

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

July 21, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

Livestream: <https://youtu.be/fBkUlg4wD8w>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – June 16, 2022
 - 3.3 Approve Executive Session Minutes – June 16, 2022
 - 3.4 Approve Cash Balances & Income Statement June 2022
 - 3.5 Approve Bills and Charges from June 2022 in the amount of \$598,223.65
 - 3.6 Approve Updated Study Room Policy
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 EDI Organizational Assessment
- 8 New Business
 - 8.1 Library Card Accessibility Report
 - 8.2 Salary Benchmarking Compensation Philosophy Discussion
- 9 Closed Session

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

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
6/30/2022**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	8,251,375.68	51,775.50	520,876.41	7,782,274.77
Restricted	375,156.30	3,612.22	26,292.88	352,475.64
IMRF	735,610.58	2,103.70	27,571.85	710,142.43
Fica	225,547.29	1,430.52	23,482.51	203,495.30
Total Operating	<u>\$ 9,587,689.79</u>	<u>\$ 58,921.94</u>	<u>\$ 598,223.65</u>	<u>\$ 9,048,388.14</u>
Capital Improvement	\$ 5,001,415.96	\$ 1,749.00		\$ 5,003,164.96
Debt Service	\$ 172,170.16			\$ 172,170.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	192,983.26	28,103.88	172,170.16
PayPal	8,087.98	-	-
FBofHP	226,462.55	-	-
Fifth Third - Checking/Money Market	8,619,749.05	4,974,548.97	-
US Bancorp	660.30	512.11	-
Petty Cash	445.00	-	-
Total	<u>\$ 9,048,388.14</u>	<u>\$5,003,164.96</u>	<u>\$ 172,170.16</u>

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

Northbrook Public Library
Income Statement
6/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$37,819.21	\$3,992,682.35	\$3,951,821.11	\$7,491,000.00	52.75%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
Impact Fees	\$289.85	\$0.00	\$289.85	\$5,235.47	\$0.00	0.00%
Fines, Fees & Rentals	\$6,892.17	\$6,742.54	\$11,537.00	\$11,104.97	\$25,000.00	44.42%
Interest Income	\$279.48	(\$286.20)	\$1,377.54	(\$7.20)	\$5,000.00	(0.14%)
Other Income	\$429.35	\$937.61	\$13,190.00	\$11,746.83	\$100,000.00	11.75%
Total Undesignated Revenue	\$7,890.85	\$45,213.16	\$4,019,076.74	\$3,979,901.18	\$7,746,000.00	51.38%
Designated Revenue						
Gifts & Other Designated Income	\$310.22	\$3,544.95	\$818.77	\$7,174.91	\$200,000.00	3.59%
Designated Interest Income	\$19.20	\$67.27	\$37.78	\$93.31	\$0.00	0.00%
Total Designated Revenue	\$329.42	\$3,612.22	\$856.55	\$7,268.22	\$200,000.00	3.63%
Total Revenues	\$8,220.27	\$48,825.38	\$4,019,933.29	\$3,987,169.40	\$7,946,000.00	50.18%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$56,691.07	\$67,988.22	\$159,934.78	\$130,630.96		
Audio Visual	\$6,965.13	\$3,279.06	\$7,814.42	\$4,692.79		
Videos/DVDs	\$3,949.90	\$4,060.19	\$6,075.01	\$5,166.32		
Programs	\$5,250.22	\$3,906.92	\$21,780.32	\$14,824.99	\$94,000.00	15.77%
OCLC	\$20.50	\$15.25	\$2,874.70	\$3,226.12	\$22,000.00	14.66%
CCS Shared Costs	\$0.00	\$0.00	\$13,142.98	\$13,134.04	\$80,000.00	16.42%
Total Materials & Services	\$72,876.82	\$79,249.64	\$211,622.21	\$171,675.22	\$1,128,000.00	15.22%
Human Resources						
General Salaries and Wages	\$295,973.17	\$306,590.87	\$595,022.58	\$612,831.96	\$4,027,820.00	15.22%
Maintenance Salaries & Wages	\$12,253.68	\$12,869.72	\$24,507.36	\$25,543.84	\$154,680.00	16.51%
Group Insurance	\$55,754.41	\$54,068.58	\$111,689.02	\$108,281.04	\$730,000.00	14.83%
Unemployment/Worker's Comp	\$0.00	\$893.05	\$17,736.25	\$25,582.67	\$27,000.00	94.75%
Staff Development	\$919.65	\$526.62	\$6,349.41	\$6,715.10	\$60,000.00	11.19%
Total Human Resources	\$364,900.91	\$374,948.84	\$755,304.62	\$778,954.61	\$4,999,500.00	15.58%

