

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

February 15, 2024 | 7:30 p.m.
Northbrook Public Library | Civic Room

https://youtube.com/live/pf_JxyYfNHs?feature=share

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 18, 2024
 - 3.3 Approve Special Session Minutes- January 20, 2024
 - 3.4 Approve Cash Balances & Income Statement January 2024
 - 3.5 Approve Bills and Charges from January 2024 in the amount of \$704,384.98
 - 3.6 File detailed statement of all receipts and expenditures for previous 6 months
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 HVAC Chiller Update
 - 7.2 Strategic Plan Update
 - 7.3 Annual Facilities Walk Thru
 - 7.4 Executive Director Evaluation (closed session)
- 8 New Business
 - 8.1 Steam Boiler Change Orders
 - 8.2 FY25 Draft Budget Review
 - 8.3 Plan Visit to Neighboring Library
- 9 Closed Session

pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 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
1/31/2024**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	9,264,677.96	11,378.14	592,418.49	8,683,637.61
	Restricted	212,100.28	129,618.76	48,539.38	293,179.66
	IMRF	845,226.07		28,301.03	816,925.04
	Fica	128,659.76		26,573.08	102,086.68
	Total Operating	\$10,450,664.07	\$ 140,996.90	\$ 695,831.98	\$ 9,895,828.99
Capital Improvement		\$ 4,604,159.99	\$ 2,526.06	\$ 8,553.00	\$ 4,598,133.05
Debt Service		\$ 2,813.40			\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(65,104.81)	(4,104.56)	2,813.40
PayPal	1,508.00	-	-
FBoFHP	237,232.56	-	-
Fifth Third - Checking/Money Market	9,719,735.23	4,601,688.29	-
US Bancorp	1,856.91	549.32	-
INB	126.10		
Petty Cash	475.00	-	-
Total	\$ 9,895,828.99	\$4,598,133.05	\$ 2,813.40

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

Northbrook Public Library
Income Statement
1/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,458,373.03	\$0.00	\$7,446,023.88	\$7,885,752.44	\$7,959,560.00	99.07%
Replacement Tax	\$0.00	\$117,208.19	\$176,503.01	\$287,054.24	\$150,000.00	191.37%
Impact Fees	\$0.00	\$0.00	\$5,525.32	\$4,294.00	\$0.00	0.00%
Fines, Fees & Rentals	\$3,140.12	\$2,863.51	\$30,758.44	\$33,997.59	\$35,000.00	97.14%
Interest Income	\$3,587.47	\$5,316.94	\$18,143.84	\$45,045.33	\$20,000.00	225.23%
Other Income	\$3,434.34	\$101.00	\$25,870.74	\$18,952.44	\$100,000.00	18.95%
Total Undesignated Revenue	\$1,468,534.96	\$125,489.64	\$7,702,825.23	\$8,275,096.04	\$8,264,560.00	100.13%
Designated Revenue						
Gifts & Other Designated Income	\$148,022.16	\$128,572.14	\$330,982.92	\$562,042.59	\$400,000.00	140.51%
Designated Interest Income	\$756.82	\$1,046.62	\$1,247.80	\$6,955.85	\$0.00	0.00%
Total Designated Revenue	\$148,778.98	\$129,618.76	\$332,230.72	\$568,998.44	\$400,000.00	142.25%
Total Revenues	\$1,617,313.94	\$255,108.40	\$8,035,055.95	\$8,844,094.48	\$8,664,560.00	102.07%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$70,477.18	\$40,258.64	\$671,309.53	\$633,119.27	\$944,000.00	67.07%
Audio Visual	\$62,378.54	\$34,009.86	\$591,513.44	\$563,863.50		
Videos/DVDs	\$3,136.53	\$2,043.42	\$37,602.51	\$31,728.43		
Programs	\$4,962.11	\$4,205.36	\$42,193.58	\$37,527.34		
OCLC	\$5,085.10	\$9,435.75	\$49,968.11	\$69,590.75	\$103,150.00	67.47%
CCS Shared Costs	\$5,887.54	\$5,999.55	\$22,720.96	\$22,856.35	\$29,000.00	78.82%
	\$19,525.73	\$18,676.10	\$71,711.23	\$69,246.10	\$76,000.00	91.11%
Total Materials & Services	\$100,975.55	\$74,370.04	\$815,709.83	\$794,812.47	\$1,152,150.00	68.99%
Human Resources						
General Salaries and Wages	\$335,811.52	\$344,139.80	\$2,888,332.72	\$3,101,121.64	\$4,311,000.00	71.94%
Maintenance Salaries & Wages	\$14,693.69	\$14,995.42	\$126,471.48	\$140,280.09	\$189,000.00	74.22%
Group Insurance	\$56,536.43	\$62,495.09	\$504,477.52	\$543,597.02	\$750,000.00	72.48%
Unemployment/Worker's Comp	\$425.42	\$250.64	\$19,339.57	\$19,243.80	\$23,000.00	83.67%
Staff Development	\$3,165.05	\$2,703.24	\$39,796.15	\$51,875.01	\$61,000.00	85.04%
Total Human Resources	\$410,632.11	\$424,584.19	\$3,578,417.44	\$3,856,117.56	\$5,334,000.00	72.29%

Northbrook Public Library
Income Statement
1/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
Operating Costs						
Photocopy	\$1,917.23	\$398.57	\$22,522.48	\$18,442.29	\$24,000.00	76.84%
Office & Library Supplies	\$2,697.78	\$6,761.90	\$35,948.71	\$30,870.21	\$70,000.00	44.10%
Software	(\$751.78)	\$1,011.25	\$69,040.67	\$77,088.56	\$108,000.00	71.38%
Postage	\$524.14	(\$600.13)	\$17,010.68	\$17,769.63	\$20,000.00	88.85%
General Insurance	\$0.00	\$0.00	\$62,144.56	\$66,780.62	\$79,000.00	84.53%
Telephone/Internet	(\$155.61)	\$23.74	\$30,626.03	\$29,611.24	\$39,000.00	75.93%
Professional Services	\$38,983.20	\$37,317.37	\$253,624.22	\$325,046.94	\$402,000.00	80.86%
Furniture, Equipment	\$0.00	(\$41,061.18)	\$42,422.49	\$64,069.10	\$96,000.00	66.74%
Equipment Rental & Maintenance	\$595.00	\$8,610.00	\$38,234.79	\$40,360.21	\$43,000.00	93.86%
Community Relations	\$763.31	\$1,253.55	\$29,140.58	\$24,621.16	\$55,000.00	44.77%
Total Operating Costs	\$44,573.27	\$13,715.07	\$600,715.21	\$694,659.96	\$936,000.00	74.22%
Maintenance						
Vehicle Expense	\$0.00	\$997.89	\$737.69	\$1,176.36	\$3,000.00	39.21%
Janitorial Supplies	\$3,651.54	\$2,040.56	\$28,199.72	\$29,865.56	\$45,000.00	66.37%
Utilities	\$4,544.05	\$4,894.81	\$32,384.34	\$34,907.41	\$54,000.00	64.64%
Building Repairs	\$5,075.00	\$0.00	\$33,619.87	\$1,495.00	\$35,000.00	4.27%
Contracted Services	\$15,219.60	\$10,349.59	\$110,319.00	\$108,701.50	\$153,000.00	71.05%
Total Maintenance	\$28,490.19	\$18,282.85	\$205,260.62	\$176,145.83	\$290,000.00	60.74%
Other Expenses						
Recruiting	\$200.00	(\$60.00)	\$420.00	(\$40.00)	\$1,000.00	(4.00%)
Contingency & Misc Exp	\$857.27	\$1,015.61	\$6,693.72	\$6,167.36	\$100,000.00	6.17%
Board Development	\$0.00	\$90.43	\$196.11	\$995.42	\$500.00	199.08%
Total Other Expenses	\$1,057.27	\$1,046.04	\$7,309.83	\$7,122.78	\$101,500.00	7.02%
Total Undesignated Expenses	\$585,728.39	\$531,998.19	\$5,207,412.93	\$5,528,858.60	\$7,813,650.00	70.76%
Designated Expenses						
Miscellaneous Designated Expenses	\$48,595.66	(\$6,541.84)	\$200,272.28	\$425,292.14	\$400,000.00	106.32%
Designated Materials Expense	\$248.64	\$0.00	\$1,496.22	\$351.61	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$51,952.45	\$0.00	\$129,906.55	\$0.00	0.00%
Designated Program Expense	\$1,925.00	\$3,128.77	\$55,441.58	\$54,727.11	\$0.00	0.00%
Total Designated Expenses	\$50,769.30	\$48,539.38	\$257,210.08	\$610,277.41	\$400,000.00	152.57%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$636,497.69	\$580,537.57	\$5,464,623.01	\$6,139,136.01	\$8,663,650.00	70.86%
NET SURPLUS/(DEFICIT)	\$980,816.25	(\$325,429.17)	\$2,570,432.94	\$2,704,958.47	\$910.00	

Northbrook Public Library
Income Statement
1/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$81,116.15	\$0.00	\$414,155.23	\$412,637.87	\$425,000.00	97.09%
Property Tax Levy FICA	\$55,158.98	\$0.00	\$281,625.56	\$280,593.75	\$289,000.00	97.09%
Interest Income IMRF	\$0.00	\$0.00	\$4.03	\$91.27	\$500.00	18.25%
Interest Income FICA	\$0.00	\$0.00	\$2.73	\$62.06	\$500.00	12.41%
Total Undesignated Revenue	\$136,275.13	\$0.00	\$695,787.55	\$693,384.95	\$715,000.00	96.98%
Total Revenues	\$136,275.13	\$0.00	\$695,787.55	\$693,384.95	\$715,000.00	96.98%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$25,019.49	\$28,301.03	\$262,650.03	\$245,946.93	\$400,000.00	61.49%
Employer FICA	\$24,150.30	\$26,573.08	\$227,305.75	\$239,586.17	\$280,000.00	85.57%
Total Human Resources	\$49,169.79	\$54,874.11	\$489,955.78	\$485,533.10	\$680,000.00	71.40%
Total Undesignated Expenses	\$49,169.79	\$54,874.11	\$489,955.78	\$485,533.10	\$680,000.00	71.40%
Total Expenses	\$49,169.79	\$54,874.11	\$489,955.78	\$485,533.10	\$680,000.00	71.40%
NET SURPLUS/(DEFICIT)	\$87,105.34	(\$54,874.11)	\$205,831.77	\$207,851.85	\$35,000.00	

Northbrook Public Library
Income Statement
1/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$1,992.68	\$2,526.06	\$13,716.18	\$23,150.53	\$24,000.00	96.46%
Total Undesignated Revenue	\$1,992.68	\$2,526.06	\$13,716.18	\$23,150.53	\$24,000.00	96.46%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$2,780.00	\$0.00	\$2,780.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$2,780.00	\$0.00	\$2,780.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$4,772.68	\$2,526.06	\$16,496.18	\$23,150.53	\$449,000.00	5.16%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$96,058.00	\$82,249.90	\$202,684.64	\$720,000.00	28.15%
Professional Fees	\$0.00	\$920.00	\$16,077.50	\$4,887.50	\$180,000.00	2.72%
Furniture & Equipment	\$0.00	(\$88,425.00)	\$0.00	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$8,553.00	\$98,327.40	\$207,572.14	\$900,000.00	23.06%
Total Undesignated Expenses	\$0.00	\$8,553.00	\$98,327.40	\$207,572.14	\$900,000.00	23.06%
Total Expenses	\$0.00	\$8,553.00	\$98,327.40	\$207,572.14	\$900,000.00	23.06%
NET SURPLUS/(DEFICIT)	\$4,772.68	(\$6,026.94)	(\$81,831.22)	(\$184,421.61)	(\$451,000.00)	

Northbrook Public Library
Income Statement
1/31/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$144,587.16	\$0.00	\$738,219.54	\$738,767.42	\$760,900.00	97.09%
Interest Income	\$0.00	\$0.00	\$7.16	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$144,587.16	\$0.00	\$738,226.70	\$738,930.82	\$760,900.00	97.11%
Total Revenues	\$144,587.16	\$0.00	\$738,226.70	\$738,930.82	\$760,900.00	97.11%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$0.00	\$0.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$757,550.00	\$761,474.93	\$760,900.00	100.08%
NET SURPLUS/(DEFICIT)	\$144,587.16	\$0.00	(\$19,323.30)	(\$22,544.11)	\$0.00	

