

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

January 16, 2020 | 7:30 p.m.

Northbrook Public Library | 1201 Cedar Lane

Northbrook, IL 60062

Join by Computer: <https://meetings.ringcentral.com/j/1487549002>

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Meeting ID: 148 754 9002

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of Electronic Vote\* - Mr. Carlos M. Früm  
\*Approval of electronic participation by Mr. Kayhan Parsi for all votes at this meeting
- 4 Approval of the Agenda – Mr. Carlos M. Früm
- 5 Approval of Minutes – Mr. Carlos M. Früm
  - 5.1 Regular Session Minutes – November 21, 2019
  - 5.2 Special Session Minutes – November 13, 2019
- 6 Public Comments
  - 6.1 Korean Interns Introduction
- 7 Monthly Treasurer's Report – Ms. Jami Xu
  - 7.1 Review Monthly Financial Statements
  - 7.2 Approve Bills and Charges from November and December, 2019
- 8 Monthly Foundation Report – Ms. Anna Amen
- 9 Economic Development Committee Report – Mr. Jay Glaubinger
- 10 Staff Reports – Ms. Kate Hall
- 11 Unfinished Business
  - 11.1 Parking Lot Barrier
  - 11.2 Discuss Friends of the Library joint meeting with Board of Trustees
- 12 New Business
  - 12.1 2<sup>nd</sup> Floor study room bid review and approval
  - 12.2 Fine Free Recommendation
  - 12.3 Closed Session
- 13 Agenda Building
- 14 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
12/31/2019**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	7,014,711.71	25,844.14	483,059.42	6,557,496.43
	Restricted	273,538.30	4,740.43	3,136.96	275,141.77
	IMRF	606,771.40	377.36	26,652.13	580,496.63
	Fica	186,639.15	215.64	22,946.02	163,908.77
	Total Operating	<u>\$ 8,081,660.56</u>	<u>\$ 31,177.57</u>	<u>\$ 535,794.53</u>	<u>\$ 7,577,043.60</u>
<b><u>Capital Improvement</u></b>		<u>\$ 5,823,436.20</u>	<u>\$ 7,204.03</u>	<u>\$ 1,652.30</u>	<u>\$ 5,828,987.93</u>
<b><u>Debt Service</u></b>		<u>\$ 9,037.35</u>	<u>\$ 8.23</u>		<u>\$ 9,045.58</u>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	187,679.04	4,050.53	337.15
ProPay		-	-
PayPal	3,200.63	-	-
GSB - Money Market	225,563.58	-	-
Fifth Third - Checking/Money Market	7,096,041.43	5,268,344.24	-
Certificates of Deposit (detail below)		502,560.02	5,044.57
US Bancorp	655.35	508.49	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00	-	-
Total	<u>\$ 7,577,043.60</u>	<u>\$5,828,987.93</u>	<u>\$ 9,045.58</u>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NB&T - 16808	<u>\$ 502,560.02</u>	06/25/20	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NB&T - 16829	<u>\$ 5,044.57</u>	07/13/20	0.250%	365

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

**Northbrook Public Library**  
**Income Statement**  
12/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.6%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$4,135.29	\$5,731.27	\$7,025,413.16	\$7,314,966.25	\$7,329,000.00	99.81%
Replacement Tax	\$0.00	\$0.00	\$48,237.02	\$59,463.32	\$100,000.00	59.46%
Impact Fees	\$538.25	\$289.85	\$3,388.25	\$2,194.45	\$0.00	0.00%
Fines, Fees & Rentals	\$5,068.65	\$5,422.19	\$38,921.22	\$39,191.29	\$50,000.00	78.38%
Interest Income	\$10,288.55	\$10,077.28	\$83,377.20	\$105,102.49	\$50,000.00	210.21%
Other Income	\$233.00	\$1,670.72	\$2,662.81	\$11,323.81	\$100,000.00	11.32%
Total Undesignated Revenue	\$20,263.74	\$23,191.31	\$7,201,999.66	\$7,532,241.61	\$7,629,000.00	98.73%
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$1,009.29	\$4,684.83	\$69,867.96	\$88,778.09	\$100,000.00	88.78%
Designated Interest Income	\$46.21	\$55.60	\$246.35	\$411.15	\$0.00	0.00%
Total Designated Revenue	\$1,055.50	\$4,740.43	\$70,114.31	\$89,189.24	\$100,000.00	89.19%
<b>Total Revenues</b>	<b>\$21,319.24</b>	<b>\$27,931.74</b>	<b>\$7,272,113.97</b>	<b>\$7,621,430.85</b>	<b>\$7,729,000.00</b>	<b>98.61%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$58,513.66	\$52,298.42	\$561,616.96	\$606,377.78	\$920,000.00	65.91%
Audio Visual	\$43,799.87	\$40,325.12	\$472,384.12	\$508,924.27		
Videos/DVDs	\$6,492.59	\$5,293.95	\$48,703.96	\$51,186.63		
Programs	\$8,221.20	\$6,679.35	\$40,528.80	\$46,266.88		
OCLC	\$2,473.42	\$3,336.27	\$74,505.47	\$75,694.55	\$132,000.00	57.34%
CCS Shared Costs	\$6,922.26	\$15.25	\$15,177.72	\$14,943.46	\$26,000.00	57.47%
Total Materials & Services	\$12,653.80	\$0.00	\$50,615.20	\$53,387.64	\$84,000.00	63.56%
Total Materials & Services	\$80,563.14	\$55,649.94	\$701,915.35	\$750,403.43	\$1,162,000.00	64.58%
<b>Human Resources</b>						
General Salaries and Wages	\$288,162.68	\$297,170.69	\$2,316,224.44	\$2,423,059.75	\$3,814,017.00	63.53%
Maintenance Salaries & Wages	\$12,781.10	\$13,689.63	\$102,248.80	\$106,928.99	\$182,458.00	58.60%
Group Insurance	\$41,517.86	\$51,231.61	\$337,590.46	\$390,909.57	\$575,000.00	67.98%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$25,784.91	\$18,064.17	\$25,000.00	72.26%
Staff Development	\$1,293.57	\$2,810.12	\$41,262.86	\$47,009.64	\$100,000.00	47.01%
Total Human Resources	\$343,755.21	\$364,902.05	\$2,823,111.47	\$2,985,972.12	\$4,696,475.00	63.58%

# Northbrook Public Library

## Income Statement

12/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.6%
<b>Operating Costs</b>						
Photocopy	\$2,915.93	\$4,044.83	\$38,090.29	\$22,858.23	\$40,000.00	57.15%
Office & Library Supplies	\$2,195.27	\$3,718.65	\$37,430.39	\$41,176.31	\$70,000.00	58.82%
Software	\$510.00	\$1,299.66	\$64,246.90	\$69,886.18	\$103,000.00	67.85%
Postage	\$0.00	\$61.71	\$15,278.34	\$15,377.76	\$20,000.00	76.89%
General Insurance	\$717.20	\$0.00	\$38,705.08	\$49,162.88	\$58,000.00	84.76%
Telephone/Internet	\$783.58	\$835.01	\$6,449.11	\$19,683.76	\$20,000.00	98.42%
Professional Services	\$19,328.92	\$19,399.17	\$177,094.54	\$183,429.99	\$270,000.00	67.94%
Furniture, Equipment	\$3,535.36	\$7,049.93	\$53,659.09	\$59,245.51	\$160,000.00	37.03%
Equipment Rental & Maintenance	\$990.51	\$75.00	\$5,830.26	\$10,638.83	\$20,000.00	53.19%
Community Relations	\$1,269.85	\$5,866.34	\$28,813.91	\$28,213.62	\$52,000.00	54.26%
Total Operating Costs	\$32,246.62	\$42,350.30	\$465,597.91	\$499,673.07	\$813,000.00	61.46%
<b>Maintenance</b>						
Vehicle Expense	\$56.82	\$89.58	\$242.04	\$1,923.32	\$2,500.00	76.93%
Janitorial Supplies	\$1,560.52	\$2,192.38	\$23,827.96	\$26,302.40	\$45,000.00	58.45%
Utilities	\$4,871.69	\$9,519.48	\$36,412.37	\$31,446.90	\$53,000.00	59.33%
Building Repairs	\$0.00	\$0.00	\$18,740.28	\$4,357.00	\$30,000.00	14.52%
Contracted Services	\$9,292.00	\$4,871.25	\$78,278.35	\$92,818.99	\$135,000.00	68.75%
Total Maintenance	\$15,781.03	\$16,672.69	\$157,501.00	\$156,848.61	\$265,500.00	59.08%
<b>Other Expenses</b>						
Recruiting	\$0.00	\$0.00	\$198.00	(\$42.00)	\$500.00	(8.40%)
Contingency & Misc Exp	\$690.75	\$873.68	\$3,136.98	\$2,974.00	\$100,000.00	2.97%
Board Development	\$0.00	\$212.77	\$400.00	\$212.77	\$3,500.00	6.08%
Total Other Expenses	\$690.75	\$1,086.45	\$3,734.98	\$3,144.77	\$104,000.00	3.02%
Total Undesignated Expenses	\$473,036.75	\$480,661.43	\$4,151,860.71	\$4,396,042.00	\$7,040,975.00	62.44%
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$2,065.12	\$1,807.07	\$21,484.39	\$51,309.79	\$100,000.00	51.31%
Designated Materials Expense	\$0.00	\$381.29	\$1,182.86	\$5,714.79	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$67.01	\$948.60	\$17,026.98	\$15,693.60	\$0.00	0.00%
Total Designated Expenses	\$2,132.13	\$3,136.96	\$43,009.76	\$119,145.68	\$100,000.00	119.15%
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Expenses</b>	<b>\$475,168.88</b>	<b>\$483,798.39</b>	<b>\$4,194,870.47</b>	<b>\$4,515,187.68</b>	<b>\$7,728,975.00</b>	<b>58.42%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$453,849.64)</b>	<b>(\$455,866.65)</b>	<b>\$3,077,243.50</b>	<b>\$3,106,243.17</b>	<b>\$25.00</b>	



**Northbrook Public Library**  
**Income Statement**  
12/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.6%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$284.61	\$375.49	\$469,689.75	\$479,253.89	\$490,000.00	97.81%
Property Tax Levy FICA	\$162.64	\$214.57	\$268,394.16	\$273,859.38	\$280,000.00	97.81%
Interest Income IMRF	\$0.38	\$1.88	\$35.63	\$38.41	\$50.00	76.82%
Interest Income FICA	\$0.21	\$1.07	\$20.35	\$21.96	\$50.00	43.92%
Total Undesignated Revenue	\$447.84	\$593.01	\$738,139.89	\$753,173.64	\$770,100.00	97.80%
<b>Total Revenues</b>	<b>\$447.84</b>	<b>\$593.01</b>	<b>\$738,139.89</b>	<b>\$753,173.64</b>	<b>\$770,100.00</b>	<b>97.80%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$30,994.88	\$26,652.13	\$246,889.37	\$215,174.60	\$490,000.00	43.91%
Employer FICA	\$22,225.58	\$22,946.02	\$178,889.29	\$186,996.92	\$280,000.00	66.78%
Total Human Resources	\$53,220.46	\$49,598.15	\$425,778.66	\$402,171.52	\$770,000.00	52.23%
Total Undesignated Expenses	\$53,220.46	\$49,598.15	\$425,778.66	\$402,171.52	\$770,000.00	52.23%
<b>Total Expenses</b>	<b>\$53,220.46</b>	<b>\$49,598.15</b>	<b>\$425,778.66</b>	<b>\$402,171.52</b>	<b>\$770,000.00</b>	<b>52.23%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$52,772.62)</b>	<b>(\$49,005.14)</b>	<b>\$312,361.23</b>	<b>\$351,002.12</b>	<b>\$100.00</b>	

# Northbrook Public Library

## Income Statement

12/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.6%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$191.77	\$7,204.03	\$1,549.19	\$25,199.06	\$6,000.00	419.98%
Total Undesignated Revenue	\$191.77	\$7,204.03	\$1,549.19	\$25,199.06	\$6,000.00	419.98%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$82,925.00	\$563,000.00	14.73%
Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$4,092,925.00	\$563,000.00	726.98%
<b>Total Revenues</b>	<b>\$191.77</b>	<b>\$7,204.03</b>	<b>\$1,549.19</b>	<b>\$4,118,124.06</b>	<b>\$569,000.00</b>	<b>723.75%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$129.60	\$132.30	\$304.60	\$324,782.56	\$652,000.00	49.81%
Professional Fees	\$926.25	\$1,520.00	\$22,092.75	\$46,044.32	\$168,000.00	27.41%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$1,055.85	\$1,652.30	\$22,645.75	\$428,261.91	\$820,000.00	52.23%
Total Undesignated Expenses	\$1,055.85	\$1,652.30	\$22,645.75	\$428,261.91	\$820,000.00	52.23%
<b>Total Expenses</b>	<b>\$1,055.85</b>	<b>\$1,652.30</b>	<b>\$22,645.75</b>	<b>\$428,261.91</b>	<b>\$820,000.00</b>	<b>52.23%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$864.08)</b>	<b>\$5,551.73</b>	<b>(\$21,096.56)</b>	<b>\$3,689,862.15</b>	<b>(\$251,000.00)</b>	

# Northbrook Public Library

## Income Statement

12/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	66.6%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$306.77	\$404.92	\$506,246.01	\$516,830.22	\$528,404.00	97.81%
Interest Income	\$9.10	\$10.23	\$191.76	\$157.04	\$1,000.00	15.70%
Total Undesignated Revenue	\$315.87	\$415.15	\$506,437.77	\$516,987.26	\$529,404.00	97.65%
<b>Total Revenues</b>	<b>\$315.87</b>	<b>\$415.15</b>	<b>\$506,437.77</b>	<b>\$516,987.26</b>	<b>\$529,404.00</b>	<b>97.65%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$0.00	\$0.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$528,137.10</b>	<b>\$528,403.64</b>	<b>\$528,903.64</b>	<b>99.91%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$315.87</b>	<b>\$415.15</b>	<b>(\$21,699.33)</b>	<b>(\$11,416.38)</b>	<b>\$500.36</b>	

