

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
1201 Cedar Ln., Northbrook, IL 60062
Regular Monthly Meeting Agenda
November 15, 2018 at 7:30 p.m.

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Approval of the Agenda – Mr. Carlos Früm
- 4 Approval of Minutes – Mr. Carlos Früm
 - 4.1 Regular Session Minutes – October 18, 2018
 - 4.2 Special Session Minutes – November 8, 2018, Skokie Library Visit
- 5 Public Comments
- 6 Monthly Treasurer's Report – Ms. Miriam Imrem
 - 6.1 Review Monthly Financial Statements
 - 6.2 Approve Bills and Charges from October, 2018
- 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 Ancel Glink Law Firm Introduction – Britt Isaly
- 11 New Business
 - 11.1 Recabling Bids
 - 11.2 Technical Services and Maintenance Remodel Update
 - 11.3 FY 19 Per Capita Grant Application Requirements
 - 11.4 Public Code of Behavior Policy Update
 - 11.5 Semi-Annual Review of Closed Meeting Minutes
- 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
10/31/2018**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	8,597,099.23	51,943.03	521,359.36	8,127,682.90
	Restricted	270,745.83	589.27	8,591.33	262,743.77
	IMRF	504,562.67	2,061.11	30,701.07	475,922.71
	Fica	230,391.22	1,177.78	22,128.04	209,440.96
	Total Operating	\$ 9,602,798.95	\$ 55,771.19	\$ 582,779.80	\$ 9,075,790.34
<u>Capital Improvement</u>		\$ 1,009,876.34	\$ 195.37	\$ 7,737.86	\$ 1,002,333.85
<u>Debt Service</u>		\$ 96,480.90	\$ 18.97		\$ 96,499.87

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	231,383.80	590.69	419.38
ProPay		-	-
PayPal	1,750.46	-	-
GSB - Money Market	224,834.95	-	-
MB - Checking/Money Market	8,551,783.43	-	-
Certificates of Deposit (detail below)	-	946,454.39	92,329.81
US Bancorp	638.82	495.89	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
Total	\$ 9,075,790.34	\$1,002,333.85	\$ 96,499.87

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NBT - 16808	<u>\$ 946,454.39</u>	06/25/19	0.250%	365
Certificates of Deposit - Debt Service				
NBT - 16829	<u>\$ 92,329.81</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
10/31/18**

01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$42,170.65	\$29,891.81	\$6,214,473.48	\$6,984,835.89	\$7,119,456.00	98.11%
Replacement Tax	\$0.00	\$0.00	\$16,610.80	\$0.00	\$100,000.00	0.00%
Impact Fees	\$572.13	\$579.70	\$2,732.04	\$2,270.30	\$0.00	0.00%
Fines, Fees & Rentals	\$9,287.77	\$3,553.68	\$55,994.25	\$29,700.38	\$50,000.00	59.40%
Interest Income	\$2,651.45	\$11,959.07	\$13,725.38	\$62,356.72	\$25,000.00	249.43%
Other Income	\$1,113.90	\$592.50	\$1,832.38	\$1,968.70	\$100,000.00	1.97%
Total Undesignated Revenue	\$55,795.90	\$46,576.76	\$6,305,368.33	\$7,081,131.99	\$7,394,456.00	95.76%
Designated Revenue						
Gifts & Other Designated Income	\$2,225.00	\$584.47	\$52,398.21	\$65,177.50	\$100,000.00	65.18%
Designated Interest Income	\$27.67	\$31.41	\$148.47	\$152.40	\$0.00	0.00%
Total Designated Revenue	\$2,252.67	\$615.88	\$52,546.68	\$65,329.90	\$100,000.00	65.33%
Total Revenues	\$58,048.57	\$47,192.64	\$6,357,915.01	\$7,146,461.89	\$7,494,456.00	95.36%
Expenses						
Undesignated Expenses						
Materials & Services						
Materials - Books, Audio Visual, Mo	\$71,897.62	\$66,882.46	\$431,107.21	\$412,409.81	\$907,000.00	45.47%
Books	\$60,177.03	\$54,405.40	\$371,736.57	\$346,800.19	\$0.00	0.00%
Audio Visual	\$7,760.41	\$7,067.48	\$35,171.87	\$36,360.12	\$0.00	0.00%
Videos/DVDs	\$3,960.18	\$5,409.58	\$24,198.77	\$29,249.50	\$0.00	0.00%
Programs	\$10,806.80	\$10,550.58	\$78,753.27	\$66,605.60	\$132,000.00	50.46%
OCLC	\$3,347.47	\$1,958.14	\$9,251.29	\$8,041.21	\$20,000.00	40.21%
Interlibrary Charges	(\$1,640.11)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CCS Shared Costs	\$6,326.90	\$6,326.90	\$36,376.60	\$37,961.40	\$83,000.00	45.74%
Total Materials & Services	\$90,738.68	\$85,718.08	\$555,488.37	\$525,018.02	\$1,142,000.00	45.97%
Human Resources						
General Salaries and Wages	\$274,939.07	\$277,529.21	\$1,691,829.33	\$1,734,596.68	\$3,711,018.00	46.74%
Maintenance Salaries & Wages	\$12,485.09	\$12,781.10	\$73,640.56	\$76,686.60	\$162,297.00	47.25%
Group Insurance	\$37,294.73	\$42,127.57	\$227,181.18	\$254,101.67	\$550,000.00	46.20%
Unemployment/Worker's Comp	\$663.10	\$676.98	\$23,632.59	\$25,784.91	\$30,000.00	85.95%
Staff Development	\$5,641.24	\$1,113.81	\$26,171.70	\$31,576.24	\$72,000.00	43.86%
Total Human Resources	\$331,023.23	\$334,228.67	\$2,042,455.36	\$2,122,746.10	\$4,525,315.00	46.91%

