NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES 1201 Cedar Ln., Northbrook, IL 60062 Regular Monthly Meeting Agenda September 19, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call Ms. Jennifer McGee
- 3 Approval of the Agenda Mr. Carlos M. Früm
- <u>Approval of Minutes</u> Mr. Carlos M. Früm
 4.1 Regular Session Minutes August 15, 2019
- 5 <u>Public Comments</u> 5.1 ATI & Ring Central Phone Vendor Presentation
- 6 Monthly Treasurer's Report Ms. Jami Xu
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from August, 2019
- 7 Monthly Foundation Report Ms. Anna Amen
- 8 Economic Development Committee Report Mr. Jay Glaubinger
- 9 Staff Reports Ms. Kate Hall
- 10 Unfinished Business
 - 10.1 Facility Plan Bond Resolution
 - 10.2 Parking Lot Truck Barrier Options
 - 10.3 Exterior Façade Repair Update

11 New Business

- 11.1 RFID Presentation
- 11.2 Technology Disaster Recovery
- 11.3 "Unexpected Company" Artwork Sale
- 11.4 Draft FY21 Tax Levy
- 11.5 2020 Closing Schedule
- 11.6 Outside Library Visit
- 11.7 Friends of the Library Board Joint Meeting
- 11.8 Closed Session

12 Agenda Building

13 <u>Adjourn</u>

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

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

NORTHBROOK PUBLIC LIBRARY CASH BALANCES 8/31/2019

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
Gen	eral	7,439,009.27	1,862,678.80	585,490.39	8,716,197.68
Restric	ted	266,021.03	985.49	11,338.95	255,667.57
IN	/IRF	599,319.33	112,305.30	27,326.20	684,298.43
	Fica	214,310.63	64,174.46	23,933.97	254,551.12
Total Operating	\$	8,518,660.26	\$2,040,144.05	\$ 648,089.51	\$ 9,910,714.80
Capital Improvement	\$	1,880,174.13	\$ 2,915.30	\$ 18,955.57	\$ 1,864,133.86
Debt Service	\$	127,570.19	\$ 26.30		\$ 127,596.49

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	27,545.19	(8,457.45)	46.75
ProPay		-	~
PayPal	3,012.49	-	-
GSB - Money Market	225,337.55	-	-
MB - Checking/Money Market	9,590,264.69	1,741,181.18	-
Certificates of Deposit (detail below)	. 	77,380.12	123,885.88
US Bancorp	651.31	505.36	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00	-	-
Total	\$ 9,910,714.80	\$1,864,133.86	\$ 127,596.49

			erm-Days				
nts							
77,380.12	06/25/20	0.250%	365				
Certificates of Deposit - Debt Service							
23,885.88	07/13/20	0.250%	365				
	n ts 77,380.12 23,885.88	nts 77,380.12 06/25/20 23,885.88 07/13/20	nts 77,380.12 06/25/20 0.250% 23,885.88 07/13/20 0.250%				

NBT = Northbrook Bank & Trust MB = MB Financial GSB = Glenview State Bank IMET = Illinois Metropolitan Investment Fund USB = US Bancorp

8/31/19	Income Statement	Northbrook Public Library

	PY Month	CY Month	PY YTD	CYYID	CY Budget	33.3%
01 - General Operating Fund	「相談」					
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,234,698.99	\$1,713,818.80	\$6,946,151.42	\$7,263,899.12	\$7,329,000.00	99.11%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
Impact Fees	\$869.55	\$538.25	\$1,442.20	\$1,366.35	\$0.00	0.00%
Fines, Fees & Rentals	\$5,870.63	\$2,456.71	\$21,887.90	\$18,847.29	\$50,000.00	37.69%
Interest Income	\$12,653.53	\$16,516.74	\$38,201.89	\$57,752.93	\$50,000.00	115.51%
Other Income	\$413.50	\$615.06	\$1,300.62	\$7,172.76	\$100,000.00	7.17%
Total Undesignated Revenue	\$1,254,506.20	\$1,733,945.56	\$7,008,984.03	\$7,349,038.45	\$7,629,000.00	96.33%
Designated Revenue						
Gifts & Other Designated Income	\$57,185.33	\$750.55	\$63,037.45	\$18,975.89	\$100,000.00	18.98%
Designated Interest Income	\$28.63	\$57.40	\$92.35	\$185.12	\$0.00	0.00%
i otal Designated Revenue	\$37,213.90	CA: / DR¢	\$03,129.80	\$19,161.01	\$100,000.00	19.16%
Total Revenues	\$1,311,720.16	\$1,734,753.51	\$7,072,113.83	\$7,368,199.46	\$7,729,000.00	95.33%
Expenses			2. 전 전 1 2 2 4 4 4 4			
Undesignated Expenses						
Materials & Services	\$72,811.54	\$71,777.47	\$293,643.28	\$304,785.22	\$920,000.00	33.13%
Books	\$62,739.59	\$59,443.63	\$252,349.13	\$258,866.49		
Audio Visual	\$4,722.67	\$5,195.27	\$22,180.90	\$22,761.71		
Videos/DVDs	\$5,349.28	\$7,138.57	\$19,113.25	\$23,157.02		
Programs	\$5,075.18	\$8,259.80	\$46,917.79	\$46,885.51	\$132,000.00	35.52%
OCLC	\$2,117.46	\$52.00	\$5,057.34	\$9,485.12	\$26,000.00	36.48%
CCS Shared Costs	\$6,326.90	\$0.00	\$25,307.60	\$33,020.72	\$84,000.00	39.31%
Total Materials & Services	\$86,331.08	\$80,089.27	\$370,926.01	\$394,176.57	\$1,162,000.00	33.92%
Human Resources						
General Salaries and Wages	\$300,914.19	\$309,295.19	\$1,173,121.19	\$1,222,911.65	\$3,814,017.00	32.06%
Maintenance Salaries & Wages	\$12,781.10	\$13,344.38	\$51,124.40	\$52,962.02	\$182,458.00	29.03%
Group Insurance	\$41,817.25	\$59,662.71	\$169,582.93	\$185,410.27	\$575,000.00	32.25%
Unemployment/Worker's Comp	\$0.00	(\$2,087.00)	\$25,107.93	\$17,619.09	\$25,000.00	70.48%
Staff Development	\$7,820.26	\$5,701.40	\$29,444.93	\$32,956.03	\$100,000.00	32.96%
Total Himan Recourses	\$363,332.80	\$385,916.68	\$1,448,381.38	\$1,511,859.06	\$4,696,475.00	32.19%

	North	nbrook Public Lib ncome Statement 8/31/19	rary			
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.3%
Operating Costs						
Photocopy	\$4,378.60	\$765.00	\$21,529.63	\$15,600.80	\$40,000.00	39.00%
Office & Library Supplies	\$3,148.45	\$3,375.80	\$19,276.83	\$19,625.11	\$70,000.00	28.04%
Software	\$7,449.64	\$13,302.25	\$38,607.06	\$45,930.64	\$103,000.00	44.59%
Postage	\$45.44	\$14,993.81	\$15,274.28	\$15,074.86	\$20,000.00	75.37%
General Insurance	\$572.00	\$0.00	\$33,736.49	\$44,773.88	\$58,000.00	77.20%
Telephone/Internet	\$779.78	\$861.40	\$3,311.16	\$5,151.65	\$20,000.00	25.76%
Professional Services	\$19,634.67	\$47,933.34	\$88,087.31	\$109,325.81	\$270,000.00	40.49%
Furniture, Equipment	\$9,104.68	\$6,431.83	\$40,946.76	\$42,268.62	\$160,000.00	26.42%
Equipment Rental & Maintenance	\$93.24	\$450.00	\$2,333.26	\$8,299.02	\$20,000.00	41.50%
Community Relations	\$5,089.61	\$5,239.94	\$20,537.83	\$12,212.47	\$52,000.00	23.49%
Total Operating Costs	\$50,296.11	\$93,353.37	\$283,640.61	\$318,262.86	\$813,000.00	39.15%
Maintenance						
Vehicle Expense	\$50.02	\$0.00	\$95.40	\$57.03	\$2,500.00	2.28%
Janitorial Supplies	\$3,546.81	\$6,105.96	\$10,242.45	\$15,209.27	\$45,000.00	33.80%
Utilities	\$1,404.14	\$792.61	\$19,969.50	\$13,584.95	\$53,000.00	25.63%
Building Repairs	\$1,015.00	\$4,357.00	\$3,398.00	\$4,357.00	\$30,000.00	14.52%
	00.7C0,1¢	1.1C+'4¢	\$42,723.13	\$33,070.74		37.33%
	e.,011.11	400,1 IC.1 I	#10,TE0.00	400,000	4600,000.00	04.0070
Other Expenses		•	****	*		
	\$48.UU		(\$22.0U)	(\$6U.UU)	\$200.00	(12.00%)
Contingency & Misc Exp Board Development	\$0 00	\$0.00	\$1,452.71	\$1,107.48	\$3 500.00	0.00%
Total Other Expenses	\$704.18	\$73.67	\$1,430.91	\$1,049.48	\$104,000.00	1.01%
Total Undesignated Expenses	\$508,337.14	\$580,145.70	\$2,180,807.41	\$2,311,647.16	\$7,040,975.00	32.83%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,055.12	\$7,158.22	\$9,570.18	\$15,320.65	\$100,000.00	15.32%
Designated Materials Expense		\$2,423.73	\$1,148.97	\$2,733.71	\$0.00	0.00%
Designated Capital Expense	\$1,548.00	\$1,775.00	\$7,016.99	\$9,070.00	\$0.00	0.00%
Total Designated Expenses	\$2,603.12	\$11,358.95	\$21,051.67	\$27,326.56	\$100,000.00	27.33%
Transfers & Other Financing Uses Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$588,000.00	0.00%
Total Expenses	\$510,940.26	\$591,504.65	\$2,201,859.08	\$2,338,973.72	\$7,728,975.00	30.26%
NET SURPLUS/(DEFICIT)	\$800,779.90	\$1,143,248.86	\$4,870,254.75	\$5,029,225.74	\$25.00	

		8/31/19				
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33.3%
02 - IMRF/FICA Fund		The second second	- 24		c	
levenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$84,978.75	\$112,283.89	\$464,234.52	\$475,907.28	\$490,000.00	97.12%
Property Tax Levy FICA	\$48,559.29	\$64,162.22	\$265,276.88	\$271,947.02	\$280,000.00	97.12%
Interest Income IMRF	\$18.66	\$21.41	\$20.64	\$30.80	\$50.00	61.60%
Interest Income FICA	\$10.67	\$12.24	\$11.79	\$17.61	\$50.00	35.22%
Total Undesignated Revenue	\$133,567.37	\$176,479.76	\$729,543.83	\$747,902.71	\$770,100.00	97.12%
Total Revenues	\$133,567.37	\$176,479.76	\$729,543.83	\$747,902.71	\$770,100.00	97.12%
xpenses						
Undesignated Expenses Human Resources						
Employer IMRF	\$31,537.12	\$27,326.20	\$123,493.97	\$108,018.59	\$490,000.00	22.04%
Employer FICA	\$23,221.85	\$23,933.97	\$89,994.22	\$94,437.86	\$280,000.00	33.73%
Total Human Resources	\$54,758.97	\$51,260.17	\$213,488.19	\$202,456.45	\$770,000.00	26.29%
Total Undesignated Expenses	\$54,758.97	\$51,260.17	\$213,488.19	\$202,456.45	\$770,000.00	26.29%
Total Expenses	\$54,758.97	\$51,260.17	\$213,488.19	\$202,456.45	\$770,000.00	26.29%
NET SURPLUS/(DEFICIT)	\$78,808.40	\$125,219.59	\$516,055.64	\$545,446.26	\$100.00	

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Northbrook Public Library Income Statement

Page 6 of 127

		8/31/19				
	PY Month	CY Month	ΡΥ ΥΤD	CY YTD	CY Budget	33.3%
03 - Capital Improvements Fund Revenues						7 of 1
Undesignated Revenue						Dog
Interest Income	\$201.73	\$2,915.30	\$758.46	\$7,852.97	\$6,000.00	130.88%
Total Undesignated Revenue	\$201.73	\$2,915.30	\$758.46	\$7,852.97	\$6,000.00	130.88%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$563,000.00	0.00%
Total Revenues	\$201.73	\$2,915.30	\$758.46	\$7,852.97	\$569,000.00	1.38%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$850.00	\$18,955.57	\$175.00	\$305,419.20	\$652,000.00	46.84%
Professional Fees	(\$850.00)	\$0.00	\$0.00	\$2,582.60	\$168,000.00	1.54%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$52,335.17	\$0.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$18,955.57	\$175.00	\$360,336.97	\$820,000.00	43.94%
Total Undesignated Expenses	\$0.00	\$18,955.57	\$175.00	\$360,336.97	\$820,000.00	43.94%
Total Expenses	\$0.00	\$18,955.57	\$175.00	\$360,336.97	\$820,000.00	43.94%
NET SURPLUS/(DEFICIT)	\$201.73	(\$16,040.27)	\$583.46	(\$352,484.00)	(\$251,000.00)	

Northbrook Public Library Income Statement

Page 7 of 127

		8/31/19				
	PY Month	CY Month	РҮ ҮТD	CY YTD	CY Budget	33.3%
05 - Debt Service Fund						of 12
Revenues						e 8
Undesignated Revenue						Pag
Property Tax Levy	\$91,592.70	\$121,096.44	\$502,029.68	\$513,218.99	\$528,404.00	97.13%
Interest Income	\$39.71	\$26.30	\$108.75	\$54.02	\$1,000.00	5.40%
Total Undesignated Revenue	\$91,632.41	\$121,122.74	\$502,138.43	\$513,273.01	\$529,404.00	96.95%
Total Revenues	\$91,632.41	\$121,122.74	\$502,138.43	\$513,273.01	\$529,404.00	96.95%
Expenses Undesignated Expenses						
Capital Projects & Bond Expenses	- 	• • •				
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$258,971.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
Total Undesignated Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,403.64	25.50%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,903.64	25.47%
NET SURPLUS/(DEFICIT)	\$91,632.41	\$121,122.74	\$364,107.88	\$378,556.69	\$500.36	

Northbrook Public Library Income Statement

Northbrook Public Library Bills, Charges and Transfers for Board of Trustee Approval Month of August 2019

Operating Funds	
Library Claims List	\$ 202,184.40
Librarian's Claims List	\$ 12,004.75
Payroll	\$ 310,551.59
Fica/IMRF	\$ 51,260.17
ACH to IPBC	\$ 72,088.60
Total Operating Funds	\$ 648,089.51
Capital Improvement Fund	
Claims List	\$ 18,955.57
Debt Service Fund	
Grand Total Library	\$ 667,045.08

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

Transaction Number	Transaction Date	Reference	Payments	Description
23823	8/14/2019	First Bankcard	\$2 537 92	monthy payment credit card
23824	8/14/2019	Reserve Account	\$15,000,00	annual costage payment
23825	8/31/2019	Advanced Disposal	\$454.76	monthly oayment utilities
23826	8/31/2019	Amazon	\$2,000,02	montify payment amazon
23827	8/31/2019	Ancel Glink P.C.	\$1 260.00	lattomev fees
23828	8/31/2019	Arlington Glass & Mirror	\$650.00	cost to replace steel brackets
23829	8/31/2019	Baker & Taylor	\$28,660,94	monthly payment material
23830	8/31/2019	Baker & Taylor Entertainment	\$1,082,51	monthly payment material
23831	8/31/2019	Bayscan Technologies	\$696.00	monthly payment supplies
23832	8/31/2019	Best Quality Cleaning	\$4,680,00	monthly payment cleaning
23833	8/31/2019	Better Containers Mfg. Co.	\$1,269,65	annual payment supplies
23834	8/31/2019	Bibliotheca, LLC	\$3,652,35	monthly payment material
23835	8/31/2019	CallOpe	\$855.40	monthly payment telephone
23836	8/31/2019	CenterPoint Energy Services Inc	\$792.40	monthly payment utilities - cas
20000	073 1720 17	Centen offt Energy Services, inc.	4/72.01	monthly payment contracted
23837	8/31/2019	Cintas	\$1,300.00	services
23838	8/31/2019	Demco, Inc.	\$1,677.76	monthly payment supplies
23839	8/31/2019	Discovery Benefits, Inc.	\$2,523.77	monthly payment flexible spending, dedendant care and commuter benefit
23840	8/31/2019	F.E. Moran Mechanical Services	\$4,357.00	payment for repair work
23841	8/31/2019	F.E. Moran, Inc.	\$5,494.43	annual payment testing
23842	8/31/2019	Freeman Pictures, Inc.	\$950.00	quarterly payment photographer
23843	8/31/2019	Gale	\$691.53	monthly payment material
23844	8/31/2019	GovConnection, Inc.	\$8,954.31	annual payment software
23845	8/31/2019	Grainger	\$1,371.51	monthly payment janitorial supplies
23846	8/31/2019	Grev House Publishing	\$974.10	monthly payment material
23847	8/31/2019	Kathryn Hall	\$968.51	quarterly payment mileage and
23848	8/31/2019	Illinois Heartland Library System-OCI C	\$660.00	angual navment software
23849	8/31/2019	Illinois Library Association	\$2 513 00	annual payment II A Conference
23850	8/31/2019	Josh's	\$2,415.00	annual payment staff party
23851	8/31/2019	Kanoov LLC	\$4,750.00	annual payment materials
23852	8/31/2019	LaForce	\$1 205 00	oavment for supplies
23853	8/31/2019	Library Euroiture International Inc.	\$7 419 00	navment for furniture
23854	8/31/2019	Mergent, Inc.	\$651.00	monthly navment materials
23855	8/31/2019	Midwest Tape	\$9.143.22	monthly payment materials
23856	8/31/2019	NewsBank, Inc.	\$11 472 00	annual navment materials
23857	8/31/2019	North American	\$1,947.96	monthly payment janitorial supplies
23858	8/31/2019	Outsource Solutions Group, Inc.	\$34,333.34	payment for 2 months of professional services
23859	8/31/2019	Overdrive	\$2,376,10	monthly payment materials
23860	43708	Petersen Bros. Plastics, Inc.	\$776.50	monthly payment supplies
23861	43708	Recorded Books, Inc.	\$603.59	monthly payment materials
23862	43708	Runco Office Supply	\$1.091.26	monthly payment material
23863	43708	Selden Fox, LTD	\$10,500.00	annual payment professional service - audit
23864	43708	Spiral Binding LLC	\$1,935.97	payment furniture
23865	43708	Swank Motion Pictures Inc.	\$1,427.00	payment for programming
23866	43708	Value Line Publishing LLC	\$8,050.00	annual payment materials
23867	43708	Vis-O-Graphic, Inc.	\$5,094.38	bimonthly payment for newsletter
23868	43708	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease & maintenance

\$202,184.40

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

Transaction	Transaction		
Number	Date	Reference	Payments
49449	8/21/2019	1000Bulbs.com	\$535.07
49450	8/21/2019	AARP	\$15.00
49451	8/21/2019	Adult Reading Round Table	\$10.00
49452	8/21/2019	Alan Karzen Restoration	\$450.00
49453	8/21/2019	Alert Protective Services	\$109.71
49454	8/21/2019	Algonquin Public Library	\$15.26
49455	8/21/2019	American Library Association, Membership	\$220.00
49456	8/21/2019	Aquatic Works LTD	\$175.00
49457	8/21/2019	Victor Asuncion	\$400.00
49458	8/21/2019	Chandu Barahia	\$9.99
49459	8/21/2019	Batteries Plus LLC	\$36.90
49460	8/21/2019	Bryan Brugger	\$32,70
49461	8/21/2019	Nancy Buehler	\$250.00
49462	8/21/2019	Cary Area Public Library District	\$13.00
49463	8/21/2019	Cavendish Square	\$177.93
49464	8/21/2019	Center Point Publishing	\$46.74
49465	8/21/2019	Chicago Architecture Foundation	\$100.00
49466	8/21/2019	David Drazin	\$275.00
49467	8/21/2019	David Drazin	\$275.00
49468	8/21/2019	David Drazin	\$275.00
49469	8/21/2019	David Drazin	\$275.00
49470	8/21/2019	EBSCO Information Services	\$12.77
49471	8/21/2019	Fast Signs	\$480.74
49472	8/21/2019	Financial Times	\$450.00
49473	8/21/2019	Folding Partition Services, Inc.	\$498.00
49474	8/21/2019	Fun Express, LLC	\$21.35
49475	8/21/2019	Mark Gelfeld	\$200.00
49476	8/21/2019	Glenview Public Library	\$123.52
49477	8/21/2019	Bridget Golembiewski	\$203.61
49478	8/21/2019	Benjamin Goluboff	\$250.00
49479	8/21/2019	Grey House Publishing	\$487.05
49480	8/21/2019	Judy Haynes	\$34.10
49481	8/21/2019	Jayne Herring	\$350.00
49482	8/21/2019	Hobby Lobby	\$54.28
49483	8/21/2019	Huntley Area Public Library	\$19.99
49484	8/21/2019	Jac Jemc	\$500.00
49485	8/21/2019	Alisa Kusnitzow	\$125.00
49486	8/21/2019	Laconi Technical Services Section	\$30.00
49487	8/21/2019	Lake Forest Library	\$35.00
49488	8/21/2019	Helen Lazzaro	\$150.00
49489	8/21/2019	Lechner & Sons	\$91.12
49490	8/21/2019	Library Ideas LLC	\$36.42
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Northbrook Public Library Bank Register Report Northbrook Bank & Trust Librarian Checking

Transaction	Transaction		
Number	Date	Reference	Payments
49491	8/21/2019	Little Free Library LTD	\$500.00
49492	8/21/2019	Ron Mantegna	\$200.00
49493	8/21/2019	McHenry Public Library	\$68.90
49494	8/21/2019	Diego Morales	\$100.00
49495	8/21/2019	Rachel Murguia	\$75.00
49496	8/21/2019	Neuco Inc.	\$137.83
49497	8/21/2019	Northbrook Hardware	\$228.83
49498	8/21/2019	Helena Osorio	\$200.00
49499	8/21/2019	Penguin Random House LLC	\$56.25
49500	8/21/2019	Petty Cash Custodian	\$134.81
49501	8/21/2019	Pioneer Press	\$32.50
49502	8/21/2019	Prospect Heights Public Library District	\$20.00
49503	8/21/2019	Valerie Rangel	\$200.00
49504	8/21/2019	Judy Roberts	\$500.00
49505	8/21/2019	Rowman & Littlefield Publishing Group	\$45.87
49506	8/21/2019	Olga Rudiak	\$450.00
49507	8/21/2019	Sarah Rustman	\$40.20
49508	8/21/2019	Lori Schlernitzauer	\$34.10
49509	8/21/2019	Erin Seeger	\$58.77
49510	8/21/2019	Anna Snape	\$5.00
49511	8/21/2019	Neil Steinberg	\$100.00
49512	8/21/2019	Sunset Food Mart, Inc.	\$122.28
49513	8/21/2019	Maggie Taft	\$150.00
49514	8/21/2019	The Fit Coordinator	\$250.00
49515	8/21/2019	UPS	\$69.05
49516	8/21/2019	Robert Waterbury	\$50.00
49517	8/21/2019	WELL GO USA, Inc.	\$250.00
49518	8/21/2019	Winnetka Public Library	\$5.99
49519	8/21/2019	Yami Vending Inc.	\$69.12
			I

\$12,004.75

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

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Transaction Number	Transaction Date	Reference	Payments	Description
1710	8/31/2019	F.E. Moran, Inc.	\$18,955.57	Fire Sprinkler Replacement & UL Safety Testing
·				

\$18,955.57

Northbrook Public Library Foundation Financial Statements August-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations		100.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations	61.11	107.04
Total Unrestricted Donations	61.11	3,864.19
Interest Income-Unrestricted	8.18	31.14
Total Income	69.29	3,895.33
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	250.00
Net Income	69.29	3,645.33

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through August 2019	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through August 2019	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through August 2019	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Solo	80%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	6,194.14
MB Financial - Money Market	48,233.56
Total Checking/Savings	54,427.70
Accounts Receivable	
Due from NPL	100.00
Total Accounts Receivable	100.00
Total Current Assets	54,527.70
TOTAL ASSETS	54,527.70
LIABILITIES & EQUITY	
Equity	
Retained Earnings	50,882.37
Net Income	3,645.33
Total Equity	54,527.70
TOTAL LIABILITIES & EQUITY	54,527.70

Northbrook Public Library Foundation Financial Statements August-19

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DIRECTOR'S REPORT

AGENDA ITEMS

5 Public Comments

5.1 ATI & Ring Central Phone Vendor Presentation

The company we have chosen for our VOIP phone conversion will be joining us to share their process and introduce themselves to the board.

