

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
July 18, 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 – June 20, 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 June, 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 Discussion
 - 10.2 Discuss Parking Lot Truck Barrier
- 11 New Business
 - 11.1 Illinois Public Library Annual Report
 - 11.2 Exterior Façade Repair Presentation
 - 11.3 Intergovernmental Agreement for Axis 360 Community Share
- 12 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
6/30/2019

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	8,406,429.30	36,676.64	2,296,270.47	6,146,835.47
	Restricted	258,495.08	14,575.30	3,018.49	270,051.89
	IMRF	541,496.52	63.54	27,145.30	514,414.76
	Fica	197,635.52	36.31	23,881.36	173,790.47
	Total Operating	\$ 9,404,056.42	\$ 51,351.79	\$2,350,315.62	\$ 7,105,092.59
Capital Improvement		\$ 514,437.72	\$1,582,176.28	\$ 215,521.24	\$ 1,881,092.76
Debt Service		\$ 8,733.83	\$ 118,819.94		\$ 127,553.77

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	246,155.48	14,354.72	46.75
ProPay		-	-
PayPal	2,892.02	-	-
GSB - Money Market	225,244.61	-	-
MB - Checking/Money Market	6,566,248.13	1,735,362.14	-
Certificates of Deposit (detail below)	-	77,347.80	123,843.16
US Bancorp	648.78	503.45	
IMET	63,108.57	53,524.65	3,663.86
Petty Cash	795.00	-	-
Total	\$ 7,105,092.59	\$1,881,092.76	\$ 127,553.77

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NBT - 16808	<u>\$ 77,347.80</u>	06/25/20	0.250%	365
Certificates of Deposit - Debt Service				
NBT - 16829	<u>\$ 123,843.16</u>	07/13/19	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
6/30/19

01 - General Operating Fund							
Revenues							
Undesignated Revenue							
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.66%	
Property Tax Levy	\$0.00	\$916.08	\$3,709,152.58	\$3,847,940.82	\$7,329,000.00	52.50%	
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%	
Impact Fees	\$0.00	\$579.70	\$0.00	\$828.10	\$0.00	0.00%	
Fines, Fees & Rentals	\$6,101.60	\$5,209.87	\$10,708.50	\$10,022.83	\$50,000.00	20.05%	
Interest Income	\$9,246.77	\$13,635.81	\$16,801.33	\$29,962.88	\$50,000.00	59.93%	
Other Income	\$138.25	\$6,345.50	\$259.25	\$6,395.70	\$100,000.00	6.40%	
Total Undesignated Revenue	\$15,486.62	\$26,686.96	\$3,736,921.66	\$3,895,150.33	\$7,629,000.00	51.06%	
Designated Revenue							
Gifts & Other Designated Income	\$4,859.72	\$14,517.92	\$5,168.94	\$17,209.04	\$100,000.00	17.21%	
Designated Interest Income	\$28.62	\$57.38	\$36.01	\$72.18	\$0.00	0.00%	
Total Designated Revenue	\$4,888.34	\$14,575.30	\$5,204.95	\$17,281.22	\$100,000.00	17.28%	
Total Revenues	\$20,374.96	\$41,262.26	\$3,742,126.61	\$3,912,431.55	\$7,729,000.00	50.62%	
Expenses							
Undesignated Expenses							
Materials & Services	\$108,321.49	\$102,635.77	\$160,371.00	\$155,873.75	\$920,000.00	16.94%	
Books	\$94,627.06	\$88,090.16	\$142,356.57	\$133,535.49			
Audio Visual	\$7,974.77	\$6,153.32	\$9,699.10	\$10,706.88			
Videos/DVDs	\$5,719.66	\$8,392.29	\$8,315.33	\$11,631.38			
Programs	\$8,778.09	\$12,241.21	\$32,838.07	\$33,893.28	\$132,000.00	25.68%	
OCLC	\$1,404.19	\$1,979.39	\$2,848.88	\$3,937.53	\$26,000.00	15.14%	
CCS Shared Costs	\$6,326.90	\$6,326.90	\$12,653.80	\$12,653.80	\$84,000.00	15.06%	
Total Materials & Services	\$124,830.67	\$123,183.27	\$208,711.75	\$206,358.36	\$1,162,000.00	17.76%	
Human Resources							
General Salaries and Wages	\$289,267.79	\$309,193.67	\$583,680.52	\$612,467.75	\$3,814,017.00	16.06%	
Maintenance Salaries & Wages	\$12,781.10	\$13,300.06	\$25,562.20	\$26,456.08	\$182,458.00	14.50%	
Group Insurance	\$38,129.58	\$41,663.47	\$85,397.37	\$83,220.44	\$575,000.00	14.47%	
Unemployment/Worker's Comp	\$2,336.93	\$3,525.00	\$25,107.93	\$18,572.75	\$25,000.00	74.29%	
Staff Development	\$2,178.18	\$3,377.25	\$15,809.51	\$19,315.62	\$100,000.00	19.32%	
Total Human Resources	\$344,693.58	\$371,059.45	\$735,557.53	\$760,032.64	\$4,696,475.00	16.18%	

Northbrook Public Library
Income Statement
6/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.66%
Operating Costs						
Photocopy	\$7,073.10	\$2,939.96	\$15,285.59	\$13,873.04	\$40,000.00	34.68%
Office & Library Supplies	\$7,215.00	\$9,203.12	\$13,858.57	\$12,390.09	\$70,000.00	17.70%
Software	\$126.51	\$725.00	\$22,435.37	\$19,300.48	\$103,000.00	18.74%
Postage	\$15,137.74	\$38.37	\$15,216.74	\$38.37	\$20,000.00	0.19%
General Insurance	\$0.00	\$0.00	\$33,164.49	\$44,773.88	\$58,000.00	77.20%
Telephone/Internet	\$4,128.32	\$833.13	\$1,776.52	\$3,449.54	\$20,000.00	17.25%
Professional Services	\$34,019.30	\$35,118.30	\$50,685.97	\$54,734.97	\$270,000.00	20.27%
Furniture, Equipment	\$5,353.75	\$0.00	\$28,256.33	\$3,423.48	\$160,000.00	2.14%
Equipment Rental & Maintenance	\$2,317.02	\$688.02	\$2,128.02	\$3,854.02	\$20,000.00	19.27%
Community Relations	\$8,314.48	\$5,609.36	\$14,629.86	\$6,854.99	\$52,000.00	13.18%
Total Operating Costs	\$83,685.22	\$55,155.26	\$197,437.46	\$162,692.86	\$813,000.00	20.01%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
Janitorial Supplies	\$2,312.72	\$4,363.90	\$4,056.12	\$6,224.67	\$45,000.00	13.83%
Utilities	\$17,697.04	\$12,013.00	\$17,083.39	\$11,226.42	\$53,000.00	21.18%
Building Repairs	\$1,445.00	\$0.00	\$1,445.00	\$0.00	\$30,000.00	0.00%
Contracted Services	\$16,873.25	\$19,498.88	\$38,121.15	\$36,253.80	\$135,000.00	26.85%
Total Maintenance	\$38,328.01	\$35,875.78	\$60,705.66	\$53,704.89	\$265,500.00	20.23%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Contingency & Misc Exp	\$232.41	\$160.71	\$547.38	\$714.47	\$100,000.00	0.71%
Board Development	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$232.41	\$160.71	\$547.38	\$714.47	\$104,000.00	0.69%
Total Undesignated Expenses	\$591,769.89	\$585,434.47	\$1,202,959.78	\$1,183,503.22	\$7,040,975.00	16.81%
Designated Expenses						
Miscellaneous Designated Expenses	\$1,739.49	\$1,469.89	\$2,770.30	\$7,115.38	\$100,000.00	7.12%
Designated Materials Expense	\$1,148.97	\$48.60	\$1,148.97	\$404.53	\$0.00	0.00%
Designated Capital Expense	\$3,315.53	\$0.00	\$3,315.53	\$0.00	\$0.00	0.00%
Designated Program Expense	\$3,209.00	\$1,500.00	\$5,128.99	\$3,345.00	\$0.00	0.00%
Total Designated Expenses	\$9,412.99	\$3,018.49	\$12,363.79	\$10,864.91	\$100,000.00	10.86%
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	\$601,182.88	\$588,452.96	\$1,215,323.57	\$1,194,368.13	\$7,728,975.00	15.45%
NET SURPLUS/(DEFICIT)	(\$580,807.92)	(\$547,190.70)	\$2,526,803.04	\$2,718,063.42	\$25.00	

Northbrook Public Library
Income Statement
6/30/19

02 - IMRF/FICA Fund							16.66%
Revenues							
Undesignated Revenue							
Property Tax Levy-IMRF	\$0.00	\$60.02	\$241,446.52	\$252,104.69	\$490,000.00		51.45%
Property Tax Levy FICA	\$0.00	\$34.30	\$137,969.44	\$144,059.83	\$280,000.00		51.45%
Interest Income IMRF	\$0.00	\$3.52	\$1.50	\$9.03	\$50.00		18.06%
Interest Income FICA	\$0.00	\$2.01	\$0.85	\$5.16	\$50.00		10.32%
Total Undesignated Revenue	\$0.00	\$99.85	\$379,418.31	\$396,178.71	\$770,100.00		51.45%
Expenses							
Total Revenues	\$0.00	\$99.85	\$379,418.31	\$396,178.71	\$770,100.00		51.45%
Undesignated Expenses							
Human Resources							
Employer IMRF	\$30,960.31	\$27,145.30	\$62,244.44	\$54,077.90	\$490,000.00		11.04%
Employer FICA	\$22,417.92	\$23,881.36	\$45,214.73	\$47,298.87	\$280,000.00		16.89%
Total Human Resources	\$53,378.23	\$51,026.66	\$107,459.17	\$101,376.77	\$770,000.00		13.17%
Total Undesignated Expenses	\$53,378.23	\$51,026.66	\$107,459.17	\$101,376.77	\$770,000.00		13.17%
Total Expenses	\$53,378.23	\$51,026.66	\$107,459.17	\$101,376.77	\$770,000.00		13.17%
NET SURPLUS/(DEFICIT)	(\$53,378.23)	(\$50,926.81)	\$271,959.14	\$294,801.94	\$100.00		

