

NORTHBROOK PUBLIC LIBRARY IN-PERSON & VIRTUAL BOARD MEETING

November 19, 2020 | 7:30 p.m.

Northbrook Public Library Pollak Room & RingCentral Webinar

Register to attend the meeting virtually:

https://zoom.us/webinar/register/WN__2zS79-VSH2f2UPD4EQWPA

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

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
 - 3.1 Approval of the Agenda
 - 3.2 Regular Session Minutes – October 15, 2020
 - 3.3 Approve Closed Session Minutes- April 16, 2020
 - 3.4 Cash Balances & Income Statement October 2020
 - 3.5 Approve Bills and Charges from October 2020
 - 3.6 Approve Cook County Department of Public Health Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds
 - 3.7 Semi-Annual Review of Closed Meeting Minutes
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Reopening Plan Update
- 6 Unfinished Business
 - 6.1 Boiler Ventilation Construction Project Update
 - 6.2 Staff Appreciation Week
- 7 New Business
 - 7.1 RFID & Circulation Renovation Bid Presentation
 - 7.2 Library Support of Local Businesses
 - 7.3 Employee Vacation Accruals
- 8 Agenda Building
- 9 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
10/31/2020**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>				
General	8,232,256.61	510,836.01	579,866.21	8,163,226.41
Restricted	282,807.95	41,629.93	2,583.41	321,854.47
IMRF	728,584.23	31,100.83	33,263.97	726,421.09
Fica	215,133.15	18,343.15	23,039.58	210,436.72
Total Operating	<u>\$ 9,458,781.94</u>	<u>\$ 601,909.92</u>	<u>\$ 638,753.17</u>	<u>\$ 9,421,938.69</u>
<u>Capital Improvement</u>	\$ 5,263,016.67	\$ 669.26	\$ 86,334.02	\$ 5,177,351.91
<u>Debt Service</u>	\$ 134,277.87			\$ 134,277.87

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	13,414.03	(98,308.93)	134,072.62
PayPal	4,228.42	-	-
GSB - Money Market	225,935.92	-	-
Fifth Third - Checking/Money Market	9,173,370.60	5,272,150.97	-
US Bancorp	659.31	511.35	
IMET	3,535.41	2,998.52	205.25
Petty Cash	795.00	-	-
Total	<u>\$ 9,421,938.69</u>	<u>\$5,177,351.91</u>	<u>\$ 134,277.87</u>

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

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

Northbrook Public Library

Income Statement

10/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$11,470.87	\$472,150.98	\$7,279,632.94	\$7,234,317.76	\$7,289,188.00	99.25%
Replacement Tax	\$0.00	\$0.00	\$59,463.32	\$55,030.43	\$100,000.00	55.03%
Impact Fees	\$538.25	\$496.80	\$1,904.60	\$4,313.05	\$0.00	0.00%
Fines, Fees & Rentals	\$3,938.41	\$948.16	\$29,158.19	\$2,693.74	\$37,500.00	7.18%
Interest Income	\$7,963.24	\$1,195.57	\$84,437.61	\$10,822.22	\$50,000.00	21.64%
Other Income	\$2,149.27	\$171.50	\$9,390.84	\$13,966.46	\$100,000.00	13.97%
Total Undesignated Revenue	\$26,060.04	\$474,963.01	\$7,463,987.50	\$7,321,143.66	\$7,576,688.00	96.63%
Designated Revenue						
Gifts & Other Designated Income	\$42,415.32	\$41,611.41	\$67,809.75	\$104,961.52	\$100,000.00	104.96%
Designated Interest Income	\$55.58	\$18.52	\$298.11	\$140.66	\$0.00	0.00%
Total Designated Revenue	\$42,470.90	\$41,629.93	\$68,107.86	\$105,102.18	\$100,000.00	105.10%
Total Revenues	\$68,530.94	\$516,592.94	\$7,532,095.36	\$7,426,245.84	\$7,676,688.00	96.74%
Expenses						
Undesignated Expenses						
Materials & Services	\$87,120.86	\$82,982.13	\$469,378.40	\$440,788.21	\$923,000.00	47.76%
Books	\$75,114.42	\$75,898.79	\$396,213.32	\$440,635.78		
Audio Visual	\$7,543.75	\$3,945.76	\$39,726.30	\$13,054.79		
Videos/DVDs	\$2,462.69	\$3,137.58	\$33,438.78	\$17,097.64		
Programs	\$9,601.46	\$9,095.30	\$64,557.68	\$27,703.85	\$119,000.00	23.28%
OCLC	\$5,305.09	\$525.00	\$14,805.46	\$9,062.03	\$21,000.00	43.15%
CCS Shared Costs	\$20,366.92	\$0.00	\$53,387.64	\$33,292.21	\$82,000.00	40.60%
Total Materials & Services	\$122,394.33	\$92,602.43	\$602,129.18	\$510,846.30	\$1,145,000.00	44.62%
Human Resources						
General Salaries and Wages	\$299,709.52	\$298,803.54	\$1,816,360.85	\$1,825,707.50	\$3,928,756.00	46.47%
Maintenance Salaries & Wages	\$13,308.48	\$14,668.38	\$79,883.90	\$87,373.62	\$179,744.00	48.61%
Group Insurance	\$51,372.97	\$54,278.55	\$288,449.35	\$320,140.70	\$630,000.00	50.82%
Unemployment/Worker's Comp	\$445.08	\$493.26	\$18,064.17	\$17,878.78	\$27,000.00	66.22%
Staff Development	\$3,533.61	(\$4,337.88)	\$40,217.79	\$12,248.12	\$98,000.00	12.50%
Total Human Resources	\$368,369.66	\$363,905.85	\$2,242,976.06	\$2,263,348.72	\$4,863,500.00	46.54%

Northbrook Public Library

Income Statement

10/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
Operating Costs						
Photocopy	\$988.36	\$2,600.77	\$18,048.40	\$17,095.15	\$35,000.00	48.84%
Office & Library Supplies	\$10,218.06	\$3,452.51	\$33,778.64	\$40,956.80	\$70,000.00	58.51%
Software	(\$3,019.42)	\$30,052.22	\$63,532.29	\$72,385.99	\$95,000.00	76.20%
Postage	\$33.84	\$369.42	\$15,170.82	\$15,708.60	\$20,000.00	78.54%
General Insurance	\$4,389.00	\$0.00	\$49,162.88	\$46,138.02	\$59,000.00	78.20%
Telephone/Internet	\$867.85	\$3,879.46	\$6,883.60	\$20,911.12	\$36,000.00	58.09%
Professional Services	\$19,025.42	\$34,275.90	\$146,864.15	\$138,201.77	\$265,000.00	52.15%
Furniture, Equipment	\$11,720.00	\$2,048.13	\$46,417.70	\$26,867.68	\$100,000.00	26.87%
Equipment Rental & Maintenance	\$1,813.82	\$1,240.00	\$10,386.84	\$1,713.64	\$20,000.00	8.57%
Community Relations	\$8,656.12	\$6,115.98	\$21,359.30	\$15,482.70	\$48,000.00	32.26%
Total Operating Costs	\$54,693.05	\$84,034.39	\$411,604.62	\$395,461.47	\$748,000.00	52.87%
Maintenance						
Vehicle Expense	\$1,724.12	\$139.17	\$1,833.74	\$220.61	\$3,000.00	7.35%
Janitorial Supplies	\$4,722.82	\$3,557.49	\$21,449.20	\$17,225.26	\$45,000.00	38.28%
Utilities	\$2,297.87	\$3,131.11	\$21,364.39	\$9,670.53	\$53,000.00	18.25%
Building Repairs	\$0.00	\$845.50	\$4,357.00	\$5,880.00	\$30,000.00	19.60%
Contracted Services	\$8,948.25	\$25,593.72	\$72,484.78	\$66,922.54	\$135,000.00	49.57%
Total Maintenance	\$17,693.06	\$33,266.99	\$121,489.11	\$99,918.94	\$266,000.00	37.56%
Other Expenses						
Recruiting	(\$30.00)	\$0.00	(\$90.00)	\$0.00	\$500.00	0.00%
Contingency & Misc Exp	\$306.54	\$312.11	\$1,944.92	\$628.57	\$100,000.00	0.63%
Board Development	\$0.00	\$48.99	\$0.00	\$48.99	\$3,500.00	1.40%
Total Other Expenses	\$276.54	\$361.10	\$1,854.92	\$677.56	\$104,000.00	0.65%
Total Undesignated Expenses	\$563,426.64	\$574,170.76	\$3,380,053.89	\$3,270,252.99	\$7,126,500.00	45.89%

Northbrook Public Library

Income Statement

10/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$752.39	\$31,099.36	\$476,938.97	\$476,505.73	\$490,000.00	97.25%
Property Tax Levy FICA	\$429.94	\$18,342.28	\$272,536.56	\$281,041.15	\$289,000.00	97.25%
Interest Income IMRF	\$2.15	\$1.47	\$32.95	\$4.39	\$1,500.00	0.29%
Interest Income FICA	\$1.23	\$0.87	\$18.84	\$2.77	\$1,500.00	0.18%
Total Undesignated Revenue	\$1,185.71	\$49,443.98	\$749,527.32	\$757,554.04	\$782,000.00	96.87%
Total Revenues	\$1,185.71	\$49,443.98	\$749,527.32	\$757,554.04	\$782,000.00	96.87%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$26,863.13	\$33,263.97	\$161,031.17	\$201,649.53	\$400,000.00	50.41%
Employer FICA	\$23,136.97	\$23,039.58	\$140,185.35	\$141,067.02	\$289,000.00	48.81%
Total Human Resources	\$50,000.10	\$56,303.55	\$301,216.52	\$342,716.55	\$689,000.00	49.74%
Total Undesignated Expenses	\$50,000.10	\$56,303.55	\$301,216.52	\$342,716.55	\$689,000.00	49.74%
Total Expenses	\$50,000.10	\$56,303.55	\$301,216.52	\$342,716.55	\$689,000.00	49.74%
NET SURPLUS/(DEFICIT)	(\$48,814.39)	(\$6,859.57)	\$448,310.80	\$414,837.49	\$93,000.00	