Northbrook Public Library
Income Statement
10/31/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
Operating Costs						
Photocopy	\$5,091.98	\$3,981.61	\$22,772.84	\$29,250.47	\$58,000.00	50.43%
Office & Library Supplies	\$6,997.87	\$5,424.66	\$26,410.20	\$32,582.67	\$70,000.00	46.55%
Software	\$2,324.15	\$11,044.70	\$51,009.89	\$55,660.48	\$95,000.00	58.59%
Postage	\$2,450.91	\$6.48	\$20,204.57	\$15,278.34	\$20,000.00	76.39%
General Insurance	\$0.00	\$4,278.00	\$51,447.37	\$37,987.88	\$60,000.00	63.31%
Telephone/Internet	\$1,407.70	\$778.95	\$4,149.61	\$4,870.11	\$15,000.00	32.47%
Professional Services	\$33,494.78	\$28,816.67	\$128,790.79	\$134,695.65	\$260,000.00	51.81%
Furniture, Equipment	\$1,309.00	\$3,079.00	\$11,643.18	\$47,804.05	\$160,000.00	29.88%
Equipment Rental & Maintenance	\$1,820.79	\$1,990.79	\$15,591.14	\$4,513.05	\$25,000.00	18.05%
Community Relations	\$945.00	\$6,470.83	\$21,052.73	\$27,017.65	\$49,000.00	55.14%
Total Operating Costs	\$55,842.18	\$65,871.69	\$353,072.32	\$389,660.35	\$812,000.00	47.99%
Maintenance						
Vehicle Expense	\$47.59	\$44.53	\$575.10	\$139.93	\$2,500.00	5.60%
Janitorial Supplies	\$4,068.54	\$6,010.69	\$13,387.37	\$19,519.32	\$45,000.00	43.38%
Utilities	\$1,028.57	\$1,588.55	\$10,258.74	\$26,088.25	\$50,000.00	52.18%
Building Repairs	\$750.00	\$10,007.28	\$2,580.50	\$15,201.28	\$30,000.00	50.67%
Contracted Services	\$17,069.95	\$4,745.00	\$8,344.25	\$56,976.35	\$126,000.00	45.22%
Total Maintenance	\$22,964.65	\$22,396.05	\$85,145.96	\$117,925.13	\$253,500.00	46.52%
Other Expenses						
Recruiting	(\$50.00)	(\$30.00)	\$220.00	\$198.00	\$500.00	39.60%
Contingency & Misc Exp	\$221.02	\$560.82	\$1,807.10	\$2,232.91	\$100,000.00	2.23%
Board Development	(\$132.00)	\$0.00	\$660.50	\$0.00	\$3,500.00	0.00%
Total Other Expenses	\$39.02	\$530.82	\$2,687.60	\$2,430.91	\$104,000.00	2.34%
Total Undesignated Expenses	\$500,607.76	\$508,745.31	\$3,038,849.61	\$3,157,780.51	\$6,836,815.00	46.19%
Designated Expenses						
Miscellaneous Designated Expenses	\$185.28	\$3,924.36	\$37,999.46	\$18,053.75	\$100,000.00	18.05%
Designated Materials Expense	\$0.00	\$0.00	\$38.10	\$1,148.97	\$0.00	0.00%
Designated Capital Expense	(\$4,070.00)	\$0.00	\$1,490.00	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$2,314.95	\$4,666.97	\$11,966.06	\$15,210.96	\$0.00	0.00%
Total Designated Expenses	(\$1,569.77)	\$8,591.33	\$51,493.62	\$37,729.21	\$100,000.00	37.73%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$532,000.00	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	\$557,000.00	0.00%
Total Expenses	\$499,037.99	\$517,336.64	\$3,090,343.23	\$3,195,509.72	\$7,493,815.00	42.64%
NET SURPLUS/(DEFICIT)	(\$440,989.42)	(\$470,144.00)	\$3,267,571.78	\$3,950,952.17	\$641.00	616373.19%

