

# NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

November 17, 2022 | 7:30 p.m.  
Northbrook Public Library | Civic Room

<https://youtu.be/1dEjgXNXpYE>

## 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 Executive Session Minutes – April 21, 2022
  - 3.3 Approve Regular Session Minutes – October 20, 2022
  - 3.4 Approve Special Session Minutes – October 22, 2022
  - 3.5 Approve Cash Balances & Income Statement October 2022
  - 3.6 Approve Bills and Charges from October 2022 in the amount of \$781,498.63
  - 3.7 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1
  - 3.8 Approve FY23 Annual Per Capita Grant Application
  - 3.9 Approve Updated Personnel Policies
    - 1..1 1.1 Equal Employment Opportunity
    - 2..1 1.4 Non-Discrimination and Anti-Harassment
    - 3..1 2.4 Employment Status
    - 4..1 3.4 Holidays
    - 5..1 3.5 Personal Days
  - 3.10 Approve Updated General Policy 4.401 Hours & Holidays
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 FY24 Levy
  - 7.2 EDI Organizational Assessment
- 8 New Business
  - 8.1 United Against Hate Resolution
  - 8.2 Semi-Annual Review of Closed Meeting Minutes

9 Closed Session

5 ILCS 120/2(c)11 (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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  
10/31/2022**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	6,087,955.66	184,384.99	680,310.74	5,592,029.91
	Restricted	366,023.22	4,310.14	23,570.92	346,762.44
	IMRF	625,684.79		35,749.67	589,935.12
	Fica	131,345.50		40,742.30	90,603.20
	<b>Total Operating</b>	<b>\$ 7,211,009.17</b>	<b>\$ 188,695.13</b>	<b>\$ 780,373.63</b>	<b>\$ 6,619,330.67</b>
<b>Capital Improvement</b>		<b>\$ 4,922,047.55</b>	<b>\$ 2.33</b>	<b>\$ 1,125.00</b>	<b>\$ 4,920,924.88</b>
<b>Debt Service</b>		<b>\$ 172,170.16</b>			<b>\$ 172,170.16</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	290,880.58	16,408.98	172,170.16
PayPal	8,287.98	-	-
FBofHP	226,730.24	-	-
Fifth Third - Checking/Money Market	6,092,320.70	4,903,999.41	-
US Bancorp	666.17	516.49	-
Petty Cash	445.00	-	-
<b>Total</b>	<b>\$ 6,619,330.67</b>	<b>\$4,920,924.88</b>	<b>\$ 172,170.16</b>

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

Northbrook Public Library  
Income Statement  
10/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$1,663,953.92	\$0.00	\$7,167,193.29	\$3,951,821.11	\$7,491,000.00	52.75%
Replacement Tax	\$0.00	\$176,503.01	\$93,079.87	\$176,503.01	\$125,000.00	141.20%
Impact Fees	\$289.85	\$289.85	\$4,346.42	\$5,525.32	\$0.00	0.00%
Fines, Fees & Rentals	\$1,830.77	\$1,420.03	\$21,354.49	\$23,145.94	\$25,000.00	92.58%
Interest Income	\$469.45	\$2,476.76	\$3,261.96	\$9,215.93	\$5,000.00	184.32%
Other Income	\$550.63	\$2,020.40	\$21,367.47	\$17,665.73	\$100,000.00	17.66%
<b>Total Undesignated Revenue</b>	<b>\$1,667,094.62</b>	<b>\$182,710.05</b>	<b>\$7,310,603.50</b>	<b>\$4,183,867.04</b>	<b>\$7,746,000.00</b>	<b>54.01%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$11,200.02	\$3,473.33	\$74,107.13	\$177,892.92	\$200,000.00	88.92%
Designated Interest Income	\$4.77	\$65.21	\$83.43	\$358.30	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$11,204.79</b>	<b>\$3,538.54</b>	<b>\$74,190.56</b>	<b>\$178,251.22</b>	<b>\$200,000.00</b>	<b>89.13%</b>
<b>Total Revenues</b>	<b>\$1,678,299.41</b>	<b>\$186,248.59</b>	<b>\$7,384,794.06</b>	<b>\$4,362,118.26</b>	<b>\$7,946,000.00</b>	<b>54.90%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>	<b>\$48,762.20</b>	<b>\$56,799.20</b>	<b>\$427,345.22</b>	<b>\$436,803.61</b>	<b>\$932,000.00</b>	<b>46.87%</b>
Books	\$37,218.89	\$49,637.65	\$376,862.35	\$391,040.05		
Audio Visual	\$4,500.98	\$3,930.03	\$25,950.96	\$22,219.09		
Videos/DVDs	\$7,042.33	\$3,231.52	\$24,531.91	\$23,544.47		
Programs	(\$8,000.43)	\$4,387.80	\$41,320.53	\$34,345.96	\$94,000.00	36.54%
OCLC	\$5,556.52	\$5,857.02	\$15,052.24	\$16,175.98	\$22,000.00	73.53%
CCS Shared Costs	\$19,701.06	\$19,525.73	\$52,743.39	\$52,185.50	\$80,000.00	65.23%
<b>Total Materials &amp; Services</b>	<b>\$66,019.35</b>	<b>\$86,569.75</b>	<b>\$536,461.38</b>	<b>\$539,511.05</b>	<b>\$1,128,000.00</b>	<b>47.83%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$285,479.34	\$328,743.40	\$1,735,019.62	\$1,880,497.25	\$4,027,820.00	46.69%
Maintenance Salaries & Wages	\$12,445.82	\$14,693.69	\$73,906.36	\$80,513.40	\$154,680.00	52.05%
Group Insurance	\$58,549.08	\$56,559.63	\$331,969.11	\$334,863.98	\$730,000.00	45.87%
Unemployment/Worker's Comp	\$546.89	\$0.00	\$19,225.29	\$18,914.15	\$27,000.00	70.05%
Staff Development	\$9,468.44	\$1,174.67	\$21,958.59	\$26,271.42	\$60,000.00	43.79%
<b>Total Human Resources</b>	<b>\$366,489.57</b>	<b>\$401,171.39</b>	<b>\$2,182,078.97</b>	<b>\$2,341,060.20</b>	<b>\$4,999,500.00</b>	<b>46.83%</b>

**Northbrook Public Library  
Income Statement  
10/31/2022**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>Operating Costs</b>						
Photocopy	\$0.00	\$765.00	\$16,894.22	\$16,824.22	\$30,000.00	56.08%
Office & Library Supplies	\$1,196.52	\$1,812.06	\$25,582.57	\$25,685.69	\$70,000.00	36.69%
Software	\$1,063.27	\$9,423.28	\$48,140.72	\$55,350.46	\$98,000.00	56.48%
Postage	\$51.85	\$0.00	\$16,815.64	\$16,048.04	\$20,000.00	80.24%
General Insurance	\$542.26	\$0.00	\$51,179.09	\$57,021.56	\$68,000.00	83.86%
Telephone/Internet	\$698.96	\$0.00	\$20,993.86	\$19,119.28	\$39,000.00	49.02%
Professional Services	\$100.00	\$24,374.10	\$125,362.52	\$192,920.66	\$322,000.00	59.91%
Furniture, Equipment	\$952.09	\$0.00	\$37,654.21	\$42,167.50	\$50,000.00	84.34%
Equipment Rental & Maintenance	\$1,275.00	\$0.00	\$3,285.24	\$32,063.41	\$42,000.00	76.34%
Community Relations	\$602.49	\$6,316.20	\$13,467.45	\$21,408.91	\$51,000.00	41.98%
<b>Total Operating Costs</b>	<b>\$6,482.44</b>	<b>\$42,690.64</b>	<b>\$359,375.52</b>	<b>\$478,609.73</b>	<b>\$790,000.00</b>	<b>60.58%</b>
<b>Maintenance</b>						
Vehicle Expense	\$94.39	\$82.45	\$227.32	\$501.43	\$3,000.00	16.71%
Janitorial Supplies	\$7,391.21	\$2,280.25	\$19,324.53	\$14,724.42	\$45,000.00	32.72%
Utilities	\$553.60	\$3,083.29	\$10,250.10	\$18,639.19	\$53,000.00	35.17%
Building Repairs	\$7,500.00	\$2,380.21	\$10,330.00	\$17,299.87	\$30,000.00	57.67%
Contracted Services	\$11,951.60	\$2,986.57	\$72,005.36	\$73,256.26	\$146,000.00	50.18%
<b>Total Maintenance</b>	<b>\$27,490.80</b>	<b>\$10,812.77</b>	<b>\$112,137.31</b>	<b>\$124,421.17</b>	<b>\$277,000.00</b>	<b>44.92%</b>
<b>Other Expenses</b>						
Recruiting	\$200.00	\$0.00	\$1,509.50	\$200.00	\$1,000.00	20.00%
Contingency & Misc Exp	\$433.81	(\$127.43)	\$3,350.65	\$4,704.49	\$100,000.00	4.70%
Board Development	\$0.00	\$196.11	\$327.20	\$196.11	\$500.00	39.22%
<b>Total Other Expenses</b>	<b>\$633.81</b>	<b>\$68.68</b>	<b>\$5,187.35</b>	<b>\$5,100.60</b>	<b>\$101,500.00</b>	<b>5.03%</b>
<b>Total Undesignated Expenses</b>	<b>\$467,115.97</b>	<b>\$541,313.23</b>	<b>\$3,195,240.53</b>	<b>\$3,488,702.75</b>	<b>\$7,296,000.00</b>	<b>47.82%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$989.91	\$20,765.92	\$4,786.81	\$121,220.20	\$200,000.00	60.61%
Designated Materials Expense	\$176.96	\$0.00	\$1,144.11	\$1,247.58	\$0.00	0.00%
Designated Program Expense	\$8,750.67	\$2,825.00	\$22,906.94	\$51,466.58	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$9,917.54</b>	<b>\$23,590.92</b>	<b>\$28,837.86</b>	<b>\$173,934.36</b>	<b>\$200,000.00</b>	<b>86.97%</b>
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$221.73)</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$477,033.51</b>	<b>\$564,904.15</b>	<b>\$3,223,856.66</b>	<b>\$3,662,637.11</b>	<b>\$7,946,000.00</b>	<b>46.09%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,201,265.90</b>	<b>(\$378,655.56)</b>	<b>\$4,160,937.40</b>	<b>\$699,481.15</b>	<b>\$0.00</b>	