JANUARY 2024 FINANCIAL SUMMARY

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

Total General Fund revenues collected to date is \$8,844,09.48, budget difference include:

- Property Taxes – 99% of property taxes have been collected
- Replacement Taxes – budget number is a conservative estimate – At this time allocations are higher due to legislative changes. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Impact Fees – these are collected when occupancy is granted to the builder – to be conservative we do not budget for this since we are unaware of builder timelines.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 19% is fines and lost item / replacement collections
 - 58% is non-resident fees
 - 23% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget
- Designated Revenue is higher than budget due to
 - ILP revenue higher than budgeted
 - Interest income higher than budgeted

Total General Fund expenditures are \$6,139,136.01, budget differences include:

- CCS Shared Costs is higher than budget due to 11 months of expense being booked
- Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded when paid
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Equipment Rental & Maintenance is higher than budget due to cleaning of upholstered furniture for patrons and staff

- Community Relations is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Building Repairs is less than budget due to costs being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities and reclass of background checks for volunteers booked throughout the year
- Board Development is greater than budget due to staff appreciation event booked in October 2023
- Designated Expenses is greater than budget due to ILP expenses higher than budgeted

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of January 2024

Operating Funds	
Library Claims List	\$ 197,706.85
Librarian's Claims List	\$ 20,249.13
Payroll	\$ 345,827.13
Fica/IMRF	\$ 54,874.11
ACH to IPBC	\$ 77,174.76
Total Operating Funds	<u>\$ 695,831.98</u>
 Capital Improvement Fund	
Claims List	\$ 8,553.00
	<u>\$ 8,553.00</u>
 Debt Service Fund	
 Grand Total Library	
	<u><u>\$ 704,384.98</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26218	1/18/2024	Bright Plum Inc.	\$3,255.00	Project Payment (1 of 2) - Professional Services - Website - Drupal 10 Upgrade
26219	1/18/2024	Dornfeld Piano Tuning	\$2,190.00	Quarterly Payment - Equipment Rental & Maintenance
26220	1/18/2024	First Bankcard	\$4,294.58	Monthly Payment - Supplies
26221	1/18/2024	Kathryn Hall	\$1,994.00	Annual Payment - Staff Development
26223	1/19/2024	Hang & Shine	\$6,240.00	Annual Payment - Equipment Rental & Maintenance - upholstery cleaning
26224	1/31/2024	Amazon Capital Services	\$2,721.88	Monthly Payment - Supplies
26225	1/31/2024	American Program Bureau, Inc.	\$10,000.00	ILP
26226	1/31/2024	Authors Unbound Agency	\$15,000.00	ILP
26227	1/31/2024	Authors Unbound Agency	\$10,000.00	ILP
26228	1/31/2024	Baker & Taylor	\$17,022.49	Monthly Payment - Materials
26229	1/31/2024	Best Quality Cleaning	\$5,639.25	Monthly Payment - Contracted Services
26230	1/31/2024	Bright Plum Inc.	\$3,255.00	Project Payment (1 of 2) - Professional Services - Website - Drupal 10 Upgrade
26231	1/31/2024	Children's Plus Inc	\$3,287.93	Monthly Payment - Materials
26232	1/31/2024	Continental Resources, Inc	\$10,340.64	Annual Payment - Fixed Assets
26233	1/31/2024	Cooperative Computer Service	\$24,654.39	Quarterly Payment - CCS Shared Services & OCLC
26234	1/31/2024	Fast Forward Libraries LLC	\$7,350.00	Project Payment (2 of 3) - Professional Services - Strategic Plan
26235	1/31/2024	Folding Partition Services, Inc.	\$900.00	Annual Payment - Equipment Rental & Maintenance
26236	1/31/2024	Garaventa USA Inc.	\$633.75	Annual Payment - Equipment Rental & Maintenance
26237	1/31/2024	Gotham Artists Talent Services	\$11,250.00	ILP

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26238	1/31/2024	Gotham Artists Talent Services	\$1,750.00	ILP
26239	1/31/2024	Library Furniture International, Inc.	\$685.00	Annual Payment - Fixed Assets
26240	1/31/2024	Midwest Tape LLC	\$5,098.81	Monthly Payment - Materials
26241	1/31/2024	Alexa Muhly	\$800.00	Monthly Payment - Programs
26242	1/31/2024	North Town Auto Service	\$997.89	Annual Payment - Vehicle Expense
26243	1/31/2024	Northbrook Chamber of Commerce & Ind	\$935.00	Annual Payment - Community Relations
26244	1/31/2024	Northbrook Hardware	\$717.10	Monthly Payment - Janitorial Supplies
26245	1/31/2024	Outsource Solutions Group, Inc.	\$20,898.36	Monthly Payment - Professional Services & Software
26246	1/31/2024	Overdrive	\$8,868.31	Monthly Payment - Materials
26247	1/31/2024	John Schreckengost	\$800.00	Monthly Payment - Programs
26248	1/31/2024	Showcases	\$2,351.48	Monthly Payment - Supplies
26249	1/31/2024	Snow Systems, Inc.	\$1,920.00	Monthly Payment - Contracted Services
26250	1/31/2024	Symmetry Energy Solutions, LLC	\$4,846.81	Monthly Payment - Utilities
26251	1/31/2024	Tsai Fong Books, Inc.	\$914.83	Monthly Payment - Materials
26252	1/31/2024	Uline	\$1,604.02	Annual Payment - Supplies
26253	1/31/2024	Value Line Publishing LLC	\$1,050.00	Monthly Payment - Materials

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

Transaction Number	Transaction Date	Vendor	Amount
53255	9/29/2023	VOID - APALA	(\$70.00)
53265	9/29/2023	VOID - Halyse Cole	(\$11.38)
53358	10/30/2023	VOID - Trevor Grewe	(\$9.99)
53380	10/30/2023	VOID - Teacher Dan	(\$150.00)
53500	1/16/2024	ABOS	\$49.00
53501	1/16/2024	BMI	\$455.00
53502	1/16/2024	Steve Hargadon	\$198.00
53503	1/16/2024	Illinois Heartland Library System-OCLC	\$21.26
53504	1/16/2024	Limricc - UCGA	\$250.64
53505	1/16/2024	Patrick McCallister	\$175.00
53506	1/16/2024	Petty Cash Custodian	\$38.55
53507	1/16/2024	Pioneer Press	\$39.49
53508	1/16/2024	Sarah Romero-Reyes	\$300.00
53509	1/16/2024	Village of Northbrook	\$450.00
53510	1/16/2024	Susan Wolf	\$24.74
53511	1/16/2024	Laurie Prioletti	\$39.88
53512	1/31/2024	A-Z Mindfulness	\$150.00
53513	1/31/2024	Ancel Glink P.C.	\$287.50
53514	1/31/2024	Baker & Taylor Entertainment	\$164.14
53515	1/31/2024	Blackstone Publishing	\$41.60
53516	1/31/2024	Nancy Buehler	\$250.00
53517	1/31/2024	Nancy Buehler	\$250.00
53518	1/31/2024	Chicago Filter Supply	\$116.48
53519	1/31/2024	Chicago Tribune	\$290.99
53520	1/31/2024	Cintas	\$537.14
53521	1/31/2024	Sandra Cotler	\$75.00
53522	1/31/2024	Demco	\$564.06
53523	1/31/2024	EBSCO Information Services	\$25.22
53524	1/31/2024	Invia Fertility	\$10.00
53525	1/31/2024	Firefly Family Theatre LLC	\$525.00
53526	1/31/2024	Folias Music LLC	\$500.00
53527	1/31/2024	Freeman Pictures, Inc.	\$100.00
53528	1/31/2024	Gale/Cengage Learning Inc.	\$245.51
53529	1/31/2024	Garvey's Office Products	\$86.69
53530	1/31/2024	Glenview Chess Club LLC	\$200.00
53531	1/31/2024	Benjamin Goluboff	\$250.00
53532	1/31/2024	Benjamin Goluboff	\$250.00
53533	1/31/2024	Grainger	\$558.31
53534	1/31/2024	Happiness Forward LLC	\$100.00
53535	1/31/2024	Happiness Forward LLC	\$100.00
53536	1/31/2024	Jayne Herring	\$550.00
53537	1/31/2024	Jayne Herring	\$550.00
53538	1/31/2024	The Home Depot Credit Services	\$199.94
53539	1/31/2024	Illinois Library Association	\$100.00
53540	1/31/2024	Impact Networking LLC	\$398.57
53541	1/31/2024	Indian Trail Library District	\$10.00
53542	1/31/2024	Indian Trail Library District	\$120.00
53543	1/31/2024	Sin Ae Kim	\$52.94

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

Transaction Number	Transaction Date	Vendor	Amount
53544	1/31/2024	Richard Koomjian	\$32.50
53545	1/31/2024	Alison Kuperman	\$30.98
53546	1/31/2024	Alisa Kusnitzow	\$150.00
53547	1/31/2024	Lakeshore Learning Materials	\$46.98
53548	1/31/2024	Christopher Laughlin School of Music	\$500.00
53549	1/31/2024	Lechner Services	\$116.80
53550	1/31/2024	Library Ideas LLC	\$43.96
53551	1/31/2024	Amanda McCarty	\$250.00
53552	1/31/2024	Adeline Miron	\$12.99
53553	1/31/2024	Kathleen Jo Zeigler Mitchem	\$250.00
53554	1/31/2024	Kathleen Jo Zeigler Mitchem	\$250.00
53555	1/31/2024	Modular Robotics	\$90.00
53556	1/31/2024	Northbrook Speed Skating Club	\$200.00
53557	1/31/2024	Ocooch Hardwoods	\$187.70
53558	1/31/2024	Panera, LLC	\$456.83
53559	1/31/2024	Dan Petrosko	\$450.00
53560	1/31/2024	Plastic Letters & Signs Inc.	\$123.50
53561	1/31/2024	Andrew Pratt	\$250.00
53562	1/31/2024	Quill LLC	\$385.93
53563	1/31/2024	Reaching Across Illinois Library System	\$546.00
53564	1/31/2024	Sarah Romero-Reyes	\$500.00
53565	1/31/2024	Rowman & Littlefield Publishing Group	\$237.98
53566	1/31/2024	Olga Rudiak	\$200.00
53567	1/31/2024	Olga Rudiak	\$400.00
53568	1/31/2024	Runco Office Supply	\$444.02
53569	1/31/2024	Sheet Music Plus	\$44.98
53570	1/31/2024	Ellen Shubart	\$200.00
53571	1/31/2024	Sujin Song	\$450.00
53572	1/31/2024	Stephen Quandt Feline Behavior Associates LLC	\$225.00
53573	1/31/2024	Stories Matter Foundation	\$300.00
53574	1/31/2024	Stories Matter Foundation	\$300.00
53575	1/31/2024	Sullivan's Law Directory	\$121.54
53576	1/31/2024	Swank Motion Pictures Inc.	\$396.00
53577	1/31/2024	Teacher Dan	\$200.00
53578	1/31/2024	Teacher Dan	\$200.00
53579	1/31/2024	Teacher Dan	\$200.00
53580	1/31/2024	The Charmm'd Foundation	\$450.00
53581	1/31/2024	The University of Chicago	\$55.00
53582	1/31/2024	Vis-O-Graphic, Inc.	\$441.18
53583	1/31/2024	VSP of Illinois, NFP	\$408.61
53584	1/31/2024	Robert Waterbury	\$50.00
53585	1/31/2024	Robert Waterbury	\$50.00
53586	1/31/2024	Yvonne Wolf	\$300.00
53587	1/31/2024	APALA	\$70.00
53588	1/31/2024	Halyse Cole	\$11.38
53589	1/31/2024	Trevor Grewe	\$9.99
53590	1/31/2024	Teacher Dan	\$150.00

\$ 20,249.13

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1902	1/31/2024	3E Electric, Inc.	\$7,633.00	Emergency Generator Repair
1903	1/31/2024	Ancel Glink P.C.	\$920.00	Chiller & Steam Boiler Projects
			<u>\$8,553.00</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 2023 through December, 2023 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 2023 through December 2023