Northbrook Public Library
Income Statement
6/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
Operating Costs						
Photocopy	\$1,184.96	\$2,365.10	\$12,733.04	\$11,299.34	\$30,000.00	37.66%
Office & Library Supplies	\$5,847.27	\$3,725.90	\$10,015.99	\$11,088.82	\$70,000.00	15.84%
Software	\$6,400.07	\$770.12	\$22,641.99	\$19,367.11	\$98,000.00	19.76%
Postage	(\$16.46)	\$7.38	(\$9.14)	\$14,992.20	\$20,000.00	74.96%
General Insurance	\$0.00	\$0.00	\$50,636.83	\$57,021.56	\$68,000.00	83.86%
Telephone/Internet	\$376.30	\$6.00	\$15,990.73	\$12,696.64	\$39,000.00	32.56%
Professional Services	\$18,275.45	\$19,430.98	\$53,326.35	\$71,754.26	\$322,000.00	22.28%
Furniture, Equipment	\$26,055.12	\$619.30	\$28,244.81	\$3,354.30	\$50,000.00	6.71%
Equipment Rental & Maintenance	\$285.48	\$286.38	\$1,130.43	\$26,471.59	\$42,000.00	63.03%
Community Relations	\$4,846.65	\$6,161.89	\$5,341.65	\$6,193.51	\$51,000.00	12.14%
Total Operating Costs	\$63,254.84	\$33,373.05	\$200,052.68	\$234,239.33	\$790,000.00	29.65%
Maintenance						
Vehicle Expense	\$43.16	\$0.00	\$43.16	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$3,139.54	\$2,710.60	\$4,610.10	\$5,797.12	\$45,000.00	12.88%
Utilities	\$2,209.13	\$3,671.38	\$2,360.22	\$4,416.60	\$53,000.00	8.33%
Building Repairs	\$0.00	\$14,122.66	\$0.00	\$14,122.66	\$30,000.00	47.08%
Contracted Services	\$18,727.63	\$7,216.55	\$32,466.30	\$26,282.31	\$146,000.00	18.00%
Total Maintenance	\$24,119.46	\$27,721.19	\$39,479.78	\$50,618.69	\$277,000.00	18.27%
Other Expenses						
Recruiting	\$249.00	\$200.00	\$498.00	\$200.00	\$1,000.00	20.00%
Contingency & Misc Exp	\$371.47	\$547.51	\$1,529.36	\$718.50	\$100,000.00	0.72%
Board Development	\$107.20	\$0.00	\$327.20	\$0.00	\$500.00	0.00%
Total Other Expenses	\$727.67	\$747.51	\$2,354.56	\$918.50	\$101,500.00	0.90%
Total Undesignated Expenses	\$525,879.70	\$516,040.23	\$1,208,813.85	\$1,236,406.35	\$7,296,000.00	16.95%
Designated Expenses						
Miscellaneous Designated Expenses	\$743.56	\$20,191.43	\$743.56	\$47,890.81	\$200,000.00	23.95%
Designated Materials Expense	\$99.34	\$423.06	\$213.24	\$547.81	\$0.00	0.00%
Designated Program Expense	\$1,500.00	\$5,698.39	\$7,131.27	\$20,064.42	\$0.00	0.00%
Total Designated Expenses	\$2,342.90	\$26,312.88	\$8,088.07	\$68,503.04	\$200,000.00	34.25%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$528,222.60	\$542,353.11	\$1,216,901.92	\$1,304,909.39	\$7,946,000.00	16.42%
NET SURPLUS/(DEFICIT)	(\$520,002.33)	(\$493,561.26)	\$2,803,031.37	\$2,682,226.48	\$0.00	

Northbrook Public Library

Income Statement

6/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	\$2,103.54	\$214,683.77	\$219,804.21	\$425,000.00	51.72%
Property Tax Levy FICA	\$0.00	\$1,430.41	\$155,109.02	\$149,466.87	\$289,000.00	51.72%
Interest Income IMRF	\$0.00	\$0.16	\$0.03	\$3.19	\$50.00	6.38%
Interest Income FICA	\$0.00	\$0.11	\$0.02	\$2.17	\$50.00	4.34%
Total Undesignated Revenue	\$0.00	\$3,534.22	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Total Revenues	\$0.00	\$3,534.22	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,363.20	\$27,571.85	\$63,037.39	\$55,311.69	\$425,000.00	13.01%
Employer FICA	\$22,690.58	\$23,482.51	\$45,656.28	\$46,909.41	\$289,000.00	16.23%
Total Human Resources	\$54,053.78	\$51,054.36	\$108,693.67	\$102,221.10	\$714,000.00	14.32%
Total Undesignated Expenses	\$54,053.78	\$51,054.36	\$108,693.67	\$102,221.10	\$714,000.00	14.32%
Total Expenses	\$54,053.78	\$51,054.36	\$108,693.67	\$102,221.10	\$714,000.00	14.32%
NET SURPLUS/(DEFICIT)	(\$54,053.78)	(\$47,520.14)	\$261,099.17	\$267,055.34	\$100.00	

