

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

September 15, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

<https://youtu.be/bTuK0r4nrdE>

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 – August 18, 2022
 - 3.3 Approve Executive Session Minutes – August 18, 2022
 - 3.4 Approve Special Session Minutes – August 31, 2022
 - 3.5 Approve Cash Balances & Income Statement August 2022
 - 3.6 Approve Bills and Charges from August 2022 in the amount of \$690,009.62
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Compensation Philosophy follow-up (closed session)
- 8 New Business
 - 8.1 Cedar Lane Project Update
 - 8.2 Facility Plan Updates
 - 8.3 Draft FY23/24 Tax levy
 - 8.4 Closing Schedule 2022-2023
 - 8.5 Staff Appreciation Week
 - 8.6 Fall Library Visit
- 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
8/31/2022**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	7,228,999.10	30,471.40	563,463.58	6,696,006.92
Restricted	324,649.55	492.78	2,451.74	322,690.59
IMRF	682,179.89		28,059.14	654,120.75
Fica	179,561.58		24,052.16	155,509.42
Total Operating	<u>\$ 8,415,390.12</u>	<u>\$ 30,964.18</u>	<u>\$ 618,026.62</u>	<u>\$ 7,828,327.68</u>
Capital Improvement	\$ 5,004,208.45	\$ 1,679.95	\$ 71,983.00	\$ 4,933,905.40
Debt Service	\$ 172,170.16			\$ 172,170.16

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	296,792.32	31,120.88	172,170.16
PayPal	8,087.98	-	-
FBofHP	226,597.69	-	-
Fifth Third - Checking/Money Market	7,295,741.60	4,902,270.36	-
US Bancorp	663.09	514.16	-
Petty Cash	445.00	-	-
Total	<u>\$ 7,828,327.68</u>	<u>\$4,933,905.40</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
8/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$3,992,682.35	\$3,951,821.11	\$7,491,000.00	52.75%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
Impact Fees	\$0.00	\$0.00	\$4,056.57	\$5,235.47	\$0.00	0.00%
Fines, Fees & Rentals	\$2,225.85	\$4,073.97	\$17,585.59	\$19,170.72	\$25,000.00	76.68%
Interest Income	\$513.97	\$2,509.02	\$2,455.73	\$4,409.98	\$5,000.00	88.20%
Other Income	\$4,813.40	\$539.59	\$20,816.84	\$12,286.42	\$100,000.00	12.29%
Total Undesignated Revenue	\$7,553.22	\$7,122.58	\$4,037,597.08	\$3,992,923.70	\$7,746,000.00	51.55%
Designated Revenue						
Gifts & Other Designated Income	\$45,454.55	\$600.46	\$62,498.83	\$122,114.61	\$200,000.00	61.06%
Designated Interest Income	\$19.20	\$67.32	\$75.56	\$225.75	\$0.00	0.00%
Total Designated Revenue	\$45,473.75	\$667.78	\$62,574.39	\$122,340.36	\$200,000.00	61.17%
Total Revenues	\$53,026.97	\$7,790.36	\$4,100,171.47	\$4,115,264.06	\$7,946,000.00	51.79%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$46,018.86	\$60,230.55	\$288,626.82	\$260,267.36	\$932,000.00	30.79%
Audio Visual	\$6,075.62	\$3,639.43	\$16,342.03	\$11,961.49		
Videos/DVDs	\$4,500.76	\$4,013.35	\$12,860.11	\$14,757.05		
Programs	\$9,610.04	\$4,959.41	\$40,353.23	\$25,498.52	\$94,000.00	27.13%
OCLC	\$15.50	\$1,127.28	\$9,389.47	\$10,245.92	\$22,000.00	46.57%
CCS Shared Costs	\$198.29	\$0.00	\$33,042.33	\$32,659.77	\$80,000.00	40.82%
Total Materials & Services	\$66,439.07	\$73,970.07	\$400,613.99	\$355,390.11	\$1,128,000.00	31.51%
Human Resources						
General Salaries and Wages	\$289,705.03	\$312,788.92	\$1,169,645.55	\$1,237,170.30	\$4,027,820.00	30.72%
Maintenance Salaries & Wages	\$12,253.68	\$13,400.84	\$49,206.86	\$52,418.87	\$154,680.00	33.89%
Group Insurance	\$53,149.16	\$57,220.41	\$218,820.96	\$221,454.93	\$730,000.00	30.34%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$18,678.40	\$18,343.17	\$27,000.00	67.94%
Staff Development	\$3,405.89	\$3,474.12	\$10,618.52	\$15,378.07	\$60,000.00	25.63%
Total Human Resources	\$358,513.76	\$386,884.29	\$1,466,970.29	\$1,544,765.34	\$4,999,500.00	30.90%

Northbrook Public Library
Income Statement
8/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.33%
Operating Costs						
Photocopy	\$68.02	\$765.00	\$14,787.35	\$13,390.91	\$30,000.00	44.64%
Office & Library Supplies	\$5,055.46	\$3,811.79	\$16,390.42	\$21,946.42	\$70,000.00	31.35%
Software	\$7,041.50	\$8,908.18	\$31,968.71	\$40,008.32	\$98,000.00	40.82%
Postage	\$232.01	\$426.73	\$16,732.94	\$16,110.54	\$20,000.00	80.55%
General Insurance	\$0.00	\$0.00	\$50,636.83	\$57,021.56	\$68,000.00	83.86%
Telephone/Internet	\$411.03	\$6.00	\$18,717.09	\$19,119.28	\$39,000.00	49.02%
Professional Services	\$20,099.14	\$35,041.60	\$102,913.38	\$132,217.46	\$322,000.00	41.06%
Furniture, Equipment	\$4,614.79	\$34,660.38	\$33,491.12	\$38,014.68	\$50,000.00	76.03%
Equipment Rental & Maintenance	\$129.31	\$39.99	\$1,259.74	\$27,531.58	\$42,000.00	65.55%
Community Relations	\$5,176.79	\$7,118.37	\$12,418.49	\$13,961.52	\$51,000.00	27.38%
Total Operating Costs	\$42,828.05	\$90,778.04	\$299,316.07	\$379,322.27	\$790,000.00	48.02%
Maintenance						
Vehicle Expense	\$4.00	\$95.38	\$47.16	\$160.38	\$3,000.00	5.35%
Janitorial Supplies	\$3,179.98	\$2,050.43	\$8,728.23	\$9,844.21	\$45,000.00	21.88%
Utilities	\$1,520.57	\$546.10	\$5,485.17	\$7,429.44	\$53,000.00	14.02%
Building Repairs	\$0.00	\$0.00	\$2,830.00	\$14,122.66	\$30,000.00	47.08%
Contracted Services	\$6,643.08	\$18,581.14	\$49,724.23	\$50,996.80	\$146,000.00	34.93%
Total Maintenance	\$11,347.63	\$21,273.05	\$66,814.79	\$82,553.49	\$277,000.00	29.80%
Other Expenses						
Recruiting	\$249.00	\$0.00	\$747.00	\$200.00	\$1,000.00	20.00%
Contingency & Misc Exp	\$975.02	\$3,046.23	\$2,529.01	\$4,124.72	\$100,000.00	4.12%
Board Development	\$0.00	\$0.00	\$327.20	\$0.00	\$500.00	0.00%
Total Other Expenses	\$1,224.02	\$3,046.23	\$3,603.21	\$4,324.72	\$101,500.00	4.26%
Total Undesignated Expenses	\$480,352.53	\$575,951.68	\$2,237,318.35	\$2,366,355.93	\$7,296,000.00	32.43%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,152.63	\$106.65	\$3,167.88	\$93,909.62	\$200,000.00	46.95%
Designated Materials Expense	\$0.00	\$13.69	\$224.71	\$561.50	\$0.00	0.00%
Designated Program Expense	\$1,850.00	\$2,506.40	\$12,481.27	\$46,832.63	\$0.00	0.00%
Total Designated Expenses	\$3,002.63	\$2,626.74	\$15,873.86	\$141,303.75	\$200,000.00	70.65%
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	\$483,355.16	\$578,578.42	\$2,253,192.21	\$2,507,659.68	\$7,946,000.00	31.56%
NET SURPLUS/(DEFICIT)	(\$430,328.19)	(\$570,788.06)	\$1,846,979.26	\$1,607,604.38	\$0.00	

