NORTHBROOK PUBLIC LIBRARY BOARD MEETING

1201 Cedar Ln., Northbrook, IL 60062

Livestream: https://youtu.be/Jv7Cnmo5P9E
Interactive Classroom

Regular Monthly Meeting Agenda
October 21, 2021 | 7:30 p.m.

1 Call Regular Meeting to Order – Mr. Jay Glaubinger

2 Board of Trustees Roll Call – Ms. Jennifer McGee

3 Consent Agenda – Mr. Jay Glaubinger
- 3.1 Approval of the Agenda
- 3.2 Approve Regular Session Minutes – September 23, 2021
- 3.3 Approve Executive Session Minutes – September 23, 2021
- 3.4 Approve Cash Balances & Income Statement September 2021
- 3.5 Approve Bills and Charges from September 2021
- 3.6 FY2021 File Detailed Statement of Receipts & Expenditures Per 50 ILCS 305/1

4 Public Comments

5 Staff Reports – Ms. Kate Hall
- 5.1 Reopening Plan Update

6 Board Member Reports

7 Unfinished Business
- 7.1 FY23 Levy Draft
- 7.2 Review Trust Vacancy Applications (Closed Session)

8 New Business
- 8.1 Review of Serving Our Public 4.0 (Per Capita Grant Requirement)
- 8.2 Class 6b 4065 Commercial Ave Request
- 8.3 IMET Disbursement Update
- 8.4 Vaccine Policy
- 8.5 Annual staff appreciation week

9 Closed Session

5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

10 Agenda Building

11 Adjourn

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

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

NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
9/31/21

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	6,900,904.14	1,765,950.00	541,361.26	8,125,492.88
Restricted	367,440.72	1,411.38	3,046.46	365,805.64
IMRF	625,778.09	81,221.81	30,149.34	676,850.56
Fica	138,881.63	58,682.77	21,470.48	176,093.92
Total Operating	$ 8,033,004.58	$1,907,265.96	$ 596,027.54	$ 9,344,243.00
Capital Improvement	$ 4,121,929.59	$ 334.58	$ 114,113.48	$ 4,008,150.69
Debt Service	$ 9,242.33		$ 318.02	$ 8,924.31

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	102,194.86	49,833.00	8,924.23
PayPal	6,897.01	-	-
GSB - Money Market	226,127.12	-	-
Fifth Third - Checking/Money Market	9,007,569.55	3,957,806.09	-
US Bancorp	659.38	511.37	-
IMET	0.08	0.23	0.08
Petty Cash	795.00	-	-
Total	$ 9,344,243.00	$4,008,150.69	$ 8,924.31

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

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$162,143.89	$1,510,556.93	$6,762,166.78	$5,503,239.37	$7,289,188.00	75.50%
Replacement Tax	$55,030.43	$93,079.87	$55,030.43	$93,079.87	$125,000.00	74.46%
Impact Fees	$3,286.74	$0.00	$3,816.25	$4,056.57	$0.00	
Fines, Fees & Rentals	$1,086.35	$1,938.13	$1,745.58	$19,503.08	$25,000.00	78.01%
Interest Income	$1,134.11	$336.78	$9,626.65	$2,792.51	$25,000.00	11.17%
Other Income	$1,599.39	$0.00	$13,794.96	$20,816.84	$100,000.00	20.82%
Total Undesignated Revenue	$224,280.91	$1,605,911.71	$6,846,180.65	$5,643,488.24	$7,564,188.00	74.61%
Designated Revenue						
Gifts & Other Designated Income	$60,615.08	$408.28	$63,350.11	$62,907.11	$100,000.00	62.91%
Designated Interest Income	$25.00	$3.10	$122.14	$78.66	$0.00	
Total Designated Revenue	$60,640.08	$411.38	$63,472.25	$62,985.77	$100,000.00	0.00%
Total Revenues	**$284,920.99**	**$1,606,323.09**	**$6,909,652.90**	**$5,706,474.01**	**$7,664,188.00**	**74.46%**
Expenses						
Undesignated Expenses						
Materials & Services	$93,728.64	$60,754.06	$357,806.08	$379,367.27	$949,000.00	39.98%
Books	$86,374.62	$51,016.64	$332,736.99	$340,386.11		
Audio Visual	$4,069.36	$5,107.95	$11,109.03	$21,449.98		
Videos/DVDs	$3,284.66	$4,629.47	$13,960.06	$17,531.18		
Programs	$4,471.70	$8,967.73	$18,608.55	$51,444.79	$117,000.00	43.97%
OCLC	$0.00	$106.25	$8,537.03	$9,526.47	$22,000.00	43.30%
CCS Shared Costs	$0.00	$0.00	$33,292.21	$33,042.33	$80,000.00	41.30%
Total Materials & Services	$98,200.34	$69,828.04	$418,243.87	$473,380.86	$1,168,000.00	40.53%
Human Resources						
General Salaries and Wages	$304,147.25	$279,894.73	$1,526,903.96	$1,449,540.28	$3,869,725.00	37.46%
Maintenance Salaries & Wages	$14,697.98	$12,253.68	$72,705.24	$61,460.54	$168,975.00	36.37%
Group Insurance	$54,396.73	$54,599.07	$265,862.15	$273,517.53	$695,000.00	39.36%
Unemployment/Worker's Comp	$0.00	$0.00	$17,385.52	$18,678.40	$27,000.00	69.18%
Staff Development	$3,106.69	$1,871.64	$16,715.00	$12,615.16	$70,000.00	18.02%
Total Human Resources	$376,348.65	$348,619.12	$1,899,571.87	$1,815,811.91	$4,830,700.00	37.59%

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
Operating Costs						
Photocopy	$765.00	$2,106.87	$14,494.38	$16,894.22	$37,500.00	45.05%
Office & Library Supplies	$8,579.35	$7,995.63	$37,504.29	$24,897.52	$70,000.00	35.57%
Software	$12,716.23	$15,108.74	$42,333.77	$47,077.45	$103,000.00	45.71%
Postage	($289.19)	$30.85	$15,339.18	$16,822.69	$20,000.00	84.11%
General Insurance	$0.00	$0.00	$46,138.02	$50,636.83	$63,000.00	80.38%
Telephone/Internet	$367.99	$1,577.81	$17,031.66	$20,294.90	$43,000.00	47.20%
Professional Services	$22,425.45	$22,349.14	$103,925.87	$125,362.52	$275,000.00	45.59%
Furniture, Equipment	$409.56	$3,211.00	$24,819.55	$36,702.12	$50,000.00	73.40%
Equipment Rental & Maintenance	$473.64	$750.50	$473.64	$2,010.24	$42,000.00	4.79%
Community Relations	$4,650.83	$446.47	$9,366.72	$13,259.96	$44,000.00	30.14%
Total Operating Costs	$50,098.86	$53,577.01	$311,427.08	$353,958.45	$747,500.00	47.32%
Maintenance						
Vehicle Expense	$38.84	$85.77	$81.44	$227.32	$3,000.00	7.58%
Janitorial Supplies	$4,857.33	$3,205.09	$13,667.77	$12,607.53	$45,000.00	28.02%
Utilities	$2,301.89	$4,211.33	$6,539.42	$9,696.50	$54,000.00	17.96%
Building Repairs	$3,283.00	$0.00	$5,034.50	$2,830.00	$30,000.00	9.43%
Contracted Services	$11,302.41	$10,329.53	$41,328.82	$60,053.76	$135,000.00	44.48%
Total Maintenance	$21,783.47	$17,831.72	$66,651.95	$85,415.11	$267,000.00	31.99%
Other Expenses						
Recruiting	$0.00	$562.50	$0.00	$1,309.50	$500.00	261.90%
Contingency & Misc Exp	$81.92	$387.83	$316.46	$3,189.84	$100,000.00	3.19%
Board Development	$0.00	$0.00	$0.00	$327.20	$0.00	0.00%
Total Other Expenses	$81.92	$950.33	$316.46	$4,826.54	$100,500.00	4.80%
Total Undesignated Expenses	$546,513.24	$490,806.22	$2,696,211.23	$2,733,542.87	$7,113,700.00	38.42%
Designated Expenses						
Miscellaneous Designated Expenses	$339.29	$629.02	$2,332.04	$3,796.90	$0.00	
Designated Materials Expense	$163.83	$742.44	$907.71	$967.15	$0.00	
Designated Program Expense	$3,400.00	$1,675.00	$14,599.17	$14,856.27	$100,000.00	
Total Designated Expenses	$3,903.12	$3,046.46	$17,838.92	$19,620.32	$100,000.00	19.62%
Transfers & Other Financing Uses						
Net Loss on Investment	$0.00	($221.73)	$0.00	($221.73)	$0.00	
Transfer to CIF	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Transfer to Debt Service	$0.00	$0.00	$0.00	$0.00	$25,000.00	0.00%
Total Transfers & Other Financing Uses	$0.00	($221.73)	$0.00	($221.73)	$450,000.00	(0.05%)
Total Expenses	**$550,416.36**	**$493,630.95**	**$2,714,050.15**	**$2,752,941.46**	**$7,663,700.00**	**35.92%**
NET SURPLUS/(DEFICIT)	**($265,495.37)**	**$1,112,692.14**	**$4,195,602.75**	**$2,953,532.55**	**$488.00**	

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	$10,680.00	$81,221.60	$445,406.37	$295,905.37	$400,000.00	73.98%
Property Tax Levy FICA	$6,299.02	$58,682.61	$262,698.87	$213,791.63	$289,000.00	73.98%
Interest Income IMRF	$0.00	$0.21	$2.92	$0.24	$50.00	0.48%
Interest Income FICA	$0.00	$0.16	$1.90	$0.18	$50.00	0.36%
Total Undesignated Revenue	$16,979.02	$139,904.58	$708,110.06	$509,697.42	$689,100.00	73.97%
Total Revenues	**$16,979.02**	**$139,904.58**	**$708,110.06**	**$509,697.42**	**$689,100.00**	**73.97%**
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	$33,524.78	$30,149.34	$168,385.56	$154,177.65	$425,000.00	36.28%
Employer FICA	$23,495.19	$21,470.48	$118,027.44	$111,321.20	$289,000.00	38.52%
Total Human Resources	$57,019.97	$51,619.82	$286,413.00	$265,498.85	$714,000.00	37.18%
Total Undesignated Expenses	$57,019.97	$51,619.82	$286,413.00	$265,498.85	$714,000.00	37.18%
Total Expenses	**$57,019.97**	**$51,619.82**	**$286,413.00**	**$265,498.85**	**$714,000.00**	**37.18%**
NET SURPLUS/(DEFICIT)	**($40,040.95)**	**$88,284.76**	**$421,697.06**	**$244,198.57**	**($24,900.00)**	

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	$651.29	$334.58	$6,632.16	$1,947.82	$10,000.00	19.48%
Other Income	$0.00	$0.00	$7,189.00	$7,200.00	$0.00	0.00%
Total Undesignated Revenue	$651.29	$334.58	$13,821.16	$9,147.82	$10,000.00	91.48%
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	**$651.29**	**$334.58**	**$13,821.16**	**$9,147.82**	**$435,000.00**	**2.10%**
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	$12,200.00	$19,218.00	$673,070.02	$106,064.71	$908,000.00	11.68%
Professional Fees	$24,105.00	$6,000.00	$72,980.40	$30,067.50	$75,000.00	40.09%
Furniture & Equipment	$0.00	$84,248.50	$220,869.74	$249,513.37	$40,000.00	623.78%
Total Capital & Bond Expenses	$36,305.00	$109,466.50	$966,920.16	$385,645.58	$1,023,000.00	37.70%
Total Undesignated Expenses	$36,305.00	$109,466.50	$966,920.16	$385,645.58	$1,023,000.00	37.70%
Total Expenses	**$36,305.00**	**$109,466.50**	**$966,920.16**	**$385,645.58**	**$1,023,000.00**	**37.70%**
NET SURPLUS/(DEFICIT)	**($35,653.71)**	**($109,131.92)**	**($953,099.00)**	**($376,497.76)**	**($588,000.00)**	**64.03%**

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
04 - Construction Fund						
Expenses						
Transfers & Other Financing Uses						
Net Loss on Investment	$0.00	($188.22)	$0.00	($188.22)	$0.00	0.00%
Total Transfers & Other Financing Uses	$0.00	($188.22)	$0.00	($188.22)	$0.00	0.00%
Total Expenses	**$0.00**	**($188.22)**	**$0.00**	**($188.22)**	**$0.00**	**0.00%**
NET SURPLUS/(DEFICIT)	**$0.00**	**$188.22**	**$0.00**	**$188.22**	**$0.00**	**0.00%**

Northbrook Public Library
Income Statement
9/30/21

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	41.7%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$11,496.82	$153,965.50	$479,471.77	$560,924.89	$758,249.00	73.98%
Interest Income	$0.00	$0.40	$6.79	$0.46	$0.00	0.00%
Total Undesignated Revenue	$11,496.82	$153,965.90	$479,478.56	$560,925.35	$758,249.00	73.98%
Total Revenues	**$11,496.82**	**$153,965.90**	**$479,478.56**	**$560,925.35**	**$758,249.00**	**73.98%**
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	$0.00	$0.00	$207,143.76	$191,085.77	$376,077.00	50.81%
Principal Payments	$0.00	$0.00	$0.00	$0.00	$382,172.00	0.00%
Total Capital & Bond Expenses	$0.00	$0.00	$207,143.76	$191,085.77	$758,249.00	25.20%
Total Undesignated Expenses	$0.00	$0.00	$207,143.76	$191,085.77	$758,249.00	25.20%
Transfers & Other Financing Uses						
Net Loss on Investment	$0.00	($12.96)	$0.00	($12.96)	$0.00	0.00%
Total Transfers & Other Financing Uses	$0.00	($12.96)	$0.00	($12.96)	$0.00	0.00%
Total Expenses	**$0.00**	**($12.96)**	**$207,143.76**	**$191,072.81**	**$758,249.00**	**25.20%**
NET SURPLUS/(DEFICIT)	**$11,496.82**	**$153,978.86**	**$272,334.80**	**$369,852.54**	**$0.00**	

September 2021 Financial Summary

Total General Fund revenues collected to date is $5,706,474.01.

- 75.50% of property taxes have been collected
    - Second installment tax bills are due on October 1, 2021 in past years second installments payments were due in August
- Fines, Fees & Rentals
    - 75% of the Fines, Fees & Rentals is non-resident fees
        - This is the renewal of cards for patrons that live in unincorporated Northbrook – this renewal was not collected during FY2021

Total General Fund expenditures are $2,752,941.46, budget differences include:

- Unemployment / Workers Compensation represents 10 months of expense
- Staff Development is less than budget due to virtual conferences/workshops costing less than in person conferences/workshops
- Postage costs are greater than budget due to annual deposit being made in July
- General Insurance represents 10 months of expense
- Furniture, Equipment is greater than budget due to the nature of the account – items are one time costs – to date we have purchased IT Lifecycle items, a mast lift, dvd recorders, OWL for virtual meetings and picnic tables
- Recruiting costs are greater than budget due to use of new job posting sites to comply with EDI initiatives

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of September 21

Operating Funds		
Library Claims List	$	186,107.38
Librarian's Claims List	$	12,716.86
Payroll	$	279,430.10
Fica/IMRF	$	51,619.82
ACH to IPBC	$	66,153.38
Total Operating Funds	$	596,027.54
Capital Improvement Fund		
Claims List	$	109,466.50
Transfer to Operating	$	4,646.98
	$	114,113.48
Debt Service Fund		
Transfer to Operating	$	318.02
Grand Total Library	$	710,459.04

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

Transaction Number	Transaction Date	Reference	Payments	Description
25196	9/22/2021	Amazon	$2,532.42	monthly payment - supplies
25197	9/22/2021	Bayscan Technologies	$1,490.51	monthly payment - supplies
25198	9/22/2021	Best Quality Cleaning	$5,525.00	monthly payment - contracted services
25199	9/22/2021	Bibliotheca, LLC.	$48,856.00	annual payment - equipment repair and maintenance - 4 year maintenance agreement
25200	9/22/2021	Demco	$1,744.14	monthly payment - supplies
25201	9/22/2021	First Bankcard	$4,271.65	monthly payment - supplies
25202	9/22/2021	Impact Networking LLC	$1,341.87	quarterly payment - photocopy
25203	9/22/2021	International Children's Media Center	$925.00	monthly payment - programming
25204	9/22/2021	ITsavvy LLC	$3,211.00	annual payment - furniture & equipment - technology
25205	9/22/2021	Jez Layman	$750.00	monthly payment - programming
25206	9/22/2021	LogMeIn USA, Inc	$6,600.00	annual payment - software
25207	9/22/2021	Mergent, Inc.	$1,007.00	annual payment - materials - database
25208	9/22/2021	Niche Academy	$1,290.00	annual paymnet - materials - database
25209	9/22/2021	Outsource Solutions Group, Inc.	$18,379.14	monthly payment- professional services
25210	9/22/2021	Overdrive	$14,948.84	monthly payment - materials
25211	9/22/2021	Proquest	$10,705.68	annual payment - materials - database
25212	9/22/2021	Reaching Across Illinois Library System	$9,625.00	annual payment - software ($7,500) & materials database ($2,125)
25213	9/22/2021	Richard Rothstein	$3,500.00	monthly payment - programming - one book
25214	9/22/2021	Runco Office Supply	$1,858.75	monthly payment - supplies
25215	9/22/2021	Selden Fox, LTD	$4,000.00	annual payment - professional services - audit
25216	9/22/2021	Richard Sherry	$600.00	monthly payment - programming
25217	9/22/2021	Siemens Industry Inc.	$2,062.50	quarterly payment - contracted services
25218	9/22/2021	Tee Jay Service Company, Inc.	$1,204.00	annual payment - contracted services - repair work
25219	9/22/2021	Today's Business Solutions, Inc.	$1,573.04	monthly payment - supplies
25220	9/22/2021	Village of Northbrook Water Dept.	$2,661.78	quarterly payment - utilities
25221	9/22/2021	Vis-O-Graphic, Inc.	$714.85	monthly payment - programming - one book
25222	9/22/2021	Wells Fargo Vender Fin Serv	$765.00	monthly payment - photocopy
25223	9/22/2021	Wex Health Inc.	$2,357.02	monthly payment flexible spending, dedendant care and commuter benefit
25224	9/29/2021	Little Louies	$885.00	annual payment - staff development
25225	9/29/2021	Moore Landscapes, LLC	$1,074.00	quarterly payment - contracted - payment for two quarters
25226	9/29/2021	Symmetry Energy Solutions, LLC	$1,037.55	monthly payment - utilities
25227	9/30/2021	Baker & Taylor	$20,574.70	monthly payment - materials
25228	9/30/2021	Midwest Tape	$8,035.94	monthly payment - materials
			$186,107.38	

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

Transaction Number	Transaction Date	Reference	Payments
50919	3/31/2021	VOID - Martha Carlos	$ (6.99)
51087	4/30/2021	VOID - Jac Jemc	$ (200.00)
51288	7/12/2021	VOID - Amanda Lopez	$ (60.00)
51435	9/22/2021	3D Universe	$114.95
51436	9/22/2021	Alert Protective Services	$114.03
51437	9/22/2021	Anna Amen	$79.45
51438	9/22/2021	Ancel Glink P.C.	$220.00
51439	9/22/2021	Mark Anderson	$400.00
51440	9/22/2021	Aquatic Works LTD	$350.00
51441	9/22/2021	Aaron Ashmann	$40.00
51442	9/22/2021	Donna Beach	$93.94
51443	9/22/2021	Blackstone Publishing	$41.60
51444	9/22/2021	Talia Block	$18.99
51445	9/22/2021	Lauren Bondy	$175.00
51446	9/22/2021	Bryan Brugger	$40.00
51447	9/22/2021	CallOne	$551.81
51448	9/22/2021	Martha Carlos	$30.99
51449	9/22/2021	Ainsley Charlesworth	$100.00
51450	9/22/2021	Chicago Tribune	$111.50
51451	9/22/2021	Cintas	$130.68
51452	9/22/2021	Joe Cirignani	$40.00
51453	9/22/2021	Philip Collins	$40.00
51454	9/22/2021	Bob Couch	$20.00
51455	9/22/2021	Blair Davis	$200.00
51456	9/22/2021	Supreet Dhillon	$21.99
51457	9/22/2021	Displays2Go	$58.13
51458	9/22/2021	Cathleen Doyle	$40.00
51459	9/22/2021	Jennifer Duncan-Mcgee	$20.00
51460	9/22/2021	Carolyn Enger	$350.00
51461	9/22/2021	Audry Farber	$100.00
51462	9/22/2021	Jill Franklin	$20.00
51463	9/22/2021	Gale/Cengage Learning Inc.	$107.17
51464	9/22/2021	Garvey's Office Products	$359.40
51465	9/22/2021	Bridget Golembiewski	$77.50
51466	9/22/2021	Rae Goodman-Lucker	$104.94
51467	9/22/2021	Tracy Gossage	$40.00
51468	9/22/2021	Grainger	$429.25
51469	9/22/2021	Jacob Green	$200.00
51470	9/22/2021	Hala Haddad	$40.00
51471	9/22/2021	Chris Halazonitis	$30.00
51472	9/22/2021	Caitlyn Hannon	$40.00
51473	9/22/2021	Brittany Hewerdine	$40.00
51474	9/22/2021	Margo Hill	$40.00
51475	9/22/2021	Mike Hominick	$40.00
51476	9/22/2021	HR Source	$199.00
51477	9/22/2021	Jane Huh	$20.00
51478	9/22/2021	Harvey Huie	$40.00
51479	9/22/2021	Illinois Heartland Library System-OCLC	$106.25
51480	9/22/2021	Illinois Library Association	$450.00
51481	9/22/2021	Jac Jemc	$200.00
51482	9/22/2021	Rachel Kaplan	$20.00
51483	9/22/2021	Summer Kosuge	$20.00
51484	9/22/2021	Laura Kowalski	$60.00
51485	9/22/2021	Lechner Services	$75.00
51486	9/22/2021	Amanda Lopez	$60.00

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

Transaction Number	Transaction Date	Reference	Payments
51487	9/22/2021	John Lynn	$150.00
51488	9/22/2021	Natasha S Malik	$15.99
51489	9/22/2021	Amanda Margis	$63.96
51490	9/22/2021	Barbara Mayer	$20.00
51491	9/22/2021	Sean Miller	$40.00
51492	9/22/2021	Jim Miller	$21.40
51493	9/22/2021	Michelle Mistalski	$20.00
51494	9/22/2021	Brian Nelson	$40.00
51495	9/22/2021	New Readers Press	$56.94
51496	9/22/2021	Kathryn Norregaard	$250.00
51497	9/22/2021	North American	$161.60
51498	9/22/2021	Northbrook Hardware	$152.86
51499	9/22/2021	Ocooch Hardwoods	$134.71
51500	9/22/2021	William Pack	$250.00
51501	9/22/2021	Palay Display Industries, Inc.	$47.48
51502	9/22/2021	Panera, LLC	$134.42
51503	9/22/2021	Bill Pekara	$40.00
51504	9/22/2021	Mary Kay Perrenot	$40.00
51505	9/22/2021	Pitney Bowes Inc.	$198.50
51506	9/22/2021	Jean M Robbins	$175.00
51507	9/22/2021	Sarah Rustman	$20.00
51508	9/22/2021	Lori Schlernitzauer	$20.00
51509	9/22/2021	Schlesinger Machinery, Inc.	$552.00
51510	9/22/2021	Scholastic Book Fairs	$22.00
51511	9/22/2021	Sara Scodius	$40.00
51512	9/22/2021	Nancy Lee Segal	$200.00
51513	9/22/2021	Sheet Music Plus	$73.67
51514	9/22/2021	SHRM	$219.00
51515	9/22/2021	Sphero, Inc.	$43.34
51516	9/22/2021	Sticky Fingers Cooking	$150.00
51517	9/22/2021	Sticky Fingers Cooking	$150.00
51518	9/22/2021	Stories Matter Foundation	$200.00
51519	9/22/2021	Sunset Food Mart, Inc.	$26.74
51520	9/22/2021	The Library Store	$165.68
51521	9/22/2021	Margaret Thomann	$40.00
51522	9/22/2021	Traditional Home Magazine	$20.00
51523	9/22/2021	Tsai Fong Books, Inc.	$435.36
51524	9/22/2021	UPS	$30.85
51525	9/22/2021	Christine Vi	$20.00
51526	9/22/2021	VSP of Illinois, NFP	$328.53
51527	9/22/2021	Well Being Journal	$42.00
51528	9/22/2021	WEX Bank	$85.77
51529	9/22/2021	WEX Health, Inc.	$97.50
51530	9/22/2021	WM Corporate Services Inc.	$512.00
51531	9/22/2021	Yami Vending Inc.	$65.00
51532	9/22/2021	YourMembership.com, Inc.	$562.50
51533	9/23/2021	The Home Depot Credit Services	$176.25
51534	9/30/2021	Baker & Taylor Entertainment	$351.23
			$ 12,716.86

