

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES  
1201 Cedar Ln., Northbrook, IL 60062  
Regular Monthly Meeting Agenda  
February 20, 2020 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Approval of Minutes – Mr. Carlos M. Früm
  - 4.1 Regular Session Minutes – January 16, 2020
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Jami Xu
  - 6.1 Review Monthly Financial Statements
  - 6.2 Approve Bills and Charges from January, 2020
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
- 11 New Business
  - 11.1 RFID Bid Presentation
  - 11.2 FY21 Draft Budget
  - 11.3 Employee Handbook Update
  - 11.4 Boiler Ventilation Bid Presentation
  - 11.5 Belmont Trading Class 6B Request
  - 11.6 Closed Session
- 12 Agenda Building
- 13 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  
1/31/2020**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	6,557,496.43	75,308.26	562,330.68	6,070,474.01
	Restricted	275,141.77	761.12	3,715.89	272,187.00
	IMRF	580,496.63		32,924.08	547,572.55
	Fica	163,908.77		23,356.79	140,551.98
	<b>Total Operating</b>	<b>\$ 7,577,043.60</b>	<b>\$ 76,069.38</b>	<b>\$ 622,327.44</b>	<b>\$ 7,030,785.54</b>
<b><u>Capital Improvement</u></b>		<b>\$ 5,828,987.93</b>	<b>\$ 7,195.21</b>	<b>\$ 57,627.73</b>	<b>\$ 5,778,555.41</b>
<b><u>Debt Service</u></b>		<b>\$ 9,045.58</b>	<b>\$ 0.79</b>	<b>\$ 3,623.56</b>	<b>\$ 5,422.81</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	353,987.66	(641.47)	337.15
ProPay		-	-
PayPal	3,200.63	-	-
GSB - Money Market	225,621.01	-	-
Fifth Third - Checking/Money Market	6,445,830.68	5,275,432.08	-
Certificates of Deposit (detail below)	-	502,666.73	5,045.36
US Bancorp	656.28	509.15	
IMET	694.28	588.92	40.30
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 7,030,785.54</b>	<b>\$5,778,555.41</b>	<b>\$ 5,422.81</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NB&T - 16808	<u>\$ 502,666.73</u>	06/25/20	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NB&T - 16829	<u>\$ 5,045.36</u>	07/13/20	0.250%	365

NB&T = Northbrook Bank & Trust

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

Northbrook Public Library  
Income Statement  
1/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$7,282.71	\$0.00	\$7,032,695.87	\$7,314,966.25	\$7,329,000.00	99.81%
Replacement Tax	\$0.00	\$0.00	\$48,237.02	\$59,463.32	\$100,000.00	59.46%
Impact Fees	\$289.85	\$248.40	\$3,678.10	\$2,442.85	\$0.00	0.00%
Fines, Fees & Rentals	\$3,218.48	\$4,903.39	\$42,139.70	\$44,094.68	\$50,000.00	88.19%
Interest Income	\$9,720.92	\$8,950.61	\$93,098.12	\$114,053.10	\$50,000.00	228.11%
Other Income	\$304.14	\$228.24	\$2,966.95	\$11,552.05	\$100,000.00	11.55%
<b>Total Undesignated Revenue</b>	<b>\$20,816.10</b>	<b>\$14,330.64</b>	<b>\$7,222,815.76</b>	<b>\$7,546,572.25</b>	<b>\$7,629,000.00</b>	<b>98.92%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$7,071.59	\$703.69	\$76,939.55	\$89,481.78	\$100,000.00	89.48%
Designated Interest Income	\$47.76	\$57.43	\$294.11	\$468.58	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$7,119.35</b>	<b>\$761.12</b>	<b>\$77,233.66</b>	<b>\$89,950.36</b>	<b>\$100,000.00</b>	<b>89.95%</b>
<b>Total Revenues</b>	<b>\$27,935.45</b>	<b>\$15,091.76</b>	<b>\$7,300,049.42</b>	<b>\$7,636,522.61</b>	<b>\$7,729,000.00</b>	<b>98.80%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$46,287.90	\$41,422.29	\$518,672.02	\$550,346.56	\$920,000.00	59.82%
Audio Visual	\$4,677.76	\$3,944.62	\$53,381.72	\$55,131.25	\$0.00	0.00%
Videos/DVDs	\$6,208.00	\$6,549.30	\$46,736.88	\$52,816.18	\$0.00	0.00%
Programs	\$12,101.88	\$8,139.02	\$86,607.35	\$83,833.57	\$132,000.00	63.51%
OCLC	\$1,978.39	\$5,146.09	\$17,156.11	\$20,089.55	\$26,000.00	77.27%
CCS Shared Costs	\$6,326.90	\$20,366.92	\$56,942.10	\$73,754.56	\$84,000.00	87.80%
<b>Total Materials &amp; Services</b>	<b>\$77,580.83</b>	<b>\$85,568.24</b>	<b>\$779,496.18</b>	<b>\$835,971.67</b>	<b>\$1,162,000.00</b>	<b>71.94%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$292,597.19	\$301,991.89	\$2,608,821.63	\$2,725,051.64	\$3,814,017.00	71.45%
Maintenance Salaries & Wages	\$12,781.10	\$14,332.14	\$115,029.90	\$121,261.13	\$182,458.00	66.46%
Group Insurance	\$41,577.80	\$51,224.11	\$379,168.26	\$442,133.68	\$575,000.00	76.89%
Unemployment/Worker's Comp	\$496.18	\$357.86	\$26,281.09	\$18,422.03	\$25,000.00	73.69%
Staff Development	\$6,378.71	\$6,939.99	\$47,641.57	\$53,949.63	\$100,000.00	53.95%
<b>Total Human Resources</b>	<b>\$353,830.98</b>	<b>\$374,845.99</b>	<b>\$3,176,942.45</b>	<b>\$3,360,818.11</b>	<b>\$4,696,475.00</b>	<b>71.56%</b>

Northbrook Public Library  
Income Statement  
1/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>Operating Costs</b>						
Photocopy	\$3,484.12	\$2,073.52	\$41,574.41	\$24,931.75	\$40,000.00	62.33%
Office & Library Supplies	\$6,439.97	\$12,553.26	\$43,870.36	\$53,729.57	\$70,000.00	76.76%
Software	\$1,259.67	\$16,248.77	\$65,506.57	\$86,134.95	\$103,000.00	83.63%
Postage	\$203.57	\$310.50	\$15,481.91	\$15,688.26	\$20,000.00	78.44%
General Insurance	(\$717.20)	\$0.00	\$37,987.88	\$49,162.88	\$58,000.00	84.76%
Telephone/Internet	\$803.18	\$6.00	\$7,252.29	\$19,689.76	\$20,000.00	98.45%
Professional Services	\$17,371.67	\$26,186.67	\$194,466.21	\$209,616.66	\$270,000.00	77.64%
Furniture, Equipment	\$7,320.85	\$7,800.50	\$60,979.94	\$67,046.01	\$160,000.00	41.90%
Equipment Rental & Maintenance	\$1,970.31	\$1,223.30	\$7,800.57	\$11,862.13	\$20,000.00	59.31%
Community Relations	\$5,573.29	\$174.48	\$34,387.20	\$28,388.10	\$52,000.00	54.59%
<b>Total Operating Costs</b>	<b>\$43,709.43</b>	<b>\$66,577.00</b>	<b>\$509,307.34</b>	<b>\$566,250.07</b>	<b>\$813,000.00</b>	<b>69.65%</b>
<b>Maintenance</b>						
Vehicle Expense	\$37.43	\$1,118.80	\$279.47	\$3,042.12	\$2,500.00	121.68%
Janitorial Supplies	\$4,610.15	\$4,465.81	\$28,438.11	\$30,768.21	\$45,000.00	68.37%
Utilities	\$6,762.65	\$4,879.72	\$43,175.02	\$36,326.62	\$53,000.00	68.54%
Building Repairs	\$1,715.00	\$1,372.63	\$20,455.28	\$5,729.63	\$30,000.00	19.10%
Contracted Services	\$7,897.25	\$16,784.90	\$86,175.60	\$109,603.89	\$135,000.00	81.19%
<b>Total Maintenance</b>	<b>\$21,022.48</b>	<b>\$28,621.86</b>	<b>\$178,523.48</b>	<b>\$185,470.47</b>	<b>\$265,500.00</b>	<b>69.86%</b>
<b>Other Expenses</b>						
Recruiting	(\$60.00)	\$170.00	\$138.00	\$128.00	\$500.00	25.60%
Contingency & Misc Exp	\$65.86	\$628.42	\$3,202.84	\$3,602.42	\$100,000.00	3.60%
Board Development	\$180.00	\$60.00	\$580.00	\$272.77	\$3,500.00	7.79%
<b>Total Other Expenses</b>	<b>\$185.86</b>	<b>\$858.42</b>	<b>\$3,920.84</b>	<b>\$4,003.19</b>	<b>\$104,000.00</b>	<b>3.85%</b>
<b>Total Undesignated Expenses</b>	<b>\$496,329.58</b>	<b>\$556,471.51</b>	<b>\$4,648,190.29</b>	<b>\$4,952,513.51</b>	<b>\$7,040,975.00</b>	<b>70.34%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$4,270.73	\$580.10	\$25,755.12	\$51,889.89	\$100,000.00	51.89%
Designated Materials Expense	\$0.00	\$0.00	\$1,182.86	\$5,714.79	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$2,664.03	\$3,135.79	\$19,691.01	\$18,829.39	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$6,934.76</b>	<b>\$3,715.89</b>	<b>\$49,944.52</b>	<b>\$122,861.57</b>	<b>\$100,000.00</b>	<b>122.86%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$588,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$503,264.34</b>	<b>\$560,187.40</b>	<b>\$4,698,134.81</b>	<b>\$5,075,375.08</b>	<b>\$7,728,975.00</b>	<b>65.67%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$475,328.89)</b>	<b>(\$545,095.64)</b>	<b>\$2,601,914.61</b>	<b>\$2,561,147.53</b>	<b>\$25.00</b>	

Northbrook Public Library  
Income Statement  
1/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$14,338.94	\$0.00	\$484,028.69	\$479,253.89	\$490,000.00	97.81%
Property Tax Levy FICA	\$8,193.67	\$0.00	\$276,587.83	\$273,859.38	\$280,000.00	97.81%
Interest Income IMRF	\$0.06	\$0.00	\$35.69	\$38.41	\$50.00	76.82%
Interest Income FICA	\$0.03	\$0.00	\$20.38	\$21.96	\$50.00	43.92%
<b>Total Undesignated Revenue</b>	<b>\$22,532.70</b>	<b>\$0.00</b>	<b>\$760,672.59</b>	<b>\$753,173.64</b>	<b>\$770,100.00</b>	<b>97.80%</b>
<b>Total Revenues</b>	<b>\$22,532.70</b>	<b>\$0.00</b>	<b>\$760,672.59</b>	<b>\$753,173.64</b>	<b>\$770,100.00</b>	<b>97.80%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$25,726.65	\$32,924.08	\$272,616.02	\$248,098.68	\$490,000.00	50.63%
Employer FICA	\$22,564.44	\$23,356.79	\$201,453.73	\$210,353.71	\$280,000.00	75.13%
<b>Total Human Resources</b>	<b>\$48,291.09</b>	<b>\$56,280.87</b>	<b>\$474,069.75</b>	<b>\$458,452.39</b>	<b>\$770,000.00</b>	<b>59.54%</b>
<b>Total Undesignated Expenses</b>	<b>\$48,291.09</b>	<b>\$56,280.87</b>	<b>\$474,069.75</b>	<b>\$458,452.39</b>	<b>\$770,000.00</b>	<b>59.54%</b>
<b>Total Expenses</b>	<b>\$48,291.09</b>	<b>\$56,280.87</b>	<b>\$474,069.75</b>	<b>\$458,452.39</b>	<b>\$770,000.00</b>	<b>59.54%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$25,758.39)</b>	<b>(\$56,280.87)</b>	<b>\$286,602.84</b>	<b>\$294,721.25</b>	<b>\$100.00</b>	