Northbrook Public Library  
Income Statement  
11/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.3%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$36,441.98	\$29,602.04	\$7,021,277.87	\$7,309,234.98	\$7,329,000.00	99.73%
Replacement Tax	\$48,237.02	\$0.00	\$48,237.02	\$59,463.32	\$100,000.00	59.46%
Impact Fees	\$579.70	\$0.00	\$2,850.00	\$1,904.60	\$0.00	0.00%
Fines, Fees & Rentals	\$4,152.19	\$4,610.91	\$33,852.57	\$33,769.10	\$50,000.00	67.54%
Interest Income	\$10,731.93	\$10,587.60	\$73,088.65	\$95,025.21	\$50,000.00	190.05%
Other Income	\$461.11	\$262.25	\$2,429.81	\$9,653.09	\$100,000.00	9.65%
<b>Total Undesignated Revenue</b>	<b>\$100,603.93</b>	<b>\$45,062.80</b>	<b>\$7,181,735.92</b>	<b>\$7,509,050.30</b>	<b>\$7,629,000.00</b>	<b>98.43%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$3,681.17	\$16,283.51	\$68,858.67	\$84,093.26	\$100,000.00	84.09%
Designated Interest Income	\$47.74	\$57.44	\$200.14	\$355.55	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$3,728.91</b>	<b>\$16,340.95</b>	<b>\$69,058.81</b>	<b>\$84,448.81</b>	<b>\$100,000.00</b>	<b>84.45%</b>
<b>Total Revenues</b>	<b>\$104,332.84</b>	<b>\$61,403.75</b>	<b>\$7,250,794.73</b>	<b>\$7,593,499.11</b>	<b>\$7,729,000.00</b>	<b>98.25%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$90,693.49	\$84,700.96	\$503,103.30	\$554,079.36	\$920,000.00	66.04%
Audio Visual	\$81,784.06	\$72,386.63	\$428,584.25	\$468,599.15		
Videos/DVDs	\$5,851.25	\$6,166.36	\$42,211.37	\$45,892.68		
Programs	\$3,058.18	\$6,147.95	\$32,307.68	\$39,587.53		
OCLC	\$5,426.45	\$7,800.60	\$72,032.05	\$72,358.28	\$132,000.00	56.51%
CCS Shared Costs	\$214.25	\$122.75	\$8,255.46	\$14,928.21	\$26,000.00	57.42%
	\$0.00	\$0.00	\$37,961.40	\$53,387.64	\$84,000.00	63.56%
<b>Total Materials &amp; Services</b>	<b>\$96,334.19</b>	<b>\$92,624.31</b>	<b>\$621,352.21</b>	<b>\$694,753.49</b>	<b>\$1,162,000.00</b>	<b>64.39%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$293,465.08	\$309,528.21	\$2,028,061.76	\$2,125,889.06	\$3,814,017.00	55.74%
Maintenance Salaries & Wages	\$12,781.10	\$13,355.46	\$89,467.70	\$93,239.36	\$182,458.00	51.10%
Group Insurance	\$41,970.93	\$51,228.61	\$296,072.60	\$339,794.96	\$575,000.00	59.09%
Unemployment/Worker's Comp	\$0.00	\$0.00	\$25,784.91	\$18,064.17	\$25,000.00	72.26%
Staff Development	\$8,393.05	\$3,981.73	\$39,969.29	\$44,199.52	\$100,000.00	44.20%
<b>Total Human Resources</b>	<b>\$356,610.16</b>	<b>\$378,094.01</b>	<b>\$2,479,356.26</b>	<b>\$2,621,070.07</b>	<b>\$4,696,475.00</b>	<b>55.81%</b>

Northbrook Public Library  
Income Statement  
11/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.3%
<b>Operating Costs</b>						
Photocopy	\$5,923.89	\$765.00	\$35,174.36	\$18,813.40	\$40,000.00	47.03%
Office & Library Supplies	\$2,652.45	\$3,679.02	\$35,235.12	\$37,457.66	\$70,000.00	53.51%
Software	\$8,076.42	\$5,054.23	\$63,736.90	\$68,586.52	\$103,000.00	66.59%
Postage	\$0.00	\$145.23	\$15,278.34	\$15,316.05	\$20,000.00	76.58%
General Insurance	\$0.00	\$0.00	\$37,987.88	\$49,162.88	\$58,000.00	84.76%
Telephone/Internet	\$795.42	\$11,965.15	\$5,665.53	\$18,848.75	\$20,000.00	94.24%
Professional Services	\$23,069.97	\$17,166.67	\$157,765.62	\$164,030.82	\$270,000.00	60.75%
Furniture, Equipment	\$2,319.68	\$5,777.88	\$50,123.73	\$52,195.58	\$160,000.00	32.62%
Equipment Rental & Maintenance	\$326.70	\$176.99	\$4,839.75	\$10,563.83	\$20,000.00	52.82%
Community Relations	\$526.41	\$987.98	\$27,544.06	\$22,347.28	\$52,000.00	42.98%
<b>Total Operating Costs</b>	<b>\$43,690.94</b>	<b>\$45,718.15</b>	<b>\$433,351.29</b>	<b>\$457,322.77</b>	<b>\$813,000.00</b>	<b>56.25%</b>
<b>Maintenance</b>						
Vehicle Expense	\$45.29	\$0.00	\$185.22	\$1,833.74	\$2,500.00	73.35%
Janitorial Supplies	\$2,748.12	\$2,660.82	\$22,267.44	\$24,110.02	\$45,000.00	53.58%
Utilities	\$5,452.43	\$563.03	\$31,540.68	\$21,927.42	\$53,000.00	41.37%
Building Repairs	\$3,539.00	\$0.00	\$18,740.28	\$4,357.00	\$30,000.00	14.52%
Contracted Services	\$12,010.00	\$15,462.96	\$68,986.35	\$87,947.74	\$135,000.00	65.15%
<b>Total Maintenance</b>	<b>\$23,794.84</b>	<b>\$18,686.81</b>	<b>\$141,719.97</b>	<b>\$140,175.92</b>	<b>\$265,500.00</b>	<b>52.80%</b>
<b>Other Expenses</b>						
Recruiting	\$0.00	\$48.00	\$198.00	(\$42.00)	\$500.00	(8.40%)
Contingency & Misc Exp	\$213.32	\$155.40	\$2,446.23	\$2,100.32	\$100,000.00	2.10%
Board Development	\$400.00	\$0.00	\$400.00	\$0.00	\$3,500.00	0.00%
<b>Total Other Expenses</b>	<b>\$613.32</b>	<b>\$203.40</b>	<b>\$3,044.23</b>	<b>\$2,058.32</b>	<b>\$104,000.00</b>	<b>1.98%</b>
<b>Total Undesignated Expenses</b>	<b>\$521,043.45</b>	<b>\$535,326.68</b>	<b>\$3,678,823.96</b>	<b>\$3,915,380.57</b>	<b>\$7,040,975.00</b>	<b>55.61%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$1,365.52	\$42,495.36	\$19,419.27	\$49,502.72	\$100,000.00	49.50%
Designated Materials Expense	\$33.89	\$1,399.66	\$1,182.86	\$5,333.50	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$1,749.01	\$925.00	\$16,959.97	\$14,745.00	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$3,148.42</b>	<b>\$44,820.02</b>	<b>\$40,877.63</b>	<b>\$116,008.72</b>	<b>\$100,000.00</b>	<b>116.01%</b>
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$588,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$524,191.87</b>	<b>\$580,146.70</b>	<b>\$3,719,701.59</b>	<b>\$4,031,389.29</b>	<b>\$7,728,975.00</b>	<b>52.16%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$419,859.03)</b>	<b>(\$518,742.95)</b>	<b>\$3,531,093.14</b>	<b>\$3,562,109.82</b>	<b>\$25.00</b>	

02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.3%
Property Tax Levy-IMRF	\$2,508.14	\$1,939.43	\$469,405.14	\$478,878.40	\$490,000.00	97.73%
Property Tax Levy FICA	\$1,433.22	\$1,108.25	\$268,231.52	\$273,644.81	\$280,000.00	97.73%
Interest Income IMRF	\$2.35	\$3.58	\$35.25	\$36.53	\$50.00	73.06%
Interest Income FICA	\$1.34	\$2.05	\$20.14	\$20.89	\$50.00	41.78%
Total Undesignated Revenue	\$3,945.05	\$3,053.31	\$737,692.05	\$752,580.63	\$770,100.00	97.73%
Total Revenues	\$3,945.05	\$3,053.31	\$737,692.05	\$752,580.63	\$770,100.00	97.73%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$31,541.53	\$27,491.30	\$215,894.49	\$188,522.47	\$490,000.00	38.47%
Employer FICA	\$22,631.04	\$23,865.55	\$156,663.71	\$164,050.90	\$280,000.00	58.59%
Total Human Resources	\$54,172.57	\$51,356.85	\$372,558.20	\$352,573.37	\$770,000.00	45.79%
Total Undesignated Expenses	\$54,172.57	\$51,356.85	\$372,558.20	\$352,573.37	\$770,000.00	45.79%
Total Expenses	\$54,172.57	\$51,356.85	\$372,558.20	\$352,573.37	\$770,000.00	45.79%
NET SURPLUS/(DEFICIT)	(\$50,227.52)	(\$48,303.54)	\$365,133.85	\$400,007.26	\$100.00	

Northbrook Public Library

Income Statement

11/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.3%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$201.86	\$4,925.60	\$1,357.42	\$17,995.03	\$6,000.00	299.92%
<b>Total Undesignated Revenue</b>	<b>\$201.86</b>	<b>\$4,925.60</b>	<b>\$1,357.42</b>	<b>\$17,995.03</b>	<b>\$6,000.00</b>	<b>299.92%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$82,925.00	\$0.00	\$82,925.00	\$563,000.00	14.73%
Bond Proceeds	\$0.00	\$4,010,000.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$4,092,925.00</b>	<b>\$0.00</b>	<b>\$4,092,925.00</b>	<b>\$563,000.00</b>	<b>726.98%</b>
<b>Total Revenues</b>	<b>\$201.86</b>	<b>\$4,097,850.60</b>	<b>\$1,357.42</b>	<b>\$4,110,920.03</b>	<b>\$569,000.00</b>	<b>722.48%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$0.00	\$60,524.56	\$175.00	\$324,650.26	\$652,000.00	49.79%
Professional Fees	\$12,000.00	\$18,265.04	\$21,166.50	\$44,524.32	\$168,000.00	26.50%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$57,435.03	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$12,000.00</b>	<b>\$78,789.60</b>	<b>\$21,589.90</b>	<b>\$426,609.61</b>	<b>\$820,000.00</b>	<b>52.03%</b>
<b>Total Undesignated Expenses</b>	<b>\$12,000.00</b>	<b>\$78,789.60</b>	<b>\$21,589.90</b>	<b>\$426,609.61</b>	<b>\$820,000.00</b>	<b>52.03%</b>
<b>Total Expenses</b>	<b>\$12,000.00</b>	<b>\$78,789.60</b>	<b>\$21,589.90</b>	<b>\$426,609.61</b>	<b>\$820,000.00</b>	<b>52.03%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$11,798.14)</b>	<b>\$4,019,061.00</b>	<b>(\$20,232.48)</b>	<b>\$3,684,310.42</b>	<b>(\$251,000.00)</b>	

Northbrook Public Library  
Income Statement  
11/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	58.3%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$2,703.35	\$2,091.43	\$505,939.24	\$516,425.30	\$528,404.00	97.73%
Interest Income	\$22.14	\$30.17	\$182.66	\$146.81	\$1,000.00	14.68%
<b>Total Undesignated Revenue</b>	<b>\$2,725.49</b>	<b>\$2,121.60</b>	<b>\$506,121.90</b>	<b>\$516,572.11</b>	<b>\$529,404.00</b>	<b>97.58%</b>
<b>Total Revenues</b>	<b>\$2,725.49</b>	<b>\$2,121.60</b>	<b>\$506,121.90</b>	<b>\$516,572.11</b>	<b>\$529,404.00</b>	<b>97.58%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$138,030.55	\$134,716.32	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$252,076.00	\$258,971.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$390,106.55</b>	<b>\$393,687.32</b>	<b>\$528,137.10</b>	<b>\$528,403.64</b>	<b>\$528,403.64</b>	<b>100.00%</b>
<b>Total Undesignated Expenses</b>	<b>\$390,106.55</b>	<b>\$393,687.32</b>	<b>\$528,137.10</b>	<b>\$528,403.64</b>	<b>\$528,403.64</b>	<b>100.00%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$390,106.55</b>	<b>\$393,687.32</b>	<b>\$528,137.10</b>	<b>\$528,403.64</b>	<b>\$528,903.64</b>	<b>99.91%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$387,381.06)</b>	<b>(\$391,565.72)</b>	<b>(\$22,015.20)</b>	<b>(\$11,831.53)</b>	<b>\$500.36</b>	



**Northbrook Public Library**  
**Bills, Charges and Transfers for Board of Trustee Approval**  
**Month of December 19**

**Operating Funds**

Library Claims List	\$	111,850.53
Librarian's Claims List	\$	13,448.52
Payroll	\$	297,635.10
Fica/IMRF	\$	49,598.15
ACH to IPBC	\$	63,262.23
<b>Total Operating Funds</b>	<b>\$</b>	<b>535,794.53</b>