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

Transaction Number	Transaction Date	Reference	Payments	Description
1808	6/17/2021	VOID - Pepper Construction Co	$ (45,113.85)	1st Floor Renovation Project
1830	9/22/2021	3E Electric, Inc.	$7,045.00	Pollak Room Lighting Project
1831	9/22/2021	Anna Amen	$26.00	1st Floor Renovation Project
1832	9/22/2021	Bibliotheca, LLC.	$82,241.50	1st Floor Renovation Project - Equipment - self checks
1833	9/22/2021	F.E. Moran, Inc. - Fire Protection - North	$12,935.00	Fire Pump Project
1834	9/22/2021	Library Furniture International, Inc.	$1,981.00	1st Floor Renovation Project - Furniture
1835	9/22/2021	Pepper Construction Co.	$44,351.85	1st Floor Renovation Project
1836	9/22/2021	Product Architecture + Design	$6,000.00	3rd Floor Renovation Project - staff space
			$ 109,466.50	

Northbrook Public Library
Treasurer's Report
Fiscal Year Ended April 30, 2021

Cash and Investments at April 30, 2021

	Cash	Investments	Total
General Fund	9,164,200	5,479	9,169,679
Retirement Fund	930,640		930,640
Capital Projects Fund	4,544,569		4,544,569
Construction Fund		4,647	4,647
Debt Service Fund	10	318	328
Total Cash & Investments	14,639,419	10,444	14,649,863

Statement of Revenue

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Property Tax	7,280,953	762,430			743,814	8,787,197
State Replacement Tax	150,684					150,684
Fines, Fees, Rentals	19,667					19,667
Interest Income	15,039	1,556	11,009		15	29,267
Gifts, Designated, Grants	159,242					159,242
Gain on Investment	1,944			1,648	113	2,057
Miscellaneous	24,190		7,189			31,379
Total Revenue	7,651,719	763,986	18,198	1,648	743,942	9,179,493

Summary Statement of Operations

	General Fund	Retirement Fund	Capital Projects	Construction Fund	Debt Service	Total Library
Revenues	7,651,719	763,986	18,198	1,648	743,942	9,179,493
Expenses	(6,519,365)	(677,260)	(1,866,425)		(759,979)	(9,823,029)
Interfund Transfers	(1,131,150)		1,115,000		16,150	
Excess of Revenue &Financing Sources Over Expenditures	1,204	86,726	(733,227)	1,648	113	(643,536)

CASH DISBURSEMENT

ABT - $5,994.00; Accurate Office Supply Co. - $10,620.85; Added Incentives, Inc. - $1,635.95; Advanced Disposal - $5,921.80; Alisa Kusnitzow - $1,125.00; Amazon - $37,581.68; American Library Association - $5,758.00; Ancel Glink P.C. - $9,597.50; Andertoons LLC - $1,000.00; Ann Torralba - $1,950.00; Aquatic Works LTD - $2,100.00; ASI Sign Systems - $2,614.00; Auscura - $5,000.00; Backstage Library Works - $54,893.40; Baker & Taylor - $307,627.19; Baker & Taylor Entertainment - $8,107.42; BambooHR - $6,179.33; Bayscan Technologies - $6,247.42; Benjamin Goluboff - $1,750.00; Best Quality Cleaning - $64,094.83; Bibliotheca, LLC. - $55,522.00; Blackbaud Inc. - $4,975.00; Bonnie Lecat - $1,500.00; Book Page - $1,176.00; Brainfuse Inc. - $3,000.00; Bright Plum Inc. - $4,250.00; Brodart Co. - $1,349.15; California Quality Plastics, Inc. - $1,042.40; CallOne - $4,371.20; Capital Glass & Architectural Metals Inc. - $13,189.00; CCB Technology - $13,750.0; CDW Government, Inc. - $9,977.00; CenterPoint Energy Services, Inc. - $5,994.85; Chicago Filter Supply - $1,015.69; Children's Plus Inc - $8,986.43; Cintas - $2,292.26; Cloudbakers - $13,351.50; Colley Elevator Co. - $6,152.00; Comcast - $1,840.20; Continental Resources, Inc - $20,337.48; Cooperative Computer Service - $105,506.04; David Griffin - $1,000.00; Demco - $3,506.87; Dornfeld Piano Tuning - $2,170.00; Eagle Painting & Maintenance Co, Inc. - $554,859.92; EBSCO Information Services - $39,401.81; Elisabeth Lindsay-Ryan - $1,500.00; Emstar Inc - $4,000.00; Encyclopaedia Britannica, Inc. - $1,390.00; F.E. Moran Mechanical Services - $17,477.33; F.E. Moran, Inc. - Fire Protection - North - $19,885.00; First Bankcard - $32,829.14; Forward Space LLC - $5,712.59; Full Compass Systems Inc. - $1,230.57; Gale/Cengage Learning Inc. - $10,633.64; Garaventa USA Inc. - $2,158.75; Garvey's Office Products - $11,660.50; Getty Images (US), Inc. - $1,080.00; Glenbrook HSD 225 - Business Services - $6,206.04; GovConnection, Inc. - $21,309.29; Grainger - $21,023.50; Grey House Publishing - $5,229.50; Henricksen - $17,926.61; Highland Park Public Library - $1,331.72; HR Source - $3,903.00; Illinois Library Association - $3,141.25; Impact Networking LLC - $4,592.99; InfoGroup Library Division - $9,018.00; Interior Investments, LLC - $20,165.37; It's Impressive LLC - $4,952.60; ITsavvy LLC - $11,670.20; Jayne Herring - $1,025.00; Jim Gill - $1,000.00; Jo I Gayle - $8,040.00; Jo-Ann Stores LLC - $1,045.00; Kanopy LLC - $10,620.00; Kinsale Contracting Group Inc. - $2,500.00; Krueger International, Inc. - $160,688.21; Lechner Services - $3,013.67; Library Furniture International, Inc. - $22,833.00; Library Ideas LLC - $1,933.60; Limricc - UCGA - $4,551.33; Linkedin Corporation - $7,000.00; LogMeIn USA, Inc - $6,600.00; Mango Languages - $3,335.47; Mark Gelfeld - $1,600.00; Mechanical Concepts of Illinois, Inc - $43,492.86; Michelle Silverthorn - $2,000.00; Midwest Tape - $108,421.15; Moore Landscapes, LLC - $1,587.00; Morningstar, Inc. - $7,112.00; Nancy Buehler - $2,250.00; Naxos of America Inc. - $1,025.00; NewsBank, Inc. - $12,817.00; NFIP Direct Servicing Agent - $4,596.00; Niche Academy - $1,290.00; North American - $6,518.91; Northbrook Friends of the Arts - $1,000.00; Northbrook Hardware - $5,739.01; Northbrook Public Library Foundation - $2,298.00; Northfield Township Food Pantry - $1,500.00; Old Town School of Folk Music - $3,150.00; Olga Rudiak - $3,825.00; Olsson Roofing Company, Inc. - $1,800.00; Outsource Solutions Group, Inc. - $214,333.48; Overdrive - $303,763.55; Penguin Random House LLC - $5,000.00; Pepper Construction Co. - $741,486.42; Petersen Bros. Plastics, Inc.

- $1,882.80; Pitney Bowes Inc. - $1,270.24; Product Architecture + Design - $65,147.90; Proquest - $50,171.02; Quality Process Counsultants, Inc. - $1,500.00; Reaching Across Illinois Library System - $22,321.68; Rebecca Teasdale & Assoc. LLC - $3,000.00; Record Information Services, Inc. - $1,330.00; Recorded Books, Inc. - $7,972.72; Red Books LLC - $3,425.25; RELX Inc. DBA LexisNexis - $10,077.64; Reserve Account - $15,000.00; Ring Central Inc - $25,674.42; Ron Mantegna - $2,300.00; Rotary Club of Northbrook - $1,118.00; Runco Office Supply - $6,127.22; Russian Publishing House Ltd. - $1,162.00; Scholastic Inc. Education - $1,373.50; Scholastic Library Publishing - $3,495.00; Selden Fox, LTD - $10,700.00; Service Building Maintenance, Inc. - $6,370.00; Siemens Industry Inc. - $8,025.00; Snow Systems, Inc. - $9,600.00; StackMap LLC - $2,555.00; Sterling Services, Inc. - $8,210.70; Sweetwater - $1,609.30; Symmetry Energy Solutions, LLC - $31,532.74; Terryberry - $1,760.08; The Book Bin - $2,459.30; The Hanover Insurance Company - $43,076.00; The Home Depot Credit Services - $3,193.57; The Library Store - $3,688.37; Thomson Reuters - West Payment Ctr. - $2,519.04; T-Mobile - $1,319.88; Today's Business Solutions, Inc. - $9,893.12; Travelers CL Remittance Center - $35,964.00; Tsai Fong Books, Inc. - $2,660.20; Tumbleweed Press Inc. - $3,600.00; Uline - $12,131.55; Universal Security Corporation - $11,698.63; Value Line Publishing LLC -$10,100.00; Village of Northbrook Water Dept. - $5,567.76; Vis-O-Graphic, Inc. - $29,216.69; VSP of Illinois, NFP - $4,017.52; Warehouse Direct - $1,349.72; Wells Fargo Vender Fin Serv - $7,650.00; Wex Health Inc. - $28,568.32; WEX Health, Inc. - $1,327.50; Wiss, Janney, Elstner Associates, Inc. - $33,207.50; Xerox Corporation - $1,448.82; Xpress Video Productions, Inc. - $7,200.00; Yami Vending Inc. - $1,690.00; Zoom Video Communications Inc. - $1,449.30

PAYROLL:

Under $24,999:
Alteri - $21,724.40; Amundsen - $8,284.99; Balog - $16,233.23; Baran - $19,800.98; Becker - $19,249.00; Born - $22,666.48; Burman - $15,635.77; Cha - $1,936.48; Chase - $20,626.79; Cotini - $245.42; Czechorski - $16,115.25; Dhiensiri - $2,078.22; Edwards - $7,136.88; Faedtke - $19,093.85; Farrell - $12,227.48; Grossman - $9,769.70; Gutmann - $12,147.78; Hafner - $351.37; Huh - $21,141.96; Islan - $4,908.14; Jacob - $1,035.98; Jaffery - $22,848.55; Kaplan - $13,263.89; Karahalios - $21,933.52; Kim - $1,770.42; Koslow - $695.64; Krygeris - $2,807.75; Lee, Seyoung - $20,402.75; Lee, Sunkyung - $5,269.38; Malamud - $10,223.84; Mayer, S - $21,174.33; McDonald - $11,740.74; McGill - $10,033.78; Migley - $1,174.59; Miller, J. - $8,380.43; Munday - $3,560.52; Murray - $20,071.03; Napoletano - $3,659.30; Nava - $13,267.40; Nguyen - $16,494.29; Noblet - $13,706.22; O'Donnell - $2,733.19; Osikowicz - $18,616.12; Perley - $4,316.67; Raucci - $21,422.60; Russotto - $2,831.56; Saks - $13,622.94; Schwartz - $6,830.20; Shapiro - $1,291.92; Sharda - $19,111.67; Sharma - $16,442.27; Siegel, D - $12,073.78; Simmons - $9,501.26; Simpson - $17,945.66; Strom - $22,554.93; Stuart - $5,289.90; Suarez - $3,093.89; Talaefard - $10,099.59; Vi - $15,800.14; Villanueva - $9,634.65; Voronova - $12,787.22; Wawer - $16,924.09; Wright, B - $3,065.02; Wright, J - $18,621.55;

$25,000 - $49,999:
Anderson - $39,275.88; Ashman - $46,005.71; Beach - $33,939.84; Brugger - $48,955.44; Carroll - $47,378.16; Cirignani - $38,898.96; Couch - $38,198.16; Duncan-McGee - $28,831.82; Goese - $33,939.84; Golembiewski - $49,325.28; Hannon, C - $46,678.08; Hannon, M - $29,360.88; Haynes - $46,710.98; Henry - $26,797.19; Hewerdine - $40,135.92; Kaminski - $49,313.76; Lopez - $47,139.60; Miller, S - $37,113.12; Mistalski - $26,706.68; Nelson - $40,225.17; Quinlan - $38,842.08; Valene - $43,000.08; Reid - $26,902.17; Rustemeyer - $46,935.29; Schmidt - $25,228.02; Siegel, L - $40,840.60; Siwinski - $37,435.92;

$50,000 - $74,999:
Austin - $53,703.73; Collins - $51,721.68; Fillmore - $60,552.96; Franklin - $60,188.28; Gossage - $61,609.09; Hill - $50,416.08; Hominick - $53,453.89; Huie - $53,683.68; Keaton - $60,716.48; Kosuge - $61,752.24; Margis - $60,877.68; McKinnie - $66,612.96; Norton - $71,571.20; Pekara - $55,737.36; Perrenot - $69,892.64; Rustman - $53,163.52; Scodius - $52,163.52; Vering - $52,758.48;

$75,000 - $99,999:
Doyle - $76,469.39; Durov - $90,113.28; Haddad - $78,435.48; Mayer, B - $78,435.78; Prioletti - $80,062.51; Schlernitzauer - $75,976.80; Skittino - $78,053.40; Thomann - $77,298.48; Wolf - $77,112.48;

Over $100,000:
Amen - $107,058.00; Hall - $138,700.08;

DIRECTOR'S REPORT OCTOBER 2021

AGENDA ITEMS

3 Consent Agenda – Board President

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

7 Unfinished Business

7.1 FY23 Levy Draft- Action Requested

Anna has prepared the budget documents after last month's discussion. They reflect a 2.5% increase to the levy.

7.2 Review Trustee Vacancy Applications- Discussion in Closed Session

A spreadsheet with all the applicants is included along with a memo on the timeline and next steps. The board will move into closed session to review the applicants and discuss next steps.

8 New Business

8.1 Review of Serving Our Public 4.0- Discussion

We are required to review of Serving Our Public in order to apply for the Per Capita Grant each year. A spreadsheet with checklists and a memo is included in the packet. A copy of Serving Our Public is available on the board portal.

8.2 Class 6b 4065 Commercial Ave Request- Action Requested

The Village has asked for the library board to review this Class 6B request and alert the Village Board whether they recommend approving the request. A packet from the village is included.

8.3 IMET Disbursement Update- Discussion

Anna has included an update on the IMET disbursement. No action is needed, and Anna will answer any questions for the board at the meeting on this topic.

8.4 Employee Vaccine Policy- Action Requested

A memo and draft policy is included for the board's review.

8.5 Annual staff appreciation week- Discussion

Last year the board was unable to provide treats as they have done in the past and instead collected money which was used to buy items for the new staff wellness room. This year, the board could go back to offering treats again if they wish.

9 Agenda Building

New board member appointment
Revisit visiting other libraries
Per Capita Grant

Updates

In-Person Programs

We started offering some in person programs in September which have been going well so far. Patrons were appreciative of the Silent Film series being back and we dabbled with hybrid in-person/online programming with our Appreciating Classical Music program. We also did a couple teen programs which were well attended and much appreciated. We will be continuing to increase in person programs while also offering virtual and hybrid programs.

Maker Services

The Collaboratory will be closed due to staffing shortages October 19-25 and will reopen on Tuesday, October 26. We have three new staff members starting in the Collaboratory on November 1. Use of the Collaboratory will remain by appointment only. Appointments can be made up to two weeks in advance at www.northbrook.info/collaboratory with a Northbrook Library card.

EDI

The EDI Programming Workgroup's first Let's Talk program was held on September 21. The program was a panel discussion of the Asian American Experience moderated by Courtney Fong, a Northbrook resident and one of our first TEDx speakers. A recording of the program is available to view.

Reesheda Graham Washington of RGW Consulting has been selected to work with the library on conducting an organizational assessment and after action report related to equity, diversity, and inclusion. Elisabeth "Biz" Lindsay-Ryan of LRC Consulting will be contracted to provide additional consulting support. I will have more information to share with the board after we meet with the consultants on next steps.

Climate Action Plan Committee

After the board's adoption of the CAP, Kelly Durov, Assistant Director, and Jill Franklin, Reference Librarian, started working on a plan for the committee which will start with getting everyone up to speed on what is included in the CAP. They have also met with other intergovernmental agencies to discuss village wide next steps and should have more information on what that will look like in January.

Illinois Libraries Present

After the board approved the intergovernmental agreement for the statewide joint programming initiative, we shared more info with public libraries throughout the state. I am happy to report that we already have 95 libraries that have signed on, which is about 15% of the libraries in the state. We are working on setting up presenters for January-March 2022 and are getting other committees up and running to help with the work. Thank you again for your support on this initiative which will benefit not only out patrons, but make Illinois a leader in what we are offering our residents.

BEHIND THE SCENES (HR, FACILITIES, & FINANCES)

HR

Staffing continues to be the largest area of focus for us. We are welcoming some new staff and have a more that will be joining within the next month.

- Staff that have joined the library
    - Bert Schafer, part-time Shelver (CIRC) effective September 27. (replacement)
    - Maille Marek, part-time Shelver (CIRC) effective September 28. (replacement)
- Staff that have left the library
    - Arman Talaefard, part-time Shelver (CIRC) resigned effective September 26. He accepted another position which offered him more hours.
    - Erin McKinnie, full-time Manager (CIRC) resigned effective Oct. 15. She accepted a position as the Director of the Central Library (Harold Washington) for Chicago Public Library. Susan Wolf, Reference Manager, has graciously agreed to take on the interim Circ manager duties until a new manager is hired.

Facilities

As more and more teens are coming back into the library (yay!) we have seen the use of the study rooms increase. We have experienced some noise issues and are monitoring the rooms to ensure all patrons have a pleasant experience. This is something that staff are still working on handling as it ebbs and flows in terms of noise issues, but which we will continue working on. One of the ongoing challenges is navigating between people that want total silence and groups studying and, of course, making a reasonable amount noise.

We are going to be doing restoration work on the two exterior art pieces, which have begun to show signs of wear. We want to ensure these remain in good condition and are bringing someone in to do some repair work and

Intergovernmental Work

With the pandemic still in full swing, I continue to meet regularly with the other governmental agencies. Anna and I have spoken with staff at the Village about the Cedar Lane project and Cara and I are going to touch base again next week to see what the project timeline might look like. The Village board had some concerns and so it is being reworked. I was also invited to participate in the focus groups for the District 28 Superintendent search. Dr Hewitt will be retiring in June 2022 and will be missed. Brian Wegley (D30) and I will be the longest tenured administrators in our local government group when that happens. We both will shortly have seven years in our respective positions.

EXECUTIVE DIRECTOR REPORT

As you might expect, I spent a fair amount of September of time rolling out Illinois Libraries Present to the library community after the IGA was approved. We are excited by the immediate positive response we got and look forward to having strong engagement on this initiative.

Staffing continues to be a large area of focus and Kelly, Laurie, and I meet regularly to move hiring along as quickly as we can while making sure we are hiring thoughtfully. We expect this to continue to be an area of focus through the end of the year, not only with hiring staff, but with onboarding all of the new people we are welcoming.

Director's University, which I chaired this year, has wrapped up. This is always a worthwhile endeavor that shows how important training is for new public library directors. We hope to be in person next year, but participants were grateful to have the virtual option rather than no option for the past two years.

On a personal note, I am just finishing up the manuscript for my next book which will be published by ALA Editions in Spring 2022. The working title is HR for Libraries Toolkit. I am happy to have another project that is wrapping up (aside from edits).

And so to enjoy the wrap up of several things, I will be taking the week of October 25 off to rest and recharge, returning to the library on November 1. Kelly Durov will be in charge in my absence.

Kate Hall, Executive Director

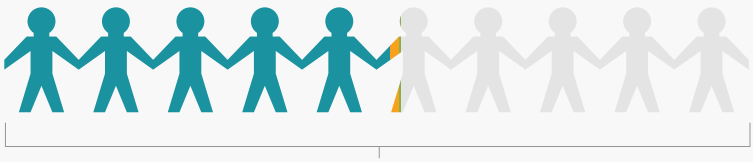
SEPTEMBER 2021 DATA & STATISTICS

This month we are showing September 2020 to September 2021 comparisons. As you can see from the numbers, we are continuing to see increases in usage as we move closer to pre-pandemic numbers. We do expect to see some changes with the collection numbers as supply chain issues are becoming more prevalent, which causes delays in getting new materials.

Card Holders

17,610 total cardholders

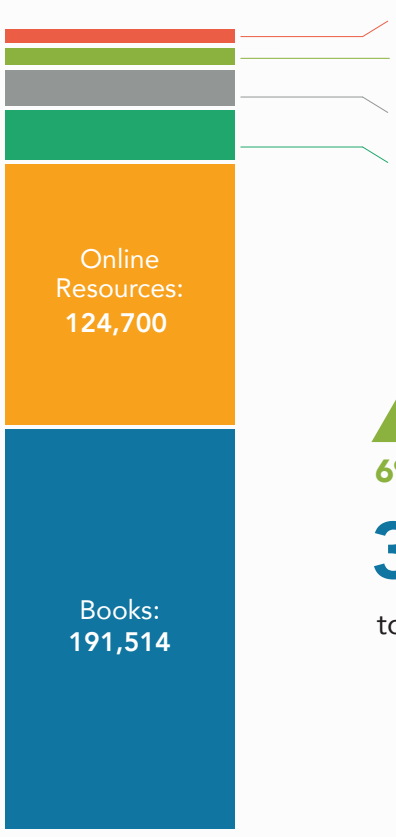
17,193 Residents | **351** Non-Residents | **66** Businesses



32,958 total residents

58% cardholder rate vs. 57% national average

Collection



6%

369,090

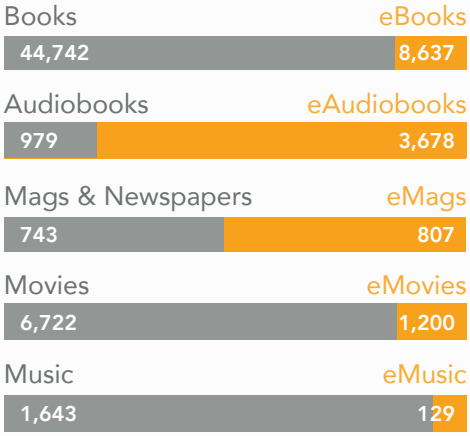
total collection

Checkouts

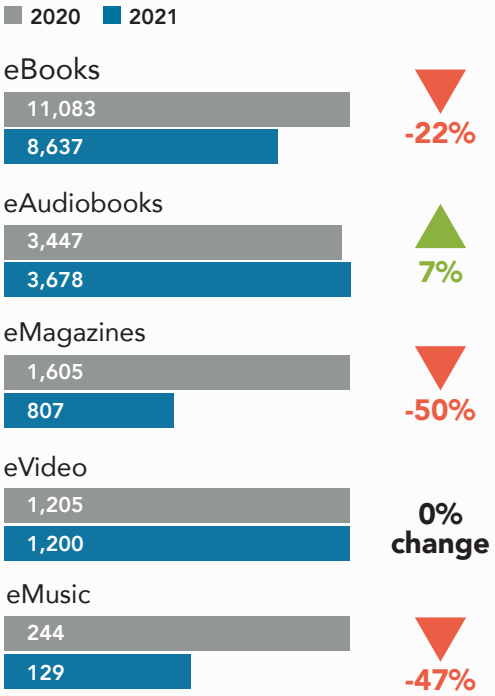
69,280

total checkouts

19%



Downloadable Content



NORTHBROOK PUBLIC LIBRARY

SEPTEMBER 2021 DATA & STATISTICS

eResource Use

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

MasterFILE	Omni File	ancestry
▲ 35%	▲ 45%	▲ 22%

Visits

4,269
total visits in 2020

16,111
total visits in 2021

▲ 277%

Programs

47
programs offered

1,389
total attendance

29
average attendance per program

22
virtual technology help sessions

Curbside & Delivery

6,918
items picked up

3,279
appointments

29
homebound deliveries

48
items delivered

Study Room Bookings

480
study room bookings

Technology

562
computer sessions

▲ 94%

8,280
WiFi sessions

▲ 144%

2,922
total calls

2 minutes
average call time

NORTHBROOK PUBLIC LIBRARY

Patron Comments and Suggestions

September 2021

RECEIVED SEPTEMBER 8, 2021

Just a huge THANK YOU to the staff member(s) who took the time to mail our book back to us when it was returned to your library. We really appreciate it, and I'm sure our mutual patron appreciates it, too. Thank you for going the extra mile even in the midst of all the other craziness we are all dealing with right now.

