work, life, love, play, and style of the modern day diaspora. Through curation, coaching, training, facilitating, and consulting methods, The Blackberry Collection comes alongside individuals, organizations, and companies, large and small, to realize the very best experiences, personally, professionally, individually, and organizationally.

The Blackberry Collection's solutions don't come out of a box ready to plug and play. We pride ourselves on identifying your challenges quickly and designing strategies to address them, always keeping top of mind your organizational needs for minimal disruption.

For years, we've been supporting organizations as they mine the gap between their actual and ideal operations, while centering the needs of historically, intentionally, and traditionally marginalized people groups, both here in this community and nationally. We know your landscape, we understand your market, and we appreciate the needs of your industry.

Each of our consultants has an advanced degree in their field, and at least ten years of experience actually working in that field. This marriage of theory and practice is critical to our strategic approach. Combined, our consultants have over 40 years of hands-on problem-solving expertise behind them. That's a lot of problems, and even more solutions!

In the last two years, we've completed projects with:

- Village of River Forest
- Roosevelt University
- Dominican University
- Duke University
- Oak Park Public Library
- OPRF Community Foundation
- OPRF School District 200
- OP Elem School Dist. 97
- Bethune Cookman
- Oak Park Township
- Independent Financial
- Riveredge Hospital
- Skokie Public Library
- 16th Street Theater
- Chatterkick
- Allies for Community Business
- Breakthrough Urban Ministries
- Rebuilding Together
- River Forest Public Library
- The Nova Collective
- Legal Aid Foundation of Los Angeles
- American Foundation for Suicide Prevention



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Reesheda Nicole Graham Washington

CEO, PRINCIPAL CONSULTANT

Reesheda N. Graham Washington is the former CEO of RGW Consulting, a boutique consulting practice that invites partners and clients to reimagine and generate wonder and curiosity around community and organizational development, economic development, and equity through coaching, training, consulting, and facilitation practices. Reesheda now serves as the CEO and Principal Consultant of The Blackberry Collection.

Board member for Kehrein Center for the Arts and Board Chair for Race Conscious Dialogues, Reesheda centers liberal arts, and DEI practices in her development of leaders and strategy. A 20 year veteran educator and curriculum designer, Reesheda is a New Leaders trained administrator who has led school leaders in their own professional development. An executive coach and facilitator, Reesheda is one who finds great passion in ushering forth difficult conversations relationally and communally toward transformation for all, touching on subjects of equity, strategy, and development.

Jamion L. Berry

CEO, PRINCIPAL CONSULTANT

Jamion L. Berry is a founding member of The Blackberry Collection and leads operations for the company. Jamion L. Berry has over 20 years of Supply Chain & Operations experience while working for Fortune 100 Companies, with his most recent experience as a Director of Continuous Improvement for McDonald's Corporation.

Jamion prides himself in challenging status quo thinking while driving continuous improvement in all aspects of his life and those that he works with. He loves pouring into others, pushing life to the limit and a high sense of fashion.

Jamion has a B.A. in Chemistry from Kenyon College in Gambier, Ohio, a B.S. in Chemical Engineering from Washington University in St. Louis, and an Executive MBA from Emory University in Atlanta, GA. He is also a certified Lean Six Sigma Black Belt professionally and a National Society of Black Engineers alum.



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INTRODUCTION

The Blackberry Collection would like to welcome you into the After Action Reporting experience! We know that you and your colleagues have been waiting to receive this valuable feedback, and we are eager to share our results and findings with you!

Keep in mind that the contents comprised by this report are those of The Blackberry Collection, taken from layers of impressions across and throughout your organization, and by no means are these impressions attributable to any one group or individual who participated in the discovery protocol.



How to Approach the After Action Report

- **Take as much time processing the strengths as you take to process the challenges**
- **Consider how your responses to "further curiosities" might prohibit threats to the organization**
- **Approach the report from a non-dominant cultural perspective to gain greater insight into its findings**



The Blackberry Collection has implemented numerous discovery protocols over the years. As such, we have captured strategies and recommendations for how to approach the after action report that will render the best ways to receive the report. Click on the video below to hear what to keep in mind as you process your organization's report.



Click to play video in browser





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PROJECT OVERVIEW

DISCOVERY & AFTER ACTION REPORT OVERVIEW

The Blackberry Collection (TBC) spent several weeks interviewing and listening to a cross section of over 50 Northbrook Public Library stakeholders including 12 affinity groups to shed light on some of the root causes that impact the organization's culture and climate, specifically as it pertains to practices related to diversity, equity, and inclusion. The discovery process illuminated strengths, challenges, and the need for stakeholders to continue to engage the interrogation of inequitable practices and how those practices show up systemically in Northbrook Public Library culture.

This document categorizes strengths, challenges, recommended next steps, and further curiosities that were revealed during the discovery process based on four quadrants of inequity: internalized, interpersonal, institutional, and systemic. Additionally, this document lays out a recommended course of action to address inequitable culture, behaviors, processes, and protocols within Northbrook Public Library. Finally, this after action report will identify the three most pervasive elements of whiteness that negatively impact historically, intentionally, and traditionally marginalized people groups at Northbrook Public Library and how these elements are oppressive within the organization.

DISCOVERY & AFTER ACTION REPORT CLAUSE

As was stated in your agreement for services, it is important to note that while there will be many unique findings that are specific to Northbrook Public Library, and even some that are specific to your particular industry, many of our discovery findings fall into a variety of behaviors that we have standardized as commonly oppressive practices over time and experiences. These findings are systemic and representative across our client base and industries which have emerged as a result of what we know about the lived experiences of historically, intentionally, and traditionally marginalized people groups (HITMPGs) and the ways in which they are oppressed within organizations, communities, and systems.



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PROJECT OVERVIEW

Behaviors such as tokenism, hierarchical power dynamics, marginalization, etc. are consistently a part of institutional oppression, and if we find demonstrations of these standard oppressive behaviors during the discovery process, we will name them as such. This means that there is great potential for you to find similarities between your report and the reports of others we have worked with, specifically within your industry.

Put plainly, racism plays itself out in indistinct ways, across our communities, cities, and country. It is not very unique nor customized. Consequently, we are committed to the discovery protocol process and the evidence of our findings. These findings are unfortunately typical and common across the spaces in which we have worked, and there will be similarities in reporting as a result of that reality.

Having spent more than 25 hours interviewing over 50 different stakeholders including executive leadership, management, community, board, and staff members across roles, responsibilities, departments, and affinities on issues of equity at Northbrook Public Library, The Blackberry Collection offers the following strengths, challenges, recommendations, and questions to consider for future work. This after-action report also serves as the premise for the recommended next steps and future work that The Blackberry Collection recommends for Northbrook Public Library.

DISCOVERY PROTOCOL & AFTER ACTION REPORTING OBJECTIVES

- Make space for participants to provide an account of the equity journey the organization has taken to date, both from an ideal and an actual perspective, from their own perspective, in a transparent format



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PROJECT OVERVIEW

- To give participants an opportunity to be instrumental in the shaping and forming of the objective impressions that will develop over the course of intersectional listening sessions and the reporting recommendations
- To allow participants to be informed by what they hear and share from and with each other over the course of the discovery process as it unfolds intersectionally
- To empower participants toward future implementation of the recommendations that emerge from the discovery process as a result of their participation in the development of the findings

DISCOVERY PROTOCOL QUESTIONS

Below are the questions that we asked every individual and group of participants in the discovery protocol:

1. If you were to explain the current state of diversity, equity, and inclusion at your organization to a stranger, what would you say to them?
2. What seems to support the presence of diversity, equity, and inclusion at your organization right now? What helps the organization practice and participate in diversity equity and inclusion today?
3. What are some of the things that serve as road blocks to diversity, equity, and inclusion? What are some of the challenges that get in the way of your organization being as diverse, equitable, and inclusive as it could be?
4. What is the very next best step that this organization could actually take toward becoming more diverse, equitable, and inclusive?



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PROJECT OVERVIEW

5. Is there anything else that you would like to share that may not have been covered by the questions I have asked?

Additionally, as a part of our own growth and development, we piloted two additional questions with focus groups. They are as follows:

6. How does doing this work with us and doing DEI in the organization in general make you feel?

7. What do you need to know that you don't know that would support the continue development of diversity, equity, and inclusion in your organization?

Our objective and commitment is to support you as you build on your strengths to ensure that Northbrook Public Library continues to be a leader in your industry, while prioritizing diverse, equitable, and inclusive strategies across the organization and in everything you do.

We look forward to meeting with you to discuss next steps.