Northbrook Public Library

Income Statement

8/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$0.00	\$0.00	\$214,683.77	\$219,804.21	\$425,000.00	51.72%
Property Tax Levy FICA	\$0.00	\$0.00	\$155,109.02	\$149,466.87	\$289,000.00	51.72%
Interest Income IMRF	\$0.00	\$0.00	\$0.03	\$3.19	\$50.00	6.38%
Interest Income FICA	\$0.00	\$0.00	\$0.02	\$2.17	\$50.00	4.34%
Total Undesignated Revenue	\$0.00	\$0.00	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Total Revenues	\$0.00	\$0.00	\$369,792.84	\$369,276.44	\$714,100.00	51.71%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$30,671.72	\$28,059.14	\$124,028.31	\$111,333.37	\$425,000.00	26.20%
Employer FICA	\$22,274.45	\$24,052.16	\$89,850.72	\$94,895.29	\$289,000.00	32.84%
Total Human Resources	\$52,946.17	\$52,111.30	\$213,879.03	\$206,228.66	\$714,000.00	28.88%
Total Undesignated Expenses	\$52,946.17	\$52,111.30	\$213,879.03	\$206,228.66	\$714,000.00	28.88%
Total Expenses	\$52,946.17	\$52,111.30	\$213,879.03	\$206,228.66	\$714,000.00	28.88%
NET SURPLUS/(DEFICIT)	(\$52,946.17)	(\$52,111.30)	\$155,913.81	\$163,047.78	\$100.00	

Northbrook Public Library

Income Statement

8/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$348.67	\$1,679.95	\$1,613.24	\$2,917.30	\$10,000.00	29.17%
Other Income	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$7,548.67	\$1,679.95	\$8,813.24	\$2,917.30	\$10,000.00	29.17%
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	\$7,548.67	\$1,679.95	\$8,813.24	\$2,917.30	\$435,000.00	0.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$2,211.00	\$71,983.00	\$86,846.71	\$78,343.00	\$540,725.00	14.49%
Professional Fees	\$10,700.00	\$0.00	\$24,067.50	\$0.00	\$75,525.00	0.00%
Furniture & Equipment	\$81.15	\$0.00	\$165,264.87	\$0.00	\$189,000.00	0.00%
Total Capital & Bond Expenses	\$12,992.15	\$71,983.00	\$276,179.08	\$78,343.00	\$805,250.00	9.73%
Total Undesignated Expenses	\$12,992.15	\$71,983.00	\$276,179.08	\$78,343.00	\$805,250.00	9.73%
Total Expenses	\$12,992.15	\$71,983.00	\$276,179.08	\$78,343.00	\$805,250.00	9.73%
NET SURPLUS/(DEFICIT)	(\$5,443.48)	(\$70,303.05)	(\$267,365.84)	(\$75,425.70)	(\$370,250.00)	

Northbrook Public Library

Income Statement

8/31/22

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$0.00	\$406,959.39	\$391,794.54	\$757,550.00	51.72%
Interest Income	\$0.00	\$0.00	\$0.06	\$5.68	\$0.00	0.00%
Total Undesignated Revenue	\$0.00	\$0.00	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Total Revenues	\$0.00	\$0.00	\$406,959.45	\$391,800.22	\$757,550.00	51.72%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$367,550.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$390,000.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Undesignated Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
Total Expenses	\$0.00	\$0.00	\$191,085.77	\$183,775.00	\$757,550.00	24.26%
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$215,873.68	\$208,025.22	\$0.00	

August 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 \$3,992,924

- 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
 - 11% is fines and lost item / replacement collections
 - 75% is non-resident fees
 - 14% is copy machine collections

Total General Fund expenditures are \$2,507,660, budget differences include:

- OCLC costs are greater than budget due to invoices being paid quarterly
- CCS Shared costs are greater than budget due to invoices being paid quarterly
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually and the amount booked represents 10 months of expense
- Photocopy is greater than budget due to booking of 7 months of lease payments, 12 months of SimpleScan, 8 months of tower lease and 6 months of MyPC and Papercut
- Software is greater than budget due to the payment of an annual expense
- 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 the payment of an annual 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
- 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)

During the monthly review of the bank statement, it was noted that an unauthorized ACH was taken from the Northbrook Bank & Trust checking account. A dispute has been filed with the bank. The Bank is asking the Library implement Positive Pay which is a fraud detection service. Positive Pay will compares check and ACH presented for payment against issued information provided by the Library to identify discrepancies and help protect against fraud.

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

Operating Funds	
Library Claims List	\$ 172,553.55
Librarian's Claims List	\$ 11,139.12
Payroll	\$ 313,160.22
Fica/IMRF	\$ 52,111.30
ACH to IPBC	\$ 68,562.43
Wire transfer to NAXOS	\$ 500.00
Total Operating Funds	<u>\$ 618,026.62</u>
Capital Improvement Fund	
Claims List	\$ 71,983.00
	<u>\$ 71,983.00</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 690,009.62</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
25578	8/22/2022	VOID - RGW Consulting	(\$14,450.00)	annual payment - professional services (EDI)
25573	8/18/2022	First Bankcard	\$9,840.22	monthly payment - supplies
25574	8/18/2022	Garaventa USA Inc.	\$935.00	annual payment - tesing for lift
25575	8/18/2022	Moore Landscapes, LLC	\$1,074.00	quarterly payment - contracted services
25576	8/18/2022	Olsson Roofing Company, Inc.	\$950.00	bi annual payment - contracted services
25577	8/18/2022	The Charmm'd Foundation	\$1,050.00	annual payment - staff development
25579	8/31/2022	Amazon	\$2,029.62	monthly payment - supplies
25580	8/31/2022	Baker & Taylor	\$23,209.23	monthly payment - materials
25581	8/31/2022	Baker & Taylor Entertainment	\$659.53	monthly payment - materials
25582	8/31/2022	Best Quality Cleaning	\$5,475.00	monthly payment - contracted services
25583	8/31/2022	CCI Solutions	\$933.73	monthly payment - supplies
25584	8/31/2022	Continental Resources, Inc	\$34,660.38	annual payment - equipment
25585	8/31/2022	Cooperative Computer Service	\$4,059.00	annual payment - software
25586	8/31/2022	Demco	\$794.90	monthly payment - supplies
25587	8/31/2022	Laura Doherty	\$675.00	monthly payment - programming
25588	8/31/2022	ECO Promotional Products, Inc.	\$906.45	annual payment - community relations
25589	8/31/2022	Gale/Cengage Learning Inc.	\$667.77	monthly payment - materials
25590	8/31/2022	Korean Performing Arts Institute of Chicago	\$750.00	monthly payment - programming
25591	8/31/2022	Midwest Tape LLC	\$6,330.30	monthly payment - supplies
25592	8/31/2022	North American Corp of Illinois	\$1,286.40	monthly payment - janitorial supplies
25593	8/31/2022	Outsource Solutions Group, Inc.	\$19,985.20	monhtly payment - contracted services
25594	8/31/2022	Overdrive	\$13,481.25	monthly payment - materials
25595	8/31/2022	Proquest	\$13,922.40	annual payment - materials
25596	8/31/2022	Runco Office Supply	\$1,230.56	monthly payment - supplies
25597	8/31/2022	Service Building Maintenance, Inc.	\$9,525.00	annual payment - contracted services
25598	8/31/2022	Swank Motion Pictures Inc.	\$646.00	monthly payment - programming
25599	8/31/2022	The Blackberry Collection LLC	\$14,450.00	annual payment - professional services (EDI)
25600	8/31/2022	Value Line Publishing LLC	\$8,225.00	annual payment - materials
25601	8/31/2022	Vis-O-Graphic, Inc.	\$5,996.09	bimonthly payment - community relations
25602	8/31/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25603	8/31/2022	Wex Health Inc.	\$2,490.52	monthly payment flexible spending, dedendant care and commuter benefit