Northbrook Public Library
Income Statement
6/30/19

03 - Capital Improvements Fund						
	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.66%
Revenues						
Undesignated Revenue						
Interest Income	\$202.19	\$1,108.28	\$361.54	\$1,999.70	\$6,000.00	33.33%
Total Undesignated Revenue	\$202.19	\$1,108.28	\$361.54	\$1,999.70	\$6,000.00	33.33%
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	\$202.19	\$1,108.28	\$361.54	\$1,999.70	\$569,000.00	0.35%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$212,975.15	(\$675.00)	\$285,189.63	\$652,000.00	43.74%
Professional Fees	\$0.00	\$0.00	\$850.00	\$0.00	\$168,000.00	0.00%
Furniture & Equipment	\$0.00	\$2,784.09	\$0.00	\$52,335.17	\$0.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$215,759.24	\$175.00	\$337,524.80	\$820,000.00	41.16%
Total Undesignated Expenses	\$0.00	\$215,759.24	\$175.00	\$337,524.80	\$820,000.00	41.16%
Total Expenses	\$0.00	\$215,759.24	\$175.00	\$337,524.80	\$820,000.00	41.16%
NET SURPLUS/(DEFICIT)	\$202.19	(\$214,650.96)	\$186.54	(\$335,525.10)	(\$251,000.00)	

Northbrook Public Library
Income Statement
6/30/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.66%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$0.00	\$64.72	\$261,901.95	\$271,863.52	\$528,404.00	51.45%
Interest Income	\$29.03	\$4.64	\$49.56	\$10.91	\$1,000.00	1.09%
Total Undesignated Revenue	\$29.03	\$69.36	\$261,951.51	\$271,874.43	\$529,404.00	51.35%
Expenses						
Total Revenues						
	\$29.03	\$69.36	\$261,951.51	\$271,874.43	\$529,404.00	51.35%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Expenses	\$0.00	\$0.00	\$138,030.55	\$134,716.32	\$528,903.64	25.47%
NET SURPLUS/(DEFICIT)	\$29.03	\$69.36	\$123,920.96	\$137,158.11	\$500.36	

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

Operating Funds

Library Claims List	\$	218,634.45
Librarian's Claims List	\$	16,639.55
Payroll	\$	309,692.10
Fica/IMRF	\$	51,026.66
ACH to IPBC	\$	54,435.86
Transfer to Capital Improvement Fund	\$	1,581,068.00
Transfer to Debt Service	\$	118,819.00

Total Operating Funds	\$	2,350,315.62
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Capital Improvement Fund

Claims List	\$	215,521.24
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Debt Service Fund

Grand Total Library	\$	2,565,836.86
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Reference	Payments	Description
23747	6/19/2019	Association for the Advancement of Creative Musicians	\$750.00	monthly payment programming
23748	6/19/2019	First Bankcard	\$3,082.14	monthly payment credit card
23749	6/19/2019	Impact Networking LLC	\$727.95	quarterly payment supplies
23750	6/19/2019	Travelers CL Remittance Center	\$3,525.00	annual payment workers compensaton
23751	6/19/2019	Village of Northbrook Water Dept.	\$1,277.98	quarterly payment water bill
23752	6/19/2019	Xerox Corporation	\$6,668.51	payoff of lease
23753	6/30/2019	Amazon	\$6,956.29	monthly payment amazon
23754	6/30/2019	Baker & Taylor	\$25,037.39	monthly payment material
23755	6/30/2019	Baker & Taylor Entertainment	\$936.08	monthly payment material
23756	6/30/2019	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
23757	6/30/2019	Bibliotheca, LLC.	\$4,513.63	monthly payment material
23758	6/30/2019	CallOne	\$827.13	monthly telephone paymen
23759	6/30/2019	CDW Government, Inc.	\$2,041.86	payment equipment
23760	6/30/2019	CenterPoint Energy Services, Inc.	\$10,185.26	monthly invoice utilities - gas
23761	6/30/2019	Chicago Backflow, Inc.	\$1,200.00	annual payment - testing of system
23762	6/30/2019	Child's World	\$658.50	monthly payment material
23763	6/30/2019	Cooperative Computer Service	\$8,285.04	monthly payment consortium & OCLC
23764	6/30/2019	Discovery Benefits, Inc.	\$2,600.02	monthly payment flexible spending, dedendant care and commuter benefit
23765	6/30/2019	EBSCO Information Services	\$22,979.10	annual payment materials
23766	6/30/2019	Gale	\$1,368.79	monthly payment material
23767	6/30/2019	Grainger	\$837.29	monthly payment janitorial supplies
23768	6/30/2019	HR Source	\$1,330.00	payment for staff training & coaching
23769	6/30/2019	Impact Networking LLC	\$3,474.96	quarterly payment usage charges for copiers and printers
23770	6/30/2019	Midwest Tape	\$10,516.11	monthly payment material
23771	6/30/2019	North American	\$1,721.99	monthly payment janitorial supplies
23772	6/30/2019	Outsource Solutions Group, Inc.	\$34,333.30	monthly payment IT services (2 months of services)
23773	6/30/2019	Overdrive	\$5,979.21	monthly payment material
23774	6/30/2019	Proquest	\$17,506.62	annual payment databases
23775	6/30/2019	Reaching Across Illinois Library System	\$8,854.00	annual payment Overdrive
23776	6/30/2019	Olga Rudiak	\$600.00	monthly payment for program expense
23777	6/30/2019	Runco Office Supply	\$2,047.58	monthly payment supplies
23778	6/30/2019	Scholastic Inc	\$2,362.25	monthly payment material
23779	6/30/2019	Service Building Maintenance, Inc.	\$6,495.00	annual payment window cleaning
23780	6/30/2019	Siemens Industry Inc.	\$1,931.25	quarterly payment HVAC maintenance
23781	6/30/2019	Sterling Services, Inc.	\$2,736.90	tri annual paymnet carpet cleaning
23782	6/30/2019	Tee Jay Service Company, Inc.	\$1,719.00	payment repair & maintenance
23783	6/30/2019	Vernon Library Supplies Inc.	\$2,028.94	monthly payment supplies
23784	6/30/2019	Vis-O-Graphic, Inc.	\$5,094.38	bi monthly payment newsletter
23785	6/30/2019	Wells Fargo Vender Fin Serv	\$765.00	monthly payment copier lease & maintenance

\$218,634.45

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

Transaction Number	Transaction Date	Reference	Payments
49272	6/17/2019	22nd Century Media, LLC	\$495.00
49274	6/17/2019	Gregory Alexander	\$200.00
49275	6/17/2019	Aquatic Works LTD	\$175.00
49276	6/17/2019	David Arfa	\$200.00
49277	6/17/2019	Batteries Plus LLC	\$337.60
49278	6/17/2019	Best Buy Business Advantage Account	\$299.99
49279	6/17/2019	Lauren Bondy	\$100.00
49280	6/17/2019	Nancy Buehler	\$250.00
49281	6/17/2019	Jodi Butler	\$18.99
49282	6/17/2019	By Experience, Inc.	\$500.00
49283	6/17/2019	CharityWatch	\$50.00
49284	6/17/2019	Chicago Federation of Musicians, AFM Local 10-208	\$519.17
49285	6/17/2019	Basil Clunie	\$200.00
49286	6/17/2019	Discovery Benefits - Simplify	\$106.50
49287	6/17/2019	Family Piano Co.	\$405.00
49288	6/17/2019	Fancy Pants Productions Inc.	\$525.00
49289	6/17/2019	Mark Gelfeld	\$100.00
49290	6/17/2019	Jim Gibbons	\$284.28
49291	6/17/2019	Andrea Goese	\$64.27
49292	6/17/2019	Bridget Golembiewski	\$45.22
49293	6/17/2019	Benjamin Goluboff	\$250.00
49294	6/17/2019	Hala Haddad	\$28.39
49295	6/17/2019	Halloran & Yauch, Inc.	\$269.40
49296	6/17/2019	Caitlyn Hannon	\$83.50
49297	6/17/2019	Michael Hannon	\$27.63
49298	6/17/2019	HR Source	\$55.00
49299	6/17/2019	Illinois CPA Society	\$277.00
49300	6/17/2019	Klezmer Music Foundation	\$500.00
49301	6/17/2019	Amanda Lopez	\$79.99
49302	6/17/2019	Ron Mantegna	\$100.00
49303	6/17/2019	Kaushik Maralidharan	\$14.96
49304	6/17/2019	Monoprice, Inc.	\$116.54
49305	6/17/2019	Diego Morales	\$100.00
49306	6/17/2019	Rachel Murguia	\$75.00
49307	6/17/2019	Erin Murray	\$17.99
49308	6/17/2019	Bill Pekara	\$43.16
49309	6/17/2019	Dan Petrosko	\$157.50
49310	6/17/2019	Petty Cash Custodian	\$125.87
49311	6/17/2019	Pitney Bowes Inc.	\$94.02
49312	6/17/2019	Laurie Prioletti	\$221.13
49313	6/17/2019	Pryor Learning Solutions, Inc.	\$79.00
49314	6/17/2019	Hugh Sato	\$422.50
49315	6/17/2019	Sara Scodius	\$193.36
49316	6/17/2019	SenSource	\$300.00
49317	6/17/2019	Suzanne Strom	\$124.82
49318	6/17/2019	Sunset Food Mart, Inc.	\$76.03
49319	6/17/2019	UPS	\$25.36
49320	6/17/2019	Robert Waterbury	\$50.00
49321	6/17/2019	Charles White	\$200.00
49322	6/17/2019	WILIUG	\$30.00