Sincerely,


2022-11-08 16:26:33 (AST)


2022-11-08 16:28:43 (AST)

Reesheda Graham Washington & Jamion Berry
CEOs & Principal Consultants
The Blackberry Collection



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PROJECT REPORT

QUADRANT ONE: INTERNALIZED INEQUITY

DEFINITION OF INTERNALIZED INEQUITY: Dynamics of injustice and/or bias that lives within individuals; personal and private notions and beliefs of prejudice that inform how one sees one's self and others; negative beliefs and notions of self that are rooted in racism and other marginalizing philosophies (ageism, adultism, ableism, misogyny, etc.); ALSO, private notions and beliefs regarding one's own sense of privilege/entitlement

STRENGTHS

- **ACKNOWLEDGMENT:** Northbrook Public Library recognizes and acknowledges across stakeholders (though to varying degrees) that there are individual, cultural, operational, and systemic inequities. This is a strength in that the organization acknowledges that there is an issue and that its stakeholders (though to varying degrees) are complicit in both the manifestation of the issue and the solutions to remedy the issues of inequity within Northbrook Public Library.
- **POSTURE:** Having led workshops with Northbrook Public Library leadership and managerial team members, it is evident that many of the individuals in leadership and on the board of directors (though not all, and certainly to varying degrees) have the capacity to hold the kind of posture in the work that allows for their own growth and transformation in DEI practices.
- **WILLINGNESS TO SHARE:** It is also evident that a number of individuals at Northbrook Public Library have a voice and are willing to share their opinion in open settings without fear, shame or blame. This is a great strength to have especially in environments where transformation, growth and continuous improvement are constantly being challenged to improve daily work.



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CHALLENGES

- **VOICES NOT BEING HEARD:** Northbrook Public Library currently has a hierarchical leadership dynamic, when they have the skillset(s), capacity, and potential to live into a flat leadership structure, given the number of capable leaders within the organization. This can be both a strength and a challenge when it comes to making decisions and being nimble with execution. Because there tends to be a top down approach to many decision making process, the voices of capacity throughout the organization are not heard or included in decision making and execution as could/should be. Employees feel that their opinion ("voices") only matter after key decisions have been finalized, and this creates gaps in relational trust. Additionally, many of the senior leaders are non BIPOC and/or non-HITMPGs, concerns around diversity, equity, inclusion and anti-racism are suppressed. If HITMPG voices are not amplified, it will be challenging to augment how policies, protocols and best practices either being changed or implemented with a DEI and anti-racism mindset
- **PERVASIVE FEAR:** A large representation of Northbrook Public Library organization spoke of fear of making mistakes, upsetting people, and/or “getting it wrong,” as an impetus for the overthinking and debilitation that has sometimes accompanied the organization's DEI initiatives. This FEAR is multi-pronged because it then transfers over into fear of job security, decision making and having a voiced opinion. As stated in the prior bullet, there were multiple examples expressed that when individuals voiced their concerns around DEI and racism, they were pushed aside, or felt that their voices were not heard. Employees also expressed "fear of leadership", not feeling comfortable expressing themselves on topics that will improve the daily work at the library. Fear of the repercussions that may impact their level of comfort at work, ability to be seen and appreciated. They want to do the work, but they are afraid of the repercussions that accompany doing the work and it not be received well



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RECOMMENDED NEXT STEPS

- **PHYSICAL SPACE MAKING:** Consistently facilitating gatherings (i.e, with food, music, and hospitality) that create space for people to express their opinions openly without fear of shame/blame in an open environment. These connections should be objectively facilitated, giving everyone who attends the opportunity to participate and share at the same level, reducing fear caused by hierarchical frameworks.
- **EMOTIONAL SPACE MAKING:** Provide opportunities for training on how to create emotional space for one's self and for interactions between colleagues to increase courageous conversation and vulnerable sharing.

FURTHER CURIOSITIES

- How can we re-imagine ways to gather physically and emotionally, as well as in small and larger contexts? What are "the hows" and "the whats" of our formal and informal daily gatherings that create space for everyone's voice to be heard?
- As we re-create these gatherings, how do we also create emotional space that embraces our differences, opinions and ways of being in a healthy way?



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SUMMATIVE IMPRESSIONS

The "Internalized" quadrant is most significantly about how inequities and injustices have negatively impacted and/or traumatized individuals. This quadrant has a lot to do with how we were raised and what those things are inside of us that cause us to be in the world the way we show up. We each have a voice and employees at Northbrook Public Library feel as though due to pervasive fear throughout the organization that their voices are not being heard both individually and collectively. So how we change this paradigm is more important than simply calling it up in this report. Let's get explorative about how we change the culture for employees voices to be heard without the influence of fear.

Microaggressions can be categorized as either active or passive. Simply not responding to the voices within the organization on subjects and topics that matter has a higher level of negative impact on Northbrook Public Library's culture and collaborative trust. It is going to be increasingly critical for Northbrook Public Library to respond to the outputs from this Discovery Protocol to inform its employees and community that the aforementioned fear factors are being addressed and that people's voices are being heard from and through this report. These areas inform the other Quadrants of Inequity which will we share in subsequent sections of this report.



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PROJECT REPORT

QUADRANT TWO: INTERPERSONAL INEQUITY

DEFINITION OF INTERPERSONAL INEQUITY: interactions between people that is rooted in their socialized biases, -isms, and/or phobias; manifested articulations and behaviors that stem from and are rooted in their internalized inequities/-isms

STRENGTHS

- **COLLECTIVE WILLINGNESS:** Stakeholder interviews revealed leadership, staff, board and community stakeholders who have passion and desire to have Northbrook Public Library be freed of inequity. This positive energy will serve the implementation of diversity, equity, and inclusion and anti-racism practices well.
- **COLLABORATION:** The DEI advisory team members seem to have a collaborative approach to the work that allows them to work toward the "greater and common goal" together.
- **INTERPERSONAL RELATIONSHIPS:** The greater part of staff and management seems to truly appreciate, encourage and care about each other as human beings. These interpersonal relationships serve the work ahead well in understanding and applying what DEI has to offer and the impact the work could have on historically intentionally and traditionally marginalized people groups.



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CHALLENGES

- **TOKENISM:** In the discovery protocol sessions it was acknowledged that when acts of discrimination, racism and/or inequity occur at Northbrook Public Library instead of leadership addressing the issue internal employees that are HITPMGs are asked to address the issue on behalf of the library. As a consequence of having only a select and chosen few voices within Northbrook Public Library community representing the issues of each affinity (Black, LGBTQIA+, etc.), particular individuals become accustomed to the entities seeking them, most predominantly to speak upon cultural elements central to the said individual's identity. What results is a monolithic version of the expression and responses associated with the representation of that cultural element. Additionally, the individual who has been tokenized experiences the burden of having to be "the voice" of said issue, resulting in burnout, fatigue, and employee turnover. Finally, representatives sometimes buckle under the pressure of having to have to be the sole voice on all issues pertaining to their cultural identity, resulting in reciprocal resentment between the individual and the organization. This was a common theme during affinity listening sessions with the community.
- **BANDWIDTH AND CAPACITY:** Staff expressed that they value and want to participate in more DEI work, but the understanding is that there is "work" and that DEI is "not the real work," associating roles and job descriptions with the work they were "hired to do." This perception of DEI as tangential leads to both interpersonal disconnect between DEI champions and others who may not be champions yet, as well as a fear of not being productive enough and having to choose between "tangible work" or participating in DEI work and further professional development.



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- **THE GAP BETWEEN THE IDEAL VS. THE ACTUAL:** Most stakeholders articulate a deep desire to have a more equitable expression, meaning they sincerely desire to do more to improve DEI efforts at Northbrook Public Library. However, upon further probing, some stakeholders struggled to affirm their intent on the kinds of actual commitments and sacrifices they would have to embody in order to achieve a truly equitable organization. The constant tension between ideally where we think we are vs. where we actually are poses a dynamic at Northbrook Public Library that needs to be called up. On one hand there is a community of people (at varying levels) that believe Northbrook Public Library does not need to focus on diversity, equity, inclusion and anti-racism work. Whereas conversely there is a community of people who have actualized where Northbrook Public Library is on their DEI journey and want to see it transform, enhance and expand. When this gap goes un-noticed it creates a false sense of where we are and where we focus our efforts. This dynamic impacts the interpersonal in that it deflates the work for those inspired to see things change and creates frustration for those that think their time should be spent doing other work. More importantly it creates a false representation of where Northbrook Public Library is on its' DEI journey creating confusion across the organization.

RECOMMENDED NEXT STEPS

- **SEE INTERNALIZED RECOMMENDED NEXT STEPS:** The recommended next steps in the Internalized quadrant above would also serve as a great support to the needs associated with the Interpersonal quadrant, as there is a lot of overlap between these two quadrants and what solutions are effective for each.



