

NORTHBROOK PUBLIC LIBRARY IN-PERSON/VIRTUAL MEETING

May 19, 2022 | 7:30 p.m.
Northbrook Public Library | Civic Room

Livestream: https://youtu.be/b4feQSs_4H4

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 – April 21, 2022
 - 3.3 Approve Cash Balances & Income Statement April 2022
 - 3.4 Approve Bills and Charges from April 2022
 - 3.5 Approve Annual Tax Levy Letter to Village
 - 3.6 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)
 - 3.7 Approve 2022 Window Glass Repair and Replacement Recommended Bid
- 4 Election of Officers
 - 4.1 Nominating Committee- Slate of Officers
- 5 Public Comments
- 6 Staff Reports – Ms. Kate Hall
 - 6.1 Summer Reading Program presentation by Amanda Margis, YS Assistant Manager
 - 6.2 Cyber Security Insurance presentation by Jack Cook of Cook & Kocher Insurance
- 7 Board Member Reports
- 8 Unfinished Business
 - 8.1 Executive Director Annual Review
- 9 New Business
- 10 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.
- 11 Agenda Building
- 12 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
4/30/2022 - pre audit adjustments**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	9,435,217.93	185,511.31	689,819.65	8,930,909.59
	Restricted	355,725.60	72,363.65	36,934.42	391,154.83
	IMRF	799,287.64	15,973.81	51,731.84	763,529.61
	Fica	248,095.67			248,095.67
	Total Operating	<u>\$10,838,326.84</u>	<u>\$ 273,848.77</u>	<u>\$ 778,485.91</u>	<u>\$10,333,689.70</u>
<u>Capital Improvement</u>		\$ 5,073,096.71	\$ 207.68	\$ 65,497.29	\$ 5,007,807.10
<u>Debt Service</u>		\$ 1,761.46			\$ 1,761.46

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(215,349.81)	(42,060.12)	1,761.46
PayPal	8,087.98	-	-
FBofHP	226,332.90	-	-
Fifth Third - Checking/Money Market	10,313,514.06	5,049,355.44	-
US Bancorp	659.57	511.78	-
Petty Cash	445.00	-	-
Total	<u>\$ 10,333,689.70</u>	<u>\$5,007,807.10</u>	<u>\$ 1,761.46</u>

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

Northbrook Public Library
Income Statement
4/30/2022 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$11,647.15	(\$7,319.21)	\$7,280,953.46	\$7,237,444.37	\$7,289,188.00	99.29%
Replacement Tax	\$48,142.01	\$135,028.27	\$150,684.49	\$350,276.25	\$125,000.00	280.22%
Impact Fees	\$289.85	\$1,130.00	\$10,319.00	\$12,348.71	\$0.00	0.00%
Fines, Fees & Rentals	\$2,902.64	\$4,751.60	\$9,348.22	\$35,188.18	\$25,000.00	140.75%
Interest Income	(\$491.19)	\$264.51	\$14,786.04	\$4,170.77	\$25,000.00	16.68%
Other Income	\$0.00	\$22,346.46	\$24,188.54	\$64,701.59	\$100,000.00	64.70%
Total Undesignated Revenue	\$62,490.46	\$156,201.63	\$7,490,279.75	\$7,704,129.87	\$7,564,188.00	101.85%
Designated Revenue						
Gifts & Other Designated Income	\$317.83	\$72,359.55	\$159,242.00	\$220,694.03	\$100,000.00	0.00%
Designated Interest Income	\$19.20	\$67.23	\$253.20	\$284.44	\$0.00	0.00%
Total Designated Revenue	\$337.03	\$72,426.78	\$159,495.20	\$220,978.47	\$100,000.00	0.00%
Total Revenues	\$62,827.49	\$228,628.41	\$7,649,774.95	\$7,925,108.34	\$7,664,188.00	
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$109,778.90	\$108,964.28	\$893,794.33	\$869,902.51	\$949,000.00	91.67%
Audio Visual	\$95,737.73	\$99,811.53	\$796,769.21	\$758,047.39		
Videos/DVDs	\$7,776.21	\$5,195.13	\$55,381.44	\$54,174.30		
Programs	\$6,264.96	\$3,957.62	\$41,643.68	\$57,630.82		
OCLC	\$13,075.52	\$9,972.20	\$75,023.88	\$79,475.92	\$117,000.00	67.93%
CCS Shared Costs	\$3,386.85	\$2,691.17	\$23,735.48	\$24,649.93	\$22,000.00	112.05%
	\$6,571.48	\$6,567.03	\$79,292.61	\$79,011.48	\$80,000.00	98.76%
Total Materials & Services	\$132,812.75	\$128,194.68	\$1,071,846.30	\$1,053,039.84	\$1,168,000.00	90.16%
Human Resources						
General Salaries and Wages	\$292,161.56	\$307,907.29	\$3,617,765.17	\$3,549,783.34	\$3,869,725.00	91.73%
Maintenance Salaries & Wages	\$12,624.56	\$12,253.68	\$177,485.43	\$149,068.18	\$168,975.00	88.22%
Group Insurance	\$55,299.56	\$53,845.21	\$648,700.92	\$654,653.65	\$695,000.00	94.19%
Unemployment/Worker's Comp	\$1,602.00	\$5,296.08	\$25,074.70	\$24,732.75	\$27,000.00	91.60%
Staff Development	\$2,966.66	\$1,466.87	\$28,818.59	\$47,418.79	\$70,000.00	67.74%
Total Human Resources	\$364,654.34	\$380,769.13	\$4,497,844.81	\$4,425,656.71	\$4,830,700.00	91.62%

Northbrook Public Library
Income Statement
4/30/2022 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
Operating Costs						
Photocopy	\$0.00	\$349.94	\$23,328.32	\$25,487.30	\$37,500.00	67.97%
Office & Library Supplies	\$8,289.49	\$8,330.39	\$70,197.53	\$53,294.69	\$70,000.00	76.14%
Software	\$2,317.79	\$8,704.51	\$99,902.79	\$91,860.81	\$103,000.00	89.19%
Postage	\$709.26	\$802.48	\$16,801.51	\$19,304.27	\$20,000.00	96.52%
General Insurance	\$0.00	\$0.00	\$58,129.19	\$63,502.25	\$63,000.00	100.80%
Telephone/Internet	\$10,328.33	\$6.00	\$48,058.05	\$34,627.58	\$43,000.00	80.53%
Professional Services	\$2,750.00	\$1,078.75	\$243,611.52	\$257,929.11	\$275,000.00	93.79%
Furniture, Equipment	(\$40,943.98)	\$13,806.46	\$30,047.50	\$61,929.48	\$50,000.00	123.86%
Equipment Rental & Maintenance	\$1,318.56	\$3,577.55	\$4,435.84	\$26,637.27	\$42,000.00	63.42%
Community Relations	\$6,079.06	\$6,289.83	\$34,605.49	\$39,553.20	\$44,000.00	89.89%
Total Operating Costs	(\$9,151.49)	\$42,945.91	\$629,117.74	\$674,125.96	\$747,500.00	90.18%
Maintenance						
Vehicle Expense	\$55.15	\$88.67	\$483.46	\$389.60	\$3,000.00	12.99%
Janitorial Supplies	\$7,304.57	\$8,100.29	\$42,114.84	\$44,777.39	\$45,000.00	99.51%
Utilities	\$9,413.07	\$4,799.07	\$47,123.45	\$45,414.46	\$54,000.00	84.10%
Building Repairs	\$5,365.00	\$0.00	\$18,710.33	\$39,081.72	\$30,000.00	130.27%
Contracted Services	\$9,423.45	\$6,654.85	\$133,639.10	\$138,753.69	\$135,000.00	102.78%
Total Maintenance	\$31,561.24	\$19,642.88	\$242,071.18	\$268,416.86	\$267,000.00	100.53%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$1,554.50	\$500.00	310.90%
Contingency & Misc Exp	\$719.40	\$1,039.78	\$3,341.31	\$7,146.87	\$100,000.00	7.15%
Board Development	\$29.98	\$22.23	\$215.97	\$502.43	\$0.00	0.00%
Total Other Expenses	\$749.38	\$1,062.01	\$3,557.28	\$9,203.80	\$100,500.00	9.16%
Total Undesignated Expenses	\$520,626.22	\$572,614.61	\$6,444,437.31	\$6,430,443.17	\$7,113,700.00	90.40%
Designated Expenses						
Miscellaneous Designated Expenses	(\$1,949.95)	\$839.49	\$2,020.77	\$21,834.73	\$0.00	0.00%
Designated Materials Expense	\$707.32	\$26.24	\$3,006.17	\$1,345.88	\$0.00	0.00%
Designated Capital Expense	\$41,462.50	\$36,068.69	\$41,462.50	\$53,667.69	\$0.00	0.00%
Designated Program Expense	\$1,719.56	(\$724.76)	\$28,440.17	\$51,927.67	\$100,000.00	51.93%
Total Designated Expenses	\$41,939.43	\$36,209.66	\$74,929.61	\$128,775.97	\$100,000.00	128.78%
Transfers & Other Financing Uses						
Net Loss on Investment	(\$1,943.91)	\$0.00	(\$1,943.91)	(\$221.73)	\$0.00	0.00%
Transfer to CIF	\$1,115,000.00	\$0.00	\$1,115,000.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$16,150.26	\$0.00	\$16,150.26	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$1,129,206.35	\$0.00	\$1,129,206.35	(\$221.73)	\$450,000.00	(0.05%)
Total Expenses	\$1,691,772.00	\$608,824.27	\$7,648,573.27	\$6,558,997.41	\$7,663,700.00	85.59%
NET SURPLUS/(DEFICIT)	(\$1,628,944.51)	(\$380,195.86)	\$1,201.68	\$1,366,110.93	\$488.00	