Northbrook Public Library

Income Statement

6/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$347.63	\$0.63	\$906.35	\$194.49	\$10,000.00	1.94%
Total Undesignated Revenue	\$347.63	\$0.63	\$906.35	\$194.49	\$10,000.00	1.94%
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	\$347.63	\$0.63	\$906.35	\$194.49	\$435,000.00	0.04%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$71,938.47	\$0.00	\$79,203.22	\$6,360.00	\$540,725.00	1.18%
Professional Fees	\$3,000.00	\$0.00	\$5,000.00	\$0.00	\$75,525.00	0.00%
Furniture & Equipment	\$0.00	(\$1,749.00)	\$1,627.61	(\$75.68)	\$189,000.00	(0.04%)
Total Capital & Bond Expenses	\$74,938.47	(\$1,749.00)	\$85,830.83	\$6,284.32	\$805,250.00	0.78%
Total Undesignated Expenses	\$74,938.47	(\$1,749.00)	\$85,830.83	\$6,284.32	\$805,250.00	0.78%
Total Expenses	\$74,938.47	(\$1,749.00)	\$85,830.83	\$6,284.32	\$805,250.00	0.78%
NET SURPLUS/(DEFICIT)	(\$74,590.84)	\$1,749.63	(\$84,924.48)	(\$6,089.83)	(\$370,250.00)	

Northbrook Public Library

Income Statement

6/30/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$3,749.50	\$406,959.39	\$391,794.54	\$757,550.00	51.72%
Interest Income	\$0.00	\$0.29	\$0.06	\$5.68	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$3,749.79	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Total Revenues	\$0.00	\$3,749.79	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$367,550.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$390,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Undesignated Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
NET SURPLUS/(DEFICIT)	\$0.00	\$3,749.79	\$215,873.68	\$208,025.22	\$0.00	

June 2022 Financial Summary

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

Total General Fund revenues collected to date is \$3,987,169.40

- 52.75% of property taxes have been collected. Second installment property tax bills and receipts will be delayed. The delay stems from technological updates at the Cook County Assessor's Office preventing it from forwarding assessment data to the Cook County Board of Review, which in turn will delay Board of Review certification of assessments and County Treasurer and Clerk finalization of the property tax bills.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 7% is fines and lost item / replacement collections
 - 80% is non-resident fees
 - 13% is copy machine collections

Total General Fund expenditures are \$1,216,902, budget differences include:

- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Photocopy is greater than budget due to booking of 5 months of lease payments, 12 months of SimpleScan, 8 months of tower lease and 6 months of MyPC and Papercut
- Postage is greater than budget due to annual deposit being recorded/paid
- General Insurance is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense
- Professional Services is greater than budget due to recording 3 months of IT and annual cost of EDI consultant
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded
- Building Repairs is greater than budget due to expenses being booked when incurred (repair of study room door closer, repair of HVAC system, repair of frequency drive)

Note: Final amounts transferred to CIF and DS

In addition to the budgeted transfer of \$425,000, an additional \$920,000 was transferred from Operating to CIF – total transfer \$1,345,000

