

# NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

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

Livestream: <https://youtu.be/oi-L9JTNE54>

Zoom Webinar

Register to attend the meeting virtually:

<https://us06web.zoom.us/j/81602717650>

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

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – January 20, 2022
  - 3.3 Approve Cash Balances & Income Statement January 2022
  - 3.4 Approve Bills and Charges from January 2022
  - 3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1
  - 3.6 Approve Keshet Therapeutic Day School Intergovernmental Agreement for School services
  - 3.7 Approve Meeting Room Booking Policy Update
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Visiting other libraries
- 8 New Business
  - 8.1 FY23 Draft Budget
  - 8.2 Work from Home Updated Policy
  - 8.3 PDC Chicago LPIV, Inc 4000 Commercial Ave Class 6B Request
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
1/31/2022**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	6,768,943.02	19,713.98	530,838.63	6,257,818.37
	Restricted	366,725.20	2,750.98	5,513.36	363,962.82
	IMRF	672,695.64	626.82	26,941.22	646,381.24
	Fica	174,762.95	438.43	22,571.21	152,630.17
	<b>Total Operating</b>	<b>\$ 7,983,126.81</b>	<b>\$ 23,530.21</b>	<b>\$ 585,864.42</b>	<b>\$ 7,420,792.60</b>
<b>Capital Improvement</b>		<b>\$ 5,082,054.68</b>	<b>\$ 214.31</b>	<b>\$ 5,149.31</b>	<b>\$ 5,077,119.68</b>
<b>Debt Service</b>		<b>\$ 1,761.46</b>			<b>\$ 1,761.46</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	172,468.82	27,868.18	1,761.46
PayPal	8,087.98	-	-
GSB - Money Market	-	-	-
FBoFHP	226,137.46		
Fifth Third - Checking/Money Market	7,012,643.96	5,048,740.13	-
US Bancorp	659.38	511.37	-
IMET	-	-	-
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 7,420,792.60</b>	<b>\$5,077,119.68</b>	<b>\$ 1,761.46</b>

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

Northbrook Public Library  
Income Statement  
1/31/2022

	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	\$13,350.59	\$11,282.99	\$7,303,025.11	\$7,202,216.38	\$7,289,188.00	98.81%
Replacement Tax	\$47,512.05	\$122,168.11	\$102,542.48	\$215,247.98	\$125,000.00	172.20%
Impact Fees	\$289.85	\$0.00	\$8,021.03	\$6,634.86	\$0.00	0.00%
Fines, Fees & Rentals	\$261.25	\$1,649.29	\$3,764.46	\$26,416.63	\$25,000.00	105.67%
Interest Income	\$881.90	\$121.58	\$13,502.51	\$3,526.33	\$25,000.00	14.11%
Other Income	\$1,776.08	\$3,827.95	\$17,384.73	\$25,922.31	\$100,000.00	25.92%
Total Undesignated Revenue	\$64,071.72	\$139,049.92	\$7,448,240.32	\$7,479,964.49	\$7,564,188.00	98.89%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	(\$211.70)	\$2,749.00	\$146,606.01	\$102,962.35	\$100,000.00	102.96%
Designated Interest Income	\$19.15	\$1.98	\$216.61	\$89.00	\$0.00	0.00%
Total Designated Revenue	(\$192.55)	\$2,750.98	\$146,822.62	\$103,051.35	\$100,000.00	103.05%
<b>Total Revenues</b>	<b>\$63,879.17</b>	<b>\$141,800.90</b>	<b>\$7,595,062.94</b>	<b>\$7,583,015.84</b>	<b>\$7,664,188.00</b>	<b>100.25%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>	\$51,810.91	\$61,793.15	\$641,390.11	\$639,932.64	\$949,000.00	67.43%
Books	\$42,571.50	\$53,011.00	\$582,013.59	\$557,013.92		
Audio Visual	\$6,205.25	\$4,302.55	\$32,436.51	\$40,141.75		
Videos/DVDs	\$3,034.16	\$3,679.52	\$26,940.01	\$42,776.97		
Programs	\$6,757.88	\$4,793.44	\$54,231.94	\$54,235.80	\$117,000.00	46.36%
OCLC	\$5,397.30	\$5,525.77	\$19,856.63	\$20,674.51	\$22,000.00	93.98%
CCS Shared Costs	\$19,714.46	\$19,701.06	\$72,721.13	\$72,444.45	\$80,000.00	90.56%
Total Materials & Services	\$83,680.55	\$91,813.42	\$788,199.81	\$787,287.40	\$1,168,000.00	67.40%
<b>Human Resources</b>						
General Salaries and Wages	\$295,675.02	\$295,945.29	\$2,719,118.15	\$2,619,225.78	\$3,869,725.00	67.69%
Maintenance Salaries & Wages	\$14,675.78	\$12,253.68	\$131,689.87	\$110,667.40	\$168,975.00	65.49%
Group Insurance	\$55,025.22	\$54,055.17	\$483,311.53	\$493,521.90	\$695,000.00	71.01%
Pension Expense	(\$16.61)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Unemployment/Worker's Comp	\$233.28	\$211.38	\$18,112.06	\$19,436.67	\$27,000.00	71.99%
Staff Development	\$4,121.01	\$10,412.10	\$18,744.85	\$41,809.19	\$70,000.00	59.73%
Total Human Resources	\$369,713.70	\$372,877.62	\$3,370,976.46	\$3,284,660.94	\$4,830,700.00	68.00%

Northbrook Public Library  
Income Statement  
1/31/2022

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>Operating Costs</b>						
Photocopy	\$2,616.42	\$1,597.20	\$20,598.76	\$23,380.87	\$37,500.00	62.35%
Office & Library Supplies	\$6,237.23	\$2,962.08	\$55,491.45	\$35,744.69	\$70,000.00	51.06%
Software	\$4,342.45	\$5,198.86	\$85,487.43	\$73,608.60	\$103,000.00	71.46%
Postage	\$19.60	\$756.41	\$16,056.37	\$18,424.20	\$20,000.00	92.12%
General Insurance	\$0.00	\$0.00	\$50,734.02	\$55,026.81	\$63,000.00	87.34%
Telephone/Internet	\$3,245.29	(\$647.76)	\$36,989.14	\$33,916.60	\$43,000.00	78.88%
Professional Services	\$307.50	\$18,789.14	\$178,280.17	\$218,249.08	\$275,000.00	79.36%
Furniture, Equipment	\$1,898.51	\$551.82	\$43,775.57	\$39,123.02	\$50,000.00	78.25%
Equipment Rental & Maintenance	\$930.00	\$1,175.00	\$2,928.28	\$22,275.72	\$42,000.00	53.04%
Community Relations	\$225.39	\$90.04	\$17,137.12	\$25,108.26	\$44,000.00	57.06%
Total Operating Costs	\$19,822.39	\$30,472.79	\$507,478.31	\$544,857.85	\$747,500.00	72.89%
<b>Maintenance</b>						
Vehicle Expense	\$47.73	\$73.61	\$372.69	\$300.93	\$3,000.00	10.03%
Janitorial Supplies	\$2,601.73	\$3,237.68	\$28,210.44	\$29,985.77	\$45,000.00	66.64%
Utilities	\$8,992.66	\$578.10	\$24,051.48	\$22,867.29	\$54,000.00	42.35%
Building Repairs	\$2,395.00	\$560.50	\$13,345.33	\$20,490.72	\$30,000.00	68.30%
Contracted Services	\$32,098.80	\$21,409.68	\$125,360.17	\$116,567.39	\$135,000.00	86.35%
Total Maintenance	\$46,135.92	\$25,859.57	\$191,340.11	\$190,212.10	\$267,000.00	71.24%
<b>Other Expenses</b>						
Recruiting	(\$48.00)	\$0.00	\$0.00	\$1,509.50	\$500.00	301.90%
Contingency & Misc Exp	\$424.16	\$406.14	\$1,503.49	\$4,916.00	\$100,000.00	4.92%
Board Development	\$122.00	\$0.00	\$170.99	\$450.20	\$0.00	0.00%
Total Other Expenses	\$498.16	\$406.14	\$1,674.48	\$6,875.70	\$100,500.00	6.84%
Total Undesignated Expenses	\$519,850.72	\$521,429.54	\$4,859,669.17	\$4,813,893.99	\$7,113,700.00	67.67%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$1,000.00	\$2,817.87	\$3,990.72	\$8,383.12	\$0.00	0.00%
Designated Materials Expense	\$0.00	\$0.00	\$1,622.52	\$1,201.20	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$0.00	\$742.00	\$0.00	0.00%
Designated Program Expense	\$775.00	\$2,695.49	\$20,630.89	\$50,502.43	\$100,000.00	50.50%
Total Designated Expenses	\$1,775.00	\$5,513.36	\$26,244.13	\$60,828.75	\$100,000.00	60.83%
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$221.73)	\$0.00	0.00%
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$221.73)	\$450,000.00	(0.05%)
Total Expenses	\$521,625.72	\$526,942.90	\$4,885,913.30	\$4,874,501.01	\$7,663,700.00	63.61%
NET SURPLUS/(DEFICIT)	(\$457,746.55)	(\$385,142.00)	\$2,709,149.64	\$2,708,514.83	\$488.00	



Northbrook Public Library  
Income Statement  
1/31/2022

	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	\$879.37	\$606.68	\$481,031.30	\$387,258.19	\$400,000.00	96.81%
Property Tax Levy FICA	\$518.65	\$438.32	\$283,710.31	\$279,794.04	\$289,000.00	96.81%
Interest Income IMRF	\$0.11	\$0.14	\$4.66	\$2.13	\$50.00	4.26%
Interest Income FICA	\$0.06	\$0.11	\$2.92	\$1.55	\$50.00	3.10%
<b>Total Undesignated Revenue</b>	<b>\$1,398.19</b>	<b>\$1,045.25</b>	<b>\$764,749.19</b>	<b>\$667,055.91</b>	<b>\$689,100.00</b>	<b>96.80%</b>
<b>Total Revenues</b>	<b>\$1,398.19</b>	<b>\$1,045.25</b>	<b>\$764,749.19</b>	<b>\$667,055.91</b>	<b>\$689,100.00</b>	<b>96.80%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$31,812.15	\$26,941.22	\$299,644.45	\$276,001.69	\$425,000.00	64.94%
Employer FICA	\$22,835.78	\$22,571.21	\$209,892.10	\$200,788.73	\$289,000.00	69.48%
<b>Total Human Resources</b>	<b>\$54,647.93</b>	<b>\$49,512.43</b>	<b>\$509,536.55</b>	<b>\$476,790.42</b>	<b>\$714,000.00</b>	<b>66.78%</b>
<b>Total Undesignated Expenses</b>	<b>\$54,647.93</b>	<b>\$49,512.43</b>	<b>\$509,536.55</b>	<b>\$476,790.42</b>	<b>\$714,000.00</b>	<b>66.78%</b>
<b>Total Expenses</b>	<b>\$54,647.93</b>	<b>\$49,512.43</b>	<b>\$509,536.55</b>	<b>\$476,790.42</b>	<b>\$714,000.00</b>	<b>66.78%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$53,249.74)</b>	<b>(\$48,467.18)</b>	<b>\$255,212.64</b>	<b>\$190,265.49</b>	<b>(\$24,900.00)</b>	

## Northbrook Public Library

## Income Statement

1/31/2022

	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	\$650.90	\$214.31	\$9,240.81	\$2,768.24	\$10,000.00	27.68%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
Total Undesignated Revenue	\$650.90	\$214.31	\$16,429.81	\$9,968.24	\$10,000.00	99.68%
<b>Transfers &amp; Other Financing Sources</b>						
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%
<b>Total Revenues</b>	<b>\$650.90</b>	<b>\$214.31</b>	<b>\$16,429.81</b>	<b>\$9,968.24</b>	<b>\$435,000.00</b>	<b>2.29%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$58,055.14	\$1,010.01	\$826,977.89	\$112,193.49	\$908,000.00	12.36%
Professional Fees	\$2,252.50	\$0.00	\$79,612.90	\$35,467.50	\$75,000.00	47.29%
Furniture & Equipment	\$27,742.59	\$4,723.20	\$257,603.33	\$261,730.06	\$40,000.00	654.33%
Total Capital & Bond Expenses	\$88,050.23	\$5,733.21	\$1,164,194.12	\$409,391.05	\$1,023,000.00	40.02%
Total Undesignated Expenses	\$88,050.23	\$5,733.21	\$1,164,194.12	\$409,391.05	\$1,023,000.00	40.02%
<b>Total Expenses</b>	<b>\$88,050.23</b>	<b>\$5,733.21</b>	<b>\$1,164,194.12</b>	<b>\$409,391.05</b>	<b>\$1,023,000.00</b>	<b>40.02%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$87,399.33)</b>	<b>(\$5,518.90)</b>	<b>(\$1,147,764.31)</b>	<b>(\$399,422.81)</b>	<b>(\$588,000.00)</b>	

Northbrook Public Library  
Income Statement  
1/31/2022

	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	\$946.62	\$1,150.03	\$517,821.35	\$734,095.35	\$758,249.00	96.81%
Interest Income	\$0.11	\$0.27	\$8.66	\$4.04	\$0.00	0.00%
Total Undesignated Revenue	\$946.73	\$1,150.30	\$517,830.01	\$734,099.39	\$758,249.00	96.82%
<b>Total Revenues</b>	<b>\$946.73</b>	<b>\$1,150.30</b>	<b>\$517,830.01</b>	<b>\$734,099.39</b>	<b>\$758,249.00</b>	<b>96.82%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$0.00	\$0.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
Net Loss on Investment	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	(\$12.96)	\$0.00	0.00%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$759,979.05</b>	<b>\$758,235.58</b>	<b>\$758,249.00</b>	<b>100.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$946.73</b>	<b>\$1,150.30</b>	<b>(\$242,149.04)</b>	<b>(\$24,136.19)</b>	<b>\$0.00</b>	

## January 2022 Financial Summary

Total General Fund revenues collected to date is \$7,583,015.84.

- 98.81% of property taxes have been collected
- Fines, Fees & Rentals
  - 65% of the Fines, Fees & Rentals is non-resident fees
    - This is the for patrons that live in unincorporated Northbrook – 100% of the fee is collected when card is applied for or renewed

Total General Fund expenditures are \$4,874,501.01, budget differences include:

- Programming is less than budget due to COVID
- OCLC costs are greater than budget due to invoices being paid quarterly – 11 months of expense is being reported
- CCS Shared costs are greater than budget due to invoices being paid quarterly - 11 months of expense is being reported
- Staff Development is less than budget due to staff attending less CE and virtual conferences/workshops costing less than in person conferences/workshops
- Photocopy is less than budget due to usage of copy machines being down due to COVID
- Supplies are less than budget due to COVID
- Postage represent 12 months of USPS expense
- General Insurance represents 10 months of expense
- Equipment Rental & Maintenance is less than budget due to the nature of the account – costs are recorded annually when service is performed
- Community Relations is less than budget due to a reduction in outreach due to COVID
- Vehicle is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to gas bill for winter months being higher than summer months – also only 7 months of expense has been recorded
- Contracted Services is greater than budget some costs are recorded annually when service is performed rather than monthly
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

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

Operating Funds

Library Claims List	\$	18,248.54
Librarian's Claims List	\$	158,165.92
Payroll	\$	293,784.15
Fica/IMRF	\$	49,512.43
ACH to IPBC	\$	66,153.38
Total Operating Funds	\$	<u>585,864.42</u>

Capital Improvement Fund

Claims List	\$	5,149.31
	\$	<u>5,149.31</u>

Debt Service Fund

Grand Total Library	\$	<u><u>591,013.73</u></u>
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**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
25328	1/20/2022	Auscura	\$1,000.00	monthly payment - software - includes startup payment
25329	1/20/2022	BambooHR	\$6,135.08	annual payment - software
25330	1/20/2022	First Bankcard	\$2,223.65	monthly payment - supplies
25331	1/20/2022	Gustavo Moreno II	\$1,000.00	ILP payment - programming
25332	1/20/2022	Morgan Rogers	\$1,000.00	ILP payment - programming
25333	1/20/2022	T-Mobile	\$2,487.06	annual payment - materials & telephone
25334	1/31/2022	Amazon	\$2,061.12	monthly payment - supplies
25335	1/31/2022	American Library Association, Membership	\$1,033.00	monthly payment - staff development
25336	1/31/2022	Baker & Taylor	\$21,516.02	monthly payment - materials
25337	1/31/2022	Baker & Taylor Entertainment	\$676.68	monthly payment - materials
25338	1/31/2022	Best Quality Cleaning	\$5,805.00	monthly payment - contracted services
25339	1/31/2022	Cintas	\$858.39	monthly payment - janitorial supplies and equipment repair & maintenance
25340	1/31/2022	Cooperative Computer Service	\$25,226.83	quarterly payment - CCS & OCLC
25341	1/31/2022	Dornfeld Piano Tuning	\$1,020.00	quarterly payment - equipment repair & maintenance
25342	1/31/2022	F.E. Moran Mechanical Services	\$9,710.00	annual payment - contracted services
25343	1/31/2022	Garaventa USA Inc.	\$633.75	annual payment - contracted services
25344	1/31/2022	Grainger	\$2,320.32	monthly payment - janitorial supplies
25345	1/31/2022	Info USA Marketing	\$9,018.00	annual payment - materials
25346	1/31/2022	Elisabeth Lindsay-Ryan	\$8,000.00	bi annual payment - professional services
25347	1/31/2022	Linkedin Corporation	\$7,000.00	annual payment - materials
25348	1/31/2022	Midwest Tape	\$6,272.38	monthly payment - materials
25349	1/31/2022	New York Times	\$1,086.82	annual payment - materials
25350	1/31/2022	North American	\$691.04	monthly payment - janitorial supplies
25351	1/31/2022	Outsource Solutions Group, Inc.	\$18,854.58	monthly payment - professional services and software
25352	1/31/2022	Overdrive	\$9,851.38	monthly payment - materials
25353	1/31/2022	Reaching Across Illinois Library System	\$750.00	annual payment - software
25354	1/31/2022	Runco Office Supply	\$1,489.31	monthly payment - supplies
25355	1/31/2022	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
25356	1/31/2022	Today's Business Solutions, Inc.	\$2,496.60	annual payment - photocopy
25357	1/31/2022	Tsai Fong Books, Inc.	\$618.19	monthly payment - materials
25358	1/31/2022	VSP of Illinois, NFP	\$746.94	monthly payment - group insurance - vision (2 months)
25359	1/31/2022	Wells Fargo Vender Fin Serv	\$765.00	monthly payment - photocopy
25360	1/31/2022	Wex Health Inc.	\$3,898.78	monthly payment flexible spending, dependant care and commuter benefit

\$ 158,165.92

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

Transaction Number	Transaction Date	Reference	Payments
51603	11/22/2021	VOID - Costco	\$ (124.97)
51721	1/24/2022	Added Incentives, Inc.	\$338.85
51722	1/24/2022	Alert Protective Services	\$114.03
51723	1/24/2022	Aluma Designs	\$318.90
51724	1/24/2022	Anna Amen	\$123.92
51725	1/24/2022	Ancel Glink P.C.	\$440.00
51726	1/24/2022	Aquatic Works LTD	\$175.00
51727	1/24/2022	Bayscan Technologies	\$576.00
51728	1/24/2022	Blackstone Publishing	\$41.60
51729	1/24/2022	BMI	\$409.00
51730	1/24/2022	Olga Camp	\$22.99
51731	1/24/2022	Chicago Distribution Center	\$49.49
51732	1/24/2022	Chicago Tribune	\$111.50
51733	1/24/2022	Colley Elevator Co.	\$480.00
51734	1/24/2022	EBSCO Information Services	\$4.40
51735	1/24/2022	ECO Promotional Products, Inc.	\$204.87
51736	1/24/2022	Lila Elman	\$7.99
51737	1/24/2022	Findaway World, LLC	\$267.21
51738	1/24/2022	Gale/Cengage Learning Inc.	\$388.65
51739	1/24/2022	Garaventa USA Inc.	\$594.20
51740	1/24/2022	Rosalyn Garcia	\$9.99
51741	1/24/2022	Garvey's Office Products	\$439.04
51742	1/24/2022	Rae Goodman-Lucker	\$13.99
51743	1/24/2022	Halloran & Yauch, Inc.	\$130.00
51744	1/24/2022	HodgePodge	\$309.00
51745	1/24/2022	The Home Depot Credit Services	\$336.18
51746	1/24/2022	Illinois Library Association	\$350.00
51747	1/24/2022	Illinois Office of the State Fire Marshall	\$500.00
51748	1/24/2022	J.C. Licht, Inc.	\$57.55
51749	1/24/2022	Lechner Services	\$72.00
51750	1/24/2022	Library Furniture International, Inc.	\$265.00
51751	1/24/2022	Library Ideas LLC	\$39.81
51752	1/24/2022	Limricc - UCGA	\$211.38
51753	1/24/2022	Jim Miller	\$20.04
51754	1/24/2022	Ocooch Hardwoods	\$199.25
51755	1/24/2022	Olsson Roofing Company, Inc.	\$560.50
51756	1/24/2022	Outsource Solutions Group, Inc.	\$44.00
51757	1/24/2022	Elizabeth G Pearson	\$14.99
51758	1/24/2022	Petty Cash Custodian	\$20.95
51759	1/24/2022	Pioneer Press	\$72.00
51760	1/24/2022	Quincy Public Library	\$14.95
51761	1/24/2022	Rotary Club of Northbrook	\$70.00
51762	1/24/2022	Sheet Music Plus	\$94.96
51763	1/24/2022	Sullivan's Law Directory	\$123.36
51764	1/24/2022	UPS	\$112.56
51765	1/24/2022	WEX Bank	\$73.61
51766	1/24/2022	WEX Health, Inc.	\$100.50
51767	1/24/2022	WM Corporate Services Inc.	\$578.10