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

Transaction Number	Transaction Date	Reference	Payments
49323	6/17/2019	Advanced Disposal	\$549.76
49324	6/19/2019	Mark F. Moran	\$400.00
49325	6/28/2019	Advanced Auto Parts	\$32.48
49326	6/28/2019	Apple Books	\$20.95
49327	6/28/2019	The Book Bin	\$12.00
49328	6/28/2019	Martha Carlos	\$9.99
49329	6/28/2019	Center Point Publishing	\$46.74
49330	6/28/2019	D&Z House of Books	\$23.56
49331	6/28/2019	Demco, Inc.	\$279.87
49332	6/28/2019	Film Ideas, Inc.	\$79.42
49333	6/28/2019	Fun Express, LLC	\$22.93
49334	6/28/2019	Garaventa USA Inc.	\$292.33
49335	6/28/2019	GovConnection, Inc.	\$230.00
49336	6/28/2019	Hobby Lobby	\$63.68
49337	6/28/2019	Illinois Heartland Library System-OCLC	\$21.25
49338	6/28/2019	Image Specialties of Glenview, Inc.	\$52.00
49339	6/28/2019	Lakeshore Learning Materials	\$484.41
49340	6/28/2019	Lechner & Sons	\$215.40
49341	6/28/2019	Library Furniture International, Inc.	\$428.00
49342	6/28/2019	Library Ideas LLC	\$444.40
49343	6/28/2019	Lytical Design	\$85.00
49344	6/28/2019	McMaster-Carr Supply Co.	\$487.76
49345	6/28/2019	Neuco Inc.	\$94.44
49346	6/28/2019	Northbrook Hardware	\$422.86
49347	6/28/2019	Ocooch Hardwoods	\$256.54
49348	6/28/2019	James Ozimeck	\$26.99
49349	6/28/2019	Penguin Random House LLC	\$352.50
49350	6/28/2019	Dan Petrosko	\$157.50
49351	6/28/2019	Pitney Bowes Inc.	\$189.00
49352	6/28/2019	Reds Garden Center	\$252.04
49353	6/28/2019	Russian Publishing House Ltd.	\$18.05
49354	6/28/2019	Scholastic Inc	\$48.70
49355	6/28/2019	Maggie Schwalbach	\$10.00
49356	6/28/2019	Sheet Music Plus	\$62.24
49357	6/28/2019	Swank Motion Pictures Inc.	\$496.00
49358	6/28/2019	Thomson Reuters -West Payment Ctr.	\$294.28
49359	6/28/2019	Dan Toop	\$4.00
49360	6/28/2019	Universal Film Exchanges LLC	\$300.00
49361	6/28/2019	UPS	\$16.95
49362	6/28/2019	VBS CAL, LLC	\$306.80
49363	6/28/2019	Yami Vending Inc.	\$34.56

\$16,639.55

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

Transaction Number	Transaction Date	Reference	Payments	Description
1703	6/19/2019	Kloepfer Construction Inc	\$22,487.37	Payment for CatchBasin, Manhole and Asphalt Project
1704	6/19/2019	Schroeder Asphalt Services, Inc.	\$187,394.78	Payment for CatchBasin, Manhole and Asphalt Project
1705	6/30/2019	Best Quality Cleaning	\$375.00	First Floor Renovation Project - cleaning
1706	6/30/2019	F.E. Moran, Inc. - Plumbing	\$2,480.00	Payment for water heater replacement
1707	6/30/2019	Uline	\$2,784.09	First Floor Renovation Project - furniture
			<u>\$215,521.24</u>	

Northbrook Public Library Foundation
Financial Statements
June-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations	200.00	200.00
Auditorium Chair Donations		1,500.00
Individual Donations		
Corporate Donations		
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Amazon Smile Donations		45.93
Total Unrestricted Donations	200.00	3,483.08
Interest Income-Unrestricted	7.92	14.78
Total Income	207.92	3,497.86
Expense		
Bank Fee		
Brick Expenses	225.00	225.00
Chair Expenses		
Filing Fee		
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	225.00	225.00
Net Income	(17.08)	3,272.86

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through June 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 June 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 June 2019	847
Remaining 12 x 12 Bricks Available for Sale	210
Percent Sold	80%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	5,938.03
MB Financial - Money Market	48,217.20
Total Checking/Savings	54,155.23
Accounts Receivable	
Due from NPL	
Total Accounts Receivable	-
Total Current Assets	54,155.23
TOTAL ASSETS	54,155.23
LIABILITIES & EQUITY	
Equity	
Retained Earnings	50,882.37
Net Income	3,272.86
Total Equity	54,155.23
TOTAL LIABILITIES & EQUITY	54,155.23

DIRECTOR'S REPORT

AGENDA ITEMS

10 Unfinished Business

10.1 Facility Plan Discussion

A memo and supporting documentation is included in your packet.

10.2 Discuss Parking Lot Truck Barrier

We will be discussing the parking lot truck barrier. I have included a memo with a timeline and additional information in the packet.

11 New Business

11.1 Illinois Public Library Annual Report

A copy of this year's annual report is included in your packet.

11.2 Exterior Façade Repair Presentation

Tony Cinnamon from Wiss Janney will be here to present Wiss Janney's findings on our exterior façade. There is a summary in your packet from their report.

11.3 Intergovernmental Agreement for Axis 360 Community Share

A memo is included in your packet. Kelly Durov, Youth Services Manager, will also be attending the meeting to discuss Axis 360 Community Share.

BOARD NEWS

Upcoming Trustee Training Sessions

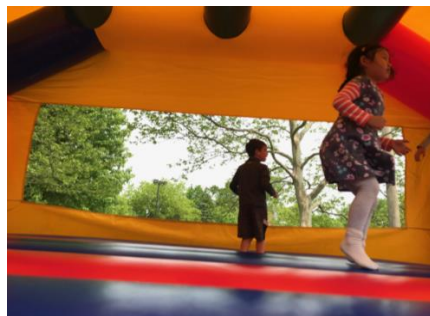
RAILS is offering trustee training on Saturday, August 10, 9:30 a.m.-12:30 p.m., at River Forest Public Library. Currently, Maura, Kayhan, Jami and I are attending. If anyone else is interested, please let me know.

This program will be led by the nationally-recognized trainer and triple-certified parliamentarian Nancy Sylvester. Either date is open to new trustees as well as current trustees and library directors who would like a review of board essentials and parliamentary procedure.

FIT INTO PATRONS' LIVES

Library Wide

- Summer Reading started on June 1 with our Kick Off event. The event featured a bounce house for children, activities for children, and prize drawings. It was very well attended. As of June 30, there are 494 participants registered for the adult program, with 163 finishing at least four books to earn a tote bag and coupon to the Friends' Bookstore so far. A total of 1,162 books have been logged. We have launched our new Teen Summer Reading program and have close to 400 teens signed up to win prizes for reading and participating in library activities and volunteer opportunities. Our Youth program has over 1700 signed up. We also have over 100 babies participating in an early literacy activity based reading program. Thanks to the Summer Reading Kick Off Work Group for planning an enticing day -- Linda Vering - Lead/Committee Liaison, Madison Carroll, Ann Keaton, Anna Fillmore, and Bryan Brugger. Summer Reading continues through August 11.



- The library held its One Book, One Northbrook Kickoff event on Sunday, June 30th. The goal of this event was to increase awareness, excitement, and interest in the One Book, One Northbrook initiative which involves a variety of programs and community partnerships in July 2019. Staff members and One Book volunteers interacted with about 90 community members during the event which included a book giveaway, craft, refreshments, and a concert focused on music from and influenced by South Africa. Featured on the left is our current lobby display, which features items from Columbia College to highlight Chicago's Connection with the Anti-apartheid movement. The items will be on display through the end of July.



Circulation

- Quin Stack, Clerk II, is fluent in Russian and was able to put his skills to use in June. He was able to assist a patron in deciphering the headline on one of the Russian newspapers by the community board. They asked Donna, Circulation Supervisor, if she knew what it was, she figured it was Russian, grabbed Quin from the workroom, and he was able to inform the patron about the headline.

Fiction & Media

- The library hosted the interactive program "Do the Hustle!" on Thursday, June 6th, taught by a dance instructor from the Arthur Murray dance studio in Glenview, IL. The program is in conjunction with the 2019 Summer Reading theme Showtime at Your library and tied into the June Film Series, Films about Dance.

Reference

- Mary Kay Perrenot brought back Mark Moran (formerly of the PBS Antiques Appraisal program) for "What it's Worth: Antique Appraisal" program on June 24. Mr. Moran gave appraisals for 41 patrons and their items including a Mark Chagall signed and numbered print, antique banks, 19th century Russian kiddush cups, a wooden piece from a Chinese temple, various porcelain and ceramic pieces and many more items. Patrons are already looking forward to next year's appraisal event.
- Jill Franklin hosted "Health Benefits of Plant-Based Nutrition" for 80 attendees. This talk was planned in conjunction with the Vegetarian Museum exhibit which was on display through June on the 2nd floor. We received positive feedback from patrons about the programs and exhibit including comments shared by circulation staff. Due to patron feedback we are considering hosting more exhibits in the future on the 2nd floor.

Youth Services

- Our summer Accessibility Hour was on June 2 in the Collaboratory. The library was open from 12pm-1pm on a Sunday. Families who attended were happy to learn what the Collaboratory had to offer at a quieter, less busy time than during our normal operating hours.
- On Tuesdays in June and July was offering "ShowTime" themed events in our Create Outside the Box series. In June, we featured movie diorama making, instrument making, and building.
- Our summer Storytime's started on June 3 and have been extremely well attended. In order to accommodate the wider range of ages that attend

Storytime in the summer, we feature an all ages, Summer Stories, event on Tuesday and Wednesday mornings.

- Our Teen Summer Volunteer program has been extremely active this month. We have over 50 teens signed up and working on the following projects: Books and Bites book discussion planning, Summer Reading Research and Development, Merchandising, Shelf Checker to assist selectors in Youth Services and Reference, Summer Reading Desk volunteers, craft group, and garden group. By request of the teens in the Teen Advisory Board (TAB), we had our first TAB meeting. The teens felt like taking the summer off was too long to go without meeting which is a testament to their commitment to TAB.

EXPAND AND DEEPEN COMMUNITY CENTERED INITIATIVES AND PARTNERSHIPS

Fiction & Media

- On June 4th the library partnered with Racial Awareness in the North Shore (RAIN) for the second event in the American Creed series. Northbrook Library was one of 50 U.S. libraries selected for grant funding to host programs that encourage participants to examine our shared American values and ideals. This program featured a screening and discussion of the PBS documentary American Denial, which examines who is represented - and who is left behind - by the American Dream. The event drew 64 attendees, and garnered even more positive feedback than the first event in the American Creed series. Comments included “very eye opening” and to “keep bringing high quality socially relevant events here. Thanks library!”
- The annual partnership with the Chicago YIVO Society to present programming as part of the Summer Festival of Yiddish Culture continues this summer, starting with a Maxwell Street Klezmer Band concert held on June 11. There was a long wait list for the sold-out event, so staff worked with the band to bring the Maxwell Street Klezmer Quintet back for another performance on June 24, which was also attended by a sell-out crowd.
- In partnership with JCC Chicago, the library hosted a screening and discussion of the documentary Leaps of Faith on June 20. The film documents families’ experiences as they raise children in an interfaith marriage. After the documentary, a panel of guests led a discussion. The guests included two of the producers, as well as a rabbi and priest who were involved in the documentary.
- A number of free lawn passes to the Ravinia Music Festival were given away to Northbrook Public Library users in June through a prize drawing. Ravinia

generously provides these free lawn passes for giveaway to public libraries throughout the Chicagoland area.