\$172,553.55

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

Transaction Number	Transaction Date	Reference	Payments
52231	7/19/2022	VOID - Faith Levin-O'Leary	\$ (150.00)
52293	8/15/2022	ASCAP	\$404.37
52294	8/15/2022	Lauren Aumiller	\$21.95
52295	8/15/2022	Bayscan Technologies	\$576.00
52296	8/15/2022	Nancy Buehler	\$250.00
52297	8/15/2022	Kimberly Burman	\$30.21
52298	8/15/2022	Joe Cirignani	\$39.99
52299	8/15/2022	Chris Fascione	\$400.00
52300	8/15/2022	Eric Flowers	\$84.09
52301	8/15/2022	Mark Gelfeld	\$200.00
52302	8/15/2022	Bridget Golembiewski	\$49.99
52303	8/15/2022	Benjamin Goluboff	\$250.00
52304	8/15/2022	John Gowing	\$200.00
52305	8/15/2022	Summer Kosuge	\$30.76
52306	8/15/2022	Ave Lechtman	\$18.01
52307	8/15/2022	Amanda Lopez	\$45.77
52308	8/15/2022	Ron Mantegna	\$200.00
52309	8/15/2022	Jim Miller	\$40.83
52310	8/15/2022	Petty Cash Custodian	\$8.08
52311	8/15/2022	Pioneer Press	\$34.22
52312	8/15/2022	Postmaster - Northbrook	\$275.00
52313	8/15/2022	Reveal	\$20.00
52314	8/15/2022	Mariya Romanyuk	\$8.00
52315	8/15/2022	Olga Rudiak	\$500.00
52316	8/15/2022	Lori Schlernitzauer	\$64.97
52317	8/15/2022	Sticky Fingers Cooking	\$150.00
52318	8/15/2022	Sunset Food Mart, Inc.	\$58.23
52319	8/15/2022	Teacher Dan	\$150.00
52320	8/15/2022	Teacher Dan	\$150.00
52321	8/15/2022	The Peach & Education Coalition	\$450.00
52322	8/15/2022	Traditional Home Magazine	\$20.00
52323	8/15/2022	Robert Waterbury	\$50.00
52324	8/15/2022	WEX Bank	\$95.38
52325	8/15/2022	WEX Health, Inc.	\$101.50
52326	8/15/2022	WM Corporate Services Inc.	\$546.10
52327	8/15/2022	Yvonne Wolf	\$200.00
52328	8/30/2022	Added Incentives, Inc.	\$335.48
52329	8/30/2022	American Library Association	\$116.10

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

Transaction Number	Transaction Date	Reference	Payments
52330	8/30/2022	American Library Association, Membership	\$176.00
52331	8/30/2022	Naum Averbukh	\$17.95
52332	8/30/2022	Best Buy Business Advantage Account	\$89.17
52333	8/30/2022	Blackstone Publishing	\$83.20
52334	8/30/2022	Martha Carlos	\$27.00
52335	8/30/2022	Cintas	\$469.04
52336	8/30/2022	EBSCO Information Services	\$161.90
52337	8/30/2022	Lila Elman	\$16.99
52338	8/30/2022	Heidi Estrada	\$250.00
52339	8/30/2022	Freeman Pictures, Inc.	\$100.00
52340	8/30/2022	Sanda Hadzisabic	\$4.00
52341	8/30/2022	The Home Depot Credit Services	\$235.00
52342	8/30/2022	Illinois Heartland Library System-OCLC	\$45.78
52343	8/30/2022	Illinois Library Association	\$400.00
52344	8/30/2022	Edina Kim	\$9.99
52345	8/30/2022	Lechner Services	\$80.88
52346	8/30/2022	Faith Levin-O'Leary	\$150.00
52347	8/30/2022	Library Ideas LLC	\$539.40
52348	8/30/2022	Patrick McCallister	\$175.00
52349	8/30/2022	Modular Robotics	\$83.00
52350	8/30/2022	Northbrook Chamber of Commerce & Industry	\$550.00
52351	8/30/2022	Northbrook Hardware	\$209.38
52352	8/30/2022	Pastimes Inc.	\$28.00
52353	8/30/2022	RV Magazine	\$19.97
52354	8/30/2022	Sheet Music Plus	\$272.54
52355	8/30/2022	Sherwin-Williams Company	\$61.31
52356	8/30/2022	Shore Line	\$30.00
52357	8/30/2022	Ashley Strom	\$28.00
52358	8/30/2022	UPS	\$151.73
52359	8/30/2022	VSP of Illinois, NFP	\$388.61
52360	8/30/2022	Yami Vending Inc.	\$260.25

\$ 11,139.12

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

Transaction Number	Transaction Date	Reference	Payments	Description
1863	8/18/2022	Capitol Glass & Architectural Metals Inc.	\$ 71,983.00	window replacement project
			<u>\$ 71,983.00</u>	

DIRECTOR'S REPORT SEPTEMBER 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.

7 Unfinished Business

7.1 Compensation Philosophy Discussion Follow-Up (closed session)

An updated draft of the compensation philosophy and compensation strategy are included in the packet for the board's review.

8 New Business

8.1 Cedar Lane Project Update

I have included a memo with information on the Cedar Lane project and a drawing of what work will be done.

8.2 Facility Plan Updates

Anna has prepared a memo and updated facility plan to discuss prior to the discussion on the levy.

8.3 Draft FY23/24 Tax levy

A memo and draft levy documents with several different scenarios are included in the packet for review. Anna and I will also be presenting on current and future projects and influences that are reflected in the levy.

8.4 Closing Schedule 2022-2023

A closing schedule for with updates for the end of this year and beginning of 2023 is included in the packet along with a memo with a request for a change in the days closed.

8.5 Staff Appreciation Week

Annually, the board does some type of recognition for staff. Until 2020, it had typically been each board member bringing food in on a different day of each week, but in 2020 the board purchased some items for the newly renovated staff lounge. In 2021, the board purchased blizzards from DQ for staff.

8.6 Fall Library Visit

I recommend that we look at dates for visiting Palatine PL as we were unable to go on a library visit tour last year.

10 Agenda Building

The annual audit presentation will take place next month. The updated FY24 levy will be presented. A review of Serving Our Public for the annual Per Capita Grant will also be on the agenda.

BOARD NEWS

Illinois Library Association Annual Conference

This year's ILA conference is back in person and is being held at Rosemont from October 18-20. Trustee day is on Thursday, October 20. [You can see all of the conference sessions on the website](#), but there are a couple that may be of interest to trustees:

- [Why the Levy Should be Easy for Trustees - But a Little Harder for Directors!](#)
- ["At the Heart of It: Library Trusteeship For New AND Seasoned Trustees"](#)
- [Step Up, Step Back - But Don't Step Away: Knowing the Difference](#) (this is being presented by my co-author, Kathy Parker)
- [Post COVID-19 and the Library Employer-Employee Relationship](#)

I am also presenting on Thursday, October 20 on [giving feedback](#) and Illinois Libraries Present is doing a [recap of our pilot](#) on October 18. If you would like to attend the full conference or a day, please let me know and Anna will get you registered.

Hams in the Park

After having to pause the launch of the HAM Radio in The Collaboratory due to the pandemic in 2020, we are excited to be able to finally "unveil" the HAM Radio given to us by the Northshore Radio Club on September 17 at the Hams in the Park event. As part of the event, patrons will be able to learn how to set up portable stations for emergencies, get on the air, and talk to people all over the world (conditions allowing). Board members are welcome to attend. There will be a brief ribbon cutting for the HAM Radio in The Collaboratory at 10am on Saturday, September 17.

One Book One Northbrook Book Suggestions

Our next community read is coming in October 2023. Board members are welcome to suggest one or more books, by emailing onebook@northbrook.info. Or, if you'd like to suggest a book anonymously, fill out our online form: www.northbrook.info/one-book. Please submit your suggestions by September 30, 2022.