Transfer from Operating to DS was \$20,545.54

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

Operating Funds	
Library Claims List	\$ 162,088.61
Librarian's Claims List	\$ 13,288.89
Payroll	\$ 305,638.41
Fica/IMRF	\$ 51,054.36
ACH to IPBC	\$ 66,153.38
Total Operating Funds	<u>\$ 598,223.65</u>
Capital Improvement Fund	
Claims List	<u>\$ -</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 598,223.65</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25509	6/15/2022	Capitol Glass & Architectural Metals Inc.	\$5,530.00	annual payment - building repair
25510	6/15/2022	First Bankcard	\$1,035.28	monthly payment - supplies
25511	6/15/2022	PEER Services	\$1,604.65	annual payment - staff development
25512	6/30/2022	Amazon	\$1,070.03	monthly payment - supplies
25513	6/30/2022	Anna Amen	\$720.23	annual payment - programs
25514	6/30/2022	Authors Unbound Agency	\$5,000.00	ILP programming
25515	6/30/2022	Baker & Taylor	\$23,666.81	monthly payment - materials
25516	6/30/2022	Best Quality Cleaning	\$5,451.00	monthly payment - contracted services
25517	6/30/2022	Bibliotheca, LLC.	\$1,612.00	monthly payment - supplies
25518	6/30/2022	Chicago Backflow, Inc.	\$1,260.00	annual payment - contracted services
25519	6/30/2022	EBSCO Information Services	\$776.37	annual payment - materials
25520	6/30/2022	Erickcooks, L.L.C.	\$1,500.00	ILP programming
25521	6/30/2022	F.E. Moran Mechanical Services	\$6,784.00	annual payment - building repair
25522	6/30/2022	Gale/Cengage Learning Inc.	\$908.45	monthly payment - materials
25523	6/30/2022	Grainger	\$1,390.80	monthly payment - janitorial supplies
25524	6/30/2022	Greater Talent Network, LLC d/b/a UTA S	\$12,500.00	ILP programming
25525	6/30/2022	Impact Networking LLC	\$1,600.10	quarterly payment - photocopy
25526	6/30/2022	Info USA Marketing	\$7,500.00	annual payment - materials
25527	6/30/2022	Jo-Ann Stores LLC	\$1,100.00	annual payment - software
25528	6/30/2022	Krueger International, Inc.	\$619.30	annual payment - furniture / equipment
25529	6/30/2022	Limricc - UCGA	\$893.05	quarterly payment - unemployment
25530	6/30/2022	Mergent, Inc.	\$919.00	annual payment - materials
25531	6/30/2022	Midwest Tape LLC	\$6,602.42	monthly payment - materials
25532	6/30/2022	Ocooch Hardwoods	\$799.48	monthly payment - supplies
25533	6/30/2022	Outsource Solutions Group, Inc.	\$19,312.10	monthly payment - contracted services
25534	6/30/2022	Overdrive	\$21,609.95	monthly payment - materials
25535	6/30/2022	Proquest	\$12,061.79	annual payment - materials
25536	6/30/2022	Runco Office Supply	\$1,627.36	monthly payment - supplies
25537	6/30/2022	Scholastic Book Fairs	\$2,344.89	monthly payment - programming
25538	6/30/2022	Siemens Industry Inc.	\$1,808.66	annual payment - building repair
25539	6/30/2022	Symmetry Energy Solutions, LLC	\$3,149.28	monthly payment - utilities
25540	6/30/2022	Vis-O-Graphic, Inc.	\$5,996.09	bi monthly payment - community relations
25541	6/30/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25542	6/30/2022	Wex Health Inc.	\$2,570.52	monthly payment flexible spending, dedendant care and commuter benefit

\$ 162,088.61

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

Transaction Number	Transaction Date	Reference	Payments
52022	4/29/2022	VOID - Laura Kowalski	(\$30.00)
52148	6/17/2022	Alert Protective Services	\$150.03
52149	6/17/2022	Constantine James Alexander	\$120.83
52150	6/17/2022	Jeanne Becker	\$500.00
52151	6/17/2022	Nancy Buehler	\$250.00
52152	6/17/2022	CDW Government, Inc.	\$449.20
52153	6/17/2022	Sandra Cotler	\$75.00
52154	6/17/2022	Kabir Dalawari	\$120.83
52155	6/17/2022	Hussein Din	\$51.98
52156	6/17/2022	Discount School Supply	\$94.12
52157	6/17/2022	Do It Yourself Magazine	\$19.96
52158	6/17/2022	Efficiency Reporting	\$106.00
52159	6/17/2022	Rosalyn Garcia	\$22.99
52160	6/17/2022	Mark Gelfeld	\$200.00
52161	6/17/2022	Bridget Golembiewski	\$50.90
52162	6/17/2022	Benjamin Goluboff	\$250.00
52163	6/17/2022	Scott Green Magic Inc.	\$595.00
52164	6/17/2022	Halloran & Yauch, Inc.	\$305.76
52165	6/17/2022	Illinois Heartland Library System-OCLC	\$15.25
52166	6/17/2022	Illinois State Police	\$200.00
52167	6/17/2022	Krista Jorgensen	\$13.00
52168	6/17/2022	Sandra Kaminski	\$17.00
52169	6/17/2022	Alisa Kusnitzow	\$150.00
52170	6/17/2022	Library Furniture International, Inc.	\$467.00
52171	6/17/2022	Lincolnwood Public Library	\$375.00
52172	6/17/2022	Ron Mantegna	\$200.00
52173	6/17/2022	Patrick McCallister	\$175.00
52174	6/17/2022	James McGough	\$24.99
52175	6/17/2022	Emiily Paster	\$350.00
52176	6/17/2022	Pastimes Inc.	\$90.97
52177	6/17/2022	Petty Cash Custodian	\$24.92
52178	6/17/2022	Pitney Bowes Inc.	\$286.38
52179	6/17/2022	Olga Rudiak	\$500.00
52180	6/17/2022	Failth Ann Rys	\$34.95
52181	6/17/2022	Mary Samuelson	\$34.99
52182	6/17/2022	Sunset Food Mart, Inc.	\$23.45
52183	6/17/2022	Teacher Dan	\$150.00
52184	6/17/2022	Teacher Dan	\$150.00
52185	6/17/2022	Universal Security Corporation	\$127.50
52186	6/17/2022	Robert Waterbury	\$50.00
52187	6/17/2022	WEX Health, Inc.	\$105.75
52188	6/17/2022	WM Corporate Services Inc.	\$546.10
52189	6/29/2022	American Library Association, Membership	\$546.00