**Capital Improvement Fund**

Claims List	\$	1,652.30
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**Debt Service Fund**

<b>Grand Total Library</b>	<b>\$</b>	<b>537,446.83</b>
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**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
23992	12/19/2019	Ancel Glink P.C.	\$665.00	monthly attorney
23993	12/19/2019	First Bankcard	\$2,680.51	monthly payment credit card
23994	12/19/2019	Village of Northbrook Water Dept.	\$3,304.84	quarterly payment water bill
23995	12/31/2019	Amazon	\$3,210.17	monthly payment amazon
23996	12/31/2019	Apple Books	\$2,427.90	monthly payment materials
23997	12/31/2019	Baker & Taylor	\$24,968.69	monthly payment materials
23998	12/31/2019	Bayscan Technologies	\$1,174.30	monthly payment supplies
23999	12/31/2019	Bibliotheca, LLC.	\$1,866.78	monthly payment materials
24000	12/31/2019	Brainfuse Inc.	\$1,050.00	annual payment database
24001	12/31/2019	CallOne	\$826.01	monthly payment telephone
24002	12/31/2019	CDW Government, Inc.	\$1,703.41	annual payment equipment
24003	12/31/2019	CenterPoint Energy Services, Inc.	\$5,652.64	monthly payment utilities (this represents 2 months of expense)
24004	12/31/2019	Discovery Benefits, Inc.	\$2,870.98	monthly payment flexible spending, dedendant care and commuter benefit
24005	12/31/2019	F.E. Moran, Inc.	\$1,560.00	annual payment fire inspection
24006	12/31/2019	Garaventa USA Inc.	\$705.00	monthly payment equipment repair
24007	12/31/2019	Grainger	\$1,108.05	monthly payment janitorial supplies
24008	12/31/2019	HR Source	\$1,050.00	monthly payment professional services
24009	12/31/2019	Impact Networking LLC	\$8,276.35	quarterly payment copier and printer charges & annual payment for printer
24010	12/31/2019	Midwest Tape	\$8,918.51	monthly payment materials
24011	12/31/2019	New York Times	\$2,106.00	annual payment periodical
24012	12/31/2019	Northbrook Chamber of Commerce	\$860.00	annual payment chamber dues
24013	12/31/2019	Outsource Solutions Group, Inc.	\$17,969.67	monthly payment professional fees & annual payment software
24014	12/31/2019	Overdrive	\$3,655.85	monthly payment materials
24015	12/31/2019	Petersen Bros. Plastics, Inc.	\$1,094.60	monthly payment supplies
24016	12/31/2019	Runco Office Supply	\$977.51	monthly payment supplies
24017	12/31/2019	Russian Publishing House Ltd.	\$617.06	monthly payment materials
24018	12/31/2019	Siemens Industry Inc.	\$1,931.25	quarterly payment HVAC maintenance
24019	12/31/2019	Tsai Fong Books, Inc.	\$960.07	monthly payment materials
24020	12/31/2019	Tumbleweed Press Inc.	\$1,800.00	annual payment database
24021	12/31/2019	Vis-O-Graphic, Inc.	\$5,094.38	bimonthly payment for newsletter
24022	12/31/2019	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease

\$111,850.53

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

Transaction Number	Transaction Date	Reference	Payments
49802	12/19/2019	Advanced Disposal	\$ 562.00
49803	12/19/2019	American Button Machines	\$87.69
49804	12/19/2019	Aaron Ashmann	\$55.35
49805	12/19/2019	B&H Photo-Video	\$135.00
49806	12/19/2019	The Book Bin	\$45.00
49807	12/19/2019	Costco	\$121.30
49808	12/19/2019	Curtains for You	\$431.05
49809	12/19/2019	Discovery Benefits - Simplify	\$117.00
49810	12/19/2019	Cathleen Doyle	\$188.13
49811	12/19/2019	Kelly Durov	\$38.00
49812	12/19/2019	East View Publication	\$419.00
49813	12/19/2019	Fast Signs	\$351.70
49814	12/19/2019	Anna Fillmore	\$72.04
49815	12/19/2019	James Galeno	\$350.00
49816	12/19/2019	Bridget Golembiewski	\$35.42
49817	12/19/2019	Hala Haddad	\$23.03
49818	12/19/2019	Caitlyn Hannon	\$54.08
49819	12/19/2019	Image Specialties of Glenview, Inc.	\$13.20
49820	12/19/2019	David Kosrow	\$517.50
49821	12/19/2019	Amanda Margis	\$21.32
49822	12/19/2019	Party Princess Productions	\$315.00
49823	12/19/2019	Petty Cash Custodian	\$206.43
49824	12/19/2019	Belinda Potoma	\$50.00
49825	12/19/2019	Mary Lynn Saks	\$51.75
49826	12/19/2019	Lori Schlernitzauer	\$101.14
49827	12/19/2019	Sujin Song	\$150.00
49828	12/19/2019	Sunset Food Mart, Inc.	\$125.75
49829	12/19/2019	Sweetwater	\$57.44
49830	12/19/2019	The Horn Book Inc.	\$72.00
49831	12/19/2019	Universal Film Exchanges LLC	\$250.00
49832	12/19/2019	VBS CAL, LLC	\$251.64
49833	12/19/2019	WEX Bank	\$80.70
49834	12/19/2019	Wisconsin Glacier Springs Company	\$30.85
49835	12/31/2019	American Library Association, Membership	\$373.00
49836	12/31/2019	Aquatic Works LTD	\$175.00
49837	12/31/2019	Baker & Taylor Entertainment	\$599.45
49838	12/31/2019	Center Point Publishing	\$46.74
49839	12/31/2019	Cintas	\$325.00

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

Transaction Number	Transaction Date	Reference	Payments
49840	12/31/2019	CleanTools Company/Emgee	\$66.72
49841	12/31/2019	Demco, Inc.	\$101.56
49842	12/31/2019	EBSCO Information Services	\$108.00
49843	12/31/2019	Findaway World, LLC	\$138.73
49844	12/31/2019	Gale/Cengage Learning Inc.	\$581.81
49845	12/31/2019	Garvey's Office Products	\$47.98
49846	12/31/2019	Grayslake Area Public Library District	\$19.99
49847	12/31/2019	The Home Depot Credit Services	\$43.11
49848	12/31/2019	Illinois Heartland Library System-OCLC	\$15.25
49849	12/31/2019	Illinois Library Association	\$100.00
49850	12/31/2019	ITsavvy LLC	\$350.00
49851	12/31/2019	Johnson Plastics Plus	\$74.08
49852	12/31/2019	Lechner Services	\$231.43
49853	12/31/2019	Libraries First	\$275.00
49854	12/31/2019	Library Ideas LLC	\$459.40
49855	12/31/2019	MatterHackers, Inc.	\$95.95
49856	12/31/2019	Diego Morales	\$40.00
49857	12/31/2019	Nicole M. Mueller	\$22.00
49858	12/31/2019	Northbrook Hardware	\$103.18
49859	12/31/2019	Ocooch Hardwoods	\$366.73
49860	12/31/2019	Dan Petrosko	\$157.50
49861	12/31/2019	Recorded Books, Inc.	\$118.10
49862	12/31/2019	Sheet Music Plus	\$116.90
49863	12/31/2019	Susan A. Silverman	\$38.95
49864	12/31/2019	Swank Motion Pictures Inc.	\$496.00
49865	12/31/2019	The Office of the State Fire Marshall	\$500.00
49866	12/31/2019	Thomson Reuters -West Payment Ctr.	\$314.88
49867	12/31/2019	VSP of Illinois, NFP	\$321.78
49868	12/31/2019	Yami Vending Inc.	\$480.17
49869	12/31/2019	Costco	\$250.00
49870	12/31/2019	North American	\$513.62

\$ 13,448.52

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

Transaction Number	Transaction Date	Reference	Payments	Description
1721	12/19/2019	Ancel Glink P.C.	\$1,520.00	payment attorney - study room/penthouse; phone; RFID projects
1722	12/31/2019	Paddock Publications Inc	\$132.30	payment bid noticed - study room/penthouse project
			<u>\$1,652.30</u>	

**Northbrook Public Library  
Bills, Charges and Transfers for Board of Trustee Approval  
Month of November 19**

**Operating Funds**

Library Claims List	\$	167,624.53
Librarian's Claims List	\$	16,394.62
Payroll	\$	309,657.73
Fica/IMRF	\$	51,356.85
ACH to IPBC	\$	63,262.23
Transfer to Debt Service	\$	275,050.10
<b>Total Operating Funds</b>	<b>\$</b>	<b>883,346.06</b>

**Capital Improvement Fund**

Claims List	\$	37,163.04
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**Debt Service Fund**

2012 A Principal & Interest Payment	\$	36,417.32
2012 B Principal & Interest Payment	\$	34,520.00
2013 B Principal & Interest Payment	\$	322,750.00
<b>Total Debt Service Fund</b>	<b>\$</b>	<b>393,687.32</b>

**Grand Total Library**

<b>\$</b>	<b>1,314,196.42</b>
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**Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
23885	9/30/2019	Nicole Frankel	(\$600.00)	monthly payment programming
23959	11/13/2019	Jennie Brown	\$600.00	monthly payment programming
23960	11/13/2019	CallOne	\$848.31	monthly payment telephone
23961	11/13/2019	Chicago Sun Times	\$624.00	annual payment periodical
23962	11/13/2019	Cintas	\$650.00	monthly payment contracted services
23963	11/13/2019	Cloudbakers	\$3,520.00	annual payment software
23964	11/13/2019	Discovery Benefits, Inc.	\$2,719.52	monthly payment flexible spending, dedendant care and commuter benefit
23965	11/13/2019	EBSCO Information Services	\$24,324.80	annual payment periodical
23966	11/13/2019	First Bankcard	\$4,367.01	monthly payment credit card
23967	11/13/2019	GovConnection, Inc.	\$1,690.88	monthly payment fixed asset
23968	11/13/2019	Moore Landscapes, LLC	\$5,138.25	annual payment plants & plant maintenance
23969	11/13/2019	North American	\$927.80	monthly payment janitorial supplies
23970	11/13/2019	SHI International Corp.	\$2,928.42	annual payment software
23971	11/13/2019	Tee Jay Service Company, Inc.	\$600.00	bi annual payment maintenance
23972	11/13/2019	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease
23973	11/30/2019	Amazon	\$3,346.16	monthly payment amazon
23974	11/30/2019	Apple Books	\$2,080.67	monthly payment material
23975	11/30/2019	Baker & Taylor	\$29,331.91	monthly payment material
23976	11/30/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23977	11/30/2019	Bibliotheca, LLC.	\$2,838.77	monthly payment material
23978	11/30/2019	Displays2Go	\$668.48	monthly payment supplies
23979	11/30/2019	F.E. Moran Mechanical Services	\$4,132.00	annual payment HVAC maintenance
23980	11/30/2019	Gale	\$610.21	monthly payment materials
23981	11/30/2019	Midwest Tape	\$9,863.72	monthly payment materials
23982	11/30/2019	North American	\$890.84	monthly payment janitorial supplies
23983	11/30/2019	OCLC, Inc.	\$745.90	annual payment software
23984	11/30/2019	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees & annual payment software
23985	11/30/2019	Overdrive	\$9,850.13	monthly payment materials
23986	11/30/2019	Recorded Books, Inc.	\$904.81	monthly payment materials
23987	11/30/2019	Ring Central Inc	\$24,241.84	annual payment telephone services
23988	11/30/2019	Olga Rudiak	\$600.00	monthly payment programming
23989	11/30/2019	Runco Office Supply	\$1,539.43	monthly payment materials
23990	11/30/2019	Snow Systems, Inc.	\$3,840.00	monthly payment contracted services
23991	11/30/2019	Swank Motion Pictures Inc.	\$1,189.00	monthly payment programming

\$167,624.53

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

Transaction Number	Transaction Date	Reference	Payments
49716	11/13/2019	VOID	\$ -
49717	11/13/2019	Advanced Disposal	\$563.03
49718	11/13/2019	American Button Machines	\$68.54
49719	11/13/2019	Michael Brodie Austin	\$313.77
49720	11/13/2019	Discovery Benefits - Simplify	\$114.00
49721	11/13/2019	Cathleen Doyle	\$127.04
49722	11/13/2019	Kathleen Drewno	\$15.99
49723	11/13/2019	Kelly Durov	\$104.12
49724	11/13/2019	Get Smart Products	\$171.95
49725	11/13/2019	Bridget Golembiewski	\$154.47
49726	11/13/2019	Benjamin Goluboff	\$250.00
49727	11/13/2019	Kathryn Hall	\$141.64
49728	11/13/2019	Halloran & Yauch, Inc.	\$130.00
49729	11/13/2019	Illinois Heartland Library System-OCLC	\$92.25
49730	11/13/2019	Jean Joslyn	\$50.00
49731	11/13/2019	Summer Kosuge	\$21.08
49732	11/13/2019	Helen Lazzaro	\$50.00
49733	11/13/2019	Helen Lazzaro	\$150.00
49734	11/13/2019	Helen Lazzaro	\$50.00
49735	11/13/2019	Susan Maddox	\$300.00
49736	11/13/2019	Susan Merdinger	\$500.00
49737	11/13/2019	Monoprice, Inc.	\$262.62
49738	11/13/2019	Diego Morales	\$100.00
49739	11/13/2019	Northbrook Park District	\$125.00
49740	11/13/2019	Helena Osorio	\$400.00
49741	11/13/2019	Petty Cash Custodian	\$110.37
49742	11/13/2019	PVB, LLC	\$350.00
49743	11/13/2019	Rotary Club of Northbrook	\$286.00
49744	11/13/2019	Sarah Rustman	\$104.04
49745	11/13/2019	Varsha Singh	\$12.99
49746	11/13/2019	Freda Love Smith	\$250.00
49747	11/13/2019	State of Illinois	\$48.00
49748	11/13/2019	UPS	\$33.07
49749	11/13/2019	Vis-O-Graphic, Inc.	\$545.79
49750	11/13/2019	Robert Waterbury	\$50.00
49751	11/30/2019	Alert Protective Services	\$109.71
49752	11/30/2019	American Library Association	\$102.00
49753	11/30/2019	American Library Association, Membership	\$431.00
49754	11/30/2019	American Spirit	\$18.00
49755	11/30/2019	Aquatic Works LTD	\$175.00
49756	11/30/2019	Baker & Taylor Entertainment	\$422.03
49757	11/30/2019	Gabriel Calderon	\$250.00
49758	11/30/2019	CCH Incorporated	\$172.41
49759	11/30/2019	Center Point Publishing	\$46.74
49760	11/30/2019	Cintas	\$325.00
49761	11/30/2019	Demco, Inc.	\$591.60
49762	11/30/2019	Dornfeld Piano Tuning	\$155.00
49763	11/30/2019	ECO Promotional Products, Inc.	\$576.50