Comment Source: Email

Response to Patron by Erin McKinnie on September 8, 2021:
Hello Virginia,

It is our pleasure! I am glad to hear that you received the item, and I will forward your appreciation to our Interlibrary Loan staff. Mistakes happen, especially these days, and we are more than happy to help.

Sincerely,

Erin McKinnie Circulation Manager

RECEIVED SEPTEMBER 9, 2021

I wanted to let you know that I saw a $5 charge on my credit card from a retail money vendor and I thought it was a fraudulent charge. When I checked with my bank and they told me the time of the transaction, I realized it must have been for the copier I used at the library. Would it be possible to post some information near the copiers to let people know? It would also be helpful to know there is a $5 limit.

Comment Source: Phone

Response to Patron by Susan Wolf on September 9, 2021:
Thank you so much for your feedback. We have had some questions about how our credit card system works and I will look into creating some signage near the copiers. [via phone]

RECEIVED SEPTEMBER 11, 2021

My name is Barbara and you helped me attend the Jack the Ripper presentation last night. It was EXCELLENT! I learned a great deal and want to thank you for taking the time to help me attend! I truly appreciate your help!

Looking forward to more great programming and hope you have a wonderful day!!

P.S. I am a librarian! ☺

Comment Source: Email (Emailed to a staff member)

Staff comments by Susan Wolf on September 15, 2021:
Thank you so much for your comment! It is very helpful to receive feedback on our programs and I'm glad that our staff were able to help you attend.

RECEIVED SEPTEMBER 26, 2021

absolutely fabulous and inspiring webinar last nite. I can't wait to share the NB library recording which was promised last nite. My son is visiting soon an I hope he can transform my veg boxes into more pollinators...altho I had a bumper crop of cheery tomatoes which actually tasted like tomatoes...anyway keep sharing. M

And a summary written by Go Green board secretary Clare Poupard Nature's Best Hope

Nature's Best Hope is the name of a book written by Doug Tallamy, noted entomologist and author. In a presentation co-sponsored by GGN Mr. Tallamy spoke at the Northbrook Public Library, Mr. Tallamy explained that WE are nature's best hope. The earth has been developed and overtaken by things that are bad for the ecosystems that we need to survive. What can WE do? There are four things that Mr. Tallamy proposes.

1. We need to shrink our lawn area.

The goal is to eliminate half of our lawn area and fill it with plants and trees that support the insects and other wildlife that keep the natural world going. HomegrownNationalParks.org is a website that will get you started. Mr. Tallamy posits that, if we all transform parts of our lawn, we can create 20 million acres of land that insects, caterpillars and butterflies can use to keep necessary life cycles going. We could create a National Park, yard by yard, that is bigger than any existing National Park.

1. Keystone plants are essential

Five percent of plants create seventy-five percent of food for animals that pollinate carentenoids. Humans need carentenoid rich plants to survive. So, when you take lawn space for planting, choose your plants wisely. The National Wildlife Federation has a NaturePlantFinder on its website. The site will tell you what native plants are best for your geographical area.

1. Night-time Light Pollution hinders insects' abilities to thrive.

Those of you who keep garage or porch lights on all night might want to rethink this practice. We all want to be safe, but a motion sensor for your outdoor lighting would achieve the same end as leaving a light burning all night. So would using yellow light bulbs (LED lights that have a yellow tone can be purchased).

1. Allow caterpillars to complete their development.

When caterpillars spin their cocoons, they often fall to the earth. They need to remain undisturbed to complete their life cycle, so we need to be careful about how we groom our yards. Understory planting of bushes or groundcover provide safe areas for the cocoons. So, if you plant an oak, or other tree that supports insect life in your yard, think about planting something under the base of the tree that will let the cocoons remain undisturbed until they hatch.

Stewardship of the earth is an inherent responsibility for everyone on the planet. But, as Mr. Tallamy told us, we can all start in our own backyard. Let us be the hope for our planet and its future generations.

Comment Source: Email (emailed 9/26/2021, re: Virtual Nature's Best Hope - Meet Conservationist Doug Tallamy, Program 9/23/2021)

Response to Patron by Susan Wolf on September 27, 2021:

Thank you so much for your feedback on the Doug Tallamy program and for providing the summary from Go Green. We are looking forward to working with our community in Northbrook on the Village's Climate Action plan and will continue to present programs on these important topics.

RECEIVED SEPTEMBER 26, 2021

This is Jane, a more than 10-year Northbrook resident, a book lover, a frequent Northbrook library visitor and a mom of three kids.

First, I want to thank you and your colleagues' hard work to provide us with a wonderful library in this community. One of the favorite things for my kids and I to do is to go to the library and find the books that we love.

That is why I was so astonished to know that certain books that are not appropriate for our kids are listed in the Youth section. The two books that I would like to bring to your attention are:

Gender queer: a memoir by Kobabe, Maria; Lawn boy: a novel by Evison, Jonathan.

These two books are xxx-rated books and now kids above 12 can easily borrow them from the library. More information about these two books can be found in this twitter discussion:

https://mobile.twitter.com/AsraNomani/status/1441356537163706378?s=20

I strongly request the library to conduct an investigation and suspend the circulation of these books and pull back them from the library youth section shelf as soon as possible.I would really appreciate that your team may post a short announcement to inform the residents that you are aware of this issue, and share with the community a detailed action plan with clear timeline.

As the Northbrook library mission states; The Northbrook Public Library nurtures community and stimulates lifelong learning through innovative, responsive programming, partnerships, resources, and services. We deliver excellent customer service to our patrons to create a welcoming, inclusive environment.

I truly believe that both the community and Northbrook library share the same values. Trustful,transparent and effective communication can make our community an even better place.

Comment Source: Email

Response to Patron by Kate Hall on September 30, 2021:
I am glad to hear how much you and your family enjoy the library. You mention that you are unhappy to find books that you do not feel are appropriate in the library. Books in every section of our library represent diverse viewpoints and perspectives in line with our selection guidelines. Materials are collected on a wide range of subjects and topics, especially topics being discussed in popular culture and media. We recognize that not every book in our library is appropriate for every reader or family and would be happy to help you find material more suited to your needs.

If you still feel that the books should be considered for removal, the library has a process for reconsidering materials in our collections based on our Collection Policies. In order for us to review the titles, you will need to fill out our Material Reconsideration Request for each title. I have attached a copy here.

RECEIVED SEPTEMBER 27, 2021

Webinar on Sept 23 was fabulous. Please email the link to the recording. Everyone needs to hear this. Thanks for arranging.

Comment Source: Email (Emailed 9/25/2021 re: Virtual Nature's Best Hope - Meet Conservationist Doug Tallamy, program 9/23/2021. Coordinated by Jill Franklin)

Response to Patron by on :

Thank you for your feedback on the Doug Tallamy presentation and I'm glad that you enjoyed it! We will be sending out a link to the recording to everyone who registered later this week.

NORTHBROOK
PUBLIC LIBRARY

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

DATE: 10/14/21

TO: Trustees

FROM: Anna Amen

RE: 2021 Levy

To prepare the 2021 Levy, the following information was reviewed

- prior year revenue and expenditure data
- climate action plan and equity, diversity and inclusion initiatives
- facility plan
- technology plan

Scenarios were presented to the Board at the September Meeting and it was determined that a 2.5% Total Levy increase should be presented at the October Meeting for approval.

This increase will allow the Library to

- fill open positions (11% under staffed)
- adjust compensation to align with the salary benchmarking analysis that will be completed in FY2023
- provide annual wage increases
- cover insurance cost increases (medical, dental, vision, general, workers compensation and unemployment)
- focus on climate action plan and equity diversity and inclusion initiatives
- provide services, materials (electronic and print formats) and programming (in person, virtual, and hybrid) to patrons that they are accustomed
- address building and technology issues that are part of the facilities plan
- handle any unforeseen situations that may arise in the coming year

The Levy will be sent to the Village after the October Meeting.

Northbrook Public Library
Property Tax Levy History

Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
2021	21-22	7,641,000	425,000	289,000	8,355,000	757,550	9,112,550	2.5%
2020	21-22	7,439,188	400,000	289,000	8,128,188	758,249	8,886,437	1.6%
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%
2002	03-04	3,412,000	55,000	163,000	3,630,000	789,754	4,419,754	6.9%
2001	02-03	3,175,000	6,000	154,000	3,335,000	800,750	4,135,750	6.0%
2000	01-02	2,958,000	0	131,000	3,089,000	814,434	3,903,434	3.9%
1999	00-01	2,740,000	85,000	120,000	2,945,000	813,125	3,758,125	4.9%
1998	99-00	2,567,250	105,000	125,000	2,797,250	784,297	3,581,547	5.0%
1997	98-99	2,445,000	112,000	108,000	2,665,000	744,818	3,409,818	32.8%
1996	97-98	2,360,000	105,000	102,000	2,567,000		2,567,000	1.1%
1995	96-97	2,313,196	120,000	105,000	2,538,196		2,538,196	3.3%
1994	95-96	2,213,036	130,000	114,000	2,457,036		2,457,036	4.8%
1993	94-95	2,107,500	132,000	105,000	2,344,500		2,344,500	4.6%
1992	93-94	2,016,000	121,500	104,500	2,242,000		2,242,000	9.6%
1991	92-93	1,816,000	130,000	99,500	2,045,500		2,045,500	

NORTHBROOK PUBLIC LIBRARY

Memorandum

DATE: October 12, 2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY22 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year's requirement is the same as last year's, to review Serving Our Public 4.0.

A full copy of Serving Our Public is available on the board portal. I have also included a spreadsheet with the checklists from each chapter. We meet all the major standards and have a few items that we could do that we are not currently:

Chapter 2 Governance and Administration

- Library board members participate in local, state, regional, and national decision making that will benefit libraries. Currently, the board is involved in local, but not state, regional or national decision making that will benefit libraries.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. This is a new requirement from 2020 and not something we currently have in place. Last year the board indicated that I should wait until the pandemic response was less intense before working on this.

Chapter 4 Access

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. We are working on this as we go through the master plan.

- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. We are working on this and will be updating shelving as we go through the master plan

Chapter 6 Safety

- A policy for security camera usage has been adopted and signage is posted. This is a new requirement form 2020 and something that we will work on as part of the security camera upgrade project next year.

Chapter 9 Public Services: Reference and Reader's Advisory Services

- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council. We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Community Relations Commission, and Arts Commission. But not all staff that do RA participate in one of these organizations

Chapter 12 Technology

- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to ongoing staff continuing education/training related to all aspects of technological services. While we do offer regular technology training and have increased that during the pandemic, we are working on getting core technology competencies set for the staff and will then be offering a more robust suite of training on all technology offerings.

Chapter 13 Marketing, Promotion, and Collaboration

- The library's services and programs are promoted in the community. Check the applicable publicity methods. We do not currently publicize with podcasts or through billboards and have no plans to change that in the near future.
    - Podcasting
    - Billboards

	Meet Standard?	Notes
Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.	yes	
Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes* .	yes	
Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* .	yes	
Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)	yes	
Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.	yes	
Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association.*	yes	
The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.	yes	
Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)	yes	
Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA- accredited master's degree.)	yes	

	Meet Standard?	Notes
Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*	yes	
Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.	yes	
Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.	yes	
Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.	yes	
Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)	yes	
Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.	yes	
Core 15 The board of trustees annually reviews the performance of the library administrator.	yes	
Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.	yes	

	Meet Standard?	Notes
Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.	yes	
Core 18 The library utilizes a variety of methods to communicate with its community.	yes	
Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.	yes	
Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].	yes	
Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.	yes	
Core 22 The library board and staff promote the collections and services available to its community.	yes	
Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.	yes	

	Meet Standard?	Notes
Library has an elected or appointed board of trustees.	yes	
Library has a qualified library administrator.	yes	
Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.	yes	
Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	yes	
Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	yes	
Library has a mission statement and a long-range/strategic plan.	yes	
Library maintains an understanding of the community by surveys, hearings, and other means.	yes	
Library board reviews library policies on a regular basis.	yes	Updated earlier this year
Library board members participate in local, state, regional, and national decision making that will benefit libraries.	no	Currently the board works at the local level, but not the state, regional, or national level to benefit libraries.
Library develops an orientation program for new board members.	yes	
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	yes	Generally, Trustees have attended local workshops, webinars, and occassionally ALA when it is in Chicago
Library keeps adequate records of library operations and follows proper procedures for disposal of records.	yes	We updated our Records Retention Policy with the Illinois State Archives in 2019.
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	yes	
Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.	yes	
Library maintains insurance covering property and liability, including volunteer liability.	yes	
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.	no	At this time, we do not have a written succession plan.

	Meet Standard?	Notes
Library has a board-approved personnel policy.	yes	Updated 2020
Library has staffing levels that are sufficient to carry out the library's mission.	yes	While we are currently understaffed due to pausing hiring during the pandemic, we are working on getting more people hired and hope to be fully staffed by early 2022.
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	yes	We will be updating the salary schedule in 2022. We will also be working with the EDI consultant to review job descriptions and ensure they are inclusive.
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	yes	
Library salaries and fringe benefits account for up to 70 percent of total operations budget.	yes	Currently these account for 63% of our budget
Library gives each new employee a thorough orientation.	yes	
Library evaluates staff annually.	yes	
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	yes	
Library provides staff access to library literature and other professional development materials.	yes	
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	yes	
The library complies with state and federal laws that affect library operations.	yes	

	Meet Standard?	Notes
The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	no	This is being carried out as part of the facility plan.
At least once every five years, the board directs a review of the library's long-term space needs.	yes	This was done in 2016 as part of the masterplan work
The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.	yes	We do regular training on this and have Sarah Rustman as an ADA Coordinator for the building
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	yes	
The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	yes	
The library has the minimum required number of parking spaces.	yes	While we do have the minimum number of spaces, pre-COVID, we certainly ran into issues with parking during popular programs and times.
The library's entrance is easily identified, clearly visible, and well lighted.	yes	
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	yes	
The library has adequate internal signage.	yes	
The library's lighting levels comply with lighting standards.	yes	We continue to update lighting to LED each year through construction projects.
All signage is in compliance with applicable federal, state, and local regulations.	yes	
The library building supports the implementation of current and future telecommunications and electronic information technologies.	yes	We continue to investigate and implement appropriate technologies to be able to provide our patrons with the support they request.
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	yes	We have removed all seating (except at computers and in study rooms) to encourage people to not linger while in the library.
Space is allocated for child and family use with furniture and equipment designed for use by children.	yes	The Youth Services Department is currently closed, but staff are available to grab materials for patrons.
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	no	This is being updated as part of the facility plan
Shelving in the areas serving young children is scaled to their needs.	yes	While it is generally scaled to their needs, our Juvenile Non-Fiction shelving is not child friendly. We also have spine out shelving in picture books which is typically now seen as not being condisuvie to browsing.

Ongoing Building Maintenance	Meet Standard?	Notes
The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	yes	
Elevators should be maintained at least annually, and should comply with applicable codes for safety.	yes	
Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).	yes	
The building facade should be inspected once a year.	yes	
Parking lot resealing and restriping should be performed every one to three years.	yes	
HVAC systems should be inspected and maintained at least twice a year (before summer and winter).	yes	
Alarm system should be checked for proper operation at least once a year.	yes	
Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	yes	We are continuing to upgrade lighting to LED when possible.
Emergency lighting should be checked once a month.	yes	
Sprinkler systems should be inspected as required by code, but at least once per year.	yes	
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	yes	
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back up systems should be checked more frequently.	yes	
Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	yes	
Landscaping sprinklers should be checked and maintained twice a year.	yes	
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	yes	

Hard surface flooring should receive thorough cleaning and/or polishing once per year.	yes	
Window cleaning should be performed at least once per year.	yes	
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A	not applicable; parking lot is cleaned on regular basis
Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	yes	
Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.	yes	
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	yes	
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	yes	
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	yes	
Building Periodic Repair Checklist		
Tuck pointing of masonry: On an as-needed basis.	yes	
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	yes	
Interior painting and wall coverings: On an as-needed basis.	yes	
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	yes	exterior façade project was completed in 2020
Wood and trim components: On an as-needed basis.	yes	
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	yes	We are evaluating this as part of the Cedar Lane project.
Windows: Replace broken seals broken glass, caulking and glazing as needed.	yes	
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	yes	
Landscaping: Inspect trees and sod replacement every one to two years.	yes	We are evaluating this as part of the Cedar Lane project.
Graffiti removal: Perform on an as-needed basis.	yes	
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	N/A	not applicable

Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	yes	

Capital Project Checklist		
Parking lot reconstruction (not routine sealing)	yes	completed in 2020
Re-roofing	yes	
Window replacement	yes	performed on an as needed basis and part of 20 year facility plan
HVAC equipment replacement	yes	updates occur as renovation projects occur
Lighting replacements and upgrades	yes	updates occur as renovation projects occur
Building additions	yes	
Interior remodeling (carpeting, walls, furnishings, etc.)	yes	
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	yes	
Major facade repairs	yes	repaired in 2020
Major code upgrades	yes	part of 20 year facility plan

Capital Asset Plan Item List		
Building structure	yes	
Site elements such as parking lots, paving, site furnishings and signs	yes	
HVAC systems	yes	
Plumbing	yes	
Elevators	yes	
Building envelope including facade, windows, and roofs	yes	
Furnishings	yes	

Environmentally Friendly Components		
Roof	yes	
Mechanical systems	yes	
Windows	yes	
Library façade repair or replacement	yes	
Lighting/LED	yes	
Low-flow/water saving	yes	

	Meet Standard?	Notes
The library provides a list of emergency call numbers at all staff phones in the library.	yes	
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	yes	
The library has an emergency manual and disaster plan.	yes	
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	yes	We do not use NARCAN at this time.
The library provides a call list and contact information that is reviewed biannually.	yes	
Emergency medical supplies are stored in a designated location and are accessible to staff.	yes	
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	yes	
A prioritization list shows what should be salvaged in order of importance.	yes	While we have this, we should look at updating as it has been a while since updated.
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	yes	
A procedure exists for letting staff know when it is unsafe to enter the building.	yes	
The library has a designated tornado shelter.	yes	
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	yes	
The library provides adequate security for staff, users, and collections.	yes	
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	yes	
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	yes	
Copies of the emergency manual and disaster plan are provided to community safety personnel.	yes	
A policy for security camera usage has been adopted and signage is posted.	no	This is a new recommendation and one which we will work on adhering to.

	Meet Standard?	Notes
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	yes	We generally spend 13% of the budget on materials.
Library budgets should put priority on purchasing materials that best serve their community.	yes	
The library has a written collection development policy approved by the board.	yes	This is something we will be updating in the next few years.
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.	yes	
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	yes	
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	yes	

	Meet Standard?	Notes
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	yes	
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	yes	Currently paused due to COVID.
The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.	yes	We are als a member of CCS and abide by the agreement the board signed when we became a member over 20 years ago
The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	yes	I along with library staff regularly participate in local, state, and national committees. In Northbrook, Jay serves as a library representative on the EDC Committee.
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	yes	
If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	yes	

Reference Service Checklist	Meet Standard?	Notes
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Community Relations Commission, and Arts Commission. But not all staff that do RA participate in one of these organizations
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

Reader's Advisory Service Checklist		
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	

Reference Service Checklist	Meet Standard?	Notes
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Community Relations Commission, and Arts Commission. But not all staff that do RA participate in one of these organizations
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

	Meet Standard?	Notes
Library programs are provided free of charge, or on a cost recovery basis.	yes	
Library programs are located in a physically accessible location.	yes	We are only offering limited in person programs and still offering many virtual programs.
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	yes	We have a robust plan to ensure that we are providing programs that are accessible to all members of our community, even when doing virtual programming. This is reflected in the questions asked when people sign up for programs
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	yes	
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	yes	
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	yes	
The library provides outreach programs to specific populations who cannot visit the library.	yes	We are currently offering Homebound delivery service to over 50 indivdiuals who cannot come into the library or utilize curbside pick up
The library has programming that seeks to serve children and their caregivers.	yes	
The library has programming that seeks to serve young adults.	yes	
The library has programming that seeks to serve adults and senior citizens.	yes	
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	yes	Although, these are generally not well attended. We tend to weave instruction into other programs and that seems to work better.
The library is encouraged to partner with other organizations to offer programs.	yes	We have over 60 organizations that we partner with.

	Meet Standard?	Notes
All basic youth services are available when the library is open.	yes	
The library provides staff trained in serving youth.	yes	
The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.	yes	
The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.	yes	As the board is aware, we formed an EDI committee last year and have been working on furthering our efforts in this area.
The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.	yes	We do this for the entire staff, not just YS
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	yes	
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.	yes	
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	yes	
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	yes	
The library's programming is designed to reflect the needs and interests of youth in the community.	yes	
Library programs are provided free of charge or on a cost-recovery basis.	yes	
The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.	yes	We do this for all programs, not just ones for youth
The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	yes	
The library strives to partner with youth-facing organizations in the community.	yes	
The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.	yes	
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	yes	
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	yes	
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	yes	
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	yes	
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	yes	
The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.	yes	

	Meet Standard?	Notes
The library strives to partner with and support local schools, including private schools and homeschoolers.	yes	Our new partnership with the schools for our eBook platform has been very well received due to the pandemic.
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	yes	
The library provides a space specifically for use by children and families.	yes	
The shelving used for housing children's materials is appropriately sized to allow for easier access.	yes	
The library provides early literacy programming, including regular story time, for children and families.	yes	
The library provides programming which facilitates play and fun for children and families.	yes	
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	yes	
The library provides a summer reading opportunity to encourage reading and learning during the summer.	yes	
The library provides a welcoming environment for young adults both individually and in groups.	yes	
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	yes	
The library provides materials both physical and digital for young adults that are intended for them.	yes	
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	yes	

	Meet Standard?	Notes
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	yes	
The library has:		
• a telephone, with a listing in the phone book;	yes	
• a telephone voice mail and/or answering machine;	yes	
• a fax and/or scanner;	yes	
• a photocopier;	yes	
• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	yes	
• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	yes	
• an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;	yes	
• up-to-date computers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date printers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date antivirus and Internet security software protection installed on every library computer;	yes	
• up-to-date Internet browsers, web applications, and plug-ins;	yes	
• a valid email address, accessible via the library's website, for the library administrator; and	yes	
• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act* .	yes	
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	yes	
The wait time for patron workstations does not exceed 15 to 30 minutes.	yes	
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	yes	We are part of a consortium of municipal entities in our township that provides internet service.
The library provides 24/7 remote access to library services and resources through:	yes	
• a web-accessible library catalog;	yes	
• appropriate regional, state, national, and international bibliographic databases;	yes	
• other authenticated electronic resources that are available for direct patron use; and	yes	
• virtual reference service, and/or text messaging services, and/or a library email account.	yes	
The library staff must be:		

	Meet Standard?	Notes
• computer literate;	yes	
• trained to use and assist patrons in the use of electronic resources and materials; and	yes	
• accessible via email and/or through messaging services.	yes	
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.	yes	
The library provides web links and access to regional and/or statewide initiatives including:		
• regional library system consortial web-based catalogs;	yes	
• the CARLI academic library catalog (I-Share);	yes	
• Illinois State Library-sponsored databases/e-resources;	yes	We are part of OCLC and Novelist, which are provided by the Illinois State Library
• other electronic collections as available; and	yes	
• virtual reference service.	yes	Form on our website and through email. This has been expanded during the pandemic and is in much higher use now.
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	yes	
The library has a board-adopted Internet acceptable use policy.	yes	
The Internet acceptable use policy is reviewed annually.	yes	
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and	yes	
connectivity.		
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	yes	
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	yes	
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	yes	
• wireless access (Wi-Fi);	yes	
• Internet connectivity upgrades sufficient for patron and staff use;	yes	
• networking (local area vs. wide area);	yes	
• library Intranet;	yes	

	Meet Standard?	Notes
• an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	yes	
• patron self-checkout functionality;	yes	
• new technologies/potential services; for example, social networking, makerspace, and mobile apps;	yes	
• current and functional meeting room technology;	yes	
• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	yes	
• ongoing staff continuing education/training related to all aspects of technological services.	no	While we do offer regular technology training and have increased that during the pandemic, we are working on getting core technology competencies set for the staff and will then we offering a more robust suite of training on all technology offerings.
The library protects the integrity, safety, and security of its technological environment.	yes	
The library's automated catalog and its components comply with current state, national, and international standards.	yes	
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and ibraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	yes	Yes, but do not use eRate

	Meet Standard?	Notes
The library has a communications plan that supports the library's long-range/strategic plan.	yes	
The library staff and trustees participate in two or more cooperative activities with other community organizations.	yes	
The library's services and programs are promoted in the community. Check the applicable publicity methods.	yes	
O flyers	yes	
O brochures	yes	
O website	yes	
O newsletter	yes	
O posters	yes	
O banners	yes	
O displays	yes	
O podcasting	no	
O presentations	yes	
O speeches	yes	
O billboards	no	
O other	yes	Newspapers, emails, cross promotion in other agency newsletters/publications
The library maintains at least one social media account.	yes	Facebook, Twitter, Instagram, YouTube
The library invites local, state, and federal officials to visit the library.	yes	
The library's website is updated at least monthly.	yes	
The board, administration, and staff conduct an annual library walk-through.	yes	
The board, administration, and appropriate staff visit other libraries.	yes	
The budget includes funds for public relations and marketing activities.	yes	
The library's promotional methods and services are ADA compliant.	yes	We take steps to ensure our website and digital presence is ADA compliant
A designated staff member coordinates the library's marketing efforts.	yes	
The library's staff receives customer service and marketing training.	yes	

	Meet Standard?	Notes
The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.	yes	
The library surveys patrons and the community to judge awareness of the library's programs and services.	yes	

SIEGEL JENNINGS
PROPERTY TAX LAW

CHICAGO
CLEVELAND
COLUMBUS
PITTSBURGH

October 6, 2021

VIA Email & Mail
Michaela Kohlstedt
Director of Development & Planning Services
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

RE: UPDATED INFORMATION
Class 6B Resolution Request
Sky Harbor Business Park
4065 Commercial Ave.
Northbrook, IL

Dear Ms. Kohlstedt:

On behalf of Newmedical Technology, Inc. ("Newmedical" or "Applicant"), we greatly appreciate the time and interest shown the application of a 6B Incentive for the property located at 4065 Commercial Ave., in Northbrook. Thus far, our team has been present for the initial presentation to the Village Board and the ICDC. In both instances, it appears the application was well received. In each instance, there were a few questions that were answered, but will probably come up as the other municipal agencies review the information. Additionally, since the previous hearings, Newmedical was advised by it's construction contractors that the amount of work needed to make the property functional for Newmedical's operations would be atleast $500,000. Therefore, Newmedical is increasing the amount of capital that will need to be expended to bring the property into a condition that is adequate for the company's purposes. Therefore, the application will be amended to reflect the increase in value to the subject property.