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- **COMMUNICATION COMMITTEE:** To mitigate issues around tokenism, a communication committee should be created to address inequities, discriminatory acts and harm to/at Northbrook Public Library community. By activating this committee it takes the responsibility to respond to inequities to/at Northbrook Public Library away from one individual. It also provides an administrative resource to Northbrook Public Library clearly targeted to mitigate this type of work. We recommend that this committee has representation across the organization (i.e, across multiple teams) and operate alongside the DEI committee when inequities arise
- **DEI PROFESSIONAL DEVELOPMENT:** Create equitable and inclusive space for DEI work to be conducted, facilitated and executed at all levels of the organization such that the organization embraces the work versus seeing it as an added burden to their normal daily activities

FURTHER CURIOSITIES

- How can we remove tokenism to collectively hold how we respond to discriminatory, inequitable, and anti-racist acts?
- How can we integrate DEI work into our daily work so that it is an integrated work rather than seen separately?

SUMMATIVE IMPRESSIONS

When we look at discrimination, inequities and anti-racist acts that occur at Northbrook Public Library is a very common approach. Although common it also creates an opposing effect and that results in internal conflict with those asked to address the issue. In essence those that are asked to respond actually resent the tokenization because they may not feel equipped emotionally to respond. Just because one appears equipped to respond does not mean that they are actually equipped to respond. Consider the reality that professional capacity and emotional capacity are two separate things and are not always aligned. The creation of a communication team to address these type of issues allows a collective group to ideate over effective strategies to respond and resolve these inequities without tokenization of one individual



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Creating space for DEI work can be a challenge for any organization. Some employees see the current DEI work as additional, exhaustive, un-inspiring work which perpetuates the ideal vs. actual paradigm. In order to shift this paradigm Northbrook Public Library will need to create ways to integrate DEI into daily work in a manner that is more streamlined. Now that Stage Zero training has been completed across the organization it is imperative to conduct a series of meetings that will help develop a DEI strategic plan. We recommend this work be completed with DEI consultants that will review the feedback from this report, alongside the strategic goals across the organization, to create a collaborative action plan that intersects DEI work with daily work and executes against the recommendations identified throughout this report. The application of DEI tools while doing daily work is how the integration starts and will inevitably provide Northbrook Public Library a better working environment and culture.





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PROJECT REPORT

QUADRANT THREE: INSTITUTIONAL INEQUITY

DEFINITION OF INSTITUTIONAL INEQUITY: the development and implementation of organizations and their policies, protocols, processes, and programs, in ways that perpetuate oppression for historically, intentionally, and traditionally marginalized people groups (HITMPGs), and/or prove advantageous to white people or the manifestation of whiteness as a social construct

STRENGTHS

- **DEI COMMITTEE:** The fact that there is an actual active DEI/EDI committee at Northbrook Public Library is a strength and the work that has been done to date has definitely gone with much notice. There have been positive strides made in reference to diversity, equity, inclusion and anti-racist work and employees are very appreciative of the work that has been done and the support that having this team in place provides.
- **AWARENESS:** Across all teams, which are predominantly white, awareness that it has blind spots regarding its own DEI practices and acknowledges the need to integrate even more diversity across teams in order to further illuminate what lies beyond what can be see on its own. Northbrook Public Library's governing bodies are aware that there is more work to do to become a more equitable and inclusive community. Northbrook Public Library is also aware that there is a need for non-dominant culture voices to speak into the process to guide them toward the next best steps on their DEI journey.
- **DIVERSE RESOURCE OFFERINGS:** Northbrook Public Library houses a vast and diverse collection of resources that are offered to patrons (i.e, collaboratory space, diverse book selection, computer resources, etc.). The quality of resources that are provided to the community are a true strength to the Northbrook Community Library



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- **COMMUNITY ENGAGEMENT & ACCESS TO DEI RESOURCES:** Northbrook Public Library does a great job of putting community patrons first and providing ample resources to support diversity, equity, inclusion and anti-racism topics in the form of posted media, books and community reading/viewing sessions. This is a solid strength that Northbrook Public Library had and feedback during discovery protocol sessions with multiple departments is that Northbrook Public Library employees take a lot of pride and effort in ensuring that diversity, equity inclusion and anti-racist resources are available in a multitude of formats.

CHALLENGES

- **INTENT VS IMPACT:** The NPL organization team members are often well intended in how they think about DEI. However, intentionality does not often guard against the negative impact of the carrying out of implicit and explicit bias as it has shown up at various levels throughout the organization. There was a sense that because the NPL serves marginalized communities, they must inherently be doing anti-racism work. The recent addition of the "Welcome All" mural implies that DEI is at the foundation of the libraries mission whereas the feeling behind the mural was shared as being more performative in nature and not authentic to the culture of the library or the community which it serves. DEI work requires the daily dismantling of systemic and institutional racism.
- **HISTORY, TRADITION, MERITOCRACY, NEUTRALITY:** The culture of the NPL in general highly values its own institutionalization by way of its history, traditions, meritocracy, academia, and purpose. The challenge is that the very history, traditions, and academia that organizations tend to uphold is what often serves as the foundation for unjust principles and practices. The question then becomes, "What should we effectively and intentionally preserve from this rich history steeped in tradition, and what should we relinquish, uproot, and/or dismantle toward becoming a DEI centering institution?"

- **HIRING PROTOCOL:** The NPL seemingly does not have transparent and clearly defined hiring protocols. Feedback from multiple individual and affinity group sessions was that there are no hiring protocols that people are clearly aware of and that managers pretty much are able to hire whoever they want, whenever they want without any guidelines or consistent protocols. There is very little transparency around open positions across department both internally/externally and employees learn about new positions once they have been filled. Many employees commented that they aren't even aware of new positions and when they find out about them they are already filled by either the hiring manager or by leadership. This poses a relational trust issue as employees feel as though there are positions that they qualify for but cannot apply for because they are not even aware of them or have any voice in what they need to do to qualify for those positions.
- **CONFLICT MANAGEMENT:** There are very little resources available to employees when it comes to addressing conflict management. Employees acknowledged that some light HR training was completed in the past but nothing robust enough to develop protocols on how to address conflict management. This leaves it up to employees navigating conflict with their own internalized bias and objectivity. Lack of HR tools, training and best practices makes it difficult to level-set on effective ways to manage conflict within the library both internal-facing within departments and external-facing with community patrons.
- **PROJECT FATIGUE:** Employees are inundated with new projects and fatigue sets in and then projects are either not getting done or drag out for extended periods of time and no longer become relevant or as relevant as when they were first introduced. This was shared across multiple affinity group sessions as well as evidenced in the extended lag-time to initiate DEI Discovery protocol work.



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- **APPROPRIATION AND PERFORMATIVE ALLYSHIP:** In an effort to increase diversity through allyship, the NPL has implemented a "Welcome All" mural at the entrance to the library that has been shared as being performative. The library has both implicitly and explicitly participated in appropriation (the adoption of icons, experiences, and representations of another culture(s), and using them for purposes that are unintended by the original group or somehow made offensive to that culture's people) and performative allyship (professing support and solidarity with marginalized groups in ways that either isn't helpful or results in active harm to said groups). This misfortune often occurs as a result of a shallow integration of DEI, as opposed to the deep examination and re-working of policies, procedures, protocols, programs, and professional development that would spur the redistribution of power, wealth, access, and decision making necessary to achieve a more genuine and authentic representation of diversity, equity, and inclusion that moves beyond the white-centering framework(s) of DEI
- **HIERARCHICAL POWER DYNAMICS:** Race, culture, gender, socioeconomics, and level(s) of education are all elements of explicit and implicit bias that negatively inform the extent to which people treat each other with respect, value, and dignity. NPL illustrated evidence that there continues to be a need for deepening all employees' understanding of their own implicit biases and how those biases inform the ways in which power is managed, distributed, and shared. Additionally, there is a direct correlation between the amount of power one holds in the organization and the extent to which they participate in whiteness, including how they hold power and privilege.



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RECOMMENDED NEXT STEPS

- **HIRE AND APPOINT HITMPGs:** Review existing hiring protocols and have them audited against best practices shared amongst surrounding libraries within the network. Work with an objective facilitator to identify best practices to recruit and onboard both non-BIPOC, HITMPGs (specifically BIPOC) into varying levels (including leadership and board) at the library. Assistance in the creation of a holistic and integrated hiring protocol and then implementation of that plan.
- **DEVELOPMENT OF ADDITIONAL AFFINITY GROUPS:** Work with an objective facilitator and internal staff to develop additional affinity groups that reflect the desires and needs of Northbrook Public Library staff to create a safe and joyous space for HITMPG's to build community.
- **PROJECT BALANCING:** Develop strategies to balance out existing projects and new initiatives. This is important especially to create space for DEI work and career development opportunities. Once projects are completed celebrate completion of those projects to fuel teams and gain excitement for new projects.
- **HIRE HR RESOURCES:** Either as part of Northbrook Public Library leadership or a consultant that provides quarterly support in the form of training or tele-support to employees for areas such as hiring protocols, conflict management and career development. This is seemingly being managed by leadership and is not getting the visibility or attention it needs to improve moral, relational trust, decision-making and effective leadership support.



