

NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

August 20, 2020 | 7:00 p.m.

Northbrook Public Library Pollak Room & RingCentral Webinar

Register to attend the meeting virtually:

https://webinar.ringcentral.com/webinar/register/WN_Z9D35tXXS9WC4G_ODQo4bg

**After registering, you will immediately receive a confirmation email
containing joining information**

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
 - 3.1 Approval of the Agenda
 - 3.2 Regular Session Minutes – July 16, 2020
 - 3.3 Cash Balances & Income Statement July 2020
 - 3.4 Approve Bills and Charges from July 2020
 - 3.5 Receipts & Expenditures January – July 2020 per 50 ILCS 305/1
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Unfinished Business
 - 6.1 Construction Projects Update
 - 1..1 Boiler Ventilation
 - 2..1 Exterior Façade
 - 3..1 Study Rooms & Penthouse Renovation
 - 6.2 Reopening Plan Update including FY21 COVID-19 Budget Analysis
 - 6.3 RFID and Circulation Renovation Drawings Presentation & Review
 - 6.4 Discuss the Board's ongoing commitment to foster an environment that encourages and promotes anti-racist conversations, programming, and action.
- 7 New Business
- 8 Agenda Building
- 9 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 to contact Brodie Austin at 847-272-7074 promptly to allow the Northbrook Public Library to make reasonable accommodations for those persons. Hearing impaired individuals may establish TDD contact by calling 847-272-7074.

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
7/31/2020**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	6,746,740.56	1,179,682.12	524,766.78	7,401,655.90
Restricted	234,706.49	1,786.68	8,071.09	228,422.08
IMRF	637,688.85	72,140.03	33,546.88	676,282.00
Fica	172,696.33	42,547.88	23,442.05	191,802.16
Total Operating	<u>\$ 7,791,832.23</u>	<u>\$1,296,156.71</u>	<u>\$ 589,826.80</u>	<u>\$ 8,498,162.14</u>
<u>Capital Improvement</u>	\$ 5,572,771.57	\$ 938.47	\$ 81,093.62	\$ 5,492,616.42
<u>Debt Service</u>	\$ 38,316.79			\$ 38,316.79

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	47,237.29	(30,807.70)	38,111.54
PayPal	3,457.04	-	-
GSB - Money Market	225,863.70	-	-
Fifth Third - Checking/Money Market	8,216,614.51	5,519,914.27	-
US Bancorp	659.19	511.33	
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
Total	<u>\$ 8,498,162.14</u>	<u>\$5,492,616.42</u>	<u>\$ 38,316.79</u>

NB&T = Northbrook Bank & Trust
 GSB = Glenview State Bank
 IMET = Illinois Metropolitan Investment Fund
 USB = US Bancorp

In May 2020, Northbrook Bank and Trust notified the Library that the Variable CD option that was offered was being sunsetted. The Accounts were closed and funds were rolled into the checking account for the Capital Improvement Fund and the Debt Service Fund.

July 2020 Financial Summary

Total General Fund revenues collected to date is \$4,947,277.89 budget differences include:

- 66.50% of property taxes have been collected
- Due to COVID 19 and a change in policy, we have not collected Fines or Fees.
- Interest Income is less then expected due to COVID 19

Total General Fund expenditures are \$1,613,976.69, budget differences include:

- Programming costs are less than budget due to COVID 19
- OCLC costs are paid quarterly
- CCS Shared Costs are paid quarterly
- Unemployment / Workers Compensation represents is 10 months of expense
- Photocopy costs for coin tower and papercut are annual charges
- Supply costs are less than budget due to COVID 19
- Software charges are less than budget due to expense booked annually when invoice is received based upon subscription date
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance is 10 months of expense
- Telephone is greater than budget due to booking of 6 months of Ring Central expense and expenses related to Employee Date/Phone reimbursement which were not budgeted
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to COVID 19
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to COVID 19
- Janitorial Supplies is less than budget due to COVID 19
- Utilities – we have only received the May gas invoice as of this time

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

Northbrook Public Library
Income Statement
7/31/2020

01 - General Operating Fund

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,702,139.50	\$1,095,222.49	\$5,550,080.32	\$4,947,277.89	\$7,439,188.00	66.50%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
Impact Fees	\$0.00	\$0.00	\$828.10	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$6,367.75	\$610.09	\$16,390.58	\$636.09	\$37,500.00	1.70%
Interest Income	\$11,273.31	\$1,291.56	\$41,236.19	\$6,908.04	\$50,000.00	13.82%
Other Income	\$162.00	\$402.38	\$6,557.70	\$511.18	\$100,000.00	0.51%
Total Undesignated Revenue	\$1,719,942.56	\$1,097,526.52	\$5,615,092.89	\$4,955,333.20	\$7,726,688.00	64.13%
Designated Revenue						
Gifts & Other Designated Income	\$1,016.30	\$1,758.91	\$18,225.34	\$2,057.69	\$100,000.00	2.06%
Designated Interest Income	\$55.54	\$27.77	\$127.72	\$68.44	\$0.00	0.00%
Total Designated Revenue	\$1,071.84	\$1,786.68	\$18,353.06	\$2,126.13	\$100,000.00	2.13%
Total Revenues	\$1,721,014.40	\$1,099,313.20	\$5,633,445.95	\$4,957,459.33	\$7,826,688.00	63.34%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$77,134.00	\$69,243.92	\$233,007.75	\$206,832.29	\$923,000.00	22.41%
Audio Visual	\$65,887.37	\$65,910.37	\$199,422.86	\$196,017.07	\$0.00	
Videos/DVDs	\$6,859.56	\$1,214.98	\$17,566.44	\$3,781.71	\$0.00	
Programs	\$4,387.07	\$2,118.57	\$16,018.45	\$7,033.51	\$0.00	
OCLC	\$4,732.43	\$2,206.99	\$38,625.71	\$6,660.05	\$119,000.00	5.60%
CCS Shared Costs	\$5,495.59	\$5,397.30	\$9,433.12	\$6,849.53	\$21,000.00	32.62%
Total Materials & Services	\$20,366.92	\$19,714.46	\$33,020.72	\$33,292.21	\$82,000.00	40.60%
	\$107,728.94	\$96,562.67	\$314,087.30	\$253,634.08	\$1,145,000.00	22.15%
Human Resources						
General Salaries and Wages	\$301,148.71	\$303,013.45	\$913,616.46	\$915,079.95	\$3,928,756.00	23.29%
Maintenance Salaries & Wages	\$13,161.56	\$14,594.38	\$39,617.64	\$43,368.48	\$179,744.00	24.13%
Group Insurance	\$42,527.12	\$54,066.01	\$125,747.56	\$156,737.97	\$630,000.00	24.88%
Unemployment/Worker's Comp	\$1,133.34	\$997.90	\$19,706.09	\$16,647.52	\$27,000.00	61.66%
Staff Development	\$7,939.01	(\$638.06)	\$27,254.63	\$12,101.34	\$98,000.00	12.35%
Total Human Resources	\$365,909.74	\$372,033.68	\$1,125,942.38	\$1,143,935.26	\$4,863,500.00	23.52%

Northbrook Public Library
Income Statement
7/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Operating Costs						
Photocopy	\$962.76	\$765.00	\$14,835.80	\$12,193.65	\$35,000.00	34.84%
Office & Library Supplies	\$3,859.22	\$6,246.94	\$16,249.31	\$12,146.62	\$70,000.00	17.35%
Software	\$13,327.91	(\$2,659.19)	\$32,628.39	\$12,880.59	\$95,000.00	13.56%
Postage	\$42.68	\$15,000.00	\$81.05	\$15,284.64	\$20,000.00	76.42%
General Insurance	\$0.00	\$0.00	\$44,773.88	\$46,138.02	\$59,000.00	78.20%
Telephone/Internet	\$840.71	\$2,078.04	\$4,290.25	\$15,754.30	\$36,000.00	43.76%
Professional Services	\$6,657.50	\$20,881.63	\$61,392.47	\$55,314.97	\$265,000.00	20.87%
Furniture, Equipment	\$32,413.31	\$0.00	\$35,836.79	\$5,037.52	\$100,000.00	5.04%
Equipment Rental & Maintenance	\$3,995.00	\$0.00	\$7,849.02	\$0.00	\$20,000.00	0.00%
Community Relations	\$117.54	\$65.00	\$6,972.53	\$4,686.01	\$48,000.00	9.76%
Total Operating Costs	\$62,216.63	\$42,377.42	\$224,909.49	\$179,436.32	\$748,000.00	23.99%
Maintenance						
Vehicle Expense	\$57.03	\$0.00	\$57.03	\$0.00	\$3,000.00	0.00%
Janitorial Supplies	\$2,878.64	\$3,171.15	\$9,103.31	\$5,282.36	\$45,000.00	11.74%
Utilities	\$1,565.92	\$1,753.11	\$12,792.34	\$2,103.11	\$53,000.00	3.97%
Building Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Contracted Services	\$7,380.00	\$2,911.90	\$43,633.80	\$18,105.15	\$135,000.00	13.41%
Total Maintenance	\$11,881.59	\$7,836.16	\$65,586.48	\$25,490.62	\$266,000.00	9.58%
Other Expenses						
Recruiting	(\$60.00)	\$0.00	(\$60.00)	\$0.00	\$0.00	0.00%
Contingency & Misc Exp	\$321.34	\$22.31	\$1,035.81	\$111.51	\$100,000.00	0.11%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$261.34	\$22.31	\$975.81	\$111.51	\$103,500.00	0.11%
Total Undesignated Expenses	\$547,998.24	\$518,832.24	\$1,731,501.46	\$1,602,607.79	\$7,126,000.00	22.49%
Designated Expenses						
Miscellaneous Designated Expense:	\$1,047.05	\$50.00	\$8,162.43	\$1,932.80	\$100,000.00	1.93%
Designated Materials Expense	\$105.65	\$59.42	\$510.18	\$621.68	\$0.00	0.00%
Designated Program Expense	\$3,950.00	\$8,451.92	\$7,295.00	\$8,814.42	\$0.00	0.00%
Total Designated Expenses	\$5,102.70	\$8,561.34	\$15,967.61	\$11,368.90	\$100,000.00	11.37%
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	\$553,100.94	\$527,393.58	\$1,747,469.07	\$1,613,976.69	\$7,676,000.00	21.03%
NET SURPLUS/(DEFICIT)	\$1,167,913.46	\$571,919.62	\$3,885,976.88	\$3,343,482.64	\$150,688.00	

Northbrook Public Library

Income Statement

7/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$111,518.70	\$72,139.46	\$363,623.39	\$325,864.35	\$490,000.00	66.50%
Property Tax Levy FICA	\$63,724.97	\$42,547.56	\$207,784.80	\$192,193.47	\$289,000.00	66.50%
Interest Income IMRF	\$0.36	\$0.55	\$9.39	\$0.70	\$1,500.00	0.05%
Interest Income FICA	\$0.21	\$0.32	\$5.37	\$0.59	\$1,500.00	0.04%
Total Undesignated Revenue	\$175,244.24	\$114,687.89	\$571,422.95	\$518,059.11	\$782,000.00	66.25%
Total Revenues	\$175,244.24	\$114,687.89	\$571,422.95	\$518,059.11	\$782,000.00	66.25%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$26,614.49	\$33,546.88	\$80,692.39	\$101,143.55	\$400,000.00	25.29%
Employer FICA	\$23,205.02	\$23,442.05	\$70,503.89	\$70,851.72	\$289,000.00	24.52%
Total Human Resources	\$49,819.51	\$56,988.93	\$151,196.28	\$171,995.27	\$689,000.00	24.96%
Total Undesignated Expenses	\$49,819.51	\$56,988.93	\$151,196.28	\$171,995.27	\$689,000.00	24.96%
Total Expenses	\$49,819.51	\$56,988.93	\$151,196.28	\$171,995.27	\$689,000.00	24.96%
NET SURPLUS/(DEFICIT)	\$125,424.73	\$57,698.96	\$420,226.67	\$346,063.84	\$93,000.00	

Northbrook Public Library

Income Statement

7/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,937.97	\$938.47	\$4,937.67	\$5,046.15	\$25,000.00	20.18%
Total Undesignated Revenue	\$2,937.97	\$938.47	\$4,937.67	\$5,046.15	\$25,000.00	20.18%
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	\$2,937.97	\$938.47	\$4,937.67	\$5,046.15	\$450,000.00	1.12%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$1,274.00	\$16,732.12	\$286,463.63	\$491,037.79	\$2,837,178.00	17.31%
Professional Fees	\$2,582.60	\$21,997.50	\$2,582.60	\$34,455.40	\$250,000.00	13.78%
Furniture & Equipment	\$0.00	\$42,364.00	\$52,335.17	\$203,052.21	\$250,000.00	81.22%
Total Capital & Bond Expenses	\$3,856.60	\$81,093.62	\$341,381.40	\$728,545.40	\$3,337,178.00	21.83%
Total Undesignated Expenses	\$3,856.60	\$81,093.62	\$341,381.40	\$728,545.40	\$3,337,178.00	21.83%
Total Expenses	\$3,856.60	\$81,093.62	\$341,381.40	\$728,545.40	\$3,337,178.00	21.83%
NET SURPLUS/(DEFICIT)	(\$918.63)	(\$80,155.15)	(\$336,443.73)	(\$723,499.25)	(\$2,887,178.00)	

Northbrook Public Library

Income Statement

7/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$120,259.03	\$77,656.80	\$392,122.55	\$350,786.98	\$527,476.00	66.50%
Interest Income	\$16.81	\$0.58	\$27.72	\$0.35	\$500.00	0.07%
Total Undesignated Revenue	\$120,275.84	\$77,657.38	\$392,150.27	\$350,787.33	\$527,976.00	66.44%
Total Revenues	\$120,275.84	\$77,657.38	\$392,150.27	\$350,787.33	\$527,976.00	66.44%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$264,945.00	78.18%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$262,531.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Total Undesignated Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,976.00	39.23%
NET SURPLUS/(DEFICIT)	\$120,275.84	\$77,657.38	\$257,433.95	\$143,643.57	\$0.00	

Northbrook Public Library
 Bills, Charges and Transfers for Board of Trustee Approval
 Month of July 20

Operating Funds	
Library Claims List	\$ 151,579.16
Librarian's Claims List	\$ 10,028.47
Payroll	\$ 303,882.23
Fica/IMRF	\$ 56,988.93
ACH to IPBC	\$ 67,348.01
Transfer to CIF	
Total Operating Funds	<u>\$ 589,826.80</u>
Capital Improvement Fund	
Claims List	\$ 81,093.62
	<u>\$ 81,093.62</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 670,920.42</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
24214	7/15/2020	Jo I Gayle	\$775.00	payment professional fees - captioning services for programming
24215	7/15/2020	Overdrive	\$52,433.70	monthly payment materials
24216	7/15/2020	Uline	\$1,933.52	monthly payment supplies
24219	7/16/2020	Accurate Office Supply Co.	\$3,322.36	monthly payment supplies
24220	7/16/2020	Ancel Glink P.C.	\$1,050.00	monthly payment attorney fees
24221	7/16/2020	Baker & Taylor	\$7,058.70	monthly payment materials
24222	7/16/2020	Cooperative Computer Service	\$25,111.76	quarterly payment consortium & OCLC
24223	7/16/2020	Discovery Benefits, Inc.	\$2,448.98	monthly payment flexible spending, dedendant care and commuter benefit
24224	7/16/2020	Grainger	\$1,690.44	monthly payment janitorial
24225	7/16/2020	Midwest Tape	\$3,344.94	monthly payment materials
24226	7/16/2020	North American	\$1,304.10	monthly payment janitorial
24227	7/16/2020	Outsource Solutions Group, Inc.	\$17,166.63	monthly payment professional fees
24228	7/16/2020	Proquest	\$5,736.12	annual payment materials - database
24229	7/16/2020	Reserve Account	\$15,000.00	annual payment postage
24230	7/16/2020	Sterling Services, Inc.	\$2,736.90	tri annual payment -
24231	7/16/2020	Symmetry Energy Solutions, LLC	\$1,503.11	monthly payment utilities
24232	7/16/2020	Wells Fargo Vender Fin Serv	\$765.00	monthly payment photocopy
24233	7/22/2020	Limricc - UCGA	\$997.90	quarterly payment unemployment
24234	7/31/2020	Xpress Video Productions, Inc.	\$7,200.00	programming TedX