UPDATES

Programming & Services

Library Card Sign-Up Month

September is library card sign-up month and as Jenn Hovanec shared at the July board meeting, we are doing a lot to make getting and keeping a card easier. To encourage new sign-ups and card renewals, we have a number of fun activities planned for the month including a photo station and drawings for local businesses. Circulation staff are also attending outreach events in the community like Shermerfest to get cards

Congressman Brad Schneider Town Hall

We had a Town Hall meeting with Congressman Schneider on August 13 and had about 60 people attended. We appreciate the opportunity to work with our elected officials many of whom have regular office hours at the library where their staff can come and answer constituents' questions. Offering space for the community to engage with their elected officials is a key function of libraries and we are happy to be able to offer space.

Illinois Libraries Present Season 2

We have closed registration for libraries to join the next season of ILP and have 210 libraries that are participating in this next season. We are awaiting word on another grant from the state and look forward to continuing to grow this program which has proven very popular across the state.

Summer Reading Wrap-Up

Summer Reading wrapped up on August 14 and we had great turnout and a lot of finishers. We estimate that 50% of participants will finish and our numbers were generally higher. Our final prize of the tote bag was a big success and staff heard from patrons that many worked to finish just to get the tote bag.

Age	Sign-Ups	Finishers	% Finished
Baby	150	60	40%
Youth	1,623	905	56%
Teen	597	312	52%
Adults	771	475	62%

Facility & Finance

- We have received our Per Capita Grant check for \$51,952, which is higher than in previous years as it reflects the increase in the per capita funding as well as the updated 2020 census count. We went from 33, 170 residents to 35,222.
- Anna Amen continues to work on the Steam Boiler RFP and is coordinating with the engineers who are getting specifications, requirements and engineering ready.
- We had an issue with the auditorium projector in August and ended up having to order a part which took some time. This resulted in us having to cancel four programs. We have included the Christie in our technology replacement plan so we have end of life estimated.

- The Climate Action Plan committee shared some stats on our recycling efforts. Our (staff and patron) recycling efforts this year to date have yielded a lot of composted and recycled materials:
 - Composting -- 92 lbs
 - BIC Stationery -- 140 lbs
 - Disposable Gloves and Masks -- 14 lbs
 - Snack Wrappers -- 124 lbs
 - Tom's of Maine -- 110 lbs

HR

Continuing Education

- The EDI Continuing Education Committee is planning a Chuseok Celebration to help staff learn more about the Korean Thanksgiving celebration. They will learn more about the holiday and its traditions. There will be Korean food, games, and other activities to partake in as well.

New Staff

- Lisa Hale, part-time Maker Specialist (MS), effective August 17 (replacement).
- Christopher So, regular-part-time Maker Specialist (MS), effective August 23 (replacement).

Departures

- Ryan Suarez, part-time Programming Aide (YS) resigned effective August 13. He is starting his freshman year of college (out of state).
- Mary Kay Perrenot, full-time Librarian II (Ref) after 22 year of dedicated service retired effective August 15.
- Shani Weisenberg, part-time Shelver (CIRC) resigned effective August 18. She is starting her freshman year of college (out of state).
- Daria, Traskina, part-time Shelver (CIRC) resigned effective August 24. She is beginning her freshman year of college.
- Sarah Balog, regular part-time Graphic Designer Assistant (Admin) resigned effective August 25. She is working on her degree in Graphic Design and accepted an internship at a creative agency downtown.
- Gregory Hutter, part-time substitute Librarian (Ref) resigned effective August 30.
- Israa Abbas, part-time Reference Clerk (Ref) resigned effective August 31. She accepted a position at another public library closer to her home.

Kate Hall, Executive Director

STATISTICS AUGUST 2022

The statistics shown here represent year-to-date counts from May 1, 2022–August 31, 2022 compared to the same time period for last year, unless otherwise noted. Our in-person visits continue to climb, while remaining lower than they were prior to the pandemic. Our collection usage continues to soar with record checkouts of eAudiobooks and both physical and ebook checkouts also continuing to be used at high levels. We saw a return of students using our study room at the end of August when school started and are seeing growing numbers of adult users during the morning hours.

CARD HOLDERS (AS OF AUGUST 31)

17,887 total cardholders

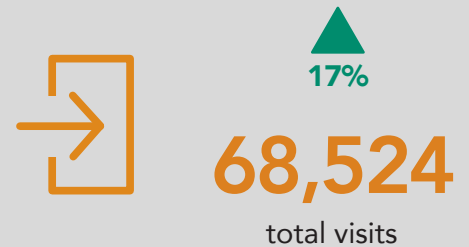
17,436 Residents 388 Non-Residents 63 Businesses



35,222 total residents

51% cardholder rate vs. 57% national average

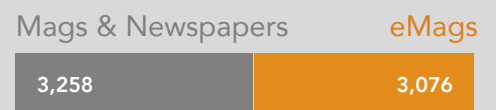
VISITS



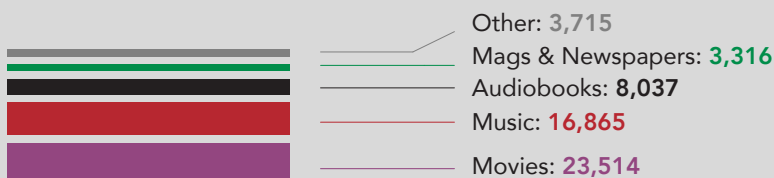
CHECKOUTS

323,175 total checkouts

▲ 14%



COLLECTION (AS OF AUGUST 31)



Online Resources:
126,232

Books:
187,255

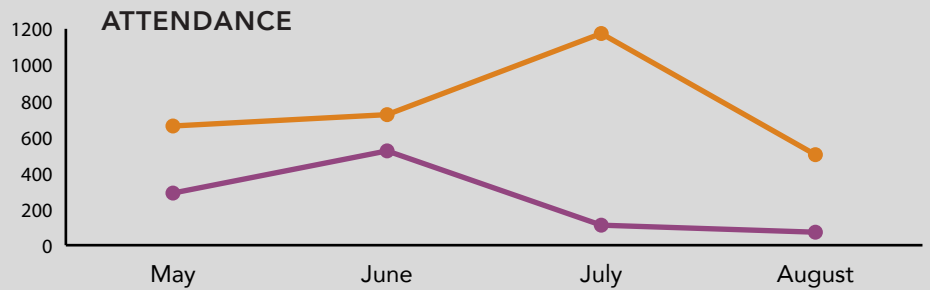
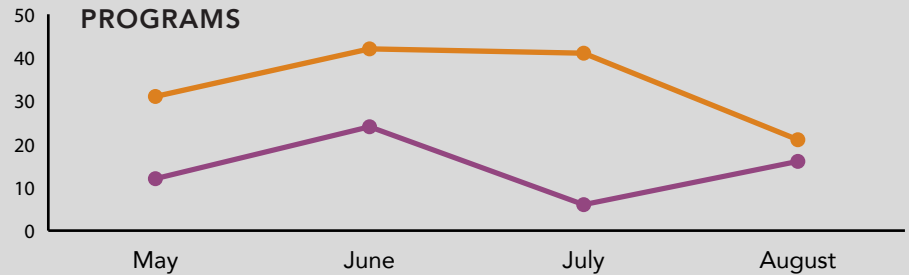
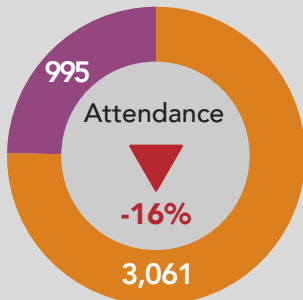
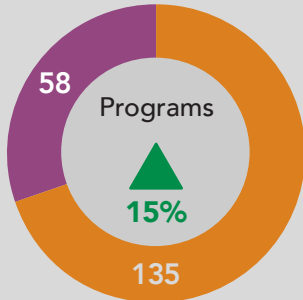
368,934 total collection

STATISTICS AUGUST 2022

PROGRAMS

● Virtual ● In-Person

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



HOME DELIVERY



178 ▲ 16%
home deliveries

ROOM BOOKINGS



3,053 ▲ 234%
study room bookings



72 ▲ 1100%
meeting room bookings

TECHNOLOGY



3,391 ▲ 114%
computer sessions



45,766 ▲ 67%
WiFi sessions

Patron Comments and Suggestions

August 2022

RECEIVED AUGUST 1, 2022

I wanted to notify you that I have moved out-of-state. Please cancel my card and close my account with Northbrook Public Library.

