

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
August 15, 2019 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos M. Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos M. Früm
- 4 Approval of Minutes – Mr. Carlos Früm
 - 4.1 Regular Session Minutes – July 18, 2019
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Jami Xu
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from July, 2019
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
 - 10.1 Facility Plan & Bond Issuance
 - 10.2 Parking Lot Truck Barrier Update
 - 10.3 Exterior Façade Repair
- 11 New Business
 - 11.1 FY2019 Audit Presentation – Ed Tracy, Selden Fox
 - 11.2 Outsource Solutions Group 2 Year Recap – Mike Ruter, OSG
 - 11.3 Intergovernmental Agreement to Issue Library Cards to School Districts
 - 11.4 Receipts and Expenditures January – June 2019 per 50 ILCS 305/1
 - 11.5 Closed Session
- 12 Agenda Building
- 13 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
7/31/2019**

| | | Beginning Balance | Cash Receipts | Expenditures | Ending Balance |
|----------------------------|------------------------|------------------------------|-----------------------|----------------------|---------------------------|
| Operating | | | | | |
| | General | 6,146,835.47 | 1,842,440.22 | 552,866.42 | 7,436,409.27 |
| | Restricted | 270,051.89 | 1,071.84 | 2,502.70 | 268,621.03 |
| | IMRF | 514,414.76 | 111,519.06 | 26,614.49 | 599,319.33 |
| | Fica | 173,790.47 | 63,725.18 | 23,205.02 | 214,310.63 |
| | Total Operating | \$ 7,105,092.59 | \$2,018,756.30 | \$ 605,188.63 | \$ 8,518,660.26 |
| Capital Improvement | | \$ 1,881,092.76 | \$ 2,937.97 | \$ 3,856.60 | \$ 1,880,174.13 |
| Debt Service | | \$ 127,553.77 | \$ 16.42 | | \$ 127,570.19 |

| Cash Detail | Operating | Capital Improvement | Debt Service |
|--|------------------------|--------------------------------|----------------------|
| NB&T - Checking | 301,492.70 | 10,498.12 | 46.75 |
| ProPay | | - | - |
| PayPal | 3,012.49 | - | - |
| GSB - Money Market | 225,300.15 | - | - |
| MB - Checking/Money Market | 7,924,301.28 | 1,738,283.24 | - |
| Certificates of Deposit (detail below) | - | 77,363.69 | 123,859.58 |
| US Bancorp | 650.07 | 504.43 | |
| IMET | 63,108.57 | 53,524.65 | 3,663.86 |
| Petty Cash | 795.00 | - | - |
| Total | \$ 8,518,660.26 | \$1,880,174.13 | \$ 127,570.19 |

| | Amount | Maturity | Rate | Term-Days |
|---|----------------------|-----------------|-------------|------------------|
| Certificates of Deposit - Capital Improvements | | | | |
| NBT - 16808 | <u>\$ 77,363.69</u> | 06/25/20 | 0.250% | 365 |
| Certificates of Deposit - Debt Service | | | | |
| NBT - 16829 | <u>\$ 123,859.58</u> | 07/13/20 | 0.250% | 365 |

NBT = Northbrook Bank & Trust

MB = MB Financial

GSB = Glenview State Bank

IMET = Illinois Metropolitan Investment Fund

USB = US Bancorp

Northbrook Public Library
Income Statement

7/31/19

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 25% |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| 01 - General Operating Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy | \$2,002,299.85 | \$1,702,139.50 | \$5,711,452.43 | \$5,550,080.32 | \$7,329,000.00 | 75.73% |
| Replacement Tax | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 | 0.00% |
| Impact Fees | \$572.65 | \$0.00 | \$572.65 | \$828.10 | \$0.00 | 0.00% |
| Fines, Fees & Rentals | \$5,308.77 | \$6,367.75 | \$16,017.27 | \$16,390.58 | \$50,000.00 | 32.78% |
| Interest Income | \$8,747.03 | \$11,273.31 | \$25,548.36 | \$41,236.19 | \$50,000.00 | 82.47% |
| Other Income | \$627.87 | \$162.00 | \$887.12 | \$6,557.70 | \$100,000.00 | 6.56% |
| Total Undesignated Revenue | \$2,017,556.17 | \$1,719,942.56 | \$5,754,477.83 | \$5,615,092.89 | \$7,629,000.00 | 73.60% |
| Designated Revenue | | | | | | |
| Gifts & Other Designated Income | \$683.18 | \$1,016.30 | \$5,852.12 | \$18,225.34 | \$100,000.00 | 18.23% |
| Designated Interest Income | \$27.71 | \$55.54 | \$63.72 | \$127.72 | \$0.00 | 0.00% |
| Total Designated Revenue | \$710.89 | \$1,071.84 | \$5,915.84 | \$18,353.06 | \$100,000.00 | 18.35% |
| Total Revenues | \$2,018,267.06 | \$1,721,014.40 | \$5,760,393.67 | \$5,633,445.95 | \$7,729,000.00 | 72.89% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Materials & Services | | | | | | |
| Materials | | | | | | |
| Books | \$60,460.74 | \$77,134.00 | \$220,831.74 | \$233,007.75 | \$920,000.00 | 25.33% |
| Audio Visual | \$47,252.97 | \$65,887.37 | \$189,609.54 | \$199,422.86 | \$0.00 | 0.00% |
| Videos/DVDs | \$7,759.13 | \$6,859.56 | \$17,458.23 | \$17,566.44 | \$0.00 | 0.00% |
| Programs | \$5,448.64 | \$4,387.07 | \$13,763.97 | \$16,018.45 | \$0.00 | 0.00% |
| OCLC | \$9,004.54 | \$7,332.43 | \$41,842.61 | \$41,225.71 | \$132,000.00 | 31.23% |
| CCS Shared Costs | \$91.00 | \$5,495.59 | \$2,939.88 | \$9,433.12 | \$26,000.00 | 36.28% |
| Total Materials & Services | \$6,326.90 | \$20,366.92 | \$18,980.70 | \$33,020.72 | \$84,000.00 | 39.31% |
| Total Materials & Services | \$75,883.18 | \$110,328.94 | \$284,594.93 | \$316,687.30 | \$1,162,000.00 | 27.25% |
| Human Resources | | | | | | |
| General Salaries and Wages | \$288,526.48 | \$301,148.71 | \$872,207.00 | \$913,616.46 | \$3,814,017.00 | 23.95% |
| Maintenance Salaries & Wages | \$12,781.10 | \$13,161.56 | \$38,343.30 | \$39,617.64 | \$182,458.00 | 21.71% |
| Group Insurance | \$42,368.31 | \$42,527.12 | \$127,765.68 | \$125,747.56 | \$575,000.00 | 21.87% |
| Unemployment/Worker's Comp | \$0.00 | \$1,133.34 | \$25,107.93 | \$19,706.09 | \$25,000.00 | 78.82% |
| Staff Development | \$5,815.16 | \$7,939.01 | \$21,624.67 | \$27,254.63 | \$100,000.00 | 27.25% |
| Total Human Resources | \$349,491.05 | \$365,909.74 | \$1,085,048.58 | \$1,125,942.38 | \$4,696,475.00 | 23.97% |

Northbrook Public Library
Income Statement

7/31/19

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 25% |
|---|----------------|----------------|----------------|----------------|----------------|----------|
| Operating Costs | | | | | | |
| Photocopy | \$1,865.44 | \$962.76 | \$17,151.03 | \$14,835.80 | \$40,000.00 | 37.09% |
| Office & Library Supplies | \$2,269.81 | \$3,859.22 | \$16,128.38 | \$16,249.31 | \$70,000.00 | 23.21% |
| Software | \$8,722.05 | \$13,327.91 | \$31,157.42 | \$32,628.39 | \$103,000.00 | 31.68% |
| Postage | \$12.10 | \$42.68 | \$15,228.84 | \$81.05 | \$20,000.00 | 0.41% |
| General Insurance | \$0.00 | \$0.00 | \$33,164.49 | \$44,773.88 | \$58,000.00 | 77.20% |
| Telephone/Internet | \$754.86 | \$840.71 | \$2,531.38 | \$4,290.25 | \$20,000.00 | 21.45% |
| Professional Services | \$17,766.67 | \$6,657.50 | \$68,452.64 | \$61,392.47 | \$270,000.00 | 22.74% |
| Furniture, Equipment | \$3,585.75 | \$32,413.31 | \$31,842.08 | \$35,836.79 | \$160,000.00 | 22.40% |
| Equipment Rental & Maintenance | \$112.00 | \$3,995.00 | \$2,240.02 | \$7,849.02 | \$20,000.00 | 39.25% |
| Community Relations | \$818.36 | \$117.54 | \$15,448.22 | \$6,972.53 | \$52,000.00 | 13.41% |
| Total Operating Costs | \$35,907.04 | \$62,216.63 | \$233,344.50 | \$224,909.49 | \$813,000.00 | 27.66% |
| Maintenance | | | | | | |
| Vehicle Expense | \$45.38 | \$57.03 | \$45.38 | \$57.03 | \$2,500.00 | 2.28% |
| Janitorial Supplies | \$2,639.52 | \$2,878.64 | \$6,695.64 | \$9,103.31 | \$45,000.00 | 20.23% |
| Utilities | \$1,481.97 | \$1,565.92 | \$18,565.36 | \$12,792.34 | \$53,000.00 | 24.14% |
| Building Repairs | \$938.00 | \$0.00 | \$2,383.00 | \$0.00 | \$30,000.00 | 0.00% |
| Contracted Services | \$2,945.00 | \$7,380.00 | \$41,066.15 | \$43,633.80 | \$135,000.00 | 32.32% |
| Total Maintenance | \$8,049.87 | \$11,881.59 | \$68,755.53 | \$65,586.48 | \$265,500.00 | 24.70% |
| Other Expenses | | | | | | |
| Recruiting | (\$70.00) | (\$60.00) | (\$70.00) | (\$60.00) | \$500.00 | (12.00%) |
| Contingency & Misc Exp | \$249.35 | \$321.34 | \$796.73 | \$1,035.81 | \$100,000.00 | 1.04% |
| Board Development | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,500.00 | 0.00% |
| Total Other Expenses | \$179.35 | \$261.34 | \$726.73 | \$975.81 | \$104,000.00 | 0.94% |
| Total Undesignated Expenses | \$469,510.49 | \$550,598.24 | \$1,672,470.27 | \$1,734,101.46 | \$7,040,975.00 | 24.63% |
| Designated Expenses | | | | | | |
| Miscellaneous Designated Expenses | \$5,744.76 | \$1,047.05 | \$8,515.06 | \$8,162.43 | \$100,000.00 | 8.16% |
| Designated Materials Expense | \$0.00 | \$105.65 | \$1,148.97 | \$510.18 | \$0.00 | 0.00% |
| Designated Capital Expense | \$0.00 | \$0.00 | \$3,315.53 | \$0.00 | \$0.00 | 0.00% |
| Designated Program Expense | \$340.00 | \$1,350.00 | \$5,468.99 | \$4,695.00 | \$0.00 | 0.00% |
| Total Designated Expenses | \$6,084.76 | \$2,502.70 | \$18,448.55 | \$13,367.61 | \$100,000.00 | 13.37% |
| Transfers & Other Financing Uses | | | | | | |
| Transfer to ClF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$563,000.00 | 0.00% |
| Transfer to Debt Service | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,000.00 | 0.00% |
| Total Transfers & Other Financing Uses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$588,000.00 | 0.00% |
| Total Expenses | \$475,595.25 | \$553,100.94 | \$1,690,918.82 | \$1,747,469.07 | \$7,728,975.00 | 22.61% |
| NET SURPLUS/(DEFICIT) | \$1,542,671.81 | \$1,167,913.46 | \$4,069,474.85 | \$3,885,976.88 | \$25.00 | |

Northbrook Public Library
Income Statement
7/31/19

| 02 - IMRF/FICA Fund | | | | | | 25% |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------|
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy-IMRF | \$137,809.25 | \$111,518.70 | \$379,255.77 | \$363,623.39 | \$490,000.00 | 74.21% |
| Property Tax Levy FICA | \$78,748.15 | \$63,724.97 | \$216,717.59 | \$207,784.80 | \$280,000.00 | 74.21% |
| Interest Income IMRF | \$0.48 | \$0.36 | \$1.98 | \$9.39 | \$50.00 | 18.78% |
| Interest Income FICA | \$0.27 | \$0.21 | \$1.12 | \$5.37 | \$50.00 | 10.74% |
| Total Undesignated Revenue | \$216,558.15 | \$175,244.24 | \$595,976.46 | \$571,422.95 | \$770,100.00 | 74.20% |
| Total Revenues | | | | | | 74.20% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Human Resources | | | | | | |
| Employer IMRF | \$29,712.41 | \$26,614.49 | \$91,956.85 | \$80,692.39 | \$490,000.00 | 16.47% |
| Employer FICA | \$21,557.64 | \$23,205.02 | \$66,772.37 | \$70,503.89 | \$280,000.00 | 25.18% |
| Total Human Resources | \$51,270.05 | \$49,819.51 | \$158,729.22 | \$151,196.28 | \$770,000.00 | 19.64% |
| Total Undesignated Expenses | \$51,270.05 | \$49,819.51 | \$158,729.22 | \$151,196.28 | \$770,000.00 | 19.64% |
| Total Expenses | \$51,270.05 | \$49,819.51 | \$158,729.22 | \$151,196.28 | \$770,000.00 | 19.64% |
| NET SURPLUS/(DEFICIT) | \$165,288.10 | \$125,424.73 | \$437,247.24 | \$420,226.67 | \$100.00 | |

Northbrook Public Library
Income Statement

7/31/19

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 25% |
|--|-----------------|-------------------|-----------------|-----------------------|-----------------------|---------------|
| 03 - Capital Improvements Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Interest Income | \$195.19 | \$2,937.97 | \$556.73 | \$4,937.67 | \$6,000.00 | 82.29% |
| Total Undesignated Revenue | \$195.19 | \$2,937.97 | \$556.73 | \$4,937.67 | \$6,000.00 | 82.29% |
| Transfers & Other Financing Sources | | | | | | |
| Transfer from General fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$563,000.00 | 0.00% |
| Total Transfers & Other Financing Sources | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$563,000.00 | 0.00% |
| Total Revenues | \$195.19 | \$2,937.97 | \$556.73 | \$4,937.67 | \$569,000.00 | 0.87% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Capital Projects & Bond Expenses | | | | | | |
| Renovation/Repair | \$0.00 | \$1,274.00 | (\$675.00) | \$286,463.63 | \$652,000.00 | 43.94% |
| Professional Fees | \$0.00 | \$2,582.60 | \$850.00 | \$2,582.60 | \$168,000.00 | 1.54% |
| Furniture & Equipment | \$0.00 | \$0.00 | \$0.00 | \$52,335.17 | \$0.00 | 0.00% |
| Total Capital & Bond Expenses | \$0.00 | \$3,856.60 | \$175.00 | \$341,381.40 | \$820,000.00 | 41.63% |
| Total Undesignated Expenses | \$0.00 | \$3,856.60 | \$175.00 | \$341,381.40 | \$820,000.00 | 41.63% |
| Total Expenses | \$0.00 | \$3,856.60 | \$175.00 | \$341,381.40 | \$820,000.00 | 41.63% |
| NET SURPLUS/(DEFICIT) | \$195.19 | (\$918.63) | \$381.73 | (\$336,443.73) | (\$251,000.00) | |

**Northbrook Public Library
Income Statement**

7/31/19

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 25% |
|---|---------------------|---------------------|---------------------|---------------------|-----------------|--------|
| 05 - Debt Service Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy | \$148,535.03 | \$120,259.03 | \$410,436.98 | \$392,122.55 | \$528,404.00 | 74.21% |
| Interest Income | \$19.48 | \$16.81 | \$69.04 | \$27.72 | \$1,000.00 | 2.77% |
| Total Undesignated Revenue | \$148,554.51 | \$120,275.84 | \$410,506.02 | \$392,150.27 | \$529,404.00 | 74.07% |
| Expenses | | | | | | |
| Total Revenues | | | | | | |
| | \$148,554.51 | \$120,275.84 | \$410,506.02 | \$392,150.27 | \$529,404.00 | 74.07% |
| Undesignated Expenses | | | | | | |
| Capital Projects & Bond Expenses | | | | | | |
| Interest Payments | \$0.00 | \$0.00 | \$138,030.55 | \$134,716.32 | \$269,432.64 | 50.00% |
| Principal Payments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$258,971.00 | 0.00% |
| Total Capital & Bond Expenses | \$0.00 | \$0.00 | \$138,030.55 | \$134,716.32 | \$528,403.64 | 25.50% |
| Total Undesignated Expenses | | | | | | |
| | \$0.00 | \$0.00 | \$138,030.55 | \$134,716.32 | \$528,403.64 | 25.50% |
| Transfers & Other Financing Uses | | | | | | |
| Other Financing Uses | | | | | | |
| Total Transfers & Other Financing Uses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| Total Expenses | | | | | | |
| | \$0.00 | \$0.00 | \$138,030.55 | \$134,716.32 | \$528,903.64 | 25.47% |
| NET SURPLUS/(DEFICIT) | \$148,554.51 | \$120,275.84 | \$272,475.47 | \$257,433.95 | \$500.36 | |

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

| | |
|---------------------------------|-------------------|
| Operating Funds | |
| Library Claims List | \$ 185,172.04 |
| Librarian's Claims List | \$ 14,741.07 |
| Payroll | \$ 302,923.41 |
| Fica/IMRF | \$ 47,916.25 |
| ACH to IPBC | \$ 54,435.86 |
| Total Operating Funds | \$ 605,188.63 |
| Capital Improvement Fund | |
| Claims List | \$ 3,856.60 |
| Debt Service Fund | |
| Grand Total Library | |
| | \$ 609,045.23 |

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

| Transaction Number | Transaction Date | Reference | Payments | Description |
|--------------------|------------------|---|-------------|--|
| 23786 | 7/18/2019 | Arifur Choudhury | \$750.00 | monthly payment programming |
| 23787 | 7/18/2019 | First Bankcard | \$6,918.66 | monthly payment credit card |
| 23788 | 7/18/2019 | Getty Images (US), Inc. | \$1,080.00 | annual payment software - graphics |
| 23789 | 7/18/2019 | Limricc Unemployment Comp. Group Acc | \$1,133.34 | quarterly payment unemployment |
| 23790 | 7/18/2019 | Interior Investments, LLC | \$977.92 | payment furniture |
| 23791 | 7/31/2019 | Advanced Disposal | \$654.76 | monthly payment utilities |
| 23792 | 7/31/2019 | Amazon | \$1,475.92 | monthly payment amazon |
| 23793 | 7/31/2019 | Baker & Taylor | \$27,002.27 | monthly payment material |
| 23794 | 7/31/2019 | Baker & Taylor Entertainment | \$694.32 | monthly payment material |
| 23795 | 7/31/2019 | Best Quality Cleaning | \$4,680.00 | monthly payment cleaning |
| 23796 | 7/31/2019 | Bibliotheca, LLC. | \$3,412.43 | monthly payment material |
| 23797 | 7/31/2019 | CallOne | \$834.71 | monthly payment telephone |
| 23798 | 7/31/2019 | CDW Government, Inc. | \$26,335.53 | payment equipment |
| 23799 | 7/31/2019 | CenterPoint Energy Services, Inc. | \$911.16 | monthly payment utilities - gas |
| 23800 | 7/31/2019 | Cintas | \$1,300.00 | monthly payment contracted services |
| 23801 | 7/31/2019 | Cooperative Computer Service | \$25,513.01 | monthly payment consortium & OCLC |
| 23802 | 7/31/2019 | Demco, Inc. | \$977.50 | monthly payment supplies |
| 23803 | 7/31/2019 | Discovery Benefits, Inc. | \$2,730.02 | monthly payment flexible spending, dedendant care and commuter benefit |
| 23804 | 7/31/2019 | Dornfeld Piano Tuning | \$870.00 | quarterly payment contracted services |
| 23805 | 7/31/2019 | Gale | \$1,387.49 | monthly payment material |
| 23806 | 7/31/2019 | Grainger | \$1,858.02 | monthly payment janitorial supplies |
| 23807 | 7/31/2019 | K&M Printing Company | \$628.70 | payment for programming |
| 23808 | 7/31/2019 | Menemsha Films Inc. | \$750.00 | payment for programming |
| 23809 | 7/31/2019 | Midwest Tape | \$33,831.28 | monthly payment material |
| 23810 | 7/31/2019 | Olsson Roofing Company, Inc. | \$900.00 | annual payment contracted services |
| 23811 | 7/31/2019 | Overdrive | \$6,153.23 | monthly payment materials |
| 23812 | 7/31/2019 | Pace Systems INC | \$3,125.00 | payment equipment repair and maintenance |
| 23813 | 7/31/2019 | Proquest | \$2,111.20 | annual payment databases |
| 23814 | 7/31/2019 | Reaching Across Illinois Library System | \$7,500.00 | annual payment Axis 360 |
| 23815 | 7/31/2019 | Rebecca Teasdale & Assoc. LLC | \$6,000.00 | progress payment data analyst |
| 23816 | 7/31/2019 | Olga Rudiak | \$675.00 | monthly payment programming |
| 23817 | 7/31/2019 | Runco Office Supply | \$711.87 | monthly payment material |
| 23818 | 7/31/2019 | SHI International Corp. | \$4,186.00 | annual payment software |
| 23819 | 7/31/2019 | Universal Film Exchanges LLC | \$600.00 | payment for programming |
| 23820 | 7/31/2019 | VSP of Illinois, NFP | \$637.84 | monthly payment vision insurance - 2 months |
| 23821 | 7/31/2019 | Warehouse Direct | \$5,099.86 | payment furniture |
| 23822 | 7/31/2019 | Wells Fargo Vender Fin Serv | \$765.00 | monthly payment copier lease & maintenance |

\$185,172.04

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

| Transaction Number | Transaction Date | Reference | Payments |
|--------------------|------------------|--|------------|
| 48905 | 2/15/2019 | VOID - Diego Morales | (\$80.00) |
| 48993 | 3/19/2019 | VOID - Diego Morales | (\$80.00) |
| 49229 | 5/30/2019 | VOID - Theresa Cichocki | (\$100.00) |
| 49364 | 7/15/2019 | Adult Reading Round Table | \$20.00 |
| 49365 | 7/15/2019 | Anna Amen | \$43.17 |
| 49366 | 7/15/2019 | Donna Beach | \$38.61 |
| 49367 | 7/15/2019 | Day 1 Films, LLC | \$250.00 |
| 49368 | 7/15/2019 | Discovery Benefits - Simplify | \$106.50 |
| 49369 | 7/15/2019 | Kelly Durov | \$22.86 |
| 49370 | 7/15/2019 | Experimental Sound Studio | \$500.00 |
| 49371 | 7/15/2019 | Sabina Fazlic | \$100.00 |
| 49372 | 7/15/2019 | Jill Franklin | \$165.65 |
| 49373 | 7/15/2019 | Mark Gelfeld | \$200.00 |
| 49374 | 7/15/2019 | Bridget Golembiewski | \$44.22 |
| 49375 | 7/15/2019 | Ava T Greenwell | \$300.00 |
| 49376 | 7/15/2019 | Margo Hill | \$262.54 |
| 49377 | 7/15/2019 | HodgePodge | \$230.00 |
| 49378 | 7/15/2019 | Judith Levi | \$200.00 |
| 49379 | 7/15/2019 | Ron Mantegna | \$200.00 |
| 49380 | 7/15/2019 | Neal McCrillis | \$250.00 |
| 49381 | 7/15/2019 | Dean Milano | \$250.00 |
| 49382 | 7/15/2019 | New Readers Press | \$56.94 |
| 49383 | 7/15/2019 | Old Town School of Folk Music | \$300.00 |
| 49384 | 7/15/2019 | Old Town School of Folk Music | \$375.00 |
| 49385 | 7/15/2019 | PC Gamer | \$19.95 |
| 49386 | 7/15/2019 | Petty Cash Custodian | \$79.32 |
| 49387 | 7/15/2019 | Daniel Quinlan | \$181.04 |
| 49388 | 7/15/2019 | Sarah Rustman | \$289.53 |
| 49389 | 7/15/2019 | Lori Schlernitzauer | \$216.36 |
| 49390 | 7/15/2019 | Sea Beast Puppet Co. | \$400.00 |
| 49391 | 7/15/2019 | State Industrial Products | \$223.45 |
| 49392 | 7/15/2019 | Sunset Food Mart, Inc. | \$77.62 |
| 49393 | 7/15/2019 | Sweetwater | \$76.30 |
| 49394 | 7/15/2019 | The Office of the State Fire Marshall | \$95.00 |
| 49395 | 7/15/2019 | UPS | \$20.80 |
| 49396 | 7/15/2019 | Kris Vire | \$300.00 |
| 49397 | 7/15/2019 | Robert Waterbury | \$50.00 |
| 49398 | 7/15/2019 | Kerry Weinzimmer | \$19.20 |
| 49399 | 7/16/2019 | WEX Bank | \$57.03 |
| 49400 | 7/31/2019 | A.B. Distributing, Inc. | \$192.33 |
| 49401 | 7/31/2019 | Advanced Auto Parts | \$57.47 |
| 49402 | 7/31/2019 | AICPA | \$285.00 |
| 49403 | 7/31/2019 | American Library Association, Membership | \$240.00 |
| 49404 | 7/31/2019 | Ancel Glink P.C. | \$157.50 |
| 49405 | 7/31/2019 | Apple Books | \$160.23 |
| 49406 | 7/31/2019 | Aquatic Works LTD | \$175.00 |
| 49407 | 7/31/2019 | ASI Sign Systems | \$387.01 |

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

| Transaction Number | Transaction Date | Reference | Payments |
|--------------------|------------------|---|----------|
| 49408 | 7/31/2019 | B&H Photo-Video | \$70.00 |
| 49409 | 7/31/2019 | Bayscan Technologies | \$174.00 |
| 49410 | 7/31/2019 | C&S Sales Inc. | \$23.94 |
| 49411 | 7/31/2019 | Center Point Publishing | \$46.74 |
| 49412 | 7/31/2019 | Discount School Supply | \$119.73 |
| 49413 | 7/31/2019 | EBSCO Information Services | \$15.40 |
| 49414 | 7/31/2019 | Findaway World, LLC | \$146.22 |
| 49415 | 7/31/2019 | Fun Express, LLC | \$84.97 |
| 49416 | 7/31/2019 | Jo I Gayle | \$500.00 |
| 49417 | 7/31/2019 | Hobby Lobby | \$19.97 |
| 49418 | 7/31/2019 | Illinois Library Association | \$300.00 |
| 49419 | 7/31/2019 | Image Specialties of Glenview, Inc. | \$25.65 |
| 49420 | 7/31/2019 | ITsavvy LLC | \$225.00 |
| 49421 | 7/31/2019 | Kol Ami | \$266.81 |
| 49422 | 7/31/2019 | Lechner & Sons | \$240.20 |
| 49423 | 7/31/2019 | Library Ideas LLC | \$528.00 |
| 49424 | 7/31/2019 | Jordan Light | \$11.99 |
| 49425 | 7/31/2019 | LittleBits Electronics, Inc. | \$25.11 |
| 49426 | 7/31/2019 | MakerBot Industries, LLC | \$218.68 |
| 49427 | 7/31/2019 | McMaster-Carr Supply Co. | \$145.83 |
| 49428 | 7/31/2019 | Diego Morales | \$160.00 |
| 49429 | 7/31/2019 | Northbrook Chamber of Commerce & Industry | \$500.00 |
| 49430 | 7/31/2019 | Northbrook Hardware | \$201.14 |
| 49431 | 7/31/2019 | Ocooch Hardwoods | \$543.68 |
| 49432 | 7/31/2019 | Panera, LLC | \$99.47 |
| 49433 | 7/31/2019 | Penguin Random House LLC | \$247.50 |
| 49434 | 7/31/2019 | Dan Petrosko | \$35.00 |
| 49435 | 7/31/2019 | Terry Ratoff | \$44.50 |
| 49436 | 7/31/2019 | Recorded Books, Inc. | \$140.59 |
| 49437 | 7/31/2019 | Reds Garden Center | \$39.20 |
| 49438 | 7/31/2019 | RobotShop Inc. | \$41.00 |
| 49440 | 7/31/2019 | Scholastic Inc | \$286.14 |
| 49441 | 7/31/2019 | Sheet Music Plus | \$229.93 |
| 49442 | 7/31/2019 | Sherwin-Williams Company | \$207.92 |
| 49443 | 7/31/2019 | Swank Motion Pictures Inc. | \$446.00 |
| 49444 | 7/31/2019 | Today's Business Solutions, Inc. | \$197.76 |
| 49445 | 7/31/2019 | UPS | \$15.03 |
| 49446 | 7/31/2019 | Vernon Library Supplies Inc. | \$207.48 |
| 49447 | 7/31/2019 | World Book, Inc. | \$250.00 |
| 49448 | 7/31/2019 | Yami Vending Inc. | \$244.86 |

\$14,741.07

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

| Transaction Number | Transaction Date | Reference | Payments | Description |
|--------------------|------------------|---------------------------------------|-------------------|--|
| 1708 | 7/31/2019 | Building Technology Consultants, Inc. | \$2,582.60 | Final payment facility plan |
| 1709 | 7/31/2019 | Pepper Construction Co. | \$1,274.00 | Final payment 1st floor renovation project |
| | | | <u>\$3,856.60</u> | |

Northbrook Public Library Foundation
Financial Statements
July-19

| Income Statement | | |
|------------------------------|---------------|--------------|
| | Month to Date | Year to Date |
| Income | | |
| Unrestricted Donations | | |
| Brick Donations | 200.00 | 400.00 |
| Auditorium Chair Donations | | 1,500.00 |
| Individual Donations | 100.00 | 100.00 |
| Corporate Donations | 20.00 | 20.00 |
| Organizations Donations | | |
| Whole Foods Donation | | 1,737.15 |
| HodgePodge Donation | | |
| Amazon Smile Donations | | 45.93 |
| Total Unrestricted Donations | 320.00 | 3,803.08 |
| Interest Income-Unrestricted | | 14.78 |
| Total Income | 320.00 | 3,817.86 |
| Expense | | |
| Bank Fee | | |
| Brick Expenses | | 225.00 |
| Chair Expenses | | |
| Filing Fee | 25.00 | 25.00 |
| Grant Transfer to NPL | | |
| Postage | | |
| Professional Fees | | |
| Software Expense | | |
| Special Event Expense | | |
| Total Expense | 25.00 | 250.00 |
| Net Income | 295.00 | 3,567.86 |

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

| Balance Sheet | |
|-----------------------------|-----------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| MB Financial - Checking | 6,133.03 |
| MB Financial - Money Market | 48,217.20 |
| Total Checking/Savings | 54,350.23 |
| Accounts Receivable | |
| Due from NPL | 100.00 |
| Total Accounts Receivable | 100.00 |
| Total Current Assets | 54,450.23 |
| TOTAL ASSETS | 54,450.23 |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 50,882.37 |
| Net Income | 3,567.86 |
| Total Equity | 54,450.23 |
| TOTAL LIABILITIES & EQUITY | 54,450.23 |

DIRECTOR'S REPORT

AGENDA ITEMS

10 Unfinished Business

10.1 Facility Plan & Bond Issuance

We will finalize the next steps for the facility plan. Information including the original report is included in the packet.