Northbrook Public Library
Income Statement
10/31/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$3,124.48	\$2,057.32	\$460,439.06	\$466,897.00	\$490,000.00	95.29%
Property Tax Levy FICA	\$1,776.02	\$1,175.61	\$261,723.27	\$266,798.30	\$270,000.00	98.81%
Interest Income IMRF	\$4.17	\$3.79	\$16.75	\$32.90	\$50.00	65.80%
Interest Income FICA	\$2.37	\$2.17	\$9.52	\$18.80	\$50.00	37.60%
Total Undesignated Revenue	\$4,907.04	\$3,238.89	\$722,188.60	\$733,747.00	\$760,100.00	96.53%
Expenses						
Total Revenues	\$4,907.04	\$3,238.89	\$722,188.60	\$733,747.00	\$760,100.00	96.53%
Undesignated Expenses						
Human Resources						
Employer IMRF	\$29,186.98	\$30,701.07	\$177,827.24	\$184,352.96	\$490,000.00	37.62%
Employer FICA	\$21,367.44	\$22,128.04	\$131,610.98	\$134,032.67	\$280,000.00	47.87%
Total Human Resources	\$50,554.42	\$52,829.11	\$309,438.22	\$318,385.63	\$770,000.00	41.35%
Total Undesignated Expenses	\$50,554.42	\$52,829.11	\$309,438.22	\$318,385.63	\$770,000.00	41.35%
Total Expenses	\$50,554.42	\$52,829.11	\$309,438.22	\$318,385.63	\$770,000.00	41.35%
NET SURPLUS/(DEFICIT)	(\$45,647.38)	(\$49,590.22)	\$412,750.38	\$415,361.37	(\$9,900.00)	(4195.57%)

Northbrook Public Library
Income Statement
10/31/18

03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income						
Total Undesignated Revenue	\$273.62	\$195.37	\$1,533.65	\$1,155.56	\$2,000.00	57.78%
	\$273.62	\$195.37	\$1,533.65	\$1,155.56	\$2,000.00	57.78%
Transfers & Other Financing Sources						
Insurance Proceeds	\$5,180.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$5,180.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Revenues	\$5,453.62	\$195.37	\$6,713.65	\$1,155.56	\$2,000.00	57.78%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$39,261.64	\$0.00	\$54,677.64	\$175.00	\$693,000.00	0.03%
Professional Fees	\$8,631.62	\$7,616.36	\$31,415.27	\$9,166.50	\$105,000.00	8.73%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00	0.00%
Contingency	\$66.15	\$121.50	\$66.15	\$248.40	\$0.00	0.00%
Total Capital & Bond Expenses	\$47,959.41	\$7,737.86	\$86,159.06	\$9,589.90	\$850,000.00	1.13%
Total Undesignated Expenses						
	\$47,959.41	\$7,737.86	\$86,159.06	\$9,589.90	\$850,000.00	1.13%
Total Expenses	\$47,959.41	\$7,737.86	\$86,159.06	\$9,589.90	\$850,000.00	1.13%
NET SURPLUS/(DEFICIT)	(\$42,505.79)	(\$7,542.49)	(\$79,445.41)	(\$8,434.34)	(\$848,000.00)	0.99%