My family will miss this truly great library and staff.

Comment Source: Email

Response to Patron by Kelly Durov on August 1, 2022:

Thank you for letting us know. Good luck in your new home/state. Thank you for your kind words about the library and staff.

RECEIVED AUGUST 8, 2022

Please put an easy to find button the home page of the app that shows the Library hours. I am always looking to the app first to see if the library is open and then have to go to google.

Besides that, I love the app. Use it all the time.

Comment Source: Email

Response to Patron by Susan Wolf on :

Thank you very much for your feedback on the app! I'm glad that you find it useful and I will pass along your suggestion about library hours. I think this is a great suggestion and we work on making the library hours easier to find.

RECEIVED AUGUST 11, 2022

Sorry that I can't attend any of your in person programs anymore. Don't drive. Compared to nearby libraries, you offer the fewest virtual or hybrid programs. The Wed. Movies are all in person plus the occasional entertainment event. Consider doing more events through zoom. have to use other libraries mostly . . {Name} and I were one of your biggest supporters but sadly he died last May but had given up driving way before and I we no longer own a car. Too old to use the Nbk bus senior program. Very disappointed in your library offerings for fall .

Comment Source: Email

Response to Patron by Susan Wolf on :

Thank you for your email. First, I would like to express my sincere condolences for your loss and to thank you for your support of the library. I am sorry that you are disappointed with our fall virtual programming options. We are striving to offer a selection of both in-person and virtual options, but I do recognize that our movies and concerts are now in person. We made this decision based on attendance statistics which has shown that more and more people would prefer to attend these programs in person rather than on Zoom. That said, I understand that not everyone can come into the library and we are working on ways to produce some hybrid options so that people can choose to attend virtually or in person.

Thank you again for your feedback. We will continue to try to improve our program selection and accessibility.

RECEIVED AUGUST 13, 2022

My family absolutely love the Collaboratory! We have lasered all our water bottles, cut iron-on vinyls for our kids clothes, made paper cards, and created fun toys with the 3D printer.

The Collaboratory is by far our favorite part of the library and an asset to our town. I [heart] being able to tell people that I made this and lasered that all at our public library!

Not to mention the fantastic staff who are all so knowledgeable and attentive to all our littlest creators! Thank you!

Comment Source: Paper Form

Staff comments by Kelly Durov on September 1, 2022:

Thank you for complimenting the Collaboratory staff and services. The staff work diligently to provide innovative programs and services. We are glad you are able to make such great use of all of it.

RECEIVED AUGUST 25, 2022

I would like to see the Library have a magazine swap table to help people reuse the magazines they are done with. Let's have the Northbrook Library start a GoGreen idea with it! Use and ReUse!! Many people would participate and it could be done with just a small table near the donate book one or on the other side to the left of the check out table in the front. It would not take up too much room and it would bring attention to the need to recycle. I brought over some Food magazines to the last book sale and as soon as I put them down, a girl picked them up and was very excited to get them. Let the Library lead the way to help recycling, be a front leader!

Comment Source: Email

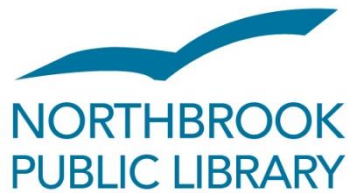
Response to Patron by Kelly Durov on August 29, 2022:

We love the idea of community members sharing their magazines before recycling them. For several years, we held an annual magazine giveaway. We discontinued it in 2018 as we did not have space to store the magazines any more. Since the Village offers residential recycling and other special recycling opportunities, we focus on the hard-to-recycle items such as:

Household batteries Eyeglasses Cell phones Empty snack & candy wrappers Unusable pens, pencils, markers, & glue sticks Used toothbrushes, empty toothpaste tubes, & dental floss containers

These recycle bins can be found on the first floor across from the elevator.

We do not plan to add an area for a magazine exchange because staff would need to monitor the area every day to make sure it stays neat and also to make sure no one drops off something inappropriate. We will mention this suggestion to our Friends of the Library group as they may have volunteers that are interested in coordinating a magazine exchange. As an alternative, there are local online communities for sharing items with neighbors. NextDoor and Freecycle both have Northbrook groups where people can post items they are giving away. We are happy to show you how to use those sites.



Memorandum

DATE: September 8, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Cedar Ln. Project Update

In summer 2021, the Village approached us about moving forward more quickly with the Cedar Lane road update that we had been talking to them about for a couple years. The plan, at that time, was to improve the aesthetics of the roadway, help with our truck/building issue, and reduce speed on Cedar while also doing needed improvements. Anna and I met with Matt Farmer and Kelly Hamill to talk about project scope.

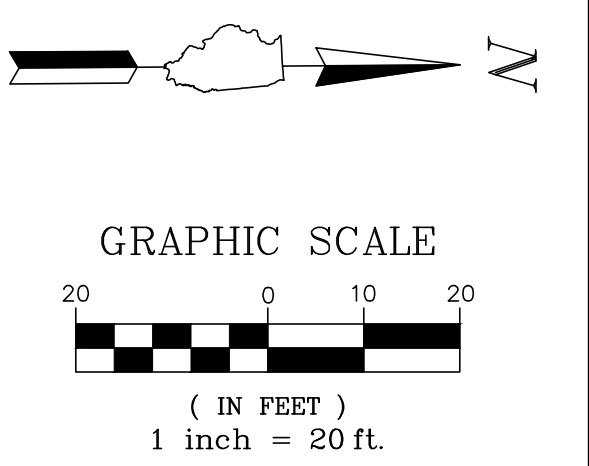
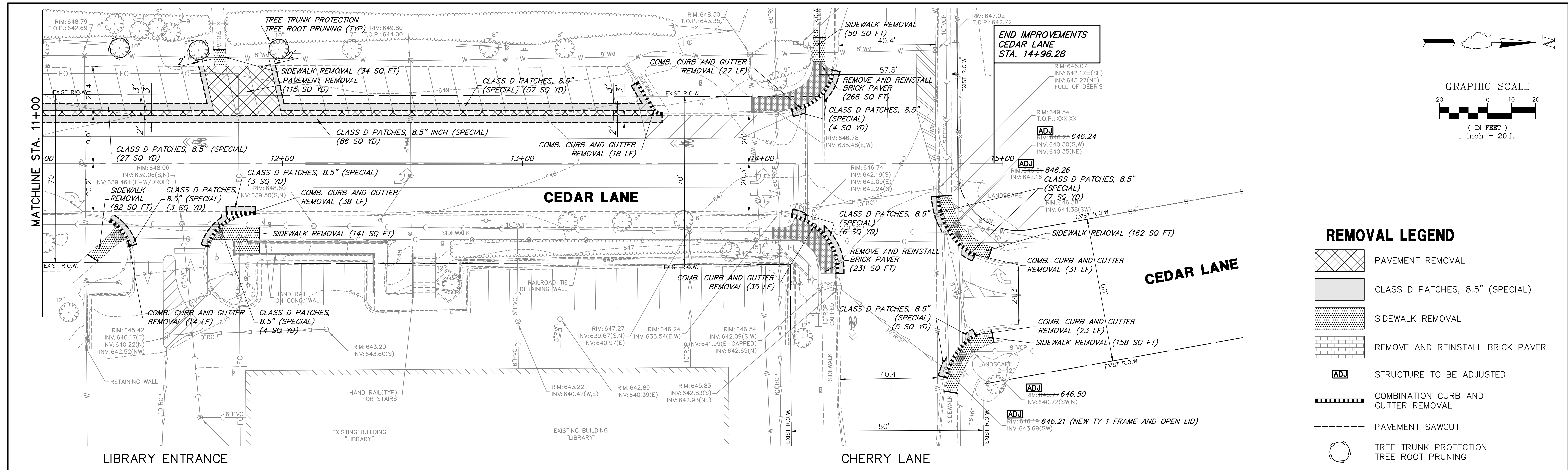
The Village board determined that the project was too broad in scope and wanted to see what the downtown review committee came up with in terms of updating the look including Cedar Lane. You may recall when Matt came to our board meeting last year and went over the proposed plan. After discussion at a Village Board Meeting, the project was put on hold.