Northbrook Public Library  
Income Statement  
10/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$89,469.65	\$0.00	\$385,375.02	\$219,804.21	\$425,000.00	51.72%
Property Tax Levy FICA	\$64,641.82	\$0.00	\$278,433.45	\$149,466.87	\$289,000.00	51.72%
Interest Income IMRF	\$1.23	\$0.00	\$1.47	\$3.19	\$50.00	6.38%
Interest Income FICA	\$0.89	\$0.00	\$1.07	\$2.17	\$50.00	4.34%
<b>Total Undesignated Revenue</b>	<b>\$154,113.59</b>	<b>\$0.00</b>	<b>\$663,811.01</b>	<b>\$369,276.44</b>	<b>\$714,100.00</b>	<b>51.71%</b>
<b>Total Revenues</b>	<b>\$154,113.59</b>	<b>\$0.00</b>	<b>\$663,811.01</b>	<b>\$369,276.44</b>	<b>\$714,100.00</b>	<b>51.71%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$30,689.00	\$40,849.61	\$184,866.65	\$180,618.94	\$425,000.00	42.50%
Employer FICA	\$21,916.85	\$35,642.36	\$133,238.05	\$154,701.57	\$289,000.00	53.53%
<b>Total Human Resources</b>	<b>\$52,605.85</b>	<b>\$76,491.97</b>	<b>\$318,104.70</b>	<b>\$335,320.51</b>	<b>\$714,000.00</b>	<b>46.96%</b>
<b>Total Undesignated Expenses</b>	<b>\$52,605.85</b>	<b>\$76,491.97</b>	<b>\$318,104.70</b>	<b>\$335,320.51</b>	<b>\$714,000.00</b>	<b>46.96%</b>
<b>Total Expenses</b>	<b>\$52,605.85</b>	<b>\$76,491.97</b>	<b>\$318,104.70</b>	<b>\$335,320.51</b>	<b>\$714,000.00</b>	<b>46.96%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$101,507.74</b>	<b>(\$76,491.97)</b>	<b>\$345,706.31</b>	<b>\$33,955.93</b>	<b>\$100.00</b>	

Northbrook Public Library  
Income Statement  
10/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$184.43	\$2,078.98	\$2,132.25	\$6,726.36	\$10,000.00	67.26%
Other Income	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$184.43</b>	<b>\$2,078.98</b>	<b>\$9,332.25</b>	<b>\$6,726.36</b>	<b>\$10,000.00</b>	<b>67.26%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$184.43</b>	<b>\$2,078.98</b>	<b>\$9,332.25</b>	<b>\$6,726.36</b>	<b>\$435,000.00</b>	<b>1.55%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$1,625.00	\$0.00	\$107,689.71	\$78,469.90	\$540,725.00	14.51%
Professional Fees	\$5,400.00	\$1,661.25	\$35,467.50	\$15,121.25	\$75,525.00	20.02%
Furniture & Equipment	\$150.00	\$0.00	\$249,663.37	\$0.00	\$189,000.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$7,175.00</b>	<b>\$1,661.25</b>	<b>\$392,820.58</b>	<b>\$93,591.15</b>	<b>\$805,250.00</b>	<b>11.62%</b>
<b>Total Undesignated Expenses</b>	<b>\$7,175.00</b>	<b>\$1,661.25</b>	<b>\$392,820.58</b>	<b>\$93,591.15</b>	<b>\$805,250.00</b>	<b>11.62%</b>
<b>Total Expenses</b>	<b>\$7,175.00</b>	<b>\$1,661.25</b>	<b>\$392,820.58</b>	<b>\$93,591.15</b>	<b>\$805,250.00</b>	<b>11.62%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$6,990.57)</b>	<b>\$417.73</b>	<b>(\$383,488.33)</b>	<b>(\$86,864.79)</b>	<b>(\$370,250.00)</b>	

**Northbrook Public Library  
Income Statement  
10/31/2022**

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$169,600.69	\$0.00	\$730,525.58	\$391,794.54	\$757,550.00	51.72%
Interest Income	\$2.33	\$0.00	\$2.79	\$5.68	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$169,603.02</b>	<b>\$0.00</b>	<b>\$730,528.37</b>	<b>\$391,800.22</b>	<b>\$757,550.00</b>	<b>51.72%</b>
<b>Total Revenues</b>	<b>\$169,603.02</b>	<b>\$0.00</b>	<b>\$730,528.37</b>	<b>\$391,800.22</b>	<b>\$757,550.00</b>	<b>51.72%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
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%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$191,085.77</b>	<b>\$183,775.00</b>	<b>\$757,550.00</b>	<b>24.26%</b>
<b>Total Undesignated Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$191,085.77</b>	<b>\$183,775.00</b>	<b>\$757,550.00</b>	<b>24.26%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	(\$12.96)	\$0.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$12.96)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$191,072.81</b>	<b>\$183,775.00</b>	<b>\$757,550.00</b>	<b>24.26%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$169,603.02</b>	<b>\$0.00</b>	<b>\$539,455.56</b>	<b>\$208,025.22</b>	<b>\$0.00</b>	



## October 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 \$4,362,805.65

- 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.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - 10% is fines and lost item / replacement collections
  - 71% is non-resident fees
  - 19% is copy machine collections

Total General Fund expenditures are \$3,662,637.51, 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
- CCS Shared 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 requests 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
- 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
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Janitorial supplies is less than budget due to reduction of requests at this time
- Utilities is less than budget due gas costs being higher in the winter as compared to the summer and recording 4 months of water expense
- 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 October 22**

<b>Operating Funds</b>	
Library Claims List	\$ 155,933.37
Librarian's Claims List	\$ 14,706.56
Payroll	\$ 488,571.39
Fica/IMRF	\$ 52,599.88
ACH to IPBC	\$ 68,562.43
<b>Total Operating Funds</b>	<b>\$ 780,373.63</b>
 <b>Capital Improvement Fund</b>	
Claims List	\$ 1,125.00
	<b>\$ 1,125.00</b>
 <b>Debt Service Fund</b>	
	<b>\$ 0.00</b>
<b>Grand Total Library</b>	<b>\$ 781,498.63</b>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25644	10/20/2022	VOID		
25645	10/20/2022	VOID		
25646	10/20/2022	VOID		
25647	10/20/2022	First Bankcard	\$6,617.10	monthly payment - supplies
25648	10/20/2022	Impact Networking LLC	\$1,903.31	quarterly payment - photocopy
25649	10/20/2022	You Are Mortal, Inc	\$10,000.00	ILP expense
25650	10/31/2022	Amazon	\$2,846.82	monthly payment - supplies
25651	10/31/2022	Baker & Taylor	\$30,056.51	monthly payment - materials
25652	10/31/2022	Bright Plum Inc.	\$3,612.50	progress payment - website redesign project
25653	10/31/2022	Continental Resources, Inc	\$3,125.00	annual payment - fixed assets - technology
25654	10/31/2022	Cooperative Computer Service	\$25,382.75	quarterly payment - CCS & OCLC
25655	10/31/2022	F.E. Moran Mechanical Services	\$1,153.21	monthly payment - building repair
25656	10/31/2022	Fifth Star Collective, LLC	\$1,843.75	ILP expense
25657	10/31/2022	Ross Gay	\$5,000.00	ILP expense
25658	10/31/2022	Grainger	\$983.69	monthly payment - janitorial
25659	10/31/2022	Jessica Hopper	\$1,500.00	ILP expense
25660	10/31/2022	International Children's Media Center	\$925.00	monthly payment - programming
25661	10/31/2022	LaForce	\$766.00	annual payment - building repair
25662	10/31/2022	Mergent, Inc.	\$700.00	annual payment - materials
25663	10/31/2022	Midwest Tape LLC	\$5,301.40	monthly payment - materials
25664	10/31/2022	OCLC, Inc.	\$783.64	annual expense - software
25665	10/31/2022	Outsource Solutions Group, Inc.	\$20,038.24	monthly payment - contracted services & software
25666	10/31/2022	Overdrive	\$17,376.98	monthly payment - materials
25667	10/31/2022	Sarah Rustman	\$600.00	progress payment - professional services
25668	10/31/2022	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25669	10/31/2022	Swank Motion Pictures Inc.	\$1,679.00	monthly payment - programming
25670	10/31/2022	Symmetry Energy Solutions, LLC	\$2,514.86	monthly payment - utilities
25671	10/31/2022	Vis-O-Graphic, Inc.	\$5,996.09	bi monthly payment - community relations
25672	10/31/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25673	10/31/2022	Wex Health Inc.	\$2,542.52	monthly payment flexible spending, dependant care and commuter benefit