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

Transaction Number	Transaction Date	Reference	Payments
52190	6/29/2022	Ancel Glink P.C.	\$225.00
52191	6/29/2022	Baker & Taylor Entertainment	\$342.19
52192	6/29/2022	Bayscan Technologies	\$384.00
52193	6/29/2022	The Book Bin	\$50.00
52194	6/29/2022	CharityWatch	\$50.00
52195	6/29/2022	Chicago Distribution Center	\$159.37
52196	6/29/2022	Chicago Filter Supply	\$310.86
52197	6/29/2022	Cintas	\$469.04
52198	6/29/2022	David Telisman Communications, LLC	\$325.00
52199	6/29/2022	Duty Free Film, LLC	\$500.00
52200	6/29/2022	Freeman Pictures, Inc.	\$100.00
52201	6/29/2022	The Home Depot Credit Services	\$111.04
52202	6/29/2022	Image Specialties of Glenview, Inc.	\$35.00
52203	6/29/2022	Janus Films	\$200.00
52204	6/29/2022	Lechner Services	\$77.88
52205	6/29/2022	Manufacturers News Inc.	\$478.90
52206	6/29/2022	North American	\$316.40
52207	6/29/2022	Northbrook Hardware	\$304.56
52208	6/29/2022	Akiko Pace	\$27.99
52209	6/29/2022	Rowman & Littlefield Publishing Group	\$88.61
52210	6/29/2022	Sheet Music Plus	\$45.98
52211	6/29/2022	Sherwin-Williams Company	\$31.98
52212	6/29/2022	VSP of Illinois, NFP	\$370.49
52213	6/29/2022	Yami Vending Inc.	\$293.75
			<u>\$13,288.89</u>

404: Study Rooms

Created:	March 2020	Updated:	June 2021, July-September 2022
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The library has study rooms available for public use ~~up to two hours a day~~ for no charge ~~that can be reserved up to a week in advance by patrons with a registered library card in good standing.~~ ~~These rooms are available to reserve up to a week in advance by anyone with a valid Northbrook Public Library card in good standing. If a room is available, non-Northbrook walk-ins, will be able to use the room for up to two hours a day.~~ The requestor is responsible for damage to the room or its contents and is expected to be present during the reserved time.

Persons using the study rooms are expected to engage in activities associated with the use of a public library and subject to the library's Public Code of Behavior (<https://www.northbrook.info/about/policies/public-code-behavior>). The people using the rooms must adhere to the posted capacity signs. The library reserves the right to impose additional restrictions based upon supply and demand.

Buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) are prohibited.

DIRECTOR'S REPORT JULY 2022

AGENDA ITEMS

3 Consent Agenda

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

- 3.6 The study room policy has some minor changes to give us greater flexibility in allowing people to use the rooms longer or restrict access at high volume times.

7 Unfinished Business

7.1 EDI Organizational Assessment Update

We have finalized the list of affinity groups we will have for the organizational assessment and are working on setting up times. Jennifer will be reaching out once we have dates from the consultant to set up the Board's session with the consultants sometime in August.

7.2 Library Card Accessibility Report

Circulation Manager, Jenn Hovanec, has prepared a memo that is included in the packet and will be here to share with the board some ideas we have on making library cards more accessible.

8 New Business

8.1 Salary Benchmarking Compensation Philosophy discussion

We will be going into closed session to discuss the compensation philosophy to aid in the benchmarking process for the salary benchmarking process we are undertaking this fall. I have a short presentation that I will give at the meeting, but we have also included information for the board to read ahead of time to give you more context on the process.