I spoke with the Village earlier this summer and was told that there were no plans to move forward with the project in its original scope, but that they were considering putting in a four way stop at some point in the future. Until we received the letter from the Village last week, we were unaware that any further action had taken place.

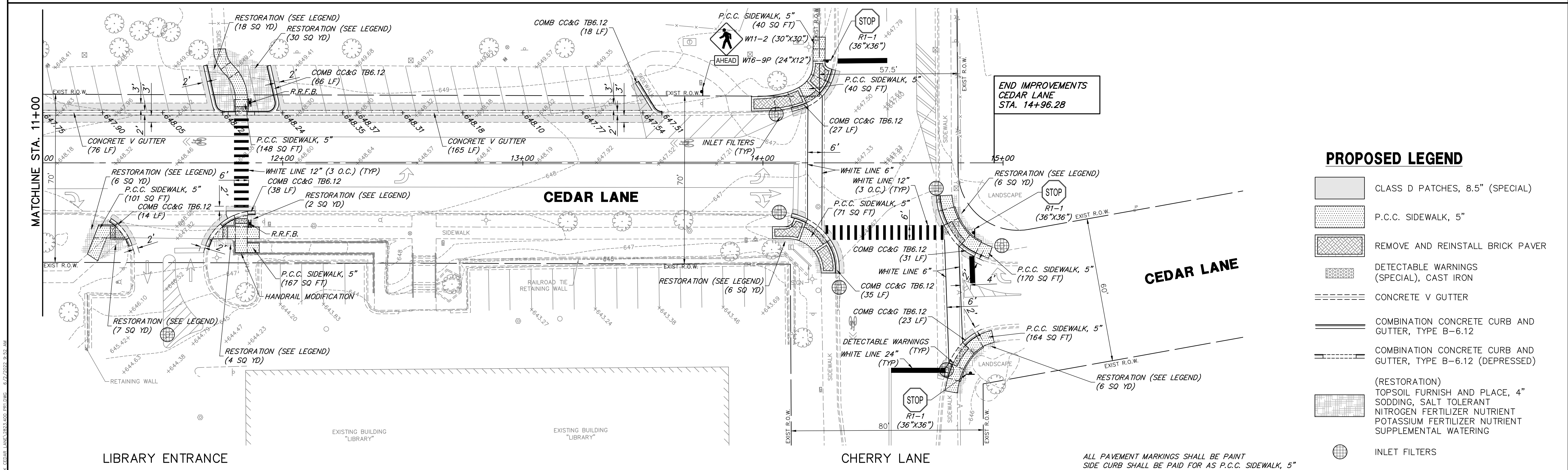
Construction is starting this week and will entail street repair, repaving, and putting in the four way stop at Cedar and Cherry. I have included the drawing of what is planned. We have been told that there will not be any days when patrons will not have access to the library, but there may be short periods when the parking lot will be inaccessible due to equipment moving.

Regarding our options for the truck bypass, after talking with the Village Manager, there is no longer a possibility to put in the truck pass through using the emergency fire lane between the fire and village nor is there the option of putting blocking on the street for a truck/bus drop off/unloading area.

I am happy to answer any questions I can regarding this.



- REMOVAL LEGEND**
- PAVEMENT REMOVAL
 - CLASS D PATCHES, 8.5" (SPECIAL)
 - SIDEWALK REMOVAL
 - REMOVE AND REINSTALL BRICK PAVEMENT
 - STRUCTURE TO BE ADJUSTED
 - COMBINATION CURB AND GUTTER REMOVAL
 - PAVEMENT SAWCUT
 - TREE TRUNK PROTECTION TREE ROOT PRUNING



- PROPOSED LEGEND**
- CLASS D PATCHES, 8.5" (SPECIAL)
 - P.C.C. SIDEWALK, 5"
 - REMOVE AND REINSTALL BRICK PAVEMENT
 - DETECTABLE WARNINGS (SPECIAL), CAST IRON
 - CONCRETE V GUTTER
 - COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12
 - COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12 (DEPRESSED)
 - (RESTORATION) TOPSOIL FURNISH AND PLACE, 4" SODDING, SALT TOLERANT NITROGEN FERTILIZER NUTRIENT POTASSIUM FERTILIZER NUTRIENT SUPPLEMENTAL WATERING
 - INLET FILTERS

ALL PAVEMENT MARKINGS SHALL BE PAINT
SIDE CURB SHALL BE PAID FOR AS P.C.C. SIDEWALK, 5"

GHA GEWALT HAMILTON ASSOCIATES, INC.
625 Forest Edge Drive ■ Vernon Hills, IL. 60061
TEL 847.478.9700 ■ FAX 847.478.9701

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REMOVAL AND PROPOSED IMPROVEMENT PLAN
VILLAGE HALL & LIBRARY
CEDAR LANE
NORTHBROOK, IL

NO.	BY	DATE	REVISION

FILE 2823.400 PR1.dwg	SHEET NUMBER:
DRAWN BY: DGO	GHA PROJECT #
DATE: 06.02.2022	2823.400
CHECKED BY: KLB	SCALE:
DATE: 06.02.2022	1"=20'
	OF 20 SHEETS



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

DATE: 9/15/22
TO: Trustees
FROM: Anna Amen
RE: Facility Plan as of 9/22

The library retained Building Technology Consultants, Inc. to create a facility plan in June 2019. The plan was created based upon a review of the facility, review with administration regarding master plan and review of prior mechanical inventory reports from Calor Design.

The plan has been updated to include

- Actual expenditures for FY20, FY21 and FY22 projects
- Reallocation of projects to future years to account for COVID and current construction costs
- Increased inflation rate for next year based on current construction rates
- Projects not in original report
 - Boiler room ventilation project
 - HVAC automation project
 - Fire panel replacement project
 - Window replacement project
 - Pollak room lighting project
 - Fire Pump replacement project
 - Elevator replacement project
- Actual amounts transferred from operating fund
- Actual interest received in FY20, FY21 and FY22
- Budgeted project expenses vs actual project expenses for FY20, FY21 and FY22

The updated plan shows that additional funds will be needed in FY28 to fund the last of the master plan projects in FY29. However, that might not be the case since we fund CIP with excess funds from the operating fund at the end of each year.