Northbrook Public Library  
Income Statement  
1/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$194.35	\$7,195.21	\$1,743.54	\$32,394.27	\$6,000.00	539.90%
Total Undesignated Revenue	\$194.35	\$7,195.21	\$1,743.54	\$32,394.27	\$6,000.00	539.90%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$82,925.00	\$563,000.00	14.73%
Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$4,092,925.00	\$563,000.00	726.98%
<b>Total Revenues</b>	<b>\$194.35</b>	<b>\$7,195.21</b>	<b>\$1,743.54</b>	<b>\$4,125,319.27</b>	<b>\$569,000.00</b>	<b>725.01%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$135.00	\$2,012.96	\$439.60	\$326,795.52	\$652,000.00	50.12%
Professional Fees	\$7,955.86	\$3,235.00	\$30,048.61	\$49,279.32	\$168,000.00	29.33%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$8,090.86	\$5,247.96	\$30,736.61	\$433,509.87	\$820,000.00	52.87%
Total Undesignated Expenses	\$8,090.86	\$5,247.96	\$30,736.61	\$433,509.87	\$820,000.00	52.87%
<b>Total Expenses</b>	<b>\$8,090.86</b>	<b>\$5,247.96</b>	<b>\$30,736.61</b>	<b>\$433,509.87</b>	<b>\$820,000.00</b>	<b>52.87%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$7,896.51)</b>	<b>\$1,947.25</b>	<b>(\$28,993.07)</b>	<b>\$3,691,809.40</b>	<b>(\$251,000.00)</b>	

Northbrook Public Library  
Income Statement  
1/31/2020

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$15,454.93	\$0.00	\$521,700.94	\$516,830.22	\$528,404.00	97.81%
Interest Income	\$0.91	\$0.82	\$192.67	\$157.86	\$1,000.00	15.79%
Total Undesignated Revenue	\$15,455.84	\$0.82	\$521,893.61	\$516,988.08	\$529,404.00	97.65%
<b>Total Revenues</b>	<b>\$15,455.84</b>	<b>\$0.82</b>	<b>\$521,893.61</b>	<b>\$516,988.08</b>	<b>\$529,404.00</b>	<b>97.65%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$0.00	\$0.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$528,137.10</b>	<b>\$528,403.64</b>	<b>\$528,903.64</b>	<b>99.91%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$15,455.84</b>	<b>\$0.82</b>	<b>(\$6,243.49)</b>	<b>(\$11,415.56)</b>	<b>\$500.36</b>	

**Northbrook Public Library**  
**Bills, Charges and Transfers for Board of Trustee Approval**  
**Month of January 2020**

**Operating Funds**

Library Claims List	\$	182,343.00
Librarian's Claims List	\$	17,494.77
Payroll	\$	302,946.57
Fica/IMRF	\$	56,280.87
ACH to IPBC	\$	63,262.23
<b>Total Operating Funds</b>	<b>\$</b>	<b>622,327.44</b>

**Capital Improvement Fund**

Claims List	\$	4,692.00
Transfer to Operating	\$	52,935.73
	<b>\$</b>	<b>57,627.73</b>

**Debt Service Fund**

Transfer to Operating	<b>\$</b>	<b>3,623.56</b>
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**Grand Total Library**

<b>\$</b>	<b>683,578.73</b>
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**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
24023	1/16/2020	Best Quality Cleaning	\$9,360.00	monthly payment buidling cleaning (this is payment for 2 months)
24024	1/16/2020	Fast Signs	\$7,595.50	one time payment window frosting
24025	1/16/2020	First Bankcard	\$5,368.81	monthly payment credit card
24026	1/16/2020	The Association of Children's Museum	\$710.00	one time payment conference registration
24027	1/16/2020	BambooHR	\$8,533.27	annual payment applicant tracking system
24028	1/31/2020	Advanced Disposal	\$664.00	monthly payment garbage
24029	1/31/2020	Amazon	\$3,354.59	monthly payment amazon
24030	1/31/2020	American Library Association, Member	\$1,345.00	monthly payment
24031	1/31/2020	Ancel Glink P.C.	\$3,470.00	monthly attorney
24032	1/31/2020	Baker & Taylor	\$25,966.52	monthly payment materials
24033	1/31/2020	Baker & Taylor Entertainment	\$676.37	monthly payment materials
24034	1/31/2020	Bayscan Technologies	\$696.00	monthly payment supplies
24035	1/31/2020	Bibliotheca, LLC.	\$757.95	monthly payment materials
24036	1/31/2020	CenterPoint Energy Services, Inc.	\$4,215.72	monthly payment utilities
24037	1/31/2020	Cintas	\$650.00	monthly payment bathroom cleaning
24038	1/31/2020	Computype, Inc.	\$704.54	monthly payment supplies
24039	1/31/2020	Cooperative Computer Service	\$25,513.01	quarterly payment
24040	1/31/2020	Demco, Inc.	\$8,685.00	monthly payment supplies
24041	1/31/2020	Discovery Benefits, Inc.	\$2,870.98	monthly payment flexible spending, dedendant care and commuter benefit
24042	1/31/2020	Dornfeld Piano Tuning	\$930.00	quarterly payment piano maintenance
24043	1/31/2020	F.E. Moran Mechanical Services	\$1,372.63	annual payment building repair
24044	1/31/2020	Grainger	\$997.52	monthly payment janitorial supplies
24045	1/31/2020	HR Source	\$2,250.00	annual payment professional services handbook review & development
24046	1/31/2020	ITsavvy LLC	\$7,500.20	annual payment software
24047	1/31/2020	LR Consulting LLC	\$3,000.00	annual payment professional services policy review
24048	1/31/2020	Mango Languages	\$3,238.32	annual payment materials
24049	1/31/2020	Microsystems, Inc.	\$700.14	annual payment materials
24050	1/31/2020	Midwest Tape	\$9,021.07	monthly payment materials
24051	1/31/2020	Neuco Inc.	\$1,246.45	monthly payment janitorial supplies
24052	1/31/2020	North American	\$1,284.03	monthly payment janitorial supplies
24053	1/31/2020	North Town Auto Service	\$1,118.80	annual payment vehicle repair

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

Transaction Number	Transaction Date	Reference	Payments	Description
24054	1/31/2020	Old Town School of Folk Music	\$600.00	monthly payment programming
24055	1/31/2020	Olsson Roofing Company, Inc.	\$900.00	bi annual payment roof maintenance
24056	1/31/2020	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees
24057	1/31/2020	Overdrive	\$6,039.41	monthly payment materials
24058	1/31/2020	Red Books LLC	\$3,287.50	monthly payment materials
24059	1/31/2020	Olga Rudiak	\$675.00	monthly payment programming
24060	1/31/2020	Runco Office Supply	\$919.34	monthly payment supplies
24061	1/31/2020	Snow Systems, Inc.	\$1,920.00	monthly payment snow removal
24062	1/31/2020	Sterling Services, Inc.	\$2,736.90	tri annual payment carpet cleaning
24063	1/31/2020	Swank Motion Pictures Inc.	\$992.00	monthly payment programming
24064	1/31/2020	Universal Film Exchanges LLC	\$700.00	monthly payment programming
24065	1/31/2020	Wall Street Journal	\$1,079.76	annual payment periodical
24066	1/31/2020	Wells Fargo Vender Fin Serv	\$1,530.00	mothly payment copier lease
			<u>\$182,343.00</u>	

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

Transaction Number	Transaction Date	Reference	Payments
49871	1/21/2020	Gregory Alexander	\$200.00
49872	1/21/2020	Anna Amen	\$22.65
49873	1/21/2020	Anderson Productions Inc.	\$100.00
49874	1/21/2020	ASCAP	\$363.00
49875	1/21/2020	Zbigniew Banas	\$275.00
49876	1/21/2020	Barnes & Noble, Inc.	\$200.00
49877	1/21/2020	Paul Booth	\$200.00
49878	1/21/2020	Nancy Buehler	\$250.00
49879	1/21/2020	Christine Casey	\$50.00
49880	1/21/2020	Elizabeth Chertok	\$300.00
49881	1/21/2020	Chicago Tribune	\$17.09
49882	1/21/2020	Discovery Benefits - Simplify	\$109.50
49883	1/21/2020	Laura Doherty	\$400.00
49884	1/21/2020	Cathleen Doyle	\$63.75
49885	1/21/2020	Kelly Durov	\$85.84
49886	1/21/2020	EEA	\$23.00
49887	1/21/2020	Sabina Fazlic	\$100.00
49888	1/21/2020	Anna Fillmore	\$77.16
49889	1/21/2020	Judy Foster	\$300.00
49890	1/21/2020	Mark Gelfeld	\$200.00
49891	1/21/2020	Andrea Goese	\$40.80
49892	1/21/2020	Benjamin Goluboff	\$250.00
49893	1/21/2020	Benjamin Goluboff	\$250.00
49895	1/21/2020	HodgePodge	\$230.00
49896	1/21/2020	Harvey Huie	\$125.00
49897	1/21/2020	Illinois Library Association	\$120.00
49898	1/21/2020	Illinois State Police	\$200.00
49899	1/21/2020	Bokeum Ko	\$300.00
49900	1/21/2020	Summer Kosuge	\$40.65
49901	1/21/2020	Laoni	\$60.00
49902	1/21/2020	MakerBot Industries, LLC	\$55.50
49903	1/21/2020	Ron Mantegna	\$200.00
49904	1/21/2020	MatterHackers, Inc.	\$30.00
49905	1/21/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49906	1/21/2020	Kathleen Jo Zeigler Mitchem	\$200.00
49907	1/21/2020	Rachel Murguia	\$150.00
49908	1/21/2020	Helena Osorio	\$200.00
49909	1/21/2020	Panera, LLC	\$93.95
49910	1/21/2020	Michael Pecak	\$300.00
49911	1/21/2020	Petty Cash Custodian	\$64.99
49912	1/21/2020	Pioneer Press	\$32.50
49913	1/21/2020	Pitney Bowes Inc.	\$293.30
49914	1/21/2020	RobotShop Inc.	\$42.71
49915	1/21/2020	Steve Rustemeyer	\$67.50
49916	1/21/2020	Matilda Samson	\$12.99
49917	1/21/2020	Susan Schmittroth	\$150.00