Northbrook Public Library
Income Statement
4/30/2022 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$767.17	(\$393.55)	\$479,577.51	\$389,152.37	\$400,000.00	97.29%
Property Tax Levy FICA	\$452.47	(\$284.34)	\$282,852.86	\$281,162.59	\$289,000.00	97.29%
Interest Income IMRF	\$1,208.18	\$0.00	\$1,214.37	\$2.13	\$50.00	4.26%
Interest Income FICA	\$337.28	\$0.00	\$341.10	\$1.55	\$50.00	3.10%
Total Undesignated Revenue	\$2,765.10	(\$677.89)	\$763,985.84	\$670,318.64	\$689,100.00	97.27%
Total Revenues	\$2,765.10	(\$677.89)	\$763,985.84	\$670,318.64	\$689,100.00	
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,786.61	\$27,521.50	\$397,229.88	\$360,906.91	\$425,000.00	84.92%
Employer FICA	\$22,929.41	\$23,532.45	\$280,030.30	\$271,950.24	\$289,000.00	94.10%
Total Human Resources	\$54,716.02	\$51,053.95	\$677,260.18	\$632,857.15	\$714,000.00	88.64%
Total Undesignated Expenses	\$54,716.02	\$51,053.95	\$677,260.18	\$632,857.15	\$714,000.00	88.64%
Total Expenses	\$54,716.02	\$51,053.95	\$677,260.18	\$632,857.15	\$714,000.00	88.64%
NET SURPLUS/(DEFICIT)	(\$51,950.92)	(\$51,731.84)	\$86,725.66	\$37,461.49	(\$24,900.00)	

Northbrook Public Library
Income Statement
4/30/2022 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$582.75	\$207.68	\$11,008.74	\$3,383.96	\$10,000.00	33.84%
Other Income	\$0.00	\$0.00	\$7,189.00	\$7,200.00	\$0.00	0.00%
Total Undesignated Revenue	\$582.75	\$207.68	\$18,197.74	\$10,583.96	\$10,000.00	105.84%
 Transfers & Other Financing Sources						
Transfer from General fund	\$1,115,000.00	\$0.00	\$1,115,000.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$1,115,000.00	\$0.00	\$1,115,000.00	\$0.00	\$425,000.00	0.00%
 Total Revenues	\$1,115,582.75	\$207.68	\$1,133,197.74	\$10,583.96	\$435,000.00	
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$383,962.56	\$63,919.40	\$1,482,324.88	\$179,481.40	\$908,000.00	19.77%
Professional Fees	\$12,925.00	\$0.00	\$100,020.40	\$36,530.00	\$75,000.00	48.71%
Furniture & Equipment	\$6,871.84	\$1,577.89	\$284,079.78	\$263,307.95	\$40,000.00	658.27%
Total Capital & Bond Expenses	\$403,759.40	\$65,497.29	\$1,866,425.06	\$479,319.35	\$1,023,000.00	46.85%
Total Undesignated Expenses	\$403,759.40	\$65,497.29	\$1,866,425.06	\$479,319.35	\$1,023,000.00	46.85%
 Total Expenses	\$403,759.40	\$65,497.29	\$1,866,425.06	\$479,319.35	\$1,023,000.00	46.85%
 NET SURPLUS/(DEFICIT)	\$711,823.35	(\$65,289.61)	(\$733,227.32)	(\$468,735.39)	(\$588,000.00)	

Northbrook Public Library
Income Statement
4/30/2022 - Pre Audit Adjustments

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,189.86	(\$746.02)	\$743,813.93	\$737,686.00	\$758,249.00	97.29%
Interest Income	\$3.82	\$0.00	\$14.86	\$4.04	\$0.00	0.00%
Total Undesignated Revenue	\$1,193.68	(\$746.02)	\$743,828.79	\$737,690.04	\$758,249.00	97.29%
Transfers & Other Financing Sources						
Transfer from General Fund	\$16,150.26	\$0.00	\$16,150.26	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$16,150.26	\$0.00	\$16,150.26	\$0.00	\$0.00	0.00%
Total Revenues	\$17,343.94	(\$746.02)	\$759,979.05	\$737,690.04	\$758,249.00	
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$405,034.05	\$382,171.54	\$382,172.00	100.00%
Principal Payments	\$0.00	\$0.00	\$354,945.00	\$376,077.00	\$376,077.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$759,979.05	\$758,248.54	\$758,249.00	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	(\$112.85)	\$0.00	(\$112.85)	(\$12.96)	\$0.00	0.00%
Total Transfers & Other Financing Uses	(\$112.85)	\$0.00	(\$112.85)	(\$12.96)	\$0.00	0.00%
Total Expenses	(\$112.85)	\$0.00	\$759,866.20	\$758,235.58	\$758,249.00	100.00%
NET SURPLUS/(DEFICIT)	\$17,456.79	(\$746.02)	\$112.85	(\$20,545.54)	\$0.00	

April 2022 Financial Summary

Total General Fund revenues collected to date is \$7,925,108.34.

- 99.29% of property taxes have been collected
- Replacement taxes budget number is a conservative estimate based upon prior year – FY2022 allocations are higher than prior year due to legislative changes that increase the allocation
- 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
 - 63% is non-resident fees
 - 18% is copy machine collections

Total General Fund expenditures are \$6,558,997.41, budget differences include:

- Programming is less than budget due to COVID
- OCLC is comprised of charge from CCS, Illinois Heartland and Overdrive MARC records – estimate for Illinois Heartland and Overdrive was greater than budget
- Staff Development is less than budget due to staff attending less CE and virtual conferences/workshops costing less than in person conferences/workshops
- Photocopy is less than budget due to copy machine usage being less than anticipated due to COVID
- Supplies are less than budget due to COVID
- Software is less than budget because efforts were made to find lower cost alternatives for software
- Telephone is less than budget due to not receiving an invoice for internet services – this expense will be part of the year end accrual – estimated to be \$5,000

April 2022 Financial Summary – page 2

- Furniture, Equipment is greater than budget due to funds spent on work from home equipment needed to implement the new policy
- Equipment Rental & Maintenance is less than budget due to the maintenance agreement for the AMH and RFID system not starting in FY22 – it will start in FY23
- Community Relations is less than budget due to a reduction in outreach due to COVID
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Utilities is less than budget due to not receiving the April gas bill and garbage bill prior to the end of April – these expenses will be part of the year end accrual – estimated to be \$4,000
- Contracted Services is greater than budget due to funds spent on COVID cleaning throughout the year (deep cleans and an extra hour of cleaning every week day)
- Building Repairs is greater than budget due to repairs that were made throughout the year - steam trap, sliding doors, dry sprinkler system, gutter repair, parking lot lighting
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

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

Operating Funds

Library Claims List	\$	339,481.09
Librarian's Claims List	\$	15,439.40
Payroll	\$	305,680.20
Fica/IMRF	\$	51,731.84
ACH to IPBC	\$	66,153.38
Total Operating Funds	\$	<u>778,485.91</u>