10.2 Parking Lot Truck Barrier Update

I have a written update included in the packet and should have additional information on the progress at the board meeting.

10.3 Exterior Façade Repair

I have an updated executive summary from WJE and a recommendation on what to do regarding this project.

11 New Business

11.1 FY2019 Audit Presentation – Ed Tracy, Selden Fox

A draft of the audit is included in your packet. Ed Tracy will be present to go through the audit and answer any questions.

11.2 Outsource Solutions Group 2 Year Recap – Mike Ruter, OSG

Brodie has included a memo and some information in the packet. Mike Ruter from OSG will be present to provide a recap of what they have accomplished in the past two years.

11.3 Intergovernmental Agreement to Issue Library Cards to School Districts

A memo is included in the packet along with the Intergovernmental Agreement.

11.4 Receipts and Expenditures January – June 2019 per 50 ILCS 305/1

Per the statute, the board must approve a listing of receipts and expenditures every six months. The list is in your packet.

11.5 Closed Session

We will now include this on each agenda in the event there is a reason the board needs to go into executive session

12 Agenda Building

This is a new item on the agenda as well and will be used to share upcoming items for the next board meeting and give the board an opportunity to bring up any topics they would like at future meetings.

BOARD NEWS

- Board Photos will take place before the board meeting on August 15, 2019. Brodie has sent out information about timing for the shot.
- We will be hosting a Chamber of Commerce Business After Hours on September 19 from 5-7pm with the Village. It is right before the September board meeting. All board members are invited to attend. Please let Jennifer McGee know if you will be in attendance.

FIT INTO PATRONS' LIVES

Library Wide

- The library held its inaugural One Book, One Community initiative in July. Over the course of the month, the library held 11 programs with 426 total attendees. Feedback to the program has been overwhelming positive, and included statements such as "the book club idea with monthly programs is excellent. Great speakers and a variety of programs on the topic of South Africa. Thank you!" We have heard positive comments about both the book choice, *Born a Crime* by Trevor Noah, and programming from adults. Our teen volunteers have expressed that they have enjoyed being a part of planning the book and film discussion events.
- One Book programs included:
 - Chicago, South Africa, & Apartheid featuring Professor Ava Thompson Greenwell from Northwestern University on Monday, July 29. Ms. Greenwell shared personal videos and pictures from her travels to South Africa, while commenting on the current state of the country and Chicago's involvement with the anti-apartheid movement of the 80s and 90s.
 - A book discussion held at the library on Thursday, July 11 to discuss *Born a Crime* was attended by over 40 people.
 - A book discussion held at the Lodge of Northbrook with 14 of their residents participating.

- One Book wrapped up on July 31 with librarian Caitlyn Hannon leading a book discussion of *Born a Crime* at the Landmark Inn. There were over 20 attendees, including several first-time participants. Feedback was positive and attendees thanked the library for all of the wonderful programs associated with the One Book series, and many members especially wanted to acknowledge Tracy Gossage's work overseeing the initiative, as well as all of the thought that was put into making it so informative and engaging. At one point, there was applause for the library and the great job it does in the community.
- One Book, One Northbrook programming included the following events for teens:
 - You Laugh But It's True 7/16 (88 attendees)
 - Mandela Day 7/18 (30 attendees)
 - Finding Your Funny Comedy Workshop 7/21 (4 attendees)
 - More in Common than You Think 7/21 (81 attendees)
 - High School Book Discussion 7/23 (4 attendees)
 - Books and Bites 7/26 (5 attendees)
- Adult, Youth, and Teen Summer Reading continues through August 11.
 - There are 549 participants registered for the adult program, with 262 finishing at least four books to earn a tote bag and coupon to the Friends' Bookstore so far. A total of 1,324 books have been logged.
 - We have 445 teens signed up for Teen Summer Reading, 2,013 for youth, and 136 for the baby program. Overall, people have appreciated the new teen program and the sign up levels have exceeded our expectations.

Reference

- Jill Franklin hosted Make Your Own Nondairy Cheese & Yogurt on July 15 for 42 attendees. Patrons enjoyed four beautifully arranged samples of artisanal cheese and yogurt along with the how-to information presented. Non-dairy diets are trending and this is a new program topic for libraries.

Youth Services

- Youth Services acknowledged the 50th Anniversary of the moon landing with Moonfest on July 19 which included crafts, games, and storytimes about the moon and the moon landing. It was important for us to recognize this iconic event in America's history since so many patrons were interested in the event and the anniversary.



- Our annual Stuffed Animal Sleepover was July 26/27. Children drop off their stuffed animals and staff and teen volunteers post them around the library after closing. This event is always a favorite among young elementary school aged children whose imaginations are ripe and love for their plush pals is deep.



- Our summer Create Outside the Box series concluded with our STEM inspired Egg Drop Challenge on July 30. Families constructed containers meant to keep an egg safe from breaking when dropped from the library's roof.
- Another annual favorite, our Happy Birthday, Harry Potter program was on July 31. Participants engaged in crafts, activities, and a game of Quidditch, a favorite sport in the Harry Potter books.



- We expanded our Teen Program offerings in June and July since more teens would be available to participate during their summer break from school. Programs in July included Books and Bites book discussion, Hamilton Fest, Create Club, Writers League, special summer session of TAB, VR Free Play.



EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

- To support the Chamber's new Live, Shop, Dine Northbrook community texting service, Linda Vering worked with Ron Goldblatt to promote the service via email, social media, and a poster in our lobby. She also wrote talking points to educate staff about the kiosks at the Circulation desk that allow patrons to enter their mobile phone number to receive notifications. Linda will work with the Chamber to make sure that the library's major events, like Summer Reading Kickoff, are included in the text notifications.

- In order to attract the best candidates for our open volunteer positions and better utilize staff time, the Library has updated its Volunteer website and application.
 - Interested people can now see a volunteer opportunity directory listing our current open positions.
 - The ongoing volunteer application also lists open positions and prompts applicants to select up to 4 positions of interest.
 - Teens seeking to complete service hours now have their own application. This will allow staff to prioritize these applicants, will provide staff with more complete information prior to contacting the applicant, and will allow two different staff members to manage these short-term volunteers.
- The library launched a new local collection this summer, which features books, movies, and music created by Northbrook residents and others who have a significant connection to Northbrook. All items for this collection are donations that are reviewed by staff. So far 25 items have been received, and they are featured on a display on the 2nd floor near the Reference Desk. *Little League, Big Lessons*, by Alex Marks, a memoir about his experiences playing and coaching Little League is one title included in the collection. The author's family came to take a photo with the book and the collection and said they were very proud to have the book in the library and thought the new collection was a wonderful way for the library to support its community.
- The library hosted the final program in the American Creed grant series on July 25th. The series was meant to inspire nonpartisan, across the aisle dialogue about commonalities Americans share. The final program in the series included a panel discussion of community representatives talking about commonalities shared more specifically as Northbrook community members. Speakers included Village President Sandy Frum, Historical Society President Judy Hughes, Northbrook Civic Foundation President Matt Settler, and business owner & broker Harley Korman. They answered questions regarding ways to get more involved in the community, things that have changed about Northbrook, and what they see as Northbrook's community creed.
- We hosted our second event in partnership with YIVO on July 9. The event, called "The Creation of *West Side Story*," drew an impressive crowd of 165 patrons. The event focused on the overall development of the popular classic *West Side Story*. Charles Troy's presentation featured a fast moving story of the creative minds who contributed to its development, as well as songs from the movie and videos.
- Bryan Brugger, Susan Wolf, and I attended the Northbrook Chamber of Commerce Business Expo on July 22. During the evening we connected with over 70 different people.

- In July we provided our largest number of Children's book donations yet to Bernie's Books, a local Chicago-based charity. Bernie's staff picked up 26 boxes on July 8 and 36 boxes on July 31, for a total of 62 boxes. Each box contains gently-used books, weeded from the Library's collection, which have been reviewed for relevancy of content. These donations allow children from economically disadvantaged homes in our area to have their own small "library" of books at home.
- The teen volunteer Garden Group hosted a Storytime in the Garden at the Northbrook Community Garden with Anna Fillmore. We work with the Village each year to plant a garden, donate food from the garden to the Northfield Township Food Pantry, and share garden themed programming with young children.
- I gave a presentation on the library at Covenant Village of Northbrook and discussed services, programming, library history and some of the ways patrons can digitize old media.

INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- Brodie Austin and I met with Village and GIS Consortium staff to discuss ways we might collaborate on GIS projects in the future. We discussed ways we might make the community information portal more helpful to end users by adding information about library card eligibility. We also discussed projects that would allow the library to gain insight into the community using the Village's GIS information.
- We now have a self-check machine up and running in the lobby.
- Phil Collins hosted a Computers & Coffee discussion about artificial intelligence. Patrons discussed places they have encountered AI, where they think AI may be applied in the future, as well as the history of the technology.
- Youth Services Librarians, Bridget Golembiewski and Amanda Lopez, have been using Polaris's Simply Reports to identify top circulating items in teen and popular picks and to purchase duplicate copies of those items in order to lower wait times and meet demand.

BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

New Hires – (Replacements)

- Maria Petrova, part-time Shelver (Circulation) started on July 1
- Debra Krygeris, part-time Shelver (Circulation) started on July 8
- Steve Osikowicz, regular part-time Clerk II (Circulation) started on July 16

Change in Status/Position:

- Anastasia Karahalios, changed from part-time Shelver to regular part-time Clerk II (Circulation) on July 1
- Anthony Altieri, changed from part-time Shelver to part-time Clerk (Circulation) on July 16

Terminations/Retirements

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

- Cedric Wilder, full-time Graphic Designer (Admin) resigned effective July 15. He is relocating to southern Illinois.
- Karen Schachtschneider, part-time Librarian (Reference) resigned effective July 19. She accepted a position with more hours at a nearby public library.

Continuing Education

- Bryan Brugger attended the Midwest Business Librarian Summit at Purdue University on July 24. This annual meeting of business librarians, both academic and public, examines trends and developments relating to business librarianship. One of the key issues discussed was the recent conflict between the University of California School systems and the major academic publisher Elsevier. The UC system is boycotting Elsevier, who has now cut off access to their materials (starting in July). One of the major areas of contention was over what material could be open access, and free to all with no cost. While right now this is primarily an issue impacting academic libraries, the direction this takes could impact all libraries.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

- We have hired Cintas SaniClean to make our bathrooms cleaner. They will be doing a deep clean and then perform routine maintenance to keep the bathrooms looking good.
- A spray booth, the final piece of equipment/furniture for the new Maintenance workshop, has been delivered and installed.
- As part of our ongoing building maintenance, half of the dry pendant fire sprinklers for the building canopy have been replaced.

Kate Hall
Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
July, 2019

RECENT PROJECTS



THE USER EXPERIENCE



DSAs Hugh Sato and Sean Miller, along with Asst. Manager Summer Kosuge, worked with the Teen Techie volunteers in setting up a solar panel on the library roof to draw energy to feed a battery. Teen volunteer Zack Edds then designed an acrylic box to hold a light lamp for plants, with Sean and Hugh helping to cut and piece it together.

DSA Mike Hannon: A man had been in before and attempted to laser etch onto a denim jacket, but unfortunately the laser had burned through the material. Luckily, he was not discouraged and returned to etch a leather jacket. I helped him with his design and the placement on the laser. The job on the laser took 54 minutes to run.



Monthly Report 1



DSA Hugh Sato: Elizabeth designed and 3D printed her own phone case at the Collaboratory. She made an initial prototype which ended up being too small, and then made revisions that helped it fit perfectly with her phone, along with the holes for the buttons.

FEEDBACK

From DSA Michelle Mistalski: Lily Musslewhite and her mother came in to the Collaboratory on July 19th to work on laser etching pub glasses. Lily wanted to personally thank me for helping her find her passion for sewing. She took one of the sewing machine basics for kids class at the library earlier this year. Because she enjoyed the class so much, she started sewing on her own and went off to sew her own quilt, tote bags, and neck pillows. "Thank you so much for teaching me how to sew. For my birthday, I am getting a sewing machine!" Her mother expressed her gratitude to the library and for my patience in helping Lily find her new love for sewing.

3D PRINTING

We printed 89 objects for users in July.

PROJECTS

July projects by material type charged, and associated equipment:

| Material | Quantity | Machine |
|------------------------|----------|-----------------------|
| 3D Printing | 31 | 3D Printer |
| Acrylic | 14 | Laser Cutter |
| Buttons | 9 | Button Makers |
| Cardstock | 16 | Cricut |
| CD | 1 | Digitization Room |
| Cork Coasters | 6 | Laser Cutter |
| DVDs | 2 | Digitization Room |
| Embroidery Thread | 21 | Embroidery Machine |
| Glasses | 27 | Laser Cutter |
| HDPE | 3 | Carvey |
| Iron-on | 1 | Cricut |
| Keychains | 5 | Button Makers |
| Stabilizer Sheets | 66 | Embroidery Machine |
| Stamp Block | 1 | Carvey |
| Sewing Thread | 4 | Sewing Machines |
| Vinyl & Transfer Paper | 19 | Cricut |
| Wood | 30 | Laser Cutter & Carvey |

VISITORS

1356 people visited the Collaboratory over 21 days in July.

RAILS Report July 2019

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

Help libraries be the best they can be

Diane Foote, Executive Director of ILA, and Dee Brennan, RAILS Executive Director, met to talk about alignment of RAILS and ILA activities and ways they can partner. ILA's new strategic plan provides a clear direction for ILA and will help them to partner and avoid duplication or gaps of service. They discussed the need for a statewide conversation about and plan for continuing education. They also discussed working together with the state library and IHLS on implementation of standards and best practice documents.

Leading/Working with Libraries to Expand Resource Sharing



Library patrons can use [Find More Illinois](#) to search multiple Illinois library catalogs at once. Patrons from participating libraries can log in to place requests and pick up items at their local library. RAILS has been working with Auto-Graphics (the vendor of the SHAREit software that runs Find More Illinois) on two software development projects:

- Patron authentication via OpenAthens (an identity and access management service) to meet SWAN's needs. (SWAN is one of the shared catalog consortia RAILS supports.)
- Patron Lookup functionality to support reciprocal borrowing.

Both development projects have progressed to the point where we are planning testing. Both are based on Auto-Graphics' version 6 code base, so progress hinged on RAILS upgrading to version 6. That upgrade was done the first weekend in June. The pilot stage of Find More Illinois officially ended as of June 30. June also saw three more libraries go live: Addison Public Library (with a standalone Sierra integrated library system), Creston-Dement Public Library District (a PrairieCat member), and Normal Public Library (an RSA member). Five more libraries are currently in implementation.

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

Resolution on Digital Content Pricing for Libraries

The American Library Association (ALA) Council recently passed the "[Resolution on E-Book Pricing for Libraries](#)." The Association of Specialized, Government, and Cooperative Library Agencies' Consortial E-Books Interest Group brought the resolution to council. RAILS Executive Director Deirdre Brennan is one of the leaders of this group and she helped draft the resolution.

The resolution calls for ALA to create a joint working group to address library concerns and the development of a public awareness campaign. It came on the heels of Blackstone Audio placing a moratorium on sales of library content and Hachette replacing its perpetual ownership model for libraries with two-year access for e-books and digital audiobooks. Both of these restrictive actions have caused concern for libraries about their ability to provide access to digital content.

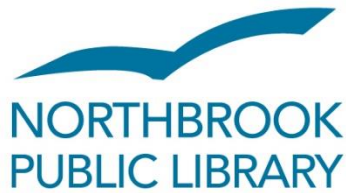
Building Collaborative Relationships & Fostering Networking

Opportunities for Libraries to Collaborate on Census 2020 Activities

The 2020 Census is rapidly approaching! It will be very important for libraries to help maximize participation throughout Illinois. Our representation in Congress, as well as federal funding, including [LSTA funding](#) that supports library system delivery, shared catalogs, and per capita grants, depend on an accurate census count.



RAILS will offer a variety of activities in the coming months to help libraries work together to "get out the count" in Illinois. They also have a [page on their website](#) where libraries can find updated information on the census.



Memorandum

DATE: August 7, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Facility Plan

As we discussed over the previous two months, BTC has prepared a facility plan outlining the costs for repairs and renovations over the next 20 years. Anna and I have met with the Village and they have informed us that the best option is to take out a bond for 2-3 years' worth of projects. The Village typically goes out for bonds every 1-2 years.

Based on the information from the Village, we are recommending that we take out a bond to cover the costs for all facility plan work for the next two years. This includes the following projects:

| | | FY20/21 | FY21/22 |
|---------------------------------------|--------------------------------------|--------------|-----------|
| Site Elements | | | |
| | Landscaping and Hardscape | 150,000.00 | |
| Façade | | | |
| | Brick Masonry | | |
| | Corrugated Metal Panels | | 10,000.00 |
| | Mechanical Penthouse Wall Cladding | 275,000.00 | |
| | Exterior Façade and Painting Project | 1,000,000.00 | |
| Interior Finishes and Fixtures | | | |
| | Technology & Communications | | |
| | Security Cameras | 75,000.00 | |
| | Alarm System | 75,000.00 | |
| | Masterplan | | |

| | | |
|-----------------------------|------------|------------|
| Marketplace | 340,000.00 | |
| RFID | 215,000.00 | |
| Circulation Remodel | 855,000.00 | |
| Automated Material Handler | 180,000.00 | |
| Fiction & Media Staff Space | | 575,000.00 |

Mechanical, Electrical, Plumbing & Fire Protection

| | | |
|-----------------|-----------|-----------|
| Air Handlers | 12,000.00 | |
| Boilers | | 80,000.00 |
| Exhaust Fans | 3,000.00 | |
| Fire Sprinklers | 15,000.00 | |

| | | |
|--------------------------------------|---------------------|-------------------|
| Present Day Estimated Expense | 3,195,000.00 | 665,000.00 |
|--------------------------------------|---------------------|-------------------|

The total cost for these projects is \$4,010,000. I have included two scenarios in the packet for you:

1. Scenario 1: Our current situation
2. Scenario 2: The situation if we took out the \$4 million bond this year and another bond in FY2024. This would set us up for the next few years in terms of repairs, renovations, etc.

We have also included a schedule of what the bond payments may look like based on current interest rates for both bonds.

While this scenario lays out two bonds, today I am only asking the board to discuss the initial bond. If the board votes to approve the facility plan and move forward with obtaining a bond, I would bring a resolution to the next board meeting for the bond issuance.

I look forward to discussing this with the board at the meeting.

Northbrook Public Library
Facility Plan
No Bond Scenario

| | FY19/20 | FY20/21 | FY21/22 | FY22/23 | FY23/24 |
|---|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Site Elements | | | | | |
| Asphalt Pavement | 211,382.15 | | | 30,000.00 | |
| Concrete Driveway | | | | 5,000.00 | |
| Concrete Sidewalks & Stairs | | | | 5,000.00 | |
| Concrete Curbing | | | | 5,000.00 | |
| Landscaping and Hardscape | | 150,000.00 | | | |
| Railing and Handrails | | | | | 5,000.00 |
| Pole Mounted Light Fixtures | | | | | 42,000.00 |
| Roofing | | | | | |
| Barreled roof | | | | | 630,000.00 |
| Façade | | | | | |
| Brick Masonry | | | | | |
| Corrugated Metal Panels | | | 10,000.00 | | |
| Mechanical Penthouse Wall Cladding | | 275,000.00 | | | |
| Window Wall System (1999 addition) | | | | | 40,000.00 |
| Soffits | | | | | |
| Exterior Façade and Painting Project | | 1,000,000.00 | | | |
| Interior Finishes and Fixtures | | | | | |
| Technology & Communications | | | | | |
| Phone System | 100,000.00 | | | | |
| Security Cameras | | 75,000.00 | | | |
| Alarm System | | 75,000.00 | | | |
| Masterplan | | | | | |
| Tech services/Main Remodel | 425,000.00 | | | | |
| Study Rooms | 400,000.00 | | | | |
| Marketplace | | 340,000.00 | | | |
| RFID | | 215,000.00 | | | |
| Circulation Remodel | | 855,000.00 | | | |
| Automated Material Handler | | 180,000.00 | | | |
| Fiction & Media Staff Space | | | 575,000.00 | | |
| Middle & High School Space | | | | 740,000.00 | |
| Youth Services | | | | | 740,000.00 |
| Mechanical, Electrical, Plumbing & Fire Protection | | | | | |
| Air Handlers | | 12,000.00 | | | |
| Split System Air Conditioners | | | | | 30,000.00 |
| Boilers | | | 80,000.00 | | 20,000.00 |
| HVAC and Plumbing Pumps | 12,000.00 | | | | 8,000.00 |
| Exhaust Fans | 5,000.00 | 3,000.00 | | | 12,000.00 |
| Domestic Water Heater | 3,000.00 | | | | |
| Temperature Control Air Compressor | | | | | 8,000.00 |
| Boiler Room Venilation Project | 30,000.00 | | | | |
| Fire Sprinklers | 20,000.00 | 15,000.00 | | | |
| Present Day Estimated Expense | 1,206,382.15 | 3,195,000.00 | 665,000.00 | 785,000.00 | 1,535,000.00 |
| Inflation Rate | 1.0220 | 1.0445 | 1.0675 | 1.0909 | 1.1149 |
| Future Estimated Expense | 1,232,922.56 | 3,337,177.50 | 709,887.50 | 856,356.50 | 1,711,371.50 |
| Beginning Reserve Fund Balance | | | | | |
| Regular transfer to CIF from Operating | 75,000.00 | 75,000.00 | 75,000.00 | 75,000.00 | 75,000.00 |
| Transfer to CIF due to debt service reduction | 488,000.00 | 488,000.00 | 488,000.00 | 488,000.00 | 488,000.00 |
| Bond Issuance | | | | | |
| Future Estimated Expense | (1,232,922.56) | (3,337,177.50) | (709,887.50) | (856,356.50) | (1,711,371.50) |
| Interest | 10,729.19 | (44,539.77) | (48,368.32) | (55,202.82) | (79,274.30) |
| Ending Reserve Fund Balance | 547,188.78 | (2,271,528.49) | (2,466,784.31) | (2,815,343.63) | (4,042,989.43) |

Northbrook Public Library
Facility Plan
Bond Scenario

| | FY19/20 | FY20/21 | FY21/22 | FY22/23 | FY23/24 |
|---|------------------------|------------------------|----------------------|----------------------|------------------------|
| Site Elements | | | | | |
| Asphalt Pavement | \$ 211,382.15 | | | \$ 30,000.00 | |
| Concrete Driveway | | | | \$ 5,000.00 | |
| Concrete Sidewalks & Stairs | | | | \$ 5,000.00 | |
| Concrete Curbing | | | | \$ 5,000.00 | |
| Landscaping and Hardscape | | \$ 150,000.00 | | | |
| Railing and Handrails | | \$ 150,000.00 | | | \$ 5,000.00 |
| Pole Mounted Light Fixtures | | | | | \$ 42,000.00 |
| Roofing | | | | | |
| Main Roof | | | | | |
| Barreled roof | | | | | \$ 630,000.00 |
| Facada | | | | | |
| Brick Masonry | | | | | |
| Corrugated Metal Panels | | | \$ 10,000.00 | | |
| Mechanical Penthouse Wall Cladding | | \$ 275,000.00 | | | |
| Window Wall System (1999 addition) | | | | | \$ 40,000.00 |
| Soffits | | | | | |
| Exterior Façade and Painting Project | | \$ 1,000,000.00 | | | |
| Interior Finishes and Fixtures | | | | | |
| Technology & Communications | | | | | |
| Phone System | \$ 100,000.00 | | | | |
| Security Cameras | | \$ 75,000.00 | | | |
| Alarm System | | \$ 75,000.00 | | | |
| masterplan | | | | | |
| Tech services/Main Remodel | \$ 425,000.00 | | | | |
| Study Rooms | \$ 400,000.00 | | | | |
| Marketplace | | \$ 340,000.00 | | | |
| RFID | | \$ 215,000.00 | | | |
| Circulation Remodel | | \$ 855,000.00 | | | |
| Automated Material Handler | | \$ 180,000.00 | | | |
| Fiction & Media Staff Space | | | \$ 575,000.00 | | |
| Middle & High School Space | | | | \$ 740,000.00 | |
| Youth Services | | | | | \$ 740,000.00 |
| Fiction & Media Patron Space | | | | | |
| Reference Patron Space | | | | | |
| 2nd floor Staff Space | | | | | |
| Elevator refinish | | | | | |
| Mechanical, Electrical, Plumbing & Fire Protection | | | | | |
| Air Handlers | | \$ 12,000.00 | | | |
| Split System Air Conditioners | | | | | \$ 30,000.00 |
| Boilers | | | \$ 80,000.00 | | \$ 20,000.00 |
| HVAC and Plumbing Pumps | \$ 12,000.00 | | | | \$ 8,000.00 |
| Exhaust Fans | \$ 5,000.00 | \$ 3,000.00 | | | \$ 12,000.00 |
| Domestic Water Heater | \$ 3,000.00 | | | | |
| Temperature Control Air Compressor | | | | | \$ 8,000.00 |
| Boiler Room Venilation Project | \$ 30,000.00 | | | | |
| Fire Sprinklers | \$ 20,000.00 | \$ 15,000.00 | | | |
| Sump Pump | | | | | |
| Present Day Estimated Expense | \$ 1,206,382.15 | \$ 3,345,000.00 | \$ 665,000.00 | \$ 785,000.00 | \$ 1,535,000.00 |
| Inflation Rate | \$ 1.02 | \$ 1.04 | \$ 1.07 | \$ 1.09 | \$ 1.11 |
| Future Estimated Expense | \$ 1,232,922.56 | \$ 3,493,852.50 | \$ 709,887.50 | \$ 856,356.50 | \$ 1,711,371.50 |
| Beginning Reserve Fund Balance | | | | | |
| Regular transfer to CIF from Operating | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 75,000.00 |
| Transfer to CIF due to debt service reduction | \$ 488,000.00 | \$ 350,000.00 | \$ 350,000.00 | \$ 350,000.00 | \$ 200,000.00 |
| Bond Issuance | | \$ 4,010,000.00 | | | \$ 2,705,000.00 |