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

Transaction Number	Transaction Date	Reference	Payments
49918	1/21/2020	Susan Schmittroth	\$150.00
49919	1/21/2020	Shorefront	\$200.00
49920	1/21/2020	Sunset Food Mart, Inc.	\$113.46
49921	1/21/2020	The Chartist	\$290.00
49922	1/21/2020	Village of Northbrook	\$450.00
49923	1/21/2020	Robert Waterbury	\$50.00
49924	1/21/2020	Robert Waterbury	\$50.00
49925	1/21/2020	Barry Winograd	\$500.00
49926	1/21/2020	Jayne Herring	\$350.00
49927	1/21/2020	Jayne Herring	\$350.00
49928	1/31/2020	AAA Lock & Key Co.	\$24.44
49929	1/31/2020	Adult Reading Round Table	\$195.00
49930	1/31/2020	Apple Books	\$35.90
49931	1/31/2020	Aquatic Works LTD	\$175.00
49932	1/31/2020	Cavendish Square	\$177.93
49933	1/31/2020	CCH Incorporated	\$236.37
49934	1/31/2020	Center Point Publishing	\$92.28
49935	1/31/2020	EBSCO Information Services	\$202.56
49936	1/31/2020	Findaway World, LLC	\$355.64
49937	1/31/2020	Freeman Pictures, Inc.	\$300.00
49938	1/31/2020	Gale/Cengage Learning Inc.	\$503.83
49939	1/31/2020	GovConnection, Inc.	\$434.21
49940	1/31/2020	The Home Depot Credit Services	\$297.69
49941	1/31/2020	Illinois Library Association	\$425.00
49942	1/31/2020	Image Specialties of Glenview, Inc.	\$7.60
49943	1/31/2020	Impact Networking LLC	\$301.32
49944	1/31/2020	International Association of Venue Managers	\$250.00
49945	1/31/2020	Laoni	\$15.00
49946	1/31/2020	Laoni Inc	\$100.00
49947	1/31/2020	Lechner Services	\$291.20
49948	1/31/2020	Limricc Unemployment Comp. Group Account	\$357.86
49949	1/31/2020	Modular Robotics	\$39.95
49950	1/31/2020	Northbrook Hardware	\$194.79
49951	1/31/2020	Recorded Books, Inc.	\$73.09
49952	1/31/2020	Rowman & Littlefield Publishing Group	\$209.99
49953	1/31/2020	Sheet Music Plus	\$120.33
49954	1/31/2020	Sherwin-Williams Company	\$81.09
49955	1/31/2020	The Library Store	\$41.90
49956	1/31/2020	Thomson Reuters -West Payment Ctr.	\$314.88
49957	1/31/2020	Today's Business Solutions, Inc.	\$242.20
49958	1/31/2020	Universal Security Corporation	\$354.75
49959	1/31/2020	UPS	\$338.41
49960	1/31/2020	VSP of Illinois, NFP	\$321.78
49961	1/31/2020	Warehouse Direct	\$279.00
49962	1/31/2020	Yami Vending Inc.	\$553.44

\$17,494.77

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

Transaction Number	Transaction Date	Reference	Payments	Description
1723	1/31/2020	ATI	\$1,457.00	Phone project
1724	1/31/2020	Wiss, Janney, Elstner Associates, Inc.	\$3,235.00	Exterior Façade Project
			<u>\$4,692.00</u>	

Northbrook Public Library Foundation  
Financial Statements  
January-20

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations		125.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations		143.57
Total Unrestricted Donations	-	3,925.72
Interest Income-Unrestricted	8.53	72.82
Total Income	8.53	3,998.54
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		19.50
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	269.50
Net Income	8.53	3,729.04

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through January 2019	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through January 2019	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 January 2019	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	4,236.17	
MB Financial - Money Market	50,275.24	
Total Checking/Savings	54,511.41	
Accounts Receivable		
Due from NPL	100.00	
Total Accounts Receivable	100.00	
Total Current Assets	54,611.41	
TOTAL ASSETS	54,611.41	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	50,882.37	
Net Income	3,729.04	
Total Equity	54,611.41	
TOTAL LIABILITIES & EQUITY	54,611.41	

# DIRECTOR'S REPORT

## AGENDA ITEMS

### 11 New Business

#### 11.1 RFID Bid Presentation

Brodie Austin and Erin Seeger will be presenting the results of our RFID review process and ask the board to consider the recommendation in the packet.

#### 11.2 FY21 Draft Budget

Included in your packet is a memo and the draft budget. Anna will present the budget and answer any questions at the meeting.

#### 11.3 Employee Handbook Update

We delivered the Employee Handbook to your house already and it will not be included in the packet. Laurie Prioletti will be at the board meeting to answer any questions from the board about the updates.

#### 11.4 Boiler Ventilation Bid Presentation

The Boiler Ventilation project bids are being analyzed by Bob Huston from Calor Design. Unfortunately, they were not ready for when the board packet went out. We will send them separately as soon as they are available.

#### 11.5 Belmont Trading Class 6B Request

A Class 6B request has been received and the Village has asked that the Board review it and provide feedback. A memo from the Village and the request is included in your packet.

# BOARD NEWS

- Brodie, Maura, and I will be attending the ILA Legislative Breakfast on Monday, February 17 and will give a verbal update at the meeting.
- The ILA Member Photo of the Week featured one of our pictures from Finals Café. We are honored to have one of our photos taken by our photographer chosen.



Illinois Library Association

January 31 at 10:01 AM · 🌐

Congratulations to the ILA Member Photo of the Week Contest winner Northbrook Public Library! In the photo, local high school students are studying for finals during the library's "Finals Cafe" program, which provided pizza, snacks, and therapy dogs the week before finals. Each year it's a teen takeover of all of the open spaces in the library. #WeAreILA





24

1 Comment 4 Shares

 Love

 Comment

 Share





# FIT INTO PATRONS' LIVES

## Library Wide

- Winter Reading concluded on January 31. The Adult program had 360 participants, with 240 finishing the program by logging at least 4 books. The completion rate of 66% was a significant improvement over the 53% who finished the summer program. The total number of books read was 2,249. Nearly half the participants logged their books online. For Kids and Teens, we had 631 registered and 293 finishers, a completion rate of 46% compared to a completion rate of 39% last year. We had five winners of the grand prize:
  - Pinstripes Gift Card: Ellie
  - AMC Gift Card: Devyn
  - Planetarium Membership: Charlie
  - Planetarium Light: Christian
  - Art Institute Membership: Roslyn
- The Finals Café four daylong event was well received. We brought back noise zones this year which may have helped staff and adult patrons identify areas for quiet study. Glenview Northbrook Coalition from Youth (GNCY) provided goodie bags for the teens. This year we had 1,585 teens in Pollak over the four days, an increase of more than 250 teens from last year.
- The TEDx committee has received 35 speaker applications. The online application will close on February 15<sup>th</sup>, at which time the committee will finish evaluating the submissions and select several candidates to come in for in-person interviews.

## Fiction & Media

- Fiction & Media staff created annual [Best Books of the Year lists](#) in conjunction with a display of selected titles in January. The lists are available in print and online and include Best Fiction, Mystery, Thriller, Romance, and Science Fiction & Fantasy.
- Two programs were held in January with the goal of providing opportunities for interactive experiences and reaching new audiences. Balinese Gong Meditation on January 9 featured meditation led by instructor Judy Foster of Light Prevails. A Brush Pen Calligraphy Workshop on January 28 presented by Audrey Ko of Things Unseen Design led participants through creating a card to take home.
- The library hosted film professor and journalist Zbigniew Banas on January 21 for a pre-Academy Awards lecture and Q&A. Academy Awards predictions are typically fun and a light-hearted topic. However, the discussion also provided an opportunity to delve into the changing film distribution industry. Banas will also return in February for a wrap-up discussion after the Academy Awards.

## Youth Services

- Winter Break programming continued into January with Messy Play and a Family Sensory Movie. Winter Break programming is well attended as many people have time off and like to attend library events.
- Our annual Dr. Martin Luther King, Jr. Day of Service event included volunteer opportunities for those ages 10 and up, a display of #ownvoices voice, panels featuring the concept of Windows/Mirrors books for patrons to enjoy, and 2 storytimes; one with a caring theme and one with a #ownvoices theme. We had 25 people reach out who were interested in volunteering and 14 actually come to help. In 2018, we only had 3 volunteers.

# EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

## Fiction & Media

- The library is hosting an exhibit on the 2nd floor from the Shorefront Legacy Center featuring key figures, organizations, and moments from local Black history. The founder of the Shorefront Legacy Center will also be giving a presentation on Black history in the Northshore in February which will include a tour of the exhibit. This project is a collaboration with the Shorefront Legacy Center, Northbrook Arts Commission, and RAIN (Racial Awareness in the Northshore). It will be up through Sunday, February 23.
- As part of our partnership, the Northbrook Arts Commission sponsors some of our concerts. This year, they will sponsor concerts through March and April. Many thanks to the Arts Commission for their continual support and generosity.

## Reference

- We are partnering with the Village, Park District and Historical Society to make sure we have a successful Census count. In January, the Library hosted 5 outreach events to recruit Census workers and reached over 100 people some of whom filled out job applications.
- On January 17, we partnered with the League of Women Voters to host a voter registration table in the lobby. The League volunteer interacted with 30 patrons.

## Youth Services

- January 13-17, we hosted Library Interns from Daegu University in South Korea. Kelly Durov designed the interns program and facilitated along with many other staff members. We hope the interns learned a lot since we learned a lot from them about Korea and Korean libraries. We hope to have a group of students come annually.

# INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

## Fiction & Media

- In response to the high volume of registrations and attendance at previous years' March Critics Choice movie series, staff are introducing several new initiatives this year to manage the volume and provide a more seamless patron experience.
  - A Thursday afternoon showing has been added for each film in March.
  - Additional staff throughout the library will be trained to assist with registration calls, which will be directed away from the service desks during daytime hours to allow desk staff to focus on in-person interactions.
  - A customized email will be sent to attendees of last year's March films notifying them of this year's movie lineup with the ability to register directly from the email.
  - Group registration and management of reservations online are now available through the library's updated events system.

## Reference

- In response to recent incidents of anti-Semitic violence, Jill Franklin created a book display: Exposing Anti-Semitism. Numerous books checked out; and many people stopped by to look at the display.

# MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- On Friday January 24, library staff participated in a lockout training and drills. A lockout occurs when there is a threat in the area that we want to keep out of the building. Deputy Chief Dan Strickland participated in the training with library staff and helped answer questions about how the Northbrook Police disseminate information about threats in the area.
- For the past several years, we have been adding more unique items to our collection like magnifying glasses, VHS to DVD converters, Rokus, and Ukuleles. Lori Schlernitzauer is heading up a library task force to look into creating a more formalized Library of Things collection that will be incorporated into the Circulation Lobby redesign.
- We have launched a new reader's advisory service that will provide patrons the option of sharing what they enjoy reading and our staff will then provide five suggestions for other titles they might like.  
[You can try it here.](#)



# BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

## Change in Status/Position:

- As of January 16, Paul McDonald changed from part-time Shelver to Clerk.

## Terminations

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

- Marcum, Katie, part-time Summer Reading Assistant (Youth Services) resigned effective Jan. 15 to return to college.
- Patricia Wallace, part-time Clerk (Circulation) resigned effective January 18 to move out of state.
- MacConnell Wilson, part-time Shelver (Circulation) resigned January 18. He accepted a full-time position downtown.
- Amy Giel, part-time Clerk (Reference) involuntary termination effective January 28.

## Continuing Education

- Kelly Durov presented at Opening Minds USA a program entitled: "21st Century Information Literacy for Young Learners". She presented with Heather Hageli, the Early Literacy Librarian at the Vernon Area Library. The conference is for those who work with young children and includes preschool teachers, elementary school teachers, Head Start practitioners, nurses, pediatricians, child psychologists, etc. It was a fantastic opportunity to present at a national level about core library services as they relate to literacy.
- The Public Library Association conference is taking place at the end of this month. We have six staff that are going. We are focusing on attending programs on things like EDI, change management, eBook publishing, and more. The staff appreciate the board's support in allowing them to attend national conferences. They always come back with great ideas and renewed enthusiasm for our work.

## Building

- The library went live with our new phone system on January 14. We encountered a few unexpected technical obstacles along the way, mostly due to the high school updating their networking infrastructure. OSG worked closely with the high school's IT staff to resolve the problems.
- We are awaiting the closing of bids for the Exterior Façade project at the end of the month. The bids will be reviewed by Wiss Janney and presented at the March board meeting.