\$155,933.37

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

Transaction Number	Transaction Date	Reference	Payments
52134	5/31/2022	VOID - Pastimes	\$ (36.94)
52176	6/17/2022	VOID - Pastimes	\$ (90.97)
52282	7/31/2022	VOID - Pastimes	\$ (91.00)
52395	9/30/2022	VOID - Jessamine Chan	\$ (500.00)
52459	10/14/2022	Anthony Altieri	\$26.49
52460	10/14/2022	Anna Amen	\$372.50
52461	10/14/2022	Mark Anderson	\$400.00
52462	10/14/2022	ASI Sign Systems	\$459.00
52463	10/14/2022	Donna Beach	\$75.61
52464	10/14/2022	Bottom Line Health	\$29.95
52465	10/14/2022	Carolann Cohen	\$4.00
52466	10/14/2022	Jo I Gayle	\$125.00
52467	10/14/2022	Mark Gelfeld	\$100.00
52468	10/14/2022	Happiness Forward LLC	\$100.00
52469	10/14/2022	Jayne Herring	\$550.00
52470	10/14/2022	Lauren M. Howard	\$18.98
52471	10/14/2022	Summer Kosuge	\$59.95
52472	10/14/2022	Thomas Lowery	\$400.00
52473	10/14/2022	Ron Mantegna	\$200.00
52474	10/14/2022	Everlyn Mayanga-Pambah	\$3.00
52475	10/14/2022	Patrick McCallister	\$175.00
52476	10/14/2022	Jim Miller	\$23.51
52477	10/14/2022	Petty Cash Custodian	\$55.00
52478	10/14/2022	Pioneer Press	\$44.75
52479	10/14/2022	Anne K. Preston	\$23.99
52480	10/14/2022	Reds Garden Center	\$35.00
52481	10/14/2022	John Schreckengost	\$500.00
52482	10/14/2022	Shore Line	\$37.00
52483	10/14/2022	Sticky Fingers Cooking	\$150.00
52484	10/14/2022	Natasha Stojanovska	\$500.00
52485	10/14/2022	Sunset Food Mart, Inc.	\$20.56
52486	10/14/2022	Sweetwater	\$28.95
52487	10/14/2022	Teacher Dan	\$150.00
52488	10/14/2022	Bill Olivieri	\$200.00
52489	10/14/2022	WM Corporate Services Inc.	\$568.43
52490	10/14/2022	Women's Health	\$24.97
52491	10/14/2022	Matthew E. Young	\$5.99
52492	10/14/2022	WEX Health, Inc.	\$101.50
52493	10/14/2022	Rae Goodman-Lucker	\$100.00
52494	10/31/2022	AICPA	\$315.00
52495	10/31/2022	American Library Association, Membership	\$391.00
52496	10/31/2022	Ancel Glink P.C.	\$450.00
52497	10/31/2022	Aquatic Works LTD	\$185.00

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

Transaction Number	Transaction Date	Reference	Payments
52498	10/31/2022	Baker & Taylor Entertainment	\$218.12
52499	10/31/2022	Blackstone Publishing	\$41.60
52500	10/31/2022	Jessamine Chan Inc.	\$500.00
52501	10/31/2022	Chicago Sun Times	\$395.20
52502	10/31/2022	Cintas	\$464.09
52503	10/31/2022	Sandra Cotler	\$75.00
52504	10/31/2022	Efficiency Reporting	\$212.00
52505	10/31/2022	F.E. Moran Mechanical Services	\$461.00
52506	10/31/2022	Gale/Cengage Learning Inc.	\$379.07
52507	10/31/2022	The Home Depot Credit Services	\$55.07
52508	10/31/2022	HR Source	\$270.00
52509	10/31/2022	Illinois Library Association	\$40.00
52510	10/31/2022	Image Specialties of Glenview, Inc.	\$64.00
52511	10/31/2022	Lechner Services	\$55.44
52512	10/31/2022	Magnolia Journal	\$20.00
52513	10/31/2022	Susan Merdinger	\$500.00
52514	10/31/2022	Moore Landscapes, LLC	\$555.00
52515	10/31/2022	Daniel Morgan	\$19.99
52516	10/31/2022	North American Corp of Illinois	\$433.23
52517	10/31/2022	Northbrook Hardware	\$306.39
52518	10/31/2022	Ocooch Hardwoods	\$209.54
52519	10/31/2022	Olsson Roofing Company, Inc.	\$480.00
52520	10/31/2022	James Ozimeck	\$16.95
52521	10/31/2022	Panera, LLC	\$262.25
52522	10/31/2022	Jill Pifer	\$420.10
52523	10/31/2022	Pitney Bowes Inc.	\$101.97
52524	10/31/2022	Polonia Bookstore, Inc.	\$504.19
52525	10/31/2022	Quill LLC	\$102.97
52526	10/31/2022	Reds Garden Center	\$59.35
52527	10/31/2022	Rotary Club of Northbrook	\$70.00
52528	10/31/2022	Runco Office Supply	\$502.93
52529	10/31/2022	Sheet Music Plus	\$82.96
52530	10/31/2022	Lauren Spira	\$27.07
52531	10/31/2022	UPS	\$23.90
52532	10/31/2022	VSP of Illinois, NFP	\$403.51
52533	10/31/2022	WEX Bank	\$82.45

\$ 14,706.56

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

Transaction Number	Transaction Date	Reference	Payments	Description
1866	10/31/2022	Ancel Glink P.C.	\$1,125.00	attorney fees related to steam humidification boiler project
			<u>\$ 1,125.00</u>	

Northbrook Public Library  
Treasurer's Report  
Fiscal Year Ended April 30, 2022

Cash and Investments at April 30, 2022

	Cash	Investments	Total
General Fund	10,597,615		10,597,615
Retirement Fund	1,010,155		1,010,155
Capital Projects Fund	5,069,617		5,069,617
Debt Service Fund	1,762		1,762
<b>Total Cash &amp; Investments</b>	<b>16,679,149</b>		<b>16,679,149</b>

Statement of Revenue

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Property Tax	7,237,444	670,315			737,686	8,645,445
State Replacement Tax	350,276					350,276
Fines, Fees, Rentals	47,506					47,506
Interest Income	4,119	379	3,384	188	4	8,074
Gifts, Designated, Grants	109,901					109,901
Gain on Investment	222				13	235
Miscellaneous	98,309		7,200			105,509
<b>Total Revenue</b>	<b>7,847,777</b>	<b>670,694</b>	<b>10,584</b>	<b>188</b>	<b>737,703</b>	<b>9,266,946</b>

Summary Statement of Operations

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Revenues	7,847,777	670,694	10,584	188	737,703	9,266,946
Expenses	(6,553,600)	(632,857)	(477,871)		(758,249)	(8,422,577)
Interfund Transfers	(1,290,546)		1,340,686	(70,698)	20,546	
<b>Excess of Revenue &amp; Financing Sources Over Expenditures</b>	<b>3,631</b>	<b>37,837</b>	<b>873,399</b>	<b>(70,498)</b>		<b>844,369</b>