10 Unfinished Business

10.1 Facility Plan & Bond Resolution

Included in your packet is the formal resolution for the bond the board agreed to move forward with at the August meeting for your approval.

10.2 Parking Lot Truck Barrier Options

A memo and the parking lot barrier options from Kimley-Horn is included in your packet. We will also have staff from Kimley-Horn and Tom Poupard from the Village present for the discussion.

10.3 Exterior Façade Repair

Anna will provide a verbal update on this project at the meeting.

11 New Business

11.1 RFID Presentation

Brodie and Erin Seeger will present on the research they have done into RFID. Their full report and a recommendation is included for the board's review.

11.2 Technology Disaster Recovery

Brodie and OSG staff will provide an update on this follow-up from our discussion last month. A memo is also included in your packet.

11.3 Draft FY21 Tax Levy

Anna has prepared the draft levy. We do not vote on this in September, but instead seek feedback from the board on the draft levy.

11.4 2020 Closing Schedule

The 2020 Closing Schedule is included for your approval. There have been no changes to the holiday days proposed.

11.5 Outside Library Visit

I would like to find out if the board would like to do another visit to a nearby library and discuss, if so, when the board would like to do so.

11.6 Friends of the Library Board Joint Meeting

As we discussed at the meeting last winter with the Friends board, the boards were interested in having another joint meeting in Fall 2019.

11.7 Closed Session

BOARD NEWS

• Chamber of Commerce Business After Hours is Thursday, September 19 from 5:00-7:00pm at the library. All board members are invited to attend.

FIT INTO PATRONS' LIVES

Library Wide

 Linda Vering helped to plan the library's participation at the Special Needs morning at Northbrook Days on Saturday, August 3 from 9:30-12:30pm, which provided a great opportunity to meet and talk about the library's programming with families attending the event.



Circulation

• Diane Raucci reported that a couple of patrons wanted their checkout receipt so they could look at the total savings for the year. They noted it was \$3,000 in

savings. After reviewing the savings the patron said "Out of all the property taxes we pay, we do not mind paying for the library tax at all!"

- Beginning in August 2019, our Interlibrary Loan department updated our Policies Directory to allow borrowing and lending of A/V Materials between Northbrook Public Library and libraries outside Illinois. This means that patrons can now request A/V items we do not own from outside our system.
- Our annual Food for Fines took place from August 15-31
 - \circ 1,249 individual fines were waived.
 - \$1,367 total waived
 - 309 patrons participated
 - 25 huge boxes of canned goods donated



Fiction & Media

- Adult Summer Reading ended with a total of 547 registrants and 288 participants completing the program by reading at least 4 books. The completion rate of 53% was an improvement of 8% from last year. Participants read a total of 2,995 books. The online component of the program was used by 181 participants, many of whom entered book reviews which have been made into suggested reading lists and a display.
- On Thursday, August 8th, the library hosted a program titled "Woodstock 50th Anniversary" with musician Dean Milano as presenter. Over 60 people attended the afternoon show and several people in the audience actually attended the music festival back in 1969. The attendees left with comments about how much they enjoyed this flashback to their younger years and the behind-the-scenes tidbits they learned about the singers.

Reference

• Mary Kay Perrenot and Susan Wolf brought in University of Chicago art history professor, Maggie Taft, to present Art in Chicago on August 29 in the auditorium. Patrons were thrilled with the presentation and several patrons asked when we were having Prof. Taft back for another program.

Technical Services

• Manager Lori Schlernitzauer, along with Cataloging Librarian Sara Scodius and Processing Clerk Liz Becker, met with Fiction & Media Librarian Bill Pekara on August 1 to discuss the cataloging and processing of a circulating turntable, to be used by patrons for playing vinyl records.

Youth Services

- Our Teen Summer Volunteer program wrapped up on August 9 with a party for the volunteers. We had 54 volunteers volunteered a total of 982 hours this summer. It was another great summer of connecting with teens by providing meaningful service opportunities throughout the library.
- On August 11, Summer Reading ended. This year we added back in a Teen summer reading program in addition to our youth and baby programs.

Youth				
	Total Signed up	2032		
	Finished 1 level	1489	Participation Rate	73%
	Completed Program	1079	Finishing Rate	53%
Baby	Total Signed up	138		
	Finished 1 level	68	Participation Rate	49%
	Completed Program	48	Finishing Rate	35%
Teen	Total Signed up	458		
	Finished 1 level	270	Participation Rate	59%
	Completed Program	186	Completion Rate	41%

EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- The marketing team worked with the Northbrook Garden Club to help facilitate the display of historical items from the club's history in the lobby cases, in conjunction with their 70th Anniversary and associated library programming. The display will be in the lobby cases through the end of September.
- The library hosted a Naturalization Ceremony this month in the auditorium in conjunction with USCIS and Congressman Brad Schneider's office. 94 people were sworn in as American citizens. Auditorium Coordinator Arielle Valene helped facilitate a smooth experience for attendees by creating a PowerPoint, walk-in music playlist (American citizen themed), and managing logistics and

technical aspects of the program. The event was attended by 223 people, in addition to a media outlet who filmed the event with cameras.

- Fiction & Media librarians Lori Siegel and Mike Hominick were invited to speak at the local Colonnades book club. The focus of these visits is providing tips on running meetings and to offer book suggestions. Several book club members followed up with the library to thank the library for providing this service. One email from an attendee stated, "You gave us good ideas for sharing 'leader' duties and very interesting book suggestions. It was good to see that the library is in such hands."
- Bryan Brugger and Susan Wolf have been exploring what libraries are doing to assist communities with the upcoming Census. The focus is primarily on the participation of hard-to-reach groups such as seniors and immigrant populations. Susan is meeting with Cheryl Fayne-dePersio on Sept 8 to discuss the Village's communication plan and to see how we can partner to make sure we have include participation of all Northbrook residents.
- On August 28 Bernie's Books collected 40 boxes of gently-used juvenile books, weeded from the Library's collection, which were reviewed for relevancy of content and physical condition.
- Nearly 20 local businesses and organizations donated incentives to our youth Summer Reading program. We are pleased to be offer our readers experiences from a wide variety of businesses:
 - Auntie Anne's Pretzels
 - Bach to Rock
 - o California Pizza Kitchen
 - o Chicago Fire
 - o Chipotle
 - o Dairy Queen
 - o Dunkin
 - Eye Level Northbrook
 - Friends of the Northbrook Public Library
 - o George Garner Cyclery
 - o Kane County Cougars
 - McDonald's
 - o Meatheads
 - North Suburban YMCA
 - Northbrook Civic Foundation
 - Northbrook Park District
- Two officers from the Northbrook Police Department presented a story time on August 16 with Kelly Durov. Highlighting our local Heroes helps children understand who the helpers are in our community and feel comfortable with them.

INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- Linda Vering helped with the creation and distribution of the Lynda.com online survey to gauge public sentiment about the necessity of creating a LinkedIn account to access free Lynda.com online learning content with their library card.
- Jill Franklin hosted the program, "Why Drive Electric" cosponsored by Go Green Northbrook. Electric cars continue to be a growing trend and the September 2019 Consumer Reports features a buying guide and ratings for electric vehicles. This innovative program included a lecture and also a tour of three different electric cars. Jill shared this program on the RAILS programming listserv and 5 libraries contacted the presenter in the first two days.
- After a free 9 month trial of Mergent Intellect, Mary Kay Perrenot has decided to discontinue this database due to low usage statistics.
- We sent out Project Outcome Summer Reading surveys for the adult, teen, and youth Summer Reading programs. The information learned from the trial will inform the library-wide implementation plan for Project Outcome this fall/winter. Feedback will also help us improve future Summer Reading programs.

BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

New Hires – (Replacements)

• None

Terminations

(Terminations refer to all persons leaving library employment for any reason, including resignations and retirements)

- Quin Stack, regular part-time Clerk II (Circ) resigned effective August 6. He is moving downtown.
- Pat Romano, part-time Clerk (Circ) resigned effective August 18.
- Kevin Fentress, part-time Shelver (Circ) resigned effective August 20.
- Hugh Sato, full-time Digital Services Assistant (DS) resigned effective August 31. He accepted a position downtown.

Continuing Education

- A number of Northbrook Library staff members attended a continuing education program titled "Reimagine Audience Engagement with Museum Hack," which focused on how to identify spaces for experimentation and using creative problem-solving for success on any budget.
- Maggie Thomann is currently serving as secretary and collection subcommittee member for the Electronic Content Consortium, which oversees the Overdrive Digital Library of Illinois collection and is made up of more than 80 libraries around the state. Part of her role is developing collection standards and practices that will improve patron experience for users of participating libraries, including Northbrook patrons.
- We offered Safety and Security training for staff on August 9 and practiced fire drills with the fire department present to give feedback. They reported that they were impressed with how well trained staff were.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- Reference is almost done with weeding the main adult non-fiction collection so that we can remove shelves for the new study rooms. We will begin shifting the rest of the collection by October to be completed by December 1.
- Jill Franklin and Susan Wolf submitted a grant application for the Americans and the Holocaust exhibit. Our application included 10 letters of support including ones by Holocaust survivor, Sam Harris, and U.S. congressman, Brad Schneider. We will be notified by September 20 if our application was accepted. The initial workgroup for the project included Tracy Gossage and Bridget Golembiewski.
- Acquisitions Assistants Brian Nelson and Betty Wright ordered 2,877 items this month, resulting in 44% of the materials' budget for FY20 being spent.
- 2,708 items were cataloged and classified in August. The catalogers also reclassified 117 books and audio-visual materials.
- Sarah Rustman published ADA Staff training video on YouTube for all new and seasoned staff to watch whenever they want a refresher on accommodating patrons with disabilities. If you are interested in watching it, <u>you can access it here.</u>

Kate Hall Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle August, 2019

RECENT PROJECTS



THE USER EXPERIENCE

DSA Christine Vi: Eva and her grandfather Andrey came in to make a laser-cut for the first time. The grandpa really wanted to do a project together even though she had no idea what to make, so I gave her a quick tutorial and taught them how to airdrop their photos. They were both delighted with their project that said "Goat = Dad?" with a photo of a goat from their farm and his best professional headshot. The next day, they came back and the grandpa exclaimed, "The project was a smash hit! Why do you think we're back? No one was expecting it, and we



said it was with the help of Christine from the Northbrook Collaboratory!" The made a second and third one for her grandparents and her sister.



DSA Joe Cirignani: A patron came in looking to laser etch onto this miniature baseball bat he made from wood at home. This was a gift for his son that he wanted to be completely custom made. I showed him how to make a design that would mimic a wooden bat that you could buy from the store. It looks really good and he knows his son will love it.

From DSA Bob Couch: A grandfather and grandson had a stone slate that they wanted to try etching into. Though we've never tried it before, we gave it a shot and the contrast on the stone turned out incredibly attractive!

FEEDBACK

A young man in the Collaboratory room named Hugh was very nice to me with help and suggestions. My project looks great.

– Nancy

Patron stopped by my office to tell me that she visited the



Collaboratory for the first time today. She was impressed by the welcome she received. Joe Cirignani welcomed her and showed her around the space. She said she was definitely planning to come back to visit. - Anonymous

3D PRINTING

We printed 95 objects for users in August.

PROJECTS

August projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	53	3D Printer
Acrylic	18	Laser Cutter
Buttons	1	Button Makers
Cardstock	14	Cricut
Cork Coasters	18	Laser Cutter
DVDs	4	Digitization Room
Embroidery Thread	14	Embroidery Machine
Glasses	19	Laser Cutter
HDPE	3	Carvey
Interfacing	3	Embroidery Machine
Iron-on	6	Cricut
Keychains	2	Button Makers
Stabilizer Sheets	48	Embroidery Machine
Stamp Block	1	Carvey
Sewing Thread	4	Sewing Machines
Vinyl & Transfer Paper	19	Cricut
Wood	20	Laser Cutter & Carvey

VISITORS

1381 people visited the Collaboratory over 23 days in August.

UPDATES

DSA Hugh Sato's last day was August 31st. Hugh was with us for 3 years and played an instrumental role in creating the Collaboratory.

DSA Bob Couch (KD9NTR) earned his FCC Technician License in August, allowing him to operate ham radio. We are grateful for Burt Krain's sponsorship of his test fee.

RAILS Report August 2019

Here is a summary on what projects and initiatives are happening at the library system.

Promote, support, and expand resource sharing to optimize use of tax dollars and other funding and help libraries share resources to the fullest extent possible:

RAILS will be applying for a grant from the Illinois Department of Human Services (IDHS) as part of the effort to ensure a complete count for the Census in 2020. The grant is organized on the basis of geographic regions, 12 in all for Illinois. They are applying to be a Regional Intermediary for the collar counties – Lake, McHenry, DuPage, Will, Kane, Kankakee, Grundy and Kendall – as designated by IDHS. They will work with "sub-recipients" to deliver funds so that local libraries and their partners can deliver the appropriate services to hard-to-count areas as determined by IDHS and the federal government. The grant is due on September 6. Funds available to serve the collar counties is between \$1.8 and \$2.2 million. RAILS will hire an individual to oversee the program as part of the grant.

Prepare libraries for the future:

The latest Sparks podcast is now available. Ms. Brennan, RAILS, spoke with Magan Szwarek, Director of Reference Services at the Schaumburg Township District Library about the Panorama Project. This project, sponsored by Overdrive, is gathering data on the effects of library author programs on the purchase and borrowing of the author's books. It provides insight into the effects of libraries on book readership and purchases, and will certainly shed light on publishers' claims that libraries hinder eBook sales.

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS, APPROVING PLANS FOR THE REMODELING AND REPAIR TO THE EXISTING LIBRARY BUILDING, THE PURCHASE OF NECESSARY EQUIPMENT FOR THE LIBRARY, AN ESTIMATE OF COSTS AND A DETERMINATION OF FINANCING

2019-1

WHEREAS, the Board of Library Trustees (the "Board") of the Village of Northbrook, Cook County, Illinois (the "Library") has determined that the existing Northbrook Public Library building is inadequate to meet the projected needs of the residents of the Village of Northbrook; and

WHEREAS, the Board has reviewed the facility plan provided by BTC and determined that the library has capital improvement repairs and renovations that need to occur, and has reviewed the probable costs associated with such improvements.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Village of Northbrook, Cook County, Illinois, as follows:

Section I: The Board shall pay the costs of renovating and improving the Northbrook Public Library building in accordance with the facility plan, including the renovation of the lobby and Circulation area, redoing the landscaping and repairing the railing and handrails, fixing the mechanical penthouse wall cladding, replacing the security cameras and alarm system, performing improvements on mechanical, plumbing, and electrical systems, and repairing and repaining the exterior and interior façade, and pay the expenses incidental thereto (the "Project").

Section 2: The Board hereby approves the facility plan for the Projects described in Section 1 above, which plans were caused to be prepared by the Board, and copies of such plans are attached hereto as Exhibit A and made a part hereof.

Section 3: The Board hereby estimates that the total cost of the Project to be a sum not to exceed FOUR MILLION TEN THOUSANDS DOLLARS (\$4,010,000.00).

Section 4: The Board hereby approves the estimate of the costs of the Project and determines that no funds will be available from accumulations, and an amount not to exceed \$4,010,000.00 must be provided by issuance of bonds of the Village, which bonds shall be retired by the collection of ad valorem taxes over a period not to exceed twenty (20) years from the date of their issuance.

Section 5: The Board hereby finds and determines that it is in the best interests of the Northbrook Public Library and of the residents and taxpayers of the Village of Northbrook, that the Corporate Authorities of the Village of Northbrook take all legally required steps to issue General Obligation Village of Northbrook Library Bonds in the principal amount of \$4,010,000.00.

<u>Section 6:</u> The Board hereby formally requests the Corporate Authorities of the Village of Northbrook to issue General Obligation Village of Northbrook Library Bonds in the principal amount of FOUR MILLION TEN THOUSANDS DOLLARS (\$4,010,000.00) to pay the costs of the Project as approved by this Board of Library Trustees.

Section 7: That this Resolution shall become effective on the date of its adoption as required by law.

ADOPTED this 19th day of September, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th, by the Board of Library Trustees of the Village of Northbrook, Cook County, Illinois, on the following roll call vote:

AYES:	
NAYS:	
ABSENT:	

Carlos M. Früm President, Board of Library Trustee

ATTEST:

Abby Young Secretary, Board of Library Trustee

STATE OF ILLINOIS COUNTY OF COOK

2

SS.

SECRETARY'S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Northbrook, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS, APPROVING PLANS FOR THE REMODELING AND REPAIR TO THE EXISTING LIBRARY BUILDING, THE PURCHASE OF NECESSARY EQUIPMENT FOR THE LIBRARY, AN ESTIMATE OF COSTS AND A DETERMINATION OF FINANCING 2019-1

passed by the Board of Library Trustees of the Village of Northbrook at a regular meeting of said Board of Library Trustees at which a quorum was present, held pursuant to the Illinois Open Meetings Act on the 19th day of September, 2019.

I do further certify that said Resolution is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Northbrook Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of September, 2019.

Abby Young Secretary, Board of Library Trustees of the Village of Northbrook, Cook County, Illinois

RESOLUTION EXPRESSING OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED FROM PROCEEDS OF AN OBLIGATION WHICH SHALL BE ISSUED BY THE VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS

2019-2

Whereas, the Board of Library Trustees (the "Board") of the of the Village of Northbrook, Cook County, Illinois (the "Village"), has developed a list of capital projects (the "Projects") described in Exhibit "A" hereto; and

Whereas, all or a portion of the expenditures relating to the Projects (the "Expenditures") (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

Whereas, the Library reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Village of Northbrook, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The Library reasonably expects to reimburse the Expenditures with the proceeds of an obligation.

Section 3. Maximum Amount. The maximum principal amount of the obligations expected to be issued for the Projects is \$4,010,000.00.

Section 4. Ratification. All actions of the officers, agents and employees of the Library taken in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption thereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Adopted: September 19, 2019

Approved: September 19, 2019.

Carlos M. Früm President, Board of Library Trustees Village of Northbrook Cook County, Illinois

ATTEST:

Abby Young Secretary, Board of Library Trustees Village of Northbrook Cook County, Illinois

STATE OF ILLINOIS)) SS. COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Northbrook, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION EXPRESSING OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED FROM PROCEEDS OF AN OBLIGATION WHICH SHALL BE ISSUED BY THE VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS

2019-2

passed by the Board of Library Trustees of the Village of Northbrook at a regular meeting of said Board of Library Trustees at which a quorum was present, held pursuant to the Illinois Open Meetings Act on the 19th day of September, 2019.

I do further certify that said Resolution is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Northbrook Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of September, 2019.

Abby Young Secretary, Board of Library Trustees of the Village of Northbrook, Cook County, Illinois
Northbrook Public Library Facility Plan Bond Scenario

			FY19/20		FY20/21		FY21/22		FY22/23		FY23/24
Site Elen	nents										
	Asphalt Pavement	\$	211,382.15					\$	30,000.00		
	Concrete Driveway							\$	i,000.00		
	Concrete Sidewalks & Stairs							\$	5,000.00		
	Concrete Curbing							\$	5,000.00		
	Landscaping and Hardscape			\$	150,000.00				÷		
	Railing and Handrails			\$	150.000.00					\$	j.000.00
	Pole Mounted Light Fixtures			*	,					\$	42.000.00
Roofina										Ŧ	
	Main Roof										
	Barreled roof									\$	530,000,00
Facada	Barroloa roor									Ψ	500,000.00
i ucudu	Brick Masonry										
	Corrugated Metal Panels					\$	10 000 00				
	Machanical Ponthouse Wall Cladding			¢	275 000 00	ψ	10,000.00				
	Window Wall System (1999 addition)			¢	273,000.00					¢	40.000.00
	C affita									Ф	40,000.00
				¢	1 000 000 00						
	Exterior Façade and Painting Project			\$	1,000,000.00						
Interior I	-inishes and Fixtures					1		-			
	Technology & Communications										
	Phone System	\$	100,000.00								
	Security Cameras			\$	75,000.00						
	Alarm System			\$	75,000.00						
	masterplan										
	Tech services/Main Remodel	\$	425,000.00								
	Study Rooms	\$	400,000.00								
	Marketplace			\$	340,000.00						
	RFID			\$	215,000.00						
	Circulation Remodel			\$	355.000.00						
	Automated Material Handler			\$	180.000.00						
	Eiction & Media Staff Space			÷	,	\$	575 000 00				
	Middle & High School Space					Ŷ	37 3,000.00	\$	740 000 00		
	Youth Services							Ψ	740,000.00	¢	7/10 000 00
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	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2										
M	Elevator refinisn										
Mechani	cal, Electrical, Plumbing & Fire Protection	n		<i>•</i>	10.000.00	1		1		-	
	Air Handlers			\$	12,000.00					<u>^</u>	
	Split System Air Conditioners									\$	30,000.00
	Boilers					\$	30,000.00			\$	20,000.00
	HVAC and Plumbing Pumps	\$	12,000.00							\$	3,000.00
	Exhaust Fans	\$	5,000.00	\$	3,000.00					\$	12,000.00
	Domestic Water Heater	\$	3,000.00								
	Temperature Control Air Compressor									\$	3,000.00
	Boiler Room Venilation Project	\$	30,000.00								
	Fire Sprinklers	\$	20,000.00	\$	15,000.00						
	Sump Pump	-	· · ·	-	,						
Present	Day Estimated Expense	\$	206 382 15	\$	345 000 00	\$	565 000 00	\$	'85 000 00	\$	1 535 000 00
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	Bond Issuance			\$	4,010,000.00					\$	2,705,000.00

Report To

Northbrook Public Library 1201 Cedar Lane Northbrook, Illinois 60062

Capital Asset Study Northbrook Public Library Northbrook, Illinois



By: Christopher R. Kottra Kami Farahmandpour

BTC Project No. 19-472 June 14, 2019

1845 East Rand Road, Suite L-100 Arlington Heights, Illinois 60004

Building Technology Consultants, Inc.





TABLE OF CONTENTS

1	Background Information 1					
2	Objectives and Scope of Work					
	2.1	.1 Background Review				
	2.2	Field Assessment				
		2.2.1 Site Elements				
		2.2.2 Roofing				
		2.2.3 Facade				
		2.2.4 Interior Finishes				
		2.2.5 Elevators				
		2.2.6 Mechanical, Electrical, Plumbing, and Fire Protection Systems (MEP/FP):				
	2.3	Analysis and Report				
	2.4	Meeting				
3	3 Findings					
	3.1 Financial Analysis					
	3.2	3.2 Long-Term Review				
	3.3	Assumptions 10				
4	Discl	osures				
App	endix	A – Component Category Summary Reports				

Appendix B – Financial Analysis

Building Technology Consultants, Inc.



June 14, 2019

Via E-Mail: aamen@northbrook.info

Ms. Anna Amen Northbrook Public Library 1201 Cedar Lane Northbrook, Illinois 60062

Re: <u>Capital Asset Study, Northbrook Public Library</u> <u>BTC Project No. 19-472</u>

Dear Ms. Amen:

As authorized by execution of our proposal dated November 11, 2018, Building Technology Consultants, Inc. (BTC) has performed a capital asset study for the Northbrook Public Library. This report outlines the findings of our study.

1 BACKGROUND INFORMATION

The Northbrook Public Library was originally constructed as a 27,000 square foot, 2-story, library facility in 1969. A 20,500 square foot addition was constructed in the mid-1970's. The Library was expanded again in 1999 when a 35,000 square foot addition was completed. Original heating, ventilating, and cooling equipment were replaced, and exterior components were rehabilitated as well during the 1999 expansion. Several interior renovation projects have been performed including the most recent in 2015.