Kate Hall  
Executive Director



# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
January, 2020

## RECENT PROJECTS



## THE USER EXPERIENCE



From DSA Mike Hannon: Emily had never been in The Collaboratory before, and wanted to engrave a list of Customer Success Principles onto a sheet of wood for her boss. Upon realizing the many other material options the laser cutter is capable of, she decided to design her idea for pub glasses instead, so that she could give one to everyone working in her department. "They loved them! It was perfect - everyone walked in at the same time, and our VP just happened to walk over to say hi. So I gave a goofy speech about our team and gave them all the glasses. They were super hype and Dan is already using his glass to drink Monster, and wants to make a few glasses with his logo on it."

ask if his wooden cube was acceptable to laser etch on. I let him know that since it is a solid piece of wood, he could laser etch onto it. He was looking to find simple illustrations of varying pollinators to create an educational game for visitors to play at Brookfield Zoo, where he volunteers. I directed him to a site that offers free simplified vectors and showed him how to upload the images



onto Gravit to create his design. He was thrilled with how the cube came out and said that it was better than he had expected it to be.

## FEEDBACK

"My girls came home tonight raving about the sewing class that they took today. They are so excited and are sketching and planning for their next visit and project. I am just thrilled that this was available for kids their ages. Thank you! Thank you!"

-Erin McNally

"I would like to express my pleasure working with Joe Cirignani. He helped me with my 3D print project. He didn't just do it for me, but walked me through it step by step. He answered all my questions and gave the impression he enjoyed working with me. A great pleasure working with him."

-Tom Coffin

## 3D PRINTING

We printed 76 objects for users in January.

## PROGRAMS

Sixty-one patrons attended the 9 events we offered in January.

## PROJECTS

January projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	78	3D Printer
Acrylic	50	Laser Cutter
Buttons	2	Button Makers
Cardstock	16	Cricut
Cork Coasters	34	Laser Cutter
DVDs	10	Digitization Room
Embroidery Thread	30	Embroidery Machine
Glasses	30	Laser Cutter
Iron-on	5	Cricut
Stabilizer Sheets	78	Embroidery Machine
Vinyl & Transfer Paper	12.25	Cricut
Wood	53	Laser Cutter & Carvey

## VISITORS

656 people visited the Collaboratory over 20 days in January.

## RAILS Report December 2019 – January 2020

Here is a summary on what projects and initiatives are happening at the library system.

### Work with libraries of all types to tell the library story

*Elders of the Internet*: RAILS next video will launch in time for the ILA legislative meetups. They plan an extensive publicity campaign centered around Library Lovers Month (February) and Library Lovers Day (February 14). Nick Offerman, famous for his role as Ron Swanson in *Parks and Rec*, is the star of the *Elders*. RAILS is grateful to Nick and to his sister, Lauren Offerman, director at Three Rivers Public Library District, for their assistance and support of this project.

### Help libraries be the best they can be

Certification: The annual certification process for all system members began on January 2, 2020 and ends on March 31, 2020. RAILS anticipates that it will go very smoothly this year thanks to improved access to online reports (thanks to the Illinois State Library) and work that Grant Halter has done to make existing data about libraries more accessible for their administration/certification team. The process will be even more streamlined next year because libraries will use L2 to complete the process.

Podcast: RAILS recorded their latest podcast in December. Their guests were Leila Heath and Anna Behm; they discussed e-books and the recent issues with publisher embargoes.

### Prepare libraries for the future

Universal service: The universal service committee met at the end of November. They had an excellent discussion about the survey they did of how libraries serve the unserved, some projects that are being tested in libraries and some new ideas for expanding service. The committee is working with ISL and Heartland on a new FAQ to reduce confusion among member libraries about the actual law and rules for unserved residents and non-resident cards. They will also work with the state library to determine what changes can be made to non-resident laws and rules that will help libraries and residents. Some specific ideas:

- Kids cards – for unserved residents under the age of 18
- Summer reading cards
- Temporary cards for teachers or students

- Expanding reciprocal borrowing to include school libraries so a school ID or library card could be used at a public library
- A tax bill formula based on the entire RAILS region would bring greater equity and affordability of cards

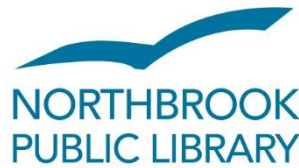
The committee agreed to look at many of the ways libraries are applying the laws and determine if there is a downside to offering these types of cards.

## Evaluating the Impact of RAILS Programs/Services

### Evaluation of RAILS Continuing Education

RAILS CE/Consulting staff has begun working with their Data Coordinator & Research Analyst Grant Halter to revise RAILS post-CE event evaluations, as well as to conduct a broader CE survey of RAILS membership. RAILS aims to capture more meaningful data that will help inform them on how RAILS CE is impacting their members and in what ways they could improve their CE services.





## Memorandum

DATE: February 20, 2020

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director & Erin Seeger, Circulation Manager

RE: RFID Vendor Recommendation

Erin Seeger and I will be presenting the RFID Project Team's recommendations for vendors for the RFID project for the Board's consideration and approval. We have included for your review a presentation that summarizes our process and recommendation, a chart comparing the vendors who responded to our RFP, and pricing from the two vendors we are recommending.

We are recommending Bibliotheca to provide tags, tag reading equipment and software, self-check machines, and the automated materials handler. Bibliotheca works with a number of CCS libraries and received very positive responses from their references. We found that their hardware and software offerings to be up-to-date and user friendly. The team also appreciated that Bibliotheca has a number of their own local technicians in the area to provide on-site support. Please find linked the [Bibliotheca RFP response](#) for more information about the company and their products.

For the tagging project, we are recommending Backstage Library Works. Backstage is the industry leader in providing outsourcing solutions to libraries for projects like RFID tagging. We feel that their process and experience with tagging projects will ensure a smooth conversion.

We look forward to sharing the process overview, comparative costs, and pricing for Bibliotheca and Backstage, as well as answering any questions or concerns that Board may have about proceeding with either vendor for the RFID Project.

## RFID Vendor Comparisons

### Major Initial Costs<sup>1</sup>

	Bibliotheca	Envisionware / Lyngsoe	PV Supa	TechLogic
RFID Tags (260,000)	\$25,740.00	\$26,000.00	\$25,740.00	\$21,865.63
RFID Equipment / Software <sup>2</sup>	\$27,745.00	\$19,021.50	\$32,086.00	\$25,665.96
Self-check machines (3)	\$30,180.00	\$21,960.00	\$29,385.00	\$41,180.40
AMH (Single-item)	\$136,899.00	\$131,984.12	\$177,250.00	\$169,000.00 <sup>3</sup>
Total:	\$220,564.00	\$198,965.62	\$264,461.00	\$257,711.99

### Ongoing Costs

	Bibliotheca	Envisionware / Lyngsoe	PV Supa	TechLogic
Maintenance (after year 1)	\$20,160.00	\$20,385.76	\$28,174.23	\$26,183.00
RFID Tags	\$3564.00	\$3600.00	\$3564.00	\$3027.55
Total:	\$23,724.00	\$23,985.76	\$31,738.23	\$29,210.55

<sup>1</sup> Based on pricing provided in RFP response. Final vendor pricing subject to change based on specific requirements.

<sup>2</sup> Based on 31 readers for staff. We have reduced this to 15 readers for final quote.

<sup>3</sup> TechLogic provided pricing for a multiple-item return only.

## References

	Bibliotheca	Envisionware / Lyngsoe	PV Supa	TechLogic
CCS Libraries	Algonquin Area Public Library Cary Area Public Library Ela Area Public Library Fox River Valley Public Library Indian Trails Public Library Niles-Maine District Library Park Ridge Public Library Winnetka Public Library	Lake Villa District Library		

## Comparisons

	Bibliotheca	Envisionware / Lyngsoe	PV Supa	TechLogic
Pros	Competitive pricing. Modern, accessible, easy-to-use software. Bulk item return (multiple belts, belt speeds). Local support technicians.	Well-made and stylish self-check machine. Lyngsoe sorters very popular. Fixed maintenance costs.	Well-made equipment. Knowledgeable technical staff. Positive references, but had worked on very specific projects.	Bulk-item return is standard. Offered their own tagging service (other vendors were outsourcing)
Cons	Emphasis on services we may not be interested in. Customer service track record before 3M merger.	Only presented single-item return. Did not advocate for their bulk return option.  Customers had negative experience resolving software issues in the past.	Higher pricing RFP response lacked detail. References couldn't speak to the equipment we were interested in purchasing.	Software seemed out -of-date (commitment to development) Self-check did not have integrated cash/coin.

## Quote for RFID Equipment, Self-Check Machines, and Automated Materials Handler

Vendor: Bibliotheca

Service	Price
RFID Readers 15 shielded readers	\$13,425.00
RFID Tags 262,500, 2x3 tags	\$25,987.50
Self-check Machines 8 self-check kiosks	\$98,707.00
Automated Materials Handler 2 patrons returns, 9 bins	\$149,408.00
Shipping	\$10,888.08
Total:	\$298,415.58

## Quote for RFID Tagging Services

Vendor: Backstage Library Works

Service	Price
Tagging Service 7 technicians, 1 project manager for 9 week project.	\$86,000
Tagging Station Rental 7 tagging stations	\$5,250.00
Total:	\$91,250.00

**TOTAL: \$389,665.58**

# RFID Vendor Recommendation

February 2020

# Recommendation

RFID Tags, Readers, Self-Check Machines, and AMH system

# Bibliotheca

---

Easy to use, customizable selfcheck machines

Bulk item return more convenient for patrons

Modern and up-to-date software

Local technicians for support

Experience with Polaris and CCS libraries

# Recommendation

Outsourced Tagging Services



# Backstage Library Works

---

Leading library outsourcing company

Experience working with libraries in area

Well-developed hiring and training processes

# Equipment

22" vertical touchscreen monitor

Display easily customized by staff

Return area optimized  
for multiple item check out

Credit card terminal \*

\* Our credit card terminals will be mounted, not integrated like this model

Integrated cash / coin payments \*

\* We are only requesting two units with integrated cash / coin.

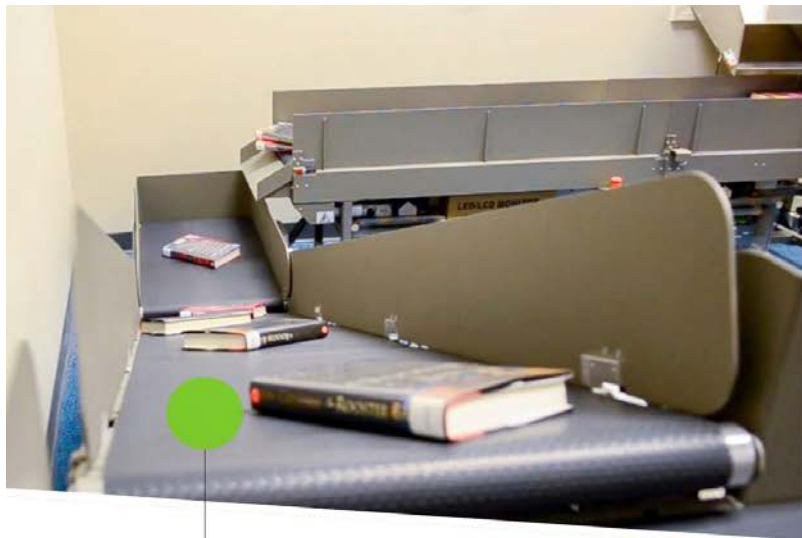


*Bibliotheca selfCheck 1000*

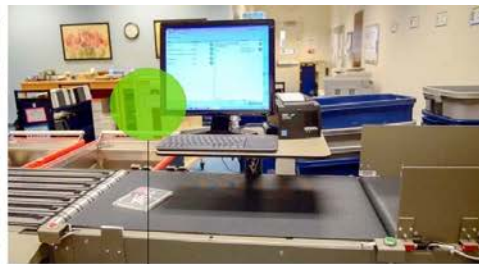
  
NORTHBROOK  
PUBLIC LIBRARY



*flex AMH with bulkSeparator return*



Deshingler separates materials  
before checked in



Computer to run sorting  
programs and monitor return



Bulk items returned  
in a "trough"