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

Transaction Number	Transaction Date	Reference	Payments
51768	1/24/2022	Yami Vending Inc.	\$310.75
51769	1/27/2022	Adult Reading Round Table	\$165.00
51770	1/27/2022	Mark Anderson	\$400.00
51771	1/27/2022	Donna Beach	\$99.28
51772	1/27/2022	Nancy Buehler	\$250.00
51773	1/27/2022	Nancy Buehler	\$250.00
51774	1/27/2022	CCH Incorporated	\$211.41
51775	1/27/2022	Edward Chao	\$19.95
51776	1/27/2022	Tom Deja	\$500.00
51777	1/27/2022	Emery-Pratt Company	\$56.00
51778	1/27/2022	Sabina Fazlic	\$125.00
51779	1/27/2022	Garvey's Office Products	\$359.40
51780	1/27/2022	Mark Gelfeld	\$200.00
51781	1/27/2022	Mark Gelfeld	\$200.00
51782	1/27/2022	Benjamin Goluboff	\$250.00
51783	1/27/2022	Benjamin Goluboff	\$250.00
51784	1/27/2022	Donald A Hayner	\$200.00
51785	1/27/2022	Jayne Herring	\$475.00
51786	1/27/2022	Jayne Herring	\$550.00
51787	1/27/2022	Marcie Hill	\$250.00
51788	1/27/2022	Illinois Library Association	\$25.00
51789	1/27/2022	Image Specialties of Glenview, Inc.	\$46.20
51790	1/27/2022	Anette Isaacs	\$225.00
51791	1/27/2022	JCC Chicago Jewish Film Festival	\$237.50
51792	1/27/2022	Laura Kowalski	\$60.00
51793	1/27/2022	Ron Mantegna	\$200.00
51794	1/27/2022	Ron Mantegna	\$200.00
51795	1/27/2022	Northbrook Hardware	\$83.72
51796	1/27/2022	Courtney Peller	\$16.99
51797	1/27/2022	Olga Rudiak	\$400.00
51798	1/27/2022	Olga Rudiak	\$400.00
51799	1/27/2022	Adrien Sebro	\$200.00
51800	1/27/2022	Sujin Song	\$100.00
51801	1/27/2022	Sticky Fingers Cooking	\$150.00
51802	1/27/2022	Sticky Fingers Cooking	\$150.00
51803	1/27/2022	The Charmm'd Foundation	\$500.00
51804	1/27/2022	The Sewing Source Inc	\$155.00
51805	1/27/2022	Vivian J Villers	\$100.00
51806	1/27/2022	Robert Waterbury	\$50.00
51807	1/27/2022	Eric Wolfson	\$250.00
51808	1/27/2022	Youth Services re: SHARE	\$200.00

\$ 18,248.54



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

Transaction Number	Transaction Date	Reference	Payments	Description
1847	1/20/2022	Fast Signs	\$1,010.01	Lockers
1848	1/20/2022	Interior Investments, LLC	\$1,100.00	1st Floor Renovation Project - Furniture
1849	1/31/2022	Fast Signs	\$3,039.30	Lockers
			<u>\$5,149.31</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 July, 2021 through December, 2021 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 July 2021 through December 2021**

3E Electric, Inc. - \$9,522.50; Added Incentives, Inc. - \$1,471.04; ; Amalgamated Bank of Chicago - \$567,162.77; Amazon - \$13,940.64; American Library Association, Membership - \$2,686.00; Ancel Glink P.C. - \$6,398.75; ASI Sign Systems - \$3,471.00; Authors Unbound Agency - \$14,000.00; Baker & Taylor - \$148,125.27; Baker & Taylor Entertainment - \$3,141.98; Bayscan Technologies - \$1,664.51; Benjamin Goluboff - \$1,500.00; Best Quality Cleaning - \$33,150.00; Bibliotheca, LLC. - \$316,721.50; CallOne - \$2,712.07; Calor Design Group, Ltd. - \$1,057.50; CCB Technology - \$1,120.00; CDW Government, Inc. - \$1,399.20; Chicago Filter Supply - \$1,052.52; Cintas - \$2,358.33; Cloudbakers - \$12,240.00; Colley Elevator Co. - \$2,396.00; Comcast - \$1,441.63; Computype, Inc. - \$1,023.75; Continental Resources, Inc - \$2,225.95; Cooperative Computer Service - \$50,651.95; Demco - \$3,121.38; Dornfeld Piano Tuning - \$1,860.00; EBSCO Information Services - \$19,604.34; ECO Promotional Products, Inc. - \$2,089.39; Elisabeth Lindsay-Ryan - \$8,000.00; F.E. Moran Mechanical Services - \$4,419.22; F.E. Moran, Inc. - Fire Protection - North - \$25,340.00; Fast Signs - \$2,921.23; First Bankcard - \$24,466.19; Forward Space LLC - \$5,632.58; Gale/Cengage Learning Inc. - \$2,282.86; Garvey's Office Products - \$1,797.00; Gewalt Hamilton Associates - \$3,500.00; Grainger - \$7,082.25; Grey House Publishing - \$5,050.00; Henricksen - \$17,563.68; H-O-H Water Technology Inc. - \$4,000.00; HR Source - \$2,974.00; Illinois Library Association - \$2,265.00; Impact Networking LLC - \$4,297.59; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$396,920.28; ITsavvy LLC - \$3,211.00; Jayne Herring - \$1,650.00; Jo I Gayle - \$2,117.50; Jo-Ann Stores LLC - \$1,045.00; Library Furniture International, Inc. - \$21,089.00; Library Ideas LLC - \$1,022.80; Library Journals LLC - \$1,849.60; Limricc - UCGA - \$1,489.04; LogMeln USA, Inc - \$6,600.00; Mango Languages - \$3,435.00; Mark Gelfeld - \$1,100.00; Mechanical Test & Balance Inc. - \$1,325.00; Menard Consulting, Inc. - \$2,500.00; Mergent, Inc. - \$1,896.00; Midwest Tape - \$49,869.35; Moore Landscapes, LLC - \$2,148.00; Nancy Buehler - \$1,500.00; Neuco Inc. - \$2,035.22; NewsBank, Inc. - \$13,203.00; NFIP Direct Servicing Agent - \$4,390.00; Niche Academy - \$1,290.00; North American - \$5,141.13; Northbrook Chamber of Commerce & Industry - \$1,375.00; Northbrook Hardware - \$1,845.37; Northern IL Terrazzo & Tile Co - \$1,198.15; Olga Rudiak - \$2,500.00; Olsson Roofing Company, Inc. - \$6,450.00; Outsource Solutions Group, Inc. - \$115,884.09; Overdrive - \$97,640.42; Penguin Random House LLC - \$13,000.00; Product Architecture + Design - \$25,800.00; Proquest - \$33,327.57; Reaching Across Illinois Library System - \$9,625.00; Record Information Services, Inc. - \$1,330.00; Reserve Account - \$15,000.00; RGW Consulting LLC - \$16,750.00; Richard Rothstein - \$3,500.00; Ring Central Inc - \$24,924.93; Robert Oakley Gregory - \$16,000.00; Ron Mantegna - \$1,200.00; Runco Office Supply - \$5,277.79; Selden Fox, LTD - \$11,000.00; SenSource - \$1,203.63; Siemens Industry Inc. - \$4,125.00; Snow Systems, Inc. - \$7,050.00; Sterling Services, Inc. - \$2,736.90; Stoj Products Inc. - \$2,302.00; Symmetry Energy Solutions, LLC - \$11,473.71; Tee Jay Service Company, Inc. - \$1,804.00; Today's Business Solutions, Inc. - \$1,573.04; UPS - \$1,817.00; Value Line Publishing LLC - \$8,150.00; Village of Northbrook Water Dept. - \$5,022.38; Vis-O-Graphic, Inc. - \$16,639.08; VSP of Illinois, NFP - \$1,660.76; Wells Fargo Vender Fin Serv - \$5,355.00; Wex Health Inc. - \$14,317.01; WM Corporate Services Inc. - \$3,221.30; Yami Vending Inc. - \$1,419.00;

## Payroll for the Period July 2021 through December 2021

Abbas - \$4,805.58; Alteri - \$14,857.18; Amen - \$53,834.52; Amundsen - \$2,629.08; Ashmann - \$22,798.92; Balog, - \$8,257.92; Baran - \$9,731.75; Beach - \$21,284.68; Becker - \$9,702.43; Bellman - \$1,697.03; Born - \$11,812.85; Brugger - \$24,967.32; Burke - \$1,183.40; Burman - \$3,450.08; Chase - \$18,567.35; Cirignani - \$19,838.52; Collins - \$26,378.16; Cotini - \$384.28; Couch - \$19,481.16; Czechorski - \$8,667.32; Doyle - \$38,512.68; Duncan-McGee - \$15,143.48; Durov - \$47,856.84; Edwards - \$3,370.87; Faedtke - \$9,587.93; Flowers - \$6,749.32; Fragozo - \$4,518.70; Franklin - \$29,939.28; Goese - \$17,309.40; Golembiewski - \$25,155.84; Gossage - \$30,728.64; Gould - \$370.26; Grabowski - \$1,077.12; Grossman - \$5,226.42; Gutmann - \$7,965.25; Haddad - \$39,230.00; Hall - \$73,016.60; Hannon - \$23,805.84; Hannon - \$248.55; Haynes - \$23,822.52; Hewerdine - \$20,469.36; Hill - \$25,712.16; Holland - \$3,263.70; Hominick - \$27,216.60; Hovanec - \$6,083.34; Huh - \$10,473.83; Huie - \$27,378.60; Ibardoloza, D - \$1,378.60; Ibardoloza, K - \$1,378.60; Islan - \$1,113.59; Jacob - \$144.97; Jaffery - \$11,307.11; Kaminski - \$25,149.96; Kaplan - \$9,022.96; Karahalios - \$11,225.90; Kearns - \$1,842.20; Keaton - \$30,057.40; Kosuge - \$32,138.14; Lee - \$10,476.34; Lee - \$4,814.99; Lee - \$1,105.17; Lopez - \$24,041.28; Malamud - \$5,453.40; Marek - \$2,244.80; Margis - \$32,547.60; Mayer - \$11,519.34; Mayer, B. - \$38,430.00; McDonald - \$5,993.37; McGill - \$5,796.23; McKinnie - \$22,023.80; Miller - \$6,753.33; Miller - \$4,492.69; Mistalski - \$21,238.90; Munday - \$3,662.38; Murray - \$10,459.60; Nava - \$7,467.60; Nelson - \$20,369.26; Nguyen - \$15,999.72; Noblet - \$6,683.89; Norton - \$34,688.40; Pekara - \$28,425.96; Perley - \$4,054.26; Perrenot - \$34,162.92; Prioletti - \$40,234.92; Raucci - \$11,237.48; Raybuck - \$21,930.00; Reid - \$13,155.25; Rustman - \$27,103.40; Saks - \$7,162.08; Schafer - \$1,854.40; Schlernitzauer - \$37,983.24; Schmidt - \$12,919.38; Schwartz - \$13,054.55; Scodius - \$26,603.40; Shapiro - \$1,914.38; Sharma - \$6,369.69; Siegel, D - \$19,160.01; Siegel, L - \$21,229.63; Simmons - \$647.00; Simpson - \$9,460.44; Siwinski - \$19,092.36; Skittino - \$38,430.00; Strom - \$330.11; Suarez - \$1,427.75; Talaefard - \$2,981.95; Thomann - \$39,422.28; Vering - \$29,580.00; Vi - \$4,859.46; Vienna - \$24,162.84; Villanueva, - \$2,755.25; Voronova - \$5,096.75; Wawer - \$6,596.80; Weisenberg - \$3,376.78; White - \$6,333.32; Wolf - \$40,152.36; Wright - \$9,319.69;

## INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS AGREEMENT made and entered into this 17 day of February, 2022, by Keshet Therapeutic Day School hereinafter referred to as the "SCHOOL," and the Northbrook Public Library hereinafter referred to as the LIBRARY.

### W I T N E S S E T H:

WHEREAS, the LIBRARY listed above is a local library established pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq., and is hereby contracting with an Illinois public entity or private corporation established pursuant to state statute; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 5/4-7(8) for public libraries, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities

WHEREAS, the LIBRARY seeks to support the local school districts faculty and staff in providing quality resources to its students and to support local curriculums,

NOW, THEREFORE, in consideration of the mutual undertaking and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

#### 1. Library Services

The LIBRARY agrees to provide library services using its facilities, equipment, and materials at the Library pursuant to the Library's usual policies and practices. The LIBRARY also agrees to make such facilities, equipment, and materials available to the teachers and faculty at SCHOOL subject to the terms and conditions of this Intergovernmental Agreement and as may otherwise be mutually agreed upon between the LIBRARY and the school and laid out in Appendix A.

#### 3. Library Users

The SCHOOL shall be the official library card holder. At the beginning of each school year, the SCHOOL shall furnish a list of all teachers and faculty eligible to receive a card under the SCHOOL's name. Eligible teachers and faculty shall come to the Northbrook Public Library, showing proof of identity, in order to be issued a card for the year.

#### 4. Financial

The LIBRARY reserves the right to reduce any or all general Library services at the LIBRARY during the term of this Intergovernmental Agreement.

The SCHOOL shall offer publicity opportunities for Library programs, events and services to its faculty, staff, students, and their parents.

The SCHOOL shall also pay the Library for the loss or damage to any Library materials under this contract upon any invoice by the Library within thirty (30) days of receipt of said invoice and agree to abide by rights and responsibilities outlined in Appendix A. The SCHOOL shall also pay the LIBRARY for the use of any consumables used by approved teachers and faculty in the Library's makerspace, The Collaboratory.

#### 5. Amendments to the Intergovernmental Agreement

This Intergovernmental Agreement may be amended by mutual consent, providing that the party desiring the amendment shall give the other party written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both Party's Boards and signed by authorized representatives of each Board. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives of each Board, and attached to this Intergovernmental Agreement.

#### 6. Term of Intergovernmental Agreement

The Agreement shall be effective upon the approval of all the Parties and shall remain in effect until terminated. Any party may choose to no longer participate in the Agreement without cause or penalty upon thirty (30) days prior written notice to the other party and payment to Library by the School of any outstanding consideration.

#### 7. Savings Clause

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

#### 8. Notice

Any notice required to be given under this Agreement shall be sufficient if it is in writing and sent by mail, to the LIBRARY Board of Trustees at 1201 Cedar Lane, Northbrook, IL 60062 and to the SCHOOL's address at 610 Academy Drive, Northbrook, IL 60062.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries pursuant to Resolutions duly adopted by the Boards of the LIBRARY and SCHOOL as of the day and year first above written.

For: SCHOOL

For: NORTHBROOK PUBLIC LIBRARY

BY: \_\_\_\_\_ BY: \_\_\_\_\_

ATTEST:

ATTEST:

BY: \_\_\_\_\_ BY: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

## APPENDIX A

### Rights and Responsibilities of Teacher Cards

Teacher Cards can only be used at the LIBRARY and will be valid until December of the following school year unless a SCHOOL provides information that the cardholder is no longer employed at the SCHOOL. If such occurs, the card will be deleted.

Teacher Cards may be used for the following:

- Check out all LIBRARY materials.
- Access the LIBRARY databases.
- Place holds on all materials owned by the LIBRARY.
- Purchase consumables used in the Collaboratory.
- Reserve study rooms as long as the teacher is present for the use of the study room.

Books and Audiobooks have a six week check out period. All other materials will be follow the regular lending period set by the LIBRARY.

Materials will automatically be renewed up to 3 times, if there are no holds placed against them.



## 402: Meeting Rooms

Created:	March 2020	Updated:	
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The Northbrook Public Library offers meeting room space in order to support our mission to provide an environment where community members can come together.

### AVAILABILITY AND USE

Room availability is as follows:

- Auditorium (not available to outside organizations)
- Civic Room (Seats 40)
- Collaboratory (not available to outside organizations)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)
- Youth Services Activity Room (not available to outside organizations)

The meeting rooms are available for reservation 15 minutes after the library opens at the following times:

- ~~Monday through Thursday: 9:15 am to 8:45 pm~~
- ~~Friday: 9:15 am to 5:45 pm~~
- ~~Saturday: 9:15 am to 4:45 pm~~
- ~~Sunday: 1:15 pm to 4:45 pm~~

All groups must be out 15 minutes prior to the library's closing time.

Priority for any meeting room is given first to library and library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

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The library makes its meeting rooms available as “designed and limited forums” for meetings and programs to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);
4. Businesses within the district boundaries in need of space to conduct a meeting.

The library’s meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the Northbrook Public Library. All meetings must be open to the public.

## GENERAL RULES AND REGULATIONS

1. Use of the Northbrook Public Library meeting rooms shall be in accordance with Article VI of the ALA Library Bill of Rights.  
(<https://www.northbrook.info/about/policies/ala-library-bill-rights>)

2. The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Executive Director or except as otherwise allowed by law.
6. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
7. Smoking and the use of e-cigarettes, food and alcoholic beverages are not permitted. Covered beverages are permitted in the Pollak and Civic rooms only. Covered water bottles are allowed in the Auditorium.
8. Excessive noise or disruption to the functions of the library are not permitted. All those present must abide by the library's Public Code of Behavior policy (<https://www.northbrook.info/about/policies/public-code-behavior>).
9. The use of hazardous materials or incendiary devices (including candles) is prohibited.
10. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.
11. Posted occupancy limits must be observed and enforced by the signee.

## RESERVATION PROCESS

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook library card in good standing.

The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The library has full discretion to approve room usage.

Northbrook residents may not reserve the meeting rooms for more than 18 meetings in one 365 day period. The use of the meeting rooms by Northbrook groups shall be subject to the following restrictions:

1. Reservations must be made online at [www.northbrook.info](http://www.northbrook.info) at least ~~three days~~one day prior to the event.
2. Meeting rooms may be booked up to two months in advance.
3. The person reserving the room must choose from standard set-up options. Special set-ups are not available.
4. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.

7. Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. ~~Any group that reserves a room that requires technology or set up of furniture must cancel at least 24 hours in advance or they will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance.~~ Any group that fails to show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance.

## FEES & FINES

Fees and fines will be added to the patron's library card and may be paid at the Circulation Desk or online through My Account.

- a. Room Reservation: There is no fee to reserve a meeting room.
- b. Piano Rental: \$50.00
- c. Extended Use of Meeting Room: is \$25 per each partial or additional 15 minutes when the library is open. If a room is not vacated at the agreed upon time, the signee shall pay
- d. \$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after library Closes is a \$100 fine if occupants are still in the room after the library closed unless waived by library Administration. The library will waive the fee for first instance of non-compliance.
- e. Food in Rooms: Covered drinks are allowed, but the library reserves the right to charge a fine of up to \$200 and revoke future meeting room privileges if food is present during an event.
- f. Cancellation or No Show Fine: \$100.00 as outlined above.
- g. The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

## EQUAL OPPORTUNITY

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library is available to reasonably accommodate all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

## LIABILITY

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the meeting room.

In addition, each group or organization using the library meeting rooms shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

## WITHDRAWAL OF PRIVILEGES

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.

# DIRECTOR'S REPORT FEBRUARY 2022

## AGENDA ITEMS

### 3 Consent Agenda

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

3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1

This is a required filing that lists all bills paid and the total amount by recipient.

3.6 Approve Keshet Therapeutic Day School Intergovernmental Agreement for School services

The Keshet Therapeutic Day School would like to start offering teacher cards to their staff. The IGA is the same as the one used for the other Northbrook schools.

3.7 Approve Meeting Room Booking Policy Update

After review, we feel we can shorten the amount of waiting time for booking meeting rooms. I also made a few other small edits.

### 7 Unfinished Business

7.1 Visiting other libraries **DISCUSSION**

We will discuss where the board is at in terms of visiting the Palatine Public Library this spring.

### 8 New Business

8.1 FY23 Draft Budget **DISCUSSION**

Anna has prepared a memo and supporting documentation that is in the packet. We will also present a more detailed overview at the meeting. No action is requested at this meeting.

8.2 Work from Home Updated Policy **POSSIBLE ACTION**

After passing a WFH policy in February 2020, there have obviously been a number of changes in the world. I have updated the policy and have included the original policy, a new policy, and the procedures we will be using to implement and manage the new policy for the board's review.

**POSSIBLE MOTION:** Approve the updated Work from Home policy effective March 1, 2022.

8.3 PDC Chicago LPIV, Inc 4000 Commercial Ave Class 6B Request **POSSIBLE ACTION**

A memo with information on this Class 6B request and the supporting documentation from the Village is included in the packet.

**POSSIBLE MOTION:** Recommend (or Do Not Recommend) to the Village Board that the PDC Chicago LPIV, Inc Class 6B request be approved.

## BOARD NEWS

### ILA Trustee Workshops

The Illinois Library Association is offering some online workshops this spring for Trustees. If you are interested in any of these, please let me know and we will get you registered.

Saturday, March 5, 10:00 a.m. - Noon

Illinois Library Trustees: What's the job and how do I do it?

This session sets the foundation for what Illinois library Trustees should do (and not do!) to efficiently and effectively serve the library.

Saturday, April 2, 10:00 - 11:30 a.m.

Library Director Evaluation

Join a panel of library trustees from across the library landscape who have worked to develop processes that work for their boards and provide successful results. Evaluating the director is not a one-size fits all endeavor, and this program will give you a wide range of examples and options that you can take back to your library to use with confidence.

Saturday, May 14, 10:00 - 11:30 a.m.

Streamlining the Budget Process

In this session, we'll add to budgeting basics with a deeper dive into the budget & appropriation, levy ordinances, and other legally required reports.

### ILA Legislative Meet-Up on February 21

Board members are invited to participate in the annual Illinois Library Association Legislative Meet-ups. The one for the northern suburbs will be on President's Day, Monday, February 21 from 9-10:30am on Zoom.

This is a great opportunity to hear from local legislators, meet other Library Board Trustees, and find out what is happening on the legislative front at the state and local level for libraries. [You can read more about the event on the ILA website.](#)

If you are interested in attending, please let me know and we will register you.



## National Library Week

Linda Vering is soliciting answers to the following questions for some social media posts to use to help celebrate National Library Week (April 3-9). She will be emailing the board and would love to hear from each board member.

- What is your favorite thing to do at Northbrook Public Library?
- What is your favorite thing about the Northbrook Public Library?
- What is your favorite thing about public libraries?
- What is the most valuable thing can you do with your library card?
- Why do you think public libraries are important?
- Other (please share your thoughts about Northbrook Public Library)

## UPDATES

### COVID-19

Staff case numbers have come down and we are moving back to in person programming with our Youth in-person programming starting in March. The governor has stated that the mask mandate will end on February 28. I am monitoring the local transmission levels and talking with the other units of local government to determine what we will do at the library. I am hopeful that by the March board meeting we will be seeing much more normalcy.