The Subject Property has been vacant for approximately four (4) years. Per the terms of the purchase agreement for the subject property, Newmedical has the right to terminate the agreement if they are unable to secure the aforementioned Resolution by November 15, 2022.

The Subject Property is 41 years old and currently consists of a 47,040 square foot industrial building located on a 161,229 square foot site. **IT IS CRITICAL to address the obsolescence of the**

subject property. As an industrial property, the property's marketability is severely limited for the following reasons:

1. The current configuration of the subject property is built-out for office use, and not primarily industrial. The state of the suburban office market is in significant decline. There are few to no buyers in the suburban office market as sublease rates and direct rates have been at a constant decline since the pandemic began.

2. Industrial buildings with 12'ft ceilings are obsolete when compared to the rest of the industrial market. The subject property only has 12'ft clear ceilings, which is extremely low compared to standard 16'ft -23'ft ceilings readily available in the market.

3. The subject property only has 1 drive-in door and no docks. Other properties of similar size in the market have anywhere between 6-20 loading options per building.

4. The amount of money to convert the subject property into a configuration that is compatible for modern industrial use would cost a minimum of $500,000, which includes raising a portion of the roof.

The Applicant plans to utilize the Subject Property for primarily manufacturing and warehouse use. After closing, the Applicant will make significant improvements and renovations to the property, including but not limited to interior renovation and reconfiguration to optimize the required allocation of manufacturing and warehouse space for its needs. Additionally, the applicant will update the electrical and HVAC needs throughout the building as necessary.

After purchasing the property for $1,176,000, the Applicant plans to invest approximately $500,000 to $800,000 in improvements to the property to convert from primarily office space to manufacturing, warehousing and office space (this is an increase from $350,000 in the initial application). The planned reconfiguration will result in approximately 20 temporary construction jobs. Newmedical will continue to utilize recycling programs, continue to comply with LEED standards and in 2022 will begin the LEEDS certification process at the Subject Property.

After purchasing the property and implementing the subsequent improvements, the Subject Property is projected to have a market value of approximately $1,776,000, which would generate an estimated $593,609 in total property taxes over the life of the Class 6b Tax Incentive, not including the sales tax the operations add to the municipality. (Please see the attached "12 Year Tax Comparison Chart.")

(PLEASE NOTE: The current owners failed to meet the evidentiary standard for proving vacancy for the 2020 tax year. Additionally, the owners have never contested the market value assigned to the subject property but have only applied for vacancy. Therefore, the taxes and values of the subject property for 2020 and earlier years are escalated for the forgoing reasons. Estimates provided in the Comparison Chart are based on the purchase price, which is where the property will be valued moving forward in 2021

and beyond regardless of the issuance of the 6B).

If the Class 6b Incentive Resolution is approved, the Applicant's presence would contribute an additional estimated $26,000 annually to the economy of the Village of Northbrook, or $312,000 over 12 years, as employees, visitors (outside sales, distributors and other vendors/customers) would spend money in hotels, restaurants, retailers, gas stations, and recreational establishments. When this amount is added to the estimate property tax of $593,609, the operations of Newmedical will generate $905,609 over the 6B period, **which is $150,618 more in tax dollars to the Village than if the property was vacant.**

The Applicant's proposed project is a substantial investment into the Northbrook economy, and without the assistance of a Class 6b Tax Incentive, the Applicant has determined that the project will not be feasible. The incentive will allow the Applicant to rehabilitate, renovate and occupy a vacant an unused building, and to contribute a significant amount to the local economy by expanding its business.

Additionally, based on the suggestions and information shared in the Village Board Meeting on September 14, 2021, the Applicant would like to also propose the following actions in order to further support the community:

Parking Lot: Develop plans to enhance green space from the unused parking spaces to improve the overall aesthetics environment, including expanding more lawn area for external employee lunch/meeting area. Applicant is happy to work with the Village to provide better green space.

Green space: Applicant shall pursue LEEDS certification focused on the areas of Site Management, Light Pollution and Smoke Control and well as make incremental progress on a number of other areas. Applicant will meet with Tessa Murray to help prioritize potential solar/ other green opportunities as the Applicant embarks on the building update/re-configuration.

Community Partnership Program:

- Applicant currently supports 2 interconnected local charities – Hunger Resource Network and Hunger Free Northbrook in both time and economic support.
- Applicant shall extend the current internship program to the high school level (currently is university only). Our sourcing will be from district 225 high school Glenbrook North. Applicant has already reached out to the GBN Career and Tech Department to initiate the discussion on what that program would look like.

- As a result of the September 14th presentation at the recent Board of Trustees meeting regarding employment needs of special needs people, Applicant would like to support people of specials needs and the Village's directive to do so. Therefore, the Applicant will commit to hiring at least one person qualifying under the Village's directive on this issue.

Based on the foregoing, the Applicant requests that the Village of Northbrook review its Class 6b request and approve a Resolution supporting and consenting to a Class 6b Incentive for the Subject Property based on re- occupation of abandoned property for greater than 24 months continuous vacancy with a purchase for value and substantial rehabilitation. Should you need any additional documentation or have any questions or concerns, do not hesitate to contact me at 312-973-3896.

Sincerely,

"Molly" Mary A. Phelan
Attorney for the Applicant
Siegel Jennings, Co. LPA
312-973-3896
mphelan@siegeltax.com

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

Estimated Taxes at the $1,176,000 PP and $500,000 improvements in 12 months, Full Occupancy & a 6b

Estimated Market Value	Assessment Level with a Class 6b**	Estimated Assessed Value With a Class 6b	Estimated Tax With a Class 6b
$1,176,000	10%	$117,600	**$29,329**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	10%	$167,600	**$41,799**
$1,676,000	15%	$251,400	**$62,698**
$1,676,000	20%	$335,200	**$83,597**
$1,676,000	20%	$335,200	**$83,597**
Total Estimated Taxes (2021 to 2033)			**$593,609**

Estimated Taxes at the $1,1760,000 PP and $500,000 improvements in 12 months, Full Occupancy & No 6b

Estimated Market Value	Assessment Level With NO Class 6b	Estimated Assessed Value Without a Class 6b	Estimated Taxes at Full Occupancy Without a Class 6b
$1,176,000	25%	$294,000	**$73,322**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
$1,676,000	25%	$419,000	**$104,496**
Total Estimated Taxes (2021 to 2032)			**$1,222,781**

Estimated Market Value Based on the $1,176,000 PP, No Improvements, Full Vacancy & No 6b

Estimated Market Value w/ Vacancy	Assessment Level With NO Class 6b	Estimated Assessed Value Without a Class 6b	Estimated Taxes at Full Vacancy Without a Class 6b
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
Total Estimated Taxes (2021 to 2032)			**$754,991**

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

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

The above estimates are speculative, and should be treated as such.

$21,117

Village of
Northbrook

DEVELOPMENT & PLANNING SERVICES

TRANSMITTAL

TO: **SCHOOL DISTRICT 225**
SCHOOL DISTRICT 27
NORTHBROOK PARK DISTRICT
NORTHBROOK PUBLIC LIBRARY

FROM: CHAN YU, DEPUTY DIRECTOR OF DEVELOPMENT & PLANNING SERVICES

DATE: SEPTEMBER 23, 2021

The Village of Northbrook has received the attached request from Newmedical Technology, Inc. requesting that the Village adopt a resolution supporting a Cook County 6b Program application for the Subject Property commonly known as 4065 Commercial Avenue, which is located on the south side of Commercial Avenue. A general location map is shown below.

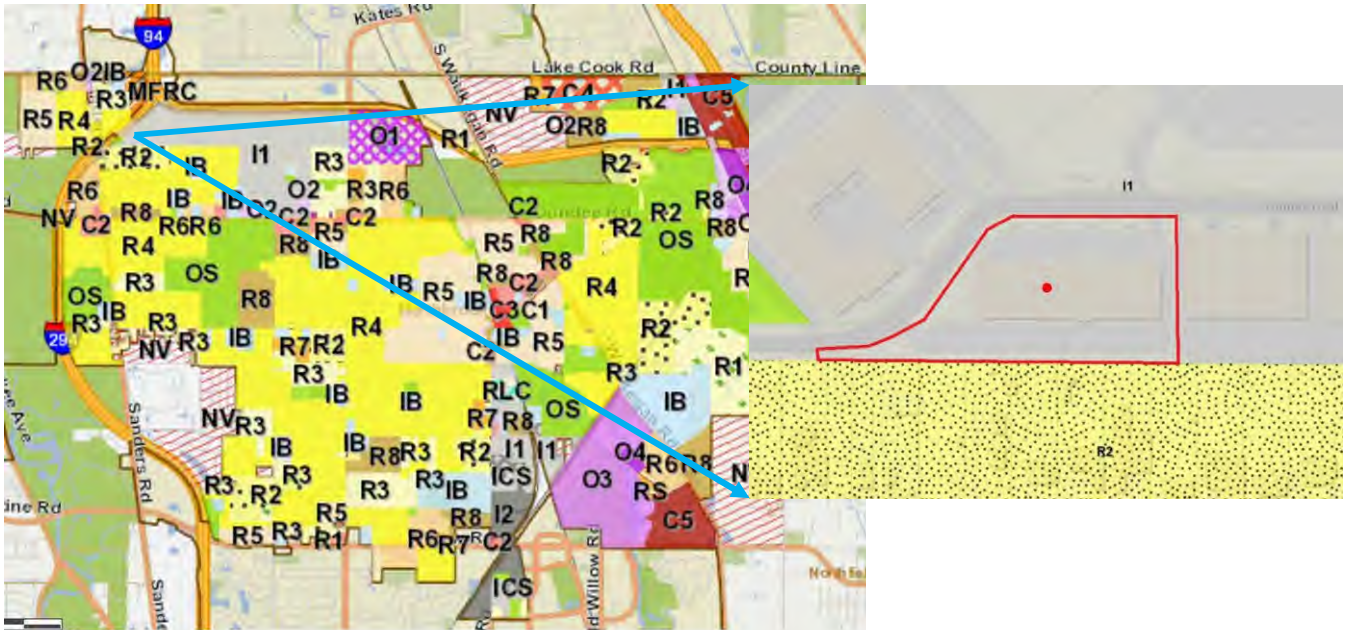


Figure 1: Location – 4065 Commercial Avenue

In accordance with the Village's general procedures for the review and approval of 6b tax incentives, the local school and park districts are given the opportunity to review and comment on this request. The Village Board of Trustees is tentatively scheduled to vote on this request at its **November 9, 2021** meeting. The Applicant plans to purchase the Subject Property to expand and move from its current location at 310 Era Drive in Northbrook.

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

If you wish to have the Village Board review the comments from your taxing district, please forward them to me by **October 29, 2021**.

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

Molly Phelan, Attorney
77 W. Washington St., Suite 900
Chicago, IL 60602
P: (312) 973-3896
E: mphelan@siegeltax.com

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

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

Sincerely,

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

VILLAGE OF NORTHBROOK MEMORANDUM
DEVELOPMENT & PLANNING SERVICES

TO: **CARA PAVLICEK, VILLAGE MANAGER**

FROM: **CHAN YU, DPS DEPUTY DIRECTOR**

DATE: **SEPTEMBER 14, 2021**

SUBJECT: **INITIAL BOARD REVIEW – 4065 COMMERCIAL AVENUE IN THE I1 RESTRICTED INDUSTRIAL DISTRICT - COOK COUNTY 6B PROGRAM REQUEST**

Introduction

On September 14, 2021, the Board of Trustees will consider a request by Newmedical Technology, Inc. (the "Applicant") as the contract purchaser of the property commonly known as 4065 Commercial Avenue (the "Subject Property") which is owned by One North Broadway Partnership, LLC (the "Owner") for consideration of a Class 6b Tax incentive. The Applicant plans to purchase the Subject Property to expand and move from its current location at 310 Era Drive in Northbrook. The Applicant is an international medical device company specializing in the development, manufacturing and distribution of its proprietary products for wound, skin care, scar management and surgical solutions. It produces 95% of its products in Northbrook.

The Applicant plans to utilize the entire 47,040 square foot industrial building primarily for manufacturing, warehousing and distribution. Its products are distributed to over 30 countries and also available on its website and Amazon. The Applicant currently employs 31 full-time and 2 part-time employees and plans to hire an additional 20 full-time employees within the first two years of operation and more over the course of the 12-year 6b period.

The Applicant plans to submit a request to the Cook County Assessor's Office to receive a County 6b property tax classification based on occupancy of abandoned property for greater than 24 continuous months. The Subject Property is 3.8 acres and has 194 parking stalls. The Applicant plans to initially invest approximately $350,000 in building improvements to convert the existing office space layout to a manufacturing, warehousing and distribution center. The Applicant plans to continue to invest approximately an additional $250,000 into the building over the 12-year 6b period.

During the September 14, 2021 Board of Trustees meeting, the Applicant will seek initial Board comments on the feasibility of obtaining Village support for a Class 6b incentive. We have attached the application materials submitted by the Applicant, as well relevant background material assembled by the Village Staff concerning the property and the County 6b program.

Property/Building Description

Key information concerning the property is summarized below:

1 The building on the Subject Property has been **completely vacant for over 3 years**.

2 The Subject Property has been actively marketed as available for sale by Cushman Wakefield since October 2018, and prior to that by Korman Lederer. The contract purchasing price is $1,176,000.

3 The 47,040 square foot building is 41 years old, has 1 interior dock and consists of a 3.8 acre lot.

4 The Subject Property is located in the I-1 Restricted Industrial zoning district and is not within the

floodplain.

5 The Future Land Use Map in the Comprehensive Plan identifies the property and other properties to the north, east and west as appropriate for General Industrial & Warehouse Uses. The property to the south is currently zoned R-2 Single Family Residential and the Future Land Use Map identifies it for Single Family use.

6 The property is located in Elementary School District 27 and High School District 225.

The 6B Program

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

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

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

(a) new construction,

(b) substantial rehabilitation of a building, or

(c) occupation of an "abandoned" property.

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

In this instance, the Applicant is seeking approval of a 6b incentive as a building that has been abandoned for more than two years. The Applicant has prepared a conservative exhibit that depicts the projected property tax impact of the Subject Property; conservative because the property tax projection only assumes $350,000 in building improvements. As stated in the cover letter supplied by the Applicant and above, the Applicant plans to continue to invest approximately an additional $250,000 into the building over the 12-year 6b period. As such, the below table summarizes the overall impact over the 12-year lifespan of the 6b program (2021-2033) assuming if the 6b was approved, not approved but occupied by the applicant, the property tax savings for the applicant if the 6b was approved, and the property tax if it remained vacant for 12 years.:

Estimated Taxes Paid over 12 Years With the Class 6b	Estimated Taxes Paid over 12 years Without The Class 6b	Estimated Savings in Property Taxes over 12 years	Estimated Taxes Paid over 12 years if left Vacant
$543,106	**$1,119,906**	**$576,800**	**$754,991**

Village Procedures for Processing Class 6b Applications

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

1. Economic & Fiscal Impacts of the Business on the Community (50% consideration)

2. Conditions of Existing Building/Site and Private Financial Contribution Compared to Public Assistance (30% consideration)
3. Quality of Jobs Created (20% consideration)

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

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

Summary

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

1 Does the Applicant's Class 6b request satisfy the general Cook County criteria for the approval of a Class 6b incentive involving a vacant structure?

2 Does the Applicant's 6b proposal satisfy the general Village criteria for the approval of a 6b incentive?

3 Is the incentive appropriate to encourage the expansion of this business to Northbrook?

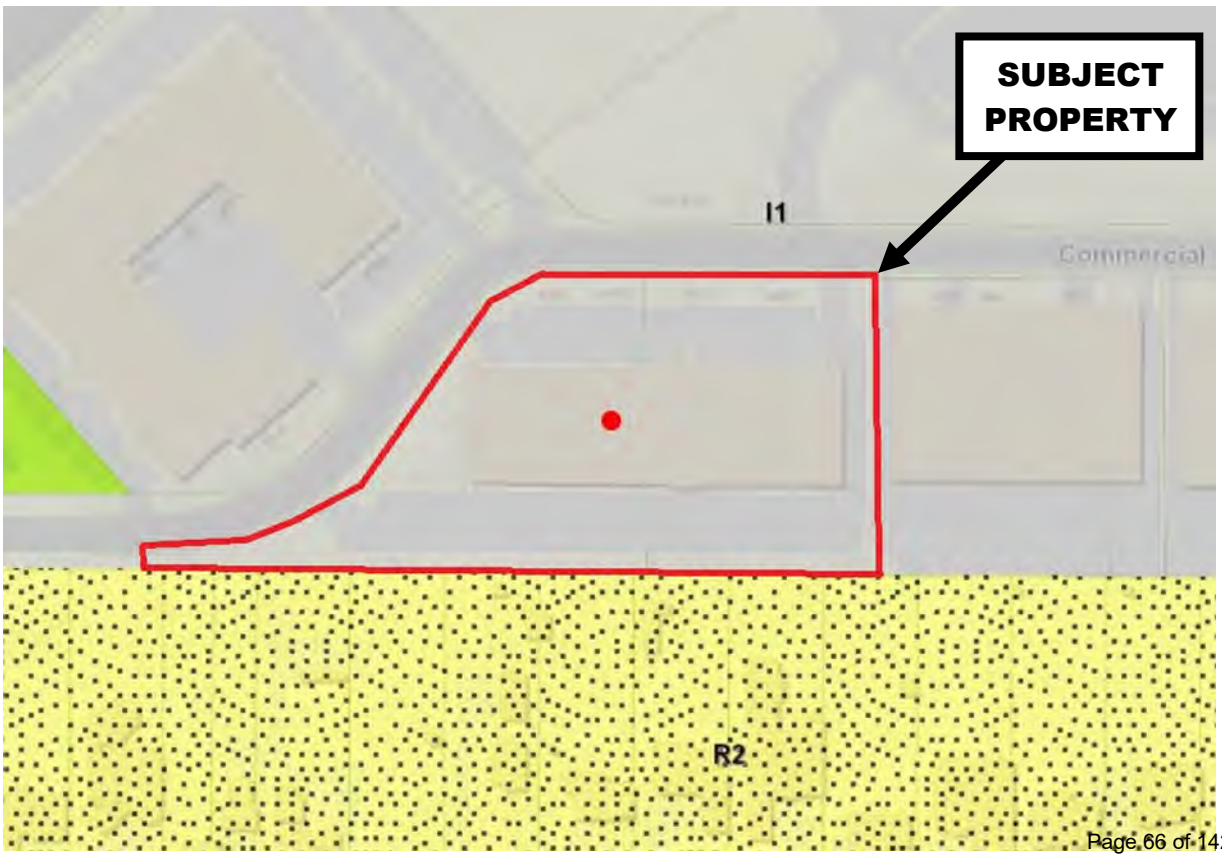
The Applicant and staff will be present at the September 14, 2021, meeting to answer any questions from the Board.

PRELIMINARY REVIEW
COOK COUNTY 6B PROGRAM REQUEST: 4065 COMMERCIAL AV E APPLICATION SUMMARY

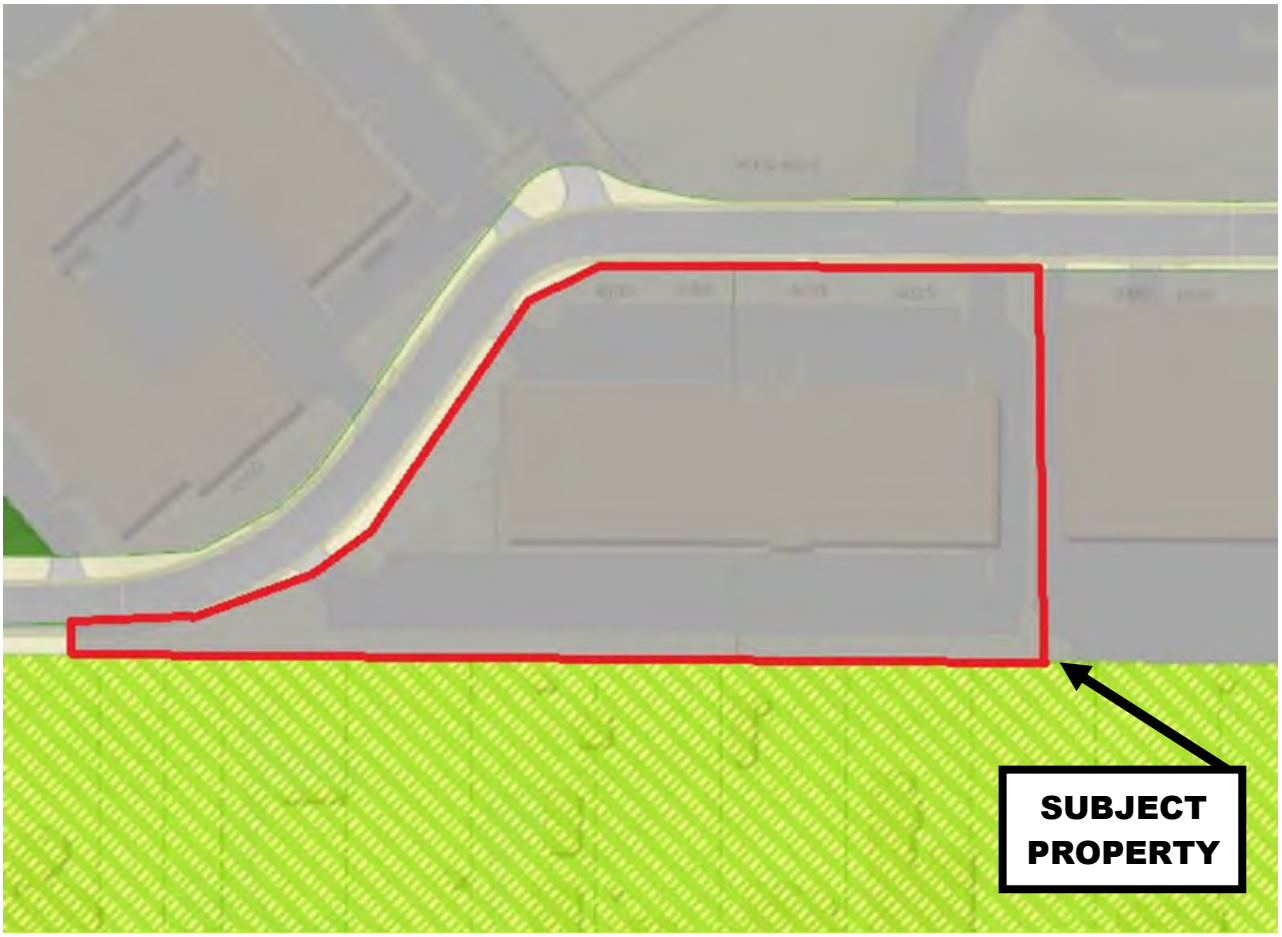
Applicant:	Newmedical Technology, Inc.
Site Location:	4065 Commercial Avenue
Requested Action:	Resolution supporting and consenting to a Cook County Class 6b incentive (SIC No. 2834.00 Pharmaceutical Manufacturing, General)
Proposal:	Resolution from the Village of Northbrook supporting and consenting to a Class 6b tax incentive to re-occupy a vacant property for greater than 24 months.
Existing Zoning & Land Use:	I1 – Vacant Industrial Building
Surrounding Zoning & Land Use:	North: I-1 Restricted Industrial South: R-2 Single Family East: I-1 Restricted Industrial West: I-1 Restricted Industrial
Comprehensive Plan Designation:	General industrial, warehouse and office

---

ZONING MAP



COMPREHENSIVE PLAN MAP



Legend

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

4065 Commercial Avenue

Street view on Commercial Ave. (facing south)

Street view on Commercial Ave. (facing east)

SIEGEL JENNINGS
PROPERTY TAX LAW

CHICAGO
CLEVELAND
COLUMBUS
PITTSBURGH

September 3, 2021

VIA Email & Mail
Michaela Kohlstedt
Director of Development & Planning Services
1225 Cedar Lane
Northbrook, IL 60062

RE: Class 6B Resolution Request
Sky Harbor Business Park
4065 Commercial Ave.
Northbrook, IL

Dear Ms. Kohlstedt:

Newmedical Technology, Inc. ("Newmedical") is the contract-purchaser of the above-referenced property (the "Subject Property") and is requesting a Resolution from the Village of Northbrook supporting and consenting to a Class 6b Tax Incentive for the Subject Property based on re-occupancy ofa property that has been vacant for over 24 months with a purchase for value and substantial rehabilitation. The Subject Property has been vacant for approximately four (4) years. Per the terms of the purchase agreement for the subject property, Newmedical has the right to terminate the agreement if they are unable to secure the aforementioned Resolution by November 15, 2022.