\$151,579.16

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

Transaction Number	Transaction Date	Reference	Payments
50272	7/16/2020	AARP	\$16.00
50273	7/16/2020	Advanced Disposal	\$250.00
50274	7/16/2020	AICPA	\$265.00
50275	7/16/2020	Anna Amen	\$59.70
50276	7/16/2020	American Library Association, Membership	\$245.00
50277	7/16/2020	John Amundsen	\$10.00
50278	7/16/2020	Christophe Andersen	\$25.00
50279	7/16/2020	Aquatic Works LTD	\$175.00
50280	7/16/2020	Aaron Ashmann	\$50.00
50281	7/16/2020	ASI Sign Systems	\$140.00
50282	7/16/2020	Baker & Taylor Entertainment	\$34.00
50283	7/16/2020	Sarah Balog	\$5.00
50285	7/16/2020	Donna Beach	\$30.00
50286	7/16/2020	Liz Becker	\$5.00
50287	7/16/2020	Bruce Bondy	\$100.00
50288	7/16/2020	Becca Born	\$10.00
50289	7/16/2020	Amy Brennan	\$11.50
50290	7/16/2020	Bryan Brugger	\$50.00
50291	7/16/2020	Kimberly Burman	\$15.00
50292	7/16/2020	CallOne	\$368.04
50293	7/16/2020	CharityWatch	\$50.00
50294	7/16/2020	Sara Chase	\$25.00
50295	7/16/2020	Joe Cirignani	\$30.00
50296	7/16/2020	Philip Collins	\$50.00
50297	7/16/2020	Bob Couch	\$40.00
50298	7/16/2020	Barb Czechorski	\$15.00
50299	7/16/2020	Demco, Inc.	\$178.99
50300	7/16/2020	Discount School Supply	\$152.29
50301	7/16/2020	Discovery Benefits - Simplify	\$109.50
50302	7/16/2020	Cathleen Doyle	\$30.00
50303	7/16/2020	Kelly Durov	\$30.00
50304	7/16/2020	Sabina Fazlic	\$100.00
50305	7/16/2020	Larry & Sandra Feldman	\$200.00
50306	7/16/2020	First Bankcard	\$12.99
50307	7/16/2020	Jill Franklin	\$50.00
50308	7/16/2020	Gale/Cengage Learning Inc.	\$327.89
50309	7/16/2020	Van Gilmer	\$100.00
50310	7/16/2020	Andrea Goese	\$50.00
50311	7/16/2020	Bridget Golembiewski	\$50.00
50312	7/16/2020	Tracy Gossage	\$50.00
50313	7/16/2020	GovConnection, Inc.	\$228.85
50314	7/16/2020	Hala Haddad	\$30.00
50315	7/16/2020	Caitlyn Hannon	\$30.00
50316	7/16/2020	Michael Hannon	\$15.00
50317	7/16/2020	Judy Haynes	\$50.00
50318	7/16/2020	Brittany Hewerdine	\$10.00
50319	7/16/2020	Margo Hill	\$30.00
50320	7/16/2020	Mike Hominick	\$30.00
50321	7/16/2020	Harvey Huie	\$20.00
50322	7/16/2020	Illinois Library Association	\$236.25
50323	7/16/2020	Image Specialties of Glenview, Inc.	\$11.70
50324	7/16/2020	Syed Jaffery	\$5.00
50325	7/16/2020	K&M Printing Company	\$454.00
50326	7/16/2020	Rachel Kaplan	\$25.00
50327	7/16/2020	Anastasia Karahalios	\$15.00
50328	7/16/2020	Ann Keaton	\$50.00
50329	7/16/2020	Julie Koslow	\$5.00
50330	7/16/2020	David Kosrow	\$550.00
50331	7/16/2020	Summer Kosuge	\$30.00
50332	7/16/2020	Alisa Kusnitzow	\$500.00
50333	7/16/2020	Lechner Services	\$175.86

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

Transaction Number	Transaction Date	Reference	Payments
50334	7/16/2020	Seyoung Lee	\$15.00
50335	7/16/2020	Amanda Lopez	\$30.00
50336	7/16/2020	Inna Malamud	\$15.00
50337	7/16/2020	Serge Manoshin	\$50.00
50338	7/16/2020	Ron Mantegna	\$200.00
50339	7/16/2020	Amanda Margis	\$30.00
50340	7/16/2020	Barbara Mayer	\$50.00
50341	7/16/2020	Stephanie Mayer	\$25.00
50342	7/16/2020	Jennifer McGee	\$15.00
50343	7/16/2020	Matthew McGill	\$5.00
50344	7/16/2020	Sean Miller	\$50.00
50345	7/16/2020	Michelle Mistalski	\$25.00
50346	7/16/2020	Erin Murray	\$15.00
50347	7/16/2020	Brian Nelson	\$50.00
50348	7/16/2020	Northbrook Hardware	\$29.98
50349	7/16/2020	Online Audiovisual Catalogers, Inc.	\$40.00
50350	7/16/2020	Steve Osikowicz	\$25.00
50351	7/16/2020	Bill Pekara	\$50.00
50352	7/16/2020	Mary Kay Perrenot	\$50.00
50353	7/16/2020	Pioneer Press	\$32.50
50354	7/16/2020	Laurie Prioletti	\$50.00
50355	7/16/2020	Daniel Quinlan	\$20.00
50356	7/16/2020	Diane Raucci	\$15.00
50357	7/16/2020	Recorded Books, Inc.	\$41.60
50358	7/16/2020	Reds Garden Center	\$203.74
50359	7/16/2020	Rotary Club of Northbrook	\$65.00
50360	7/16/2020	Olga Rudiak	\$300.00
50361	7/16/2020	Runco Office Supply	\$331.54
50362	7/16/2020	Steve Rustemeyer	\$50.00
50363	7/16/2020	Sarah Rustman	\$50.00
50364	7/16/2020	Mary Lynn Saks	\$25.00
50365	7/16/2020	Lori Schlernitzauer	\$50.00
50366	7/16/2020	Susan Schmidt	\$15.00
50367	7/16/2020	Sara Scodius	\$50.00
50368	7/16/2020	Erin Seeger	\$30.00
50369	7/16/2020	Sally Sharda	\$10.00
50370	7/16/2020	Nirali Sharma	\$5.00
50371	7/16/2020	Lori Siegel	\$15.00
50372	7/16/2020	Catherine Simmons	\$25.00
50373	7/16/2020	Joe Skittino	\$10.00
50374	7/16/2020	Sujin Song	\$150.00
50375	7/16/2020	Stories Matter Foundation	\$400.00
50376	7/16/2020	Arman Talaefard	\$5.00
50377	7/16/2020	Margaret Thomann	\$10.00
50378	7/16/2020	Thomson Reuters -West Payment Ctr.	\$314.88
50379	7/16/2020	Linda Vering	\$30.00
50380	7/16/2020	Christine Vi	\$25.00
50381	7/16/2020	Partick Villanueva	\$15.00
50382	7/16/2020	Vis-O-Graphic, Inc.	\$511.67
50383	7/16/2020	Raymond Wiggers	\$195.00
50384	7/16/2020	Jennifer Wright	\$15.00
50385	7/22/2020	Joyce Baran	\$25.00
50386	7/22/2020	Barbara's Balloons, Inc.	\$150.00

\$10,028.47

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

Transaction Number	Transaction Date	Reference	Payments	Description
1751	7/16/2020	Bibliotheca, LLC.	\$42,364.00	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
1752	7/16/2020	Mechanical Concepts of Illinois, Inc	\$16,732.12	Boiler Ventilation Project
1753	7/16/2020	Product Architecture + Design	\$14,000.00	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
1754	7/16/2020	Wiss, Janney, Elstner Associates, Inc.	\$7,997.50	Sealing & Coating Project - Exterior Façade
			<u>\$81,093.62</u>	

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2020 through June 2020 are true and correct copies of the preceding six months.

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

Treasurer

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

Notary Public

Accounts Payable \$1,000 and above for the Period January 2020 through June 2020

3D Universe - \$5,887.65; Accurate Office Supply Co. - \$2,122.24; Advanced Disposal - \$2,630.60; Amazon - \$9,408.33; American Library Association, Membership - \$2,038.00; Ancel Glink P.C. - \$6,515.00; Applied Communications Group - \$10,615.89; Aquatic Works LTD - \$1,050.00; ATI - \$1,457.00; Backstage Library Works - \$27,375.00; Baker & Taylor - \$128,778.62; Baker & Taylor Entertainment - \$4,456.94; BambooHR - \$8,533.27; Bayscan Technologies - \$1,723.00; Belson Outdoors, LLC - \$3,112.50; Best Buy Business Advantage Account - \$1,399.98; Best Quality Cleaning - \$27,445.76; Blackbaud - \$4,975.00; Brainfuse Inc. - \$3,000.00; Brodart Co. - \$1,349.15; CallOne - \$5,294.13; Calor Design Group, Ltd. - \$2,170.00; CenterPoint Energy Services, Inc. - \$19,008.33; Chicago Backflow, Inc. - \$1,150.00; Cintas - \$1,630.50; Colley Elevator Co. - \$5,672.00; Cooperative Computer Service - \$52,026.02; Demco, Inc. - \$11,786.50; Discovery Benefits, Inc. - \$15,326.02; Eagle Painting & Maintenance Co, Inc. - \$412,200.00; EBSCO Information Services - \$17,361.44; Encyclopaedia Britannica, Inc. - \$1,365.00; F.E. Moran Mechanical Services - \$8,706.11; F.E. Moran, Inc. - Fire Protection - North - \$3,455.00; Fast Signs - \$7,595.50; Findaway World, LLC - \$1,040.03; First Bankcard - \$32,101.54; Gale/Cengage Learning Inc. - \$1,848.13; Garvey's Office Products - \$4,392.00; Getty Images (US), Inc. - \$1,080.00; Glenbrook HSD 225 - Business Services - \$5,220.00; GovConnection, Inc. - \$1,682.99; Grainger - \$8,265.71; Grand Stage - \$2,550.00; HR Source - \$4,454.00; Impact Networking LLC - \$4,007.37; Interior Investments, LLC - \$11,811.69; ITsavvy LLC - \$9,093.20; Jayne Herring - \$1,050.00; Kanopy LLC - \$7,395.00; Kathryn Hall - \$1,117.77; Kingsley Companies - \$1,844.55; Krueger International, Inc. - \$160,688.21; Lechner Services - \$1,208.58; Library Furniture International, Inc. - \$3,875.00; Library Ideas LLC - \$1,001.07; Limricc - UCGA - \$3,234.01; LR Consulting LLC - \$3,000.00; Mango Languages - \$3,238.32; Mechanical Concepts of Illinois, Inc - \$26,514.36; Midwest Tape - \$63,796.01; Morningstar, Inc. - \$7,112.00; Naxos of America Inc. - \$1,025.00; Neuco Inc. - \$1,246.45; North American - \$5,467.98; North Town Auto Service - \$1,118.80; Northbrook Dairy Queen - \$2,250.00; Northbrook Friends of the Arts - \$1,000.00; Northbrook Hardware - \$1,796.63; Old Town School of Folk Music - \$2,175.00; Outsource Solutions Group, Inc. - \$86,373.35; Overdrive - \$97,260.52; Pepper Construction Co. - \$269,448.50; Petersen Bros. Plastics, Inc. - \$2,317.00; Product Architecture + Design - \$15,079.35; Promos 911, Inc. - \$1,760.23; Proquest - \$31,533.57; Reaching Across Illinois Library System - \$9,359.70; Record Information Services, Inc. - \$1,330.00; Red Books LLC - \$3,287.50; RELX Inc. DBA LexisNexis - \$5,729.08; Runco Office Supply - \$5,134.04; Scholastic Library Publishing - \$3,495.00; Shadeology - \$4,480.00; Siemens Industry Inc. - \$3,975.00; Snow Systems, Inc. - \$3,840.00; StackMap LLC - \$1,149.00; Sterling Services, Inc. - \$2,736.90; Swank Motion Pictures Inc. - \$1,768.00; Terryberry - \$1,512.75; The Hanover Insurance Company - \$39,829.00; The Library Store - \$3,730.27; Thomson Reuters -West Payment Ctr. - \$1,574.40; Tier One Tactical Solutions, LLC - \$6,500.00; Today's Business Solutions, Inc. - \$9,856.15; Travelers CL Remittance Center - \$33,197.00; Tumbleweed Press Inc. - \$3,600.00; Value Line Publishing LLC - \$1,525.00; Village of Northbrook Water Dept. - \$1,628.00; Vis-O-Graphic, Inc. - \$8,969.89; VSP of Illinois, NFP - \$1,942.14; Wall Street Journal - \$1,079.76; Wells Fargo Vender Fin Serv - \$3,825.00; Wiss, Janney, Elstner Associates, Inc. - \$35,537.50; Xerox Corporation - \$1,448.82; Xpress Video Productions, Inc. - \$2,250.00; Yami Vending Inc. - \$1,289.55;

Payroll for the Period January 2019 through June 2019

Altieri - \$10,593.07; Amen - \$52,912.68; Amundsen - \$4,157.63; Andersen - \$17,651.13; Ashmann - \$22,892.40; Austin - \$43,833.08; Balog - \$5,812.48; Baran - \$9,852.24; Beach - \$16,530.64; Becker - \$9,229.23; Born - \$11,288.24; Brugger - \$23,999.24; Burman - \$5,323.82; Carroll - \$23,225.96; Cha - \$2,558.92; Chase - \$10,362.34; Cirignani - \$18,945.96; Collins - \$25,191.40; Couch - \$18,725.72; Czechorski - \$8,670.36; Dhiensiri - \$1,701.83; Doyle - \$36,939.60; Duncan-McGee - \$13,638.66; Durov - \$43,527.56; Edwards - \$3,667.86; Faedtke - \$9,592.84; Farrell - \$6,005.50; Fillmore - \$30,240.78; Franklin - \$29,615.40; Gepson - \$2,166.92; Giel - \$1,053.25; Goese - \$16,530.64; Golembiewski - \$24,024.16; Gossage - \$30,109.96; Gould - \$266.22; Grossman - \$4,529.59; Gutmann - \$3,086.12; Haddad - \$39,658.63; Hafner - \$1,368.61; Hall - \$68,183.32; Hannon - \$22,882.80; Hannon - \$14,197.80; Haynes - \$22,898.84; Henry - \$11,380.64; Hewerdine - \$19,675.64; Hill - \$24,715.24; Hominick - \$26,161.36; Huh - \$10,198.09; Huie - \$26,146.96; Jacob - \$501.16; Jaffery - \$11,663.31; Kaminski - \$24,018.56; Kaplan - \$6,767.18; Karahalios - \$10,673.54; Keaton - \$30,418.29; Kim - \$2,990.03; Koslow - \$1,189.45; Kosuge - \$30,714.54; Lee - \$10,109.61; Lee - \$2,927.85; Lopez - \$22,959.72; Mackin - \$78.23; Malamud - \$5,244.82; Margis - \$29,650.92; Mayer, S - \$9,873.85; Mayer, B - \$39,658.63; McDonald - \$5,825.96; McGill - \$4,855.31; Migley - \$1,861.93; Miller - \$18,076.16; Miller - \$4,270.58; Mistalski - \$13,060.03; Munday - \$3,415.12; Murray - \$10,021.57; Murray - \$186.75; Nava - \$7,095.38; Nelson - \$19,493.74; Nguyen - \$6,871.68; Noblet - \$6,322.58; Norton - \$36,604.91; O'Donnell, L. - \$11,684.23; Osikowicz - \$10,750.09; Pekara - \$27,323.88; Perley - \$4,322.19; Perrenot - \$35,421.53; Petrova - \$256.79; Prioletti - \$38,716.54; Quinlan - \$19,041.36; Raucci - \$10,518.99; Reid - \$13,649.03; Russotto - \$3,384.36; Rustemeyer - \$25,532.60; Rustman - \$25,406.56; Saks - \$7,019.60; Schlernitzauer - \$38,010.48; Schmidt - \$12,349.27; Scodius - \$25,406.56; Seeger - \$32,655.36; Shapiro - \$1,377.83; Sharda - \$9,494.79; Sharma - \$7,507.68; Siegel - \$20,351.05; Siegel - \$6,243.11; Simmons - \$10,444.88; Simpson - \$9,043.36; Siwinski - \$18,352.04; Skittino - \$38,206.16; Strom - \$11,226.38; Stuart - \$2,413.57; Suarez - \$394.11; Talaefard - \$4,891.50; Thomann - \$37,648.76; Valene - \$20,153.00; Vering - \$24,028.12; Vi - \$7,253.90; Villanueva - \$4,677.07; Voronova - \$6,223.07; Wallace - \$1,455.63; Wargin - \$479.66; Wawer - \$7,441.97; Wilson - \$664.96; Wolf - \$37,558.16; Wright, J - \$9,041.11; Wright, B - \$13,628.01;

Northbrook Public Library Foundation
Financial Statements
July-20

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		
Individual Donations		36.00
Corporate Donations		
Organizations Donations		
Whole Foods Donation		
HodgePodge Donation		
Grill House Donation		
Amazon Smile Donations		54.36
Total Unrestricted Donations	-	490.36
Interest Income-Unrestricted	4.26	15.54
Total Income	4.26	505.90
Expense		
Bank Fee		
Brick Expenses		135.00
Chair Expenses		
Filing Fee		
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	135.00
Net Income	4.26	370.90

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through July 2020	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through July 2020	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through July 2020	851
Remaining 12 x 12 Bricks Available for Sale	206
Percent Sold	81%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	5,436.61
MB Financial - Money Market	50,315.55
Total Checking/Savings	55,752.16
Accounts Receivable	
Due from NPL	100.00
Total Accounts Receivable	100.00
Total Current Assets	55,852.16
TOTAL ASSETS	55,852.16
LIABILITIES & EQUITY	
Equity	
Retained Earnings	55,481.26
Net Income	370.90
Total Equity	55,852.16
TOTAL LIABILITIES & EQUITY	55,852.16

DIRECTOR'S REPORT

AGENDA ITEMS

3 Consent Agenda

- 3.1 Approval of the Agenda
- 3.2 Regular Session Minutes – July 16, 2020
- 3.3 Cash Balances & Income Statement July 2020
- 3.4 Approve Bills and Charges from July 2020
- 3.5 Receipts & Expenditures January – July 2020 per 50 ILCS 305/1
We are required to do this by law every 6 months.

5 Public Comments

Any public comments received in the chat will be read aloud by Brodie Austin to enter them into the record for the meeting.

6 Unfinished Business

6.1 Construction Projects Update

- 1..1 Boiler Ventilation
We have a thank you letter from Mechanical Concepts in the packet.
- 2..1 Exterior Façade
Wiss Janney has finished the comparison photos and those are included in your packet.
- 3..1 Study Rooms & Penthouse Renovation
We have a thank you letter from Pepper for moving forward with this project.

- 6.2 Reopening Plan Update including FY21 COVID-19 Budget Analysis
I have a memo here and the same analysis provided in May, but with updated numbers.

6.3 RFID and Circulation Renovation Drawings Presentation & Review

There is a lot of information for this item. Here is what is included:

- Overarching Memo
- Informational Powerpoint with background and historical information
- Facility Plan with updated numbers based on actual costs for completed projects
- Bond Payment Schedule
- Updated drawings and renderings from Product Architecture & Design
- Project cost estimate split into sections from Pepper Construction

6.4 Discuss the Board's ongoing commitment to foster an environment that encourages and promotes anti-racist conversations, programming, and action.

I have included the memo I provided last month with a couple updates. I look forward to talking in more detail with the board about this topic.

BOARD NEWS

I will be on vacation from August 31- September 5.

LIBRARY UPDATES

Programming

Summer Reading kicked off on July 1. Summer Reading is all virtual this summer, with programs for babies, youth, teens, and adults. With funds provided by the Friends of the Library and First Bank of Highland Park Bank, the Summer Reading program will make a donation to the Northfield Township Food Pantry in honor of those that finish the reading program this year.