BOARD MEMBER NEWS



Stuffed Animal Sleepover

Each year we do a stuffed animal sleepover where kids drop off their animals and we take pictures of them doing different activities around the library. This year, the staff and teens running it would like to have a staged photo at the board meeting. If you are able, please come at 7:15pm so we can do a photo with the animals and board members prior to the meeting.

Kate Vacation

I will be on vacation on August 23 and the week of August 29 for my annual camping trip to beautiful Michigan. Kelly Durov will be in charge in my absence.

Transfer of Funds to Debt Service & Capital Improvement Fun (CIF)

While Anna did mention this in her financial report, I wanted to draw your attention to it as well. As the board discussed and voted on in April, Anna has transferred the \$425,000 allocated in the budget to go to the CIF fund along with an additional \$920,000, leaving over 6 months of expenses in our fund balance. This transfer will allow us to reduce future bond needs for capital projects.

Debt service only had \$20,545.54 to be transferred over to make up the shortfall for tax revenues we did not receive.

UPDATES

Programming & Services

70th Anniversary

The library celebrated its 70th anniversary on June 28. The first building was the current building that houses the Northbrook Chamber of Commerce and Civic Foundation. The referendum to start a library won by only 6 votes. Thanks to those 6 people, we now have this wonderful community resource 70 years later. We did not do much to celebrate, but did have a lovely proclamation from the Village Board. We will do a larger celebration for the 75th anniversary.

Read Beyond the Beaten Path Summer Reading

Summer reading is going strong and we have continued to see a lot of people coming into the library to participate. Summer reading will end on August 15.

<i>Age</i>	<i>Registered</i>	<i>Participated</i>	<i>Finished</i>
<i>Youth</i>	1,461	56%	26%
<i>Baby</i>	137	31%	13%
<i>Teen</i>	519	56%	30%
<i>Adult</i>	755	N/A	41%

Fun Circulation fact: Diane Raucci crunched some numbers for us after we noticed our tote bags were in low supply. From June 1-June 9, patrons borrowed 266 circulating tote bags to take their items home. We have 672 tote bags total which means that 40% of the supply was checked out as we kicked off SRP 2022!

Korean Library Student Interns

In January 2020, we have a group of library students from Korea come and do a one-week internship at the library. We are excited to welcome back new students on August 23. They will be visiting a few libraries and will be spending the day with us and learn about what we offer to the community and how we manage different programs and services. We are excited to welcome them to the Northbrook Public Library.

Facility

Bathroom Issues

We have had several incidents where someone is stuffing a large amount of paper towels into the toilets in the men's restrooms in order to get them to overflow. Maintenance staff have dealt with the issues when they arise, but we are also monitoring to see if we can ascertain who is doing this.

Collaboratory Opens More

Since the start of the pandemic, we have not had drop in hours in the Collaboratory, but starting June 1 we started drop in hours again which have been very popular. Here are the current hours, which still have some appointment days.

- Tuesday: 12pm-8pm by appointment only
- Wednesday: 10am-6pm by appointment only
- Thursday: 12pm-8pm walk in
- Friday: 10am-6pm walk in
- Saturday: 10am-4pm walk in

This fall we will be bringing back the popular Northbrook Repairs which we have had a number of patrons requesting we have again.

HR

Continuing Education

Youth Services Programming Coordinator Sara Chase and I attended the American Library Association Conference in Washington, D.C. I attended a number of great sessions ranging from Accessibility in Library Design to Intellectual Freedom updates and picked up some great new resources that have just come out on protecting patron privacy.

We brought in Kathryn O'Connor from HR Source to give managers and assistant managers training on salary benchmarking in preparation of the salary benchmarking project we will be undertaking this fall. As a follow-up, I provided training for everyone based on my new ALA HR webinar series, on writing job descriptions and how job descriptions tie into everything.

New Staff

- Joyce Wu, (temporary) part-time Summer Reading Assistant (YS), effective June 6
- Paul Bae, (temporary) part-time Summer Reading Assistant (YS), effective June 6
- Jisun Oh, part-time Shelver (CIRC), effective June 8 (replacement)
- Julianne Medel, full-time School and Accessible Services Librarian (YS), effective June 16 (replacement)
- Jeremy Zwick, part-time Shelver (CIRC), effective June 20 (replacement)
- Megan Brown, part-time Acquisitions Assistant (TS), effective June 22 (replacement)
- Mary Radziewicz, part-time Shelver (CIRC), effective June 22 (replacement)

Departures

- Maria Maia, part-time Acquisitions Assistant (TS) resigned effective June 3. She accepted a full-time librarian position at another public library.
- Brittany Hewerdine, full-time Graphic Designer (Admin) resigned effective June 15. She accepted a full-time remote position with higher pay at a real estate company.