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- **COMMON AND SHARED LANGUAGE APPLICATION:** Now that foundational training has been completed towards developing a common and shared language for diversity, equity, inclusion and anti-racism work across Northbrook Public Library organization, creating space to apply lessons learned during the training will be critical for actual enduring understandings
- **PAY EQUITY:** Work with an external consultant to look at pay equity gaps across Northbrook Public Library organization and institute benchmarks to normalize equitable pay in both degreed and non-degreed salary bands

FURTHER CURIOSITIES

- The "Welcome All" mural embraces DEI in a very positive way but still What is required to make the the "Welcome All" mural feel truly embraced by internal employees and the surrounding community.
- What actions/activities should the library complete to ensure that everyone actually feels inclusive and welcomed as employees and a community?
- Discovering the “in between” is part of the challenge of Northbrook Public Library becoming more developed in its practices of diversity, equity, and inclusion. How can we be authentic and transparent about our understanding where Northbrook Public Library is in their DEI journey as well as envisioning where we would like to see it go?
- How can we build and integrate relational trust at Northbrook Public Library in ways that everyone supports and feels good about to improve how we feel about our value to Northbrook Public Library and the surrounding community we serve?
- How can we create an environment at Northbrook Public Library where hierarchical power dynamics don't exist and when experienced how do we manage them in a healthy way?
- How can we collectively and equitably improve the pay scale gaps that exist at Northbrook Public Library by investigating what are other libraries doing? 22



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- How can we get curious about honoring lived experience as a means to secure talent acquisition and retention in the same ways that we have historically honored degreed experience ?

SUMMATIVE IMPRESSIONS

When looking at the 4 Quadrants of Inequity, Institutional has the most strengths as well as challenges/opportunities. Leadership's ability to identify the importance of DEI as an internal competency for Northbrook Public Library library is highly beneficial.

TBC highly recommends that Northbrook Public Library continue to develop, train and nurture both the DEI committee alongside Northbrook Public Library organization to bridge DEI awareness, community engagement and access to resources.

The challenges identified within this quadrant are centered around Northbrook Public Library being a legacy organization with years of white supremacy which has informed and impacted many of the challenges that Northbrook Public Library currently is experiencing. There are critical elements that the NPL will need to get curious about in order to change ways of working that have been in place for many years.

The challenges identified within this quadrant are centered around Northbrook Public Library being a legacy organization with years of white supremacy which has informed and impacted many of the challenges that the Northbrook Public Library currently is experiencing. There are critical elements that Northbrook Public Library will need to get curious about in order to change ways of working that have been in place for many years.



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PROJECT REPORT

QUADRANT FOUR: SYSTEMIC/STRUCTURAL INEQUITY

DEFINITION OF SYSTEMIC/STRUCTURAL INEQUITY: The cumulative and compounding impact of -isms and injustices that are pervasively an inherent part of the laws, governance, and socioeconomics (capitalism) associated with the functions and operations of the larger society and its holistic and integrated composition

STRENGTHS

- **LEADERSHIP:** The work that executive leadership does with external library associations and affiliates equips librarians to think differently about the intersection of DEI, library science, and professional leadership.
- **OPPORTUNITIES TO INNOVATE:** The pandemic has produced a need for nimbleness and malleability that can be leveraged as we think ourselves into new ways of being and doing our work. Intersecting DEI goals with this already innovative workflow has the capacity to enhance our DEI efforts.
- **FUNDING:** Grant opportunities to support ongoing efforts across libraries in DEI are more readily available than they have ever been. Leveraging these opportunities to fund otherwise inaccessible endeavors in DEI is a timely move to make.

CHALLENGES

- **LOCATION:** The actual location of the library presents systemic and structural roadblocks that are out of the NPL's control. The fact that HITMPGs are not a dense population in the Northbrook community makes it increasingly difficult to hire and onboard HITMPGs as well as provide them with an attractive or commensurate pay in a community that is quite affluent. Multiple discussions were had at varying levels that this is a systemic issue and has been for quite some time that not only informs but impacts hiring of HITMPGs and diversity within the Northbrook community patrons.



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- **PATERNALISM:** Paternalism occurs when the people who hold the most power exclude the people who hold less power from communications, decision making, and access to resources. When one looks at the number of women in library sciences and compares that to the number of men who lead in library sciences, for example, paternalism in the field becomes clear and evident. This dynamic at the structural/systemic level in the field certainly impacts the culture and climate of library sciences and how the field functions broadly.
- **HOMOGENEITY:** Lack of staff diversity in the organization and in the library sciences in general continues to stymie the efforts to diversify the industry. Every effort must be made to connect with organizations who know how to connect leaders in library sciences to HITMPGs who have the capacity to work and lead in the field. In order to do this aspect of the work well, we will need to be nimble/flexible/agile about traditional credentialing and rather, move to a place where we honor lived experience as a means by which to have honed capacity to carry out particular roles.
- **PANDEMIC:** The pandemic has slowed participation and physical communal presence and connection globally. This dynamic is bound to challenge a field like library sciences, one that is so naturally and pervasively tied to civics and society. The pandemic will require libraries to think even more critically about how they think about diversity, equity, and inclusion, under circumstances that are unprecedented in this day and age.
- **COMMUNITY PERCEPTIONS:** How Northbrook sees, perceives, and typifies itself as a community will inform how the library sees and perceives itself, as well as how it operates and functions. It is the reality that not every member of the Northbrook community at large will value the DEI efforts the library is pursuing. As such, the library will need to take dissenting voices into account when determining its goals, objectives, and strategies to support DEI.



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- **TIME/RESOURCES:** With all that it takes to run and operate at the institutional level, it can sometimes be challenging to find the time and resources to dedicate to the larger structures of inequities and injustice. However, partnering with other organizations on this front will allow Northbrook Public Library's efforts to be amplified alongside community and organizational partners.

RECOMMENDED NEXT STEPS

- **EQUITABLE POLICY/PROTOCOL:** Developing equitable policy/protocol development and implementation across Northbrook will create a sense of cohesion and support around DEI initiatives the undergird the library's efforts
- **EXTEND EXTERNALLY:** Connecting with national library entities, both to receive and rally for support of DEI practices and resources is a critical component of the work that allows Northbrook Public Library to stay connected in DEI beyond the library

FURTHER CURIOSITIES

- What will the impact of the MLS degree and taking lived experience into account when retaining talent and hiring have on the industry?
- How will the national landscape of library science continue to wrestle with the issue of neutrality in tension with the need to take a stand as it pertains to DEI?
- How can we explore, enhance and expand equitable career pathing for non degreed employees that fosters retention? How are other libraries exploring this same question

SUMMATIVE IMPRESSIONS

While there is certainly a robust set of needs facing Northbrook Public Library at the institutional level, and it can then feel daunting to think about engaging at the structural level as well, it is recommended and supported that Northbrook Public Library continue to connect and engage at the structural level, as what happens there will certainly impact the work being done at the institutional/organizational level as well.



TBC recommends that Northbrook Public Library diversify who gets to attend and to address the opportunities to connect with national organizations that impact the systems and structures of library science and begin to consider sharing these opportunities with staff and community members who have not typically been tapped to engage at this level of the work.

Additionally, TBC recommends that Northbrook Public Library leverage these systems for resources and development opportunities in DEI, while also speaking into the ways that these systems are formed, both equitably and inclusively.



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PROJECT REPORT

IMPACT OF PERVASIVE WHITENESS

There was a [resource created by Tema Okun in 1999](#) that was since [revised in 2021](#) that outlines many (not all) of the characteristics of white supremacy. While it is important to note that even this resource is fraught with issues of concern and challenge, it is, at minimum, a source for determining what whiteness is, and what it looks like when it is being enacted in ways that cause oppression, racism, misogyny, and marginalization. Having reviewed the data ascertained from the discovery protocol and conversed as a team about the analysis of that data, The Blackberry Collection has determined that the following three characteristics of white supremacy are most pervasive within your organization:

Primary Impact Characteristic One: Perfectionism

Descriptors:

- Minimizing appreciative culture; praising the leaders only
- Overstating Inadequacies of Others
- Mistakes are seen as Personal & Monumental
- Neglecting Reflective Practice(s) for Self and Others

Antidotes:

- Develop a culture of appreciation, where the organization takes time to make sure that peoples work and efforts are appreciated
- Develop a learning organization, where it is expected that everyone will make mistakes and those mistakes offer opportunities for learning
- Separate the person from the mistake; when offering feedback, always speak to the things that went well before offering criticism





Summative Impressions:

From the board level of the organization throughout, there was a pervasive sense of perfectionism. There is a sentiment carried throughout the organization that all Ts must be dotted and Is must be crossed, and that judgment/shame/ridicule will follow if all is not done to ensure that perfectionism is the goal and that the goal will be carried out in every facet of the organization. It is this sentiment that feeds the fear of making mistakes, lest one be found standing in between the organization and its desire for perfection. This dynamic impedes the kind of grace and compassion that is necessary for Northbrook Public Library to fully uphold its competing value of being a professional learning organization, as its stakeholdership does not have access to the benefit of learning from its own mistakes without suffering the shame and critique associated with such mistakes being perceived as failure. TBC recommends that Northbrook Public Library comprehensively examines the root causes of perfectionism within the organization and develop strategies to be intentional about mitigating this stressor throughout the organization.