- Youth Services hosted a virtual concert with Justin Roberts. We also have window décor to show reading progress facing Cedar Ln. Our Book Stroll was updated to fit into the summer reading theme, “Dig Deeper” with the book “Sam and Dave Dig a Hole.” As of July 31, 661 kids, teens, and babies have signed up for summer reading. 393 have completed at least one level and 188 have already finished.
- As of July 31, 450 people have registered for Adult Summer Reading, with 223 completing the program so far. 1,397 books have been read, and 124 book reviews submitted. The program continues through August 16. Best-selling author and Northbrook resident Robert Kurson helped kickoff the Adult Summer Reading Program. After the program, many attendees won prizes as a part of the kickoff. These were suggested books and were mailed to their homes in partnership with the Book Bin, Northbrook’s local independent bookstore.

Teen Volunteer Groups went virtual this year thanks to the hard work of our Teen Librarian, Bridget Golembiewski. The teens have logged over 900 hours of service so far!

- Craft Group – created take and make crafts for young children that we will distribute curbside this fall.
- Teen Book Group – created merchandising materials for the YA collection. One of the teen volunteers also helped create the TedX promotional video we used on social media. <https://www.youtube.com/watch?v=NSHEiqjgBcw>
- Garden – generally, we have a teen volunteer group tend the library’s community garden plot. This year, we still have a plot and are providing produce to the Northfield Township Food Pantry, but staff member Anna Fillmore is doing the labor in the garden.

Attendance dropped this summer for virtual storytimes: Korean Language Storytime, All Ages Storytime, and Wee Play.. We are working on plans to include “curbside” materials to increase engagement with young children and their caregivers.

TEDxNorthbrookLibrary live was held virtually this year on Saturday, August 1 at 1:00pm featuring three speakers on the theme Create Your World. The event was attended by 224.

- Bryant Moore, Educator, Author, Community Activist. *“Reconceptualizing Academic Excellence for Children of Color”*
- Kristyn Ivey, KonMari Consultant, Home Stylist, Author. *“Confronting a Decade of Online Order History is the New Self-Care”*
- Lauren Schrero, Disability Activist, Executive Director. *“Ability Inclusive Mindset (AIM)”*

In partnership with RAIN (Racial Awareness in the North Shore), the library hosted a virtual presentation titled “Curriculum of Hope: Stories of College Behind Bars” on Tuesday, July 28th at 7pm. This program was originally scheduled for April 2020, and was rescheduled because of increased interest in programs relating to racial justice. H. David Smith, PhD, Distinguished Senior Lecturer of Psychology at Northwestern, shared stories of transformation based upon his personal experience of engaging with incarcerated students, as well as information regarding incarceration rates as they relate to race. The program was recorded:

<https://youtu.be/emZiz96qwGA>

Bryan Brugger and Mary Kay Perrenot created and presented a program showing patrons how they can use library resources to help them on their job search. The job search program series continues through September. We will be starting a 5-part job skills building class series in July.

Our Book Stroll featured the story “Going on a Bear Hunt” at Techny Prairie Park until July 7. We then installed a new story, “Sam and Dave Dig a Hole” and moved the Book Stroll to then Village Green. This is been a strong partnership with the Northbrook Park District.

We participated in the 4th of July Porch Parade by decorating the sign on the corner of Cedar and Cherry. We also left flags out for people to take. I also had the honor of serving as a judge for the Village’s Porch Parade and enjoyed looking at the incredible creativity on display in the town.



Patron Assistance

While our phone calls continue to be increasing, we also continue to receive numerous emails that range from resetting passwords, reference help, or just general comments (which you can see in the Patron Comments). Last month, our feedback email received 111 emails. Pre-covid we usually had less than 10 a month.

Homebound delivery resumed the week of July 6. The library currently has 26 people signed up for homebound service. Some of the increase includes patrons from Glen Oaks nursing home and Crestwood Apartments that we are not currently able to deliver to through our Books on Wheels services to senior facilities. In order to better meet their needs at this time, they have been transitioned to homebound services. We also plan to provide those facilities with high quality donations and discards until we are able to physically visit them again.

Behind the Scenes

The Village is starting to move forward with the Cedar Lane reconstruction project and has shared some preliminary drawings with us. They told us they will be discussing with their board soon and will be back in touch in September to start looking more closely at the project. We continue to put the landscape project on hold until we have a better sense of what the Cedar Lane project will entail.

New Hires

- Ashlyn Napoletano, part-time Clerk (Reference) effective July 2. Ashlyn was originally offered the position on March 12 and waited patiently until we could successfully onboard her!

Terminations/Retirements:

(Terminations refer to all persons leaving library employment for any reason, including resignations and retirements)

- Kimberly Wargin, part-time substitute (YS) effective July 1.
- Tiffany Russotto, part-time Clerk (YS) effective July 15.
- Paul Kim, part-time Shelver (Circulation) effective July 28.

Open Positions During COVID-19 (put on hold):

- Clerk (CIRC) – (4 positions) - replacement
- Shelver (CIRC) - (3 positions) - replacements
- Acquisitions Assistant (TS) - regular part-time - replacement
- Librarian (YS) - part-time - replacement
- YS Assistant (YS) - part-time/substitute - replacement
- Maker Specialist (MS) - part-time/substitute (2 positions) –replacement
- Programming Aide (YS) - part-time (2 positions) - replacements

The Exterior Façade project is officially done and a copy of the before and after pictures is in your packet.

The Boiler Ventilation Project has run into a snag. There is an issue with the motor that was specified for the project – Mechanical Concepts, Siemens and Calor Design are working to find a resolution.

Staff worked on a number of changes and preparations in order to ready the Library for patrons to return to the building, including reconfiguring the layout of floors, moving furniture and collections, and installing safety barriers between staff and patrons. All staff underwent a second round of safety training and we also did specialized training for anyone that serves as a Librarian in Charge (LIC) on dealing with potential challenging situations.

In July, Technical Services staff cleared the backlog of materials from the time that the library was shut and began to catalog and process items purchased in the new fiscal year. The department’s capacity increased from four to six staff members working simultaneously in the physical space, and the transition has gone smoothly.

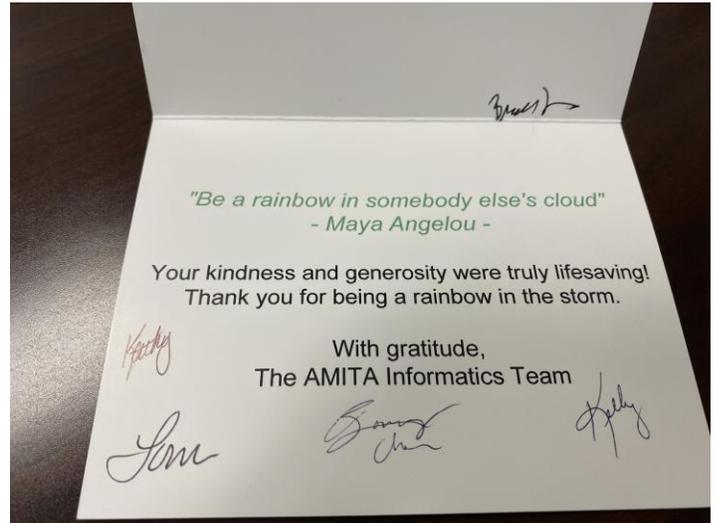
Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
July, 2020

HELPING OUT: RESPONDING TO COVID-19

AMITA Health sent us a lovely thank you card for our donation of 90 3D printed PPE visors:



APPOINTMENTS



From July 21 through July 31, we held 22 appointments for patrons to use the Collaboratory, helping 31 people with their projects. Appointments for up to two people from the same household can be made via phone or [online](#), and last for 90 minutes. Between each appointment, the space is disinfected. Our new remote desktop software allows us to maintain the necessary distance while still helping patrons to refine their designs.

A patron and her college-bound daughter recently came in to sew a hat band and embroider her college's name on it.

VIRTUAL PROGRAMS

We offered 6 virtual maker programs with 33 attendees:

- Bullet Journal Workshop
- Paper Crafts Meet Up
- No-Sew Drawstring Bottom Bag
- Raspberry Pi/Arduino Meetup
- Fiber Arts Meet Up
- E-Commerce Photography

JULY 2020 DATA & STATISTICS

Patrons continue to enjoy the library's resources and services remotely during the stay-at-home order. Staff working from home are answering phone calls, maintaining our collections, planning virtual programs, and more. Comparisons are between July 2019 and July 2020.

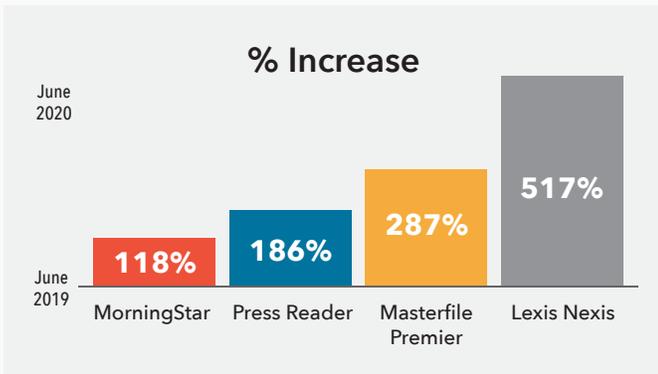
Virtual Programming



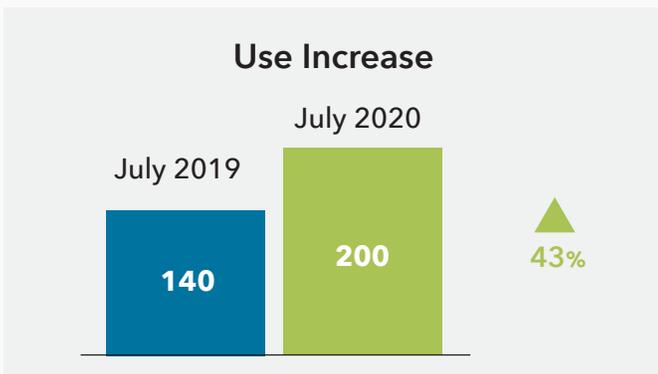
Attendance: **1,471**
Average attendance per program: **19**

eResource Use

The library is helping keep patrons up to date on information.



The library is helping patrons learn new skills with Creativebug, Gale Courses, and Lynda.com.



WiFi Use

3,224 sessions

Patrons are using the WiFi in our building and parking lot.



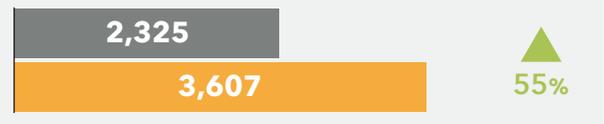
Downloadable Content

July 2019 (grey bar) July 2020 (orange bar)

eBooks



eAudiobooks



eMagazines



eMusic



eVideo



JULY 2020 DATA & STATISTICS

Connecting with Patrons

Phone Calls



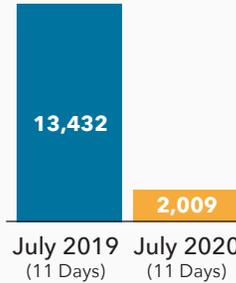
2.79 minutes
average call time

Common topics:
account help, technology help, placing holds, virtual program questions

Patron Visits

The library reopened to patrons with limited hours on July 20.

-83%



Email

10 campaigns sent

Targeted emails sent to multiple audiences.



Social Media

f **69** total posts (including **41** event posts)

Instagram **11** total posts

Popular Post

Published to Facebook on July 20

Northbrook Public Library
Published July 20 at 5:00 PM · 🌐

Thank you to everyone who stopped by our first day open to the public. We appreciate everyone's patience and following our safety guidelines. Remember that curbside pickup and virtual services are still available if you're not ready to visit.



985 👥
estimated reach

381 💬
engagements

74 👍
likes



985 People Reached **381** Engagements [Boost Post](#)

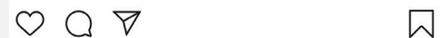
👍❤️ Erin Modjeski, Lorna Cohen and 71 others 2 Comments

northbrookpl
Northbrook Public Library



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Published to Instagram on July 20

398 👥 **56** ❤️
estimated reach likes

Patron Comments and Suggestions

July 2020

RECEIVED JULY 2, 2020

I am writing to request that you consider at least having one day for returns that is not 9:30 to 11:30 in the morning. I am never available at those times and I am away every weekend. Is it possible to maybe shift one day to afternoon return? I realize you are not penalizing us for keeping the books and there are no fines, but I feel terrible holding onto five books that I don't need. I appreciate your consideration in this.

Comment Source: Email

Response to Patron by Erin Seeger on July 7, 2020:

Thank you for asking about this. Below are the times that materials can be returned starting this week:

Sundays: 1pm-3pm Mondays-Thursdays: 9:30-11:30am and 6pm-8pm Fridays: 9:30-11:30am
Saturdays: 9:30-11:30am

I hope this helps!

RECEIVED JULY 2, 2020

Used curbside pickup today for first time. Material was not at the station indicated, but figured where it was. At bottom of receipt noticed library was arrogant enough to highlight hypothetical savings of \$52.98 this transaction, \$871.33 in savings this past year and \$10,355.60 since we began using the library. What a crock. The books new on Amazon are \$21.98, not the \$52.98 which is the Barnes and Nobel price. If this is the price you paid the library is being taken for a ride. Probably need a new purchasing agent. If the Library did not exist my 2019 taxes would have been \$519.10 less offsetting the savings noted. During the past ten years Library taxes have been \$4,686.23, again offsetting the indicated savings. Since my wife and I have lived in Northbrook since 1978 I am quite sure our total Library taxes have been well in excess of the \$10,355.60 in indicated savings. Given the new digital economy the library had better become more cost effective. Given savings you highlighted it may be cheaper for me if I can excuse myself from paying your tax and just buy direct in the future. Amazon would also have delivered my books faster. Suggest you delete this misleading propaganda from receipts.

Comment Source: Email

Response to Patron by Kate Hall on August 3, 2020:

Thank you for taking the time to share your feedback with us. I apologize that your curbside pick-up was not at the station indicated in our communication, but am glad you were able to locate it.

Regarding the savings portion of the receipt, you are correct that it does not show the lowest possible price for an item. It reflects the list price given to us by the publisher. We do receive a substantial discount on the materials we purchase. We put this on the receipt as many people are unaware of the return on their investment, in the form of taxes, at the library.

Regarding the lifetime savings indicated on the receipt, this is actually only from April 2018 when we switched to this new software. So, you are, in effect, saving approximately \$5,000 a year based on your checkouts. Even taking into account the Amazon pricing, you would be saving \$2,500, almost 5 times the cost you pay in taxes. The board and staff take our role as stewards of the taxpayers' money very seriously and seek to give all residents a good return on their investment in the library.

I am sorry if the information is misleading and hope that this helps shed some light on how those numbers work. I am happy to discuss further if you would like.

RECEIVED JULY 3, 2020

Please do not list the times on your website [for curbside pickup] for the day if they are filled. It has taken me 3 tries and filling out info for each one to select a time that was available. I tried to print the page for reference and the type and color chosen is too light to register. This is not the fault of my printer. Please tweak this website. Thank you.

Comment Source: Email

Response to Patron by Brodie Austin on :

Thank you for the feedback about the scheduling application and showing dates that aren't available. We have alerted the vendor who makes the scheduling software about this issue and have expressed how urgent of a problem this is.

Unfortunately, until they develop a solution, there isn't much we can do on our end. I apologize for the inconvenience and completely understand how problematic this is.

I followed up with them again today to find out if they have a fix in place for this.

Staff comments by Brodie Austin on July 30, 2020:

As of 7/30/2020, this issue has been resolved by Communico. We have tested and confirmed that this is the case. I should also note that we have limited styling options with the curbside scheduler at this point.

RECEIVED JULY 13, 2020

I think you are doing a FABULOUS job! Thank you to everyone for all of your efforts..... so that we can continue to enjoy our wonderful library.

Comment Source: Email

Response to Patron by Brodie Austin on :

Thank you so much. We really appreciate the kind words

RECEIVED JULY 14, 2020

Manage Your Event Registrations does not work, I have requested numerous times to Library staff that this needs to be corrected. I have signed up for additional events and they are not listed. I need to cancel the July 18 event on my list. I have had nothing but problems with my account since I was required to update my account. Please have someone correct any and all problems. Please notify me when corrected. Thanks.

Comment Source: Email

Response to Patron by Brodie Austin on July 15, 2020:

Thank you for your email. I'm sorry to hear that you continue to have problems with the registration system. I have asked a staff member to reach out to you to see if we can understand the problem better.

Follow up: A staff member reached out twice and never heard back from patron.

RECEIVED JULY 16, 2020

Thank you for all that you are doing for the Northbrook community during this time. I was disappointed to learn that storytime is not offered in the month of August. My soon-to-be Kindergarten daughter has been enjoying the well done program every week. Especially during eLearning when her older siblings were busy with their Zoom meetings, she knew that she had her own "meetings" to attend. I hope you are bring it back in September. Thank you.

Comment Source: Email

Response to Patron by Brodie Austin on July 16, 2020:

Thank you for your email. We have periodic breaks in the storytime schedule to allow staff time to plan and prepare for a new round. Taking a break ensures that each times we offer storytimes, we are offering the best experience we can.

We are planning to offer (virtual) storytime again in the fall, so we'll see you then.

RECEIVED JULY 17, 2020

I think it is ridiculous that you are not opening up the Children's department for book browsing. We do not know exactly titles of books that we want! We do not know exactly what are kids wants to read! People pick children's books by looking at the titles and covers to determine what looks interesting or what their kids might be interested in! This is absolutely absurd that we will not be able to do this! I have an emerging reader - I cannot know what books to get her for reading without being able to open the books and see what is at her level! My older child likes to browse the shelves and find books that look interesting to her! How is she supposed to do this? I am very disappointed in your reopening plan regarding the children's department.

Follow up from patron:

I understand the extreme caution you are using (although quarantining books for 7 days was beyond ridiculous). However, adults should be allowed to browse the kids section for themselves the same as any other section of the library. I understand not allowing kids under a certain age into that section. I think the library is doing a big disservice in this time when it has been very hard to get books for our kids.