Northbrook Public Library
Facility Plan
Estimated Bond Payment Schedule
July 2019

| | Principal | Interest @ 4% | Payment | | Balance |
|---------|--------------|---------------|--------------|--|--------------|
| FY20/21 | 4,010,000.00 | 160,400.00 | 295,062.82 | | 3,869,950.67 |
| FY21/22 | 3,869,950.67 | 155,013.49 | 295,062.82 | | 3,724,299.36 |
| FY22/23 | 3,724,299.36 | 149,411.51 | 295,062.82 | | 3,572,822.01 |
| FY23/24 | 3,572,822.01 | 143,585.46 | 295,062.82 | | 3,415,285.56 |
| FY24/25 | 3,415,285.56 | 137,526.37 | 295,062.82 | | 3,251,447.65 |
| FY25/26 | 3,251,447.65 | 131,224.91 | 295,062.82 | | 3,081,056.22 |
| FY26/27 | 3,081,056.22 | 124,671.39 | 295,062.82 | | 2,903,849.14 |
| FY27/28 | 2,903,849.14 | 117,855.74 | 295,062.82 | | 2,719,553.77 |
| FY28/29 | 2,719,553.77 | 110,767.45 | 295,062.82 | | 2,527,886.59 |
| FY29/30 | 2,527,886.59 | 103,395.64 | 295,062.82 | | 2,328,552.72 |
| FY30/31 | 2,328,552.72 | 95,728.95 | 295,062.82 | | 2,121,245.50 |
| FY31/32 | 2,121,245.50 | 87,755.60 | 295,062.82 | | 1,905,645.99 |
| FY32/33 | 1,905,645.99 | 79,463.31 | 295,062.82 | | 1,681,422.50 |
| FY33/34 | 1,681,422.50 | 70,839.33 | 295,062.82 | | 1,448,230.06 |
| FY34/35 | 1,448,230.06 | 61,870.39 | 295,062.82 | | 1,205,709.94 |
| FY35/36 | 1,205,709.94 | 52,542.69 | 295,062.82 | | 953,489.00 |
| FY36/37 | 953,489.00 | 42,841.88 | 295,062.82 | | 691,179.23 |
| FY37/38 | 691,179.23 | 32,753.05 | 295,062.82 | | 418,377.07 |
| FY38/39 | 418,377.07 | 22,260.66 | 295,062.82 | | 134,662.82 |
| FY39/40 | 134,662.82 | 11,348.57 | 295,062.82 | | - |
| Totals | | 1,730,856.38 | 5,606,193.56 | | |

Northbrook Public Library
Facility Plan
Estimated Bond Payment Schedule
July 2019

| | Principal | Interest @ 4% | Payment | | Balance |
|---------|--------------|---------------|--------------|--|--------------|
| FY23/24 | 2,705,000.00 | 108,200.00 | 199,038.63 | | 2,610,527.82 |
| FY24/25 | 2,610,527.82 | 104,566.45 | 199,038.63 | | 2,512,276.75 |
| FY25/26 | 2,512,276.75 | 100,787.57 | 199,038.63 | | 2,410,095.64 |
| FY26/27 | 2,410,095.64 | 96,857.52 | 199,038.63 | | 2,303,827.29 |
| FY27/28 | 2,303,827.29 | 92,770.28 | 199,038.63 | | 2,193,308.20 |
| FY28/29 | 2,193,308.20 | 88,519.55 | 199,038.63 | | 2,078,368.35 |
| FY29/30 | 2,078,368.35 | 84,098.78 | 199,038.63 | | 1,958,830.90 |
| FY30/31 | 1,958,830.90 | 79,501.19 | 199,038.63 | | 1,834,511.96 |
| FY31/32 | 1,834,511.96 | 74,719.69 | 199,038.63 | | 1,705,220.26 |
| FY32/33 | 1,705,220.26 | 69,746.93 | 199,038.63 | | 1,570,756.89 |
| FY33/34 | 1,570,756.89 | 64,575.26 | 199,038.63 | | 1,430,914.98 |
| FY34/35 | 1,430,914.98 | 59,196.73 | 199,038.63 | | 1,285,479.40 |
| FY35/36 | 1,285,479.40 | 53,603.05 | 199,038.63 | | 1,134,226.40 |
| FY36/37 | 1,134,226.40 | 47,785.63 | 199,038.63 | | 976,923.27 |
| FY37/38 | 976,923.27 | 41,735.51 | 199,038.63 | | 813,328.02 |
| FY38/39 | 813,328.02 | 35,443.39 | 199,038.63 | | 643,188.96 |
| FY39/40 | 643,188.96 | 28,899.58 | 199,038.63 | | 466,244.34 |
| FY40/41 | 466,244.34 | 22,094.01 | 199,038.63 | | 282,221.94 |
| FY41/42 | 282,221.94 | 15,016.23 | 199,038.63 | | 90,838.63 |
| FY42/43 | 90,838.63 | 7,655.33 | 199,038.63 | | - |
| Totals | | 1,167,572.69 | 3,781,734.06 | | |

Report To

**Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062**

Capital Asset Study Northbrook Public Library Northbrook, Illinois



By:
Christopher R. Kottra
Kami Farahmandpour

BTC Project No. 19-472
June 14, 2019



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

Building Technology Consultants, Inc.

TABLE OF CONTENTS

| | | |
|-------|--|----|
| 1 | Background Information | 1 |
| 2 | Objectives and Scope of Work | 2 |
| 2.1 | Background Review..... | 2 |
| 2.2 | Field Assessment | 2 |
| 2.2.1 | Site Elements..... | 2 |
| 2.2.2 | Roofing..... | 3 |
| 2.2.3 | Facade | 3 |
| 2.2.4 | Interior Finishes | 3 |
| 2.2.5 | Elevators..... | 4 |
| 2.2.6 | Mechanical, Electrical, Plumbing, and Fire Protection Systems (MEP/FP): | 4 |
| 2.3 | Analysis and Report..... | 4 |
| 2.4 | Meeting | 4 |
| 3 | Findings..... | 5 |
| 3.1 | Financial Analysis | 5 |
| 3.2 | Long-Term Review..... | 9 |
| 3.3 | Assumptions | 10 |
| 4 | Disclosures..... | 12 |

Appendix A – Component Category Summary Reports

Appendix B – Financial Analysis



June 14, 2019

Via E-Mail: aamen@northbrook.info

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

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

Dear Ms. Amen:

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

1 BACKGROUND INFORMATION

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

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



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

2 OBJECTIVES AND SCOPE OF WORK

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

2.1 Background Review

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

2.2 Field Assessment

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

2.2.1 Site Elements

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

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



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

2.2.2 Roofing

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

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

2.2.3 Facade

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

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

2.2.4 Interior Finishes

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

- Flooring
- Wall finishes
- Ceiling tiles



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

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

2.2.5 Elevators

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

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

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

2.3 Analysis and Report

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

2.4 Meeting

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



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

3 FINDINGS

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

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

3.1 Financial Analysis

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

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

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



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

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

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

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

$$F = P (1 + IR)^n$$

where

F = future expense

P = present day expense

IR = annual inflation rate expressed as a decimal

n = number of years until future expense occurs

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

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

² For comparison purposes, an average general inflation rate over the last 20 years was calculated to be approximately 2.13% based on data obtained from www.inflationdata.com.



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

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

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

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

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

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

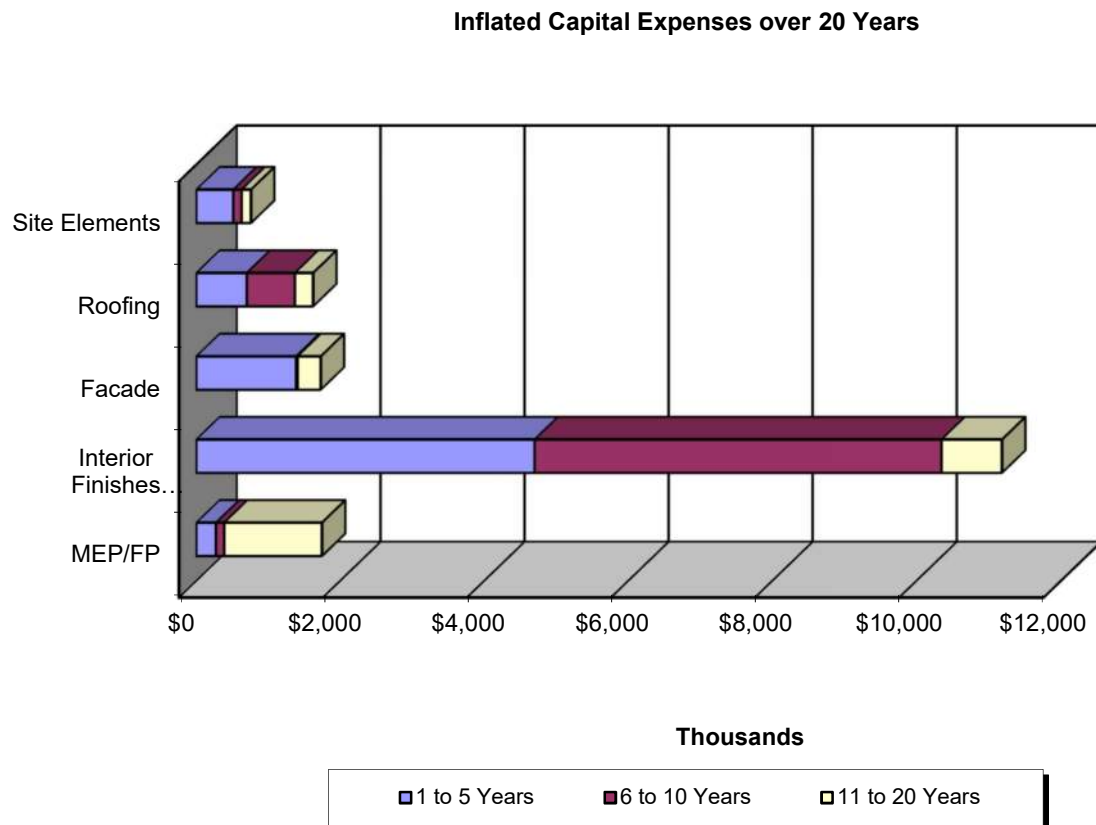


Ms. Anna Amen
BTC Project No. 19-472
June 14, 2019
Page 8 of 13

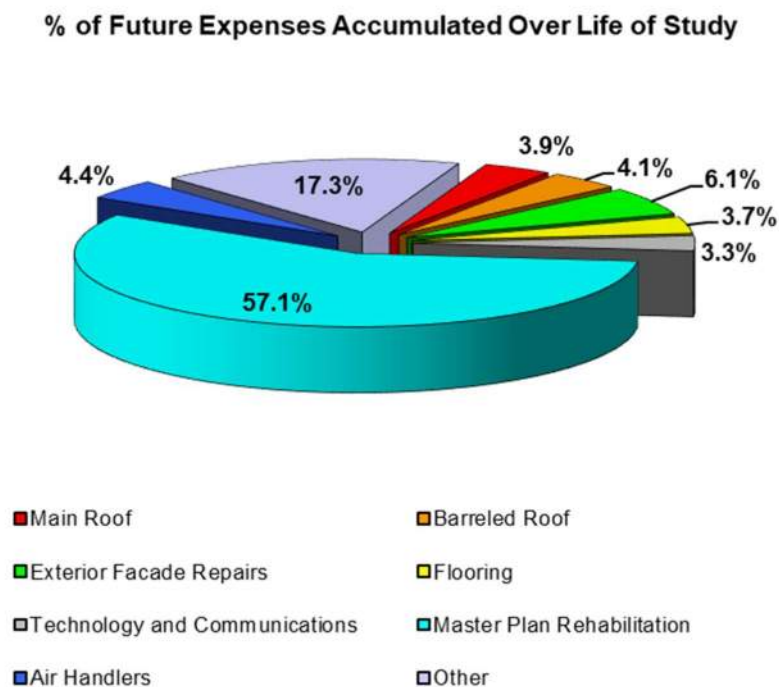
The funding plan for the full 20-year period is illustrated in tabular form in **Table 4**, and in graphical form in **Table 5**. It is emphasized that the recommended reserve funding plan presented is only one of many possible economic scenarios to meet the future reserve requirements.

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

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



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



3.2 Long-Term Review

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



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

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

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

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

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

3.3 Assumptions

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

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



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

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



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

4 DISCLOSURES

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

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

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

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



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

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

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

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

Sincerely,

Building Technology Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Chris R. Kottra'.

Christopher R. Kottra, PE, CCCA
Associate Principal

A handwritten signature in black ink, appearing to read 'Kami Farahmandpour'.

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

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

Copy to: Ms. Kate Hall



APPENDIX A

COMPONENT CATEGORY SUMMARY REPORTS

Project:

Northbrook Public Library
Northbrook, Illinois

Capital Asset Component:

Site Elements

Asset Description:

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

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

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

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

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

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



Photo 1



Photo 2



Photo 3

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

Approximate Asset Quantities:

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

Condition:

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

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

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

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

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



Photo 4



Photo 5



Photo 6

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

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

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

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

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

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

Rehabilitation:

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

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

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



Photo 7



Photo 8



Photo 9

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

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

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

Approximate Rehabilitation Cost and Schedule:

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

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



Photo 10



Photo 11



Photo 12

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

Maintenance Recommendations:

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

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

Additional Comments:

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



Photo 13



Photo 14

Project:

Northbrook Public Library
Northbrook, Illinois

Capital Asset Component:

Roofing

Asset Description:

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

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

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

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

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

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

Approximate Asset Quantities:

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



Photo 1



Photo 2



Photo 3

Condition:

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

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

Rehabilitation:

Rehabilitation of the roofs will likely consist of the following:

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

Approximate Rehabilitation Cost and Schedule:

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

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



Photo 4



Photo 5



Photo 6

Maintenance Recommendations:

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

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



Photo 7



Photo 8

Project:

Northbrook Public Library
Northbrook, Illinois

Capital Asset Component:

Facade

Asset Description:

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

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

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

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

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

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

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



Photo 1



Photo 2



Photo 3

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

Approximate Asset Quantities:

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

Condition:

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

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

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



Photo 4



Photo 5



Photo 6

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

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

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

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

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

Rehabilitation:

Future facade rehabilitation will likely consist of the following:

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



Photo 7



Photo 8



Photo 9

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

Approximate Rehabilitation Cost and Schedule:

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

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

Maintenance Recommendations:

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

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



Photo 10



Photo 11



Photo 12

Project:

Northbrook Public Library
Northbrook, Illinois

Capital Asset Component:

Interior Finishes and Fixtures

Asset Description:

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

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

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

1st Floor:

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

2nd Floor:

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



Photo 1



Photo 2



Photo 3

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

3rd Floor:

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

Approximate Asset Quantities:

Flooring:

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

Ceiling Finishes:

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

Inventory Valuation:

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

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



Photo 4



Photo 5



Photo 6

Condition:

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

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

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

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

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

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

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

Rehabilitation:

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

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



Photo 7

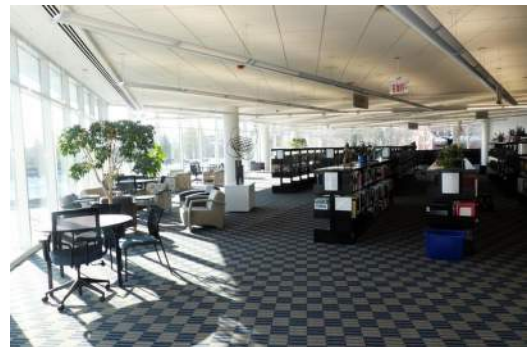


Photo 8



Photo 9

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

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

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

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

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

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



Photo 10



Photo 11



Photo 12

Approximate Rehabilitation Cost and Schedule:

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

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



Photo 13



Photo 14



Photo 15

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



Photo 16



Photo 17

Maintenance Recommendations:

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

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

Project:

Northbrook Public Library
Northbrook, Illinois

Capital Asset Component:

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

Asset Quantities:

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

Condition:

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

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

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



Photo 1



Photo 2



Photo 3

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

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

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

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

Approximate Rehabilitation Cost and Schedule:

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

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



Photo 4



Photo 5



Photo 6

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



Photo 7



Photo 8



Photo 9

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



Photo 10

Maintenance Recommendations:

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

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



Photo 11



APPENDIX B

FINANCIAL ANALYSIS TABLES

Table 1
Element Expense Summary

Northbrook Public Library
Project #: 19-472
Version #: DRAFT 2.0

| Component | General Current Condition | Life Analysis (Years) | | Total | Quantities | | Expenses | | | | |
|--|---------------------------|-----------------------|-----------------------|--------|-------------|--|-------------|--------------|--------------------------|--------------------------|-------------------------------|
| | | Typical Useful Life | Remaining Useful Life | | Units | % of Total Repaired / Replaced Over 20 Year Period | Present Day | | | Future (Inflated) | |
| | | | | | | | Unit Costs | Expenses | Total for 20 Year Period | Total for 20 Year Period | % of Total for 20 Year Period |
| Site Elements | | | | | | | | | | | |
| Asphalt Pavement | Poor | 15-20 | 0 | 54,500 | Square Feet | 179.4% | \$4.62 | \$252,000 | \$452,000 | \$515,029 | 3.0% |
| Concrete Driveway | Fair | Up to 60 | 10+ | 6,300 | Square Feet | 10.6% | \$15.00 | \$94,500 | \$10,000 | \$11,671 | 0.1% |
| Concrete Sidewalks and Stairs | Fair | Up to 60 | 10+ | 17,800 | Square Feet | 3.7% | \$15.00 | \$267,000 | \$10,000 | \$11,671 | 0.1% |
| Concrete Curbing | Good | Up to 60 | 10+ | 800 | Linear Feet | 15.6% | \$80.00 | \$64,000 | \$10,000 | \$11,671 | 0.1% |
| Landscaping and Hardscape | Good | Varies | Varies | 7,500 | Square Feet | 100.0% | \$20.00 | \$150,000 | \$150,000 | \$156,673 | 0.9% |
| Railings and Handrails | Good / Poor | 15 | Varies | 220 | Linear Feet | 100.0% | \$22.73 | \$5,000 | \$5,000 | \$5,575 | 0.0% |
| Retaining Walls | Good | 40+ | 20+ | 1,060 | Linear Feet | | \$250.00 | \$265,000 | | | |
| Pole-mounted Light Fixtures | Fair to Poor | 20-25 | 5 | 14 | Each | 100.0% | \$3,000 | \$42,000 | \$42,000 | \$46,828 | 0.3% |
| Miscellaneous Site Elements | Varies | Varies | Varies | 1 | Allowance | | \$10,000 | \$10,000 | | | |
| | | | | | | | | | | | |
| Roofing | | | | | | | | | | | |
| Main Roof | Good | 15-20 | 7 | 23,000 | Square Feet | 100.0% | \$25.00 | \$575,000 | \$575,000 | \$669,613 | 3.9% |
| Elevated Mechanical Equipment Roofs | Good | 15-20 | 15 | 6,000 | Square Feet | 100.0% | \$30.00 | \$180,000 | \$180,000 | \$249,480 | 1.5% |
| Barreled Roof | Fair | 15-20 | 3-5 | 21,000 | Square Feet | 100.0% | \$30.00 | \$630,000 | \$630,000 | \$702,417 | 4.1% |
| | | | | | | | | | | | |
| Facade | | | | | | | | | | | |
| Brick Masonry | Good | 30-50 | Varies | 1,400 | Square Feet | 23.8% | \$30.00 | \$42,000 | \$10,000 | \$11,395 | 0.1% |
| Corrugated Metal Panels | Fair | 25-35 | 15+ | 2,700 | Square Feet | 24.7% | \$15.00 | \$40,500 | \$10,000 | \$10,675 | 0.1% |
| Mechanical Penthouse Wall Cladding | Fair | 25-35 | 15+ | 1,800 | Square Feet | 100.0% | \$152.78 | \$275,000 | \$275,000 | \$287,233 | 1.7% |
| 2nd Floor Windows (Original Structure) | Poor | 30-50 | 0 | 94 | Each | 6.6% | \$8,000 | \$752,000 | \$50,000 | \$63,523 | 0.4% |
| Window Wall System (1999 Addition) | Good | 30-50 | 20+ | 9,600 | Square Feet | 1.7% | \$250.00 | \$2,400,000 | \$40,000 | \$44,598 | 0.3% |
| Projecting Sunshades | Good | 30-50 | 20+ | 420 | Linear Feet | | \$200.00 | \$84,000 | | | |
| Storefront System | Good | 30-50 | 20+ | 1,700 | Square Feet | | \$100.00 | \$170,000 | | | |
| Exterior Doors | Good | Varies | Varies | 9 | Each | | \$3,000 | \$27,000 | | | |
| Soffits | Fair | 25-30 | 10+ | 19,800 | Square Feet | 10.1% | \$5.00 | \$99,000 | \$10,000 | \$11,395 | 0.1% |
| Exposed Steel Framing | Poor | Varies | Varies | 1 | Allowance | 100.0% | \$200,000 | \$200,000 | \$200,000 | \$254,091 | 1.5% |
| Exterior Facade Repairs | N/A | N/A | N/A | 1 | Allowance | 100.0% | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,044,484 | 6.1% |
| Interior Finishes and Fixtures | | | | | | | | | | | |
| Flooring | Varies | Varies | Varies | 80,300 | Square Feet | 69.7% | \$8.00 | \$642,400 | \$448,000 | \$627,626 | 3.7% |
| Ceiling Finishes | Varies | Varies | Varies | 42,000 | Square Feet | | | | | | |
| Restroom Finishes and Fixtures | Varies | Varies | Varies | 1,300 | Square Feet | | | | | | |
| Elevator Finishes and Controls | Good | 20-30 | 10 | 2 | Each | 100.0% | \$25,000 | \$50,000 | \$50,000 | \$62,155 | 0.4% |
| Computer Equipment | Varies | Varies | Varies | 1 | Allowance | | \$525,000 | \$525,000 | | | |
| Furniture and Shelving | Good | Varies | Varies | 1 | Allowance | 10.6% | \$1,410,000 | \$1,410,000 | \$150,000 | \$208,323 | 1.2% |
| Office Equipment | Good | N/A | Varies | 1 | Allowance | | \$561,000 | \$561,000 | | | |
| Technology and Communications | Varies | Varies | Varies | 1 | Allowance | 530.0% | \$100,000 | \$100,000 | \$530,000 | \$559,485 | 3.3% |
| Master Plan Rehabilitation | N/A | N/A | N/A | 1 | Allowance | 109.9% | \$7,800,000 | \$7,800,000 | \$8,575,000 | \$9,726,164 | 57.1% |
| | | | | | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | | | | | |
| Air Handlers | Varies | 20-40 | 5 / 12 / 18 | 5 | Each | 90.3% | \$120,000 | \$600,000 | \$542,000 | \$753,208 | 4.4% |
| RTUs | Good | 20-25 | 20 | 2 | Each | 100.0% | \$150,000 | \$300,000 | \$300,000 | \$463,595 | 2.7% |
| Split System Air Conditioners | Varies | 15-20 | 5 / 16 | 4 | Each | 100.0% | \$15,000 | \$60,000 | \$60,000 | \$75,943 | 0.4% |
| Chillers | Good | 20-25 | 22 | 1 | Each | | | | | | |
| Cooling Towers | Good | 20-25 | 22 | 1 | Each | | | | | | |
| Boilers | Poor | 25-30 | 1 / 3 | 3 | Each | 100.0% | \$33,333 | \$100,000 | \$100,000 | \$107,696 | 0.6% |
| HVAC and Plumbing Pumps | Varies | 15-20 | Varies | 17 | Each | 88.2% | \$5,000 | \$85,000 | \$75,000 | \$90,965 | 0.5% |
| Exhaust Fans | Varies | 15-20 | Varies | 15 | Each | 91.1% | \$3,000 | \$45,000 | \$41,000 | \$49,568 | 0.3% |
| Fire Pump | Good | 25-30 | 20 | 1 | Each | 100.0% | \$35,000 | \$35,000 | \$35,000 | \$54,086 | 0.3% |
| Domestic Water Heater | Poor | 8-10 | 0 | 1 | Each | 300.0% | \$3,000 | \$3,000 | \$9,000 | \$11,058 | 0.1% |
| Sewage Ejector Pump | Good | 15 | 11 | 2 | Each | 100.0% | \$2,500 | \$5,000 | \$5,000 | \$6,352 | 0.0% |
| Sump Pump | Good | 15 | 11 | 2 | Each | 100.0% | \$2,500 | \$5,000 | \$5,000 | \$6,352 | 0.0% |
| Emergency Generator | Good | 20-30 | 9 | 1 | Each | 100.0% | \$40,000 | \$40,000 | \$40,000 | \$49,724 | 0.3% |
| Temperature Control Air Compressor | Fair | 25-30 | 5 | 1 | Each | 100.0% | \$8,000 | \$8,000 | \$8,000 | \$8,920 | 0.1% |
| Boiler Room Ventilation | Poor | N/A | N/A | 1 | Allowance | 100.0% | \$30,000 | \$30,000 | \$30,000 | \$30,660 | 0.2% |
| Fire Sprinklers | Poor | 20-25 | Varies | 1 | Allowance | 100.0% | \$35,000 | \$35,000 | \$35,000 | \$36,107 | 0.2% |
| | | | | | | | Totals | \$17,056,498 | \$19,697,000 | \$22,400,913 | 72.00% |

Printed on 14-Jun-19

Table 2

Present Day Annual Expense Summary (Years 1 thru 5)