A master plan for future rehabilitation of interiors spaces was developed by Product Architecture + Design in 2017. The purpose of the master plan was to map out the Library's goals for future growth and accommodate the needs of the community. The Library has also obtained a detailed inventory of fixed assets over \$500 in value for purposes of future planning. Wiss, Janney, Elstner Associates, Inc. (WJE) has reportedly been involved with evaluating building envelope components including water leakage issues. The Library has Other consultants were retained in recent years to evaluate mechanical, electrical, plumbing, and fire protection systems.



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 2 of 13

2 OBJECTIVES AND SCOPE OF WORK

The objective of BTC's work was to develop a capital asset program for the Library that sets out anticipated expenditures for the next 20 years. Our scope of work was as follows:

2.1 Background Review

- 1. Reviewed pertinent historical documents related to the subject property including maintenance records, repair or replacement bid documents, original construction documents, and prior reports (i.e., master plan, fixed asset list, MEP/FP systems evaluation, water leakage evaluations, etc.).
- 2. Interviewed the Library's engineering staff and Finance and Operations Manager to obtain information regarding maintenance history of all major building components covered in the capital asset program.
- 3. Reviewed the Library's annual budget to become familiar with items that are covered under operating budget, contributions to the capital improvement fund, and current status of those funds.

2.2 Field Assessment

We performed a field assessment to evaluate existing conditions. Field observations were documented with notes and photographs. Our field assessment included the following:

2.2.1 Site Elements

Performed a visual review of site elements to evaluate their overall condition and remaining service life. Our review included the following:

- Asphalt pavement parking lot and driveways
- Concrete sidewalks, walkways, stairs, ramps, and curbs
- Retaining walls
- Railings and guardrails
- Landscaping



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 3 of 13

2.2.2 Roofing

Performed a visual review of the low-slope and barreled roof surfaces to evaluate type of roofing systems used and to assess their current condition. Our review included the following:

- EPDM roofing membranes
- Roof drains
- Flashing and roof penetrations
- Equipment curbs

2.2.3 Facade

Performed a visual review of the facade surfaces from the ground and roofs to evaluate the overall condition of the facade and the need for repairs. Our visual review included the following:

- Metal wall cladding and projecting ornamental features
- Brick masonry
- Overhang soffits
- Storefront windows and doors
- Automatic sliding doors

2.2.4 Interior Finishes

Performed a visual review of interior finishes and furnishings to evaluate if any major rehabilitation is needed. Our review included the following:

- Flooring
- Wall finishes
- Ceiling tiles



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 4 of 13

- Shelving
- Storage racks
- Restroom finishes and fixtures
- Library staff offices

2.2.5 Elevators

- 1. Reviewed the existing elevator equipment and evaluate the general condition of the equipment.
- 2. Evaluated long-term needs for elevator modernization and repairs.
- 3. Reviewed existing elevator maintenance agreements to evaluate the scope of services and costs for such services.

2.2.6 Mechanical, Electrical, Plumbing, and Fire Protection Systems (MEP/FP):

Performed a visual review of accessible MEP/FP equipment to evaluate changes in their condition since an evaluation was performed by Calor Design Group, Ltd. in 2015.

2.3 Analysis and Report

Based on the information obtained during our field assessment, we evaluated the anticipated service life of the components included in our condition evaluation. This information was used to develop a capital asset funding report indicating the required funding for replacement of the components included in our condition evaluation. This report covers replacement of these components over the next 20 years.

2.4 Meeting

If requested, we will meet with the Library's Board of Trustees to present our findings and conclusions.



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 5 of 13

3 FINDINGS

Our field assessment involved a visual review of the property to assess the general condition of the major components that will likely require repair or replacement over the next 20 years. A description of each major component and assessment of overall conditions are included in the component category summary reports in Appendix A. A summary of the property data is as follows:

Property Data					
Description	No. of Stories	Approx. Floor Area	Year Opened		
Original Library	2	27,000 SF	1969		
Addition	2	20,500	1975		
3 rd Floor Addition	1 (above 2-story addition)	35,000	1999		

3.1 Financial Analysis

We performed an analysis of the future repair or replacement expenses for each qualifying component over the next 20 years. In addition to quantifying the components during the field assessment, information was gathered regarding materials used and their configuration for each of the component assemblies. The estimated costs were developed for each component's repair/replacement based on 1 or more of the following methods:

- 1. Where appropriate, the component configurations were matched with the assemblies in a national cost data source¹.
- 2. Where available, costs were estimated using historical competitive bids obtained by BTC for similar assemblies.
- 3. In some cases, costs were estimated using estimated labor and materials costs.
- 4. When applicable, costs were estimated based on cost information provided by Owner.

¹ Gordian R.S. Means "Facilities Repair and Remodeling Cost Data"; and BNi Building News "General Construction 2017 Costbook"



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 6 of 13

Unit price costs for each component were derived from the above sources. The total presentday expenses were then calculated by multiplying the total units by the unit expenses as indicated in **Table 1**. The established unit costs generally account for materials, labor, overhead, and profit. For each assembly, allowances for contingencies and engineering costs were also added when we believed that engineering design and oversight may be required for the project.

Based on the general condition, age, and average life expectancy of each component, a longterm repair and replacement expense schedule was established. To determine these future repair or replacement expenses, the present day expenses have been inflated at an annual rate of $2.20\%^2$. This rate of inflation has been incorporated into the analysis to account for historical increases in construction costs. The inflation rate used in our analysis was based on the following:

Given the present day expense, the future expense is calculated using the following formula:

 $\mathbf{F} = \mathbf{P} \ (\mathbf{1} + \mathbf{I}\mathbf{R})^{n}$

where

F = future expense
P = present day expense
IR = annual inflation rate expressed as a decimal
n = number of years until future expense occurs

The future repair or replacement expenses for each of the components that are anticipated over the next 20 years are illustrated in **Table 2** and **Table 3**. **Table 2** illustrates the yearly anticipated expenditures at present-day costs, while **Table 3** illustrates these same expenditures at the inflated costs expected in the future.

To prepare for future expenses that will be incurred, an annual levelized series of contributions can be placed in an interest-bearing account that will ensure that future reserves are available when needed. The future expenses are aggregated on an annual basis to determine the recommended funding plan. The recommended funding plan has been compiled using financial information provided by the Library's Finance and Operations

 $^{^{2}}$ For comparison purposes, an average general inflation rate over the last 20 years was calculated to be approximately 2.13% based on data obtained from <u>www.inflationdata.com</u>.



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 7 of 13

Manager. The information has been deemed reliable and has not been verified. The following table summarizes the status of the current capital improvement fund (CIF).

Summary of Financial Information					
Projected Year End CIF Balance (As of April 30, 2019)	\$2,238,459				
Current Annual CIF Contribution	\$563,000				
CIF Interest Rate	2%				

Based on the projected year-end CIF balance, the current CIF fund interest rate, and the estimated inflation rate, an iterative analysis was performed to determine a recommended funding plan. The intent of the plan is to have adequate funds available for future expenditures required for major repairs or replacements so that the potential need of a loan can be avoided. The analysis concluded that the CIF fund with a 2018/2019 fiscal year-end balance of \$2,238,459, is currently under-funded to finance projects in Years 5 through 12 of this study period. This is based on a contribution of \$563,000 to the CIF fund in Year 1 followed by an annual contribution of \$1,040,000 in Years 2 through 5 (and beyond).

The following table summarizes the recommended annual CIF fund contributions over the next 5 years:

Recommended Annual Reserve Contribution					
Year	Calendar Year	Interest = 2.00% Inflation = 2.20%			
		(Summary of Exhibits 2 & 3)			
1	2019 / 2020	\$563,000			
2	2020 / 2021	\$1,040,000			
3	2021 / 2022	\$3,000,000			
4	2022 / 2023	\$750,000			
5	2023 / 2024	\$750,000			
6+	2024 / 2025 +	See Exhibits 2 & 3			



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 8 of 13

The funding plan for the full 20-year period is illustrated in tabular form in **Table 4**, and in graphical form in **Table 5**. It is emphasized that the recommended reserve funding plan presented is only one of many possible economic scenarios to meet the future reserve requirements.

Table 6 compares the future status of the reserve funds based on recommended contributions versus current contributions.

The following bar chart illustrates the expenses that will be incurred for each of the component categories over the 20-year study period. These expenses are divided into 5- and 10-year segments to provide a graphical summary that assists the user in identifying the amount of funding that will be required for each component category over a period of time, whether it is short-term or long-term.



Inflated Capital Expenses over 20 Years



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 9 of 13

The following pie chart illustrates which components will have the highest percentage of expenses over the 20-year study period.



% of Future Expenses Accumulated Over Life of Study

3.2 Long-Term Review

The annual contributions made to the reserve fund are a means to compensate for the difference between the ongoing deterioration of a property and its finances. Since components deteriorate at varying rates and the finances of the property are typically changing on an annual basis, the need to maintain balance between the 2 is an ongoing process. Therefore, to maintain this balance, periodic updates to the capital asset study are recommended. When considering an update to a study, the following questions should be considered:



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 10 of 13

- Has there been a significant departure (i.e. more than 1%) from the anticipated rates for interest, inflation, and construction cost increases previously assumed?
- Have any major components been added or replaced since the previous study?
- Have any components sustained premature deterioration due to unseasonable weather, lack of maintenance, or latent defects since the previous study?
- Have any repairs or replacements been accelerated or deferred from the estimated schedule previously generated?
- Have there been any changes to the long-term plans for the future of the development such as major rehabilitation, additions, or technology changes?

If the answer is "yes" to 1 or more of the above questions, then an update to the capital asset study should be strongly considered.

Generally, a property that is relatively new in age and is not undergoing any major repairs or replacements should have the capital asset study updated approximately every 3 years to maintain the validity of the estimates. However, if the property is older and is experiencing major repairs or replacements, the study should be updated on an annual or bi-annual basis.

An update to a previous capital asset study can typically be performed for a fraction of the original cost of the study. The re-evaluation can include a brief field assessment of the property, or simply an update to the financial analysis.

3.3 Assumptions

Several general assumptions have been made for the completion of this study. These assumptions are as follows:

- 1. The components will be replaced with like kind unless otherwise noted or directed by a representative of the property to use alternate materials.
- 2. There are currently no outstanding building violations.
- 3. All new installations will comply with current city, state and local building code requirements.
- 4. The building structure has a remaining useful life greater than 20 years.



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 11 of 13

- 5. There are currently no formal plans for major additions to the building.
- 6. A maintenance program will be implemented to ensure that all building components, systems, and equipment are maintained and operated at or near optimum capacities. Costs associated with such maintenance program are not included in this capital asset study and should be budgeted for in the Library's operating funds.
- 7. Since cash flow takes place at frequent and varying time intervals within an interest period, a simplified method of assuming that all cash flow occurs at the midpoint of the interest period is used in the reserve analysis.
- 8. The reserve analysis was performed using the baseline funding method by maintaining a reserve balance above zero for the duration of the study.
- 9. The study has been limited to include only components that, within reasonable predictability, will likely require major repair or replacement during the study period and will also have a significant impact on the financial results of the study. If the component has an indefinite or unpredictable life expectancy, or can function indefinitely with minor ongoing maintenance or repair, then there is no major capital expense to plan for.
- 10. The following are repair or replacement expenses that are assumed to be funded from the operating and maintenance budget based on the above-mentioned criteria. The expenses are associated with, but not limited to the following:
 - a. Irrigation system
 - b. Annual roof inspections and repairs
 - c. Electrical repair and maintenance
 - d. Painting and decorating
 - e. Landscaping maintenance
 - f. Professional services



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 12 of 13

4 DISCLOSURES

This study and report is based on observations of the visible and apparent conditions of a reasonable representative sampling of the property's components at the time of inspection. Although due diligence was performed during the field assessment phase, we make no representations regarding latent or concealed defects that may exist. Our visual review did not constitute any invasive investigations and was not intended to determine whether applicable building components, systems, or equipment are adequate or in compliance with any specific or commonly accepted design requirement, building code, or specification. Such tasks as material testing, engineering analysis, destructive testing, or performance testing of building systems, components, or equipment are not considered as part of the scope of work, nor are they considered standard by the reserve study industry.

Judgments in this study are based on estimates of the age and typical useful life of the various components included in this study. The predictions of useful life and remaining useful life are based on industry and/or statistical comparisons, along with our general assessment of each component's condition. It is necessary to recognize that the actual conditions can alter the useful life of any component. The methods of installation, deferral of maintenance, or other unforeseen conditions make it virtually impossible to predict precisely when each component will require major repair or replacement. The tabulated values for expected useful life and remaining useful life are estimates, as noted, and should not be construed as a guarantee or warranty, either expressed or implied, as to the performance of products, materials, or workmanship.

If the Library representative has not disclosed any known issues or problems with materials, components, or systems, the validity of this study may be impacted. Where applicable, comments regarding the general condition of the property and any significant deficiencies as observed at the time of our review have been documented. A qualified contractor or building engineer should be retained to repair, replace, or adjust defective components to ensure optimum performance or efficiency. In the case of major repair/replacement projects, an engineering or architectural firm should be retained to design the repairs, and provide oversight during construction.

The material and labor pricing provided are estimates and have been augmented, as necessary, to account for specific site conditions (i.e. material handling, scaffolding, etc.). The total expenses represent a useful guideline whereby reserve funds can be accumulated for future repairs and replacements. The estimated repair and replacement expenses, unless otherwise noted, include allowances for architectural and/or engineering fees for major repair/replacement projects.



Ms. Anna Amen BTC Project No. 19-472 June 14, 2019 Page 13 of 13

The information provided by the Library representative regarding the financial, physical, or historical data is deemed reliable. The capital asset study is intended to be a reflection of the information provided and is not for the purpose of performing an audit, quality analysis, forensic analysis, or background check of historical records.

The Library's Board of Trustees assumes full responsibility for determining that the list of components is complete. We have not reviewed any documents or declarations as part of this capital asset study and assume no responsibility for the completeness of the inventory.

We appreciate the opportunity to be of service to you and the Northbrook Public Library. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely,

Building Technology Consultants, Inc.

Cht R. Kott

Christopher R. Kottra, PE, CCCA Associate Principal

Kami Farahmandpour, PE, FRCI, FNAFE, REWC, RRC, RWC, CCS, CCCA Principal

Attachments: Appendix A – Component Category Summary Reports Appendix B – Financial Analysis

Copy to: Ms. Kate Hall



APPENDIX A

COMPONENT CATEGORY SUMMARY REPORTS

Summary Report

Project:

Northbrook Public Library Northbrook, Illinois

Capital Asset Component:

Site Elements

Asset Description:

Site elements that the library is responsible for maintaining include asphalt pavement with concrete curbs, concrete driveways and sidewalks, retaining walls, and site lighting. There are also several landscaped and hardscaped areas throughout the site.

An asphalt pavement parking lot and driveway along the perimeter of the building serve as primary parking areas for library patrons (Photo 1). Some of the parking spaces are located under the 2nd floor overhang (Photo 2). Employees utilize an asphalt pavement parking lot northeast of the Library (Photo 3).

A concrete driveway along the east side of the 1975 expansion provides access to the east entrance to the building (Photo 4).

Concrete sidewalks abut the perimeter of the building (Photo 5). A concrete ramp and stairs are located on the west side of the site providing pedestrian access to the west entrance to the Library (Photo 6). The stairs have steel handrails along both sides with railing posts embedded into the concrete. The ramp has aluminum handrails and railings with embedded railing posts. Another set of stairs with steel pipe handrails is located near the northeast corner of the site providing pedestrian access to and from the employee parking lot.

Concrete retaining walls line the ramp on the west side of the site, and the outside perimeter of the parking lot on the east side of the site (Photo 7).

The east parking lot and employee parking lot are illuminated by pole-mounted dual-fixture lights (Photo 8).



Photo 1



Photo 2



Photo 3

Other site elements the Library is responsible for include bike racks, pipe bollards, signage, parking space wheel stops, and furniture.

Approximate Asset Quantities:

- Asphalt pavement
 - Perimeter parking/driveway: 44,000 square feet
 - Employee parking lot: 10,500 square feet
- Concrete driveway: 6,300 square feet
- Concrete sidewalks and stairs: 17,800 square feet
- Railings and handrails: 220 linear feet
- Retaining walls: 1,060 linear feet
- Pole-mounted light fixtures: 14 each
- Miscellaneous site elements:
 - Bike racks: 8 each
 - Pipe bollards: 3 each
 - Curb stops: 136 each

Condition:

Asphalt Pavement: Asphalt pavement was generally observed to be in poor condition (Photo 9). Wide-spread cracking was observed throughout the paved areas.

Concrete Driveway: The concrete driveway generally appeared to be in fair condition. Observed deficiencies were localized and included cracking and pitting likely from exposure to deicing salts.

Concrete Sidewalks and Stairs: Concrete walkways were generally observed to be fair condition. The observed deficiencies were localized and included the following:

- Cracking;
- Localized spalling (Photo 10);
- Heaved or settled sections;
- Pitting (Photo 11);
- Evidence of corroding reinforcing steel in stairs at west side of site (Photo 12);

Railings and Handrails: Corrosion was observed at embedded railing posts at the west side stairs (Photo 13). The railings and handrails along the ramp on the west side of the site generally



Photo 4



Photo 5



Photo 6

1845 East Rand Road, Suite L-100 Arlington Heights, Illinois 60004 Main: (847) 454-8800 | www.btc.expert

Page: 3 of 5

BTC

appeared to be in good condition. Handrails at the north stairs were in poor condition.

Retaining Walls: Typical shrinkage cracking was observed on both sides of the concrete retaining walls. Such cracking is not usually an indication of a structural issue. However, the retaining wall reinforcing steel is susceptible to corrosion, which can eventually lead to spalling of the concrete.

Concrete Curbs: Concrete curbs were generally observed to be in good condition. Localized damage and/or deterioration was observed at some locations.

Landscaping and Hardscape: In general, the landscaping and hardscape components were in good condition with little sign of deterioration. Many of these components have an indefinite life expectancy. A landscaping rehabilitation project is reportedly being planned for in 2020.

Site Lighting: Pole-mounted light fixtures in the parking lots generally appeared to be in fair condition. Surface corrosion was observed at the base of some light fixtures (Photo 14).

Miscellaneous Site Elements: Other components such as the flag pole, bike racks, and pipe bollards were generally in fair condition. Corrosion was observed at the base of some of these components.

Rehabilitation:

Asphalt Pavement: A parking lot rehabilitation project is reportedly being planned for later in 2019. Rehabilitation for this project should include full replacement of the asphalt pavement. Subsequent rehabilitation should include periodic full-depth patch repairs where cracking occurs, and seal-coating every 2 to 3 years.

Concrete Repairs: Rehabilitation of concrete components throughout can be performed together as a single project. Such rehabilitation will likely consist of the following:

- Localized patch repairs at concrete driveway;
- Replace concrete at west stairs;
- Concrete patch repairs at other stairs as necessary;



Photo 7



Photo 8



Photo 9

Page: 4 of 5

BTC

- Replace concrete sidewalk sections as necessary;
- Replace deteriorated sections of concrete curbs as necessary;
- Repair cracks in retaining walls;

Metal site components: Rehabilitation of metal components throughout the site will likely consist of preparing surfaces and recoating steel railings at stairs, bollards, bike racks, and light fixture poles. No significant rehabilitation to the aluminum railings is anticipated during this study period.

Site Lighting: Site lighting fixtures should be replaced as they reach the end of their useful life.

Approximate Rehabilitation Cost and Schedule:

The following are estimated costs and schedule for the recommended rehabilitation of the site elements:

- 2019/2020: Replace asphalt pavement Actual Cost: \$252,000
- 2020/2021: Landscaping rehabilitation Approximate Cost: \$150,000
- 2022/2023:
 - Seal coat asphalt pavement Approximate Cost: \$30,000
 - Perform localized concrete repairs (driveway, sidewalks, stairs, curbing) Approximate Cost: \$15,000
- 2023/2024:
 - Replace select handrails Approximate Cost: \$5,000
 - Replace site lighting fixtures Approximate Cost: \$42,000
- 2025/2026: Seal coat asphalt pavement Approximate Cost: \$30,000
- 2028/2029:
 - Full-depth asphalt pavement repairs; Seal coat asphalt pavement Approximate Cost: \$50,000
 - Perform localized concrete repairs (driveway, sidewalks, stairs, curbing) Approximate Cost: \$15,000
- 2031/2032: Seal coat asphalt pavement Approximate Cost: \$30,000





Photo 10



Photo 11



Photo 12

- 2034/2035: Seal coat asphalt pavement Approximate Cost: \$30,000
- 2037/2038: Seal coat asphalt pavement Approximate Cost: \$30,000

Maintenance Recommendations:

The following maintenance items can extend the service life of some of the site elements.

- Carefully wash the engraved pavers between the concrete driveway and east parking area.
- In lieu of replacing the concrete stairs along the south elevation, partial depth concrete patch repairs can be performed at significantly less cost. However, such patches will not likely match adjacent concrete and will not address potential deterioration of the adjacent concrete.
- Apply touch-up paint to railing and guardrail component scratches.
- Maintain a yearly allowance for landscaping maintenance and minor upgrades in the operating budget.

Additional Comments:

Embedded railing posts will require more frequent maintenance. We recommend considering surface mounted railing posts when the railings are replaced.



Photo 13



Photo 14

Page: 5 of 5

Summary Report

Project:

Northbrook Public Library Northbrook, Illinois

Capital Asset Component:

Roofing

Asset Description:

The main low-slope roof consists of an EPDM roofing system (Photo 1). Elevated mechanical platforms and penthouses also have an EPDM roofing system (Photos 2 and 3). A similar EPDM roofing system exists on the barreled roof over the 1999 addition (Photo 4).

A full-building expansion joint separates the original 1969 structure from the 1975 expansion. The EPDM membrane is continuous over the roof divider along the expansion joint.

Aluminum gutters are located along the low sides of the barreled roof and at the mechanical penthouse. The gutters deliver water to aluminum downspouts that drain on to the elevated mechanical or main low-slope roofs (Photo 5).

The main roof drains to internal roof drains (Photo 6). The roof membrane is terminated under edge-metal flashing along the outside perimeter of the main roof. The roof membrane is terminated with termination bars at transitions to vertical surfaces such as the mechanical penthouse walls (Photo 7).

Wall-mounted steel ladders provide access to the elevated mechanical platforms (Photo 8).

The barreled roof overhangs are supported by exposed structural steel members. Refer to the facade component category summary report for more information regarding the condition of the exposed steel framing.

Approximate Asset Quantities:

- Main roof: 23,000 square feet
- Elevated mechanical roofs: 6,000 square feet
- Barreled roof: 21,000 square feet



Photo 1



Photo 2



Photo 3

Page: 2 of 3

BTC

Condition:

The roofing systems generally appeared to be in good condition. The Library has a maintenance agreement with Olsson Roofing, which includes 2 inspections per year with minor repairs. The November 13, 2018 inspection report from Olsson roofing indicated that multiple punctures and tears were found and repaired. Olsson's report also indicated that flashings and perimeter edge details were in good condition.

The main roof was reportedly last replaced in 2006. The mechanical platform roofs were replaced in 2014. The barreled roof EPDM system has not been replaced since the 1999 addition was constructed. Many of the repairs performed by Olsson Roofing in November of 2018 were on the barreled roof. Given the age of the roof and the number of repairs performed, the roof may be approaching the end of its useful life.

Rehabilitation:

Rehabilitation of the roofs will likely consist of the following:

- Remove the existing roofing system down to the structural deck.
- Provide new roofing system complete with all necessary components including vapor retarder, insulation, cover board, EPDM membrane, and sheet metal flashings.
- Salvaging gutters and downspouts during a roof replacement project is not practical. As such, replacement should be planned for in conjunction with a roof rehabilitation project.

Approximate Rehabilitation Cost and Schedule:

The following are estimated costs and schedule for the recommended rehabilitation of the roofing components:

- 2023/2024: Replace roofing system at barreled roof Approximate Cost: \$630,000
- 2025/2026: Replace roofing system at main roof Approximate Cost: \$575,000
- 2033/2034: Replace roofing system at elevated mechanical platforms/penthouses Approximate Cost: \$180,000

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Photo 4



Photo 5



Photo 6

Page: 3 of 3

Maintenance Recommendations:

The following maintenance items can extend the service life of the existing roofing systems. However, it is not anticipated that the recommended routine maintenance can significantly delay the anticipated replacement time frame for the roofs.