Comment Source: Email

Response to Patron by Brodie Austin on July 20, 2020:

Thank you for your email. I can understand your frustration with this decision. We made this decision carefully after consulting the DCEO guidelines for reopening public spaces.

As you may have seen, any time an item is touched, we have to quarantine it for 3 days. We also want to be sure that materials are available for checkout and not having to sit in quarantine before they are safe to recirculate. Having children myself, I know that little ones are prone to picking things up, putting things in their mouths, and so on. We would not be able to keep up with the necessary cleaning protocols to keep the space clean for everyone. Please remember that we have to think about not just the impact that your browsing would have, but potentially hundreds of people per day and week.

We know that this is not the library that our patrons are used to. We pride ourselves on meeting the needs and expectations of our patrons. We are in the difficult position of needing to enforce guidelines that will generate frustration and disappointment in the name of safety. We do this recognizing that community spread is on the rise and we're reopening in an increasingly unsafe environment.

Luckily, our staff is very skilled at selecting items that will match your interests and needs. I know that they will be eager to help you find materials. If it's easier, you might consider calling staff and having items selected for you for curbside pickup.

Please let me know if you have any additional questions or concerns.

RECEIVED JULY 19, 2020

Thank you for your careful but hopeful approach to returning to service. While others seem to be in a hurry to pretend that the pandemic is over, the Library team seems to really be embracing the concept that outstanding services can be provided while still respecting the reality of the risks around us. Your message is strong that you can provide many (most) of the normal services without patrons ever stepping foot into the library and you are providing simple but clever ways to help that be a reality. You are in no rush to push boundaries because it is legally permissible (that's a low bar!) or encourage people to rush back into the building prematurely. This then enables you to begin to offer a few select services within the walls of the building in a far safer manner while protecting your staff and our community.

We don't have to pretend that things are normal to still realize massive benefits and have a great year despite the unusual times. Thank you for being a local model of high service and social responsibility!

Comment Source: Email

Response to Patron by Brodie Austin on July 20, 2020:

Thank you for your email. We appreciate hearing your kind and encouraging words. It is helpful to hear that the community recognizes the work we're doing to keep the library a safe place.

RECEIVED JULY 23, 2020

Lori Siegel had an interaction with an irate patron. He is a Deerfield patron and was upset that we won't set aside items for him or allow him to do curbside service. She explained it is temporary, safety, etc. and he said "we are forcing him to endanger his health to come in." He claims all the other libraries are servicing Northbrook patrons.

Comment Source: Phone

Staff comments by Brodie Austin on July 24, 2020:

In addition to ensuring that we can deliver services safely, we have wanted to ensure that Northbrook card holders have access to these services. This has been particularly important as we bring new facets of the library online. Limiting to Northbrook card holders gives us a better idea of demand.

RECEIVED JULY 30, 2020

Patron had several interactions with staff and was angry that we were not allowing hold pickups in the library. He felt that our automated phone notification was misleading and that we should fix the system.

Comment Source: Phone

Response to Patron by Brodie Austin on :

I explained to the patron that replacing our current system was not easily done and that we were doing the best we could with systems that were designed for a "different world." I said that we would look into what, if any, changes we could make to the automated phone message.

We followed up with CCS and, unfortunately, Polaris does not allow you to customize the automated phone message on a per library basis. There is only one message for all CCS libraries. So, we don't have many options for updating.

July 20th, 2020

To the Trustees of the Northbrook Public Library,

During the past few months, we as a nation have dealt with a great deal of surprises due to the novel coronavirus Covid-19. These issues are uncertainty, supply chain delays, billable hours in order to maintain staff, the economy, and our own, as well as others' overall health. The impact that Covid-19 has had on our industry as well as the subsidiary businesses that we use to build our projects leaves us hoping that the economy continues to pick back up so that we may continue to provide the Chicagoland area with our mechanical contracting services.

We are beyond grateful that the Trustees of the Northbrook Public Library took on the 1st floor boiler ventilation project at the Northbrook Public Library. We were able to keep our team busy during this hectic and confusing time in part to this project. Not only were we able to help our team, but we also had union electricians, union insulators, and union temperature control technicians on this project as subcontractors that were able to provide their services as well. The materials for this project were all locally bought and delivered by supply companies continuing their businesses thanks to projects like the Northbrook Boiler Ventilation project.

Mechanical Concepts of Illinois sends our many thanks to the Trustees of the Northbrook Public Library for continuing to take on projects during this pandemic so that we may continue to provide for our families.

Brian Koprowski
Project Manager
Mechanical Concepts of Illinois

Northbrook Public Library

Facade Restoration

Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois



August 5, 2020
WJE No. 2019.200

PREPARED FOR:

Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois

PREPARED BY:

Wiss, Janney, Elstner Associates, Inc.
10 South LaSalle Street, Suite 2600
Chicago, Illinois 60603
312.372.0555 tel



Figure 1. Before, 2019



Figure 2. After, 2020



Figure 3. 2019 Before



Figure 4. After, 2020



Figure 5. Before, 2019



Figure 6. After, 2020



Figure 7. Before, 2019



Figure 8. After, 2020



Figure 9. Before, 2019



Figure 10. After, 2020

v



Figure 11. Before, 2019



Figure 12. After, 2020



Figure 13. Before, 2019



Figure 14. After, 2020



Figure 15. Before, 2019



Figure 16. After, 2020



Figure 17. Before, 2019



Figure 18. After, 2020



Figure 19. Before, 2019



Figure 20. After, 2020



Figure 21. Before, 2019



Figure 22. After, 2020



Figure 23. Before, 2019



Figure 24. After, 2020



Figure 25. Before, 2019



Figure 26. After, 2020



Figure 27. Before, 2019



Figure 28. After, 2020



Figure 29. Before, 2019



Figure 30. After, 2020



Figure 31. Before, 2019



Figure 32. After, 2020



Figure 33. Before, 2019

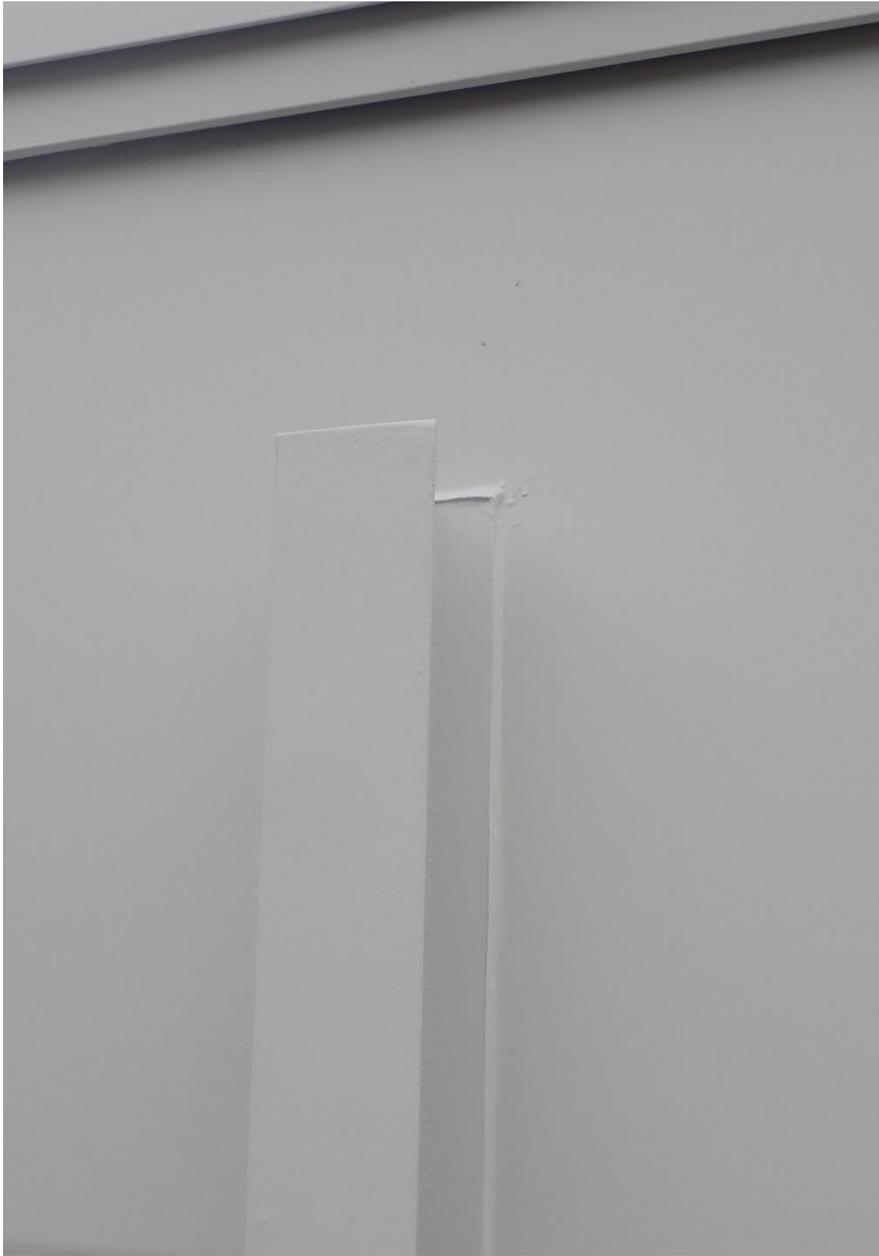


Figure 34. After, 2020

August 12, 2020

Northbrook Public Library proudly is a "creation of the community as a whole." As your partner in construction through several renovations and planning efforts that help ensure the library's vibrant future, Pepper has become a trusted member of your community. We are grateful for the many opportunities that you have given us to serve your patrons.

When we began our most recent work together, we could not have imagined the ongoing impact that COVID-19 would have on our world's physical and psychological wellbeing, as well as our economy.

Through the most recent project alone, with our essential workers we were able to achieve the following:

- Keep 65 tradespeople actively employed between April 1 and June 4.
- Create a COVID-19-free work environment – even though wearing facemasks and monitoring temperatures were not required when the project began.
- Sequence crews that practiced social distancing and washed their hands regularly
- Clean highly used surfaces and work areas with the library staff's assistance.

Together we were able to create a work environment that was better for everyone while moving the project forward.

The work we accomplished under your guidance – including the addition of multiple one-to-two-person small study rooms – will serve the library community well as you safely resume operations. With labor and material costs continuing to rise, your choice to continue work undoubtedly resulted in cost savings. We believe that the same approach will benefit you similarly as you begin to compete for limited resources against a growing backlog of projects that have been delayed and new ones that are scheduled to begin.

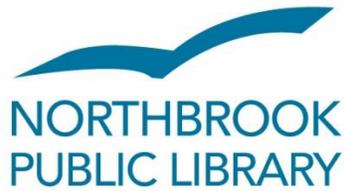
Proceeding with the next RFID project as planned, where you will create a more personal experience with patrons, renovate staff spaces and protect everyone's health with the option for contactless checkout, will also allow you to continue supporting the community by employing up to 135 trade workers.

While we hope to be there every day as you continue to build the Northbrook Public Library for and with the community, we didn't want to let this opportunity pass without thanking the Board for supporting the many loyal workers who are part of our Pepper family and now a part of yours. We value all that we have accomplished with you over the last 20+ years and hope to have many more opportunities to serve the Northbrook community together.

With deepest appreciation,



LeeAnn McNamara
Project Executive
Pepper Construction Company



Memorandum

DATE: August 12, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Reopening Plan Update

The library opened on July 20 and I am happy to report that it went very well. We did not experience any significant issues with people following the safety guidelines or exceeding the max capacity of 50 we had set for the building. Staff have made some adjustments to procedures as we experienced the plan in action.

Patrons, for the most part, are appreciative to have the library reopen, but as you can see from our numbers, a large portion of the population is still mostly using our online and curbside services. As we are not open the same number of hours, we need to look at visits per hour opened to get a proper perspective. When looking at that, you can see that we are about 81% down from where we were last year at the same time.

Record Date	2020	2019	Record Date	2020	2019
Monday, July 20, 2020	39.6	106.8	Sunday, August 2, 2020	24.3	148.5
Tuesday, July 21, 2020	43.3	101.8	Monday, August 3, 2020	23.9	102.8
Wednesday, July 22, 2020	38.3	102.0	Tuesday, August 4, 2020	24.5	105.6
Thursday, July 23, 2020	20.3	103.0	Wednesday, August 5, 2020	25.0	119.8
Friday, July 24, 2020	22.3	125.3	Thursday, August 6, 2020	22.9	110.5
Saturday, July 25, 2020	28.2	123.8	Friday, August 7, 2020	22.8	114.1
Sunday, July 26, 2020	25.5	161.3	Saturday, August 8, 2020	26.2	122.1
Monday, July 27, 2020	25.3	115.1	Sunday, August 9, 2020	32.3	146.8
Tuesday, July 28, 2020	29.8	98.7	Monday, August 10, 2020	22.6	117.7
Wednesday, July 29, 2020	24.5	125.1	Tuesday, August 11, 2020	27.8	128.3
Thursday, July 30, 2020	23.1	103.3	Wednesday, August 12, 2020	21.5	136.2
Friday, July 31, 2020	22.4	110.0	TOTAL	41.80	122.9
Saturday, August 1, 2020	32.2	97.8			

We continue to refine our curbside and returns and are now able to offer next day curbside and have the return bins open 24/7 again. We have also started allowing non-Northbrook patrons to use computers on an appointment basis. We will continue to tweak and refine as we move forward with the plan.

There are no plans at this time to expand beyond what we are doing, but we are cognizant that we might have to scale back and have put together scenarios of what we could continue doing if we had a number of staff that had to quarantine or if the state or county asks us to move back a phase.

After this memo is also a revision of the analysis that Anna put together in May for the board with updated numbers. We have received most of our tax revenue, which is good news.

I have also included a packet of pictures after this memo for your enjoyment from our first day of being open. I look forward to answering any questions the board has.

Reopening Day

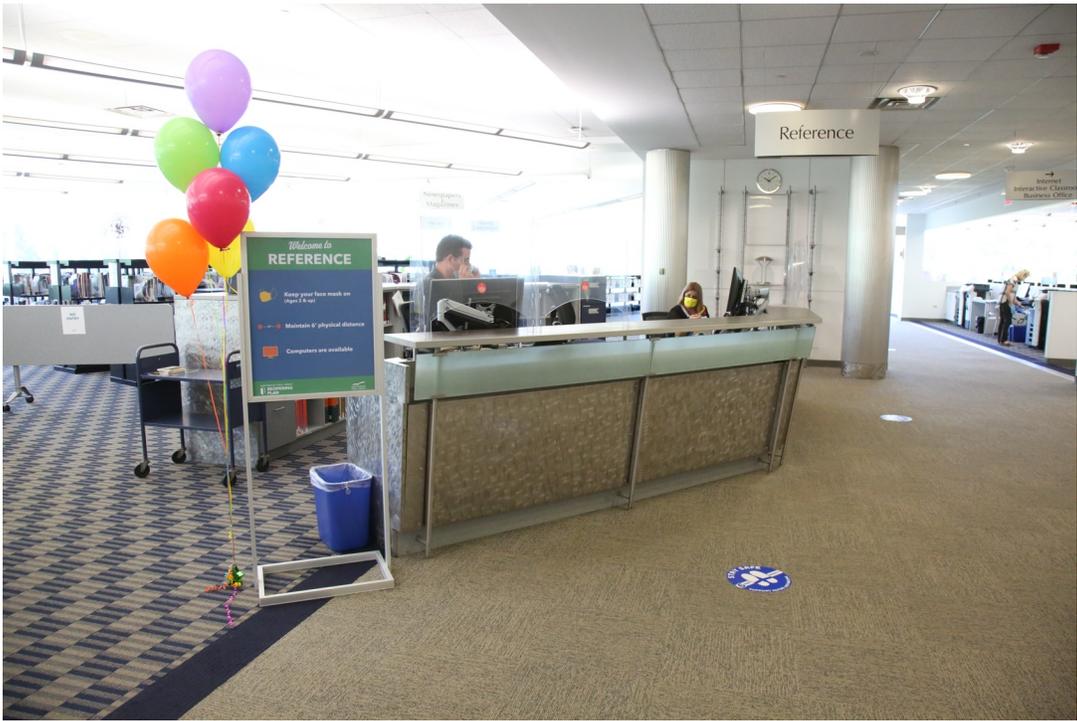
July 20, 2020

NORTHBROOK PUBLIC LIBRARY
 **REOPENING
PLAN**


NORTHBROOK
PUBLIC LIBRARY









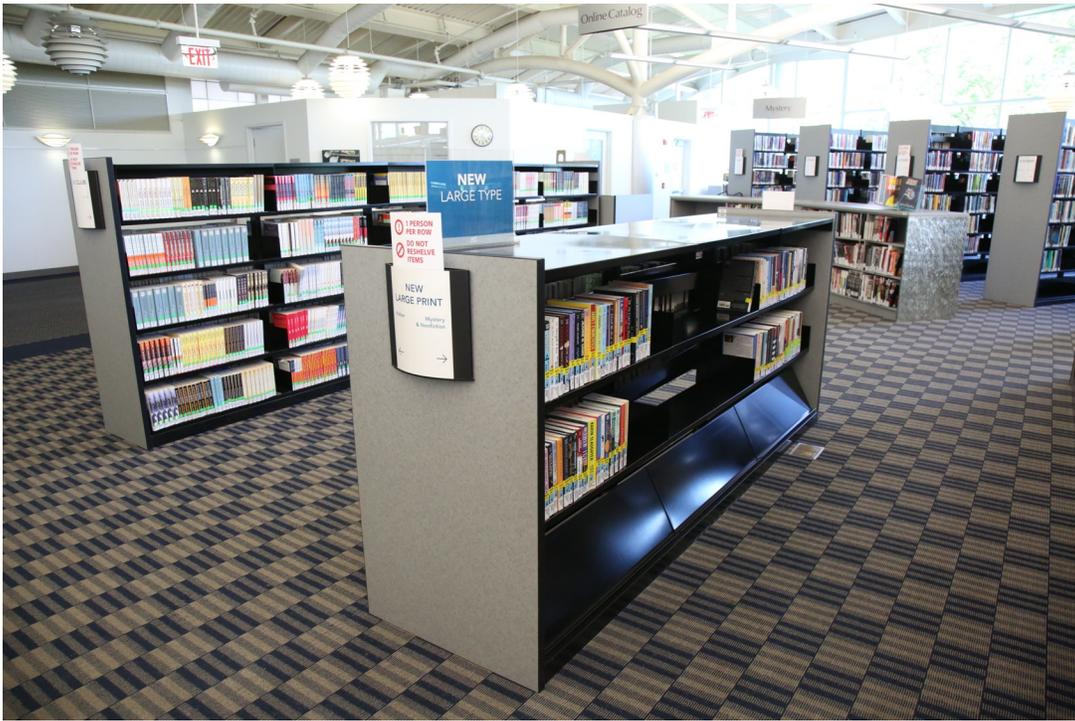














Cash Flow Analysis

Recommendation

There are 4 forecasted FY21 cash flow analyses:

- Scenario A- No additional property taxes received AND no changes to budgeted expenses
- Scenario B- No additional property taxes received AND 5% decrease in budgeted expenses
- Scenario C- Additional 5% in property taxes received AND no changes to budgeted expense
- Scenario D- Additional 5% in property taxes received AND 5% decrease in budgeted expenses

Based on these scenarios, we recommend making no changes to the budget at this time and reevaluating again in a few months if the board so desires.