### March Oscar Movies

In the before times we hosted a very popular March movie series featuring Oscar nominated films. The series was cancelled in 2020 and we did not hold it last year. This year marks the return of these programs. Fiction & Media Librarian Margo Hill has curated a great list of movies that we hope patrons will be excited to return to the library to see in the Auditorium.

#### March Movies: Critics' Choice



#### March Movies: First Run Films



### Exterior Lockers

We continue to encounter issues with getting the new locker system installed outside for 24/7 pick-up. The delivery company damaged the lockers and this was not evident until Bibliotheca came to install them. Anna Amen and Kelly Durov are working with Bibliotheca to resolve the issues and work on a solution.

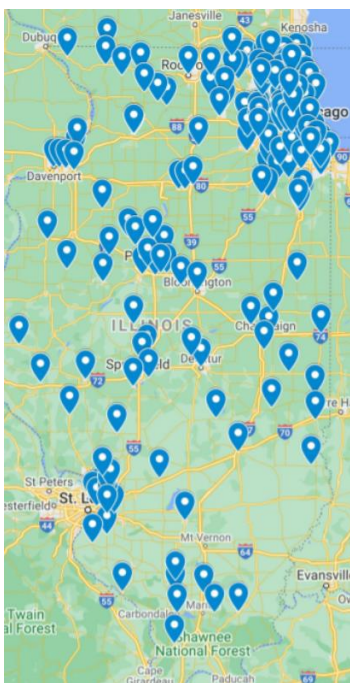
## Fire Panel Update

Anna will provide an update on the Fire Panel work at the board meeting.

## Multi-Factor Authentication

Last week we learned that our Cyber Security Insurance carrier is now requiring multi-factor authentication (MFA) for all employees. MFA is when users are accessing accounts or apps, they are required to provide additional identity verification, such as inserting a Yubikey token or entering a code received by phone. OSG has recommended the implementation of MFA and previously we rolled it out in Administration with anyone that worked with the finances or HR. Due to the significant increase in cyber attacks and the number of insurance claims, insurance companies that are offering cyber security insurance are now requiring instead of just recommending that all members of the organization use this. As we have just learned of this,

we are rolling this out as quickly as possible to all staff in the organization.



## Illinois Libraries Presents

The membership application period has ended for the January-June 2022 Pilot period. We have 192 libraries that are participating in the pilot spread throughout the state.

For any board member interested in the next couple of events, sign-up and event information is provided below:

An Evening with Jasmine Guillory (in conversation with Morgan Rogers)

Wednesday, February 16, 7-8 p.m. / Zoom

[https://bit.ly/ILP\\_JasmineGuillory](https://bit.ly/ILP_JasmineGuillory)

An Evening with Jenny Lawson (facilitator info to come)

Wednesday, March 30, 7-8 p.m. / Zoom

[https://bit.ly/ILP\\_JennyLawson](https://bit.ly/ILP_JennyLawson)

## HR

### New Staff

- Stephanie Bremner, part-time Youth Services Assistant (YS) effective January 3. (replacement)
- Jason Wacławik, regular part-time Youth Services Assistant (YS) effective January 4. (replacement)
- Maria Pondo, part-time Clerk (CIRC) effective January 10. (replacement)
- Donald Porter, regular part-time Clerk II (CIRC) effective January 17. (replacement)
- Elizabeth Berkover, regular part-time Clerk II (CIRC) effective January 18. (replacement)

#### Departing Staff

- Felycia Noblet, part-time Clerk (CIRC) resigned effective January 18 due to personal reasons.
- Maria Pondo, part-time Clerk (CIRC) resigned effective January 31 due to personal reasons.

#### New Positions for Existing Staff

- Sunkyung Lee, part-time Shelver (Circulation) was promoted to part-time Clerk (Circulation) effective January 4.

Kate Hall, Executive Director

# STATISTICS JANUARY 2022

The majority of these statistics compare year to date information from May 1, 2021-January 31, 2022 to May 1, 2020-January 31, 2021. The library was closed for in person service in January 2021. In January 2022, we were open to the public but saw programming impacted due to the omicron surge and needing to pull back on in person events. Our collection has grown primarily due to our increasing our downloadable content.

## CARD HOLDERS (AS OF JANUARY 31)

**17,419** total cardholders

▼  
-25%

17,006 Residents

351 Non-Residents

62 Businesses



33,500 total residents

52% cardholder rate vs. 57% national average

## VISITS

▲  
89%

**139,678**  
total visits

## CHECKOUTS

**643,957** ▲  
38%  
total checkouts

Books eBooks  
365,571 70,865

Audiobooks eAudiobooks  
52,351 33,424

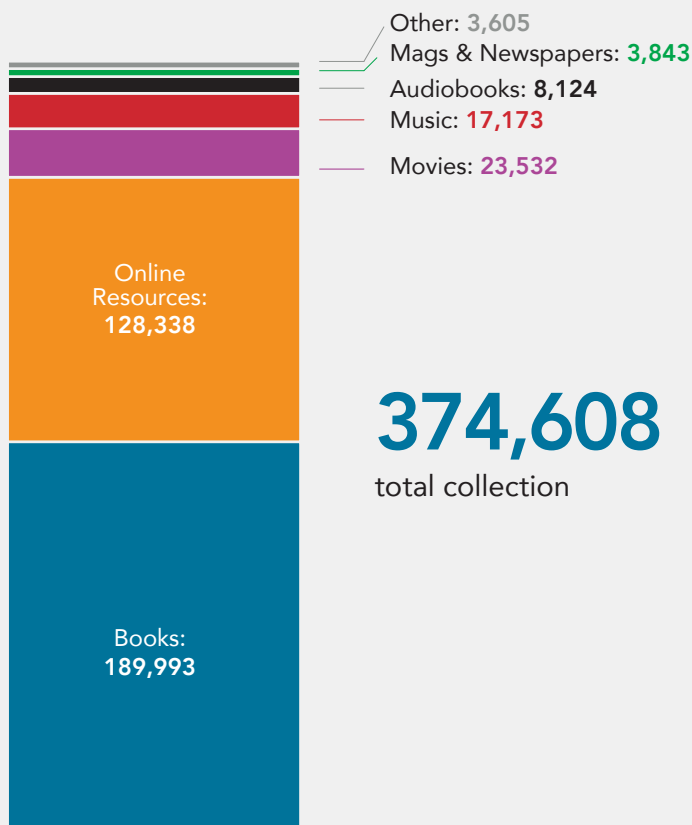
Mags & Newspapers eMags  
7,705 7,006

Movies eMovies  
59,918 10,916

Music eMusic  
16,091 1,148

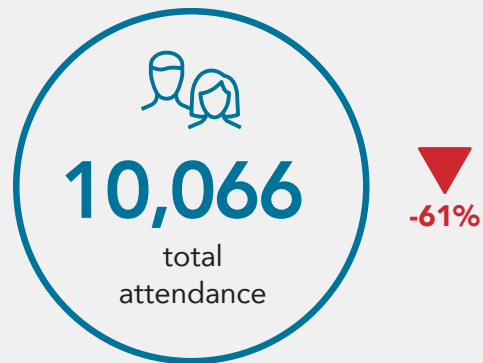
Other  
18,962

## COLLECTION (AS OF JANUARY 31)



# STATISTICS JANUARY 2022

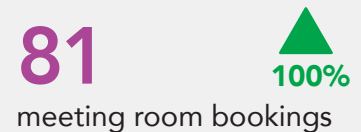
## PROGRAMS



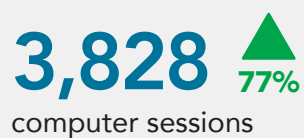
## HOMEBOUND DELIVERY



## ROOM BOOKINGS



## TECHNOLOGY



## Patron Comments and Suggestions

January 2022

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### RECEIVED JANUARY 2, 2022

I just wanted to say thank you for all you do! I really appreciate the reminders about when the checked out items are due!

Stay safe.

*Comment Source: Email*

*Response to Patron by Susan Wolf on January 2, 2022:*

Thank you so much for your email. We are glad that you find our due date reminders helpful. Have a wonderful new year!

---

### RECEIVED JANUARY 3, 2022

A patron was looking for the BookPage display that used to be on the first floor. She commented that she'd like to see it downstairs again.

*Comment Source: In Person (Received by Debbie Siegel)*

*Response to Patron by Linda Vering on January 12, 2022:*

Thank you for your suggestion. We are looking into ways that we will be able to provide access to Book Page in the lobby. In the meantime, it is available on our 2nd and 3rd floors.

---

### RECEIVED JANUARY 3, 2022

A patron asked if we had a notary service, and suggested that it would be a great service for the library to offer.

*Comment Source: In Person (Comment received by F&M staff member)*

*Staff comments by Kelly Durov on :*

We are not currently adding services due to the pandemic, but we will keep this suggestion in mind for the future.

---

### RECEIVED JANUARY 13, 2022

I was just wondering those nice bookmarks that are put in every item checked out seem like such a waste when I'll bet 99% go right in to garbage. Why can't the library have a box/place at each check out station to reuse them? Help save one step at a time planet Earth.

*Comment Source: Email*

*Response to Patron by Kelly Durov on :*

Thank you for your suggestion to reduce waste by foregoing adding bookmarks to items. We are making efforts to be a more sustainable library and certainly consider if mass paper production is a prudent method to get our messages out. In this instance, we created bookmarks that were used on our new open hold shelves to remind people to check out their holds. After a year and a half of checking holds out to patrons due to our COVID hold pickup procedures,

this was a significant procedural change that we wanted to ensure users were aware. The bookmarks will not be used after January 31. We will revert back to using signs and staff to inform patrons that materials should be checked out. Again, we appreciate your suggestion and I would be happy to discuss any further ideas you have for ensuring the library is keeping sustainability front of mind.

---

**RECEIVED JANUARY 15, 2022**

Hello - I just saw a news story about the Evanston Repair Cafe (at the Robert Crown branch). Would it be possible to bring this to Northbrook (when Covid permits)? It would be a wonderful service to offer and good for the environment. Thank you for your consideration. <https://evanston.libnet.info/event/5705421>

*Comment Source: Email*

*Response to Patron by Cathleen Doyle on January 17, 2022:*

Thank you so much for your email.

The Maker Services Department created Northbrook Repairs in 2019, and hosted our first repair events in May and November of that year (<https://www.facebook.com/northbrookpl/videos/dont-toss-it-fix-it-at-northbrook-repairs/483108215646192/>). It was a great success, and we've since shared our experiences and practices with other organizations in the area.

Due to Covid, we have been unable to host a repair event since. As you suggested, once we're able to safely host it, we look forward to offering it again. Any info on that will be included in future newsletters and social media, so keep an eye out!

---

**RECEIVED JANUARY 15, 2022**

A patron checking out several Japanese films said that the library is a huge asset to the community, and he's very grateful for the films we have and the ones we're able to get for him. He does film discussions/classes and many of the films he needs are not available on streaming services.

*Comment Source: In Person (Comment received by Cathleen Doyle)*

*Staff comments by Maggie Thomann on January 20, 2022:*

Thank you for the comment regarding the library's film collection! We are glad to know that the collection has been valuable and has been used in such a positive way to promote learning in the community. Library staff have been working on a project to reclassify and develop the world film and nonfiction film collections in particular over the last few years, with the goal of making these materials more accessible. This feedback is valuable as we plan for the future of the collection.

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**RECEIVED JANUARY 29, 2022**

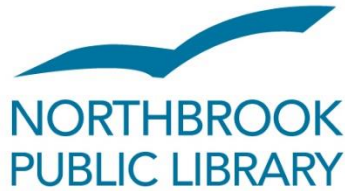
A patron in Reference approached me on Saturday with a suggestion that we have better signs on the garbage and recycling cans on the first floor. While our recycle bins elsewhere in the building are blue, and the garbage cans black, this is reversed with the bins in the lobby, and she said it causes confusion.

*Comment Source: In Person*

*Staff comments by Kelly Durov on February 7, 2022:*

Thank you. We have been experimenting with signage for our garbage and recycle bins in the lobby since the remodel was complete this summer. It is helpful to know that there is still some confusion and we will continue to work on clarifying signage in this area.





## Memorandum

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DATE: 2.11.22  
TO: Trustees  
FROM: Anna Amen & Kate Hall  
RE: 2023 Draft Budget

Attached is a draft budget for fiscal year 2023 for your review. Projection reports used to develop the budget are on the board portal. A more detailed overview will be presented at the meeting.

During the Levy process the board voted to increase the levy 2.5% or \$9,112,550.

Budgeted revenues and expenditures were determined by assessing the following information

- Prior year's revenue data
- Prior year's spending data
- Strategic plan initiatives
  - Equity, Diversity & Inclusion (EDI) & Climate Action Plan
    - Funds have been allocated to continue our work on this initiative and include funding for community based programming and staff training.
  - Personnel
    - Funds have been allocated to complete a salary benchmarking analysis to retain employees and ensure competitive compensation.
- Facility plan
  - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
    - Cedar Lane Project (put on hold by Village)
      - Sealing and striping of parking lots
      - Concrete driveway, sidewalks, stairs, curbing
      - Railings & handrails

- Security Cameras
  - Alarm System
  - Access Control System
  - Boilers
  - HVAC Automation System Upgrade
  - Window Replacement
- Salaries & Wages
  - A 5% cost of living adjustment has been included in the line to ensure we are keeping up with inflation.
  - Additional funds have been included for benchmarking/competitive compensation initiatives.
- Department budget requests
  - Materials
    - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
    - Spending is 12.4% of the budget
      - Illinois State Library standard - materials is 8 to 12% of budget
  - Programming
    - Funds have been allocated based upon staff input. The amount is less than prior years due to the Library receiving a donation from The Laird Foundation that will be used to fund the Reading Program offerings in FY23.
  - Staff Development
    - While we encourage staff to complete training, we have reduced the budget due to the number of virtual opportunities being offered. Training conducted virtually is less expensive than in person training as we do not have to pay for travel, meals, or lodging.
  - Software
    - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
  - Community Relations
    - Funds have been allocated to cover the paper cost increases for the newsletter, increases in our email marketing efforts and expenses related to outreach efforts
  - Insurance (Group and General)
    - Includes for a 5% increase for Medical, Dentals, Vision and Life
    - Includes a 8.0% increase for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood
  - Professional Fees
    - Funds have been allocated for a website redesign (Drupal 7 is end of life), EDI consultant and benchmarking.
  - Contracted Services
    - Increase is due to inflation

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

Northbrook Public Library  
General Fund  
FY2023 Budget

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
<b>Revenues</b>								
<b>Undesignated Revenue</b>								
Property Tax Levy		6,328,983	6,994,294	7,252,236	7,280,953	7,439,188	7,190,933	7,641,000
Uncollectible Levy						(150,000)		(150,000)
Property Tax Abatement								
Replacement Tax		134,227	121,389	159,814	150,684	125,000	215,248	125,000
Impact Fees		5,564	4,852	58,458				
Fines & Fees		104,951	57,637	52,635	19,667	25,000	37,000	25,000
Video/DVD rental		0	0					
Interest Income		43,496	127,188	127,926	15,039	25,000	5,000	5,000
Loss on Investment		6,318	(1,495)	2,841	1,944			
Other Income		4,959	4,771	16,933	24,190	100,000	23,000	100,000
<b>Total Undesignated Revenue</b>		<b>6,628,498</b>	<b>7,308,636</b>	<b>7,670,843</b>	<b>7,492,477</b>	<b>7,564,188</b>	<b>7,471,181</b>	<b>7,746,000</b>
<b>Designated Revenue</b>								
Gifts & Other Designated Income		70,150	90,856	97,923	159,242	100,000	100,000	200,000
Designated Interest Income		316	449					
<b>Total Designated Revenue</b>		<b>70,466</b>	<b>91,305</b>	<b>97,923</b>	<b>159,242</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>
<b>Total Revenues</b>		<b>6,698,964</b>	<b>7,399,941</b>	<b>7,768,766</b>	<b>7,651,719</b>	<b>7,664,188</b>	<b>7,571,181</b>	<b>7,946,000</b>

<b>PERSONAL SERVICES</b>								
Salaries and Wages		3,382,529	3,489,313	3,637,891	3,617,765	3,869,725	3,484,921	4,182,500
Maintenance Salaries/Wages		149,823	155,715	165,952	177,485	168,975	147,621	
<b>Total Personal Services</b>		<b>\$ 3,532,352</b>	<b>\$ 3,645,028</b>	<b>\$ 3,803,843</b>	<b>\$ 3,795,250</b>	<b>\$ 4,038,700</b>	<b>\$ 3,632,541</b>	<b>\$ 4,182,500</b>

<b>FRINGE BENEFITS</b>								
Group Insurance	Medical, Dental, Vison, Life	452,874	496,171	595,621	648,701	695,000	659,120	730,000
Unemployment/Worker's Comp		30,751	36,051	25,820	25,075	27,000	25,493	27,000
Staff Development & Incentives	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party, Staff Morale, Recognition & Acknowledgement, Tuition Reimbursement	52,431	62,958	73,320	28,819	70,000	47,096	60,000
<b>Total Fringe Benefits</b>		<b>\$ 536,056</b>	<b>\$ 595,180</b>	<b>\$ 694,761</b>	<b>\$ 702,595</b>	<b>\$ 792,000</b>	<b>\$ 731,709</b>	<b>\$ 817,000</b>

<b>COMMODITIES</b>								
Materials	Books, Ebooks, Periodicals, My Media Mall, AXIS 360 , Databases, Audio Books, Movies in all formats, Music in all formats	848,148	859,746	875,000	893,794	949,000	924,956	932,000

Northbrook Public Library  
General Fund  
FY2023 Budget

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
Programs	MultiMedia, Reader Services, Reference, Young Adult, Youth Services, Digital Services, Library Wide	123,211	117,050	102,750	75,024	117,000	74,164	94,000
Office & Library Supplies	Supplies less than \$500	67,569	56,556	65,283	70,197	70,000	70,000	70,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies							
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, ReadSquared, Server Software, StackMap, Titlesource, Website Hosting	60,470	73,712	94,023	99,903	103,000	92,572	98,000
Postage		24,385	15,604	15,876	16,801	20,000	19,002	20,000
Graphics				0			0	
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program	38,336	48,079	36,642	34,605	44,000	37,527	51,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	36,995	45,771	43,742	42,115	45,000	40,122	45,000
<b>Total Commodities</b>		<b>\$ 1,199,114</b>	<b>\$ 1,216,518</b>	<b>\$ 1,233,316</b>	<b>\$ 1,232,439</b>	<b>\$ 1,348,000</b>	<b>\$ 1,258,343</b>	<b>\$ 1,310,000</b>

<b>CONTRACTUAL SERVICES</b>								
OCLC		18,069	23,902	24,537	23,735	22,000	22,723	22,000
Interlibrary Charges		0		0	0		0	
CCS Shared Costs		74,338	75,923	81,544	79,293	80,000	79,115	80,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	49,379	51,100	30,467	23,328	37,500	32,676	30,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	61,689	53,216	55,880	58,129	63,000	62,422	68,000
Telephone & Internet	Phone lines, Fiber optic cable, Internet	13,906	14,878	29,995	48,058	43,000	51,847	39,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractor	219,670	231,878	246,929	243,612	275,000	244,983	322,000

Northbrook Public Library  
General Fund  
FY2023 Budget

	Explanation	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Forecast	FY23 Budget
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Postage machine, Phone system, Binding, Auditorium equipment, Collaboratory equipment	35,969	14,854	14,967	4,436	42,000	31,651	42,000
Vehicle Expense		802	620	3,093	483	3,000	341	3,000
Utilities	Gas, Water, Garbage	52,829	60,720	54,364	47,123	54,000	47,518	53,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	15,384	24,019	14,728	18,710	30,000	29,895	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	104,743	116,658	130,263	133,639	135,000	144,335	146,000
Recruiting		400	388	118	0	500	100	1,000
<b>Total Contractual Services</b>		<b>\$ 647,178</b>	<b>\$ 668,156</b>	<b>\$ 686,885</b>	<b>\$ 680,546</b>	<b>\$ 785,000</b>	<b>\$ 747,605</b>	<b>\$ 836,000</b>
<b>CAPITAL OUTLAY</b>								
Furniture and Equipment	Items greater than \$500	150,514	81,704	89,195	30,048	50,000	50,000	50,000
<b>Total Capital Outlay</b>		<b>\$ 150,514</b>	<b>\$ 81,704</b>	<b>\$ 89,195</b>	<b>\$ 30,048</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>OTHER</b>								
Contingency & Misc Exp		4,634	4,374	4,282	3,341	100,000	10,000	100,000
Board Development		762	754	395	216	0	500	500
<b>Total Other</b>		<b>\$ 5,396</b>	<b>\$ 5,128</b>	<b>\$ 4,677</b>	<b>\$ 3,557</b>	<b>\$ 100,000</b>	<b>\$ 10,500</b>	<b>\$ 100,500</b>
<b>Total Expenses Before Gifts &amp; Transfers</b>		<b>\$ 6,070,610</b>	<b>\$ 6,211,714</b>	<b>\$ 6,512,677</b>	<b>\$ 6,444,435</b>	<b>\$ 7,113,700</b>	<b>\$ 6,430,698</b>	<b>\$ 7,296,000</b>
<b>DESIGNATED EXPENSES</b>		<b>\$ 135,377</b>	<b>\$ 63,303</b>	<b>\$ 44,036</b>	<b>\$ 74,930</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>	<b>\$ 200,000</b>
<b>TRANSFERS</b>								
Debt Service Transfer		\$ 23,092	\$ 9,095	\$ 15,785	\$ 16,150	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer		\$ 469,000	\$ 1,115,000	\$ 730,925	\$ 1,115,000	\$ 425,000	\$ 1,040,000	\$ 425,000
<b>Total Transfers</b>		<b>\$ 492,092</b>	<b>\$ 1,124,095</b>	<b>\$ 746,710</b>	<b>\$ 1,131,150</b>	<b>\$ 450,000</b>	<b>\$ 1,065,000</b>	<b>\$ 450,000</b>
<b>Total Expenses</b>		<b>\$ 6,698,079</b>	<b>\$ 7,399,112</b>	<b>\$ 7,303,423</b>	<b>\$ 7,650,515</b>	<b>\$ 7,663,700</b>	<b>\$ 7,570,698</b>	<b>\$ 7,946,000</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$ 885</b>	<b>\$ 829</b>	<b>\$ 465,343</b>	<b>\$ 1,204</b>	<b>\$ 488</b>	<b>\$ 483</b>	<b>\$ -</b>