Capital Improvement Fund

Claims List	\$	65,497.29
	\$	<u>65,497.29</u>

Debt Service Fund

Grand Total Library	\$	<u><u>843,983.20</u></u>
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
25434	4/20/2022	Blackbaud Inc.	\$4,975.00	annual payment - software - accounting
25435	4/20/2022	Comcast	\$4,705.32	annual payment - software - backup internet
25436	4/20/2022	First Bankcard	\$2,475.50	monthly payment - supplies
25437	4/20/2022	Garaventa USA Inc.	\$915.00	monthly payment - contracted services
25438	4/20/2022	Kanopy LLC	\$12,000.00	annual payment - materials
25439	4/20/2022	Limricc - UCGA	\$2,803.20	quarterly payment - unemployment/workers compensation
25440	4/20/2022	Pace Systems INC	\$3,125.00	annual payment - equipment rental & maintenance
25441	4/20/2022	Penguin Random House LLC	\$7,500.00	Illinois Library Presents expense
25442	4/20/2022	RGW Consulting LLC	\$14,450.00	annual payment - contracted expense
25443	4/20/2022	StackMap LLC	\$1,265.00	annual payment - software
25444	4/20/2022	T-Mobile	\$7,548.00	annual payment - materials - hotspot
25445	4/20/2022	Travelers CL Remittance Center	\$19,943.00	annual payment - unemployment/workers compensation insurance
25446	4/21/2022	Symmetry Energy Solutions, LLC	\$4,180.97	monthly payment - utilities
25447	4/29/2022	Amazon	\$3,629.69	monthly payment - supplies
25448	4/29/2022	Baker & Taylor	\$30,227.79	monthly payment - materials
25449	4/29/2022	Baker & Taylor Entertainment	\$722.95	monthly payment - materials
25450	4/29/2022	Best Quality Cleaning	\$5,075.00	monthly payment - contracted services
25451	4/29/2022	Children's Plus Inc	\$4,548.46	monthly payment - materials
25452	4/29/2022	Computype, Inc.	\$1,466.40	monthly payment - supplies
25453	4/29/2022	Cooperative Computer Service	\$25,226.83	quarterly payment - OCLC & CCS shared costs
25454	4/29/2022	Dairy Queen	\$2,000.00	annual payment - programming
25455	4/29/2022	Dornfeld Piano Tuning	\$1,020.00	quarterly payment - equipment rental & maintenance
25456	4/29/2022	ECO Promotional Products, Inc.	\$9,051.37	annual payment - programming
25457	4/29/2022	Fast Signs	\$908.06	annual payment - supplies
25458	4/29/2022	Gale/Cengage Learning Inc.	\$911.69	monthly payment - materials
25459	4/29/2022	GovConnection, Inc.	\$17,846.40	annual payment - furniture, equipment
25460	4/29/2022	Grainger	\$2,702.75	monthly payment - janitorial supplies
25461	4/29/2022	ITSavvy LLC	\$7,752.00	annual payment - software
25462	4/29/2022	J.D. Power and Associates	\$939.00	annual payment - materials
25463	4/29/2022	Midwest Tape	\$5,827.91	monthly payment - materials
25464	4/29/2022	North American	\$3,413.86	monthly payment - janitorial supplies
25465	4/29/2022	Northbrook Hardware	\$703.59	monthly payment - janitorial supplies
25466	4/29/2022	Outsource Solutions Group, Inc.	\$51,102.73	monthly payment - contracted services & software (2 months)
25467	4/29/2022	Overdrive	\$61,664.18	monthly payment - materials
25468	4/29/2022	Runco Office Supply	\$1,486.39	monthly payment - supplies
25469	4/29/2022	Staples Business Credit	\$2,237.95	monthly payment - supplies
25470	4/29/2022	State Industrial Products	\$759.07	monthly payment - janitorial supplies
25471	4/29/2022	Today's Business Solutions, Inc.	\$2,613.84	annual payment - photocopy
25472	4/29/2022	UPS	\$802.48	monthly payment - postage
25473	4/29/2022	Vis-O-Graphic, Inc.	\$5,996.09	bi monthly payment - community relations
25474	4/29/2022	Wex Health Inc.	\$2,340.52	monthly payment flexible spending, dependant care and commuter benefit
25475	4/29/2022	WM Corporate Services Inc.	\$618.10	monthly payment - contracted services

\$339,481.09

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

Transaction Number	Transaction Date	Reference	Payments
51668	11/22/2021	VOID - Crain Chicago Business	\$ (169.00)
51961	4/15/2022	AllBrands.com	\$165.79
51962	4/15/2022	Aquatic Works LTD	\$350.00
51963	4/15/2022	Jerry Block	\$31.88
51964	4/15/2022	Nancy Buehler	\$250.00
51965	4/15/2022	CFRA	\$130.00
51966	4/15/2022	Maura Crisham	\$7.99
51967	4/15/2022	David Telisman Communications, LLC	\$325.00
51968	4/15/2022	Jo I Gayle	\$156.25
51969	4/15/2022	Benjamin Goluboff	\$250.00
51970	4/15/2022	Lilian Gruvich	\$16.99
51971	4/15/2022	Image Specialties of Glenview, Inc.	\$20.05
51972	4/15/2022	Impact Networking LLC	\$329.94
51973	4/15/2022	Investment Quality Trends	\$265.00
51974	4/15/2022	Kindermusik International	\$192.31
51975	4/15/2022	Kiplinger's Investing for Income	\$109.00
51976	4/15/2022	Languages Unlimited LLC	\$150.00
51977	4/15/2022	Holly M. McDaniel	\$17.00
51978	4/15/2022	Panera, LLC	\$113.82
51979	4/15/2022	Silva Paulissian	\$4.01
51980	4/15/2022	Petersen Bros. Plastics, Inc.	\$95.00
51981	4/15/2022	Promos 911, Inc.	\$324.42
51982	4/15/2022	School Life, a division of ImageStuff	\$153.45
51983	4/15/2022	Sherwin-Williams Company	\$55.94
51984	4/15/2022	Sunset Food Mart, Inc.	\$22.37
51985	4/15/2022	Sweetwater	\$149.73
51986	4/15/2022	The No-Load Fund Investor	\$169.00
51987	4/15/2022	The Sewing Source Inc	\$112.55
51988	4/15/2022	Universal Film Exchanges LLC	\$400.00
51989	4/15/2022	UW-Madison	\$225.00
51990	4/15/2022	Vis-O-Graphic, Inc.	\$196.43
51991	4/15/2022	WEX Bank	\$88.67
51992	4/15/2022	WEX Health, Inc.	\$110.00
51993	4/15/2022	WTTW Channel 11	\$40.00
51994	4/18/2022	Costco	\$250.00
51995	4/29/2022	66 Degrees, LLC	\$213.67
51996	4/29/2022	Anna Amen	\$142.25
51997	4/29/2022	Ancel Glink P.C.	\$393.75
51998	4/29/2022	Aaron Ashmann	\$27.85
51999	4/29/2022	Bayscan Technologies	\$366.00
52000	4/29/2022	Donna Beach	\$40.76
52001	4/29/2022	Blackstone Publishing	\$41.60
52002	4/29/2022	Martha Carlos	\$28.98
52003	4/29/2022	Cavendish Square	\$183.33
52004	4/29/2022	CCB Technology	\$152.00
52005	4/29/2022	CCH Incorporated	\$159.96

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

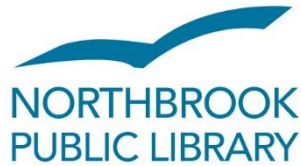
Transaction Number	Transaction Date	Reference	Payments
52006	4/29/2022	CDW Government, Inc.	\$288.54
52007	4/29/2022	Cintas	\$481.62
52008	4/29/2022	Demco	\$280.43
52009	4/29/2022	Dick Blick	\$45.94
52010	4/29/2022	Cathleen Doyle	\$24.15
52011	4/29/2022	EBSCO Information Services	\$76.46
52012	4/29/2022	Freeman Pictures, Inc.	\$425.00
52013	4/29/2022	Mark Gelfeld	\$200.00
52014	4/29/2022	Tracy Gossage	\$26.52
52015	4/29/2022	The Home Depot Credit Services	\$149.00
52016	4/29/2022	HR Source	\$460.00
52017	4/29/2022	Illinois CPA Society	\$360.00
52018	4/29/2022	Illinois Heartland Library System-OCLC	\$90.25
52019	4/29/2022	Illinois Library Association	\$500.00
52020	4/29/2022	Innovative Users Group	\$110.00
52021	4/29/2022	Summer Kosuge	\$102.50
52022	4/29/2022	Laura Kowalski	\$30.00
52023	4/29/2022	Lechner Services	\$112.32
52024	4/29/2022	Library Ideas LLC	\$36.42
52025	4/29/2022	Amanda Lopez	\$31.10
52026	4/29/2022	Ron Mantegna	\$200.00
52027	4/29/2022	Cassie McKercher	\$20.00
52028	4/29/2022	Jim Miller	\$29.72
52029	4/29/2022	Kathleen Jo Zeigler Mitchem	\$250.00
52030	4/29/2022	Kathleen Jo Zeigler Mitchem	\$250.00
52031	4/29/2022	Moneyletter	\$153.00
52032	4/29/2022	Northbrook Public Library Foundation	\$200.00
52033	4/29/2022	NSYMCA Art Academy	\$40.00
52034	4/29/2022	Online Audiovisual Catalogers, Inc.	\$40.00
52035	4/29/2022	Akiko Pace	\$24.99
52036	4/29/2022	Dan Petrosko	\$150.00
52037	4/29/2022	Petty Cash Custodian	\$28.28
52038	4/29/2022	Jenifer Resnick	\$13.99
52039	4/29/2022	Rotary Club of Northbrook	\$70.00
52040	4/29/2022	Rowman & Littlefield Publishing Group	\$158.00
52041	4/29/2022	Olga Rudiak	\$400.00
52042	4/29/2022	SenSource	\$516.00
52043	4/29/2022	Sheet Music Plus	\$93.07
52044	4/29/2022	Tsai Fong Books, Inc.	\$546.98
52045	4/29/2022	Value Line Publishing LLC	\$475.00
52046	4/29/2022	VSP of Illinois, NFP	\$382.41
52047	4/29/2022	Robert Waterbury	\$50.00
52048	4/29/2022	Susan Wolf	\$127.94
52049	4/29/2022	Yami Vending Inc.	\$531.03

\$ 15,439.40

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

Transaction Number	Transaction Date	Reference	Payments	Description
1855	4/20/2022	3E Electric, Inc.	\$2,110.00	annual payment - infrared testing
1856	4/20/2022	Interior Investments, LLC	\$1,577.89	annual payment - ADA table
1857	4/29/2022	Daily Herald/Paddock Publications	\$113.40	annual payment - window replacement project
1858	4/29/2022	F.E. Moran, Inc. - Fire Protection - North	\$59,496.00	annual payment - fire alarm replacement project
1859	4/29/2022	Olsson Roofing Company, Inc.	\$2,200.00	annual payment - penthouse repairs

\$65,497.29



May 12, 2022

Iwona Petryszak
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Dear Iwona,

Each year in May the Library is required to state the amount of money necessary for the next annual tax levy, which you traditionally adopt in November or December.