2019 Actual

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	7,767,481.46	7,305,661.18	6,732,083.90	8,422,360.40	9,315,513.29	8,867,845.06	8,390,426.67	7,670,445.01	7,217,463.48	6,741,795.09	7,449,461.01	9,643,836.20
Receipts	70,412.01	23,690.19	2,169,485.04	1,406,628.49	31,405.69	52,532.30	108,950.60	25,200.43	33,648.03	1,216,082.45	2,798,036.99	161,531.77
Expenses	532,232.29	597,267.47	479,208.54	513,475.60	479,073.92	529,950.69	828,932.26	478,181.96	509,316.42	508,416.53	603,661.80	537,094.47
Cash Balance - ending	7,305,661.18	6,732,083.90	8,422,360.40	9,315,513.29	8,867,845.06	8,390,426.67	7,670,445.01	7,217,463.48	6,741,795.09	7,449,461.01	9,643,836.20	9,268,273.50
Percent of Revenue Collected	0.87%	0.29%	26.79%	17.37%	0.39%	0.65%	1.35%	0.31%	0.42%	15.02%	34.55%	1.99%
Percent of Expenditures Paid	8.07%	9.05%	7.26%	7.78%	7.26%	8.03%	12.57%	7.25%	7.72%	7.71%	9.15%	8.14%

2020 Actual

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	9,268,273.50	8,664,924.38	6,416,887.36	7,705,030.30	8,971,865.25	8,546,253.76	8,054,383.29	7,288,250.01	6,832,638.20	6,342,661.01	6,806,731.37	9,357,832.07
Receipts	83,009.65	51,251.94	1,843,512.06	1,863,664.29	97,116.91	71,787.50	65,855.93	30,584.57	76,069.38	1,052,220.43	3,055,288.16	125,638.60
Expenses	686,358.77	599,401.96	555,369.12	596,829.34	522,728.40	563,657.97	831,989.21	486,196.38	566,046.57	588,150.07	504,187.46	547,582.22
Transfer to CIF & DS		1,699,887.00										698,000.00
Cash Balance - ending	8,664,924.38	6,416,887.36	7,705,030.30	8,971,865.25	8,546,253.76	8,054,383.29	7,288,250.01	6,832,638.20	6,342,661.01	6,806,731.37	9,357,832.07	8,237,888.45
Percent of Revenue Collected	0.99%	0.61%	21.90%	22.14%	1.15%	0.85%	0.78%	0.36%	0.90%	12.50%	36.30%	1.49%
Percent of Expenditures Paid	9.74%	8.50%	7.88%	8.47%	7.42%	8.00%	11.80%	6.90%	8.03%	8.34%	7.15%	7.77%

2021 –Scenario A

Actual Results May through Present – 83.69% of Property Taxes Received;
 No additional property taxes received for remainder of year AND no changes to budgeted expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,618,357.62	7,157,395.76	7,729,315.38	8,662,290.13	8,092,373.47	7,522,456.80	6,952,540.13	6,382,623.47	5,812,706.80	5,242,790.13	4,672,873.47
Receipts												
Property Tax Receipts			1,095,222.49	1,502,891.42								
Other Receipts	3,879.57	2,210.86	3,590.71									
Budgeted Receipts				32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses												
Actual Expenses	623,410.40	463,172.72	526,893.58									
Budgeted Expenses				602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,618,357.62	7,157,395.76	7,729,315.38	8,662,290.13	8,092,373.47	7,522,456.80	6,952,540.13	6,382,623.47	5,812,706.80	5,242,790.13	4,672,873.47	3,652,956.80

If make no changes to the budget and receive no additional tax revenue, at the end of this fiscal year we would have 6.07 months in our cash balance.



2021- Scenario B

Actual Results May through Present – 83.69% of Property Taxes Received;
 No additional property taxes received for remainder of year AND 5% decrease in budgeted expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,618,357.62	7,157,395.76	7,729,315.38	8,690,578.47	8,148,950.13	7,607,321.80	7,065,693.47	6,524,065.13	5,982,436.80	5,440,808.47	4,899,180.13
Receipts												
Property Tax Receipts			1,095,222.49	1,502,891.42								
Other Receipts	3,879.57	2,210.86	3,590.71									
Budgeted Receipts				32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses												
Actual Expenses	623,410.40	463,172.72	526,893.58									
Budgeted Expenses				573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,618,357.62	7,157,395.76	7,729,315.38	8,690,578.47	8,148,950.13	7,607,321.80	7,065,693.47	6,524,065.13	5,982,436.80	5,440,808.47	4,899,180.13	3,907,551.80

If we receive no additional money and reduce the budget, at the end of this fiscal year we would have 6.81 months in our cash balance.



2021- Scenario C

Actual Results May through July – 83.69% of Property Taxes Received;
5% Additional Property Taxes Received for remainder of year AND No Changes to Budgeted Expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,618,357.62	7,157,395.76	7,729,315.38	8,662,290.13	8,092,373.47	7,522,456.80	6,952,540.13	6,382,623.47	6,187,706.80	5,617,790.13	5,047,873.47
Receipts												
Property Tax Receipts			1,095,222.49	1,502,891.42					375,000.00			
Other Receipts	3,879.57	2,210.86	3,590.71									
Budgeted Receipts				32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses												
Actual Expenses	623,410.40	463,172.72	526,893.58									
Budgeted Expenses				602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,618,357.62	7,157,395.76	7,729,315.38	8,662,290.13	8,092,373.47	7,522,456.80	6,952,540.13	6,382,623.47	6,187,706.80	5,617,790.13	5,047,873.47	4,027,956.80
Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,618,357.62	7,157,395.76	7,729,315.38	8,662,290.13	8,092,373.47	7,522,456.80	6,952,540.13	6,382,623.47	6,187,706.80	5,617,790.13	5,047,873.47

If we receive an additional 5% tax revenue, at the end of this fiscal year we would have 6.69 months in our cash balance.



2021- Scenario D

Actual Results May through Present – 83.69% of Property Taxes Received;
5% Additional Property Taxes Received for remainder of year AND 5% Decrease to Budgeted Expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	5,223,030.45	4,681,402.12	4,139,773.78
Receipts												
Additional 25% of Property Taxes									1,859,797.00			
Replacement Taxes, Fees, Other Income	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	5,223,030.45	4,681,402.12	4,139,773.78	3,148,145.45
Percent of Revenue Collected	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	84.19%	1.44%	1.44%	1.44%
Percent of Expenditures Paid	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Expenses Adjusted	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)

If we receive an additional 5% tax revenue and reduce the budget, at the end of this fiscal year we would have 7.46 months in our cash balance.

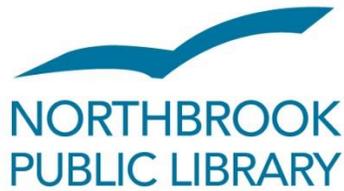


Other Factors to Consider

It is still important to fund the Capital Improvement Fund when we talk about the funding:

- 1st Floor remodel which includes RFID, Circulation Workroom, Staff Lounge
- Updating the security system (FY22)
- Remodel of the 3rd floor staff workroom (FY22)
- Landscaping (put on hold until Cedar Ln. project is completed)

Funds that are deposited into the Capital Improvement Fund and Debt Service Fund can only be used on those expenditures – funds cannot be transferred back to the Operating Fund.



Memorandum

DATE: August 13, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: RFID and Circulation Renovation

At this month's board meeting, Tiffany Nash and Dan Pohrte from Product Architecture & Design will be present to share the latest drawings for the RFID & Circulation Renovation project. Those drawings are included in the packet.

Sean Scott from Pepper Construction will be here to present the latest estimate of costs. It is important to note that these are estimates and that we won't know actual costs until we go out to bid. On previous projects, costs have been less than what was projected. Pepper's estimate for the project are included in the packet.

At last month's meeting there were a number of questions on this project. I'd like to provide some context on the project and have included a powerpoint with information that I hope the board will find useful.

I look forward to discussing this with the board.

RFID & Circulation Renovation

Timeline

2015

May- Finished the Meeting Room Renovation Project which included new lobby lighting and flooring (no work done in Circulation)

2017

September- Board reviews masterplan from PA&D and decided to take each project on a case by case basis, but accepted the overall scheme

2019

August- Board approves 20 year facility plan which includes 2017 masterplan projects

September- Board sees presentation on RFID and instructs staff to move forward with a bid

September- Board approves \$4 million bond for FY21 & FY22 capital projects

2020

February- Board approves RFID bid for implementing RFID

March- Board approves FY21 budget which includes funding from bond for RFID & Circulation Renovation

May- Board sees concept drawings of Circulation Renovation

Previous Project Costs*

Project	Facility Plan approved in August 2019	Actual Project Costs as of July 2020	Cost Differences
Phone System	100,000.00	34,683.63	(65,316.37)
Technical Services & Maintenance Remodel	425,000.00	406,518.38	(18,481.62)
Study Room & Penthouse	675,000.00	624,234.25	(50,765.75)
Water Heater	3,000.00	2,480.00	(520.00)
Fire Sprinklers	20,000.00	18,955.57	(1,044.43)
Exterior Façade	1,000,000.00	777,400.00	(222,600.00)
Boiler Ventilation	30,000.00	73,850.00	43,850.00
Paving	211,382.15	212,398.00	1,015.85

*Detailed information is included in the facility plan in your packet



Upcoming Project Costs*

Project	Facility Plan approved in August 2019	Actual/ Projected Project Costs as of July 2020	Cost Differences
RFID	215,000.00	215,835.50	835.50
Automated Material Handler	180,000.00	130,399.00	(49,601.00)
Lobby, Circulation Workroom & Staff Room Remodel	855,000.00	1,050,949.00	195,949.00
marketplace	340,000.00	170,000.00	(170,000.00)

*Detailed information is included in the facility plan in your packet



Project Costs*

Project	Facility Plan approved in August 2019	Actual/ Projected Project Costs as of July 2020	Cost Differences
Phone System	100,000.00	34,683.63	(65,316.37)
Technical Services & Maintenance Remodel	425,000.00	406,518.38	(18,481.62)
Study Room & Penthouse	675,000.00	624,234.25	(50,765.75)
Water Heater	3,000.00	2,480.00	(520.00)
Fire Sprinklers	20,000.00	18,955.57	(1,044.43)
Exterior Façade	1,000,000.00	777,400.00	(222,600.00)
RFID	215,000.00	215,835.50	835.50
Automated Material Handler	180,000.00	130,399.00	(49,601.00)
Lobby, Circulation Workroom & Staff Room Remodel	855,000.00	1,050,949.00	195,949.00
marketplace	340,000.00	170,000.00	(170,000.00)
			(336,678.82)

*Detailed information is included in the facility plan in your packet



Bond

- We took out a \$4,010,000 bond in fall 2019 to pay for the facility plan projects for FY21 and FY22
- Once a bond is issued, we cannot return it.
- Bond payments must follow the schedule shown*
- To pay off a bond early, you need a call provision which you cannot call until 7 years after the bond was issued (12/1/2027)
- This funding can only be used on capital projects

Year Ended April 30.	2019		
	Principal	Interest	Total
2020			0.00
2021	90,000.00	142,503.47	232,503.47
2022	100,000.00	128,750.00	228,750.00
2023	105,000.00	123,750.00	228,750.00
2024	115,000.00	118,500.00	233,500.00
2025	120,000.00	112,750.00	232,750.00
2026	125,000.00	106,750.00	231,750.00
2027	135,000.00	100,500.00	235,500.00
2028	135,000.00	93,750.00	228,750.00
2029	145,000.00	87,000.00	232,000.00
2030	145,000.00	82,650.00	227,650.00
2031	150,000.00	78,300.00	228,300.00
2032	155,000.00	73,800.00	228,800.00
2033	160,000.00	69,150.00	229,150.00
2034	165,000.00	64,350.00	229,350.00
2035	175,000.00	59,400.00	234,400.00
2036	175,000.00	54,150.00	229,150.00
2037	180,000.00	48,900.00	228,900.00
2038	715,000.00	43,500.00	758,500.00
2039	735,000.00	22,050.00	757,050.00
	3,825,000.00	1,610,503.47	5,435,503.47

*a detailed bond payment schedule for all the bonds we currently have is in your packet

Pros

- Situates the library for the future in terms of service and safety
- Creates a pandemic friendly lobby that will keep patrons safer
- Redesigns the lobby to allow for more social distancing and safety practices and for increased patron usability
- Allows for greater staff efficiency and reduces errors in handling materials
- Creates 135 local jobs while project is underway
- Doing the project now allows us to take advantage of the low occupancy and minimize patron disruption and allows us to be ready for an increase in occupancy and services as the pandemic decreases
- Avoids increasing costs as construction costs only increase year over year

Cons

- We are in the middle of a pandemic
- We do not know what the future holds for the future of libraries or how they will be used by the community
- We may appear tone deaf to what is going on in the world right now

Recommendation

Though these are challenging times, my recommendation is still to move forward with the project this year. Moving forward with this project will allow us to take advantage of the lower occupancy and do the project for a reasonable cost with the least disruption to patrons and set us up for long term success.

FACILITY PLAN APPROVED IN AUGUST 2019

	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
Site Elements					
Asphalt Pavement	211,382.15			30,000.00	
Concrete Driveway				5,000.00	
Concrete Sidewalks & Stairs				5,000.00	
Concrete Curbing				5,000.00	
Landscaping and Hardscape		150,000.00			
Railing and Handrails		150,000.00			5,000.00
Pole Mounted Light Fixtures					42,000.00
Roofing					
Barreled roof					630,000.00
Facada					
Brick Masonry					
Corrugated Metal Panels			10,000.00		
Mechanical Penthouse Wall Cladding		275,000.00			
Window Wall System (1999 addition)					40,000.00
Soffits					
Exterior Façade and Painting Project		1,000,000.00			
Interior Finishes and Fixtures					
Technology & Communications					
Phone System	100,000.00				
Security Cameras			75,000.00		
Alarm System			75,000.00		
Access Control System			60,000.00		
Masterplan					
Tech services/Main Remodel	425,000.00				
Study Rooms	400,000.00				
Marketplace		340,000.00			
RFID		215,000.00			
Circulation Remodel		855,000.00			
Automated Material Handler		180,000.00			
Fiction & Media Staff Space			575,000.00		
Middle & High School Space				740,000.00	
Youth Services					740,000.00
Mechanical, Electrical, Plumbing & Fire Protection					
Air Handlers		12,000.00			
Split System Air Conditioners					30,000.00
Boilers			80,000.00		20,000.00
HVAC and Plumbing Pumps	12,000.00				8,000.00
Exhaust Fans	5,000.00	3,000.00			12,000.00
Domestic Water Heater	3,000.00				
Temperature Control Air Compressor					8,000.00
Boiler Room Ventilation Project	30,000.00				
Fire Sprinklers	20,000.00	15,000.00			
Present Day Estimated Expense	1,206,382.15	3,195,000.00	875,000.00	785,000.00	1,535,000.00
Inflation Rate	1.0220	1.0445	1.0675	1.0909	1.1149
Future Estimated Expense	1,232,922.56	3,337,177.50	934,062.50	856,356.50	1,711,371.50
Beginning Reserve Fund Balance	1,206,382.15	4,763,180.94	1,875,649.52	1,386,587.02	970,230.52
Regular transfer to CIF from Operating	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	200,000.00
Operating Fund transfer	85,000.00				
Per Capita Grant Transfer	82,925.00				
Bond Issuance	4,010,000.00				2,705,000.00
Future Estimated Expense	(1,232,922.56)	(3,337,177.50)	(934,062.50)	(856,356.50)	(1,711,371.50)
Interest	48,796.35	24,646.08	20,000.00	15,000.00	25,000.00
Ending Reserve Fund Balance	4,763,180.94	1,875,649.52	1,386,587.02	970,230.52	2,263,859.02