Professional Committees

I have stepped away from the Illinois Library Association Advocacy Committee and Director's University in an effort to do less.

Kate Hall, Executive Director

STATISTICS JUNE 2022

As with last June, we have seen COVID transmission numbers come down. This year most in-person programs and services are fully operational. Our visits to the library have rebounded and exceeded where they were last year at this time by 69% but still significantly lower than they were pre-pandemic. Material usage continues to climb, especially print and eBook checkout.

CARD HOLDERS (AS OF JUNE 30)

17,863 total cardholders

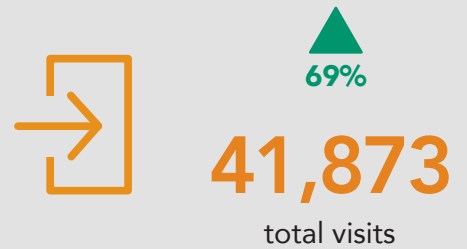
17,429 Residents 373 Non-Residents 61 Businesses



35,222 total residents

51% cardholder rate vs. 57% national average

VISITS



COLLECTION (AS OF JUNE 30)



Online Resources:
118,612

Books:
189,675

364,008 total collection ▼ 1%

CHECKOUTS

156,286 total checkouts ▲ 19%

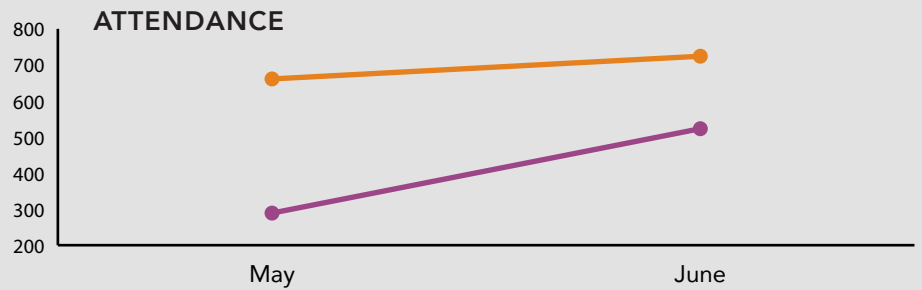
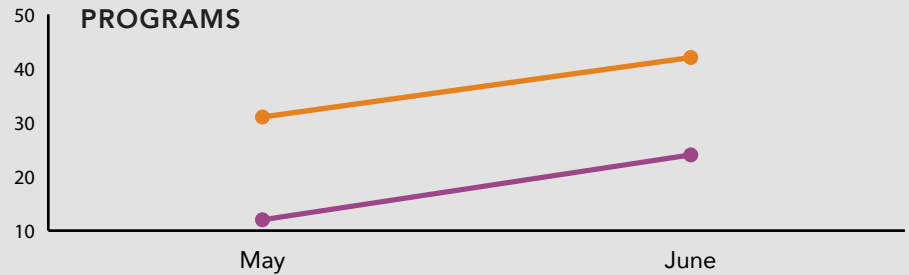
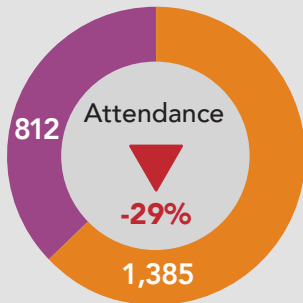
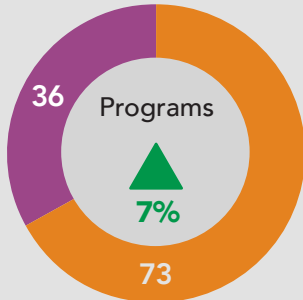


STATISTICS JUNE 2022

PROGRAMS

● Virtual ● In-Person

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



HOME DELIVERY




89
home deliveries




ROOM BOOKINGS




1,598 
study room bookings **433%**




43 
meeting room bookings **100%**

TECHNOLOGY



1,668 
computer sessions **160%**



22,948 
WiFi sessions **92%**

Patron Comments and Suggestions

June 2022

RECEIVED JUNE 6, 2022

I'm so grateful that you have offered us this service. Tuesday is great and then switching to Saturday is acceptable. I see him every Saturday, so it will be a good talking point.

We will make a list today of his favorite authors. Remembering the past or even the future is hard these days, but we'll do our best. Author booklists would be a great idea, thank you for suggesting. Before Covid I used to bring him to the library every two or three weeks and we'd spend about an hour. He would choose sometimes 30 DVDs and a few books. Sadly, after he got Covid and recovered he had a fall and broke his leg and got a severe concussion. Since then, his memory and speech have declined and he's wheelchair bound.