Northbrook Public Library

Income Statement

10/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,582.94	\$670.25	\$13,069.43	\$7,302.41	\$25,000.00	29.21%
Other Income	\$0.00	\$0.00	\$0.00	\$7,189.00	\$0.00	0.00%
Total Undesignated Revenue	\$2,582.94	\$670.25	\$13,069.43	\$14,491.41	\$25,000.00	57.97%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$2,582.94	\$670.25	\$13,069.43	\$14,491.41	\$450,000.00	3.22%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	(\$41,293.50)	\$75,953.02	\$264,125.70	\$749,023.04	\$2,837,178.00	26.40%
Professional Fees	\$18,650.00	\$2,490.00	\$26,259.28	\$75,470.40	\$250,000.00	30.19%
Furniture & Equipment	\$0.00	\$8,991.00	\$57,435.03	\$229,860.74	\$250,000.00	91.94%
Total Capital & Bond Expenses	(\$22,643.50)	\$87,434.02	\$347,820.01	\$1,054,354.18	\$3,337,178.00	31.59%
Total Undesignated Expenses	(\$22,643.50)	\$87,434.02	\$347,820.01	\$1,054,354.18	\$3,337,178.00	31.59%
Total Expenses	(\$22,643.50)	\$87,434.02	\$347,820.01	\$1,054,354.18	\$3,337,178.00	31.59%
NET SURPLUS/(DEFICIT)	\$25,226.44	(\$86,763.77)	(\$334,750.58)	(\$1,039,862.77)	(\$2,887,178.00)	

Northbrook Public Library
Income Statement

10/31/20

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$813.69	\$33,477.89	\$514,333.87	\$512,949.66	\$527,476.00	97.25%
Interest Income	\$36.31	\$1.58	\$116.64	\$8.37	\$500.00	1.67%
Total Undesignated Revenue	\$850.00	\$33,479.47	\$514,450.51	\$512,958.03	\$527,976.00	97.16%
Total Revenues	\$850.00	\$33,479.47	\$514,450.51	\$512,958.03	\$527,976.00	97.16%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$264,945.00	78.18%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$262,531.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Total Undesignated Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,476.00	39.27%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$134,716.32	\$207,143.76	\$527,976.00	39.23%
NET SURPLUS/(DEFICIT)	\$850.00	\$33,479.47	\$379,734.19	\$305,814.27	\$0.00	

October 2020 Financial Summary

Total General Fund revenues collected to date is \$7,426,246 budget differences include:

- 99.25% of property taxes have been collected
- Fines and Fees are less than budget due to:
 - Not accepting payments in the Library due to COVID 19
 - Not assessing overdue fines due to a change in policy
 - We have collected lost material and makerspace fees via the online payment system
- Interest Income is less than expected due to COVID 19

Total General Fund expenditures are \$3,290,675 budget differences include:

- Programming costs are less than budget due to COVID 19
- Unemployment / Workers Compensation is paid annually and represents 10 months of expense
- Staff Development costs are less than budget due to COVID 19
- Supply costs are greater than budget due PPE purchases related to COVID 19
- Software costs are greater than budget due to annual invoicing of software
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance is paid annually and represents 10 months of expense
- Telephone is greater than budget due to booking of 6 months of Ring Central expense and expenses related to Employee Date/Phone reimbursement which were not budgeted
- Furniture, Equipment costs are less than budget due to COVID 19
- Equipment Repair & Maintenance is less than budget due to reduced use of equipment
- Community Relations is less than budget due to COVID 19
- Vehicle Expense is less than budget due to reduced use of the Trailblazer and not having major repair costs
- Janitorial Supplies is less than budget due to COVID 19
- Utilities is less than budget due to garbage service being reduced during the shutdown and only receiving 4 months of gas bills to date
- Building Repairs is less than budget due to reduction in repairs due to COVID 10

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

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

Operating Funds	
Library Claims List	\$ 198,100.69
Librarian's Claims List	\$ 15,424.72
Payroll	\$ 301,576.20
Fica/IMRF	\$ 56,303.55
ACH to IPBC	\$ 67,348.01
Total Operating Funds	<u>\$ 638,753.17</u>
Capital Improvement Fund	
Claims List	\$ 86,334.02
	<u>\$ 86,334.02</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 725,087.19</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
24308 - 24313		VOID		
24314	10/15/2020	First Bankcard	\$1,087.20	monthly payment - supplies
24315 - 24319		VOID		
24320	10/15/2020	International Children's Media Center	\$925.00	monthly payment - programming
24321	10/15/2020	LogMeIn USA, Inc	\$6,600.00	annual payment - software
24322	10/15/2020	Alexa Muhly	\$750.00	monthly payment - programming
24323	10/15/2020	Joe Policastro	\$600.00	monthly payment - programming
24324	10/15/2020	Zoom Video Communications Inc.	\$1,449.30	annual payment - software
24325	10/31/2020	Amazon	\$2,845.47	monthly payment - supplies
24326	10/31/2020	Baker & Taylor	\$33,838.50	monthly payment - materials
24327	10/31/2020	Best Quality Cleaning	\$12,348.41	monthly payment - contracted services - cleaning
24328	10/31/2020	Cintas	\$620.00	monthly payment - contracted services
24329	10/31/2020	Comcast	\$1,070.20	semi annual payment - software
24330	10/31/2020	Discovery Benefits, Inc.	\$2,549.28	monthly payment flexible spending, dedendant care and commuter benefit
24331	10/31/2020	Dornfeld Piano Tuning	\$1,240.00	quarterly payment contracted services
24332	10/31/2020	F.E. Moran Mechanical Services	\$845.50	monthly payment - building repairs
24333	10/31/2020	F.E. Moran, Inc. - Fire Protection - North	\$2,600.00	monthly payment - sprinkler
24334	10/31/2020	Full Compass Systems Inc.	\$1,230.57	annual payment - equipment
24335	10/31/2020	Garaventa USA Inc.	\$1,525.00	annual payment - contracted services
24336	10/31/2020	Garvey's Office Products	\$1,592.00	monthly payment - programming
24337	10/31/2020	GovConnection, Inc.	\$11,639.88	annual payment - software
24338	10/31/2020	Grainger	\$1,507.67	monthly payment - janitorial supplies
24339	10/31/2020	Impact Networking LLC	\$1,070.77	quarterly payment - photocopy
24340	10/31/2020	ITsavvy LLC	\$7,295.20	annual payment - equipment
24341	10/31/2020	Library Journals LLC	\$982.60	monthly payment - staff development
24342	10/31/2020	Mango Languages	\$3,335.47	annual payment - materials - database
24343	10/31/2020	Midwest Tape	\$4,751.68	monthly payment - materials
24344	10/31/2020	NewsBank, Inc.	\$12,817.00	annual payment - materials - database
24345	10/31/2020	North American	\$792.37	monthly payment - janitorial supplies
24346	10/31/2020	Outsource Solutions Group, Inc.	\$35,050.90	monthly payment - professional services - 2 months
24347	10/31/2020	Overdrive	\$14,671.18	monthly payment - materials
24348	10/31/2020	Reaching Across Illinois Library System	\$2,125.00	annual payment - materials - database
24349	10/31/2020	Recorded Books, Inc.	\$7,693.17	annual payment - materials - database
24350		VOID		
24351		VOID		
24352	10/31/2020	Runco Office Supply	\$859.12	monthly payment - supplies
24353	10/31/2020	Russian Publishing House Ltd.	\$830.30	monthly payment - materials
24354	10/31/2020	Snow Systems, Inc.	\$1,920.00	monthly payment - contracted services
24355	10/31/2020	Sterling Services, Inc.	\$2,736.90	monthly payment
24356	10/31/2020	Symmetry Energy Solutions, LLC	\$2,407.50	monthly payment - utilities
24357	10/31/2020	Thomson Reuters -West Payment Ctr.	\$629.76	monthly payment - materials
24358	10/31/2020	Universal Security Corporation	\$3,668.41	monthly payment - contracted services - guard for entrance
24359	10/31/2020	Vis-O-Graphic, Inc.	\$5,319.38	bimonthly payment - community relations - newsletter
24360	10/31/2020	Wells Fargo Vender Fin Serv	\$1,530.00	monthly payment - photocopy
24361	10/31/2020	Olga Rudiak	\$750.00	monthly payment - programming - 2 months

\$198,100.69

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

Transaction Number	Transaction Date	Reference	Payments
50502	10/15/2020	Anna Amen	\$106.68
50503	10/15/2020	John Amundsen	\$30.00
50504	10/15/2020	Christophe Andersen	\$30.00
50505	10/15/2020	Aaron Ashmann	\$60.00
50506	10/15/2020	Sarah Balog	\$20.00
50507	10/15/2020	Joyce Baran	\$20.00
50508	10/15/2020	Donna Beach	\$40.00
50509	10/15/2020	Liz Becker	\$30.00
50510	10/15/2020	Becca Born	\$20.00
50511	10/15/2020	Bryan Brugger	\$40.00
50512	10/15/2020	Kimberly Burman	\$30.00
50513	10/15/2020	Sara Chase	\$30.00
50514	10/15/2020	Joe Cirignani	\$40.00
50515	10/15/2020	Philip Collins	\$60.00
50516	10/15/2020	Bob Couch	\$54.00
50517	10/15/2020	Barb Czechorski	\$30.00
50518	10/15/2020	Cathleen Doyle	\$60.00
50519	10/15/2020	Kelly Durov	\$40.00
50520	10/15/2020	Jill Franklin	\$60.00
50521	10/15/2020	Andrea Goese	\$60.00
50522	10/15/2020	Bridget Golembiewski	\$60.00
50523	10/15/2020	Tracy Gossage	\$60.00
50524	10/15/2020	Hala Haddad	\$40.00
50525	10/15/2020	Caitlyn Hannon	\$60.00
50526	10/15/2020	Michael Hannon	\$30.00
50527	10/15/2020	Judy Haynes	\$60.00
50528	10/15/2020	Kate Henry	\$10.00
50529	10/15/2020	Brittany Hewerdine	\$60.00
50530	10/15/2020	Margo Hill	\$60.00
50531	10/15/2020	Mike Hominick	\$60.00
50532	10/15/2020	Jane Huh	\$10.00
50533	10/15/2020	Harvey Huie	\$60.00
50534	10/15/2020	Syed Jaffery	\$10.00
50535	10/15/2020	Rachel Kaplan	\$30.00
50536	10/15/2020	Anastasia Karahalios	\$30.00
50537	10/15/2020	Ann Keaton	\$60.00
50538	10/15/2020	Summer Kosuge	\$60.00
50539	10/15/2020	Sunkyung Lee	\$10.00
50540	10/15/2020	Amanda Lopez	\$60.00
50541	10/15/2020	Inna Malamud	\$10.00
50542	10/15/2020	Amanda Margis	\$60.00
50543	10/15/2020	Barbara Mayer	\$60.00
50544	10/15/2020	Stephanie Mayer	\$10.00
50545	10/15/2020	Jennifer McGee	\$33.00
50546	10/15/2020	Matthew McGill	\$10.00
50547	10/15/2020	Sean Miller	\$60.00
50548	10/15/2020	Michelle Mistalski	\$30.00
50549	10/15/2020	Erin Murray	\$30.00
50550	10/15/2020	Brian Nelson	\$60.00
50551	10/15/2020	Steve Osikowicz	\$30.00
50552	10/15/2020	Bill Pekara	\$60.00
50553	10/15/2020	Mary Kay Perrenot	\$60.00
50554	10/15/2020	Laurie Prioletti	\$60.00
50555	10/15/2020	Daniel Quinlan	\$40.00
50556	10/15/2020	Diane Raucci	\$20.00
50557	10/15/2020	Steve Rustemeyer	\$40.00
50558	10/15/2020	Sarah Rustman	\$60.00
50559	10/15/2020	Mary Lynn Saks	\$30.00
50560	10/15/2020	Lori Schlernitzauer	\$60.00
50561	10/15/2020	Susan Schmidt	\$10.00
50562	10/15/2020	Sara Scodius	\$60.00
50563	10/15/2020	Erin Seeger	\$60.00
50564	10/15/2020	Sally Sharda	\$10.00