Added Incentives, Inc. - \$2,804.00; All American Entertainment - \$8,750.00; All American Exterior Solutions - \$12,600.00; Amazon Capital Services - \$14,068.49; Anna Amen - \$4,491.27; American Library Association, Membership - \$2,575.00; Amigos Library Services - LMC - \$1,425.00; Ancel Glink P.C. - \$5,807.50; Aquatic Works LTD - \$1,110.00; Authors Unbound Agency - \$35,760.09; Baker & Taylor - \$148,333.29; Baker & Taylor Entertainment - \$2,593.92; BambooHR - \$6,960.33; Svetlana Belsky - \$1,000.00; Best Quality Cleaning - \$35,335.50; Bibliotheca, LLC. - \$1,025.00; Bright Plum Inc. - \$20,430.00; Nancy Buehler - \$1,250.00; Cardio Partners Inc. - \$1,166.01; CCB Technology - \$1,962.00; Children's Plus Inc - \$3,673.47; Cintas - \$2,766.40; Continental Resources, Inc - \$94,003.15; Cooperative Computer Service - \$49,509.43; DeFranco Plumbing - \$2,649.33; Tom Deja - \$2,250.00; Demco - \$3,295.02; Dornfeld Piano Tuning - \$1,020.00; David Drazin - \$1,000.00; EBSCO Information Services - \$17,805.61; F.E. Moran Mechanical Services - \$56,794.70; F.E. Moran, Inc. - Fire Protection - North - \$7,930.00; Fast Forward Libraries LLC - \$14,700.00; Fast Signs - \$3,365.39; Fifth Star Collective, LLC - \$2,250.00; First Bankcard - \$44,361.67; Gale/Cengage Learning Inc. - \$3,663.56; Benjamin Goluboff - \$1,000.00; Gotham Artists Talent Services - \$13,000.00; Grainger - \$5,670.21; Grey House Publishing - \$2,995.00; Jayne Herring - \$2,250.00; HR Source - \$7,429.00; Illinois Library Association - \$1,575.00; Impact Networking LLC - \$3,840.68; Jessica Koontz - \$5,000.00; Carla Lasky - \$2,787.67; Library Ideas LLC - \$3,294.44; Library Journals LLC - \$1,411.00; Linkedin Corporation - \$7,000.00; Kenneth Liu - \$5,000.00; Mango Languages - \$3,538.00; Erik Matsunaga - \$1,300.00; MatterHackers, Inc. - \$7,141.39; Menard Consulting, Inc. - \$2,500.00; Mergent, Inc. - \$1,091.00; Midwest Tape LLC - \$36,388.83; Kathleen Jo Zeigler Mitchem - \$1,550.00; NewsBank, Inc. - \$14,027.00; NFIP Direct Servicing Agent - \$5,993.00; Niche Academy - \$1,290.00; North American Corp of Illinois - \$8,513.91; Oak Brook Mechanical Services, Inc. - \$22,126.00; Olsson Roofing Company, Inc. - \$2,000.00; Outsource Solutions Group, Inc. - \$131,114.56; Overdrive - \$92,425.60; Pace Systems INC - \$5,016.00; Pacyworks Studio Inc. - \$5,000.00; Penguin Random House LLC - \$3,750.00; Pepper Construction Co. - \$3,717.00; Petersen Bros. Plastics, Inc. - \$1,859.00; Proquest - \$19,956.86; Quill LLC - \$1,475.27; Rakes Rogues Scoundrels LLC - \$3,000.00; Reaching Across Illinois Library System - \$2,950.00; Right to Be Inc. - \$10,777.50; Ring Central Inc - \$25,252.61; Carlos Rodriguez - \$4,500.00; Olga Rudiak - \$2,000.00; Runco Office Supply - \$3,227.15; Selden Fox, LTD - \$11,500.00; Sentrum Marketing, LLC - \$1,462.20; Service Building Maintenance, Inc. - \$9,820.00; Siemens Industry Inc. - \$4,788.68; Simon & Schuster Holding Company, LLC - \$7,500.00; Snow Systems, Inc. - \$3,840.00; Sterling Services, Inc. - \$3,111.90; Swank Motion Pictures Inc. - \$2,501.00; Symmetry Energy Solutions, LLC - \$17,296.18; T-Mobile - \$6,824.16; Tee Jay Service Company, Inc. - \$4,290.00; Temperature Equipment Corp. - \$1,463.76; The Booking Biz - \$5,000.00; The Charmm'd Foundation - \$1,950.00; The Library Store - \$9,800.86; Thermosystems Building System Solutions - \$3,157.00; TK Elevator - \$88,425.00; Today's Business Solutions, Inc. - \$5,628.01; Tsai Fong Books, Inc. - \$1,730.22; Uline - \$1,251.64; Village of Northbrook Water Dept. - \$5,513.55; Vis-O-Graphic, Inc. - \$19,342.37; VSP of Illinois, NFP - \$2,409.10; Jason Waclawik - \$2,635.00; Warehouse Direct Inc. - \$9,254.35; Wells Fargo Vender Fin Serv - \$3,825.00; Wex Health Inc. - \$13,521.96; Kate Will - \$2,520.00; Martha Wilson - \$4,500.00; WM Corporate Services Inc. - \$3,466.21; Yami Vending Inc. - \$2,203.68; Zheng Consulting - \$23,625.00; Zoobean Inc. - \$1,887.00; Zoom Video Communications Inc. - \$13,049.30;

Payroll for the Period July 2023 through December 2023

Ali - \$4,038.10; Alteri - \$22,270.44; Amen - \$58,309.96; Amundsen - \$3,223.89; Anne - \$10,555.64; Ashman - \$27,629.24; Bae - \$1,754.44; Baran - \$8,971.16; Bass - \$7,320.39; Beach - \$30,975.30; Becker - \$11,061.30; Berkover - \$10,833.30; Bremner - \$26,839.95; Brown - \$3,887.33; Brugger - \$33,850.52; Burman - \$696.93; Chase - \$24,870.10; Choi - \$6,533.64; Cirignani - \$34,786.82; Collins - \$34,833.15; Cornogg III - \$6,510.76; Cotini - \$318.63; Czechorski - \$9,114.02; D'Antico - \$7,671.96; Doyle - \$47,139.73; Du - \$5,946.58; Duncan-McGee - \$26,026.00; Durov - \$52,259.63; Dzianott - \$5,976.14; Edwards - \$4,342.30; Faedtke - \$11,572.31; Flowers - \$27,196.63; Fragozo - \$440.83; Franklin - \$34,046.30; Godnik - \$2,132.23; Goese - \$25,826.22; Golembiewski - \$29,912.86; Gonzalez Esparza - \$24,249.77; Gossage - \$37,699.97; Gray - \$5,517.90; Gutmann - \$13,920.92; Haddad - \$42,859.24; Hall - \$80,764.86; Hannon, C - \$30,385.32; Hannon, M - \$558.24; Hegelund - \$39,520.01; Hill - \$33,589.86; Holland - \$27,196.63; Homozi - \$7,535.97; Huh - \$12,346.57; Huie - \$33,006.61; Ibardoloza, D - \$1,760.88; Ibardoloza, K - \$1,760.88; Jaffery - \$12,851.02; Johnson - \$2,544.64; Kalmens - \$30,033.73; Kaminski - \$29,914.88; Karahalios - \$17,489.28; Kayed - \$12,016.26; Kearns - \$7,764.80; Keaton, N - \$7,648.71; Keaton, A - \$31,192.81; Koontz - \$7,188.55; Kosuge - \$38,253.27; Lasky - \$9,139.87; Lee - \$12,044.33; Lodkin - \$2,200.40; Lopez - \$30,302.91; Marek - \$7,199.89; Margis - \$37,047.78; Mayer, S - \$14,170.47; Mayer, B - \$42,261.92; McGill - \$8,882.20; Medel - \$26,839.95; Miller - \$4,074.67; Min - \$9,319.18; Mistalski - \$30,975.30; Mohrdieck - \$10,104.38; Mojovic - \$6,573.32; Nava - \$26,839.95; Nelson - \$26,623.09; Nguyen - \$21,215.49; Norton - \$35,726.49; Oh - \$7,427.15; Pekara - \$34,575.89; Porter - \$10,728.83; Posladek - \$1,295.91; Prioletti - \$49,291.87; Raucci - \$17,860.18; Raybuck - \$40,889.38; Reid - \$13,853.80; Rodriguez - \$11,064.49; Romero - \$3,025.21; Saks - \$8,692.07; Schafer - \$6,281.70; Schmidt - \$15,154.58; Schwartz - \$15,836.07; Scodius - \$33,277.94; Shapiro - \$3,048.14; Sharma - \$228.50; Shuman - \$1,527.07; Siegel, L - \$22,870.41; Siegel, D - \$32,640.26; Simmons - \$729.82; Simpson - \$12,096.70; Siwinski - \$21,639.81; Skittino - \$49,731.25; Suarez - \$2,188.12; Traskina - \$2,427.17; Vering - \$39,247.18; Vienna - \$30,260.34; Voronova - \$8,008.53; Waclawik - \$11,506.90; White - \$27,196.63; Wolf - \$47,288.76; Wright - \$11,281.71; Wu - \$657.83; Zwick - \$6,498.56;

Director's Report

February 2024

Agenda Items

3 Consent Agenda

- 3.6 File detailed statement of all receipts and expenditures for previous 6 months
This is required by law and lists all expenses paid over the past 6 months.

7 Unfinished Business

- 7.1 HVAC Chiller Update
Anna will provide a verbal update at the meeting.
- 7.2 Strategic Plan Update
I will provide a verbal update at the meeting.
- 7.3 Annual Facilities Walk Thru
The board will do a tour of the building to see what work has been completed and what work is coming in the next year and beyond.
- 7.4 Executive Director Evaluation (closed session)
In the packet is the timeline for the eval process along with my self-evaluation using the new eval form.

8 New Business

- 8.1 Steam Boiler Change Orders
Anna has prepared a memo detailing a request for action from the board concerning the steam boiler project.
- 8.2 FY25 Draft Budget Review
Included in the packet is the draft budget. Anna will be giving a presentation on the budget at the meeting. The final budget does not need to be passed until March 2024.
- 8.3 Plan visit to neighboring library
I have included a memo about picking a library to visit in 2024.

10 Agenda Building

Upcoming Agenda Items for March Board meeting

- Annual Review of Non-resident Fee Method
- Review Draft Strategic Plan
- Approve Annual FY25 Budget
- Appoint Board Nominating Committee

Board News & Reminders

Board Meeting Update

We originally had the auditorium rental policies in for the board to approve, but we just heard from the attorney about some additional changes they are suggesting and need to review those and will bring them to the board in March.

Mark Your Calendars

Please let me or Jennifer know if you would like to attend any of these programs.

- Senator Morrison Meet & Greet w. League of Women Voters, Thursday, February 29th, 10-11:30am
- GBN Incubator Entrepreneurship Pitch Night; Wednesday April 17th 7-9

Updates

Programming

Winter Reading



- The Winter Reading program concluded on January 31. YS Library Assistant Jason Waclawik, Teen Librarian Stephanie Bremner, and Assistant Manager Amanda Margis turned the Story Corner into a life-sized Chutes and Ladders game for the Winter Reading's Giant Games program. Adult Services had a puzzle table out and is going to keep it going due to its success with patrons.
- Numbers remain high for winter reading registration and finishers
 - Total Sign Ups
 - Youth: 647
 - Teen: 160
 - Adult: 650
 - Total Finishers
 - Youth: 381 (59% completed the program)
 - Teen: 101 (63% completed the program)
 - Adult: 419 (64% completed the program)

Adult Programming

- We broke a record with the number of study room used in January. Our previous record was in January 2023 when we had 1229 bookings and 2618 patrons using the study rooms. In January, 2024, we had 1597 bookings and 3481 patrons. That is a 30% increase and shows just how many teens came to the library to study!
- Illinois Libraries Present hosted a panel this month with three SciFi authors: Cory Doctorow, Martha Wells, and Ken Liu. They discussed AI and its impact on the industry of writing. 11 patrons from Northbrook were in attendance.

Youth Programming

- Teen Librarian Stephanie Bremner organized our 1st post pandemic Finals Cafe program. The event had a total attendance of 789 high school students over the course of 4 days

(Saturday, January 13 through Tuesday, January 16). Sixty extra large pizzas were consumed. Seventeen staff members from Adult Services, Circulation, Facilities, Leadership, Security, and Youth Services helped set up and staff the event. Thank you to the Board Members (Stacy Oliver, Nimesh Patel, Jami Xu, and Janet Spector-Bishop) who helped with handing out pizza. At Finals Cafe, there were several teens who were extremely appreciative of the snacks and pizza that was provided. They shared lots of thanks with staff.