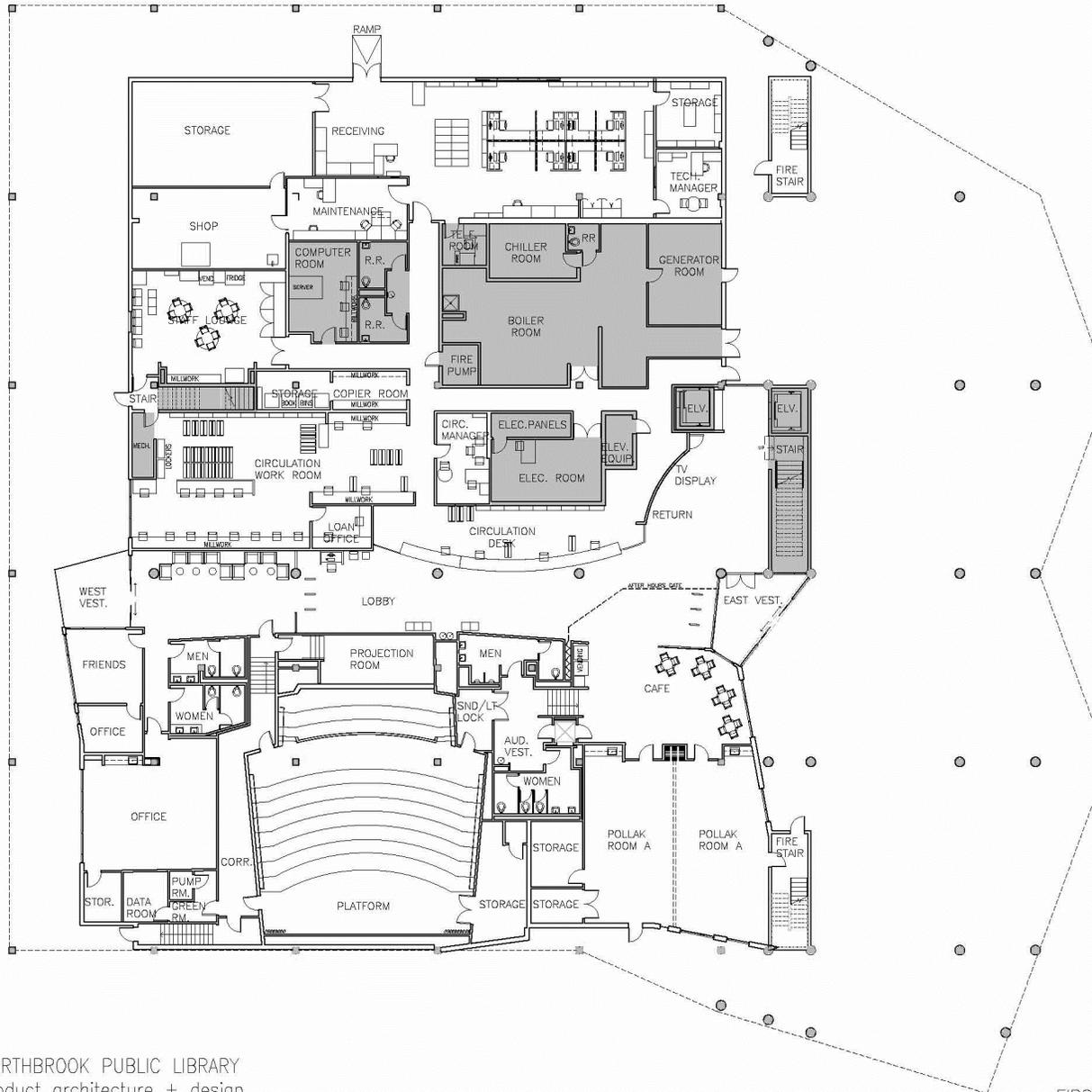
Project	Facility Plan approved in August 2019	Actual/Projected Project Costs as of July 2020	Cost Differences
Phone System	100,000.00	34,683.63	(65,316.37)
Technical Services & Maintenance Remodel	425,000.00	406,518.38	(18,481.62)
Study Room & Penthouse	675,000.00	624,234.25	(50,765.75)
Water Heater	3,000.00	2,480.00	(520.00)
Fire Sprinklers	20,000.00	18,955.57	(1,044.43)
Exterior Façade	1,000,000.00	777,400.00	(222,600.00)
RFID	215,000.00	215,835.50	835.50
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Lobby, Circulation Workroom & Staff Room Remodel	855,000.00	1,050,949.00	195,949.00
marketplace	340,000.00	170,000.00	(170,000.00)
Boiler Ventilation	30,000.00	73,850.00	43,850.00
Paving	211,382.15	212,398.00	1,015.85
			<u>(336,678.82)</u>

NORTHBROOK PUBLIC LIBRARY
BONDS PAYABLE
 4/30/2020

Year Ended April 30,	2012 B			2012 A			2013B			2019			TOTAL		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2020	33,500.00	2,040.00	35,540.00	35,471.00	1,892.64	37,363.64	190,000.00	265,500.00	455,500.00			0.00	258,971.00	269,432.64	528,403.64
2021	34,000.00	1,370.00	35,370.00	35,945.00	1,360.58	37,305.58	195,000.00	259,800.00	454,800.00	90,000.00	142,503.47	232,503.47	354,945.00	405,034.05	759,979.05
2022	34,500.00	690.00	35,190.00	36,577.00	731.54	37,308.54	205,000.00	252,000.00	457,000.00	100,000.00	128,750.00	228,750.00	376,077.00	382,171.54	758,248.54
2023							285,000.00	243,800.00	528,800.00	105,000.00	123,750.00	228,750.00	390,000.00	367,550.00	757,550.00
2024							295,000.00	232,400.00	527,400.00	115,000.00	118,500.00	233,500.00	410,000.00	350,900.00	760,900.00
2025							305,000.00	220,600.00	525,600.00	120,000.00	112,750.00	232,750.00	425,000.00	333,350.00	758,350.00
2026							320,000.00	208,400.00	528,400.00	125,000.00	106,750.00	231,750.00	445,000.00	315,150.00	760,150.00
2027							330,000.00	195,600.00	525,600.00	135,000.00	100,500.00	235,500.00	465,000.00	296,100.00	761,100.00
2028							345,000.00	182,400.00	527,400.00	135,000.00	93,750.00	228,750.00	480,000.00	276,150.00	756,150.00
2029							360,000.00	168,600.00	528,600.00	145,000.00	87,000.00	232,000.00	505,000.00	255,600.00	760,600.00
2030							375,000.00	154,200.00	529,200.00	145,000.00	82,650.00	227,650.00	520,000.00	236,850.00	756,850.00
2031							390,000.00	139,200.00	529,200.00	150,000.00	78,300.00	228,300.00	540,000.00	217,500.00	757,500.00
2032							405,000.00	122,625.00	527,625.00	155,000.00	73,800.00	228,800.00	560,000.00	196,425.00	756,425.00
2033							425,000.00	104,400.00	529,400.00	160,000.00	69,150.00	229,150.00	585,000.00	173,550.00	758,550.00
2034							445,000.00	85,275.00	530,275.00	165,000.00	64,350.00	229,350.00	610,000.00	149,625.00	759,625.00
2035							460,000.00	65,250.00	525,250.00	175,000.00	59,400.00	234,400.00	635,000.00	124,650.00	759,650.00
2036							485,000.00	44,550.00	529,550.00	175,000.00	54,150.00	229,150.00	660,000.00	98,700.00	758,700.00
2037							505,000.00	22,725.00	527,725.00	180,000.00	48,900.00	228,900.00	685,000.00	71,625.00	756,625.00
2038										715,000.00	43,500.00	758,500.00	715,000.00	43,500.00	758,500.00
2039										735,000.00	22,050.00	757,050.00	735,000.00	22,050.00	757,050.00
	102,000.00	4,100.00	106,100.00	107,993.00	3,984.76	111,977.76	6,320,000.00	2,967,325.00	9,287,325.00	3,825,000.00	1,610,503.47	5,435,503.47	10,354,993.00	4,585,913.23	14,940,906.23
			TRUE			TRUE			TRUE			TRUE			TRUE