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

Transaction Number	Transaction Date	Reference	Payments
49764	11/30/2019	Emery-Pratt Company	\$46.00
49765	11/30/2019	Fast Signs	\$205.30
49766	11/30/2019	Findaway World, LLC	\$40.69
49767	11/30/2019	Fun Express, LLC	\$63.90
49768	11/30/2019	Garvey's Office Products	\$49.60
49769	11/30/2019	Mark Gelfeld	\$200.00
49770	11/30/2019	Grainger	\$208.02
49771	11/30/2019	Grey House Publishing	\$139.50
49772	11/30/2019	Healthy Life Magazine	\$20.00
49773	11/30/2019	The Home Depot Credit Services	\$123.45
49774	11/30/2019	Illinois Heartland Library System-OCLC	\$30.50
49775	11/30/2019	Illinois Library Association	\$100.00
49776	11/30/2019	Image Specialties of Glenview, Inc.	\$19.80
49777	11/30/2019	Information Today, Inc.	\$455.03
49778	11/30/2019	Lakeshore Learning Materials	\$518.36
49779	11/30/2019	Laser Tag Source	\$229.25
49780	11/30/2019	Lechner Services	\$215.40
49781	11/30/2019	Library Ideas LLC	\$45.53
49782	11/30/2019	MakerBot Industries, LLC	\$302.63
49783	11/30/2019	Ron Mantegna	\$200.00
49784	11/30/2019	Manufacturers News Inc.	\$364.00
49785	11/30/2019	Message Movers	\$128.04
49786	11/30/2019	Diego Morales	\$60.00
49787	11/30/2019	Motion Picture Licensing Corporation	\$210.00
49788	11/30/2019	North Shore Harmonizers, Inc.	\$250.00
49789	11/30/2019	Northbrook Hardware	\$215.51
49790	11/30/2019	Ocooch Hardwoods	\$506.10
49791	11/30/2019	Panera, LLC	\$83.95
49792	11/30/2019	Pioneer Press	\$32.50
49793	11/30/2019	Pitney Bowes Inc.	\$21.99
49794	11/30/2019	Reaching Across Illinois Library System	\$82.50
49795	11/30/2019	Sheet Music Plus	\$115.48
49796	11/30/2019	Sunset Food Mart, Inc.	\$61.88
49797	11/30/2019	The Risk Management Association	\$414.60
49798	11/30/2019	Thomson Reuters -West Payment Ctr.	\$294.28
49799	11/30/2019	UPS	\$29.18
49800	11/30/2019	VSP of Illinois, NFP	\$321.78
49801	11/30/2019	Yami Vending Inc.	\$69.12
International Wire	11/30/2019	The Importance of Being Earnest	\$500.00
			<u>\$ 16,394.62</u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
1715	11/13/2019	VOID - Ancel Glink P.C.		
1716	11/13/2019	Ancel Glink P.C.	\$910.00	Monthly payment attorney
1717	11/13/2019	Calor Design Group, Ltd.	\$5,222.50	Progress Payment for Boiler Ventilation Project
1718	11/13/2019	Product Architecture + Design	\$12,132.54	Progress Payment for Study Room and Penthouse Project
1719	11/30/2019	ATI	\$6,600.00	Phone Project - Implementation Fee
1720	11/30/2019	Ring Central Inc	\$12,298.00	Phone Project - Hardware

\$ 37,163.04

Northbrook Public Library Foundation  
Financial Statements  
December-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations		125.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations		143.57
Total Unrestricted Donations	-	3,925.72
Interest Income-Unrestricted	8.53	64.29
Total Income	8.53	3,990.01
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		19.50
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	269.50
Net Income	8.53	3,720.51

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through December 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 December 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 December 2019	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	4,236.17	
MB Financial - Money Market	50,266.71	
Total Checking/Savings	54,502.88	
Accounts Receivable		
Due from NPL	100.00	
Total Accounts Receivable	100.00	
Total Current Assets	54,602.88	
TOTAL ASSETS	54,602.88	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	50,882.37	
Net Income	3,720.51	
Total Equity	54,602.88	
TOTAL LIABILITIES & EQUITY	54,602.88	

Northbrook Public Library Foundation  
Financial Statements  
November-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		400.00
Auditorium Chair Donations		1,500.00
Individual Donations	25.00	125.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations	36.53	143.57
Total Unrestricted Donations	61.53	3,925.72
Interest Income-Unrestricted	8.25	55.76
Total Income	69.78	3,981.48
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses	19.50	19.50
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	19.50	269.50
Net Income	50.28	3,711.98

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through November 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 November 2019	74
Remaining 24 x 24 Bricks Available for Sale	0
Percent Sold	100%

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

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	4,236.17	
MB Financial - Money Market	50,258.18	
Total Checking/Savings	54,494.35	
Accounts Receivable		
Due from NPL	100.00	
Total Accounts Receivable	100.00	
Total Current Assets	54,594.35	
TOTAL ASSETS	54,594.35	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	50,882.37	
Net Income	3,711.98	
Total Equity	54,594.35	
TOTAL LIABILITIES & EQUITY	54,594.35	

# DIRECTOR'S REPORT

## AGENDA ITEMS

### 11 Unfinished Business

#### 11.1 Parking Lot Barrier

I have included the plans from Kimley Horn in the packet to refresh your memory. I have also included a proposal from the Village for a parking study they are doing on Cedar as this will impact some of the decisions we are making regarding drop-offs.

#### 11.2 Discuss FOL joint meeting with Board of Trustees

Last fall, the board decided to table the discussion on whether to have another joint meeting with the Friends of the Library board. You asked that it be put on this agenda for further discussion.

### 12 New Business

#### 12.1 2nd Floor study room Bid Review and approval

Pepper has reviewed all of the bids for the 2<sup>nd</sup> floor study room project. A memo and documentation is included in the packet. Pepper staff will be presenting the results at the meeting.

#### 12.2 Fine Free Recommendation

I have included a presentation on going Fine Free and look forward to discussing this with the board.

## BOARD NEWS

- ILA Legislative Day is coming up on Monday, February 17 from 7:45-10am at the Arboretum Club in Buffalo Grove. Please let me know if you would like to attend. The event is a great opportunity to meet with our local legislators and other library trustees in the area. This year, [ILA has put together a Legislative Update video that gives an overview of the legislation ILA is in support and opposed to.](#)
- The Office of the Secretary of State/Illinois State Library (ISL), in cooperation with the Illinois Department of Revenue, maintains an interactive map for use by libraries and the general public. The map indicates public library taxing and service areas in Illinois and features multiple layers, including library service areas, and school district and city boundaries. The map is accessible through the [Library Service Areas Map web page](#). We have also worked with the village to include library resident and non-resident status on the [Village's GIS Community Portal Map](#). We hope that this will make it easier for people to know what library they pay taxes to.

- We are again seeking proposals for speakers for our next TEDxNorthbrookLibrary event happening this summer. If you know anyone interested in submitting an application, they can [learn more here](#).
- At the January board meeting we will have four interns from Korea coming. They will be here for the week to learn about how libraries in the United States run and will provide a short presentation to the board about libraries in Korea. We look forward to hosting them.

## FIT INTO PATRONS' LIVES

### Library Wide

- Winter Reading launched December 1 and runs through January 31 with the theme Northbrook Lights. The adult winter reading program features lists and displays of light reading materials. Interactive elements decorate Youth Services including to help children engage in play and learn about the Northern Lights. So far, 311 adults have joined and 150 have already earned a book light as a prize for reading 4 books. We have over 500 youth signed up and for the first time had a line of people on the first day of sign-up. We had 90 youth sign up on the first day!
- Star Wars Day was December 21. Patrons enjoyed engaging in Star Wars themed activities throughout the day. I want to recognize the Star Wars Day committee led by Harvey Huie for all their hard work in preparing for this large event. We estimate that we had over 400 people attend.



## Fiction & Media

- In November, librarian Caitlyn Hannon hosted National Novel Writing Month (NaNoWriMo) write-ins at the library every Sunday afternoon. The write-ins provide space where attendees can brainstorm their ideas together, spend time writing, and share some of their work.
- A new book club audiobook collection, which matches the newest titles in the library book club section, will be launched in the near future. The goal of this collection is to make popular book club titles available in audio book format and shelve them in a way that is easy to browse.
- Binge Boxes will be added to the library's DVD collection in December. Binge boxes are a set of five to six films that fulfill a common theme, for example, holiday films, superheroes, and song and dance. The items will be displayed in the lobby when the collection is launched, making it convenient for grab-and-go patrons. Librarians will monitor usage for demand and determine if more ordering is warranted.

## Reference

- Bryan Brugger attended the quarterly Business Interest Group meeting at the Barrington Public Library. The discussion included Money Smart Week, possible speakers, SCORE partnerships, and overall how we can better serve the business community. Based on suggestion from other libraries, Bryan is investigating offering a shredding program here.

## Youth Services

- Our first 1000 Books Before Kindergarten Graduation was on November 2. Children who completed the program were invited to the event that included snacks, storytime, and a visit from the costume character, Llama, Llama. This program was developed, in part, based on patrons asking for a "finishing" event.
- On November 22, we hosted a StoryFest with the theme "Frozen" in anticipation of patron demand because of the movie "Frozen 2" being released. Patrons participated in making "exploding" snow, painting with Epsom salt, cotton snowball fights, and a storytime with our special guest, Princess Elsa.
- Our new eBook and downloadable audiobook platform launched in early December. The platform will feature youth titles, not teen or adult, with the goal of making youth eBooks and downloadable audiobooks more discoverable. The platform will eventually be connected to District 27, 28, 30, and 31's student's school accounts as well so students will be able to use the collection with either their school ID or public library card number.
- Our annual Winter Break programming got underway with at the end of December with the teen Winter Recharge program. Our annual Noon Year's Eve event was attended by 370 people who enjoyed 2 crafts, a game, a dance party, and new this year, a Glow Room. The annual countdown to noon and balloon. We are chosen destination over the holidays for our community and ramp up programming to accommodate demand.

## EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- Linda Vering and Tracy Gossage represented the library at the Village's Celebration of Cultures event at the North Suburban YMCA on Sunday, November 2. We promoted our foreign language collection, Korean Language Storytime, Spanish Storytime, and Winter Reading. We had interactions with over 100 adults and children.
- Starting in 2020, we are partnering with the Village to help them with some graphic design work. The library will provide designs and promotional materials for some of the Village's events, similar to cooperation with them on the Friday Night Flights event. We look forward to continuing to strengthen our partnership and assist the Village with this need.
- Based on a community member suggestion, the library screened the documentary Most Likely to Succeed on November 20, which examines the history of education in the U.S., and explores new approaches to education to prepare people for 21st century careers. Following the screening, a panel of local educators discussed how the film's themes apply to local high schools
- The library hosted the Northbrook Community Choir for a winter holiday concert on December 9. This partnership between the Library and Park District has been an annual event, and this year over 200 people attended, making it the most well-attended to date.

## INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- Due to decreased circulation and to make the best use of our eBook budget, the library will discontinue the Cloud Library eBook platform by April 30. No new content will be purchased as of January 1. This change will be announced to patrons in the January/February Newsletter and January e-blast, and more information will be provided in March/April. Current Cloud Library content and funds will be moved to the Overdrive eBook platform.

## MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- Anna Amen worked with Joe Skittino to set-up interior plant maintenance. We now have new plants throughout the library.
- Anna Amen and Brodie Austin worked on getting all office windows frosted to provide a more consistent look throughout the building.
- Brodie and I continue to work with the Village to refine our procedures for petitioners to ensure that the Village and Library are following the same process for handling these situations.



# BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

## New Hires – (Replacements)

- Vu Nguyen, part-time Custodian (Maintenance Replacement) started on Dec. 2.

## Terminations

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

- Carolyn Phelan, part-time Librarian (Youth Services) after 40 years of service retired effective Dec. 5.
- Maria Petrova, part-time Shelver (Circulation) resigned effective Dec. 28 to focus more on her school work.