- "It is so nice that the library does this"
- "Thank you for doing this for us"
- "This is amazing, I can't believe you guys do this"



Library Board Member Stacy Oliver Serves Pizza (Finals Cafe) Instagram Reel

<https://www.instagram.com/p/C2Dk-bJvD8s> Posted January 13

Instagram Reach: 929 Instagram Likes:
64 Instagram Shares: 8



Firefly Family Theater on
Saturday, January 20 with a young
patron who brought their own
puppet to the program.



Marketing

Northbrook Author Christina Li Wins Asian Pacific American Award for Children's Literature

Posted: January 23

Facebook Reach: 1,980

Facebook Engagements: 227



Northbrook Public Library

Published by Linda Vering · January 23 at 12:04 PM · 🌐

...

We were thrilled for Glenbrook North H.S. grad Christina Li when she was awarded the Asian Pacific American Award for Children's Literature at yesterday's ALA Youth Media Awards for her book "Ruby Lost and Found." Also announced at the ceremony were the winners of the 2024 Caldecott, Coretta Scott King, Newbery, Printz, and many other honors for youth and teen books.

After Christina's first book was published in 2021, she spoke with us about writing, Northbrook, libraries, ... See more



Boost post

👍❤️ 227

4 shares

EDI

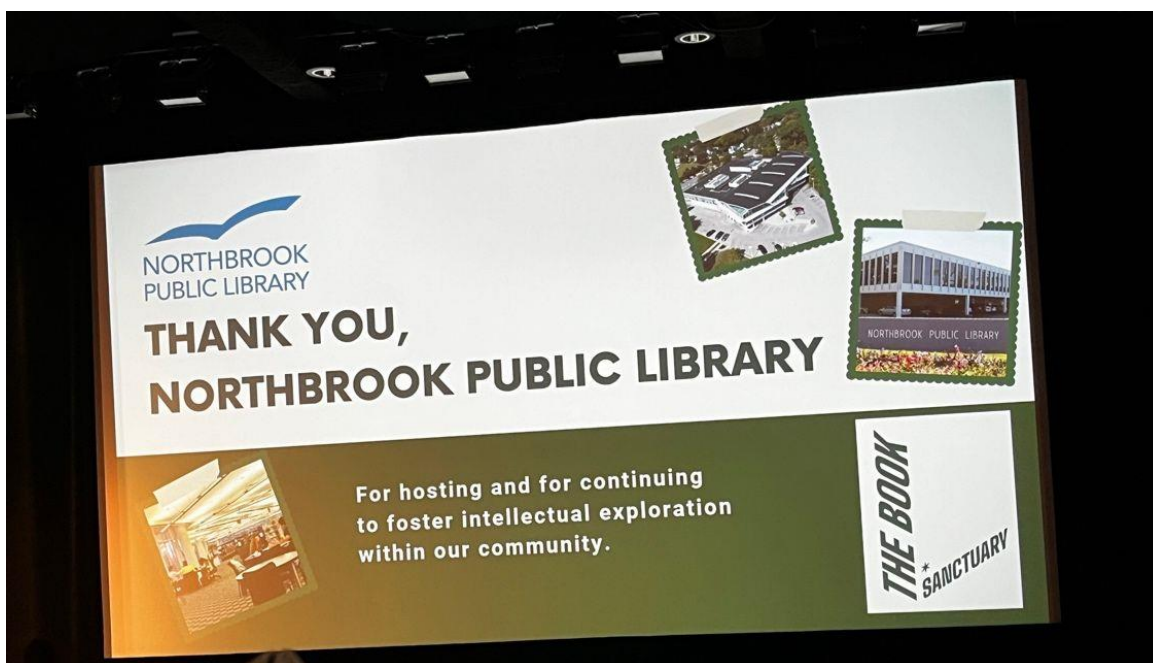
The EDI Committee has completed 2 out of the 3 projects they were working on in workgroups based on the Blackberry Collection Report. The remaining projects are being reviewed with a focus on seeing whether they fit into the upcoming strategic plan:

- The Toolkit workgroup launched the redesigned [EDI Toolkit](#). The committee's focus was to increase accessibility and provide self-learning opportunities.
- The Communications workgroup created an [EDI Common Language](#) guide to create a shared language of EDI, accessibility, and support terms. A priority with creating terms was to start with those so we have a consistent, shared definition of what they mean so we can incorporate this shared understanding into our work.

Partnerships

Programming Partnerships

The Northbrook Public library, partnering with the Chamber of Commerce and Village of Northbrook, hosted (for the second year in a row) a State of the Village Address with President Kathryn Ciesla in our Auditorium. 115 people were in attendance and a recording of the event is available on the Village's website. We appreciate the opportunity to partner on events that can bring information to local residents about local government.



We also partnered with County Commissioner Scott Britton's office to host a Property Tax Assessment presentation. Attendees learned how to apply to have their property taxes re-assessed and were able to meet one on one with people from the County Commissioner's office.

Operations

Facilities

During the severe cold in January, we had some interesting building reactions. Frost formed on the inside of the steel beams, but no harm to any of the steel supports was detected. We had four windows crack in the South facing windows. We did not have any issues with pipes or HVAC damage, but did host the Village staff here for an afternoon when they had a burst pipe that required them to evacuate the building.

Technology

We moved to a new Google Workspace provider, upgraded staff licenses for improved collaboration and security, and moved to not for profit status which saved us some money on our annual Google Workspace subscriptions.



Kelly Durov met with Anna Claussen from Secretary of State Giannoulas's office to discuss our library's concerns about the rising cost of broadband and public libraries being left out of affordable broadband legislation that schools are benefitting from. She also met with Ryan Manly from D.225 and learned through our current provider, Crown Castle, contracts extend through June 2026, so we do not need to explore internet provider options in FY25.

Safety & Accessibility

I have been talking with area library directors about safety for public libraries and several of us wanted to look at a joint effort to provide more robust security for libraries. Kelly is working with Highland Park Library and Glenview Library about a possible inter-library partnership to share security services in order to assess our library facilities for safety, create safety plans, and possibly employ staff.

I am happy to report there were zero security incidents during our Finals Café programming. With Finals extending for several days due to snow and cold emergency closings at GBN, staff and students alike did an amazing job using the library spaces optimally and engaging with each other.

Kelly, in her role overseeing library safety and security, is participating in the Libraries as Partners for Emergency Preparedness and Response in Times of Crisis grant project through IMLS. This year, she filled out an extensive survey. In 2025 she will participate in small group sessions with other IL library staff and IMLS grant implementors. Having a seat at the table where we can have a voice in how libraries nationwide respond to crisis and develop resources to better support libraries is important.

HR

Staff Arrivals

- Brenna Murphy, part-time Adult Services Librarian (AS), effective January 10 (replacement).
- Israa Abbas, part-time substitute Adult Services Librarian (AS), effective January 13 (returning).
- Sebastian Garzón, part-time Programming Aide (EP), effective January 23 (new).
- Maria Kuehn, part-time Programming Aide (EP), effective January 24 (new).

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
January, 2024

PROJECTS



PATRON STORIES



From Maker Specialist Patrick Rodriguez:
Eric Flowers and I helped a patron create a cookie cutter of the Chicago rat hole by using an existing 3D model and adding extra shapes to the model. A week later she came in and gave us each a cookie she made with her cookie cutter.





From Maker Specialist Daniel Choi: I helped a patron create a gift for her husband by making him an acrylic light stand sign of his favorite team’s mascot. After double-checking that the university allowed non-commercial use of the image, I helped her use Corel Vector for the first time. After getting the final positioning, we cut and etched the acrylic for the base.

From Maker Specialist Eileen Holland: This patron had used Procreate on their iPad to illustrate 8 layers of a stacked wood illustration. I helped them learn how to use the Image Trace function in Illustrator to convert their illustrations into a file that can be cut by our laser.



MATERIALS

January projects by material type charged:

3D Printing	83
Acrylic	49
Cardstock	7
Cork Coasters	62
DVDs	3
Embroidery Thread	18
Glasses	7
Iron-on	11
Keychains	1
Stabilizer Sheets	51
Vinyl & Transfer Paper	17
Wood	36

3D PRINTING

We printed 98 objects for users in January.

VISITORS

513people visited the Collaboratory in January.

Comment	Response	Staff Member
Thanks for my interlibrary CD loan that I received from the North Myrtle Beach library. Our libraries are undervalued and I have appreciated what you do since probably 1957 lol. Yeah, I'm old!	I hope you enjoy the CD! Thank you for taking the time to share your appreciation. I have shared this with our ILL staff who deserve all the credit for getting things from all over the world for people.	Kate Hall
Wow, what a spectacular performance yesterday by the Varo String Quartet! The selections they played were very challenging but they delivered a flawless performance. They are exceptionally talented young musicians. I noticed that one of the violinists, Carmen Abelson, was concertmaster of the Civic Orchestra (which I played in).		
It's great that you are able to bring such amazing talent to our library. Many thanks!	No response needed	Susan Wolf
Patron came to claim her winter reading mug and said she really liked the design and also liked our tote bag from summer reading. "You always give out good stuff."	No response needed	Susan Wolf
I am longtime resident of Northbrook and have spent many hours in the library, which, to my mind is one of the most important and exemplary places here. Given the limited number of books that can actually be displayed, I am requesting that David Irving's "Hitler's War" be removed from circulation. David Irving is a well known Holocaust denier, whose scholarship has been thoroughly discredited. (See, https://www.theguardian.com/guardianweekly/story/0,,1715580,00.htm I, https://en.m.wikipedia.org/wiki/David_Irving and https://en.m.wikipedia.org/wiki/Hitler%27s_War#:~:text=Critical%20reception%20of%20Hitler's%20War,erroneous%20information%20in%20Hitler's%20War.) If the library chooses not to remove this book from circulation, perhaps it should be removed from the history section and placed in the Fantasy section.	Thank you for taking the time to share your concerns and for being a long time resident and library user. It looks like we do not have "Hitler's War" in the collection, but we do have an earlier book of Irving's "The War Path." Is that the book you are referring to? As an institution that supports intellectual freedom, we take the request to remove an item very seriously. The library has a formal process when someone would like to have something removed from the collection. I have attached our formal policy and the material reconsideration request form that you can fill out to request an item's removal. I will also ask our librarians to check on the location of this item within the collection to ensure it is in the accurate dewey number. I am happy to speak with you further about your concerns. If you would like to speak, please let me know when a convenient time to contact you is. <i>Follow-up:</i> After review, library staff decided to remove this book from the collection because the accuracy of the text quoting primary sources has been called into question and the book has markings and possible water damage. We did not remove the title because of the author's association or character, but because the accuracy of the information is questionable. We do have other books on the topic.	Kate Hall



Memorandum

Date: 2.8.24

To: Trustees

From: Anna Amen

RE: Steam Boiler Humidification Project

In October 2022, the Board approved a bid with FE Moran to replace the Steam Boiler. Paperwork attached – the contract cost was \$145,500.

The Library has received change orders related to this project that we want to bring the Board's attention and review.

On March 6, 2023, the Library received a request for a change order for \$22,450 for work that was already completed without approval – the change order was not itemized and multiple meetings have taken place between the Library, Calor and FE Moran asking for more details. Specifically, an itemization of labor and materials by device included in the change order.

On September 26, 2023, the Library received a revised change order for \$8,750 – replacing the change order received on March 6th – this change order was broken down by device but did not include a breakdown of labor and materials. The Library asked for a more detailed breakdown.

On December 1, 2023, the Library received the change order breaking down the labor and material by device.

Items to note:

- It was noted during the kickoff meeting between Library, Calor & FE Moran that the placement of boiler might be different than what was shown on the bid drawings.
- As is our typical practice, it was noted during the kickoff meeting between Library, Calor & FE Moran that surprise change orders would not be accepted and that change orders needed to be discussed prior to work being done.
- The placement of the steam boiler was different than the bid drawings but piping work was not performed by FE Moran after the steam boiler was delivered and set in the new position.
- On June 8, 2023, the library approved a change order for \$3,754 – this work was the result of the State of Illinois Boiler Inspection – the work needed to be completed to received authorization from the state to operate the steam boiler- A check was cut in December and approved at the January 2023 board meeting but has not been mailed.