## CASH DISBURSEMENTS

3E Electric, Inc. - \$24,015.75; 66 Degrees, LLC - \$12,453.67; Added Incentives, Inc. - \$3,831.16; Amalgamated Bank of Chicago - \$758,248.54; Amazon - \$29,165.63; American Library Association, Membership - \$4,184.00; Ancel Glink P.C. - \$13,427.50; Anna Amen - \$3,732.48; Aquatic Works LTD - \$2,100.00; ASI Sign Systems - \$3,471.00; Auscura - \$2,500.00; Authors Unbound Agency - \$34,000.00; Baker & Taylor - \$284,431.27; Baker & Taylor Entertainment - \$7,386.79; BambooHR - \$6,135.08; Bayscan Technologies - \$4,711.00; Belson Outdoors, LLC - \$3,946.40; Benjamin Goluboff - \$3,250.00; Best Quality Cleaning - \$67,665.00; Bibliotheca, LLC. - \$316,721.50; Blackbaud Inc. - \$4,975.00; Bonnie Lecat - \$2,000.00; Brainfuse Inc. - \$3,000.00; Burris Equipment Co. - \$15,348.00; Calor Design Group, Ltd. - \$1,057.50; CCB Technology - \$1,272.00; CDW Government, Inc. - \$6,530.14; Chicago Backflow, Inc. - \$1,200.00; Chicago Filter Supply - \$2,039.76; Chicago Sun Times - \$1,185.18; Children's Plus Inc - \$4,548.46; Christopher Laughlin School of Music - \$2,000.00; Cintas - \$5,398.26; Colley Elevator Co. - \$9,530.00; Comcast - \$7,987.15; Computype, Inc. - \$2,490.15; Continental Resources, Inc - \$2,225.95; Cook & Kocher Insurance Group - \$6,920.00; Cooperative Computer Service - \$105,164.61; Dairy Queen - \$4,355.00; Demco - \$5,733.16; Donna Herula, LTD - \$1,200.00; Dornfeld Piano Tuning - \$4,830.00; EBSCO Information Services - \$35,952.40; ECO Promotional Products, Inc. - \$14,583.83; Efficiency Reporting - \$1,092.00; Elisabeth Lindsay-Ryan - \$16,000.00; Encyclopaedia Britannica, Inc. - \$1,410.00; F.E. Moran Mechanical Services - \$24,597.22; F.E. Moran, Inc. - Fire Protection - North - \$90,451.00; F.E. Moran, Inc. - Plumbing - \$3,520.00; Fast Signs - \$8,296.36; Fifth House Ensemble - \$1,000.00; First Bankcard - \$46,464.46; Forward Space LLC - \$5,632.58; Frank Babbitt - \$1,000.00; Freeman Pictures, Inc. - \$1,300.00; Gale/Cengage Learning Inc. - \$5,303.99; Garaventa USA Inc. - \$2,142.95; Garvey's Office Products - \$3,879.68; Gaudete Brass LLC - \$1,000.00; Getty Images (US), Inc. - \$1,080.00; Gewalt Hamilton Associates - \$3,500.00; GovConnection, Inc. - \$17,846.40; Grainger - \$14,383.49; Grey House Publishing - \$5,050.00; Gustavo Moreno II - \$1,000.00; Henricksen - \$17,563.68; Highland Park Public Library - \$1,248.00; H-O-H Water Technology Inc. - \$4,000.00; HR Source - \$6,473.50; Illinois Heartland Library System-OCLC - \$1,182.58; Illinois Library Association - \$3,255.00; Impact Networking LLC - \$7,568.98; Info USA Marketing - \$9,018.00; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$796,229.78; Interior Investments, LLC - \$2,677.89; ITsavvy LLC - \$23,820.00; J.D. Power and Associates - \$1,437.00; Jayne Herring - \$5,050.00; Jo I Gayle - \$2,523.75; Jo-Ann Stores LLC - \$1,045.00; Kanopy LLC - \$26,000.00; Kathleen Jo Zeigler Mitchem - \$1,000.00; Library Furniture International, Inc. - \$21,354.00; Library Ideas LLC - \$2,187.10; Library Journals LLC - \$1,849.60; Limricc - UCGA - \$4,503.62; Linda Z's Sewing Center - \$13,000.00; Linkedin Corporation - \$7,000.00; LogMeIn USA, Inc - \$6,600.00; Mango Languages - \$3,435.00; Mark Anderson - \$2,000.00; Mark Gelfeld - \$2,500.00; Mechanical Concepts of Illinois, Inc - \$13,357.12; Mechanical Test & Balance Inc. - \$1,325.00; Menard Consulting, Inc. - \$2,500.00; Mergent, Inc. - \$1,896.00; Midwest Tape LLC - \$129,496.73; Moore Landscapes, LLC - \$2,685.00; Morgan Rogers - \$1,000.00; Morningstar, Inc. - \$7,325.00; Nancy

Buehler - \$3,250.00; Naxos of America Inc. - \$1,050.00; Neuco Inc. - \$2,784.76; New York Times - \$1,800.77; NewsBank, Inc. - \$13,203.00; NFIP Direct Servicing Agent - \$4,390.00; Niche Academy - \$1,290.00; North American Corp of Illinois - \$11,137.87; Northbrook Chamber of Commerce & Industry - \$1,375.00; Northbrook Hardware - \$4,613.50; Northern IL Terrazzo & Tile Co - \$1,198.15; Old Town School of Folk Music - \$1,600.00; Olga Rudiak - \$5,400.00; Olsson Roofing Company, Inc. - \$10,135.50; Our Eric - \$1,500.00; Outsource Solutions Group, Inc. - \$278,504.93; Overdrive - \$222,244.62; Pace Systems INC - \$3,125.00; Peerless Network Inc. - \$4,145.66; Penguin Random House LLC - \$28,000.00; Pepper Construction Co. - \$208,772.76; Pitney Bowes Inc. - \$1,232.96; Product Architecture + Design - \$36,800.00; Proquest - \$43,658.29; Reaching Across Illinois Library System - \$20,648.67; Record Information Services, Inc. - \$1,330.00; Recycle Away - \$1,270.58; Red Books LLC - \$3,571.55; Reserve Account - \$15,000.00; RGW Consulting LLC - \$31,200.00; Richard Rothstein - \$3,500.00; Ring Central Inc - \$24,924.93; Robert Oakley Gregory - \$16,000.00; Ron Mantegna - \$2,600.00; Runco Office Supply - \$10,649.75; Scholastic Inc. Education - \$3,495.00; Selden Fox, LTD - \$11,000.00; SenSource - \$2,059.63; SHI International Corp. - \$6,826.04; Siemens Industry Inc. - \$8,400.32; Snow Systems, Inc. - \$10,890.00; StackMap LLC - \$1,265.00; Staples Business Credit - \$5,178.95; Sterling Services, Inc. - \$11,955.45; Sticky Fingers Cooking - \$1,650.00; Stojjo Products Inc. - \$2,302.00; Susan Warner - \$1,000.00; Symmetry Energy Solutions, LLC - \$35,455.09; Tee Jay Service Company, Inc. - \$10,918.00; The Hanover Insurance Company - \$47,021.00; The Home Depot Credit Services - 2,116.89; The Sewing Source Inc - \$1,392.37; T-Mobile - \$12,052.02; Today's Business Solutions, Inc. - \$8,279.48; Tom Deja - \$1,200.00; Travelers CL Remittance Center - \$33,101.00; Tsai Fong Books, Inc. - \$2,457.44; Tumbleweed Press Inc. - \$3,600.00; UPS - \$2,975.62; Value Line Publishing LLC - \$9,675.00; Village of Northbrook Water Dept. - \$7,570.20; Vis-O-Graphic, Inc. - \$34,973.72; VSP of Illinois, NFP - \$4,190.42; Wells Fargo Vender Fin Serv - \$10,710.00; Wex Health Inc. - \$31,351.39; WEX Health, Inc. - \$1,219.50; WM Corporate Services Inc. - \$6,677.70; Yami Vending Inc. - \$3,921.49; YourMembersip.com, Inc - \$1,309.50