Northbrook Public Library
Project #: 19-472
Version #: DRAFT 2.0

| Component | 1 | 2 | 3 | 4 | 5 | Years 1 thru 5 | |
|---|----------------------|----------------------|----------------------|--------------------|----------------------|--------------------|---------------|
| | 2019 / 2020 | 2020 / 2021 | 2021 / 2022 | 2022 / 2023 | 2023 / 2024 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | \$252,000 | | | \$30,000 | | \$282,000 | 4.0% |
| Concrete Driveway | | | | \$5,000 | | \$5,000 | 0.1% |
| Concrete Sidewalks and Stairs | | | | \$5,000 | | \$5,000 | 0.1% |
| Concrete Curbing | | | | \$5,000 | | \$5,000 | 0.1% |
| Landscaping and Hardscape | | \$150,000 | | | | \$150,000 | 2.1% |
| Railings and Handrails | | | | | \$5,000 | \$5,000 | 0.1% |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | \$42,000 | \$42,000 | 0.6% |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | | | | | | |
| Elevated Mechanical Equipment Roofs | | | | | | | |
| Barreled Roof | | | | | \$630,000 | \$630,000 | 8.9% |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | | | | | | | |
| Corrugated Metal Panels | | | \$10,000 | | | \$10,000 | 0.1% |
| Mechanical Penthouse Wall Cladding | | \$275,000 | | | | \$275,000 | 3.9% |
| 2nd Floor Windows (Original Structure) | | | | | | | |
| Window Wall System (1999 Addition) | | | | | \$40,000 | \$40,000 | 0.6% |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | | | | | | | |
| Exposed Steel Framing | | | | | | | |
| Exterior Facade Repairs | | \$1,000,000 | | | | \$1,000,000 | 14.1% |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | | | | | | | |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | | | |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | | | | | | | |
| Office Equipment | | | | | | | |
| Technology and Communications | \$100,000 | \$75,000 | \$355,000 | | | \$530,000 | 7.5% |
| Master Plan Rehabilitation | \$825,000 | \$340,000 | \$1,395,000 | \$575,000 | \$740,000 | \$3,875,000 | 54.5% |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | \$12,000 | | | | \$12,000 | 0.2% |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | \$30,000 | \$30,000 | 0.4% |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | \$80,000 | | \$20,000 | \$100,000 | 1.4% |
| HVAC and Plumbing Pumps | \$12,000 | | | | \$8,000 | \$20,000 | 0.3% |
| Exhaust Fans | \$5,000 | \$3,000 | | | \$12,000 | \$20,000 | 0.3% |
| Fire Pump | | | | | | | |
| Domestic Water Heater | \$3,000 | | | | | \$3,000 | 0.0% |
| Sewage Ejector Pump | | | | | | | |
| Sump Pump | | | | | | | |
| Emergency Generator | | | | | | | |
| Temperature Control Air Compressor | | | | | \$8,000 | \$8,000 | 0.1% |
| Boiler Room Ventilation | \$30,000 | | | | | \$30,000 | 0.4% |
| Fire Sprinklers | \$20,000 | \$15,000 | | | | \$35,000 | 0.5% |
| Present Day Expense Totals | \$1,247,000 | \$1,870,000 | \$1,840,000 | \$620,000 | \$1,535,000 | \$7,112,000 | 100.0% |
| | | | | | | | |
| Inflation Rate (1+IR)ⁿ | 1.0220 | 1.0445 | 1.0675 | 1.0909 | 1.1149 | | |
| Future Expense Totals (Inflated) | \$1,253,994 | \$1,953,185 | \$1,964,131 | \$676,387 | \$1,711,445 | \$7,579,582 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$2,238,459 | \$1,585,324 | \$694,714 | \$1,754,836 | \$1,864,282 | | |
| Recommended Reserve Fund Contribution | \$563,000 | \$1,040,000 | \$3,000,000 | \$750,000 | \$750,000 | | |
| Future Expenses (Inflated) | (\$1,253,994) | (\$1,953,185) | (\$1,964,131) | (\$676,387) | (\$1,711,445) | | |
| Interest | \$37,859 | \$22,575 | \$24,253 | \$35,833 | \$27,671 | | |
| Ending Reserve Fund Balance | \$1,585,324 | \$694,714 | \$1,754,836 | \$1,864,282 | \$930,508 | | |

Table 2

Page 2 of 4

Present Day Annual Expense Summary (Years 6 thru 10)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 6 | 7 | 8 | 9 | 10 | Years 6 thru 10 | |
|---|--------------------|----------------------|--------------------|----------------------|--------------------|--------------------|---------------|
| | 2024 / 2025 | 2025 / 2026 | 2026 / 2027 | 2027 / 2028 | 2028 / 2029 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | | \$30,000 | | | \$50,000 | \$80,000 | 1.4% |
| Concrete Driveway | | | | | \$5,000 | \$5,000 | 0.1% |
| Concrete Sidewalks and Stairs | | | | | \$5,000 | \$5,000 | 0.1% |
| Concrete Curbing | | | | | \$5,000 | \$5,000 | 0.1% |
| Landscaping and Hardscape | | | | | | | |
| Railings and Handrails | | | | | | | |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | \$575,000 | | | | \$575,000 | 10.4% |
| Elevated Mechanical Equipment Roofs | | | | | | | |
| Barreled Roof | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | \$10,000 | | | | | \$10,000 | 0.2% |
| Corrugated Metal Panels | | | | | | | |
| Mechanical Penthouse Wall Cladding | | | | | | | |
| 2nd Floor Windows (Original Structure) | | | | | | | |
| Window Wall System (1999 Addition) | | | | | | | |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | \$10,000 | | | | | \$10,000 | 0.2% |
| Exposed Steel Framing | | | | | | | |
| Exterior Facade Repairs | | | | | | | |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | | | | | | | |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | \$50,000 | \$50,000 | 0.9% |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | | | | | | | |
| Office Equipment | | | | | | | |
| Technology and Communications | | | | | | | |
| Master Plan Rehabilitation | \$740,000 | \$1,150,000 | \$533,000 | \$2,277,000 | | \$4,700,000 | 84.9% |
| | | | | | | | |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | | | | | | |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | | | |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | | | | | |
| HVAC and Plumbing Pumps | | | | \$5,000 | \$33,000 | \$38,000 | 0.7% |
| Exhaust Fans | | | | | \$12,000 | \$12,000 | 0.2% |
| Fire Pump | | | | | | | |
| Domestic Water Heater | | | | \$3,000 | | \$3,000 | 0.1% |
| Sewage Ejector Pump | | | | | | | |
| Sump Pump | | | | | | | |
| Emergency Generator | | | | | \$40,000 | \$40,000 | 0.7% |
| Temperature Control Air Compressor | | | | | | | |
| Boiler Room Ventilation | | | | | | | |
| Fire Sprinklers | | | | | | | |
| Present Day Expense Totals | \$760,000 | \$1,755,000 | \$533,000 | \$2,285,000 | \$200,000 | \$5,533,000 | 100.0% |
| | | | | | | | |
| Inflation Rate (1+IR)ⁿ | 1.1395 | 1.1645 | 1.1902 | 1.2163 | 1.2431 | | |
| Future Expense Totals (Inflated) | \$866,003 | \$2,043,776 | \$634,358 | \$2,779,357 | \$248,622 | \$6,572,116 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$930,508 | \$831,955 | \$1,814,380 | \$2,118,966 | \$81,395 | | |
| Recommended Reserve Fund Contribution | \$750,000 | \$3,000,000 | \$900,000 | \$720,000 | \$720,000 | | |
| Future Expenses (Inflated) | (\$866,003) | (\$2,043,776) | (\$634,358) | (\$2,779,357) | (\$248,622) | | |
| Interest | \$17,450 | \$26,201 | \$38,944 | \$21,786 | \$6,342 | | |
| Ending Reserve Fund Balance | \$831,955 | \$1,814,380 | \$2,118,966 | \$81,395 | \$559,115 | | |

Table 2

Page 3 of 4

Present Day Annual Expense Summary (Years 11 thru 15)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 11 | 12 | 13 | 14 | 15 | Years 11 thru 15 | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| | 2029 / 2030 | 2030 / 2031 | 2031 / 2032 | 2032 / 2033 | 2033 / 2034 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | | | \$30,000 | | | \$30,000 | 3.4% |
| Concrete Driveway | | | | | | | |
| Concrete Sidewalks and Stairs | | | | | | | |
| Concrete Curbing | | | | | | | |
| Landscaping and Hardscape | | | | | | | |
| Railings and Handrails | | | | | | | |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | | | | | | |
| Elevated Mechanical Equipment Roofs | | | | | \$180,000 | \$180,000 | 20.6% |
| Barreled Roof | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | | | | | | | |
| Corrugated Metal Panels | | | | | | | |
| Mechanical Penthouse Wall Cladding | | | | | | | |
| 2nd Floor Windows (Original Structure) | \$50,000 | | | | | \$50,000 | 5.7% |
| Window Wall System (1999 Addition) | | | | | | | |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | | | | | | | |
| Exposed Steel Framing | \$200,000 | | | | | \$200,000 | 22.9% |
| Exterior Facade Repairs | | | | | | | |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | \$96,000 | | | | | \$96,000 | 11.0% |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | | | |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | \$50,000 | | | | | \$50,000 | 5.7% |
| Office Equipment | | | | | | | |
| Technology and Communications | | | | | | | |
| Master Plan Rehabilitation | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | \$240,000 | | | | \$240,000 | 27.5% |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | | | |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | | | | | |
| HVAC and Plumbing Pumps | | | \$13,000 | \$4,000 | | \$17,000 | 1.9% |
| Exhaust Fans | | | | | | | |
| Fire Pump | | | | | | | |
| Domestic Water Heater | | | | | | | |
| Sewage Ejector Pump | \$5,000 | | | | | \$5,000 | 0.6% |
| Sump Pump | \$5,000 | | | | | \$5,000 | 0.6% |
| Emergency Generator | | | | | | | |
| Temperature Control Air Compressor | | | | | | | |
| Boiler Room Ventilation | | | | | | | |
| Fire Sprinklers | | | | | | | |
| Present Day Expense Totals | \$406,000 | \$240,000 | \$43,000 | \$4,000 | \$180,000 | \$873,000 | 100.0% |
| | | | | | | | |
| Inflation Rate (1+IR)ⁿ | 1.2705 | 1.2984 | 1.3270 | 1.3562 | 1.3860 | | |
| Future Expense Totals (Inflated) | \$515,805 | \$311,618 | \$57,060 | \$5,425 | \$249,480 | \$1,139,388 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$559,115 | \$776,534 | \$1,204,531 | \$1,898,191 | \$2,657,876 | | |
| Recommended Reserve Fund Contribution | \$720,000 | \$720,000 | \$720,000 | \$720,000 | \$720,000 | | |
| Future Expenses (Inflated) | (\$515,805) | (\$311,618) | (\$57,060) | (\$5,425) | (\$249,480) | | |
| Interest | \$13,224 | \$19,615 | \$30,720 | \$45,110 | \$57,863 | | |
| Ending Reserve Fund Balance | \$776,534 | \$1,204,531 | \$1,898,191 | \$2,657,876 | \$3,186,259 | | |

Table 2

Present Day Annual Expense Summary (Years 16 thru 20)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 16 | 17 | 18 | 19 | 20 | Years 16 thru 20 | | Years 1 thru 20 | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|---------------------|---------------|
| | 2034 / 2035 | 2035 / 2036 | 2036 / 2037 | 2037 / 2038 | 2038 / 2039 | Totals | % of Totals | Totals | % of Totals |
| Site Elements | | | | | | | | | |
| Asphalt Pavement | \$30,000 | | | \$30,000 | | \$60,000 | 5.1% | \$452,000 | 3.1% |
| Concrete Driveway | | | | | | | | \$10,000 | 0.1% |
| Concrete Sidewalks and Stairs | | | | | | | | \$10,000 | 0.1% |
| Concrete Curbing | | | | | | | | \$10,000 | 0.1% |
| Landscaping and Hardscape | | | | | | | | \$150,000 | 1.0% |
| Railings and Handrails | | | | | | | | \$5,000 | 0.0% |
| Retaining Walls | | | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | | \$42,000 | 0.3% |
| Miscellaneous Site Elements | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Roofing | | | | | | | | | |
| Main Roof | | | | | | | | \$575,000 | 3.9% |
| Elevated Mechanical Equipment Roofs | | | | | | | | \$180,000 | 1.2% |
| Barreled Roof | | | | | | | | \$630,000 | 4.3% |
| | | | | | | | | | |
| | | | | | | | | | |
| Facade | | | | | | | | | |
| Brick Masonry | | | | | | | | \$10,000 | 0.1% |
| Corrugated Metal Panels | | | | | | | | \$10,000 | 0.1% |
| Mechanical Penthouse Wall Cladding | | | | | | | | \$275,000 | 1.9% |
| 2nd Floor Windows (Original Structure) | | | | | | | | \$50,000 | 0.3% |
| Window Wall System (1999 Addition) | | | | | | | | \$40,000 | 0.3% |
| Projecting Sunshades | | | | | | | | | |
| Storefront System | | | | | | | | | |
| Exterior Doors | | | | | | | | | |
| Soffits | | | | | | | | \$10,000 | 0.1% |
| Exposed Steel Framing | | | | | | | | \$200,000 | 1.4% |
| Exterior Facade Repairs | | | | | | | | \$1,000,000 | 6.8% |
| | | | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | | | |
| Flooring | \$240,000 | | \$112,000 | | | \$352,000 | 29.9% | \$448,000 | 3.0% |
| Ceiling Finishes | | | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | | | |
| Elevator Finishes and Controls | | | | | | | | \$50,000 | 0.3% |
| Computer Equipment | | | | | | | | | |
| Furniture and Shelving | \$50,000 | | \$50,000 | | | \$100,000 | 8.5% | \$150,000 | 1.0% |
| Office Equipment | | | | | | | | | |
| Technology and Communications | | | | | | | | \$530,000 | 3.6% |
| Master Plan Rehabilitation | | | | | | | | \$8,575,000 | 58.3% |
| | | | | | | | | | |
| | | | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | | | |
| Air Handlers | | | \$290,000 | | | \$290,000 | 24.6% | \$542,000 | 3.7% |
| RTUs | | | | | \$300,000 | \$300,000 | 25.4% | \$300,000 | 2.0% |
| Split System Air Conditioners | \$30,000 | | | | | \$30,000 | 2.5% | \$60,000 | 0.4% |
| Chillers | | | | | | | | | |
| Cooling Towers | | | | | | | | | |
| Boilers | | | | | | | | \$100,000 | 0.7% |
| HVAC and Plumbing Pumps | | | | | | | | \$75,000 | 0.5% |
| Exhaust Fans | | \$9,000 | | | | \$9,000 | 0.8% | \$41,000 | 0.3% |
| Fire Pump | | | | | \$35,000 | \$35,000 | 3.0% | \$35,000 | 0.2% |
| Domestic Water Heater | | \$3,000 | | | | \$3,000 | 0.3% | \$9,000 | 0.1% |
| Sewage Ejector Pump | | | | | | | | \$5,000 | 0.0% |
| Sump Pump | | | | | | | | \$5,000 | 0.0% |
| Emergency Generator | | | | | | | | \$40,000 | 0.3% |
| Temperature Control Air Compressor | | | | | | | | \$8,000 | 0.1% |
| Boiler Room Ventilation | | | | | | | | \$30,000 | 0.2% |
| Fire Sprinklers | | | | | | | | \$35,000 | 0.2% |
| Present Day Expense Totals | \$350,000 | \$12,000 | \$452,000 | \$30,000 | \$335,000 | \$1,179,000 | 100.0% | \$14,697,000 | 100.0% |
| | | | | | | | | | |
| Inflation Rate (1+IR)ⁿ | 1.4165 | 1.4477 | 1.4795 | 1.5121 | 1.5453 | | | | |
| Future Expense Totals (Inflated) | \$495,773 | \$17,372 | \$668,735 | \$45,362 | \$517,681 | \$1,744,923 | 100.0% | \$17,036,009 | 100.0% |
| | | | | | | | | | |
| Beginning Reserve Fund Balance | \$3,186,259 | \$3,476,453 | \$4,255,636 | \$4,392,526 | \$5,161,761 | | | | |
| Recommended Reserve Fund Contribution | \$720,000 | \$720,000 | \$720,000 | \$720,000 | \$720,000 | | | | |
| Future Expenses (Inflated) | (\$495,773) | (\$17,372) | (\$668,735) | (\$45,362) | (\$517,681) | | | | |
| Interest | \$65,967 | \$76,555 | \$85,625 | \$94,597 | \$105,258 | | | | |
| Ending Reserve Fund Balance | \$3,476,453 | \$4,255,636 | \$4,392,526 | \$5,161,761 | \$5,469,338 | | | | |

Table 2a**Technology and Communications Breakdown (Years 1 thru 5)**

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 1 | 2 | 3 | 4 | 5 | Years 1 thru 5 | |
|--------------------------------------|------------------|-----------------|------------------|-------------|-------------|------------------|---------------|
| | 2019 / 2020 | 2020 / 2021 | 2021 / 2022 | 2022 / 2023 | 2023 / 2024 | Totals | % of Totals |
| Technology and Communications | | | | | | | |
| Phone Sytem | \$100,000 | | | | | \$100,000 | 18.9% |
| Security Cameras | | \$75,000 | | | | \$75,000 | 14.2% |
| Alarm System | | | \$75,000 | | | \$75,000 | 14.2% |
| RFID | | | \$150,000 | | | \$150,000 | 28.3% |
| Automated Material Handler | | | \$130,000 | | | \$130,000 | 24.5% |
| | | | | | | | |
| Present Day Expense Totals | \$100,000 | \$75,000 | \$355,000 | | | \$530,000 | 100.0% |

Printed on 14-Jun-19

Table 3

Inflated Annual Expense Summary (Years 1 thru 5)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 1 | 2 | 3 | 4 | 5 | Years 1 thru 5 | |
|--|----------------------|----------------------|----------------------|--------------------|----------------------|--------------------|---------------|
| | 2019 / 2020 | 2020 / 2021 | 2021 / 2022 | 2022 / 2023 | 2023 / 2024 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | \$257,544 | | | \$32,728 | | \$290,272 | 3.8% |
| Concrete Driveway | | | | \$5,455 | | \$5,455 | 0.1% |
| Concrete Sidewalks and Stairs | | | | \$5,455 | | \$5,455 | 0.1% |
| Concrete Curbing | | | | \$5,455 | | \$5,455 | 0.1% |
| Landscaping and Hardscape | | \$156,673 | | | | \$156,673 | 2.1% |
| Railings and Handrails | | | | | \$5,575 | \$5,575 | 0.1% |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | \$46,828 | \$46,828 | 0.6% |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | | | | | | |
| Elevated Mechanical Equipment Roofs | | | | | | | |
| Barreled Roof | | | | | \$702,417 | \$702,417 | 9.3% |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | | | | | | | |
| Corrugated Metal Panels | | | \$10,675 | | | \$10,675 | 0.1% |
| Mechanical Penthouse Wall Cladding | | \$287,233 | | | | \$287,233 | 3.8% |
| 2nd Floor Windows (Original Structure) | | | | | | | |
| Window Wall System (1999 Addition) | | | | | \$44,598 | \$44,598 | 0.6% |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | | | | | | | |
| Exposed Steel Framing | | | | | | | |
| Exterior Facade Repairs | | \$1,044,484 | | | | \$1,044,484 | 13.8% |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | | | | | | | |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | | | |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | | | | | | | |
| Office Equipment | | | | | | | |
| Technology and Communications | \$102,200 | \$78,336 | \$378,949 | | | \$559,485 | 7.4% |
| Master Plan Rehabilitation | \$843,150 | \$355,125 | \$1,489,110 | \$627,294 | \$825,061 | \$4,139,740 | 54.6% |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | \$12,534 | | | | \$12,534 | 0.2% |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | \$33,448 | \$33,448 | 0.4% |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | \$85,397 | | \$22,299 | \$107,696 | 1.4% |
| HVAC and Plumbing Pumps | \$12,264 | | | | \$8,920 | \$21,184 | 0.3% |
| Exhaust Fans | \$5,110 | \$3,133 | | | \$13,379 | \$21,622 | 0.3% |
| Fire Pump | | | | | | | |
| Domestic Water Heater | \$3,066 | | | | | \$3,066 | 0.0% |
| Sewage Ejector Pump | | | | | | | |
| Sump Pump | | | | | | | |
| Emergency Generator | | | | | | | |
| Temperature Control Air Compressor | | | | | \$8,920 | \$8,920 | 0.1% |
| Boiler Room Ventilation | \$30,660 | | | | | \$30,660 | 0.4% |
| Fire Sprinklers | \$20,440 | \$15,667 | | | | \$36,107 | 0.5% |
| Future Expense Totals (Inflated) | \$1,253,994 | \$1,953,185 | \$1,964,131 | \$676,387 | \$1,711,445 | \$7,579,582 | 100.0% |
| | | | | | | | |
| Reciprocal of Inflation Rate 1/(1+IR)ⁿ | 0.9785 | 0.9574 | 0.9368 | 0.9166 | 0.8969 | | |
| Present Day Expense Totals | \$1,247,000 | \$1,870,000 | \$1,840,000 | \$620,000 | \$1,535,000 | \$7,112,000 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$2,238,459 | \$1,585,324 | \$694,714 | \$1,754,836 | \$1,864,282 | | |
| Recommended Reserve Fund Contribution | \$563,000 | \$1,040,000 | \$3,000,000 | \$750,000 | \$750,000 | | |
| Future Expenses (Inflated) | (\$1,253,994) | (\$1,953,185) | (\$1,964,131) | (\$676,387) | (\$1,711,445) | | |
| Interest | \$37,859 | \$22,575 | \$24,253 | \$35,833 | \$27,671 | | |
| Ending Reserve Fund Balance | \$1,585,324 | \$694,714 | \$1,754,836 | \$1,864,282 | \$930,508 | | |

Table 3

Page 2 of 4

Inflated Annual Expense Summary (Years 6 thru 10)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 6 | 7 | 8 | 9 | 10 | Years 6 thru 10 | |
|--|--------------------|----------------------|--------------------|----------------------|--------------------|--------------------|---------------|
| | 2024 / 2025 | 2025 / 2026 | 2026 / 2027 | 2027 / 2028 | 2028 / 2029 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | | \$34,936 | | | \$62,155 | \$97,091 | 1.5% |
| Concrete Driveway | | | | | \$6,216 | \$6,216 | 0.1% |
| Concrete Sidewalks and Stairs | | | | | \$6,216 | \$6,216 | 0.1% |
| Concrete Curbing | | | | | \$6,216 | \$6,216 | 0.1% |
| Landscaping and Hardscape | | | | | | | |
| Railings and Handrails | | | | | | | |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | \$669,613 | | | | \$669,613 | 10.2% |
| Elevated Mechanical Equipment Roofs | | | | | | | |
| Barreled Roof | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | \$11,395 | | | | | \$11,395 | 0.2% |
| Corrugated Metal Panels | | | | | | | |
| Mechanical Penthouse Wall Cladding | | | | | | | |
| 2nd Floor Windows (Original Structure) | | | | | | | |
| Window Wall System (1999 Addition) | | | | | | | |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | \$11,395 | | | | | \$11,395 | 0.2% |
| Exposed Steel Framing | | | | | | | |
| Exterior Facade Repairs | | | | | | | |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | | | | | | | |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | \$62,155 | \$62,155 | 0.9% |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | | | | | | | |
| Office Equipment | | | | | | | |
| Technology and Communications | | | | | | | |
| Master Plan Rehabilitation | \$843,213 | \$1,339,227 | \$634,358 | \$2,769,626 | | \$5,586,424 | 85.0% |
| | | | | | | | |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | | | | | | |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | | | |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | | | | | |
| HVAC and Plumbing Pumps | | | | \$6,082 | \$41,023 | \$47,105 | 0.7% |
| Exhaust Fans | | | | | \$14,917 | \$14,917 | 0.2% |
| Fire Pump | | | | | | | |
| Domestic Water Heater | | | | \$3,649 | | \$3,649 | 0.1% |
| Sewage Ejector Pump | | | | | | | |
| Sump Pump | | | | | | | |
| Emergency Generator | | | | | \$49,724 | \$49,724 | 0.8% |
| Temperature Control Air Compressor | | | | | | | |
| Boiler Room Ventilation | | | | | | | |
| Fire Sprinklers | | | | | | | |
| Future Expense Totals (Inflated) | \$866,003 | \$2,043,776 | \$634,358 | \$2,779,357 | \$248,622 | \$6,572,116 | 100.0% |
| | | | | | | | |
| Reciprocal of Inflation Rate 1/(1+IR)ⁿ | 0.8776 | 0.8587 | 0.8402 | 0.8221 | 0.8044 | | |
| Present Day Expense Totals | \$760,000 | \$1,755,000 | \$533,000 | \$2,285,000 | \$200,000 | \$5,533,000 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$930,508 | \$831,955 | \$1,814,380 | \$2,118,966 | \$81,395 | | |
| Recommended Reserve Fund Contribution | \$750,000 | \$3,000,000 | \$900,000 | \$720,000 | \$720,000 | | |
| Future Expenses (Inflated) | (\$866,003) | (\$2,043,776) | (\$634,358) | (\$2,779,357) | (\$248,622) | | |
| Interest | \$17,450 | \$26,201 | \$38,944 | \$21,786 | \$6,342 | | |
| Ending Reserve Fund Balance | \$831,955 | \$1,814,380 | \$2,118,966 | \$81,395 | \$559,115 | | |

Table 3

Inflated Annual Expense Summary (Years 11 thru 15)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 11 | 12 | 13 | 14 | 15 | Years 11 thru 15 | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| | 2029 / 2030 | 2030 / 2031 | 2031 / 2032 | 2032 / 2033 | 2033 / 2034 | Totals | % of Totals |
| Site Elements | | | | | | | |
| Asphalt Pavement | | | \$39,809 | | | \$39,809 | 3.5% |
| Concrete Driveway | | | | | | | |
| Concrete Sidewalks and Stairs | | | | | | | |
| Concrete Curbing | | | | | | | |
| Landscaping and Hardscape | | | | | | | |
| Railings and Handrails | | | | | | | |
| Retaining Walls | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | |
| Miscellaneous Site Elements | | | | | | | |
| | | | | | | | |
| Roofing | | | | | | | |
| Main Roof | | | | | | | |
| Elevated Mechanical Equipment Roofs | | | | | \$249,480 | \$249,480 | 21.9% |
| Barreled Roof | | | | | | | |
| | | | | | | | |
| Facade | | | | | | | |
| Brick Masonry | | | | | | | |
| Corrugated Metal Panels | | | | | | | |
| Mechanical Penthouse Wall Cladding | | | | | | | |
| 2nd Floor Windows (Original Structure) | \$63,523 | | | | | \$63,523 | 5.6% |
| Window Wall System (1999 Addition) | | | | | | | |
| Projecting Sunshades | | | | | | | |
| Storefront System | | | | | | | |
| Exterior Doors | | | | | | | |
| Soffits | | | | | | | |
| Exposed Steel Framing | \$254,091 | | | | | \$254,091 | 22.3% |
| Exterior Facade Repairs | | | | | | | |
| | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | |
| Flooring | \$121,964 | | | | | \$121,964 | 10.7% |
| Ceiling Finishes | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | |
| Elevator Finishes and Controls | | | | | | | |
| Computer Equipment | | | | | | | |
| Furniture and Shelving | \$63,523 | | | | | \$63,523 | 5.6% |
| Office Equipment | | | | | | | |
| Technology and Communications | | | | | | | |
| Master Plan Rehabilitation | | | | | | | |
| | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | |
| Air Handlers | | \$311,618 | | | | \$311,618 | 27.3% |
| RTUs | | | | | | | |
| Split System Air Conditioners | | | | | | | |
| Chillers | | | | | | | |
| Cooling Towers | | | | | | | |
| Boilers | | | | | | | |
| HVAC and Plumbing Pumps | | | \$17,251 | \$5,425 | | \$22,676 | 2.0% |
| Exhaust Fans | | | | | | | |
| Fire Pump | | | | | | | |
| Domestic Water Heater | | | | | | | |
| Sewage Ejector Pump | \$6,352 | | | | | \$6,352 | 0.6% |
| Sump Pump | \$6,352 | | | | | \$6,352 | 0.6% |
| Emergency Generator | | | | | | | |
| Temperature Control Air Compressor | | | | | | | |
| Boiler Room Ventilation | | | | | | | |
| Fire Sprinklers | | | | | | | |
| Future Expense Totals (Inflated) | \$515,805 | \$311,618 | \$57,060 | \$5,425 | \$249,480 | \$1,139,388 | 100.0% |
| | | | | | | | |
| Reciprocal of Inflation Rate 1/(1+IR)ⁿ | 0.7871 | 0.7702 | 0.7536 | 0.7374 | 0.7215 | | |
| Present Day Expense Totals | \$406,000 | \$240,000 | \$43,000 | \$4,000 | \$180,000 | \$873,000 | 100.0% |
| | | | | | | | |
| Beginning Reserve Fund Balance | \$559,115 | \$776,534 | \$1,204,531 | \$1,898,191 | \$2,657,876 | | |
| Recommended Reserve Fund Contribution | \$720,000 | \$720,000 | \$720,000 | \$720,000 | \$720,000 | | |
| Future Expenses (Inflated) | (\$515,805) | (\$311,618) | (\$57,060) | (\$5,425) | (\$249,480) | | |
| Interest | \$13,224 | \$19,615 | \$30,720 | \$45,110 | \$57,863 | | |
| Ending Reserve Fund Balance | \$776,534 | \$1,204,531 | \$1,898,191 | \$2,657,876 | \$3,186,259 | | |