- Continue current program for routine maintenance inspections and repairs.
- Periodically remove debris from roof drains, gutters, and downspouts.
- Clean all drains and ensure they provide unobstructed flow.
- Check all drain screens and ensure that they are secured.



Photo 7



Photo 8

Summary Report

Project:

Northbrook Public Library Northbrook, Illinois

Capital Asset Component:

Facade

Asset Description:

The facade on the 1st floor of the Library consists of a combination of brick masonry, corrugated metal panels, and full-height storefront windows (Photos 1 and 2). Most of the 1st floor facade is set back from the overhanging 2nd floor.

The Library was originally constructed in 1969 and expanded in 1975. The facade on the 2nd floor along the 1969 and 1975 portions of the building consist of floor-to-ceiling steel-framed windows with steel plate spandrel panels above and below (Photo 3).

The 2nd and 3rd floor facade along the 1999 expansion consists of an aluminum and glass window wall system (Photo 4). Ornamental louver sunscreen elements project outward at some locations. Portions of the window wall system are sloped (Photo 5).

The mechanical penthouse walls and mechanical platform screen walls are clad with metal panels (Photo 6).

The main entrance on the west side of the building has 2 sets of automatic sliding storefront doors (Photo 7). A similar configuration exists on the east side. Other doors are outswing storefront or steel doors used by employees or for emergencies only.

Soffits along the underside of the 2nd floor overhangs have an exterior plaster finish on the north, south, and west sides of the building (Photo 8). The soffit over the concrete driveway along the east side of the building is finished with ceiling tiles.

There are several exposed steel components other than the metal panel cladding discussed above. These components include the following:



Photo 1



Photo 2



Photo 3

- Vertically oriented ornamental steel wide flange sections between 2nd floor windows;
- Columns supporting the 2nd floor overhangs;
- Underside of 1999 addition barreled roof overhangs (Photo 9)

Approximate Asset Quantities:

- Brick masonry: 1,400 square feet
- Metal panel cladding:
 - Corrugated panels: 2,700 square feet
 - Spandrel panels: 3,800 square feet
 - Penthouse walls: 1,800 square feet
- 2nd floor windows (1969 & 1975): 94 each
- Window wall system (1999): 9,600 square feet
- Projecting sunscreens: 420 linear feet
- Storefront system: 1,700 square feet
- Exterior doors: 9 each
- Soffits: 19,800 square feet

Condition:

The 1st floor facade components were generally observed to be fair condition. Brick masonry mortar joints appeared to be in good condition. Deteriorated sealant was observed at some expansion joints.

Metal panel cladding was exhibiting corrosion at some locations (Photo 10). Corrosion observed at the base of corrugated metal panel cladding on the 1st floor may be related to prolonged exposure to moisture such as standing water. Evidence of corrosion was also observed at other exposed steel components (Photo 11). Chipped paint and debonded sealant were observed at the penthouse wall cladding. Significant leaks have been reported behind and below the metal panels. In order to address this, both Product Architecture and Pepper Construction have recommended replacing the penthouse wall cladding.

The Library has reportedly been experiencing water leakage issues at the 2nd floor windows along the 1969/1975 portions of the building. Wiss, Janney, Elstner Associates, Inc. (WJE) performed an up-close review of the windows and metal panel cladding. In their preliminary report dated

Photo 4



Photo 5



Photo 6

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December 18, 2018, WJE identified significant deterioration in steel and sealant components that have contributed to the reported leaks. WJE is reportedly preparing a more detailed report with recommendations for repairs.

No significant deficiencies were observed in the window wall system along the 1999 addition during our cursory review. Given the age of window wall system, an up-close review of some areas from the exterior is recommended to evaluate the condition of the sealant and gaskets in the system. Some of the sealant and/or gaskets may be reaching the end of their useful life especially at the more critical areas such as the sloped glazing portions of the window wall system. As gaskets age, they can lose elasticity, which can leave the window wall system susceptible to water infiltration.

The projecting louver sunscreen elements generally appeared to be in good condition. No significant rehabilitation is anticipated at the projecting sunscreens.

The automatic sliding doors were installed during the 2015 rehabilitation project and appeared to be operating well. Other exterior doors were generally in good condition. No significant rehabilitation is anticipated at exterior doors.

Soffits at the 1st floor were generally in fair condition along the north and west elevations. Missing, damaged, or dislodged ceiling tiles were observed at the soffit along the east elevation (Photo 12).

Rehabilitation:

Future facade rehabilitation will likely consist of the following:

- Miscellaneous masonry repairs including repointing deteriorated mortar joints, replacement of expansion joint sealant, routing and sealing cracks, etc.;
- Replacement of glazing sealant and gaskets;
- Repair deteriorated soffit finishes. This may require localized patching at some locations. Other locations may require replacing entire panels.
- Remove corrosion products and recoat exposed steel components.



Photo 7



Photo 8



Photo 9

Page: 3 of 4

The extent of future rehabilitation at the 2nd floor windows along the 1969/1975 portions of the building will depend on the results of WJE's investigation and their recommendations. We recommend addressing the corrosion along the base of the corrugated metal wall panels in conjunction with the 2nd floor window repairs to minimize overall costs. Repairs would likely include replacing the base-of-wall flashing with a corrosion-resistant material.

Approximate Rehabilitation Cost and Schedule:

The following are estimated costs and schedule for the recommended facade rehabilitation:

- 2020/2021:
 - Replace mechanical penthouse metal panel wall cladding Approximate Cost: \$275,000
 - Facade repairs to address deficiencies outlined in WJE report Approximate Cost: \$1,000,000
- 2021/2022: Repair base of corrugated metal panels Approximate Cost: \$10,000
- 2023/2024: Replace sealant and gaskets at 1999 addition 2nd floor window wall system Approximate Cost: \$40,000
- 2024/2025:
 - Miscellaneous brick masonry and sealant repairs Approximate Cost: \$10,000
 - Repair/replace soffit finishes Approximate Cost: \$10,000
- 2029/2030: Recoat exposed steel components and miscellaneous repairs at 2nd floor windows Approximate Cost: \$250,000

Maintenance Recommendations:

The following maintenance items can extend the service life of some components listed above:

- Move standing water away from the bottom of corrugated metal facade panels.
- Perform localized patch repairs at soffits.
- Apply touch-up paint to exposed steel component surfaces.

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Photo 10



Photo 11



Photo 12

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Summary Report

Project:

Northbrook Public Library Northbrook, Illinois

Capital Asset Component:

Interior Finishes and Fixtures

Asset Description:

Interior finishes and fixtures in the building are comprised of various elements, which include the following:

- Flooring
- Ceiling finishes
- Restroom finishes and fixtures
- Elevator cab finishes and controls
- Computer equipment
- Furniture and Shelving
 - Bookshelves
 - Chairs, tables, miscellaneous furniture, etc.
 - Cabinets and countertops
- Office equipment
- Technology and communications

For evaluation purposes, the following rooms/areas were reviewed:

1st Floor:

- Lobby and circulation desk (Photo 1)
- Auditorium and backstage areas (Photo 2)
- Pollak Room
- Technical Services and associated staff offices
- Circulation Workroom and associated staff offices (Photo 3)
- Staff lounge (Photo 4)
- Mechanical spaces (generator room, chiller room, boiler room, utility closets, etc.)
- Restrooms (public and employee)

2nd Floor:

- Youth Services and associated workrooms and activity rooms (Photos 5 and 6)
- Biographies

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Photo 1



Photo 2



Photo 3

Page: 2 of 6

- Non-fiction (Photo 7)
- Main Street
- Atriums One and Two (Photo 8)
- Quiet study rooms (Photo 9)
- Interactive classroom (Photo 10)
- Collaboratory (Photo 11)
- Staff offices
- Restrooms

3rd Floor:

- Atriums One and Two (Photo 12)
- Staff offices
- Restrooms

Approximate Asset Quantities:

Flooring:

- Carpeting: 67,000 square feet total
 - 1st Floor: 12,000 square feet
 - 2nd Floor: 40,000 square feet
 - 3rd Floor: 15,000 square feet
- Tile: 6,500 square feet total
 - 1st Floor: 6,000 square feet
 - 2nd Floor: 250 square feet
 - 3rd Floor: 250 square feet
- Vinyl composition tile: 6,500 square feet
 - 1st Floor: 4,500 square feet
 - 2nd Floor: 2,000 square feet

Ceiling Finishes:

- Acoustical ceiling tiles: 36,000 square feet
- Gypsum sheathing: 6,000 square feet
- Exposed steel framing: 15,000 square feet

Inventory Valuation:

According to the "Replacement Cost Appraisal" report prepared by Gallagher Basset dated May 21, 2018, the Library's inventory of furnishings and equipment have the following values:

- Computer equipment: \$525,000
- Furniture and shelving: \$1,410,000
- Office equipment: \$561,000



Photo 4



Photo 5



Photo 6

Condition:

Flooring: Much of the carpeting was replaced during the 2015 auditorium addition and interior remodeling project. The carpeting on all 3 levels was generally in fair condition. Localized wearing was observed in high traffic areas (Photo 13).

Flooring in public areas on the 1st floor was installed in 2015 and generally appeared to be in good condition.

Vinyl composition tile in service areas was generally appeared to be outdated. Rehabilitation of the 1st floor service areas is reportedly planned for in spring of 2019.

Ceiling Finishes: Acoustical ceiling tiles were generally in good condition. No major rehabilitation is anticipated during this study. We recommend replacing ceiling tiles in conjunction with remodeling projects.

Restroom Finishes and Fixtures: The public restroom on the 1st floor were rehabilitated in 2015 and are generally in good condition (Photo 14). The finishes and fixtures in the 2nd and 3rd floor restrooms are assumed to be several years older but appeared to be in good condition as well (Photo 15).

Elevator Finishes and Controls: The elevators were added with the 3rd floor addition in 1998. The elevators appeared to be operating well and the cab finishes were generally in fair condition (Photos 16 and).

The condition of the computer equipment, furniture and shelving, and office equipment varied throughout the Library.

Rehabilitation:

A master plan for future rehabilitation of interiors spaces was developed by Product Architecture + Design in the fall of 2017. The mast plan included a breakdown of specific projects and estimated costs. The following is a summary of the areas covered by each project:

 Project 1A: First floor Circulation desk, Circulation work areas, staff lounge Estimated Construction Cost: \$350,000 Estimated Furnishings Cost: \$75,000



Photo 7



Photo 8



Photo 9

Page: 3 of 6

- Project 1B: First Floor Technical Services and Maintenance areas
 Estimated Construction Cost: \$695,000
 Estimated Furnishings Cost: \$160,000
- Project 2: Second Floor Youth Services Estimated Construction Cost: \$955,000 Estimated Furnishings Cost: \$525,000
- Project 3: Public areas on Second Floor other than Youth Services
 Estimated Construction Cost: \$1,246,000
 Estimated Furnishings Cost: \$367,000
- Project 4: Second Floor staff offices, conference rooms, and multi-purpose rooms Estimated Construction Cost: \$2,025,000 Estimated Furnishings Cost: \$252,000
- Project 5: Third Floor
 Estimated Construction Cost: \$732,000
 Estimated Furnishings Cost: \$418,000

After the rehabilitation projects are complete, replacement of carpeting should be planned for every 8 to 10 years. We recommend installing tiled carpeting for easier replacement in localized high traffic areas.

Elevator Finishes and Controls: Elevator cab finishes typically have useful life of approximately 20 to 30 years. We did not observe any significant deterioration that would accelerate the need to modernize the elevators.

Furniture and Shelving: Although furnishings and shelving typically have a longer useful life than carpeting, replacing some or all of these items at the same time as the carpeting aids in coordination efforts. As such, we have included an allowance for replacing some furniture and shelving in the same years as carpet replacement for planning purposes.

We have assumed that upgrades in computer equipment, furniture and shelving, and office equipment are included in the master plan projects.

Technology and Communications (Tech/Comm): Upgrades will include replacing the current phone system, security cameras, alarm system, and adding an RFID system and automatic material handling equipment.



Photo 10



Photo 11



Photo 12

Page: 4 of 6

Approximate Rehabilitation Cost and Schedule:

Based on information provided by the Library, and our financial analysis, the following is a recommended schedule for the interior rehabilitation projects:

- 2019/2020:
 - Tech/Comm: Replace phone system Approximate Cost: \$100,000
 - Master Plan Rehabilitation:
 - Project 1A Approximate Cost: \$425,000
 - Add study rooms in Reference (Part of Project 3)
 Approximate Cost: \$400,000
- 2020/2021:
 - Tech/Comm: Replace security cameras Approximate Cost: \$75,000
 - Master Plan Rehabilitation: Marketplace (Part of Project 3) Approximate Cost: \$340,000
- 2021/2022:
 - Tech/Comm:
 - Replace alarm system Approximate Cost: \$75,000
 - RFID system Approximate Cost: \$150,000
 - Automated materials handler Approximate Cost: \$130,000
 - Master Plan Rehabilitation: Project 1B Approximate Cost: \$855,000
- 2022/2023:
 - Master Plan Rehabilitation: Fiction & Media staff space rehabilitation (assumed 50% of Project 5) Approximate Cost: \$575,000
- 2023/2024:
 - Master Plan Rehabilitation: Middle & high school space on 2nd floor (assumed 50% of Project 2) Approximate Cost: \$740,000



Photo 13



Photo 14



Photo 15

Page: 5 of 6

Page: 6 of 6

- 2024/2025:
 - Master Plan Rehabilitation: Youth Services rehabilitation (remainder of Project 2) Approximate Cost: \$740,000
- 2025/2026:
 - Master Plan Rehabilitation: Project 5 Approximate Cost: \$1,150,000
- 2026/2027:
 - Master Plan Rehabilitation: Reference rehabilitation (remainder of Project 3) Approximate Cost: \$533,000
- 2027/2028:
 - Master Plan Rehabilitation: Project 4 Approximate Cost: \$2,277,000
- 2028/2029: Elevator cab refurbishment Approximate Cost: \$50,000
- 2029/2030:
 - Replace 1st floor carpeting Approximate Cost: \$96,000
 - Allowance for furniture and shelving Approximate Cost: \$50,000
- 2034/2035:
 - Replace 2nd floor public area carpeting Approximate Cost: \$240,000
 - Allowance for furniture and shelving Approximate Cost: \$50,000
- 2036/2037:
 - Replace 3rd floor public area carpeting Approximate Cost: \$112,000
 - Allowance for furniture and shelving Approximate Cost: \$50,000

Maintenance Recommendations:

The appearance of interior finishes will rely greatly on routine maintenance. Such maintenance should include carpet cleaning, localized painting, replacing damaged or discolored flooring and ceiling tiles, etc. Additionally, we recommend the following items be addressed from the Library's operating budget:

- Replace kitchen appliances as needed.
- Replace computer hardware as necessary to ensure availability of parts and functionality.

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Photo 16



Photo 17
BTC

Summary Report

Project:

Northbrook Public Library Northbrook, Illinois

Capital Asset Component:

Mechanical, Electrical, Plumbing, and Fire Protection (MEP/FP)

Asset Quantities:

- Air handlers: 5 each (Photos 1 and 2)
- Roof-top units (RTUs): 2 each (Photo 3)
- Split-system air conditioners: 4 each (Photo 4)
- Chiller (Photo 5)
- Cooling tower
- Boilers: 3 each (Photo 6)
- HVAC pumps: 17 each (Photo 7)
- Exhaust fans: 15 each (Photo 8)
- Fire pump (Photo 9)
- Domestic water heater
- Sewage ejector pump: 2 each
- Sump pumps: 2 each (Photo 10)
- Emergency generator (Photo 11)
- Temperature control air compressors: 2 each

Condition:

Calor Design Group, Ltd. (Calor) established an inventory and assessed the condition of the Library's mechanical equipment in 2008. Calor's "Mechanical Equipment Inventory Update" report dated February 16, 2018 included recommendations for future rehabilitation of some of the mechanical equipment. Based on the report, the central heating and air conditioning equipment were given the highest priority for repairs.

Chiller C-1 (used as a back-up for Chiller C-2) Cooling Tower CT-2 were removed in 2016. Chiller C-2 was repaired, and the corresponding Cooling Tower CT-2 was replaced in 2018.

Most of the air handling units have either been replaced or rehabilitated in recent years. Air Handling Unit S-3A was installed in 1968 during the original construction of the Library. The Calor

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Photo 1



Photo 2



Photo 3

report recommended replacement in 2024. However, based on conversations with Library staff regarding the performance of the equipment, replacement is recommended sooner.

Two of the split-system air conditioning units were installed in 2014 and are in good condition. The remaining 2 are nearing the end of their anticipated useful life. As such, replacement should be planned for within 5 years.

The boilers are nearing the end of their useful life. As such, replacement should be planned for within the next few years.

Pumps and exhaust fans have been replaced at various times. Their remaining useful lives also vary significantly depending on their function. The estimated cost and schedule for replacing the pumps and exhaust fans is based solely on the expected remaining lives indicated in the Calor report.

Approximate Rehabilitation Cost and Schedule:

The following are estimated costs and schedule for the recommended MEP/FP equipment rehabilitation:

- 2019/2020:
 - Replace chilled water pump (P-1) and condensate pump (P-6) Approximate Cost: \$12,000
 - Replace 2 exhaust fans (E-4 and E-6) Approximate Cost: \$5,000
 - Replace domestic water heater Approximate Cost: \$3,000
 - Boiler room ventilation Approximate Cost: \$30,000
 - Replace fire sprinklers (first phase) Approximate Cost: \$20,000
- 2020/2021:
 - Replace air handling unit (S-3A) Approximate Cost: \$12,000
 - Replace exhaust fan (CE-1) Approximate Cost: \$3,000
 - Replace fire sprinklers (second phase) Approximate Cost: \$15,000



Photo 4



Photo 5



Photo 6

BTC

Page: 3 of 4

- 2021/2022:
 - Replace boilers (B-1 and B-2) Approximate Cost: \$80,000
- 2023/2024:
 - Replace split-system air conditioners (CU-3/CRU-3 and CU-4/CRU-4) Approximate Cost: \$30,000
 - Replace humidifier boiler Approximate Cost: \$20,000
 - Replace condensate water pump (P-12) Approximate Cost: \$8,000
 - Replace 4 exhaust fans (E-5, E-7, E-8, E-10) Approximate Cost: \$12,000
 - Replace temperature control air compressor
 Approximate Cost: \$8,000
- 2027/2028:
 - Replace hot water pump (P-4) Approximate Cost: \$5,000
 - Replace domestic water heater Approximate Cost: \$3,000
- 2028/2029:
 - Replace 6 pumps (P-3, P-11, P-13, P-14, P-15, and pressure fill system) Approximate Cost: \$33,000
 - Replace 4 exhaust fans (SF-1/2/3/4) Approximate Cost: \$12,000
 - Replace emergency generator Approximate Cost: \$40,000
- 2029/2030:
 - Replace ejector pumps Approximate Cost: \$5,000
 - Replace sump pumps Approximate Cost: \$5,000
- 2030/2031: Replace air handlers (S-3 and S-4) Approximate Cost: \$240,000
- 2031/2032: Replace 3 pumps (P-5, P-7, P-8) Approximate Cost: \$13,000
- 2032/2033: Replace condensate pump (P-16) Approximate Cost: \$4,000
- 2034/2035: Replace split-system air conditioners (CU-1/CRU-1 and CU-2/CRU-2) Approximate Cost: \$30,000

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Photo 7



Photo 8



Photo 9

BTC

Page: 4 of 4

- 2035/2036:
 - Replace 3 exhaust fans (EF-1, EF2, EF-3) Approximate Cost: \$9,000
 - Replace domestic water heater Approximate Cost: \$3,000
- 2036/2037:
 - Replace air handlers (S-1 and S-2) Approximate Cost: \$240,000
 - Replace exhaust return fans (ER-1, ER-2) Approximate Cost: \$50,000
- 2038/2039
 - Replace HVAC units (RTU-1 and RTU-2) Approximate Cost: \$300,000
 - Replace fire pump Approximate Cost: \$35,000

Maintenance Recommendations:

The following maintenance items can extend the service life of some of the existing MEP/FP equipment. However, it is not anticipated that the recommended routine maintenance can significantly delay the anticipated replacement time frame for the equipment.

- Inspect operating motors routinely. Repair or replace motors or motor bearings when needed.
- Replace belts and other miscellaneous items as necessary to maintain a functioning system.
- Remove and replace malfunctioning or defective switch gear or circuit breakers on an as-needed basis.
- It is our understanding that sprinkler heads for the dry sprinkler system hanging from the soffits along the underside of the 2nd floor overhangs are being replaced systematically. As such, this is not considered a capital expense. We recommend continuing the replacement process until 100% of the sprinkler heads have been replaced.