Youth Services

- Glenbrook South student volunteers from NSSD are volunteering three times this summer to help with Youth Services tasks such as filling desk supplies and dusting. We are so happy to have their assistance!
- The library's third Little Free Library was installed at Techny Prairie Park. This Little Free Library was donated to the Northbrook Public Library by the Northbrook Rotary Club. The library's Teen Advisory Board designed the painting on the library to resemble a vending machine in 2019. The library is maintained by book donations from the Friends of the Northbrook Public Library. Library staff and volunteers also contribute to the Little Free Library's maintenance.
- A new partnership with Northbrook Court started this month. We are providing books to their new Play Place on the upper level of the mall.



INNOVATE AND IMPROVE BASED ON USAGE, NEEDS AND TRENDS

- The Fiction & Media department is working on a goal this year to increase the diversity of books and authors in the adult Fiction collection in order to better represent and reflect different experiences and viewpoints. The goal is to ensure that at least 23% of the total items purchased are written by diverse authors, using criteria including gender, race, ethnicity, religion, sexual orientation, and ability. Staff track purchased titles and continually assess the collection. As of June, this goal has been exceeded with nearly 25% of purchases meeting diversity criteria. Future efforts will be made to also incorporate diverse perspectives into displays, book lists, and other areas of the collection.
- Jill Franklin updated her Craigslist's class to incorporate more alternative places to buy and sell. Selling possessions is still highly popular due to the continuing Marie Kondo "spark joy" trend of reducing one's material possessions. A recent

article in one of our consumer magazines (Consumers' Checkbook, Spr/Sum 2019) confirms the continuing trend of buying used items to save money and reduce environmental impact.

- The Village's GIS Consortium presented a Cookies n' Learn presentation for staff to learn about the GIS work done at the Village. We not only learned about what is offered to residents, but explored ways to utilize the data for library purposes. Brodie and I will be meeting with the Village to work more in ways we can partner in using the GIS system.

BUILD A HIGH CAPACITY ORGANIZATIONAL INFRASTRUCTURE

- We have contracted with the consultant to help us with our data collection and analysis. Rebecca Teasdale , [Rebecca Teasdale & Associates, LLC](#), has reviewed our strategic plan and will be working with us on achieving the goal: Improve data collection and analysis tools and align them with critical library outcomes.

Month	Activity
Month 1: August	Kickoff work session
Month 2: September	Data strategy work session
Month 3-5: October through December	Review of current data collection and analysis procedures
Month 5-7: December through February	Design of new data collection and analysis procedures
Month 8-9: March and April	Preparation of data collection and analysis plan

New Hires

- Nirali Sharma, part-time Program Assistant (Youth Services) started on June 1. (replacement)

Terminations/Retirements

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

- Mary Lou Haberkorn, part-time Clerk (Tech Services) resigned effective June 18.

Continuing Education

- We invited our insurance agent to the June Librarians in Charge quarterly meeting. Mr. Cook explained the different types of insurance policies the library has and went into more detail about our liability policy. We talked about how best to respond to situations where injury and liability may be a factor.
- We had 5 staff attend the Annual American Library Association Conference in Washington, D.C. I gave two presentations while I was there around the content of my book. We will have summaries of what staff learned to share with the board next month.

MAINTAIN A SECURE, SUSTAINABLE, AND WELL-RESOURCED LIBRARY

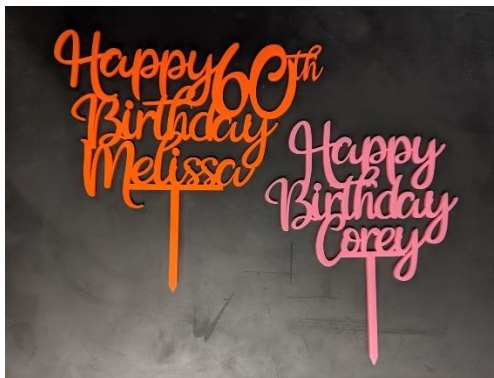
- Library and OSG staff conducted three in-person interviews with phone vendors. The interviews consisted of interview questions and a brief tour of our current network infrastructure. Next steps include checking references and making a final selection.
- The library began using the software package Volgistics to manage volunteer activities. By bringing together volunteer records, applications, positions, timekeeping, and statistics in one platform, Volgistics will help us to streamline volunteer processes for both the general volunteer program and the Summer Teen volunteer program.
- We have begun conversations with Product Architecture and Design and Pepper Construction around the installation of the new study rooms. Youth and Reference have been diligently weeding to make space for these new rooms. Reference has also been conducting a study to determine the size of the rooms we need. We are in the design phase and hope to have them installed in early 2020.

Kate Hall
Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
June, 2019

RECENT PROJECTS



THE USER EXPERIENCE



From DSA Bob Couch: A patron came in with an adorable tardigrade patch she wanted to make out of fabric on our embroidery machine. It will eventually be sewn onto a baseball cap, and the patron is excited about coming back to do the next steps

From DSA Christine Vi: A patron came in wanting to laser-etch a wooden bowl for his aunt. He didn't know the type of wood or how we'd fit such a large bowl into the laser-cutter but we made it work. His mom said that since he's had so many successful projects come out of the Collaboratory in the past, he's now comfortable taking on something more challenging. I looked up the SKU code of the bowl to find out the material and it was a single-origin species. It



was quite wide but I used the acrylic adjuster to retrofit it to the rotary. We designed it in Gravit after measuring the circumference of the bowl and deciding to wrap it around less than 50% of the bowl. He said it turned out "awesome!" like his aunt.



From DSA Michelle Mistalski: Two younger patrons came in wanting to create iron-on t-shirts to inspire others to read more. They learned how to use the Cricut Maker to cut out their designs, used the Cricut weeding tools to remove the excess material, and carefully ironed their designs onto their t-shirts. They were so happy with their shirts and were surprised by how easy it was to use the Cricut Maker.

FEEDBACK

"The Collaboratory is Fantastic. Joe was Terrific! He was very patient with my shy 8 year old granddaughter. We made a cool greeting card!"

-Neta Pritzker

"The Staff is so helpful! They make the technology very accessible and are incredibly patient!"

-Priscilla

3D PRINTING

We printed 95 objects for users in June.

PROJECTS

June projects by material type charged, and associated equipment:

Material	Quantity	Machine
3D Printing	26	3D Printer
Acrylic	14	Laser Cutter
Buttons	24	Button Makers
Cardstock	8	Cricut
CD	1	Digitization Room
Cork Coasters	7	Laser Cutter
Embroidery Thread	13	Embroidery Machine
Glasses	6	Laser Cutter
HDPE	2	Carvey
Iron-on	3	Cricut
Stabilizer Sheets	44	Embroidery Machine
Sewing Thread	4	Sewing Machines
Vinyl & Transfer Paper	13	Cricut
Wood	31	Laser Cutter & Carvey

VISITORS

1577 people visited the Collaboratory over 22 days in June.

RAILS Report June 2019

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

Work with libraries of all types to tell the library story

My Library Is.... Campaign Work continues on our campaign to help libraries tell their stories. RAILS is getting ready to launch the campaign website "My Library Is...." RAILS will be meeting with members of the ILA marketing committee to discuss how the two groups can collaborate, and not duplicate, on efforts to assist libraries with telling their stories. ILA has a similar goal to RAILS in their strategic plan.

Legislative Updates

The spring 2019 legislative session in Springfield came to a close at the end of May, with qualified successes for libraries. Some pieces of legislation ILA supported were passed or remain in progress; while many other bills we opposed did not pass. The state budget, which passed, contains appropriations and re-appropriations of \$66,141,234 for libraries, including \$875,000 from the Capital Development Fund and \$2,892,634 from the Build Illinois Bond Fund.

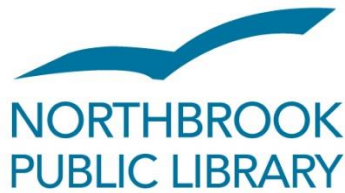
There is good news on the federal level as well; the House Appropriations Committee approved its fiscal year 2020 recommendations, including a \$25 million increase for IMLS for a total of \$267 million (including potentially \$6 million for Illinois via LSTA's Grants-to-States program, a dramatic increase over 2019's \$4.2 million); and a \$2 million increase for the Innovative Approaches to Literacy program that provides grants for school libraries, for a total of \$29 million.

Here in Illinois, legislative successes include the passing of HB 1637 Immigration Status, which keeps the responsibility for federal immigration status enforcement under its appropriate jurisdiction, not local units of government; and the defeat of all proposed property tax freeze bills. A bill ILA supported to make consistent qualifications for serving as a library trustee across district or municipal libraries, SB 1149, passed the Senate unanimously and had an amendment added in the House to exempt Chicago Public Library; we expect it to advance in the fall veto session. HB

2993, a bill ILA opposed that would require a front-door referendum when library districts seek to annex unserved areas passed, but a provision allowing for disconnecting annexed territory was removed. Bills prohibiting the use of public funds for conference attendance, requiring additional burdensome public notice requirements, prohibiting units of government from opposing unit consolidation and elimination bills, and regulating the amount of reserves a library district may maintain, were all defeated. SB 910, a bill to allow a referendum to change the board of the Aurora Public Library, a city library, from appointed to elected, passed. For a complete list of legislation followed and advocated for or against this year, please visit the [Legislative Issues page on the ILA web site](#).

Unserved residents

RAILS is working on a survey that will be sent to all public libraries in RAILS, asking them about the various ways in which they serve the unserved. Hopefully, this survey will provide a full picture of all the ways that libraries are working to provide services to untaxed residents. This is one of the tasks that the Universal Service Committee has been working on. In Northbrook, we have two main pockets of unserved residents: Mission Hills and Glenbrook Countryside.



Memorandum

DATE: July 11, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Facility Plan

As we discussed last month, BTC has prepared a facility plan outlining the costs for repairs and renovations over the next 20 years. Anna and I have taken the plan and created three scenarios for the board to consider. These scenarios and the full plan that was presented last month are included in your packet.