The Library discussed the change order with Calor Design, the engineer of record, and asked for their recommendation – Calor Design’s opinion is that

The Library paid for the majority of the material and installation labor for these devices when the bid was provided. We do not agree that the indicated additional labor hours are above and beyond the time needed to install the noted devices in new locations.

The Library has discussed this issue with the attorney and based upon his recommendation, I am asking the board to provide the Executive Director and Finance & Operations Director the authority to negotiate with FE Moran on the change order.



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

DATE: 10/14/22
TO: Trustees
FROM: Anna Amen
RE: Steam Boiler Replacement Project Bid Recommendation

In August the board approved moving forward with the Steam Boiler Humidification Replacement Project.

Calor Design was hired to provide engineering consulting services relating to this project. Their services included defining the expectations, specifying equipment, providing architectural drawings, assistance with the bidding process and construction administration.

On September 23, 2022, bids were received from 2 contractors – FE Moran Mechanical and Oak Brook Mechanical Services. The bid results and Calor's recommendation is attached to this memo. Based upon the Library's prior experience with FE Moran Mechanical and the Calor's discussion with FE Moran Mechanical regarding the project and reference checks, FE Moran Mechanical is the lowest responsible bidder and I recommend approving the bid.



October 7, 2022

Ms. Anna Amen, Finance & Operations Manager
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062
aamen@northbrook.info 847.272.6229

Project: Humidifier Boiler Replacement -Bid Recommendations
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

Subject: Bid Recommendation:

Dear Anna:

Calor Design Group, Ltd. has received and reviewed the bids dated September 23, 2022 for the Humidifier Boiler Replacement project. The following is a bid analysis of the two bidders:

There were two (2) known plan holders for the Mechanical Contract, two (2) bids were received.

Per Northbrook Public Library bid tabulation, both bidders submitted required paperwork.

F.E. Moran Inc. Mechanical Services was the lowest bidder. They presented a bid for \$145,500.00. This is 14% below the preliminary estimates and 11% below the higher bid.

Bid Results and Comparison:

Preliminary Estimate (Non-condensing Boiler)		\$169,200	# Bids Submitted: 2	
Contractor	Contractor Total Bid	% of Estimate	% Above/Below Estimate	
F.E. Moran Inc. Mechanical Services	\$145,500	85.99%	-14.01%	
Oak Brook Mechanical Services Inc	\$164,700	97.34%	-2.66%	
Average	\$155,100	91.67%	-8.33%	

Calor Design Group, Ltd. reached out to both bidding contractors and references to ascertain their familiarity with the project scope, equipment installation requirements, and past work. Only the references of the lowest bidder were contacted. Following is a summary of our conversations.

F.E. Moran:

On October 4, 2022 Calor Design Group, Ltd contact Mr., Phil Mark of F.E. Moran Inc. Mechanical Services. Mr. Mark stated that F.E. Moran Inc understood the scope of work and the work indicated in the bid documents (replacing existing non-condensing humidification boiler). Mr. Mark also stated that F.E. Moran is familiar with the Northbrook Library boiler room and he did not have any additional questions. He did mention that F.E. Moran will try to install the Steam boiler as close as possible to the north wall to allow for a maximum walkway clearance.

On October 5, 2022, Calor Design Group, Ltd. contacted listed Reference. Mr. Sean Keane from the Village of Oak Park. Mr. Keane indicated that the nature of the work F.E. Moran performed was replacement of mini-split system. Additionally, Mr. Keane indicated that he was satisfied with the work F.E. Moran completed.

On October 4, 2022, Calor Design Group, Ltd. reached out to listed reference, Mr. David Kozlowski from the Oakbrook Terrace Park District. Mr. David Kozlowski return out call on October 6, 2022. He stated that they has been working with F.E. Moran on several different projects for several years and are happy with all the work. Most recently F.E0 Moran is completing a chiller replacement project.

Oak Brook Mechanical Services:

On October 5, 2022 Calor Design Group, Ltd contacted Mr, Mark Sullivan of Oak Brook Mechanical Services. Mr. Sullivan stated that Oak Brook Mechanical understood the scope of work, and was familiar with boiler replacement. Mr. Sullivan indicated they are familiar with the work described in the bid documents and had no questions or concerns.

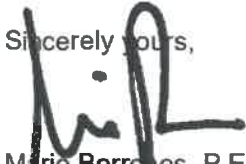
Given that Oak Brook Mechanical , was not the lowest bidder no references were contacted.

Recommendation:

Based on information received, references, and conversations with listed contact person it is Calor Design Group, Ltd's opinion that F.E. Moran Inc. Mechanical Services be considered for the Humidifier Boiler Replacement project. There expressed familiarity with this type of work, project scope, and past experience with the Library along with positive references make them the preferred candidate for consideration.

Please feel free to reach out to Calor Design Group, Ltd with questions and/or to discuss bid result comparison further.

Sincerely yours,



Mario Berroes, P.E.
Calor Design Group, Ltd.

STEAM BOILER HUMIDIFICATION PROJECT BID OPENING

Name	Amount	Bid Pricing Form	List of Independent Contractors	Reference List	Certificate of Bidder Eligibility	Certificate of Compliance with Illinois Drug Free Act	Certificate Regarding Sexual Harassment Policy	Certificate Regarding Equal Employment Opportunity	Non Collusion Affidavit	Illinois Drug Free Workplace Statement
FE Moran	\$ 145,500.00	x	x	x	x	x	x	x	x	x
Oak Brook Mechanical	\$ 164,700.00	x	x	x	x	x	x	x	x	x

Bid Pricing Forms

BID DUE DATE: September 23, 2022

BID TIME: 10:00 AM, local time.

BID TO: Northbrook Public Library, Civic Room
1201 Cedar Lane
Northbrook, Illinois 60062

BID FROM: FE MORAN INC MECHANICAL SERVICES
2283 CARLSON DR
NORTHBROOK IL. 60062

BID FOR: Northbrook Public Library Humidifier Boiler Replacement Project

PROJECT NO: 1

BID PACKAGE(S): Drawings and Project Manual, Issued for Bid September 9, 2022

(Bidders to fill in all of the

above) THE UNDERSIGNED:

Acknowledges receipt of: _____

Plans and specifications for the Work indicated above.

Addenda No. E.1 Dated: 9/19/22

Addenda No. M1.1 Dated: 9/19/22

Addenda No. M2.1 Dated: 9/19/22

Having examined the site of the Work, and having familiarized itself with local conditions affecting the cost of the Work and with all requirements of the bidding documents including Instructions to Bidders, drawings, specifications and duly issued addenda as prepared by the engineer, Calor Design Group, Limited, hereby agrees to perform all Work and furnish all labor, material and equipment specifically required of itself by the bidding documents and such additional Work as may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described material and/or services for stated lump sum price.

To accept the provisions of the Standard General Conditions of the Construction Contract as amended and specifications and disposition of bid security.

To enter into and execute a contract with the Owner, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish all bonds and insurance required by the bidding documents.
2. Accomplish the Work in accordance with the contract as amended by the Owner.
3. Complete the Work within the contract time herein specified.

Completion Time:

The undersigned agrees to commence and bring all Work under the Contract to Final Completion according to the schedule indicated within this Notice.

Base Bid:

1. For all the Work associated with this project.

The sum of: ONE HUNDRED FORTY FIVE THOUSAND FIVE HUNDRED Dollars (\$ 145,500.00)

Base Bid Subcontractor Breakdown:

1. Electrical Work: Contractor: SUPER ELECTRIC
Cost (\$ 8,970.00)
2. Building Automation System (BAS) Work: Contractor: SIEMENS
Cost: (\$ 25,285.00)

Base Bid Equipment Basis:

1. Boiler Manufacturer: COLUMBIA BOILER
2. Control Manufacturer: SIEMENS

General Contingency:

This bid shall include in the Base Proposal a construction contingency allowance of Fifteen Thousand Dollars (\$15,000.00), for additional Work that is not defined in the construction documents. The base bid shall not include the cost of any Alternate Bids. This Work may be authorized only by owner-signed change orders, and the unused amount remaining in this allowance shall be credited to the Owner at the completion of the project by way of deductive Change Order.

Bid Acceptance:

If written notice of the acceptance of this bid is mailed or delivered to the undersigned within the time noted herein, after the date of opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract.

This proposal is binding upon the undersigned for 90 days after the Bid Submittal Deadline.

Company:	F.E. Moran Inc. Mechanical Services
Address:	2283 Carlson Drive Northbrook, IL 60062
Contact Person:	Phil Mark
Contact Person's Telephone:	847-849-8781

Signature for Bidders:

If INDIVIDUAL, sign here:

Signature

Date

Post Office Address

If PARTNERSHIP, sign here:

Partners

Signature

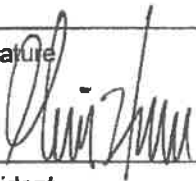
Date

Post Office Address

If CORPORATION, sign here (show names of non-signing officers)

CORPORATION

Name of State Where Chartered

Signature		Date
President		09/20/22

Secretary	Date
-----------	------

Treasurer	Date
-----------	------

Post Office Address

AFTER SIGNING, PLEASE SUBMIT ALL PAGES OF THIS BID PRICING FORM, INCLUDING THE SIGNATURE PAGES AND SUBMIT ALL PAGES OF THE NOTICE OF HUMIDIFIER BOILER REPLACEMENT PROJECT BID.

List of Independent Contractor(S), Subcontractor(S) or Sub-Consultant(S), I.E. "Other Contractor"

The following are the independent contractor(s), subcontractor(s) or sub-consultant(s) that Bidder proposes to engage for the following types of work. Any type of work not designated below shall be done by the main Contractor listed on the agreement with the Northbrook Public Library.

Work to be Performed by Other Contractor	Name and Address of Other Contractor	Dollar Value of Agreement
SUPRE ELECTRIC CONST	4300 W. CHICAGO AVE, CHICAGO	8,970.00
NICHOLSEN	8501 S. BALTIMORE AVE, CHICAGO	7,410.00
SIEMENS	585 SLAWIN CT, MT PROSPECT	25,285.00
GIL CONTRACTORS	7401 N. ST. LOUIS AV, SKOKIE	5,460.00

Main Contractor Company:	F.E. Moran Inc. Mechanical Services
Main Contractor Address:	2283 Carlson Drive Northbrook, IL 60062

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS LIST OF INDEPENDENT CONTRACTOR(S), SUBCONTRACTOR(S) OR SUB-CONSULTANT(S), I.E. "OTHER CONTRACTOR" AND SUBMIT ALL PAGES OF THE Notice of Humidifier Boiler Replacement Project Bid.

Reference List

Please list 3 public agency clients, along with a very brief description of the work, which the Owner may contact regarding the Contractor's work performance.

Reference 1

Agency / City Name:	Village of Oak Park
Department:	Parking + Mobility Svc Mgr
Contact Person:	Village Manager / Sean Keane
Telephone:	708-358-5152
Email Address:	villagemanager@oak-park.us
Dollar Value of Agreement:	9,365 ⁰⁰
Date Range of Agreement:	May 9, 2022 to May 31, 2022
Nature of Work Performed:	Replacement of A/C Mini-Split System

Reference #2

Agency / City Name:	Oakbrook Terrace Park District
Department:	Parks and Facilities
Contact Person:	David Kozlowski
Telephone:	630-627-6100
Email Address:	dawe@obtpd.org

Dollar Value of Agreement:	\$13,825 ⁰⁰
Date Range of Agreement:	October 2022
Nature of Work Performed:	Heritage Center Chiller Replacement

Reference #3

Agency / City Name:	Tinley Park Library
Department:	Facilities Mgr
Contact Person:	Robert Serafino
Telephone:	708-532-0160 Ext. 5714
Email Address:	rserafino@tplibrary.org
Dollar Value of Agreement:	\$5865 ⁰⁰
Date Range of Agreement:	October 2022
Nature of Work Performed:	Preventative Maintenance Heating Boilers

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS REFERENCE LIST AND SUBMIT ALL PAGES OF THE Notice of Humidifier Boiler Replacement Project Bid

Certificate of Bidder Eligibility

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

F.E. Moran Inc. Mechanical Services as part of its bid for the Owner Cabling Project work for the Northbrook Public Library, Cook County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: F.E. Moran Inc. Mechanical Services

By: [Signature]
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of September, 2020.