Northbrook Public Library
Income Statement
10/31/18

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	50%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$6,685.87	\$553.95	\$985,262.06	\$503,235.89	\$528,137.00	95.29%
Interest Income	\$77.50	\$23.05	\$356.73	\$160.52	\$1,000.00	16.05%
Total Undesignated Revenue	\$6,763.37	\$577.00	\$985,618.79	\$503,396.41	\$529,137.00	95.14%
Expenses						
Total Revenues						
	\$6,763.37	\$577.00	\$985,618.79	\$503,396.41	\$529,137.00	95.14%
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$145,175.85	\$138,030.55	\$276,061.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$252,076.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$145,175.85	\$138,030.55	\$528,137.00	26.14%
Total Undesignated Expenses						
	\$0.00	\$0.00	\$145,175.85	\$138,030.55	\$528,137.00	26.14%
Total Expenses						
	\$0.00	\$0.00	\$145,175.85	\$138,030.55	\$528,137.00	26.14%
NET SURPLUS/(DEFICIT)						
	\$6,763.37	\$577.00	\$840,442.94	\$365,365.86	\$1,000.00	36536.59%

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of October 2018

Operating Funds	
Library Claims List	\$ 170,260.68
Librarian's Claims List	18,396.74
Payroll	286,857.41
Fica/IMRF	52,829.11
ACH to IPBC	54,435.86
Total Operating Funds	<u>\$ 582,779.80</u>
 Capital Improvement Fund	
Claims List	<u>\$ 7,737.86</u>
 Debt Service Fund	
 Grand Total Library	 <u><u>\$ 582,779.80</u></u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
24907	10/16/2018	First Bankcard	\$3,419.71	monthly payment credit card
24908	10/16/2018	Limricc Unemployment Comp. Group Account	\$676.98	quarterly unemployment contribution
24909	10/16/2018	Olga Rudiak	\$600.00	programming
24910	10/17/2018	Cloudbakers	\$8,000.00	annual gmail subscription
24911	10/31/2018	Amazon	\$3,016.03	monthly payment amazon
24912	10/31/2018	American Electric	\$2,875.00	janitorial supplies
24913	10/31/2018	American Library Association, Membership	\$805.00	staff development
24914	10/31/2018	Baker & Taylor	\$29,488.04	monthly payment material
24915	10/31/2018	Baker & Taylor Entertainment	\$1,156.25	monthly payment material
24916	10/31/2018	Best Quality Cleaning	\$4,680.00	monthly payment cleaning
24917	10/31/2018	Bibliotheca, LLC.	\$2,588.57	monthly payment material
24918	10/31/2018	CallOne	\$772.95	monthly payment telephone
24919	10/31/2018	CenterPoint Energy Services, Inc.	\$1,038.79	monthly gas bill
24920	10/31/2018	Cooperative Computer Service	\$8,285.04	monthly payment consortium & OCLC
24921	10/31/2018	Criterion Pictures	\$805.00	programming
24922	10/31/2018	Demco, Inc.	\$1,317.80	supplies
24923	10/31/2018	Discovery Benefits, Inc.	\$3,291.36	monthly payment flexible spending, dedandant care and commuter benefit
24924	10/31/2018	Dornfeld Piano Tuning	\$870.00	quaterly piano tuning
24925	10/31/2018	ECO Promotional Products, Inc.	\$1,392.32	programming
24926	10/31/2018	F.E. Moran Mechanical Services	\$1,879.92	HVAC work
24927	10/31/2018	F.E. Moran, Inc.	\$6,635.00	fire sprinkler work
24928	10/31/2018	Faronics Technologies USA Inc.	\$814.80	annual deep freeze subscription
24929	10/31/2018	Fast Signs	\$1,877.69	clearance signs
24930	10/31/2018	Flybrix	\$916.00	equipment
24931	10/31/2018	Gale/CENGAGE Learning	\$961.25	monthly payment material
24932	10/31/2018	Garvey's Office Products	\$728.12	supplies
24933	10/31/2018	General Binding Corp.	\$700.79	annual maintenance agreement for laminator
24934	10/31/2018	Grainger	\$863.21	janitorial supplies
24935	10/31/2018	I Solisti, MYAC	\$750.00	programming
24936	10/31/2018	Illinois Library Association	\$650.00	staff development
24937	10/31/2018	Impact Networking LLC	\$772.11	monthly payment copier maintenance
24938	10/31/2018	International Children's Media Center	\$750.00	programming
24939	10/31/2018	Library Furniture International, Inc.	\$1,765.00	furniture
24940	10/31/2018	Midwest Tape	\$8,203.39	monthly payment material
24941	10/31/2018	NFIP Direct Servicing Agent	\$4,278.00	annual flood insurance
24942	10/31/2018	North American	\$673.15	janitorial supplies
24943	10/31/2018	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
24944	10/31/2018	Overdrive	\$760.45	monthly payment material
24945	10/31/2018	Petersen Bros. Plastics, Inc.	\$1,355.00	supplies
24946	10/31/2018	Proquest	\$9,898.00	annual ABI/Inform Database
24947	10/31/2018	Pryor Learning Solutions, Inc.	\$798.00	staff development
24948	10/31/2018	Recorded Books, Inc.	\$7,925.87	annual Zinio Platform
24949	10/31/2018	Olga Rudiak	\$750.00	programming
24950	10/31/2018	Runco Office Supply	\$1,190.68	supplies
24951	10/31/2018	Selden Fox, LTD	\$10,350.00	annual audit fee
24952	10/31/2018	SHI International Corp.	\$766.98	supplies
24953	10/31/2018	StackMap LLC	\$1,099.00	annual subscription to StackMap
24954	10/31/2018	Swank Motion Pictures Inc.	\$1,741.00	programming
24955	10/31/2018	Vis-O-Graphic, Inc.	\$5,183.94	bimonthly newsletter
24956	10/31/2018	Wells Fargo Vender Fin Serv	\$1,752.00	monthly payment copier lease
24957	10/31/2018	Xerox Corporation	\$1,225.82	monthly payment copier lease & maintenance