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

Transaction Number	Transaction Date	Reference	Payments
50565	10/15/2020	Lori Siegel	\$30.00
50566	10/15/2020	Catherine Simmons	\$20.00
50567	10/15/2020	Joe Skittino	\$60.00
50568	10/15/2020	Margaret Thomann	\$60.00
50569	10/15/2020	Linda Vering	\$60.00
50570	10/15/2020	Christine Vi	\$30.00
50571	10/15/2020	Partick Villanueva	\$20.00
50572	10/15/2020	Jennifer Wright	\$30.00
50573	10/29/2020	Neil Adelman	\$75.00
50574	10/29/2020	Advanced Disposal	\$512.00
50575	10/29/2020	AICPA	\$20.00
50576	10/29/2020	Neal Alger	\$300.00
50577	10/29/2020	American Library Association, Membership	\$218.00
50578	10/29/2020	Aquatic Works LTD	\$175.00
50579	10/29/2020	Baker & Taylor Entertainment	\$579.63
50580	10/29/2020	Paul Booth	\$200.00
50581	10/29/2020	Nancy Buehler	\$250.00
50582	10/29/2020	CallOne	\$366.57
50583	10/29/2020	Chicago Filter Supply	\$165.21
50584	10/29/2020	Collective Resource, Inc.	\$362.70
50585	10/29/2020	Crain Chicago Business	\$169.00
50586	10/29/2020	Demco, Inc.	\$472.79
50587	10/29/2020	Discount School Supply	\$47.88
50588	10/29/2020	Discovery Benefits - Simplify	\$109.50
50589	10/29/2020	Sabina Fazlic	\$100.00
50590	10/29/2020	Findaway World, LLC	\$509.92
50591	10/29/2020	Fun Express, LLC	\$224.75
50592	10/29/2020	Gale/Cengage Learning Inc.	\$451.83
50593	10/29/2020	Mark Gelfeld	\$200.00
50594	10/29/2020	Mark Gelfeld	\$200.00
50595	10/29/2020	Glenbrook North Torch	\$140.00
50596	10/29/2020	Benjamin Goluboff	\$250.00
50597	10/29/2020	John Gowing	\$200.00
50598	10/29/2020	John Grimaldi	\$500.00
50599	10/29/2020	The Home Depot Credit Services	\$326.64
50600	10/29/2020	HR Source	\$75.00
50601	10/29/2020	Illinois Library Association	\$100.00
50602	10/29/2020	Image Specialties of Glenview, Inc.	\$46.05
50603	10/29/2020	Lechner Services	\$153.44
50604	10/29/2020	Limricc - UCGA	\$493.26
50605	10/29/2020	Ron Mantegna	\$200.00
50606	10/29/2020	Ron Mantegna	\$200.00
50607	10/29/2020	Amanda Margis	\$18.00
50608	10/29/2020	Miss Jamie's Farm	\$450.00
50609	10/29/2020	Northbrook Hardware	\$268.60
50610	10/29/2020	Ocooch Hardwoods	\$282.50
50611	10/29/2020	Printing You Can Trust	\$188.61
50612	10/29/2020	Rotary Club of Northbrook	\$65.00
50613	10/29/2020	Gail Schechter	\$100.00
50614	10/29/2020	Sheet Music Plus	\$149.85
50615	10/29/2020	Sherwin-Williams Company	\$214.32
50616	10/29/2020	Shore Line	\$32.00
50617	10/29/2020	SHRM	\$219.00
50618	10/29/2020	Sparkfun	\$28.92
50619	10/29/2020	Sweetwater	\$543.98
50620	10/29/2020	Uline	\$561.00
50621	10/29/2020	UPS	\$28.00
50622	10/29/2020	VSP of Illinois, NFP	\$333.24
50623	10/29/2020	Warehouse Direct	\$479.85
50624	10/29/2020	Yami Vending Inc.	\$104.00

\$15,424.72

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

Transaction Number	Transaction Date	Reference	Payments	Description
1767	10/31/2020	Ancel Glink P.C.	\$1,910.00	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
1768	10/31/2020	Bibliotheca, LLC.	\$8,991.00	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
1769	10/31/2020	Eagle Painting & Maintenance Co, Inc.	\$74,709.92	Sealing & Coating Project - Exterior Façade
1770	10/31/2020	Paddock Publications Inc	\$143.10	1st Floor Renovation - RFID, Lobby, Circulation Workroom, Staff Lounge
1771	10/31/2020	Wiss, Janney, Elstner Associates, Inc.	\$580.00	Sealing & Coating Project - Exterior Façade

\$86,334.02

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**



Between
COUNTY OF COOK, ILLINOIS

And

Northbrook Public Library

(Cook County, Illinois Library District (Subrecipient))

Entered into this 30 day of October, 2020

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):
Northbrook Public Library
- Subrecipient's unique entity identifier (DUNS): 112399274
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \$5,000
- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: SuburbanCovidFundingRequest@cookcountyil.gov
- Award is for Research & Development (R&D): NO

THIS AGREEMENT entered this 30 day of October, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called "Cook County"), and Northbrook Public Library (herein called "Subrecipient") a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the "Party" and collectively as the "Parties."

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund ("CRF"), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a "necessary expenditure" to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: Northbrook Public Library
Address: 1201 Cedar Lane, Northbrook, IL 60062
Email: aamen@northbrook.info

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

- A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are "other financial assistance" under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequests@cookcountyil.gov.
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library District Application for CRF
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

Cook County’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: K. Hall
Its Duly Authorized Agent

Printed Name: Kate Hall
Title: Executive Director
Date: 10/30/2020

COOK COUNTY, ILLINOIS

Signed: _____
Its Duly Authorized Agent

Printed Name: _____
Title: _____
Date: _____

Approved as to form:

Signed: _____

Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY DISTRICT APPLICATION FOR CRF



**Cook County Library District Application
for
Coronavirus Relief Funds**

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Library District must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov.

Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Northbrook Public Library	Kate Hall	10/30/20
Request Description and Background Information		
Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.): Supplies needed to ensure patron and staff safety - included but not limited to hand sanitizer, gloves, wipes, safety shields, decals for floor, masks, auscura health monitoring system, hand sanitizer dispensing stations		

Indicate the total amount requested (project specific and date specific to the extent possible):
\$5,000

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

The supplies purchased were used to ensure that we were able to open the building and provide services to all members of the community in a safe manner.

The Northbrook community is 33,170 people.

The Library created a Reopening plan, this plan included safety protocols and training to reopen our facilities and to reintroduce people to our physical spaces, our materials, and in-person services. Library staff have completed safety training and we have noted that staff and patrons are following the protocols that have been put in place to keep everyone safe and healthy.

The Library will continue to purchase supplies as needed if the request is not approved/project is not reimbursed we will be forced to decrease services and materials offered to the public. Our first goal is to provide a safe environment for staff and patrons.

Are any requested funds expected to be expended after December 30, 2020?

No

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

N/A

Cook County Reimbursement Information: Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); • Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<ul style="list-style-type: none"> <input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures. <input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.
<p>Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions</p>	

Required Attachments

- Signed IGA from Library District
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

Signatures and Certification

1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying Cook County Library District to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.
2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.
3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.
4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:
 - d. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - e. Were not accounted for in the budget most recently approved as of March 27, 2020; and
 - f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We

have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Library District or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Library District has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

K. Hall

Executive Director

10/30/20

Library District Head (signature)

Title

Date

Kate Hall

Library District Head (printed)

Effective: [NA]

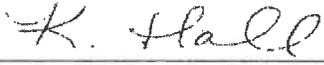
ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient's receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and Northbrook Public Library on October 30, 2020. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: Northbrook Public Library

Signed: 

Its Duly Authorized Agent

Printed Name: Kate Hall

Title: Executive Director

Date: 10/30/20

NORTHBROOK PUBLIC LIBRARY

BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS MONTH YEAR

A. Closed Session Minutes to Review

Make determinations about written minutes of closed sessions to release or keep closed.

Date	Reason	Recommendation
3-21-19	Personnel	Release
9-19-19	Security Procedures	Release

Motion A1: To approve the release of the March 21, 2019 and September 19, 2019 executive session minutes.

B. Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved (even if not released) and at least 18 months have passed. A separate motion must be made to destroy closed session recordings.

Date	Reason	Eligible for Destruction
3-21-19	Personnel	11/17/2020

Motion B1: To destroy the verbatim recordings of closed session meetings from March 21, 2019.

DIRECTOR'S REPORT

AGENDA ITEMS

3 Consent Agenda

- 3.6 Approve Cook County Department of Public Health Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds
We are asking for approval for this IGA so we can get CARES Act reimbursement for PPE and other COVID related expenses from Cook County.
- 3.7 Semi-Annual Review of Closed Meeting Minutes
We are asking that the minutes be released and the applicable recordings destroyed. There is a memo in your packet.