The Subject Property is 41 years old and currently consists of a 47,040 square foot industrial building located on a 161,229 square foot site. Newmedical intends to occupy the property and will use the site to expand their growing business. Newmedical Technology, Inc. is currently located at 310 Era Drive, Northbrook, IL 60062. The applicant has outgrown their current facility as it requires outside warehousing for inventory needs, a larger manufacturing footprint and more office space. The Applicant has determined the Subject Property is a suitable location to expand its business, and will allow the company to continue its growth and hire additional employees. However, the location requires significant investment to configure the property for Newmedical's use.

Newmedical Technology, Inc. was formed in 2003. Newmedical Technology, Inc. is a global medical device company focused on development, manufacturing and distribution of patented therapies for advanced wound care, scar management, skin care and surgical solutions. The Applicant understands both the physical and psychological impact of wounds and the scars they create and are dedicated to supplying medical professionals with new solutions and on improving quality of life for patients.

Newmedical produces 95% of its products at its Northbrook location and distributes its products globally in over 30 countries. Products are all distributed from the Northbrook warehouse to physicians (plastic surgeons, dermatologists, and others), consumers (via Amazon and our NewGel+ website) and internationally via distributors (who in turn distribute to pharmacies and consumers).

Expansion of operations in the subject location would allow for an estimated increase of sales from $7.3 million to $10 million within two years of complete expansion. Additionally, the company is in the process of releasing new product lines which will, hopefully, allow sales to increase further.

Newmedical has increased its research and development efforts and will be looking to add 2-3 exciting confidential new products in this space. International markets provide another key opportunity for growth as they enter new markets and enhance the capabilities of our current markets.

The Applicant plans to utilize the Subject Property for primarily manufacturing and warehouse use. After closing, the Applicant will make significant improvements and renovations to the property, including but not limited to interior renovation and reconfiguration to optimize the required allocation of manufacturing and warehouse space for its needs. Additionally, the applicant will update the electrical and HVAC needs throughout the building as necessary. Once improvements are finished, the Applicant plans to occupy the entire Subject Property. The Applicant currently employs 31 full-time and 2 part-time employees. All employees are paid in accordance with Living Wage requirements. The Newmedical will hire new 20 full time employees within the first two years of operations in its new location and intends to hire more people over the course of the twelve (12) year 6b period. In both instances, Newmedical will look to qualified Northbrook residents as they rapidly expand their businesses.

After purchasing the property for $1,176,000, the Applicant plans to invest approximately $350,000 to $600,000 in improvements to the property to convert from primarily office space to manufacturing, warehousing and office space. which will result in approximately 20 temporary construction jobs. Newmedical will continue to utilize recycling programs, continue to comply with LEED standards and in 2022 will begin the LEEDS certification process at the Subject Property.

After purchasing the property and implementing the subsequent improvements, the Subject Property is projected to have a market value of approximately $1,776,000, which would generate an estimated $619,795 in total property taxes over the life of the Class 6b Tax Incentive, not including the sales tax the operations add to the municipality.

Further, if the Class 6b Incentive Resolution is approved, the Applicant's presence would contribute an additional estimated $100,000 to the economy of the Village of Northbrook over 12 years, as employees, visitors (outside sales, distributors and other vendors/customers) would spend money in hotels, restaurants, retailers, gas stations, and recreational establishments. Therefore, should the Class 6b Incentive be approved, the Subject Property would generate additional income over the life of the Class 6b Tax Incentive. Please see the attached "12 Year Tax Comparison Chart."

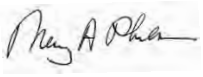
Without the assistance from the Class 6b Incentive, the Applicant cannot purchase the Subject Property; theApplicant has determined that without the incentive, the heavy Cook County property tax burden may require it to bring its operations to a neighboring county, state, or community. In the event the Applicant does not close on the subject property, it will remain vacant and unused, and receive vacancy relief thereby lowering its total taxes.

Additionally, the Applicant will be incurring equal or higher expansion costs than what the applicant will be saving in taxes. The Applicant has a lease obligation that will cost $256,000, moving expenses of $250,000, building investment of $600,000 and expansion costs of $800,000. Furthermore, the owners of the company would need to give a personal guarantee for any loans needed to secure the real estate. The granting of the incentive is critical to the opportunity to expand Newmedical's business.

The Applicant's proposed project is a substantial investment into the Northbrook economy, and without the assistance of a Class 6b Tax Incentive, the Applicant has determined that the project will not be feasible. The incentive will allow the Applicant to rehabilitate, renovate and occupy a vacant an unused building, and to contribute a significant amount to the local economy by expanding its business.

Based on the foregoing, the Applicant requests that the Village of Northbrook review its Class 6b request andapprove a Resolution supporting and consenting to a Class 6b Incentive for the Subject Property based on re- occupation of abandoned property for greater than 24 months continuous vacancy with a purchase for value and substantial rehabilitation. Should you need any additional documentation or have any questions or concerns, do not hesitate to contact me at 312-973-3896.

Sincerely,



"Molly" Mary A. Phelan
Attorney for the Applicant
Siegel Jennings, Co. LPA
312-973-3896
mphelan@siegeltax.com

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

Estimated Taxes at the $1,176,000 PP and $350,000 improvements in 12 months, Full Occupancy & a 6b

Estimated Market Value	Assessment Level with a Class 6b**	Estimated Assessed Value With a Class 6b	Estimated Tax With a Class 6b
$1,176,000	10%	$117,600	**$29,329**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	10%	$152,600	**$38,058**
$1,526,000	15%	$228,900	**$57,086**
$1,526,000	20%	$305,200	**$76,115**
$1,526,000	20%	$305,200	**$76,115**
Total Estimated Taxes (2021 to 2033)			**$543,106**

Estimated Taxes at the $1,1760,000 PP and $350,000 improvements in 12 months, Full Occupancy & No 6b

Estimated Market Value	Assessment Level With NO Class 6b	Estimated Assessed Value Without a Class 6b	Estimated Taxes at Full Occupancy Without a Class 6b
$1,176,000	25%	$294,000	**$73,322**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
$1,526,000	25%	$381,500	**$95,144**
Total Estimated Taxes (2021 to 2032)			**$1,119,906**

Estimated Market Value Based on the $1,176,000 PP, No Improvements, Full Vacancy & No 6b

Estimated Market Value w/ Vacancy	Assessment Level With NO Class 6b	Estimated Assessed Value Without a Class 6b	Estimated Taxes at Full Vacancy Without a Class 6b
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
$1,009,099	25%	$252,275	**$62,916**
Total Estimated Taxes (2021 to 2032)			**$754,991**

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

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

The above estimates are speculative, and should be treated as such.

$43,993

NEW ASKING PRICE:
$1,650,000 ($35.07 PSF)

AVAILABLE 47,040 SF

4065 COMMERCIAL AVENUE

NORTHBROOK, ILLINOIS

KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

MARC SAMUELS
Associate
+1 847 720 1368
marc.samuels@cushwake.com

CUSHMAN & WAKEFIELD

THE HIGHLIGHTS

Building Size:	47,040 SF
Office Size:	40,000 SF
Site Size:	3.8 Acres
Clear Height:	12’
Loading:	1 Interior Dock
Parking:	194 Spaces
Power:	Two 800 amp services at 480 volts each
Sale Price:	$1,650,000 ($35.07 PSF)

Located in the Sky Harbor Business Park, the site offers immediate access to the I-294 full interchange at Lake Cook Road.

KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

MARC SAMUELS
Associate
+1 847 720 1368
marc.samuels@cushwake.com

CUSHMAN & WAKEFIELD

THE SPACE

AVAILABLE 47,040 SF
4065 COMMERCIAL AVENUE
NORTHBROOK, ILLINOIS

KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

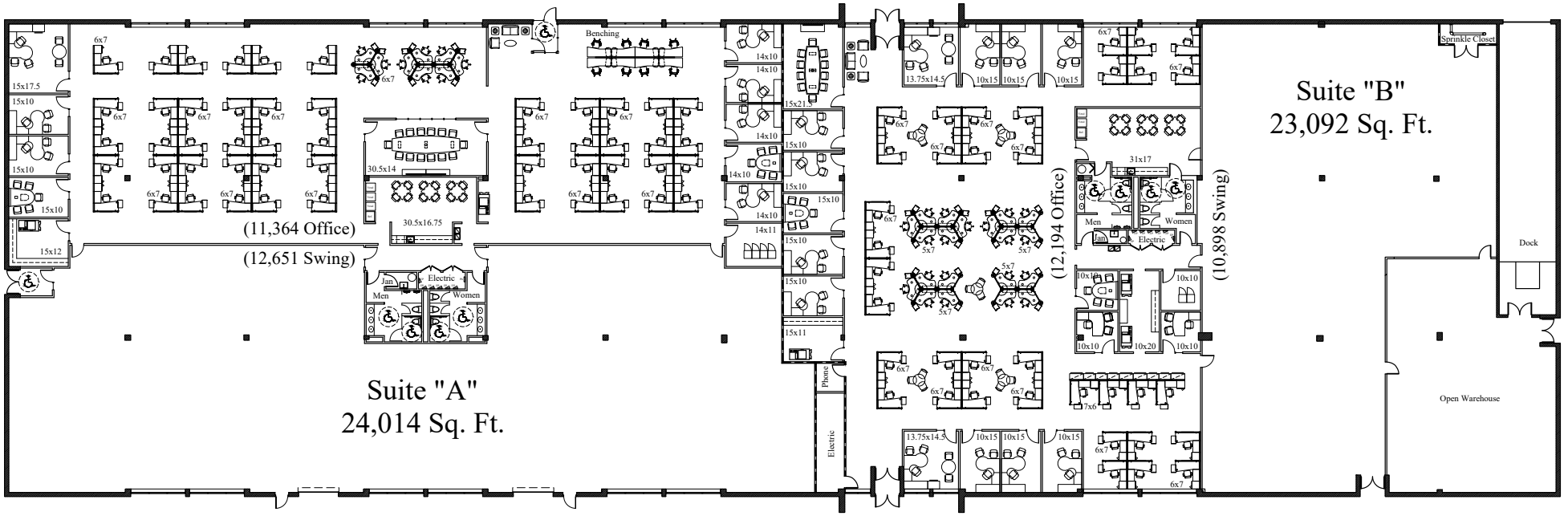
ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

MARC SAMUELS
Associate
+1 847 720 1368
marc.samuels@cushwake.com

CUSHMAN & WAKEFIELD

THE CONCEPT PLAN

AVAILABLE 47,040 SF
4065 COMMERCIAL AVENUE
NORTHBROOK, ILLINOIS



TWO TENANT CONFIGURATION

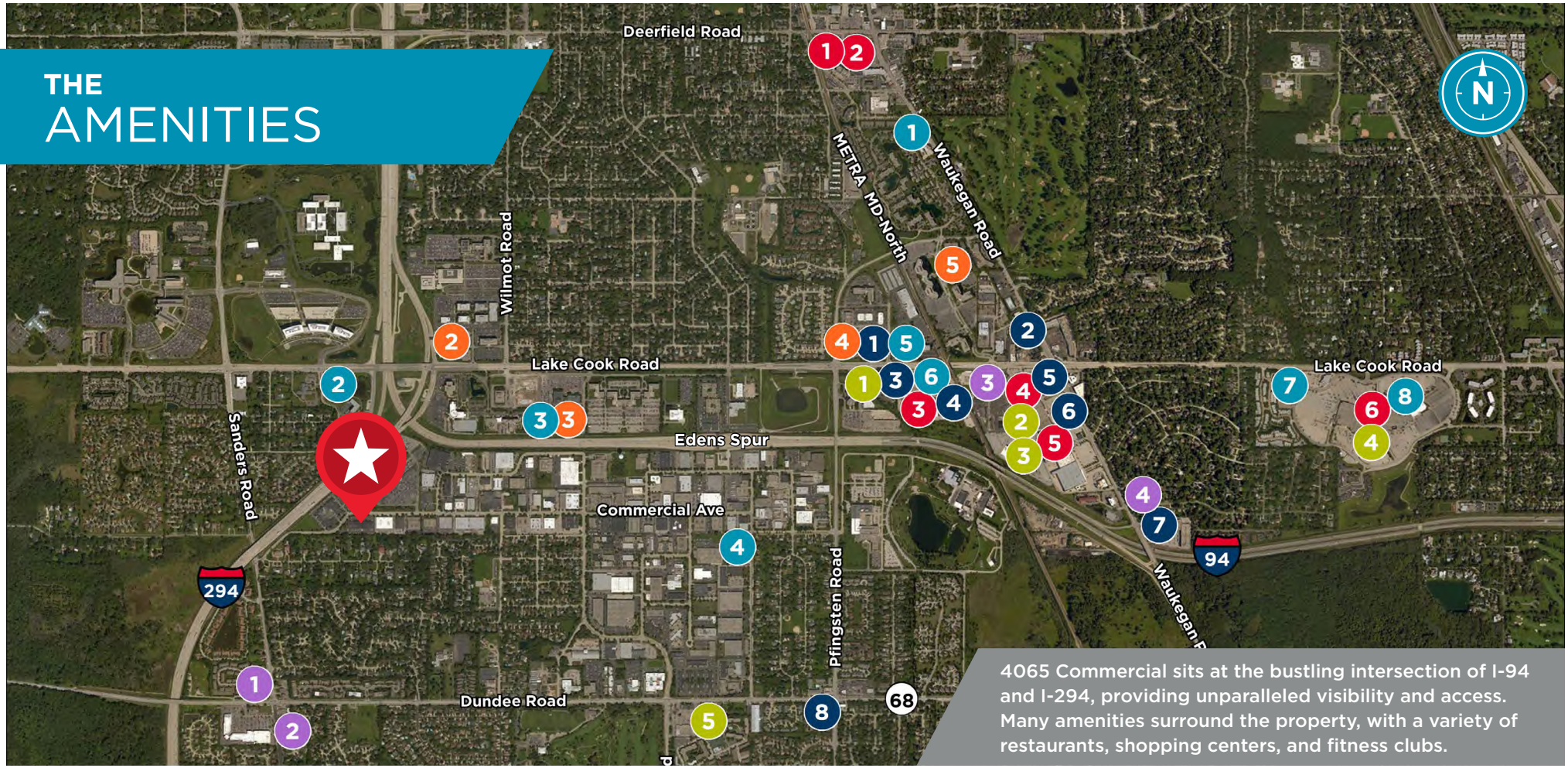
KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

MARC SAMUELS
Associate
+1 847 720 1368
marc.samuels@cushwake.com

CUSHMAN & WAKEFIELD

THE AMENITIES



4065 Commercial sits at the bustling intersection of I-94 and I-294, providing unparalleled visibility and access. Many amenities surround the property, with a variety of restaurants, shopping centers, and fitness clubs.

DINING	FAST CASUAL	RETAIL	HOTELS	RECREATION & FITNESS	BANKING
1 Rosebud	1 Portillos	1 Whole Foods Market	1 Marriott Suites	1 Balanced Fitness	1 Chase Bank
2 J Alexanders	2 Panera Bread	2 Deerfield Square	2 Hyatt Regency Deerfield	2 Sachs Recreation Center	2 Northbrook Bank
3 Cadwell's Grille	3 McAlister's Deli	3 The Home Depot	3 Embassy Suites	3 Joy of the Game	3 PNC Bank
4 Maestro Seafood & Grill	4 Jimmy John's	4 Jewel Osco	4 Courtyard by Marriott	4 AMC Dine In	4 Centrust Bank
5 Eggshell Cafe	5 Starbucks	5 Deerbrook Shopping Center	5 Residence Inn	5 Orangetheory Fitness	
6 El Tradicional	6 Noodles & Co	6 Northbrook Court			
7 PF Changs	7 Max & Benny's				
8 Di Pescara	8 Subway				

KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

MARC SAMUELS
Associate
+1 847 720 1368
marc.samuels@cushwake.com

CUSHMAN & WAKEFIELD

AVAILABLE 47,040 SF
4065 COMMERCIAL AVENUE
NORTHBROOK, ILLINOIS

CUSHMAN & WAKEFIELD

KEITH PURITZ, SIOR
Executive Director
+1 847 720 1366
keith.puritz@cushwake.com

ERIC FISCHER
Managing Director
+1 847 720 1369
eric.fischer@cushwake.com

NED FRANKE
Executive Managing Director
+1 312 470 1805
ned.franke@cushwake.com

CHICAGO SUBURBAN OFFICE
9500 W Bryn Mawr Ave
Suite 600
Rosemont, IL 60018

©2019 Cushman & Wakefield. All rights reserved. The information contained in this communication is strictly confidential. This information has been obtained from sources believed to be reliable but has not been verified. NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, IS MADE AS TO THE CONDITION OF THE PROPERTY (OR PROPERTIES) REFERENCED HEREIN OR AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN, AND SAME IS SUBMITTED SUBJECT TO ERRORS, OMISSIONS, CHANGE OF PRICE, RENTAL OR OTHER CONDITIONS, WITHDRAWAL WITHOUT NOTICE, AND TO ANY SPECIAL LISTING CONDITIONS IMPOSED BY THE PROPERTY OWNER(S). ANY PROJECTIONS, OPINIONS OR ESTIMATES ARE SUBJECT TO UNCERTAINTY AND DO NOT SIGNIFY CURRENT OR FUTURE PROPERTY PERFORMANCE.

4065 Commercial Ave

Flex - North Cook Submarket
Northbrook, IL 60062

47,040	3.8	1978 / 1991	$1.65M	$35.08
SF RBA	AC Lot	Built / Renov	Sale Price	Price/SF

4065 Commercial Ave

Flex - North Cook Submarket
Northbrook, IL 60062

$1.65M	$35.08	47,040	1978 / 1991	1,052 days	3.8
Sale Price	Price/SF	SF GLA	Built / Renov	On Market	AC Lot

CLASS 6B
ELIGIBILITY APPLICATION

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

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

Applicant Information

Name: A. Michael Hanna Telephone: (847) 412-1000

Company: Newmedical Technology, Inc.

Address: 310 Era Drive

City: Northbrook State: IL Zip Code: 60062

Email: mhanna@newmedical.com

Contact Person (if different than the Applicant)

Name: "Molly" Mary A. Phelan Telephone: (312) 973-3896

Company: Siegel Jennings

Address: 77 W. Washington #900

City: Chicago, State: IL Zip Code: 60602

Email: mphelan@siegeltax.com

Property Description (per PIN)

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

Street Address: (1) 4065 COMMERCIAL AV, NORTHBROOK, IL 60062

Permanent Real Estate Index Number: 04-06-206-001-0000

(2) 4065 COMMERCIAL AV, NORTHBROOK, IL 60062

Permanent Real Estate Index Number: 04-06-206-002-0000

(3) _____

Permanent Real Estate Index Number: _____

City: NORTHBROOK State: IL Zip Code: 60062

Township: NORTHFIELD Existing Class: 5-17

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

Identification of Person Having an Interest in the Property

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

Industrial Use

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

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

Nature of Development

Indicate nature of proposed development by checking the appropriate space:

[ ] New Construction **(Read and Complete Section A)**

[ ] Substantial Rehabilitation **(Read and Complete Section A)**
Incentive only applied to the market value attributable to the rehabilitation

[X] Occupation of Abandoned Property **-** No Special Circumstance
(Read and Complete Section B)

[ ] Occupation of Abandoned Property **-** With Special Circumstance
(Read and Complete Section C)

[ ] Occupation of Abandoned Property **- (TEERM Supplemental Application)**
(Read and Complete Section C)

[ ] Occupation of Abandoned Property - **(CEERM Supplemental Application)**
(Read and Complete Section C)

SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)

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

Estimated date of construction commencement *(excluding demolition, if any)*: _____

Estimated date of construction completion: _____

Attach copies of the following:

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

SECTION B (ABANDONED PROPERTY WITH NO SPECIAL CIRCUMSTANCE)

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

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

   [X] YES [ ] NO

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

   Old Worlds Industries.

   Attach copies of the following documents:

   (a) Sworn statements from person having personal knowledge attesting to the fact and the duration of vacancy and abandonment

   (b) Information *(such as statements of utility companies)* which demonstrate that the property was vacant and unused and indicate duration of such vacancy

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

   Estimated date of reoccupation: March 2022 - estimated
   Date of Purchase: November 2021 - estimated
   Name of purchaser: Newmedical Technologies, Inc or affiliate company
   Name of seller: One N Broadway, LLC
   Relationship of purchaser to seller: Arms-Length

   Attach copies of the following documents:

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

Legal Description

LOTS 19 AND 20 IN VOBROOK COMMERCIAL PARK, BEING A SUBDIVISION OF PAR OF SECTION 6,TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

EMPLOYMENT OPPORTUNITIES

How many construction jobs will be created or maintained as a result of this development? Unknown.

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

Full-time: 31 Part-time: 4 (2 regular part time + 2 seasonal)

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

4 (2 regular part time & 2 seasonal)

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

21 Property will have 52 full-time, 4 part time & 4 seasonal workers.

LOCAL APPROVAL

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

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

Mike Hanna (Sep 3, 2021 14:58 CDT)

Signature

9/3/2021

Date

Mike Hanna

Print Name

Ceo

Title

03/05/2021

NORTHBROOK 6B APPLICATION FORM

NEWMEDICAL TECHNOLOGIES, INC.

4065 COMMERCIAL AVE.

NORTHBROOK, IL

Economic & Fiscal Impacts of Business on the Community

1. Provide the North American Industry Classification System (NAICS) code(s) for the business to occupy the subject property. Describe the potential for future growth of the business and of the industry the business is in.

The NAICS code is 339113 - Surgical Appliance and Supplies Manufacturing.

Newmedical Technology, Inc. *is a global medical device company focused on development, manufacturing and distribution of patented therapies for advanced wound care, scar management, skin care and surgical solutions. We understand both the physical and psychological impact of wounds and the scars they create and are dedicated to supplying medical professionals with new solutions and on improving quality of life for patients.*

If we are able to expand our operations in the subject location, we are estimating an increase of sales from $7.3 million to $10 million within two years of complete expansion. Additionally, we are in the process of releasing new product lines which will, hopefully, allow sales to increase further.

This facility supports all global manufacturing and distribution.

Newmedical has also consistently won awards in its industry including, but not limited to Illinois Exporter of the Year, Aesthetics Everything Product (Scar and Skin Repair) and Aesthetic Everything Executive awards (the former two awards 3 years running).