[Signature]
NOTARY PUBLIC



Certificate of Compliance with Illinois Drug-Free Workplace Act

F.E. Moran Inc. Mechanical Services, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: F.E. Moran Inc. Mechanical Services

By: 

(Signature)

Gavin Hansen | President

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of September, 2020



NOTARY PUBLIC



Certificate Regarding Sexual Harassment Policy

F.E. Moran Inc. Mechanical Services does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: F.E. Moran Inc. Mechanical Services

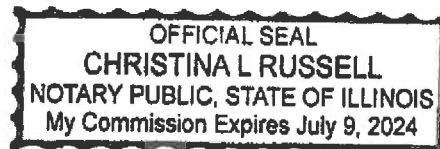
By: [Signature]
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of September, 2022

[Signature]
NOTARY PUBLIC



Certificate Regarding Equal Employment Opportunity

F.E. Moran Inc. Mechanical Services does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: F.E. Moran Inc. Mechanical Services

By: _____

(Signature)

Gavin Hansen / President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of September, 2022

Christina L Russell
NOTARY PUBLIC



Non-Collusion Affidavit

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

F.E. Moran Inc. Mechanical Services, as part of its bid for the Owner Cabling Project work for Northbrook Public Library certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: F.E. Moran Inc. Mechanical Services

By: [Signature]
(Signature)

Gavin Hansen | President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of September, 2022

[Signature]
NOTARY PUBLIC



Illinois Drug Free Work Place Statement

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
2. Specifying the actions that will be taken against employees for violating this provision.
3. Notifying the employees that, as a condition of their employment to do work under the contract with the City, the employee will:
 - a. Abide by the terms of the statement.
6. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. Establishing a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the work place.
 - b. The policy of maintaining a drug-free work place.
 - c. Any available drug counseling, rehabilitation or employee assistance program.
 - d. The penalties that may be imposed upon an employee for drug violations.
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the City, and shall post the statement in a prominent place in the work place.
6. The undersigned will notify the City within ten (10) days of receiving notice of an employee's conviction.
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place, he shall:
 - a. Take appropriate action against such employee up to and including termination; or
 - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

PRINTED NAME: Gavin Hansen

SIGNATURE: [Signature]

TITLE: President DATE: 9-20-2022



March 6, 2023

Northbrook Public Library
1201 Cedar
Northbrook, IL 60062

Re: Additional piping due to space restrictions

F.E. Moran, Inc. Mechanical Services appreciates the opportunity to submit the following proposal for your consideration and acceptance.

During the installation of the new steam boiler, FE Moran Inc Mechanical Services have encountered the following issues which were not expected and is not part of the scope of work.

- Steam sampling device was moved to a different location than the drawing which included additional piping due to space requirements.
- The air separator tank was relocated for space requirements to have a walkway past the boiler.
- Gas train had to be relocated due to dimension of the new gas train, resulting in additional piping.
- Makeup water pump had to be relocated due to space requirements.
- Condensate return tank had to be relocated due to boiler location and gas train.
- Water level controller had to be relocated from the aisle side of the boiler to the wall side of the boiler to accommodate the customer desire for walking space.

Total investment for this repair is: \$ 22,450.00

Additional Provisions & Exclusions:

- All labor has been figured on straight time basis during normal working hours 7:00 a.m. to 3:30 p.m.
- Material Escalation Clause. Customer agrees that the pricing offered in this Proposal by FE Moran Inc., Mechanical Services "MMS" is based upon the pricing of steel and other commodities and its availability as of the date of this Proposal. Customer and MMS agree that given the uncertainty in current market trends and conditions, the cost and availability of steel/copper, steel/copper products and other commodities may rise, and that any such increase in the cost of materials ordered by MMS for this project after the date of this Proposal or any surcharges or other costs imposed, shall result in a corresponding dollar for dollar increase in MMS Proposal price. MMS agrees to provide timely information to Customer about any increase in the cost of steel/copper, steel/copper products and other commodities and Customer agrees to execute, at MMS's request, an addendum including a



nondisclosure agreement whereby Customer agrees to pay MMS for any increases as described above under the terms and conditions agreed upon and stated in this Proposal. MMS is not responsible for the change in delivery date due to the current supply chain issue. If a delay does occur MMS will notify the Customer in a timely manner.

Thank you for your confidence in F.E. Moran, Inc. Mechanical Services and for the opportunity to be of service to you. If you have any questions, please feel free to call me at **847.291.9101**.

Sincerely,

F.E. Moran, Inc. Mechanical Services

Phillip Mark

Services Sales Executive

Phillip.mark@femoran.com

www.femoran.com

Customer's Acceptance:

Accepted by: _____

Date: _____ PO# _____

Service Terms and Conditions

TERMS: F.E. Moran, Inc. Mechanical Services payments are due 30 days from receipt of invoice. Payments made via credit card will be assessed a 3% Convenience Fee. If the proposal amount exceeds \$10,000.00, CUSTOMER shall pay a down payment. The down payment shall be equivalent to 25% of the proposal amount. Upon receipt of the down payment F.E. Moran, Inc. Mechanical Services shall commence work. CUSTOMER agrees to pay interest on any sums outstanding and past due computed at 1.5% per month or at highest lawful rate if that rate is lower. Any costs to collect any outstanding and past due amounts, including reasonable attorney fees, shall be paid by CUSTOMER.

INVOICING: F.E. Moran, Inc. Mechanical Services reserves the right to issue partial or complete invoices as material is furnished and as services are rendered.

TAXES: Prices quoted are inclusive of taxes, unless noted otherwise, or in lieu thereof. The CUSTOMER shall provide F.E. Moran, Inc. Mechanical Services with a Tax Exemption Certificate acceptable to the taxing authorities if the CUSTOMER is tax exempt.

EXCLUSIONS: Permits and fees are not included in this proposal price. Asbestos removal or detection, smoke detectors, lead abatement, structural steel, painting, roofing, plumbing, sprinkler or electrical system additions or revisions are not included. It is assumed that the existing building systems and structures are capable of handling the specified repairs to or replacement of CUSTOMER's HVAC system, (which include the building structural, electrical, and mechanical systems).

MATERIALS: The parties agree and understand that they are undertaking this Project during a time of unusual disruptions in the supply chain caused by the COVID-19 Pandemic, including, but not limited to shortages of materials and equipment to be incorporated into the Work and means of transporting those materials to the site ("Abnormal Market Conditions"). As a material inducement for [Sub]Contractor to enter into this Agreement during a period of Abnormal Market Conditions, the parties agree as follows: (a) F.E. Moran Inc. Mechanical Services shall closely monitor all delivery times for materials and equipment to the site and shall use its best efforts to identify potential delays or disruptions that may be caused by Abnormal Market Conditions; (b) If, in the reasonable opinion of F.E. Moran Inc. Mechanical Services, the impact of Abnormal Market Conditions can be avoided by placing orders for materials or



equipment for early delivery or by locking in delivery dates through advanced deposits, then F.E. Moran Inc. Mechanical Services shall notify Owner of the same in writing with a recommendation that such materials or equipment be ordered for delivery in advance of when they will be needed for incorporation into the Work. Within five business days or such other time identified in F.E. Moran Inc. Mechanical Service's notice, Owner shall elect whether to (i) issue a change order agreeing to pay for the advanced deposit or authorizing advanced ordering the materials and equipment identified in the Notice and an increase in the Contract Sum for any costs associated with early delivery and offsite storage of such materials or equipment or (ii) assume the risk of delays due to delivery to the site. Notwithstanding any failure of the [Sub]Contractor to comply with its obligations under subsections (a) and (b), delivery delays not caused by the [Sub]Contractor sole failure to order materials and equipment in time for delivery under normal market conditions, late delivery of materials caused by Abnormal Market Conditions shall be deemed to be outside the reasonable control of F.E. Moran Inc. Mechanical Services, and F.E. Moran Inc. Mechanical Services shall be entitled to an extension of time equal to the impact of delivery arising from Abnormal Market Conditions.

GUARANTEE AND WARRANTY: The proposal includes a one (1) year parts warranty from the manufacturer and a ninety (90) day workmanship guarantee from F.E. Moran, Inc. Mechanical Services from date of completion of such work. Any extended equipment / part warranties or defined requirements will be listed under "Additional Provisions & Exclusions" above. Beyond 90 days this warranty does not include the cost of handling, shipping, or transportation involved in supplying replacement for defective components. The CUSTOMER agrees to provide routine maintenance as specified by the manufacturer to ensure efficient operation and warranty coverage. Warranty will be void if the following occurs: (i) payments are not made in accordance with the terms and conditions of this proposal; (ii) the CUSTOMER neglects to keep the operation of its HVAC system in good working order; (iii) CUSTOMER carelessly damages, misuses or abuses its HVAC system; (iv) any damage to CUSTOMER's HVAC system results from any unforeseen condition occurring beyond F.E. Moran, Inc. Mechanical Services' control; or (v) the CUSTOMER or a third party performs any alteration, modification, installation, or repair to the CUSTOMER's HVAC system.

GENERAL TERMS AND CONDITIONS: Unless specifically stated otherwise, all work will be performed by competent union workers during normal working hours, Monday through Friday, 7:00AM until 3:30 PM. This proposal supersedes all previously dated documents. F.E. Moran, Inc. Mechanical Services shall not be required to furnish any equipment, labor, or make special tests recommended or required by insurance companies, Federal State Municipal, or other authorities except as otherwise included in this proposal. CUSTOMER agrees that the venue for any legal actions shall be in the Circuit Courts of Cook County. F.E. Moran, Inc. Mechanical Services' time to perform its obligations shall be extended as necessary if performance is delayed by parts or equipment unavailability, strikes, lockouts or other labor difficulties; transportation delays; casualty; war, rebellion, or riot, acts of God or government or any cause whatsoever beyond F.E. Moran, Inc. Mechanical Services' reasonable control.

This proposal contains proprietary design and pricing information and is provided to the CUSTOMER for their confidential use only. The CUSTOMER agrees not to lend, reproduce, or otherwise disclose its contents without express written consent of F.E. Moran, Inc. Mechanical Services.



September 26, 2023

Northbrook Public Library
1201 Cedar
Northbrook, IL 60062

Re: Additional piping due to space restrictions

F.E. Moran, Inc. Mechanical Services appreciates the opportunity to submit the following proposal for your consideration and acceptance.

During the installation of the new steam boiler, FE Moran Inc Mechanical Services have encountered the following issues which were not expected and is not part of the scope of work.

- ~~Steam sampling device was moved to a different location than the drawing which included additional piping due to space requirements.~~
- The air separator tank was relocated for space requirements to have a walkway past the boiler.
Cost to relocate the air separator: \$ 1,653.00
- Gas train had to be relocated due to dimension of the new gas train, resulting in additional piping.
Cost to relocate the gas train: \$ 3,606.00
- Makeup water pump had to be relocated due to space requirements.
Cost to relocate the makeup water pump: \$ 1,478.00
- Condensate return tank had to be relocated due to boiler location and gas train.
Cost to relocate the condensate return tank: \$ 1,285.00
- Water level controller had to be relocated from the aisle side of the boiler to the wall side of the boiler to accommodate the customer desire for walking space.
Cost to relocate the water level controller: \$ 728.00

Total investment for this repair is: \$ 8,750.00

Additional Provisions & Exclusions:

- All labor has been figured on straight time basis during normal working hours 7:00 a.m. to 3:30 p.m.
- Material Escalation Clause. Customer agrees that the pricing offered in this Proposal by FE Moran Inc., Mechanical Services "MMS" is based upon the pricing of steel and other commodities and its availability as of the date of this Proposal. Customer and MMS agree that given the uncertainty in current market trends and conditions, the cost and availability of steel/copper, steel/copper products and other commodities may rise, and that any such increase in the cost of materials ordered by MMS for this project after the date of this Proposal or any surcharges or other costs imposed, shall result in a corresponding dollar for



2283 Carlson Drive
Northbrook, IL 60062
(847) 291-9101

www.femoran.com

F.E. Moran
F.E. Moran Mechanical Services
F.E. Moran Fire Protection Northern IL
F.E. Moran Fire Protection National
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dollar increase in MMS Proposal price. MMS agrees to provide timely information to Customer about any increase in the cost of steel/copper, steel/copper products and other commodities and Customer agrees to execute, at MMS's request, an addendum including a nondisclosure agreement whereby Customer agrees to pay MMS for any increases as described above under the terms and conditions agreed upon and stated in this Proposal. MMS is not responsible for the change in delivery date due to the current supply chain issue. If a delay does occur MMS will notify the Customer in a timely manner.