As you know from prior years, we submit a preliminary levy amount and refine it later.

The FY2024 levy for the Library is expected to at least equal the 2022 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

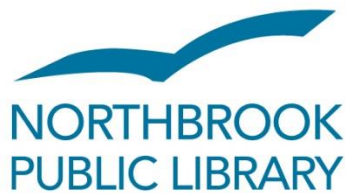
As always, thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "K. Hall".

Kate Hall
Executive Director

cc: Anna Amen, Finance & Operations Manager



Memorandum

DATE: 5.12.22

TO: Trustees

FROM: Anna Amen

RE: Window Replacement Project

At the beginning of April, the Library solicited proposals from vendors to replace windows on the second floor. The windows are cracked or fogged due to a broken seal – this occurs due to settling of the building.

The proposal asked the bidders to provide a cost to replace

- 11 bronze tinted windows with a dimension of 54 x 134
- 1 clear window with a dimension of 47 x 98
- 1 bronze tinted window with a dimension of 47 x 30
- Alternate: bronze tinted window with a dimension of 54 x 134 – at the time of the issuance it could not be determined if the seal was broken – when final measurements are taken this determination will be made

At the end of April, the proposals were due and the Library received one bid from Capitol Glass. The project cost is \$70,498.00 and the alternate cost is an additional \$4,975.00.

I have spoken to Ancel Glink, the Library attorney and confirmed that the Library can accept the proposal since all bidding protocols have been followed.

The Library has worked with Capital Glass in the past on construction projects and window replacement projects and feels that they are a responsible bidder and will complete the job in an efficient and timely manner. The project includes materials, labor, removal and disposal of existing glass, lift and safety equipment and caulking, sealants and painting if necessary. This bid is reasonably priced for the project and the cost is less per window than when we have done individual window replacements in previous years.

I am requesting that the Board approve the bid and contract with Capital Glass for \$70,498.00 and the alternate for \$4,975.00.

NORTHBROOK PUBLIC LIBRARY

BID DOCUMENTS
FOR
1201 CEDAR LANE WINDOW PROJECT 2022

BID PACKETS AVAILABLE:

April 5, 2022
10:00 a.m.

MANDATORY WALKTHROUGH

April 8, 2022
8:00 a.m.

BIDS DUE:

April 22, 2022
10:00 a.m.

(Bid Opening Immediately Following)

ADDRESS OF BID OPENING LOCATION:

Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

Published: April 5, 2022

NOTICE TO BIDDERS
for
1201 CEDAR LANE WINDOW PROJECT 2022

The Northbrook Public Library ("Library") is inviting interested window glass repair companies to submit sealed bids for the replacement of cracked windows, broken window seals and windows with splatter marks at the Library's property located at 1201 Cedar Lane, Northbrook, IL 60062. Bid packets will be available **April 5, 2022 at 10 a.m.** Mandatory walk through will take place on **April 8, 2022 at 8:00 a.m.** Bids shall be received until **10:00 a.m. on April 22, 2022** at the Library's property located at 1201 Cedar Lane, Northbrook, IL 60062 and publicly opened at that time.

Bid Documents may be obtained from:

Anna Amen
Finance & Operations Manager
Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062
847-272-6229

or the Library Website

<https://www.northbrook.info/about/bids-proposals>

Proposals shall be addressed to the undersigned and plainly marked on the outside of the envelope:

PROPOSAL FOR 1201 CEDAR LANE WINDOW PROJECT 2022

In a sealed envelope, the bidder will deliver a hard copy and soft copy of the bid must be included in the bid submission. Each proposal shall be made on the bid form furnished by the Library. The Library reserves the right to determine the lowest responsible bidder, to waive any informalities or irregularities, and to accept any bid proposal which, in its judgment, will be in the best interests of the public. Further, the Library reserves the right to reject any or all proposals. This project is subject to the Illinois Prevailing Wage Act. No bids may be withdrawn after the opening of bids for a period of forty-five (45) days after the date of opening.

Kate Hall
Executive Director

INFORMATION TO BIDDERS

1. Award of Bid- A contract will be awarded to the responsible contractor submitting the lowest responsive bid. The determination of the “lowest responsive and responsible bid” will be made using the base bid, or the base bid plus any alternates, all as the Library shall judge to be in its best interests in the exercise of its sole discretion. The determination of whether a contractor is responsible will be made on the bases of information submitted as well as all publicly available information and information available from references and known customers.
2. All bids are to be delivered to the Northbrook Public Library, 1201 Cedar Lane, Northbrook, IL 60062, no later than **10:00 a.m. on April 22, 2022**. Said bids shall be publicly opened and read in the Northbrook Public Library, 1201 Cedar Lane, Northbrook, IL 60062 on **April 22, 2022 at 10:00 a.m.**
3. Each proposal must be submitted in a SEALED ENVELOPE addressed to:

Anna Amen
Finance & Operations Manager
Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062

and contain a hard copy and soft copy of the proposal

4. Each envelope containing a proposal must be clearly marked for:

PROPOSAL FOR 1201 CEDAR LANE WINDOW PROJECT 2022

and the outside of the envelope should show the name of the bidder, firm contract, address and telephone number

5. A business card will need to be provided at packet drop-off.
6. Bid proposals must be made on the PROPOSAL FORM. Proposals must be legible and properly executed upon submittal to the Library.
7. The Library may waive any informalities or minor defects or reject any or all proposals when it is determined to be in the best interest of the Library, bid proposal which, in its judgment, will be in the best interests of the public.

8. Any proposal may be withdrawn prior to the above scheduled time for bid openings without the consent of the Library.
9. The contractor shall indemnify and forever keep and save harmless the Northbrook Public Library, its agents, officials and employees against any and all injuries, death, loss damages, claims, of every type, nature and description, patent claims, suits, liabilities, judgments, costs and expenses of the alleged negligence or omission of the contractor or his employees, agents, servants, subcontractors, or suppliers in connection with performance of the contract.
10. The Library reserves the right to conduct such investigations as may be required to determine the qualifications of each bidder.
11. Upon award of the contract, the successful bidder agrees to enter into a contract for the requested services on the form of agreement included in these bid documents and as amended by the Library.
12. The contractor shall adhere to all Federal, State, and local guidelines governing EQUAL EMPLOYMENT OPPORTUNITIES.
13. The contractor shall pay and require every subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Library. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Library as required by Statute. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Library against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> The Department revises the prevailing wage rates and the Contractor/ subcontractor has an obligation to check the Department's web site for revisions.
14. The Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall

be in a form acceptable to the Library, shall be issued by a surety satisfactory to the Library, and shall name the Library as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the Library may grant if the forms do not meet its approval shall constitute a default, and the Library may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

15. Contractor agrees to maintain, without charge to the Library, all records and documents for projects of the Library in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Library under the Freedom of Information Act so that the Library may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Library and if possible, the Library shall request an extension so as to comply with the Act. In the event that the Library is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Library harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.
16. The Library retains and reserves the right to terminate this contract, at its sole discretion, upon the failure by the Contractor to adhere to the Contract Documents after thirty (30) days written notice of the failure by the Library.
17. The contract period shall be from date of signature of Executive Director until the project has been successfully completed and final payout is made by the Library.

SPECIFICATIONS
For
1201 CEDAR LANE WINDOW PROJECT 2022

1. Replace/repair cracked windows, broken window seals and windows with splatter marks at the Library's property located at 1201 Cedar Lane, Northbrook, IL 60062

Based upon our review we believe the windows to be replaced include:

the window counts and types will be finalized during the walkthrough on 4/8/2022

- (11) ~~(12)~~ 54" x 134" 1" bronze tinted tempered insulated glass units.
(1) 47" x 98" 1" clear tempered insulated glass unit.
(1) 47" x 30" 1" bronze tinted tempered insulated glass units.

Removal and disposal of existing glass.

Necessary lift and safety equipment

Necessary caulking, sealants and painting.

Alternate cost for (1) 54" x 134" 1" bronze insulated tempered unit as directed by Anna Amen

2. Any required permits for the Work, including any permits required by the Village of Northbrook, must be obtained by the Contractor.
3. Required bonds and licenses must be obtained by contractor.
4. Contractor must complete work prior to **October 31, 2022**.
5. Method of Payment: The Contractor may submit an invoice to the Library in accordance with the Contract Documents. Invoices shall be processed in accordance with the normal and customary Library procedures and the Illinois Government Prompt Payment Act and must state specifically the work the invoice covers.