2. If an existing business, provide information regarding the business' current operations, such as locations, size of current facilities, and number of current employees. Also explain why the business is relocating or expanding to Northbrook.

Our current headquarters are at 310 Era Drive in Northbrook in the Sky Harbor Business complex. This is our only office, manufacturing, and distribution facility to support all global activities. Our lease for this property is expiring in 2023.

The current facility is about 14,000 square feet and houses 35 total employees.

The applicant has outgrown its current facility. It requires outside warehousing for inventory needs and can add no more office staff as all offices are occupied (a number of them doubled up). The subject property has the desirable square footage for the applicant to

expand its business, which will allow the company to continue its growth and hire additional employees.

The current and expected business growth mandates that the Applicant pursue a new facility with 2-3 times the current square footage. Applicants require a large facility to house more office, warehouse and manufacturing personnel, more warehouse to handle larger required material and inventory and a larger footprint to house current manufacturing and expected new line(s).

3. Do any Northbrook businesses provide services or supplies to the business that will be locating on the subject property? If so, please list the businesses and describe the services/supplies they would provide?

Action Plastics on Commercial Avenue provides various manufacturing supplies and materials to support our business.

4. Does the business that will be locating on the subject property provide services or supplies to Northbrook businesses? If so, please list the businesses and describe the services/supplies that would be provided to them.

- *Applicant provides medical products to the following Northbrook businesses:*
  - *Daniel S. Treasley MD*
  - *Dermatology Partners of the North Shore*
  - *MAE Plastic Surgery*
  - *North Shore Center for Plastic Surgery*

5. Explain by how much the proposed construction of building additions or other significant improvements to the site would increase the assessed value of the property.

The current purchase price of the building is $1,176,000. The Applicant intends to invest $350,000-$600,000 into the building to make it operational. This is an increase in Assessed Value of 87,000-150,000 over the 294,000 the current purchase price indicates.

6. Will the project require the Village to invest in public infrastructure improvements? If so, what percentage of the costs of those improvements will the business/developer contribute?

No infrastructure improvements from the village of Northbrook will be required from this investment.

7. Will the project generate new local sales tax? If so, how much would be annually generated?

The expansion of the operations in Northbrook will lead to more purchases of machinery and other materials and supplies which will increase the sales taxes currently being paid to the municipality.

8. Is the business a start-up company or an expansion of an existing Northbrook operation?

The applicant is an existing business based in Northbrook that must expand and is requiring significantly more square footage than its current location.

9. Describe the business' history of contributing to its community through volunteer work, financial contributions or other means. If a new start-up business, please demonstrate the business' commitment to becoming involved in the community.

- *This business has been a consistent contributor to Hunger Resource Network fund raisers (event attendance and sponsorship), participation in their Community Outreach days as well as a recent contribution to the Hunger Free Northbrook Organization. We plan on continuing to support these worthy organizations.*
- *Internship program for high school and college students for manufacturing and office roles. Recent college intern was from a District 225 high school.*

<u>Conditions of Existing Building /Site and Private Financial Contribution Compared to Public Assistance</u>

10. If purchasing the property, provide documentation from the current property owners that they have made a reasonable effort to market the property, including a description of those efforts. Provide a chronological detail of those efforts.

- *The building has been on the market for a total of 1,051 days with Cushman and Wakefield (CW).*
  - *Prior to that it was on the market with the firm Korman Lederer.*
- *CW took over agency 7/2018 and marketed the property at $2,800,000 ($59.52 PSF).*
- *CW held an open house 5/2019 for brokers in the market.*
- *Seller lowered the asking price to $35.07/SF on 11/2019.*
- *Seller lowered the asking price to $29.50/SF on 6/2021.*
- *Since CW has taken over the agency on the building, marketing was conducted by:*
  - *Directly reaching out (phone calls, emails, brochures, eblasts) to businesses, users, tenants, investors and brokers in the submarket and surrounding submarkets.*
  - *MLS services (AIRE, Costar)*
  - *CW Website listing*
  - *Open house (5/2019)*
- *Current marketing brochure is attached.*

11. Has the current owner of the subject property filed a vacancy appeal with the County within the last two years? If so, please provide a copy of the appeal and details of how the appeal has affected the assessed value of the property.

- *The applicant has filed a FOIA request to the Cook County Board of Review for the 2018-2020 appeals.*
- *2018-2019 – 100% Vacancy relief was granted.*
- *2020 – Vacancy relief was requested. The current owner submitted an affidavit stating that the property was 100% vacant for 2020.*
    - *The appeal was rejected because the filing attorney for the seller did not comply with Board of Review rules of evidence.*

12. Submit a tax impact table showing the projected property taxes that would be paid if the 6b is granted over the life of the 6b and the property taxes that would be paid if the property is reused without the 6b (A suggested format is available in a Microsoft Excel worksheet).

See attached Exhibit _.

13. Submit copies of the property tax bill for the subject property for the past three years.

See attached Exhibit__

14. Provide an explanation and documentation for why the site in question is difficult to lease or sell due to age, size, condition, or unique characteristics of the building.

- *The subject property (4065 Commercial Ave, Northbrook):*
    - *has been on the market for over 1,051 days,*
    - *is an industrial zoned building with 12' ceiling clearing,*
        - *industry minimum height is 18'.*
    - *has a higher office square footage than typically needed for industrial use.*

15. If purchasing the property, provide a copy of a certified appraisal of the property or other documentation demonstrating that the property's purchase price is not the reason for needing a Class 6b incentive;

Appraisal has been ordered and is forthcoming.

16. Provide documentation indicating that deferred maintenance issues are not the reasons for needing the 6b incentive.

Requested information is forthcoming.

17. Provide details regarding the amount of investment the applicant and the business planning to occupy the subject property plan to invest in the property.

We expect to invest between a range of $350,000 to $600,000 in the property.

18. What is the purchase price of the real property on the subject property? Provide support documentation, such as a copy of the purchase contract.

Applicant and sellers have settled on a purchase price of $1,176,000. Purchase agreement is forthcoming. See attached Letter of Intent in Exhibit __.

19. Submit a narrative and supporting documents indicating the need for the 6b incentive.

See cover letter submitted with this application.

Quality Jobs to be Created

20. Provide the projected number of employees that will be located at the Northbrook facility and the average wage for those employees.

	Employee Count	
	Current	
	#	**Avg Annual Wage**
Full-time	31	$ 86,000
Part-time	2	$ 4,800
Seasonal	2	$ 3,000
Total	**35**	
	Future	
	#	**Avg Annual Wage**
Full-time	52	$ 86,000
Part-time	4	$ 8,000
Seasonal	4	$ 3,000
Total	**60**	

21. Provide a break down between full-time, part-time, and seasonal employees at the Northbrook facility.

- *Future*
  - *52 full time*
  - *4 part-time*
  - *4 seasonal*

22. Provide a breakdown between current employees, if any, that will transfer from the business' existing facilities and new employees from the local area.

All 35 current employees will transfer and Newmedical will hire 25 new employees between 2022- 2024.

23. Provide the projected total annual payroll for the Northbrook facility.

Projected full employment by 2024 - approximately $4.3 Million annualized.

Environmental Impact

24. Please describe if the business has implemented any of the following as part of its operations:

a. Comprehensive energy and resource efficiency programs, including green buildings (e.g. LEED certification, binding energy efficiency commitments, etc.)

Yes - Programs below (LEEDS page # included)

- *Transportation Performance (Reduction in Greenhouse gas emissions) (pg. 21)*
  - *To reduce pollution and land development effects from transportation*
  - *Encourage all employees use Public Transportation and/or carpooling (Light rail and Bus services)*
  - *Initiate a program where Employees work remotely when possible*
  - *Electrical equipment used within production (no gas operated equipment)*

- *Light Pollution Reduction*
  - *To increase night sky access, improve nighttime visibility, and reduce the consequences of development for wildlife and people.*
  - *External light fixtures do not emit light at a vertical angle more than 90 degrees (pg. 29)*
  - *Transitioned to LED lighting throughout the facility (2020 implementation)*

- *Sight Management (pg. 30)*
  - *To provide environmentally sensitive site management practices that protect and enhance habitat, reduce pollutants and waste, protect soils and hydrology and reduce site domestic water use.*
  - *Snow and Ice Removal – Use of environmentally preferred deicers*
- *Energy Performance (pg 38)*
  - *To support energy management and reduce environmental and economic harms associated with excessive energy use by reducing greenhouse gas emissions and achieving higher levels of operating energy performance.*
  - *Implementation of electrical efficient motors and drivers (servo vs. AC driven motors)*
  - *Using remote and Wi-Fi SMART switches for appliances and equipment (Pumps, Thermostats, Water Sensors)*

b. Comprehensive waste reduction, waste exchange, and recycling programs.

Facility Maintenance and Renovation Policy

- *To reduce the environmental harms associated with the materials purchased, installed, and disposed of during maintenance and renovation activities.*
  - *Recycle maintenance waste*
  - *Renovation projects to include shaded windows (controlled during winter and summer seasons)*
- *Recycling*
  - *Weekly Recycling program facilitated by Waste Management Services.*

25. Please describe if the company has introduced environmentally sound products/services, including but not limited to:

a. Products/services that expand markets for recycled materials.

Not applicable.

b. Development of renewable energy resources or products that conserve energy.

Not applicable.

<u>Class 6b General Requirements & Standards</u>

26. Does the proposal satisfy all applicable Cook County criteria for the approval of a Class 6b incentive?

Yes

27. Does the applicant agree to develop, operate, and maintain the Subject Property in compliance with all codes and ordinances of the Village of Northbrook?

Yes

28. Does the applicant acknowledge that the Village shall not renew a Class 6b incentive after the initial 12-year Class 6b assessment time period has expired?

Yes

29. Does the applicant agree to tie the property tax relief from the Class 6b classification to a specific business(es) locating and remaining on the subject property for length of the 12-year Class 6b assessment time period?

Yes

30. Does the applicant agree that during the life of the Class 6b schedule, the applicant shall agree not to seek a property tax protest that would result in a property value less than the fair market value set by the Cook County Assessor's Office during the first year of the Class 6b schedule.

Yes

31. The applicant must acknowledge that it must enter into an agreement with the Village setting the terms and conditions for the Village's support and consent to the Class 6b classification.

Yes

CUSHMAN & WAKEFIELD

Marc B. Samuels
Senior Associate
9500 W. Bryn Mawr Ave, Suite 600
Rosemont, IL 60018
Direct +1 847 720 1368
Mobile +1 847 668 4710
Marc.Samuels@cushwake.com
cushmanwakefield.com

August 16th, 2021
August 18, 2021 Seller Response
August 18th, 2021 Purchaser Final Response

Mr. Keith Puritz
Executive Director
Cushman & Wakefield
9500 W Bryn Mawr Ave, Suite 600
Rosemont, IL 60018

RE: 4065 Commercial Ave, Northbrook IL

Dear Keith:

On behalf of Newmedical Technology ("Purchaser"), we have been asked to submit the following Letter of Intent to purchase the above referenced property:

1.	**Purchaser:**	Newmedical Technology, or its nominee or assignee.
2.	**Seller:**	One North Broadway Partnership, LLC
3.	**Subject Property:**	Approximate 47,040 SF building situated on an approximate 3.8 AC site.
4.	**Purchase Price:**	~~$1,107,000 ($23.53/SF).~~ ~~$1,250,000~~ $1,176,000 "As-Is"
5.	**Earnest Money Deposit:**	$50,000 which will be either (i) applied to the Purchase Price at close of escrow, (ii) returned to Purchaser if any condition to its obligations is not satisfied or waived, or (iii) paid to Seller as liquidated damages in the event of a default by Purchaser. Earnest Money shall become non-refundable upon removal of Purchaser's Due Diligence.
6.	**Survey:**	Seller shall provide an updated ALTA Certified Survey within thirty (30) days of the full and mutual execution of the Purchase and Sale Agreement ("PSA").

7.	**Preliminary Title:**	Seller shall promptly provide a current title report to Purchaser.
8.	**Purchaser's Inspection Contingencies:**	Purchaser's obligation to purchase the Subject Property shall be subject to and contingent (a) its Physical Inspection of the property and its suitability, and (b) its receipt of a Class 6B property tax incentive, both of which contingencies must be satisfied or waived within **sixty (60) days from the full and mutual execution of the PSA.**
9.	**Inspection Rights:**	Purchaser and its contractors shall have the right to enter the Subject Property to inspect and conduct such tests as Purchaser may require, which may include, but not limited to a Phase I environmental and Geo-technical testing, and Purchaser shall indemnify Seller from any loss resulting from such entry. Any invasive testing subject to Seller prior written approval.
10.	**Deliveries by Seller:**	Within five (5) business days after the execution of the PSA, Seller will deliver to Purchaser all documents, ~~lease agreements~~, records, reports, surveys, governmental approvals and other documentary information in Seller's possession or control, which relates to the use, occupancy, or condition of the Subject Property, including any environmental reports in its possession.
11.	**Closing and Closing Costs:**	Close of escrow will occur as mutually agreed to within the PSA, or within fifteen (15) days from removal of Purchaser's Conditions and Contingency noted herein. Seller will pay for the cost of ALTA title insurance policy, pay for all applicable document stamps and transfer fees, if any; and all other closing costs will be borne in accordance with the custom prevailing in the Property's marketplace for similar transactions, unless stated otherwise in this letter.
12.	**Brokers:**	CUSHMAN & WAKEFIELD represents both the Purchaser and the Seller in this transaction. Seller will pay a real estate brokerage commission to CUSHMAN & WAKEFIELD per agreement under separate cover.

The foregoing is intended as a non-binding outline of material business terms to serve as a basis for the preparation of a formal PSA for review and approval by both Purchaser and

Seller. This Proposal does not include all the terms and conditions which would be negotiated in an Agreement, does not constitute a formal and binding Agreement and is additionally subject to the review and approval of both parties. This letter is non-binding and will not create any legal rights or obligations between us.

Upon Seller's execution of this Letter of Intent, the parties shall mutually and in good faith cooperate in the prompt preparation of the PSA. The PSA shall contain customary and commercially reasonable terms and conditions consistent with the foregoing including, but not limited to, attorney review, financing, due diligence and inspection contingencies.

If the foregoing business terms are acceptable to Seller please execute below and return to our attention no later than 12:00 PM Wednesday, August 18th, 2021. Valid through Thursday 12PM CST, August 19, 2021.

Sincerely,

Cushman & Wakefield

Marc B. Samuels
Senior Associate
847.720.1368
marc.samuels@cushwake.com

Sean D. Kropke
Executive Director
312.424.8284
sean.kropke@cushwake.com

Acceptance by Purchaser

Signature

A. Michael Hanna, CEO
Name & Title (please print)

8/18/2021
Date:

Acceptance by Seller

Signature

Sarah Barry, CFO of The Hums Group, LLC (member)
Name & Title (please print)

8/18/2021
Date:

TOTAL PAYMENT DUE

$0.00

By 09/01/2021

2018 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-002-0000	131	25076	2018	(2019)	NORTHFIELD	5-17

IF PAYING LATE, PLEASE PAY

LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW

TAXING DISTRICT BREAKDOWN

Taxing Districts	2018 Tax	2018 Rate	2018 %	Pension	2017 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	57.08	0.011	0.13%		99.19
Metro Water Reclamation Dist of Chicago	2,054.89	0.396	4.78%	233.51	3,987.24
Northbrook Park District	2,366.24	0.456	5.51%	202.37	4,155.85
Miscellaneous Taxes Total	**4,478.21**	**0.863**	**10.42%**		**8,242.28**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	1,276.52	0.246	2.97%		2,301.09
Glenbrook HS District 225 (Glenview)	11,499.09	2.216	26.76%	326.91	20,848.69
Northbrook School District 27	16,625.94	3.204	38.70%	482.58	30,062.97
School Taxes Total	**29,401.55**	**5.666**	**68.43%**		**53,212.75**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	1,800.62	0.347	4.19%	155.67	3,263.19
Village of Northbrook	4,006.00	0.772	9.32%	1,743.54	7,091.73
Road & Bridge Northfield	269.83	0.052	0.63%		486.01
General Assistance Northfield	36.32	0.007	0.08%		59.51
Town of Northfield	124.54	0.024	0.29%		228.13
Municipality/Township Taxes Total	**6,237.31**	**1.202**	**14.51%**		**11,128.57**
COOK COUNTY TAXES					
Cook County Forest Preserve District	311.35	0.060	0.72%	10.37	614.95
Consolidated Elections	0.00	0.000	0.00%		307.47
County of Cook	1,655.34	0.319	3.86%	565.61	3,243.33
Cook County Public Safety	638.26	0.123	1.49%		1,081.12
Cook County Health Facilities	243.89	0.047	0.57%		595.11
Cook County Taxes Total	**2,848.84**	**0.549**	**6.64%**		**5,841.98**
(Do not pay these totals)	**42,965.91**	**8.280**	**100.00%**		**78,425.58**

TAX CALCULATOR

2017 Assessed Value	**334,779**
2018 Assessed Value	**178,265**
2018 State Equalizer	**X 2.9109**
2018 Equalized Assessed Value (EAV)	**518,912**
2018 Local Tax Rate	**X 8.280%**
2018 Total Tax Before Exemptions	**42,965.91**

2018 Total Tax Before Exemptions	**42,965.91**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2018 Total Tax After Exemptions	**42,965.91**
First Installment	**42,965.91**
Second Installment +	**0.00**
Total 2018 Tax (Payable in 2019)	**42,965.91**

IMPORTANT MESSAGES

- Refund Due for Current Tax Year

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
4065 COMMERCIAL AVE
NORTHBROOK IL 600621828

****** Please see 2018 Second Installment Payment Coupon next page ******

TOTAL PAYMENT DUE

$0.00

By 09/01/2021

2019 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-001-0000	131	25076	2019	(2020)	NORTHFIELD	5-17

PAYMENT SCHEDULE	09/02/2021 - 10/01/2021	10/02/2021 - 11/01/2021	11/02/2021 - 12/01/2021
	$0.00	**$0.00**	**$0.00**

TAXING DISTRICT BREAKDOWN

Taxing Districts	2019 Tax	2019 Rate	2019 %	Pension	2018 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	80.59	0.010	0.13%		71.23
Metro Water Reclamation Dist of Chicago	3,134.76	0.389	5.12%	346.51	2,564.22
Northbrook Park District	3,352.34	0.416	5.47%	241.75	2,952.74
Miscellaneous Taxes Total	**6,567.69**	**0.815**	**10.72%**		**5,588.19**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	1,780.93	0.221	2.91%		1,592.92
Glenbrook HS District 225 (Glenview)	16,165.37	2.006	26.40%	443.21	14,349.26
Northbrook School District 27	23,055.40	2.861	37.65%	684.97	20,746.86
School Taxes Total	**41,001.70**	**5.088**	**66.96%**		**36,689.04**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	2,530.37	0.314	4.13%	217.57	2,246.93
Village of Northbrook	6,156.70	0.764	10.05%	2,780.18	4,998.93
Road & Bridge Northfield	378.75	0.047	0.62%		336.72
General Assistance Northfield	56.41	0.007	0.09%		45.33
Town of Northfield	169.23	0.021	0.28%		155.41
Municipality/Township Taxes Total	**9,291.46**	**1.153**	**15.17%**		**7,783.32**
COOK COUNTY TAXES					
Cook County Forest Preserve District	475.45	0.059	0.78%	16.11	388.52
Consolidated Elections	241.76	0.030	0.39%		0.00
County of Cook	2,216.09	0.275	3.63%	813.90	2,065.61
Cook County Public Safety	1,079.84	0.134	1.76%		796.46
Cook County Health Facilities	362.63	0.045	0.59%		304.34
Cook County Taxes Total	**4,375.77**	**0.543**	**7.15%**		**3,554.93**
(Do not pay these totals)	**61,236.62**	**7.599**	**100.00%**		**53,615.48**

TAX CALCULATOR

2018 Assessed Value	**222,450**
2019 Assessed Value	**276,355**
2019 State Equalizer	**X 2.9160**
2019 Equalized Assessed Value (EAV)	**805,851**
2019 Local Tax Rate	**X 7.599%**
2019 Total Tax Before Exemptions	**61,236.62**

2019 Total Tax Before Exemptions	**61,236.62**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2019 Total Tax After Exemptions	**61,236.62**
First Installment	**29,488.51**
Second Installment +	**31,748.11**
Total 2019 Tax (Payable in 2020)	**61,236.62**

IMPORTANT MESSAGES

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
4065 COMMERCIAL AVE
NORTHBROOK IL 600621828

***** Please see 2019 Second Installment Payment Coupon next page *****

TOTAL PAYMENT DUE

$0.00

By 09/01/2021

2019 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-002-0000	131	25076	2019	(2020)	NORTHFIELD	5-17

PAYMENT SCHEDULE	09/02/2021 - 10/01/2021	10/02/2021 - 11/01/2021	11/02/2021 - 12/01/2021
	$0.00	**$0.00**	**$0.00**

TAXING DISTRICT BREAKDOWN

Taxing Districts	2019 Tax	2019 Rate	2019 %	Pension	2018 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	68.31	0.010	0.13%		57.08
Metro Water Reclamation Dist of Chicago	2,657.23	0.389	5.12%	293.72	2,054.89
Northbrook Park District	2,841.67	0.416	5.47%	204.92	2,366.24
Miscellaneous Taxes Total	**5,567.21**	**0.815**	**10.72%**		**4,478.21**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	1,509.64	0.221	2.91%		1,276.52
Glenbrook HS District 225 (Glenview)	13,702.85	2.006	26.40%	375.70	11,499.09
Northbrook School District 27	19,543.29	2.861	37.65%	580.62	16,625.94
School Taxes Total	**34,755.78**	**5.088**	**66.96%**		**29,401.55**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	2,144.91	0.314	4.13%	184.43	1,800.62
Village of Northbrook	5,218.83	0.764	10.05%	2,356.67	4,006.00
Road & Bridge Northfield	321.05	0.047	0.62%		269.83
General Assistance Northfield	47.82	0.007	0.09%		36.32
Town of Northfield	143.45	0.021	0.28%		124.54
Municipality/Township Taxes Total	**7,876.06**	**1.153**	**15.17%**		**6,237.31**
COOK COUNTY TAXES					
Cook County Forest Preserve District	403.02	0.059	0.78%	13.66	311.35
Consolidated Elections	204.93	0.030	0.39%		0.00
County of Cook	1,878.51	0.275	3.63%	689.92	1,655.34
Cook County Public Safety	915.34	0.134	1.76%		638.26
Cook County Health Facilities	307.39	0.045	0.59%		243.89
Cook County Taxes Total	**3,709.19**	**0.543**	**7.15%**		**2,848.84**
(Do not pay these totals)	**51,908.24**	**7.599**	**100.00%**		**42,965.91**

TAX CALCULATOR

2018 Assessed Value	**178,265**
2019 Assessed Value	**234,257**
2019 State Equalizer	**X 2.9160**
2019 Equalized Assessed Value (EAV)	**683,093**
2019 Local Tax Rate	**X 7.599%**
2019 Total Tax Before Exemptions	**51,908.24**

2019 Total Tax Before Exemptions	**51,908.24**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2019 Total Tax After Exemptions	**51,908.24**
First Installment	**23,631.25**
Second Installment +	**28,276.99**
Total 2019 Tax (Payable in 2020)	**51,908.24**

IMPORTANT MESSAGES

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
3100 SANDERS RD ST 500
NORTHBROOK IL 600627155

***** Please see 2019 Second Installment Payment Coupon next page *****

TOTAL PAYMENT DUE

$71,452.30
By 10/01/2021

2020 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-001-0000	131	25076	2020	(2021)	NORTHFIELD	5-17

IF PAYING LATE, PLEASE PAY	10/02/2021 - 11/01/2021	11/02/2021-12/01/2021	12/02/2021-01/01/2022	LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW
	$72,524.08	**$73,595.86**	**$74,667.64**	