Rollers convey books  
to correct bin

*flex AMH with bulkSeparator*



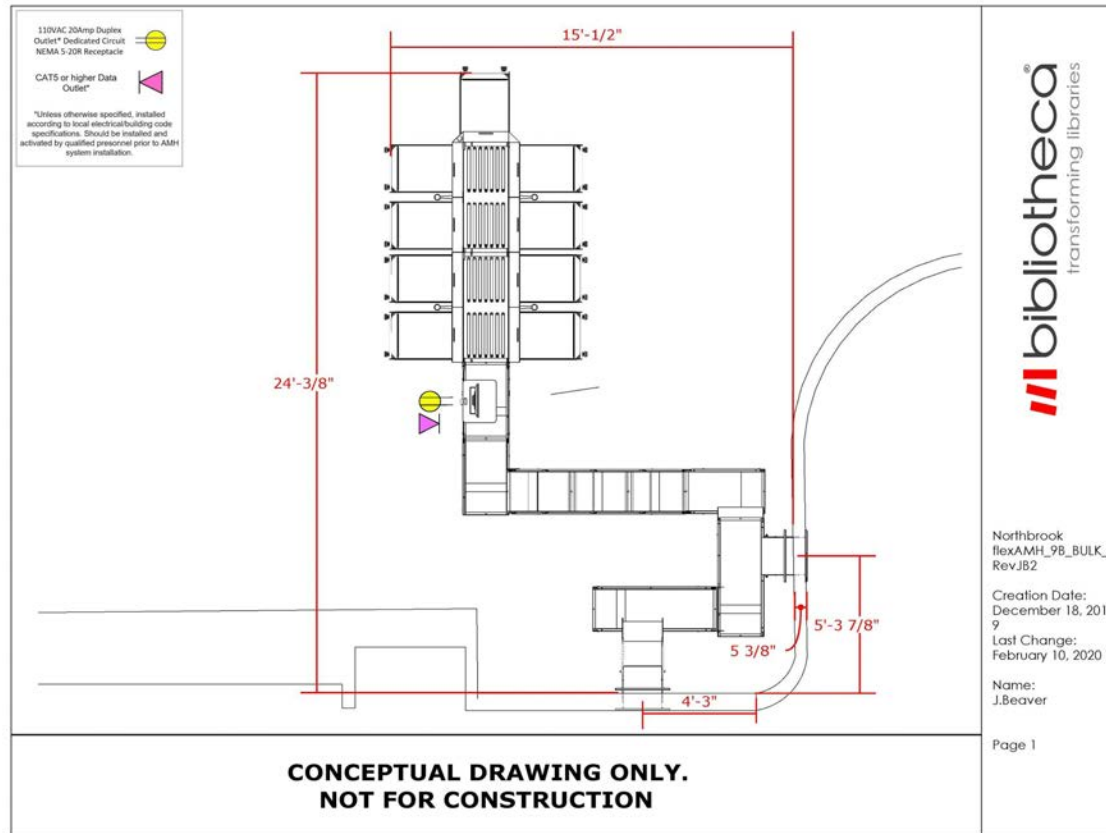
FORSYTH COUNTY PUBLIC  
LIBRARY

## flex AMH™ bulkSeparator

Forsyth County Public Library | Cumming Branch

 **bibliotheca**  
transforming libraries

  
NORTHBROOK  
PUBLIC LIBRARY



Conceptual drawing for AMH with bulkSeparator

# Pricing



# Bibliotheca

RFID Readers	\$13,425.00
RFID Tags	\$25,987.50
Self-check Machines	\$98,707.00
AMH with bulkSeparator	\$149,408.00
Shipping	\$10,888.08
Total:	\$298,415.58

# Backstage Library Works

Tagging	\$86,000.00
Cart rental	\$5,250.00
Total	\$91,250.00

# Process Overview

# RFP for RFID

---

Issued RFP in December, alerted 6 vendors

Received 4 responses

Responses scored by 5 library staff and OSG

Vendor demos held with each vendor

Checked formal and informal references

# Comparison Costs

# Comparative costs

Bibliotheca	\$220,564.00
Envisionware / Lyngsoe	\$198,965.62
PV Supa	\$264,461.00
TechLogic	\$257,711.99

# Questions?



## Memorandum

---

**DATE:** 2.12.20  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** 2021 Budget Draft

Attached is a draft budget for fiscal year 2021 for your review.

Budgeted revenues and expenditures were determined by assessing the following information

- Prior years revenue data
- Reducing Fines, Fees and Rentals since the Library will adopt the Fine Free Policy on 5/1/20
- Prior years spending data
- Strategic plan initiatives
- Facility plan
  - Landscaping – include outdoor sign, handrails and stairs
  - Exterior Façade Project
  - 1<sup>st</sup> Floor Renovation – includes RFID, Automated Material Handler, Lobby, Circulation Workroom and Staff Room Remodel
  - Fire Sprinkler Replacement
  - Pollak Room Lighting Replacement
  - Consultant for Alarm, Video Security, Access Control System Project – the work related to this project will take place in FY22
- Proposed policy changes
  - Staff Development includes Tuition Reimbursement of \$5,000
- Salaries & Wages is estimated at a 3% increase and will be finalized once the evaluation process is complete
- Department budget requests

The Budget will be presented again in March for final approval.



Northbrook Public Library  
General Fund  
FY2021 Budget

	Explanation	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
	Property Tax Levy	5,998,824	6,328,983	6,994,294	7,479,000	7,314,966	7,439,188
	Uncollectible Levy				(150,000)		(150,000)
	Property Tax Abatement						
	Replacement Tax	144,298	134,227	121,389	100,000	100,000	100,000
	Impact Fees	23,242	5,564	4,852	0	2,194	
	Fines, Fees & Rentals	109,582	104,951	57,637	50,000	58,787	37,500
	Video/DVD rental	6,244	0	0	0		
	Interest Income	17,808	43,496	127,188	50,000	157,654	50,000
	Loss on Investment	449	6,318	(1,495)	0		
	Other Income	19,946	4,959	4,771	100,000	16,986	100,000
	<b>Total Undesignated Revenue</b>	<b>6,320,392</b>	<b>6,628,498</b>	<b>7,308,636</b>	<b>7,629,000</b>	<b>7,650,587</b>	<b>7,576,688</b>
<b>Designated Revenue</b>							
	Gifts & Other Designated Income	102,450	70,150	90,856	100,000	100,000	100,000
	Designated Interest Income	336	316	449		616	
	<b>Total Designated Revenue</b>	<b>102,785</b>	<b>70,466</b>	<b>91,305</b>	<b>100,000</b>	<b>100,616</b>	<b>100,000</b>
	<b>Total Revenues</b>	<b>6,423,177</b>	<b>6,698,964</b>	<b>7,399,941</b>	<b>7,729,000</b>	<b>7,751,203</b>	<b>7,676,688</b>
<b>PERSONAL SERVICES</b>							
	Salaries and Wages 3% increase (salary adjustment and merit)	3,305,464	3,382,529	3,489,313	3,814,017	3,634,590	3,908,756
	Maintenance Salaries/Wages	136,495	149,823	155,715	182,458	165,218	179,744
	<b>Total Personal Services</b>	<b>3,441,958</b>	<b>\$ 3,532,352</b>	<b>\$ 3,645,028</b>	<b>\$ 3,996,475</b>	<b>\$ 3,799,807</b>	<b>\$ 4,088,500</b>
<b>FRINGE BENEFITS</b>							
	Group Insurance Medical, Dental, Vision, Life	455,773	452,874	496,171	575,000	586,364	625,000
	Unemployment/Worker's Comp	29,572	30,751	36,051	25,000	27,096	28,000
	Staff Development & Incentives Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party, Staff Morale, Recognition & Acknowledgement, Tuition Reimbursement	54,428	52,431	62,958	100,000	92,514	98,000
	<b>Total Fringe Benefits</b>	<b>539,773</b>	<b>\$ 536,056</b>	<b>\$ 595,180</b>	<b>\$ 700,000</b>	<b>\$ 705,975</b>	<b>\$ 751,000</b>

Northbrook Public Library  
General Fund  
FY2021 Budget

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
<b>COMMODITIES</b>							
Materials	Books, Ebooks, Periodicals, My Media Mall, AXIS 360 , Databases, Audio Books, Movies in all formats, Music in all formats	810,144	848,148	859,746	920,000	909,566	920,000
Programs	MultiMedia, Reader Services, Reference, Young Adult, Youth Services, Digital Services, Library Wide	111,379	123,211	117,050	132,000	113,542	127,000
Office & Library Supplies	Supplies less than \$500	64,082	67,569	56,556	70,000	61,764	70,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies	14,395	0		0		
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, ReadSquared, Server Software, StackMap, Titlesource, Website Hosting	53,613	60,470	73,712	103,000	94,821	95,000
Postage		24,330	24,385	15,604	20,000	19,533	20,000
Graphics		0			0	0	

Northbrook Public Library  
General Fund  
FY2021 Budget

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program	38,584	38,336	48,079	52,000	42,320	49,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	33,130	36,995	45,771	45,000	39,454	45,000
<b>Total Commodities</b>		<b>1,149,656</b>	<b>\$ 1,199,114</b>	<b>\$ 1,216,518</b>	<b>\$ 1,342,000</b>	<b>\$ 1,281,001</b>	<b>\$ 1,326,000</b>

<b>CONTRACTUAL SERVICES</b>							
OCLC		16,922	18,069	23,902	26,000	22,415	26,000
Interlibrary Charges		651	0		0	0	
CCS Shared Costs		71,818	74,338	75,923	84,000	80,081	84,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	49,714	49,379	51,100	40,000	34,287	35,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	61,016	61,689	53,216	58,000	58,538	61,000
Telephone & Internet	Phone lines, Fiber optic cable, Internet	22,105	13,906	14,878	20,000	24,928	35,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractor	161,472	219,670	231,878	270,000	255,260	275,000

**Northbrook Public Library  
General Fund  
FY2021 Budget**

Explanation		FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Postage machine, Phone system, Binding, Auditorium equipment, Collaboratory equipment	17,524	35,969	14,854	20,000	15,958	20,000
Vehicle Expense		2,787	802	620	2,500	2,042	3,000
Utilities	Gas, Water, Garbage	50,181	52,829	60,720	53,000	47,170	53,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	28,279	15,384	24,019	30,000	6,536	30,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	99,862	104,743	116,658	135,000	129,071	135,000
Recruiting		1,173	400	388	500	250	500
<b>Total Contractual Services</b>		<b>583,503</b>	<b>\$ 647,178</b>	<b>\$ 668,156</b>	<b>\$ 739,001</b>	<b>\$ 676,536</b>	<b>\$ 757,500</b>
<b>CAPITAL OUTLAY</b>							
Furniture and Equipment	Items greater than \$500	153,502	150,514	81,704	160,000	88,868	100,000
<b>Total Capital Outlay</b>		<b>153,502</b>	<b>\$ 150,514</b>	<b>\$ 81,704</b>	<b>\$ 160,000</b>	<b>\$ 88,868</b>	<b>\$ 100,000</b>
<b>OTHER</b>							
Contingency & Misc Exp		20,497	4,634	4,374	100,000	4,461	100,000
Board Development		203	762	754	3,500	316	3,500
<b>Total Other</b>		<b>20,699</b>	<b>\$ 5,396</b>	<b>\$ 5,128</b>	<b>\$ 103,500</b>	<b>\$ 4,777</b>	<b>\$ 103,500</b>
<b>Total Expenses Before Gifts &amp; Transfers</b>		<b>5,889,092</b>	<b>\$ 6,070,610</b>	<b>\$ 6,211,714</b>	<b>\$ 7,040,976</b>	<b>\$ 6,556,965</b>	<b>\$ 7,126,500</b>