Northbrook Public Library  
IMRF/FICA Fund  
FY2023 Budget

	Explanation	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY22 Budget	FY22 Forecast	FY 2023 Budget
<b>Revenues</b>								
Undesignated Revenue								
Property Tax Levy-IMRF		\$463,921	\$481,271	\$470,393	\$479,577	\$400,000	\$386,652	\$425,000
Property Tax Levy FICA & Medicare		\$263,702	\$275,012	\$276,262	\$282,853	\$289,000	\$279,356	\$289,000
Interest Income IMRF		\$2,087	\$7,028	\$9,371	\$1,214	\$50	1.99	\$50
Interest Income FICA & Medicare		\$1,115	\$2,975	\$3,073	\$341	\$50	1.44	\$50
Total Undesignated Revenue		\$730,824	\$766,286	\$759,099	\$763,986	\$689,100	\$666,011	\$714,100
<b>Total Revenues</b>		<b>\$730,824</b>	<b>\$766,286</b>	<b>\$759,099</b>	<b>\$763,986</b>	<b>\$689,100</b>	<b>\$666,011</b>	<b>\$714,100</b>
<b>Expenses</b>								
Undesignated Expenses								
Human Resources								
Employer IMRF	IMRF Rate - 11.39%	\$357,325	\$351,547	\$349,333	\$397,230	\$425,000	\$390,642	\$425,000
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$262,363	\$269,780	\$281,148	\$280,030	\$289,000	\$271,991	\$289,000
Total Human Resources		\$619,688	\$621,326	\$630,481	\$677,260	\$714,000	\$662,633	\$714,000
Total Undesignated Expenses		\$619,688	\$621,326	\$630,481	\$677,260	\$714,000	\$662,633	\$714,000
<b>Total Expenses</b>		<b>\$619,688</b>	<b>\$621,326</b>	<b>\$630,481</b>	<b>\$677,260</b>	<b>\$714,000</b>	<b>\$662,633</b>	<b>\$714,000</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$111,136</b>	<b>\$144,960</b>	<b>\$128,618</b>	<b>\$86,725</b>	<b>(\$24,900)</b>	<b>\$3,378</b>	<b>\$100</b>

Northbrook Public Library  
Capital Improvements Fund  
FY2023 Budget

	Explanation	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY2022 Budget	FY 2022 Forecast	FY 2023 Budget
<b>Capital Improvements Fund</b>								
<b>Revenues</b>								
<b>Undesignated Revenue</b>								
Interest Income		\$3,061	\$4,351	\$48,796	\$11,009	\$10,000	\$4,019	\$10,000
Other Income		\$37,443			\$7,189		\$7,200	
Total Undesignated Revenue		\$40,504	\$4,351	\$48,796	\$18,198	\$10,000	\$11,219	\$10,000
<b>Transfers &amp; Other Financing Sources</b>								
Transfer from General fund		\$469,000	\$1,115,000	\$730,925	\$1,115,000	\$425,000	\$1,040,000	\$425,000
Bond Proceeds				\$3,825,000				
Bond Premium				\$250,418				
Insurance Proceeds		\$5,180						
Other								
Total Transfers & Other Financing Sources		\$474,180	\$1,115,000	\$4,806,343	\$1,115,000	\$425,000	\$1,040,000	\$425,000
<b>Total Revenues</b>		<b>\$514,684</b>	<b>\$1,119,351</b>	<b>\$4,855,139</b>	<b>\$1,133,198</b>	<b>\$435,000</b>	<b>\$1,051,219</b>	<b>\$435,000</b>
<b>Expenses</b>								
<b>Undesignated Expenses</b>								
<b>Capital Projects &amp; Bond Expenses</b>								
Renovation/Repair		\$458,549	\$311,659	\$606,306	\$1,482,325	\$908,000	181,132.03	\$540,725
Professional Fees		\$41,784	\$63,259	\$152,422	\$100,020	\$75,000	\$35,467	\$75,525
Furniture & Equipment			\$6,136	\$69,247	\$284,080	\$40,000	\$279,729	\$189,000
Miscellaneous		\$66	\$248					
Total Capital & Bond Expenses		\$500,399	\$381,302	\$827,975	\$1,866,425	\$1,023,000	\$496,328	\$805,250
<b>Total Undesignated Expenses</b>		<b>\$500,399</b>	<b>\$381,302</b>	<b>\$827,975</b>	<b>\$1,866,425</b>	<b>\$1,023,000</b>	<b>\$496,328</b>	<b>\$805,250</b>
<b>Total Expenses</b>		<b>\$500,399</b>	<b>\$381,302</b>	<b>\$827,975</b>	<b>\$1,866,425</b>	<b>\$1,023,000</b>	<b>\$496,328</b>	<b>\$805,250</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$14,285</b>	<b>\$738,049</b>	<b>\$4,027,164</b>	<b>(\$733,227)</b>	<b>(\$588,000)</b>	<b>\$554,891</b>	<b>(\$370,250)</b>

Northbrook Public Library  
Debt Service Fund  
FY2023 Budget

	Explanation	FY 2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY 2022 Forecast	FY2023 Budget
Revenues								
Undesignated Revenue								
Property Tax Levy		\$992,802	\$518,856	\$512,398	\$743,814	\$758,249	\$733,245	\$757,550
Interest Income		\$554	\$272	\$221	\$15		\$4	
Loss on Investment		\$367	(\$86)	\$165	\$113		\$13	
Total Undesignated Revenue		\$993,723	\$519,042	\$512,784	\$743,942	\$758,249	\$733,249	\$757,550
Transfers & Other Financing Sources								
Transfer from General fund		\$23,092	\$9,095	\$15,620	\$16,150		\$25,000	
Total Transfers & Other Financing Sources		\$23,092	\$9,095	\$15,620	\$16,150	\$0	\$25,000	\$0
Total Revenues		\$1,016,815	\$528,137	\$528,404	\$760,092	\$758,249	\$758,249	\$757,550
Expenses								
Undesignated Expenses								
Capital Projects & Bond Expenses								
Interest Payments		\$290,352	\$276,061	\$258,971	\$405,034	\$382,172	\$382,172	\$367,550
Principal Payments		\$726,068	\$252,076	\$269,433	\$354,945	\$376,077	\$376,077	\$390,000
Total Capital & Bond Expenses		\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
Total Undesignated Expenses		\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
Transfers & Other Financing Uses								
Other Financing Uses								
Total Transfers & Other Financing Uses								
Total Expenses		\$1,016,420	\$528,137	\$528,404	\$759,979	\$758,249	\$758,249	\$757,550
NET SURPLUS/(DEFICIT)		\$395	\$0	\$0	\$113	\$0	\$0	\$0



## CURRENT POLICY 04.9 REMOTE WORK

Created:	February 2020	Updated:	
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Remote work is a work arrangement that allows employees to work at home or at some other off-site location for all or part of their regularly scheduled work week. Remote work is a voluntary work alternative. Remote work is not an entitlement; or an organization-wide benefit; and it does not change the terms and conditions of employment with the library.

Either an employee or a supervisor can suggest remote work as a possible work arrangement. Remote work arrangements are approved on a case-by-case basis. Permission for remote work arrangements must be granted by the Executive Director or their designee. Remote work would not be feasible for certain positions.

### Eligibility

The following conditions must be met for an employee to be eligible for a remote work arrangement:

- Employees have worked at the library for a minimum of 12 months of continuous, regular employment.
- Employees must be able to satisfactorily carry out the same duties, assignments, and other work obligations at their home and/or offsite location as they do when working on the library premise.

Employees must arrange for child/elder care during their work hours. Remote work is not designated to be a replacement for appropriate child/elder care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Remote work employees will be required to record all hours worked in a manner designated by the library. Employees must be accessible by phone or email within a reasonable time period during the established work schedule.

Requests that are approved are approved on a trial basis (for example: one month) to ensure the arrangement is working. The availability of remote work as a flexible work arrangement for employees can be discontinued or suspended at any time at the discretion of the library, for any reason or for no reason at all.

#### Office Environment and Safety

Employees are responsible for providing office furnishings and equipment—such as desks, chairs, file cabinets, phone, printers, and lighting—at their own expense. The employee will establish a safe, appropriate work environment within their home or offsite location for work purposes. Employees may request use of library equipment such as a computer, which will be reviewed on a case by-case-basis.

Injuries sustained by the employee while at their home and/or offsite locations and in conjunction with their regular work duties may be covered by the library's workers' compensation policy. Employees with remote work arrangements are responsible for notifying the employer of such injuries as soon as possible after they occur. The employee is liable for any injuries sustained by visitors to their home work-site.

## PROPOSED POLICY 04.9 REMOTE WORK

Created:	February 2020	Updated:	
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Remote work is a voluntary work alternative that allows eligible employees to work at home or at some other off-site location in the state of Illinois. Remote work is not an entitlement or an organization-wide benefit and does not change the terms and conditions of employment. The library recognizes the value of remote work and seeks to provide employees with as much flexibility as possible while maintaining the necessary in-building staff to provide services to the patrons.

The library offers several options for remote work:

- Informal Temporary remote work
- Preplanned Temporary remote work
- Long term/Semi-Permanent remote work

The availability of remote work for an employee is subject to departmental and library needs and may be discontinued or suspended at any time.

### Remote Work Options

#### *Informal Temporary remote work*

Informal Temporary remote work up to a maximum of 30 days may be requested by employees.

#### *Preplanned Temporary remote work*

Employees may request remote work for 30 days or longer when taking time off due to preplanned medical procedures or for other reasons that requires remote work on a longer temporary basis. These requests will be approved based on library and departmental needs and are subject to change.

#### *Long term remote work*

Eligible employees may be granted the opportunity to work up to 2 days remotely per week based on library and department needs. These requests will be approved based on library and departmental needs and are subject to change.

## Eligibility

The following conditions must be met for an employee to be eligible for a remote work arrangement:

- Employees must have sufficient job responsibilities that could be satisfactorily carried out at their home and/or offsite location.
- Employees must adhere to all policies set forth in the Employee Handbook when working remotely.
- Employees must arrange for child/elder care during their work hours. Remote work is not designated to be a replacement for appropriate child/elder care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on performance of their duties and job performance.
- Remote work employees will be required to record all remote hours worked on their timesheet.
- Employees must be accessible by phone, Gchat, or email within a reasonable time period during the established work schedule.

## Office Environment and Safety

Employees are responsible for providing office furnishings and equipment—such as desks, chairs, file cabinets, and lighting—at their own expense. The employee will establish a safe work environment within their home or offsite location for work purposes. The library will provide employees with the necessary equipment to perform their jobs including computers and wifi hot spots, but will not reimburse staff for any costs such as internet, electric, etc. due to voluntary remote work.

Injuries sustained by the employee while at their home and/or offsite locations and in conjunction with their regular work duties may be covered by the library's workers' compensation policy. Employees with remote work arrangements are responsible for notifying the employer of such injuries as soon as possible after they occur. The employee is liable for any injuries sustained by visitors to their home work-site.

# REMOTE WORK PROCEDURES

## Overview

These procedures lay out how the Remote Work policy is carried out. Whenever possible, the library will be flexible based on departmental and library wide needs.

## Eligibility

To determine whether an employee is eligible for remote work, managers should look over the job description with the employee and determine what work can be done remotely on a temporary, preplanned, or long-term basis. Some positions will have more remote work availability than others based on the essential functions of each job.

## Remote Work Options

There are three options for remote work. Eligibility for each will be determined on a case by case basis.

### Informal Temporary remote work

Temporary remote work up to 30 days may be requested by employees who have:

- a short-term request for temporary remote work in order to work on a project remotely or
- an emergency/unplanned need such as the need to be on site for a delivery, repair, etc. or
- a mild illness or are caring for someone with an illness.

Employees will follow their departments procedures for requesting temporary remote work. Their manager will approve or deny the request based on departmental needs. Managers may approve up to 30 days of temporary remote work before an employee needs to submit a formal request to Administration.

If an employee is mildly ill or caring for someone who is ill, they should put their health as the top priority, but may request remote work if they feel that this will not

compromise their health and will allow them to successfully carry out their job functions.

If an employee calls in sick and asks to work remotely, the manager will check with the employee to determine if they are well enough to work remotely for some or all of their shift. Employees are strongly encouraged to only work remotely when ill in extreme cases and to put their health as their top priority.

In order to be able to perform temporary remote work, an employee must have the equipment necessary to perform their remote work. If possible, employees should check out the necessary equipment to work remotely from the library prior to the remote work. In the event that they do not have the ability to do so, they will verify that they own the necessary equipment to be able to work remotely. If they do not have the necessary equipment on site to perform their duties, remote work will be denied.

#### Preplanned Temporary remote work

Employees may request remote work when taking time off due to preplanned medical procedures, to work on a large project, or for other reasons that requires remote work. These requests are generally for longer than 30 days.

Employees must fill out the Remote Work Request form and turn it into HR as soon as possible prior to the request for remote work, and, whenever possible, no less than 14 days prior to the start date of the request. HR, in consultation with the manager and employee will review the request.

If the request is approved, the employee will submit a request to IT for needed equipment (laptop, wifi hotspot, etc) and work with their manager on setting up a remote work schedule and plan.

When recording remote work on their time sheet, employees should fill out the hours worked as though in the building, but then add in the notes field that they were working remotely.

## Long term remote work

Some employees may desire to have regular remote work either for a set period of time or indefinitely. Eligible employees who have sufficient job responsibilities that would allow for regular remote work may request up to 2 days of remote work per week.

Employees must fill out the Remote Work Request form and turn it into HR. HR, in consultation with the manager and employee will review the request based on:

- Staffing
- Department projects
- Library projects
- Services & Programming
- departmental and library wide needs and may be modified at any point based on those needs.

If the request is approved, the employee will submit a request to IT for needed equipment (laptop, wifi hotspot, etc) and work with their manager on setting up a remote work schedule and plan.

This plan can be modified by the manager on a temporary or permanent basis based on the needs of the department. While working remotely, there may be times that the employee will have to come in to work in the event of an unexpected staffing shortage due to illness, etc. Employees are expected to be available for onsite work during remote.

When recording remote work on their time sheet, employees should fill out the hours worked as though in the building, but then add in the notes field that they were working remotely.

# REMOTE WORK REQUEST FORM

Date:

EMPLOYEE NAME:  
JOB TITLE:

DEPARTMENT:  
MANAGER NAME:

Type of Request

Preplanned Temporary Remote Work

Long Term Remote Work

Start date of remote work:

Estimated end date: \_\_\_\_\_

Ongoing

Amount of Remote Work Requested:

Full work hours

Partial work hours (please specify % or #) \_\_\_\_\_

Reason for Request:

- Medical Leave
- Ongoing Work Projects
- Special Work Projects (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Type of equipment needed for remote work:

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For Admin Use Only

Date approved:

Date to be reviewed (if applicable):

Remote work agreement signed as of \_\_\_\_\_



## REMOTE WORK AGREEMENT

This remote work agreement is established between Northbrook Public Library and  
EMPLOYEE NAME.

EMPLOYEE NAME:

DEPARTMENT:

JOB TITLE:

MANAGER NAME:

FLSA Status (circle one):      Exempt      /      Non-Exempt

The employee has requested remote work and agrees to adhere to the applicable guidelines. This agreement may be modified, suspended, or discontinued at any time.

### Effective Date

This remote work arrangement will be effective beginning EFFECTIVE DATE and will end as of TERMINATION DATE OR ONGOING.

### Terms

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

- The employee shall perform all job duties at a satisfactory performance level; and
- The employee's work schedule does not interfere with normal interactions with their supervisor, co-workers, or patrons; and
- The employee's schedule does not adversely affect the ability of other Library employees to perform their jobs; and
- The employee assures their accessibility to co-workers who maintain the Library's regular working schedule; and
- The employee's paid leave will be earned and used in the same manner as prior to this remote work agreement and be subject to all other applicable leave policies; and
- The employee maintains the agreed-upon work schedule.

I understand that my employment with Northbrook Public Library is at-will and may be terminated at any time, and neither this letter nor any other oral or written representations may be considered a contract of employment for any specific period of time. I have read and understand this agreement and all its provisions.

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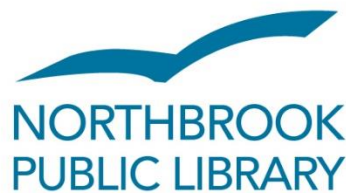
Employee Signature	Date
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Manager	Date
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HR Manager	Date
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## Memorandum

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DATE: 2/1/2022

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Class 6B Requests

In your packet is a class 6B Request. [As stated from Cook County](#), "The Class 6b classification is designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures, and the industrial reutilization of abandoned buildings. The goal of Class 6b is to attract new industry, stimulate expansion and retention of existing industry and increase employment opportunities."

When a business in Northbrook submits a request to the Village, each taxing body has the opportunity to weigh in on whether the Village Board should recommend it to the County. Ultimately, the Library Board has no authority on whether this is approved, but provides feedback to the Village on whether it should be recommended to the County.

In addition to reviewing the current proposal, the Village Board is also asking for feedback on possible changes to the Class 6B process. Below is a description from Village Manager Cara Pavlicek on what is being looked at:

The Village Board is discussing modifications to the Village current timeframe for procedural review of applications made to the Village seeking support for Cook County 6B program.

The 6B program is a Cook County decision, but a recommendation from the applicable municipality is required by the County. Currently, in Northbrook when an application for support of a 6B tax incentive is received, the day an application is filed with the Village, the Village begins a 45 day window for the other applicable taxing districts to opine to the Village regarding the request. Concurrently, the Village's ICDC and EDC commissions/committees also conduct a review. The Village has heard from some applicant's that the 45 day wait period can pose a hardship on the real-estate transactions. In addition, we are aware that the 45 day period is not consistently used by all surrounding communities and as a result, in many jurisdictions, there is an expedited turnaround times.



Please see the attached request submitted by the applicant, as well as the material we have prepared for our Board of Trustees during preliminary review.

If you wish to have the Village Board review the comments from your taxing district, please forward them to me by **February 28, 2022**.

If you should have questions of the Village regarding the application, please contact me at [chan.yu@northbrook.il.us](mailto:chan.yu@northbrook.il.us). Questions of the Applicant should be directed to:

Jason Rosenberg, Partner  
Panattoni Development Company, Inc.  
6250 N. River Rd. Suite 4050  
Rosemont, IL 60018  
P: (847) 292-4523  
E: JRosenberg@panattoni.com

I would ask that you please keep me informed of when your Board is scheduled to consider the request, and if you would like the Applicant to attend the meeting.

We look forward to receiving your Board's comments. Thank you.

Sincerely,

Chan Yu, Deputy Director  
Development & Planning Services  
Village of Northbrook



# MEMORANDUM

## VILLAGE OF NORTHBROOK

### DEVELOPMENT AND PLANNING SERVICES DEPARTMENT

**TO:** CARA PAVLICEK, VILLAGE MANAGER  
**FROM:** CHAN YU, DEPUTY DIRECTOR OF DPS  
**DATE:** DECEMBER 14, 2021  
**SUBJECT:** INITIAL BOARD REVIEW - 4000 COMMERCIAL AVENUE IN THE I1 RESTRICTED INDUSTRIAL DISTRICT - COOK COUNTY 6B PROGRAM REQUEST

#### Introduction

On December 14, 2021, the Board of Trustees will consider a request by PDC Chicago LPIV, Inc. (the "Applicant") as the contract purchaser of the property commonly known as 4000 Commercial Avenue (the "Subject Property") which is owned by Walgreens Company (the "Owner") for consideration of a Class 6b Tax incentive. The Applicant plans to purchase the Subject Property to demolish the existing 284,000 square foot building to develop a new 447,583 square foot speculative facility for future industrial users. The total estimated cost of the development project is \$40,000,000. The Applicant is also known as the Panattoni Development Company and was founded in 1986. The Applicant has provided a list of previous projects in the Chicagoland area, including in Skokie, Wheeling and Des Plaines.

The existing 284,000 square foot building was built in 1976, and per the Applicant, has been on and off the market for the last five years. The leasing company Cushman & Wakefield has suggested several reasons for the challenges to lease or sell the Subject Property. For example, the current compartmentalized nature of the floor plate originally designed for a single tenant has been difficult for tenants to design its space, its lack of better amenities such as upgraded food services and gyms, and general decline in office use. Currently, the building is approximately 75 percent built out for office use.

During the December 14, 2021 Board of Trustees meeting, the Applicant will seek 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. Please note, there are a few key unique items to consider compared to the usual 6b application request:

- The nature of development for this 6b request is for new construction, as compared to the usual rehabilitation and occupancy of a building vacant for at least two years. There are no planned tenants for the proposed new 447,583 square foot speculative facility.
- The Applicant has requested to keep the contract purchasing price/agreement confidential, however, has submitted it to the Village Attorney.
- The Applicant is asking for relief from the Village's bar on appealing property assessment during the 12 year 6b period, a material deviation from the Village's standard practice and long-standing 6b policy. The Applicant has suggested in the application that this stipulation puts the property owner in a potentially devastating market position if the assessed value was not adjust fairly compared to other similar properties.

- The Applicant is asking for relief from the Village's bar on affirmatively agreeing not to reapply for a new 6b at any point in the future, also a material deviation from the Village's standard practice and long-standing 6b policy. The Applicant has suggested in the application that this would be problematic if the Subject property were to be vacant for over 2 years, especially due to higher property tax liability from a new construction building.