## PAYROLL:

### **Under \$24,999:**

Abbas - \$8,273.82; Amundsen - \$5,866.38; Anderson - \$7,273.53; Balog - \$16,592.31; Baran - \$19,506.21; Bass - \$2,690.50; Becker - \$20,272.93; Bellman - \$1,812.93; Berkover - \$5,042.19; Born - \$22,223.70; Bremner - \$4,254.95; Burke - \$3,584.30; Burman - \$10,855.83; Cotini - \$574.02; Czechorski - \$16,578.89; Edwards - \$7,749.18; Faedtke - \$19,393.82; Farrell - \$983.79; Fillmore - \$12,527.61; Flowers - \$20,397.96; Fragozo - \$5,053.75; Gould - \$681.62; Grabowski - \$1,077.12; Grossman - \$9,761.75; Gutmann - \$16,807.82; Hannon - \$440.58; Henry - \$2,662.10; Holland - \$12,018.00; Huh - \$21,188.05; Hutter - \$3,216.78; Ibardoloza - \$3,529.40; Ibardoloza - \$3,541.60; Islan - \$2,934.53; Jacob - \$311.63; Jaffery - \$23,828.22; Kaplan - \$11,512.93; Karahalios - \$22,637.88; Kearns - \$5,865.70; Koontz - \$764.40; Krygeris - \$844.14; Lee - \$1,419.33; Lee - \$10,666.22; Lee - \$21,021.73; Maia - \$975.28; Malamud - \$11,171.20; Marek - \$6,018.20; Mayer - \$23,321.51; McDonald - \$12,180.93; McGill - \$11,706.67; Miller - \$9,070.92; Miller - \$13,062.57; Munday - \$6,717.91; Murray - \$14,273.76; Nava - \$14,708.12; Noblet - \$9,077.14; Perley - \$6,173.98; Pondo - \$573.80; Porter - \$4,604.55; Quinlan - \$2,932.35; Raucci - \$22,405.3; Saks - \$14,887.64; Sarich - \$768.18; Schafer - \$4,871.40; Shapiro - \$3,710.41; Sharda - \$862.37; Sharma - \$10,084.04; Simmons - \$1,167.55; Simpson - \$18,924.08; Strom - \$4,421.13; Suarez - \$506.79; Suarez - \$1,427.75; Talaefard - \$4,823.79; Traskina - \$1,461.50; Vi - \$9,904.84; Villanueva - \$4,587.08; Voronova - \$10,261.44; Waclawik - \$5,481.14; Wawer - \$11,974.13; Weisenberg - \$6,704.88; White - \$19,149.96; Wright - \$18,845.90; Yousef - \$142.74;

### **\$25,000 - \$49,999:**

Alteri - \$29,463.02; Ashman - \$47,175.97; Beach - \$43,621.12; Chase - \$37,519.70; Cirignani - \$39,827.04; Couch - \$39,219.36; Duncan-McGee - \$30,374.51; Goese - \$34,901.95; Hannon - \$47,866.33; Haynes - \$47,795.04; Hewerdine - \$41,088.72; Hovanec - \$30,566.70; Lopez - \$48,232.56; McKinnie - \$33,348.00; Mistalski - \$41,484.60; Nelson - \$42,351.05; Nguyen - \$32,149.44; Raybuck - \$44,010.00; Reid - \$27,263.82; Rustman - \$49,649.58; Schmidt - \$25,814.21; Schwartz - \$27,961.37; Siegel - \$40,708.14; Siegel - \$43,203.85; Siwinski - \$38,334.72; Vienna - \$48,475.68;

### **\$50,000 - \$74,999:**

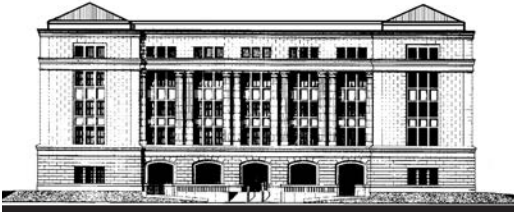
Brugger - \$50,084.64; Collins - \$52,906.32; Franklin - \$61,528.56; Golembiewski - \$50,461.68; Gossage - \$63,832.28; Hill - \$51,904.32; Hominick - \$55,031.85; Huie - \$54,907.21; Kaminski - \$50,449.92; Keaton - \$60,264.80; Kosuge - \$65,644.38; Margis - \$63,745.20; Norton - \$71,026.80; Pekara - \$57,314.31; Perrenot - \$69,975.84; Scodius - \$53,356.80; Vering - \$59,310.00;

**\$75,000 - \$99,999:**

Doyle - \$78,675.36; Durov - \$95,863.68; Haddad - \$79,310.00; Mayer - \$78,510.00; Prioletti - \$82,119.84; Schlernitzauer - \$76,099.96; Skittino - \$78,510.00; Thomann - \$79,054.23; Wolf - \$79,629.72;

**Over \$100,000:**

Amen - \$109,319.03; Hall - \$145,626.14;



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 South Second Street, Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library’s Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer’s Name:** \_\_\_\_\_  
*(First Name)* *(Last Name)*

**Preparer’s Title:** \_\_\_\_\_

**Preparer’s Phone Number:** \_\_\_\_\_

**Preparer’s Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)



## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

# SECTION 1: EMPLOYMENT POLICIES AND PROCEDURES

## 01.1 Equal Employment Opportunity

Created:	February 2020	Updated:	
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The Northbrook Public Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race or traits associated with race including but not limited to hair texture and protective hairstyles, color, religion, age, sex, pregnancy, national origin, ancestry, physical or mental disability, military or veteran status, marital status, order of protection status, sexual orientation, gender identity, genetic information, or any other category protected by applicable law.

This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: recruiting, hiring, training and development, promotion, compensation and fringe benefits, formulation and application of human resource policies and rules; facility and service accessibility and discipline and termination.

Any employee who believes this policy has been violated should contact the Executive Director or the Human Resources Manager. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the library's investigative procedures.

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Any employee who believes this policy has been violated should contact the Executive Director or the Human Resources Manager. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the library's investigative procedures.

## 01.4 Non-Discrimination and Anti-Harassment

Created:	February 2020	Updated:	
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Northbrook Public Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the library will not tolerate discrimination against or harassment of anyone, including any supervisor, employee, vendor, patron, contractor, board member, or other regular visitor of the library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

### Discrimination

Discrimination consists of employment actions taken against an actual or perceived characteristic protected by law, such as sex, race or traits associated with race including but not limited to hair texture and protective hairstyles, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is (or is perceived to be) a member of a protected group.

### Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.



The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

## Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

## Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor, any other manager or supervisor, or the Human Resources Manager. If a manager or supervisor receives a complaint of harassment or discrimination, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Manager.

The Human Resources Manager shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. The library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

## Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

## Resolution Outside The Library

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A complaint must be filed with the IDHR or the EEOC within 300 days of the alleged incident(s) unless it is a continuing offense.

## Contact Information

### Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
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Created:	February 2020	Updated:	
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### United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000; TTY: 800-869-8001

## 02.4 Employment Status

Created:	February 2020	Updated:	
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In addition to the above classifications, each employee will belong to one other employment category:

- Full-Time employees are those who are regularly scheduled to work at least 35 hours per week. Generally, they are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- Regular Part-Time employees are those who are regularly scheduled to work between 20 – 28 hours per week. Generally, they may be eligible for some of the library's benefit program (such as vacation, sick, personal, holiday and commuter) in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.
- Part-Time employees are those who are regularly scheduled to work 18 hours or less per week, and substitute and seasonal employees. Generally, they may be eligible for some of the library's benefit program, (such as sick, holiday, and commuter) in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.
- Substitute & Seasonal employees are those with no regularly scheduled hours. Generally, they are not eligible for the library's benefit package.



## 02.4 Employment Status

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- Substitute & Seasonal employees are those with no regularly scheduled hours. Generally, they are not eligible for the library's benefit package.

## 03.4 Holidays

Created:	February 2020	Updated:	
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The library closes to observe the following holidays and staff scheduled to work those days will be paid:

- New Year's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Full-time employees not normally scheduled to work on the holiday will receive a floating holiday to be used within three months.

The library is closed Easter Sunday. This is not a paid holiday.

Religious holidays not observed by the library may be taken as vacation, personal, time off without pay, or, subject to work load and manager approval, as time off to be made up within the same pay period.

There will be no payment for unused holiday time upon termination of the employee.

## 03.4 Holidays

Created:	February 2020	Updated:	
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The library closes to observe the following holidays and ~~eligible~~ staff scheduled to work those days will be paid:

- New Year's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve ~~Day~~
- Christmas Day
- New Year's Eve (~~2 hours~~)

~~Eligible staff is any staff regularly scheduled to work on the days the library is closed. They will be paid for the hours they are normally scheduled. Normally scheduled hours are defined as the typical hours worked on that day four out of every five weeks. Full-time employees not normally scheduled to work on the holiday will receive a floating holiday to be used within three months.~~

~~Full-time staff will also receive one additional floating holiday to be used during the calendar year on any day approved by your manager.~~

~~A full time employee hired July 1 and after will be eligible for one floating holiday the beginning of the following calendar year.~~

The library is closed Easter Sunday. This is not a paid holiday. ~~Part time employees scheduled to work on Sunday can arrange with their manager to make up the time within the same pay period. Regular part time employees scheduled to work on Sunday can arrange with their manager to make up the time within that same pay period or use vacation to receive pay. Full time employees who would normally work~~

~~that Sunday can arrange to work another day in the same week or use vacation, personal or floating holiday time.~~

~~A full time employee who is not scheduled to work on New Year's Eve has until January 31 of the following year to use their two holiday hours.~~

Religious holidays not observed by the library may be taken as vacation, personal, ~~floating holiday~~, time off without pay, or subject to work load and manager approval, as time off to be made up within the same pay period.

There will be no payment for unused holiday time upon termination of the employee.