4 Public Comments

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

6 Unfinished Business

- 6.1 Boiler Ventilation Construction Project Update
Anna will provide a verbal update.
- 6.2 Staff Appreciation Week
As a follow-up from last month, I have surveyed staff and included a memo with some ideas and next steps in the packet.

7 New Business

- 7.1 RFID & Circulation Renovation Bid Presentation **MOTION REQUESTED**
Sean Scott from Pepper Construction will present the bids. We are asking the board to approve the bids in the amount of \$820,907.
- 7.2 Library Support of Local Businesses
A memo talking about what local businesses we currently do business with and what we have done to help support them during the pandemic. I look forward to hearing what thoughts the board has on how we can further support local businesses.
- 7.3 Employee Vacation Accruals **MOTION REQUESTED**
I have a memo requesting that the board allow staff to carry over up to one week (35 hours for FT and 24 hours for RPT) of vacation and use it in 2021.

BOARD NEWS

Update on Illinois Sunshine Laws

Ancel Glink lawyer Julie Tappendorf will provide two updates via webinar on state sunshine laws that govern transparency in local government. Both webinars will be helpful to new and current library trustees, library directors, and FOIA officers. Let me know if you would like to attend.

- [“10 Tips for Complying with FOIA” Webinar, November 10, 10:00-11:30 a.m.](#)
This session will cover the basics of complying with the Freedom of Information Act (FOIA), provide an update on any recent amendments to the statute, discuss COVID-19 related issues, and summarize and discuss recent opinions issued by the Attorney General's Public Access Counselor office and court cases involving FOIA.
- [“Compliance with the Open Meetings Act \(OMA\)” Webinar, December 8, 10:00-11:30 a.m.](#)
This session will cover the basics of complying with OMA, provide an update on any recent amendments to the statute, and summarize and discuss recent opinions issued by the Attorney General's Public Access Counselor office and court cases involving OMA.

Staff Resignation

As the Board now knows, Assistant Director Brodie Austin has resigned. We will be working on soliciting applicants and getting a new Assistant Director in place in 2021. I am working with the management team on delegating duties in the interim.

Vacation

I will be taking off a day here and there between now and December 31 to try and use up some of my vacation time. Anna Amen and Laurie Prioletti will be in charge on days I am off.

New Book from ALA

I am happy to announce that ALA has accepted the proposal from my co-author, Kathy Parker, and I for a second book that will come out in late 2021/early 2022. The working title is: HR for Libraries Toolkit.

LIBRARY UPDATES

Programming

- On November 9, we partnered with 10 other libraries to present An Evening with Dr. Ibram X. Kendi. We had over 5,500 people attend, over 800 from Northbrook. It was a very successful event and we are working on another joint program with area libraries in February. We will be bringing in Director Frances Causey to discuss her documentary The Long Shadow.
- Winter Reading launches on December 1. This year offers a new way to participate - Blizzard Bingo. You can complete the program by reading, or tackling fun challenges

designed to foster engagement and connection this winter. The November/December newsletter features a tear-out bingo card for both Adults and kids. The library will also have bingo cards available at the library and to print out at home. All prizes were purchased from local businesses

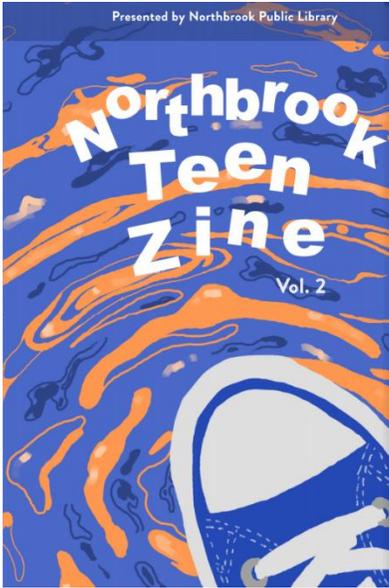
- The library partnered with RAIN (Racial Awareness in the North Shore), Northbrook Historical Society, and community organizer Gail Schechter on the presentation [Virtual Affordable Housing and Northbrook: The Myths, History, and Future](#). The program discussing key considerations for affordable housing & its history in Northbrook. This is a timely topic that patrons have expressed interest in.
- Attendance was strong for the JCC Social Justice film series this month, co-sponsored by the Northbrook Public Library. The discussion on October 14 saw 144 who watched the film and 60 attend the Q&A. The discussion on October 21 saw 75 who watched the film and 28 attended the discussion. The discussion on October 24 saw 106 who watched the film and 38 attended the discussion.
- The library held its first livestream concert from the Auditorium in September with the Studebaker John Blues concert. In October, the library livestreamed two Fine Arts Fall concerts. All were held in the Auditorium to capitalize on the acoustics and stage lighting to enhance the quality of the livestream performances. Staff have worked to develop procedures and purchase equipment for livestreaming from the Auditorium to ensure a high quality experience for attendees. Virtual Fine Arts Fall launched November 1, and offers a diverse lineup of classical concerts on Sundays at 3pm from November 1- December 13.
- Our 1000 Books Before Kindergarten program has been redesigned to allow patrons to log progress online via our reading program software, READsquared. To entice families to participate online, we have worked with local musicians to create exclusive video clips of them performing traditional children's songs. <https://youtu.be/MvPhgwcqOIs>



- Youth Services debuted a monthly Early Learning craft distribution in October. These crafts mirror the types of crafts we normally have our craft table in Youth Services during the school year. They were created by a Summer Teen Volunteer group and can be picked up via curbside pickup.



- The Teen Zine was released this month and features art and creative writing from local teens.



- Sarah Rustman worked with YS staff to create a Virtual School Check-in video in lieu of fall Teacher Breakfast. The video featured explanations and overviews material check out options and suggestions including Five Fresh Reads, Book Bundles, Teacher Books Bags, and Axis 360. It also promoted our upcoming Winter Reading program. You can view the video here: <https://youtu.be/RsT66FcaihA>
- The trend of Teen activism continues to be front of mind for Bridget Golembiewski and the teens she works with. Working with the Teen Advisory Board, they determined they wanted to focus on community service projects this year. For October, TAB created a Halloween craft that the library distributed to first graders at Meadowbrook, Winkelman, Willowbrook, Northbrook Montessori, Wescott, Westmoor, and Greenbriar for a total of 604 students. This month to complete the Halloween Craft bags, 12 TAB members completed an additional 98.75 hours outside the meeting hour. Additionally,

six teen volunteers will be helping with projects during the school year. 1 is assisting with captioning programming videos, 4 on organizing YA Book Reviews for posting online, and 1 helping with October craft. 1 volunteer completed 3 hours of service. 2 volunteers completed 12.5 hours.



Patron Assistance

- Based on patron comments, we switched our online meeting and webinar platform over to Zoom from Ring Central in November. Thus far, we have received many positive comments from patrons about the change.
- We continue to refine how we are doing virtual programming and are putting into place best practices to provide a more professional and polished look for patrons. This includes a standard intro and better equipment for our live streaming events.
- Demand for homebound delivery continues to increase, with 52 deliveries and 128 items delivered in October.
- Reference Librarian Phil Collins was contacted by the Northbrook Garden Club for help setting up an Instagram account for the club. Phil walked her through various features and settings on Instagram. The patron was grateful for the help and plans to keep the page private until she is fully in the swing of it.
- Youth Services launched a new service for patrons to get materials for young children called Book Bundles. Patrons can fill out a form stating their children's preferences and staff will select five books based on the answers on this form. Due to the nature of children's literature publishing as well as how kids select materials, placing holds on specific titles is cumbersome. This service takes the onus off of patrons to select their own titles and allows our staff to select materials for kids based on their preferences. Since our launch on October 11 to October 31, we had seen over 20 requests come in for this service already.

Behind the Scenes

- I am excited to announce that Reference Librarian Jill Franklin will be serving as the library representative on the Village's [Climate Action Plan](#) Committee. She will provide updates which I will share with the board in coming months.
- We now have an [Equity, Diversity, and Inclusion page](#) on the website with information, resources, and upcoming program. The EDI Committee continues to identify and outline next steps. To address these priorities, three workgroups were formed: Steering, Programming, and Staff Training. The [RAILS EDI website](#) has been updated with information on our library's EDI work and a link to our EDI webpage has been sent to RAILS for inclusion.
- Our Green Team Committee has been researching ways we can recycle PPE. As a result of their efforts, we are now using TerraCycle to recycle the disposable gloves we use.
- Fiction & Media staff have been monitoring demand and new circulation patterns due to the pandemic, and have adjusted ordering and weeding of collection materials accordingly. Media selectors are reporting that less new DVDs, Blu-rays and CDs are being produced right now, while book production seems to have stayed fairly steady, with many new titles being released this fall.
- Anna has submitted a reimbursement request to FEMA for COVID related expenses. We also received a \$500 grant from the Illinois State Library to cover PPE costs. We will also be submitting a request for reimbursement to Cook County for COVID related expenses. We hope to get about 75% of the money spent reimbursed.
- BackStage started on November 4 and have already tagged 20% of the collection. They expect to be done with the RFID tagging by December 18. Technical Services is now tagging all new materials as they come in.
- We continue to keep most of our vacant positions open, but have hired a couple new staff:

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

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

New Hires

- Shamsa Islam, part-time Shelver (Circulation) effective October 16.
- Miles Schwartz, part-time Clerk (Circulation) effective October 16.

Change in Status/Position:

- Stephanie Mayer, changed from regular part-time Circulation Shelver to Clerk II effective October 16.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
October, 2020

PROJECTS



APPOINTMENTS

From October 1 through October 31, we held 53 appointments and helped 62 people with their projects.

3D PRINTS

Twenty-three items were printed.