1. **Current Scenario:** This scenario outlines what the funding would look like if we continue setting aside money as we have been for the last few years. In this scenario we would be in the red by FY21/22.
2. **Operating Funding Scenario:** This scenario looks at what adding \$500,000 a year from operating to CIF would look like. In this scenario, we would be in the black, but only have \$34,000 at the end of year five which would mean that for the next five years of the plan we would need to take out a bond or increase the amount taken from operating. This would also mean cutting back on some of the operating budget lines.
3. **Bond & Operating Funding Scenario:** This scenario depicts what taking out a small bond in the first five years looks like and also taking more out of operating to cover the overall costs. Taking out a \$1,250,000 bond would keep us in the black with a balance of \$120,000 at the end of year five. We would have bond payments in FY22/23 and FY23/24 of just under \$100,000.

We have also included a schedule of what the bond payments may look like based on current interest rates and a breakdown of what the Capital Improvement Fund would look like for each scenario. While these scenarios focus on funding the projects as presented, we can also discuss if the board would like to make changes to when the projects are happening.

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

Northbrook Public Library
Facility Plan
Current Scenario
July 2019

	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
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					
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	1,945,000.00	1,340,000.00	620,000.00	1,535,000.00
Inflation Rate	1.0220	1.0445	1.0675	1.0909	1.1149
Future Estimated Expense	1,232,922.56	2,031,552.50	1,430,450.00	676,358.00	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
Future Estimated Expense	(1,232,922.56)	(2,031,552.50)	(1,430,450.00)	(676,358.00)	(1,711,371.50)
Interest	31,370.73	2,627.09			
Ending Reserve Fund Balance	1,599,907.17	133,981.76	(733,468.24)	(846,826.24)	(1,995,197.74)

Northbrook Public Library
Facility Plan
Operating Funding Scenario
July 2019

	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
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					
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	1,945,000.00	1,340,000.00	620,000.00	1,535,000.00
Inflation Rate	1.0220	1.0445	1.0675	1.0909	1.1149
Future Estimated Expense	1,232,922.56	2,031,552.50	1,430,450.00	676,358.00	1,711,371.50
Beginning Reserve Fund Balance					
Regular transfer to CIF from Operating	2,238,459.00	1,599,907.17	643,981.76	282,062.40	682,078.49
Transfer to CIF due to debt service reduction	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Additional Transfer to CIF from Operating	488,000.00	488,000.00	488,000.00	488,000.00	488,000.00
		500,000.00	500,000.00	500,000.00	500,000.00
Future Estimated Expense	(1,232,922.56)	(2,031,552.50)	(1,430,450.00)	(676,358.00)	(1,711,371.50)
Interest	31,370.73	12,627.09	5,530.64	13,374.09	674.14
Ending Reserve Fund Balance	1,599,907.17	643,981.76	282,062.40	682,078.49	34,381.13

Northbrook Public Library
Facility Plan
Bond Operating Scenario
July 2019

	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
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					
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	1,945,000.00	1,340,000.00	620,000.00	1,535,000.00
Inflation Rate	1.0220	1.0445	1.0675	1.0909	1.1149
Future Estimated Expense					
	1,232,922.56	2,031,552.50	1,430,450.00	676,358.00	1,711,371.50

Beginning Reserve Fund Balance	2,238,459.00	1,599,907.17	343,081.76	949,244.40	1,061,704.13
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
Additional Transfer to CIF from Operating		205,000.00	205,000.00	205,000.00	205,000.00
Bond Issuance			1,250,000.00		
Future Estimated Expense	(1,232,922.56)	(2,031,552.50)	(1,430,450.00)	(676,358.00)	(1,711,371.50)
Interest	31,370.73	6,727.09	18,612.64	20,817.73	2,366.65
Ending Reserve Fund Balance	1,599,907.17	343,081.76	949,244.40	1,061,704.13	120,699.28

Northbrook Public Library
Facility Plan
Estimated Bond Payment Schedule
July 2019

	Principal	Interest @ 4%	Payment		Balance
FY21/22	1,250,000.00	50,000.00	91,977.19		1,208,022.81
FY22/23	1,208,022.81	48,320.91	91,977.19		1,164,366.53
FY23/24	1,164,366.53	46,574.66	91,977.19		1,118,964.00
FY24/25	1,118,964.00	44,758.56	91,977.19		1,071,745.37
FY25/26	1,071,745.37	42,869.81	91,977.19		1,022,638.00
FY26/27	1,022,638.00	40,905.52	91,977.19		971,566.33
FY27/28	971,566.33	38,862.65	91,977.19		918,451.79
FY28/29	918,451.79	36,738.07	91,977.19		863,212.67
FY29/30	863,212.67	34,528.51	91,977.19		805,763.99
FY30/31	805,763.99	32,230.56	91,977.19		746,017.36
FY31/32	746,017.36	29,840.69	91,977.19		683,880.86
FY32/33	683,880.86	27,355.23	91,977.19		619,258.91
FY33/34	619,258.91	24,770.36	91,977.19		552,052.08
FY34/35	552,052.08	22,082.08	91,977.19		482,156.97
FY35/36	482,156.97	19,286.28	91,977.19		409,466.06
FY36/37	409,466.06	16,378.64	91,977.19		333,867.51
FY37/38	333,867.51	13,354.70	91,977.19		255,245.02
FY38/39	255,245.02	10,209.80	91,977.19		173,477.63
FY39/40	173,477.63	6,939.11	91,977.19		88,439.55
FY40/41	88,439.55	3,537.68	91,977.23		(0.00)
Totals		589,543.84	1,839,543.84		

Northbrook Public Library
Facility Plan
Funding Plan
July 2019

CURRENT SCENARIO							
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
1	FY19/20	2,238,459.00	563,000.00		(1,232,922.56)	31,370.73	1,599,907.17
2	FY20/21	1,599,907.17	563,000.00	-	(2,031,552.50)	2,627.09	133,981.76
3	FY21/22	133,981.76	563,000.00	-	(1,430,450.00)	-	(733,468.24)
4	FY22/23	(733,468.24)	563,000.00	-	(676,358.00)	-	(846,826.24)
5	FY23/24	(846,826.24)	563,000.00	-	(1,711,371.50)	-	(1,995,197.74)
6	FY24/25	(1,995,197.74)	563,000.00	-	(866,020.00)	-	(2,298,217.74)
			3,378,000.00		(7,948,674.56)	33,997.82	

OPERATING FUND SCENARIO							
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
1	FY19/20	2,238,459.00	563,000.00		(1,232,922.56)	31,370.73	1,599,907.17
2	FY20/21	1,599,907.17	1,063,000.00	500,000.00	(2,031,552.50)	12,627.09	643,981.76
3	FY21/22	643,981.76	1,063,000.00	-	(1,430,450.00)	5,530.64	282,062.40
4	FY22/23	282,062.40	1,063,000.00	-	(676,358.00)	13,374.09	682,078.49
5	FY23/24	682,078.49	1,063,000.00	-	(1,711,371.50)	674.14	34,381.13
6	FY24/25	34,381.13	1,063,000.00	-	(866,020.00)	4,627.22	235,988.35
			5,878,000.00	500,000.00	(7,948,674.56)	68,203.91	

BOND ISSUANCE SCENARIO							
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
1	FY19/20	2,238,459.00	563,000.00		(1,232,922.56)	31,370.73	1,599,907.17
2	FY20/21	1,599,907.17	768,000.00	205,000.00	(2,031,552.50)	6,727.09	343,081.76
3	FY21/22	343,081.76	2,018,000.00	1,250,000.00	(1,430,450.00)	18,612.64	949,244.40
4	FY22/23	949,244.40	768,000.00	(1,250,000.00)	(676,358.00)	20,817.73	1,061,704.13
5	FY23/24	1,061,704.13	768,000.00	-	(1,711,371.50)	2,366.65	120,699.28
6	FY24/25	120,699.28	768,000.00	-	(866,020.00)	453.59	23,132.87
			5,653,000.00	205,000.00	(7,948,674.56)	80,348.42	

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.

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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.



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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



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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



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- 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.



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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"



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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.



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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

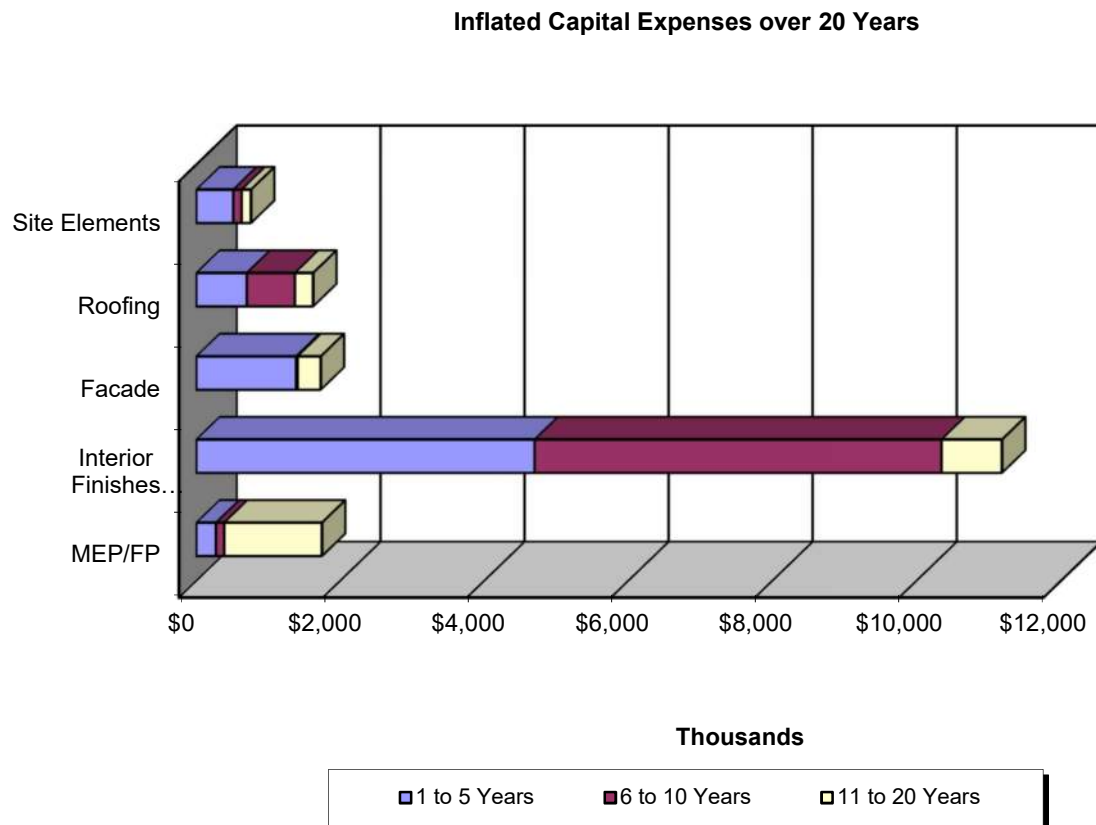


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The funding plan for the full 20-year period is illustrated in tabular form in **Table 4**, and in graphical form in **Table 5**. It is emphasized that the recommended reserve funding plan presented is only one of many possible economic scenarios to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