\$170,260.68

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

Transaction Number	Transaction Date	Reference	Payments
48429	9/18/2018	VOID - Theresa Cichocki	\$ (150.00)
48450	9/18/2018	VOID - Helen Lazzaro	\$ (230.00)
48475	9/28/2018	VOID - Alert Protective Services	\$ (105.00)
48513	10/15/2018	Neil Adelman	\$50.00
48514	10/15/2018	Advanced Disposal	\$549.76
48515	10/15/2018	Algonquin Public Library	\$7.42
48516	10/15/2018	Anna Amen	\$25.51
48517	10/15/2018	American Indian Association of Illinois	\$300.00
48518	10/15/2018	Andrepoint Piano Service	\$420.00
48519	10/15/2018	Zbigniew Banas	\$250.00
48520	10/15/2018	Christine Casey	\$50.00
48521	10/15/2018	Theresa Cichocki	\$150.00
48522	10/15/2018	Sandra Cotler	\$52.50
48523	10/15/2018	Crystal Lake Public Library	\$34.95
48524	10/15/2018	Des Plaines Public Library	\$66.99
48525	10/15/2018	Discovery Benefits - Simplify	\$111.00
48526	10/15/2018	Kelly Durov	\$358.15
48527	10/15/2018	Ela Area Public Library District	\$30.16
48528	10/15/2018	Evanston Public Library	\$61.01
48529	10/15/2018	Federal Express	\$92.22
48530	10/15/2018	For the Love of Tidy	\$250.00
48531	10/15/2018	Fox River Valley Public Library	\$42.94
48532	10/15/2018	Freemont Public Library	\$54.99
48533	10/15/2018	Mark Gelfeld	\$200.00
48534	10/15/2018	Mark Gelfeld	\$100.00
48535	10/15/2018	Glencoe Public Library	\$116.00
48536	10/15/2018	Glenview Public Library	\$66.92
48537	10/15/2018	Bridget Golembiewski	\$39.00
48538	10/15/2018	Benjamin Goluboff	\$250.00
48539	10/15/2018	HodgePodge	\$170.00
48540	10/15/2018	Matthew Hoffman	\$250.00
48541	10/15/2018	Huntley Area Public Library	\$95.00
48542	10/15/2018	Janus Films	\$350.00
48543	10/15/2018	Alisa Kusnitzow	\$125.00
48544	10/15/2018	Laconi	\$225.00
48545	10/15/2018	Helen Lazzaro	\$115.00
48546	10/15/2018	Terrence Lynch	\$275.00
48547	10/15/2018	Ron Mantegna	\$200.00
48550	10/15/2018	Diego Morales	\$80.00
48551	10/15/2018	Rachel Murguia	\$75.00
48552	10/15/2018	Niles-Maine Public Library	\$30.01
48553	10/15/2018	Old Town School of Folk Music	\$300.00
48554	10/15/2018	Old Town School of Folk Music	\$375.00
48555	10/15/2018	Helena Osorio	\$400.00
48556	10/15/2018	Helena Osorio	\$200.00
48557	10/15/2018	William Pack	\$300.00
48558	10/15/2018	Petty Cash Custodian	\$158.68
48559	10/15/2018	Sarah Rustman	\$47.40
48560	10/15/2018	Erin Seeger	\$76.92
48561	10/15/2018	Joseph R. Skibbie	\$150.00
48562	10/15/2018	Isabel Soffer	\$175.00
48563	10/15/2018	Sunset Food Mart, Inc.	\$29.91
48565	10/15/2018	Universal Film Exchanges LLC	\$300.00
48566	10/15/2018	Barbara Wagner	\$112.47
48567	10/15/2018	Winnetka Public Library	\$122.82
48568	10/15/2018	Susan Merdinger	\$400.00
48569	10/15/2018	Susan Merdinger	\$500.00
48570	10/15/2018	Kathleen Jo Zeigler Mitchem	\$400.00
48571	10/15/2018	Kathleen Jo Zeigler Mitchem	\$200.00