Table 3

Page 4 of 4

Inflated Annual Expense Summary (Years 16 thru 20)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

| Component | 16 | 17 | 18 | 19 | 20 | Years 16 thru 20 | | Years 1 thru 20 | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|---------------------|---------------|
| | 2034 / 2035 | 2035 / 2036 | 2036 / 2037 | 2037 / 2038 | 2038 / 2039 | Totals | % of Totals | Totals | % of Totals |
| Site Elements | | | | | | | | | |
| Asphalt Pavement | \$42,495 | | | \$45,362 | | \$87,857 | 5.0% | \$515,029 | 3.0% |
| Concrete Driveway | | | | | | | | \$11,671 | 0.1% |
| Concrete Sidewalks and Stairs | | | | | | | | \$11,671 | 0.1% |
| Concrete Curbing | | | | | | | | \$11,671 | 0.1% |
| Landscaping and Hardscape | | | | | | | | \$156,673 | 0.9% |
| Railings and Handrails | | | | | | | | \$5,575 | 0.0% |
| Retaining Walls | | | | | | | | | |
| Pole-mounted Light Fixtures | | | | | | | | \$46,828 | 0.3% |
| Miscellaneous Site Elements | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Roofing | | | | | | | | | |
| Main Roof | | | | | | | | \$669,613 | 3.9% |
| Elevated Mechanical Equipment Roofs | | | | | | | | \$249,480 | 1.5% |
| Barreled Roof | | | | | | | | \$702,417 | 4.1% |
| | | | | | | | | | |
| | | | | | | | | | |
| Facade | | | | | | | | | |
| Brick Masonry | | | | | | | | \$11,395 | 0.1% |
| Corrugated Metal Panels | | | | | | | | \$10,675 | 0.1% |
| Mechanical Penthouse Wall Cladding | | | | | | | | \$287,233 | 1.7% |
| 2nd Floor Windows (Original Structure) | | | | | | | | \$63,523 | 0.4% |
| Window Wall System (1999 Addition) | | | | | | | | \$44,598 | 0.3% |
| Projecting Sunshades | | | | | | | | | |
| Storefront System | | | | | | | | | |
| Exterior Doors | | | | | | | | | |
| Soffits | | | | | | | | \$11,395 | 0.1% |
| Exposed Steel Framing | | | | | | | | \$254,091 | 1.5% |
| Exterior Facade Repairs | | | | | | | | \$1,044,484 | 6.1% |
| | | | | | | | | | |
| Interior Finishes and Fixtures | | | | | | | | | |
| Flooring | \$339,958 | | \$165,704 | | | \$505,662 | 29.0% | \$627,626 | 3.7% |
| Ceiling Finishes | | | | | | | | | |
| Restroom Finishes and Fixtures | | | | | | | | | |
| Elevator Finishes and Controls | | | | | | | | \$62,155 | 0.4% |
| Computer Equipment | | | | | | | | | |
| Furniture and Shelving | \$70,825 | | \$73,975 | | | \$144,800 | 8.3% | \$208,323 | 1.2% |
| Office Equipment | | | | | | | | | |
| Technology and Communications | | | | | | | | \$559,485 | 3.3% |
| Master Plan Rehabilitation | | | | | | | | \$9,726,164 | 57.1% |
| | | | | | | | | | |
| | | | | | | | | | |
| Mech., Elect., Plumbing, & Fire Protection | | | | | | | | | |
| Air Handlers | | | \$429,056 | | | \$429,056 | 24.6% | \$753,208 | 4.4% |
| RTUs | | | | | \$463,595 | \$463,595 | 26.6% | \$463,595 | 2.7% |
| Split System Air Conditioners | \$42,495 | | | | | \$42,495 | 2.4% | \$75,943 | 0.4% |
| Chillers | | | | | | | | | |
| Cooling Towers | | | | | | | | | |
| Boilers | | | | | | | | \$107,696 | 0.6% |
| HVAC and Plumbing Pumps | | | | | | | | \$90,965 | 0.5% |
| Exhaust Fans | | \$13,029 | | | | \$13,029 | 0.7% | \$49,568 | 0.3% |
| Fire Pump | | | | | \$54,086 | \$54,086 | 3.1% | \$54,086 | 0.3% |
| Domestic Water Heater | | \$4,343 | | | | \$4,343 | 0.2% | \$11,058 | 0.1% |
| Sewage Ejector Pump | | | | | | | | \$6,352 | 0.0% |
| Sump Pump | | | | | | | | \$6,352 | 0.0% |
| Emergency Generator | | | | | | | | \$49,724 | 0.3% |
| Temperature Control Air Compressor | | | | | | | | \$8,920 | 0.1% |
| Boiler Room Ventilation | | | | | | | | \$30,660 | 0.2% |
| Fire Sprinklers | | | | | | | | \$36,107 | 0.2% |
| Future Expense Totals (Inflated) | \$495,773 | \$17,372 | \$668,735 | \$45,362 | \$517,681 | \$1,744,923 | 100.0% | \$17,036,009 | 100.0% |
| | | | | | | | | | |
| Reciprocal of Inflation Rate 1/(1+IR)ⁿ | 0.7060 | 0.6908 | 0.6759 | 0.6614 | 0.6471 | | | | |
| Present Day Expense Totals | \$350,000 | \$12,000 | \$452,000 | \$30,000 | \$335,000 | \$1,179,000 | 100.0% | \$14,697,000 | 100.0% |
| | | | | | | | | | |
| Beginning Reserve Fund Balance | \$3,186,259 | \$3,476,453 | \$4,255,636 | \$4,392,526 | \$5,161,761 | | | | |
| Recommended Reserve Fund Contribution | \$720,000 | \$720,000 | \$720,000 | \$720,000 | \$720,000 | | | | |
| Future Expenses (Inflated) | (\$495,773) | (\$17,372) | (\$668,735) | (\$45,362) | (\$517,681) | | | | |
| Interest | \$65,967 | \$76,555 | \$85,625 | \$94,597 | \$105,258 | | | | |
| Ending Reserve Fund Balance | \$3,476,453 | \$4,255,636 | \$4,392,526 | \$5,161,761 | \$5,469,338 | | | | |

Table 4**Recommended Reserve Funding Plan
(2.00% Interest and 2.20% Inflation)**

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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

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

Printed on 14-Jun-19

Table 5
Recommended Reserve Funding Plan
 (2.00% Interest and 2.20% Inflation)

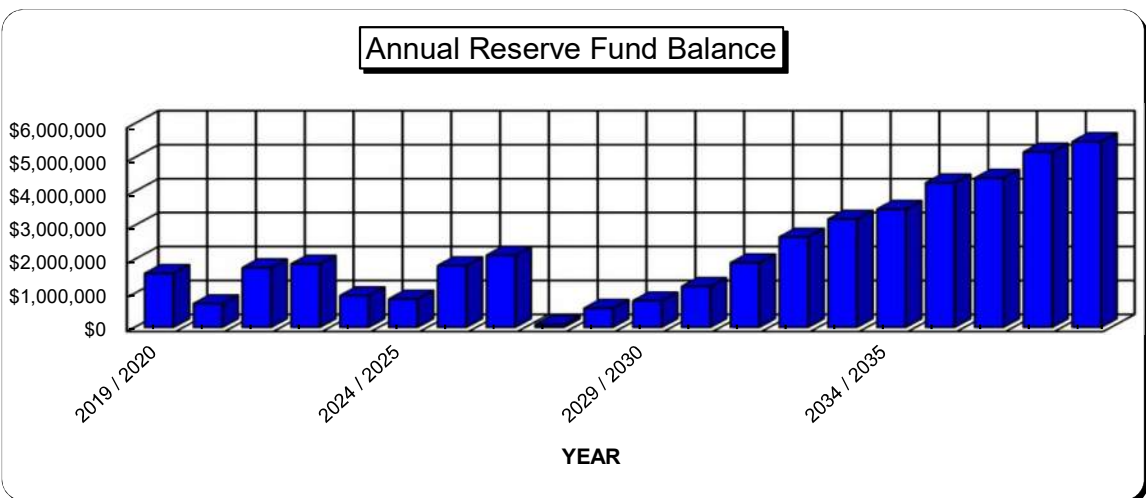
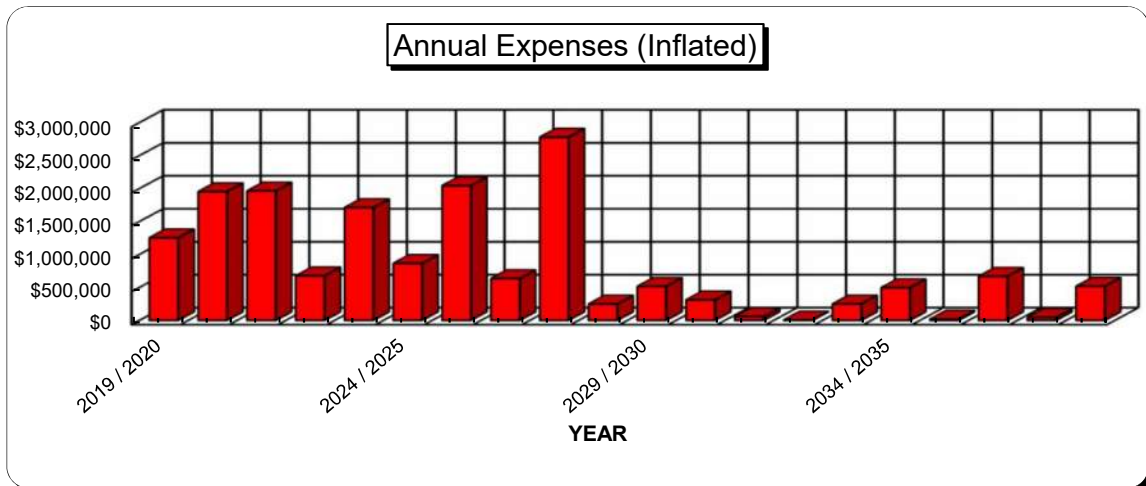
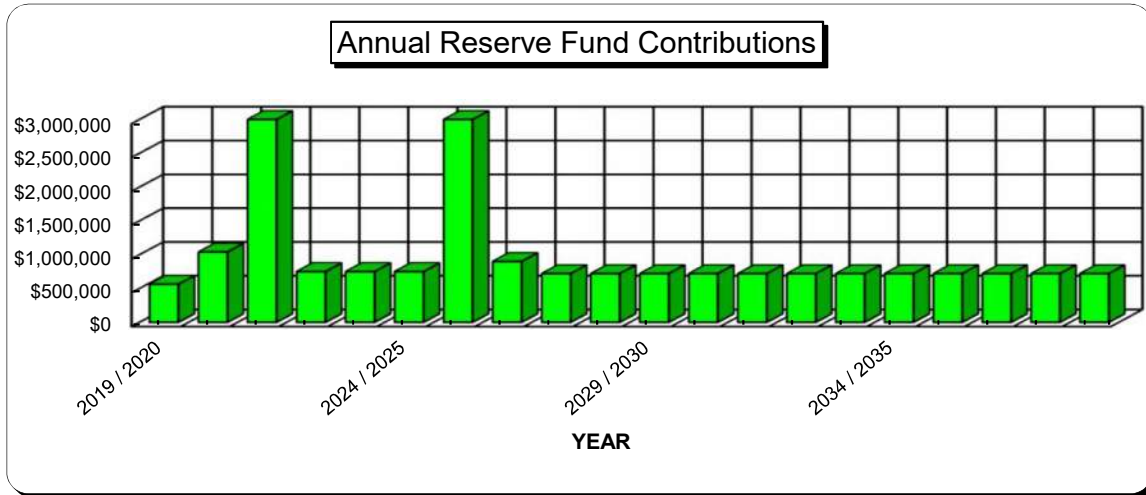
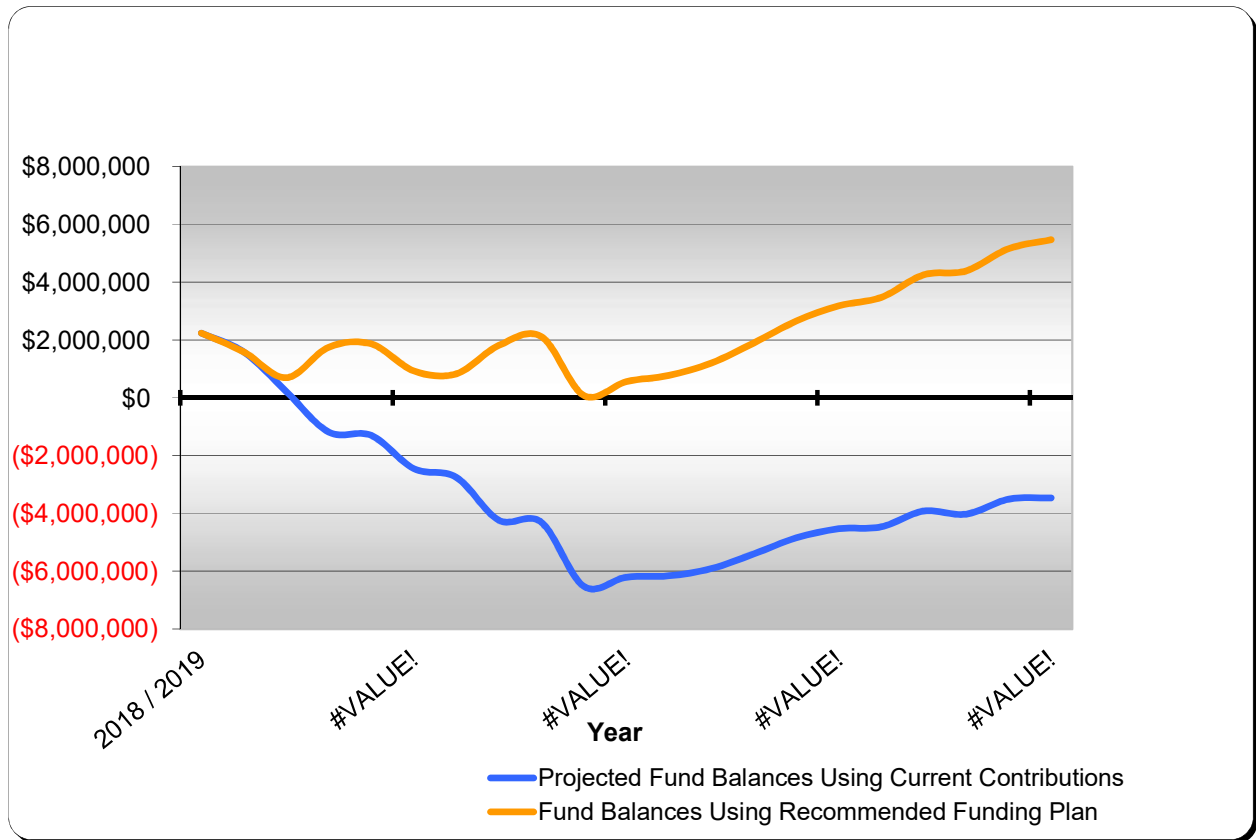


Table 6
Current Fund Status
 (2.00% Interest and 2.20% Inflation)



Printed on 14-Jun-19



Memorandum

DATE: August 7, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Parking Lot Barrier Update

After last month's meeting, we waited for the proposal from Desman Design Management. Unfortunately, we heard back from them after repeated prompts that they were very busy, and if we could wait until later this fall they could work with us. As we want to move more quickly on this, we demurred.

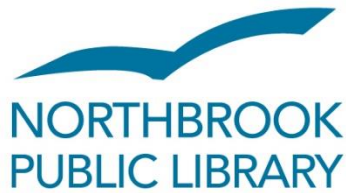
We started investigating other options and spoke to a number of people to get other leads. We ended up speaking with Tim Sjogren from Kimley-Horn (<https://www.kimley-horn.com/>), who did the traffic study for the new Maple School. They specialize in solving these type of parking lot issues.

Kimley-Horn will take the site circulation and vertical clearance information provided and develop high-level concepts for multiple alternatives which could be implemented to control the circulation of larger vehicles on-site. Alternate concepts may include, but are not limited to, circulation patterns, access points, signage, and physical barriers.

Concept-level graphics will be prepared to broadly illustrate the different alternatives, their respective pros and cons, and perspective on potential implementation timeframes. These graphics will represent the deliverable for the project. One round of minor revisions to the concepts is anticipated following an initial review of the alternatives.

They plan to have a solution to us within two weeks. This may mean having a special board meeting. I will be back in touch once I know more.

However, given the issues we have had with fixing this issue, we will continue to investigate other options until we have a firm plan in place. Those options include talking to other architects about possible solutions, researching out of the box solutions, and speaking to local businesses about possible solutions.



Memorandum

DATE: August 7, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Exterior Façade Repair

Last month Tony Cinnamon from Wiss, Janney, Elstner presented to the board about the exterior façade. He laid out a short term and long term solution. The short term solution would be approximately \$250,000 and the long term \$900,000. Wiss Janney recommends the long term solution as that will be most cost effective long term.

We asked him to provide the costs for also fixing the interiors. He said that it makes the most sense to do the exterior and interior together. The costs will only continue to increase and the disruption to patrons would be less if we did both together.

We are seeking the board's approval in moving forward with having Wiss Janney manage the project and doing both the interior and exterior facades:

| | Low | High |
|------------------------|------------------|------------------|
| Exterior | \$750,000 | \$900,000 |
| Interior | \$56,000 | \$ 80,000 |
| Total Estimated | \$806,000 | \$980,000 |

If approved, we would work on bidding this fall with the work to be done Spring 2020.

August 7, 2019

**Executive Summary
Northbrook Public Library**

This serves as a summary of the investigation of the exterior facade of the Northbrook Public Library (NPL) located in Northbrook, Illinois by Wiss, Janney, Elstner Associates, Inc. (WJE). The purpose of the investigation was to determine the source(s) of leakage that have been reported by building engineering staff and to evaluate the existing exterior coating on the steel elements. The investigation was performed between November 2018 and March 2019.

The NPL is a two-story structure that was originally constructed in multiple phases. The original building (north portion) was completed in 1969, and an addition (south portion) was completed circa 1975. The first floor is clad primarily with storefront windows and opaque wall areas. The second floor facade is composed of a steel-framed window wall system that projects out over the first floor. The building was expanded to the east in 1999 with an aluminum and glass window wall system and was not included in our scope of work.

The scope of our investigation included: observing conditions up-close from a personnel lift, reviewing original architectural drawings, testing for water leakage at select areas, and evaluating of the existing coating at select areas. Significant observations included:

1. Corrosion exists at the sill glass stop and frame below at the north and west facades of the original building.
2. Corrosion on spandrels and steel framing on the west and south facades of the south addition.
3. Cracked and peeling paint exists at areas of corrosion on all facades.
4. Deteriorated glazing sealant at the sill at the majority of locations on all facades and at the joint between the sill framing and spandrel.
5. Isolated cracked welds.
6. Corrosion of the interior steel at locations of water leakage.
7. Water leakage testing revealed that leakage is occurring via debonded sealant at the metal to metal joint between the sill framing and spandrel as well as deteriorated glazing sealant.
8. The coating has exceeded its service life and should be removed and replaced.

Based on our investigation we recommend removal of all existing coatings and preparing the surface using abrasive blasting, and applying a three layer high performance coating system including an organic zinc rich primer, either an epoxy or urethane intermediate coat, and a fluoropolymer finish coat. This system would be expected to provide corrosion protection for between fifteen and twenty years with minimal touch-up and color and gloss retention for twenty years. This system would require abatement of any hazardous materials in the coating and containment. Our recommendation also includes the installation of new silicone glazing sealant at all glass to metal joints as well as all metal-to-metal butt joints between the sill stop and framing and framing and spandrel. We recommend the use of silicone sealants as they are more resistant to UV degradation and have a longer service life than their counterparts. However, silicone sealant is not paintable so it will need to be installed after the facade is re-coated. We also recommend that interior areas of corrosion be abrasively blasted and re-coated in conjunction with the exterior work. Our opinion of probable cost for the exterior scope of work would be \$750,000 to \$900,000 and \$56,000 to \$80,000 for the interior work. The scope of the interior work is based on work at 8 bays (48 windows) that exhibit corrosion. WJE has been retained to prepare bid documents for this work to acquire competitive bids for this work.

Headquarters & Laboratories—Northbrook, Illinois

Atlanta | Austin | Boston | Chicago | Cleveland | Dallas | Denver | Detroit | Honolulu | Houston | Indianapolis | Los Angeles | Minneapolis | New Haven New York | Philadelphia | Pittsburgh | Portland | Princeton | Raleigh | San Antonio | San Francisco | Seattle | South Florida | Washington, DC

Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

August xx, 2019

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of the **Northbrook Public Library** (Library) as of and for the year ended April 30, 2019, and have issued our report thereon dated August xx, 2019. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 7, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The financial statements are the responsibility of management with your oversight. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management prior to field work beginning on June 17, 2019, and in our engagement letter dated January 7, 2019.

We addressed significant risks of material misstatement, whether due to error or fraud, by performing analytical procedures, making inquiries of those charged with governance, by observation and inspection, and by brainstorming with our audit team members. We use judgment to determine what a user of the financial statements would consider to be material in assessing the risk of misstatement. We also use judgment to determine our approach to internal control and further audit procedures relevant to significant audit areas. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. Accordingly, we express no such opinion.

Significant Audit Findings

Qualitative Aspects of Accounting Practices – Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Northbrook Public Library are described in Note I to the financial statements. During the year ended April 30, 2019, the Library adopted Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditure for OPEB provided to the employees of state and local governments. This Statement also addresses note disclosure and required supplementary information. There was a prior period restatement of beginning governmental activities net position as a result of adopting GASB Statement No. 75. No other new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2019.

We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management, and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of a provision for losses for uncollectible property tax is based on collections history and current economic conditions. Management's estimate that the useful lives of property and equipment range from 3 to 40 years is based on past experience. Management's valuation of its net pension obligation and OPEB liability is based on actuarial studies. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit – We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements – Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management provided entries to record capital asset and interfund transfer activity during the course of the audit. All other adjustments are included in Exhibit 1. Management has corrected all such misstatements. There were no uncorrected adjusting journal entries.

Significant Audit Findings (cont'd)

Disagreements With Management – For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations – We have requested certain representations from management that are included in the management representation letter dated August xx, 2019.

Management Consultations With Other Independent Accountants – In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues – We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Other Matters – With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves

This information is intended solely for the use of the Board of Trustees and management of the Northbrook Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

SELDEN FOX, LTD.

Edward G. Tracy
Executive Vice President

EGT/cr

**Northbrook Public Library
Adjusting Journal Entries
April 30, 2019**

| Account | Description | Debit | Credit | Profit (Loss) Effect |
|---|--------------------------------------|--------------|---------------|---------------------------------|
| Adjusting Journal Entry # 1 | | | | |
| Record property tax receipt in proper cash account. | | | | |
| 01-11310-00 | Illinois Funds Money Market | \$ 26,382.55 | \$ - | \$ - |
| 01-10160-00 | MB/Cole Taylor Bank - Checking | | 26,382.55 | - |
| Adjusting Journal Entry # 2 | | | | |
| Client entry to record net pension obligation in accordance with GASB Statement No. 68 in the government-wide financial statements. | | | | |
| 91-19010-00 | Deferred Outflows - Pension | 1,181,692.00 | | |
| 91-20330-00 | Deferred Inflows - Pension Actuarial | 4,990.00 | | |
| 91-29000-00 | Deferred Inflows - Pension Actuarial | 1,432,229.00 | | |
| 91-51220-00 | Pension Expense | 54,996.00 | | |
| 91-19000-00 | Deferred Outflows - Pension | | 15,609.00 | |
| 91-20320-00 | Net Pension Liability | | 2,658,298.00 | (54,996.00) |
| Adjusting Journal Entry # 3 | | | | |
| Record net OPEB obligation in accordance with GASB Statement No. 75 in the government-wide financial statements. | | | | |
| 91-19015-00 | Deferred Outflows - OPEB Actuarial | 8,469.00 | | |
| 91-30120-00 | Prior Period Restatement | 517,708.08 | | |
| 91-20300-00 | Net OPEB Liability | | 474,215.08 | |
| 91-51210-00 | OPEB Expense | | 51,962.00 | 51,962.00 |
| Adjusting Journal Entry # 4 | | | | |
| Correct client entry to balance funds. | | | | |
| 03-23110-00 | Due to/from General Fund | 1,731.86 | | |
| 05-23110-00 | Due to/From General Fund | | 1,731.86 | - |
| Net effect of adjusting journal entries - government-wide financial statements | | | | \$ (3,034.00) |

DRAFT - Subject to Change 8/2/2019

Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

August xx, 2019

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the financial statements of **Northbrook Public Library** for the year ended April 30, 2019, and have issued our report thereon dated August xx, 2019. During our audit, we noted the following operational or administrative matters we believe to be of potential benefit to you.

Future Accounting and Auditing Pronouncements

GASB has issued a number of other pronouncements that become effective in the future years. While we do not anticipate that all of these new standards will have a significant impact on Northbrook Public Library as presently constituted, we bring them to your attention for consideration in any future plans for the organization.

GASB Statement No. 83, *Certain Asset Retirement Obligations*, addresses the accounting and financial reporting requirements for legally enforceable liabilities associated with the retirement of a tangible capital asset. Statement No. 83 is effective for the fiscal year ending April 30, 2020.

GASB Statement No. 84, *Fiduciary Activities*, addresses the accounting and financial reporting requirements for activities meeting the criteria of fiduciary activities as defined in the Statement. Statement No. 84 is effective for the fiscal year ending April 30, 2020.

GASB Statement No. 87, *Leases*, addresses the accounting and financial reporting requirements for leases by requiring recognition of certain lease assets and liabilities for leases previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Statement No. 87 is effective for the fiscal year ending April 30, 2021.

GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, requires additional essential information related to debt be disclosed in the notes to the financial statements. Statement No. 88 is effective for the fiscal year ending April 30, 2020.

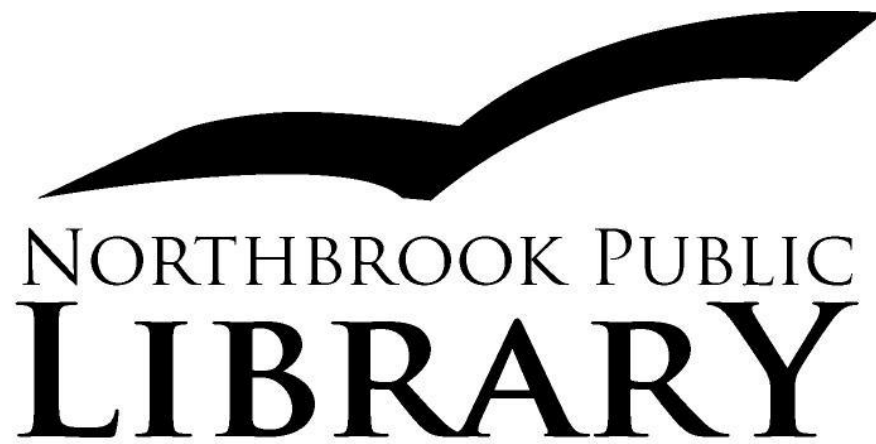
Future Accounting and Auditing Pronouncements (cont'd)

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, requires interest cost incurred before the end of a construction period be recognized as an expense in business-type activity or enterprise fund financial statements. Statement No. 89 is effective for the fiscal year ending April 30, 2021.

GASB Statement No. 90, *Majority Equity Interests- an amendment of GASB Statements No. 14 and No. 61*, improves the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. Statement No. 90 is effective for the fiscal year ending April 30, 2020.

This report is intended solely for the information and use of the Board of Trustees and management of the Northbrook Public Library, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to express our appreciation to you, and to the Northbrook Public Library's staff, for the courtesy and cooperation extended to our staff during the course of the audit. Should you wish to discuss further any of the matters referred to, or if we can be of assistance in implementing any of the new standards, we will be pleased to do so at your convenience.