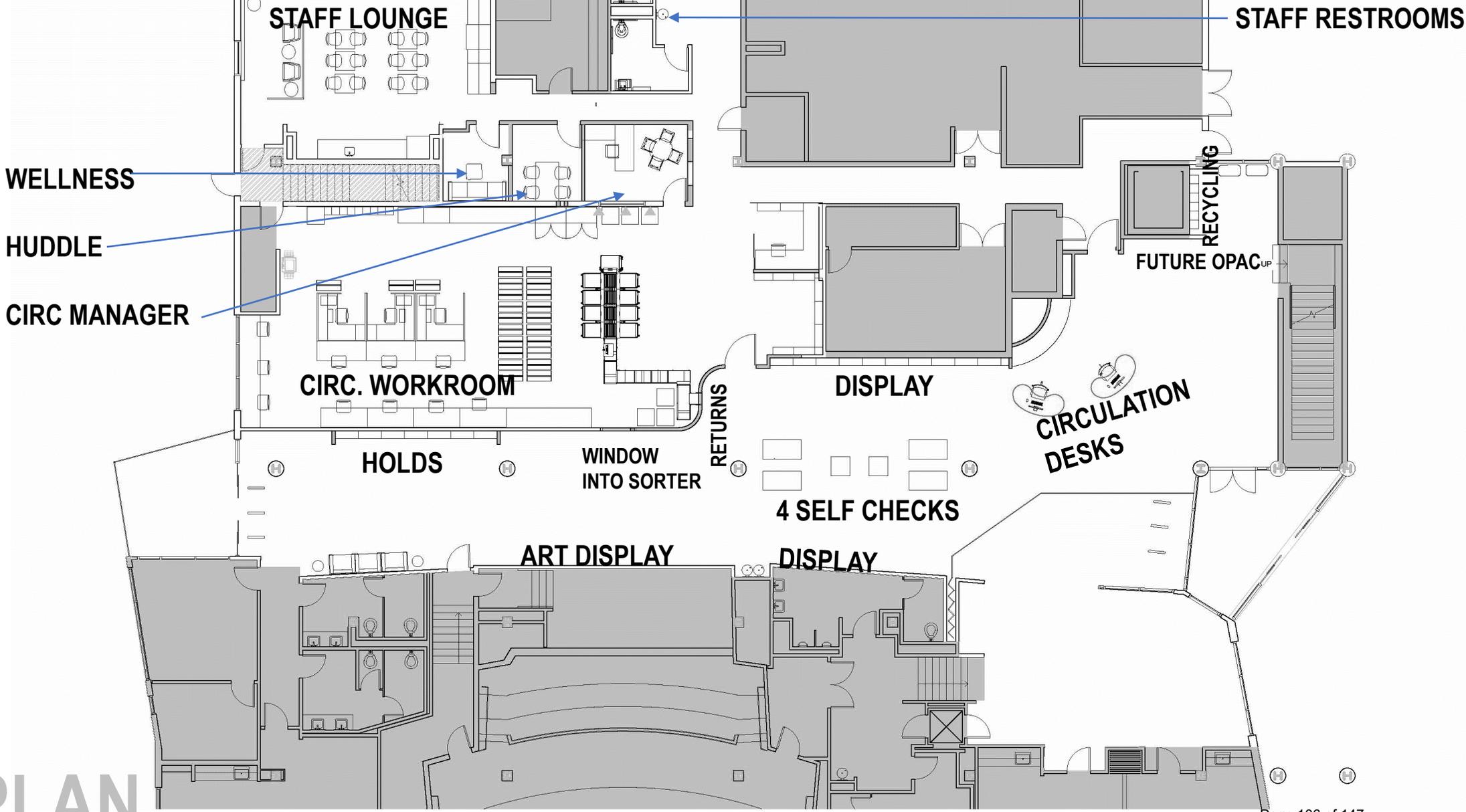
Northbrook Public Library RFID project

product architecture + design

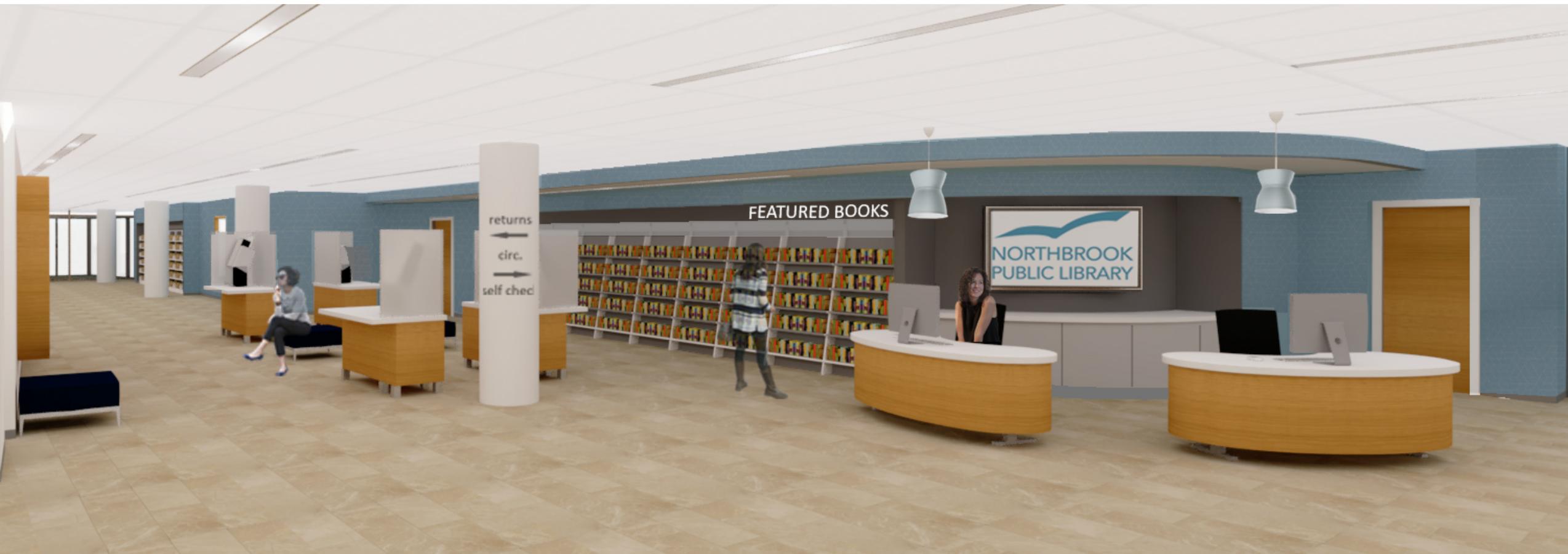


NORTHBROOK PUBLIC LIBRARY
 product architecture + design

FIRST FLOOR
EXISTING



NEW PLAN



View from east vestibule



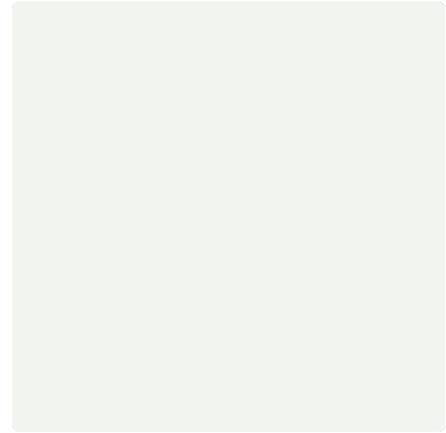
View of stairs



View from west vestibule



Wolf Gordon wallcovering – islington station



Paint colors

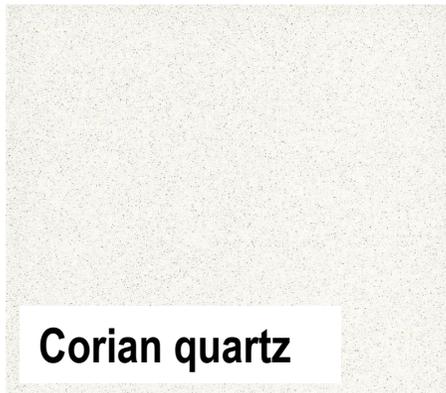
Estey shelving: artic white



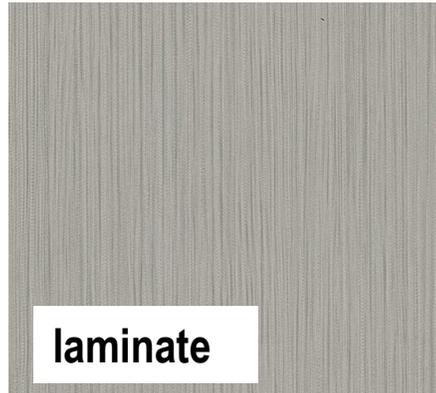
Armstrong vct: blue/gray



laminate



Corian quartz



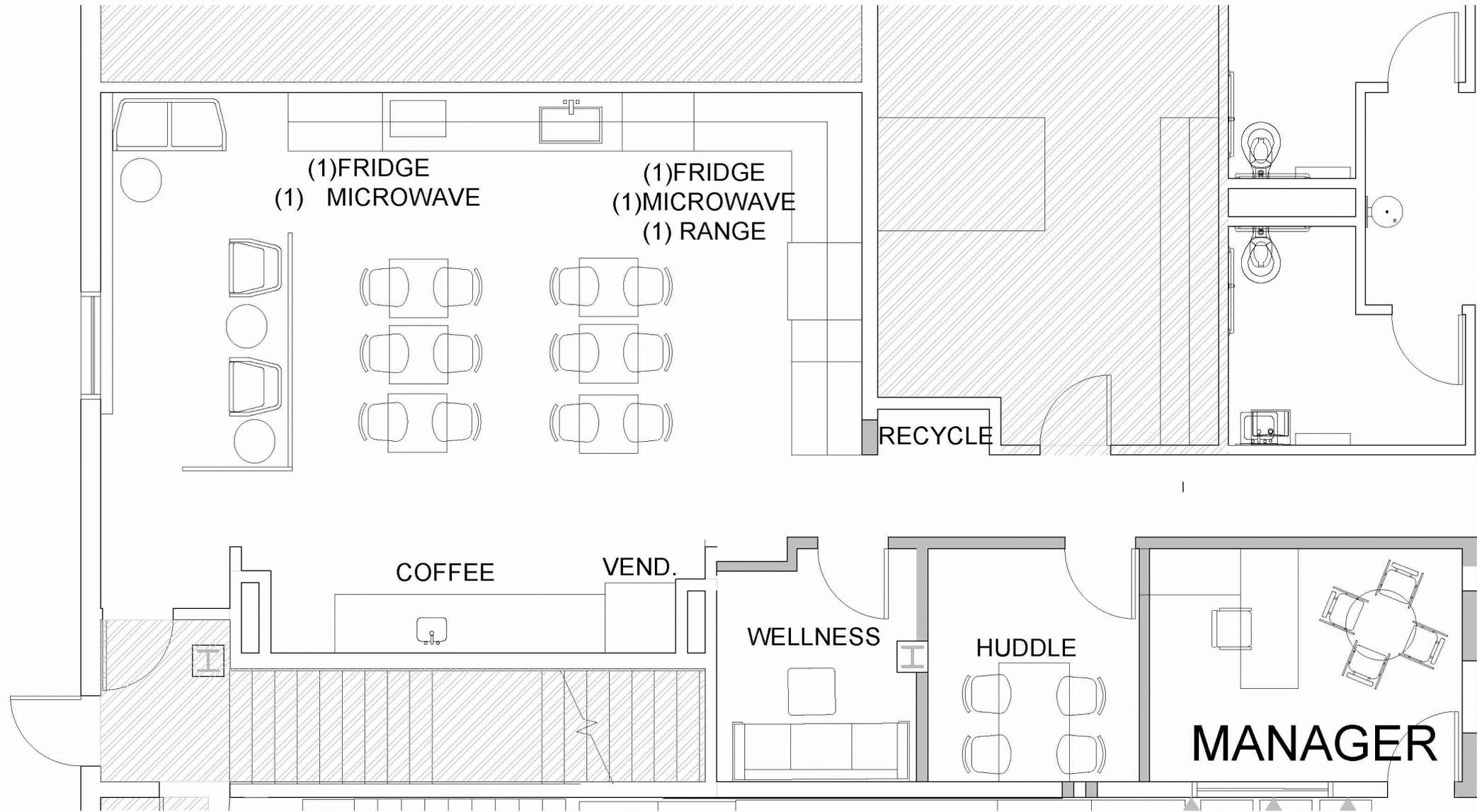
laminate

Millwork

LOBBY / CIRC MATERIALS



DISPLAY



STAFF LOUNGE



STAFF LOUNGE EXISTING



STAFF LOUNGE



STAFF LOUNGE EXISTING



STAFF LOUNGE



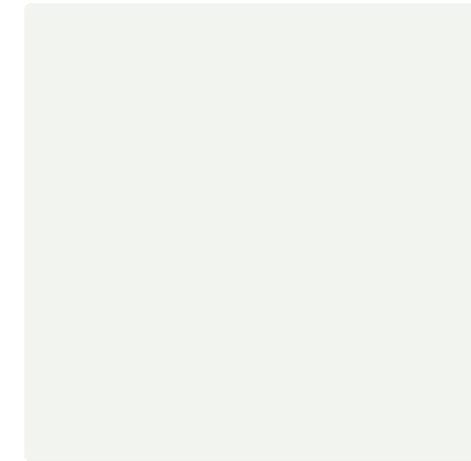
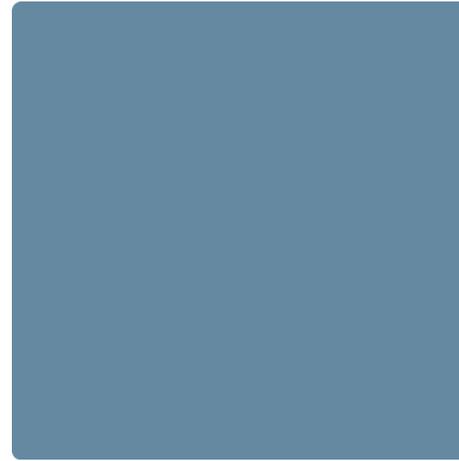
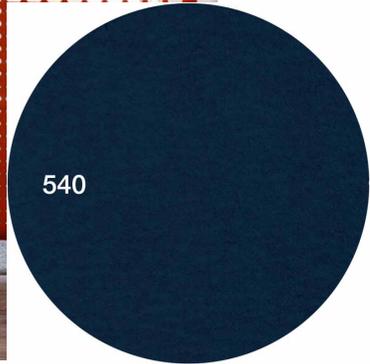
STAFF LOUNGE EXISTING



STAFF LOUNGE



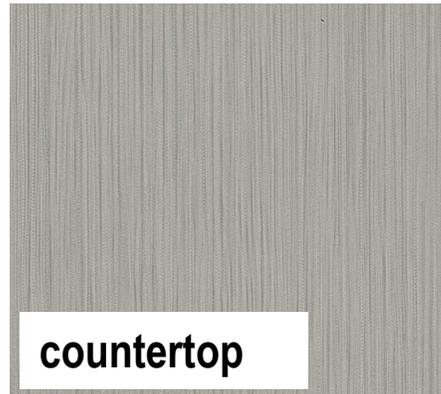
Filzfelt – hanging panel - ozean blue



Paint colors



cabinets



countertop

Millwork

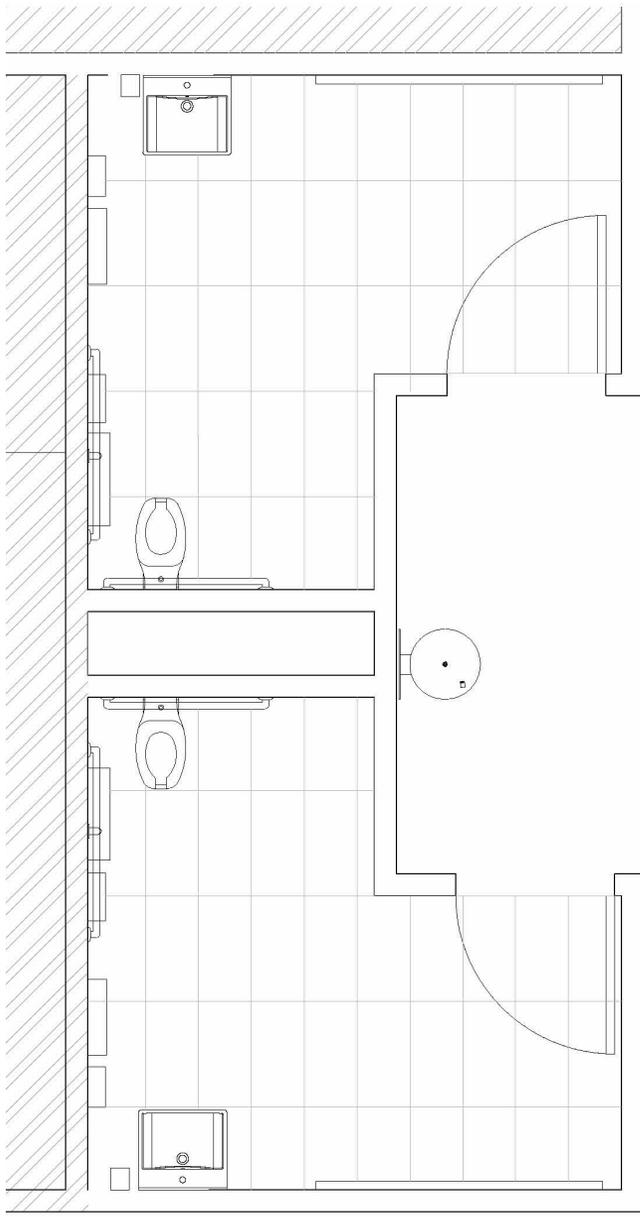


Kitchen backsplash



Coffee bar backsplash

STAFF LOUNGE MATERIALS



CROSSVILLE TILE – empire –empress silver

STAFF BATHROOMS

August 12, 2020

Kate Hall
Library Director
1201 Cedar Ln
Northbrook, IL 60062

**Re: Northbrook Public Library – RFID Project
1201 Cedar Ln
Northbrook, IL 60062**

Dear Ms. Hall

We are pleased to present a revised budget proposal for the RFID project located at 1201 Cedar Lane in Northbrook, IL. Our budgetary proposal is based on the Product Architecture + Design drawings dated 07.31.2020.

Please find the following attached information for your use:

- EXHIBIT A: Estimate Summary and Detail

Below are the budget breakout values for each section of the project:

- **RFID and Staff Workroom Renovations = \$728,429**
- **Staff Lounge Renovations = \$218,860**
- **Staff Restrooms Renovations = \$77,356**
- **Back Hallway Renovations = \$26,304**

Project Budget Total = \$1,050,949

The process of reviewing and responding to your feedback is a critical part of our budgeting efforts. We look forward to meeting with you to review this information in detail.

Please feel free to contact myself or LeeAnn McNamara should you have any questions regarding our proposal.

Sincerely,

PEPPER CONSTRUCTION COMPANY



Sean Scott
Project Manager

cc: LeeAnn McNamara/PCC

REVIEWED & APPROVED:

Owner / Owner Representative

Date

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
AAA	RFID and Staff Workroom	3,000	SF	\$ 538,429	\$ 179.48 / SF
AAB	RFID and Staff Workroom Furniture	3,000	SF	\$ 120,000	\$ 40.00 / SF
EEE	Architect/Engineer Fees	3,000	SF	\$ 70,000	\$ 23.33 / SF
Job Total				\$ 728,429	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job AAA	RFID and Staff Workroom	Area : 3,000	SF	
0150	Temporary Construction	8,706	2.90	
0242	Selective Demolition	23,400	7.80	
0610	Rough Carpentry	5,440	1.81	
0640	Architectural Woodwork	30,350	10.12	
0781	Spray-On Fireproofing	5,000	1.67	
0811	Doors, Frames, and Hardware	9,900	3.30	
0850	Glass and Glazing	4,500	1.50	
0929	Gypsum Drywall	39,555	13.18	
0930	Tiling	23,687	7.90	
0951	Acoustical Ceilings	20,020	6.67	
0968	Carpet	16,994	5.66	
0991	Painting	25,862	8.62	
2100	Fire Protection	3,000	1.00	
2300	HVAC	9,750	3.25	
2500	Integrated Automation	7,500	2.50	
2600	Electrical	62,810	20.94	
2690	Fire Alarm	9,000	3.00	
2720	Data Communications	13,750	4.58	
2820	Security	0	0.00	EXCLUDED
8100	Hoisting	0	0.00	EXCLUDED
8110	Permits & Fees	0	0.00	BY OWNER
8140	Final Cleaning	0	0.00	EXCLUDED
9100	Management Reimbursables	93,355	31.12	
9200	Construction Reimbursables	33,106	11.04	
9300	Preconstruction Services	15,000	5.00	
Sub Job AAA Subtotal		460,685		
	Contingency (10 %)	46,069		
	Builders Risk (.09 %)	456		
	General Liability Insurance (1.1 %)	5,579		
	Fee (5 %)	25,639		
Sub Job AAA Total		538,429	179.48/ SF	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	AAA						Area :	3,000
							SF	
0150	Temporary Construction							
0150.110	Temporary Protection Material	1	LS	7,000.00	7,000		Visqueen, Masonite, and Corex - Protection and Dust Barriers at Main Lobby	
0150.120	Temporary Protection Labor	2	MD	852.96	1,706			
	0150 Total					8,706		2.90
0242	Selective Demolition							
0242.000	Demolition	20	MD	1,170.00	23,400			
	0242 Total					23,400		7.80
0610	Rough Carpentry							
0610.000	Install DFH - NWH	5	EA	460.00	2,300		For Bath Accessories and Millwork Items	
0610.540	Install Hollow Metal Window Frames	7	EA	200.00	1,400			
0610.550	Install Misc. In-Wall Blocking	58	LF	30.00	1,740			
	0610 Total					5,440		1.81
0640	Architectural Woodwork							
0640.130	F&I PLAM Base Cabinets - Circ Desk Credenza	12	LF	300.00	3,600			
0641.130	F&I Solid Surface Countertop - Circ Desk Credenza	12	LF	450.00	5,400			
0641.200	F&I New Books Display Shelving	17	LF	550.00	9,350			
0641.220	F&I Self-Check Millwork	1	LS	12,000.00	12,000			
	0640 Total					30,350	10.12	
0781	Spray-On Fireproofing							
0781.000	Spray-On Fireproofing (Patching)	1	LS	5,000.00	5,000		Allowance	
	0781 Total					5,000	1.67	
0811	Doors, Frames, and Hardware							
0811.000	Furnish Doors - Building Standard	5	EA	350.00	1,750			
0811.020	Furnish Hardware Set	5	EA	450.00	2,250			
0811.131	Furnish Hollow Metal Door Frames	5	EA	800.00	4,000			
0811.160	Furnish Hollow Metal Window Frames	2	EA	950.00	1,900			
	0811 Total					9,900	3.30	
0850	Glass and Glazing							
0850.030	F&I Glass Fronts Set in Hollow Metal Framing	12	LF	375.00	4,500			
	0850 Total					4,500	1.50	

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Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
0929	Gypsum Drywall						
0929.100	Drywall Patching at Window Frame	10	LF	75.00	750		
0929.150	Demo Scar Patching Allowance	1	LS	7,500.00	7,500		
0929.200	F&I Curved Partition	25	LF	295.00	7,375		
0929.250	F&I Furred Curved Partition	45	LF	97.00	4,365		
0929.300	F&I Typical Drywall Partition	125	LF	145.00	18,125		
0929.400	F&I Drywall Soffit	12	LF	120.00	1,440		
	0929 Total				39,555	13.18	
0930	Tiling						
0930.130	F&I Porcelain Lobby Tile	897	SF	21.00	18,837		Includes Tile Patching for Added Electrical
0930.131	F&I Porcelain Lobby Tile Base	160	LF	6.25	1,000		
0930.190	Waterproofing of Floor Tile	900	SF	1.50	1,350		
0930.230	Tile Floor Prep.	1	LS	2,500.00	2,500		
	0930 Total				23,687	7.90	
0951	Acoustical Ceilings						
0951.130	F&I 2x2 Acoustical Tiles and Grid	922	SF	10.00	9,220		
0951.134	F&I Acoustical Ceilings in Lobby	900	SF	12.00	10,800		
	0951 Total				20,020	6.67	
0968	Carpet						
0968.000	F&I Carpet	320	SY	40.00	12,800		
0968.100	Floor Prep at Carpeted Areas	2,500	SF	1.50	3,750		
0968.130	F&I Vinyl Wall Base	240	LF	1.85	444		
	0968 Total				16,994	5.66	
0991	Painting						
0991.000	Paint Walls	3,500	SF	1.25	4,375		Figured \$45/YD Allowance
0991.130	Paint Hollow Metal Doors/Frames	7	EA	350.00	2,450		
0991.230	Remove Wallcovering and Patch Walls	215	SF	7.00	1,505		
0991.240	F&I New Wallcovering	152	SY	66.00	10,032		
0991.250	Paint Touch-Up Allowance	1	LS	7,500.00	7,500		
	0991 Total				25,862	8.62	
2100	Fire Protection						
2100.000	Relocate or Install New Sprinkler Heads	12	EA	250.00	3,000		
	2100 Total				3,000	1.00	
2300	HVAC						
2300.000	F&I Registers, Grilles, and Diffusers	10	EA	500.00	5,000		
2304.200	T&B System	3,000	SF	0.75	2,250		
2304.300	HVAC Demo	1	LS	2,500.00	2,500		
	2300 Total				9,750	3.25	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
2500	Integrated Automation						
2500.000	Integrated Automation	3,000	SF	2.50	7,500		
	2500 Total				7,500	2.50	
2600	Electrical						
2600.100	F&I Undercabinet Lighting	56	LF	55.00	3,080		
2600.102	F&I Wall Washer Fixture	5	LF	750.00	3,750		
2600.200	F&I 2x4 Fixtures	15	EA	350.00	5,250		
2600.500	F&I Linear Fixtures	4	EA	1,000.00	4,000		
2600.510	F&I Downlight Fixtures	6	EA	355.00	2,130		
2600.520	F&I Lobby Decorative Linears	2	EA	2,500.00	5,000		
2600.540	Electrical Demo / Make-Safe	1	LS	2,500.00	2,500		
2601.505	Lighting Controls	4,000	SF	2.50	10,000		
2605.190	F&I Duplex Outlets	23	EA	300.00	6,900		
2605.260	Temp Power and Lighting	1	LS	2,500.00	2,500		
2605.290	Trench Floor and Backfill	50	LF	300.00	15,000		
2605.330	F&I Floor Boxes	9	EA	300.00	2,700		
	2600 Total				62,810	20.94	
2690	Fire Alarm						
2690.000	Fire Alarm Allowance	4,000	SF	2.25	9,000		
	2690 Total				9,000	3.00	
2720	Data Communications						
2720.000	F&I Data Drops	25	EA	550.00	13,750		
	2720 Total				13,750	4.58	
2820	Security						
2820.000	Security	1	LS	0.00	0		
	2820 Total				0	0.00	
8100	Hoisting						
8100.000	Hoisting	1	LS	0.00	0		
	8100 Total				0	0.00	
8110	Permits & Fees						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	8110 Total				0	0.00	
8140	Final Cleaning						
8140.000	Final Cleaning	0	LS	0.00	0		
	8140 Total				0	0.00	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
9100	Management Reimbursables						
9101.030	Project Executive	9	WK	1,282.56	11,543		1 MD/WK
9101.040	Project Manager	9	WK	2,991.12	26,920		3 MD/WK
9101.090	Project Foreman	9	WK	5,894.80	53,053		Full-Time
9102.020	Accountant	3	MO	612.88	1,839		8 HR/MO
	9100 Total				93,355	31.12	
9200	Construction Reimbursables						
9202.010	Small Tool Purchase	9	WK	200.00	1,800		
9205.000	General Equipment	9	WK	150.00	1,350		
9205.010	Clean-up Materials	9	WK	100.00	900		
9206.000	General Clean-Up	9	WK	2,778.48	25,006		1 Laborer - 3 MD/WK
9206.070	Dumpsters	9	EA	450.00	4,050		
	9200 Total				33,106	11.04	
9300	Preconstruction Services						
9300.000	Preconstruction Services	1	LS	15,000.00	15,000		
	9300 Total				15,000	5.00	
	AAA Subtotal				460,685		
	9920 Contingency (10 %)				46,069		
	9950 Builders Risk (.09 %)				456		
	9900 General Liability Insurance (1.1 %)				5,579		
	9940 Fee (5 %)				25,639		
	AAA Total				538,429	179.48	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	AAB	RFID and Staff Workroom Furniture		
		Area :	3,000	SF
1250	Furniture	120,000	40.00	
Sub Job AAB Subtotal		120,000		

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	AAB	RFID and Staff Workroom Furniture				Area :	3,000	SF
1250	Furniture							
1250.000	Furniture	1	LS	120,000.0	120,000			
	1250 Total				120,000	40.00		
				AAB Total	120,000	40.00		

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Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	EEE Architect/Engineer Fees	Area : 3,000	SF	
9930	Architect/Engineer Fees	70,000	23.33	
Sub Job	EEE Subtotal	70,000		