Northbrook Public Library  
General Fund  
FY2021 Budget

Explanation	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Forecast	FY21 Budget
DESIGNATED EXPENSES	110,582	\$ 135,377	\$ 63,303	\$ 100,000	\$ 64,515	\$ 100,000
TRANSFERS						
Debt Service Transfer	37,736	\$ 23,092	\$ 9,095	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer	375,000	\$ 469,000	\$ 1,115,000	\$ 563,000	\$ 563,000	\$ 425,000
Total Transfers	412,736	\$ 492,092	\$ 1,124,095	\$ 588,000	\$ 588,000	\$ 450,000
Total Expenses	6,412,410	\$ 6,698,079	\$ 7,399,112	\$ 7,728,976	\$ 7,209,480	\$ 7,676,500
NET SURPLUS/(DEFICIT)	10,768	\$ 885	\$ 829	\$ 24	\$ 541,724	\$ 188

Northbrook Public Library  
IMRF/FICA Fund  
FY2021 Budget

DRAFT 1 - FEBRUARY 2020 BOARD REVIEW

	Explanation	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Forecast	FY 2021 Budget
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
Property Tax Levy-IMRF		\$452,197	\$463,921	\$481,271	\$490,000	\$479,254	\$490,000
Property Tax Levy FICA & Medicare		\$254,962	\$263,702	\$275,012	\$280,000	\$273,859	\$289,000
Interest Income IMRF		\$599	\$2,087	\$7,028	\$50	\$38	\$1,500
Interest Income FICA & Medicare		\$465	\$1,115	\$2,975	\$50	\$22	\$1,500
Total Undesignated Revenue		\$708,223	\$730,824	\$766,286	\$770,100	\$753,174	\$782,000
<b>Total Revenues</b>		<b>\$708,223</b>	<b>\$730,824</b>	<b>\$766,286</b>	<b>\$770,100</b>	<b>\$753,174</b>	<b>\$782,000</b>
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Human Resources</b>							
Employer IMRF	IMRF Rate - 11.71%	\$362,742	\$357,325	\$351,547	\$490,000	\$370,334	\$400,000
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$256,901	\$262,363	\$269,780	\$280,000	\$275,000	\$289,000
Total Human Resources		\$619,643	\$619,688	\$621,326	\$770,000	\$645,334	\$689,000
Total Undesignated Expenses		\$619,643	\$619,688	\$621,326	\$770,000	\$645,334	\$689,000
<b>Total Expenses</b>		<b>\$619,643</b>	<b>\$619,688</b>	<b>\$621,326</b>	<b>\$770,000</b>	<b>\$645,334</b>	<b>\$689,000</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$88,580</b>	<b>\$111,136</b>	<b>\$144,960</b>	<b>\$100</b>	<b>\$107,840</b>	<b>\$93,000</b>

Northbrook Public Library  
Capital Improvements Fund  
FY2021 Budget

DRAFT 1 - FEBRUARY 2020 BOARD REVIEW

	Explanation	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Forecast	FY 2021 Budget
<b>Capital Improvements Fund</b>							
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
Interest Income		\$3,719	\$3,061	\$4,351	\$6,000	\$25,199	\$25,000
Other Income		\$29,639	\$37,443				
<b>Total Undesignated Revenue</b>		\$33,358	\$40,504	\$4,351	\$6,000	\$25,199	\$25,000
<b>Transfers &amp; Other Financing Sources</b>							
Transfer from General fund		\$375,000	\$469,000	\$1,115,000	\$563,000	\$563,000	\$425,000
Bond Proceeds						\$4,010,000	
Insurance Proceeds			\$5,180				
Other							
<b>Total Transfers &amp; Other Financing Sources</b>		\$375,000	\$474,180	\$1,115,000	\$563,000	\$4,573,000	\$425,000
<b>Total Revenues</b>		\$408,358	\$514,684	\$1,119,351	\$569,000	\$4,598,199	\$450,000
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Capital Projects &amp; Bond Expenses</b>							
Renovation/Repair		\$680,454	\$458,549	\$311,659	\$652,000	\$594,565	\$2,837,178
Professional Fees		\$23,973	\$41,784	\$63,259	\$168,000	\$168,000	\$250,000
Furniture & Equipment				\$6,136		\$57,435	\$250,000
Miscellaneous			\$66	\$248			
<b>Total Capital &amp; Bond Expenses</b>		\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
<b>Total Undesignated Expenses</b>		\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
<b>Total Expenses</b>		\$704,427	\$500,399	\$381,302	\$820,000	\$820,000	\$3,337,178
<b>NET SURPLUS/(DEFICIT)</b>		<b>(\$296,070)</b>	<b>\$14,285</b>	<b>\$738,049</b>	<b>(\$251,000)</b>	<b>\$3,778,199</b>	<b>(\$2,887,178)</b>

## Debt Service Fund

## FY2021 Budget

	Explanation	FY 2017 Actual	FY 2018 Actual	FY2019 Actual	FY2020 Budget	FY 2020 Forecast	FY2021 Budget
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
Property Tax Levy		\$972,599	\$992,802	\$518,856	\$528,404	\$516,830	\$527,476
Interest Income		\$556	\$554	\$272	\$1,000	\$157	\$500
Loss on Investment		\$26	\$367	(\$86)			
Total Undesignated Revenue		\$973,181	\$993,723	\$519,042	\$529,404	\$516,987	\$527,976
<b>Transfers &amp; Other Financing Sources</b>							
Transfer from General fund		\$37,736	\$23,092	\$9,095		\$11,916	
Total Transfers & Other Financing Sources		\$37,736	\$23,092	\$9,095		\$11,916	
<b>Total Revenues</b>		<b>\$1,010,917</b>	<b>\$1,016,815</b>	<b>\$528,137</b>	<b>\$529,404</b>	<b>\$528,903</b>	<b>\$527,976</b>
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Capital Projects &amp; Bond Expenses</b>							
Interest Payments		\$304,302	\$290,352	\$276,061	\$258,971	\$258,971	\$264,945
Principal Payments		\$706,589	\$726,068	\$252,076	\$269,433	\$269,433	\$262,531
Total Capital & Bond Expenses		\$1,010,891	\$1,016,420	\$528,137	\$528,404	\$528,404	\$527,476
Total Undesignated Expenses		\$1,010,891	\$1,016,420	\$528,137	\$528,404	\$528,404	\$527,476
<b>Transfers &amp; Other Financing Uses</b>							
Other Financing Uses					\$500	\$500	\$500
Total Transfers & Other Financing Uses					\$500	\$500	\$500
<b>Total Expenses</b>		<b>\$1,010,891</b>	<b>\$1,016,420</b>	<b>\$528,137</b>	<b>\$528,904</b>	<b>\$528,904</b>	<b>\$527,976</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$26</b>	<b>\$395</b>	<b>\$0</b>	<b>\$500</b>	<b>(\$0)</b>	<b>\$0</b>



February 14, 2020

Ms. Kate Hall, Executive Director  
Ms. Anna Amen, Business Manager  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

Project: **Northbrook Public Library Boiler Room Ventilation Project**  
1201 Cedar Lane  
Northbrook, Illinois 60062

Subject: **Bid Review**

**MEMORANDUM**

Six bids were received on February 13, 2020, from AMS Mechanical Systems Inc., Amber Mechanical Contractors Inc., F.E. Moran Inc., F.E. Moran Mechanical Services, Mechanical Concepts of Illinois Inc., and 1Source Mechanical, Inc. Five contractors provided complete bid submissions. One contractor, F.E. Moran Mechanical Services, did not.

The lowest bid price was from Mechanical Concepts of Illinois, Inc. Joe Senese of Mechanical Concepts, was interviewed on the phone today about some technical aspects of the project. He stated that he understood the project schedule and installation requirements and that they will be furnishing the equipment as specified.

Calor Design Group, Ltd. recommends the acceptance of the lowest bidder, Mechanical Concepts of Illinois, Inc. for this project.

Yours truly,

Javier Rodriguez  
Robert B. Huston  
Calor Design Group, Ltd.

# BOILER VENTILATION PROJECT BID OPENING

Name	Amount	Bid Pricing Form	List of Independent Contractors	Reference List	Certificate of Bidder Eligibility	Certificate of Compliance with Illinois Drug Free Act	Certificate Regarding Sexual Harassment Policy	Certificate Regarding Equal Employment Opportunity	Non Collusion Affidavit	Illinois Drug Free Workplace Statement
Mechanical Concepts	\$ 65,400.00	X	X	X	X	X	X	X	X	X
FE Moran	\$ 70,250.00									
1 Source Mechanical	\$ 78,945.00	X	X	X	X	X	X	X	X	X
FE Moran	\$ 86,000.00	X	X	X	X	X	X	X	X	X
AMS Mechanical Systems	\$ 95,115.00	X	X	X	X	X	X	X	X	X
Amber Mechanical Contractors Inc	\$ 122,000.00	X	X	X	X	X	X	X	X	X



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## VILLAGE OF NORTHBROOK MEMORANDUM DEVELOPMENT & PLANNING SERVICES

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**TO:** RICHARD A. NAHRSTADT, VILLAGE MANAGER  
**FROM:** THOMAS POUPARD, DPS DIRECTOR  
**DATE:** JANUARY 22, 2020  
**SUBJECT:** INITIAL BOARD REVIEW – 555 HUEHL ROAD  
COOK COUNTY 6B PROGRAM REQUEST

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### Introduction

IBYS Partners, LLC (the “Applicant”) is the contract purchaser of the property commonly known as 555 Huehl Road (the “Subject Property”). The Applicant plans to purchase the Subject Property and move the headquarters for Belmont Trading Company from Buffalo Grove to Northbrook. In addition to the corporate offices, the building would also be used to process, warehouse and distribute a variety of recycled electronic devices (such as tablets, laptops, smart phones, etc.).

The Applicant has submitted an application to receive a County 6b property tax classification as a vacant building, but one that has **not yet been vacant for the minimum two-year period specified** in the Cook County general qualifications standards. The County does allow for municipalities to support a 6B request upon a finding that “**special circumstances**” exist. In this case, the property at 55 Huehl has been vacant for 12 months. The Applicant also plans to invest approximately \$700,000 to \$900,000 in building improvements to qualify as “substantial rehabilitation” of the property.

During the January 28, 2019 meeting, the Applicant is seeking initial Board comments on the feasibility of obtaining Village support for a Class 6b incentive. We have attached the application materials submitted by the Applicant, as well relevant background material assembled by the Village Staff concerning the property and the County 6b program.

### Property/Building Description

Key information concerning the property is summarized below:

- The building on the Subject Property has been completely vacant for approximately one year.
- The Subject Property has been actively marketed as available since 2018, when the prior tenant in the building, Omeda Communications elected not to renew its 12-year lease.
- The Board may recall that there was a zoning application filed in 2018 involving this property and a request to convert the building into a sports training facility (Joy of the Game). That application was eventually denied.
- The building has approximately 78,500 square of floor area. There is approximately 40,581 square feet of warehouse space on the first floor. There is approximately 18,756 square feet of office on the first floor and approximately 19,146 square feet on the second floor.
- The plan is for Belmont Trading Co., Inc. to initially use the entire 40,581 square feet of warehouse space for its processing, warehousing and distribution. In addition, Belmont Trading Co., Inc. plans to initially use the first floor approximately 18,756 square feet of office and to eventually grow in to the second floor office space.