Primary Impact Characteristic Two: Sense of Urgency

Descriptors:

- Continued sense of urgency that makes it difficult to take time to be inclusive, or to consider consequences
- Frequently results in sacrificing potential allies for quick or highly visible results

Antidotes:

- Realistic work-plans
- Leadership which understands that things take longer than anyone expects
- Discuss and plan for what it means to set goals of inclusivity and diversity, particularly in terms of time



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Summative Impressions:

The sense of urgency that Northbrook Public Library is experiencing is potentially tied to the reality that the organization has historically overextended its project/programming capacity in ways that cause its staff to have to run further faster to accomplish it all. While it has been named both by the board and leadership that this practice is under review, the staff is continuing to experience the aftermath of said practices. TBC recommends that Northbrook Public Library audit its current projects/programming and determine what should be prioritized as well as what might be assigned a new timeline(s) for implementation, one(s) that feel more realistic and healthful to employ.

Primary Impact Characteristic Three: Only One Right Way

Descriptors:

- The belief there is one right way to do things
- When they do not adapt or change, then something is wrong with them
- Similar to the missionary who does not see value in the culture of other communities, sees only value in their beliefs about what is good

Antidotes:

- Accept that there are many ways to get to the same goal
- Once the group has made a decision about which way will be taken, honor that decision and see what you and the organization will learn from taking that way, even and especially if it is not the way you would have chosen



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Summative Impressions:

The Blackberry Collection believes that Northbrook Public Library's relationship to their being only one right way of doing things actually stems from the organization's commitment to perfectionism. If leaders and decision makers feel nervous about making mistakes, they will be less reluctant to innovate or attempt new ways of doing things. They will rely on what is tried and true, which doesn't always necessarily correlate to what is best practice in a continually changing context (think pandemic, for example). In the quest to achieve perfectionism at all costs, the organization runs the risk of holding on to good ideas too long before attempting execution and stymying the creative offerings of new team members or even tenured team members with new ideas. This behavior leads to marginalization and undervaluing the gifts and talents that come by way of innovation and ideation on teams.



THE BLACKBERRY *Collection* OUR COMMITMENT

It is our belief that these findings should be shared in the fullest and most appropriate ways with the board of trustees, leadership team, staff, and other stakeholders. The Blackberry Collection is committed to supporting the sharing of these findings by:

- Holding a debrief session with the Executive Director
- Holding a debrief session with the leadership team
- Holding a debrief session with the board of trustee
- Holding a debrief session with staff and other key stakeholders as identified by the leadership team

Additionally, The Blackberry Collection (TBC), having established these recommendations, would welcome an opportunity to consider delivering upon these recommendations as a consultant to the implementation phase of this effort. TBC welcomes the opportunity to discuss this report, its recommendations, and future planning in greater detail. Should you have interest, please email us at business@theblackberrycollection.com to set up a day and time for us to connect to speak about this report/plan and the potential to move forward with these recommendations. Thank you for the opportunity to have come alongside Northbrook Public Library in this great work! It has been fulfilling to support you!

We look forward to hearing from you soon. Be well.

After Action Report: Cross Referencing Section

For your convenience, the next section of this report categorically breaks out the information from the four quadrants above, based on strengths, challenges, recommended next steps, further curiosities, and summative impressions for ease of review. Please note that it is the exact same information as presented in the after action report above, simply categorized differently for ease of review.





PROJECT REPORT: STRENGTHS

ORGANIZATIONAL STRENGTHS AT-A-GLANCE

INTERNAL:

- **ACKNOWLEDGMENT:** Northbrook Public Library recognizes and acknowledges across stakeholders (though to varying degrees) that there are individual, cultural, operational, and systemic inequities. This is a strength in that the organization acknowledges that there is an issue and that its stakeholders (though to varying degrees) are complicit in both the manifestation of the issue and the solutions to remedy the issues of inequity within Northbrook Public Library.
- **POSTURE:** Having led workshops with Northbrook Public Library leadership and managerial team members, it is evident that many of the individuals in leadership and on the board of directors (though not all, and certainly to varying degrees) have the capacity to hold the kind of posture in the work that allows for their own growth and transformation in DEI practices.
- **WILLINGNESS TO SHARE:** It is also evident that a sparse number of individuals at Northbrook Public Library have a voice and are willing to share their opinion in open settings without fear, shame or blame. This is a great strength to have especially in environments where transformation, growth and continuous improvement are constantly being challenged to improve daily work.

INTERPERSONAL:

- **COLLECTIVE WILLINGNESS:** Stakeholder interviews revealed leadership, staff, board and community stakeholders who have passion and desire to have Northbrook Public Library be freed of inequity. This positive energy will serve the implementation of diversity, equity, and inclusion and anti-racism practices well.





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- **COLLABORATION:** The DEI advisory team members seem to have a collaborative approach to the work that allows them to work toward the "greater and common goal" together.
- **INTERPERSONAL RELATIONSHIPS:** The greater part of staff and management seems to truly appreciate, encourage and care about each other as human beings. These interpersonal relationships serve the work ahead well in understanding and applying what DEI has to offer and the impact the work could have on historically intentionally and traditionally marginalized people groups.

INSTITUTIONAL:

- **DEI COMMITTEE:** The fact that there is an actual active DEI/EDI committee at Northbrook Public Library is a strength and the work that has been done to date has definitely gone with much notice. There have been positive strides made in reference to diversity, equity, inclusion and anti-racist work and employees are very appreciative of the work that has been done and the support that having this team in place provides.
- **AWARENESS:** Across all teams, which are predominantly white, awareness that it has blind spots regarding its own DEI practices and acknowledges that they need to integrate even more diversity on their team in order to further illuminate what lies beyond what they can see on their own. The NPL governing bodies are aware that they have more work to do to become a more equitable and inclusive community. They are also aware that they need non-dominant culture voices speaking into the process to guide them toward the next best steps on their DEI journey.
- **DIVERSE RESOURCE OFFERINGS:** Northbrook Public Library houses a vast and diverse collection of resources that are offered to patrons (i.e, collaboratory space, diverse book selection, computer resources, etc.). The quality of resources that are provided to the community are a true strength to the Northbrook Community Library



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- **COMMUNITY ENGAGEMENT & ACCESS TO DEI RESOURCES:** Northbrook Public Library does a great job of putting community patrons first and providing ample resources to support diversity, equity, inclusion and anti-racism topics in the form of posted media, books and community reading/viewing sessions. This is a solid strength that Northbrook Public Library had and feedback during discovery protocol sessions with multiple departments is that Northbrook Public Library employees take a lot of pride and effort in ensuring that diversity, equity inclusion and anti-racist resources are available in a multitude of formats.

STRUCTURAL:

- **LEADERSHIP:** The work that executive leadership does with external library associations and affiliates equips librarians to think differently about the intersection of DEI, library science, and professional leadership.
- **OPPORTUNITIES TO INNOVATE:** The pandemic has produced a need for nimbleness and malleability that can be leveraged as we think ourselves into new ways of being and doing our work. Intersecting DEI goals with this already innovative workflow has the capacity to enhance our DEI efforts.
- **FUNDING:** Grant opportunities to support ongoing efforts across libraries in DEI are more readily available than they have ever been. Leveraging these opportunities to fund otherwise inaccessible endeavors in DEI is a timely move to make.