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - RFID and Staff Workroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	EEE	Architect/Engineer Fees				Area : 3,000		SF
9930	Architect/Engineer Fees							
9930.000	Architect/Engineer Fee	1	LS	70,000.00	70,000			
	9930 Total				70,000	23.33		
				EEE Total	70,000	23.33		

Comments :

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Lounge Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	BBB Staff Lounge	Area : 1,000	SF	
0150	Temporary Construction	1,853	1.85	
0242	Selective Demolition	5,850	5.85	
0610	Rough Carpentry	3,060	3.06	
0640	Architectural Woodwork	35,900	35.90	
0929	Gypsum Drywall	4,000	4.00	
0930	Tiling	6,300	6.30	
0951	Acoustical Ceilings	7,700	7.70	
0965	Resilient Flooring	6,016	6.02	
0991	Painting	1,200	1.20	
1131	Appliances	7,825	7.82	
2200	Plumbing	52,000	52.00	
2300	HVAC	4,720	4.72	
2500	Integrated Automation	2,500	2.50	
2600	Electrical	17,681	17.68	
2690	Fire Alarm	2,250	2.25	
2820	Security	0	0.00	EXCLUDED
8100	Hoisting	0	0.00	EXCLUDED
8110	Permits & Fees	0	0.00	BY OWNER
8140	Final Cleaning	0	0.00	EXCLUDED
9100	Management Reimbursables	20,950	20.95	
9200	Construction Reimbursables	7,357	7.36	
9300	Preconstruction Services	0	0.00	
Sub Job BBB Subtotal		187,162		
	Builders Risk (.09 %)	168		
	General Liability Insurance (1.1 %)	2,061		
	Fee (5 %)	9,470		
Sub Job BBB Total		198,860	198.86/ SF	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Lounge Renovations ;

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	BBB						Area : 1,000	SF
0150	Temporary Construction							
0150.110	Temporary Protection Material	1	LS	1,000.00	1,000		Visqueen, Masonite, and Corex - Protection and Dust Barriers at Main Lobby	
0150.120	Temporary Protection Labor	1	MD	852.96	853			
0150 Total					1,853	1.85		
0242	Selective Demolition							
0242.000	Demolition	5	MD	1,170.00	5,850			
0242 Total					5,850	5.85		
0610	Rough Carpentry							
0610.550	Install Misc. In-Wall Blocking	102	LF	30.00	3,060		For Bath Accessories and Millwork Items	
0610 Total					3,060	3.06		
0640	Architectural Woodwork							
0640.000	F&I PLAM Countertop	36	LF	175.00	6,300			
0640.130	F&I PLAM Base Cabinets	36	LF	300.00	10,800			
0640.200	F&I PLAM Upper Cabinets	34	LF	250.00	8,500			
0641.000	F&I Tall Cabinets	2	LF	750.00	1,500			
0641.160	F&I Turf Screen	11	LF	800.00	8,800			
0640 Total					35,900	35.90		
0929	Gypsum Drywall							
0929.350	F&I Tile Backer at Tile Walls	400	SF	10.00	4,000			
0929 Total					4,000	4.00		
0930	Tiling							
0930.000	F&I Tile Backsplash	210	SF	30.00	6,300			
0930 Total					6,300	6.30		
0951	Acoustical Ceilings							
0951.130	F&I 2x2 Acoustical Tiles and Grid	770	SF	10.00	7,700			
0951 Total					7,700	7.70		
0965	Resilient Flooring							
0965.000	F&I Vinyl Wall Base	130	LF	1.85	240			
0965.010	F&I LVT	770	SF	6.00	4,620			
0965.131	Floor Prep. Allowance	770	SF	1.50	1,155			
0965 Total					6,016	6.02		
0991	Painting							
0991.000	Paint Walls	960	SF	1.25	1,200			
0991 Total					1,200	1.20		

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Lounge Renovations Northbrook Library Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
1131	Appliances						
1131.000	Appliances						
1131.000.01	Refrigerator	2	EA	2,700.00	5,400		
1131.000.02	Microwaves	1	EA	475.00	475		
1131.000.03	Dishwasher	1	EA	750.00	750		
1131.000.04	Range	1	EA	1,200.00	1,200		
	1131 Total				7,825	7.82	
2200	Plumbing						
2200.000	F&I Single Undermount Sinks	3	EA	12,000.00	36,000		New water supply, waste, and vent
2201.000	F&I Water Connections	4	EA	1,200.00	4,800		
2201.080	Sawcutting and Patching for New Drain Lines	1	LS	10,000.00	10,000		
2202.000	Plumbing Disconnects and Demo	1	LS	1,200.00	1,200		
	2200 Total				52,000	52.00	
2300	HVAC						
2304.200	T&B System	1,000	SF	0.75	750		
2305.100	F&I Exhaust Fans	1	EA	1,000.00	1,000		
2305.290	Demo Radiant Heat	22	LF	135.00	2,970		
	2300 Total				4,720	4.72	
2500	Integrated Automation						
2500.000	Integrated Automation	1,000	SF	2.50	2,500		
	2500 Total				2,500	2.50	
2600	Electrical						
2600.000	F&I 4x4 Fixtures	3	EA	1,500.00	4,500		
2600.100	F&I Undercabinet Lighting	56	LF	55.00	3,080		
2600.510	F&I Downlight Fixtures	3	EA	355.00	1,065		
2600.540	Electrical Demo / Make-Safe	1	LS	1,250.00	1,250		
2601.505	Lighting Controls	1,000	SF	2.50	2,500		
2601.508	F&I GFCI Outlet	7	EA	250.00	1,750		
2605.191	Appliance Connections	4	EA	450.00	1,800		
2605.290	Trench Floor and Backfill	5	LF	227.27	1,136		
2605.330	F&I Floor Boxes	2	EA	300.00	600		
	2600 Total				17,681	17.68	
2690	Fire Alarm						
2690.000	Fire Alarm Allowance	1,000	SF	2.25	2,250		
	2690 Total				2,250	2.25	
2820	Security						
2820.000	Security	1	LS	0.00	0		
	2820 Total				0	0.00	

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Northbrook Public Library - Staff Lounge Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
8100	Hoisting						
8100.000	Hoisting	1	LS	0.00	0		
	8100 Total				0	0.00	
8110	Permits & Fees						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	8110 Total				0	0.00	
8140	Final Cleaning						
8140.000	Final Cleaning	0	LS	0.00	0		
	8140 Total				0	0.00	
9100	Management Reimbursables						
9101.030	Project Executive	2	WK	1,282.56	2,565		1 MD/WK
9101.040	Project Manager	2	WK	2,991.12	5,982		3 MD/WK
9101.090	Project Foreman	2	WK	5,894.80	11,790		Full-Time
9102.020	Accountant	1	MO	612.88	613		8 HR/MO
	9100 Total				20,950	20.95	
9200	Construction Reimbursables						
9202.010	Small Tool Purchase	2	WK	200.00	400		
9205.000	General Equipment	2	WK	150.00	300		
9205.010	Clean-up Materials	2	WK	100.00	200		
9206.000	General Clean-Up	2	WK	2,778.48	5,557		1 Laborer - 3 MD/WK
9206.070	Dumpsters	2	EA	450.00	900		
	9200 Total				7,357	7.36	
9300	Preconstruction Services						
9300.000	Preconstruction Services	1	LS	0.00	0		
	9300 Total				0	0.00	
	BBB Subtotal				187,162		
	9950 Builders Risk (.09 %)				168		
	9900 General Liability Insurance (1.1 %)				2,061		
	9940 Fee (5 %)				9,470		
	BBB Total				198,860	198.86	

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Northbrook Public Library - Staff Lounge Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job BBC	Staff Lounge Furniture	Area : 1,000	SF	
1250	Furniture	20,000	20.00	
Sub Job BBC Subtotal		20,000		

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Lounge Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	BBC	Staff Lounge Furniture				Area :	1,000 SF
1250	Furniture						
1250.000	Furniture	1	LS	20,000.00	20,000		
	1250 Total				20,000	20.00	
			BBC Total		20,000	20.00	

Comments :

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Restroom Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
CCC	Staff Restrooms	500	SF	\$ 77,356	\$ 154.71 / SF
		Job Total		\$ 77,356	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Restroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	CCC	Staff Restrooms	Area : 500	SF
0150	Temporary Construction	1,853	3.71	
0242	Selective Demolition	3,510	7.02	
0610	Rough Carpentry	1,636	3.27	
0929	Gypsum Drywall	3,000	6.00	
0930	Tiling	8,300	16.60	
0991	Painting	1,201	2.40	
1028	Bath Accessories	4,250	8.50	
2200	Plumbing	10,000	20.00	
2300	HVAC	2,000	4.00	
2600	Electrical	2,130	4.26	
2820	Security	0	0.00	EXCLUDED
8100	Hoisting	0	0.00	EXCLUDED
8110	Permits & Fees	0	0.00	BY OWNER
8140	Final Cleaning	0	0.00	EXCLUDED
9100	Management Reimbursables	20,950	41.90	
9200	Construction Reimbursables	7,357	14.71	
Sub Job CCC Subtotal		66,187		
	Contingency (10 %)	6,619		
	Builders Risk (.09 %)	66		
	General Liability Insurance (1.1 %)	802		
	Fee (5 %)	3,684		
Sub Job CCC Total		77,356	154.71/ SF	

Please note that Line Items are not guaranteed. They are presented for information only.

Northbrook Public Library - Staff Restroom Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	CCC	Staff Restrooms				Area : 500 SF	
0150	Temporary Construction						
0150.110	Temporary Protection Material	1	LS	1,000.00	1,000		Visqueen, Masonite, and Corex - Protection and Dust Barriers at Main Lobby
0150.120	Temporary Protection Labor	1	MD	852.96	853		
	0150 Total				1,853	3.71	
0242	Selective Demolition						
0242.000	Demolition	3	MD	1,170.00	3,510		
	0242 Total				3,510	7.02	
0610	Rough Carpentry						
0610.550	Install Misc. In-Wall Blocking	20	LF	30.00	600		For Bath Accessories and Millwork Items
0610.560	Install Bath Accessories	2	MD	518.00	1,036		
	0610 Total				1,636	3.27	
0929	Gypsum Drywall						
0929.350	F&I Tile Backer at Tile Walls	300	SF	10.00	3,000		
	0929 Total				3,000	6.00	
0930	Tiling						
0930.132	F&I Wall Tile in Restrooms	300	SF	15.00	4,500		At Wet Walls
0930.133	F&I Floor Tile in Restrooms	200	SF	15.00	3,000		
0930.190	Waterproofing of Floor Tile	200	SF	1.50	300		
0930.230	Tile Floor Prep.	1	LS	500.00	500		
	0930 Total				8,300	16.60	
0991	Painting						
0991.000	Paint Walls	1	LS	1,201.25	1,201		
	0991 Total				1,201	2.40	
1028	Bath Accessories						
1028.000	Furnish Grab Bars	6	EA	75.00	450		
1028.130	Furnish Toilet Paper Dispenser	2	EA	125.00	250		
1028.131	Furnish Paper Towel / Waste Dispenser	2	EA	500.00	1,000		
1028.160	Furnish Hand Dryer	2	EA	950.00	1,900		
1028.191	Furnish Wall-Mount Soap Dispensers	2	EA	75.00	150		
1028.195	Furnish Adult Changing Tables	2	EA	250.00	500		
	1028 Total				4,250	8.50	
2200	Plumbing						
2201.040	F&I Restroom Sinks	2	EA	2,500.00	5,000		Re-Use Existing Rough-Ins
2201.060	F&I Restroom Toilets	2	EA	2,500.00	5,000		Re-Use Existing Rough-Ins
	2200 Total				10,000	20.00	

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Northbrook Public Library - Staff Restroom Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
2300	HVAC						
2305.100	F&I Exhaust Fans	2	EA	1,000.00	2,000		
	2300 Total				2,000	4.00	
2600	Electrical						
2600.510	F&I Downlight Fixtures	6	EA	355.00	2,130		
	2600 Total				2,130	4.26	
2820	Security						
2820.000	Security	1	LS	0.00	0		
	2820 Total				0	0.00	
8100	Hoisting						
8100.000	Hoisting	1	LS	0.00	0		
	8100 Total				0	0.00	
8110	Permits & Fees						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	8110 Total				0	0.00	
8140	Final Cleaning						
8140.000	Final Cleaning	0	LS	0.00	0		
	8140 Total				0	0.00	
9100	Management Reimbursables						
9101.030	Project Executive	2	WK	1,282.56	2,565		1 MD/WK
9101.040	Project Manager	2	WK	2,991.12	5,982		3 MD/WK
9101.090	Project Foreman	2	WK	5,894.80	11,790		Full-Time
9102.020	Accountant	1	MO	612.88	613		8 HR/MO
	9100 Total				20,950	41.90	
9200	Construction Reimbursables						
9202.010	Small Tool Purchase	2	WK	200.00	400		
9205.000	General Equipment	2	WK	150.00	300		
9205.010	Clean-up Materials	2	WK	100.00	200		
9206.000	General Clean-Up	2	WK	2,778.48	5,557		1 Laborer - 3 MD/WK
9206.070	Dumpsters	2	EA	450.00	900		
	9200 Total				7,357	14.71	
	CCC Subtotal				66,187		
	9920 Contingency (10 %)				6,619		
	9950 Builders Risk (.09 %)				66		
	9900 General Liability Insurance (1.1 %)				802		
	9940 Fee (5 %)				3,684		
	CCC Total				77,356	154.71	

Comments :

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Northbrook Public Library - Back Hallway Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
DDD	Back Hallway	900	SF	\$ 26,304	\$ 29.23 / SF
		Job Total		\$ 26,304	

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Northbrook Public Library - Back Hallway Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	DDD Back Hallway	Area : 900	SF	
0150	Temporary Construction	1,853	2.06	
0242	Selective Demolition	2,340	2.60	
0965	Resilient Flooring	3,854	4.28	
2820	Security	0	0.00	EXCLUDED
8100	Hoisting	0	0.00	EXCLUDED
8110	Permits & Fees	0	0.00	BY OWNER
8140	Final Cleaning	0	0.00	EXCLUDED
9100	Management Reimbursables	10,781	11.98	
9200	Construction Reimbursables	3,678	4.09	
Sub Job DDD Subtotal		22,506		
	Contingency (10 %)	2,251		
	Builders Risk (.09 %)	22		
	General Liability Insurance (1.1 %)	273		
	Fee (5 %)	1,253		
Sub Job DDD Total		26,304	29.23/ SF	

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Northbrook Public Library - Back Hallway Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	DDD	Back Hallway				Area :	900 SF
0150	Temporary Construction						
0150.110	Temporary Protection Material	1	LS	1,000.00	1,000		Visqueen, Masonite, and Corex - Protection and Dust Barriers at Main Lobby
0150.120	Temporary Protection Labor	1	MD	852.96	853		
	0150 Total				1,853	2.06	
0242	Selective Demolition						
0242.000	Demolition	2	MD	1,170.00	2,340		
	0242 Total				2,340	2.60	
0965	Resilient Flooring						
0965.000	F&I Vinyl Wall Base	310	LF	1.85	574		
0965.130	F&I VCT	820	SF	2.50	2,050		
0965.131	Floor Prep. Allowance	820	SF	1.50	1,230		
	0965 Total				3,854	4.28	
2820	Security						
2820.000	Security	1	LS	0.00	0		
	2820 Total				0	0.00	
8100	Hoisting						
8100.000	Hoisting	1	LS	0.00	0		
	8100 Total				0	0.00	
8110	Permits & Fees						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	8110 Total				0	0.00	
8140	Final Cleaning						
8140.000	Final Cleaning	0	LS	0.00	0		
	8140 Total				0	0.00	
9100	Management Reimbursables						
9101.030	Project Executive	1	WK	1,282.56	1,283		1 MD/WK
9101.040	Project Manager	1	WK	2,991.12	2,991		3 MD/WK
9101.090	Project Foreman	1	WK	5,894.80	5,895		Full-Time
9102.020	Accountant	1	MO	612.88	613		8 HR/MO
	9100 Total				10,781	11.98	
9200	Construction Reimbursables						
9202.010	Small Tool Purchase	1	WK	200.00	200		
9205.000	General Equipment	1	WK	150.00	150		
9205.010	Clean-up Materials	1	WK	100.00	100		
9206.000	General Clean-Up	1	WK	2,778.48	2,778		1 Laborer - 3 MD/WK
9206.070	Dumpsters	1	EA	450.00	450		
	9200 Total				3,678	4.09	

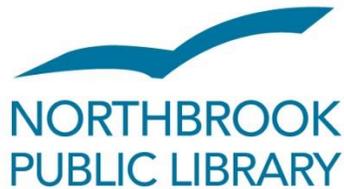
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Northbrook Public Library - Back Hallway Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
	DDD Subtotal				22,506		
	9920 Contingency (10 %)				2,251		
	9950 Builders Risk (.09 %)				22		
	9900 General Liability Insurance (1.1 %)				273		
	9940 Fee (5 %)				1,253		
	DDD Total				26,304	29.23	

Comments :

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Memorandum

DATE: August 10, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Equity, Diversity, & Inclusion (EDI) Initiatives

As previously mentioned, we are going to be ramping up our EDI efforts. One of our core values is inclusion and we want to increase our efforts around this value.

While we already offer many programs around social justice issues often in partnership with RAIN (Racial Awareness in the Northshore), we want to look inward and see what changes should be made in our organization. We have done training and education on EDI topics including accessibility presentations, implicit bias training, and others, but recognize we need to be more thoughtful in our approach to this topic.

When talking about EDI efforts, we are focusing on several different groups:

- BIPOC (Black, Indigenous, People of Color)
- LGBTQIA (lesbian, gay, bisexual, trans, queer/questioning, intersex, asexual)
- Immigrants

We have started a committee made of staff from throughout the library chaired by Maggie Thomann and Summer Kosuge. We acknowledge that this will be a long process and have already identified some areas that we will need to focus on:

- Staff training and awareness building
- Collections
- HR
- Community programs
- Policies, Procedures, Processes
- Marketing

We recognize that we are not experts in this field and will be looking for outside help to guide us through a process that will help us emerge stronger and more inclusive. I do not have any timelines yet, but will provide the board updates on what we are doing as we go.

I look forward to your thoughts on how we can improve and what other steps you would like to see us taking around this topic and what actions, if any, the board would like to take around this topic.