Since he is no longer ambulatory and I can't get him into my car, let alone lift his wheelchair into the trunk, so no library and no books. Just last week I told him I would start to go for him and brought him the list of movies. He choose the ones I provided to you and I told him I would get them today. I know that you are just doing your job, but what you will be doing for my father and I is HUGE! Saving me time and giving him something to fill his time.

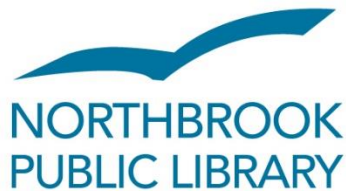
I'm so very thankful and grateful for your assistance. Your help was a real blessing. I hope you know that you really did a good thing and that this brings a smile to your face.

P.S. feel free to share this with your boss. He/she should know how you touched our lives by doing your job well.

Comment Source: Email (Email sent to Senior Services Librarian Debbie Siegel from someone who signed their father up for Home Delivery)

Response to Patron by Kelly Durov on July 8, 2022:

Email sent to Senior Services Librarian Debbie Siegel from someone who signed their father up for Home Delivery. They responded to the individual.



Memorandum

DATE: July 14, 2022

TO: Board of Trustees

FROM: Jennifer Hovanec, Circulation Manager

RE: Library Card Accessibility

The Circulation Department is a valuable hub of public service for the library patrons. We like to say library visits begin and end in our department! Circulation staff work hard to keep the Library's Vision Statement forefront in all of our interactions, staying patron focused in a welcoming, inclusive environment. As such, the Circulation Department proposes four high impact, minimal effort opportunities to adjust current policies and workflows so that we can further expand library access, extend good will, and spend more time interacting with patrons in positive ways at our service desks.

We have identified the following opportunities to expand accessibility of our cards:

- Free Library Cards for All Kids: In 2020, Governor Pritzker made amendments to the IL Local Library Act that expanded the requirement for libraries to issue no cost library cards to non-resident, school aged children (pre-k to 12th grade) who qualify for the Federal Free and Reduced-Price Meal Program at school (the Cards for Kids program).

In May 2022, the Local Library Act was further expanded, and now authorizes library boards of trustees to adopt regulations that waive non-resident fees for all persons aged 18 and younger. This is an opportunity for the Library to extend library privileges to all minor patrons by removing the barrier of financial hardship. While this number in Northbrook is small compared to other communities, there is mighty representation in removing the financial barrier for all youth to seek enriching library experiences.

- Non-expiry cards for Northbrook Residents: Currently, Northbrook residents must renew their library card account every three years to ensure that the people who are Northbrook Library Card holders are, in fact, residents of Northbrook. Staff members have reported that patrons find this process laborious; they are surprised that they even have to renew their cards as no information has changed whatsoever.

We will be implementing a service through CCS that utilizes the National Change of Address (NCOA) Database. With this service, the Library will identify any residents who have notified

the USPS of a change of address, thus ending their Northbrook Public Library privileges. With this service, we would be able to remove the three-year renewal requirement as it will be redundant with the NCOA verification.

- Adjusted Age for Library Card Application for Northbrook Residents: Currently, policy requires any Northbrook resident under the age of 18 to come into the library with their caregiver to register or renew their library card. This can pose a challenge for many of our teenage patrons, as convenience is a major factor when coming to the library. As the library board of trustees has navigated away from fines and many fees, caregivers' need to assume fiscal responsibility for items has become less of a factor. As we seek to extend access to lifelong learning, we propose lowering library card registration without a caregiver present to anyone in high school. Experience tells us that this would improve student access to materials and services through the responsibility of their own card without having to pause until a caregiver was available to join them at the library.
- Library Card Associations: Another service we would like to extend to patrons is the ability to self-identify people who may pick up their library card materials on their behalf. The current procedure in the library when someone picks up an item on behalf of a cardholder is to call the cardholder on the phone, confirm specific information and then allow the item to be picked up. We enact this process to be sure that we are protecting sensitive personal information for our patrons. This can prove problematic, particularly if someone is unavailable via phone at the time the item is ready to be picked up. By allowing patrons to identify people ahead of time that may pick up their items on their behalf, this would ease the process for both users and library staff.

These proposed adjustments seek to extend access to library services with greater ease and efficiency on both sides of the public service desk. Patrons gain the ability to use the library in more modern, convenient ways that are relevant and meaningful to them. Staff gain sustainable and efficient tools that will allow them to be more agile in their day to day work at our public service desks. Recommended policy changes and additional information will be presented at the August board meeting.