PROJECT REPORT: CHALLENGES

ORGANIZATIONAL CHALLENGES AT-A-GLANCE

INTERNALIZED

- **VOICES NOT BEING HEARD:** Northbrook Public Library currently has a hierarchical leadership dynamic, when they have the skillset(s), capacity, and potential to live into a flat leadership structure, given the number of capable leaders within the organization. This can be both a strength and a challenge when it comes to making decisions and being nimble with execution. Because there tends to be a top down approach to many decision making process, the voices of capacity throughout the organization are not as heard or included in decision making and execution as could/should be. Employees feel that their opinion ("voices") only matter after key decisions have been finalized, and this creates gaps in relational trust. Additionally, many of the senior leaders are non BIPOC and/or non-HITMPGs, concerns around diversity, equity, inclusion and anti-racism are suppressed. If HITMPG voices are not amplified, it will be challenging to augment how policies, protocols and best practices either being changed or implemented with a DEI and anti-racism mindset
- **PERVASIVE FEAR:** A large representation of Northbrook Public Library organization spoke of fear of making mistakes, upsetting people, and/or “getting it wrong,” as an impetus for the overthinking and debilitation that has sometimes accompanied the organization's DEI initiatives. This FEAR is multi-pronged because it then transfers over into fear of job security, decision making and having a voiced opinion. There were multiple examples expressed that when individuals voiced their concerns around DEI and racism, they were pushed aside, or felt that their voices were not heard. They also expressed fear of leadership by not feeling comfortable expressing themselves on topics that will improve the daily work at the library. Fear of the repercussions that may impact their level of comfort at work, ability to be seen and appreciated. They want to do the work, but they are afraid of the repercussions that accompany doing the work and it not be received well.





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INTERPERSONAL:

- **TOKENISM:** In the discovery protocol sessions it was acknowledged that when acts of discrimination, racism and/or inequity occur at Northbrook Public Library instead of leadership addressing the issue internal employees that are HITPMGs are asked to address the issue on behalf of the library. As a consequence of having only a select and chosen few voices within Northbrook Public Library community representing the issues of each affinity (Black, LGBTQIA+, etc.), particular individuals become accustomed to the entities seeking them, most predominantly to speak upon cultural elements central to the said individual's identity. What results is a monolithic version of the expression and responses associated with the representation of that cultural element. Additionally, the individual who has been tokenized experiences the burden of having to be "the voice" of said issue, resulting in burnout, fatigue, and employee turnover. Finally, representatives sometimes buckle under the pressure of having to have to be the sole voice on all issues pertaining to their cultural identity, resulting in reciprocal resentment between the individual and the organization. This was a common theme during affinity listening sessions with the community.
- **BANDWIDTH AND CAPACITY:** Staff expressed that they value and want to participate in more DEI work, but the understanding is that there is "work" and that DEI is "not the real work," associating roles and job descriptions with the work they were "hired to do." This perception of DEI as tangential leads to both interpersonal disconnect between DEI champions and others who may not be champions yet, as well as a fear of not being productive enough and having to choose between "tangible work" or participating in DEI work and further professional development.



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- **THE GAP BETWEEN THE IDEAL VS. THE ACTUAL:** Most stakeholders articulate a deep desire to have a more equitable expression, ideally. However, upon further probing, some stakeholders struggled to affirm their intent on the kinds of actual commitments and sacrifices they would have to embody in order to achieve a truly equitable organization. The constant tension between ideally where we think we are vs. where we actually are poses a dynamic at Northbrook Public Library that needs to be called up. On one hand there is a community of people (at varying levels) that believe Northbrook Public Library does not need to focus on diversity, equity, inclusion and anti-racism work. Whereas conversely there is a community of people who have actualized where Northbrook Public Library is on their DEI journey and want to see it transform, enhance and expand. When this gap goes un-noticed it creates a false sense of where we are and where we focus our efforts. This dynamic impacts the interpersonal in that it deflates the work for those inspired to see things change and creates frustration for those that think their time should be spent doing other work. More importantly it creates a false representation of where Northbrook Public Library is on its' DEI journey creating confusion across the organization.

INSTITUTIONAL:

- **FEAR OF MISTAKES:** A large representation of the NPL organization spoke of fear of making mistakes, upsetting people, and/or “getting it wrong,” as an impetus for the overthinking and debilitation that has sometimes accompanied the organization's DEI initiatives. There were multiple examples expressed that when they voiced concerns around DEI and racism, they were pushed aside, or felt that their voices were not heard. They also expressed fear of leadership by not feeling comfortable expressing themselves on topics that will improve the daily work at the library. Fear of the repercussions that may impact their level of comfort at work, ability to be seen and appreciated. They want to do the work, but they are afraid of the repercussions that accompany doing the work.



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- **INTENT VS IMPACT:** The NPL organization team members are often well intended in how they think about DEI. However, intentionality does not often guard against the negative impact of the carrying out of implicit and explicit bias as it has shown up at various levels throughout the organization. There was a sense that because the NPL serves marginalized communities, they must inherently be doing anti-racism work. The recent addition of the "Welcome All" mural implies that DEI is at the foundation of the libraries mission whereas the feeling behind the mural was shared as being more performative in nature and not authentic to the culture of the library or the community which it serves. DEI work requires the daily dismantling of systemic and institutional racism.
- **HISTORY, TRADITION, MERITOCRACY, NEUTRALITY:** The culture of the NPL in general highly values its own institutionalization by way of its history, traditions, meritocracy, academia, and purpose. The challenge is that the very history, traditions, and academia that organizations tend to uphold is what often serves as the foundation for unjust principles and practices. The question then becomes, "What should we effectively and intentionally preserve from this rich history steeped in tradition, and what should we relinquish, uproot, and/or dismantle toward becoming a DEI centering institution?"



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- **HIRING PROTOCOL:** The NPL seemingly does not have transparent and clearly defined hiring protocols. Feedback from multiple individual and affinity group sessions was that there are no hiring protocols that people are clearly aware of and that managers pretty much are able to hire whoever they want, whenever they want without any guidelines or consistent protocols. There is very little transparency around open positions across department both internally/externally and employees learn about new positions once they have been filled. Many employees commented that they aren't even aware of new positions and when they find out about them they are already filled by either the hiring manager or by leadership. This poses a relational trust issue as employees feel as though there are positions that they qualify for but cannot apply for because they are not even aware of them or have any voice in what they need to do to qualify for those positions.
- **CONFLICT MANAGEMENT:** There are very little resources available to employees when it comes to addressing conflict management. Employees acknowledged that some light HR training was completed in the past but nothing robust enough to develop protocols on how to address conflict management. This leaves it up to employees navigating conflict with their own internalized bias and objectivity. Lack of HR tools, training and best practices makes it difficult to level-set on effective ways to manage conflict within the library both internal-facing within departments and external-facing with community patrons.



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- **PROJECT FATIGUE:** Employees are inundated with new projects and fatigue sets in and then projects are either not getting done or drag out for extended periods of time and no longer become relevant or as relevant as when they were first introduced. This was shared across multiple affinity group sessions as well as evidenced in the extended lag-time to initiate DEI Discovery protocol work.



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- **HIERARCHICAL POWER DYNAMICS:** Race, culture, gender, socioeconomics, and level(s) of education are all elements of explicit and implicit bias that negatively inform the extent to which people treat each other with respect, value, and dignity. NPL illustrated evidence that there continues to be a need for deepening all employees' understanding of their own implicit biases and how those biases inform the ways in which power is managed, distributed, and shared. Additionally, there is a direct correlation between the amount of power one holds in the organization and the extent to which they participate in whiteness, including how they hold power and privilege.



PROJECT REPORT: NEXT STEPS

RECOMMENDED NEXT STEPS AT-A-GLANCE

RECOMMENDED NEXT STEPS

INTERNALIZED:

- **PHYSICAL SPACE MAKING:** Consistently facilitating gatherings (i.e, with food, music, and hospitality) that create space for people to express their opinions openly without fear of shame/blame in an open environment. These connections should be objectively facilitated, giving everyone who attends the opportunity to participate and share at the same level, reducing fear caused by hierarchical frameworks.
- **EMOTIONAL SPACE MAKING:** Provide opportunities for training on how to create emotional space for one's self and for interactions between colleagues to increase courageous conversation and vulnerable sharing.

INTERPERSONAL:

- **SEE INTERNALIZED RECOMMENDED NEXT STEPS:** The recommended next steps in the Internalized quadrant above would also serve as a great support to the needs associated with the Interpersonal quadrant, as there is a lot of overlap between these two quadrants and what solutions are effective for each.
- **COMMUNICATION COMMITTEE:** To mitigate issues around tokenism, a communication committee should be created to address inequities, discriminatory acts and harm to/at Northbrook Public Library community. By activating this committee it takes the responsibility to respond to inequities to/at Northbrook Public Library away from one individual. It also provides an administrative resource to Northbrook Public Library clearly targeted to mitigate this type of work. We recommend that this committee has representation across the organization (i.e, across multiple teams) and operate alongside the DEI committee when inequities arise





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- **DEI PROFESSIONAL DEVELOPMENT:** Create equitable and inclusive space for DEI work to be conducted, facilitated and executed at all levels of the organization such that the organization embraces the work versus seeing it as an added burden to their normal daily activities

INSTITUTIONAL:

- **HIRE AND APPOINT HITMPGs:** Review existing hiring protocols and have them audited against best practices shared amongst surrounding libraries within the network. Work with an objective facilitator to identify best practices to recruit and onboard both non-BIPOC, HITMPGs (specifically BIPOC) into varying levels (including leadership and board) at the library. Assistance in the creation of a holistic and integrated hiring protocol and then implementation of that plan.
- **DEVELOPMENT OF ADDITIONAL AFFINITY GROUPS:** Work with an objective facilitator and internal staff to develop additional affinity groups that reflect the desires and needs of Northbrook Public Library staff to create a safe and joyous space for HITMPG's to build community.
- **PROJECT BALANCING:** Develop strategies to balance out existing projects and new initiatives. This is important especially to create space for DEI work and career development opportunities. Once projects are completed celebrate completion of those projects to fuel teams and gain excitement for new projects.
- **HIRE HR RESOURCES:** Either as part of Northbrook Public Library leadership or a consultant that provides quarterly support in the form of training or tele-support to employees for areas such as hiring protocols, conflict management and career development. This is seemingly being managed by leadership and is not getting the visibility or attention it needs to improve moral, relational trust, decision-making and effective leadership support.