## Other Updates

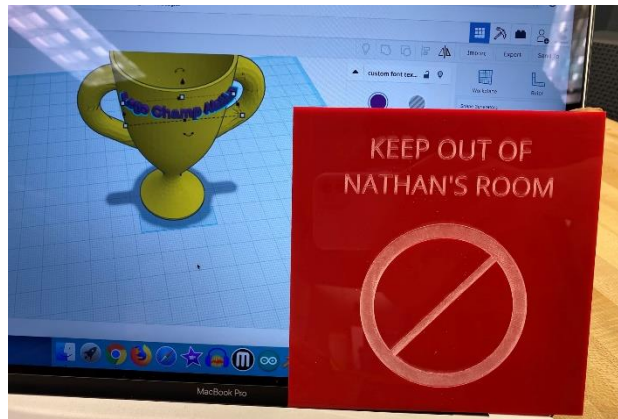
- Bridget Golembiewski attended the YALSA Symposium in Memphis, TN October 31-November 3. Bridget said of the experience: "I gained new ideas for adding to our existing teen programming and how to introduce new programs."
- On December 9, Glenview Northbrook Coalition for Youth gave an informational presentation on vaping and marijuana to highlight modern usage of tobacco, nicotine, and marijuana so that staff can recognize if any of these are being used in the library.
- RFID Project: Brodie Austin and Erin Seeger released the RFP for the technology components of the RFID project. They responded to vendor questions throughout the month and prepared a scoring matrix for reviewing the RFP responses. Responses are due to the library in early January.
- Laurie Prioletti coordinated and attended (along with 11 other staff members) CPR/AED training on December 3. Our instructors were from Northbrook Fire Department and we are certified through December 2021.

Kate Hall  
Executive Director

# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
December, 2019

## RECENT



## THE USER EXPERIENCE

From DSA Michelle Mistalski: Alice and Tom stopped into the Collaboratory to use the Cricut for the first time. A family friend of theirs created a logo and their son wanted the logo to be put over the struck head of the bass drum. Because the original logo was very detailed, we had to edit the design in Adobe Photoshop. Then we uploaded the edited logo into Cricut Design Space. We had to cut the design into two parts in order for it to fit on the Cricut mat. Alice and Tom did a lot of research on how to operate the Cricut and were able to navigate through cutting the vinyl easily. Alice emailed me the finished photo of the logo on the struck head and stopped by the Collaboratory to tell me that her son loved it a lot.



From DSA Bob Couch: A returning patron came in with an idea to make a lamp using incredibly small cuts to achieve a translucent effect. She said she had tried the same thing on acrylic but it just melted, but obviously this one turned out phenomenal! The wood cuts left just perfect slivers that let just enough light through, and they will be interlocked to create a lightbox. She was thrilled with how the project turned out!

## FEEDBACK

"What an amazing opportunity for all! I watched students fascinated by their artwork show up lasered on wood. Everyone including myself were treated so well by your staff (Sean & Summer). Thank you for letting me experience such art."

-S. Costello

"I had 10 Yeti Rambler mugs to engrave, and Sean and Mike were amazing in helping me pick out the layouts, Formats, and proper setup. The project turned out better than I ever expected."

-J. Block

## 3D PRINTING

We printed 70 objects for users in December.

## PROJECTS

December is our busiest month in the Collaboratory, with people coming in to create holiday gifts. Our laser cutter is always the most popular machine to use, and during December we ran a record 736 jobs for patrons, with 264 being run the third week of the month.

December projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	72	3D Printer
Acrylic	52	Laser Cutter
Buttons	32	Button Makers
Cardstock	47	Cricut
Cork Coasters	23	Laser Cutter
DVDs	2	Digitization Room
Embroidery Thread	63	Embroidery Machine
Glasses	38	Laser Cutter
HDPE	0	Carvey
Iron-on	3	Cricut
Keychains	0	Button Makers
Stabilizer Sheets	147	Embroidery Machine
Stamp Block	0	Carvey
Vinyl & Transfer Paper	30	Cricut
Wood	118	Laser Cutter & Carvey

## VISITORS

1163 people visited the Collaboratory over 19 days in December.



# COLLABORATORY UPDATE

Prepared by: Cathleen Doyle  
November, 2019

## RECENT PROJECTS



## THE USER EXPERIENCE



From DSA Kate Henry: A regular patron came in to create decorations for her daughter's Bat Mitzvah, using the daughter's initial, "A". We found a font that would complement her other decorations and then cut the letter out of acrylic. We also cut smaller pieces of acrylic to create a stand for the initial.

design is a take on a board game that her and her friends play together. Because the focal point of her design is the werewolf, she wanted to figure out a way to have it stand out while showcasing other elements of the design such as the grass and phrase. Trish learned how to navigate through Easel to create the areas that she wanted to carve out. Because her Carvey project was going to go over our project limit, she thought about using the



laser cutter to etch out the werewolf. Through a lot of persistence and her willingness to learn and troubleshoot her design on her own, she was able to create her plaque.

“Thank you so much for all of your guys’ help. My friends are going to love this. You guys are awesome!”

### FEEDBACK

“Would love to see a second embroidery machine. The current one seems to always be in constant use. I love the way it is so easy to use. But the best part of the Collaboratory is the people who staff it. What a great, patient group!”

-A. Riguzzi

### 3D PRINTING”

We printed 55 objects for users in November.

### PROJECTS

November projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	82	3D Printer
Acrylic	49	Laser Cutter
Buttons	317	Button Makers
Cardstock	35	Cricut
Cork Coasters	32	Laser Cutter
DVDs	5	Digitization Room
Embroidery Thread	27	Embroidery Machine
Glasses	26	Laser Cutter
HDPE	18	Carvey
Iron-on	3	Cricut
Keychains	5	Button Makers
Stabilizer Sheets	59	Embroidery Machine
Stamp Block	2	Carvey
Vinyl & Transfer Pape	15	Cricut
Wood	71	Laser Cutter & Carvey

### PROGRAMS

118 patrons attended our 14 maker programs in November.

### VISITORS

1193 people visited the Collaboratory over 21 days in November.



November 11th was our second **Northbrook Repairs** program, with many returning volunteers and patrons. We inspected 57 items, saving 36 items from entering the waste stream.

## RAILS Report November 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

Census grant update: RAILS is gradually getting the information they need from the Illinois Department of Human Services (IDHS) to proceed with this project. Amy de la Fuente started work as their project manager on November 1 and she has been doing a great job from the beginning. On her first day RAILS had a call with representatives of the other 4 Regional Intermediaries in the Collar County region, and they submitted a budget revision. RAILS expects to have received orientation from IDHS by the time of the board meeting and can give more details on that, as well as a general progress report.

Statewide database proposal: RAILS staff developed a proposal to establish statewide funding of online databases for all library system members in Illinois. They wrote this document as part of the ILA legislative agenda for FY 2021.

### Aim to be the best library system in the country

New hires: RAILS is very excited to announce that Monica Harris, currently Executive Director of the Schaumburg Township District Library, will join RAILS as Associative Executive Director in January.

### Providing Access to Digital Content/E-Resources/Other Innovative Projects

#### Explore More Illinois Update



As of November 4, 225 libraries are live on Explore More Illinois and there are 24 attractions. Two previous attractions were one-time events that occurred in October, and the Viking Ship in Geneva closed for the season at the end of last month.

RAILS newest attraction is Harris Theater for Music and Dance in Chicago. They are offering up to two free tickets for selected shows for the 2019-2020 season. RAILS is also working with three other attractions to add additional offers in November.



## Providing Greater Purchasing Power

### **SWANK Movie Licensing USA**

Swank Movie Licensing USA offers RAILS public libraries a special, discounted rate for the annual public performance license. Swank recorded a demo that is available on the RAILS website in November. Northbrook Public Library will be able to take advantage of this discount at our next renewal.

## Helping All Libraries Provide the Best Possible Service

### **RAILS Chooses Aten Design Group to Work on L2 Project**

RAILS is partnering with Aten Design Group to provide the design and development of the new L2 (librarylearning.info) platform. L2 is the statewide continuing education calendar and library directory. The new platform will modernize and improve on the current L2, and will be released in summer 2020.

Founded in 2000, Aten has extensive experience working with libraries and library systems, and is the technology partner behind Intercept, an event management system made by libraries for libraries.

## AIMING TO BE THE BEST LIBRARY SYSTEM

### Member Communication/Engagement

#### **ILA Reception and Soon To Be Famous Winners**

In addition to RAILS' very popular exhibit booth at ILA (see above), RAILS hosted a reception sponsored by Baker & Taylor and BiblioBoard. Approximately 150 people attended.

As part of the festivities, Mitchell Davis, BiblioBoard CEO, announced the Soon to Be Famous Illinois Author winners, including the award for adult fiction and new this year, an award for young adult fiction.

The adult winner, *The Bone Shroud* by Jean Rabe, features a group of archaeologists who will do anything to keep their secrets from being revealed. This fast-paced adventure details a desperate race through the streets under modern Rome to find the truth. *The Remedy Files: Illusion* by Lauren Eckhardt, describes the community of Impetus—a society that relies wholly on logic, and entrusts Impetus to make all the decisions for its people. The inevitable conflict between logic and emotion leads to a compelling dystopian tale.

Both winners will receive a cash prize courtesy of BiblioBoard, statewide recognition, and increased exposure through BiblioBoard's online platform. They will also be entered in the international contest run by BiblioBoard's Indie Author Project.

The Soon to Be Famous Illinois Author Project, an initiative created and run by Illinois library staff, is in its sixth year of identifying, recognizing and promoting the work of Illinois indie authors. Through the Indie Author Project, 12 other states and at least one Canadian province have also adopted this model.



STBF winners Lauren Eckhardt and Jean Rabe, and BiblioBoard CEO Mitchell Davis at the RAILS reception.



## MEMORANDUM

To: 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

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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 be 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.

**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**

These alternatives are high-level, conceptual options for consideration and evaluation by the Client. Existing vehicle clearances, a critical component of the evaluation process, were provided by the Client and should be independently verified based on the selected alternative(s). Formal survey, engineering, and coordination with the appropriate jurisdictional agencies will also need to be performed following this selection.

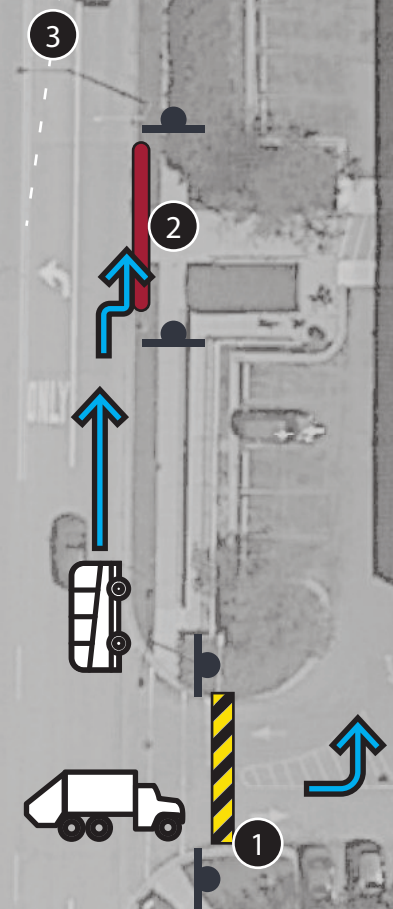
Please do not hesitate to contact us with any questions related to the information in this memorandum.








CHERRY LANE

CEDAR LANE



DRAFT

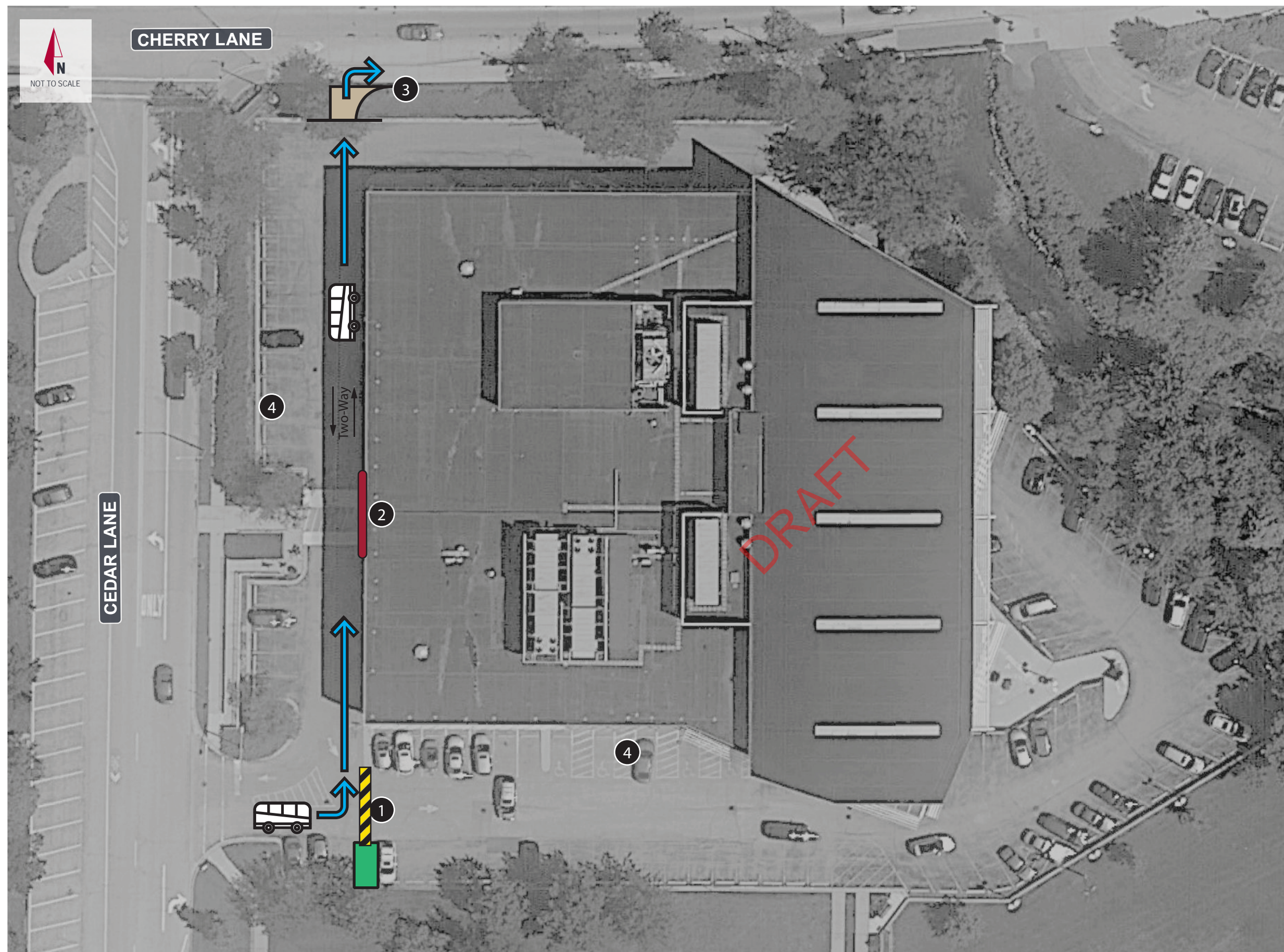
## LEGEND

-  Height-Adjustable Barricade
-  Drop-Off Zone
-  Vans and Buses
-  Garbage Truck
-  Path of Travel
-  Proposed Sign

## ALTERNATIVE CONCEPT

- 1 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 accommodate accessible on-site parking (ie. wheelchair accessible vans).  
Signs on either side of the barricade shall indicate private vehicles only.
- 2 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.
- 3 With the Village of Northbrook, explore restriping to begin left-turn lane north of the loading area.