### **Property/Building Description**

Key information concerning the property is summarized below:

- Walgreens still occupies approximately 30,000 square feet of the building on the Subject Property and intends to vacate once the building is sold. The last major tenant, Stericycle was an office user, and vacated 2 years ago.
- The Subject Property has been actively marketed as available for sale and lease by Cushman Wakefield for the last five years.
- The 284,000 square foot building is 45 years old, and primarily built out for office use and consists of a 26.54 acre lot.
- The Subject Property is located in the I-1 Restricted Industrial zoning district and is not within the floodplain.
- The Future Land Use Map in the Comprehensive Plan identifies the property and other properties to the south, east and west as appropriate for General Industrial & Warehouse Uses. Land to the north is utilized for highway Interstate 294.
- 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. However, as stated above, the Applicant is asking to waive this policy requirement.

The attached cover letter, site plan and elevation drawing supplied by the Applicant, shows the plan to demolish the existing building to construct a new approximately 447,583 square foot speculative facility for future industrial users. The attached conceptual new site plan features 387 car parking spaces, 80 stalls for truck trailer parking and 76 exterior truck docks. The proposed ceiling height for the new building is 36 feet.



The below table summarizes the overall impact over the 12-year lifespan of the 6b program (2022-2033) assuming if the 6b was approved, not approved but occupied by the applicant, the property tax savings for the applicant if the 6b was approved, and the property tax if it remained vacant for 12 years.:

Estimated Taxes Paid over 12 Years New Building <u>With</u> the Class 6b	Estimated Taxes Paid over 12 years New Building <u>Without</u> The Class 6b	Estimated <u>Savings</u> in Property Taxes over 12 years	Estimated Taxes Paid over 12 years if left Vacant
\$17,219,630	\$37,359,603	\$20,139,973	\$11,954,262

### **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 decide to proceed, staff 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 immediately upon that decision being made to start the review period (even if that means sending information to those agencies prior to receipt of the formal application being filed with the Village). 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:

- Does the Applicant's Class 6b request satisfy the general Cook County criteria for the approval of a Class 6b incentive involving a new construction building?
- Does the Applicant's 6b proposal satisfy the general Village criteria for the approval of a 6b incentive, given the two requested reliefs:
  - Relief from the Village's bar on appealing property assessment during the 12 year 6b period?
  - Relief from the Village's bar on affirmatively agreeing not to reapply for a new 6b at any point in the future?
- Is the incentive appropriate to encourage for the construction of a new speculative 447,583 square foot facility for future industrial users to Northbrook?

The Applicant and staff will be present at the December 14, 2021, meeting to answer any questions from the Board.

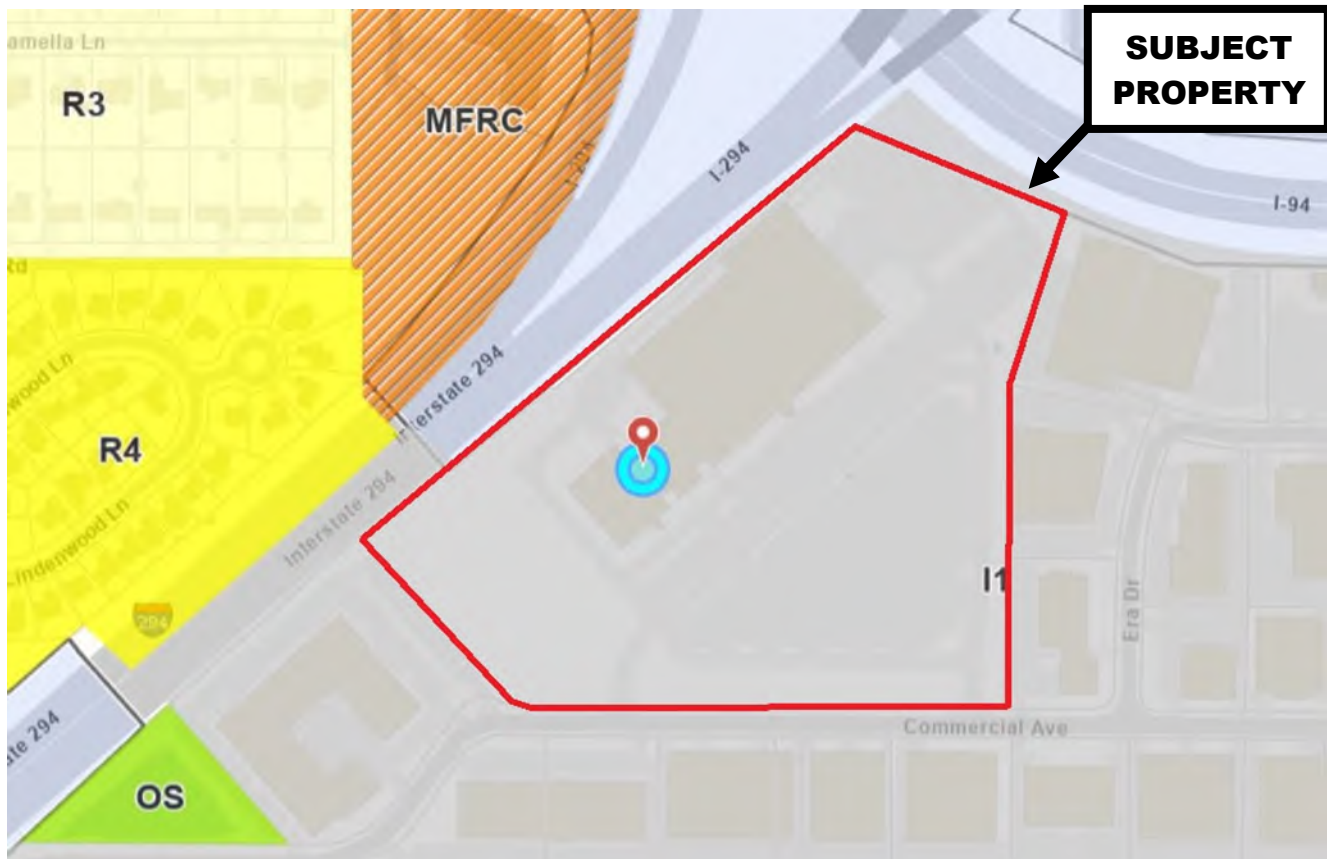
**PRELIMINARY REVIEW  
COOK COUNTY 6B PROGRAM REQUEST: 4000 COMMERCIAL AVE  
APPLICATION SUMMARY**

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<b>Applicant:</b>	PDC Chicago LPIV, Inc.
<b>Site Location:</b>	4000 Commercial Avenue
<b>Requested Action:</b>	Resolution supporting and consenting to a Cook County Class 6b incentive
<b>Proposal:</b>	Resolution from the Village of Northbrook supporting and consenting to a Class 6b tax incentive for New Construction.
<b>Existing Zoning &amp; Land Use:</b>	I1 – Vacant Industrial Building
<b>Surrounding Zoning &amp; Land Use:</b>	North: Highway Interstate 294 South: I-1 Restricted Industrial East: I-1 Restricted Industrial West: I-1 Restricted Industrial
<b>Comprehensive Plan Designation:</b>	General industrial, warehouse and office

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**ZONING MAP**



## COMPREHENSIVE PLAN MAP



## Legend

- Open Space & Outdoor Recreation
- Single Family
- Single Family Large Lot
- Multi-Family up to 6 DUA
- Multi-Family 6-9 DUA
- Multi-Family 9-15 DUA
- Multi-Family over 15 DUA
- Senior or Special Residential
- Government Facility
- Institutional Facility
- Neighborhood Office
- Neighborhood Edge 1
- Neighborhood Edge 2
- Office - Professional
- Office - Corporate/Corridor
- Community Retail
- Major Retail
- Industrial & Commercial Service
- General Industrial, Warehouse & Office
- Major Industrial/Distribution
- Transportation, Comm. & Utilities
- Village Center Mixed Use
- Techny Area Multi-Use
- Major Corridor Multi-Use
- Techny Area



## AERIAL MAP



## Street view from I-294 Looking South





**Street view from Parking Lot of 4000 Commercial Ave. Looking North**





January 28, 2022

Chan Yu  
Deputy Director  
Village of Northbrook  
Department of Development and Planning  
1225 Cedar Lane  
Northbrook, IL 60062

**RE: Application for Village of Northbrook Cook County 6B Classification  
4000 Commercial, Northbrook, IL**

Chan:

The purpose of this letter is to formally request consideration of a Cook County Class 6B Classification for the property stated above located in Northbrook, IL subject to the properties being redeveloped as a new industrial facility. Please find the applicant's responses to the Village of Northbrook's Application below:

Applicant: PDC Chicago LPIV, Inc.  
John Pagliari & Jason Rosenberg  
6250 N. River Road, Suite 4050  
Rosemont, IL 60018  
(847) 292-4510  
[jpagliari@panattoni.com](mailto:jpagliari@panattoni.com)  
[jrosenberg@panattoni.com](mailto:jrosenberg@panattoni.com)  
Business Type: Real Estate Development

Founded in 1986 by Carl Panattoni, Panattoni Development Company, Inc. ("PDC") along with its European and Canadian affiliates (collectively "Panattoni") is one of the largest privately held, full service real estate development companies in the world. Panattoni's US operations are headquartered in Newport Beach, CA, and operate from 16 offices in the United States covering all industrial hubs. Highly experienced local partners operate in each of their markets focusing on project sourcing and execution. Since inception, Panattoni has developed over 500 million

square feet of space.

The Chicago Office of Panattoni Development Company, Inc. was formed in 2001 and has offices in Rosemont, IL. Since then, PDC has developed over 20 million square feet of industrial space in the Chicago Metropolitan area. The projects have consisted of both greenfield development and tear-down redevelopments. PDC has been involved with twelve (12) previous projects for which a Cook County 6b Classification has been granted and PDC is requesting approval of the 6b Classification to develop a similar industrial speculative building in Northbrook. A summary of past speculative projects for which a 6b has been granted and the subsequent tenants who occupied these buildings is as follows:

Industrial Speculative New Construction

7711 Gross Point Road

Skokie, IL

Site Size: 11 acres

Total Square Feet: 150,070 SF

Tenants: Snyder's Lance/US AutoForce/My Fav Electronics

Use: Packaged Food Distribution/Auto Part Supply to Auto Dealerships/Consumer Electronics

Industrial Speculative New Construction

7511 Linder Avenue

Skokie, IL

Site Size: 9.5 acres

Total Square Feet: 140,316 SF

Tenant: Amazon

Use: Same Day Delivery Facility

Industrial Speculative New Construction

1001 S. Wheeling Road

Wheeling, IL

Site Size: 9.15 acres

Total Square Feet: 162,746 SF

Tenant: FedEx

Use: Package Delivery

Industrial Speculative New Construction

11601 Copenhagen Court

Franklin Park, IL



Site Size: 20 acres  
Total Square Feet: 400,192 SF  
Tenant: WOW Logistics  
Use: 3<sup>rd</sup> Party Logistics (Consumer Products)

Industrial Speculative New Construction

1111 Chase Avenue  
Elk Grove Village, IL

Site Size: 6.48 acres  
Total Square Feet: 133,037 SF  
Tenant: Seiko Logistics/GranQuartz  
Use: 3<sup>rd</sup> Party Logistics/Building Material Distributor

Industrial Speculative New Construction

3400 Wolf Road  
Franklin Park, IL

Site Size: 30 acres  
Total Square Feet: 491,098 SF  
Tenant: Expeditors/Vital Proteins  
Use: 3<sup>rd</sup> Party Logistics/Health Supplements

Industrial Speculative New Construction

1665 Birchwood Avenue  
Des Plaines, IL

Site Size: 4.5 acres  
Total Square Feet: 35,000 SF  
User: NICOR  
Use: Service Center

Industrial Speculative New Construction

2050 Clearwater  
Des Plaines, IL

Site Size: 5 acres  
Total Square Feet: 90,000 SF  
Tenant: Ambius Plant Rental Service Company  
Use: Plant Rental and Service Center

Industrial Speculative New Construction

1600 Sherwin Ave

Des Plaines, IL  
Site Size: 7.5 acres  
Total Square Feet: 164,000 SF  
Tenant: Maestro Cargo  
Use: Distribution Center

Rehabilitation of Vacant Industrial Facility  
2400 Lunt Avenue  
Elk Grove Village, IL  
Site Size: 2.75 acres  
Total Square Feet: 60,000 SF  
Tenant: Sigma Foods  
Use: Packaged Food Distribution

Industrial Speculative New Construction  
1925 Busse Road  
Elk Grove Village, IL  
Site Size: 10 acres  
Total Square Feet: 208,000 SF  
Tenant: Ceva Logistics  
Use: 3<sup>rd</sup> Party Logistics (Nike Athletic Products)

Industrial Speculative New Construction  
3348 S. Pulaski  
Chicago, IL  
Site Size: 15 acres  
Total Square Feet: 316,680 SF  
Tenant/Use: Packaged Food Distribution

Project: Address: 4000 Commercial, Northbrook, IL  
PIN: 04-06-204-011-0000  
Zoning: I-1 Industrial

The development plan is to demolish the existing antiquated +/- 284,000 (187,000 SF Footprint) square foot industrial/office building and develop a New Class A, state-of-the-art industrial speculative building. The highest and best use for the property is to redevelop it with a new +/- 447,583 square foot state-of-the-art speculative facility (site plan attached) to meet the requirements of current users in the marketplace. The building will be designed as a high image facility with significant glass line, and will be flexible to accommodate multiple tenants. The physical characteristics of

the planned facility are as follows:

Size:	Approximately 447,583 SF
Construction Type:	Pre-cast concrete (Rendering Attached)
Car Parking:	Approximately 387 car parking
Ceiling Height:	36' Clear
Bay Size:	+/- 50' x 50'

The applicant is scheduled to purchase the property in the 1<sup>st</sup> Quarter of 2022. Subject to applicable permitting, it is the applicant's plan to demolish the existing vacant building in the summer of 2022 and will start construction of the planned building immediately thereafter, and deliver the new base building in the summer of 2023. Due to the industrial nature of the project, we do not foresee an increased impact on traffic compared to the past use at the property. For example, per the Parking Generation Manual, 5<sup>th</sup> Edition, published by the Institute of Transportation of Engineers, parking studies show that the warehousing land-use has an average parking rate of .39 vehicles per 1,000 SF, whereas general office land-use has an average parking rate of 2.39 vehicles per 1,000 SF. As such, it can be seen that the parking rates for the general office land-use is significantly higher than the warehousing land-use. Additionally, the property is currently zoned appropriately for the proposed project, which is I-1. Any future end users at this property will have to adhere to the Village of Northbrook's I-1 zoning ordinance.

Existing Conditions: The current owner has engaged leasing brokers to lease or sell the property on and off for the last 5 Years. **Walgreen's, who is the current owner, is the last occupant in the building and is only utilizing approximately 30,000 SF of space, and is scheduled to completely vacate the property no later than April 30, 2022.** According to the current leasing company, Cushman & Wakefield, leasing and sale activity at 4000 Commercial has struggled significantly prior to the pandemic and has worsened during the pandemic. The following were the principal reasons why:

1. Demand for Office or Flex tech space has been very limited for the past 5 years for big blocks in the Northern Suburbs. Vacancy Rates both in Direct and Sublease Space have continued to rise, and demand has decreased drastically both before and during the pandemic. There are no signs on the immediate horizon that contradict this trend.
2. Stericycle who had been a tenant in 4000 Commercial moved out 2 years ago and originally took the balance of space that Walgreens

didn't use. Walgreens themselves had mostly vacated the space a few years ago.

3. Stericycle was the quintessential example what has been happening in the office market. When there "is" demand, tenants like Stericycle are doing what is known as a "Flight to Quality" move, that essentially means that tenants are being able to execute lease transactions at buildings that they couldn't afford or justify previously. These higher classed buildings have better amenities (i.e. Workout Facilities, Upgraded Food Services-Deli's, Conferencing Centers, Security, often Underground parking with more efficient and newer, Data and HVAC operating systems. By way of example, Stericycle landed in Bannockburn in a single tenant building with the amenities just mentioned. There are countless other examples of deals/transactions that support this trend.
4. 4000's Physical Space made the challenge to lease space even more difficult. The compartmentalized nature of the floor plate, limited window line (throughout the entire building) and lack of design for multi-tenant usage (4000 had been originally designed for a single tenant) proved nearly impossible for tenants to design and plan their space in.
5. Lastly, although the signage and identity of 4000 seemed to be a potential feature to attract tenants, the reality is that prospective tenants felt the subject property has a lack of accessibility compared to other office buildings immediately along I-94 with 4-way interchanges that outweighed the benefits of this potential exposure. Buildings like Parkway North in Deerfield and others at Routes 22 and 60 were and are preferred and in much greater demand.

Economic &  
Fiscal Impacts:

The total estimated cost of the project is approximately \$47,000,000.

This project will not proceed without the Class 6B Classification. Without the Class 6B, the proposed project would be at too great a disadvantage compared to other new projects in nearby Cook County that have the incentive and other new projects in nearby Lake County that benefit from lower real estate taxes.

This development will draw new businesses and employees to the Village of Northbrook. The current existing facility is highly underutilized and will be losing its last, small tenant in 2022. Besides the economic impact of those employees spending money at local businesses, it is possible that the future tenants may generate sales tax revenue to the Village. Please refer to the attached memo from Flanagan Bilton LLC for a summary and analysis of the

accretive economic impact regarding real estate taxes.

The applicant is not requesting any public assistance (notwithstanding the request for the 6b Classification). The project will be fully funded by private investment.

In the previous twelve (12) projects for which the applicant was granted a 6b, those agreements never stipulated that the property owner could not appeal the assessed value during the term of the 6b. The applicant believes this stipulation has the potential to put the property owner at a significant disadvantage to other commercial property owners. The project is not economically viable without the 6b, in particular due to the fact the property sits on the border of Lake County, which has a much lower industrial tax rate. Real estate taxes are based upon market value, or assessed values, and those values change based upon a myriad of local and macroeconomic factors. For example, industrial property values plummeted during the late 2000's and early 2010's. During such a significant event, if a property owner's assessed value were not adjusted fairly compared to other similar properties, and the owner had agreed not to appeal an assessed value, this would put that owner in a potentially devastating market position. As such, we would strongly like to preserve our ability to appeal future assessed values. However, the applicant certainly could agree to not apply for additional real estate tax incentives, such as tax increment financing (TIF).

Employment:

We would estimate that this project will generate approximately 100-150 construction jobs during shell construction. Due to the speculative nature of the project, it is unknown how many permanent jobs will be created. The proposed building would be developed with approximately 387 car parking stalls.

Environment:

Based on upon the current use of the existing property and the institutional quality of the proposed development, we would not anticipate a significant impact on traffic, water or sewer use, or any other adverse conditions. In fact, the redevelopment of the site will require meeting current Village and MWRD stormwater storage standards that will be an enhancement to the community. In reviewing past plans for the existing property, we have estimated that the site currently provides approximately 1 acre feet of

stormwater storage. Upon completion of the proposed project, the site will provide approximately 16 acre feet of stormwater storage, the majority of which will be in a to be built pond that will be planted with native plantings. The basin will be designed to meet the MWRD Volume Control Best Management requirements and will promote infiltration, runoff filtration, and water quality. The current site is not designed to treat any of the stormwater runoff prior to outleting off-site.

Although the existing property is not heavily landscaped, the applicant's development plan will provide a significant amount of green space along Commercial Avenue that will also preserve mature trees located in that area. Per the Village's zoning code, the required setback along Commercial is 30' from the property line, whereas the applicant is proposing a 90' setback that will provide an additional 1.24 acres of green space above code. Further, the applicant will enhance the landscaping of the remainder of the property with a landscape plan that will meet the local ordinances. Further, the proposed plan includes total open space of approximately 350,695 SF, which is 30.6% of the entire property, as compared to adjacent properties that provide green space ranging from 7.1 - 18.7%.

Very truly yours,

Panattoni Development Company, Inc.,  
a California corporation

A handwritten signature in black ink, appearing to read 'John Pagliari', with a long horizontal line extending to the right.

By: \_\_\_\_\_

John Pagliari, Partner  
Jason Rosenberg, Partner



January 10, 2022

Chan Yu  
Deputy Director  
Village of Northbrook  
Department of Development and Planning  
1225 Cedar Lane  
Northbrook, IL 60062

**RE: Real Estate Tax Analysis for Proposed 6B Application for Village of Northbrook  
4000 Commercial Ave, Northbrook, IL**

Mr. Yu:

The purpose of this letter is to highlight the real estate tax benefits for the proposed 6B incentive on 4000 Commercial Ave, Northbrook, IL.

There are three scenarios by which the subject property will generate real estate tax revenue for the Village of Northbrook and related taxing entities. Those are:

- 1) The property remains static, generates minimal tax revenue, and remains an antiquated building in the community,
- 2) The property goes completely vacant, obtains a reduction in assessed value based on vacancy, generates the least amount of tax revenue. This is the worst-case scenario and the most probable scenario without 6B approval. The subject property is scheduled to lose its last remaining tenant this year with no prospects of leasing to new tenants. The assessed value has remained constant or decreased 2019 through 2021—which results in lower tax revenue to the Village,
- 3) The property obtains a 6B, causes new development of an aesthetically pleasing building, creates jobs, economic activity, and a consistent and reliable stream of tax revenue—now and into the future. The taxes generated from this scenario would be greater than the taxes generated if the building were to remain in its current condition. *This outcome will increase tax revenue for the Village.* The tax generated from this scenario generates not only a larger tax amount, but a healthier and more reliable tax amount.

I do not mention raising taxes through a new building without a 6B because that scenario is unlikely. With the proximity to Lake County and other comparable properties receiving 6B classification, this property will be put at a distinct disadvantage if developed without a 6B. Because of the challenges it is unlikely any investor will redevelop this property in the absence of a 6B.

If the building goes completely vacant, all parties are worse off. As vacancy persists more capital is required to remedy the issues caused by said vacancy, which dissuades potential investors, which prolongs the vacancy further. This circular pattern will likely continue. As mentioned above, the assessed value of the property has remained static or decreased in the last three years. Property value and corresponding tax revenue should increase year over year. This downward trend highlights the importance of obtaining a 6B.

I have put together an updated spreadsheet explaining the real estate tax revenues for the three scenarios above. Without a 6B the future for the subject property is the worst and most probable case scenario. Approval of a 6B could remedy that predicament. Over the life of the incentive, a newly developed 6B property will raise an estimated \$22,365,132 in tax revenue compared to the estimated \$13,092,392 if the property goes and remains vacant. Approval of this 6B would generate an additional \$9,272,740 in tax revenue.