Photo 10



Photo 11



APPENDIX B

FINANCIAL ANALYSIS TABLES

				Tahla	•						
			Element		• Summary						
			Ve	Project #: 19- ersion #: DRA	.472 FT 2.0						
_	5	fe Analys	is (Years)		Quantities				Expenses		
Component Courre Condi	ion Use	ful Life	Remaining Useful Life	Total	Units	% of Total Repaired / Replaced Over 20 Year Period	Unit Costs	Present Day	Total for 20 Year Period	Future (II Total for 20 Year Period	nflated) % of Total for 20 Year Period
Site Elements		2-20	D	54 500	Sniiare Feet	170 4%	\$4 62	\$275 UUU	\$452 000	\$515 029	3 0%
Concrete Driveway Fai	, . ,	o to 60	10-	6,300	Square Feet	10.6%	\$15.00	\$94,500	\$10,000	\$11,671	0.1%
Concrete Sidewalks and Stairs Fai		to 60	10+	17,800	Square Feet	3.7%	\$15.00	\$267,000	\$10,000	\$11,671	0.1%
Concrete Curbing Goo	d Up	o to 60	10+	800	Linear Feet	15.6%	\$80.00	\$64,000	\$10,000	\$11,671	0.1%
Landscaping and Hardscape Goo	<	aries	Varies	7,500	Square Feet	100.0%	\$20.00	\$150,000	\$150,000	\$156,673	0.9%
Railings and Handralis Good / Good /		404 	20+	1.060	Linear Feet	100.0%	\$250.00	\$265.000	\$5,000	\$7°,¢\$	0.0%
Pole-mounted Light Fixtures Fair to	Poor 2	0-25	σ <u></u>	14	Each	100.0%	\$3,000	\$42,000	\$42,000	\$46,828	0.3%
Miscellaneous Site Elements Vari	~	aries	Varies		Allowance		\$10,000	\$10,000			
Roofing Main Roof Goo	d 	5-20	7	23,000	Square Feet	100.0%	\$25.00	\$575,000	\$575,000	\$669,613	3.9%
Elevated Mechanical Equipment Roofs Goo	, <u>a</u>	5-20	³ л	6,000	Square Feet	100.0%	\$30.00	\$180,000	\$180,000	\$249,480 \$702,417	1.5%
		02-20	с С	21,000	oquale reel	100.07%	\$00.00	φοου,υυυ	\$030,000	\$/UZ,41/	4.170
Facade Brick Masonry Goo	а 3	0-50	Varies	1,400	Square Feet	23.8%	\$30.00	\$42,000	\$10,000	\$11,395	0.1%
Corrugated Metal Panels Fail	 	ភា ហ៊ា ឆ្ល ភា ហ៊ា	15+	2,700	Square Feet	100.0%	\$15.00	\$40,500 \$275 nnn	\$10,000 \$775 000	\$10,675 \$287 233	0.1%
2nd Floor Windows (Original Structure) Poo	ະ ນ ເມ	0-50	20	94	Each	6.6%	\$8,000	\$752,000	\$50,000	\$63,523	0.4%
Projecting Sunshades Goo	<u>م</u> د س	0-50	20+	420	Linear Feet	1.7 /0	\$200.00	\$84,000	ψ τ υ,υυυ	\$ 11 ,000	0.0.0
Storefront System Goo	< a	0-50	20+	1,700	Square Feet		\$100.00	\$170,000			
Soffits Fai	, c	5-30	10+	9 19,800	Square Feet	10.1%	\$5.00	\$99,000	\$10,000	\$11,395	0.1%
Exposed steel Framing Poo Exterior Facade Repairs N/A		N/A	Varies N/A	<u> </u>	Allowance	100.0%	\$200,000 \$1,000,000	\$200,000 \$1,000,000	\$200,000 \$1,000,000	\$254,091 \$1,044,484	1.5% 6.1%
Interior Finishes and Fixtures											
Flooring Varie	V St	aries	Varies	80,300	Square Feet	69.7%	\$8.00	\$642,400	\$448,000	\$627,626	3.7%
Celling Finishes and Fixtures Varie	× ×	aries	Varies	42,000	Square Feet						
Elevator Finishes and Controls Goo	d 2	.30	10	2	Each	100.0%	\$25,000	\$50,000	\$50,000	\$62,155	0.4%
Computer Equipment Vane	ч % - ~	aries	Varies	<u> </u>	Allowance	10.6%	\$1 410 000	\$1 410 000	\$150 000	\$208 303	1 2%
Office Equipment Goo	а.	N/A	Varies		Allowance		\$561,000	\$561,000			
Technology and Communications Varie	- 35 - 35	aries N/A	Varies N/A	<u> </u>	Allowance	530.0% 109.9%	\$100,000 \$7,800,000	\$100,000 \$7,800,000	\$530,000 \$8,575,000	\$559,485 \$9,726,164	3.3%
Air Handlers Vari	- 33	0-40	5/12/18	о сл	Each	90.3%	\$120,000	\$600,000	\$542,000	\$753,208	4.4%
Split System Air Conditioners Varie	35 a	5-20	20 5 / 16	4 <	Each	100.0%	\$150,000 \$15,000	\$60,000 \$60,000	\$60,000	\$75,943	2.1% 0.4%
Chillers Goo	3 0	0-25	22		Each						
Boilers Poo		5-30	1/3	ω_	Each	100.0%	\$33,333	\$100,000	\$100,000	\$107,696	0.6%
HVAC and Plumbing Pumps Varie	33	5-20	Varies	17	Each	88.2%	\$5,000	\$85,000	\$75,000	\$90,965	0.5%
Exhaust Fans Vane Goo	2 1	5-20	Varies 20	-1 ¹ 5	Each	91.1%	\$35,000	\$45,000	\$35.000	\$49,568 \$54.086	0.3%
Domestic Water Heater Poo		φ-10	0		Each	300.0%	\$3,000	\$3,000	\$9,000	\$11,058	0.1%
Sewage Ejector Pump Goo	2 0	<u>ה</u> ה	<u>.</u>	2 N	Each	100.0%	\$2,500	\$5,000	\$5,000	\$6,352 \$6,352	0.0%
Emergency Generator Goo	2	0-30	9		Each	100.0%	\$40,000	\$40,000	\$40,000	\$49,724	0.3%
Temperature Control Air Compressor Fai	N	5-30	σ	· _	Each	100.0%	\$8,000	\$8,000	\$8,000	\$8,920	0.1%
Fire Sprinklers Poo	r 2	0-25	Varies	<u> </u>	Allowance	100.0%	\$30,000 \$35,000	\$30,000 \$35,000	\$30,000 \$35,000	\$30,660 \$36,107	0.2%
Printed on 14-Jun-19	-		1 01100				4001000	Totals	\$14,697,000	\$17,036,009	100.0%

		Table 2	2			Page	1 of 4
Present Day	Δnnual F	xnense S	- Summarv	(Years 1	thru 5)		
riccont Buy	Nort	hbrook Public	Library		and of		
		Project #: 19-	472				
	Ve 1	rsion #: DRA	FT 2.0	Λ	5	Voars	thru 5
Component	- 1	2	3	4	5	Tears	% of
•	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	Totals	Totals
Site Elements	¢252.000			¢30.000		¢282.000	4.0%
Concrete Driveway	ψ232,000			\$5,000		\$5,000	0.1%
Concrete Sidewalks and Stairs				\$5,000		\$5,000	0.1%
Concrete Curbing		# 450.000		\$5,000		\$5,000	0.1%
Landscaping and Hardscape Railings and Handrails		\$150,000			\$5,000	\$150,000	2.1%
Retaining Walls					ψ0,000	ψ0,000	0.170
Pole-mounted Light Fixtures					\$42,000	\$42,000	0.6%
Miscellaneous Site Elements							
Roofing							
Main Roof							
Elevated Mechanical Equipment Roofs					\$630.000	\$630.000	8 0%
					φυου,000	φ030,000	0.9%
Facade Brick Mecons							
Brick Masonry Corrugated Metal Papels			\$10.000			\$10,000	0.1%
Mechanical Penthouse Wall Cladding		\$275,000	\$10,000			\$275,000	3.9%
2nd Floor Windows (Original Structure)		· · · · · · ·				,	
Window Wall System (1999 Addition)					\$40,000	\$40,000	0.6%
Projecting Sunshades							
Exterior Doors							
Soffits							
Exposed Steel Framing							
Exterior Facade Repairs		\$1,000,000				\$1,000,000	14.1%
Interior Finishes and Fixtures							
Flooring							
Celling Finishes Restroom Einishes and Eivtures							
Elevator Finishes and Controls							
Computer Equipment							
Furniture and Shelving							
Uffice Equipment	\$100.000	\$75,000	\$355,000			\$530,000	7.5%
Master Plan Rehabilitation	\$825,000	\$340,000	\$1,395,000	\$575,000	\$740,000	\$3,875,000	54.5%
		. ,		. ,	. ,		
Mach Floot Diumbing & Fire Drotostion							
Air Handlers		\$12 000				\$12 000	0.2%
RTUs		ψ12,000				<i><i><i></i></i></i>	0.270
Split System Air Conditioners					\$30,000	\$30,000	0.4%
Cooling Towers							
Bojlers			\$80.000		\$20.000	\$100.000	1.4%
HVAC and Plumbing Pumps	\$12,000				\$8,000	\$20,000	0.3%
Exhaust Fans	\$5,000	\$3,000			\$12,000	\$20,000	0.3%
Fire Pump Domestic Water Heater	\$3.000					\$3,000	0.0%
Sewage Elector Pump	\$3,000					φ3,000	0.070
Sump Pump							
Emergency Generator					#0.000	#0.000	0.40/
I emperature Control Air Compressor Boiler Room Ventilation	\$30.000				\$8,000 \$	\$8,000	0.1%
Fire Sprinklers	\$20,000	\$15,000				\$35,000	0.5%
Present Day Expense Totals	\$1,247,000	\$1,870,000	\$1,840,000	\$620,000	\$1,535,000	\$7,112,000	100.0%
Inflation Pote (4+ID) ⁿ	1 0220	1 0445	1 0675	1 0909	1 11/0		
Future Expense Totals (Inflated)	\$1,253,994	\$1,953,185	\$1,964,131	\$676,387	\$1,711,445	\$7,579,582	100.0%
						. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Beginning Reserve Fund Balance	\$2,238,459	\$1,585,324	\$694,714	\$1,754,836	\$1,864,282		
Future Expenses (Inflated)	\$563,000	\$1,040,000 (\$1,953 185)	\$3,000,000	\$750,000	\$750,000 (\$1,711 445)		
Interest	\$37,859	\$22,575	\$24,253	\$35,833	\$27,671		
Ending Reserve Fund Balance	\$1,585,324	\$694,714	\$1,754,836	\$1,864,282	\$930,508		

	•	Table 2	2			Page	2 of 4
Present Day A	Annual Ex	αpense Sι	ummary (Years 6 t	hru 10)		
	Nort	hbrook Public	Library				
	Ve	rsion #: DRA	FT 2.0				
Component	6	7	8	9	10	Years 6	thru 10
Component	2024 / 2025	2025 / 2026	2026 / 2027	2027 / 2028	2028 / 2029	Totals	% of Totals
Site Elements		¢20.000			¢50.000	000.08	1 40/
Concrete Driveway		φ30,000			\$5,000	\$5,000	0.1%
Concrete Sidewalks and Stairs					\$5,000	\$5,000	0.1%
Concrete Curbing					\$5,000	\$5,000	0.1%
Railings and Handrails							
Retaining Walls							
Miscellaneous Site Elements							
Roofing							
Main Roof		\$575,000				\$575,000	10.4%
Elevated Mechanical Equipment Roofs							
Barreled Root							
Facade Brick Masconny	\$10.000					\$10,000	0.2%
Corrugated Metal Panels	- φ10,000					\$10,000	0.2%
Mechanical Penthouse Wall Cladding							
2nd Floor Windows (Original Structure)							
Projecting Sunshades							
Storefront System							
Exterior Doors	\$10,000					\$10,000	0.2%
Exposed Steel Framing	ψ10,000					φ10,000	0.270
Exterior Facade Repairs							
Interior Finishes and Fixtures							
Flooring							
Ceiling Finishes							
Elevator Finishes and Controls					\$50,000	\$50,000	0.9%
Computer Equipment							
Furniture and Shelving							
Technology and Communications							
Master Plan Rehabilitation	\$740,000	\$1,150,000	\$533,000	\$2,277,000		\$4,700,000	84.9%
Mech., Elect., Plumbing, & Fire Protection							
Air Handlers							
RTUS Split System Air Conditioners							
Chillers							
Cooling Towers							
HVAC and Plumbing Pumps				\$5,000	\$33,000	\$38,000	0.7%
Exhaust Fans					\$12,000	\$12,000	0.2%
Fire Pump Domestic Water Heater				\$3,000		\$3,000	0.1%
Sewage Ejector Pump				φ0,000		φ0,000	0.170
Sump Pump					¢40.000	¢40.000	0.70/
Temperature Control Air Compressor					Φ40,000	\$40,000	0.7%
Boiler Room Ventilation							
Fire Sprinklers Present Day Expense Totals	\$760.000	\$1 755 000	\$533.000	\$2 285 000	\$200.000	\$5 533 000	100.0%
		+ .,. 00,000	÷•••,•••		+_00,000	+0,000,000	
Inflation Rate (1+IR) ⁿ Future Expense Totals (Inflated)	1.1395	1.1645 \$2.043.776	1.1902 \$634.358	1.2163 \$2,779.357	1.2431 \$248.622	\$6 572 116	100.0%
	+					ψ υ, υτ Δ ,110	100.070
Beginning Reserve Fund Balance	\$930,508	\$831,955	\$1,814,380	\$2,118,966	\$81,395		
Future Expenses (Inflated)	\$750,000 (\$866.003)	\$3,000,000 (\$2,043.776)	\$900,000 (\$634.358)	\$720,000 (\$2,779.357)	\$720,000 (\$248.622)		
Interest	\$17,450	\$26,201	\$38,944	\$21,786	\$6,342		
Ending Reserve Fund Balance	\$831,955	\$1,814,380	\$2,118,966	\$81,395	\$559,115		

	•	Table 2	2			Page	3 of 4
Present Day A	Innual Ex	pense Su hbrook Public Project #: 19-	Library 472	Years 11	thru 15)		
	Ve	rsion #: DRA	FT 2.0	4.4	45	Veere 14	Alexes d.E.
Component	11 2029 / 2030	12 2030 / 2031	13 2031 / 2032	14 2032 / 2033	15 2033 / 2034	Totals	% of Totals
Site Elements							
Asphalt Pavement			\$30,000			\$30,000	3.4%
Concrete Driveway							
Concrete Sidewalks and Stairs							
Railings and Handrails							
Retaining Walls							
Pole-mounted Light Fixtures							
Miscellaneous Site Elements							
Desfinit							
Roofing Main Deef							
Main Rooi					¢190.000	¢190.000	20.6%
Barreled Roof					\$100,000	\$100,000	20.0%
Darreled 1001							
Facade		·		·	·		
Brick Masonry							
Corrugated Metal Panels							
Mechanical Penthouse Wall Cladding							
2nd Floor Windows (Original Structure)	\$50,000					\$50,000	5.7%
Window Wall System (1999 Addition)							
Projecting Sunshades							
Storefront System							
Exterior Doors							
Soffits	¢000.000					#000.000	00.0%
Exposed Steel Framing	\$200,000					\$200,000	22.9%
Interior Finishes and Fixtures							
Flooring	\$96,000					\$96,000	11.0%
Ceiling Finishes							
Restroom Finishes and Fixtures							
Elevator Finishes and Controls							
Computer Equipment							
Furniture and Shelving	\$50,000					\$50,000	5.7%
I echnology and Communications							
Master Plan Renabilitation							
Mech., Elect., Plumbing, & Fire Protection							
Air Handlers		\$240.000				\$240.000	27.5%
RTUs		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				, ,,	
Split System Air Conditioners							
Chillers							
Cooling Towers							
Boilers			# 40.000	#1.000		#47.000	4.00/
Exhaust Fore			\$13,000	\$4,000		\$17,000	1.9%
Exhaust Fans							
Domestic Water Heater							
Sewage Elector Pump	\$5.000					\$5.000	0.6%
Sump Pump	\$5,000					\$5,000	0.6%
Emergency Generator							
Temperature Control Air Compressor							
Boiler Room Ventilation							
Fire Sprinklers							
Present Day Expense Totals	\$406,000	\$240,000	\$43,000	\$4,000	\$180,000	\$873,000	100.0%
Inflation Rate (1+IR) ⁿ	1.2705	1.2984	1.3270	1.3562	1.3860		
Future Expense Totals (Inflated)	\$515,805	\$311,618	\$57,060	\$5,425	\$249,480	\$1,139,388	100.0%
Beginning Reserve Fund Balance	\$559,115	\$776,534	\$1,204,531	\$1,898,191	\$2,657,876		
Recommended Reserve Fund Contribution	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000		
Future Expenses (Inflated)	(\$515,805)	(\$311,618)	(\$57,060)	(\$5,425)	(\$249,480)		
Interest	\$13,224	\$19,615	\$30,720	\$45,110	\$57,863		
Ending Reserve Fund Balance	\$776,534	\$1,204,531	\$1,898,191	\$2,657,876	\$3,186,259		

			Table 2	2				Page	4 of 4
Pres	ent Day A	nnual Ex	pense Su hbrook Public Project #: 19-	Immary (` Library -472	Years 16 t	thru 20)			
	16	Ve	rsion #: DRA	FT 2.0	20	Voars 16	thru 20	Voars 1	thru 20
Component	2034 / 2035	2035 / 2036	2036 / 2037	2037 / 2038	2038 / 2039	Totals	% of Totals	Totals	% of Totals
Site Elements							l'otalo		lotalo
Asphalt Pavement	\$30,000			\$30,000		\$60,000	5.1%	\$452,000	3.1%
Concrete Sidewalks and Stairs								\$10,000	0.1%
Concrete Curbing								\$10,000	0.1%
Landscaping and Hardscape								\$150,000	1.0%
Railings and Handralis								\$5,000	0.0%
Pole-mounted Light Fixtures								\$42.000	0.3%
Miscellaneous Site Elements									
Roofing Main Boof								\$575,000	3.9%
Elevated Mechanical Equipment Roofs								\$180,000	1.2%
Barreled Roof								\$630,000	4.3%
Facade Brick Masonry								\$10,000	0.1%
Corrugated Metal Panels								\$10,000	0.1%
Mechanical Penthouse Wall Cladding								\$275,000	1.9%
2nd Floor Windows (Original Structure)								\$50,000	0.3%
Window Wall System (1999 Addition)								\$40,000	0.3%
Storefront System									
Exterior Doors									
Soffits								\$10,000	0.1%
Exposed Steel Framing								\$200,000	1.4%
Exterior Facade Repairs								\$1,000,000	6.8%
Interior Finishes and Fixtures									
Flooring	\$240,000		\$112,000			\$352,000	29.9%	\$448,000	3.0%
Celling Finishes Restroom Finishes and Fixtures									
Elevator Finishes and Controls								\$50,000	0.3%
Computer Equipment									
Furniture and Shelving	\$50,000		\$50,000			\$100,000	8.5%	\$150,000	1.0%
Office Equipment								\$530,000	3.6%
Master Plan Rehabilitation								\$330,000	58.3%
Mech., Elect., Plumbing, & Fire Protection			¢200.000			¢200.000	24 60/	¢542.000	2 70/
Air Handlers RTUs			\$290,000		\$300.000	\$290,000	24.6%	\$542,000	3.7%
Split System Air Conditioners	\$30,000				\$000,000	\$30,000	2.5%	\$60,000	0.4%
Chillers									
Cooling Towers								.	0.70/
Bollers HVAC and Plumbing Pumps								\$100,000	0.7%
Exhaust Fans		\$9,000				\$9,000	0.8%	\$41,000	0.3%
Fire Pump					\$35,000	\$35,000	3.0%	\$35,000	0.2%
Domestic Water Heater		\$3,000				\$3,000	0.3%	\$9,000	0.1%
								\$5,000 \$5,000	0.0%
Emergency Generator								\$40,000	0.3%
Temperature Control Air Compressor								\$8,000	0.1%
Boiler Room Ventilation								\$30,000	0.2%
Present Day Expense Totals	\$350.000	\$12.000	\$452.000	\$30.000	\$335,000	\$1,179.000	100.0%	\$35,000 \$14.697.000	100.0%
						, ,,			
Inflation Rate (1+IR)" Future Expense Totals (Inflated)	1.4165 \$495.773	1.4477 \$17.372	1.4795 \$668.735	1.5121 \$45.362	1.5453 \$517.681	\$1,744,923	100.0%	\$17.036.009	100.0%
		÷,•.=				¥.,,,++,525	.00.070	÷.,	/0
Beginning Reserve Fund Balance	\$3,186,259	\$3,476,453	\$4,255,636	\$4,392,526	\$5,161,761				
Recommended Reserve Fund Contribution	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000				
Interest	\$65.967	\$76.555	\$85.625	\$94.597	\$105.258				
Ending Posonyo Fund Balanco	\$3 476 453	\$4 255 636	\$4 392 526	\$5 161 761	\$5 469 338				

Technology and	Commur Nort Ve	able 2 nications hbrook Public Project #: 19- rsion #: DRA	a Breakdov Library 472 FT 2.0	wn (Years	s 1 thru 5)	
	1	2	3	4	5	Years 1	l thru 5
Component	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	Totals	% of Totals
Technology and Communications							
Phone Sytem	\$100,000					\$100,000	18.9%
Security Cameras		\$75,000				\$75,000	14.2%
Alarm System			\$75,000			\$75,000	14.2%
RFID			\$150,000			\$150,000	28.3%
Automated Material Handler			\$130,000			\$130,000	24.5%
Present Day Expense Totals	\$100,000	\$75,000	\$355,000			\$530,000	100.0%