### 03.5 Personal Time

Created:	February 2020	Updated:	
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The library provides paid personal time as a benefit to full-time, regular part-time, and part-time employees. On January 1, employees receive one week of personal time based on their budgeted weekly hours.

During their first calendar year of employment, employees hired from January 1<sup>st</sup> to March 31<sup>st</sup> are granted the full week; employees hired from April 1<sup>st</sup> to September 30<sup>th</sup> are granted half a week; and employees hired from October 1<sup>st</sup> to December 31<sup>st</sup> receive no personal time until the following January 1.

These days may be taken at any time during the year with the prior consent of the manager. Personal time may not be carried over into the following calendar year.

There will be no payment for unused personal time upon termination of the employee.

### 03.5 Personal ~~Days~~Time

Created:	February 2020	Updated:	
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The library provides paid personal ~~days-time~~ as a benefit to full-time, regular part-time, and part-time~~full-time~~ employees. On January 1, employees receive one week of personal time based on their budgeted weekly hours, and regular part-time employees regularly scheduled to work at least 25 hours per week). Personal days are to be used for personal business that cannot be accomplished during non-working time. This includes such things as appointments with attorneys, accountants, home repairs, mortgage closings/moving, etc.

~~Full-time employees will be granted up to two paid personal days (14 hours) per calendar year.~~

During their first calendar year of employment, ~~eligible~~ employees hired from January 1<sup>st</sup> to March 31<sup>st</sup> are granted ~~2 days~~the full week; ~~eligible~~ employees hired from April 1<sup>st</sup> to September 30<sup>th</sup> are granted ~~1 day~~half a week; and ~~eligible~~ employees hired from October 1<sup>st</sup> to December 31<sup>st</sup> receive no personal ~~days-time~~ until the following January 1.

~~Regular part-time employees regularly scheduled to work at least 25 hours per week are eligible for 7 personal hours per calendar year. A regular part-time employee hired July 1 and after will be eligible for 7 personal hours beginning of the following calendar year.~~

These days may be taken at any time during the year with the prior consent of the manager. Personal time may not be carried over into the following calendar year.

There will be no payment for unused personal time upon termination of the employee.

## 401: Hours & Holidays

Created:	March 2020	Updated:	
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The library is open:

- Monday through Thursday: 9:00 am to 9:00 pm
- Friday: 9:00 am to 6:00 pm
- Saturday: 9:00 am to 5:00 pm
- Sunday: 1:00 pm to 5:00 pm

The library closes to observe the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day (Sunday & Monday)
- Thanksgiving Eve at 6:00 pm
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If Independence Day falls on a Sunday, the library will close that Sunday and the following Monday. The library will close annually for a staff development day and open late for security trainings up to four times a year. The Board of Trustees may authorize other closings on a case by case basis.

# DIRECTOR'S REPORT NOVEMBER 2022

## AGENDA ITEMS

### 3 Consent Agenda

Approve FY23 Annual Per Capita Grant Application

The FY23 Per Capita Grant application is included in the packet

3.9 Approve Updated Personnel Policies

1..1 2.4 Employment Status

2..1 3.4 Holidays

3..1 3.5 Personal Days

4..1 3.8 Bereavement Leave

3.10 4.401 Hours & Holidays

The policies with recommended changes are included in the packet. These are either legal changes due to the CROWN act or changes based on last month's discussion regarding personal time and holidays.

### 7 Unfinished Business

7.1 FY24 Levy Review

Anna has provided the levy recommendation in the packet for the board's approval.

7.2 EDI Organizational Assessment

I will provide a verbal update at the meeting.

### 8 New Business

8.1 United Against Hate Resolution

Cook County has asked us to consider passing a resolution as part of their United Against Hate campaign. I have included a draft in the packet and have also asked our EDI committee to review it.

8.2 Review of the Closed meeting minutes for the past 6 months

In on the minutes to review is included for the board with recommendations.

### 9 Closed Session

**Documentation for the closed session will be sent separately.**

### 10 Agenda Building

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

- Family Bereavement Leave Act policy update
- Decennial Committees on Local Government Efficiency -new law update
- FY24 Security Project introduction and information



## BOARD NEWS

Reminder that we do not have a December meeting. I hope everyone has a safe and happy end of the year.

## UPDATES

### Programming & Services

Food Drive: Vu helped pack the library vehicle with 30 boxes of food donations to bring to the Northfield Township Food Pantry in early October. The items were donated by patrons during our September Food Pantry Food Drive.

Fine Arts Fall: The 30<sup>th</sup> 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.

New Memory Collection: 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.

School Librarian Breakfast: School & Accessible Services Librarian Julianne Medel brought back the Fall School Librarian Breakfast on Monday, October 17. Librarians from all the school districts in Northbrook attended the event.



*Hello Julianne,*

*I just wanted to take a moment to thank you for the librarian breakfast last week. I really enjoyed hearing an update from the Northbrook Public Library, enjoying the breakfast, and meeting other staff. Also, thank you for the swag bag and weeded books. I really appreciate the time and effort the Northbrook Public library took to set up the event. Please send my thank you to those involved.*

*This is my first year at the Northbrook schools and I am so impressed by all you offer the community, your organization, and willingness to help. We are SO lucky.*

*Thanks again,  
Erica  
Hickory Point*

National Friends of the Library Week:

The Friends of the library formed a Member Engagement Committee in the spring of 2022 with the goal of engaging new members as well as recruiting new members. Their first initiative was National Friends of the Libraries Week, October 16-22. The week included a member only movie event as well as an after-hours author visit from Melissa Isaacson. The Friends hosted a used book sale October 21-22 and had about an \$800 profit from that event. They signed up XX new members during October.

Halloween Storyfest: The Halloween Storyfest program returned after a 2 year break due to the pandemic. The entire department helped plan and execute the program, along with 4 teen volunteers. 175 people registered to attend the program which included various activity stations including:

- Pumpkin Patch Play Area
- Pumpkin Tic Tac Toe
- Mystery Match
- Spooky Potions
- Spider Grab
- Scavenger Hunt
- Ghost & Pumpkin Craft
- Spider Web Obstacle Course
- Spooky Storytime
- Halloween Parade around the second floor



Yesterday's Halloween Story Fest was so much fun! Kids enjoyed games, crafts, songs, stories, and of course, a costume parade! 🎃

Story Fest: Halloween photos  
Posted October 29 (Reach: 906; Engagements: 80)

We partnered with the Village of Northbrook to provide decorated pumpkins for their annual "Pumpkin Patch" display at Meadow and Cherry. Six of our departments decorated a pumpkin.

A photo of two of our pumpkins at the Pumpkin Patch.



## IT, Facility, & Finance

- We are halfway through the fiscal year and after several years of supply chain issues, we are seeing materials order fulfillment and package delivery back to normal in terms of quantity and speed.
- We are preparing an RFQ for a security consultant/expert to guide us through our security upgrade project for FY23 that includes:
  - Security Alarm System
  - Video Surveillance
  - Facility Access Control System
  - Public Address System

More information will be shared with the board as we progress through the project.

## HR

### New Staff & Change in Status

- Kimberly Anne, part-time Clerk (CIRC), effective October 17(replacement).
- Sarah Krause, part-time Processing Clerk (TS), effective October 25 (replacement).
- Stephanie Bremner, part-time Library Assistant (YS) changed to a part-time Librarian (YS) effective October 1.

### Departures

- None

## Project Updates

### Civic Zoom Room

After the test at last month's board meeting of the recommended equipment, we are continuing to discuss which equipment to purchase.

### Salary Benchmarking

We are finishing up on updating the job descriptions and will be starting to work with HR Source in December using the Compensation Philosophy as the guide through which we conduct the benchmarking. We expect to have results in February.

### Steam Boiler Replacement

The Steam Boiler project is underway and parts have been ordered. We are awaiting word on when the parts will arrive and construction will begin.

Kate Hall, Executive Director



# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
October, 2022

## PROJECTS



## 3D PRINTING

We printed 70 objects for users in October.

## MATERIALS

October projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	64	3D Printer
Acrylic	44	Laser Cutter
Cardstock	14	Cricut
DVDs	1	Digitization Room
Embroidery Thread	11	Embroidery Machine
Glasses	12	Laser Cutter
Iron-on	10	Cricut
Stabilizer Sheets	25	Embroidery Machine
Vinyl & Transfer Paper	21	Cricut
Wood	25	Laser Cutter & Carvey

## VISITORS

371 people visited the Collaboratory over 19 days in October.

# STATISTICS OCTOBER 2022

These statistics represent year-to-date counts from May 1, 2022–October 31, 2022, compared to the same time period for last year, unless otherwise noted. We saw an increase in cardholders last month followed by a drop this month as there was a purge of cards that have not been used in 3 years. We continue to see steady increases in door counts and checkouts. Study rooms continue to rise in popularity as evidenced by the continued large increase in usage and we are starting to see in person programming getting closer to pre-pandemic numbers. This may shift during the winter as people may choose more virtual programming during that time.