## LEGEND

-  Height-Adjustable Barricade
-  Drop-Off Zone
-  Vans and Buses
-  Proposed Gated Right-Out Access
-  Path of Travel
-  Proposed Landscape Island

## ALTERNATIVE CONCEPT

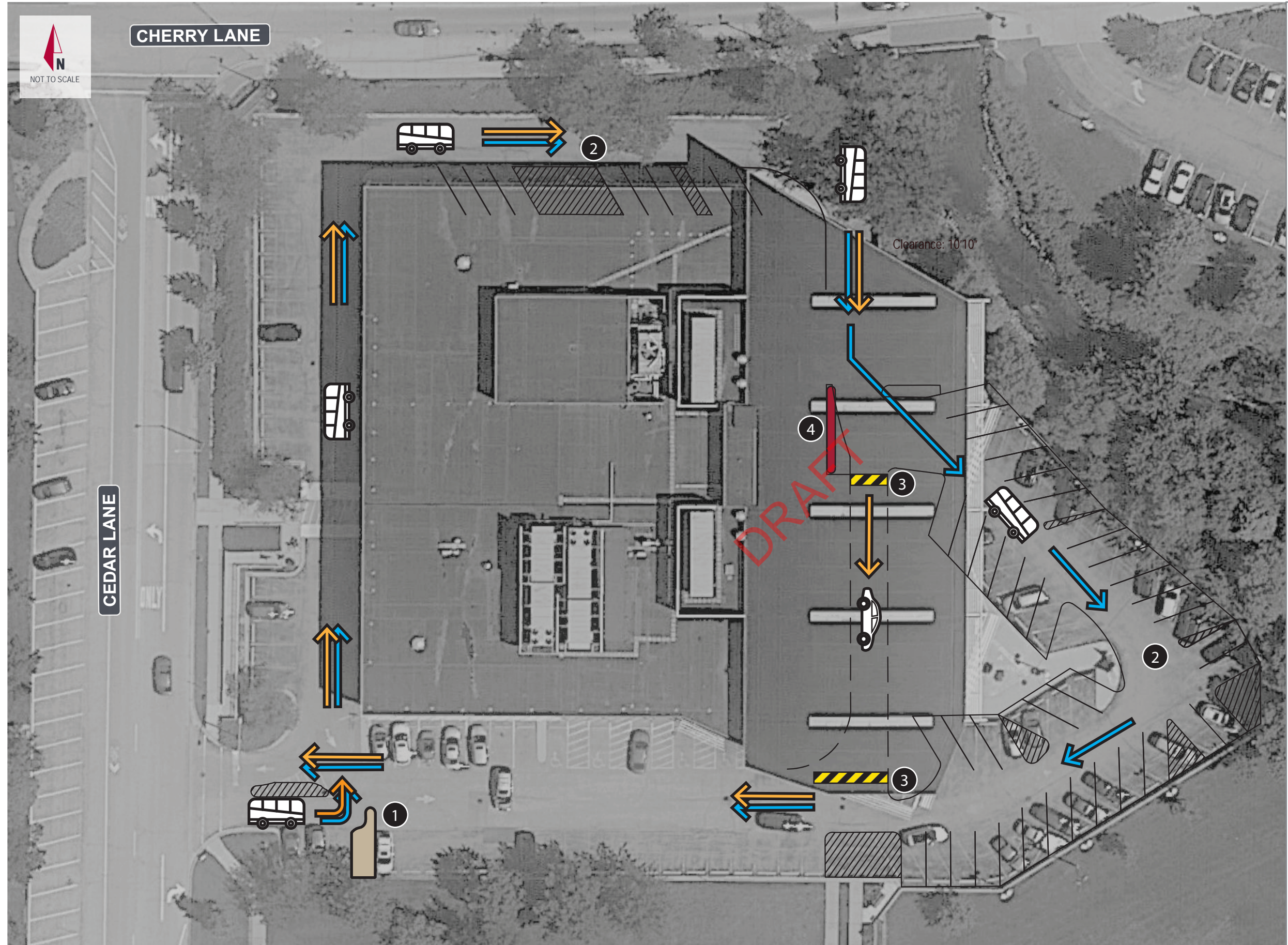
- 1** Install a height-adjustable barricade after the site access. Gate should provide a vertical clearance of 7' and should have signs that indicate it is for private vehicles only. Signage and pavement markings directing shuttles and buses to the left should be provided.
- 2** Vans and buses will drop 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.
- 3** 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.
- 4** Relocate ADA parking from south end of lot to west end due to height-restricted barricade. Confirm ADA-compliant accessible route.





CHERRY LANE

CEDAR LANE



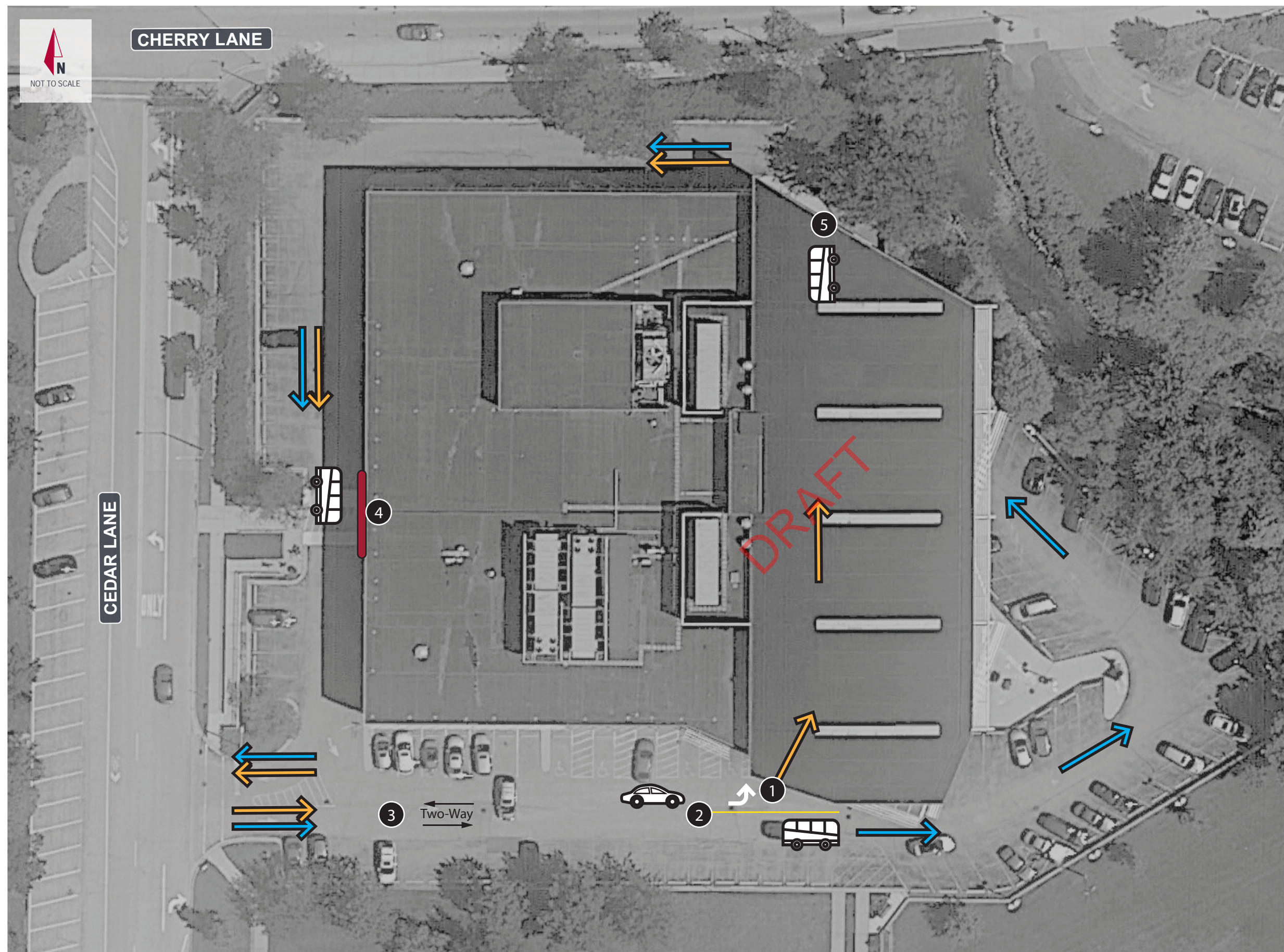
### LEGEND

- Drop-Off Zone
- Vans and Buses
- Passenger Vehicle
- Van and Bus Path of Travel
- Private Vehicle Path of Travel

### ALTERNATIVE CONCEPT

- 1 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.
- 2 Reconfigure parking layout, pavement markings, and signage to circulate traffic clockwise around the site. Results in loss of approximately 6 spaces.
- 3 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 9'6" to support higher vehicles.
- 4 Drop-off will be under canopy with new platform and driveway configuration.





## LEGEND

- Drop-Off Zone
- Vans and Buses
- Passenger Vehicle
- Path of Travel

## ALTERNATIVE CONCEPT

- 1** 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.
- 2** Install pavement striping, including arrows and Cars Only text, in south parking lot to raise awareness of height restriction.
- 3** 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.
- 4** Confirm west side area meets ADA requirements. If so, sign as designated shuttle drop-off area.
- 5** Raise vertical clearance barriers on east and north sides to 9'. Remove speed bump.



**MEMORANDUM TO:** Tom Poupard, Director, Department of Development & Planning Services  
Village of Northbrook

**FROM:** Cindy Fish, Fish Transportation Group  
Bill Grieve, Gewalt Hamilton Associates

**DATE:** December 17, 2019  
Revised 12/18/19

**SUBJECT:** Downtown Northbrook Improvement Analysis

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Fish Transportation Group (FTG) and Gewalt Hamilton Associates (GHA) are pleased to submit this proposal to assess mobility needs in two selected subareas in the Village of Northbrook as a follow-up to the recently completed Downtown Strategies Update.

Both FTG and GHA are experienced in addressing the role of transportation in suburban downtown districts, combined with urban design, to enhance livability, sustainability, and walkability. Cindy Fish and Bill Grieve have worked together over the years to jointly consider mobility issues and needs to support a balanced transportation system. Cindy maintains a multi-modal focus with emphasis on transportation opportunities related to pedestrian, bicycle, and transit. Bill also brings a multi-modal focus, with an emphasis on traffic engineering and infrastructure. Joining Bill from GHA will be Justin Opitz. Cindy, Bill, and Justin have created an effective team focused on developing multi-modal solutions with recent assignments in the City of Chicago, DuPage County, and the Illinois Quad Cities.

We have prepared a scope of work and cost estimate in response to the issues and considerations raised at our recent discussion. We intend to work collaboratively with Village staff to discuss options, opportunities, and strategies, along with the potential to apply innovative solutions to meet the needs and vision for the Village.

We look forward to this collaborative and engaging project to develop innovative and functional solutions for downtown Northbrook. If you need any additional information, please contact us.



Cindy Fish  
Fish Transportation Group  
708.689.0536  
[cfish@fishtrans.net](mailto:cfish@fishtrans.net)



Bill Grieve  
Gewalt Hamilton  
847.821.6228  
[bgrieve@gha-engineers.com](mailto:bgrieve@gha-engineers.com)

## Scope of Work

The following Scope of Work outlines our approach focused on two subareas: Cedar Lane and Shermer Road.

### SUBAREA #1: CEDAR LANE

#### *Objective*

Transform Cedar Lane, from Center Avenue to Cherry Lane, to a pedestrian-friendly, civic campus environment, serving Northbrook's Village Hall, Library, and Greenbriar School. Cedar Lane design features will focus on being walkable and accessible, with improved connections to downtown Northbrook and Metra.