Project 1: 19-472 3 4 5 Years 1/10118 2019 / 2020 2021 / 2021 2021 / 2022 2021 / 2023 2021 / 2023 2021 / 2024 2023 / 2023 2023 / 2	Inflated Ar	nual Exp	Table 3	} nmary (Yo	ears 1 thr	ru 5)	Page	1 of 4
1 2 3 4 5 Years 1 tru 5 Component 219 / 200 / 200 / 200 / 201 / 201 / 202		 \/e	Project #: 19-	472 FT 2 0				
Component 2019 / 2020 2021 / 2022 2021 / 2022 2023 / 2021 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016 2016 / 2016		1	2	3	4	5	Years 1	thru 5
State Elements \$237,544 State \$237,254 State \$237,254 State \$237,254 State \$237,254 State \$237,254 State \$237,254 State \$257,554 State \$257,554 State \$257,554 State \$257,555 O.1% Concrete Subwish and Stairs State State <th>Component</th> <th>2019 / 2020</th> <th>2020 / 2021</th> <th>2021 / 2022</th> <th>2022 / 2023</th> <th>2023 / 2024</th> <th>Totals</th> <th>% of Totals</th>	Component	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024	Totals	% of Totals
Concrete Diversity S5:455 S5:455 S5:455 0.1% Concrete Cubing Concrete Qubing and Hardscape 5156.673 S5:455 0.1% S5:455 0.1% Ratings and Hardscape 5156.673 S5:455 0.1% S5:455 0.1% Ratings and Hardscape 5156.673 S5:455 0.1% S5:455 0.1% Retining Walls S5:455 55:575 0.1% S5:675 0.1% Pole-mounted Light Fx0tres S5:675 S5:775 0.1% S5:675 0.1% Bartelot Root S10.675 S702.417 \$702.417 9.3% S702.417 9.3% Corrugates Metal Panels S10.675 S10.675 S10.675 1.1% S10.675 1.1% Mechanical Supermit Roots S10.875	Site Elements	\$257 544			\$32 728		\$290 272	3.8%
Concrete Sidewalks and Stars Part Hardscape S5.455 S5.455 S5.455 S5.455 S5.455 S5.455 S5.455 S5.455 S5.757 S5.757 <ths5.757< th=""> <ths5.757< th=""> <ths5.7< td=""><td>Concrete Driveway</td><td>φ201,044</td><td></td><td></td><td>\$5,455</td><td></td><td>\$5,455</td><td>0.1%</td></ths5.7<></ths5.757<></ths5.757<>	Concrete Driveway	φ201,044			\$5,455		\$5,455	0.1%
Concrete Curbing State of the	Concrete Sidewalks and Stairs				\$5,455		\$5,455	0.1%
Link Ratings and Fundralize 9100/07 \$5.575 <td>Concrete Curbing</td> <td></td> <td>¢156 673</td> <td></td> <td>\$5,455</td> <td></td> <td>\$5,455 \$156,673</td> <td>0.1%</td>	Concrete Curbing		¢156 673		\$5,455		\$5,455 \$156,673	0.1%
Refaining Walk Image: Second Sec	Railings and Handrails		\$150,075			\$5.575	\$5.575	0.1%
Pole-mounted Light Fixtures \$46,828 \$46,858 \$46,858 \$46,858 \$46,858 \$46,858 \$44,588 \$44	Retaining Walls					<i></i>	,,,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Misselaneous Site Leiments Image: Control of the second seco	Pole-mounted Light Fixtures					\$46,828	\$46,828	0.6%
Booliny Main Roof Elevated Mchanical Equipment Roofs Barreled Roof Image: Constraint of the second sec	Miscellaneous Site Elements							
Reding Name Roof Name Roof Elevated Mechanical Equipment Roofs S702,417 \$702,417 \$.00,417 Barreled Roof S702,417 \$.00,417 \$.00,417 \$.00,417 Brick Masony S10,675 \$.10,675 \$.10,675 \$.10,675 \$.10,675 Dark Masony S287,233 S287,233 \$.80,675 \$.10,675 0.1%, Window Wall System I1999 Addition) S287,233 S287,233 \$.80,675 \$.10,675 0.1%, Storefront System S.10,675 S.10,675 \$.10,44,588 \$.14,588 \$.14,588 0.0%, Hearing Doots S.10,44,484 S.10,44,484 S.10,44,484 1.8,9% Interior Finishes and Fixtures S.10,44,484 S.10,44,484 1.8,9% Master Plan Rehabilitation S.10,44,484 S.10,47,484 S.10,47,484 S.10,47,484 Calling Finishes S.10,44,484 S.10,47,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,44,484 S.10,41,484								
Main Roof Image: Control of the control o	Roofing							
Levelue unevulaities Equiprioria rAdds ST02,417	Main Roof							
Line Line <thline< th=""> Line Line <thl< td=""><td>Elevated iviecnanical Equipment Roots</td><td></td><td></td><td></td><td></td><td>\$702 417</td><td>\$702 417</td><td>9.3%</td></thl<></thline<>	Elevated iviecnanical Equipment Roots					\$702 417	\$702 417	9.3%
Factor Factor Factor Factor Factor Factor Brick Masony Status \$10,675 \$10,675 \$10,675 0.1% Mechanical Penthouse Wall Cladding \$287,233 \$287,233 \$287,233 \$287,233 \$287,233 \$3% Window Wall System (1999 Addition) Status \$44,598 \$44,598 0.6% Projecting Sumhades Status Status \$10,675 \$10,675 \$10,675 Betwird System Status Status \$10,44,484 Status						ψ102, 4 11	ψι υΖ, τη	0.070
Brick Masony S10,675 S10,675 S10,675 0.1% Mechnical Penthouse Wall Clading \$287,233 \$30,675 \$10,675 0.1% Mechnical Penthouse Wall Clading \$287,233 \$287,233 \$287,233 \$3,8% Window Wall System (1999 Addition) \$44,598 \$44,598 \$44,598 \$44,598 \$676 Window Wall System (1999 Addition) \$10,675 \$44,598 \$676 \$10,675 \$10,676 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>								
Dates. Measury Corrugated Metal Panels \$10,675 \$10,675 \$10,675 \$10,675 \$227,233 3.8% Mechanical Penthouse Wall Clading 2nd Floor Whows (Original Structure) \$237,233 \$10,675 \$247,233 3.8% Window Wall System (1999 Addition) \$44,598 \$44,598 \$44,598 0.6% Betterior Doors Exterior Doors Exterior Fracade Repairs \$1,044,484 \$1,044,484 13.8% Interior Finishes and Extures Celling Finishes <td>Facade</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Facade							
Mechanical Penthoses Wall Cladding \$287,233 0.0000 \$287,233 0.0000 2nd Floor Windows (Original Structure) 544,598 \$44,598 0.6% Projecting Surphades 5 544,598 \$44,598 0.6% Structure Structure 510,044,484 510,044,484 510,044,484 13.8% Exterior Facade Repairs \$10,044,484 510,044,484 510,044,484 13.8% Interior Finishes and Fixtures 510,240,88 5378,336 \$378,349 5559,485 7.4% Restroom Finishes and Controls 5102,200 \$78,336 \$378,949 \$227,294 \$825,061 \$4,139,740 54,6% Machen, Elocut, Plumbing, & Fire Protection \$102,200 \$78,335 \$378,949 \$33,448 0.2% Machen, Elocut, Plumbing, & Fire Protection \$102,200 \$78,336 \$378,949 \$33,448 0.2% Machen, Elocut, Plumbing, & Fire Protection \$102,200 \$78,336 \$378,949 \$33,448 0.4% Coling Towers \$102,200 \$378,336 \$31,489,110 \$22,299 \$10,096 \$4,13	Corrugated Metal Panels			\$10 675			\$10.675	0.1%
2nd Floor Windows (Original Structure) Image: Structure (Structure) Image: Structure)	Mechanical Penthouse Wall Cladding		\$287,233	\$10,010			\$287,233	3.8%
Window Wall System (1999 Addition) State	2nd Floor Windows (Original Structure)							
Projecting Subinations Image: Solid State Projecting Subinations Image: Solid State Projecting Projecting Projecting State Projecting Projecting State Projecting Projecting State Projecting Proje	Window Wall System (1999 Addition)					\$44,598	\$44,598	0.6%
Betterior Doors Stiflis Stiflis Bexposed Steel Framing S1,044,484 S1,04	Storefront System							
Soffis m <td>Exterior Doors</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Exterior Doors							
Exposed Steel Framing S1,044,484	Soffits							
Exterior Finishes and Fixtures \$1,044,484 \$1,044,414,44,44,44,44,44,44,44,44,44,44,44,	Exposed Steel Framing		<u> </u>				* + • + + • • +	40.00/
Interior Finishes and Fixtures Image: State of the state	Exterior Facade Repairs		\$1,044,484				\$1,044,484	13.8%
Flooring Image: Second Se	Interior Finishes and Fixtures							
Ceiling Finishes Computer Sand Fixtures State Sand Fixtures	Flooring							
Restor Image: State of Controls Image: State of Controls Image: State of Controls Computer Equipment Image: State of Controls Image: State of Controls Image: State of Controls Image: State of Controls Office Equipment Image: State of Controls State of Controls Image: S	Ceiling Finishes							
Lock Computer Equipment Computer Equipment Furniture and Shelving Stoppent Stoppent Office Equipment \$102,200 \$78,336 \$378,949 \$559,485 7.4% Master Plan Rehabilitation \$843,150 \$355,125 \$1,489,110 \$627,294 \$825,061 \$4,139,740 54.6% Mech., Elect., Plumbing, & Fire Protection \$12,534 \$13,379 \$12,534 \$12,534 \$12,534 \$12,534 \$12,534 \$12,534 \$13,537 \$12,184 \$13,666	Elevator Einishes and Controls							
Furniture and Shelving Office Equipment Image: Signal	Computer Equipment							
Office Equipment S102_200 \$78,336 \$378,949 \$559,485 7.4% Master Plan Rehabilitation \$843,150 \$355,125 \$1,489,110 \$627,294 \$825,061 \$4,139,740 54.6% Mech., Elect, Plumbing, & Fire Protection S12,534 0.2% S33,448 0.4% S10,760 1.4% S10,7696 1.4% S13,737	Furniture and Shelving							
Technology and Communications \$102,200 \$78,336 \$376,399 \$627,294 \$825,061 \$4,139,740 54.6% Master Plan Rehabilitation \$843,150 \$355,125 \$1,489,110 \$627,294 \$825,061 \$4,139,740 54.6% Mech., Elect., Plumbing, & Fire Protection \$12,534 \$14,606 \$14% Cooling Towers \$12,264 \$33,133 \$13,379 \$21,622 \$13,379 \$21,622 \$13,379 \$21,622 \$13,379 \$21,622 \$13,379 \$21,622 \$1,383 \$13,379 \$21,622 \$1,383 \$13,379 \$21,622 \$1,383 \$13,379 \$21,622 \$1,383 \$13,379 \$21,622 \$1	Office Equipment	¢102.200	¢70.000	¢270.040			<i>¢<i>FF</i>0 49<i>F</i></i>	7 40/
Made Hain Kolmandon Cord, 100	Master Plan Rehabilitation	\$102,200	\$78,330	\$378,949	\$627 294	\$825.061	\$559,485 \$4 139 740	7.4%
Mech., Elect., Plumbing, & Fire Protection \$12,534 Image: Constraint of the second se		φ040,100	<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>	ψ1,400,110	ψ021,204	φ020,001	φ+,100,1+0	04.070
Mech, Elect., Plumbing, & Fire Protection Air Handlers \$12,534 0.2% RTUs \$33,448 \$12,534 0.2% Split System Air Conditioners \$33,448 \$33,448 0.4% Coling Towers \$33,448 \$33,448 0.4% Coling Towers \$85,397 \$22,299 \$107,696 1.4% HVAC and Plumbing Pumps \$12,264 \$85,397 \$22,299 \$107,696 1.4% Exhaust Fans \$5,110 \$3,133 \$13,379 \$21,622 0.3% Fire Pump \$10 \$13,379 \$21,622 0.3% \$3,066 0.0% Sewage Ejector Pump \$30,666 \$33,066 \$33,066 0.0% \$33,066 0.0% Emergency Generator \$30,660 \$8,920 \$8,920 \$30,660 0.4% Fire Sprinklers \$20,440 \$15,667 \$30,660 \$30,660 \$30,660 0.4% Boiler Room Ventilation \$30,660 \$1,953,185 \$1,964,131 \$676,387 \$1,711,445 \$7,579,582 100.0%								
All Handlers 312,004 Image: Stress of the stress of t	Mech., Elect., Plumbing, & Fire Protection		¢12 53/				¢12 53/	0.2%
Split System Air Conditioners Solutioners Solutioners <thsolutioners< th=""> Solutioners <ths< td=""><td>RTUs</td><td></td><td>ψ12,004</td><td></td><td></td><td></td><td>ψ12,004</td><td>0.270</td></ths<></thsolutioners<>	RTUs		ψ12,004				ψ12,004	0.270
Chillers Cooling Towers State Tow	Split System Air Conditioners					\$33,448	\$33,448	0.4%
Cooling 1 owers St22.290 \$107.696 1.4% HVAC and Plumbing Pumps \$12,264 S8,5397 \$88,920 \$21,184 0.3% Exhaust Fans \$5,110 \$3,133 S13,379 \$21,622 0.3% Fire Pump Samp Pum Pum Samp Pump Samp Pum Pum Samp Pu	Chillers							
HVAC and Plumbing Pumps \$12,264 \$00,507 \$8,920 \$21,184 0.3% Exhaust Fans \$5,110 \$3,133 \$13,379 \$21,622 0.3% Fire Pump	Cooling Towers Boilers			\$85 307		\$22.200	\$107.696	1.4%
Exhaust Fans \$5,110 \$3,133 \$13,379 \$21,622 0.3% Fire Pump Image: Signed	HVAC and Plumbing Pumps	\$12,264		Q00,007		\$8,920	\$21,184	0.3%
Fire Pump Image: Mater Heater \$3,066 Image: Mater Heater Heater \$3,066 Image: Mater Heater Heate	Exhaust Fans	\$5,110	\$3,133			\$13,379	\$21,622	0.3%
Domestic water meater \$3,000 Image: Constraint of the state of th	Fire Pump	¢2.000					¢2.000	0.00/
Sump Pump Sump Pump <t< td=""><td>Sewage Fiector Pump</td><td>93,000</td><td></td><td></td><td></td><td></td><td>φ3,000</td><td>0.0%</td></t<>	Sewage Fiector Pump	93,000					φ3,000	0.0%
Emergency Generator Image: Second secon	Sump Pump							
I emperature Control Air Compressor \$\$8,920 \$\$8,920 0.1% Boiler Room Ventilation \$\$30,660 \$\$36,107 \$\$0.5% Future Expense Totals (Inflated) \$\$1,253,994 \$\$1,953,185 \$\$1,964,131 \$\$676,387 \$\$1,711,445 \$\$7,579,582 100.0% Reciprocal of Inflation Rate 1/(1+IR) ⁿ 0.9785 0.9574 0.9368 0.9166 0.8969 \$\$7,112,000 \$\$100.0% Present Day Expense Totals \$\$1,247,000 \$\$1,870,000 \$\$1,840,000 \$\$620,000 \$\$1,535,000 \$\$7,112,000 \$\$100.0% Beginning Reserve Fund Balance \$\$2,238,459 \$\$1,585,324 \$\$694,714 \$\$1,754,836 \$\$1,864,282 \$\$7,112,000 \$\$00.0% Future Expenses (Inflated) (\$1,253,994) \$\$1,953,185 \$\$1,964,131) (\$676,387) \$\$1,711,445 \$\$7,50,000 Future Expenses (Inflated)	Emergency Generator					A		
Solide Rooth Verturation \$30,000 \$30,000 \$30,000 \$30,000 0.4% Fire Sprinklers \$20,440 \$15,667 \$36,107 0.5% Future Expense Totals (Inflated) \$1,253,994 \$1,953,185 \$1,964,131 \$676,387 \$1,711,445 \$7,579,582 100.0% Reciprocal of Inflation Rate 1/(1+IR) ⁿ 0.9785 0.9574 0.9368 0.9166 0.8969 \$7,112,000 100.0% Present Day Expense Totals \$1,247,000 \$1,870,000 \$1,840,000 \$620,000 \$1,535,000 \$7,112,000 100.0% Beginning Reserve Fund Balance \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) \$1,953,185) \$1,964,131) \$6676,387) \$1,711,445 Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$930,508	Temperature Control Air Compressor	\$20,660				\$8,920	\$8,920	0.1%
Future Expense Totals (Inflated) \$1,253,994 \$1,953,185 \$1,964,131 \$676,387 \$1,711,445 \$7,579,582 100.0% Reciprocal of Inflation Rate 1/(1+IR) ⁿ 0.9785 0.9574 0.9368 0.9166 0.8969 \$7,112,000 \$1,247,000 \$1,870,000 \$1,840,000 \$620,000 \$1,535,000 \$7,112,000 100.0% Beginning Reserve Fund Balance \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$7,112,000 100.0% Interest \$37,859 \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$7,112,000 100.0% Interest \$37,859 \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$7,112,000 100.0%	Fire Sprinklers	\$20,000 \$20,440	\$15 667				\$36,000	0.4%
Reciprocal of Inflation Rate 1/(1+IR) ⁿ 0.9785 0.9574 0.9368 0.9166 0.8969 Present Day Expense Totals \$1,247,000 \$1,870,000 \$1,840,000 \$620,000 \$1,535,000 \$7,112,000 100.0% Beginning Reserve Fund Balance \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585,324 \$694,714 \$1,754,836 \$1,864,282	Future Expense Totals (Inflated)	\$1,253,994	\$1,953,185	\$1, <mark>964,131</mark>	\$676,387	\$1,711,445	\$7,579,582	100.0%
Reciprocal of Inflation Rate 1/(1+IR)" 0.9785 0.9574 0.9368 0.9166 0.8969 Present Day Expense Totals \$1,247,000 \$1,870,000 \$1,840,000 \$620,000 \$1,535,000 \$7,112,000 100.0% Beginning Reserve Fund Balance \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585.324 \$694,714 \$1,754.836 \$1,864,282 \$930,508								
Beginning Reserve Fund Balance \$2,238,459 \$1,570,000 \$1,040,000 \$02,000 \$1,864,282 Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671	Reciprocal of Inflation Rate 1/(1+IR) ⁿ	0.9785	0.9574	0.9368	0.9166	0.8969	\$7.440.000	100.00/
Beginning Reserve Fund Balance \$2,238,459 \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$930,508	Fresent Day Expense Totals	Φ1,247,000	φι,σ/υ,000	φ1,640,000	⊅0∠0,000	φ1,030,000	\$7,112,000	100.0%
Recommended Reserve Fund Contribution \$563,000 \$1,040,000 \$3,000,000 \$750,000 \$750,000 Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$930,508	Beginning Reserve Fund Balance	\$2,238.459	\$1,585,324	\$694,714	\$1,754,836	\$1,864,282		
Future Expenses (Inflated) (\$1,253,994) (\$1,953,185) (\$1,964,131) (\$676,387) (\$1,711,445) Interest \$37,859 \$22,575 \$24,253 \$35,833 \$27,671 Ending Reserve Fund Balance \$1,585,324 \$694,714 \$1,754,836 \$1,864,282 \$930,508	Recommended Reserve Fund Contribution	\$563,000	\$1,040,000	\$3,000,000	\$750,000	\$750,000		
Ending Reserve Fund Balance \$1.585.324 \$694.714 \$1.754.836 \$1.864.282 \$930.508	Future Expenses (Inflated)	(\$1,253,994)	(\$1,953,185)	(\$1,964,131)	(\$676,387)	(\$1,711,445)		
ENGINE (1000) TO FULLY MULTING FOR THE ALL OF A	Ending Reserve Fund Balance	\$1 585 324	\$694 714	\$1 754 836	\$1 864 282	\$930 509		

Inflated An	nual Expe	Table 3	<mark>)</mark> Imary (Ye	ears 6 thr	u 10)	Page	2 of 4
	Nort	hbrook Public	Library				
	Ve	rsion #: DRA	472 FT 2.0				
	6	7	8	9	10	Years 6	thru 10
Component	2024 / 2025	2025 / 2026	2026 / 2027	2027 / 2028	2028 / 2029	Totals	% of Totals
Site Elements		#04.000			#00.4FF	0 7.004	4 50/
Asphalt Pavement		\$34,936			\$62,155	\$97,091	1.5%
Concrete Sidewalks and Stairs					\$6,216	\$6,216	0.1%
Concrete Curbing					\$6,216	\$6,216	0.1%
Landscaping and Hardscape							
Retaining Walls							
Pole-mounted Light Fixtures							
Miscellaneous Site Elements							
Roofing							
Main Roof		\$669,613				\$669,613	10.2%
Elevated Mechanical Equipment Roofs							
Barreled Roof							
Facade							
Brick Masonry	\$11,395					\$11,395	0.2%
Mechanical Penthouse Wall Cladding							
2nd Floor Windows (Original Structure)							
Window Wall System (1999 Addition)							
Projecting Sunshades							
Storefront System							
Soffits	\$11.395					\$11.395	0.2%
Exposed Steel Framing	, , , , , , , , , , , , , , , , , , ,					, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•
Exterior Facade Repairs							
Interior Finishes and Fixtures							
Flooring							
Flooring Ceiling Finishes							
Flooring Ceiling Finishes Restroom Finishes and Fixtures					\$62 155	\$62 155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment					\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving					\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment					\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications	\$942.212	¢1 220 227	¢624.259	\$2,760,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155 \$62,155 \$5,586,424	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUS Split System Air Conditioners Chillers Cooling Towers	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers Cooling Towers Boilers HVAC and Plumbing Pumps	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155	\$62,155 \$5,586,424 \$5,586,424 \$47,105	0.9%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers Cooling Towers Boilers HVAC and Plumbing Pumps	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155 \$62,155 \$41,023 \$14,917	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$0 \$5,586,424 \$0 \$14,917	0.9% 85.0% 0.7% 0.2%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155 \$62,155 \$41,023 \$14,917	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$47,105 \$14,917 \$14,917	0.9% 85.0% 0.7% 0.2%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Fiector Pump	\$843,213	\$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$6,082 \$3,649	\$62,155 \$62,155 \$41,023 \$14,917	\$62,155 \$62,155 \$5,586,424\$5,586,424 \$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424 \$5,586,424\$5,586,424\$5,586,424 \$5,586,426\$5,586,424\$5,586,426\$5,586,586,586,586,586,586,586,586,586,58	0.9% 85.0% 0.7% 0.2% 0.1%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump	\$843,213	\$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$6,082 \$3,649	\$62,155 \$62,155 \$41,023 \$14,917	\$62,155 \$5,586,424\$5,586,424 \$5,586,424 \$5,586,424\$5,586,424\$5,586,424\$5,586,586,586,586,586,586,586,586,586,566,586,58	0.9% 85.0% 0.7% 0.2% 0.1%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Master Plan Rehabilitation Cooling Towers Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator	\$843,213	\$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$6,082 \$3,649	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724	\$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$3,549 \$3,649 \$3,649	0.9% 85.0% 0.7% 0.2% 0.1% 0.8%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Chillers Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Robit Page Vantition	\$843,213	\$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$6,082 \$3,649	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724	\$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$3,549 \$3,649 \$3,649 \$49,724	0.9% 85.0% 0.7% 0.2% 0.1% 0.8%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation	\$843,213	\$1,339,227	\$634,358	\$2,769,626	\$62,155 \$62,155 \$41,023 \$41,023 \$14,917 \$49,724	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$5,586,424 \$49,724	0.9% 85.0% 0.7% 0.2% 0.1% 0.8%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation	\$843,213	\$1,339,227 \$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$3,649 \$3,649 \$3,649 \$3,649	\$62,155 \$62,155 \$41,023 \$41,023 \$14,917 \$49,724 \$248,622	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$3,549 \$14,917 \$3,649 \$3,649 \$49,724 \$49,724	0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated)	\$843,213	\$1,339,227	\$634,358	\$2,769,626 \$2,769,626 \$6,082 \$3,649 \$3,649 \$2,779,357	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724 \$248,622	\$62,155 \$62,155 \$ \$5,586,424 \$ \$5,586,424 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated)	\$843,213 \$843,213 \$843,213 \$866,003 \$866,003 0.8776	\$1,339,227 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275	\$634,358 \$634,358 \$634,358 \$634,358 0.8402	\$2,769,626 \$2,769,626 \$6,082 \$3,649 \$3,649 \$2,779,357 0.8221 \$2,285,000	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724 \$49,724 \$248,622 0.8044 \$200,000	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$3,547,105 \$14,917 \$3,649 \$3,649 \$49,724 \$49,724 \$49,724	0.9% 0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated) Reciprocal of Inflation Rate 1/(1+IR) ⁿ Present Day Expense Totals	\$843,213 \$843,213 \$843,213 \$866,003 \$866,003 0.8776 \$760,000	\$1,339,227 \$1,339,275,275,275,275,275,275,275,275,275,275	\$634,358 \$634,358 \$634,358 0.8402 \$533,000	\$2,769,626 \$2,769,626 \$6,082 \$3,649 \$3,649 \$2,779,357 0.8221 \$2,285,000	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724 \$49,724 \$248,622 0.8044 \$200,000	\$62,155 \$62,155 \$5,586,424 \$5,586,424 \$5,586,424 \$ \$5,586,424 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated) Reciprocal of Inflation Rate 1/(1+1R) ⁿ Present Day Expense Totals	\$843,213 \$843,213 \$843,213 \$866,003 \$866,003 \$866,003 \$866,003 \$866,003	\$1,339,227 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275 \$1,339,275	\$634,358 \$634,358 \$634,358 0.8402 \$533,000 \$1,814,380	\$2,769,626 \$2,769,626 \$3,649 \$3,649 \$3,649 \$2,779,357 0.8221 \$2,285,000 \$2,118,966	\$62,155 \$62,155 \$41,023 \$14,917 \$14,917 \$49,724 \$248,622 \$248,622 0.8044 \$200,000 \$81,395	\$6,572,116 \$5,533,000	0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUS Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated) Reciprocal of Inflation Rate 1/(1+tIR) ⁿ Present Day Expense Totals Beginning Reserve Fund Balance Recommended Reserve Fund Contribution Future Expense (Inflated)	\$843,213 \$843,213 \$843,213 \$866,003 \$866,003 \$866,003 \$866,003 \$930,508 \$750,000	\$1,339,227 \$1,339,227 \$1,339,227 \$2,043,776 \$2,043,776 \$1,755,000 \$831,955 \$3,000,000 \$831,955	\$634,358 \$634,358 \$634,358 \$634,358 0.8402 \$533,000 \$1,814,380 \$900,000	\$2,769,626 \$2,769,626 \$3,649 \$3,649 \$3,649 \$3,649 \$2,779,357 0.8221 \$2,285,000 \$2,118,966 \$720,000	\$62,155 \$62,155 \$41,023 \$41,023 \$14,917 \$49,724 \$248,622 \$248,622 0.8044 \$200,000 \$81,395 \$720,000	() (0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%
Flooring Ceiling Finishes Restroom Finishes and Fixtures Elevator Finishes and Controls Computer Equipment Furniture and Shelving Office Equipment Technology and Communications Master Plan Rehabilitation Mech., Elect., Plumbing, & Fire Protection Air Handlers RTUs Split System Air Conditioners Cooling Towers Boilers HVAC and Plumbing Pumps Exhaust Fans Fire Pump Domestic Water Heater Sewage Ejector Pump Sump Pump Emergency Generator Temperature Control Air Compressor Boiler Room Ventilation Fire Sprinklers Future Expense Totals (Inflated) Reciprocal of Inflation Rate 1/(1+IR) ⁿ Present Day Expense Totals Beginning Reserve Fund Balance Recommended Reserve Fund Contribution Future Expenses (Inflated)	\$843,213 \$843,213 \$843,213 \$866,003 \$866,003 \$930,508 \$750,000 \$\$930,508 \$750,000	\$1,339,227 \$1,755,000 \$1,255,000 \$1,255,000 \$1,255,000 \$1,255,000 \$1,255,000 \$2,043,776	\$634,358 \$634,358 \$634,358 \$634,358 \$634,358 \$533,000 \$1,814,380 \$900,000 (\$634,358) \$38,944	\$2,769,626 \$2,769,626 \$3,649 \$3,649 \$3,649 \$3,649 \$2,779,357 0.8221 \$2,285,000 \$2,118,966 \$720,000 (\$2,779,357) \$21,786	\$62,155 \$62,155 \$41,023 \$14,917 \$49,724 \$248,622 \$248,622 0.8044 \$200,000 \$81,395 \$720,000 (\$248,622) \$6.342	************************************	0.9% 85.0% 0.7% 0.2% 0.1% 0.8% 100.0%