## CARD HOLDERS (AS OF OCTOBER 31)

**17,818** total cardholders

17,287 Residents    470 Non-Residents    61 Businesses

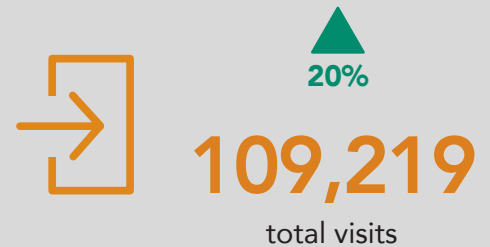


35,222 total residents

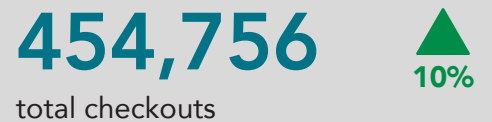
51% cardholder rate vs. 53% national average

Based on Institute for Museum and Library Services data  
[www.ims.gov/research-evaluation/data-collection/public-libraries-survey](http://www.ims.gov/research-evaluation/data-collection/public-libraries-survey)

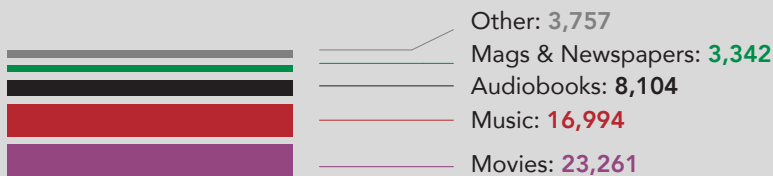
## VISITS



## CHECKOUTS



## COLLECTION (AS OF OCTOBER 31)



Online Resources:  
116,867

**359,001**  
 total collection

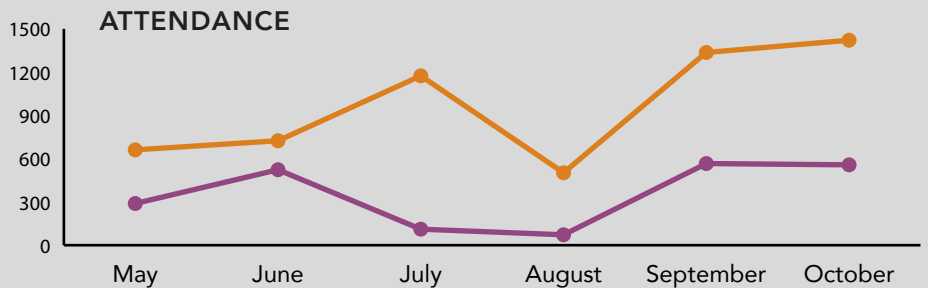
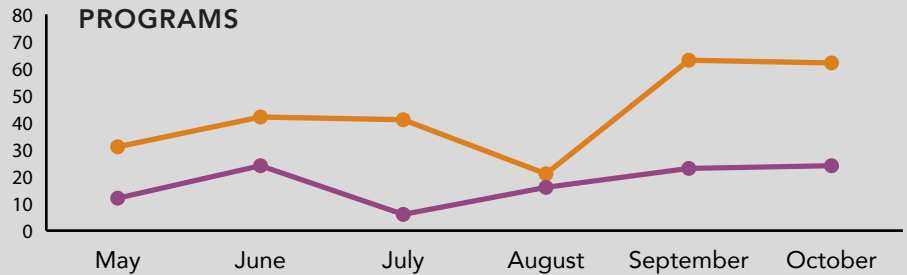
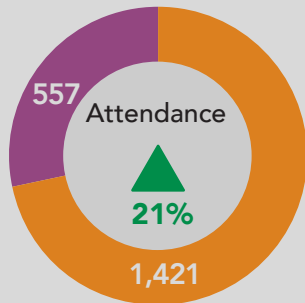
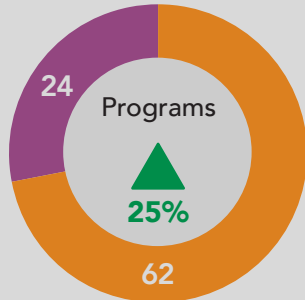
Books:  
186,676

# STATISTICS OCTOBER 2022

## PROGRAMS

● Virtual ● In-Person

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



## HOME DELIVERY



**240** ▲ 23%  
home deliveries

## ROOM BOOKINGS



**4,774** ▲ 128%  
study room bookings



**125** ▲ 346%  
meeting room bookings

## TECHNOLOGY



**5,196** ▲ 128%  
computer sessions



**69,956** ▲ 56%  
WiFi sessions

## Patron Comments and Suggestions

October 2022

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### RECEIVED OCTOBER 9, 2022

Good morning, Would you consider adding CloudLibrary to your offering of digital reading and listening apps? I've used it before and it's excellent! You do have Libby but often books have waiting times. Thank You.

*Comment Source: Email*

*Response to Patron by Susan Wolf on October 9, 2022:*

Thank you for your email. We used to have both Cloud Library and Libby, but we decided to combine collections so that we could offer a better selection of titles as it was very costly to have two similar platforms. Cloud Library was very easy to use, but unfortunately does not offer books in Kindle format as Libby does and there were also wait times for the popular titles. We do still offer Hoopla which does not always have the newest titles, but there are never any waiting times.

I hope that explains why we do not currently have Cloud Library, but if you would like to discuss further I can be reached at 847-272-4316 or [swolf@northbrook.info](mailto:swolf@northbrook.info).

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### RECEIVED OCTOBER 11, 2022

I am wondering if it would be possible for the library to install shades on the second floor, south-facing windows (in the nonfiction stacks). In my opinion, the study carrels that line these windows are not usable on sunny days -- I've gotten a headache every time I've tried it. These carrels are a great spot for those of us who prefer a more secluded work space and need more flexibility than reserving a study room allows. It's a shame they can only be used under certain weather conditions. Thanks for taking the time to read this. The library is one of my favorite places!

*Comment Source: Email*

*Response to Patron by Kelly Durov on October 13, 2022:*

Thank you for your suggestion to add shades to the south-facing windows. We are investigating options right now. This is on a longer-term project list, but we are looking to see if there is something that we can do in the short-term to address the light coming in the south-facing windows and impeding the usability of the seating in that area on sunny days.

Please let staff know if you are having trouble finding a comfortable seat in the meantime. We are happy to help identify areas that will allow you to enjoy the library.



1201 Cedar Lane, Northbrook, IL 60062  
847-272-6224

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**DATE:** 11.17.22  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** 2022 Levy

To prepare the 2022 Levy, the following information was reviewed

- prior year revenue and expenditure data
- compensation, climate action plan and equity, diversity and inclusion initiatives
- facility plan
- technology plan

Levy discussions during the September and October Board Meetings have reinforced the need for a tax levy increase to support the Library's annual operations and allow us to focus on the following items in the upcoming year

- continue to fill open positions
- adjust compensation to align with the salary benchmarking analysis that will be completed in FY2023
- provide annual wage increases
- cover insurance cost increases (medical, dental, vision, general, workers compensation and unemployment)
- focus on climate action plan and equity diversity and inclusion initiatives
- provide services, materials (electronic and print formats) and programming (in person, virtual, and hybrid) to patrons that they are accustomed
- address building and technology issues that are part of the facilities plan
- address building maintenance issues that may arise
- handle any unforeseen situations that may arise in the coming year

The Library is asking for a 5.3% tax levy increase for the coming year.