VIRTUAL PROGRAMS

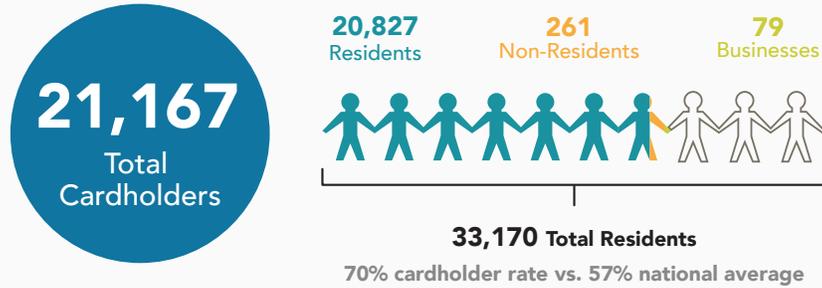
We offered 7 virtual maker programs with 37 attendees:

- Designing Merch with Online Apps
- Macrame Coasters
- DIY T-Shirt Chunky Necklace
- Fiber Arts Meetup
- Epoxy Jewelry
- Raspberry Pi Pumpkin
- Fall Cross Stitch

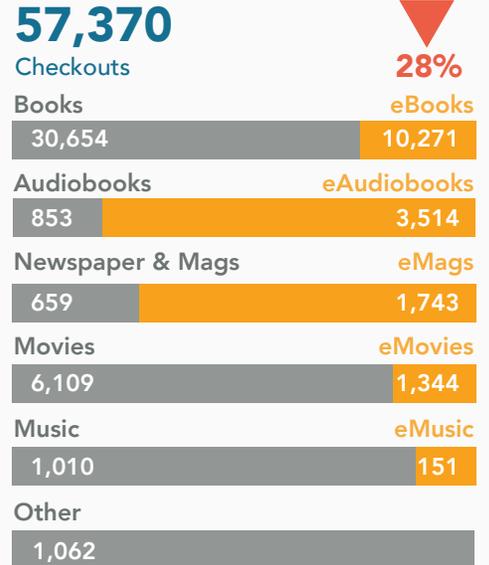
OCTOBER 2020 DATA & STATISTICS

We have adjusted the statistics to reflect more of our in person services this month and combined it with the virtual services statistics we have been providing. All of the statistics are comparing October 2019 to October 2020 and do not reflect year to date numbers as we have done in the past.

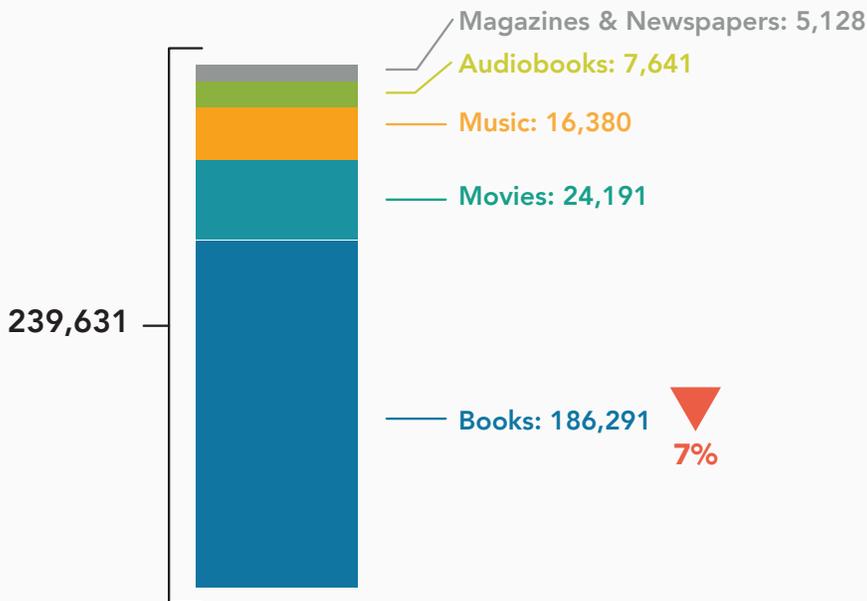
Card Holders



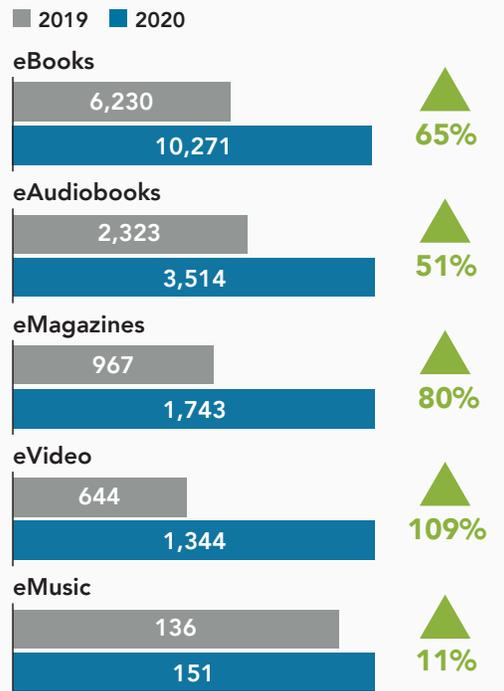
Checkouts



Collection



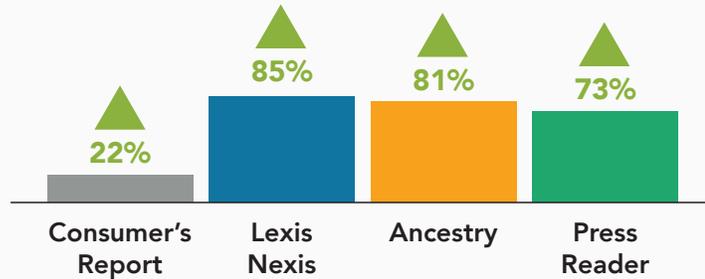
Downloadable Content



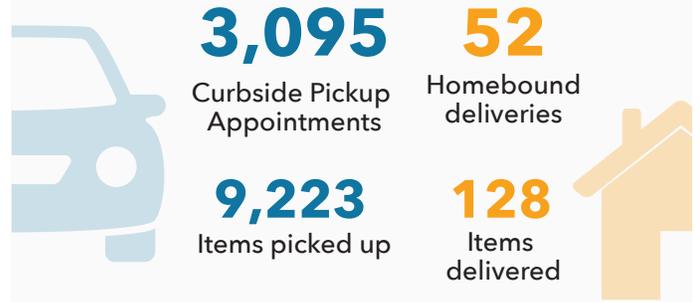
OCTOBER 2020 DATA & STATISTICS

eResource Use

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



Curbside & Delivery



Visits

87%

4,109
Visits

Study Room Bookings

70

Study room
bookings

Technology

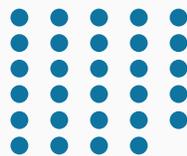
Virtual Programs

63

programs
offered

1,807

total
attendance



29

Average
attendance
per program

16

Virtual
Technology
Help Sessions

Computers

118 Sessions

95%

WiFi

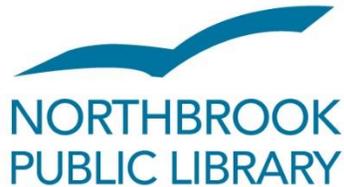
3,720 Sessions

77%

Calls

4,399 Total

2:30 minutes
average call time



Memorandum

DATE: November 13, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Reopening Plan Update

Last month, I ended this memo with the hope that cases would stay low in our region and village. Unfortunately, that has not happened. In the past month, positivity increases have tripled. The Cook County Suburban Region 10 is at 13.2%, Northbrook is at 7% and the state is at 12%.

This week, the Illinois Department of Public Health asked people to stop all non-essential activities.

Participate in Essential Activities Only: For the next three weeks, stay home as much as possible, leaving only for necessary and essential activities, such as work that must be performed outside the home, COVID-19 testing, visiting the pharmacy, and buying groceries.

As of Friday, November 13, 2020 the library is again closed until at least December 8. After announcing our closing, the schools also announced an Adaptive Pause which is moving to remote learning starting after Thanksgiving break until at least January 7. We still plan to review the numbers the week after Thanksgiving to determine if we can safely reopen. I suspect that we may need to remain closed longer than December 7.

Unlike when we closed in March, we will still be able to provide numerous services to patrons: curbside pick-up, virtual programming, homebound delivery, and online/phone technology help. The main change is that we will not be open to the public. The book drops will remain open and phones will go back to being answered remotely.

Starting in early December, we are restarting interlibrary loan so patrons can more easily request items from other libraries. We continue to purchase a large number of Downloadable materials and will be monitoring those closely while we are closed to the public. I look forward to answering any questions the board has.



Memorandum

DATE: November 11, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

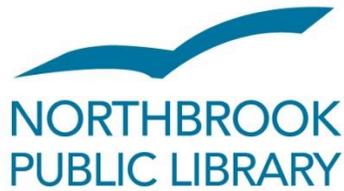
RE: Staff Appreciation Week

Last month, the board discussed how to adapt their annual staff appreciation week during a pandemic. You asked me to pull together some ideas from staff. Here are their suggestions:

- New coffee machine with single serving option & strength modifications \$\$
- Salt lamp/ Therapy Lamp/ Blue Light Lamp/ Floor lamp for the wellness room \$
- Relaxing zen fountain \$
- Hammock chair for the wellness room \$\$\$
- Book holder/stands so you can eat and read your book or tablet \$
- A comfortable massage or reclining chair \$\$\$

In general, staff want relaxation items for the new wellness room. My recommendation is that the board commit to purchasing something with a relaxation theme for the wellness room, but wait until the room is finished (5/21) to actually purchase it.

This way, we can do a final survey to see which of the items the staff are most interested in at that time.



Memorandum

DATE: 11/5/2020

TO: Board of Trustees

FROM: Kate Hall & Anna Amen

RE: RFID & Circulation Renovation Bid Presentation

The First Floor Lobby and RFID project bids have come back. In August, Pepper presented us with a cost estimate for this project.

They estimated that the cost would be \$1,050,949 which included construction, furniture, and fees. The bid totals came in at \$820,907. We are still awaiting the bids for furniture which will be presented in January to the board. Furniture is estimated to be \$140,000. We are looking at a cost difference of \$100,000 less from the projected amount to the actual.

Sean Scott from Pepper Construction will be here to go over the documents in the packet which detail out all the bids.

We are asking for the board to approve the bids as presented in the amount of \$820,907. If approved, construction will start in February.