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

Transaction Number	Transaction Date	Reference	Payments
48572	10/31/2018	Acris Project	\$100.00
48573	10/31/2018	Advanced Auto Parts	\$23.98
48574	10/31/2018	American Library Association - Training	\$166.50
48575	10/31/2018	Aw Yeah Comics	\$128.67
48576	10/31/2018	Center Point Publishing	\$46.74
48577	10/31/2018	Chicago Tribune	\$266.50
48578	10/31/2018	CleanTools Company/Emgee	\$86.11
48579	10/31/2018	Sandra Cotler	\$52.50
48580	10/31/2018	Displays2Go	\$53.38
48581	10/31/2018	Electroninks	\$210.00
48582	10/31/2018	Flying Fox Conservation Fund	\$250.00
48583	10/31/2018	Fun Express, LLC	\$197.51
48584	10/31/2018	Abigail Geni	\$200.00
48585	10/31/2018	Haines & Company, Inc.	\$463.50
48586	10/31/2018	Healthy Life Magazine	\$20.00
48587	10/31/2018	The Home Depot Credit Services	\$173.23
48588	10/31/2018	Hugger Mugger	\$278.13
48589	10/31/2018	Image Specialties of Glenview, Inc.	\$19.80
48590	10/31/2018	Inventables	\$183.10
48591	10/31/2018	Janus Films	\$350.00
48592	10/31/2018	Johnson Plastics Plus	\$54.05
48593	10/31/2018	Laconi	\$25.00
48594	10/31/2018	Laconi	\$100.00
48595	10/31/2018	LaForce	\$560.00
48596	10/31/2018	Leadership Directories, Inc.	\$495.00
48597	10/31/2018	Lechner & Sons	\$215.40
48598	10/31/2018	Library Juice Academy	\$175.00
48599	10/31/2018	MakerBot Industries, LLC	\$317.00
48600	10/31/2018	Modular Robotics	\$187.70
48601	10/31/2018	Neuco Inc.	\$371.05
48602	10/31/2018	Northbrook Hardware	\$61.64
48603	10/31/2018	Penguin Random House LLC	423.75
48604	10/31/2018	Pixel Press Technology, LLC	\$272.50
48605	43404	Reds Garden Center	\$63.00
48606	43404	RobotShop Inc.	\$38.99
48607	43404	Rotary Club of Northbrook	\$265.00
48608	43404	Sage Publications, Inc.	\$266.54
48609	43404	Sheet Music Plus	\$15.82
48610	43404	Shell Fleet Plus	\$44.53
48611	43404	Thomson Reuters -West Payment Ctr.	\$275.03
48612	43404	Today's Business Solutions, Inc.	\$231.68
48613	43404	Trashcans Unlimited, LLC	\$121.06
48614	43404	Tsai Fong Books, Inc.	\$48.95
48615	43404	UPS	\$21.48
48616	43404	Vernon Library Supplies Inc.	\$315.18
48617	43404	Brian Wilson	\$125.00
48618	43404	Women's Health	\$16.94
48619	43404	Yami Vending Inc.	\$387.07
48620	43404	Lauren Zmija	\$150.00