AUDIT REPORT
FOR THE YEAR ENDED APRIL 30, 2019

**Northbrook Public Library
Audit Report
For the Year Ended April 30, 2019**

Table of Contents

| | |
|---|---------|
| Independent Auditor's Report | 1 - 2 |
| Management's Discussion and Analysis | 3 - 7 |
| Basic Financial Statements: | |
| Library-wide Financial Statements: | |
| Statement of Net Position | 8 |
| Statement of Activities | 9 |
| Fund Financial Statements: | |
| Balance Sheet - Governmental Funds | 10 - 11 |
| Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position | 12 |
| Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit) - Governmental Funds | 13 - 14 |
| Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit) of Governmental Funds to the Statement of Activities | 15 |
| Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund | 16 |
| Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - IMRF/FICA Fund | 17 |
| Notes to the Financial Statements | 18 - 41 |
| Required Supplementary Information: | |
| Multiyear Schedule of Changes in the Net Pension Liability and Related Ratios - Illinois Municipal Retirement Fund | 42 - 43 |
| Multiyear Schedule of Contributions - Illinois Municipal Retirement Fund | 44 |
| Multiyear Schedule of Changes in Net OPEB Liability and Related Ratios - Other Postemployment Retiree Healthcare Plan | 45 |
| Supplementary Information: | |
| Schedule of Expenditures - Budget and Actual - General Fund | 46 - 47 |
| Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit) - Budget and Actual: | |
| Debt Service Fund | 48 |
| Capital Improvements Fund | 49 |

INDEPENDENT AUDITOR'S REPORT

Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Northbrook Public Library
Northbrook, Illinois

We have audited the accompanying financial statements of the governmental activities and each major fund of the **Northbrook Public Library** (Library), a component unit of the Village of Northbrook, Illinois, as of and for the year ended April 30, 2019, and the statements of revenues, expenditures and changes in fund balance – budget and actual for the General Fund and IMRF/FICA (major Special Revenue) Fund and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the accompanying table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Northbrook Public Library as of April 30, 2019, and the respective changes in financial position and respective budgetary comparison for the General Fund and IMRF/FICA Fund (major Special Revenue) for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note V.H. to the financial statements, the Library adopted Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3-7), the multiyear schedule of changes in net pension liability and related ratios – Illinois Municipal Retirement Fund (pages 42-43), the multiyear schedule of contributions – Illinois Municipal Retirement Fund (page 44), and the multiyear schedule of changes in net OPEB liability and related ratios – other post-employment retiree healthcare plan (page 45) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The schedules listed as supplementary information in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information on pages 46-49 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

_____, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

**NORTHBROOK PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
APRIL 30, 2019**

Management of the Northbrook Public Library provides this narrative overview and analysis for the fiscal year ended April 30, 2019. It is recommended that readers consider this information in conjunction with the financial statements as a whole.

Financial Highlights

The Library's total net position as of April 30, 2018 and 2017, was \$13,124,182 and \$12,923,146, respectively. For the years ended April 30, 2019 and 2018, net position increased from operations \$718,744 and \$472,149, respectively. The term "net position" represents the difference between total assets/deferred outflows and total liabilities/deferred inflows of resources. The beginning net position was restated in the current year, a reduction of \$517,708, for the adoption of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Library's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The Library also includes in this report additional information to supplement the basic financial statements.

Financial Statements

The financial statements of the Library are intended to provide the reader with an understanding of the financial position of the Library as of the close of the fiscal year and the results of activities for the year then ended. The fund financial statements focus on current financial resources while government-wide financial statements are similar to a private-sector business.

The *Statement of Net Position* and the *Governmental Funds Balance Sheet* provide information on the Library's assets/deferred outflows of resources and liabilities/deferred inflows of resources. The difference between these two represents governmental fund balances for the current financial resources reporting and net position for the government-wide reporting. Increases in fund balances and net position occur when revenues exceed expenditures/expenses. Information is presented for the government as a whole in the Statement of Net Position, and for each major fund in the fund financial statements, and shows any restrictions on the fund or net position.

The *Statement of Activities* and the *Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance* reflect the results of the Library's revenues, expenditures and activities during the year and the corresponding effect on fund and net position balances. These statements show the source of Library revenues and how those revenues were used to provide Library services.

Financial Statements (cont'd)

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. *Required Supplementary Information* consists of Schedules of Changes in the Net Pension Liability and Related Ratios, and Contributions for the IMRF Pension Plan, and Changes in the Net OPEB Liability and Related Ratios.

Financial Analysis

Net position may serve, over time, as a useful indicator of a government's financial position. The Library's assets/deferred outflows exceeded liabilities/deferred inflows of resources by \$13,124,182 as of the close of the year. Of the net position balance, \$3,378,703 is unrestricted, \$459,843 is restricted, and \$9,285,636 is invested in capital assets, net of related debt.

Condensed Statement of Net Position

| | April 30, | |
|---|----------------------|----------------------|
| | 2019 | 2018 |
| Current and other assets | \$ 15,306,266 | \$ 13,869,097 |
| Capital assets, net of accumulated depreciation | 15,937,506 | 16,375,105 |
| Total assets | 31,243,772 | 30,244,202 |
| Deferred outflows | 1,991,892 | 817,340 |
| Current liabilities | 726,182 | 534,701 |
| Non-current liabilities | 10,352,337 | 7,488,138 |
| Total liabilities | 11,078,519 | 8,022,839 |
| Deferred inflows of resources | 9,032,963 | 10,115,557 |
| Net position: | | |
| Net investment in capital asset | 9,285,636 | 9,454,921 |
| Restricted | 459,843 | 315,966 |
| Unrestricted | 3,378,703 | 3,152,259 |
| Total net position | \$ 13,124,182 | \$ 12,923,146 |

Financial Analysis (cont'd)

Condensed Statement of Activities

| | April 30, | |
|---|----------------------|----------------------|
| | 2019 | 2018 |
| Revenues: | | |
| Property taxes | \$ 8,269,619 | \$ 8,049,408 |
| State replacement taxes | 121,389 | 134,227 |
| Investment income | 138,965 | 62,356 |
| Fines, fees and other | 158,565 | 228,563 |
| Total revenues | 8,688,538 | 8,474,554 |
| Expenses: | | |
| Library services | 7,712,721 | 7,734,220 |
| Interest | 257,073 | 268,185 |
| Total expenses | 7,969,794 | 8,002,405 |
| Increase in net position | 718,744 | 472,149 |
| Net position, beginning of year, as previously reported | 12,923,146 | 12,450,997 |
| Prior period restatement | (517,708) | |
| Net position, beginning of year, as restated | 12,405,438 | |
| Net position, end of year | \$ 13,124,182 | \$ 12,923,146 |

The following is a summary of changes in fund balances for the year ended April 30, 2019:

| <u>Governmental Funds</u> | <u>Fund Balance April 30, 2018</u> | <u>Increase (Decrease)</u> | <u>Fund Balance April 30, 2019</u> |
|---------------------------|--|--------------------------------|--|
| General | \$ 3,662,378 | \$ 829 | \$ 3,663,207 |
| IMRF/FICA | 248,258 | 145,145 | 393,403 |
| Debt service | (9,536) | - | (9,536) |
| Construction | 67,708 | (1,268) | 66,440 |
| Capital improvements | 1,412,061 | 738,049 | 2,150,110 |
| Total | \$ 5,380,869 | \$ 882,755 | \$ 6,263,624 |

The General Fund transferred \$1,115,000 to the Capital Improvements Fund and \$9,095 to the Debt Service Fund during the year.

Budgetary Highlight

The Library's General Fund expended \$6,275,017 which was \$661,798 less than the budget of \$6,936,815 for the year ended April 30, 2019.

Capital Assets and Debt Administration

The following is a summary of capital assets as of April 30, 2019 and 2018:

| | April 30, | |
|-----------------------------------|----------------------|----------------------|
| | 2019 | 2018 |
| Land | \$ 35,000 | \$ 35,000 |
| Artwork | 3,200 | 3,200 |
| Construction costs | 305,932 | 420,625 |
| Building improvements | 23,620,497 | 23,232,366 |
| Land improvements | 57,007 | 57,007 |
| Computer equipment | 532,423 | 509,455 |
| Office and other equipment | 574,600 | 563,058 |
| Furniture and shelving | 1,247,866 | 1,208,905 |
| Books and other library materials | 5,271,774 | 5,484,330 |
| Cost of capital assets | 31,648,299 | 31,513,946 |
| Less accumulated depreciation | 15,710,793 | 15,138,841 |
| Net capital assets | \$ 15,937,506 | \$ 16,375,105 |

For further detail of capital assets, see Note III.B on page 26.

The outstanding bonds payable at April 30, 2019, are \$6,529,993. Bond payments made during the year were \$252,076. See Note III.D on pages 27 and 28 for more information. The Library also records noncurrent liabilities for a deferred bond premium, net pension liability, and net OPEB liability totaling \$121,877, \$3,203,384, and \$497,083, respectively, at April 30, 2019.

Description of Current or Expected Conditions

Presently, management is not aware of any significant changes in conditions that could have a significant effect on the financial position or results of activities of the Library in the near future.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Northbrook Public Library, 1201 Cedar Lane, Northbrook, Illinois 60062.

BASIC FINANCIAL STATEMENTS

**Northbrook Public Library
Statement of Net Position
April 30, 2019**

| | Governmental Activities |
|---|------------------------------------|
| Assets and Deferred Outflows | |
| Cash and investments | \$ 11,045,327 |
| Receivables | 4,157,178 |
| Prepaid items | 103,761 |
| Capital assets not being depreciated | 344,132 |
| Capital assets, net of accumulated depreciation | 15,593,374 |
| Total assets | 31,243,772 |
| Deferred outflows (Note IV.) | 1,991,892 |
| Total assets and deferred outflows | 33,235,664 |
| Liabilities and Deferred Inflows | |
| Accounts payable | 398,031 |
| Accrued expenses | 42,703 |
| Accrued interest | 111,770 |
| Compensated absences payable | 173,678 |
| Noncurrent liabilities: | |
| Due within one year | 275,209 |
| Due in more than one year | 10,077,128 |
| Total liabilities | 11,078,519 |
| Deferred inflows (Note IV.) | 9,032,963 |
| Total liabilities and deferred inflows | 20,111,482 |
| Net Position | |
| Net investment in capital assets | 9,285,636 |
| Restricted | 459,843 |
| Unrestricted | 3,378,703 |
| | \$ 13,124,182 |

See accompanying notes.

**Northbrook Public Library
Statement of Activities
For the Year Ended April 30, 2019**

| Functions/Programs | Expenses | Program Revenues | | | Net (Expenses) Revenue and Changes in Net Position - Governmental Activities |
|--------------------------|---------------------|----------------------------|--|--|---|
| | | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | |
| Governmental activities: | | | | | |
| Library activities | \$ 7,712,721 | \$ 57,637 | \$ 91,305 | \$ - | \$ (7,563,779) |
| Interest | 257,073 | - | - | - | (257,073) |
| | <u>\$ 7,969,794</u> | <u>\$ 57,637</u> | <u>\$ 91,305</u> | <u>\$ -</u> | <u>(7,820,852)</u> |
| General revenues: | | | | | |
| | | | | | 8,269,619 |
| | | | | | 121,389 |
| | | | | | 138,965 |
| | | | | | 9,623 |
| | | | | | <u>8,539,596</u> |
| | | | | | <u>718,744</u> |
| | | | | | 12,923,146 |
| | | | | | <u>(517,708)</u> |
| | | | | | 12,405,438 |
| | | | | | <u>\$ 13,124,182</u> |

See accompanying notes.

**Northbrook Public Library
Balance Sheet - Governmental Funds
April 30, 2019**

| | General | IMRF/FICA | Debt Service |
|--|----------------------|---------------------|-------------------|
| Assets | | | |
| Cash and investments | \$ 10,190,537 | \$ - | \$ 8,733 |
| Receivables, net: | | | |
| Property taxes | 3,538,635 | 364,320 | 250,008 |
| Other | 4,203 | - | - |
| Due from other funds | - | 783,683 | 249,556 |
| Prepaid expenses | 103,761 | - | - |
| Total assets | \$ 13,837,136 | \$ 1,148,003 | \$ 508,297 |
| Liabilities | | | |
| Accounts payable | \$ 187,444 | \$ - | \$ - |
| Accrued payroll | 42,703 | - | - |
| Due to other funds | 2,614,307 | - | - |
| Total liabilities | 2,844,454 | - | - |
| Deferred Inflows of Resources | | | |
| Property taxes | 7,329,475 | 754,600 | 517,833 |
| Total liabilities and deferred inflows of resources | 10,173,929 | 754,600 | 517,833 |
| Fund Balances (Deficit) | | | |
| Nonspendable | 103,761 | - | - |
| Restricted for statutory purposes | - | 393,403 | - |
| Restricted for capital projects | - | - | - |
| Committed for capital projects | - | - | - |
| Unassigned | 3,559,446 | - | (9,536) |
| Total fund balances (deficit) | 3,663,207 | 393,403 | (9,536) |
| Total liabilities, deferred inflows of resources, and fund balances (deficit) | \$ 13,837,136 | \$ 1,148,003 | \$ 508,297 |

See accompanying notes.

| <u>Construction</u> | <u>Capital Improvements</u> | <u>Total Governmental Funds</u> |
|---------------------|---------------------------------|---|
| \$ 53,525 | \$ 792,532 | \$ 11,045,327 |
| - | - | 4,152,963 |
| - | 12 | 4,215 |
| 12,915 | 1,581,068 | 2,627,222 |
| - | - | 103,761 |
| <u>\$ 66,440</u> | <u>\$ 2,373,612</u> | <u>\$ 17,933,488</u> |
| | | |
| \$ - | \$ 210,587 | \$ 398,031 |
| - | - | 42,703 |
| - | 12,915 | 2,627,222 |
| <u>-</u> | <u>223,502</u> | <u>3,067,956</u> |
| | | |
| - | - | 8,601,908 |
| <u>-</u> | <u>223,502</u> | <u>11,669,864</u> |
| | | |
| - | - | 103,761 |
| - | - | 393,403 |
| 66,440 | - | 66,440 |
| - | 2,150,110 | 2,150,110 |
| - | - | 3,549,910 |
| <u>66,440</u> | <u>2,150,110</u> | <u>6,263,624</u> |
| | | |
| <u>\$ 66,440</u> | <u>\$ 2,373,612</u> | <u>\$ 17,933,488</u> |

Northbrook Public Library
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
April 30, 2019

| | |
|--|--------------|
| Total fund balance - governmental fund (page 11) | \$ 6,263,624 |
|--|--------------|

Amounts reported for governmental activities in the statement of net position are different because:

| | |
|--|------------|
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund. | 15,937,506 |
|--|------------|

Liabilities as defined under modified accrual accounting, not due and payable in the current period, are not reported in the funds.

| | |
|--|-------------|
| Accrued interest | (111,770) |
| Compensated absences payable | (173,678) |
| Bonds payable | (6,651,870) |
| Net pension liability | (3,203,384) |
| Difference in pension-related items on deferred outflows | 1,983,423 |
| Difference in pension-related items on deferred inflows | (431,055) |
| Net other post employment benefit liability | (497,083) |
| Difference in OPEB-related items on deferred outflows | 8,469 |

| | |
|--|---------------|
| Net position of governmental activities (page 8) | \$ 13,124,182 |
|--|---------------|

See accompanying notes.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balances (Deficit) - Governmental Funds
For the Year Ended April 30, 2019

| | General | IMRF/FICA | Debt Service |
|---|---------------------|-------------------|-------------------|
| Revenues: | | | |
| Property taxes | \$ 6,994,294 | \$ 756,469 | \$ 518,856 |
| State replacement taxes | 121,389 | - | - |
| Fines, fees, and rentals | 57,637 | - | - |
| Interest income | 127,188 | 10,003 | 272 |
| Investment loss | (1,495) | - | (86) |
| Gifts, designated, and grants | 91,305 | - | - |
| Miscellaneous | 9,623 | - | - |
| Total revenues | 7,399,941 | 766,472 | 519,042 |
| Expenditures: | | | |
| Salaries and employee benefits | 4,240,208 | 621,327 | - |
| Library materials and services | 1,076,621 | - | - |
| Operational costs | 641,581 | - | - |
| Maintenance | 247,788 | - | - |
| Other | 5,516 | - | - |
| Gifts and designated | 63,303 | - | - |
| Capital outlay | - | - | - |
| Debt service: | | | |
| Principal retirement | - | - | 252,076 |
| Interest and fiscal charges | - | - | 276,061 |
| Total expenditures | 6,275,017 | 621,327 | 528,137 |
| Revenues over (under) expenditures before other financing sources (uses) | 1,124,924 | 145,145 | (9,095) |
| Other financing sources (uses): | | | |
| Transfers in | - | - | 9,095 |
| Transfers out | (1,124,095) | - | - |
| Total other financing sources (uses) | (1,124,095) | - | 9,095 |
| Net changes in fund balances (deficit) | 829 | 145,145 | - |
| Fund balances (deficit), beginning of the year | 3,662,378 | 248,258 | (9,536) |
| Fund balances (deficit), end of the year | \$ 3,663,207 | \$ 393,403 | \$ (9,536) |

See accompanying notes.

| <u>Construction</u> | <u>Capital Improvements</u> | <u>Total Governmental Funds</u> |
|---------------------|---------------------------------|---|
| \$ - | \$ - | \$ 8,269,619 |
| - | - | 121,389 |
| - | - | 57,637 |
| - | 4,351 | 141,814 |
| (1,268) | - | (2,849) |
| - | - | 91,305 |
| - | - | 9,623 |
| <u>(1,268)</u> | <u>4,351</u> | <u>8,688,538</u> |
| - | - | 4,861,535 |
| - | - | 1,076,621 |
| - | - | 641,581 |
| - | - | 247,788 |
| - | 248 | 5,764 |
| - | - | 63,303 |
| - | 381,054 | 381,054 |
| - | - | 252,076 |
| - | - | 276,061 |
| <u>-</u> | <u>381,302</u> | <u>7,805,783</u> |
| <u>(1,268)</u> | <u>(376,951)</u> | <u>882,755</u> |
| - | 1,115,000 | 1,124,095 |
| - | - | (1,124,095) |
| <u>-</u> | <u>1,115,000</u> | <u>-</u> |
| (1,268) | 738,049 | 882,755 |
| <u>67,708</u> | <u>1,412,061</u> | <u>5,380,869</u> |
| <u>\$ 66,440</u> | <u>\$ 2,150,110</u> | <u>\$ 6,263,624</u> |

**Northbrook Public Library
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances (Deficit) of
Governmental Funds to the Statement of Activities
For the Year Ended April 30, 2019**

Amounts reported for governmental activities in the statement of activities (page 9) are different because:

| | |
|--|-------------------|
| Net changes in fund balances - total governmental fund (page 14) | \$ 882,755 |
| Governmental funds report capital outlays as expenditures, however, they are capitalized and depreciated in the statement of activities. | 1,030,607 |
| Depreciation on capital assets is reported as an expense in the statement of activities. | (1,468,205) |
| The change in the compensated absences liability is reported as an expense on the statement of activities. | 5,557 |
| The repayment of long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities. | 252,076 |
| The change in accrued interest is shown as interest expense on the statement of activities. | 18,988 |
| The net effect of changes in the net pension liability is reported as an expense in the statement of activities. | (54,996) |
| The net effect of changes in the net other post employment benefit liability is reported as an expense in the statement of activities. | <u>51,962</u> |
| Changes in net position of governmental activities (page 9) | <u>\$ 718,744</u> |

See accompanying notes.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - General Fund
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|---|--------------------|------------------|---------------------|------------------------------------|
| Revenues: | | | | |
| Property taxes | \$ 7,119,456 | \$ 7,119,456 | \$ 6,994,294 | \$ (125,162) |
| State replacement taxes | 100,000 | 100,000 | 121,389 | 21,389 |
| Fines, fees and rentals | 50,000 | 50,000 | 57,637 | 7,637 |
| Interest income | 25,000 | 25,000 | 127,188 | 102,188 |
| Gifts, designated and grants | 100,000 | 100,000 | 91,305 | (8,695) |
| Loss on investment | - | - | (1,495) | (1,495) |
| Miscellaneous | 100,000 | 100,000 | 9,623 | (90,377) |
| Total revenues | 7,494,456 | 7,494,456 | 7,399,941 | (94,515) |
| Expenditures: | | | | |
| Salaries and employee benefits | 4,525,315 | 4,525,315 | 4,240,208 | 285,107 |
| Library materials and services | 1,142,000 | 1,142,000 | 1,076,621 | 65,379 |
| Operational costs | 812,000 | 812,000 | 641,581 | 170,419 |
| Maintenance | 253,500 | 253,500 | 247,788 | 5,712 |
| Other | 104,000 | 104,000 | 5,516 | 98,484 |
| Gifts and designated | 100,000 | 100,000 | 63,303 | 36,697 |
| Total expenditures | 6,936,815 | 6,936,815 | 6,275,017 | 661,798 |
| Revenues over expenditures before other financing uses | 557,641 | 557,641 | 1,124,924 | 567,283 |
| Other financing uses - transfers out | (557,000) | (557,000) | (1,124,095) | (567,095) |
| Net changes in fund balance | \$ 641 | \$ 641 | 829 | \$ 188 |
| Fund balance, beginning of the year | | | 3,662,378 | |
| Fund balance, end of the year | | | \$ 3,663,207 | |

See independent auditor's report.

Northbrook Public Library
Statement of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - IMRF/FICA Fund
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|---|--------------------|-------------------|--------------------------|------------------------------------|
| Revenues: | | | | |
| Property taxes | \$ 760,000 | \$ 760,000 | \$ 756,469 | \$ (3,531) |
| Interest income | 100 | 100 | 10,003 | 9,903 |
| Total revenues | <u>760,100</u> | <u>760,100</u> | <u>766,472</u> | <u>6,372</u> |
| Expenditures - salaries and employee benefits: | | | | |
| IMRF | 490,000 | 490,000 | 351,547 | 138,453 |
| Social Security | 280,000 | 280,000 | 269,780 | 10,220 |
| Total expenditures | <u>770,000</u> | <u>770,000</u> | <u>621,327</u> | <u>148,673</u> |
| Revenues over (under) expenditures | <u>\$ (9,900)</u> | <u>\$ (9,900)</u> | <u>145,145</u> | <u>\$ 155,045</u> |
| Fund balance, beginning of the year | | | <u>248,258</u> | |
| Fund balance, end of the year | | | <u><u>\$ 393,403</u></u> | |

See independent auditor's report.

Northbrook Public Library Notes to the Financial Statements

I. Summary of Significant Accounting Policies

The financial statements of the Northbrook Public Library (Library) have been prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. The Reporting Entity

The Library's reporting entity includes all entities for which the Library exercised oversight responsibility as defined by the GASB.

The Library has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Library (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the Library has not included in its financial statements the activities of any other entity. See Note V.E. for exclusion of Foundation.

The Library is a component unit of the Village of Northbrook (Village).

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. The Library reports the following major governmental funds:

The **General Fund** is the general operating fund of the Library. It is used to account for all financial resources except those accounted for in another fund.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

B. Government Wide and Fund Financial Statements (cont'd)

The **IMRF/FICA Fund** is used to account for the retirement obligations of the Library, funded by a restricted tax levy.

The **Debt Service Fund** is used to account for the payment of principal and interest on the Library's debt, funded by a restricted tax levy.

The **Construction Fund** is used to account for expenditures related to the Library's renovation and expansion project, funded by bond proceeds.

The **Capital Improvements Fund** is used to account for the Library's ongoing capital needs, funded by bond proceeds.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when susceptible to accrual (when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after year end. Expenditures are generally recorded when the related fund liability is incurred. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity

1. Deposits and Investments

Illinois revised statutes authorize the Library to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer's investment pool (authorized by ILCS 30, 235-2,e) and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks that are insured by the Federal Deposit Insurance Corporation.

Investments consist of certificates of deposit, the Illinois Funds, and the Illinois Metropolitan Investment Fund (IMET). Certificates of deposit are stated at cost.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the state to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940.

IMET is a not-for-profit investment trust created pursuant to the Illinois Municipal Code. IMET is managed by a Board of Trustees elected from the participating members. IMET is not registered with the SEC as an investment company. Investments in IMET are valued at the share price, the price for which the investment could be sold.

Illinois Funds and IMET meet the criteria contained in GASB Statement No. 79, *Certain Investment Pools and Pool Participants*. This allows these investments and those local governments investing in these funds to measure its investment at amortized cost. The criteria contained in GASB Statement No. 79 address (1) how the pool interacts with participants, (2) requirements for portfolio maturity, quality, diversification and liquidity, and (3) calculation and requirements of a shadow price.

2. Receivables, Payables and Interfund Activity

The Library recognizes property taxes receivable during the fiscal year in which the taxes are levied and become a legal claim of the Library; however, property taxes are not recognized as revenue until the subsequent fiscal year when the property taxes are extended by Cook County and remitted to the Library. Accordingly, the property tax levy for the 2018 tax year, including collections thereon, is recognized as deferred inflows of resources in the accompanying statement of net position.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

2. Receivables, Payables and Interfund Activity (cont'd)

Property tax receivables are shown net of allowances for doubtful amounts. The property tax receivable allowance is equal to 4.23% of the outstanding property taxes at year end.

All interfund transactions are reported as operating transfers.

3. Capital Assets

Capital assets, which include buildings and improvements, land improvements, furniture, equipment, books, and other library materials, are reported in the government-wide financial statements. The Library defines capital assets as assets with an initial, individual cost of more than \$500, except for books and other library materials, which are capitalized regardless of cost. Such assets are recorded at historical cost or estimated historical cost if actual is unavailable. Donated capital assets are valued at their estimated fair value on the date received.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided using the straight-line method over the assets' estimated useful lives as follows:

| | |
|-----------------------------------|---------------|
| Buildings and improvements | 5 – 40 years |
| Land improvements | 10 – 20 years |
| Computer equipment | 3 – 5 years |
| Office and other equipment | 3 – 20 years |
| Furniture and shelving | 7 – 20 years |
| Books and other library materials | 7 years |

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures in the governmental fund upon acquisition.

4. Compensated Absences

The Library's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from Library service. The liability for such leave is reported as incurred in the government-wide financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements.

Accumulated sick leave lapses when employees leave the employment of the Library and, upon separation from service, no monetary obligation exists.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

5. Deferred Outflows of Resources and Deferred Inflows of Resources

Deferred outflows of resources are defined as a consumption of net assets by the government that is applicable to a future reporting period; they increase net position, similar to assets. Note IV. provides further detail on the components of deferred outflows of resources.

Deferred inflows of resources are defined as an acquisition of net assets by the government that is applicable to a future reporting period; they decrease net position, similar to liabilities. Note IV. provides further detail on the components of deferred inflows of resources.

6. Fund Equity and Net Position

Equity in the government-wide statements is classified as net position and displayed in three components:

- a. **Net investment in capital assets** – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. **Restricted net position** – Consists of net position with constraints placed on its use either by: (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted net position** – Remaining net position that does not meet the definitions of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Library’s policy to use restricted resources first, then unrestricted resources as they are needed.

In the governmental fund financial statements, governmental funds report fund balance as either nonspendable or spendable. Spendable fund balance is further classified as restricted, committed, assigned or unassigned, based on the relative strength of the constraints that control how specific amounts can be spent.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

6. Fund Equity and Net Position (cont'd)

Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose or externally imposed by outside entities. The Library has fund balances restricted for specific purposes in the IMRF/FICA Fund due to property tax levies, and in the Construction Fund due to a bond ordinance.

Committed fund balance is constrained by formal actions of the Library's Board of Trustees, which is considered the Library's highest level of decision making authority. Formal action is in the form of an ordinance or resolution approved at a Board meeting. The Library's fund balance in the Capital Improvement Fund is committed for capital projects.

Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance is at the Board level. Assignment of fund balance does not require passage of an ordinance. The Library has no assigned fund balance. The Debt Service Fund has a deficit fund balance that is reported as unassigned. The residual fund balance in the General Fund is reported as unassigned.

The Library assumes that funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Unrestricted funds are considered spent in the following order as available - committed funds, assigned funds, and then unassigned funds.

II. Stewardship, Compliance and Accountability

A. Budgetary Information

The budget is adopted on a basis consistent with generally accepted accounting principles. Annual budgets are adopted for the general, special revenue, debt service, and capital projects funds, except for the Construction Fund. All annual budget amounts lapse at fiscal year end. Project-length financial plans are adopted for all capital projects funds. The Library did not amend its budget during the current fiscal year.