Inflated A		Table 3	3	ara 44 46-		Page	3 of 4
Inflated Ann	Nort	hbrook Public Project #: 19-	Library (Yea Library 472	ars 11 thi	u 15)		
	ve	12 12 15101 #: DRA	13	14	15	Voare 11	thru 15
Component	2029 / 2030	2030 / 2031	2031 / 2032	2032 / 2033	2033 / 2034	Totals	% of Totals
Site Elements			¢20.900			¢20.900	2 50/
Concrete Driveway			\$39,609			\$39,809	3.3%
Concrete Sidewalks and Stairs							
Concrete Curbing							
Landscaping and Hardscape							
Railings and Handrails							
Pole-mounted Light Fixtures							
Miscellaneous Site Elements							
Roofing Main Roof							
Elevated Mechanical Equipment Roofs					\$249 480	\$249 480	21.9%
Barreled Roof					<i>\\\</i> 210,100	<i>\\</i> 210,100	21.070
Facade							
Brick Masonry Corrugated Metal Papels							
Mechanical Penthouse Wall Cladding							
2nd Floor Windows (Original Structure)	\$63,523					\$63,523	5.6%
Window Wall System (1999 Addition)							
Projecting Sunshades							
Storefront System							
Exterior Doors							
Exposed Steel Framing	\$254.091					\$254.091	22.3%
Exterior Facade Repairs	φ204,001					φ204,001	22.070
Interior Finishes and Fixtures	¢404.004					¢404.004	40 70/
Flooring Ceiling Einisbes	\$121,964					\$121,964	10.7%
Restroom Finishes and Fixtures							
Elevator Finishes and Controls							
Computer Equipment							
Furniture and Shelving	\$63,523					\$63,523	5.6%
Office Equipment							
I echnology and Communications							
Mech., Elect., Plumbing, & Fire Protection		-					
Air Handlers		\$311,618				\$311,618	27.3%
RTUS Split System Air Conditioners							
Chillers							
Cooling Towers							
Boilers							
HVAC and Plumbing Pumps			\$17,251	\$5,425		\$22,676	2.0%
Exnaust Fans							
Domestic Water Heater							
Sewage Ejector Pump	\$6,352					\$6,352	0.6%
Sump Pump	\$6,352					\$6,352	0.6%
Emergency Generator							
I emperature Control Air Compressor							
Fire Sprinklers							
Future Expense Totals (Inflated)	\$515,805	\$311,618	\$57,060	\$5,425	\$249,480	\$1,139,388	100.0%
Reciprocal of Inflation Rate 1/(1+IR) ⁿ	0.7871	0.7702	0.7536	0.7374	0.7215		
Present Day Expense Totals	\$406,000	\$240,000	\$43,000	\$4,000	\$180,000	\$873,000	100.0%
Boginning Persona Fund Pelance	\$550 44F	\$776 E9A	\$1 204 524	\$1 900 404	\$2 657 076		
Degrinning Reserve Fullu Dalalice	\$335,115	\$720,000	φ1,204,331	¢1,030,131	\$720.000		
Recommended Reserve Fund Contribution	3/20.000	3/20.000	\$720.000	J/20.000	w/20,000		
Recommended Reserve Fund Contribution Future Expenses (Inflated)	(\$515,805)	(\$311,618)	\$720,000 (\$57,060)	(\$5,425)	(\$249,480)		
Recommended Reserve Fund Contribution Future Expenses (Inflated) Interest	\$720,000 (\$515,805) \$13,224	\$720,000 (\$311,618) \$19,615	\$720,000 (\$57,060) \$30,720	\$720,000 (\$5,425) \$45,110	(\$249,480) \$57,863		

Table 3

Page 4 of 4

Inflated Annual Expense Summary (Years 16 thru 20)

Northbrook Public Library Project #: 19-472

		Ve	rsion #: DRA	FT 2.0					
	16	17	18	19	20	Years 16	6 thru 20	Years 1	thru 20
Component	2034 / 2035	2035 / 2036	2036 / 2037	2037 / 2038	2038 / 2039	Totals	% of Totals	Totals	% of Totals
Site Elements							Totalo		Totalo
Asphalt Pavement	\$42,495			\$45,362		\$87,857	5.0%	\$515,029	3.0%
Concrete Driveway								\$11,671	0.1%
Concrete Sidewalks and Stairs								\$11,671	0.1%
Concrete Curbing								\$11,671	0.1%
Landscaping and Hardscape								\$156,673	0.9%
Railings and Handrails								\$5,575	0.0%
Retaining Walls								.	0.001
Pole-mounted Light Fixtures								\$46,828	0.3%
Roofing									
Main Roof								\$669,613	3.9%
Elevated Mechanical Equipment Roofs								\$249,480	1.5%
Barreled Roof								\$702,417	4.1%
Facade									
Brick Masonry								\$11,395	0.1%
Corrugated Metal Panels								\$10,675	0.1%
Mechanical Penthouse Wall Cladding								\$287,233	1.7%
2nd Floor Windows (Original Structure)	-							\$63,523	0.4%
VVIndow VVall System (1999 Addition)								\$44,598	0.3%
Projecting Sunshades									
Exterior Deers									
Soffits								\$11 305	0.1%
Exposed Steel Framing								\$254 091	1.5%
Expected etcel Framing								\$1 044 484	6.1%
								¢ 1,0 1 1,10 1	0
Interior Finishes and Fixtures									
Flooring	\$339,958		\$165,704			\$505,662	29.0%	\$627,626	3.7%
Ceiling Finishes									
Restroom Finishes and Fixtures									
Elevator Finishes and Controls								\$62,155	0.4%
	#70.00F		#70.07F			.	0.00/	#000 000	4.00/
Furniture and Shelving	\$70,825		\$73,975			\$144,800	8.3%	\$208,323	1.2%
Technology and Communications								\$550.485	3.3%
Master Plan Rehabilitation								\$9 726 164	57.1%
								ψ0,720,104	07.170
Mech., Elect., Plumbing, & Fire Protection		1							
Air Handlers			\$429,056			\$429,056	24.6%	\$753,208	4.4%
RTUs					\$463,595	\$463,595	26.6%	\$463,595	2.7%
Split System Air Conditioners	\$42,495					\$42,495	2.4%	\$75,943	0.4%
Chillers									
Cooling Towers	-							#107.000	0.00/
								\$107,696	0.6%
Exhaust Fans		\$13.020				\$13,020	0.7%	\$40,505	0.5%
Fire Plimn		ψ10,020			\$54 086	\$54 086	3.1%	\$54 086	0.3%
Domestic Water Heater		\$4 343			φ04,000	\$4 343	0.2%	\$11,058	0.0%
Sewage Ejector Pump		<i><i><i>ϕ</i> .,<i>ϕϕ</i></i></i>				¢ 1,0 10	0.270	\$6.352	0.0%
Sump Pump								\$6,352	0.0%
Emergency Generator								\$49,724	0.3%
Temperature Control Air Compressor								\$8,920	0.1%
Boiler Room Ventilation								\$30,660	0.2%
Fire Sprinklers								\$36,107	0.2%
Future Expense Totals (Inflated)	\$495,773	\$17,372	\$668,735	\$45,362	\$517,681	\$1,744,923	100.0%	\$17,036,009	100.0%
-									
Reciprocal of Inflation Rate 1/(1+IR) ⁿ	0.7060	0.6908	0.6759	0.6614	0.6471				
Present Day Expense Totals	\$350,000	\$12,000	\$452,000	\$30,000	\$335,000	\$1,179,000	100.0%	\$14,697,000	100.0%
Beginning Reserve Fund Balanco	\$3 186 250	\$3 476 452	\$4 255 626	\$4 302 526	\$5 161 761				
Recommended Reserve Fund Contribution	\$720,000	\$720.000	\$720.000	\$720.000	\$720.000				
Future Expenses (Inflated)	(\$495.773)	(\$17.372)	(\$668.735)	(\$45.362)	(\$517.681)				
Interest	\$65,967	\$76,555	\$85,625	\$94,597	\$105,258				
Ending Reserve Fund Balance	\$3,476,453	\$4,255,636	\$4,392,526	\$5,161,761	\$5,469,338				

Table 4

Recommended Reserve Funding Plan (2.00% Interest and 2.20% Inflation)

Northbrook Public Library Project # 19-472

Project #	F: 19-472
Version #·	DRAFT 2.0

			1010101	TW: BIGG T 2.6			-
Year	Fiscal Year	Beginning Balance of Reserve Fund	Annual Reserve Fund Contribution	Annual Reserve Fund Increase	Annual Expenses	Annual Interest	Ending Balance of Reserve Fund
0	2018 / 2019						\$2,238,459
1	2019 / 2020	\$2,238,459	\$563,000	0.0%	\$1,253,994	\$37,859	\$1,585,324
2	2020 / 2021	\$1,585,324	\$1,040,000	84.7%	\$1,953,185	\$22,575	\$694,714
3	2021 / 2022	\$694,714	\$3,000,000	188.5%	\$1,964,131	\$24,253	\$1,754,836
4	2022 / 2023	\$1,754,836	\$750,000	-75.0%	\$676,387	\$35,833	\$1,864,282
5	2023 / 2024	\$1,864,282	\$750,000	0.0%	\$1,711,445	\$27,671	\$930,508
6	2024 / 2025	\$930,508	\$750,000	0.0%	\$866,003	\$17,450	\$831,955
7	2025 / 2026	\$831,955	\$3,000,000	300.0%	\$2,043,776	\$26,201	\$1,814,380
8	2026 / 2027	\$1,814,380	\$900,000	-70.0%	\$634,358	\$38,944	\$2,118,966
9	2027 / 2028	\$2,118,966	\$720,000	-20.0%	\$2,779,357	\$21,786	\$81,395
10	2028 / 2029	\$81,395	\$720,000	0.0%	\$248,622	\$6,342	\$559,115
11	2029 / 2030	\$559,115	\$720,000	0.0%	\$515,805	\$13,224	\$776,534
12	2030 / 2031	\$776,534	\$720,000	0.0%	\$311,618	\$19,615	\$1,204,531
13	2031 / 2032	\$1,204,531	\$720,000	0.0%	\$57,060	\$30,720	\$1,898,191
14	2032 / 2033	\$1,898,191	\$720,000	0.0%	\$5,425	\$45,110	\$2,657,876
15	2033 / 2034	\$2,657,876	\$720,000	0.0%	\$249,480	\$57,863	\$3,186,259
16	2034 / 2035	\$3,186,259	\$720,000	0.0%	\$495,773	\$65,967	\$3,476,453
17	2035 / 2036	\$3,476,453	\$720,000	0.0%	\$17,372	\$76,555	\$4,255,636
18	2036 / 2037	\$4,255,636	\$720,000	0.0%	\$668,735	\$85,625	\$4,392,526
19	2037 / 2038	\$4,392,526	\$720,000	0.0%	\$45,362	\$94,597	\$5,161,761
20	2038 / 2039	\$5,161,761	\$720,000	0.0%	\$517,681	\$105,258	\$5,469,338
		Totals	\$19,393,000		\$17,015,569	\$853,448	

Projected Reserve Fund Balance of \$2,238,459 as of April 30, 2018 / 2019.

Table 5

Recommended Reserve Funding Plan

(2.00% Interest and 2.20% Inflation)







Table 6Current Fund Status(2.00% Interest and 2.20% Inflation)





Memorandum

DATE: September 9, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Parking Lot Truck Barrier Options

Included in your packet is the recommendation from Kimley-Horn on the possible options for the parking lot truck barrier. Anna Amen and I met with Tim Sjogren from Kimley-Horn to go over the options. We also shared the options with Tom Poupard, Director of Development and Planning Services at the Village, and went over whether each option was feasible from the Village's perspective.

In speaking with Tom, he informed us that the Village would not consider Alternative 2 a viable option. He said that he feels that the best option for us is to try Alternative 4 and if that does not work, go to Alternative 1.

Tim Sjorgren and his colleague, Gina Showers, will be joining us to walk the board through the various options. Tom Poupard will also be joining us to provide the Village's perspective.

Depending on which direction the board would like to go, I will work with Kimley-Horn and Pepper Construction to get approximate pricing for the various options for the October meeting.

I look forward to hearing the board's thoughts.

Kimley »Horn

MEMORANDUM

То:	Ms. Kate Hall – Northbrook Public Library
From:	Tim Sjogren, P.E., PTOE – Kimley-Horn Gina Showers, E.I.T. – Kimley-Horn
Date:	August 21, 2019
RE:	Circulation Review – Northbrook Public Library Northbrook, Illinois

On behalf of Northbrook Public Library, Kimley-Horn has performed a review of circulation for the parking lot and access at Northbrook Public Library in Northbrook, Illinois. The purpose of this review is to explore options that could help to mitigate complications with the existing vertical clearance under a covered portion of the parking and drive areas on the east side of the library. The existing canopy, which varies in height from 9' to greater than 11', has been hit frequently by volunteers driving shuttle buses and vans. The following alternatives are offered based on information provided by the Client and a site visit.

Alternative 1 – Exhibit 1

A height-adjustable overhead barricade could be installed over the access driveway on the southwest side of the site. The barricade would need to accommodate an 8'2" tall vehicle to facilitate accessible vans that may park in ADA spaces along the south side of the parking lot. The barricade would need to be raised (manually or electronically) to allow garbage trucks to enter/exit the site during off-peak times. Appropriate signage at the entrance and along Cedar Lane would also be recommended.

Shuttle vans and buses would load curbside along the east side of the street – the way the facility is designed to function currently. Increased signage, pavement markings, and ADA-compliant infrastructure would likely need to be explored to improve the function and accessibility of the space. Modifications to the existing pavement markings on Cedar Lane may also need to be discussed with the Village to facilitate these loading activities.

Alternative 2 – Exhibit 2

A vehicle barricade could be installed within the south parking area, immediately beyond the junction with the west parking drive aisle. The barricade would be set at 7' to preclude the use of the lot (and access to the canopy area beyond) by vehicles other than private cars. Shuttle vans and buses would directed to the north and would load along the west side of the building, creating bi-directional traffic along the west portion of the parking lot. A right-out only access would be installed along the north side of the site, in line with the travel lane of the buses and vans. This access would include an electronically operated gate to prevent public vehicles from using this exit.

ADA parking spaces will be relocated from the south side of the parking lot to the west side due to the barricade. Clear signage and striping would be needed to provide clear wayfinding direction.

Kimley »Horn

Alternative 3 – Exhibit 3

To facilitate a new loading area under the existing canopy, the direction of travel would be reversed for the entire parking lot. This would require restriping of the angled parking spaces and construction of new concrete bump-outs and islands resulting in loss of six parking spaces.

All traffic would turn left to the north upon entering and circulate clockwise around the site. Vans and buses will drop-off/load under the canopy on the east side of the site on a new platform and continue out of the canopy to the east while private vehicles will be allowed to access the central drive aisle beneath the canopy. A 7' vehicle barricade would be used to preclude shuttle van and bus access to the central drive aisle. Extensive signage and striping would be required to provide clear wayfinding direction to the different vehicle types.

Alternative 4 – Exhibit 4 (Short-term)

As the alternatives identified would likely require infrastructure investment, a potential short-term, low cost alternative was also identified. The south portion of the parking lot could be restriped to indicate two lanes leading up to the canopy. The inner lane would be exclusively for passenger vehicles, with signage, striping, and a larger, lowered, and potentially angled barricade to discourage use of the under-canopy area by shuttle vans and buses. All other vehicles would be directed around the parking to the canopy entrance on the east side, where more significant vertical clearances are available. Vans and buses would be directed to drop off passengers on the west side of the facility.

Evaluation



Please do not hesitate to contact us with any questions related to the information in this memorandum.

Kimley» Horn



EXHIBIT 1 LTERNATIVE 1 - ON-STREET DROP-OFF



Height-Adjustable Barricade

Drop-Off Zone

Vans and Buses



Garbage Truck

Path of Travel

Proposed Sign

ALTERNATIVE CONCEPT



Install a height-adjustable barricade at the site access. The barricade will be raised for garbage trucks during off-peak times. The height must be a minimum of 8'-2" to accomodate accessible on-site parking (ie. wheelchair accessible vans).

Signs on either side of the barricade shall indicate private vehicles only.



Vans and buses will drop off passengers on west side of site along the street. Install signs at the front and back of the loading zone to indicate the start and end of loading zone. Stripe pavement to indicate curbside loading. ADA-compliant infrastructure and routing should be confirmed.



With the Village of Northbrook, explore restriping to begin left-turn lane north of the loading area.

Kimley» Horn



ALTERNATIVE 2 - RIGHT-OUT ACCESS EXHIBIT 2



Height-Adjustable Barricade

Drop-Off Zone

Vans and Buses

I

♦ 7

Proposed Gated Right-Out Access

Path of Travel

Proposed Landscape Island

ALTERNATIVE CONCEPT

of 7' and should have signs that indicate it is for private vehicles only. Signage and pavement markings directing shuttles and buses to the left should be provided. Install a height-adjustable barricade after the site access. Gate should provide a vertical clearance

Vans and buses will drop off passengers on west side of site along the building. Signs designating the loading area should be provided. The west side parking area is designated for two-way traffic.

To preserve the existing direction of travel, install right-out access on north side of site for vans and buses to exit. Install electronically operated gate to prevent general public vehicles from using access.

Relocate ADA parking from south end of lot to west end due to height-restricted barricade. Confirm ADA-compliant accessible route.









Kimley» Horn



ALTERNATIVE 3 - R

EVERSED PARKING LOT CIRCULATION







Passenger Vehicle



Van and Bus Path of Travel

Private Vehicle Path of Travel

ALTERNATIVE CONCEPT



Install a concrete median and Do Not Enter and Left-Turn-Only signs to route all traffic to circulate to the north. Add stop sign for westbound traffic. Reconfigure parking layout, pavement markings, and signage to circulate traffic clockwise around the site. Results in loss of approximately 6 spaces.



Provide signage and pavement markings to create two routes under canopy to direct larger vehicles out to the east and allow private cars to access central drive aisle. Lower vertical clearance barriers to 7' on central aisle and raise others to 96" to support higher vehicles.



Drop-off will be under canopy with new platform and driveway configuration.

Kimley » Horn



ALTERNATIVE 4 - INCREASED SIGNAGE **EXHIBIT 4**





Drop-Off Zone



Passenger Vehicle



Path of Travel

ALTERNATIVE CONCEPT



Add Cars Only signs to both sides of drive and provide Shuttle Drop-Off Ahead signs which route these vehicles to the west side entrance. Lower the vertical clearance barrier to 7', extend across the entire entrance, and explore angling to provide greater advanced visibility.



Install pavement striping, including arrows and Cars Only text, in south parking lot to raise awareness of height restriction.



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4 If desired, two-way traffic can be provided in south parking area. This would improve access for ADA spaces and reduce circulating traffic. If desired, signage and striping modifications would be required. Confirm west side area meets ADA requirements. If so, sign as designated shuttle drop-off area.



Raise vertical clearance barriers on east and north sides to 9'. Remove speed bump.



Memorandum

DATE: September 12, 2018

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director & Erin Seeger, Circulation Manager

RE: RFID Presentation

Erin Seeger and I will be presenting the findings from our research into RFID and Automated Materials Handlers. We have attached our full report for the Board to review. The report includes the following parts:

- Summary of our findings
- Description of our research process
- Current state of RFID and AMH technology
- Findings and recommendations in these key areas RFID Tagging, self-checkout machines, staffing, security, and cost estimates

We look forward to sharing this work with the Board and answering any questions or concerns the Board may have about implementing RFID at the library.

RFID and Automated Material Handlers

Research and Recommendations

Prepared by Erin Seeger and Brodie Austin July 2019, Updated September 2019

EXECUTIVE SUMMARY

RFID and its related technologies (self-check machines and automated materials handlers for example) are stable, mature technologies that have been broadly adopted in both the library industries but other industries like retail. Estimates show that RFID adoption will continue well into the 2020s and will remain a profitable industry. Related technologies like ultra-high frequency tags are years away from being widely adopted and likely will not have a role to play in library environments.

Given the increases in efficiency and the improvements in customer experience, the Northbrook Public Library should invest in RFID technology. Prices have fallen dramatically since the early 2000s, the equipment is more robust and stable, and the vendors are prepared to offer higher levels of customer service. Converting to RFID, which encompasses tagging the collection, installing self-check machines, installing an automated material handler, and related construction, would likely take 12 to 18 months, and would cost between \$1,155,000 and \$1,250,000, including construction costs.

The remainder of this report explains the process we used to gather information about the current state of RFID and automated materials handlers, descriptions of these technologies as they exist in 2019, and key takeaways and recommendations focused on the following areas:

- RFID Tagging
- Self-checkout machines
- Staffing
- Security
- Cost estimates

RESEARCH PROCESS

Erin Seeger, Circulation Manager, and Brodie Austin, Assistant Director, were tasked in November 2018 with researching the current state of RFID and automated material handlers in libraries. We met in December 2018 and decided to research and provide information to the management team and the Board of Trustees about the following topics: the technology, implementation, impact on service, costs, and to assess whether or not the Northbrook Public Library should implement RFID.

We identified major vendors in the RFID space, as well as area libraries to interview. We started our interviews with vendors, with the intention of validating their claims against those of the libraries that had worked with the companies and had "real world" experience.

We conducted interviews with the following vendors in February 2019:

- Bibliotecha
- Envisionware, Inc and Lyngsoe Systems (AMH vendor)
- MK Sorting Systems
- Sentry Technology Corporation
- TechLogic

For the vendor interviews, we asked about:

- Why we should consider RFID (what are the pros and cons).
- Technologies the vendor uses
- Future developments or trends to consider
- Implementation process
- Examples of recent projects
- Current customers, especially CCS libraries
- Customer service and support

We interviewed the following libraries in April and May 2019:

- Highland Park Public Library (IL, CCS, III/Polaris)
- Lake Villa Public Library (IL, CCS, III/Polaris)
- Addison Public Library (IL, III/Sierra)
- Westmont Public Library (IL, Sirsi-Dynix)
- Fort Collins Public Library (CO, III/Sierra)

All of the libraries listed above, with exception to Fort Collins Public Library in Colorado, are located in Illinois. Two libraries were CCS libraries and use the same shared Integrated Library System (ILS) that we do, Polaris.

We asked each library the same set of base questions, but with the knowledge that other questions would come up organically during the interviews.

- What was your decision-making process to convert to RFID?
- What were the features and functionality that were of interest to staff and the board?
- Why did you select the vendor you work with?
- What was your implementation process, and how aggressive were you in implementing the change and why?
- Would you change anything about your process?
- How would you describe the support you receive from the vendor?
- What have been the positive and negative outcomes from using RFID/AMH machines?
- Extra: Do you have self-checkout machines throughout your building? How much are they utilized?

We compiled our notes and digested them for this report, including the takeaways and recommendations at the end.

CURRENT STATE OF RFID AND AUTOMATED MATERIAL HANDLERS

RFID

In 2019, RFID (Radio Frequency Identification) is a mature technology that has been deployed across a wide range of industries. RFID systems rely on small tags, attached to some kind of object, that emit a frequency at short distances. The frequency identifies the object to a "reader" device. In the library context, tags are attached to items like books and DVD cases (typically in addition to barcodes to allow libraries without RFID system to identify the item). Readers can be self-check machines, inventory wands, or small pads at customer service and staff stations.



Figure 1 http://www.shopbrodart.com

RFID tags emit a frequency and consume a small amount of power. As a result, tags so have a lifespan and need to be replaced eventually. Many tags will last up to 10 years before needing to be replaced. Tags occasionally fail or are damaged by patrons and require replacement as well. This situation does not differ greatly from our current reality where barcodes wear to the point of being unreadable or begin to peel away from items. We learned from several vendors that tags purchased on rolls tend to degrade faster. In the early days of RFID adoption, tags were very expensive. In 2019, tags cost between \$.10 and \$.30 per tag. Book vendors like Baker and Taylor will provide books with tags for an additional cost as well.

Several International Standards Organization (ISO) international standards govern RFID encoding and decoding, guaranteeing interoperability between different types of tags and different systems. This interoperability ensures that any investment in RFID technology will be sustainable and scalable in the future. In fact, several libraries we spoke have worked with multiple vendors over the course of their time using RFID. Standards ensure that collections don't have to be retagged or equipment changed out when the library changes vendors.

RFID tagging has been widely adopted in libraries. Adoption began in the late 1990s and early 2000s. By 2006, an article in the journal *Information Technology and Libraries* estimated that there were "35 million library items tagged worldwide in more than

three hundred libraries"¹ Libraries have adopted this technology to take advantage of features like include:

- More efficient circulation workflows
- Better customer experience during checkout
- Immediate item returns and receipts
- Inventory management

RFID technology is a widely adopted, mature technology that continues to be seen as a viable solution for a variety of applications. A recent article about the RFID industry predicts continued, steady growth into the 2020s.



Figure 2 https://www.idtechex.com

The article's author estimate that the entire RFID market is worth over \$13 billion dollars.² and estimate that there are 8 billion tags used in the apparel business alone.

In light of this widespread use in lucrative fields like retail, it is unlikely that RFID technology will be phased out any time soon. The only replacement technology on the horizon are "UHF" tags, which are a variation of the HF ("high frequency") RFID tags

¹ Singh, Jay, et al. "The State of RFID Applications in Libraries." Information Technology & Libraries, vol. 25, no. 1, Mar. 2006, pp. 24–32.