Thank you for your confidence in F.E. Moran, Inc. Mechanical Services and for the opportunity to be of service to you. If you have any questions, please feel free to call me at **847.291.9101**.

Sincerely,

F.E. Moran, Inc. Mechanical Services

Phillip Mark

Services Sales Executive

Phillip.mark@femoran.com

www.femoran.com

Customer's Acceptance:

Accepted by: _____

Date: _____ **PO#** _____

Service Terms and Conditions

TERMS: F.E. Moran, Inc. Mechanical Services payments are due 30 days from receipt of invoice. Payments made via credit card will be assessed a 3% Convenience Fee. If the proposal amount exceeds \$10,000.00, CUSTOMER shall pay a down payment. The down payment shall be equivalent to 25% of the proposal amount. Upon receipt of the down payment F.E. Moran, Inc. Mechanical Services shall commence work. CUSTOMER agrees to pay interest on any sums outstanding and past due computed at 1.5% per month or at highest lawful rate if that rate is lower. Any costs to collect any outstanding and past due amounts, including reasonable attorney fees, shall be paid by CUSTOMER.

INVOICING: F.E. Moran, Inc. Mechanical Services reserves the right to issue partial or complete invoices as material is furnished and as services are rendered.

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MATERIALS: The parties agree and understand that they are undertaking this Project during a time of unusual disruptions in the supply chain caused by the COVID-19 Pandemic, including, but not limited to shortages of materials and equipment to be incorporated into the Work and means of transporting those materials to the site ("Abnormal Market Conditions"). As a material inducement for [Sub]Contractor to enter into this Agreement during a period of Abnormal Market Conditions, the parties agree as follows: (a) F.E. Moran Inc. Mechanical Services shall closely monitor



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all delivery times for materials and equipment to the site and shall use its best efforts to identify potential delays or disruptions that may be caused by Abnormal Market Conditions; (b) If, in the reasonable opinion of F.E. Moran Inc. Mechanical Services, the impact of Abnormal Market Conditions can be avoided by placing orders for materials or equipment for early delivery or by locking in delivery dates through advanced deposits, then F.E. Moran Inc. Mechanical Services shall notify Owner of the same in writing with a recommendation that such materials or equipment be ordered for delivery in advance of when they will be needed for incorporation into the Work. Within five business days or such other time identified in F.E. Moran Inc. Mechanical Service's notice, Owner shall elect whether to (i) issue a change order agreeing to pay for the advanced deposit or authorizing advanced ordering the materials and equipment identified in the Notice and an increase in the Contract Sum for any costs associated with early delivery and offsite storage of such materials or equipment or (ii) assume the risk of delays due to delivery to the site. Notwithstanding any failure of the [Sub]Contractor to comply with its obligations under subsections (a) and (b), delivery delays not caused by the [Sub]Contractor sole failure to order materials and equipment in time for delivery under normal market conditions, late delivery of materials caused by Abnormal Market Conditions shall be deemed to be outside the reasonable control of F.E. Moran Inc. Mechanical Services, and F.E. Moran Inc. Mechanical Services shall be entitled to an extension of time equal to the impact of delivery arising from Abnormal Market Conditions.

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GENERAL TERMS AND CONDITIONS: Unless specifically stated otherwise, all work will be performed by competent union workers during normal working hours, Monday through Friday, 7:00AM until 3:30 PM. This proposal supersedes all previously dated documents. F.E. Moran, Inc. Mechanical Services shall not be required to furnish any equipment, labor, or make special tests recommended or required by insurance companies, Federal State Municipal, or other authorities except as otherwise included in this proposal. CUSTOMER agrees that the venue for any legal actions shall be in the Circuit Courts of Cook County. F.E. Moran, Inc. Mechanical Services' time to perform its obligations shall be extended as necessary if performance is delayed by parts or equipment unavailability, strikes, lockouts or other labor difficulties; transportation delays; casualty; war, rebellion, or riot, acts of God or government or any cause whatsoever beyond F.E. Moran, Inc. Mechanical Services' reasonable control.

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December 1, 2023

Northbrook Public Library
1201 Cedar
Northbrook, IL 60062

Re: Additional piping due to space restrictions

F.E. Moran, Inc. Mechanical Services appreciates the opportunity to submit the following proposal for your consideration and acceptance.

During the installation of the new steam boiler, FE Moran Inc Mechanical Services have encountered the following issues which were not expected and is not part of the scope of work.

- The air separator tank per the drawings was to be mounted in front of the gas train of the boiler. Due to space requirements and to access and service the burner it was relocated.

Additional Cost to relocate the air separator: \$1,653.00 (Material: \$ 723.00 / *Labor: \$ 930.00)

- Gas train had to be relocated from the walkway side to the wall side of the boiler due to dimension of the new gas train, resulting in additional 2" gas piping and labor from the gas main.

Additional Cost to relocate the gas train: \$3,606.00 (Material: \$ 1,002.00/ *Labor: \$ 2,604.00)

- Makeup water pump had to be relocated from the front of the boiler to the back of the boiler due to space requirements which resulted in additional piping and labor.

Additional Cost to relocate the makeup water pump: \$1,478.00 (Material: \$ 362.00/ *Labor: \$1,116.00)

- Condensate return tank had to be relocated due to boiler location and gas train location which resulted in additional piping.

Additional Cost to relocate the condensate return tank: \$1,285.00 (Material: \$ 355.00 / *Labor: \$ 930.00)

- Water level controller had to be relocated from the aisle side of the boiler to the wall side of the boiler to accommodate the customer desire for walking space.

Additional Cost to relocate the water level controller: \$728.00 (Material: \$ 140.00 / *Labor: \$ 588.00)

Total investment for this repair is: \$ 8,750.00



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Additional Provisions & Exclusions:

- All labor has been figured on straight time basis during normal working hours 7:00 a.m. to 3:30 p.m.
- **Material Escalation Clause.** Customer agrees that the pricing offered in this Proposal by FE Moran Inc., Mechanical Services "MMS" is based upon the pricing of steel and other commodities and its availability as of the date of this Proposal. Customer and MMS agree that given the uncertainty in current market trends and conditions, the cost and availability of steel/copper, steel/copper products and other commodities may rise, and that any such increase in the cost of materials ordered by MMS for this project after the date of this Proposal or any surcharges or other costs imposed, shall result in a corresponding dollar for dollar increase in MMS Proposal price. MMS agrees to provide timely information to Customer about any increase in the cost of steel/copper, steel/copper products and other commodities and Customer agrees to execute, at MMS's request, an addendum including a nondisclosure agreement whereby Customer agrees to pay MMS for any increases as described above under the terms and conditions agreed upon and stated in this Proposal. MMS is not responsible for the change in delivery date due to the current supply chain issue. If a delay does occur MMS will notify the Customer in a timely manner.

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Phillip Mark

Services Sales Executive

Phillip.mark@femoran.com

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Customer's Acceptance:

Accepted by: _____

Date: _____ **PO#** _____



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GUARANTEE AND WARRANTY: The proposal includes a one (1) year parts warranty from the manufacturer and a ninety (90) day workmanship guarantee from F.E. Moran, Inc. Mechanical Services from date of completion of such work. Any extended equipment / part warranties or defined requirements will be listed under "Additional Provisions & Exclusions" above. Beyond 90 days this warranty does not include the cost of handling, shipping, or transportation involved in supplying replacement for defective components. The CUSTOMER agrees to provide routine maintenance as specified by the manufacturer to ensure efficient operation and warranty coverage. Warranty will be void if the following occurs: (i) payments are not made in accordance with the terms and conditions of this proposal; (ii) the CUSTOMER neglects to keep the operation of its HVAC system in good working order; (iii) CUSTOMER carelessly damages, misuses or abuses



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*Labor costs calculated at \$186.00/hr.



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June 8, 2023

Ms. Anna Amen
Northbrook Public Library
1201 Cedar
Northbrook, IL 60062

Re: IL State Boiler Punchlist Items

F.E. Moran, Inc. Mechanical Services appreciates the opportunity to submit the following proposal for your consideration and acceptance.

We will supply labor and material to complete the following tasks:

- | | |
|--|---|
| • Furnish and install one pressure transducer and fittings. | Labor \$1,312.00
Materials \$ 520.00 |
| • Furnish and install one lock out enclosure on electrical switch. | \$ 754.00 Electrician |
| • Anchor relief valve on side of boiler utilizing strut. | Labor \$ 385.00
Materials \$ 90.00 |
| • Thread front relief pipe and add elbows. | Labor \$ 582.00
Material \$ 111.00 |

This proposal is valid for thirty (30) calendar days from the above date.

Additional Provisions & Exclusions:

- Above pricing is based on all Punch Lists Items being approved and completed at same time.
- All labor has been figured on straight time basis during normal working hours 7:00 a.m. to 3:30 p.m.
- **Material Escalation Clause.** Customer agrees that the pricing offered in this Proposal by FE Moran Inc., Mechanical Services "MMS" is based upon the pricing of steel and other commodities and its availability as of the date of this Proposal. Customer and MMS agree that given the uncertainty in current market trends and conditions, the cost and availability of steel/copper, steel/copper products and other commodities may rise, and that any such increase in the cost of materials ordered by MMS for this project after the date of this Proposal or any surcharges or other costs imposed, shall result in a corresponding dollar for dollar increase in MMS Proposal price. MMS agrees to provide timely information to Customer about any increase in the cost of steel/copper, steel/copper products and other commodities and Customer agrees to execute, at MMS's request, an addendum including a nondisclosure agreement whereby Customer agrees to pay MMS for any increases as



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F.E. Moran, Inc. Mechanical Services

Phillip Mark

Services Sales Executive

Phillip.mark@femoran.com

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Customer's Acceptance:

Accepted by: *Anna M. Amer*

Date: 6/23 PO# _____



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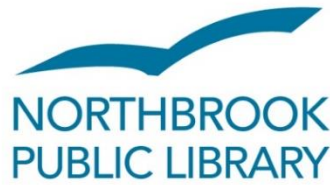
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Memorandum

DATE: 2.19.24
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2025 Draft Budget

Attached is a draft budget for fiscal year 2025 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 operating, FICA, IMRF, and debt service levies 3.0% or \$9,885,230.

Budgeted revenues and expenditures were determined by assessing the following information:

- Prior year's revenue data
- Prior year's spending data
- Library wide initiatives
 - Funds have been allocated for Strategic Plan Initiatives – including but not limited to
 - Equity, Diversity & Inclusion (EDI)
 - Website redesign
 - Review of Masterplan
- Facility plan
 - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
 - Parking lot improvements
 - Sealing and striping of parking lots
 - Movement of handicap spots per patron requests
 - Security Cameras
 - Alarm System
 - Access Control System
 - Elevator Control Modernization Project
 - HVAC Automation System Upgrade Project
 - Chiller Repair

- Operations
 - Personnel
 - Funds have been included to continue implementation of benchmarking pay target adjustments.
 -
 - Materials
 - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
 - Spending is 11.44% of the budget
 - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Costs related to consortium and resource sharing are \$105,000 which brings our percentage up to 12.64%.
 - Programming
 - Funds have been allocated based upon staff input.
 - Donations from the Friends of the Northbrook Public Library, Laird Foundation and the Northbrook Art Commission will be applied to the costs of this program.
 - Staff Development
 - Funds being allocated to allow staff to attend in person training – the costs associated with in person training is greater than virtual training.
 - Funds have been allocated for staff appreciation and wellness due to information obtained from the Zheng Staff Capacity Assessment.
 - Software
 - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
 - The increase is due to an increase in subscription license renewals rather than standalone license purchases.
 - Community Relations
 - Funds have been allocated to provide for a quarterly newsletter, email marketing efforts and expenses related to outreach efforts.
 - Insurance (Group and General)
 - Includes for a 4.2% increase for Medical, Dentals, Vision and Life
 - Includes a 9.10% increase for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood
 - Professional Fees
 - Funds have been allocated for attorney fees, auditor fees, HR consultants, website redesign and maintenance, IT consultant, EDI consultants and Crisis Management consultants.
 - Inflationary increase was also included
 - Contracted Services
 - Funds have been allocated for Janitorial Services, carpet cleaning, bathroom cleaning, water treatment, snow removal, window cleaning, security and maintenance of building systems and equipment.
 - Inflationary increase was also included
 - Fixed Assets
 - Funds have been allocated to meet aging building needs and based upon the technology replacement plan. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.
 - Designated Revenues and Expenses have increased to capture Illinois Library Presents activity.