B. Deficit Fund Balance

The Library reports a deficit fund balance in the Debt Service Fund of \$9,537. Funding is expected to come from future tax revenue or a transfer from the General Fund.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups

A. Deposits and Investments

Deposits – At year end, the carrying amount of the Library's deposits, excluding petty cash of \$795, was \$10,923,087, and the bank balance was \$11,104,123. The entire bank balance was covered by federal depository insurance, collateral with securities held by the pledging financial institution's agent in the Library's name, or a letter of credit.

Included in deposits are two certificates of deposit (CDs) with balances of \$277,273 and \$5,041 with interest rates of 0.25% and 0.20%, respectively. The certificates of deposit original terms are one year, renewable annually.

Investments – The Library invests in the Illinois Funds. The monies invested by individual participants are pooled together and invested in U.S. Treasury bills, and notes backed by the full faith and credit of the U.S. Treasury. In addition, monies are invested in fully collateralized time deposits in Illinois financial institutions, in collateralized repurchase agreements, and in Treasury mutual funds that invest in U.S. Treasury obligations and collateralized repurchase agreements. The funds are readily available to the Library in demand which thereby reduces interest rate risk to a negligible level. The Illinois Funds is a "AAAm" rated fund. The carrying amount of deposits in the Illinois Funds at April 30, 2019, was \$1,148.

The Library had invested in The IMET Convenience Fund. During the prior year, certain repurchase agreements, believed to be guaranteed by the United States Department of Agriculture (USDA), were in default. The loans were allegedly guaranteed by the USDA but since the loan documents were forged, the USDA has decided at this time to not provide a financial guarantee for the loans. IMET estimates that 56.10% of the balance will be realizable. The Library has recognized losses in prior years to reduce the carrying amount of deposits in IMET at April 30, 2019, to \$120,297, which is 49.02% of its original value (\$285,035) less amounts distributed to date (\$39,608).

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

A. Deposits and Investments (cont'd)

A reconciliation of cash and investments, as shown on the balance sheet for the Library, follows:

| | |
|-----------------------------------|-----------------------------|
| Carrying amount of deposits | \$ 10,923,087 |
| Carrying amount of Illinois Funds | 1,148 |
| Carrying amount of IMET | 120,297 |
| Cash on hand | <u>795</u> |
| Total | <u>\$ 11,045,327</u> |

Interest Rate Risk – This is the risk that changes in the market interest rates will adversely affect the fair value of an investment; generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Library's investment policy addresses interest rate risk by requiring the majority of its funds be held in authorized investments of less than one year of maturity, and that no investment shall exceed two years of maturity.

Credit Risk – Generally, credit risk is the risk that an issuer of a debt-type instrument will not fulfill its obligation to the holder of the investment. This is measured by assignment of a rating by a nationally recognized rating organization.

Custodial Credit Risk – For deposits, this is the risk that, in the event of a bank failure, a government will not be able to recover its deposits. For investments, this is the risk that in the event of the failure of the counterparty, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Library's investment policy requires all investments to be fully secured or collateralized.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

B. Capital Assets

Capital asset activity for the year ended April 30, 2019, was as follows:

| | Balances May 1 | Additions | Retirements | Balances April 30 |
|--|----------------------|--------------------|-------------------|----------------------|
| Capital assets not being depreciated: | | | | |
| Land | \$ 35,000 | \$ - | \$ - | \$ 35,000 |
| Construction in progress | 420,625 | 305,932 | 420,625 | 305,932 |
| Artwork | 3,200 | - | - | 3,200 |
| | <u>458,825</u> | <u>305,932</u> | <u>420,625</u> | <u>344,132</u> |
| Capital assets being depreciated: | | | | |
| Building and improvements | 23,232,366 | 393,084 | 4,953 | 23,620,497 |
| Land improvements | 57,007 | - | - | 57,007 |
| Computer equipment | 509,455 | 40,781 | 17,813 | 532,423 |
| Office and other equipment | 563,058 | 31,652 | 20,110 | 574,600 |
| Furniture and shelving | 1,208,905 | 75,574 | 36,613 | 1,247,866 |
| Books and other library materials | 5,484,330 | 607,233 | 819,789 | 5,271,774 |
| | <u>31,055,121</u> | <u>1,148,324</u> | <u>899,278</u> | <u>31,304,167</u> |
| Less accumulated depreciation for: | | | | |
| Building and improvements | 10,080,317 | 623,934 | 4,953 | 10,699,298 |
| Land improvements | 47,659 | 1,438 | - | 49,097 |
| Computer equipment | 335,522 | 116,312 | 17,813 | 434,021 |
| Office and other equipment | 356,665 | 33,535 | 19,744 | 370,456 |
| Furniture and shelving | 881,999 | 45,505 | 33,954 | 893,550 |
| Books and other library materials | 3,436,679 | 647,481 | 819,789 | 3,264,371 |
| | <u>15,138,841</u> | <u>1,468,205</u> | <u>896,253</u> | <u>15,710,793</u> |
| Total capital assets being depreciated, net | <u>15,916,280</u> | <u>(319,881)</u> | <u>3,025</u> | <u>15,593,374</u> |
| Capital assets, net | <u>\$ 16,375,105</u> | <u>\$ (13,949)</u> | <u>\$ 423,650</u> | <u>\$ 15,937,506</u> |

Depreciation expense was charged to Library activities' expense in the statement of activities.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

C. Interfund Receivables, Payable and Transfers

Interfund balances consist of amounts due between funds arising from the delay in cash transfers among the funds. Balances at April 30, 2019, consist of the following:

| Receivable Fund | Amount | Payable Fund | Amount |
|----------------------|------------|--------------|------------|
| IMRF/FICA | \$ 783,683 | General | \$ 783,683 |
| Debt Service | 249,556 | General | 249,556 |
| | | Capital | |
| Construction | 12,915 | Improvements | 12,915 |
| Capital Improvements | 1,581,068 | General | 1,581,068 |

The Board approved transfer of \$1,115,000 from the General Fund to the Capital Improvements Fund to be utilized for future capital projects, and \$9,095 from the General Fund to the Debt Service Fund to fund shortfall of property taxes to debt service payments.

D. Long-term Liabilities

General Obligation Bonds

The Library has issued general obligation bonds to provide funds for the acquisition, construction, and renovation of its facility. In addition, some general obligation bonds have been issued to refund other general obligation bonds.

For the year ended April 30, 2019, long-term liabilities consisted of the following obligation Library bonds and other liabilities:

Northbrook Public Library
Notes to the Financial Statements (cont'd)

III. Detailed Notes For All Fund Types and Account Groups (cont'd)

D. Long-term Liabilities (cont'd)

| | Balances May 1 | Additions | Retirements | Balances April 30 |
|--|---------------------|---------------------|-------------------|----------------------|
| \$6,505,000 24-year serial bonds dated August 7, 2013, with interest rates ranging from 3.00% to 4.50%. | \$ 6,505,000 | \$ - | \$ 185,000 | \$ 6,320,000 |
| \$201,371 9-year serial refunding bonds dated December 1, 2012, with interest rates ranging from .40% to 2.00% (part of Village bond issue). | 143,069 | - | 35,076 | 107,993 |
| \$3,476,500 9-year serial refunding bonds dated December 1, 2012, with interest rates of 2.00% (part of Village bond issue). | 134,000 | - | 32,000 | 102,000 |
| | 6,782,069 | - | 252,076 | 6,529,993 |
| Deferred bond premium | 138,115 | - | 16,238 | 121,877 |
| Net pension liability | 545,086 | 2,658,298 | - | 3,203,384 |
| Net OPEB liability | 22,868 | 474,215 | - | 497,083 |
| | <u>\$ 7,488,138</u> | <u>\$ 3,132,513</u> | <u>\$ 268,314</u> | <u>\$ 10,352,337</u> |

The annual debt service requirements to maturity are as follows:

| Fiscal Year Ending April 30, | Principal | Interest | Total |
|------------------------------------|---------------------|---------------------|---------------------|
| 2020 | \$ 258,971 | \$ 269,433 | \$ 528,404 |
| 2021 | 264,945 | 262,530 | 527,475 |
| 2022 | 276,077 | 253,422 | 529,499 |
| 2023 | 285,000 | 243,800 | 528,800 |
| 2024- 2028 | 1,595,000 | 1,039,400 | 2,634,400 |
| 2029 - 2033 | 1,955,000 | 689,025 | 2,644,025 |
| 2034 - 2037 | 1,895,000 | 217,800 | 2,112,800 |
| | <u>\$ 6,529,993</u> | <u>\$ 2,975,410</u> | <u>\$ 9,505,403</u> |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

IV. Deferred Outflows of Resources and Deferred Inflows of Resources

The following table provides additional detail regarding deferred outflows of resources and deferred inflows of resources on the government-wide statement of net position:

| | |
|--|----------------------------|
| Deferred outflows of resources: | |
| Pension related: | |
| Change in assumptions | \$ 436,316 |
| Net difference between projected and actual experience | 295,066 |
| Net difference between projected and actual earnings on pension plan investments | 1,145,783 |
| Contributions subsequent to the measurement date | 106,258 |
| OPEB related: | |
| Change in assumptions | <u>8,469</u> |
| Total deferred outflows of resources | <u>\$ 1,991,892</u> |
| Deferred inflows of resources: | |
| Property taxes | \$ 8,601,908 |
| Pension related: | |
| Change in assumptions | 376,768 |
| Net difference between projected and actual experience | <u>54,287</u> |
| Total deferred inflows of resources | <u>\$ 9,032,963</u> |

The change in assumptions related primarily to the change in the interest rate assumption.

V. Other Information

A. Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance.

The Library is a member of the Library Insurance Management and Risk Control Combination (LIMRCC), an intergovernmental agreement providing for unemployment insurance. LIMRCC purchases commercial insurance coverage to cover possible liabilities related to these risks. These commercial policies involve immaterial deductibles, and provide sufficient coverage to reduce the risk of any material loss. Settlements have not exceeded insurance coverage in each of the past three years.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

A. Risk Management (cont'd)

The Library purchases commercial insurance for errors and omissions coverage.

Medical and death benefits for employees and retirees are provided for through the Library's participation in the Intergovernmental Personnel Benefit Cooperative (IPBC). IPBC acts as an administrative agency to receive, process, and pay such claims as may come within the benefit program of each member. IPBC maintains specific reinsurance coverage for claims in excess of \$50,000 per individual employee participant. The Library pays premiums to IPBC based upon current employee participation and its prior experience factor with the pool. Current year overages or underages for participation in the pool are adjusted into subsequent years' experience factor for premiums.

B. Operating Lease Commitments

The Library is committed under various leases for equipment. These leases are considered for accounting purposes to be operating leases. Lease expenditures for the year ended April 30, 2019, amounted to \$39,780. Future minimum lease payments for equipment leases are as follows:

| Year Ending April 30, | |
|--------------------------|-----------|
| 2020 | \$ 21,075 |
| 2021 | 16,004 |
| 2022 | 16,004 |
| 2023 | 12,688 |
| 2024 | 7,650 |
| | <hr/> |
| | \$ 73,421 |

C. Deferred Compensation Plan

The Village of Northbrook offers the Library employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Village and Library employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation plan is not available to employees until termination, retirement, death, or unforeseeable emergency. The plan assets are held in a trust. As such, plan assets are not subject to the claims of general creditors of the Library or Village.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

D. Jointly Governed Organization

The Library participates in Cooperative Computer Services (CCS). CCS is an intergovernmental agency instrumentality formed by library members of the former North Suburban Library System and exists to administer a jointly owned integrated library automation system. CCS's governing board is comprised of one member from each participating library. No participant has any obligation, entitlement, or residual interest in CCS. In order to terminate membership in CCS, member libraries must provide one-year notice of termination. The Library's expenditures to CCS for the year ended April 30, 2019, were \$98,282.

E. Foundation

During the year ended April 30, 2006, the Library created the Northbrook Public Library Foundation (Foundation), which is a federally tax exempt 501(c)(3) organization. During the year ended April 30, 2019, the Foundation received \$2,776 in donations and interest, and expended \$350 toward administrative costs. The Foundation had assets totaling \$50,873 as of April 30, 2019. The Foundation has not been included in the financial statements as it does not meet the requirements of a component unit.

F. Defined Benefit Pension Plan

General Information About the Pension Plan

Plan Description – The Library's defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), provides pensions for all full-time employees of the Library. IMRF is an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. The types of benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information (RSI). That report may be obtained on-line at www.imrf.org. The Library participates in IMRF through the Village of Northbrook.

At December 31, 2018, the IMRF Plan membership consisted of:

| | |
|-------------------------------|------------|
| Retirees and beneficiaries | 84 |
| Inactive, non-retired members | 36 |
| Active members | <u>72</u> |
| Total | <u>192</u> |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Defined Benefit Pension Plan (cont'd)

General Information About the Pension Plan (cont'd)

Benefits Provided – IMRF provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. Participating members hired before January 1, 2011, who retire at or after age 60 with 8 years of service, are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3 percent of their final rate (average of the highest 48 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service up to 15 years, and 2 percent of each year thereafter. Employees with at least 8 years of service may retire at or after age 55 and receive a reduced benefit. For participating members hired on or after January 1, 2011, who retire at or after age 67 with 10 years of service, are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1-2/3 percent of their final rate (average of the highest 96 consecutive months' earnings during the last 10 years) of earnings, for each year of credited service, with a maximum salary cap of \$114,952 and \$113,645 at January 1, 2019 and 2018, respectively. The maximum salary cap increases each year thereafter. The monthly pension of a member hired on or after January 1, 2011, shall be increased annually, following the later of the first anniversary date of retirement or the month following the attainment of age 62, by the lesser of 3% or ½ of the consumer price index. Employees with at least 10 years of credited service may retire at or after age 62 and receive a reduced benefit. IMRF also provides death and disability benefits.

Contributions – Employees participating in the plan are required to contribute 4.50 percent of their annual covered salary to IMRF. The employees' contribution rate is established by state statute. The Library is required to contribute the remaining amount necessary to fund the IMRF plan as specified by statute. The employer contribution and annual required contribution rate for calendar years 2018 and 2019 were 11.70 and 9.92 percent, respectively. The Library's contribution to the Plan totaled \$351,547 in the fiscal year ended April 30, 2019, which was equal to its annual required contribution.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Defined Benefit Pension Plan (cont'd)

Net Pension Liability

The Library is a component unit of the Village of Northbrook. Village management has allocated approximately 18.84% of the Village's pension responsibility to the Library based on annual employer contribution to the plan (18.2% in prior year). The Village of Northbrook's net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Valuation and Assumptions – The actuarial assumptions used in the December 31, 2018, valuation were based on an actuarial experience study for the period January 1, 2014 – December 31, 2016, using the entry age normal actuarial cost method. The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|-----------------------------------|--|
| Inflation | 2.50% |
| Salary increases | 3.39% to 14.25% |
| Investment rate of return | 7.25% |
| Post-retirement benefit increase: | |
| Tier 1 | 3.0%-simple |
| Tier 2 | lesser of 3.0%-simple or ½ increase in CPI |

The actuarial value of IMRF assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. IMRF's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period at April 30, 2019, was 25 years.

The investment rate of return assumption changed from 7.50% in the prior year to 7.25% in the current year.

Mortality Rates – For non-disabled lives, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF projection experience. For disabled retirees, an IMRF specific mortality table was used with fully generational scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that was applied for disabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Employee Retirement System (cont'd)

Net Pension Liability (cont'd)

Long-term Expected Rate of Return – The long-term expected rate of return is the expected return to be earned over the entire trust portfolio based on the asset allocation of the portfolio, using best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) developed for each major asset class. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u> | <u>Target Allocation</u> | <u>Long-term Expected Real Rate of Return</u> |
|------------------------|--------------------------|---|
| Equities | 37% | 7.15% |
| International equities | 18% | 7.25% |
| Fixed income | 28% | 3.75% |
| Real estate | 9% | 6.25% |
| Alternatives: | 7% | |
| Private equity | | 5.50% |
| Hedge funds | | 5.50% |
| Commodities | | 3.20% |
| Cash equivalents | 1% | 2.50% |

Discount Rate – The discount rate used to measure the total pension liability, computed for the Village of Northbrook as a whole, was 7.25%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that Library contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees for the next 99 years. Therefore, the long-term expected rate of return on pension plan investments (7.25%) was applied to the next 99 periods of projected benefit payments, and then the municipal bond rate (3.71%) (based on federally tax-exempt municipal bonds as reported in Fidelity Index's "20-Year Municipal GO AA Index", as of December 31, 2018), was utilized, resulting in a single discount rate of 7.25% being used to determine the total pension liability.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Employee Retirement System (cont'd)

Net Pension Liability (cont'd)

Changes in Net Pension Liability – Village of Northbrook

The change in the net pension liability for the Village of Northbrook is shown below.
The Library's percentage of the liability is 18.84%.

| | Total Pension Liability | Plan Fiduciary Net Position | Net Pension (Asset) Liability |
|---|-------------------------------|-----------------------------------|-------------------------------------|
| Balances 12/31/17 | \$ 100,089,382 | \$ 97,093,720 | \$ 2,995,662 |
| Changes for the year: | | | |
| Service cost | 1,567,118 | - | 1,567,118 |
| Interest | 7,365,851 | - | 7,365,851 |
| Differences between expected and actual experience | 1,746,468 | - | 1,746,468 |
| Changes in assumptions | 2,968,880 | - | 2,968,880 |
| Contributions - employer | - | 1,973,033 | (1,973,033) |
| Contributions - employee | - | 758,920 | (758,920) |
| Net investment income | - | (5,247,773) | 5,247,773 |
| Benefit payments, including refunds of employee contributions | (5,323,199) | (5,323,199) | - |
| Other changes | - | 2,156,122 | (2,156,122) |
| Balances 12/31/18 | <u>\$ 108,414,500</u> | <u>\$ 91,410,823</u> | <u>\$ 17,003,677</u> |

Discount Rate Sensitivity – The following presents the net pension liability of the Village as a whole, calculated using the discount rate of 7.25%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate. **The Library's portion is approximately 18.84%:**

| | 1% Decrease (6.25%) | Current Discount Rate (7.25%) | 1% Increase (8.25%) |
|--|------------------------|-------------------------------------|------------------------|
| Village of Northbrook net pension liability | <u>\$ 30,431,050</u> | <u>\$ 17,003,677</u> | <u>\$ 5,927,019</u> |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

F. Employee Retirement System (cont'd)

Net Pension Liability (cont'd)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued IMRF financial report.

Net Pension Liability, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – Library

At April 30, 2019, the Library's portion of the Village of Northbrook's net pension liability is \$3,203,384. For the year ended April 30, 2019, the Library recognized pension expense of \$406,543 in the government-wide financial statements. At April 30, 2019, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources | Net Deferred Outflows of Resources |
|--|--------------------------------------|-------------------------------------|--|
| Differences between expected and actual experience | \$ 295,066 | \$ 54,287 | \$ 240,779 |
| Changes in assumptions | 436,316 | 376,768 | 59,548 |
| Net difference between projected and actual earnings on pension plan investments | <u>1,145,783</u> | <u>-</u> | <u>1,145,783</u> |
| | 1,877,165 | 431,055 | 1,446,110 |
| Contributions made subsequent to the measurement date | <u>106,258</u> | <u>-</u> | <u>106,258</u> |
| Total | <u>\$ 1,983,423</u> | <u>\$ 431,055</u> | <u>\$ 1,552,368</u> |

Library contributions of \$106,258 will be recognized as a reduction of the net pension liability in the year ending April 30, 2020. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending April 30,

| | |
|-------|---------------------|
| 2020 | \$ 418,052 |
| 2021 | 218,799 |
| 2022 | 269,610 |
| 2023 | <u>539,649</u> |
| Total | <u>\$ 1,446,110</u> |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

G. Other Post-Employment Benefits

Plan Descriptions, Provisions and Funding Policies

The Library provides post-employment health care and life insurance benefits (OPEB) for its eligible retired employees through a single employer defined benefit plan. The benefits, benefit levels, employee contributions and employer contributions are governed by the Library and can be amended by the Library through its personnel manual. The plan is not accounted for as a trust fund as an irrevocable trust has not been established to account for the plan. The plan does not issue a separate report. The activity of the plan is reported in the Library's General Fund. To be eligible for benefits, an employee must qualify for retirement through the Illinois Municipal Retirement Fund.

All health care benefits are provided through the Library's health plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous and substance abuse care, vision care dental care; and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the Library's plan becomes secondary. All retirees contribute 100% of the actuarially determined premium to the plan. At April 30, 2019, membership consisted of:

| | |
|---|-----------|
| Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits, but not yet receiving them | 4 |
| Active plan members | <u>47</u> |
| Total | <u>51</u> |

Funding Policy – Retirees and defendants may continue coverage under the Library's group health program by contributing a monthly premium. They may participate in any plans offered to active employees. Retirees and defendants are required to pay 100% of the blended average employee cost. Premiums are the same for active and retired employees. The Library pays the difference between the actuarial cost of the health coverage for retirees and the employee group cost. There is no formal funding policy that exists for the OPEB plan as the total OPEB liabilities are currently an unfunded obligation.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

G. Other Post-Employment Benefits (cont'd)

Net OPEB Liability – The Library's net OPEB liability was measured as of April 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of May 1, 2018.

| | |
|-----------------------------|-------------------|
| Total OPEB liability | \$ 497,083 |
| Plan fiduciary net position | <u>-</u> |
| Net OPEB liability | <u>\$ 497,083</u> |

Retiree Lapse Rates – The assumed lapse rate is 0%.

Election at Retirement – 20% of active employees are assumed to elect coverage at retirement.

Marital Status - 25% of active employees are assumed to be married and elect spousal coverage upon retirement.

Actuarial Valuation and Assumptions – The total OPEB liability was determined by an actuarial valuation using the Alternative Measurement Method as detailed in GASB Statement 75, as of May 1, 2018. The following actuarial assumptions were applied to all periods included in the measurement, unless otherwise specified:

| | |
|---------------------------|------------------|
| Actuarial Cost Method | Entry Age Normal |
| Salary increases | 4.00% |
| Discount rate | 3.21% |
| Inflation rate | 3.00% |
| Investment rate of return | 4.10% |

The health care trend rate is 6.60 percent for the HMO Plan and 7.10 percent for the PPO Plan for fiscal years 2019-2020, then decreasing over time to an ultimate rate of 4.5 percent for both plans by fiscal year 2028-2029. The mortality rates were based on the RP-2014 Combined Annuitant Mortality Table for males and females and reflects recent rates developed by the Society of Actuaries.

Discount Rate – The discount rate used to measure the total OPEB liability is based on the ability of the fund to meet benefit obligations in the future. Because the Village does not have a dedicated trust to pay retiree healthcare benefits, the discount rate used should be a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. A discount rate of 3.21% is used, which is the S&P Municipal Bond 20 Year High-Grade Rate Index as of April 30, 2019.

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

G. Other Post-Employment Benefits (cont'd)

Changes in Net OPEB Liability

| | Total OPEB Liability | Plan Fiduciary Net Position | Net OPEB (Asset) Liability |
|---|----------------------------|-----------------------------------|----------------------------------|
| Balance 4/30/18 | \$ 540,576 | \$ - | \$ 540,576 |
| Changes for the year: | | | |
| Service cost | 10,913 | - | 10,913 |
| Interest | 18,137 | - | 18,137 |
| Differences between expected and actual experience | - | - | - |
| Changes in assumptions | 9,271 | - | 9,271 |
| Contributions - employer | - | - | - |
| Net investment income | - | - | - |
| Benefit payments, including refunds of employee contributions | (81,844) | - | (81,844) |
| Other changes | 30 | - | 30 |
| Net changes | (43,493) | - | (43,493) |
| Balances at 4/30/19 | \$ 497,083 | \$ - | \$ 497,083 |

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following presents the net OPEB liability of the Library, calculated using the discount rate of 3.21%, as well as what the Library's net OPEB liability would be if it were calculated using a discount rate that is one percentage point higher or lower than the current rate:

| | 1% Decrease (2.21%) | Current Discount Rate (3.21%) | 1% Increase (4.21%) |
|--------------------|------------------------|-------------------------------------|------------------------|
| Net OPEB Liability | \$ 475,482 | \$ 497,083 | \$ 520,322 |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

G. Other Post-Employment Benefits (cont'd)

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend Rates –
The following presents the net OPEB liability of the Library, as well as what the Library's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point higher or lower than the current rate:

| | 1% Decrease (Varies) | Current Discount Rate (Varies) | 1% Increase (Varies) |
|--------------------|-------------------------|--------------------------------------|-------------------------|
| Net OPEB Liability | \$ 527,272 | \$ 497,083 | \$ 470,440 |

OPEB Expense and Deferred Outflows of Resources and Inflows of Resources Related to OPEB – For the year ended April 30, 2019, the Library recognized OPEB expense of \$29,882. At April 30, 2019, the Library reported deferred outflows and inflows of resources related to OPEB from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources | Net Deferred Outflows (Inflows) of Resources |
|--|--------------------------------------|-------------------------------------|---|
| Differences between expected and actual experience | \$ - | \$ - | \$ - |
| Assumption changes | 8,469 | - | 8,469 |
| Net difference between projected and actual earnings on pension plan investments | - | - | - |
| Total | \$ 8,469 | \$ - | \$ 8,469 |

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,

| | |
|------------|----------|
| 2019 | \$ 831 |
| 2020 | 831 |
| 2021 | 831 |
| 2022 | 831 |
| 2023 | 831 |
| Thereafter | 4,314 |
| Total | \$ 8,469 |

Northbrook Public Library
Notes to the Financial Statements (cont'd)

V. Other Information (cont'd)

H. Change in Accounting Principle

The Library adopted Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension*. The net other postemployment benefit obligation was reversed and replaced by the net other post-employment benefit liability. The beginning net assets on the statement of activities was restated, reducing the amount previously reported by \$517,708, for the effect of adopting GASB 75 in the current year. Refer to Note V.G. for further detail.

DRAFT - Subject to Change 8/2/2019

REQUIRED SUPPLEMENTARY INFORMATION

**Northbrook Public Library
Village of Northbrook (see Note below)
Illinois Municipal Retirement Fund
Multiyear Schedule of Changes in Net Pension Liability and Related Ratios
Last Ten Calendar Years**

| | <u>2018</u> | <u>2017</u> |
|---|-----------------------------|-----------------------------|
| Total pension liability: | | |
| Service cost | \$ 295,235 | \$ 305,975 |
| Interest on the total pension liability | 1,406,958 | 1,295,578 |
| Benefit changes | - | - |
| Difference between expected and actual changes | 329,023 | 71,088 |
| Assumption changes | 559,318 | (599,476) |
| Benefit payments and refunds | <u>(1,002,857)</u> | <u>(866,472)</u> |
| Net change in total pension liability | 1,587,677 | 206,693 |
| Total pension liability - beginning | <u>17,815,804</u> | <u>17,609,111</u> |
| Total pension liability - ending | <u>\$ 19,403,481</u> | <u>\$ 17,815,804</u> |
| Plan fiduciary net position: | | |
| Employer contributions | \$ 371,707 | \$ 359,385 |
| Employee contributions | 142,976 | 134,781 |
| Pension plan net investment income | (988,647) | 2,738,317 |
| Benefit payments and refunds | (1,002,857) | (866,472) |
| Other | <u>406,200</u> | <u>(317,152)</u> |
| Net change in plan fiduciary net position | (1,070,621) | 2,048,859 |
| Plan fiduciary net position - beginning | <u>17,270,718</u> | <u>15,221,859</u> |
| Plan fiduciary net position - ending | <u>\$ 16,200,097</u> | <u>\$ 17,270,718</u> |
| Net pension liability | <u>\$ 3,203,384</u> | <u>\$ 545,086</u> |
| Plan fiduciary net position as a percentage of total pension liability | <u>83.49%</u> | <u>96.94%</u> |
| Covered valuation payroll | <u>\$ 3,177,666</u> | <u>\$ 2,938,462</u> |
| Net pension liability as a percentage of covered valuation payroll | <u>100.81%</u> | <u>18.55%</u> |

Note - The Northbrook Public Library participates in IMRF through the Village of Northbrook. It is not possible to present this schedule for the Library alone; however, the Library represents approximately 18% of the Village and as such the above schedule represents 18% of the Village's schedule. GASB 68 was adopted in the prior year; this schedule will build a ten-year history prospectively.