Issues Identified from stakeholders:

- When railroad gates are lowered, Cedar Lane is used as a bypass route resulting in higher traffic volumes and speeds
- Need to maintain on-street parking
- Lack of marked mid-block crossing
- Library access constraints for buses and delivery trucks
- Lack of drop-off / pick up locations
- Intersection at Cedar Lane and Cherry Street lacks traffic control and marked pedestrian crossing
- No identified ped/bike connection to downtown Northbrook
- Cedar Lane scheduled for resurfacing in 2021

The purpose of this analysis is two-fold:

- 1) Identify short-term, low-cost improvements that can be accomplished in spring of 2020
- 2) Develop long-term solutions to be included as part of the roadway reconstruction project

To complete this task, FTG and GHA propose the following work elements and considerations:

1. Meet with stakeholders, Village staff, and others as needed to gain a better understanding of issues and needs. (assumes two meetings)
2. Data collection/field review.
3. Identify opportunities for short-term alternatives addressing mobility by autos, buses, pedestrians, and bicyclists, such as:
  - Striping to delineate travel lanes, on-street parking, pedestrian crossings, and bike routes
  - Mid-block crossing location(s) and design
  - Pedestrian environment improvements: improved/expanded sidewalks, curb extensions, crosswalks
  - Bike routes, connections, and parking
  - Bus staging locations
  - Drop-off / pick-up locations



- Potential streetscape elements: landscaped medians, pavement textures, lighting, seating
  - Wayfinding signage, connecting the civic campus to downtown and Metra
4. Analyze Cedar Lane and Cherry Lane intersection, addressing:
    - Conduct turning movement count, including vehicles, pedestrians, and bicycles
    - Complete intersection analysis to consider warrants for all way stop sign control
    - Design pedestrian crossing
  5. Analyze Cherry Lane and Meadow Road, addressing:
    - Conduct 12-hour turning movement count including vehicles, pedestrians, and bicycles
    - Complete traffic signal warrant study
    - Identify pedestrian crossings needs and treatments
    - Identify opportunities for bicycle infrastructure
  6. Work with Village and Urban Design consultant to develop civic campus identity, placemaking features, and infrastructure opportunities.
  7. Develop order of magnitude cost estimates.
  8. Document recommendations – annotated maps, descriptive text, tables and maps and other graphics.
  9. Attend one Village Board workshop.

## **SUBAREA #2: SHERMER ROAD**

### *Objective*

Transform Shermer Road, from Techny Road to Walters Avenue, from a wide roadway with a 3-4 cross-section to a community gateway with improved pedestrian and bicycle accommodations. Shermer Road design features will focus on being walkable and bikeable, with reduced modal conflicts and connectivity between Northbrook neighborhoods, the downtown, and Metra.

### Issues Identified from stakeholders:

- Roadway feels wide, even in areas with 3 lanes (2 travel lanes + center turn lane), resulting in higher vehicular speeds
- Desire for on-street bike lanes as a connector route between all areas of the Village
- Lack of marked pedestrian crossings
- Potential to remove selected turning lanes
- Numerous parking lot access/egress curb cuts at Metra commuter lot
- Desire for urban design features to change roadway character

The purpose of this analysis is two-fold:

- 1) Identify short-term, low-cost improvements that can be designed in 2020 with implementation in 2021
- 2) Develop overall corridor plan to inform potential future redevelopment opportunities and future bicycle infrastructure improvements

To complete this task, FTG and GHA propose the following work elements and considerations:

1. Meet with stakeholders, Village staff, and others as needed to gain a better understanding of issues and needs. (assumes two meetings)
2. Data collection/field review.
3. Identify opportunities for short-term alternatives addressing mobility by autos, buses, pedestrians, and bicyclists, such as:
  - Prepare roadway plan that accommodates bikes, including a combination of on-street bike lanes and marked shared lanes. Plan will address reduced travel lane width, potential to eliminate selected turn lanes, striping, colored pavement, and signage. We will use the aerial drawings developed by GHA as a base. (Note: Engineering striping plans would be under separate contract.)
  - Bike/ped connections to the overall Village bike/ped network, including the multi-use path on Shermer south of Willow.
  - Improved pedestrian crossings
  - Reduced/narrowed driveways
  - Address need for turning lanes
  - Improved bus stop locations and access, promoting bus + bike
  - Reduced speed limits
  - Signage/wayfinding
  - Coordinate with Metra for potential pedestrian crossing treatments at the railroad crossing
4. Analyze intersection of Shermer Road and Walters Avenue to test potential to remove right turn lane.
5. Analyze intersection of Techny Road and Shermer Road to examine bike infrastructure impacts.
6. Work with Village and Urban Design consultant to identify gateway and placemaking features.
7. Develop order of magnitude cost estimates.
8. Document recommendations – annotated maps, descriptive text, tables and maps and other graphics.
9. Attend one Village Board workshop.

**FEE PROPOSAL**

We propose to complete all data collection activities, analysis, stakeholder interviews, and one Village Board workshop presented as in the Scope of Work for a budget of \$14,600 for Subarea 1 and \$13,750 for Subarea 2, as presented in the following table. Any additional board meetings or engineering drawings will be considered as an additional expense.

SUBAREA	FTG	GHA	TOTAL
SUBAREA 1: CEDAR LANE	\$4,500	\$15,900	\$20,400
SUBAREA 2: SHERMER ROAD	\$4,050	\$9,700	\$13,750
ADDITIONAL EXPENSES/HOUR	\$150 (Cindy Fish)	\$174 (Bill Grieve) \$106 (Justin Opitz)	
<b>TOTAL</b>	\$8,550	\$25,600	\$34,150

Northbrook Public Library  
 2nd Floor Study Rooms and Penthouse Repairs

January 9th, 2020

	Bid Opening w/ Contingency	Delta from SD Est.	SD Estimate 08.07.19	FACILITY PLAN BUDGET
BP#1 - General Trades	\$51,630	\$10,923	\$40,707	
BP#2 - Metal Panels	\$95,400	-\$18,500	\$113,900	
BP#3 - Painting	\$5,350	\$600	\$4,750	
BP#4 - Fire Protection	\$3,000	-\$4,930	\$7,930	
BP#5 - HVAC	\$56,500	\$9,000	\$47,500	
BP#6 - Electrical, FA & LV	\$47,494	-\$26,906	\$74,400	
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$259,374</b>	<b>-\$29,813</b>	<b>\$289,187</b>	
Contingency (10%)	\$31,690	-\$1,646	\$33,336	
Builders Risk (.09%)	\$314	-\$16	\$330	
Performance Bond	\$3,768	-\$196	\$3,964	
Escalation	\$0	-\$18,991	\$18,991	
PCC GCS	\$57,519	\$13,346	\$44,173	
GLI (1.1%)	\$3,880	-\$625	\$4,505	
Fee (5%)	\$17,827	-\$2,875	\$20,702	
<b>CONSTRUCTION TOTAL</b>	<b>\$374,372</b>	<b>-\$40,816</b>	<b>\$415,188</b>	
Furniture & Equipment Budget	\$196,418	\$21,762	\$174,656	
A/E Fee	\$20,000	\$0	\$20,000	
<b>SOFT COSTS &amp; DESIGN TOTAL</b>	<b>\$216,418</b>	<b>\$21,762</b>	<b>\$194,656</b>	
STUDY ROOMS	\$348,566		\$361,389	\$400,000
PENTHOUSE REPAIRS	\$242,224		\$284,455	\$275,000
<b>PROJECT TOTAL</b>	<b>\$590,790</b>	<b>-\$19,054</b>	<b>\$609,844</b>	<b>\$675,000</b>

**Northbrook Public Library - 2nd Floor Study Rooms and Penthouse Replacement**  
**Low Bid Analysis**

Ctrl Phase	Description	Qty	WM	Base Bid	Alternate	Bid Sec.
<b>12.06.2019 Low Bid Analysis</b>						
BP#1	<b>Bid Package #1 - General Trades</b>					
	<b>Bid Package #1 - Bids</b>					
	<b>Pepper Self-Perform (Rejected due to missed scope items)</b>		LS	\$51,057		B.S. Incl.
	<b>Ostrander</b>		LS	\$51,630		B.S. Incl.
			LS			
			LS			
			LS			
			LS			
			LS			
	<b>BP#1 Total</b>					
BP#2	<b>Bid Package #2 - Metal Panels</b>					
	<b>Bid Package #2 - Bids</b>					
	<b>Tuschall Engineering</b>		LS	\$103,000		B.S. Incl.
	<b>All-American Exterior Solutions</b>		LS	\$95,400		B.S. Incl.
			LS			
			LS			
			LS			
			LS			
			LS			
	<b>BP#2 Total</b>					
BP#3	<b>Bid Package #3 - Painting</b>					
	<b>Bid Package #3 - Bids</b>					
	<b>Pepper Self-Perform</b>		LS	\$13,475	Alt #1: Not Incl.	B.S. Incl.
	<b>Ascher Brothers</b>		LS	\$5,350	Alt #1: Accepted	B.S. Incl.
	<b>D.E.S. Painting</b>		LS	\$6,755	Alt #1: Accepted	B.S. Incl.
			LS			
			LS			
			LS			
	<b>BP#3 Total</b>					
BP#4	<b>Bid Package #4 - Fire Protection</b>					
	<b>Bid Package #4 - Bids</b>					
	<b>US Alliance Fire Protection</b>		LS	\$3,000		B.S. Incl.
			LS			
			LS			
			LS			
			LS			
			LS			
	<b>BP#4 Total</b>					
BP#5	<b>Bid Package #5 - HVAC</b>					
	<b>Bid Package #5 - Bids</b>					
	<b>State Mechanical</b>		LS	\$57,726	Alt #1: Accepted	B.S. Incl.
	<b>Mechanical Concepts</b>		LS	\$56,500	Alt #1: Accepted	B.S. Incl.
	<b>Amber Mechanical</b>		LS	\$64,000	Alt #1: Accepted	B.S. Incl.
			LS			
			LS			
			LS			
	<b>BP#5 Total</b>					
BP#6	<b>Bid Package #6 - Electrical / Fire Alarm</b>					

**Northbrook Public Library - 2nd Floor Study Rooms and Penthouse Replacement**  
**Low Bid Analysis**

<b>Bid Package #6 - Bids</b>				
3E Electric	LS	\$47,494	B.S. Incl.	
J. Hamilton Electric	LS	\$53,835	B.S. Incl.	
	LS			
	LS			
	LS			
	LS			
	LS			
	LS			
<b>BP#6 Total</b>				
<b>Base Line Total</b>		<b>\$259,374</b>		

**Northbrook Public Library - Penthouse Repairs**  
**Northbrook Library**  
**Estimate Summary and Detail Combined Report**

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
AAA	2nd Floor Study Rooms and Penthouse Repairs	5,200	SF	\$ 374,372	\$ 71.99 / SF
BBB	Architect/Engineer Fees	5,200	SF	\$ 20,000	\$ 3.85 / SF
CCC	KI Walls	5,200	SF	\$ 160,418	\$ 30.85 / SF
DDD	Furniture	5,200	SF	\$ 36,000	\$ 6.92 / SF
		Job Total		\$ 590,790	

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job AAA</b>	<b>2nd Floor Study Rooms and Penthouse</b>	<b>Area : 5,200</b>	<b>SF</b>	
0150	Bid Package #1 - General Trades	51,630	9.93	Ostrander
0550	Bid Package #2 - Metal Paneling	95,400	18.35	All-American Exterior
0991	Bid Package #3 - Painting	5,350	1.03	Ascher
2100	Bid Package #4 - Fire Protection	3,000	0.58	USAFP
2300	Bid Package #5 - HVAC	56,500	10.87	Mechanical Concepts
2600	Bid Package #6 - Electrical	47,494	9.13	3E Electric
8110	Permits & Fees	0	0.00	By Owner
9100	Management Reimbursables	47,030	9.04	
9200	Construction Reimbursables	3,873	0.74	
9300	Preconstruction Services	6,616	1.27	
<b>Sub Job AAA Subtotal</b>		<b>316,894</b>		
	Contingency (10 %)	31,689		
	Builders Risk (.09 %)	314		
	Performance Bond	3,768		
	General Liability Insurance (1.1 %)	3,879		
	Fee (5 %)	17,827		
<b>Sub Job AAA Total</b>		<b>374,372</b>	<b>71.99/ SF</b>	

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



## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
<b>SubJob</b>	<b>AAA</b>	<b>2nd Floor Study Rooms and Penthouse</b>				<b>Area :</b>	<b>5,200 SF</b>
<b>0150</b>	<b>Bid Package #1 - General Trades</b>						
0150.000	General Trades	1	LS	22,023.00	22,023		
0150.110	Dumpster Allowance	1	LS	2,100.00	2,100		
0150.120	Construction Clean-Up Allowance	1	LS	9,549.00	9,549		
0150.130	Temporary Protection Allowance	1	LS	17,958.00	17,958		
	<b>0150 Total</b>				<b>51,630</b>	<b>9.93</b>	
<b>0550</b>	<b>Bid Package #2 - Metal Paneling</b>						
0550.000	Metal Paneling	1	LS	95,400.00	95,400		
	<b>0550 Total</b>				<b>95,400</b>	<b>18.35</b>	
<b>0991</b>	<b>Bid Package #3 - Painting</b>						
0991.000	Painting	1	LS	3,350.00	3,350		
0991.100	Paint Touch-Ups	1	LS	2,000.00	2,000		
	<b>0991 Total</b>				<b>5,350</b>	<b>1.03</b>	
<b>2100</b>	<b>Bid Package #4 - Fire Protection</b>						
2100.000	Fire Protection	1	LS	3,000.00	3,000		
	<b>2100 Total</b>				<b>3,000</b>	<b>0.58</b>	
<b>2300</b>	<b>Bid Package #5 - HVAC</b>						
2300.000	HVAC	1	LS	56,500.00	56,500		
	<b>2300 Total</b>				<b>56,500</b>	<b>10.87</b>	
<b>2600</b>	<b>Bid Package #6 - Electrical</b>						
2600.000	Electrical	1	LS	47,494.00	47,494		
	<b>2600 Total</b>				<b>47,494</b>	<b>9.13</b>	
<b>8110</b>	<b>Permits &amp; Fees</b>						
8110.000	Permits & Fees Complete	1	LS	0.00	0		
	<b>8110 Total</b>				<b>0</b>	<b>0.00</b>	
<b>9100</b>	<b>Management Reimbursables</b>						
9101.040	Project Manager	6	WK	1,698.00	10,188		
9101.050	Project Executive	1	WK	5,875.20	5,875		
9101.130	Project Foreman	6	WK	4,975.20	29,851		Standard Time
9102.020	Accountant	2	MO	558.00	1,116		8 HR/MO
	<b>9100 Total</b>				<b>47,030</b>	<b>9.04</b>	
<b>9200</b>	<b>Construction Reimbursables</b>						
9201.000	Fire Extinguishers	3	EA	150.00	450		
9201.020	Small Tool Purchase	4	WK	500.00	2,000		
9201.030	Safety Director	1	MD	998.40	998		
9201.040	First Aid Equipment	1	LS	175.00	175		
9202.000	Print Reproduction	1	LS	250.00	250		
	<b>9200 Total</b>				<b>3,873</b>	<b>0.74</b>	