Northbrook Public Library
RFID/1st Floor Renovations Project

October 30th, 2020

	Bid Opening w/ Contingency	Delta from SD Est.	DD Estimate 08.18.2020	FACILITY PLAN BUDGET
BP#1 - Demolition	\$30,206	-\$4,894	\$35,100	
BP#2 - General Trades	\$144,372	-\$1,421	\$145,793	
BP#3 - Architural Millwork	\$48,450	-\$17,800	\$66,250	
BP#4 - Doors, Frames, and Hardware	\$13,000	\$3,100	\$9,900	
BP#5 - Glass and Glazing	\$2,192	-\$2,308	\$4,500	
BP#6 - Ceramic Tile	\$38,900	\$613	\$38,287	
BP#7 - Flooring	\$26,500	-\$363	\$26,863	
BP#8 - Painting	\$22,070	-\$6,193	\$28,263	
BP#9 - Fire Protection	\$6,135	\$3,135	\$3,000	
BP#10 - Plumbing	\$25,900	-\$2,700	\$28,600	
BP#11 - HVAC	\$19,440	-\$7,030	\$26,470	
BP#12 - Electrical, FA & LV	\$110,050	\$2,429	\$107,621	
CONSTRUCTION SUBTOTAL	\$487,215	-\$33,432	\$520,647	
Contingency	\$45,751	-\$10,163	\$55,914	
Builders Risk (.09%)	\$629	-\$39	\$668	
Performance Bond	\$6,706	\$6,706	\$0	
PCC GCS	\$166,369	\$1,023	\$165,346	
General Liability Insurance	\$8,480	\$312	\$8,168	
Fee (5%)	\$35,757	-\$1,780	\$37,537	
CONSTRUCTION TOTAL	\$750,907	-\$37,373	\$788,280	
RFID (already approved by board)	\$123,882	\$0	\$123,882	
AMH (already approved by board)	\$130,399	\$0	\$130,399	
Backstage (already approved by board)	\$91,250	\$0	\$91,250	
Furniture & Equipment Budget (out to bid now)	\$140,000	\$0	\$140,000	
A/E Fee	\$70,000	\$0	\$70,000	
SOFT COSTS & DESIGN TOTAL	\$555,531	\$0	\$555,531	\$215,000 RFID \$180,000 AMH
PROJECT TOTAL	\$1,306,438	-\$37,373	\$1,343,811	\$1,025,000 Lobby, Workroom, and Staff Lounge Total Budget

Northbrook Public Library - RFID and 1st Floor Renovations
Low Bid Analysis

Ctrl Phase	Description	Qty	WM	Base Bid	Alternate	Bid Sec.	10.13.2020 Low Bid Analysis		Delta Bid Day from Estimate		Budget Pricing	
							Qty	WM	Total Cost	Qty	WM	Total Cost
BP#1	Bid Package #1 - Demolition											
	Bid Package #1 - Bids											
	Milburn		LS	\$30,206	Alt #4 Accepted	B.S. Incl.			e LS	-\$4,894	LS	\$35,100
	Pepper Construction Demolition		LS	\$49,405	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Alpine Demolition Group		LS	\$44,400	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	BP#1 Total			\$30,206						-\$4,894		\$35,100
BP#2	Bid Package #2 - General Trades											
	Bid Package #2 - Bids											
	Anning-Johnson		LS	\$144,372	Alt #4 Accepted	B.S. Incl.			e LS	-\$1,421	LS	\$145,793
	Hargrave Builders, Inc.		LS	\$181,590	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Cosgrove Construction, Inc.		LS	\$213,600	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Manross General Contracting		LS	\$175,370	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Pepper Construction Self-Perform		LS	\$150,868	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Boiler Construction, Inc.		LS	\$188,400	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	BP#2 Total			\$144,372						-\$1,421		\$145,793
BP#3	Bid Package #3 - Architectural Millwork											
	Bid Package #3 - Bids											
	Hargrave Builders		LS	\$48,450		B.S. Incl.			e LS	-\$17,800	LS	\$66,250
	Carroll Seating Company		LS	\$56,215		B.S. Incl.			e LS	\$0	LS	\$0
	CS Woodworking		LS	\$54,370		B.S. Incl.			e LS	\$0	LS	\$0
	United Woodworking		LS	\$85,340		B.S. Incl.			e LS	\$0	LS	\$0
	BP#3 Total			\$48,450						-\$17,800		\$66,250
BP#4	Bid Package #4 - Doors, Frames, and Hardware											
	Bid Package #4 - Bids											
	Hargrave Builders		LS	\$13,000		B.S. Incl.			e LS	\$3,100	LS	\$9,900
	BP#4 Total			\$13,000						\$3,100		\$9,900
BP#5	Bid Package #5 - Glass and Glazing											
	Bid Package #5 - Bids											
	Capital Glass		LS	\$2,192		B.S. Incl.			e LS	-\$2,308	LS	\$4,500
	BP#5 Total			\$2,192						-\$2,308		\$4,500
BP#6	Bid Package #6 - Ceramic Tile											
	Bid Package #6 - Bids											
	Northern Illinois Terrazzo and Tile		LS	\$38,900		B.S. Incl.			e LS	\$613	LS	\$38,287
	Douglas Flooring		LS	\$42,000		B.S. Incl.			e LS	\$0	LS	\$0
	Integral Flooring Systems		LS	\$40,000		B.S. Incl.			e LS	\$0	LS	\$0
	Johnson Flooring Co. Inc.		LS	\$40,218		B.S. Incl.			e LS	\$0	LS	\$0
	BP#6 Total			\$38,900						\$613		\$38,287
BP#7	Bid Package #7 - Flooring											
	Bid Package #7 - Bids											
	Consolidated Flooring		LS	\$26,500		B.S. Incl.			e LS	-\$363	LS	\$26,863
	Douglas Flooring		LS	\$30,000		B.S. Incl.			e LS	\$0	LS	\$0
	Noland Sales Corporation		LS	\$29,745		B.S. Incl.			e LS	\$0	LS	\$0
	Integral Flooring System		LS	\$27,000		B.S. Incl.			e LS	\$0	LS	\$0
	Johnson Floor Co. Inc.		LS	\$28,604		B.S. Incl.			e LS	\$0	LS	\$0
	BP#7 Total			\$26,500						-\$363		\$26,863
BP#8	Bid Package #8 - Painting											
	Bid Package #8 - Bids											
	Pepper Self-Perform Group		LS	\$22,070		B.S. Incl.			e LS	-\$6,193	LS	\$28,263
	Accher Brothers Painting		LS	\$23,900		B.S. Incl.			e LS	\$0	LS	\$0
	D.E.S. Painting		LS	\$24,320		B.S. Incl.			e LS	\$0	LS	\$0
	Nedrow Painting		LS	\$29,450		B.S. Incl.			e LS	\$0	LS	\$0
	Cosgrove Painting		LS	\$31,700		B.S. Incl.			e LS	\$0	LS	\$0
	Continental Painting and Decorating		LS	\$27,500		B.S. Incl.			e LS	\$0	LS	\$0
	BP#8 Total			\$22,070						-\$6,193		\$28,263
BP#9	Bid Package #9 - Fire Protection											
	Bid Package #9 - Bids											
	US Alliance Fire Protection		LS	\$6,135	Alt #4 Accepted	B.S. Incl.			e LS	\$3,135	LS	\$3,000
	Great Lakes Fire Protection		LS	\$10,905	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	F.E. Moran Fire Protection		LS	\$5,700	Missed the Alternate	B.S. Incl.			e LS	\$0	LS	\$0
	BP#9 Total			\$6,135						\$3,135		\$3,000
BP#10	Bid Package #10 - Plumbing											
	Bid Package #10 - Bids											
	Defranco Plumbing		LS	\$25,900		B.S. Incl.			e LS	-\$2,700	LS	\$28,600
	A+H Plumbing		LS	\$26,487		B.S. Incl.			e LS	\$0	LS	\$0
	BP#10 Total			\$25,900						-\$2,700		\$28,600
BP#11	Bid Package #11 - HVAC											
	Bid Package #11 - Bids											
	Mechanical Concepts, Inc.		LS	\$19,440	Alt #4 Accepted	B.S. Incl.			e LS	-\$7,030	LS	\$26,470
	State Mechanical Services		LS	\$31,350	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	MG Mechanical		LS	\$34,500	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	BP#11 Total			\$19,440						-\$7,030		\$26,470
BP#12	Bid Package #12 - Electrical, Low Voltage, and Fire Alarm											
	Bid Package #12 - Bids											
	Associated Electric Contractors, Inc.		LS	\$110,050	Alt #4 Accepted	B.S. Incl.			e LS	\$2,429	LS	\$107,621
	Bandwidth Management, Inc. (Did Not Attend Pre-Bid Meeting)		LS	\$105,200	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	3E Electric, Inc.		LS	\$114,527	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Titan Electric		LS	\$126,129	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Meany Electric, Inc.		LS	\$135,400	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Monarco Electric Co.		LS	\$124,619	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	McWilliams Electric Company		LS	\$112,238	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	Block Electric		LS	\$124,080	Alt #4 Accepted	B.S. Incl.			e LS	\$0	LS	\$0
	BP#12 Total			\$110,050						\$2,429		\$107,621
	Base Line Total			\$487,215						-\$33,432		\$520,647

* Delta from Budget Pricing

**NPL - First Floor/RFID Renovations
Northbrook Library**

Estimate Summary and Detail Combined Report

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
AAA	Sub Costs and GC's	6,000	SF	\$ 750,907	\$ 125.15 / SF
BBB	Furniture (going out to bid now)	6,000	SF	\$ 140,000	\$ 23.33 / SF
CCC	Architect/Engineer Fees	6,000	SF	\$ 70,000	\$ 11.67 / SF
DDD	RFID (already approved by board)	3,000	SF	\$ 123,882	\$ 41.29 / SF
EEE	AMH (already approved by board)	3,000	SF	\$ 130,399	\$ 43.47 / SF
FFF	Backstage (already approved by board)	3,000	SF	\$ 91,250	\$ 30.42 / SF
		Job Total		\$1,306,438	

NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job AAA	Sub Costs and GC's	Area : 6,000	SF	
0242	BP #1 - Demolition	30,206	5.03	Milburn
0610	BP #2 - General Trades	144,372	24.06	Anning-Johnson
0640	BP #3 - Architectural Woodwork	48,450	8.08	Hargrave
0811	BP #4 - Doors, Frames, and Hardware	13,000	2.17	Hargrave
0850	BP #5 - Glass and Glazing	2,192	0.37	Capital Glass
0930	BP #6 - Ceramic Tile	38,900	6.48	NITT
0968	BP #7 - Flooring	26,500	4.42	Consolidated
0991	BP #8 - Painting	22,070	3.68	Pepper Self-Perform
2100	BP #9 - Fire Protection	6,135	1.02	USAFFP
2200	BP #10 - Plumbing	25,900	4.32	Defranco
2300	BP #11 - HVAC	19,440	3.24	Mechanical Concepts
2600	BP #12 - Electrical, LV, and Fire Alarm	110,050	18.34	Associated Electric
8110	Permits & Fees	0	0.00	BY OWNER
8140	Final Cleaning	0	0.00	EXCLUDED
9100	Management Reimbursables	147,168	24.53	
9200	Construction Reimbursables	4,200	0.70	
9300	Preconstruction Services	15,000	2.50	
Sub Job AAA Subtotal		653,583		
	Contingency (7 %)	45,751		
	Builders Risk (.09 %)	629		
	Performance Bond	6,706		
	General Liability Insurance (1.2 %)	8,480		
	Fee (5 %)	35,757		
Sub Job AAA Total		750,907	125.15/ SF	

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

NPL - First Floor/RFID Renovations

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	AAA	Sub Costs and GC's					Area : 6,000	SF
0242	BP #1 - Demolition							
0242.000	Demolition	1	LS	30,206.00	30,206			
	0242 Total				30,206	5.03		
0610	BP #2 - General Trades							
0610.000	General Trades	1	LS	144,372.0	144,372			
	0610 Total				144,372	24.06		
0640	BP #3 - Architectural Woodwork							
0640.130	Architectural Woodwork	1	LS	48,450.00	48,450			
	0640 Total				48,450	8.08		
0811	BP #4 - Doors, Frames, and Hardware							
0811.000	Doors, Frames, and Hardware	1	LS	13,000.00	13,000			
	0811 Total				13,000	2.17		
0850	BP #5 - Glass and Glazing							
0850.030	Glass and Glazing	1	LS	2,192.00	2,192			
	0850 Total				2,192	0.37		
0930	BP #6 - Ceramic Tile							
0930.130	Ceramic Tile	1	LS	38,900.00	38,900			
	0930 Total				38,900	6.48		
0968	BP #7 - Flooring							
0968.000	Flooring	1	LS	26,500.00	26,500			
	0968 Total				26,500	4.42		
0991	BP #8 - Painting							
0991.000	Painting	1	LS	22,070.00	22,070			
	0991 Total				22,070	3.68		
2100	BP #9 - Fire Protection							
2100.000	Fire Protection	1	LS	6,135.00	6,135			
	2100 Total				6,135	1.02		
2200	BP #10 - Plumbing							
2200.000	Plumbing	1	LS	25,900.00	25,900			
	2200 Total				25,900	4.32		
2300	BP #11 - HVAC							
2300.000	HVAC	1	LS	19,440.00	19,440			
	2300 Total				19,440	3.24		
2600	BP #12 - Electrical, LV, and Fire Alarm							
2600.100	Electrical	1	LS	110,050.0	110,050			
	2600 Total				110,050	18.34		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
8110	Permits & Fees						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	8110 Total				0	0.00	
8140	Final Cleaning						
8140.000	Final Cleaning	0	LS	0.00	0		
	8140 Total				0	0.00	
9100	Management Reimbursables						
9101.030	Project Executive	12	WK	2,420.64	29,048		
9101.040	Project Manager	12	WK	4,402.40	52,829		Full-Time
9101.090	Project Superintendent	12	WK	5,185.60	62,227		Full-Time
9102.020	Accountant	5	MO	612.88	3,064		8 HR/MO
	9100 Total				147,168	24.53	
9200	Construction Reimbursables						
9202.010	Small Tool Purchase	12	WK	200.00	2,400		
9205.000	General Equipment	12	WK	150.00	1,800		
	9200 Total				4,200	0.70	
9300	Preconstruction Services						
9300.000	Preconstruction Services	1	LS	15,000.00	15,000		
	9300 Total				15,000	2.50	
	AAA Subtotal				653,583		
	9920 Contingency (7 %)				45,751		
	9950 Builders Risk (.09 %)				629		
	9960 Performance Bond				6,706		
	9900 General Liability Insurance (1.2 %)				8,480		
	9940 Fee (5 %)				35,757		
	AAA Total				750,907	125.15	

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	BBB Furniture	Area : 6,000	SF	
1250	Furniture	140,000	23.33	
Sub Job BBB Subtotal		140,000		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	BBB	Furniture				Area :	6,000	SF
1250	Furniture							
1250.000	RFID/Staff Workroom Furniture	1	LS	120,000.0	120,000			
1250.990	Staff Lounge Furniture	1	LS	20,000.00	20,000			
	1250 Total				140,000	23.33		
				BBB Total	140,000	23.33		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	CCC Architect/Engineer Fees	Area : 6,000	SF	
9930	Architect/Engineer Fees	70,000	11.67	
Sub Job CCC Subtotal		70,000		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments	
SubJob	CCC	Architect/Engineer Fees				Area :	6,000	SF
9930	Architect/Engineer Fees							
9930.000	Architect/Engineer Fee	1	LS	70,000.00	70,000			
	9930 Total				70,000	11.67		
				CCC Total	70,000	11.67		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	DDD	RFID	Area : 3,000	SF
9990	RFID	123,882	41.29	
Sub Job DDD Subtotal		123,882		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	DDD						Area : 3,000 SF
9990	RFID						
9990.000	RFID	1	LS	123,881.5	123,882		
	9990 Total				123,882	41.29	
			DDD Total		123,882	41.29	

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

NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	EEE AMH	Area : 3,000	SF	
9991	AMH	130,399	43.47	
Sub Job EEE Subtotal		130,399		

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	EEE						Area : 3,000 SF
9991	AMH						
9990.010	AMH	1	LS	130,399.0	130,399		
	9991 Total				130,399	43.47	
			EEE Total		130,399	43.47	

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NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	FFF Backstage	Area : 3,000	SF	
9992	Backstage	91,250	30.42	
Sub Job FFF Subtotal		91,250		

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

NPL - First Floor/RFID Renovations
Northbrook Library
Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	FFF	Backstage				Area :	3,000 SF
9992	Backstage						
9990.020	Backstage	1	LS	91,250.00	91,250		
	9992 Total				91,250	30.42	
				FFF Total	91,250	30.42	

Comments :

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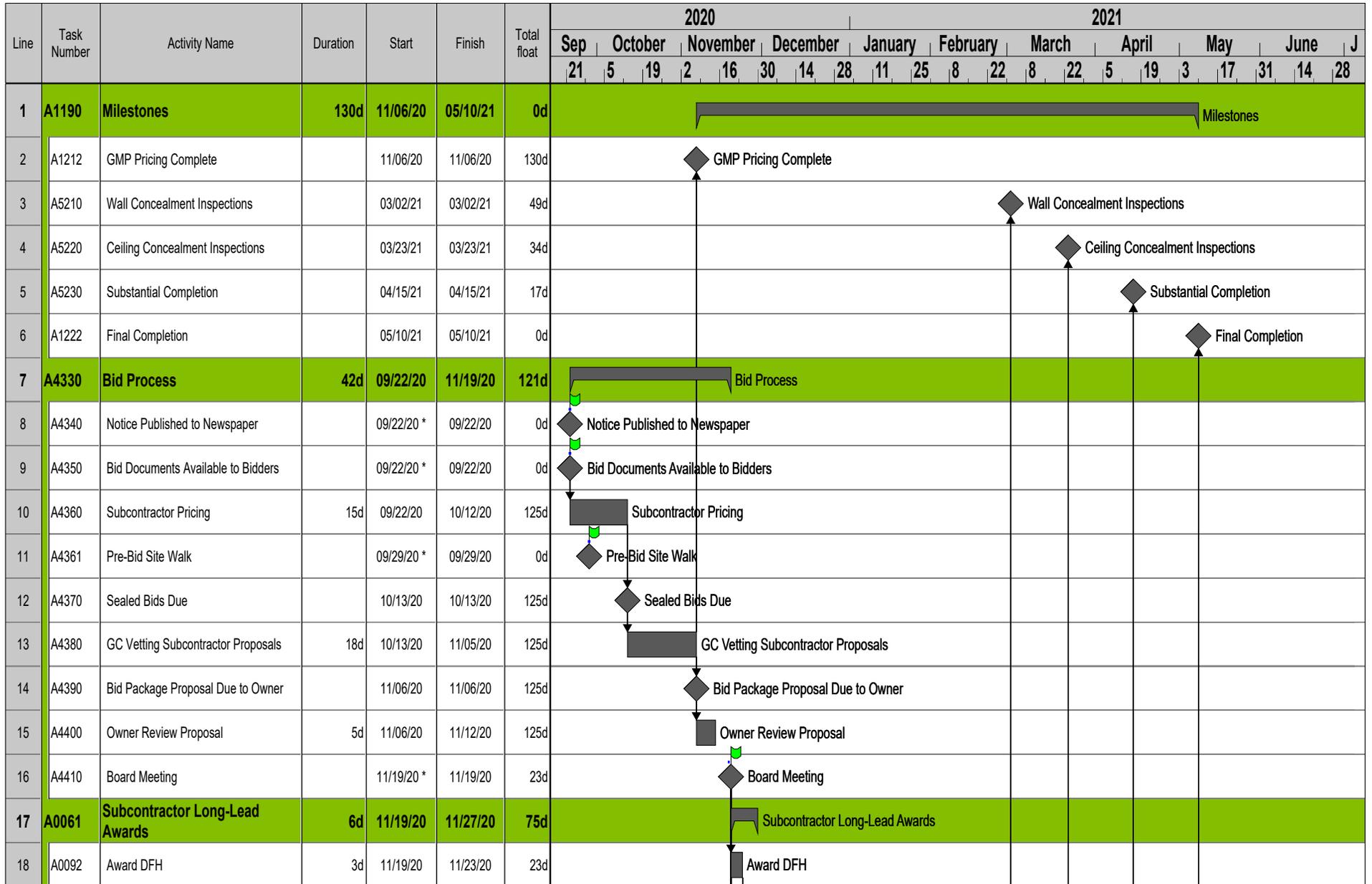
Northbrook Public Library - 1st Floor Renovations Project

Schedule

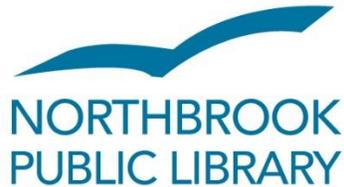
Print Date: 08/31/2020

Data Date: 10/01/2017

Standard View



Revision Number: A
 Revision Comments: Comment - Chart Properties
 Revision Date: 04/27/2006



Memorandum

DATE: November 11, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Library Support of Local Businesses

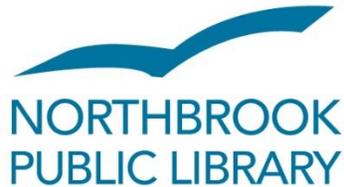
As discussed at last month's meeting, the library tries to work with as many local businesses as we can. Anna has prepared a list of Northbrook companies that we have worked with over the past year. In addition to the list of companies, we have other companies that are owned by Northbrook residents that we do business with including Lechner and Sons and Viso Graphics.