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

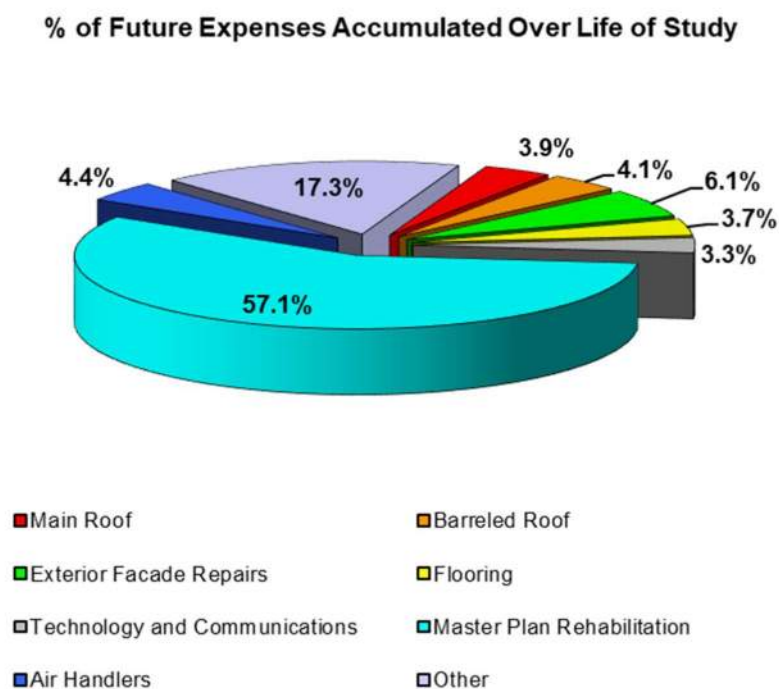
The following bar chart illustrates the expenses that will be incurred for each of the component categories over the 20-year study period. These expenses are divided into 5- and 10-year segments to provide a graphical summary that assists the user in identifying the amount of funding that will be required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





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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:



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- 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.



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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



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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.



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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

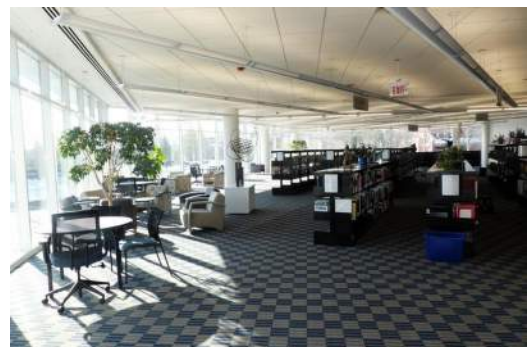


Photo 8



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	Units	% of Total Repaired / Replaced Over 20 Year Period	Expenses				% of Total for 20 Year Period
		Typical Useful Life	Remaining Useful Life	Unit Costs				Present Day		Future (Inflated)		
								Expenses	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%	
Barred 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%	
Protecting 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	10.6%	\$525,000	\$525,000	\$150,000	\$208,323	1.2%	
Furniture and Shelving	Good	Varies	Varies	1	Allowance		\$1,410,000	\$1,410,000	\$530,000	\$559,485	3.3%	
Office Equipment	Good	N/A	Varies	1	Allowance	530.0%	\$100,000	\$100,000	\$9,726,164	\$9,726,164	57.1%	
Technology and Communications	Varies	Varies	Varies	1	Allowance	109.9%	\$7,800,000	\$7,800,000				
Master Plan Rehabilitation	N/A	N/A	N/A	1	Allowance							
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%	\$35,000	\$45,000	\$41,000	\$49,568	0.3%	
Fire Pump	Good	25-30	20	1	Each	100.0%	\$35,000	\$35,000	\$35,000	\$54,066	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	\$14,697,000	\$14,697,000	\$17,036,009	100.0%	

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

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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

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)

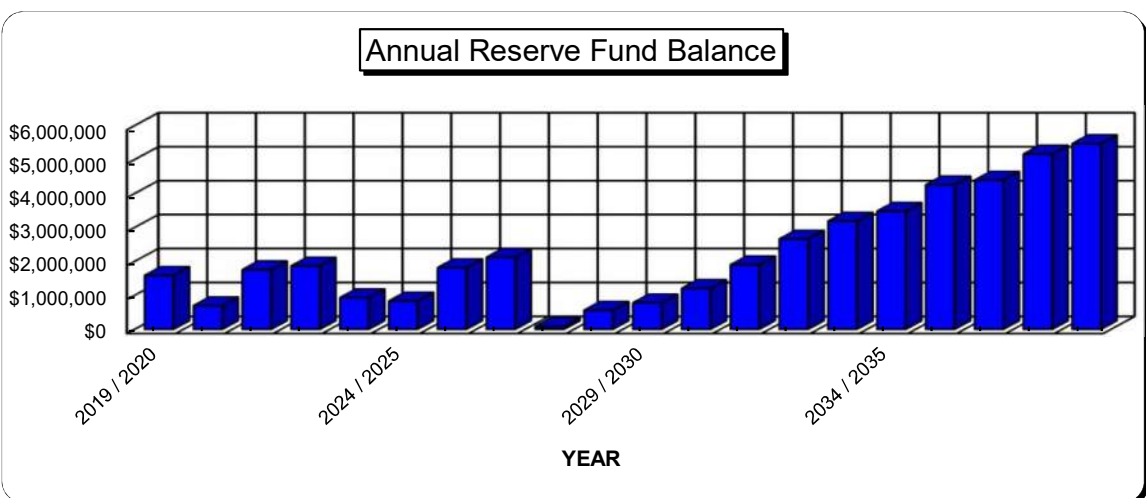
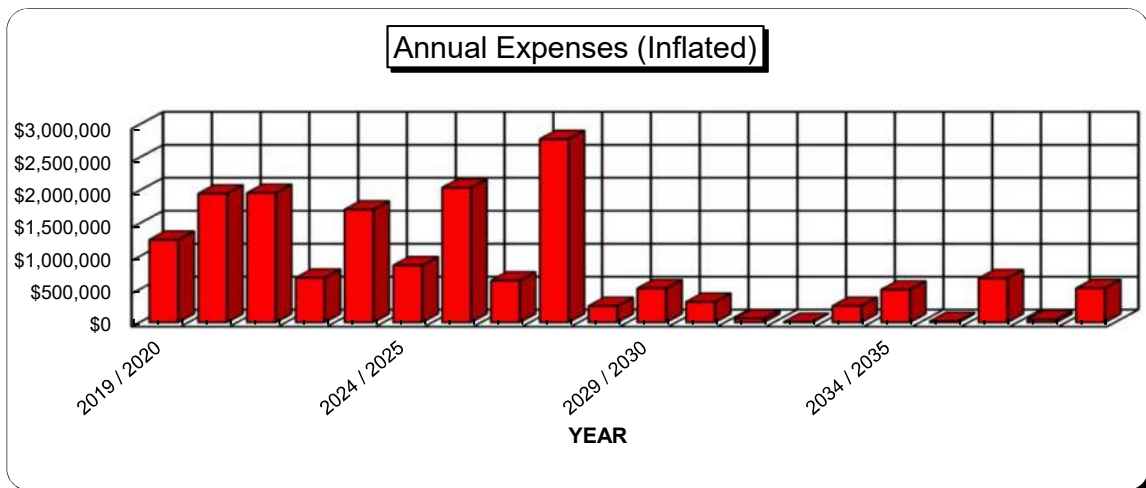
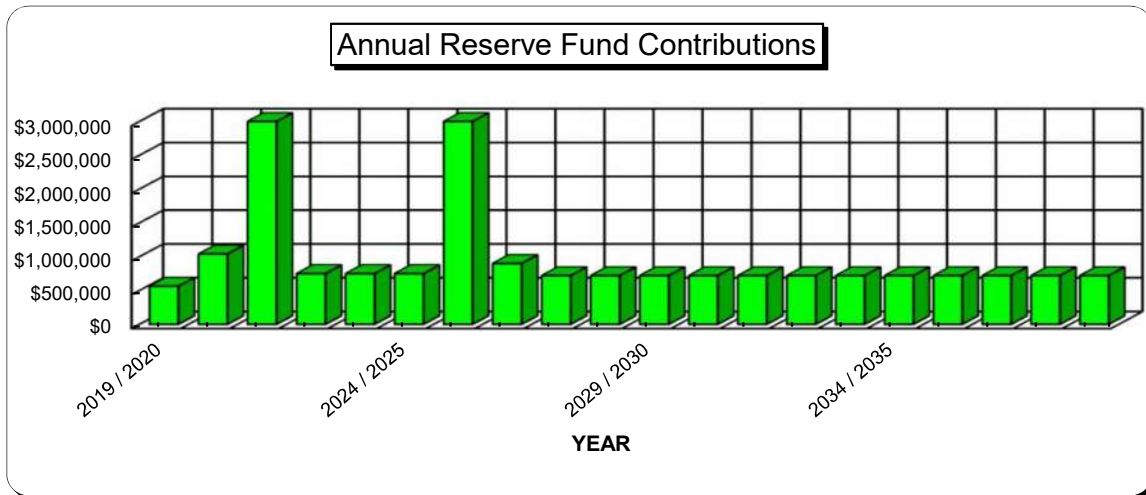
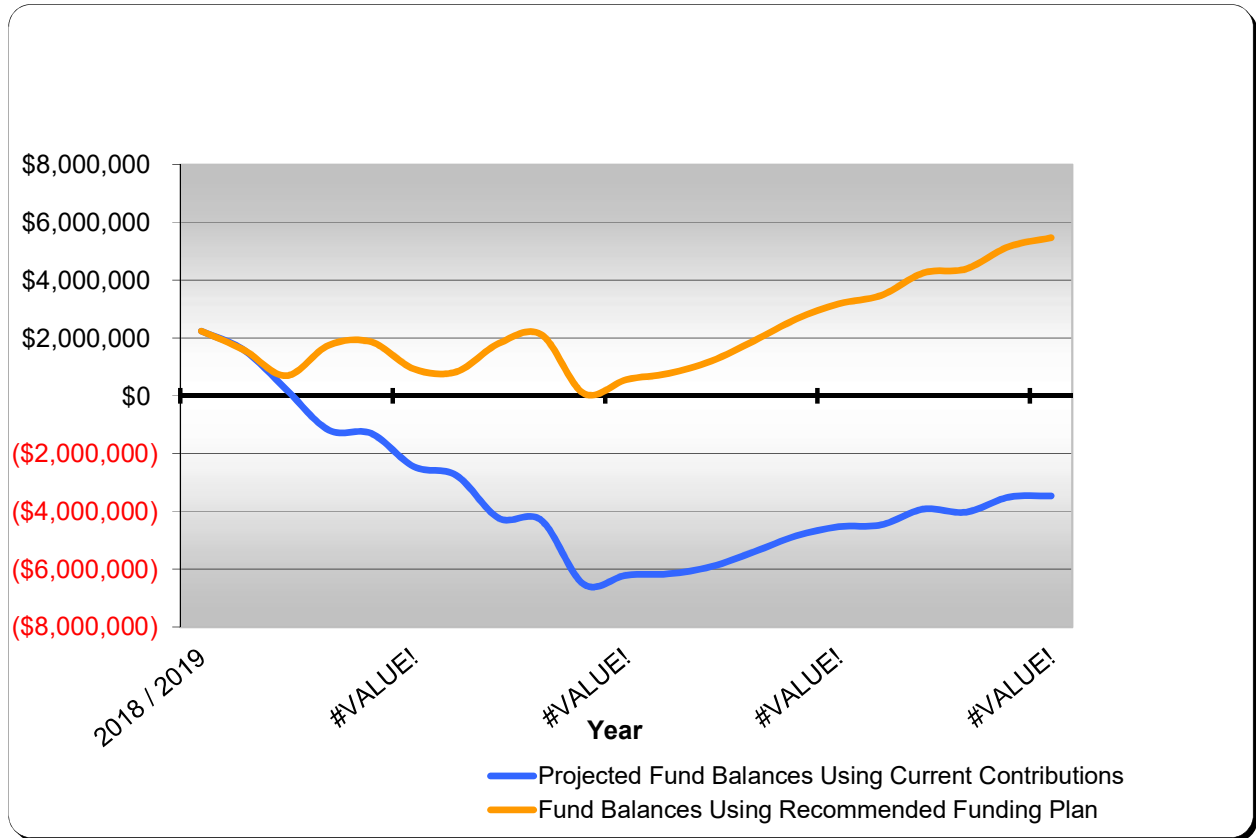