- The property is 3.78 acres in size and is located in the I-1, Restricted Industrial, zoning district. It is not in the floodplain.
- The Future Land Use Map in the Comprehensive Plan identifies the property and other properties in the vicinity on the southern end (east side of the road) of Shermer Road as appropriate for General Industrial & Warehouse Uses.
- The property is located in Elementary School District 27 and High School District 225.

### **The 6B Program**

The Cook County Class 6b program reduces the overall property tax bill for industrial and warehouse buildings over the course of 12 years. Under the program, properties are assessed based on the following schedule:

- at 10% of market value for the first 10 years,
- 15% in the 11<sup>th</sup> year, and
- 20% in the 12<sup>th</sup> year.
- **In year 13, the property reverts to the normal assessed value of 25% of market value.**

Real estate is eligible for Class 6b status if it is used primarily for “industrial purposes” and is either:

- (a) new construction,
- (b) substantial rehabilitation of a building, or
- (c) occupation of an “abandoned” property.

When approving a 6b tax incentive, the Village has a policy of requiring an agreement that stipulates the Applicant may not apply for an extension of the 6b tax relief program.

In this instance, the Applicant is seeking approval of a 6b incentive as a building that has been abandoned for less than two years. A municipality can endorse a 6b application for a property where the building has been vacant for less than two years, if a finding of “special circumstance” is made. The Village has passed several of these requests for special circumstances in the past when there was a finding that a particular building had unique issues or the new owner or tenant was particularly well-suited to Northbrook or the site.

The Applicant has prepared an exhibit that depicts the projected property tax impact of the Subject Property. The following summarizes the overall impact over the 12-year lifespan of the 6b program assuming the new construction was built:

<b>Estimated Taxes Paid over 12 Years <u>With</u> the Class 6b</b>	<b>Estimated Taxes Paid over 12 year <u>Without</u> The Class 6b</b>	<b>Estimated <u>Savings</u> in Property Taxes over 12 years</b>
<b>\$2,676,954</b>	<b>\$5,715,037</b>	<b>\$3,038,083</b>

The Applicant also include information on real estate taxes that would be paid over the course of 12 years in the event the building remained vacant the entire time.

### **Village Procedures for Processing Class 6b Applications**

The Village adopted Resolution No. 07-R-48, “Establishing Eligibility Guidelines and Procedures for Review and Approval of Cook County Class 6B Classification Requests”. The guidelines consist of three basic categories:

1. Economic & Fiscal Impacts of the Business on the Community (50% consideration)
2. Conditions of Existing Building/Site and Private Financial Contribution Compared to Public Assistance (30% consideration)
3. Quality of Jobs Created (20% consideration)

In addition, bonus consideration of up to 5% can be awarded due to environmental features of the proposed business. When the Village Board established these eligibility guidelines, they were adopted as general guidelines as a way for the Board to evaluate requests.

Following a review of the comments made by the Board on this initial request, the Applicant will need to decide if it wishes to file a formal Village 6b application. If they proceed, we will route the application and supporting materials to the impacted school districts (in this case, School Districts 27 and 225) as well as the Northbrook Park District and Library District. Up to 45 days is available for a comment period prior to the Board taking final action on the resolution of support. The Village's procedures also provide the ICDC and EDC an opportunity to comment on the proposed requests.

### **Summary**

Staff suggests that the Board of Trustees focus on the following questions in reviewing this request:

- 1 Does the Applicant's Class 6b request satisfy the general Cook County criteria for the approval of a Class 6b incentive involving a vacant structure?
- 2 Although the building has been totally vacant for only one year (not the minimum two-year period generally required by the County), do the facts constitute a "special circumstance" that would warrant the support of the Village of the 6b request?
- 3 Does the Applicant's 6b proposal satisfy the general Village criteria for the approval of a 6b incentive?
- 4 Is the incentive appropriate to encourage the relocation of this business to Northbrook?

The Applicant and staff will be present at the January 28 meeting to answer any questions from the Board.

# SARNOFF ♦ BACCASH

P R O P E R T Y   T A X   L A W

February 4, 2020

Tom Poupard  
Director of Development & Planning Services  
Village of Northbrook  
1225 Cedar Lane  
Northbrook, Illinois 60062

**Re:   Class 6b Incentive Resolution Request  
IBYS Partners, LLC  
555 Huehl Rd.  
Northbrook, Illinois 60062  
PIN: 04-05-301-017-0000**

Dear Tom:

IBYS Partners, LLC ("Applicant") is seeking a Village of Northbrook Resolution supporting and consenting to a Class 6b Incentive on the above-referenced property based on occupation of an abandoned property that has been vacant for less than 24 continuous months with a purchase for value, special circumstances and substantial rehabilitation. The Applicant plans to purchase the site and rehabilitate the same in order for its related entity, Belmont Trading Co., Inc., to occupy for its use consisting of the processing, warehousing and distribution of electronic devices (such as tablets, laptops, smart phones, etc.).

The subject property consists of an approximately 78,483 square foot industrial building located on a roughly 158,143 square foot site. The subject property has been 100% vacant and unused since January 1, 2019 and is in need of substantial rehabilitation and improvements for Belmont Trading Co., Inc. to occupy the same. Therefore, the Applicant plans to invest approximately \$700,000 to \$900,000 to rehabilitate the subject property, which will create construction jobs.

Belmont Trading Co., Inc. currently leases approximately 68,943 square feet of a property located at 900 Corporate Grove Dr. in Buffalo Grove and because its business is growing it needs to expand its operations as soon as possible. Therefore, Belmont Trading Co., Inc. plans to move its global headquarters to the subject property and bring all 132 (all full-time) of its employees to the same. Belmont Trading Co., Inc. plans on adding approximately 5 to 10 new employees as soon as possible at the property and plans to grow to 170 total employees in the next 10 years. We also note that Belmont Trading Co., Inc. will look to hire all qualified Village of Northbrook residents for future employment.

The Village of Northbrook can also expect that Belmont Trading Co., Inc. and its employees will invest commercially back into the community by visiting local establishments such as restaurants, gas stations, grocery stores and more. In addition, the Village of Northbrook can expect that Belmont Trading Co., Inc. will attract business and various customers to the Village in the course of its operations.

Tom Poupard  
February 4, 2020  
Page Two

We note that although industrial vacancy rates are low in the Village of Northbrook, the subject property has been vacant for over one year, has been on the market since the middle of 2017 and is in need of improvements for any occupant. If the Applicant does not purchase the subject property because it was unable to secure a Class 6b Incentive, it is likely that this property will continue to sit vacant. In addition, Belmont Trading Co., Inc. is excited to move back to the Village of Northbrook and believes it is a great fit for the community. This is because of the number of high paying jobs to come as well as to be created, the moving of a headquarters of a global corporation located in 10 countries and because of Belmont Trading Co., Inc.'s innovative business that fits the Village's green culture as its business consists of the recycling/repurposing electronic devices.


As the above and attached show, there are various benefits the Village of Northbrook will receive should the Applicant be granted the Class 6b Incentive. The Applicant is excited to move forward with the rehabilitation and occupation of the subject property. Additionally, Belmont Trading Co., Inc. is excited to expand its operations at the subject property in the Village of Northbrook and be a strong community member for many years to come. However, the above is contingent on the Applicant receiving a Class 6b Incentive.

Therefore, please review this letter and the following attached materials, and place the Applicant on the agenda for the next possible Village of Northbrook Board meeting, where it will present its request for the Village to pass a Resolution supporting and consenting to a Class 6b Incentive on the subject property based on occupation of an abandoned property that will be vacant for less than 24 continuous months with a purchase for value, special circumstances and substantial rehabilitation. In support of the above request for a Class 6b Incentive Resolution, we have enclosed the following:

1. Class 6b Eligibility Application.
2. Affidavit attesting to vacancy.
3. Economic Disclosure Statement.
4. Supplemental information and answers to the Village of Northbrook Application, including the following:
  - a. Site and building square footage as well as the legal description.
  - b. Information regarding ownership, including a copy of the Articles of Organization.
  - c. Survey and aerial of the subject property.
  - d. Photographs of the subject property (exterior and interior vacancy).
  - e. The 2016 and 2017 Certificate of Payments and a copy of the 2018 Second Installment Tax Bill.
  - f. Tax breakdown.
  - g. Purchase Agreement and marketing brochure.

Should you have any questions or concerns, or require additional information, please do not hesitate to contact us at (312) 782-8310.

Sincerely,  
SARNOFF & BACCASH

  
Zachary A. Kafitz  
James B. Sarnoff

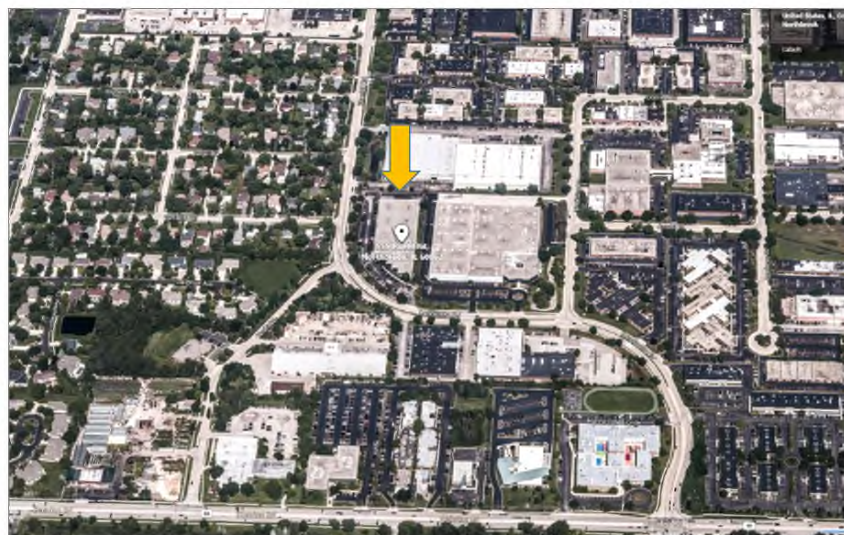
# 555 Huehl Road 6b Incentive Request Belmont Trading Co., Inc.