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- **COMMON AND SHARED LANGUAGE APPLICATION:** Now that foundational training has been completed towards developing a common and shared language for diversity, equity, inclusion and anti-racism work across Northbrook Public Library organization, creating space to apply lessons learned during the training will be critical for actual enduring understandings
- **PAY EQUITY:** Work with an external consultant to look at pay equity gaps across Northbrook Public Library organization and institute benchmarks to normalize equitable pay in both degreed and non-degreed salary bands

STRUCTURAL:

- **EQUITABLE POLICY/PROTOCOL:** Developing equitable policy/protocol development and implementation across Northbrook will create a sense of cohesion and support around DEI initiatives that undergird the library's efforts
- **EXTEND EXTERNALLY:** Connecting with national library entities, both to receive and rally for support of DEI practices and resources is a critical component of the work that allows Northbrook Public Library to stay connected in DEI beyond the library



PROJECT REPORT: CURIOSITIES

FURTHER CURIOSITIES AT-A-GLANCE

INTERNALIZED:

- How can we re-imagine ways to gather physically and emotionally, as well as in small and larger contexts? What are "the hows" and "the whats" of our formal and informal daily gatherings that create space for everyone's voice to be heard?
- As we re-create these gatherings, how do we also create emotional space that embraces our differences, opinions and ways of being in a healthy way?

INTERPERSONAL:

- How can we remove tokenism to collectively hold how we respond to discriminatory, inequitable, and anti-racist acts?
- How can we integrate DEI work into our daily work so that it is an integrated work rather than seen separately?

INSTITUTIONAL:

- The "Welcome All" mural embraces DEI in a very positive way but still What is required to make the the "Welcome All" mural feel truly embraced by internal employees and the surrounding community.
- What actions/activities should the library complete to ensure that everyone actually feels inclusive and welcomed as employees and a community?
- Discovering the "in between" is part of the challenge of Northbrook Public Library becoming more developed in its practices of diversity, equity, and inclusion. How can we be authentic and transparent about our understanding where Northbrook Public Library is in their DEI journey as well as envisioning where we would like to see it go?





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- How can we build and integrate relational trust at Northbrook Public Library in ways that everyone supports and feels good about to improve how we feel about our value to Northbrook Public Library and the surrounding community we serve?
- How can we create an environment at Northbrook Public Library where hierarchical power dynamics don't exist and when we experience how do we manage them in a healthy way?
- How can we collectively and equitably improve the pay scale gaps that exist at Northbrook Public Library by investigating what are other libraries doing?

STRUCTURAL:

- What will the impact of the MLS degree and taking lived experience into account when retaining talent and hiring have on the industry?
- How will the national landscape of library science continue to wrestle with the issue of neutrality in tension with the need to take a stand as it pertains to DEI?
- What will the impact of the MLS degree and taking lived experience into account when retaining talent and hiring have on the industry?
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PROJECT REPORT: SUMMATIVE

SUMMATIVE IMPRESSIONS AT-A-GLANCE

INTERNALIZED:

The "Internalized" quadrant is most significantly about how inequities and injustices have negatively impacted and/or traumatized individuals. This quadrant has a lot to do with how we were raised and what those things are inside of us that cause us to be in the world the way we show up. We each have a voice and employees at Northbrook Public Library feel as though due to pervasive fear throughout the organization that their voices are not being heard both individually and collectively. So how we change this paradigm is more important than simply calling it up in this report. Let's get explorative about how we change the culture for employees voices to be heard without the influence of fear.

It is going to be increasingly critical for Northbrook Public Library to respond to the outputs from this Discovery Protocol to inform its employees and community that the aforementioned fear factors are being addressed. These areas inform the other Quadrants of Inequity which will we share in subsequent sections of this report.





INTERPERSONAL:

When we look at discrimination, inequities and anti-racist acts that occur at Northbrook Public Library is a very common approach. Although common it also creates an opposing effect and that results in internal conflict with those asked to address the issue. In essence those that are asked to respond actually resent the tokenization because they may not feel equipped emotionally to respond. Just because one appears equipped to respond does not mean that they are actually equipped to respond. Consider the reality that professional capacity and emotional capacity are two separate things and are not always aligned. The creation of a communication team to address these type of issues allows a collective group to ideate over effective strategies to respond and resolve these inequities without tokenization of one individual

Creating space for DEI work can be a challenge for any organization. Some employees see the current DEI work as additional, exhaustive, un-inspiring work which perpetuates the ideal vs. actual paradigm. In order to shift this paradigm Northbrook Public Library will need to create ways to integrate DEI into daily work in a manner that is more streamlined. Now that Stage Zero training has been completed across the organization it is imperative to conduct a series of meetings that will help develop a DEI strategic plan. We recommend this work be completed with DEI consultants that will review the feedback from this report, alongside the strategic goals across the organization, to create a collaborative action plan that intersects DEI work with daily work and executes against the recommendations identified throughout this report. The application of DEI tools while doing daily work is how the integration starts and will inevitably provide Northbrook Public Library a better working environment and culture.



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INSTITUTIONAL:

When looking at the 4 Quadrants of Inequity, Institutional has the most strengths as well as challenges/opportunities. Leadership's ability to identify the importance of DEI as an internal competency for Northbrook Public Library library is highly beneficial.

TBC highly recommends that Northbrook Public Library continue to develop, train and nurture both the DEI committee alongside Northbrook Public Library organization to bridge DEI awareness, community engagement and access to resources.

The challenges identified within this quadrant are centered around Northbrook Public Library being a legacy organization with years of white supremacy which has informed and impacted many of the challenges that Northbrook Public Library currently is experiencing. There are critical elements that the NPL will need to get curious about in order to change ways of working that have been in place for many years.

The challenges identified within this quadrant are centered around Northbrook Public Library being a legacy organization with years of white supremacy which has informed and impacted many of the challenges that the Northbrook Public Library currently is experiencing. There are critical elements that Northbrook Public Library will need to get curious about in order to change ways of working that have been in place for many years.

STRUCTURAL:

While there is certainly a robust set of needs facing Northbrook Public Library at the institutional level, and it can then feel daunting to think about engaging at the structural level as well, it is recommended and supported that Northbrook Public Library continue to connect and engage at the structural level, as what happens there will certainly impact the work being done at the institutional/organizational level as well.

TBC recommends that Northbrook Public Library diversify who gets to attend and to address the opportunities to connect with national organizations that impact the systems and structures of library science and begin to consider sharing these opportunities with staff and community members who have not typically been tapped to engage at this level of the work.

Additionally, TBC recommends that Northbrook Public Library leverage these systems for resources and development opportunities in DEI, while also speaking into the ways that these systems are formed, both equitably and inclusively.



Thank You!

LIBRARY SEVERE WEATHER CLOSINGS

During periods of inclement weather or in emergency situations, our first priority is the safety and welfare of our patrons and staff. At the same time, the closing of the library can have a negative impact on the residents, and we take our responsibility as a public building seriously. During the hours we are open, the Library is considered a warming center for the community.

Some of the primary factors that are considered when making a decision include:

- The safety and well-being of patrons and staff.
- Severity of the weather (extreme cold, excessive snow, flooding, etc.).
- Timing of the weather events.
- The ability to travel safely and the condition of the roads.
- The operable condition of our buildings including parking lots.

To determine a closing, the Executive Director shall monitor the following:

- National Weather Service (www.weather.gov)
- Weather (www.weather.com)
- Emergency Closings Center (www.emergencyclosings.com)
- RAILS Library Closings (www.railslibraries.info/membership/library-closings)
- Northbrook Closings (Village, Schools, Park District, Northfield Township)

Whenever a decision is made to close the library, it is based on the general safety conditions for patrons and staff. The Library recognizes that conditions may vary for each individual. If the library remains open, but a staff member feels unsafe coming in, wants to come in later, or wants to leave early due to weather, they should contact their manager to determine if work from home is possible or they may take personal or vacation time. If no time off is available, staff will be eligible to make up their hours and should coordinate that with their manager. If a non-exempt staff member requests to work from home during a weather closing, no additional time off will be granted to them. Staff already scheduled to work remotely will be expected to work.