² https://www.idtechex.com/en/research-report/rfid-forecasts-players-and-opportunities-2018-2028/642

commonly used in libraries. UHF tags use a high frequency signal and are able to transmit data over longer distances (up to 15 feet). According to one vendor we interviewed, UHF tags are being tested in Europe for tollbooth applications. The Grand Rapids Public Library adopted UHF but is an outlier. As an article about HF and UHF tags explains, HF tags can be preferable to UHF tags in some instances: "Increased penetrability of working field of the HF readers allows more efficient reading of labels located inside the objects of accounting or inside package. Relatively small range of HF tags, which is essentially possible, makes them preferable in systems with high information security requirements."³. Because many retail book stores use UHF tags, experts recommend that libraries continue using HF tags to present interference.⁴

Materials Handler

Automated material handlers (AMH) are machines made up of conveyor belts, RFID readers, and bins. The reader reads the RFID tag on a returned item and routes that item to the correct bin. AMH systems can be designed to accommodate different numbers of bins. A small number of bins (usually 5 or less) sort items into broad categories like youth materials, AV items, and so on. More bins result in a more refined sort.



Figure 3 https://www.lyngsoesystems.com

³ <u>https://www.intechopen.com/online-first/rfid-in-libraries-automatic-identification-and-data-collection-technology-for-library-documents</u>

⁴ *RFID in U.S. Libraries.* June 2012, https://groups.niso.org/apps/group_public/download.php/8269/RP-6-2012_RFID-in_US_Libraries.pdf

AMH systems also have patron returns and a staff "ingestion" point. Patrons either feed items in one at a time, or return their items as a stack. As a recent *Library Technology Report* article explains, single items returns allow materials to be checked in immediately, a feature that patrons at several libraries we interviewed appreciated. Returning multiple items at once speeds up the return process, but does not allow for immediate check-in and receipts. ⁵

These automated systems also make workflows more efficient and provide an exciting interactive component to the building. As an article from *Library Journal* in 2018 explains, "Return to shelf (RTS) time for returned materials averages about three to six days for libraries without sorters, compared with 24 hours with a sorting system."⁶ Not only do items appear on the shelves more quickly, they are done so with fewer errors. AMH machines also can be a fun, interactive display for patrons. More and more, "[it is] not unusual to see the sorter integrated into the design [of a library] to showcase it—via peepholes that allow views of the conveyor belt or the sorters—which, when done well, can be fun and interactive."⁷

After the initial capital costs associated with the AMH machine, we would pay an annual maintenance and service fee to the vendor we select. Over the course of the last 10 years, AMH vendors have improved their customer service and response time. We also hear consistently from the libraries we spoke with that staff, particularly IT and Maintenance staff, will need to provide support and service.

The vendors we interviewed did not identify any paradigm changing innovations in the AMH space. That said, there continue to be incremental improvements in these systems. Modern systems are more modular than in the past, allowing the machine to grow or shrink to meet capacity demands. Several vendors recommended starting with a smaller handler and increasing its size to meet our needs. The *Library Journal* article noted above references innovations in the software and services. For example, TechLogic, a company that manufactures AMHs, is integrating the ability to deal with

⁵ Ayre, Lori Bowen. "Library RFID Systems for Identification, Security, and Materials Handling." Library Technology Reports, vol. 48, no. 5, July 2012, pp. 9–16.

⁶ "Materials on Hand." Library Journal, vol. 143, no. 9, May 2018, pp. 21–25.
donated books into their AMH software. Libraries with multiple branches benefit from newer systems that can intelligently route books to meet patron demand.

TAKEAWAYS AND RECOMMENDATIONS

RFID Tagging

In order to take advantage of RFID technologies, libraries must convert their existing collections. Each item in the collection must be tagged and have the tag encoded as well. Collection tagging requires the following equipment: a PC with barcode scanner, an RFID reader (such as an RFID pad), and programming software.⁸ Vendors often rent tagging stations to help to expedite the process. Typically, a team of two (watch an example) works together to tag an area of the collection. One person tags the items, while the second person removes books from the shelves to tag and then re-shelves them. Depending on the type of tagging machine used, materials could be tagged at the rate of 100-300 items per hour with a manual tagging machine, or up to 1,000 items per hour with an automatic tagging machine.

Both vendors and libraries consistently recommend that the tagging timeline not exceed 6 months. If the timeline is stretched beyond 6 months, the project loses its focus and staff lose excitement over the transition to RFID. Libraries we spoke with also recommended weeding the collection before tagging.

We spoke with libraries that outsourced their tagging and tagged their collections themselves. Outsourcing the tagging process may speed up the conversion process but is an additional expense to consider. Additionally, the libraries we spoke with made it clear that library staff still need to be involved with overseeing the outsourcing staff and checking their work. In-house tagging may not cost as much as outsourcing, but might take longer to complete. In addition, we may need to factor in additional wages to pay staff to tackle larger parts of the project.

⁸ *RFID in U.S. Libraries.* June 2012, https://groups.niso.org/apps/group_public/download.php/8269/RP-6-2012_RFID-in_US_Libraries.pdf

Not all items can or will be tagged in this bulk conversion process. Some items like kits or backpacks will still require hand processing. Materials will continue to require barcodes to allow items to circulate to libraries that do not have RFID systems.

- Tagging projects should be 6 months or less
- Outsourcing may speed up conversion, but will require staff intervention
- Plan for clean up work and tagging items like kits or backpacks

Self-Checkout Machines

Self-checkout machines that use RFID for the checkout process are much more efficient that machines that rely on barcodes. Instead of scanning each individual barcode, an RFID pad can read and checkout a stack of materials at once. These improvements aren't just theoretical. The libraries with spoke to all agreed that having self-check machines available makes it easier and faster for patrons.



Figure 4 https://www.bibliotheca.com

In addition to these general benefits, self-checkout machines offer benefits in specific use cases and for specific types of patrons. They appeal to patrons who are self-sufficient and who might be in a hurry to find their materials, check-out, and leave. Patrons who have concerns about privacy or are checking out books on a sensitive topic may prefer to use a self-check machine as well. We also found in our user testing

that self-check machines serve as an effective adjunct to the traditional checkout desk, particularly when the checkout line is long. Furthermore, by diverting quick transactions away from the Circulation desk, we allow allow patrons who need more individualized help receive it from a Circulation Clerk.

We learned that in self-checkout machines are very successful and highly used service points. According to Holly Bucks with the Poudre River Public Library District in Colorado, self-check machine accounts for 88% of their checkouts at their main branch. We heard similar figures ranging from 50% to 60% from other libraries. Poudre River Public Library District's main branch has 9 self-checkout machines located throughout the building, which may partially explain their high usage rate.

- Self-checkout machines are more efficient and private
- Libraries see 50% to 80% of circulation done at self-checkout machines

Efficiency

As we have mentioned throughout this report, RFID makes circulation workflows much more efficient. This efficiency benefits patrons and staff. Patrons enjoy a better checkout experience and higher availability of collections. Staff experience much less routinized and repetitive work.

One way that libraries quantify these gains in efficiency is the number of times staff touch or manipulate an item during the check-in process. One library calculated their process required staff to touch an item 11 times before it went back on the shelf. With RFID, this was reduced to 3 times. If we average around 1,500 check-ins per day at Northbrook, we are touching these items as many as 16,500 times.

Libraries also track how long it takes an item to be returned and then put back on the shelf. Two libraries we spoke with indicated that their turnaround time decreased from 2-3 days to 4-6 hours. Not only does this mean that items are back on shelf more quickly, it also means that public service desk staff don't spend as much time locating items in the workroom for patrons. Also, our self-locations in the catalog are much more accurate as a result of this efficiency.

- RFID reduces repetitive and routinized tasks
- Staff handle items up to 9 times less often with RFID

• Items are back on shelf within hours, not days

Staffing

Introducing automation in a customer service environment often stokes anxieties and fears about depersonalization and staff reductions. Recently, a library patron voiced this concern when we were testing our Polaris self-check computer, "The library, in offering a community center where human contacts are structured, friendly, professional, and brief, affords me and others like me something really special: Reconnection."

We learned from our interviews that quite the opposite happens when libraries adopt these technologies. In fact, circulation staff are able to focus more on face-to-face customer service and more impactful activities like outreach and committee work. The Deputy Director at the Westmont Public Library commented how their circulation positions went "from clerical/customer to very customer service."

Because they were focusing more on customer service, several libraries adjusted their job descriptions and their hiring criteria. Libraries that adopt automation, in other words, need to recruit individuals who show greater interpersonal and customer service skills, rather than showing an aptitude for focused, task-oriented work.

The only examples of staff reduction that we discovered occurred due to retirement and attrition. Libraries like Lake Villa Public Library have found they are able to run the Circulation department with fewer staff on duty. As a result, they have tended to not fill positions or reallocate hours for different needs. At Northbrook, we already are seeing a similar trend as our overall headcount in the department has gone from 42 to 37 over the last two years. This reduction is sustainable due to better workflows, more training, and less reliance on paper.

As we consider implementing RFID and these related technologies, we do need to think about ways that the Circulation Clerk position may change. We should consider adding a small information or welcome desk. We also need to account for the need to have staff who help patrons at the self-check machines, at least in the initial rollout and early adoption stages.

• Automation does not mean staff reductions

- Staff focus more on customer service and value-added tasks
- Streamlining may lead to position not being filled in the future

Security

RFID technologies are not inherently better at reducing theft than other methods, like magnetic strips in items. That said, security is one of the features we need to consider when making decisions about RFID implementation.

There are two main security considerations when discussing RFID: case locking and security gates. We have already converted our collection to have unlocked cases. This decision will benefit us when we migrate to RFID. By not locking our cases, we will be able to offer a more streamlined checkout process and reduce costs. Case unlocking equipment that accompany self-check machines is very expensive and prone to error. Because the check-out process is unmediated, patrons will often walk away from the self-check without unlocking their cases.

In our experience, theft is a very minor problem at our library, and in instances where we have experienced theft, the theft occurred by people using fake library cards, not cracking cases. Other libraries that we have worked at have had locked cases and have found that a motivated thief will pry open cases very easily.

We would also need to decide what to do about security gates. Unlike magnetic strips, security gates that integrate with RFID systems can read the tags and sound an alarm if the tag is still active. Self-check machines deactivate the tag as part of the checkout process, which does reduce false positives. RFID-based security gates are not fool proof. If the RFID tag in the item is damaged or dead, the gate will not sound.



Figure 5 https://www.bibliotheca.com/library-security/#rfidgate

The vendors we spoke with offer many types of security gates, some of them are quite attractive. Of course, modern, streamlined security gates come at a cost. Since our current gates are disabled, we do not recommend replacing the security gates. We would need to repair the floor where the gates are now.

- Security gates read RFID tags, but tags may be damaged or removed
- Unlocking cases (which we have done) reduces costs and complexity
- We should consider not replacing our security gates with RFID

Timelines and Cost

As we mentioned in the section on tagging, the project timelines for implementing RFID can vary greatly and are largely up to the library. The vendors we interviewed were used to projects that ran very quickly and ones that ran very slowly. They accommodate the needs of the customer.

Based on what we have learned from our research, we feel that we could complete a project like this in 12 to 18 months. Outsourcing the tagging project would help speed up this timeline.

Project costs will vary based on the vendor, hardware models and quantity, and how we choose to tag the collection. The numbers below are based on a preliminary quote from one vendor, Envisionware, and talking with area libraries. We also have included estimated construction costs to remodel the lobby and Circulation workroom to accommodate the AMH. Finally, we have listed estimated annual service and licensing fees associated with RFID and AMH.

RFID & Automated Material Handler

RFID Tagging and Self-check machines (6)	\$120,000
Automated Material Handler	\$180,000
Total:	\$300,000
Outsourced Tagging [optional]	\$95,000
Total with outsourcing:	\$395,000

Construction Costs

Lobby and Circulation Workroom Remodel		\$855,000
	Total:	\$855,000

Total Project Costs

RFID, AMH, Construction		
	Total:	\$1,155,000
RFID, Outsourcing, AMH, Construction		
	Total:	\$1,250,000

Recurring Annual Costs (Year 2-5)

Extended Hardware Warranty/Software Support	\$50,000/annually
Beginning in Year Two	



Memorandum

DATE: September 12, 2018

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director

RE: Technology Disaster Recovery

At the previous Board meeting on August 15, 2019, the Board directed library and Outsource Solutions Group (OSG) staff to investigate ways to ensure that we are able to reconstitute our IT services in the event of a network intrusion or disaster scenario.

Library and OSG staff will update the Board on actions that have taken place since that discussion and provide information about additional offsite backup options.



Memorandum

DATE: September 9, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Unexpected Company Artwork Sale

As I mentioned at last month's board meeting, I received a call from Richard J. Demato of RJD Gallery inquiring whether we would be interested in selling the following piece, Unexpected Company by Andrea Kowch, which is currently on display in the Reference Department:



Richard is interested in purchasing it for a client for \$24,000. We originally acquired the piece through our annual juried art show in 2008 for \$2,000. The \$2,000 was paid by the Friends of the Library.

I have spoken with the Friends of the Library Board and they had two thoughts to share with the board. First, they would like the board to consider not selling it at all. Some of the FOL board mentioned that they liked this piece of artwork and appreciated that it was owned by the library. They also shared that if the board was going to sell it, they hope the money could be dedicated for a specific project instead of put into the general fund and the Friends be given attribution for whatever the funds are used for.

In terms of whether there might be another buyer, I spoke with Paul Klein, an art appraiser, and received the following information:

No work of hers art has ever appeared at auction. You could call Sotheby's or Christie's and see if they are interested. If the painting sold for \$50,000 at auction you'd probably receive \$35 – 38,000 after expenses and commissions.

I think selling it privately (not through auction or gallery) would be difficult.

I'd get in touch with Sotheby's or Christie's and get a sense it that's a worthwhile route. The auction would likely be spring. The gallery will not be interested in the piece if it does not sell at auction. However, if it is there, they may try to defend it.

Depending on what the auction house said - that should not take but a few days, but might be 2 weeks - I'd make a determination about direction.

It's a nice painting and will probably appreciate further.

Warmly, Paul



I reached out to Christie's and Sotheby's and neither are interested. I look forward to hearing from the board what direction you would like to go.



1201 Cedar Lane, Northbrook, IL 60062 847-272-6224 847-272-5362(fax)

Memorandum

DATE: 9/12/19

TO: Trustees

FROM: Anna Amen

RE: 2019 Levy – Draft I

Attached is a draft of FY21 expenses based upon actual data and a forecast of FY20, and Property Tax Levy History. The figures show a levy increase of 3.0% over FY19.

While reviewing this data please keep in mind

- Debt Services payments will increase once the new bond has been finalized and this has been considered as we compiled information for the FY19 Levy for the operating fund. The actual debt service amount that will be submitted is based upon our current debt services payment schedule.
- Operating Fund items to note
 - Materials is approximately 12% of the operating budget
 - Telephone expense increased due to the upcoming VOIP phone system monthly service contract
 - Amount of transfer to CIF; the amount is greater than estimated in the facility plan to potentially reduce the need for future bond issuances

We usually submit the levy amounts to the Village after the November Library Board meeting

	No	rthbrook Pu	Jblic Libran				
	Ge	eneral Fund	- Expenses				
	201	9 Levy (FY2	021) - Drafi EY18		EV30	EV31	
	Description	Actual	Actual	Actual	Forecast	Levy	% Change
PERSONAL SERVICES							
Salaries and Wages		3,305,464	3,382,529	3,489,313	3,623,956	3,732,675	7.0%
Total Personal Services		\$ 3,441,959	\$ 3,532,352	\$ 3,645,027	\$ 3,790,790	3,909,285	3.1%
FRINGE BENEFITS							
Group Insurance	Medical, Dental, Vision, Life	455,773	452,874	496,171	502,990	528,140	5.0%
Unemployment/ Worker's Comp		29,572	30,751	36,051	25,000	26,250	5.0%
Training & Development	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff day	54,428	52,431	62,958	100,000	100,000	0.0%
Total Fringe Benefits		\$ 539,773	\$ 536,056	\$ 595,179	\$ 627,990	\$ 654,390	4.2%
COMMODITIES							
Materials	Books, Ebooks, Periodicals, Audio Visual, Videos/DVD's	810,143	848,148	859,747	920,000	950,000	3.3%
Programs	Fiction& Media, Reference, Young Adult, Youth Services, Digital Services, Admin	111,379	123,211	117,050	132,000	132,000	0.0%
Office & Library Supplies	Supplies less than \$500	64,082	67,569	56,556	70,000	70,000	0.0%
Software	Blackbaud, Boopsie, Adobe, Getty, 3M, Evanced, Titlesource, Remote Printing	800,83	60,470	73,712	103,000	108,150	5.0%
Postage		24,330	24,385	15,604	20,000	20,000	0.0%
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, School librarian breakfast, Rotary	38,584	38,336	48,079	52,000	52,000	0.0%
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	33,130	36,995	45,771	45,000	45,000	0.0%
Total Commodities		\$ 1,149,656	\$ 1,199,114	\$ 1,216,519	\$ 1,342,000	\$ 1,377,150	2.6%
CONTRACTUAL							
ocic		16,922	18,069	23,902	20,584	21,613	5.0%
Interlibrary Charges		651	0		0	0	
CCS Shared Costs		71,818	74,338	75,923	81,467	85,540	5.0%
Photocopy	Copy machine lease payment, Supplies & page charges, Coin op lease payment, My PC lease payment, Papercut lease payment, SimpleScan lease payment	49,714	49,379	51,100	40,000	40,000	0.0%
General Insurance	General liability, Auto, Property, Cyber, Flood	61,016	61,689	53,216	58,000	60,900	5.0%
Telephone	Phone lines, Fiber optic cable	22,105	13,906	14,878	20,000	35,400	77.0%

	No	rthbrook P		ic Librar	· ~					
	2019	9 Levy (FY)	202	1) - Drafi	Ξ					
		FY17		FY18	FY19		FY20		FY21	
	Description	Actual	1	Actual	Actual	1_	orecast		Levy	% Change
Professional Services	Attorney, Auditor, Independent contractor	161,472		219,670	231,878		270,000		270,000	0.0%
Equipment Rental/Maintenance	Piano, Laminator, Microfilm readers, Computer switches, Postage machine, Phone system, Binding	17,524		35,969	14,854		20,000		20,000	0.0%
Vehicle Expense		2,787		802	620		1,000		2,500	150.0%
Utilities	Gas, Water, Garbage	50,181		52,829	60,720		53,000		53,000	0.0%
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	28,279		15,384	24,019		30,000		30,000	0.0%
Contracted Services	Alarm, Backflow service, Elevator, Cleaning, Email, Snow removal, Carpet cleaning, HVAC, Sprinkler	99,862		104,743	116,658	··	135,000		135,000	0.0%
Recruiting		1,173		400	388		500_		500	%0.0
Total Contractual Service	35	\$ 583,504	69	647,178	\$ 668,157	¢\$	729,551	₩	754,454	3.4%
CAPITAL OUTLAY										
Furniture and Equipment	Items greater than \$500	153,502		150,514	81,704		160,000		160,000	0.0%
Total Capital Outlay		\$ 153,502		150,514	\$ 81,704	*	160,000	₩	160,000	0.0%
OTHER										
Contingency & Misc Exp		20,497		4,634	4,374		4,143		100,000	2313.6%
Net Loss on Investment		(449)	(6,318)	1,495					
Board Development		203		762	754		3,500		3,500	0.0%
I otal Uther		\$ 20,251	- \$	(922).	\$ 6,623	~	7,643	₩	103,500	1254.1%
DESIGNATED EXPENSES		\$ 110,582	\$	135,377	\$ 63,303	64	53,470	₩	100,000	87.0%
TRANSFERS			•							
Debt Service Transfer		\$ 37,736	\$	23,092	\$ 9,095	ŝ	25,000	ŝ	25,000	0.0%
Capital Improvements		\$ 368,210	÷	469,000	\$ 1,115,000	\$	743,000	ф	505,410	-32.0%
Total Transfers		\$ 405,946	₩	492,092	\$ 1,124,095	\$	768,000	₩	530,410	30.7%
TOTAL EXPENSES		\$ 6,405,173	μ	6,691,761	\$ 7,400,608	69	7,479,445	6 4	7,589,188	18.5%

Northbrook Public Library Operating Fund - Revenue 2019 Levy (FY2021) - Draft I

Levy		7,439,188
Uncollectable Levy		(150,000)
Replacement Tax		100,000
Fines & Fees		50,000
interest income		50,000
Other Income - Gifts		100,000
Total Estimated Income		7,589,188
Total Expense	, * 1	7,589,188
Surplus/(Deficit)	* * · · · · · · · · · · · · · · · · · ·	(0)

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1002	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Levy Year
70 60	94-95	95-96	96-97	97-98	66-86	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	60-80	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	Fiscal Year
000 210 0	2,107,500	2,213,036	2,313,196	2,360,000	2,445,000	2,567,250	2,740,000	2,958,000	3,175,000	3,412,000	3,682,000	3,880,000	4,080,000	4,230,000	4,526,100	4,850,000	5,194,000	5,355,490	5,625,000	5,845,000	6,015,000	6,069,135	6,235,000	6,411,000	7,219,783	7,479,000	7,439,188	General
121.500	132,000	130,000	120,000	105,000	112,000	105,000	85,000	0	6,000	55,000	156,000	206,000	213,000	240,000	240,000	255,000	261,000	275,000	320,000	380,000	410,000	440,000	470,000	475,000	490,000	490,000	490,000	IMRF
104.500	105,000	114,000	105,000	102,000	108,000	125,000	120,000	131,000	154,000	163,000	158,000	186,000	180,000	180,000	208,000	218,000	228,000	236,000	240,000	250,000	255,000	260,000	265,000	270,000	280,000	280,000	289,000	FICA
2 2/2 000	2,344,500	2,457,036	2,538,196	2,567,000	2,665,000	2,797,250	2,945,000	3,089,000	3,335,000	3,630,000	3,996,000	4,272,000	4,473,000	4,650,000	4,974,100	5,323,000	5,683,000	5,866,490	6,185,000	6,475,000	6,680,000	6,769,135	6,970,000	7,156,000	7,989,783	8,249,000	8,218,188	Total Operating
					744,818	784,297	813,125	814,434	800,750	789,754	822,450	782,763	767,099	760,189	765,702	765,664	768,889	777,385	789,566	787,970	1,019,486	1,008,141	1,010,891	1,016,420	528,137	528,404	822,538	Debt Service
2.242.000	2,344,500	2,457,036	2,538,196	2,567,000	3,409,818	3,581,547	3,758,125	3,903,434	4,135,750	4,419,754	4,818,450	5,054,763	5,240,099	5,410,189	5,739,802	6,088,664	6,451,889	6,643,875	6,974,566	7,262,970	7,699,486	7,777,276	7,980,891	8,172,420	8,517,920	8,777,404	9,040,726	Total Library
9.6%	4.6%	4.8%	3.3%	1.1%	32.8%	5.0%	4.9%	3.9%	6.0%	6.9%	9.0%	4.9%	3.7%	3.2%	6.1%	6.1%	6.0%	3.0%	5.0%	4.1%	6.0%	1.0%	2.6%	2.4%	4.2%	3.0%	3.0%	% Increase

Northbrook Public Library Property Tax Levy History

Page 126 of 127

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NORTHBROOK PUBLIC LIBRARY

Scheduled Closing Days for Calendar 2020

New Year's Eve	Tuesday, December 31, 2019 (close at 3:00 p.m.)
New Year's Day	Wednesday, January 1, 2020
Safety Training	Monday, January 24, 2020 (late open)
Safety Training	Friday, March 6, 2020 (library closed All Day)
Easter	Sunday, April 12, 2020 (not a paid holiday)
Staff Development Day	Friday, April 17, 2020 (library closed All
Memorial Day	Monday, May 25, 2020
Fourth of July	Saturday, July 4, 2020
Safety Training	Friday, August 7, 2020 (late open)
Labor Day	Sunday, September 6, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Eve	Wednesday, November 26, 2020 (close at 6:00 p.m.)
Thanksgiving	Thursday, November 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	Thursday, December 31, 2020 (close at 3:00 p.m.)
New Year's Day	Friday, January 1, 2021