Table 6
Current Fund Status
 (2.00% Interest and 2.20% Inflation)



Printed on 14-Jun-19



Memorandum

DATE: July 11, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Parking Lot Barrier

We have not had another parking lot truck incident, but have run into obstacles in putting a solution in place.

To recap what we have done:

- Wrapped the current "Max Height" bars in bright yellow and black (previously white)
- Lowered the current bars from 9'6" to 8' to make them easier to spot
- Installed a sign at the entrance to the parking lot advising trucks not to enter
- Contacted local senior centers and schools and asked them to remind drivers about height restrictions.

After the last truck incident this spring, we worked with Product Architecture & Design to find a cost effective solution. The best option for that was to have a barrier put at the entrance. After working with the Tom Poupard at the Village and Kelly Hamill at Public Works, we learned that the solution we found would not work as it was not wide enough. We learned that barriers such as the one we are investigating typically do not come in widths of 16 ft., which is the width we need. We looked into putting a frame across the entrance, but that was not an option as we still need to allow the garbage trucks to enter.

After speaking more with the architect and village, we determined that we needed another solution. We spoke with Carlos and he suggested putting a laser across the lot that would make a noise if someone crossed it. While Brodie is looking into that option, we continued looking for other solutions.

We learned that there are engineering and architecture firms that specialize in these types of parking lot and building design issues. We looked into different firms and recently spoke with Dennis Williams at Desman Design Management (www.desman.com). Dennis said his firm would be able to work on this project and is preparing a proposal for our review.

I apologize that this issue is not yet resolved. I am happy to explore other options and look forward to the board's insight.

IP LAR

FINAL 6/28

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30503
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0388
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Northbrook Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1201 Cedar Lane
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(847) 272-6224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 272-5362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.northbrook.info

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Kate Hall
1.15 Title	Executive Director
1.16 Library Director's E-mail	khall@northbrook.info

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

1.19 Does your library contract with another library to RECEIVE ALL your library services?

No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	33,170
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Anna Amen
3.5 Telephone Number of Person Preparing Report	847-272-6229
3.6 FAX Number	847-272-5362
3.7 E-Mail Address	aamen@northbrook.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
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Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Carlos M Frum
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	847-480-1716
5.9 E-mail Address	carlos@frum.com
5.10 Home Address	3211 Glenbrook Drive
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Second member

5.5 Name	Marc Lonoff
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-564-2313
5.9 E-mail Address	lonoffm@gmail.com
5.10 Home Address	900 Appletree Court
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Third member

5.5 Name	Abby Young
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	773-791-8679
5.9 E-mail Address	amyoung01@gmail.com
5.10 Home Address	2239 Crabtree Lane
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Fourth member

5.5 Name	Miriam Imrem
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-564-3475
5.9 E-mail Address	mirfaith@aol.com
5.10 Home Address	4153 Ridgeland Lane
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Fifth member

5.5 Name	Howard Jay Glaubinger
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-480-0494
5.9 E-mail Address	jayglaubinger@gmail.com
5.10 Home Address	2630 Cherry Lane
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Sixth member

5.5 Name	Jami Xu
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2021
5.8 Telephone Number	847-275-9337
5.9 E-mail Address	jamiXu@gmail.com
5.10 Home Address	1625 Brighton Ct
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Seventh member

5.5 Name	Sharon Bergstein
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2019
5.8 Telephone Number	847-480-2279
5.9 E-mail Address	sharibergie@gmail.com
5.10 Home Address	1910 Birch Road
5.11 City	Northbrook
5.12 State	IL
5.13 Zip Code	60062

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	87,223
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Clear direction signage; provide environment with lowering lighting and less stimulus
6.3a Total Number of Meeting Rooms	4
6.3b Total number of times meeting room(s) used by the public during the fiscal year	314
6.4a Total Number of Study Rooms	5
6.4b Total number of times study room(s) used by the public during the fiscal year	5,741

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$4,072,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$1,325,000	0	\$0
Roof repair/replacement	1	\$630,000	0	\$0
Heating/Ventilation/Air conditioning	1	\$220,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems	1	\$3,000	0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)	1	\$35,000	0	\$0
Asbestos abatement			0	\$0
Security measures		\$150,000	0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas	1	\$45,000	0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$380,000	0	\$0
New building construction (construction of a		\$0	0	\$0

new facility)
Building additions (adding square feet to existing facility)

\$0

0

\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$441,700	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$24,066	0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas	1	\$212,398	0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? ¹

\$35,768,000

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$2,427,136 is being held in the capital improvement fund as a reserve for building repair and maintenance

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$9,505,403
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	2012B - \$106,100 2012a - \$111,978 2013B - \$9,287,325

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$7,750,763
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$8,249,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$41,463
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$121,389
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$162,852

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$0
8.14 Other receipts intended to be used for operating expenditures	\$254,293
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$254,293
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$8,167,908
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	COI.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,200,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,645,027
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,216,505
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,861,532

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$403,099
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$311,840
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$144,808
10.3b Please provide an explanation of the other types of material expenditures.	audio visual items (audio books, video games, music) & DVD/Blu-ray
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$859,747

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$2,300,655
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$8,021,934

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$540,034
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	36	36	\$1,190.62	1,079.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Cataloging	Cataloging	\$25.18	35.00	
Fiction & Media	Adult Services	\$28.74	35.00	
Children's Services	Children's Services	\$30.63	35.00	
Reference	Reference	\$29.54	35.00	
Reference Manager	Reference	\$38.80	35.00	
Fiction & Media	Adult Services	\$26.60	10.00	
Assistant Library Director	Assistant Library Director	\$45.95	35.00	
Fiction & Media	Adult Services	\$24.43	35.00	
Fiction & Media Manager	Adult Services	\$38.89	35.00	
Fiction & Media	Adult Services	\$30.32	35.00	
Reference	Reference	\$39.87	35.00	
Children's Services	Children's Services	\$40.10	10.00	
Fiction & Media	Adult Services	\$31.05	21.00	
Fiction & Media	Adult Services	\$34.29	8.00	
Children's Service Manager	Children's Services	\$44.87	35.00	
Children's Services	Children's Services	\$26.25	35.00	
Reference	Reference	\$27.41	35.00	
Reference	Reference	\$26.36	3.00	
Fiction & Media	Adult Services	\$37.37	35.00	
Reference	Reference	\$35.45	35.00	
Fiction & Media	Adult Services	\$27.12	35.00	
Cataloging	Cataloging	\$39.87	35.00	
Library Director	Library Director	\$71.43	35.00	
Children's Services	Children's Services	\$25.19	35.00	
Children's Services	Children's Services	\$35.45	11.00	
Reference	Reference	\$25.24	28.00	

Group A Total

26.98

Group B

Summary

Group B Total

4.20

31.18

13.16 Total FTE Group C employees (13.13 / 40)

Group D

This category includes full-time and part-time pages or shelves.

13.17 Total hours worked in a typical week by all Group D employees	182.00
13.18 Minimum hourly rate actually paid	\$9.88
13.19 Maximum hourly rate actually paid	\$13.99
13.20 Total FTE Group D employees (13.17 / 40)	4.55

Group E**This category includes full-time and part-time building maintenance, security or plant operation employees.**

13.21 Total hours worked in a typical week by all Group E employees	132.00
13.22 Minimum hourly rate actually paid	\$19.68
13.23 Maximum hourly rate actually paid	\$39.87
13.24 Total FTE Group E employees (13.21 / 40)	3.30
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	37.03
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	68.21

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)		

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated	

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,588
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,588
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	365,077

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	554	15,065	352	3,300
Young Adult	68	2,100	1	48
Other	21,005	332,473	363	3,823
Total	1,627	49,638	716	7,171

15.17a Did the library provide any special programming for patrons on the autism spectrum?

Yes

15.17b Please describe the programming provided.