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

Northbrook Public Library
General Fund
FY2025 Budget

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget	
REVENUES								
Undesignated Revenue								
	Property Tax Levy	7,280,953	7,237,444	7,518,447	8,122,000	7,800,369	8,446,880	Levy number
	Uncollectible Levy				(162,440)			Levy number
	Property Tax Abatement							
	Replacement Tax	150,684	350,276	459,160	150,000	169,846	150,000	conservative estimate
	Impact Fees		12,349	5,525		4,294		
	Fines & Fees	19,667	35,157	38,695	35,000	42,031	35,000	conservative estimate
	Video/DVD rental							
	Interest Income	15,039	3,796	29,426	20,000	53,633	20,000	conservative estimate
	Loss on Investment	1,944	222					
	Other Income	24,190	98,309	28,059	100,000	18,851	100,000	
	Total Undesignated Revenue	7,492,477	7,737,553	8,079,312	8,264,560	8,089,024	8,751,880	
Designated Revenue								
	Gifts & Other Designated Income	159,242	109,901	97,128	400,000	561,738	600,000	
	Designated Interest Income		323	3,905				
	Total Designated Revenue	159,242	110,225	101,032	400,000	561,738	600,000	
	Total Revenues	7,651,719	7,847,777	8,180,344	8,664,560	8,650,762	9,351,880	
PERSONNEL								
	Salaries and Wages	3,617,765	3,544,727	3,920,270	4,311,000	4,235,473		
	Maintenance Salaries/Wages	177,485	149,068	172,053	189,000	187,927		
	Total Personnel	\$ 3,795,250	\$ 3,693,795	\$ 4,092,322	\$ 4,500,000	\$ 4,423,400	\$ 4,800,000	
FRINGE BENEFITS								
	Group Insurance	648,701	654,759	673,498	750,000	721,653	790,000	4.2% increase
	Unemployment/Worker's Comp	25,075	24,228	26,047	23,000	26,828	24,000	see detail
	Staff Development & Incentives	28,819	53,438	58,301	61,000	60,050	63,000	per detail spreadsheet
	Total Fringe Benefits	\$ 702,595	\$ 732,425	\$ 757,845	\$ 834,000	\$ 808,531	\$ 877,000	
COMMODITIES								
	Materials	893,794	887,742	885,993	944,000	930,293	1,001,500	11.44% of revenue
	Programs	75,024	80,588	71,125	103,150	90,233	112,000	per detail spreadsheet - includes 3rd party donations of 28K from Friends and 800 from Arts Commission and 10K from Laird Foundation

**Northbrook Public Library
General Fund
FY2025 Budget**

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget	
Office & Library Supplies	Supplies less than \$500	70,197	60,423	56,483	70,000	59,308	70,000	
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, Server Software, StackMap, Titlesource, Website Hosting, ZooBean	99,903	92,506	92,146	110,000	96,753	106,000	per detail spreadsheet
Postage		16,801	19,633	18,556	20,000	20,055	20,000	
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Bound Deliveries	34,605	39,553	47,434	55,000	49,806	55,000	per detail spreadsheet
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	42,115	45,728	44,678	45,000	44,901	45,000	no change
Total Commodities		\$ 1,232,439	\$ 1,226,173	\$ 1,216,415	\$ 1,347,150	\$ 1,291,348	\$ 1,409,500	
CONTRACTUAL SERVICES								
OCLC		23,735	25,204	26,683	29,000	28,017	29,000	CCS, Illinois Heartland & Overdrive MARC records
CCS Shared Costs		79,293	79,011	78,410	76,000	75,855	76,000	from CCS
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	23,328	25,544	24,857	24,000	25,106	19,000	per detail spreadsheet
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	58,129	63,502	71,158	79,000	76,139	84,000	see detail
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	48,058	40,502	36,442	39,000	38,264	39,000	per detail spreadsheet
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	243,612	258,042	309,174	402,000	401,383	434,000	per detail spreadsheet
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	4,436	26,637	46,468	46,000	45,539	46,000	per detail spreadsheet
Vehicle Expense		483	465	810	3,000	1,268	3,000	
Utilities	Gas, Water, Garbage, Composting	47,123	48,549	50,656	54,000	52,176	54,000	per detail spreadsheet
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	18,710	39,082	41,207	35,000	30,905	35,000	

Northbrook Public Library
General Fund
FY2025 Budget

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget	
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	133,639	139,059	144,868	153,000	147,528	223,000	per detail spreadsheet
Recruiting		0	1,555	420	1,000	450	1,000	
Total Contractual Services		\$ 680,546	\$ 747,153	\$ 831,154	\$ 941,000	\$ 922,630	\$ 1,043,000	
CAPITAL OUTLAY								
Furniture and Equipment	Items greater than \$500	30,048	56,837	30,722	90,000	79,695	70,000	
Total Capital Outlay		\$ 30,048	\$ 56,837	\$ 30,722	\$ 90,000	\$ 79,695	\$ 70,000	
OTHER								
Contingency & Misc Exp		3,341	7,147	9,739	100,000	7,728	100,000	
Board Development		216	502	620	500	1,357	1,000	
Total Other		\$ 3,557	\$ 7,649	\$ 10,359	\$ 100,500	\$ 9,085	\$ 101,000	
Total Expenses Before Gifts & Transfers		\$ 6,444,435	\$ 6,464,033	\$ 6,938,819	\$ 7,812,650	\$ 7,534,688	\$ 8,300,500	
DESIGNATED EXPENSES		\$ 74,930	\$ 89,569	\$ 108,970	\$ 400,000	\$ 561,738	\$ 600,000	
TRANSFERS								
Debt Service Transfer		\$ 16,150	\$ 20,546	\$ 12,554	\$ 25,000	\$ 25,000	\$ 25,000	
Capital Improvements Transfer		\$ 1,115,000	\$ 1,270,000	\$ 1,120,000	\$ 425,000	\$ 425,000	\$ 425,000	
Total Transfers		\$ 1,131,150	\$ 1,290,546	\$ 1,132,554	\$ 450,000	\$ 450,000	\$ 450,000	
Total Expenses		\$ 7,650,515	\$ 7,844,147	\$ 8,180,343	\$ 8,662,650	\$ 8,546,426	\$ 9,350,500	
NET SURPLUS/(DEFICIT)		\$ 1,204	\$ 3,630	\$ 2	\$ 1,910	\$ 104,336	\$ 1,380	

Northbrook Public Library
IMRF/FICA Fund
FY2025 Budget

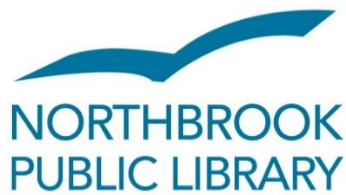
	Explanation	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY24 Budget	FY24 Forecast	FY 2025 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy-IMRF		\$479,577	\$389,152	\$418,181	\$425,000	\$416,500	\$400,000
Property Tax Levy FICA & Medicare		\$282,853	\$281,163	\$284,363	\$289,000	\$283,220	\$280,000
Interest Income IMRF		\$1,214	\$298	\$2,608	\$500	\$500	\$2,000
Interest Income FICA & Medicare		\$341	\$81	\$461	\$500	\$500	\$500
Total Undesignated Revenue		\$763,986	\$670,694	\$705,612	\$715,000	\$700,720	\$682,500
Total Revenues		\$763,986	\$670,694	\$705,612	\$715,000	\$700,720	\$682,500
Expenses							
Undesignated Expenses							
Human Resources							
Employer IMRF	IMRF Rate - FY21 - 11.39%; FY22 - 9.54%; FY23 - 8.39%; FY24 - 8.68%	\$397,230	\$360,907	\$339,493	\$400,000	\$353,073	\$380,000
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$280,030	\$271,950	\$301,541	\$280,000	\$313,603	\$325,000
Total Human Resources		\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
Total Undesignated Expenses		\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
Total Expenses		\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
NET SURPLUS/(DEFICIT)		\$86,725	\$37,836	\$64,578	\$35,000	\$34,045	(\$22,500)

**Northbrook Public Library
Capital Improvements Fund
FY2024 Budget**

	Explanation	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY2024 Budget	FY 2024 Forecast	FY 2025 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
Interest Income		\$11,009	\$3,384	\$22,170	\$24,000	\$22,613	\$20,000
Other Income		\$7,189	\$7,200	\$0			
Total Undesignated Revenue		\$18,198	\$10,584	\$22,170	\$24,000	\$22,613	\$20,000
Transfers & Other Financing Sources							
Transfer from General fund		\$1,115,000	\$1,270,000	\$1,120,000	\$425,000	\$425,000	\$425,000
Bond Proceeds							
Bond Premium							
Insurance Proceeds				\$25,893			
Other							
Total Transfers & Other Financing Sources		\$1,115,000	\$1,270,000	\$1,145,893	\$425,000	\$425,000	\$425,000
Total Revenues		\$1,133,198	\$1,280,584	\$1,168,063	\$449,000	\$447,613	\$445,000
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair		\$1,482,325	\$179,481	\$259,387	\$720,000	\$345,870	\$885,000
Professional Fees		\$100,020	\$36,755	\$16,193	\$180,000	\$13,968	\$100,000
Furniture & Equipment		\$284,080	\$261,635				
Miscellaneous			(\$70,686)				
Total Capital & Bond Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
Total Undesignated Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
Total Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
NET SURPLUS/(DEFICIT)		(\$733,227)	\$873,399	\$892,483	(\$451,000)	\$87,776	(\$540,000)

**Northbrook Public Library
Debt Service Fund
FY2025 Budget**

	Explanation	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY 2024 Forecast	FY2025 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy		\$743,814	\$737,686	\$745,395	\$760,900	\$745,682	\$758,350
Interest Income		\$15	\$4	\$172		\$163	
Loss on Investment		\$113					
Total Undesignated Revenue		\$743,942	\$737,690	\$745,567	\$760,900	\$745,845	\$758,350
Transfers & Other Financing Sources							
Transfer from General fund		\$16,150	\$20,546	\$12,554		\$15,630	\$600
Total Transfers & Other Financing Sources		\$16,150	\$20,546	\$12,554		\$15,630	\$600
Total Revenues		\$760,092	\$758,236	\$758,122	\$760,900	\$761,475	\$758,950
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$405,034	\$382,172	\$367,550	\$350,900	\$350,900	\$333,350
Principal Payments		\$354,945	\$376,077	\$390,000	\$410,000	\$410,000	\$425,000
Total Capital & Bond Expenses		\$759,979	\$758,249	\$757,550	\$760,900	\$760,900	\$758,350
Total Undesignated Expenses		\$759,979	\$758,249	\$757,550	\$760,900	\$760,900	\$758,350
Transfers & Other Financing Uses							
Other Financing Uses				\$572		\$575	\$600
Total Transfers & Other Financing Uses							
Total Expenses		\$759,979	\$758,249	\$758,122	\$760,900	\$761,475	\$758,950
NET SURPLUS/(DEFICIT)		\$113	(\$13)	\$0	\$0	\$0	\$0



Memorandum

DATE: February 9, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Visiting Other Libraries

Each year the board typically visits another library that has recently done a renovation or has implemented something that we are looking at adding. We can visit an area library that has recently been renovated, but this year I recommend that the board looks closer to home and visits either our north or south neighbor.

Glenview Public Library and Deerfield Public Library are our nearest neighbors and all three of us see regular usage by each other's patrons. I recommend choosing one of these two so the board can learn more about what our closest neighbors do and see how we compare.

If the board prefers to not do this and would rather visit a renovated library, here are a few that have recently been renovated:

- Prospect Heights
- Skokie (we visited prior to their recent renovation)
- Forest Park
- Schaumburg (will be finished by summer)