NOTE: This project requires interior fall protection equipment as well as 5000 pound counter weighted fall resistant machines for the crew working on the interior. We will also be using a man lift on the exterior with all required safety equipment. Please make sure all bidders have included all life safety equipment.

BID FORM FOR
1201 CEDAR LANE WINDOW PROJECT 2022

TO: Executive Director and Board of Trustees
Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062

FROM: Capitol Glass & Architectural Metals, Inc.
Company

910 Touhy Avenue
Street

Elk Grove Village IL 60007
City State Zip Code

847-952-1000
Telephone

SUBJECT: 1201 CEDAR LANE WINDOW PROJECT 2022

To whom it may concern:

In conformity with the NOTICE TO BIDDERS and the INFORMATION TO BIDDERS, we the undersigned, having examined the PROPOSAL AND SPECIFICATIONS, submit the following bid for the 1201 Cedar Lane Window Project 2022.


The undersigned agrees to execute the contract in accordance with the rate set forth in the attached PROPOSAL.

The undersigned further agrees to execute in duplicate the contract for the 1201 Cedar Lane Window Project 2022, as amended by the Library, within fifteen (15) days after notice of award is made by the Library. A copy of the form of agreement to be entered into by the parties, which is subject to modification by the Library, is included as part of the bid packet for this project.

Company Name: Capitol Glass & Architectural Metals, Inc

Address: 910 Touhy Avenue

Phone Number: 847-952-1000

Signature: 

Print: Joseph Tyrcha

Title: CEO

Date: April 21, 2022

BID BOND

PROJECT NO: _____ BOND NUMBER: _____

DESCRIPTION:

Know all men by these presents that _____ as
Principal, and _____, a
_____ corporation, as Surety, are held and firmly bound
unto the Northbrook Public Library, a library in the County of Cook, State of Illinois, as
Obligee, in the full and just sum of _____
Dollars (\$ _____) lawful money of the United States, for the payment of which
sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators,
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said principal is herewith submitting its proposal (bid) to
said Library on a contract with said Northbrook Public Library;

The condition of this obligation is such that if the aforesaid principal shall
be awarded the contract, the said principal will, within the time required, enter into a formal
contract and give a good and sufficient bond to secure the performance of the terms and
conditions of the contract, then this obligation to be void; otherwise, the principal and
surety will pay unto the obligee the sum of money above stated, as liquidated damages and
not as a penalty. It is hereby agreed that bid errors shall not constitute a defense to
forfeiture.

SIGNED, SEALED AND DELIVERED _____, 2022

Principal _____ (Seal)

By _____ Its _____

Surety _____ (Seal)

By _____

Attorney-in-Fact

CASH BID BOND

I, the undersigned, acknowledge that Capitol Glass & Architectural Metals, Inc. is bound to the Northbrook Public Library, Illinois, and for 5% of the total bid as liquidated damages and not as a penalty, to be paid to said Library if the proposal shall be accepted and the proposed contract _____ awarded _____ to _____
Capitol Glass & Architectural Metals, Inc. _____ and _____ if _____
Capitol Glass & Architectural Metals, Inc. _____ shall fail to execute the contract within the time specified by the Instructions to Bidders, and to furnish the required Performance and Payment Bond; otherwise the obligation to be void. It is hereby agreed that bid errors shall not constitute a defense to forfeiture.

Dated this 26th day of April, 2022 at _____

Joseph Tyrcha

Name
CEO

Title

If certified check is submitted herewith, state number: _____
and amount: \$ 3524.90.

If cash is submitted herewith, state receipt number: _____
and amount: \$ _____.

Received from the Northbrook Public Library \$ _____ in cash (or check
_____ in the amount of \$ _____).

Contractor _____
Date: _____
Signature

CERTIFICATION

IN COMPLIANCE WITH 720 ILCS 5/33E-11

The undersigned individual certifies that he or she is not barred from bidding on this contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, bid rigging or bid rotating.

INDIVIDUAL:

Signature of Bidder:

Business Address:

Business Phone Number:

SUBSCRIBED AND SWORN to before me on

_____ (date)

Notary Public

PARTNERSHIP:

The undersigned certifies on behalf of the partnership named below that the partnership is not barred from bidding on this contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, bid-rigging or bid rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this Certification on behalf of the Partnership and in accordance with the Partnership Agreement and the laws of the State of Illinois and that this Certification is binding upon the Partnership and is true and accurate.

Partnership name:

Signed by: _____

Business address: _____

Business phone number: _____

Insert names and addresses of all partners:

SUBSCRIBED AND SWORN to before me on

_____ (date)

Notary Public

CORPORATION:

The undersigned certifies on behalf of the corporation named below that the corporation is not barred from bidding on this contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, bid-rigging or bid rotating.

Further, the undersigned certifies and warrants that he or she is duly authorized to execute this Certification on behalf of the Corporation in accordance with the by-laws of the Corporation and that this Certification is binding upon the Corporation and is true and accurate.

Corporate name: Capitol Glass & Architectural Metals, Inc.

Signed by: _____

Title: CEO

Business address: 910 Touhy Ave Elk Grove Village IL 60007

Business phone number: 847-952-1000

President: Joseph Tyrcha

Names of corporate officers:

Secretary: Edna Nelson

Treasurer: Joseph Tyrcha Jr.

Attest: Edna M Nelson
Secretary

SAMPLE PERFORMANCE, LABOR, MATERIAL AND MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That

_____,
as Principal, and _____, as Surety, are held
and firmly bound to the Northbrook Public Library, Illinois, in the sum of
_____ Dollars (\$ _____), to
be paid to the Northbrook Public Library, Illinois, and for the lawful payment said sum, we
and each of us, hereby bind ourselves, our heirs, our executors, administrators, successors,
and assigns firmly by these presents.

The condition of this bond is such that:

WHEREAS, the above-named principal did on the

_____ day of _____, 2022 enter into a contract with the

Northbrook Public Library, Illinois

for: _____

NOW THEREFORE, if the above-named principal shall well and truly:

1. Keep and perform all of the contract of his, its, or their part to be kept and performed, and faithfully comply with all of the laws of the State of Illinois and all of the ordinances, resolutions, rules and policies of the Northbrook Public Library, Illinois, applicable to the aforesaid contract and this bond and conditions of said contract, and at the time stipulated in said contract or within a reasonable time if no time is stipulated;

2. Pay for any and all materials, lubricants, oil, gasoline, grain, hay, feed, coal and coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the work aforementioned, and all insurance premiums both for compensation and for all other kinds of insurance on said work above described, and for all labor performed in the work whether by the principal or by subcontractor or otherwise and at the prevailing hourly rate of wages made applicable to the work as specified by the contractor (if the prevailing hourly rate of wages shall have been so specified);

3. Maintain any public improvement installed or constructed under said contract from defective material or workmanship in said work for a period of one (1) year from the date of acceptance of said work.

Then this obligation shall be void; otherwise, it shall remain in full force and effect.

It is understood and agreed that this bond is executed and furnished under the provisions of 30 ILCS 550/1 (Ill Compiled Statutes). Further, the principal and surety on this bond agree that all the undertakings, covenants, terms, conditions and agreements of the contract or contracts entered into between the principal and the Northbrook Public

Library will be performed and fulfilled and to pay all persons, firms and corporations having contracts with the principal or with subcontractors, all just claims due them under the provisions of such contracts for labor performed or material furnished in the performance of the contract on account of which this bond is given, when such claims are not satisfied out of the contract price of the contract on account of which this bond is given, after final settlement between the officer, board, commission or agent of the Northbrook Public Library and the principal has been made.

It is understood and agreed that this bond shall not be avoided because of changes in the plans or specifications for the work or because of extensions of time for the performances of the work and the surety above-named does hereby waive notice of and does hereby consent to any such changes or extension of time.

It is understood and agreed that any person entitled to payment for any of the matters upon which this bond is conditioned shall have the right to sue upon such bond in the name of the Northbrook Public Library, Illinois, for his use and benefit for the recovery of such payment. It is further agreed that no such suit shall be instituted until the expiration of one hundred and twenty (120) days after the date of the last item of work or the furnishing of the last item of materials except in the case where final settlement between the Northbrook Public Library and the contractor shall have been made prior to the expiration of the 120-day period, in which case action may be taken immediately following such final settlement; nor shall any action of any kind be brought later than six (6) months after the acceptance by the Northbrook Public Library of the work. Any person making claim as aforesaid must provide notice of said claim as provided in 30 ILCS 550/2. However, defects in the notice shall not deprive the claimant of his right of action, unless it shall affirmatively appear that such defect has prejudiced the rights of an interested party.

It is expressly agreed that this bond is also given as a guaranty against defective material or workmanship in the work covered by the contract and as a guaranty that all of said work shall remain in good condition for one (1) year from the date of acceptance of same; provided, no suit shall be upon said guarantees more than one (1) year and forty-five (45) days following the acceptance of said work.