**Northbrook Public Library  
General Fund - Expenses  
2022 Levy (FY2024) - November 2022**

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy	% Change
<b>PERSONAL SERVICES</b>						
Salaries and Wages	3,637,891	3,617,765	3,544,727	3,988,582	4,387,441	10.0%
Maintenance	165,952	177,485	149,068	163,117	179,429	10.0%
<b>Total Personal Services</b>	<b>\$ 3,803,844</b>	<b>3,795,250</b>	<b>3,693,795</b>	<b>\$ 4,151,699</b>	<b>4,566,869</b>	<b>10.0%</b>
<b>FRINGE BENEFITS</b>						
Group Insurance	595,621	648,701	654,759	667,497	735,000	10.1%
Unemployment/ Worker's Comp	25,820	25,075	24,228	25,500	26,775	5.0%
Training & Development	73,320	28,819	53,438	60,000	60,000	0.0%
<b>Total Fringe Benefits</b>	<b>\$ 694,760</b>	<b>702,595</b>	<b>732,425</b>	<b>\$ 752,997</b>	<b>\$ 821,775</b>	<b>9.1%</b>
<b>COMMODITIES</b>						
Materials	875,000	893,794	887,742	932,000	949,000	1.8%
Programs	102,750	75,024	80,588	94,000	94,000	0.0%
Office & Library Supplies	65,283	70,197	60,423	70,000	70,000	0.0%
Software	94,023	99,903	92,506	98,000	103,000	5.1%
Postage	15,876	16,801	19,633	20,000	20,000	0.0%
Community Relations	36,642	34,605	39,553	45,000	51,000	13.3%
Janitorial Supplies	43,742	42,115	45,728	45,000	45,000	0.0%
<b>Total Commodities</b>	<b>\$ 1,233,316</b>	<b>\$ 1,232,439</b>	<b>\$ 1,226,173</b>	<b>\$ 1,304,000</b>	<b>\$ 1,332,000</b>	<b>2.1%</b>
<b>CONTRACTUAL</b>						
OCLC	24,537	23,735	25,204	27,428	28,000	2.1%
CCS Shared Costs	81,544	79,293	79,011	78,103	80,000	2.4%
Photocopy	30,467	23,328	25,544	29,500	30,000	1.7%
General Insurance	55,880	58,129	63,502	67,377	70,800	5.1%
Telephone	29,995	48,058	40,502	37,835	39,000	3.1%
Professional Services	246,929	243,612	258,042	317,097	322,000	1.5%
Equipment Rental/Maintenance	14,967	4,436	26,637	37,035	42,000	13.4%
Vehicle Expense	3,093	483	465	600	3,000	400.0%
Utilities	54,364	47,123	48,549	50,774	53,000	4.4%
Building Repairs	14,728	18,710	39,082	30,000	30,000	0.0%
Contracted Services	130,263	133,639	139,059	144,718	146,000	0.9%
Recruiting	118	0	1,555	2,500	2,500	
<b>Total Contractual</b>	<b>\$ 686,883</b>	<b>\$ 680,546</b>	<b>\$ 747,153</b>	<b>\$ 822,967</b>	<b>\$ 846,300</b>	<b>2.8%</b>
<b>CAPITAL OUTLAY</b>						
Furniture and Equipment	89,195	30,048	56,837	50,000	50,000	0.0%
<b>Total Capital Outlay</b>	<b>\$ 89,195</b>	<b>\$ 30,048</b>	<b>\$ 56,837</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>0.0%</b>

Northbrook Public Library  
 General Fund - Expenses  
 2022 Levy (FY2024) - November 2022

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy	% Change
<b>OTHER</b>						
Contingency & Misc Exp	4,282	3,341	7,147	100,000	100,000	0.0%
Net Loss on Investment	(2,841)	(1,944)	(222)			
Board Development	395	216	502	1,000	2,000	100.0%
<b>Total Other</b>	<b>\$ 1,836</b>	<b>\$ 1,613</b>	<b>\$ 7,428</b>	<b>\$ 101,000</b>	<b>\$ 102,000</b>	<b>1.0%</b>
<b>DESIGNATED</b>	<b>\$ 44,036</b>	<b>\$ 74,930</b>	<b>\$ 89,569</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>0.0%</b>
<b>TOTAL EXPENSES BEFO</b>	<b>\$ 6,553,870</b>	<b>\$ 6,517,421</b>	<b>\$ 6,553,380</b>	<b>\$ 7,282,663</b>	<b>\$ 7,818,945</b>	
<b>TRANSFERS</b>						
Debt Service Transfer	\$ 15,785	16,150	20,546	\$ 25,000	\$ 25,000	0.0%
Capital Improvements	\$ 730,925	1,115,000	1,270,000	\$ 425,000	\$ 425,000	0.0%
<b>Total Transfers</b>	<b>\$ 746,710</b>	<b>\$ 1,131,150</b>	<b>\$ 1,290,546</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>0.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 7,300,580</b>	<b>\$ 7,648,571</b>	<b>\$ 7,843,925</b>	<b>\$ 7,732,663</b>	<b>\$ 8,268,945</b>	

**Northbrook Public Library  
Property Tax Levy History**

Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
2022 - 5.3% total levy increase	23-24	8,122,000	425,000	289,000	8,836,000	760,900	9,596,900	5.3%
2021	22-23	7,641,000	425,000	289,000	8,355,000	757,550	9,112,550	2.5%
2020	21-22	7,439,188	400,000	289,000	8,128,188	758,249	8,886,437	1.6%
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%
2002	03-04	3,412,000	55,000	163,000	3,630,000	789,754	4,419,754	6.9%
2001	02-03	3,175,000	6,000	154,000	3,335,000	800,750	4,135,750	6.0%
2000	01-02	2,958,000	0	131,000	3,089,000	814,434	3,903,434	3.9%
1999	00-01	2,740,000	85,000	120,000	2,945,000	813,125	3,758,125	4.9%
1998	99-00	2,567,250	105,000	125,000	2,797,250	784,297	3,581,547	5.0%
1997	98-99	2,445,000	112,000	108,000	2,665,000	744,818	3,409,818	32.8%
1996	97-98	2,360,000	105,000	102,000	2,567,000		2,567,000	1.1%
1995	96-97	2,313,196	120,000	105,000	2,538,196		2,538,196	3.3%
1994	95-96	2,213,036	130,000	114,000	2,457,036		2,457,036	4.8%
1993	94-95	2,107,500	132,000	105,000	2,344,500		2,344,500	4.6%
1992	93-94	2,016,000	121,500	104,500	2,242,000		2,242,000	9.6%
1991	92-93	1,816,000	130,000	99,500	2,045,500		2,045,500	



A RESOLUTION PLEDGING TO JOIN COOK COUNTY TO UNITE AGAINST HATE

WHEREAS, Northbrook Public Library seeks to continue to become more equitable, welcoming, and connected as part of the Cook County community; and

WHEREAS, Northbrook Public Library is dedicated to protecting all residents from hate crimes and seeking an end to bigotry in all its forms; and

WHEREAS, Northbrook Public Library supports efforts towards social justice; and

WHEREAS, in 2020 Anti-Black hate crimes continue to be the largest bias incident victim category, with 2,871 incidents, a 49% increase since 2019; and

WHEREAS, the Center for the Study of Hate and Extremism revealed that anti-Asian hate crime in major US cities increased by 164% percent in the first quarter of 2021 compared to just one year before; and

WHEREAS, the FBI reported anti-Hispanic hate crimes rose 8.7% in 2019; and

WHEREAS, there has been a 9% increase in the number of civil rights complaints from Muslims in the United States since 2020; and

WHEREAS, Illinois residents saw a 350% increase in anti-Semitic incidents between 2016 and 2020; and

WHEREAS, the Human Rights Campaign reported that 2021 was the deadliest year on record for trans and gender-nonconforming people across the nation; and

WHEREAS, according to the Department of Justice, persons with disabilities comprised 26% of victims of all nonfatal crimes between 2017 and 2019; and

WHEREAS, the Cook County United Against Hate campaign disrupts intolerance by providing a visual, verbal, and educational avenues to stand up against all forms of bigotry; and

WHEREAS, Cook County United Against Hate is an empowering, loving, and community-spirited symbol to disrupt the symbols of discrimination that are too many to count; and

WHEREAS, Cook County United Against Hate is an impactful pledge to welcome all people regardless of their background or identity, and to support tolerance and justice; and

WHEREAS, Cook County United Against Hate is a personal choice to become educated on the legacies of systemic bigotry and how to be actively anti-hate; and

WHEREAS, Northbrook Public Library encourages residents to actively learn from those with lived different experiences, and to question hateful acts whenever seen or heard, and to educate themselves on how to safely interrupt hate; and

WHEREAS, Northbrook Public Library encourages residents to post the “Cook County United Against Hate” beacon on homes, cars, storefronts, office doors, and online so all can recognize it and know that all are welcome, and hate has no home here; and

WHEREAS, Northbrook Public Library encourages its residents to take the pledge to unite against prejudice and to support tolerance and justice; and

NOW THEREFORE BE IT RESOLVED this 17<sup>th</sup> day of November, 2022, the Board of Trustees of the Northbrook Public Library adopts the Cook County United Against Hate pledge; and

BE IT FURTHER RESOLVED, Northbrook Public Library does hereby commit to fighting injustice and intolerance, and hereby joins with its community to welcome all people regardless of their race, religion, ethnicity, age, gender identity, sexual orientation, disability, class, or other backgrounds.

AYES:

NAYS:

ABSTENTIONS:

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President

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Secretary

# NORTHBROOK PUBLIC LIBRARY

## BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS NOVEMBER 2022

### A. Closed Session Minutes to Review

Make determinations about written minutes of closed sessions to release or keep closed.

Date	Reason	Recommendation

There are no closed session minutes to review.

### B. Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved (even if not released) and at least 18 months have passed. A separate motion must be made to destroy closed session recordings.

Date	Reason	Eligible for Destruction

There are no closed session recordings to destroy.