Northbrook Board of Trustees  
January 28, 2020



**NORTHBROOK**  
DEVELOPMENT  
& PLANNING SERVICES

## Location

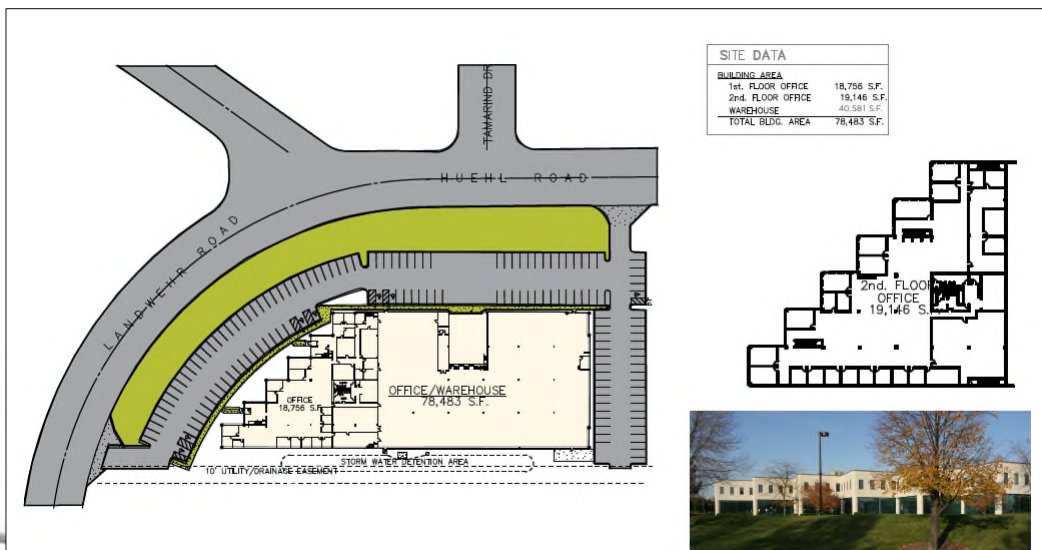




## 555 Huehl Road Building



## 555 Huehl Road



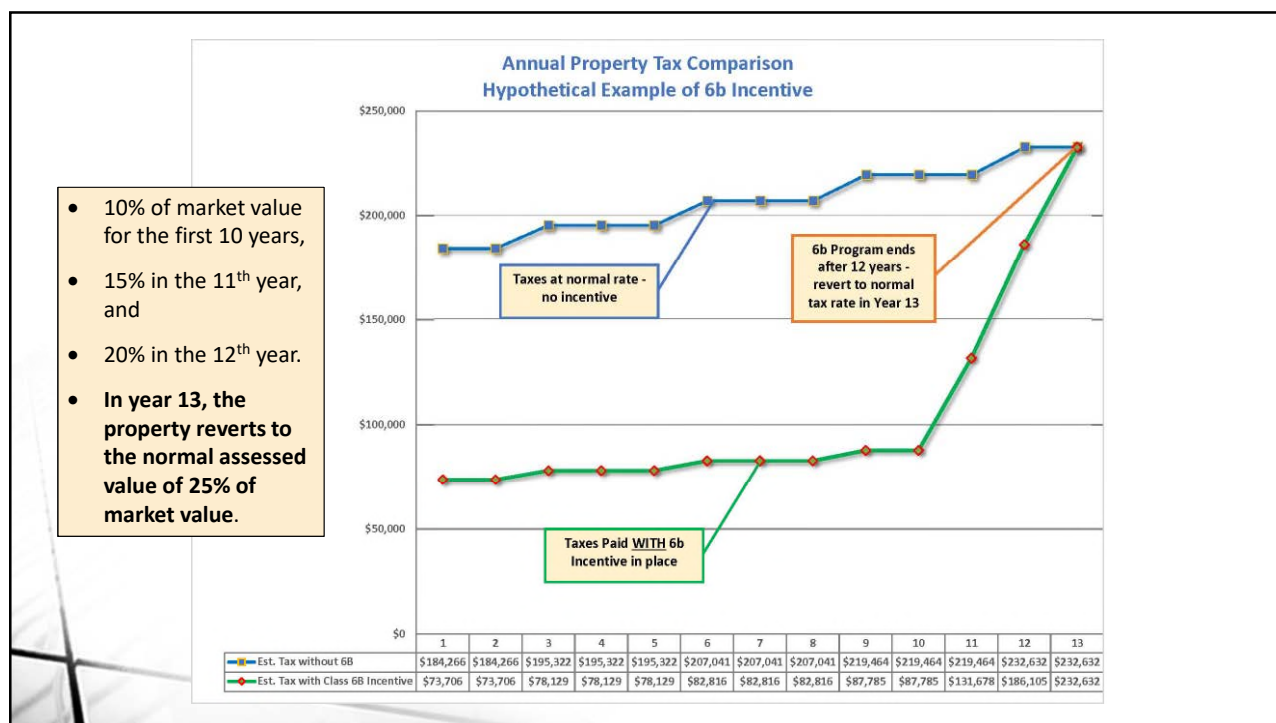
## 555 Huehl – Basic Data

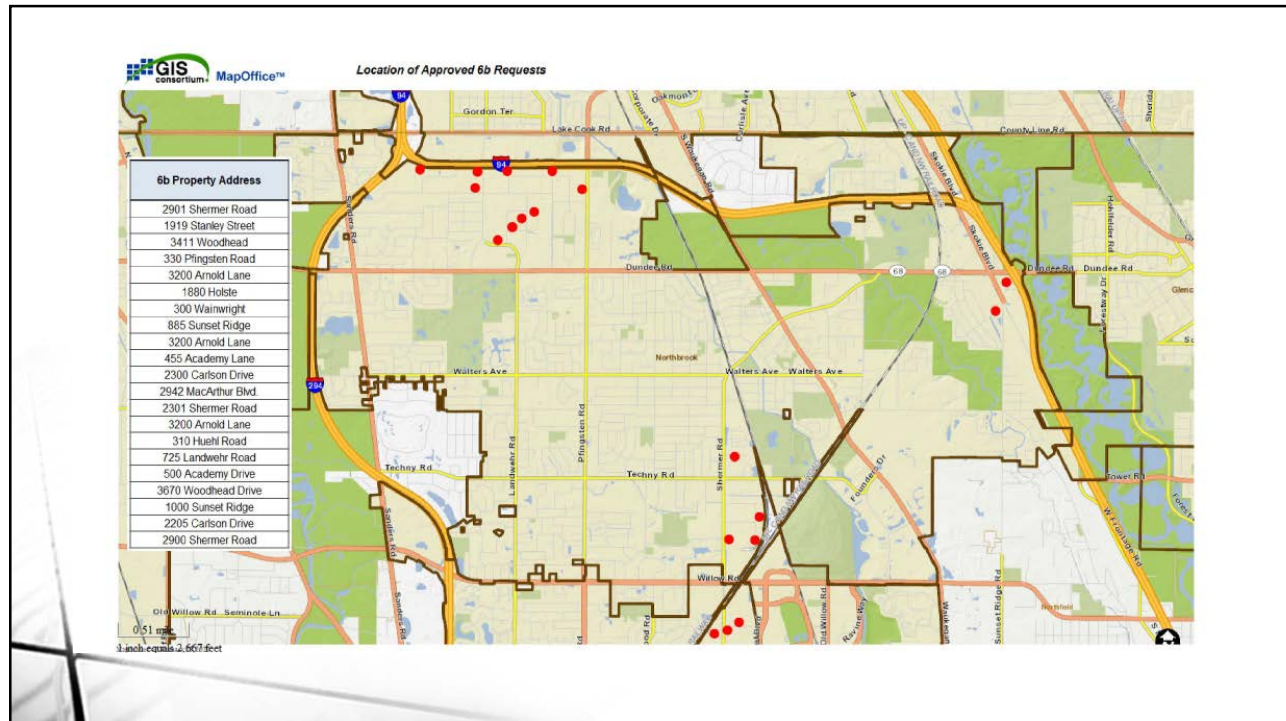
- The property is 3.78 acres in size
- The building has approximately 78,500 square of floor area.
- 40,581 square feet of warehouse space on the first floor.
- 37,902 square feet of office space (2 levels)
- **The building has been completely vacant for approximately one year.**
- In 2018 the Village denied request to convert the building into a sports training facility (Joy of the Game).

## Belmont Trading Co., Inc.

- IBYS Partners, LLC is Applicant
- Applicant plans to purchase the site and rehabilitate it for its related entity, Belmont Trading Co., Inc.
- Currently located in Buffalo Grove
- Belmont Trading would move its corporate headquarters and use remainder for the processing, warehousing and distribution of electronic devices (such as tablets, laptops, smart phones, etc.).
- Bring all 132 full-time employees
- Plans to grow to 170 total employees in the next 10 years
- Plans to invest approximately \$700,000 to \$900,000 in facility.

## 6b Property Tax Incentive Overview



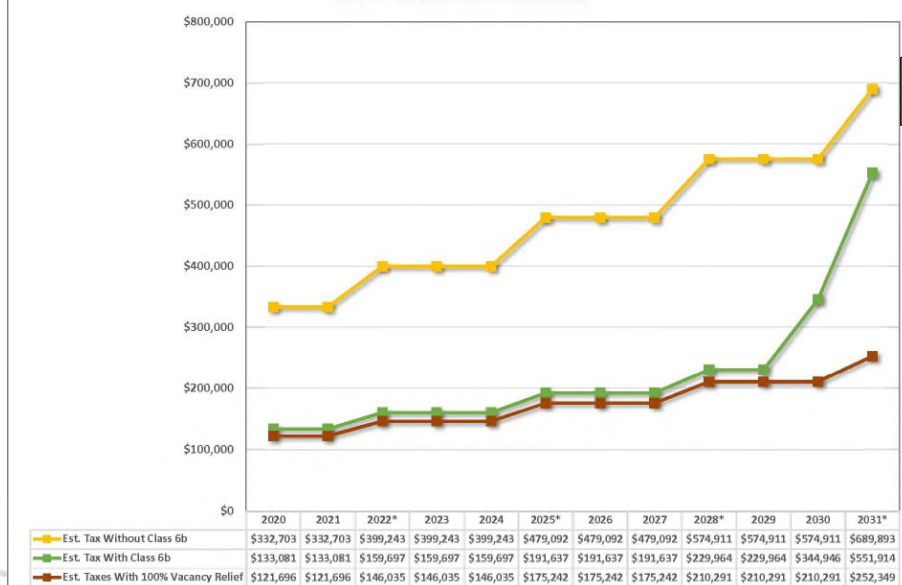


## Applicant's 6b Request

## The 6b Request

- Occupy a property that has been vacant for **less than 24 months**
- 24-month vacancy is general County threshold for a 6b Incentive
- Vacancy of less than 24 months can be approved upon a **finding of special circumstances**

Annual Property Tax Comparison - 555 Huehl  
Over Life of 6B Incentive



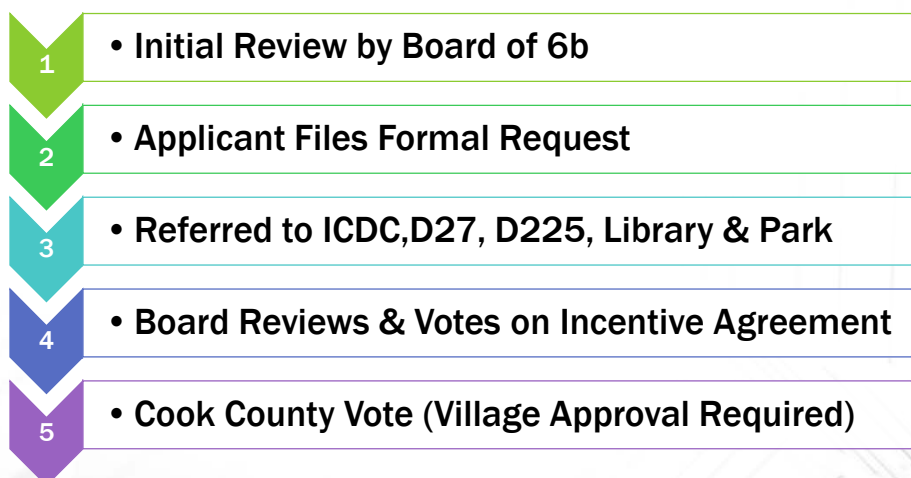
Year 13 –  
program ends



## Summary of 6b Incentive Request Over the 12-Year Term

Estimated Taxes Paid over 12 Years <u>With</u> the Class 6b	Estimated Taxes Paid over 12 year <u>Without</u> The Class 6b	Estimated <u>Savings</u> in Property Taxes over 12 years
\$2,676,954	\$5,715,037	<b>\$3,038,083</b>

## Northbrook 6b Review Process



## Policy Questions

- Does the request satisfy the general criteria for a Class 6b incentive?
- Although the building has been totally vacant for only 1 year (not the minimum two-year period), do the facts constitute a “special circumstance”?
- Does the Applicant’s proposal satisfy the general Village criteria for the approval of a 6b incentive?
- Is the incentive appropriate to encourage the relocation of this business to Northbrook?