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Flanagan". The signature is fluid and cursive, with the first name "John" being the most prominent part.

John P. Flanagan J.D.





# FLANAGAN | BILTON LLC

Commercial Property Tax & Insurance

Tax Year	Est. Tax Rate	Est. Multiplier *	Estimated Effective Tax Rate
2022	7.737%	3.2234	24.939%
2023	7.853%	3.2234	25.314%
2024	7.971%	3.2234	25.693%
2025	8.090%	3.2234	26.079%
2026	8.212%	3.2234	26.470%
2027	8.335%	3.2234	26.867%
2028	8.460%	3.2234	27.270%
2029	8.587%	3.2234	27.679%
2030	8.716%	3.2234	28.094%
2031	8.846%	3.2234	28.516%
2032	8.979%	3.2234	28.943%
2033	9.114%	3.2234	29.377%

Estimated Taxes, New Building, No Class 6B			
Estimated Market Value	Assessment Level	Assessment	Estimated Tax
\$47,000,000	25%	\$ 11,750,000	\$ 2,930,385
\$47,000,000	25%	\$ 11,750,000	\$ 2,974,341
\$47,000,000	25%	\$ 11,750,000	\$ 3,018,956
\$54,050,000	25%	\$ 13,512,500	\$ 3,523,876
\$54,050,000	25%	\$ 13,512,500	\$ 3,576,734
\$54,050,000	25%	\$ 13,512,500	\$ 3,630,385
\$62,157,500	25%	\$ 15,539,375	\$ 4,237,567
\$62,157,500	25%	\$ 15,539,375	\$ 4,301,131
\$62,157,500	25%	\$ 15,539,375	\$ 4,365,648
\$71,481,125	25%	\$ 17,870,281	\$ 5,095,802
\$71,481,125	25%	\$ 17,870,281	\$ 5,172,239
\$71,481,125	25%	\$ 17,870,281	\$ 5,249,823
Total Estimated Taxes (2022 - 2033)			\$48,076,887

Estimated Taxes, New Building with Class 6B			
Estimated Market Value	Assessment Level**	Assessment	Estimated Tax
\$47,000,000	10%	\$ 4,700,000	\$ 1,172,154
\$47,000,000	10%	\$ 4,700,000	\$ 1,189,736
\$47,000,000	10%	\$ 4,700,000	\$ 1,207,582
\$54,050,000	10%	\$ 5,405,000	\$ 1,409,550
\$54,050,000	10%	\$ 5,405,000	\$ 1,430,694
\$54,050,000	10%	\$ 5,405,000	\$ 1,452,154
\$62,157,500	10%	\$ 6,215,750	\$ 1,695,027
\$62,157,500	10%	\$ 6,215,750	\$ 1,720,452
\$62,157,500	10%	\$ 6,215,750	\$ 1,746,259
\$71,481,125	10%	\$ 7,148,113	\$ 2,038,321
\$71,481,125	15%	\$ 10,722,169	\$ 3,103,344
\$71,481,125	20%	\$ 14,296,225	\$ 4,199,858
Total Estimated Taxes (2022 - 2033)			\$ 22,365,132

Estimated Taxes, Current Building, With 100% Vacancy			
Estimated Market Value	Assessment Level	Assessment	Estimated Tax
\$12,799,134	25%	\$3,199,783	\$798,008
\$12,799,134	25%	\$3,199,783	\$809,978
\$12,799,134	25%	\$3,199,783	\$822,128
\$14,719,004	25%	\$3,679,751	\$959,629
\$14,719,004	25%	\$3,679,751	\$974,023
\$14,719,004	25%	\$3,679,751	\$988,634
\$16,926,854	25%	\$4,231,713	\$1,153,983
\$16,926,854	25%	\$4,231,713	\$1,171,292
\$16,926,854	25%	\$4,231,713	\$1,188,862
\$19,465,882	25%	\$4,866,470	\$1,387,699
\$19,465,882	25%	\$4,866,470	\$1,408,514
\$19,465,882	25%	\$4,866,470	\$1,429,642
Total Estimated Taxes (2022 - 2033)			\$13,092,392

Market Values were increased 15% in the first year of a new triennial

\*2020 Equalizer was used throughout this analysis due to speculation and variation year-over-year. 2019 to 2020 Equalizer increased 10.5%.

\*\*The above is based on the assumption that the Class 6b Tax Incentive for the subject property will be granted in 2022.





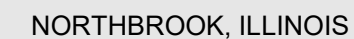
CONCEPTUAL ARCHITECTURAL RENDERING

**4000 COMMERCIAL**  
NORTHBROOK IL









<b>SITE AREA (±26.54 AC.)</b>	±1,156,008 S.F.
<b>DETENTION</b>	TBD
<b>BUILDING AREA</b>	447,583 S.F.
<b>CAR PARKING</b>	387 CARS
<b>TRUCK TRAILER PARKING</b>	80 STALLS
<b>EXTERIOR TRUCK DOCKS</b>	76 DOCKS
<b>DRIVE IN OVERHEAD DOORS</b>	2 DOORS
<b>CLEAR HEIGHT</b>	TBD





PROPERTY DESCRIPTION:

LOT 1 IN THE PLAT OF RESUBDIVISION OF LOTS 2 AND 3 IN VORHBROOK COMMERCIAL PARK AND OF LOT 1 IN E.M.J. RESUBDIVISION BEING A RESUBDIVISION OF LOTS 4 TO 9 INCLUSIVE, 12, 13, 14, 16 AND 17 IN VORHBROOK COMMERCIAL PARK, IN SECTION 6, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS, ACCORDING TO SAID PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, EXCEPT THE FOLLOWING PORTION CONVEYED TO THE ILLINOIS STATE TOLL AUTHORITY BY DEED DOCUMENT 0805346020:

THAT PART OF LOT 1 IN THE PLAT OF RESUBDIVISION OF LOTS 2 AND 3 IN VORHBROOK COMMERCIAL PARK AND OF LOT 1 IN E.M.J. RESUBDIVISION, BEING A RESUBDIVISION OF LOTS 4 TO 9 INCLUSIVE, 12, 13, 14, 16 AND 17 IN VORHBROOK COMMERCIAL PARK, IN SECTION 6, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS, ACCORDING TO SAID PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID PLAT OF RESUBDIVISION, ALSO BEING THE SOUTHWESTERLY CORNER OF LOT 2 IN SAID PLAT OF RESUBDIVISION, POINT BEING ON THE EXISTING EASTERLY RIGHT OF WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY; THENCE ON AN ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST, 30.42 DEGREES 15' 18" 00" NORTH 48 DEGREES 55 MINUTES 49 SECONDS EAST ALONG SAID EASTERLY RIGHT OF WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY A DISTANCE OF 500.00 FEET TO THE SOUTHWESTERLY CORNER OF SAID LOT 1; FOR A POINT OF BEGINNING; THENCE NORTH 48 DEGREES 55 MINUTES 49 SECONDS EAST CONTINUING ALONG SAID NORTHERN ILLINOIS TOLL HIGHWAY EASTERLY RIGHT OF WAY LINE A DISTANCE OF 660.00 FEET; THENCE NORTH 60 DEGREES 02 MINUTES 49 SECONDS EAST CONTINUING ALONG SAID NORTHERN ILLINOIS TOLL HIGHWAY EASTERLY RIGHT OF WAY LINE 10.00 FEET EASTERLY OF MEASURED AT RIGHT ANGLES TO AND PARALLEL WITH SAID NORTHERN ILLINOIS TOLL HIGHWAY EASTERLY RIGHT OF WAY LINE; THENCE SOUTH 48 DEGREES 55 MINUTES 49 SECONDS WEST ALONG SAID PARALLEL LINE A DISTANCE OF 502.67 FEET TO THE SOUTHERLY LINE OF SAID LOT 1; THENCE NORTH 43 DEGREES 06 MINUTES 07 SECONDS WEST A DISTANCE OF 10.00 FEET TO SAID POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

NOTES:

THIS SURVEY REFLECTS MATTERS OF TITLE AS LISTED ON A COMMITMENT FOR TITLE INSURANCE BY NEAR NORTH TITLE GROUP, COMMITMENT NO. FILE NO. IL2132824 WITH A COMMITMENT DATE OF SEPTEMBER 15, 2021.

UNDERGROUND UTILITIES ARE SHOWN BY USING PHYSICAL EVIDENCE FOUND ON THE SURFACE AND/OR FROM UTILITY COMPANY FIELD STAKES AND/OR ENGINEERING DESIGN PLANS. THEREFORE, THEIR COMPLETENESS AND ACCURACY ARE NOT GUARANTEED. FOR MORE ACCURATE LOCATION FIELD EXCAVATIONS BY OTHER UTILITIES MAY BE REQUIRED. UNDERGROUND UTILITIES WERE LOCATED, BEFORE DIGGING CALL 811.

ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF. NO DIMENSIONS OR ANGLES SHOWN HEREON MAY BE ASSUMED BY SCALING.

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY IN ADDITION TO THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS.

SPACECO, INC. IS AN ILLINOIS PROFESSIONAL DESIGN FIRM REGISTERED UNDER LICENSE NUMBER 184-001157.

NO CEMETERIES, GRAVESTONES, OR BURIAL GROUNDS WERE DISCLOSED IN THE RECORD DOCUMENTS PROVIDED TO THE SURVEYOR OR OBSERVED IN THE PROCESS OF CONDUCTING THIS SURVEY. ADDITIONALLY, THIS SURVEYOR HAS NO PRIOR KNOWLEDGE OF CEMETERIES, GRAVESTONES, OR BURIAL GROUNDS BEING LOCATED ON THE SURVEYED PROPERTY.

TAX P.L.N.S. (PER TITLE COMMITMENT): 04-06-204-011-0000

MONUMENTS WERE FOUND/SET AT THE PARCEL CORNERS AS SHOWN. (TABLE A ITEM 1)

ADDRESS: 4000 COMMERCIAL AVE NORTHBROOK, IL 60062 (TABLE A ITEM 2)

BASED UPON A REVIEW OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD HAZARD MAP AND ILLINOIS STATE PLANE COORDINATES VIA GRS84 REAL TIME NETWORK (RETN) AND EXCEEDS RECOMMENDED ACCURACIES FOR FEATURE & TOPOGRAPHIC SITE PLANS & SPOTS PER FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC) TABLE A-3. (SEE SHEET 2)

PROPERTY SURVEYED CONTAINS 1.146964 SQUARE FEET, OR 26.331 ACRES, MORE OR LESS. (TABLE A ITEM 4)

PROPERTY IS CURRENTLY ZONED I-1 RESTRICTED INDUSTRIAL PER THE VILLAGE OF NORTHBROOK ZONING MAP LAST DATED FEBRUARY 20, 2019. A CURRENT ZONING REPORT WAS NOT PROVIDED. (TABLE A ITEM 6A)

SUBSTANTIAL FEATURES ARE SHOWN HEREON. (TABLE A ITEM 8)

UTILITIES SHOWN HEREON WERE LOCATED AS PART OF THE SURVEY FOR THE SUBJECT PARCEL. (TABLE A ITEM 11)

NAME OF THE ADJOINERS SHOWN HEREON ARE CURRENT OWNERS AND/OR TAXPAYERS AS LISTED ON THE COOK COUNTY ASSESSOR'S WEBSITE, ACCESSSED ON NOVEMBER 4, 2021. (TABLE A ITEM 13)

AERIAL PHOTOGRAPHY PRODUCED BY SPACECO ON OCTOBER 15, 2021 UTILIZING POST-PROCESSED IMAGES AND ILLINOIS STATE PLANE COORDINATES VIA GRS84 REAL TIME NETWORK (RETN) AND EXCEEDS RECOMMENDED ACCURACIES FOR FEATURE & TOPOGRAPHIC SITE PLANS & SPOTS PER FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC) TABLE A-3. (SEE SHEET 2)

THESE ARE NO OBSERVABLE EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS. (TABLE A ITEM 16)

THIS SURVEYOR KNOWS OF NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)

THE DOCUMENTS PROVIDED TO THE OR OBTAINED BY THE SURVEYOR AS PART OF THE SURVEY PURSUANT TO SECTIONS 5 AND 6 OF THE ALTA/NSPS LAND TITLE ACT AS STATED DO NOT DISCLOSE ANY PLOTTABLE OFFSITE (I.E. APPURTENANT) EASEMENTS AFFECTING THE SURVEYED PROPERTY OR SERVIDITUDES OTHER THAN THOSE SHOWN. (TABLE A ITEM 18)

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# A.L.T.A. / N.S.P.S. LAND TITLE SURVEY

## NOTES FROM TITLE COMMITMENT:

10. EASEMENTS AS SHOWN ON THE PLAT OF EMI RESUBDIVISION RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, (AFFECTS THE UNDERLYING LAND) (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

11. A 10-FOOT EASEMENT FOR ELECTRIC AND TELEPHONE AS SHOWN ON THE PLAT OF SUBDIVISION RECORDED AS DOCUMENT NUMBER 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE WEST, NORTHWEST AND NORTH LINES OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

12. 20-FOOT EASEMENT FOR DRAINAGE PURPOSES AS SHOWN ON PLAT OF SUBDIVISION RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE WEST, NORTHWEST AND NORTH LINES OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

13. 20-FOOT EASEMENT FOR STORM SEWER AS SHOWN ON PLAT OF SUBDIVISION RECORDED AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE WEST, NORTHWEST AND NORTH LINES OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

14. 10-FOOT EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE AS SHOWN ON PLAT OF SUBDIVISION RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE SOUTHERLY LINE OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

15. EASEMENT FOR PUBLIC UTILITIES AND STREET PURPOSES AS SHOWN ON PLAT OF SUBDIVISION RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE SOUTHERLY LINE OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

16. A 10-FOOT EASEMENT FOR PUBLIC UTILITIES AND DRAINAGE AS SHOWN ON PLAT RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE SOUTHERLY LINE OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

17. A 10-FOOT EASEMENT FOR ELECTRIC, TELEPHONE AND DRAINAGE AS SHOWN ON PLAT RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE SOUTH 695.00 FEET OF THE EAST LINE OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

18. A 5-FOOT EASEMENT FOR ELECTRIC AND TELEPHONE AS SHOWN ON PLAT RECORDED JANUARY 19, 1977 AS DOCUMENT 23794351, AND AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AUGUST 3, 1995 AS DOCUMENT 95513270, OVER THE NORTH 389.42 FEET OF THE EAST LINE OF THE LAND. (SURVEYOR'S NOTE: THIS EXCEPTION HAS BEEN SHOWN.)

19. THE FOLLOWING RECTAL AS SHOWN ON THE PLAT OF RESUBDIVISION RECORDED AS DOCUMENT 95513270:

"ANY EASEMENTS OR RIGHT OF WAY ON THE PROPERTY SHOWN ON THIS PLAT OF SUBDIVISION THAT HAVE BEEN PREVIOUSLY GRANTED BY ANOTHER PLAT OR DOCUMENT SHALL NOT BE DEEMED TO BE RELEASED OR VACATED BECAUSE THEY ARE NOT SHOWN ON THIS PLAT."

20. COVENANTS AND RESTRICTIONS CONTAINED IN THE RESTRICTIVE COVENANT FOR CONSTRUCTION OF SIDEWALKS MADE BY MOTOROLA, INC. A DELAWARE CORPORATION, RECORDED AUGUST 7, 1995 AS DOCUMENT 95520464, (AFFECTS THE LAND AND OTHER PROPERTY)

(SURVEYOR'S NOTE: THIS EXCEPTION AFFECTS THE SURVEYED PROPERTY AND IT DOES NOT CONTAIN ANY PLOTTABLE ITEMS.)

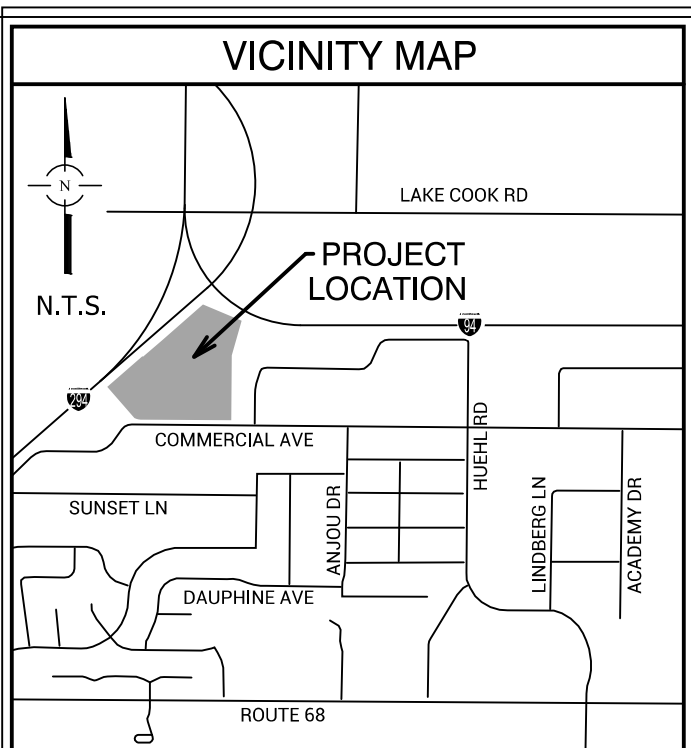
21. ENDOCRAMENT OF THE BUILDING LOCATED MAINLY ON THE LAND ONTO THE EASEMENT

(SURVEYOR'S NOTE: SEE THIS SURVEY.)

SCALE 1" = 50'

BASIS OF BEARINGS: TRUE NORTH BASED ON GEODETIC OBSERVATION IL EAST ZONE

NOTE: ALL BEARINGS AND DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED.



UNDERGROUND UTILITIES ARE SHOWN BY USING PHYSICAL EVIDENCE FOUND ON THE SURFACE AND/OR FROM UTILITY COMPANY FIELD STAKES AND/OR ENGINEERING DESIGN PLANS. THEREFORE, THEIR COMPLETENESS AND ACCURACY ARE NOT GUARANTEED. FOR MORE ACCURATE LOCATION FIELD EXCAVATIONS BY OTHER UTILITIES MAY BE REQUIRED. UNDERGROUND UTILITIES WERE LOCATED, BEFORE DIGGING CALL 811.

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THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY IN ADDITION TO THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS.

SPACECO, INC. IS AN ILLINOIS PROFESSIONAL DESIGN FIRM REGISTERED UNDER LICENSE NUMBER 184-001157.

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TAX P.L.N.S. (PER TITLE COMMITMENT): 04-06-204-011-0000

MONUMENTS WERE FOUND/SET AT THE PARCEL CORNERS AS SHOWN. (TABLE A ITEM 1)

ADDRESS: 4000 COMMERCIAL AVE NORTHBROOK, IL 60062 (TABLE A ITEM 2)

BASED UPON A REVIEW OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD HAZARD MAP AND ILLINOIS STATE PLANE COORDINATES VIA GRS84 REAL TIME NETWORK (RETN) AND EXCEEDS RECOMMENDED ACCURACIES FOR FEATURE & TOPOGRAPHIC SITE PLANS & SPOTS PER FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC) TABLE A-3. (SEE SHEET 2)

PROPERTY SURVEYED CONTAINS 1.146964 SQUARE FEET, OR 26.331 ACRES, MORE OR LESS. (TABLE A ITEM 4)

PROPERTY IS CURRENTLY ZONED I-1 RESTRICTED INDUSTRIAL PER THE VILLAGE OF NORTHBROOK ZONING MAP LAST DATED FEBRUARY 20, 2019. A CURRENT ZONING REPORT WAS NOT PROVIDED. (TABLE A ITEM 6A)

SUBSTANTIAL FEATURES ARE SHOWN HEREON. (TABLE A ITEM 8)

UTILITIES SHOWN HEREON WERE LOCATED AS PART OF THE SURVEY FOR THE SUBJECT PARCEL. (TABLE A ITEM 11)

NAME OF THE ADJOINERS SHOWN HEREON ARE CURRENT OWNERS AND/OR TAXPAYERS AS LISTED ON THE COOK COUNTY ASSESSOR'S WEBSITE, ACCESSSED ON NOVEMBER 4, 2021. (TABLE A ITEM 13)

AERIAL PHOTOGRAPHY PRODUCED BY SPACECO ON OCTOBER 15, 2021 UTILIZING POST-PROCESSED IMAGES AND ILLINOIS STATE PLANE COORDINATES VIA GRS84 REAL TIME NETWORK (RETN) AND EXCEEDS RECOMMENDED ACCURACIES FOR FEATURE & TOPOGRAPHIC SITE PLANS & SPOTS PER FEDERAL GEOGRAPHIC DATA COMMITTEE (FGDC) TABLE A-3. (SEE SHEET 2)

THESE ARE NO OBSERVABLE EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS. (TABLE A ITEM 16)

THIS SURVEYOR KNOWS OF NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)

THE DOCUMENTS PROVIDED TO THE OR OBTAINED BY THE SURVEYOR AS PART OF THE SURVEY PURSUANT TO SECTIONS 5 AND 6 OF THE ALTA/NSPS LAND TITLE ACT AS STATED DO NOT DISCLOSE ANY PLOTTABLE OFFSITE (I.E. APPURTENANT) EASEMENTS AFFECTING THE SURVEYED PROPERTY OR SERVIDITUDES OTHER THAN THOSE SHOWN. (TABLE A ITEM 18)

THESE ARE NO OBSERVABLE EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS. (TABLE A ITEM 16)

THIS SURVEYOR KNOWS OF NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)

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THESE ARE NO OBSERVABLE EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS. (TABLE A ITEM 16)

THIS SURVEYOR KNOWS OF NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)

THE DOCUMENTS PROVIDED TO THE OR OBTAINED BY THE SURVEYOR AS PART OF THE SURVEY PURSUANT TO SECTIONS 5 AND 6 OF THE ALTA/NSPS LAND TITLE ACT AS STATED DO NOT DISCLOSE ANY PLOTTABLE OFFSITE (I.E. APPURTENANT) EASEMENTS AFFECTING THE SURVEYED PROPERTY OR SERVIDITUDES OTHER THAN THOSE SHOWN. (TABLE A ITEM 18)