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
<b>9300</b>	<b>Preconstruction Services</b>						
9300.000	Preconstruction Services	2	WK	3,308.00	6,616		
	<b>9300 Total</b>				<b>6,616</b>	<b>1.27</b>	
	<b>AAA Subtotal</b>				316,894		
	<b>9920 Contingency (10 %)</b>				31,689		
	<b>9950 Builders Risk (.09 %)</b>				314		
	<b>9960 Performance Bond</b>				3,768		
	<b>9900 General Liability Insurance (1.1 %)</b>				3,879		
	<b>9940 Fee (5 %)</b>				17,827		
	<b>AAA Total</b>				<b>374,372</b>	<b>71.99</b>	

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job</b>	<b>BBB Architect/Engineer Fees</b>	<b>Area : 5,200</b>	<b>SF</b>	
9930	Architect/Engineer Fees	20,000	3.85	
<b>Sub Job BBB Subtotal</b>		<b>20,000</b>		

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
<b>SubJob</b>	<b>BBB</b>	<b>Architect/Engineer Fees</b>				<b>Area :</b>	<b>5,200 SF</b>
<b>9930</b>	<b>Architect/Engineer Fees</b>						
9930.000	Architect/Engineer Fee	1	LS	20,000.00	20,000		
	<b>9930 Total</b>				<b>20,000</b>	<b>3.85</b>	
	<b>BBB Total</b>				<b>20,000</b>	<b>3.85</b>	

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job</b>	<b>CCC</b>	<b>Area :</b>	<b>5,200</b>	<b>SF</b>
1250	KI Demountable Partitions	160,418	30.85	KI Wall
<b>Sub Job CCC Subtotal</b>		<b>160,418</b>		

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	CCC	KI Walls				Area :	5,200 SF
1250	KI Demountable Partitions						
1250.000	F&I KI Demountable Partitions	1	LS	160,418.0	160,418		
1250 Total					160,418	30.85	
CCC Total					160,418	30.85	

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

**Northbrook Public Library - Penthouse Repairs**  
**Northbrook Library**  
**Estimate Summary and Detail Combined Report**

CP	Description	Total Cost	Cost/SF	Comments
<b>Sub Job</b>	<b>DDD Furniture</b>	<b>Area : 5,200</b>	<b>SF</b>	
1251	Furniture	36,000	6.92	
<b>Sub Job DDD Subtotal</b>		<b>36,000</b>		

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

## Northbrook Public Library - Penthouse Repairs

### Northbrook Library

### Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
<b>SubJob</b>	<b>DDD</b>	<b>Furniture</b>				<b>Area : 5,200</b>	<b>SF</b>
1251	Furniture						
1251.000	Furniture	1	LS	36,000.00	36,000		
	<b>1251 Total</b>				<b>36,000</b>	<b>6.92</b>	
				<b>DDD Total</b>	<b>36,000</b>	<b>6.92</b>	

**Comments :**

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

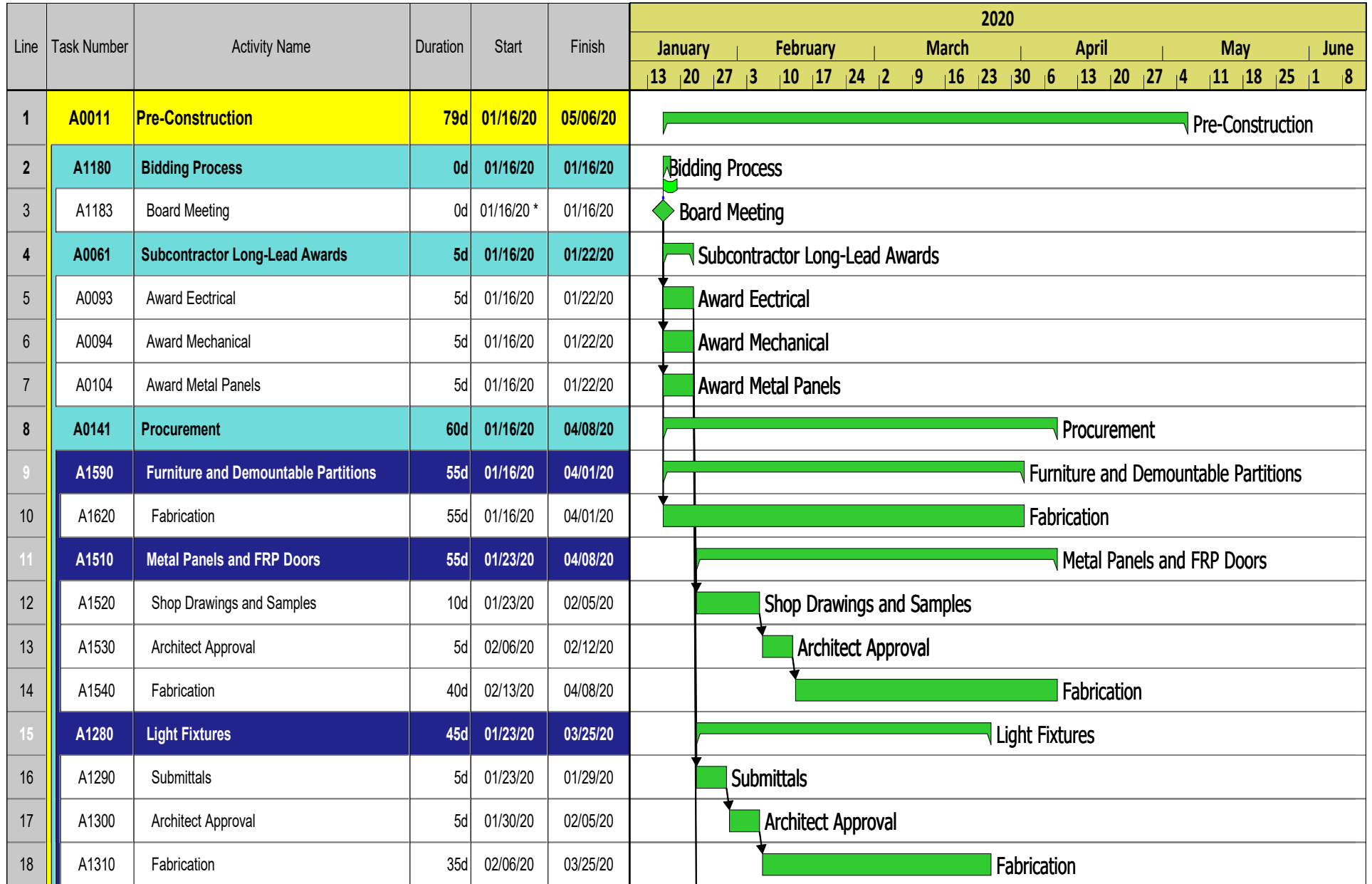


# NPL - Study Rooms and Penthouse Repairs

Print Date: 01/10/2020

Data Date: 01/27/2018

Standard View



Revision Number: 01

Revision Comments: This is the comment field

Revision Date: 06/29/2016

Page: 1 of 4

# NPL - Study Rooms and Penthouse Repairs

Print Date: 01/10/2020

Data Date: 01/27/2018

Standard View

Line	Task Number	Activity Name	Duration	Start	Finish	2020																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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Revision Number: 01

Revision Comments: This is the comment field

Revision Date: 06/29/2016

Page: 2 of 4

# NPL - Study Rooms and Penthouse Repairs

Print Date: 01/10/2020

Data Date: 01/27/2018

Standard View

Line	Task Number	Activity Name	Duration	Start	Finish	2020																									
						January			February				March				April				May				June						
						13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8				
37	A2870	Install Protection	1d	04/01/20	04/01/20																			Install Protection							
38	A2880	Demolition	2d	04/02/20	04/03/20																			Demolition							
39	A2881	Layout	1d	04/06/20	04/06/20																			Layout							
40	A2940	MEP Above Ceiling Rough-In	5d	04/07/20	04/13/20																			MEP Above Ceiling Rough-In							
41	A2960	Install Ceiling Grid	2d	04/14/20	04/15/20																			Install Ceiling Grid							
42	A2970	Install Sprinkler	2d	04/16/20	04/17/20																			Install Sprinkler							
43	A2980	Install RGD's	4d	04/16/20	04/21/20																			Install RGD's							
44	A2990	Install Light Fixtures	4d	04/16/20	04/21/20																			Install Light Fixtures							
45	A3000	Ceiling Concealment Inspections	1d	04/22/20	04/22/20																			Ceiling Concealment Inspections							
46	A3020	Install Ceiling Tiles	2d	04/23/20	04/24/20																			Install Ceiling Tiles							
47	A3090	Install Demountable Partitions	5d	04/27/20	05/01/20																			Install Demountable Partitions							
48	A3120	Final Clean Space	1d	05/04/20	05/04/20																			Final Clean Space							
49	A3130	Final Inspections	1d	05/05/20	05/05/20																			Final Inspections							
50	A3010	Construction Completion - Study Rooms	0d	05/06/20	05/06/20																			Construction Completion							
51	A1921	Owner Items	5d	05/06/20	05/12/20																			Owner Items							
52	A1960	Furniture Install	5d	05/06/20	05/12/20																			Furniture Install							
53	A2090	AV Installation	5d	05/06/20	05/12/20																			AV Installation							
54	A2100	Signage Installation	5d	05/06/20	05/12/20																			Signage Installation							

Revision Number: 01

Revision Comments: This is the comment field

Revision Date: 06/29/2016

Page: 3 of 4



### Standard View

Revision Number: 01  
Revision Comments: This is the comment field  
Revision Date: 06/29/2016



# Fine Free



NORTHBROOK  
PUBLIC LIBRARY

# Recommendation

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- Go Fine Free starting May 1, 2020.
- Any items checked out at Northbrook would not accumulate fines. (Note: If a Northbrook patron checks out an item at a library that charges fines, they would still have to pay the other library for those fines)
- At 2 weeks overdue, we would block checkouts. This includes check outs at the desk and self-check, as well as access to services that authenticate via SIP like our downloadables and online databases.
- After 45 days, if the item is still checked out, the patron will be billed for the item.

# MYTH vs. FACT



# MYTH

**Charging Overdue fines  
encourages people to bring  
materials back on time.**



# FACT

**Patrons view fines as a donation to the library. Fines do not encourage them to bring materials back in a timely manner.\***

\*See Bibliography for the End Library Fines website

# MYTH

**Fines hold people accountable  
for their actions.**

# FACT

**Fines do not teach responsibility,  
but do keep people  
from using the library.\***

\*See Bibliography for the Colorado State Library Whitepaper that goes into detail on this topic



# MYTH

**Fines are a significant  
source of revenue.**

# FACT

**Fines account for .2% of  
our operating budget and  
continue to decrease.**

FY17	FY18	FY19	FY20 Projected
\$51,297	\$45,039	\$16,230	\$12,020

# MYTH

**There won't be any  
popular materials available  
if we eliminate fines.**

# FACT

**Libraries that have implemented fine free have not seen a difference in when popular items are returned. 95% of library items are returned within a week from when they are due. Often people return the item as soon as they finish.\***

\*See Bibliography for the End Library Fines Website that goes into detail on this topic

# MYTH

**Everyone in Northbrook can afford to pay overdue fines.**



# FACT

**The Northfield Township Food Pantry reports over 600 families in the area that are food insecure. It stands to reason that if they can't afford food, they would struggle to pay overdue fines.**

# Other Considerations

# Other Factors to Consider

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- This is a nationwide trend that will only continue to grow. ALA now recommends any library that can go fine free do so.\*
- Eight of the 26 CCS libraries have gone fine free and an additional 14 are considering it within the year.
- Automatic renewals have significantly decreased the number of overdue items and the amount of fines collected.
- Downloadable usage continues to increase.
- Circulation staff have negative interactions because of fines; eliminating fines would allow them to simply focus on offering great service instead of serving as bill collectors.
- Fines can be viewed as a form of punishment for using the library which contradicts our mission to be open and welcoming to all.

\* See the ALA Resolution on Monetary Library Fines as a Form of Social Inequity in the Bibliography

# Bibliography

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[ALA Resolution on Monetary Library Fines as a Form of Social Inequity](#)

[End Library Fines Website](#)

[Imagining a Fine Free Future by Phil Morehart](#)

[Removing Barriers to Access: Colorado State Library whitepaper](#)

[TED Talk on Overdue Book Fines](#)

[To Fine or Not to Fine: That is the Question](#)

# Discussion