In addition to any other remedies which may be had by the Northbrook Public Library, Illinois, under this bond, the Library may, in case of default or abandonment of the contract herein before referred to, notify the surety hereto by registered or certified mail directed to the surety or to its attorney-in-fact for it authorized at the time of execution of this bond that such default or abandonment has occurred, which such notice need not be detailed but may be in generalities, and the surety shall have the obligation to inquire into the nature of such default or abandonment and within fifteen (15) days from said notice to notify the Northbrook Public Library of the intention to proceed toward completion of the improvements or to pay the Northbrook Public Library the value of the bond less the contract cost of the work completed on the date of notice by the Library and to thereafter within sixty (60) days from the date of such notice proceed toward completion without undue delay of the improvements in accordance with the contract aforesaid; and, in the event of default on the part of the surety to proceed to complete as aforesaid, the Northbrook Public Library shall have the right:

- A. To itself complete the work and upon completion to be reimbursed by the principal, the surety or both of them for the cost of said completion, including cost of readvertisements, preparation of new plans, contracts, etc., and all other ordinary and reasonable expenses in connection with completion of the work; or
- B. At the election of the Northbrook Public Library, the Library may re-let the contract and the said Northbrook Public Library, is hereby appointed and constituted trustee for and on behalf of the property owners affected by said contract to collect and, if necessary, sue on behalf of such property owners for any loss they may sustain by reasons of the principal's default or abandonment of his aforementioned contract with the Library.

Failure of the surety to provide notice to the Library within fifteen (15) days from the date of notice of default of principal shall make the surety liable for the full value of damage to the Northbrook Public Library notwithstanding any limit on obligation contained hereinabove.

The parties hereto agree that should any litigation arise out of this bond, the venue for such litigation shall be in the Circuit Court of Cook County, Illinois, and the parties hereto expressly waive all rights to venue inconsistent herewith.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 2022 or have caused these presents to be executed by our authorized agent on the same day and year.

Approved as to Form:

NOTICE TO BIDDERS

The following items must be included when submitting proposals for the 1201 Cedar Lane Window Project 2022:

1. **Schedule of Prices:** Submit as lump sum or unit costs, as specified in the bid document. Extend all unit prices and provide subtotals.
2. **Signed Bid/Proposal Sheet:** Specify individual, co-partnership or corporation. Person signing bid must be an eligible officer of the company.
3. **Signed Certification of Bidder Form (Bid Rigging):** This form **must be notarized** to be valid for submission.
4. **Bid Bond:** Must be submitted on the forms provided and shall be a cash bid bond complete with a certified check or an actual bid bond complete with power of attorney. Principle/Owner **MUST** sign Bid Bond.
5. **Acknowledgement of Receipt:** Written confirmation of the receipt of addenda, if any.
6. **List of References:** (at least three) of previous commercial work similar to the type and kind of work being performed for the Northbrook Public Library.

Proposal Form – 1201 CEDAR LANE WINDOW PROJECT 2022

The undersigned bidder does hereby declare and stipulate that this bid is made in good faith, without collusion or connection with any other bidder for the same work and that it is made in pursuance of and subject to all terms and conditions of the foregoing instructions.

The undersigned, having carefully examined the Invitation to Bidders and Specifications, hereby proposes to provide all necessary equipment and materials and to do all work and furnish all labor required to complete said work in the manner prescribed in the Specifications therefore, under the supervision and direction of the Northbrook Public Library or its representatives for the following bid:

Total Project Cost: \$70,498.00

We can offer a deduct if payment and performance bond not required.
Includes the following windows

54 x 134 bronze - North 2, 3, 4, 19

54 x 134 bronze - West 13, 15, 16, 17, 21, 23, 24

47 x 98 clear - West 32

47 x 30 bronze - West 33

Alternate Cost \$ 4,975.00

Includes the following window

54 x 134 bronze – North 10

Company Name: Capitol Glass & Architectural Metals, Inc

Address: 910 Touhy Avenue

Phone Number: 847-952-1000

Signature: 

Print: Joseph Tyrcha

Title: CEO

Date: April 21, 2022

CONTRACT FOR 1201 CEDAR LANE WINDOW PROJECT 2022

This Agreement, made this XXth day of Month, 2022 between the Northbrook Public Library, Illinois, hereinafter referred to as "Library" and Contractor, hereinafter referred to as "Contractor."

WITNESSETH

That the Northbrook Public Library and Contractor, for the consideration hereinafter named, agree as follows:

Section I-Contract Documents

The Contract documents consist of this document ("the Contract"), the Notice to Bidders, Instructions to Bidders, General Conditions, and Specifications issued by the Library dated Month XX, 2022, and the completed proposal packet, including the completed bid form and any addenda thereto. These documents represent the entire agreement between the parties, and no statement, promise or inducement made by either party to the other that is not contained therein shall be binding. The terms or conditions of this contract may not be modified, except in writing signed by all the parties.

Section II- Contract Work

The Contractor shall provide the materials, services, and equipment to fully execute the Work described in the Contract Documents. The Work shall be furnished and completed in accordance with the Contract Documents.

Section III- Date of Commencement and Final Completion

The Work shall commence upon issuance of Notice to Proceed, expected to be released in Month 2022.

The Contractor shall be completed with the work by Month XX, 2022.

Time is of the essence for all matters concerning this Contract.

Section IV- Contract Sum

The Library agrees to pay the Contractor for the performance of the Contract Work the sum of dollar amount in words (\$X,XXX.XX). Payment shall be made to the Contractor by the Library based upon mutually agreed upon terms in accordance with the Illinois Local Government Prompt Payment Act.

Section V- Additional Terms

1. The contractor, subcontractors, and suppliers shall perform all work required for the Project in a good and workmanlike manner.
2. The Library has determined that this Contract is subject to the Illinois Prevailing Wage Act and the Contractor shall comply therewith and pay, and require every Subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Northbrook Public Library. Change orders shall, however, be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the Prevailing Wage Act and to obtain and furnish all such certified records to Department of Labor as required by Statute or Regulation, including certified payroll. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Northbrook Public Library against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Northbrook Public Library agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit.

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website:
<http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>.

The Contractor shall also:

- (1) Insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.
 - (2) Require each subcontractor to insert into each lower-tiered contract and the project specifications for each lower tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.
3. Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of

the work, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this Contract. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, Illinois Substance Abuse Prevention on Works Projects Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

4. Any and all documents and improvements subject to this agreement are, at all times, property of the Library.
5. Contractor will be required to file a written substance abuse prevention program with the Library for the prevention of substance abuse among its employees prior to the commencement of work.
6. Contractor shall provide a Surety Bond (guaranteeing both faithful performance and payment to subcontractors and material suppliers for labor and materials), naming the Northbrook Public Library as Oblige, for not less than one hundred percent (100%) of the contract amount will be required prior to beginning construction and in a form approved by the Library Attorney. Such bonds shall include the provision guaranteeing the faithful performance of the Prevailing Wage Act. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard & Poor's Corporation, or a similar rating agency.
7. Contractor shall submit a Certificate of Insurance complying with the terms of the Contract Documents prior to commencing the Work.

Section VI- Insurance

1. Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Contractor's operation and use of the premises. The cost of such insurance shall be borne by the Contractor.
2. Minimum Scope of Insurance.
 - a. Coverage shall be at least as broad as:
 - i. Broad Form Comprehensive General Liability, or the most recent revision.
 - ii. Worker's Compensation insurance as required by statute and Employers Liability insurance.
 - iii. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves

environmental hazards).

3. Minimum Limits of Insurance:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or shall be twice the required occurrence limit.
- b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.
- c. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

4. Deductibles and Self-Insured Retentions.

Any deductible or self-insured retentions must be declared to, and approved by, the Library. At the option of the Library, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Library, its officers, elected and appointed officials, employees, volunteers, and agents; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

5. Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions:

- a. General Liability.
 - i. The Library, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Library, its officers, elected and appointed officials, employees, volunteers, or agents.
 - ii. The contractor's insurance coverage shall be primary insurance as respects the Library, its officers, elected and appointed officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Library, its officer, elected and appointed officials, employees, volunteers, or agents shall be excess of the Contractor's insurance and shall not contribute with it.
 - iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Library, its

officers, elected and appointed officials, employees, volunteers, or agents.

iv. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

6. Worker's Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the Library, its officers, elected and appointed officials, employees, volunteers, and agents for losses arising from the use of the premises.

7. All Coverages.

Each insurance policy required by this clause shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt required, has been given to the Library.

8. Acceptability of Insurers.

Insurance is to be placed with insurers licensed to do business in Illinois.

9. Verification of Coverage.

Contractor shall furnish the Library with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Library before the Work may commence. The Library reserves the right to require complete certified copies of all required policies, at any time.

10. Indemnification Clause.

Contractor shall, to the fullest extent permitted by law, waive any and all rights of contribution against the Library and shall indemnify the Library and its officers, elected and appointed officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity that the Library would otherwise have. The Contractor shall similarly, protect, and indemnify the Library, its officers, elected and appointed officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of

Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts. The rights and obligations of this Subsection 10 shall survive the voluntary or involuntary termination of this Contract.

Section VII- Assignment

This Contract is nonassignable in whole or in part by either party, and an assignment shall be void without the prior written consent of Library, whose consent shall not be unreasonably withheld.

Section VIII- Contractor Status

Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Contract; that it as well as any persons or agents as it may employ are not employees of the Library; and that neither this Contract, nor the administration thereof, shall operate to render or deem either party hereto the agent or employee of the other.