FACILITY PLAN - UPDATED SEPTEMBER 2022

	expenses paid prior to FY20	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	project cost	project budget
Site Elements													
Asphalt Pavement	2,515.85	209,882.15				30,000.00			30,000.00			212,398.00	252,000.00
Concrete Driveway						5,000.00							
Concrete Sidewalks & Stairs						5,000.00							
Concrete Curbing						5,000.00							
Landscaping and Hardscape						160,125.00							
Railing and Handrails						160,125.00	5,000.00						
Pole Mounted Light Fixtures							42,000.00						
Roofing													
Main roof									575,000.00				
Barreled roof							630,000.00						
Facada													
Brick Masonry								10,000.00					
Corrugated Metal Panels													
Mechanical Penthouse Wall Cladding		22,760.13	149,964.38									172,724.51	275,000.00
Window Wall System (1999 addition)							40,000.00						
Soffits								10,000.00					
Exterior Façade and Painting Project	24,066.20	138,900.82	468,726.20									631,693.22	1,000,000.00
Interior Finishes and Fixtures													
Technology & Communications													
Phone System		34,683.63	(1,325.00)									33,358.63	100,000.00
Security Cameras						75,000.00							
Alarm System						75,000.00							
Access Control System						60,000.00							
Masterplan													
Tech services/Main Remodel	274,812.87	122,777.37										397,590.24	425,000.00
Study Rooms		139,286.55	271,084.12									410,370.67	400,000.00
Marketplace													
RFID			134,952.00	86,861.50									
Circulation Remodel		37,143.14	769,286.50	104,892.59								1,254,818.73	1,420,000.00
Automated Material Handler				121,408.00									
Locker System			275.00										
Fiction & Media Staff Space				28,800.00			575,000.00						
Middle & High School Space								740,000.00					
Youth Services									740,000.00				
Fiction & Media Patron Space							575,000.00						
Reference										873,000.00			
Core											2,277,000.00		
Mechanical, Electrical, Plumbing & Fire Protection													
Air Handlers													
Split System Air Conditioners							30,000.00						
Boilers						80,000.00							
Steam Humidification Boiler					190,000.00								20,000.00
HVAC and Plumbing Pumps							8,000.00			5,000.00			
Exhaust Fans							12,000.00						
Domestic Water Heater		2,480.00								3,000.00		2,480.00	3,000.00
Temperature Control Air Compressor							8,000.00						
Boiler Room Venilation Project*		16,376.30	43,492.86	14,414.62								74,283.78	30,000.00
Fire Sprinklers		18,955.57	12,200.00									31,155.57	35,000.00
Pollak Room Lighting Project				15,145.00								15,145.00	18,000.00
Siemens Automation Project					100,000.00								100,000.00
Fire Panel Replacement Project				65,959.00								65,959.00	30,000.00
Fire Pump Replacement Project				12,295.00								12,295.00	
Window Replacement Project				1,125.90	71,983.00							73,108.90	50,000.00
Elevator							200,000.00						
Expensed items		19,310.74	10,580.00	19,769.42	6,360.00								
Present Day Estimated Expense		762,556.40	1,859,236.06	470,671.03	368,343.00	655,250.00	2,125,000.00	760,000.00	1,345,000.00	881,000.00	2,277,000.00		
Inflation Rate		1.0220	1.0445	1.068	1.091	1.1809	1.2029	1.2249	1.2469	1.2689	1.2909		
Future Estimated Expense			1,941,972.06	502,441.32	401,825.38	773,784.73	2,556,162.50	930,924.00	1,677,080.50	1,117,900.90	2,939,379.30		
Beginning Reserve Fund Balance		2,150,110.00	6,177,274.95	5,444,047.63	6,317,446.94	6,379,103.94	6,035,319.22	3,909,156.72	3,408,232.72	2,161,152.22	2,973,251.32		
Regular transfer to CIF from Operating		75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00		
Transfer to CIF due to debt service reduction		488,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00		
Operating Fund transfer		85,000.00	690,000.00	845,000.00									
Per Capita Grant Transfer		82,925.00											
Bond Issuance		4,010,000.00								1,500,000.00			
Future Estimated Expense		(762,556.40)	(1,859,236.06)	(470,671.03)	(368,343.00)	(773,784.73)	(2,556,162.50)	(930,924.00)	(1,677,080.50)	(1,117,900.90)	(2,939,379.30)		
Interest		48,796.35	11,008.74	3,383.96	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		
Construction Fund Close out - IMET				70,686.38									
Ending Reserve Fund Balance		6,177,274.95	5,444,047.63	6,317,446.94	6,379,103.94	6,035,319.22	3,909,156.72	3,408,232.72	2,161,152.22	2,973,251.32	463,872.01		

* Boiler Room Venilation Project estimate from consultant was not accurate based upon bids received during public bid process

Northbrook Public Library
Operating Fund - Revenue
2022 Levy (FY2024) - Draft 1

Levy	8,122,000
Uncollectable Levy	(162,440)
Replacement Tax	150,000
Fines & Fees	35,000
Interest Income	25,000
Other Income - Gifts	100,000
Total Estimated Income	<u>8,269,560</u>
Total Expense	8,268,945
Surplus/(Deficit)	<u><u>615</u></u>



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

DATE: 9/15/22
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

Based upon this review we are estimating that a 5% tax ley increase will allow the Library to

- 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 at the same levels we have been
- address building and technology issues that are part of the facilities plan

I have also provided the scenarios below for review at the September meeting

- total levy remains flat
- operating levy remains flat
- 3% operating levy increase / 2.6% total levy increase
- 3% total levy increase

The levy will be reviewed at the September meeting and then brought back in October for review and approval before sending it to the Village. Kate and I will be presenting in more detail on the levy and future considerations at the board meeting.

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

Description		FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy	% Change
PERSONAL SERVICES							
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%
Total Personal Services		\$ 3,803,844	3,795,250	3,693,795	\$ 4,151,699	4,566,869	10.0%
FRINGE BENEFITS							
Group Insurance	Medical, Dental, Vision, Life	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	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff day	73,320	28,819	53,438	60,000	60,000	0.0%
Total Fringe Benefits		\$ 694,760	702,595	732,425	\$ 752,997	\$ 821,775	9.1%
COMMODITIES							
Materials	Books, Ebooks, Periodicals, Audio Visual, Videos/DVD's	875,000	893,794	887,742	932,000	949,000	1.8%
Programs	Fiction& Media, Reference, Young Adult, Youth Services, Maker Services, Admin	102,750	75,024	80,588	94,000	94,000	0.0%
Office & Library Supplies	Supplies less than \$500	65,283	70,197	60,423	70,000	70,000	0.0%
Software	Blackbaud, Boopsie, Adobe, Getty, 3M, Evanced, Titlesource, Remote Printing	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	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary	36,642	34,605	39,553	45,000	51,000	13.3%
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	43,742	42,115	45,728	45,000	45,000	0.0%
Total Commodities		\$ 1,233,316	\$ 1,232,439	\$ 1,226,173	\$ 1,304,000	\$ 1,332,000	2.1%
CONTRACTUAL							
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	Copy machine lease payment, Supplies & page charges, Coin op lease payment, My PC lease payment, Papercut lease payment, SimpleScan lease payment	30,467	23,328	25,544	29,500	30,000	1.7%
General Insurance	General liability, Auto, Property, Cyber, Flood	55,880	58,129	63,502	67,377	70,800	5.1%
Telephone	Phone lines, Fiber optic cable	29,995	48,058	40,502	37,835	39,000	3.1%

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

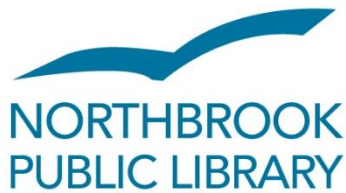
	Description	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Levy	% Change	
Professional Services	Attorney, Auditor, Independent contractor (IT, EDI)	246,929	243,612	258,042	317,097	322,000	1.5%	
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Computer switches, Postage machine, Phone system, Binding, AMH, RFID	14,967	4,436	26,637	37,035	42,000	13.4%	
Vehicle Expense		3,093	483	465	600	3,000	400.0%	
Utilities	Gas, Water, Garbage, Composting	54,364	47,123	48,549	50,774	53,000	4.4%	
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	14,728	18,710	39,082	30,000	30,000	0.0%	
Contracted Services	Alarm, Backflow service, Elevator, Cleaning, Email, Snow removal, Carpet cleaning, HVAC, Sprinkler	130,263	133,639	139,059	144,718	146,000	0.9%	
Recruiting		118	0	1,555	2,500	2,500		
Total Contractual Services		\$ 686,883	\$ 680,546	\$ 747,153	\$ 822,967	\$ 846,300	2.8%	
CAPITAL OUTLAY								
Furniture and Equipment	Items greater than \$500	89,195	30,048	56,837	50,000	50,000	0.0%	
Total Capital Outlay		\$ 89,195	\$ 30,048	\$ 56,837	\$ 50,000	\$ 50,000	0.0%	
OTHER								
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%	
Total Other		\$ 1,836	\$ 1,613	\$ 7,428	\$ 101,000	\$ 102,000	1.0%	
DESIGNATED EXPENSES		\$ 44,036	\$ 74,930	\$ 89,569	\$ 100,000	\$ 100,000	0.0%	
TOTAL EXPENSES BEFORE TRANSFERS		\$ 6,553,870	\$ 6,517,421	\$ 6,553,380	\$ 7,282,663	\$ 7,818,945		
TRANSFERS								
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%	
Total Transfers		\$ 746,710	\$ 1,131,150	\$ 1,290,546	\$ 450,000	\$ 450,000	0.0%	
TOTAL EXPENSES		\$ 7,300,580	\$ 7,648,571	\$ 7,843,925	\$ 7,732,663	\$ 8,268,945		