TAXING DISTRICT BREAKDOWN

Taxing Districts	2020 Tax	2020 Rate	2020 %	Pension	2019 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	135.88	0.010	0.13%		80.59
Metro Water Reclamation Dist of Chicago	5,136.37	0.378	4.89%	570.70	3,134.76
Northbrook Park District	5,802.19	0.427	5.52%	203.82	3,352.34
Miscellaneous Taxes Total	**11,074.44**	**0.815**	**10.54%**		**6,567.69**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	3,084.54	0.227	2.93%		1,780.93
Glenbrook HS District 225 (Glenview)	28,317.95	2.084	26.94%	638.64	16,165.37
Northbrook School District 27	40,031.04	2.946	38.08%	1,195.76	23,055.40
School Taxes Total	**71,433.53**	**5.257**	**67.95%**		**41,001.70**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	4,225.95	0.311	4.02%	326.11	2,530.37
Village of Northbrook	10,395.03	0.765	9.89%	4,307.48	6,156.70
Road & Bridge Northfield	665.83	0.049	0.63%		378.75
General Assistance Northfield	95.12	0.007	0.09%		56.41
Town of Northfield	298.94	0.022	0.28%		169.23
Municipality/Township Taxes Total	**15,680.87**	**1.154**	**14.91%**		**9,291.46**
COOK COUNTY TAXES					
Cook County Forest Preserve District	788.12	0.058	0.75%	27.17	475.45
Consolidated Elections	0.00	0.000	0.00%		241.76
County of Cook	3,696.00	0.272	3.51%	1,182.17	2,216.09
Cook County Public Safety	1,793.65	0.132	1.71%		1,079.84
Cook County Health Facilities	665.83	0.049	0.63%		362.63
Cook County Taxes Total	**6,943.60**	**0.511**	**6.60%**		**4,375.77**
(Do not pay these totals)	**105,132.44**	**7.737**	**100.00%**		**61,236.62**

TAX CALCULATOR

2019 Assessed Value	**276,355**
2020 Assessed Value	**421,551**
2020 State Equalizer	**X 3.2234**
2020 Equalized Assessed Value (EAV)	**1,358,827**
2020 Local Tax Rate	**X 7.737%**
2020 Total Tax Before Exemptions	**105,132.44**

2020 Total Tax Before Exemptions	**105,132.44**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2020 Total Tax After Exemptions	**105,132.44**
First Installment	**33,680.14**
Second Installment +	**71,452.30**
Total 2020 Tax (Payable in 2021)	**105,132.44**

IMPORTANT MESSAGES

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
4065 COMMERCIAL AVE
NORTHBROOK IL 600621828

****** Please see 2020 Second Installment Payment Coupon next page ******

TOTAL PAYMENT DUE

$46,767.07
By 10/01/2021

2020 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-002-0000	131	25076	2020	(2021)	NORTHFIELD	5-17

IF PAYING LATE, PLEASE PAY	10/02/2021 - 11/01/2021	11/02/2021-12/01/2021	12/02/2021-01/01/2022	LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW
	$47,468.58	**$48,170.09**	**$48,871.60**	

TAXING DISTRICT BREAKDOWN

Taxing Districts	2020 Tax	2020 Rate	2020 %	Pension	2019 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	97.35	0.010	0.13%		68.31
Metro Water Reclamation Dist of Chicago	3,679.68	0.378	4.89%	408.85	2,657.23
Northbrook Park District	4,156.67	0.427	5.52%	146.01	2,841.67
Miscellaneous Taxes Total	**7,933.70**	**0.815**	**10.54%**		**5,567.21**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	2,209.75	0.227	2.93%		1,509.64
Glenbrook HS District 225 (Glenview)	20,286.91	2.084	26.94%	457.52	13,702.85
Northbrook School District 27	28,678.13	2.946	38.08%	856.64	19,543.29
School Taxes Total	**51,174.79**	**5.257**	**67.95%**		**34,755.78**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	3,027.46	0.311	4.02%	233.63	2,144.91
Village of Northbrook	7,446.97	0.765	9.89%	3,085.86	5,218.83
Road & Bridge Northfield	477.00	0.049	0.63%		321.05
General Assistance Northfield	68.14	0.007	0.09%		47.82
Town of Northfield	214.16	0.022	0.28%		143.45
Municipality/Township Taxes Total	**11,233.73**	**1.154**	**14.91%**		**7,876.06**
COOK COUNTY TAXES					
Cook County Forest Preserve District	564.61	0.058	0.75%	19.46	403.02
Consolidated Elections	0.00	0.000	0.00%		204.93
County of Cook	2,647.80	0.272	3.51%	846.91	1,878.51
Cook County Public Safety	1,284.97	0.132	1.71%		915.34
Cook County Health Facilities	477.00	0.049	0.63%		307.39
Cook County Taxes Total	**4,974.38**	**0.511**	**6.60%**		**3,709.19**
(Do not pay these totals)	**75,316.60**	**7.737**	**100.00%**		**51,908.24**

TAX CALCULATOR

2019 Assessed Value	**234,257**
2020 Assessed Value	**301,998**
2020 State Equalizer	**X 3.2234**
2020 Equalized Assessed Value (EAV)	**973,460**
2020 Local Tax Rate	**X 7.737%**
2020 Total Tax Before Exemptions	**75,316.60**

2020 Total Tax Before Exemptions	**75,316.60**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2020 Total Tax After Exemptions	**75,316.60**
First Installment	**28,549.53**
Second Installment +	**46,767.07**
Total 2020 Tax (Payable in 2021)	**75,316.60**

IMPORTANT MESSAGES

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
3100 SANDERS RD ST 500
NORTHBROOK IL 600627155

***** Please see 2020 Second Installment Payment Coupon next page *****

TOTAL PAYMENT DUE

$0.00

By 09/01/2021

2018 Second Installment Property Tax Bill - Cook County Electronic Bill

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-206-001-0000	131	25076	2018	(2019)	NORTHFIELD	5-17

IF PAYING LATE, PLEASE PAY

LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW

TAXING DISTRICT BREAKDOWN

Taxing Districts	2018 Tax	2018 Rate	2018 %	Pension	2017 Tax
MISCELLANEOUS TAXES					
Northwest Mosq Abatement Dist Wheeling	71.23	0.011	0.13%		160.05
Metro Water Reclamation Dist of Chicago	2,564.22	0.396	4.78%	291.38	6,434.06
Northbrook Park District	2,952.74	0.456	5.51%	252.53	6,706.15
Miscellaneous Taxes Total	**5,588.19**	**0.863**	**10.42%**		**13,300.26**
SCHOOL TAXES					
Oakton College Dist Skokie Des Plaines	1,592.92	0.246	2.97%		3,713.19
Glenbrook HS District 225 (Glenview)	14,349.26	2.216	26.76%	407.94	33,642.78
Northbrook School District 27	20,746.86	3.204	38.70%	602.20	48,511.55
School Taxes Total	**36,689.04**	**5.666**	**68.43%**		**85,867.52**
MUNICIPALITY/TOWNSHIP TAXES					
Northbrook Library Fund	2,246.93	0.347	4.19%	194.25	5,265.69
Village of Northbrook	4,998.93	0.772	9.32%	2,175.70	11,443.67
Road & Bridge Northfield	336.72	0.052	0.63%		784.25
General Assistance Northfield	45.33	0.007	0.08%		96.03
Town of Northfield	155.41	0.024	0.29%		368.12
Municipality/Township Taxes Total	**7,783.32**	**1.202**	**14.51%**		**17,957.76**
COOK COUNTY TAXES					
Cook County Forest Preserve District	388.52	0.060	0.72%	12.95	992.32
Consolidated Elections	0.00	0.000	0.00%		496.16
County of Cook	2,065.61	0.319	3.86%	705.80	5,233.67
Cook County Public Safety	796.46	0.123	1.49%		1,744.56
Cook County Health Facilities	304.34	0.047	0.57%		960.31
Cook County Taxes Total	**3,554.93**	**0.549**	**6.64%**		**9,427.02**
(Do not pay these totals)	**53,615.48**	**8.280**	**100.00%**		**126,552.56**

TAX CALCULATOR

2017 Assessed Value	**540,221**
2018 Assessed Value	**222,450**
2018 State Equalizer	**X 2.9109**
2018 Equalized Assessed Value (EAV)	**647,530**
2018 Local Tax Rate	**X 8.280%**
2018 Total Tax Before Exemptions	**53,615.48**

2018 Total Tax Before Exemptions	**53,615.48**
Homeowner's Exemption	**.00**
Senior Citizen Exemption	**.00**
Senior Freeze Exemption	**.00**
2018 Total Tax After Exemptions	**53,615.48**
First Installment	**53,615.48**
Second Installment +	**0.00**
Total 2018 Tax (Payable in 2019)	**53,615.48**

IMPORTANT MESSAGES

- Refund Due for Current Tax Year

PROPERTY LOCATION

4065 COMMERCIAL AVE
NORTHBROOK IL 60062 1828

MAILING ADDRESS

ONE NORTH BROADWAY
4065 COMMERCIAL AVE
NORTHBROOK IL 600621828

****** Please see 2018 Second Installment Payment Coupon next page ******

CORPORATE OVERVIEW

WHO ARE WE?

“Necessity is the mother of invention”

Newmedical was founded in 2003 by medical doctors and research engineers.

Twelve physicians/surgeons working across multiple disciplines comprise the company’s Medical Board of Advisors, and the leadership team spans the medical, engineering and entrepreneurial spectrum.

OUR FOCUS

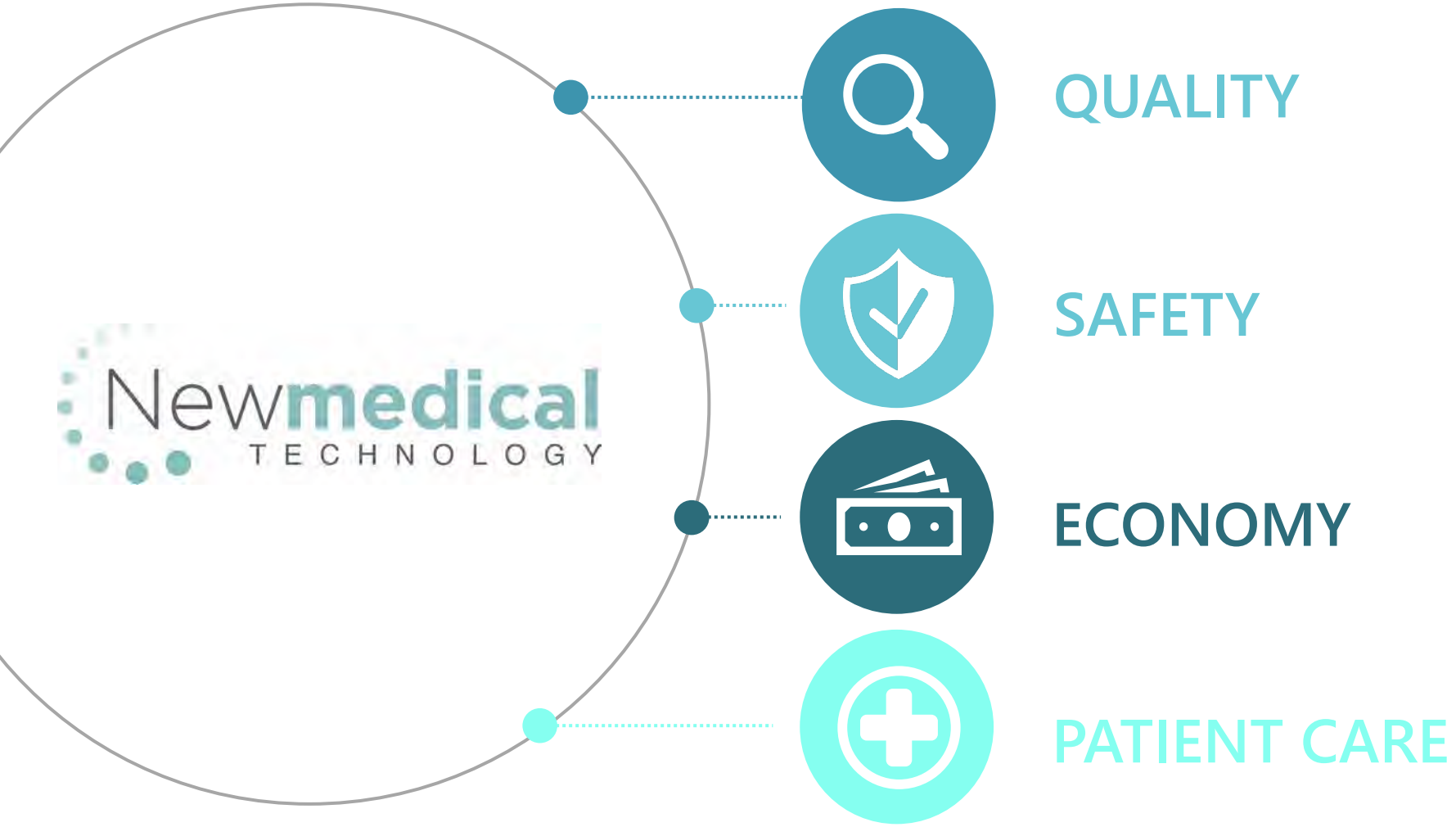
We are a global medical products company focused on development, manufacturing and distribution of patented therapies for:

- **Scar management**
- **Advanced wound care**
- **Post-procedure bruising and swelling**
- **Skin care**
- **Surgical solutions**

Our goal is to develop and supply **medical professionals** with new solutions to both improve quality of life for **patients** and reduce procedure downtime, thereby **increasing both physician and patient satisfaction.**

WE DELIVER CREATIVE SOLUTIONS

We continuously monitor the constantly changing challenges of the world's medical community, and are committed to developing and delivering products that meet the highest levels of:



WE OFFER PRODUCT LINES IN HIGH DEMAND

MEDICAL DEVICE

Silicone sheeting & topical silicone gel which are registered with the FDA as Class I (exempt) medical devices..

WOUND CARE

Innovative foam dressings with clinical data demonstrating three times the fluid retention of other dressings.

AESTHETIC POST-PROCEDURE

Post-op scar prevention; topical and oral treatments to speed recovery time and reduce bruising and swelling.

COSMETIC/OTC

Skin care, bruise relief, patented transdermal delivery systems, and several products currently in development.

FULL-SERVICE CAPABILITIES

Product Development

create formulas, conduct testing, source packaging

Manufacturing

Multi-line in-house manufacturing ensures quality control and regulatory compliance

Distribution

30 sales reps in the US plus a distribution network around the globe

We are a ***full service development and manufacturing*** company. We develop our products from concept to manufactured finished product, all under one roof.

OUR CERTIFICATIONS

QUALITY YOU CAN TRUST

We've passed our annual ISO audits since we first achieved certification in 2014.

You can trust that our products are made in the USA with full regulatory compliance and oversight.

Newmedical TECHNOLOGY

OUR HISTORY

MULTI-PHASE GROWTH TRAJECTORY

PHASE 1: LAUNCH
2003 - 2013

2003

Newmedical Technology Inc. is incorporated in Northbrook, IL

COMPANY FOUNDED

2004

FIRST PRODUCTS LAUNCHED

Bone Dice external fixation device, UniTable surgical hand table, T-Set tenolysis instruments, WICS wound containment irrigation system

2005

NewGel+ silicone gel sheeting received FDA 510(k) clearance as a Class 1 medical device

NEWGEL+ SHEETING LAUNCHED

2007

2 PATENTS GRANTED

WCS Wound Containment and Composite sheet for delivering therapeutic agents to skin are granted patents

2011

NewGel+E silicone gel received FDA 510(k) Class 1 Exempt Medical Device status

NEWGEL+E GEL LAUNCHED

2013

1 PATENT GRANTED

Patent granted for transdermal delivery system of therapeutic agents via the skin

PHASE 2: ACCELERATED GROWTH

2014 - PRESENT

2014

SILAGEN LINE LAUNCHED

US physician exclusive Silagen Scar Refinement System launched with Silagen 100% Pure Gel and Sheeting

2014

ISO CERTIFICATION

Achieved ISO 13485:2003 certification for medical device manufacturing

2015

SILAGEN + SPF 30 LAUNCHED

Silagen Gel + SPF 30 launched, the 1st and only silicone scar gel with mineral sunscreen

2016

2 KEY ACQUISITIONS

BruiseMD and Devrasorb wound dressings acquired

2017

NEWGEL+UV LAUNCHED

NewGel+UV launches outside of the US, first internationally available silicone gel + mineral sunscreen

2018

POST-PROCEDURAL BRUISING & SWELLING SUPPLEMENTS LAUNCHED

BruiseMD oral supplement and Silagen Arnica Bromelain Complex oral supplements launched

2019

TOPICAL BRUISE PRODUCTS LAUNCHED

BruiseMD and Silagen Topical Recovery Gel launch for bruising & swelling

PHASE 3 STRATEGY: AGGRESSIVE EXPANSION

NEW PRODUCT DEVELOPMENT & ACQUISITION

— Trans-dermal delivery of therapeutic agents via silicone sheeting

— Line extensions for all brands

— Post-procedure products to reduce patient down time

INTERNATIONAL EXPANSION

— Expand our distribution network to more countries around the world

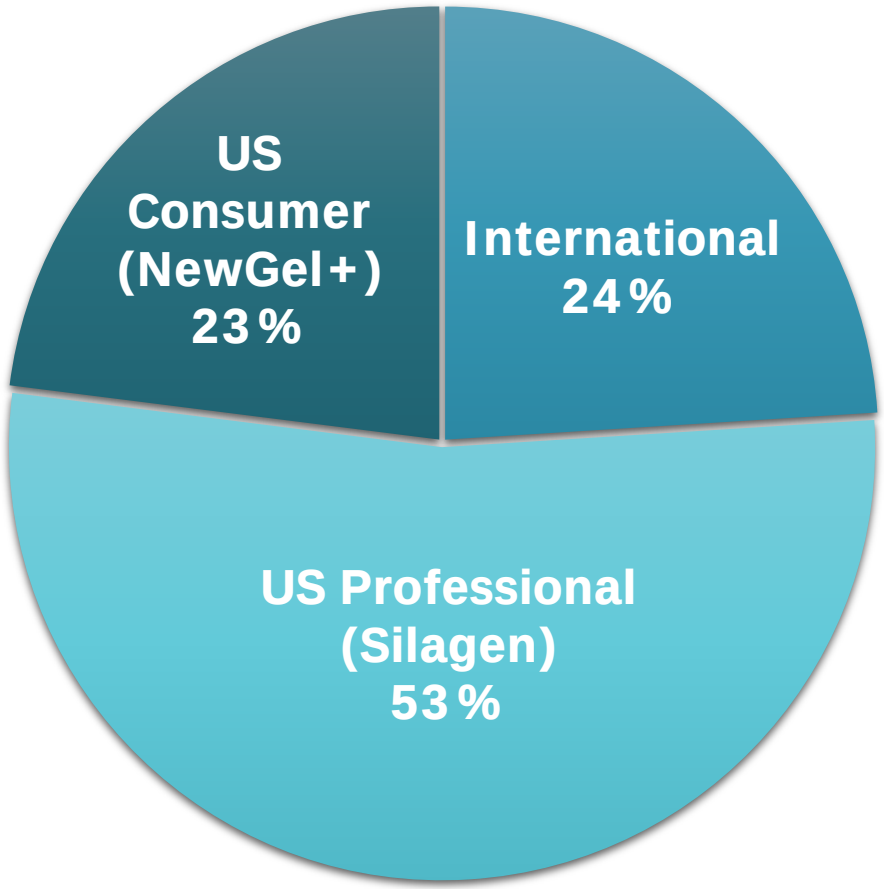
— Introduce new products into existing distributor markets

CONTRACT MANUFACTURING & AUTOMATION

— Utilize excess manufacturing line capacity to grow custom contract manufacturing customer base and volume

— Continue to invest in state-of-the-art machinery and equipment to increase manufacturing automation and capacity.

GLOBAL SALES BY CHANNEL



INTERNATIONAL sales will be our focus for growth over the next 5 years.

GLOBAL PRESENCE

Newmedical's headquarters in Northbrook, Illinois serves as the hub for both manufacturing and innovation.

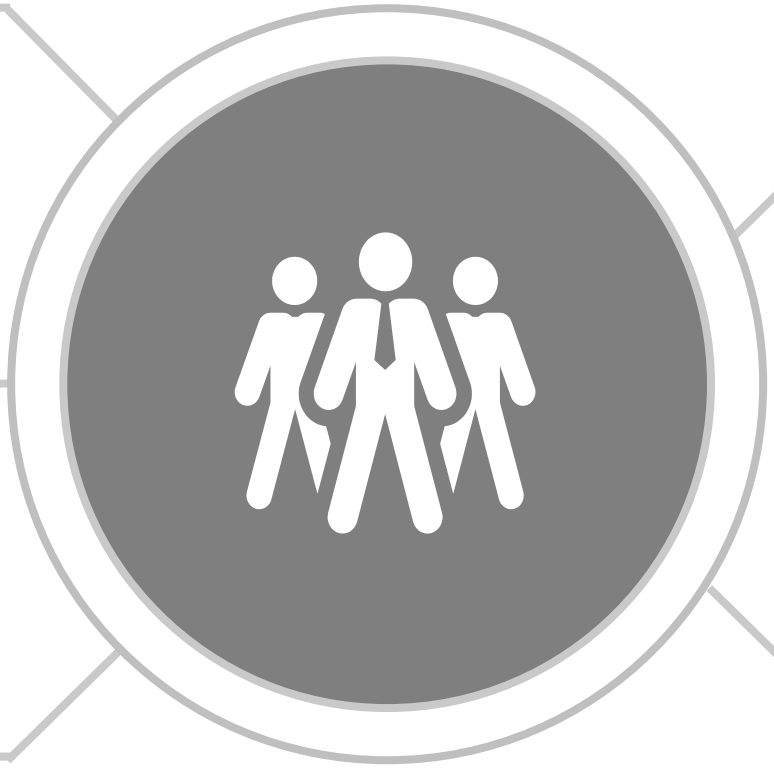
40+
PRODUCTS

30
COUNTRIES

6
CONTINENTS

Our global distribution network includes distribution alliances in over 30 countries on 6 continents today, with continued rapid expansion mapped out for the coming years.

DESIRED DISTRIBUTOR CAPABILITIES



01

SALESFORCE

Established in-country sales force in applicable specialties with strong hospital, pharmacy & KOL relationships

02

REGULATORY REGISTRATION

Application for and management of in-country product registrations

03

LOGISTICS

Local warehousing and distribution program to ensure products are widely and easily available to end user

04

MARKETING

Investment in aggressive local advertising and promotional campaigns targeting medical professionals, pharmacies and patients (where permitted)

05

PURCHASE OF MINIMUM STOCKING ORDER

Ability to meet quotas and financial strength to purchase multiple products at required minimum quantities

KEY TARGET AUDIENCES

MAJOR INSTITUTIONS

- Hospitals
- Government Health Facilities
- Key Opinion Leaders/Researchers
- Burn Centers
- Military

MEDICAL SPECIALTIES

- Cosmetic & Plastic Surgery
- Dermatology
- Obstetrics & Gynecology
- Otolaryngology
- Orthopedic Surgery
- General Surgery

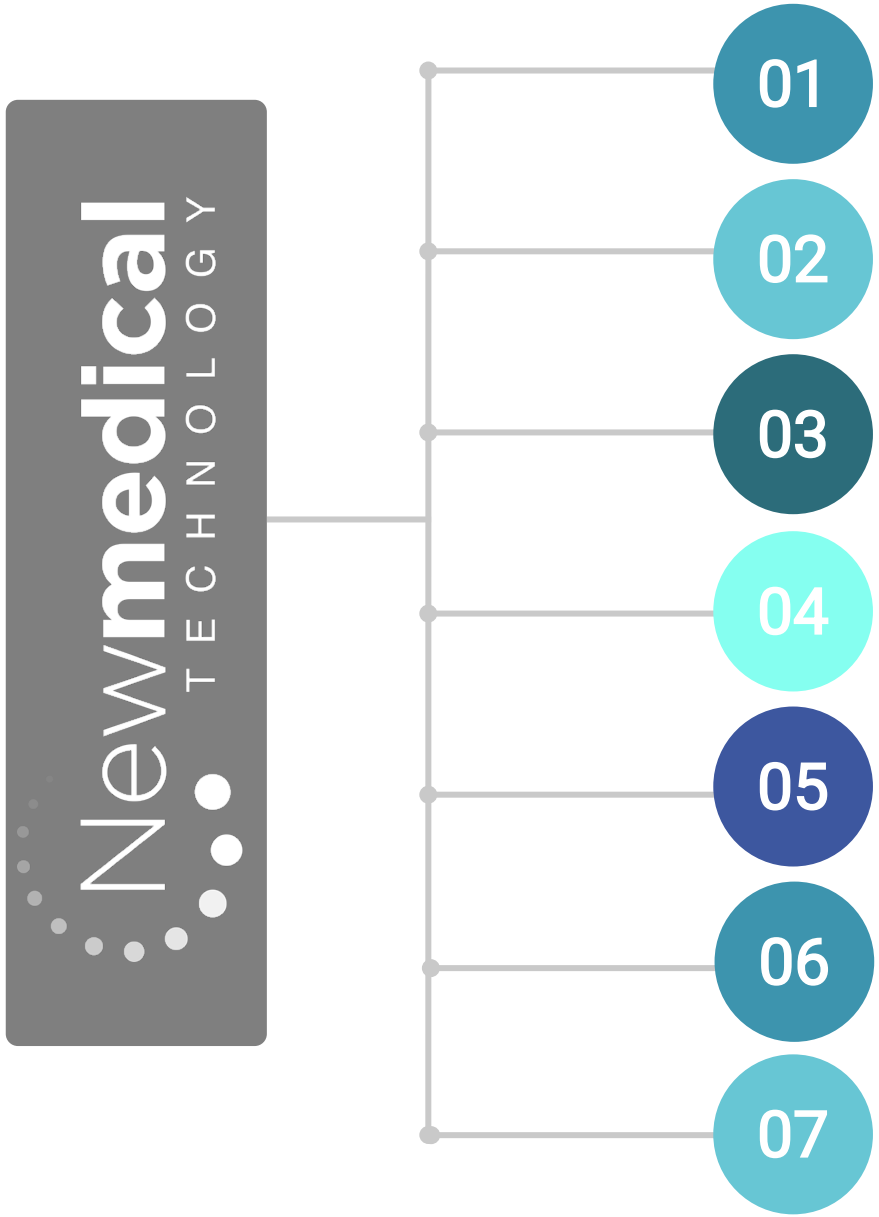
PHARMACIES

- Pharmacies
- Drug Stores
- Hospital

CONSUMER

- Direct to Consumer
- Medi-Spas

WHAT WE OFFER OUR DISTRIBUTION PARTNERS



COUNTRY EXCLUSIVITY
with a 3-year agreement with annual renewals based on performance

INITIAL MARKETING MATERIALS
and marketing material templates

SALESFORCE TRAINING
in person and/or via web

CLINICAL REFERENCE MATERIALS
for all products and ingredients

DOCUMENTS FOR REGULATORY REGISTRATION
with appropriate country M.O.H.