Section IX- Waiver of Terms

Waiver of any of the terms of this Contract shall not be valid unless it is in writing and signed by all parties. The failure of claimant to enforce the provisions of this Contract or require performance by opponent of any of the provisions shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of the Contract.

Section X- Compliance with Freedom of Information Act.

Contractor agrees to maintain, without charge to the Library, all records and documents for projects of the Library in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Library under the Freedom of Information Act so that the Library may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Library and if possible, the Library shall request an extension so as to comply with the Act. In the event that the Library is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Library harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

Section XI – Human Rights Act.

Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) ("Rights Act"), all Contractors/Vendors and Subcontractors must have in force and effect a written sexual harassment policy which includes at a minimum the following provisions:

1. a statement of illegality of sexual harassment;
2. the definition of sexual harassment under Illinois law;
3. a description of sexual harassment utilizing examples;
4. an internal complaint process, including penalties;
5. the legal resource, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of the Rights Act.

The Contractor understands, represents and warrants to the Library that Contractor and its subcontractors (for which the Contractor takes responsibility to ensure that they comply with the Rights Act) are in compliance with Section 2-105 of the Rights Act and will remain in compliance with Section 2-105 of the Rights Act for the entirety of the work. A violation of Section 2-105 is cause for the immediate cancellation of this Contract. However, any forbearance or delay by the Library in canceling this Contract shall not be construed as, and does not constitute, Library's consent to such violation and a waiver of any rights the Library may have, including without limitation, cancellation of this Contract.

Section XII - Other Applicable Laws

This contract shall be governed by the laws of the State of Illinois, which are incorporated herein. Any suit brought to enforce the provisions of this suit shall be filed in the Circuit Court of Cook County, Illinois, but only after exhausting all possible administrative remedies. In any suit or action arising under this Contract, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs of litigation. No suit or action shall be maintained by the Contractor, its successors or assigns, against the Library on any claim based upon or arising out of this Contract or out of anything done in connection with this Contract unless such action shall be commenced within one year of the voluntary or involuntary termination of this Contract.

Section XIII – Further Assurances

Contractor agrees to sign, execute and deliver, or cause to be signed, executed and delivered, and to do or make, or cause to be done or made, upon written request of the Library, all agreements, instruments, papers, acts or things, supplemental, confirmatory or otherwise, as may be reasonably required by the Library for the purpose of or in connection with goods and services described in the Contract.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the Contractor shall have the full control of the ways and means of performing the work referred to above and that the Contractor or its employees, representatives or subcontractors are in no sense employees

of the Library, it being specifically agreed that the Contractor bears the relationship of an independent contractor to the Library.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seals the day and year first above written.

NORTHBROOK PUBLIC LIBRARY

By: _____

(Title)

CONTRACTOR

By: _____

(Title)

Contractor
Company



April 21, 2022

910 E. Touhy Avenue / Elk Grove Village, IL 60007
(847) 952-1000 / Fax (847) 952-1044

References

Hamilton Partners
300 Park Ave
Itasca IL
Keith Puleo
Glass Replacement @
1250 Arlington Heights Road
Itasca
150 Pierce
Itasca IL
1200 Arlington Height Road
Itasca IL

Continental Towers
1701 Golf Road
Rolling Meadows IL
James Williams
Glass Replacement @
Tower 1, 2, and 3
1701 Golf Road
Rolling Meadows IL

Pepper Construction
643 N Orleans
Chicago IL
Andrew Vasquez

2CG Construction
14600 S Kilpatrick
Midlothian IL
Craig Armstead

DIRECTOR'S REPORT MAY 2022

AGENDA ITEMS

3 Consent Agenda

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

3.5 Approve Annual Tax Levy Letter to Village

This is the annual letter we send to the village in place of a Budget and Appropriation Ordinance that says that we will not levy more in FY24 than we have budgeted in this fiscal year.

3.6 Review of Closed Session Minutes (5 ILCS 120/2 (c)21)

State law requires us to review closed session minutes semiannually. There are currently no minutes that need to be reviewed.

3.7 Approve 2022 Window Glass Repair and Replacement Recommended Bid

Anna has put a memo and information in the packet on the lowest responsible bidder. We are asking the board to approve the recommendation as presented.

4 Election of Officers

Abby Young will present the slate of officers from the Nominating Committee for the board to vote on for the coming year. Nominations may also be made from the floor.

6 Staff Reports

6.1 Summer Reading Program presentation by Amanda Margis, YS Asst. Manager

Amanda will present information to the board on this year's Summer Reading Program, Read Beyond the Beaten Path.

6.2 Cyber Security Insurance presentation by Jack Cook of Cook & Kocher Insurance

Our insurance broker, Jack Cook, will be presenting on changes that have been happening with cyber liability insurance. Next month

7 Unfinished Business

7.1 Executive Director Annual Review

The board will go into closed session again and Laurie Prioletti will be on hand to go over the staff feedback she collected. The feedback is included in the board packet along with an updated salary list from area library directors.

10 Agenda Building

Next month we will be updating the FOIA policy with our new fiscal year information, we also have a new Donation box policy that will be introduced, and will be presenting the Illinois Public Library Annual Report.

BOARD NEWS

Kate Vacation Update

My report is shorter this month as I had an unexpected extension of my trip to Amsterdam. My husband and I tested positive for COVID and were unable to return until May 8. I am still getting caught up and don't have as much to report this month as a result of my extended absence.

Fourth of July Parade

The 4th of July Parade is happening this year and we will have the library vehicle in the parade again. All board members are invited to walk/ride in the parade with the library on July 4th from 2-3pm. It is a mile-long walk and is lots of fun. I'll have more details at next month's meeting.

UPDATES

COVID-19

While community transmissions are increasing, there has not been any changes in the recommended guidance from the county or state. We are continuing to monitor closely and ensure that we are following the recommendations of our local health officials.

Programming & Services

In partnership with the Northbrook Arts Commission, the annual Northbrook Originals Art Show featuring all Northbrook artists is on display throughout the library in April and May.

We are gearing up for summer and applications are available on the library website for the Teen Summer Volunteer Program. Applications will be accepted through May 22 at 11:59 pm. We look forward to bringing back in person teen volunteering this summer.

Our most recent Illinois Libraries Present event was with Jeff Tweedy and Nick Offerman on April. We had our biggest signup yet with 7,500 registrants, 138 of which came from Northbrook. We are working on putting together the next season of programs and have Marlee Matlin who most recently starred in CODA lined up for September. We already have over 60 libraries signed on to participate in the next season after we opened registration on May 6.

We started allowing drop -ins on Fridays and Saturdays in the Collaboratory again. They are providing to be very popular. We had 48 people use the Collaboratory during our first open Fridays & Saturdays.

We are participating in Student Government Day on Monday, May 16. Every year (pre-pandemic), the Village would host a student government day with students from the various schools. We, along with the Park District, participate and pair up with students to show them what working in a unit of local government is like. I am thrilled that we are able to have this valuable program again.

Climate Action

The library is participating in [No Mow May](#) along with the Village of Northbrook. We will not mow or leaf blow natural areas. Leaf blowing may occur in the parking lot if there is an abundance of debris, but that will be done with much less frequency than in years past.

You can read more about No Mow May here:

<https://patch.com/illinois/northbrook/no-mow-may-why-some-northbrook-refuse-mow-their-lawns>

<https://www.northbrook.il.us/1056/No-Mow-May>

Staff Development Day

We are having our annual staff development day on Friday, May 13. We are holding it virtually again this year and look forward to returning to in person in 2023. We are bringing in a speaker from the Antidefamation League to speak about addressing antisemitism. We are also celebrating the following staff anniversaries:

- Jill Franklin (Reference) - 10 years
- Aaron Ashmann (Fiction & Media) - 25 years

HR

New Staff

Josephine Yousef, part-time Clerk (CIRC) effective April 13 (replacement)

Jorge Hernandez, part-time Clerk (CIRC) effective April 26 (replacement)

Staff Changes

Arielle Raybuck has been promoted from Auditorium Coordinator to Events Production Manager. Over the past two years, Arielle has taken the lead in handling our large virtual event production needs in addition to reintroducing in person programming. As we continue to navigate through the changing needs, we have seen a continued demand for virtual programming. We also recognize that there is interest in the community to do more locally and so Arielle will also be looking at the feasibility of offering the Auditorium for outside group rentals. We will have more information on that in coming months.

Staff Departures

Beth Grossman, part-time Shelver (CIRC) resigned effective April 1. She is moving out of state and got a job at a public library in her new state.

Inna Malamud, part-time Shelver (CIRC) terminated effective April 26.

Samantha Bellman, part-time Programming Aide (YS) resigned effective April 30. She is in college (out of state) and will not be returning home this summer.

Kate Hall, Executive Director

STATISTICS APRIL 2022

Unless otherwise noted, these statistics are comparing year-to-date information from May 1, 2022-April 30, 2022. We have completed our fiscal year and have had over a million items checked out this fiscal year! Our circulation is way up as compared to last year when we were faced with reduced hours and limited in person services due to COVID-19 pandemic. This is particularly interesting to note as our collection size has remained relatively consistent from last year to this year.