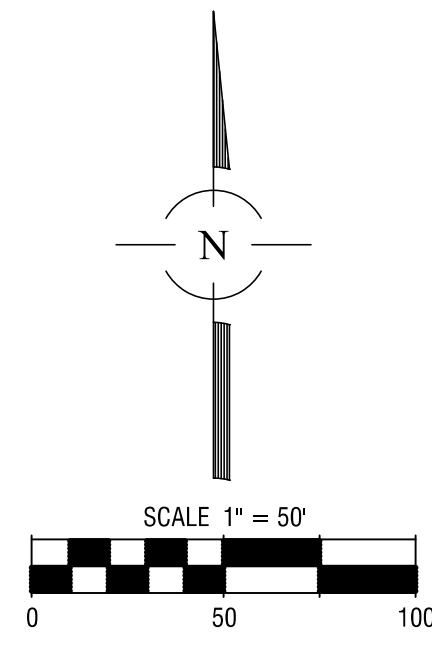
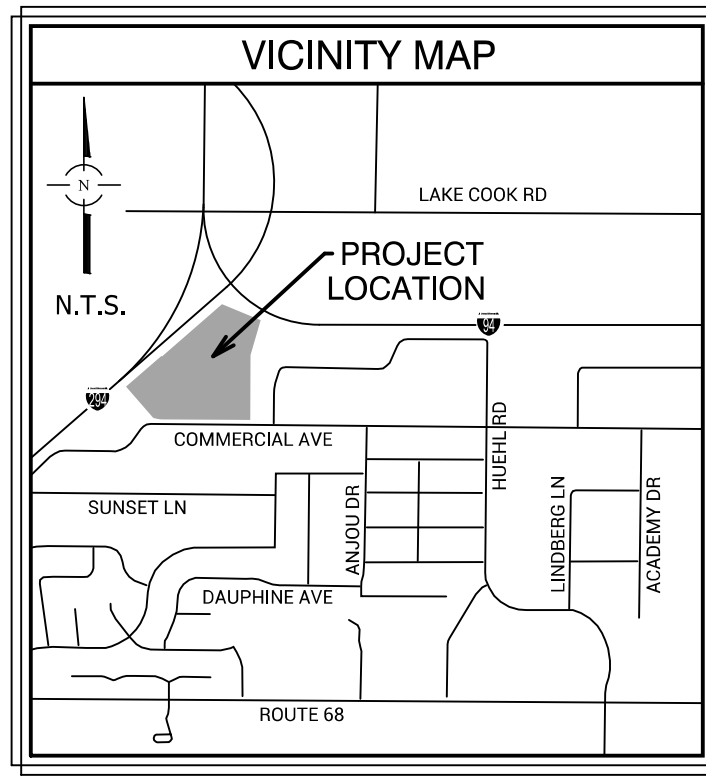
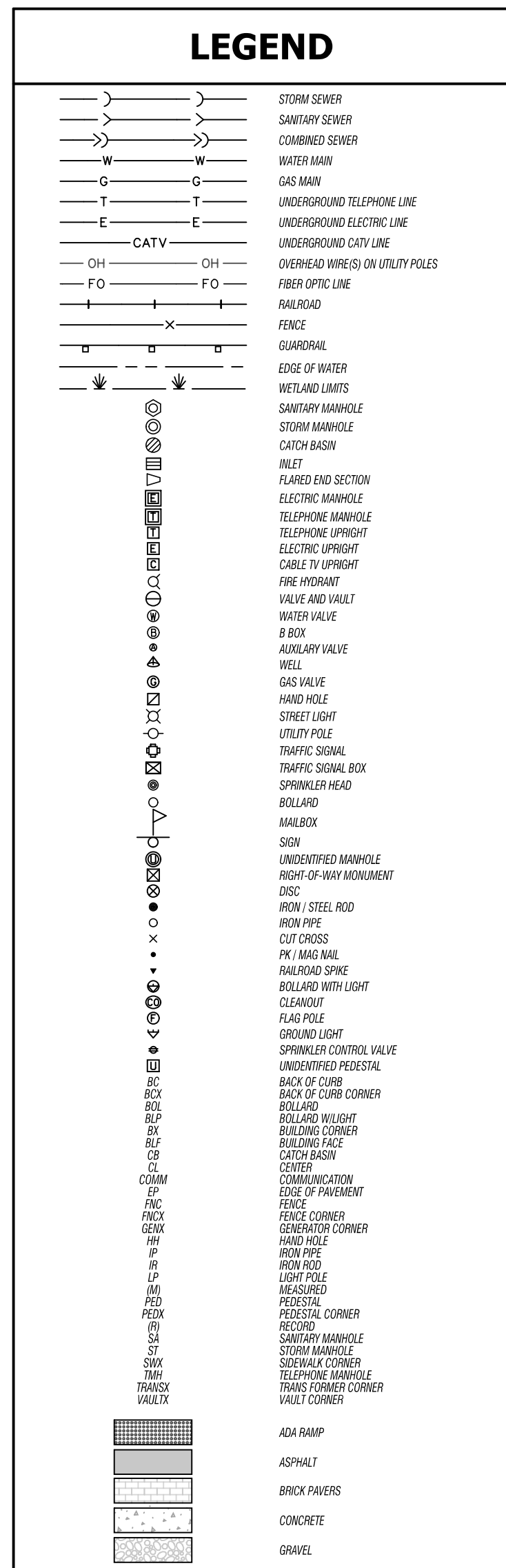
THESE ARE NO OBSERVABLE EVIDENCE OF EARTHMOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS. (TABLE A ITEM 16)

THIS SURVEYOR KNOWS OF NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)

THE DOCUMENTS PROVIDED TO THE OR OBTAINED BY THE SURVEYOR AS PART OF THE SURVEY PURSUANT TO SECTIONS 5 AND 6 OF THE ALTA/NSPS LAND TITLE ACT AS STATED DO NOT DISCLOSE ANY PLOTTABLE OFFSITE (I.E. APPURTENANT) EASEMENTS AFFECTING THE SURVEYED PROPERTY OR SERVIDITUDES OTHER THAN THOSE SHOWN. (TABLE A ITEM 18)



***A.L.T.A. / N.S.P.S. LAND TITLE SURVEY***



SPACECO UAV  
AERIAL IMAGE  
DATE OF FLIGHT: 10-15-2021

BASIS OF BEARINGS:  
TRUE NORTH BASED ON GEODETIC  
OBSERVATION IL EAST ZONE

NOTE: ALL BEARINGS AND  
DISTANCES ARE MEASURED  
UNLESS OTHERWISE NOTED.



PREPARED FOR:  
COMPANY NAME  
STREET ADDRESS  
SUITE OR UNIT NUMBER  
CITY, STATE ZIP

**FOR REVIEW  
PURPOSES ONLY**

REVISIONS:



**CONSULTING ENGINEERS**  
**SITE DEVELOPMENT ENGINEERS**  
**LAND SURVEYORS**

DATE: 11/05/2021

JOB NO: 11672

FILENAME:

1672ALTA-01

SHEET  
2 OF 2



Tax Year	2022 Tax Rate	2022 Multiplier	Estimated Effective Tax Rate*
2022	7.737%	3.2234	24.939%
2023	7.737%	3.2234	24.939%
2024	7.737%	3.2234	24.939%
2025	7.737%	3.2234	24.939%
2026	7.737%	3.2234	24.939%
2027	7.737%	3.2234	24.939%
2028	7.737%	3.2234	24.939%
2029	7.737%	3.2234	24.939%
2030	7.737%	3.2234	24.939%
2031	7.737%	3.2234	24.939%
2032	7.737%	3.2234	24.939%
2033	7.737%	3.2234	24.939%

Estimated Taxes, New Building, No Class 6b			
Estimated Market Value	Assessment Level	Assessment	Estimated Tax
\$ 40,000,000	25%	\$ 10,000,000	\$ 2,493,945
\$ 40,000,000	25%	\$ 10,000,000	\$ 2,493,945
\$ 40,000,000	25%	\$ 10,000,000	\$ 2,493,945
\$ 46,000,000	25%	\$ 11,500,000	\$ 2,868,036
\$ 46,000,000	25%	\$ 11,500,000	\$ 2,868,036
\$ 46,000,000	25%	\$ 11,500,000	\$ 2,868,036
\$ 52,900,000	25%	\$ 13,225,000	\$ 3,298,242
\$ 52,900,000	25%	\$ 13,225,000	\$ 3,298,242
\$ 52,900,000	25%	\$ 13,225,000	\$ 3,298,242
\$ 60,835,000	25%	\$ 15,208,750	\$ 3,792,978
\$ 60,835,000	25%	\$ 15,208,750	\$ 3,792,978
\$ 60,835,000	25%	\$ 15,208,750	\$ 3,792,978
<b>Total Estimated Taxes (2022 - 2033)</b>			<b>\$ 37,359,603</b>

Estimated Taxes, New Building with Class 6b			
Estimated Market Value	Assessment Level**	Assessment	Estimated Tax
\$ 40,000,000	10%	\$ 4,000,000	\$ 997,578
\$ 40,000,000	10%	\$ 4,000,000	\$ 997,578
\$ 40,000,000	10%	\$ 4,000,000	\$ 997,578
\$ 46,000,000	10%	\$ 4,600,000	\$ 1,147,215
\$ 46,000,000	10%	\$ 4,600,000	\$ 1,147,215
\$ 46,000,000	10%	\$ 4,600,000	\$ 1,147,215
\$ 52,900,000	10%	\$ 5,290,000	\$ 1,319,297
\$ 52,900,000	10%	\$ 5,290,000	\$ 1,319,297
\$ 52,900,000	10%	\$ 5,290,000	\$ 1,319,297
\$ 60,835,000	10%	\$ 6,083,500	\$ 1,517,191
\$ 60,835,000	15%	\$ 9,125,250	\$ 2,275,787
\$ 60,835,000	20%	\$ 12,167,000	\$ 3,034,382
<b>Total Estimated Taxes (2022 - 2033)</b>			<b>\$ 17,219,630</b>

Estimated Taxes, Current Building, With 100% Vacancy			
Estimated Market Value	Assessment Level	Assessment	Estimated Tax
\$12,799,134	25%	\$3,199,783	\$798,008
\$12,799,134	25%	\$3,199,783	\$798,008
\$12,799,134	25%	\$3,199,783	\$798,008
\$14,719,004	25%	\$3,679,751	\$917,709
\$14,719,004	25%	\$3,679,751	\$917,709
\$14,719,004	25%	\$3,679,751	\$917,709
\$16,926,854	25%	\$4,231,713	\$1,055,366
\$16,926,854	25%	\$4,231,713	\$1,055,366
\$16,926,854	25%	\$4,231,713	\$1,055,366
\$19,465,882	25%	\$4,866,470	\$1,213,671
\$19,465,882	25%	\$4,866,470	\$1,213,671
\$19,465,882	25%	\$4,866,470	\$1,213,671
<b>Total Estimated Taxes (2022 - 2033)</b>			<b>\$11,954,262</b>

Market Values were increased 15% in the first year of a new triennial

\*The 2020 Tax Rate (the 2020 tax rate x the 2020 multiplier) was used. It does not take into account any increases or decreases in the Effective Tax Rate between 2021-2033.

\*\*The above is based on the assumption that the Class 6b Tax Incentive for the subject property will be granted in 2022.

**TOTAL PAYMENT DUE**  
**\$ 504,053.92**  
By 03/02/21 (on time)

**2020 First Installment Property Tax Bill**  
Property Index Number (PIN) Volume Code Tax Year (Payable In) Township Classification  
04-06-204-011-0000 131 25076 2020 2021 NORTHFIELD 5-93

IF PAYING AFTER 03/02/21, PLEASE PAY 03/03/21 - 04/01/21 \$504,053.92 OR 04/02/21 - 05/03/21 \$504,053.92 OR 05/04/21 - 06/01/21 \$511,614.73

TAXING DISTRICT DEBT AND FINANCIAL DATA				
Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Costs Taxing Districts Can Pay
Northwest Mosquito Abatement Wheeling	\$213,887	\$7,369,108	\$526,648	92.85%
Metro Water Reclamation Dist of Chicago	\$3,404,722,000	\$2,909,890,000	\$1,277,881,000	52.68%
Northbrook Park District	\$13,320,663	\$34,408,172	\$849,221	102.47%
Oakton College Dist Skokie Des Plaines	\$93,941,502	\$43,842,673	\$26,594,266	39.34%
Glenbrook HS District 225 (Glenview)	\$109,647,178	\$75,088,588	\$7,072,470	90.58%
Northbrook School District 27	\$18,083,557	\$16,257,477	\$2,148,335	86.79%
Village of Northbrook	\$172,865,445	\$296,852,938	\$105,728,901	64.38%
Town of Northfield	\$479,741	\$5,942,986	\$790,490	86.87%
Cook County Forest Preserve District	\$193,646,842	\$457,040,680	\$248,669,734	46.08%
County of Cook	\$6,888,027,070	\$23,257,290,307	\$13,395,266,525	42.40%
Total	\$10,904,947,885	\$27,103,982,929	\$15,161,519,148	

**PAY YOUR TAXES ONLINE**  
at [cookcountytreasurer.com](http://cookcountytreasurer.com) from your bank account or credit card

**TAX CALCULATOR**  
2019 TOTAL TAX 916,461.67  
2020 ESTIMATE X 55%  
2020 TOTAL TAX = 504,053.92  
The First Installment amount is 55% of last year's total taxes. All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

**IMPORTANT MESSAGE**  
RECEIVED FEB 03 2021  
PROPERTY LOCATION 4000 COMMERCIAL AVE NORTHBROOK IL 60062  
MAILING ADDRESS WALGREEN CO 104 WILMOT RD DEERFIELD IL 60015-5121

**TOTAL PAYMENT DUE**  
**\$ 504,053.92**  
By 03/02/21 (on time)  
If paying later, refer to amounts above.

**IMPORTANT MESSAGE**  
Use of this coupon authorizes the Treasurer's Office to reduce the check amount to prevent overpayment. Include only one check and one coupon per envelope.  
SN 0020200100 KTN 600001075 AN (see PIN) TC 000922

Property Index Number (PIN) 04-06-204-011-0000  
Volume 131  
Amount Paid \$

Internet use only  
00202001007040620401100003008922400504053923005040539230050405392300511614738

20 04-06-204-011-0000 0 20 0 1380753 343564  
WALGREEN CO  
OR CURRENT OWNER  
104 WILMOT RD  
DEERFIELD IL 60015-5121

COOK COUNTY TREASURER  
PO BOX 805436  
CHICAGO IL 60680-4155

04062040110000/0/20/E/0050405392/1



## TOTAL PAYMENT DUE

## 2020 Second Installment Property Tax Bill

**\$ 475,816.94**

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-204-011-0000	131	25076	2020	2021	NORTHFIELD	5-83

By 10/01/21 (on time)

AUG 27 2021

IF PAYING LATE, PLEASE PAY	10/02/21 - 11/01/21	OR	11/02/21 - 12/01/21	OR	12/02/21 - 01/01/22	LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW
	\$482,954.19		\$490,091.44		\$497,228.69	

## TAXING DISTRICT BREAKDOWN

Taxing District	2020 Tax	2020 Rate	2020 %	Pension	2019 Tax
<b>MISCELLANEOUS TAXES</b>					
Northwest Mosq Abatement Dist Wheeling	1,266.47	0.010	0.13%		1,206.03
Metro Water Reclamation Dist of Chicago	47,872.71	0.378	4.89%	5319.19	46,914.54
Northbrook Park District	54,078.44	0.427	5.52%	1899.71	50,170.82
<b>Miscellaneous Taxes Total</b>	<b>103,217.62</b>	<b>0.815</b>	<b>10.54%</b>		<b>98,291.39</b>
<b>SCHOOL TAXES</b>					
Oakton College Dist Skokie Des Plaines	28,748.96	0.227	2.93%		26,853.25
Glenbrook HS District 225 (Glenview)	263,933.16	2.084	26.94%	5952.42	241,929.48
Northbrook School District 27	373,103.21	2.946	38.08%	1,144.97	345,044.98
<b>School Taxes Total</b>	<b>665,785.33</b>	<b>5.257</b>	<b>67.95%</b>		<b>613,827.71</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>					
Northbrook Library Fund	39,387.34	0.311	4.02%	3039.53	37,869.32
Village of Northbrook	96,885.25	0.765	9.89%	4,0147.22	92,140.64
Road & Bridge Northfield	6,205.72	0.049	0.63%		5,668.34
General Assistance Northfield	886.53	0.007	0.09%		844.22
Town of Northfield	2,786.24	0.022	0.28%		2,532.66
<b>Municipality/Township Taxes Total</b>	<b>146,151.08</b>	<b>1.154</b>	<b>14.91%</b>		<b>139,055.18</b>
<b>COOK COUNTY TAXES</b>					
Cook County Forest Preserve District	7,345.55	0.058	0.75%	253.29	7,115.57
Consolidated Elections	0.00	0.000	0.00%		3,618.09
County of Cook	34,448.10	0.272	3.51%	1,1018.32	33,165.81
Cook County Public Safety	18,717.46	0.132	1.71%		16,160.79
Cook County Health Facilities	6,205.72	0.049	0.63%		5,427.13
<b>Cook County Taxes Total</b>	<b>64,716.83</b>	<b>0.511</b>	<b>6.60%</b>		<b>65,487.39</b>
<b>(Do not pay these totals)</b>	<b>979,870.86</b>	<b>7.737</b>	<b>100.00%</b>		<b>916,461.67</b>

## TAX CALCULATOR

2019 Assessed Value	4,135,903	2020 Total Tax Before Exemptions	979,870.86
2020 Assessed Value	3,929,000	Homeowner's Exemption	.00
2020 State Equalizer X	3.2234	Senior Citizen Exemption	.00
2020 Equalized Assessed Value (EAV)	12,664,739	Senior Freeze Exemption	.00
2020 Local Tax Rate X	7.737%	2020 Total Tax After Exemptions	979,870.86
2020 Total Tax Before Exemptions	979,870.86	First Installment	504,053.92
		Second Installment +	475,816.94
		<b>Total 2020 Tax (Payable in 2021)</b>	<b>979,870.86</b>

## PROPERTY LOCATION

4000 COMMERCIAL AVE  
NORTHBROOK IL 60062 1829

## MAILING ADDRESS

WALGREEN CO  
104 WILMOT RD  
DEERFIELD IL 60015-5121

DETACH &amp; INCLUDE WITH PAYMENT

**\$ 475,816.94**

By 10/01/21 (on time)

If paying later, refer to amounts above.

Use of this coupon authorizes the Treasurer's Office to reduce the check amount to prevent overpayment. Include only one check and one coupon per envelope.

SN 0020200200 RTN 500001073 AN (see PIN) TC 008922

Property Index Number (PIN)	Volume
04-06-204-011-0000	131

\$

Include name, PIN, address, phone and email on check payable to "Cook County Treasurer."

Internal use only

00202002005040620401100003008922400482954195004900914480049722869200475816949

20-04-06-204-011-0000-0 20 4 1384861

1158-339851

WALGREEN CO  
OR CURRENT OWNER  
104 WILMOT RD  
DEERFIELD IL 60015-5121COOK COUNTY TREASURER  
PO BOX 805436  
CHICAGO IL 60680-4155

04062040110000/0/20/F/0047581694/2

## TOTAL PAYMENT DUE

**\$448,147.16**

By 03/03/20 (on time)

## 2019 First Installment Property Tax Bill

Property Index Number (PIN) Volume Code Tax Year (Payable in) Township Classification  
 04-06-204-011-0000 131 25076 2019 (2020) NORTHFIELD 5-93

IF PAYING LATE, PLEASE PAY 03/04/20-04/01/20 04/02/20-05/01/20 05/02/20-06/01/20 LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW  
 \$454,869.37 \$461,591.58 \$468,313.79

## TAXING DISTRICT DEBT AND FINANCIAL DATA

Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Costs Taxing Districts Can Pay
Northwest Mosquito Abatement Wheeling	\$182,548	\$6,871,780	\$681,058	87.18%
Metro Water Reclamation Dist of Chicago	\$3,460,595,000	\$2,795,614,000	\$1,098,622,000	60.70%
Northbrook Park District	\$3,845,554	\$32,495,015	\$2,143,247	93.40%
Oakton College Dist Skokie Des Plaines	\$99,046,300	\$43,728,516	\$30,547,474	30.14%
Glenbrook HS District 225 (Glenview)	\$109,847,178	\$75,088,588	\$7,072,470	90.58%
Northbrook School District 27	\$18,077,571	\$15,003,522	\$2,210,317	85.27%
Village of Northbrook	\$167,938,579	\$267,469,825	\$98,272,612	63.26%
Town of Northfield	\$479,741	\$5,942,986	\$780,490	86.87%
Cook County Forest Preserve District	\$193,646,842	\$457,040,680	\$246,669,734	48.03%
County of Cook	\$7,490,403,508	\$25,089,044,035	\$14,681,160,592	41.48%
Total	\$11,543,859,821	\$28,788,268,947	\$16,168,359,994	

JAN 29 2020

## PAY YOUR TAXES ONLINE

at cookcountytreasurer.com from your bank account or credit card today

## TAX CALCULATOR

2018 TOTAL TAX 814,813.02  
 2019 ESTIMATE X 55%  
 2019 1st INSTALLMENT = 448,147.16

The First Installment amount is 55% of last year's total taxes.  
 All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

## IMPORTANT MESSAGES

- Pay this bill at cookcountytreasurer.com.

## PROPERTY LOCATION

4000 COMMERCIAL AVE  
 NORTHBROOK IL 60062

## MAILING ADDRESS

WALGREEN CO  
 104 WILLMOT RD  
 DEERFIELD IL 60015-5121

## DETACH &amp; INCLUDE WITH PAYMENT

## TOTAL PAYMENT DUE

**\$448,147.16**

By 03/03/20 (on time)  
 If paying later, refer to amounts above.

## IMPORTANT PAYMENT MESSAGES

Use of this coupon authorizes the Treasurer's Office to reduce your check amount to prevent overpayment. Include only one check and one original coupon per envelope.