See independent auditor's report.

| 2016 | 2015 |
|----------------------|----------------------|
| \$ 308,221 | \$ 305,485 |
| 1,401,693 | 1,192,367 |
| - | - |
| (153,599) | (6,357) |
| (65,348) | 40,891 |
| (825,139) | (716,600) |
| 665,828 | 815,786 |
| 16,943,283 | 16,127,497 |
| <u>\$ 17,609,111</u> | <u>\$ 16,943,283</u> |
| \$ 366,360 | \$ 350,861 |
| 135,300 | 128,054 |
| 1,040,580 | 72,797 |
| (825,139) | (716,600) |
| 7,890 | 27,116 |
| 724,991 | (137,772) |
| 14,496,868 | 14,634,640 |
| <u>\$ 15,221,859</u> | <u>\$ 14,496,868</u> |
| <u>\$ 2,387,252</u> | <u>\$ 2,446,415</u> |
| <u>86.44%</u> | <u>85.56%</u> |
| <u>\$ 2,945,889</u> | <u>\$ 2,827,246</u> |
| <u>81.04%</u> | <u>86.53%</u> |

**Northbrook Public Library
Illinois Municipal Retirement Fund
Required Supplementary Information -
Multiyear Schedule of Contributions - Last 10 Fiscal Years
April 30, 2019**

| Fiscal Year Ended April 30, | Actuarially Determined Contribution | Actual Contribution | Contribution Deficiency (Excess) | Covered Valuation Payroll | Actual Contribution as a Percentage of Covered Valuation Payroll |
|-----------------------------------|---|------------------------|--|---------------------------------|---|
| 2019 | \$ 351,547 | \$ 351,547 | \$ - | \$ 2,941,945 | 11.95 % |
| 2018 | 357,325 | 357,325 | - | 2,990,876 | 11.95 % |
| 2017 | 362,742 | 362,742 | - | 2,950,690 | 12.29 % |
| 2016 | 360,960 | 360,960 | - | 2,910,968 | 12.40 % |

Notes to Required Supplementary Information:

| | |
|-------------------------------|---|
| Actuarial Cost Method | Aggregate Entry Age Normal |
| Amortization Method | Level Percentage of Payroll (Closed) |
| Remaining Amortization Period | 25 Years |
| Asset Valuation Method | 5-Year Smoothed Market; 20% Corridor |
| Wage Growth | 3.50% |
| Inflation | 2.75% |
| Salary Increases | 3.75% to 14.50% Including Inflation |
| Investment Rate of Return | 7.5% |
| Retirement Age | Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2014 valuation pursuant to an experience study of the period 2011-2013. |
| Mortality | For non-disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for non-disabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). The IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience. |

Note: The Library adopted GASB 68 in the fiscal year ended April 30, 2016, and will build a ten-year history prospectively.

See independent auditor's report.

**Northbrook Public Library
Other Postemployment Retiree Healthcare Plan
Multiyear Schedule of Changes in Net OPEB Liability and Related Ratios
Fiscal Year Ended April 30,
Last Ten Fiscal Years**

| | 2019 |
|---|---------------------|
| Total OPEB liability: | |
| Service cost | \$ 10,913 |
| Interest on the total pension liability | 18,137 |
| Benefit changes | - |
| Difference between expected and actual changes | - |
| Assumption changes | 9,271 |
| Benefit payments and refunds | (81,844) |
| Other changes | 30 |
| Net change in total OPEB liability | (43,493) |
| Total OPEB liability - beginning | 540,576 |
| Total OPEB liability - ending | \$ 497,083 |
| Plan fiduciary net position: | |
| Employer contributions | \$ 81,844 |
| Employee contributions | - |
| OPEB plan net investment income | - |
| Benefit payments and refunds | (81,844) |
| Other | - |
| Net change in plan fiduciary net position | - |
| Plan fiduciary net position - beginning | - |
| Plan fiduciary net position - ending | \$ - |
| Net OPEB liability | \$ 497,083 |
| Plan fiduciary net position as a percentage of total OPEB liability | 0.00% |
| Covered valuation payroll | \$ 2,578,041 |
| Net OPEB liability as a percentage of covered valuation payroll | 19.28% |

Note: Village adopted GASB 75 in the current year and will build a ten-year history prospectively.

See independent auditor's report.

SUPPLEMENTARY INFORMATION

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|---|--------------------|------------------|------------------|------------------------------------|
| Salaries and employee benefits: | | | | |
| General salaries and wages | \$ 3,707,848 | \$ 3,707,848 | \$ 3,489,313 | \$ 218,535 |
| Maintenance salaries and wages | 165,467 | 165,467 | 155,715 | 9,752 |
| Group insurance | 550,000 | 550,000 | 496,171 | 53,829 |
| Unemployment/workers' compensation | 30,000 | 30,000 | 36,051 | (6,051) |
| Staff development | 72,000 | 72,000 | 62,958 | 9,042 |
| Total salaries and employee benefits | 4,525,315 | 4,525,315 | 4,240,208 | 285,107 |
| Library materials and services: | | | | |
| Books and materials | 754,233 | 754,233 | 714,938 | 39,295 |
| Audio visual materials | 81,384 | 81,384 | 77,144 | 4,240 |
| Video/DVDs | 71,383 | 71,383 | 67,664 | 3,719 |
| Programs | 132,000 | 132,000 | 117,050 | 14,950 |
| OCLC | 20,000 | 20,000 | 23,902 | (3,902) |
| CCS shared costs | 83,000 | 83,000 | 75,923 | 7,077 |
| Total library materials and services | 1,142,000 | 1,142,000 | 1,076,621 | 65,379 |
| Operational costs: | | | | |
| Photocopy | 58,000 | 58,000 | 51,100 | 6,900 |
| Office and library supplies | 70,000 | 70,000 | 56,556 | 13,444 |
| Computer software and supplies | 95,000 | 95,000 | 73,712 | 21,288 |
| Postage | 20,000 | 20,000 | 15,604 | 4,396 |
| General insurance | 60,000 | 60,000 | 53,216 | 6,784 |
| Telephone | 15,000 | 15,000 | 14,878 | 122 |
| Professional services | 260,000 | 260,000 | 231,878 | 28,122 |
| Furniture and equipment | 160,000 | 160,000 | 81,704 | 78,296 |
| Equipment rental and maintenance | 25,000 | 25,000 | 14,854 | 10,146 |
| Community relations | 49,000 | 49,000 | 48,079 | 921 |
| Total operational costs | 812,000 | 812,000 | 641,581 | 170,419 |

(cont'd)

Northbrook Public Library
General Fund
Schedule of Expenditures - Budget and Actual (cont'd)
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|---------------------------|---------------------|---------------------|---------------------|------------------------------------|
| Maintenance: | | | | |
| Vehicle expense | \$ 2,500 | \$ 2,500 | \$ 620 | \$ 1,880 |
| Janitorial supplies | 45,000 | 45,000 | 45,771 | (771) |
| Utilities | 50,000 | 50,000 | 60,720 | (10,720) |
| Building repairs | 30,000 | 30,000 | 24,019 | 5,981 |
| Contracted services | 126,000 | 126,000 | 116,658 | 9,342 |
| Total maintenance | 253,500 | 253,500 | 247,788 | 5,712 |
| Other: | | | | |
| Recruiting | 500 | 500 | 388 | 112 |
| Contingency | 100,000 | 100,000 | 4,374 | 95,626 |
| Board development | 3,500 | 3,500 | 754 | 2,746 |
| Total other | 104,000 | 104,000 | 5,516 | 98,484 |
| Gifts and designated | 100,000 | 100,000 | 63,303 | 36,697 |
| Total expenditures | \$ 6,936,815 | \$ 6,936,815 | \$ 6,275,017 | \$ 661,798 |

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Deficit - Budget and Actual - Debt Service Fund
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|--|--------------------|-----------------|-------------------|------------------------------------|
| Revenues: | | | | |
| Property taxes | \$ 528,137 | \$ 528,137 | \$ 518,856 | \$ (9,281) |
| Interest income | 1,000 | 1,000 | 272 | (728) |
| Gain on investment | - | - | (86) | (86) |
| Total revenues | 529,137 | 529,137 | 519,042 | (10,095) |
| Expenditures - debt service: | | | | |
| Principal | 252,076 | 252,076 | 252,076 | - |
| Interest | 276,061 | 276,061 | 276,061 | - |
| Total expenditures | 528,137 | 528,137 | 528,137 | - |
| Revenues over (under) expenditures before other financing sources | 1,000 | 1,000 | (9,095) | (10,095) |
| Other financing sources - transfers in | 500 | 500 | 9,095 | 8,595 |
| Net changes in fund deficit | \$ 1,500 | \$ 1,500 | - | \$ (1,500) |
| Fund deficit, beginning of the year | | | (9,536) | |
| Fund deficit, end of the year | | | \$ (9,536) | |

See independent auditor's report.

Northbrook Public Library
Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - Capital Improvements Fund
For the Year Ended April 30, 2019

| | Original Budget | Final Budget | Actual | Variance Positive (Negative) |
|---|---------------------|---------------------|---------------------|------------------------------------|
| Revenues: | | | | |
| Interest income | \$ 2,000 | \$ 2,000 | \$ 4,351 | \$ 2,351 |
| Total revenues | 2,000 | 2,000 | 4,351 | 2,351 |
| Expenditures: | | | | |
| Capital outlay: | | | | |
| Renovations and repairs | 693,000 | 693,000 | 311,659 | 381,341 |
| Professional fees | 105,000 | 105,000 | 63,259 | 41,741 |
| Furniture and equipment | 52,000 | 52,000 | 6,136 | 45,864 |
| Miscellaneous | - | - | 248 | (248) |
| Total expenditures | 850,000 | 850,000 | 381,302 | 468,698 |
| Revenues under expenditures before other financing sources | (848,000) | (848,000) | (376,951) | 471,049 |
| Other financing sources - transfers in | 532,000 | 532,000 | 1,115,000 | 583,000 |
| Net changes in fund balance | \$ (316,000) | \$ (316,000) | 738,049 | \$ 1,054,049 |
| Fund balance, beginning of the year | | | 1,412,061 | |
| Fund balance, end of the year | | | \$ 2,150,110 | |

See independent auditor's report.



Memorandum

DATE: August 8, 2019

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director

RE: Outsource Solutions Group 2 Year Recap

As of August 2019, we have reached the end of our initial two-year agreement with Outsource Solutions Group (OSG) to provide comprehensive IT services for the library. We have invited Mike Ruter, CEO and co-owner of OSG, as well as their on-site support staff, to present the Board with a recap of what OSG has accomplished during that time. Some of the highlights include:

- Implementing a 5-year computer lifecycle plan
- Modernizing our patron computer reservation and print management software
- Overseeing the 2018 cabling project
- Streamlining our Windows licensing to ensure seamless updates and licensing compliance

In addition to these and many other projects, OSG staff have consistently delivered high quality services to staff reflected in these two recent comments:

The Tech Services staff and I would like to thank the OSG staff for so efficiently setting us up technologically in our newly-remodeled space. Patrick and Marvin went above and beyond in quickly getting our computers, printers, scanners, and phones in service, including working with a sometimes finicky Polaris Client... They've gone a long way towards allowing us to settle in quickly, and we'd like to express our sincere appreciation.

[Marvin] is always so nice to everyone and always makes time to answer questions and help with anything Circulation needs ... and he always does it with a smile and never makes anyone feel bad for asking questions. ... I've never seen or heard him complain or anything negative about any question that he gets from either staff or patron. I've also had patrons comment to me about how nice he is when checking people in for their events.

We also have included a side-by-side comparison weighing the pros and cons of outsourcing versus staffing an in-house IT department. As the Board will see, we still believe that outsourcing offers many benefits and that those benefits outweigh any potential drawbacks at this time.

IT OUTSOURCING AND IN-HOUSE COMPARISON

| | OSG | In House |
|--|--|--|
| Staffing | Full-time Lead Technician (1) Full-time Support Technician (1) Part-time Support Technician (2) Part-time System Expert (1) Total Staff: 5 | Full-Time Manager (1) Full-Time Systems Administrator (1) Regular Part-time IT Assistant (20 hours/week) (1) Part-time IT Assistant (15 hours/week) (2) Total Staff: 5 |
| After-hours and remote support | Remote monitoring of all endpoints; OSG provides 24x7 customer support | Maintain remote monitoring applications and schedule / compensate staff for after-hours response. |
| Account Manager | Yes (also CEO and service manager) | N/A |
| Weekly Meetings | Yes | Yes |
| Ongoing Costs | \$206,000.00 | \$239,885.00 (salaries, benefits) |
| Project Work Cost (estimating 910 hours) | \$0.00 | \$98,280.00 |
| Project Work Description | All project planning and support is included in the comprehensive plan. Some projects outsourced to third party vendors (cabling, phone system). | Need to outsource capital project consulting and implementation including security cameras, phone system, and cabling. |

| | | |
|---------------|---|--|
| On-site Hours | 69 hours/week | 69 hours/week |
| Pro | <p>All services included in comprehensive plan.</p> <p>Library staff are not directly managing personnel (scheduling, performance reviews).</p> <p>OSG funds training and certifications (can be very expensive).</p> | <p>Staff more closely aligned with our staff culture and expectations.</p> |
| Con | <p>Limited ability to direct work and influence work style.</p> <p>Key staff may be reallocated to other clients if needed.</p> | <p>Attracting talent (OSG has growth opportunities we cannot provide).</p> <p>Training and certification costs.</p> <p>Dealing with staff turnover and other staff management tasks.</p> |
| Contract | 2 year contract | At-will employees |



Memorandum

DATE: August 7, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Intergovernmental Agreement for Schools

Three years ago, the board signed intergovernmental agreements to formalize the teacher cards we provide to Northbrook schools. Their term is now ending, and I am bringing forward a new IGA for the board to approve.

The IGA is largely the same, but I did want to point out a couple items:

1. The term of the agreement is now ongoing unless either a school or we choose to cancel. This way we don't have to keep doing this every 3 years.
2. We have added in language around teachers using the Collaboratory and who pays for materials. This is in section 4. Financial.

Once the board approves the agreements, they will be sent to the school districts for their approval. The schools we will enter into an agreement with are:

The Cove School
Countryside Day School
District 27
District 28
District 30
District 31
District 225
North Shore Academy
St. Norbert
Solomon Schechter School

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS AGREEMENT made and entered into this _____ day of _____, 2019, by _____ hereinafter referred to as the "SCHOOL," and the Northbrook Public Library hereinafter referred to as the LIBRARY.

W I T N E S S E T H:

WHEREAS, the LIBRARY listed above is a local library established pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq., and is hereby contracting with an Illinois public entity or private corporation established pursuant to state statute; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 5/4-7(8) for public libraries, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities

WHEREAS, the LIBRARY seeks to support the local school districts faculty and staff in providing quality resources to its students and to support local curriculums,

NOW, THEREFORE, in consideration of the mutual undertaking and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

1. Library Services

The LIBRARY agrees to provide library services using its facilities, equipment, and materials at the Library pursuant to the Library's usual policies and practices. The LIBRARY also agrees to make such facilities, equipment, and materials available to the faculty and staff at SCHOOL subject to the terms and conditions of this Intergovernmental Agreement and as may otherwise be mutually agreed upon between the LIBRARY and the school and laid out in Appendix A.

3. Library Users

The SCHOOL shall be the official library card holder. At the beginning of each school year, the SCHOOL shall furnish a list of all faculty and staff eligible to receive a card under the SCHOOL's name. New eligible faculty and staff shall fill out any necessary paperwork in order to be issued a card for the year. Existing faculty and staff cards are automatically renewed if they are still on the list provided by the schools.

4. Financial

The LIBRARY reserves the right to reduce any or all general Library services at the LIBRARY during the term of this Intergovernmental Agreement.

The SCHOOL shall offer publicity opportunities for Library programs, events and services to its faculty, staff, students, and their parents.

The SCHOOL shall also pay the Library for the loss or damage to any Library materials under this contract upon any invoice by the Library within thirty (30) days of receipt of said invoice and agree to abide by rights and responsibilities outlined in Appendix A. The SCHOOL shall also pay the LIBRARY for the use of any consumables used by approved faculty and staff in the Library's makerspace, The Collaboratory.

5. Amendments to the Intergovernmental Agreement

This Intergovernmental Agreement may be amended by mutual consent, providing that the party desiring the amendment shall give the other party written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both Party's Boards and signed by authorized representatives of each Board. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives of each Board, and attached to this Intergovernmental Agreement.

6. Term of Intergovernmental Agreement

The Agreement shall be effective upon the approval of all the Parties and shall remain in effect until terminated. Any party may choose to no longer participate in the Agreement without cause or penalty upon thirty (30) days prior written notice to the other party and payment to Library by the School of any outstanding consideration.

7. Savings Clause

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

8. Notice

Any notice required to be given under this Agreement shall be sufficient if it is in writing and sent by mail, to the LIBRARY Board of Trustees at 1201 Cedar Lane, Northbrook, IL 60062 and to the SCHOOL's address at **INSERT ADDRESS,** Northbrook, IL 60062.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries pursuant to Resolutions duly adopted by the Boards of the LIBRARY and SCHOOL as of the day and year first above written.

For: SCHOOL

For: NORTHBROOK PUBLIC LIBRARY

BY:_____BY:_____

ATTEST:

ATTEST:

BY:_____BY:_____

DATE:_____DATE:_____

APPENDIX A

Rights and Responsibilities of Teacher Cards

Teacher Cards can only be used at the LIBRARY and will be valid until December of the following school year unless a SCHOOL provides information that the cardholder is no longer employed at the SCHOOL. If such occurs, the card will be deleted.

Teacher Cards may be used for the following:

- Check out all LIBRARY materials.
- Access the LIBRARY databases.
- Place holds on all materials owned by the LIBRARY.
- Purchase consumables used in the Collaboratory.
- Reserve study rooms as long as the teacher is present for the use of the study room.

Books and Audiobooks have a six week check out period. All other materials will be follow the regular lending period set by the LIBRARY.

Materials will automatically be renewed up to 3 times, if there are no holds placed against them.

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2019 through June 2019 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

Treasurer

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public

Accounts Payable \$1,000 and above for the Period January 2019 through June 2019

Advanced Disposal - \$3,298.56; Allied 100 - \$2,090.65; Amazon - \$26,600.31; American Library Association, Membership - \$1,237.00; Ancel Glink P.C. - \$1,917.50; Anna Amen - \$6,390.49; Apple Books - \$8,870.68; Aquatic Works LTD - \$1,050.00; Arlington Glass & Mirror - \$11,180.00; B&H Photo-Video - \$3,433.25; Baker & Taylor - \$158,850.89; Baker & Taylor Entertainment - \$3,947.45; Baker & Taylor INC - \$4,409.00; Benjamin Goluboff - \$1,750.00; Best Quality Cleaning - \$33,810.00; Bibliotheca, LLC. - \$21,791.25; Blackbaud - \$4,975.00; Building Technology Consultants, Inc. - \$12,950.00; CallOne - \$4,783.88; CDW Government, Inc. - \$2,147.88; Ceiling Guys - \$5,000.00; CenterPoint Energy Services, Inc. - \$29,416.46; Chicago Backflow, Inc. - \$1,200.00; Colley Elevator Co. - \$4,849.92; Comcast - \$1,838.20; Continental Resources, Inc - \$3,427.06; Cooperative Computer Service - \$53,769.24; Criterion Pictures - \$4,050.00; Demco Software - \$1,178.10; Demco, Inc. - \$2,513.80; Discovery Benefits, Inc. - \$15,982.02; Dornfeld Piano Tuning - \$2,885.00; EBSCO Information Services - \$28,913.04; ECO Promotional Products, Inc. - \$1,299.83; Elite Document Solutions, LLC - \$2,906.52; Encyclopaedia Britannica, Inc. - \$1,340.00; F.E. Moran Mechanical Services - \$2,318.18; F.E. Moran, Inc. - \$3,045.00; F.E. Moran, Inc. - Plumbing - \$2,480.00; Fast Signs - \$1,002.09; First Bankcard - \$29,028.78; Fun Express, LLC - \$1,227.20; Gale - \$14,636.61; Garvey's Office Products - \$1,192.47; Glenbrook HSD 225 - Business Services - \$5,220.00; GovConnection, Inc. - \$1,783.00; Grainger - \$7,983.74; Grey House Publishing - \$2,411.43; Grill House - \$1,415.00; Helen Lazzaro - \$1,114.44; Henrichsen's Fire & Safety Equipment Co. - \$1,514.25; H-O-H Water Technology Inc. - \$4,406.00; HR Source - \$7,340.00; Illinois Library Association - \$2,370.10; Impact Networking LLC - \$6887.32; ITsavvy LLC - \$16,585.00; Kathryn Hall - \$2,138.55; Kloepper Construction Inc - \$22,487.37; Lechner & Sons - \$1,159.76; Library Furniture International, Inc. - \$4,039.00; Limricc Unemployment Comp. Group Account - \$3,414.43; Low Voltage Solutions Inc - \$56,444.00; MakerBot Industries, LLC - \$1,189.69; Mark Gelfeld - \$1,100.00; Menard Consulting, Inc. - \$1,800.00; Mergent, Inc. - \$1,938.00; Midwest Tape - \$70,355.40; Morningstar, Inc. - \$6,278.00; Nancy Buehler - \$1,750.00; Neuco Inc. - \$1,768.13; North American - \$7,191.50; Northbrook Hardware - \$3,493.95; Ocooch Hardwoods - \$1,103.06; Old Town School of Folk Music - \$2,600.00; Olga Rudiak - \$4,200.00; Outsource Solutions Group, Inc. - \$102,999.98; Overdrive - \$45,507.60; Pace Systems INC - \$3,667.00; Panera, LLC - \$1,002.95; Penguin Random House LLC - \$1,536.25; Pepper Construction Co. - \$320,824.68; Petersen Bros. Plastics, Inc. - \$1,179.50; Product Architecture + Design - \$9,716.22; Promos 911, Inc. - \$4,961.23; Proquest - \$35,767.02; Reaching Across Illinois Library System - \$8,939.00; Record Information Services, Inc. - \$1,330.00; Recorded Books, Inc. - \$2,199.60; Red Books LLC - \$3,172.55; Ron Mantegna - \$1,500.00; Runco Office Supply - \$6,770.37; Scholastic Inc - \$2,410.95; Scholastic Library Publishing - \$3,329.00; Schroeder Asphalt Services, Inc. - \$187,394.78; Service Building Maintenance, Inc. - \$6,495.00; Siemens Industry Inc. - \$3,862.50; Snow Systems, Inc. - \$4,220.00; Steiner Electric Company - \$1,787.84; Sterling Services, Inc. - \$5,473.80; Swank Motion Pictures Inc. - \$3,176.00; Systems Technology Group - \$2,200.00; Tee Jay Service Company, Inc. - \$2,869.00; Terryberry - \$1,686.83; The Hanover Insurance Company - \$38,168.00; The Home Depot Credit Services - \$2,748.46; Thomson Reuters -West Payment Ctr. - \$2,059.96; Tier One Tactical Solutions, LLC - \$2,500.00; Today's Business Solutions, Inc. - \$10,496.99; Travelers CL Remittance Center - \$38,552.00; Tsai Fong Books, Inc. - \$2,619.76; Tumbleweed Press Inc. - \$5,400.00; Uline - \$8,928.14; Universal Film Exchanges LLC - \$2,200.00; Value Line Publishing LLC - \$1,525.00; Vernon Library Supplies Inc. - \$4,679.54; Village of Northbrook Water Dept. - \$2,328.04; Vis-O-Graphic, Inc. - \$22,052.06; Wall Street Journal - \$1,079.76; Warehouse Direct - \$47,524.11; Wells Fargo Vender Fin Serv - \$6,714.00; Wiss, Janney, Elstner Associates, Inc. - \$24,066.20; Xerox Corporation - \$11,687.73; Yami Vending Inc. - \$1,356.28;

Payroll for the Period January 2019 through June 2019

Alteri - \$4,620.09; Amen - \$50,632.24; Anderson - \$18,655.96; Ashman - \$22,069.81; Austin - \$42,294.88; Baran - \$6,960.19; Beach - \$15,001.08; Becker - \$9,024.02; Bellman - \$380.14; Born - \$10,912.47; Brugger - \$20,718.24; Carroll - \$22,486.32; Chase - \$9,059.71; Cirignani - \$18,281.08; Coffman - \$6,380.75; Collins - \$24,074.04; Cotini - \$326.2; Couch - \$18,248.24; Czechorski - \$8,009.45; Dadigan - \$3,075.81; Doyle - \$35,148.72; Duncan-McGee - \$12,505.86; Durov - \$41,596.88; Edwards - \$3,137.32; Faedtke - \$8,740.81; Farrell - \$5,258.33; Fentress - \$2,852.49; Fillmore - \$28,940.82; Franklin, J - \$27,974.04; Gepson - \$11,587.96; Giel - \$5,943.62; Goese - \$15,793.24; Golembiewski - \$23,181.08; Gossage - \$28,317.48; Gould - \$703.44; Grossman - \$1,180.71; Haberkorn - \$4,321.05; Haddad - \$39,130.07; Hafner - \$2,085.71; Hall - \$65,866.68; Hannon, C - \$20,564.44; Hannon, M - \$12,282.62; Haynes - \$22,169.56; Henry - \$5,929.53; Henry - \$247.39; Hill - \$23,928.12; Hoban - \$501.41; Hominick - \$25,085.04; Huh - \$10,107.69; Huie - \$25,229.36; Jacob - \$2,458.71; Jaffery - \$12,287.98; Kahn - \$105.17; Kaminski - \$23,175.64; Kaplan - \$6,181.00; Karahalios - \$4,523.90; Keaton - \$30,577.28; Koslow - \$1,403.12; Kosuge - \$29,045.16; Lee - \$9,643.40; Lopez - \$20,689.40; Mackin - \$184.94; Malamud - \$6,519.58; Marcum - \$409.86; Margis - \$28,335.76; Mayer, B. - \$38,639.84; Mayer, S. - \$8,728.78; McDonald - \$4,411.77; McGil - \$4,544.20; Migley - \$1,978.99; Miller, J - \$4,609.18; Miller, M - \$5,841.84; Miller, S - \$13,880.03; Mistalksi - \$12,779.46; Molloy - \$7,051.69; Munday - \$4,573.10; Murray - \$9,508.24; Nelson - \$18,429.28; Norton - \$36,788.40; O'Donnell - \$13,742.66; Otis - \$326.57; Pekara - \$26,453.64; Perley - \$5,777.76; Perrenot - \$35,144.80; Phelan - \$9,290.00; Pike - \$6,334.83; Prioletti - \$36,720.60; Quinlan - \$17,075.53; Raucci - \$10,200.26; Reid - \$14,058.80; Romano - \$4,910.51; Rustemeyer - \$24,681.28; Rustman - \$24,279.68; Saks - \$6,769.36; Sato - \$18,005.40; Schachtschneider - \$6,887.87; Schlernitzauer - \$36,847.72; Schmidt, S - \$11,993.13; Scodius - \$24,279.68; Seeger - \$31,615.32; Shapiro - \$2,520.13; Sharda - \$10,239.32; Sharma - \$765.78; Siegel, D - \$6,608.27; Siegel, L - \$19,815.35; Simmons - \$10,290.91; Simpson - \$88,60.46; Siwinski - \$17,884.12; Skittino - \$37,947.29; Stack - \$8,443.04; Strom - \$11,630.02; Suarez - \$886.36; Talaefard - \$4,775.30; Thomann - \$35,978.84; Valene - \$19,237.16; Vering - \$23,262.88; Vi - \$7,109.24; Villanueva - \$1,601.14; Voronova - \$5,448.96; Wallace - \$6,732.40; Wargin - \$1,095.74; Wawer - \$10,631.72; Wilder - \$19,237.16; Wilson - \$2,784.84; Wolf - \$35,892.32; Wright, B - \$15,823.35; Wright, J - \$8,809.96;