We encourage staff to behave responsibly and consider safety first.

Winter Storm

If a winter storm or ice storm warning is in effect during operating hours, we will close the library and cancel all programs. A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent. Significant and hazardous winter weather is defined as a combination of: 5 inches or

more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24-hour period AND/OR Enough ice accumulation to cause damage to trees or powerlines. AND/OR a life threatening or damaging combination of snow and/or ice accumulation with wind.

If a warning is predicted for the following day, we will open late or close the library and cancel all in person programs for the hours the warning is in effect. Staff will be notified as soon as possible but no later than 6am the day of the warning.

If a weather advisory is in effect during operating hours, we will consider the severity and make a determination by 5am for a late open or close and cancel all in person programs. If it is determined that we will remain open, the Library may cancel in person programs based on the severity of the weather.

If a weather watch is in effect, we will monitor but not close unless it turns into a warning or advisory.

Severe Cold

The Library will be closed and all in person programs canceled under the condition of a Wind-chill warning. A wind-chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A Wind-chill warning is typically issued when the wind-chill will be -30 degrees Fahrenheit or colder and the winds are greater than or equal to 10 mph OR the actual temperature is -15° F.

General Range – Wind-chills -30°F or lower and wind speeds 10 mph or greater or Actual temperature -15°F or lower

The Library may be open for a wind-chill advisory, but in person programs may be canceled based on the severity of the weather. A Wind-chill advisory is issued when conditions do not meet the wind-chill warning criteria but still cause significant inconvenience. The weather during a wind-chill advisory is not life threatening but presents conditions that may result in inconvenience or pose moderate risk to safety. A wind-chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder AND the winds are greater to OR equal to 10 mph.

General Range – Wind-chills -20°F to -29°F and wind speeds 10 mph or greater or Actual temperature -5°F to -14°F.



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LOCAL GOVERNMENT

(50 ILCS 70/) Decennial Committees on Local Government Efficiency Act.

(50 ILCS 70/1)

Sec. 1. Short title. This Act may be cited as the Decennial Committees on Local Government Efficiency Act.
(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/5)

Sec. 5. Definition. As used in this Act, "governmental unit" includes all units of local government that may levy any tax, except municipalities and counties.
(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/10)

Sec. 10. Formation of committee; members; vacancy; administrative support.

(a) Within one year after the effective date of this Act and at least once every 10 years thereafter, each governmental unit must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

(b) Each committee's membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents of the governmental unit, who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and any chief executive officer or other officer of the governmental unit. The committee shall be chaired by the president or chief elected or appointed official of the governing board of the governmental unit, or his or her designee. The chairperson may appoint additional members to the committee as he or she deems appropriate.

Committee members shall serve without compensation but may be reimbursed by the governmental unit for their expenses incurred in performing their duties.

(c) A committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and it may seek assistance

from community colleges and universities as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the vacancy shall be filled in the same manner as the appointments under subsection (b).

(e) Each governmental unit shall provide administrative and other support to its committee.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/15)

Sec. 15. Duties of a committee. The duties of a committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall also collect data, research, and analysis as necessary to prepare the report described in Section 25.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/20)

Sec. 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/25)

Sec. 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee. The report shall be made available to the public.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/30)

Sec. 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

(Source: P.A. 102-1088, eff. 6-10-22.)

(50 ILCS 70/85)

Sec. 85. (Amendatory provisions; text omitted).

(Source: P.A. 102-1088, eff. 6-10-22; text omitted.)

(50 ILCS 70/90)

Sec. 90. (Amendatory provisions; text omitted).

(Source: P.A. 102-1088, eff. 6-10-22; text omitted.)

(50 ILCS 70/99)

Sec. 99. Effective date. This Act takes effect upon becoming law.

(Source: P.A. 102-1088, eff. 6-10-22.)

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FAQ - Decennial Committees on Local Government Efficiency Act

In the State of Illinois, the General Assembly enacted [Public Act 1000-001](#) creating the “Decennial Committees on Local Government Efficiency Act” (“Act”).

When does the Act take effect?

The effective date of the Act is the date of enactment.

What is the purpose of the Act?

The Act requires certain units of local government to form or a committee to study local efficiencies and create and file with the county board a report with recommendations regarding efficiencies and increased accountability. Contrary to language in an earlier version of the Act, the Act does **not** require a committee to study whether a governmental unit should consolidate with another governmental unit, municipality or county.

What local governments are required to comply with the Act?

The Act requires “governmental units” to comply with the Act. Section 1 of the Act defines a governmental unit to include all units of local government that can levy any tax except those governmental units that are expressly exempted from the Act as discussed below.

What local governments are not required to comply with the Act?

The Act’s definition of “governmental unit” specifically excludes municipalities and counties. Municipalities and counties are not required to comply with the Act.

When must a governmental unit establish a committee?

Section 2 of the Act requires that within one year after the effective date of the Act **and** at least once every two years thereafter each governmental unit subject to the Act must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

When does a committee dissolve?

Section 3 of the Act states that after a committee has made the written report required under Section 2 of the Act, the committee is dissolved until it is reestablished with newly appointed members on the first anniversary of the initial committee’s formation and every first year thereafter.

What are the duties of a committee?

- ***Mandatory Duties***

Committees formed under the Act are required to:

- study the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with

other governmental units and the State of Illinois

- Collect data, research and analysis as necessary to prepare a written report required in section 10-1 of the act and
- Summarize the committee's work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board in which the governmental unit is located no later than 90 days after the committee is formed.

Voluntary Duties

In addition, section 10-2 of the act states that a committee may

- employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators and assistants it considers appropriate and
- seek assistance from county colleges and universities as necessary to prepare the written report required in section 10-1 of the act.

Who is required or permitted to serve as a member of a committee?

Mandatory Committee Members

Section 10-3 of the act provides that each committee is to consist of the following members:

- the elected or appointed members of the governing board of the governmental unit
- at least 3 residents of the governmental unit who are appointed by the chair of the board of the governmental unit with the advice and consent of the board and
- any chief executive officer or other officer of the governmental unit.

The president or chair of the governing board of the governmental unit or his or her designee serves as chair of the committee.

Since the "chief executive officer" of any local government units would already be included in the first category of members listed as above, local governments should consider having the chief administrative officer, chief executive director or other administrative officer serve on the committee to satisfy the third category of members listed as above.

Voluntary Committee Members

The chair may appoint other members to the committee as the chair deems appropriate.

What happens if there is a vacancy on a committee?

Section 10-4 of the act provides that if a vacancy occurs in one of the three categories of mandatory committee members specified in section 10-3 of the act that vacancy must be filled by another person in that vacated category.

Are committees subject to the Open Meetings Act?

Section 100 of the Act expressly states that committees formed under the Act must meet in accordance with the requirements

What meeting requirements does the Act impose on committees?

Section 100 of the Act requires each committee to meet at least twice each year. The Act does not provide any guidance on when those meetings must take place since the committee only issues one report in a one-year period and the committee dissolves after that report is issued. It seems reasonable to interpret this to require meetings during the committee's existence (not per year).

A committee can meet during the regularly scheduled meetings of the governmental unit in

- the committee provides separate notice under the Act
- the committee meeting is listed as part of the governmental unit's agenda and
- a majority of committee members are present at the committee's meeting

The Act also requires that each committee meeting must be open to the public and provide an opportunity for any person to be heard at the public hearings or at least in minutes. However, the Act permits a committee to require speakers to register to speak during public comment.

Finally, the Act requires the committee to conduct a survey at the end of a meeting of residents in attendance to ask for input on the matters discussed at the meeting.

Is a committee subject to FOIA?

Under Section 100 of the Act, a committee is a separate public body subject to FOIA. So, Section 100 of the Act requires that the written report produced by a committee under Section 100 of the Act is considered a public record that is available for inspection or copying under FOIA.

Is a governmental unit required to provide services to a committee?

Section 100 of the Act requires each governmental unit to "provide administrative and other support to its committee." A governmental unit might consider providing "support" in the form of staff, meeting space, financial support, and other reasonable support necessary to fulfill a committee's obligations and objectives under the Act.

Are committee members entitled to compensation under the Act?

Section 100 of the Act expressly provides that committee members serve without compensation. However, committee members can be reimbursed by the governmental unit for their expenses incurred in performing their duties under the Act.

Is the State of Illinois required to reimburse governmental units for implementing any requirements under the Act?

Section 100 of the Act ends the state and the Act does not expressly state that "no reimbursement by the state is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act."