Property Index Number (PIN) Volume  
 04-06-204-011-0000 131

Amount Paid

\$

Include name, PIN, address, phone and email on check payable to "Cook County Treasurer".

Internal use only

SN 0020190100 RTN 500001075 AN (see PIN) TC 008911

00201901009040620401100003008911200448147168004548693720046159158400468313794



20 0000000000 0 19 0  
 WALGREEN CO  
 DR CURRENT OWNER  
 104 WILLMOT RD  
 DEERFIELD IL 60015-5121

COOK COUNTY TREASURER  
 PO BOX 805438  
 CHICAGO IL 60680-4155



04062040110000/0/19/E/0044814716/1

## TOTAL PAYMENT DUE

\$468,314.51

By 06/03/20 (on time)

JUL 08 2020

## 2019 Second Installment Property Tax Bill 6

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-204-011-0000	131	25076	2019	(2020)	NORTHFIELD	5-93

PAYMENT SCHEDULE	08/04/20-09/01/20	09/02/20-10/01/20	10/02/20-11/01/20
	\$468,314.51	\$468,314.51	\$475,339.23

## TAXING DISTRICT BREAKDOWN

Taxing District	2019 Tax	2019 Rate	2019 %	Pension	2018 Tax
<b>MISCELLANEOUS TAXES</b>					
Northwest Mosq Abatement Dist Wheeling	1,206.03	0.010	0.13%		1,082.48
Metro Water Reclamation Dist of Chicago	46,914.54	0.389	5.12%	5,185.92	38,989.32
Northbrook Park District	50,170.82	0.418	5.47%	3,618.08	44,873.78
<b>Miscellaneous Taxes Total</b>	<b>98,291.39</b>	<b>0.815</b>	<b>10.72%</b>		<b>84,925.56</b>
<b>SCHOOL TAXES</b>					
Oakton College Dist Skokie Des Plaines	26,658.25	0.221	2.91%		24,208.21
Glenbrook HS District 225 (Glenview)	241,929.48	2.006	26.40%	6,833.18	218,070.79
Northbrook School District 27	345,044.98	2.861	37.65%	10,251.24	315,297.21
<b>School Taxes Total</b>	<b>613,627.71</b>	<b>5.088</b>	<b>66.98%</b>		<b>557,576.15</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>					
Northbrook Library Fund	37,889.32	0.314	4.13%	3,258.27	34,147.98
Village of Northbrook	92,140.64	0.784	10.05%	41,808.01	75,870.49
Road & Bridge Northfield	5,888.34	0.047	0.62%		5,117.18
General Assistance Northfield	844.22	0.007	0.09%		888.85
Town of Northfield	2,532.88	0.021	0.28%		2,381.78
<b>Municipality/Township Taxes Total</b>	<b>139,055.18</b>	<b>1.153</b>	<b>15.17%</b>		<b>118,285.66</b>
<b>COOK COUNTY TAXES</b>					
Cook County Forest Preserve District	7,115.57	0.059	0.78%	241.20	5,904.44
Consolidated Elections	3,618.09	0.030	0.39%		0.00
County of Cook	33,185.81	0.275	3.63%	12,180.89	31,391.85
Cook County Public Safety	16,180.79	0.134	1.78%		12,104.11
Cook County Health Facilities	5,427.18	0.045	0.59%		4,625.15
<b>Cook County Taxes Total</b>	<b>85,487.39</b>	<b>0.643</b>	<b>7.15%</b>		<b>54,025.65</b>
<b>(Do not pay these totals)</b>	<b>918,481.67</b>	<b>7.599</b>	<b>100.00%</b>		<b>814,813.02</b>

## TAX CALCULATION

2018 Assessed Value	3,380,651	2018 Total Tax Before Exemptions	916,461.67
		Homeowner's Exemption	.00
		Senior Citizen Exemption	.00
		Senior Freeze Exemption	.00
2018 Assessed Value	4,135,903		
2018 State Equalizer X	2.9160		
2018 Equalized Assessed Value (EAV)	12,080,293	2018 Total Tax After Exemptions	916,461.67
2018 Local Tax Rate X	7.699%	First Installment	448,147.18
2018 Total Tax Before Exemptions	916,461.67	Second Installment +	468,314.51
		<b>Total 2018 Tax (Payable in 2020)</b>	<b>916,461.67</b>

## IMPORTANT MESSAGES

- Thank you for your first installment payment of: \$448,147.18 on 03-03-20

## PROPERTY LOCATION

## MAILING ADDRESS

4000 COMMERCIAL AVE  
NORTHBROOK IL 60062-1829WALGREEN CO  
104 WILMOT RD  
DEERFIELD IL 60015-5121

DETACH &amp; INCLUDE WITH PAYMENT

## PAYMENT DUE

\$468,314.51

By 06/03/20 (on time)  
If paying later, refer to amounts above.

Internet use only

## IMPORTANT PAYMENT MESSAGES

Use of this coupon authorizes the Treasurer's Office to reduce the check amount to prevent overpayment. Include only one check and one original coupon per envelope.

SN 0020190200 RTN 500001073 AN (see PIN) TC 008911

Property Index Number (PIN)  
04-06-204-011-0000

Amount Paid

\$

Include name, PIN, address, phone and email on check payable to "Cook County Treasurer."

00201902007040620401100003008911200475339230004683145170046831451700468314517

20 04-06-204-011-0000 0 18 4 1295884  
WALGREEN CO  
OR CURRENT OWNER  
104 WILMOT RD  
DEERFIELD IL 60015-5121COOK COUNTY TREASURER  
PO BOX 805435  
CHICAGO IL 60680-4118

04062040110000/0/19/F/0046831451/2

IF PAYING LATE, PLEASE PAY
03/02/19-04/01/19 \$442,108.13
04/02/19-05/01/19 \$448,641.75
05/02/19-06/01/19 \$455,175.37
LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW

TAXING DISTRICT BREAKDOWN				
Your Taxing Districts	Money Owed by Your Taxing Districts	Pension and Healthcare Amounts Promised by Your Taxing Districts	Amount of Pension and Healthcare Shortage	% of Pension and Healthcare Costs Taxing Districts Can Pay
Northwest Mosquito Abatement Wheeling	\$98,015	\$6,291,258	\$104,819	98.34%
Metro Water Reclamation Dist of Chicago	\$3,475,872,000	\$2,740,910,000	\$1,193,113,000	58.47%
Northbrook Park District	\$6,520,054	\$30,816,630	-\$1,499,919	104.87%
Oakton College Dist Skokie Des Plaines	\$96,844,511	\$41,985,235	\$36,103,692	14.01%
Glenbrook HS District 225 (Glenview)	\$109,647,178	\$75,088,568	\$7,072,470	90.58%
Northbrook School District 27	\$1,532,168	\$13,961,644	\$3,307,291	76.31%
Village of Northbrook	\$167,933,579	\$267,469,825	\$98,272,812	63.26%
Town of Northfield	\$451,235	\$5,367,949	\$542,875	89.89%
Cook County Forest Preserve District	\$193,646,842	\$457,040,680	\$246,669,734	46.03%
County of Cook	\$6,468,096,809	\$25,197,996,698	\$16,082,338,828	38.18%
<b>Total</b>	<b>\$10,522,442,391</b>	<b>\$28,886,928,507</b>	<b>\$17,666,025,402</b>	

**PAY YOUR TAXES ONLINE**  
at [cookcountytreasurer.com](http://cookcountytreasurer.com) from your bank account or credit card today

TAX CALCULATOR

2017 TOTAL TAX 791,953.65  
2018 ESTIMATE X 55%  
2018 1st INSTALLMENT = 435,574.51

- Pay this bill at [cookcountytreasurer.com](http://cookcountytreasurer.com).  
RECEIVED FEB 04 2019

The First Installment amount is 55% of last year's total taxes.  
All exemptions, such as homeowner and senior exemptions, will be reflected on your Second Installment tax bill.

PROPERTY LOCATION

4000 COMMERCIAL AVE  
NORTHBROOK IL 60062

MAILING ADDRESS

WALGREEN CO  
104 WILMOT RD  
DEERFIELD IL 60015-5121

DETACH & INCLUDE WITH PAYMENT

TOTAL PAYMENT DUE  
**\$435,574.51**  
By 03/01/19 (on time)  
If paying later, refer to amounts above.

IMPORTANT PAYMENT MESSAGES

Use of this coupon authorizes the Treasurer's Office to reduce your check amount to prevent overpayment. Include only one check and one original coupon per envelope.  
SN 0020180100 RTN 500001075 AN (see PIN) TC 008922  
Name/Mailing Address Change? Check box and complete form on back to update your name and/or mailing address.

Property Index Number (PIN) 04-06-204-011-0000  
Volume 131  
Amount Paid \$

Include name, PIN, address, location, phone and email on check payable to "Cook County Treasurer".

00201801002040620401100003008922400435574513004421081360044864175900455175378

20 004062040110000 0 18 0 1326549  
WALGREEN CO  
OR CURRENT OWNER  
104 WILMOT RD  
DEERFIELD IL 60015-5121

COOK COUNTY TREASURER  
PO BOX 805438  
CHICAGO IL 60680-4155

04062040110000/0/18/E/0043557451/1

Page 88 of 97

## TOTAL PAYMENT DUE

## 2018 Second Installment Property Tax Bill

\$379,238.51

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-204-011-0000	131	25076	2018	(2019)	NORTHFIELD	5-93

By 08/01/19 (on time)

JUL 09 2019

IF PAYING LATE, PLEASE PAY	08/02/19-09/01/19	09/02/19-10/01/19	10/02/19-11/01/19	LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW
	\$384,927.09	\$390,615.67	\$396,304.25	

## TAXING DISTRICT BREAKDOWN

Taxing District	2018 Tax	2018 Rate	2018 %	Pension	2017 Tax
<b>MISCELLANEOUS TAXES</b>					
Northwest Mosq Abatement Dist Wheeling	1,082.48	0.011	0.13%		1,001.59
Metro Water Reclamation Dist of Chicago	38,969.32	0.396	4.78%	4,428.33	40,263.74
Northbrook Park District	44,873.76	0.456	5.51%	3,837.88	41,966.43
<b>Miscellaneous Taxes Total</b>	<b>84,925.56</b>	<b>0.863</b>	<b>10.42%</b>		<b>83,231.76</b>
<b>SCHOOL TAXES</b>					
Oakton College Dist Skokie Des Plaines	24,208.21	0.246	2.97%		23,236.78
Glenbrook HS District 225 (Glenview)	218,070.73	2.216	26.76%	6,199.66	210,533.27
Northbrook School District 27	315,297.21	3.204	38.70%	9,151.88	303,580.57
<b>School Taxes Total</b>	<b>557,576.15</b>	<b>5.666</b>	<b>68.43%</b>		<b>537,350.62</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>					
Northbrook Library Fund	34,147.36	0.347	4.19%	2,952.22	32,952.16
Village of Northbrook	75,970.49	0.772	9.32%	33,064.87	71,613.36
Road & Bridge Northfield	5,117.18	0.052	0.63%		4,907.77
General Assistance Northfield	688.85	0.007	0.08%		800.95
Town of Northfield	2,361.78	0.024	0.29%		2,303.65
<b>Municipality/Township Taxes Total</b>	<b>118,285.66</b>	<b>1.202</b>	<b>14.51%</b>		<b>112,377.89</b>
<b>COOK COUNTY TAXES</b>					
Cook County Forest Preserve District	5,904.44	0.060	0.72%	196.81	6,209.83
Consolidated Elections	0.00	0.000	0.00%		3,104.92
County of Cook	31,391.95	0.319	3.86%	10,726.40	32,751.84
Cook County Public Safety	12,104.11	0.123	1.49%		10,917.28
Cook County Health Facilities	4,825.15	0.047	0.57%		6,009.51
<b>Cook County Taxes Total</b>	<b>54,025.65</b>	<b>0.549</b>	<b>6.64%</b>		<b>58,993.38</b>
<b>(Do not pay these totals)</b>	<b>814,813.02</b>	<b>8.280</b>	<b>100.00%</b>		<b>791,953.65</b>

## TAX CALCULATOR

2017 Assessed Value 3,380,651

2018 Total Tax Before Exemptions 814,813.02

Homestead Exemption .00

Senior Citizen Exemption .00

Senior Freeze Exemption .00

2018 Assessed Value 3,380,651

2018 State Equalizer X 2.9109

2018 Equalized Assessed Value (EAV) 9,840,737

2018 Local Tax Rate X 8.280%

2018 Total Tax Before Exemptions 814,813.02

2018 Total Tax After Exemptions 814,813.02

First Installment 435,574.51

Second Installment 379,238.51

Total 2018 Tax (Payable in 2019) 814,813.02

## IMPORTANT MESSAGE

Thank you for your first installment payment of: \$435,574.51 on 03-01-19

## PROPERTY LOCATION

## MAILING ADDRESS

4000 COMMERCIAL AVE  
NORTHBROOK IL 60062-1829WALGREEN CO  
104 WILMOT RD  
DEERFIELD IL 60015-5121

## DETACH &amp; INCLUDE WITH PAYMENT

## TOTAL PAYMENT DUE

\$379,238.51

By 08/01/19 (on time)  
If paying later, refer to amounts above.

## IMPORTANT PAYMENT MESSAGE

Use of this coupon authorizes the Treasurer's Office to reduce the check amount to prevent overpayment. Include only one check and one original coupon per envelope.

Property Index Number (PIN) 04-06-204-011-0000

Volume 131

Amount Paid

\$

Include name, PIN, address, phone and email on check payable to "Cook County Treasurer."

SN 0020180200 RTN 500001075 AN (see PIN) TC 008922

Internal use only

00201802000040620401100003008922400396304254003792385140038492709300390615679



20 04-06-204-011-0000 0 18 4

1316517

WALGREEN CO

OR CURRENT OWNER

104 WILMOT RD  
DEERFIELD IL 60015-5121COOK COUNTY TREASURER  
PO BOX 805438  
CHICAGO IL 60680-4118

04062040110000/0/18/F/0037923851/2

**COOK COUNTY ASSESSOR**  
**FRITZ KAEGI**



COOK COUNTY ASSESSOR'S OFFICE  
118 NORTH CLARK STREET, CHICAGO, IL 60602  
PHONE: 312.443.7550 FAX: 312.603.6584  
WWW.COOKCOUNTYASSESSOR.COM

**CLASS 6B**  
**ELIGIBILITY APPLICATION**

Carefully review the Class 6B Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, *a filing fee of \$500.00*, and supporting documentation (*except drawings and surveys*) must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or **PRIOR TO** the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the commencement of Reoccupation of Abandoned Property.

***Applicant Information***

Name: PDC Chicago LP IV, LLC Telephone: (847) 292-4510  
Company: \_\_\_\_\_  
Address: 6250 N. RIVER ROAD, SUITE 4050  
City: ROSEMONT State: IL Zip Code: 60018  
Email: jrosenberg@panattoni.com

***Contact Person (if different than the Applicant)***

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

***Property Description (per PIN)***

If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.

Street Address: (1) 4000 COMMERCIAL  
Permanent Real Estate Index Number: 04-06-204-011-0000  
(2) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
(3) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
City: NORTHBROOK State: IL Zip Code: 60062  
Township: NORTHFIELD Existing Class: I-1

Attach legal description, site dimensions and square footage and building dimensions and square footage.

### ***Identification of Person Having an Interest in the Property***

Attach a complete list of all owners, developers, occupants and other interested parties (*including all beneficial owners of a land trust*) identified by names and addresses, and the nature and extent of their interest.

### ***Industrial Use***

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Include copies of materials, which explain the occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

### ***Nature of Development***

Indicate nature of proposed development by checking the appropriate space:

- ☒ New Construction (**Read and Complete Section A**)
- ☐ Substantial Rehabilitation (**Read and Complete Section A**)  
**Incentive only applied to the market value attributable to the rehabilitation**
- ☐ Occupation of Abandoned Property - No Special Circumstance  
(**Read and Complete Section B**)
- ☐ Occupation of Abandoned Property - With Special Circumstance  
(**Read and Complete Section C**)
- ☐ Occupation of Abandoned Property - (**TEERM Supplemental Application**)  
(**Read and Complete Section C**)
- ☐ Occupation of Abandoned Property - (**CEERM Supplemental Application**)  
(**Read and Complete Section C**)

### **SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)**

If the proposed development consists of *New Construction* or *Substantial Rehabilitation*, provide the following information:

Estimated date of construction

commencement (*excluding demolition, if any*): SUMMER 2022

Estimated date of construction completion: SUMMER 2023

Attach copies of the following:

1. Specific description of the proposed *New Construction* or *Substantial Rehabilitation*
2. Current Plat of Survey for subject property
3. 1<sup>st</sup> floor plan or schematic drawings
4. Building permits, wrecking permits and occupancy permits (*including date of issuance*)
5. Complete description of the cost and extent of the *Substantial Rehabilitation* or *New Construction* (*including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc*)

### **SECTION C (SPECIAL CIRCUMSTANCES)**

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was a **purchase for value**, but the period of **abandonment prior to purchase was less than 24 months**, complete section (1).

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of **abandonment prior to the application 24 continuous months or greater**, complete section (2).

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of **abandonment prior to the application was greater than 12 continuous months and less than 24 continuous month**, complete section (2) and the **TEERM Supplemental Application**.

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of **abandonment prior to the application was greater than 3 continuous months and applicant will create or maintain at least 250 jobs for employees at the subject location**, complete section (2) and the **CEERM Supplemental Application**.

1. How long was the period of abandonment prior to the purchase for value? \_\_\_\_\_

When and by whom was the subject property last occupied prior to the purchase for value?

---

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Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for less than 24-month abandonment period.*

Application must be made to the Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of Reoccupation: \_\_\_\_\_  
Date of purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration



**SECTION B (ABANDONED PROPERTY WITH NO SPECIAL CIRCUMSTANCE)**

If the proposed development consists of the reoccupation of abandoned property, purchased for value, complete (1) and (2) below:

1. Was the subject property vacant and unused for at least 24 continuous months prior to the purchase for value?

☐ YES      ☐ NO

When and by whom was the subject property last occupied prior to the purchase for value?

---

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Attach copies of the following documents:

- (a) Sworn statements from person having personal knowledge attesting to the fact and the duration of vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of such vacancy

2. Application must be made to the Assessor prior to occupation:

Estimated date of reoccupation: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

2. How long has the subject property been unused?

- ☐ 24 or greater continuous months (*Eligible for Special Circumstance*)
- ☐ 12 continuous months but less than 24 continuous months (*Eligible for Special Circumstance under TEERM*) - **Complete TEERM Supplemental Application**
- ☐ 3 continuous months and maintain/create 250 employee jobs (*Eligible for Special Circumstance under CEERM*) - **Complete CEERM Supplemental Application**
- ☐ **Not Eligible for Special Circumstance if No purchase and less than 12 continuous months vacant, or not a CEERM**

When and by whom was the subject property last occupied prior to the filing of this application?

---

---

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting "abandonment" as determined by the municipality, or the County Board, if located in an unincorporated area. Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for lack of a purchase for value.

Application must be made to Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: \_\_\_\_\_

## TEERM SUPPLEMENTAL APPLICATION

*(This form will ONLY be utilized for applicants who specifically elect for TEERM)*

*This supplemental eligibility application is for properties that have been abandoned (due to special circumstances) for at least 12 continuous months and less than 24 continuous months with no purchase taking place.*

*Under the **TEERM** Program, qualifying industrial real estate would be eligible for the Class 6B level of assessment from the date of substantial re-occupancy of the abandoned property. Properties receiving Class 6B will be assessed at 10% of market value for the first 10 years, 15% in the 11th year and 20% in the 12th year. **The terms of this program are Not Renewable.***

I \_\_\_\_\_ applicant/representative hereby specifically elect to submit this **Supplemental Application** for the **TEERM** program.

Further affiant sayeth not.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Agent's Name & Title

\_\_\_\_\_  
Agent's Mailing Address

\_\_\_\_\_  
Agent's Telephone Number

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Applicant's e-mail address

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

## CEERM SUPPLEMENTAL APPLICATION

*(This form will ONLY be utilized for applicants who specifically elect for CEERM)*

*This supplemental eligibility application is for properties that have been abandoned (due to special circumstances) where there has been no purchase for value and the buildings and other structures have been vacant and unused for at least three continuous months and applicant has provided sufficient documentation to establish that such applicant will create or maintain at least 250 jobs for employees at the subject location.*

***The CEERM Program shall be limited to the party who is the initial applicant of the Class 6B Incentive under the CEERM Program and the subject of the municipal Resolution or Ordinance.***

***Under the CEERM Program, qualifying industrial real estate would be eligible for the Class 6B level of assessment from the date of substantial re-occupancy of the abandoned property. Properties receiving the Class 6B will be assessed at 10% of market value for the first 10 years, 15% in the 11th year and 20% in the 12th year. The terms of this program are Not Renewable.***

I \_\_\_\_\_ applicant/representative hereby specifically elect to submit this **Supplemental Application** for the **CEERM** program.

Further affiant sayeth not.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Agent's Name & Title

\_\_\_\_\_  
Agent's Mailing Address

\_\_\_\_\_  
Agent's Telephone Number

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Applicant's e-mail address

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

**EMPLOYMENT OPPORTUNITIES**

How many construction jobs will be created or maintained as a result of this development? 100 - 150 est.

How many new permanent full-time and part-time employees do you now employ in Cook County?

Full-time: TBD Part-time: TBD

How many new permanent part-time jobs will be created as a result of this proposed development?

TBD

How many new permanent full-time jobs will be created as a result of this proposed development?

TBD

**LOCAL APPROVAL**

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (*or the County Board, if the real estate is located in an unincorporated area*) should accompany this Application. *The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6B Application and that it finds Class 6B necessary for development to occur on the subject property.* If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead. If the applicant is seeking to apply based on the reoccupation of abandoned property and will be seeking a finding of "special circumstances" from the municipality, in addition to obtaining a letter from the municipality confirming that a resolution or ordinance supporting the incentive has been requested, the applicant must file a letter from the County Board confirming that a resolution validating a municipal finding of special circumstances has been requested. If, at a later date, the municipality or the County Board denies the applicant's request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 6B incentive, whether or not construction has begun. In all circumstances, the resolution must be submitted by the time the applicant files an "Incentive Appeal".

**I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

03/05/2021