This year for Summer and Winter Reading all of our prizes were purchased from local businesses. When we have a construction RFP, we always sent notice to all the local contractors to ask them to bid. State law requires us to take the lowest responsible bidder; many times that is the Northbrook based company. Anna has a list of vendors that she contacts for supplies.

We believe in supporting local businesses and look for opportunities to support them with our business, but there are times when we choose another vendor due to pricing. We look forward to receiving additional guidance from the board on whether this is still the practice you would like us to follow.

I look forward to discussing with the board how we can increase our support to local businesses.

Vendor name	Address block	City	State	Zip Code	service provided	amount spent 10.1.19 - 9.30.20
Aquatic Works LTD	330 Melvin Drive, Suite 7	Northbrook	Illinois	60062	fish tank maintenance	\$2,100.00
Barbara's Balloons, Inc.	1880 Techny Court	Northbrook	Illinois	60062	balloons	\$650.00
Bruce Bondy	1514 Chapel Ct	Northbrook	Illinois	60062	programs	\$100.00
Caralyn Kempner	1500 Voltz Rd	Northbrook	Illinois	60062	programs	\$150.00
Christopher Laughlin	1955 Raymond Drive Suite 113	Northbrook	Illinois	60062	programs	\$750.00
Dan Petrosko	1000 Waukegan Rd, Apt. A210	Northbrook	Illinois	60062	programs & staff development	\$472.50
Diego Morales	3675 Walters Avenue	Northbrook	Illinois	60062	programs & staff development	\$420.00
Dornfeld Piano Tuning	2134 Walters Ave	Northbrook	Illinois	60062	piano tuning	\$2,170.00
F.E. Moran Mechanical Services	2283 Carlson Drive	Northbrook	Illinois	60062	building repairs and contracted services - HVAC	\$18,718.11
F.E. Moran, Inc. - Fire Protection - North	2165 Shermer Rd - Unit D	Northbrook	Illinois	60062	building repairs and contracted services - Fire Alarm/Sprinkler	\$17,215.00
Fast Signs	3065 Dundee Road	Northbrook	Illinois	60062	signage	\$8,152.50
Georgie V's	1139 Church St.	Northbrook	Illinois	60062	programming - summer reading prizes	\$150.00
Helena Osorio	2208 Brentwood Rd.	Northbrook	Illinois	60062	programs	\$1,600.00
Hel's Kitchen Catering	3027 Commercial Avenue	Northbrook	Illinois	60062	school librarian breakfast	\$301.06
Hy Speck	1280 Rudolph #1D	Northbrook	Illinois	60062	programs & staff development	\$175.00
Image Specialties of Glenview, Inc.	1470 Paddock Dr	Northbrook	Illinois	60062	badges	\$150.60
Karen Hughes	2509 Stonebridge Lane	Northbrook	Illinois	60062	programs & staff development	\$75.00
Lauren Bondy	1514 Chapel Court	Northbrook	Illinois	60062	programs & staff development	\$300.00
Library Furniture International, Inc.	1945 Techny Rd Unit 10	Northbrook	Illinois	60062	furniture	\$7,203.00
Little Louies	1342 Shermer	Northbrook	Illinois	60062	programming - summer reading prizes	\$100.00
Mark Gelfeld	332 Basswood Drive	Northbrook	Illinois	60062	programs	\$1,400.00
Max & Benny's	461 Waukegan Road	Northbrook	Illinois	60062	programming - summer reading prizes	\$150.00
Microsystems, Inc.	625 Academy Drive	Northbrook	Illinois	60062	digitizing periodicals	\$700.14
Moore Landscapes, LLC	1869 Techny Road	Northbrook	Illinois	60062	plant maintenance	\$6,188.25
Nancy Buehler	2650 Crabtree Lane	Northbrook	Illinois	60062	programs	\$1,500.00
North Town Auto Service	1530 Shermer Road	Northbrook	Illinois	60062	vehicle repair	\$2,110.61
Northbrook Chamber of Commerce & Industry	2002 Walters Avenue	Northbrook	Illinois	60062	membership	\$860.00
Northbrook Dairy Queen	2770 Dundee Road	Northbrook	Illinois	60062	programming - summer reading prizes	\$2,250.00
Northbrook Hardware	1941 Cherry Lane	Northbrook	Illinois	60062	supplies	\$3,575.33
Northbrook Park District	c/o Theresa Glatzhofer 545 Academy Drive	Northbrook	Illinois	60062	programs	\$125.00
NSYMCA Art Academy	2705 Techny Road	Northbrook	Illinois	60062	programs	\$200.00
Olga Rudiak	630 Sander Road	Northbrook	Illinois	60062	programs	\$4,125.00
Rachel Murguia	2527 Walters Avenue	Northbrook	Illinois	60062	programs	\$375.00
Reds Garden Center	3460 Dundee Road	Northbrook	Illinois	60062	supplies	\$260.20
Ron Mantegna	2320 Cambridge Drive	Northbrook	Illinois	60062	programs	\$1,800.00
Rotary Club of Northbrook	P. O. Box 283	Northbrook	Illinois	60065	membership	\$1,209.00
Sabina Fazlic	1250 High Point Ln	Northbrook	Illinois	60062	programs	\$500.00
Sandra Cotler	1601 Braeside Lane	Northbrook	Illinois	60062	programs	\$52.50
Sujin Song	2774 Walters Avenue	Northbrook	Illinois	60062	programs	\$500.00
Susan Schmittroth	1000 Waukegan Rd, Apt A-208	Northbrook	Illinois	60062	programs	\$900.00
Svetlana Belsky	1244 White Mountain Drive	Northbrook	Illinois	60062	programs	\$450.00
The Book Bin	1151 Church Street	Northbrook	Illinois	60062	books, programming - summer reading prizes	\$845.30
Village of Northbrook	1225 Cedar Lane	Northbrook	Illinois	60062	elevator inspectin	\$450.00
Village of Northbrook Water Dept.	1225 Cedar Lane	Northbrook	Illinois	60062	water	\$5,746.84
Xpress Video Productions, Inc.	3346 Commercial Avenue	Northbrook	Illinois	60062	programs	\$9,450.00
3E Electric		Northbrook	Illinois	60062	electric work for construction projects	\$48,939.00
Wiss Janney Elstener & Associates	330 Pflingsten Road	Northbrook	Illinois	60062	consulting work for exterior façade project	\$50,070.00
						\$205,684.94



Memorandum

DATE: November 11, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Employee Vacation Accruals

As outlined in the board approved Vacation Policy (see next page), staff accrue vacation on a paycheck by paycheck basis. Each December 31, any time above the maximum carryover (70 or 140 hours for FT and 48 hours for RPT) is removed from their bank. Normally, we have a handful of staff that are in danger of losing some time and their manager works with them to ensure they don't lose it. Generally, we are able to make that happen.

This year, we have 52 out of 112 staff that are in danger of losing vacation time. Some of those people will only lose a few hours, others weeks. We have over 2,000 hours that need to be taken between now and December 31. To be completely transparent, I am one of those people. I currently have 80 hours (just a little over 2 weeks) that I will lose.

This is obviously challenging. Staff have worked incredibly hard this year to adapt to a very challenging situation and have done (in my view) an incredible job of pivoting to offer services to our community.

I am asking the board to allow staff to carry over up to one week (35 hours for FT and 24 hours for RPT) of vacation and use it in 2021. This will ensure we don't have to try and adapt schedules and services to allow people to take time off and will give managers and staff an opportunity to space out the week over a full year.

I appreciate your consideration.

SECTION 3: TIME OFF

Vacation

Full-time and regular part-time employees are eligible for paid vacation. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off, or take an approved unpaid FMLA. Vacation time must be approved by the employee's manager and be at a time that is convenient to the department. Department managers will see that vacation time is scheduled in relation to both library needs and the desires of individual employees. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs.

Employees are encouraged to use vacation time in the calendar year in which it accrues. Any unused vacation time in excess of the carry-over maximums listed below will be lost at the end of the calendar year.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

Full-time employees at pay grade 9 and above accrue 140 hours (20 days) vacation per year at the rate of 5.83 hours per pay period. The maximum carry-over to the following calendar year is 140 hours.

All other full-time employees accrue 70 hours (10 days) vacation per year earned at the rate of 2.92 hours per pay period. After the first year of employment, an additional seven hours of vacation is accrued each year as outlined in the schedule below. The maximum accrual is 140 hours.

The accrual schedule is as follows:

Year of Employment	
1	70 hours or 2.92 hours per pay period
2	77 hours or 3.21 hours per pay period
3	84 hours or 3.50 hours per pay period
4	91 hours or 3.79 hours per pay period
5	98 hours or 4.08 hours per pay period
6	105 hours or 4.38 hours per pay period
7	112 hours or 4.67 hours per pay period
8	119 hours or 4.96 hours per pay period
9	126 hours or 5.25 hours per pay period
10	133 hours or 5.54 hours per pay period
11	140 hours or 5.83 hours per pay period

The maximum carry-over to the following year is the amount earned that year.

Regular part-time employees accrue 48 hours vacation per year earned at the rate of 2.0 hours per pay period. The maximum carry-over to the following year is 48 hours.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change. Years of service accumulated during regular part-time status will count towards vacation eligibility if the employee changes status to full-time.

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Payment for accrued but unused vacation will be made to employees who terminate employment from the library.