PIPELINE ACCESS
Ability to add newly-developed pipeline products to portfolio

SALES LEADS
From medical conferences and marketing campaigns

GLOBAL EDUCATIONAL MEETING VISIBILITY

We exhibit at many medical conferences every year, both in the US and around the globe. This is a sampling of just some of the meetings we attend to support our US salesforce and international distributors.

Recognition for Industry Excellence

Newmedical TECHNOLOGY

2019
AESTHETIC EVERYTHING®
Award
WINNER

TOP AESTHETIC COMPANY
TOP BREAKOUT COMPANY
TOP SCAR & SKIN REPAIR TREATMENT
TOP MEDICAL NUTRACEUTICAL
TOP CEO - MICHAEL HANNA
TOP EXECUTIVE - LISA MASSAAD

Newmedical TECHNOLOGY

2018
AESTHETIC EVERYTHING®
Award
WINNER

TOP BREAKOUT COMPANY
TOP SCAR & SKIN REPAIR PRODUCT
TOP MEDICAL NUTRACEUTICAL
TOP EXECUTIVE – LISA MASSAAD

Newmedical TECHNOLOGY

AESTHETIC EVERYTHING™
2017
Diamond Crystal Award
WINNER

TOP SCAR & SKIN REPAIR TREATMENTS
TOP BREAKOUT COMPANY
TOP EXECUTIVE – LISA MASSAAD

Illinois Department of Commerce & Economic Opportunity

2018
Governor's Export Award
Exporter of the Year
Newmedical Technology, Inc.

Illinois Department of Commerce & Economic Opportunity

2016
Governor's Export Award
Export Continuing Excellence
Newmedical Technology, Inc.

OUR BRANDS

DOMESTIC & INTERNATIONAL

AESTHETICS

We develop first in class products to enhance aesthetic outcomes, increasing physician and patient satisfaction.

SCAR PREVENTION & TREATMENT

Scars are more than skin deep. They can have an emotional impact on the patient, making them embarrassed and self-conscious, which may cause them to limit social interactions and personal relationships.

Newmedical products scar products are registered with the FDA as **Class 1 510k medical devices**. They help to prevent and treat abnormal scars following:

- Aesthetic surgeries
- Traumatic injuries
- Burns
- Caesarean sections
- Other surgical procedures

US CONSUMER & INTERNATIONAL BRAND

NewGel+ silicone sheeting has a 16 year history of superior quality and performance. Our medical grade silicone sheeting is manufactured in our own ISO certified, FDA registered facility. With more shapes and sizes than any other brand, NewGel+ has become a favorite of plastic surgeons and dermatologists world-wide.

NewGel+E topical silicone gel has a silky, elegant feel that is preferred over the wet and sticky formulation of other scar gels. It is available in two sizes and has recently expanded to include a version with SPF 30 sun protection.

NewGel
SCAR MANAGEMENT SOLUTION

PRODUCT FEATURES

NewGel+E Topical Silicone Gel

- Registered with the FDA as a Class 1 Medical Device
- Medical Grade Silicone
- Soft, silky feel—not sticky
- Dries quickly
- Leaves no odor or residue
- Can be covered with sunscreen, cosmetics and clothing
- Perfect for visible areas such as face, neck, and hands, as well as areas of frequent motion such as over joints

NewGel+ Silicone Gel Sheeting

- Cleared by the FDA as a Class 1 Medical Device
- Medical Grade Silicone
- 12 shapes and sizes
- 2 backing options—beige fabric and clear
- Flexible and durable
- Washable and reusable for up to 4 weeks
- Comes with a convenient storage tray

NewGel+UV

Silicone Gel + SPF 30

The FIRST and ONLY silicone gel with MINERAL sunscreen

"Avoid exposing your scar to the sun" is one of the most common directions given by doctors after a procedure.

Most patients think that is only for when they're at the beach or planning an outdoor activity.

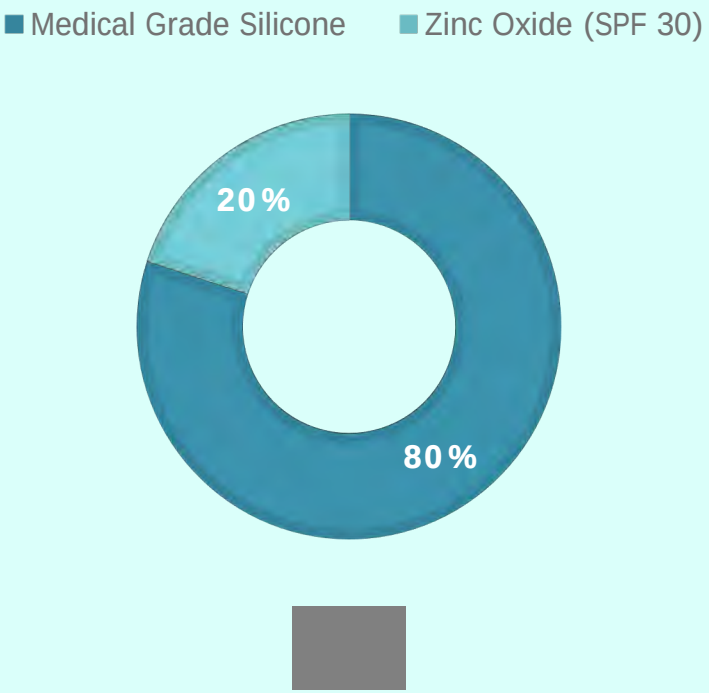
We now know that even incidental UV exposure while driving, walking to your car, or even sitting near a window can have a cumulative detrimental effect on scars, leading to hyperpigmentation and a poorer cosmetic outcome.

Prevents AND Protects Post-Operative Scars

- Reduces the risk of new scar hyperpigmentation due to UV exposure
- Ideal for scars on areas exposed to the sun, including:
  - face
  - chest
  - neck
  - arms
  - hands
  - feet

- *Mineral* (Physical) sunscreen – zinc oxide
- Gentle, non-irritating, non-comedogenic
- NO potentially harmful or controversial chemical sunscreens such as oxybenzone or octinoxate
- NO paraben preservatives
- Does not cause damage to coral reefs

PRODUCT COMPOSITION



Registered with the US FDA as an OTC drug

MARKETING SUPPORT

Product Training

We will provide full product training by either sending a trainer to you, or facilitate online training.

Sales Tools

We have ready made flyers, brochures, case studies, before and after photo galleries, blog posts, images and social media tools ready to either use as is or translate to your native language.

silagen®
SCAR REFINEMENT SYSTEM

US PROFESSIONAL BRAND

Silagen® is our premium brand of scar treatment products sold exclusively through doctors' clinics, hospitals, and medspas.

The Silagen line includes:

100% Pure Silicone Gel

Silicone Gel + SPF 30

Day & Night Twin Packs

Large Scar Twin Packs

Sheeting, Strips and Shapes

Sheeting Cleanser

Plus a full selection of promotional materials including patient brochures, display stands, testers, and gift bags with colored tissue.

BE PROACTIVE IN TREATING

NEW SCARS

INCLUDE NEWGEL+™ IN YOUR POST-OP RECOVERY PROTOCOL

Recommend NewGel+™ sheeting or gel beginning **7-10 days post-surgery** and have patient **continue treatment for 90 days.**

FACIAL TRAUMA: NEWGEL+™ SHEETING

Approximately 2 weeks after knife laceration repair.

After 12 weeks of treatment with NewGel+ Silicone Sheeting.

MOHS SURGERY: NEWGEL+E TOPICAL GEL

3 days after surgery.

After 2 months of treatment with NewGel+E.

After 4 months of treatment with NewGel+E.

PEDIATRIC OPEN HEART SURGERY: NEWGEL+E TOPICAL GEL

2 weeks after surgery to repair both atrial and ventricular septal defects. NewGel+E treatment initiated 5 weeks post-op.

After 2 months of treatment with NewGel+E twice daily.

4 months after start of treatment with NewGel+E twice daily.

IMPROVE THE APPEARANCE OF

OLD SCARS

NEWGEL+™ CAN HELP SOFTEN, FLATTEN, AND REDUCE THE REDNESS OF HYPERTROPHIC SCARS AND KELOIDS, EVEN WHEN OTHER TREATMENTS FAIL.

Clinical studies show benefits of silicone therapy on scars up to 4 years old.

10 YEAR OLD HIP REPLACEMENT SCAR: NEWGEL+™ SHEETING

Untreated half of 10 year old hip replacement scar.

Treated half of same scar after 4 weeks of treatment with NewGel+ silicone strips, cut to fit.

ULNAR FRACTURE SURGERY: NEWGEL+E TOPICAL GEL

10 year old male 3 months post-surgery, after 2 months using commercially available scar treatment ointment.

After 6 months using NewGel+E twice daily. Visible evidence of improved redness and texture of scar.

HYPERTROPHIC SCAR AFTER COMPLEX OPEN WOUND: NEWGEL+™ SHEETING

Hypertrophic scar apparent at almost 2 months after split thickness skin graft.

After 4 months of treatment with NewGel+ Silicone Sheeting.

POST-PROCEDURAL BRUISING & SWELLING TREATMENTS

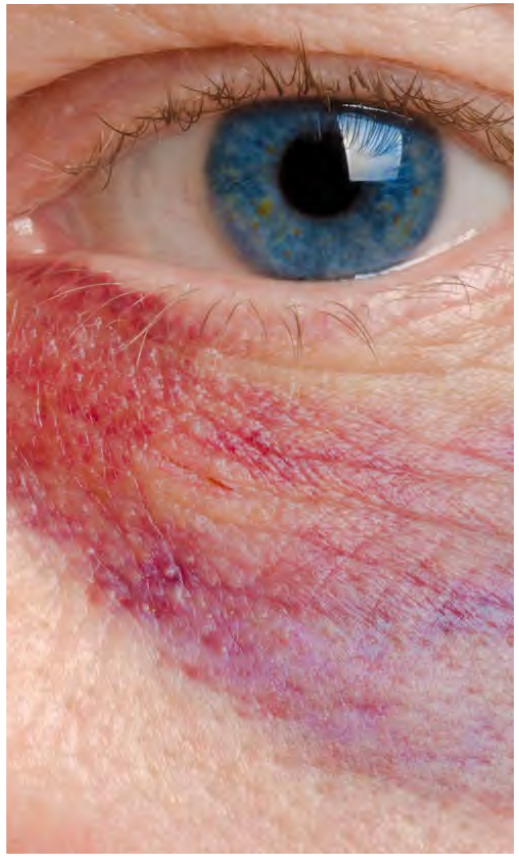
Bruising and swelling that result after cosmetic procedures, surgeries or injuries may cause pain and discomfort and delay healing time.

Today's patients lead busy lives and want as little "down time" as possible before resuming normal work and social activities.

BruiseMD® oral supplements and topical recovery gel speed the resolution of bruise discoloration and reduce swelling.

Ideal for treatment following:

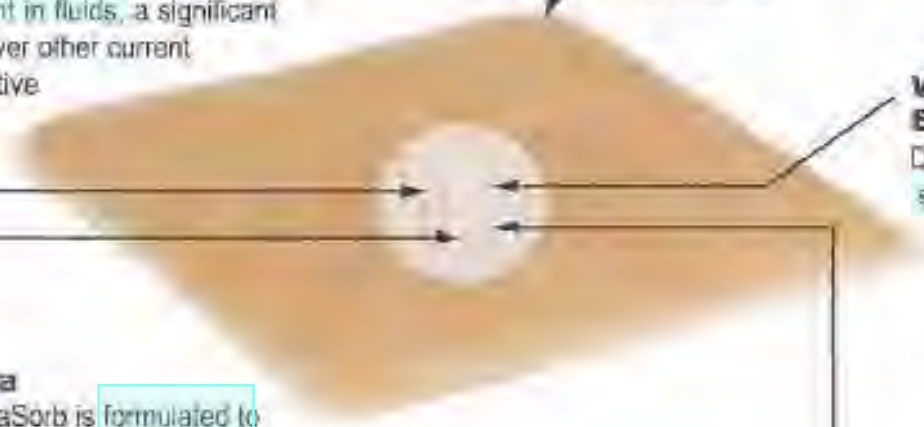
- » Rhinoplasty
- » Blepharoplasty
- » Liposuction
- » Facelift
- » Dermal fillers
- » Orthopedic surgery
- » Sports injuries



WOUND CARE

Our fully-loaded sterile foam dressings offer superior absorption and other features to increase patient comfort and save caregiver time. In addition to chronic wound care, we are developing dressings to manage fluid leakage immediately after aesthetic surgical procedures.

DevraSorb™
Innovative Foam Dressings



Super Absorbency
DevraSorb's advanced formula contributes to its superior exudate absorption and retention properties. DevraSorb absorbs more than 15 times and retains more than 10 times its weight in fluids, a significant performance improvement over other current treatments of highly exudative wounds.

Optimized Wound Breathability
The DevraSorb outer semipermeable membrane limits liquid leakage yet allows physiologic oxygen and moisture vapor permeability.

Wound Cleansing and Ease of Release
DevraSorb incorporates a nonionic surfactant that has been found to be an effective, yet safe wound cleansing agent, allowing painless release even after several days.

Physiologic Formula
Unlike other dressings, DevraSorb is formulated to be isotonic, meaning it has the same electrolyte concentration as a normal saline solution. Isotonic solutions create a safe, physiologic environment that has long been known to be beneficial to cellular healing.

Skin Soothing Agents
DevraSorb dressings contain emollients, skin softeners and humectants exclusively formulated to prevent the dressing from drying out and sticking to the wound bed. This makes DevraSorb uniquely indicated for all types of wounds, from those with high exudate to dry, non-exuding wounds that other dressings tend to adhere to.

INNOVATION

DEVRASORB DIFFERENCE

01 Non-adhesive dressings

02 Adhesive island dressings

03 New shapes and sizes ideal for post-surgical drainage following liposuction, tummy tuck, etc.

WE ARE VERY SOCIAL

TWITTER

@newgelplus

@bruise_md

@silagen4scars

INSTAGRAM

@newgelplus

@bruise_md

@silagenscarrefinement

FACEBOOK

@newgelplususa

@bruisemd

@silagenscarrefinement.

PINTEREST

@NewGel_for_Scar

YOUTUBE

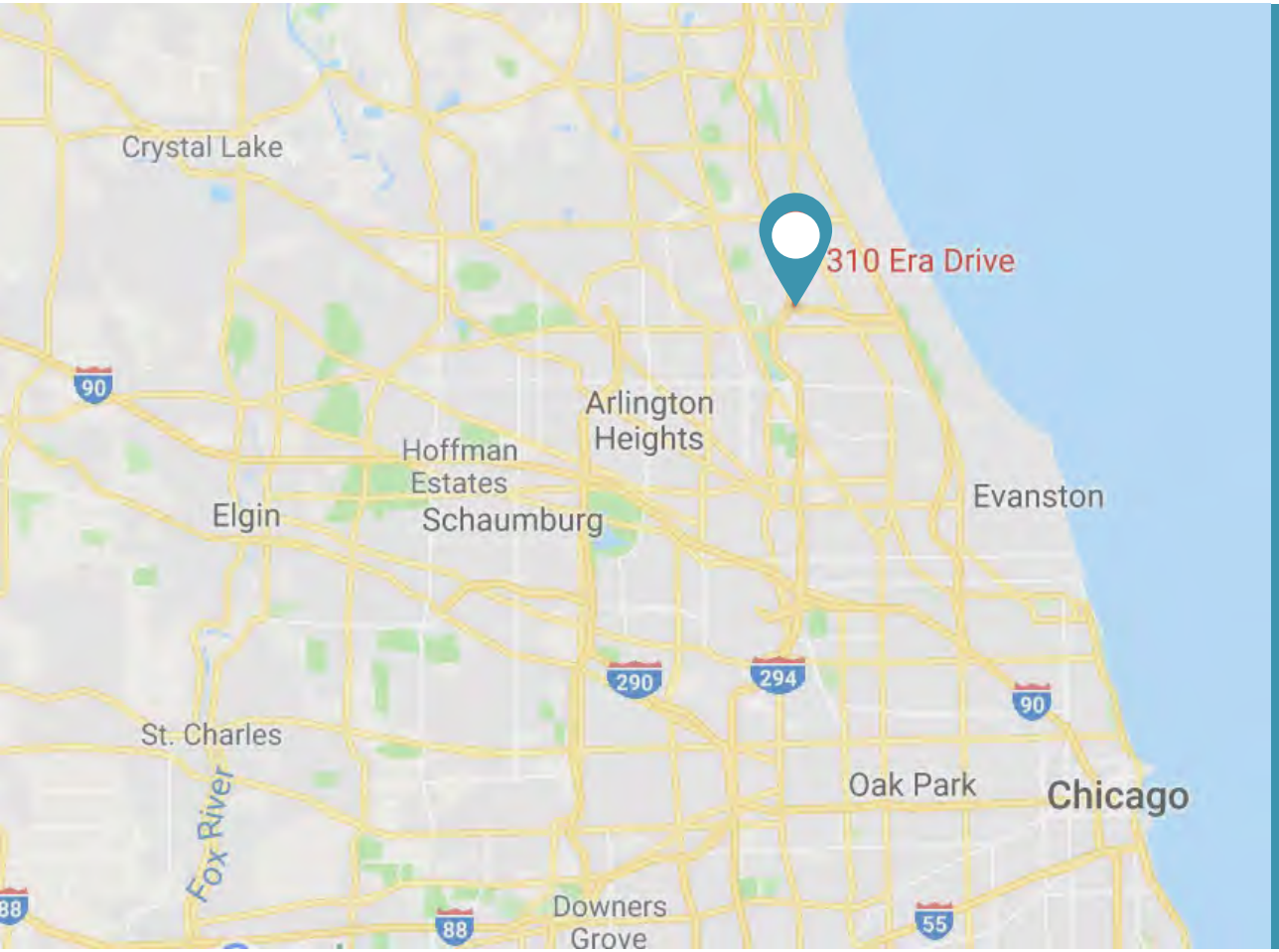
NewGelPlus

Silagen Scar Refinement System

FOLLOW US!

CONTACT US

Let's explore future partnership opportunities



Our Corporate Address:

Newmedical Technology, Inc.
310 Era Drive
Northbrook, IL 60062 USA

Phone: +1 847 412 1000

Fax: +1 847 412 1001

www.newmedical.com

www.newgelplus.com

NORTHBROOK PUBLIC LIBRARY

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

DATE: 10/13/21

TO: Trustees

FROM: Anna Amen

RE: IMET - Illinois Metropolitan Investment Fund

In November 2013, the Board voted to deposit funds in the Illinois Metropolitan Investment Fund (IMET).

In October 2014, IMET participants were notified of fraud on the part of a USDA approved lender which affected our funds invested in the Convenience Fund.

In May 2016, the Library joined a Tolling Agreement to recover the funds lost due to fraud.

Over the years we have received distributions of the funds placed in restricted due to the fraud. In September 2021, we received the final distribution related to this matter as IMET does not anticipate further recoveries.

Below is a summary of our IMET history

	General	CIF	DS	TOTAL	
Funds invested in IMET as of 9/2014	5,397,161.95	4,577,395.93	313,300.54	10,287,858.42	
Amounts transferred out of IMET after notification of fraud	(5,247,630.76)	(4,450,573.00)	(304,619.19)	(10,002,822.95)	
Amounts affected by fraud and placed into a restricted fund	(149,531.11)	(126,822.70)	(8,681.27)	(285,035.08)	2.77%
Amounts collected from Distribution of Receivership funds	88,893.60	75,393.85	5,160.87	169,448.32	59.45%
Investment lost as a result of fraud	(60,637.51)	(51,428.85)	(3,520.40)	(115,586.76)	40.55%

We plan to close the accounts at IMET now that this issue is closed.

NORTHBROOK PUBLIC LIBRARY

Memorandum

DATE: 10/15/2021

TO: Board of Trustees

FROM: Kate Hall, Executive Director, and Laurie Prioletti, HR Manager

RE: Vaccine Policy

After the discussion at the board meeting last week, we have put together a policy mandating COVID-19 vaccines for all staff. In terms of mandating vaccines in the village, currently all the school districts must per Pritzker's order. The Park District has also decided to follow the order and are mandating for their staff as well. In the Village, the fire department is required per state requirement and they are looking into mandating for everyone else. They are still working out the details.

If the board adopts the policy, we would be in line with what the other governmental agencies are doing in Northbrook. I recommend adopting the policy with an effective date of November 1 to give us time to roll it out with staff and ensure we have the procedures for handling any religious or medical exemption requests ready. We currently only have two staff members that are unvaccinated including new hires that have yet to start.

MANDATORY COVID-19 VACCINE PROGRAM

Purpose

The Northbrook Public Library recognizes its responsibility to provide employees a workplace free of recognized hazards. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, patrons, volunteers, and the broader community. This policy is intended to follow all state and local laws and is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

Policy

As a condition of employment, all employees of Northbrook Public Library must receive a COVID-19 vaccine. Employees will have to obtain vaccination within 45 days of this policy going into effect or within 45 days of their first date of employment, whichever is later.

Employees will notify Northbrook Public Library once they have received the COVID-19 vaccine and supply proof of immunization, or, if a new employee, will be required to supply proof of immunization or receive an approved exemption during the onboarding process.

After 45 days, if the employee has not provided documentation of vaccination or requested an exemption, they may be subject to disciplinary action, up to and including termination.

Confidentiality

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.

Confidentiality and respect to our employees' rights are important to us. Northbrook Public Library will not:

- use any genetic information, disability status or information regarding religious beliefs to disadvantage its employees in any way;
- use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information on the employee's religious beliefs; or
- try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

Records documenting vaccination status will be maintained by the HR Manager. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify managers of employees who are not in compliance with this policy or have received an exemption.

Exemptions

Employees may request an exemption from the mandatory COVID-19 vaccine program by submitting an exemption request form for:

1) disability/medical contraindications or precautions, or
2) a religious belief. All employees should note that personal and/or philosophical objections to vaccinations are not considered sufficient justification for granting an exemption from the mandatory COVID-19 vaccine program.

Employees requesting exemptions from the required COVID-19 vaccine program due to a disability/medical contraindication/precaution or religious belief must submit an exemption request form to the HR Manager. Exemption requests will be reviewed on an individual basis to determine if there is a reasonable accommodation that can be provided unless providing a reasonable accommodation would result in undue hardship to Northbrook Public Library or poses a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee.

If Northbrook Public Library is unable to provide a reasonable accommodation without causing undue hardship, the employee has 30 days from notification of the denial of the exemption to comply by being immunized. Northbrook Public Library will only reconsider a denial if the employee supplies new information supporting their request.

No employee requesting an exemption to the mandatory COVID-19 vaccine program will be discriminated, harassed, or retaliated against for making such a request or being granted an exemption. If an employee believes that they have been treated in a manner contrary to this policy, please notify the Executive Director immediately.