CARD HOLDERS (AS OF APRIL 30)

17,609 total cardholders

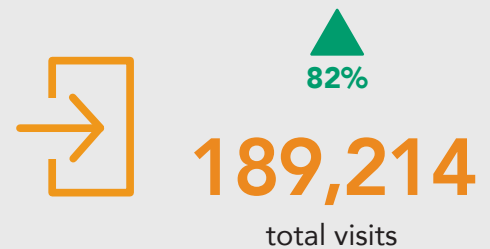
17,150 Residents 396 Non-Residents 63 Businesses



35,222 total residents

50% cardholder rate vs. 57% national average

VISITS



CHECKOUTS

1,054,668 ▲ 48%
total checkouts

Books eBooks
538,008 97,412

Audiobooks eAudiobooks
88,821 45,515

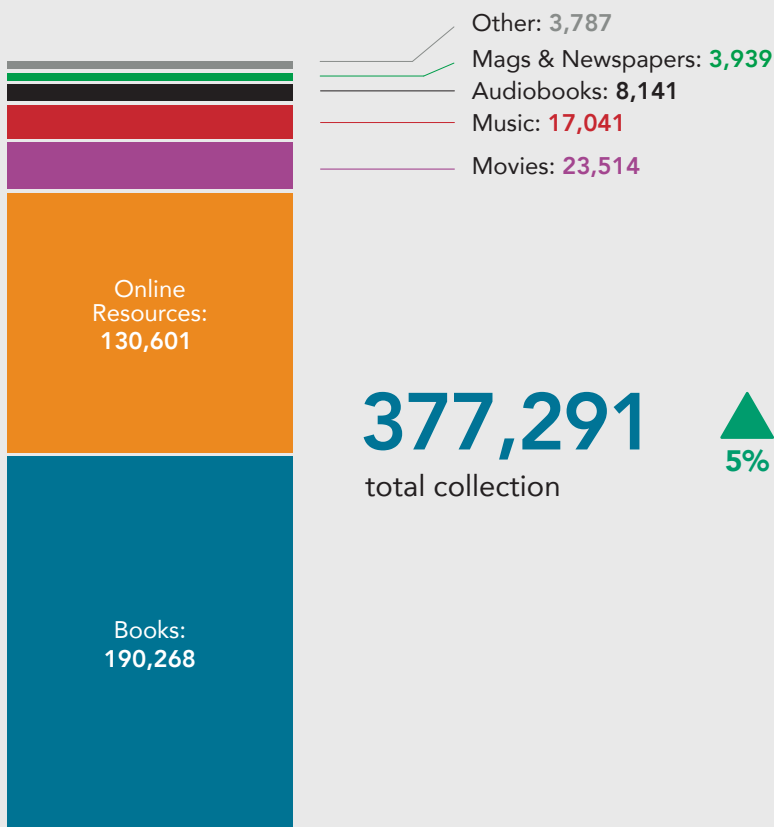
Mags & Newspapers eMags
10,428 9,540

Movies eMovies
122,632 14,498

Music eMusic
37,889 1,584

Other
88,341

COLLECTION (AS OF APRIL 30)

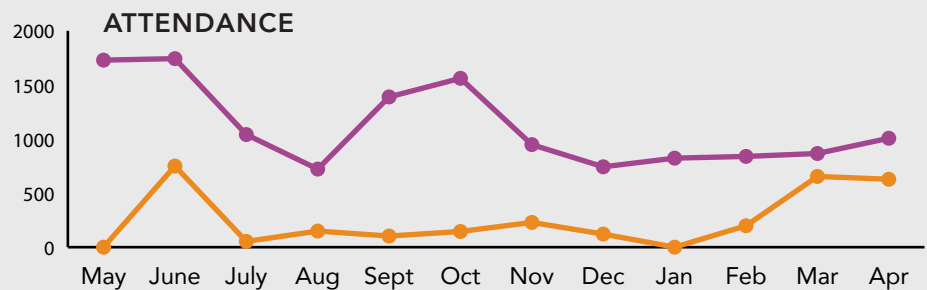
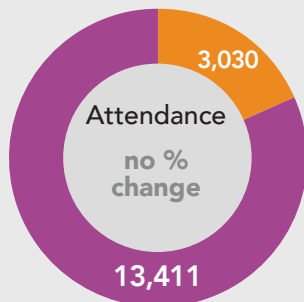
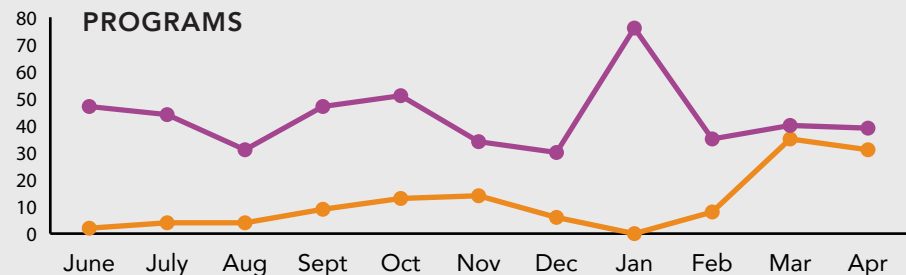
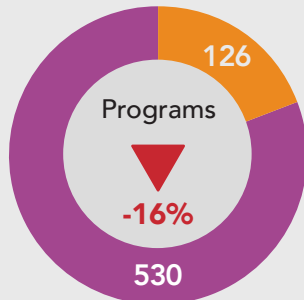


STATISTICS APRIL 2022

PROGRAMS

● Virtual ● In-Person

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



HOMEBOUND DELIVERY



427

homebound deliveries



15%

ROOM BOOKINGS



5,285

study room bookings



94%



126

meeting room bookings



100%

TECHNOLOGY



5,854

computer sessions



74%



96,068

WiFi sessions



58%

Patron Comments and Suggestions

April 2022

RECEIVED APRIL 1, 2022

I just took a phone call with a patron and she wanted to call and say how amazing the glass fusion program was and how grateful she feels that the library offers these types of programs. Because she had such an amazing time, she's signed up her daughter for the June glass fusion program as a graduation gift and mother-daughter bonding time.

Comment Source: Phone

Staff comments by Kelly Durov on April 25, 2022:

Thank you! We are glad you had a positive experience in the Glass Fusion program.

RECEIVED APRIL 1, 2022

A patron finished her DML appointment early and wanted to relay how appreciative she was of Collaboratory staff's help with Adobe Premiere Rush. She said she learned so much in the past couple of days and now feels more confident in being able to use the software on her own.

Comment Source: In Person

Staff comments by Kelly Durov on April 25, 2022:

Thank you! We are so glad that you had a positive experience with our staff learning Adobe Premiere Rush.

RECEIVED APRIL 7, 2022

A patron called today and commended the staff (particularly in Circulation) for their work during the COVID-19 lock down. She's been a life-long library user, and while she was not able to do things in the same way, she came to the library to pick up her holds because it was always clean, safe and efficient.

Comment Source: Phone

Staff comments by Kelly Durov on April 7, 2022:

We are so glad you were able to use the library throughout the pandemic and still have access to materials!

RECEIVED APRIL 9, 2022

Please re-install an analog clock in the lobby. Maybe between the 2 Pollak Room doors. That would be easy to see. Please!

Comment Source: Email

Response to Patron by Kelly Durov on :

Thank you for the suggestion. I will follow up with our Maintenance staff to have a clock installed in the lobby.

RECEIVED APRIL 9, 2022

Do you know when the library shall return to in person events? Please !

Comment Source: Email

Response to Patron by Kelly Durov on :

We are offering both in-person and virtual events and plan to do so for the foreseeable future.

You can view all of our events online and anything virtual will have the word "Virtual" in the title.

<https://visit.northbrook.info/events>

Is there a specific program that you were hoping to see in-person? I am happy to share that request with our programmers.

RECEIVED APRIL 19, 2022

Very concerned with the subject matter presented to young children. Not aligned with what we want to expose our young children to. Isn't the library funded with taxpayer money? Please leave sex out of the childrens section

Comment Source: Email (Listed their name as Nb Resident)

Response to Patron by Kelly Durov on April 25, 2022:

It is difficult to tell what this comment is referring to, however, we do have age appropriate materials on gender identity, the science of reproduction, sexual orientation, LGBTQ history, and the present LGBTQ lived experience. While many of the people we serve may be interested in reading and learning more about these subjects, we recognize not all families want to engage with them and staff are happy to help them find materials that do not cover these topics.

RECEIVED APRIL 22, 2022

Thank you so much to Collaboratory staff for all your help today! The recipient was super thrilled with her sweatshirt! Here is what it looks like when she wore it.

The embroidery turned out just perfect. It was exactly what she had in mind. Thank you for everything. Have a great weekend.

Comment Source: Email (Patron email sent to our collaboratory email account)

RECEIVED APRIL 23, 2022

A patron had a digitization appointment. Due to her vision issues, staff provide additional assistance. As she was leaving, she commented that Collaboratory staff were amazing and she was very appreciative of all the help they've given her. She also mentioned they should be given a raise.

Comment Source: In Person