We offered accessibility hours, sensory movies, music & story time programs for children with autism

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	22,715
16.2a Total Number of Unexpired Non-Resident Users Cards	310
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$11,213.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	23,025
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	219,209
17.2 Current Print Serial Subscriptions [PLSC 460]	437
17.3 Total Print Materials (17.1+17.2)	219,646
17.4 E-books Held at end of the fiscal year [PLSC 451]	61,540
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	27,007
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	30,674
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,614
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] 4	5,287

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may

not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	60
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	73

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	507,972
18.2 Number of young adult materials loaned	27,045
18.3 Number of children's materials loaned [PLSC 551]	401,072
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	936,089

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	631,597
18.6 Videos/DVDs- Physical	168,675
18.7 Audios (include music)- Physical	75,617
18.8 Magazines/Periodicals- Physical	9,627
18.9 Other Items- Physical	24,177
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	909,693
18.11 Use of Electronic Materials [PLSC 552]	83,950
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	993,643
18.13 Successful Retrieval of Electronic Information [PLSC 554] ⁵	270,955
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	354,905
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,264,598
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	48,975
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	37,126

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]

98,205

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

805

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

202

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

82

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

Other (specify)

21.2b If Other, please specify

500 Mbps

21.3 What is the monthly cost of the library's internet access?

\$218

21.4 Number of Internet Computers Available for Public Use [PLSC 650]

52

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]

30,683

21.6 Wireless Sessions Per Year [PLSC 652] 6

164,509

21.7 Does your library utilize Internet filters on some or all of the public access computers?

No

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

21.9 Number of website visits or sessions to your library website [PLSC 653]

691,398

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b If YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$62,958
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,345.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	1 - ILS migration completed in April 2018 - FY19 contains data from entire year on new ILS. 2 - changed how we tracked data in FY19 for clearer reporting
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Craft Brewing Week Illinois Bicentennial Celebration Opened Collaboratory in May 2018
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	We would like to see a statewide webinar discussing data collection and analysis as it relates to the IPLAR

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Kate Hall	6/28/19
President	Carlos M Frum	6/28/19
Secretary	Abby Young	6/28/19

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

- 1, 7.1 FY19 hired Gallagher Basset to complete an inventory valuation - FMV is based upon valuation results (0-2019-06-28)
- 2, 15.17b FY18 data included meeting room usage incorrectly (0-2019-06-28)
- 3, 15.17b FY18 data included meeting room usage and study room usage incorrectly (0-2019-06-28)
- 4, 17.6b FY19 number includes evidoes from Hoopla and Kanopy - FY18 number did not include those (0-2019-06-27)
- 5, 18.13 FY19 Database usage decreased - Reference USA, Gale and Morningstar (0-2019-06-27)
- 6, 21.6 FY18 number is not correct - number should be 127028 (0-2019-06-26)

May 10, 2019

Executive Summary
Northbrook Public Library

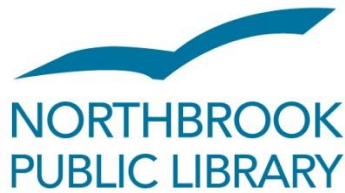
This serves as a summary of the investigation of the exterior facade of the Northbrook Public Library (NPL) located in Northbrook, Illinois by Wiss, Janney, Elstner Associates, Inc. (WJE). The purpose of the investigation was to determine the source(s) of leakage that have been reported by building engineering 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. 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.
7. 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. Our opinion of probable cost for this scope of work would be \$750,000 to \$900,000. WJE has been retained to prepare bid documents for this work to acquire competitive bids for this work.



Memorandum

DATE: July 11, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Axis 360 Community Share Intergovernmental Agreement

We are moving to a new platform for our eBook and eAudiobook lending for students. Where we previously offered young patrons the option of using Overdrive and Cloudlibrary, we are moving all our content for K-8 to Axis 360. With Axis 360 becoming our primary ebook vendor for K-8, we will be better able to market these titles to our patrons. This platform has the option to share content with local school districts, giving students a more substantial collection to check out from and an easier way for us to connect with this demographic.

To facilitate this new service, we need to enter into an Intergovernmental Agreement (IGA) with any school district that is interested. At this point, all four school districts are interested in partnering. Our attorney has crafted the IGA, and it is included in your packet. The library will bear the cost for the platform and content and will be asking the schools to provide staffing support to set-up each school's platform and onsite technical support for the platform. With [Axis 360 Community Share](#), the students would have access to our collection of ebook and eaudiobook materials that are available using their student id number and/or device.

Youth Services Manager, Kelly Durov, will be joining us at the meeting to give you a more detailed overview of Axis 360 and the Community Share function.

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

This intergovernmental agreement ("Agreement") for library services is made this 18 day of July, 2019 by, between, and among the Northbrook Public Library ("Library"), Northbrook School District 27 ("District 27"), Northbrook District 28 ("District 28"), Northbrook/Glenview School District 30 ("District 30"), and West Northfield School District 31 ("District 31") (Districts 27, 28, 30 and 31 are collectively, the "Districts," the Library and the Districts are collectively the "Parties").

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the Library and the Districts are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, the Library wishes to cooperate with the Districts to provide access to eContent through the Axis 360 System & Services ("Services") provided to Library by Baker & Taylor, LLC and/or any affiliate thereof ("Baker & Taylor") to currently enrolled students at the Districts ("Students") in order to further the Library's mission of stimulating lifelong learning through innovative, responsive programming, partnerships, resources, and services; and

WHEREAS, the Districts wish to cooperate with the Library to provide Students greater access to books, audiobooks, video and other works in digital format that are contained in the Axis 360 System to further the School's mission of preparing students to reach their full potential as lifelong learners; and

WHEREAS, the Parties believe that the provision of Services by the Library and the principles of equity or costs of services described herein provide benefits to the Library, Districts, and the general public and believe it is in the best interests of the community to enter into this Agreement;

NOW, THEREFORE, the Parties agree as follows:

1. Services.

A. Library. The Library shall coordinate with Baker & Taylor to establish an online system whereby Students may view and check out approved eContent from the Axis 360 System including: (i) enabling the Districts to view a subset of selected eContent titles under license by the Library from Baker & Taylor, (ii) providing an authentication system at or for the Districts whereby Students are eligible to become authorized users with authority to check out eContent, (iii) controlling access to the Axis 360 System by valid IP address, referring URL, identification codes and passwords and/or other commercially reasonable methods, as determined by Baker & Taylor, and (iv) executing check outs of eContent with appropriate recognition of such check outs in the Axis 360 System.

B. Districts. Each District shall be responsible for providing Baker & Taylor an API or SIP connection to their Follet based library management system to enable implementation of the authentication system described in 1.A.(ii). Districts shall ensure the numeric IDs do not contain personally identifiable information.

2. **District Liaison.** Annually on or before the first day of the new school year, each District shall provide the Library with the name, title, telephone number and e-mail address of a contact person at the District who is designated to communicate with the Library Director, or his or her designee, regarding the terms and conditions of this Agreement.
3. **Term and Renewal of IGA.** The Agreement shall be effective upon the approval of all the Parties and shall remain in effect until terminated. Any District may choose to no longer participate in the Agreement without cause or penalty upon thirty (30) days prior written notice to the Library and payment to Library of any outstanding consideration. The Library may choose to terminate the Agreement at any time without cause or penalty upon thirty (30) days prior written notice to the Districts. The Agreement shall also terminate once all Districts choose to no longer participate in the Agreement.
4. **Consideration.** The parties recognize that some of the Students receiving Services under the Agreement do not live within the boundaries of the Library and Section 4-7(8) of the Local Library Act recognizes the principle of equity or cost of services must be apportioned to the Districts based on the value of the Services received by the Students. Therefore, in exchange for extending the Services to the Students not living within the boundaries of the Library, the Parties agree that the Districts will provide the Library consideration in the form and amounts described in Exhibit A to be mutually agreed upon annually by the Library Director and the superintendents of the Districts.
5. **Indemnification.** To the fullest extent permitted by law, the Parties shall indemnify, and hold each other Party, its board members, officers, administrators, employees, volunteers, and agents ("Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, for claims for injury or damages arising out of the Agreement; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of a Party, including the Party's board members, officers, administrators, employees, volunteers, and agents subject, however, to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, or otherwise provided by law. These indemnification obligations shall survive termination of the Agreement.
6. **Amendments.** Any amendment to the Agreement must be reduced to writing and signed by authorized representatives of the Library and the Districts.
7. **Notice.** Any notice required by the Agreement shall be delivered personally or by electronic mail at the following addresses. Notice will be deemed served upon delivery.

To the Library:
Northbrook Public Library
1201 Cedar Ln
Northbrook, IL 60062
Attn. Executive Director
Email khall@northbrook.info

To District 28:
Northbrook School District 28
1475 Maple Ave
Northbrook, IL 60062
Attn. Superintendent
Email lhewitt@northbrook28.net

To District 27:
Northbrook School District 27
1250 Sanders Rd
Northbrook, IL 60062
Attn. Superintendent
Email kroeze.b@nb27.org

To District 30:
Northbrook/Glenview School
District 30
2374 Shermer Road
Northbrook, IL 60062
Attn. Superintendent
Email bwegley@district30.org

To District 31:
West Northfield School District 31
3131 Techny Rd
Northbrook, IL 60062
Attn. Superintendent
Email emurphy@district31.net

8. Compliance with Laws. Each Party shall comply with all applicable laws, rules and regulations with regard to the terms and conditions of the Agreement.

9. Governing Law. The Agreement shall be governed by the laws of the State of Illinois.

IN WITNESS WHEREOF, the Parties hereto have caused the Agreement to be executed by their duly authorized representatives on the dates set forth below.

SIGNATURE PAGES ATTACHED

Library

By _____

Its _____

Date _____

District 27

By _____

Its _____

Date _____

District 28

By _____

Its _____

Date _____

District 30

By _____

Its _____

Date _____

District 31

By _____

Its _____

Date _____

EXHIBIT A

Form and Amount of Consideration

To participate, each district will make an annual contribution to the library based on the number of non-resident student households served by the school district. A non-resident student household is a household that is not within the Northbrook Public Library's taxing boundaries. The library will inquire as to the number of non-resident student households served annually and invoice the schools at the beginning of each school year.

The cost for non-resident student households is determined by multiplying the number of households by the cost per household (Axis 360 cost/ Number of Northbrook households). The cost per household will be determined annually based on the Axis 360 costs and number of Northbrook households.

2019

Cost of Axis 360 services: \$8,500

Number of Northbrook Households: 16,975

Cost per household: \$.50