**Northbrook Public Library
Property Tax Levy History**

Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
2022 - 3% total levy increase	23-24	7,911,027	425,000	289,000	8,625,027	760,900	9,385,927	3.0%
2022 - 3% operating increase / 2.6% total levy increase	23-24	7,870,230	425,000	289,000	8,584,230	760,900	9,345,130	2.6%
2022 - based upon what we think we need	23-24	8,122,000	425,000	289,000	8,836,000	760,900	9,596,900	5.3%
2022- operating levy remains flat	23-24	7,641,000	425,000	289,000	8,355,000	760,900	9,115,900	0.0%
2022- total levy remains flat	23-24	7,637,650	425,000	289,000	8,351,650	760,900	9,112,550	0.0%
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	

** 2005 Debt Service Levy restated for Village refinancing of 1998 bonds

*** During FY2013, Village refinanced debt at a lower rate



Memorandum

DATE: September 7, 2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Closing Schedule

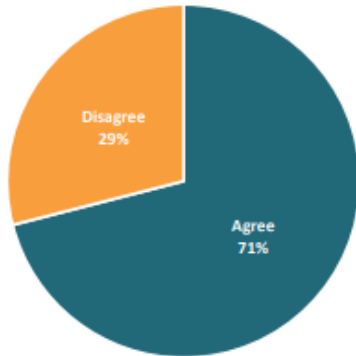
Each September the board reviews the closing schedule for the following year. We typically do not have any changes on the calendar, but this year I am requesting additional days in both the 2022 and 2023 closing schedule.

The past 2+ years have been challenging for staff and as the board read in the [Urban Libraries Trauma in Libraries](#) report, the pressure for library staff continues to increase. Across the country, we are seeing this play out as well. In a [study from Lyra Health](#), employees reported a significant increase in mental health challenges.

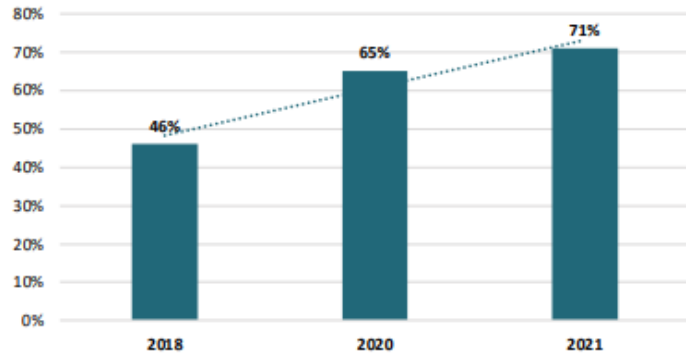
Employees with the following mental health challenges	End of 2021	End of 2020
Anxiety	54%	40%
Stress	63%	58%
Burnout	32%	29%
Depression	25%	23%

These challenges bring with it an increasing difficulty in concentrating at work as reported by [Mental Health America](#):

I find it difficult to concentrate at work.

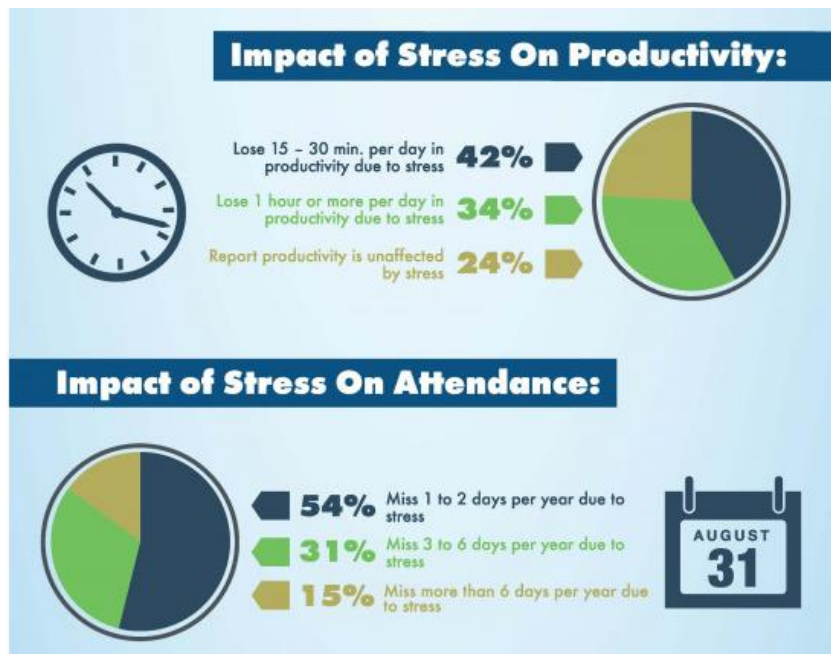


I find it difficult to concentrate at work.



The report also stated, "In 2021, burnout and resignations were reported at all-time high rates in the United States. One method of mitigating employee burnout is encouraging time off from work to relieve stress and recover. Almost half of the healthiest workplaces include encouraging the use of PTO as a management expectation, compared to 4% of the least healthy workplaces."

There is a business benefit to encouraging staff to take time off as well. Mental health challenges result in lost productivity and more missed work days. Prioritizing mental health and time off also aids in employee retention.



We acknowledge that the library work environment stressors have grown and that staff have done an amazing job trying to keep up in a rapidly changing landscape. I am requesting that we show our appreciation to the staff for rising to the challenges presented during 2020-2022 by closing the library from Thursday, December 29, 2022- Wednesday, January 3, 2022 and provide all staff paid time off for the hours they were regularly scheduled to work during those days. This time would serve as a strong acknowledgment of what staff have experienced and give us time to continue working on more long-term solutions to combat the issues facing public service workers.

Currently full-time and regular part-time (20+ hours/week) staff receive vacation time while part-time staff do not. When someone is on vacation, others continue to work and produce emails and other work for those on vacation to do when they return. Having the entire library off would mean that the amount of work waiting for someone when they returned would be greatly diminished.

While the budget would not change, the payroll cost to pay staff while we close the library for a week is about \$4,250 a day. This time encompasses 16 hours of holiday pay for FT and scheduled PT staff which we would pay regardless of whether we close for the additional time.

This would also have an impact on patrons, but with a long runway we would have plenty of time to alert the public that we are taking this step. There would be additional prep work that would need to happen for us to do this, but this would be easier than an emergency closing as we would have plenty of preparation time. Based on previous community feedback, I believe that the community would support the library's efforts in this regard.

I am happy to supply any additional information the board requests and look forward to discussing this with the board. Thank you for your consideration.

NORTHBROOK PUBLIC LIBRARY

Scheduled Closing Days for Calendar 2023

Winter Leave	Thursday, December 29, 2022- Wednesday, January 3, 2023
New Year's Eve	Saturday, December 31, 2022
New Year's Day	Sunday, January 1, 2023
Security Training	Friday, January 20, 2023 (late open, 12:00 pm)
Security Training	Friday, March 10, 2023
Easter	Sunday, April 9, 2023 (not a paid holiday)
Staff Development Day	Friday, April 28, 2023
Memorial Day	Monday, May 29, 2023
Fourth of July	Tuesday, July 4, 2023
Security Training	Friday, August 4, 2023 (late open, 12:00 pm)
Labor Day	Sunday, September 3, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving Eve	Wednesday, November 22, 2023 (close at 6:00 pm)
Thanksgiving	Thursday, November 23, 2023
Christmas Eve	Sunday, December 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Eve	Sunday, December 31, 2023
New Year's Day	Monday, January 1, 2024