\$ 18,396.74

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

Transaction Number	Transaction Date	Reference	Payments	Description
1673	10/31/2018	Ancel, Glink, Diamond, Bush, Dicianni & Krafthefer.P.C.	\$838.75	attorney fees
1674	10/31/2018	Klein, Thorpe, Jenkins LTD.	\$1,702.40	attorney fees
1675	10/31/2018	Paddock Publications	\$121.50	newspaper ad for cabling project
1676	10/31/2018	Product Architecture + Design	\$5,075.21	architecture fees for TS & Maintenance renovation
			<u>\$7,737.86</u>	

Northbrook Public Library Foundation
Financial Statements
October-18

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		600.00
Auditorium Chair Donations	500.00	500.00
Individual Donations		
Corporate Donations		
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations	40.89	146.13
Total Unrestricted Donations	540.89	1,246.13
Interest Income-Unrestricted	8.18	46.55
Total Income	549.07	1,292.68
Expense		
Bank Fee		
Brick Expenses		180.00
Chair Expenses	7.00	7.00
Filing Fee		28.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	7.00	215.00
Net Income	542.07	1,077.68

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through October 2018	46
Remaining Auditorium Chairs for Sale	172
Percent Sold	21%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through October 2018	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 October 2018	843
Remaining 12 x 12 Bricks Available for Sale	214
Percent Sold	80%

Balance Sheet		
ASSETS		
Current Assets		
Checking/Savings		
MB Financial - Checking	1,371.42	
MB Financial - Money Market	48,153.33	
Total Checking/Savings	49,524.75	
Accounts Receivable		
Due from NPL		
Total Accounts Receivable	-	
Total Current Assets	49,524.75	
TOTAL ASSETS	49,524.75	
LIABILITIES & EQUITY		
Equity		
Retained Earnings	48,447.07	
Net Income	1,077.68	
Total Equity	49,524.75	
TOTAL LIABILITIES & EQUITY	49,524.75	

Director's Report

Agenda Items

10 Unfinished Business

- 10.1 Ancel Glink Law Firm Introduction – Britt Isaly
Britt Isaly, our new attorney, will join us at the meeting to introduce himself.

11 New Business

- 11.1 Recabling Bids
We will be presenting the bid recommendation to the board from the recabling project. A memo and supporting documentation is included in the packet.
- 11.2 Technical Services and Maintenance Remodel Update
In advance of the bid going out, we have preliminary information on the Technical Services and Maintenance remodel project that are included in the packet.
- 11.3 FY 19 Per Capita Grant Application Requirements
The board will review the annual requirements for the Per Capita Grant. A memo and supporting documentation is included in the packet.
- 11.4 Public Code of Behavior Policy Update
We have a recommended change to the policy. A draft is included in the packet along with a memo.
- 11.5 Semi-Annual Review of Closed Meeting Minutes
The minutes are included in your packet. The board reviews the closed session minutes every 6 months to determine whether there are any minutes they would like to open.

Board News

I will be on vacation in Scotland from Nov 26-December 7.

Please don't forget to turn in your mileage reimbursement for the visit to Skokie Public Library. If you let Jennifer know the mileage, she can fill out the forms for you.

Fit into patrons' lives

Fiction & Media

Based on community interest in the topic, the program "Medicare and Your Options," featuring senior Benefits Advisor Mike Altman, was held on October 4th. Attendees commented that they appreciated having the opportunity to talk to someone directly about their questions and concerns, especially when enrolling in Medicare involves such important decisions.

One of the library's unique collections is a vinyl/LP collection that features newer titles as well as classic albums. Staff have seen a growing interest in the collection, including a woman who called on October 3 asking about the newer titles in the vinyl collection. The caller said she would be coming in to not only check out the collection, but this would be the reason why she would sign up for a library card. In response to recent interest, staff have arranged the collection to highlight the newer and most popular LPs for easier browsing, and are actively purchasing new titles based on demand.

Reference

Reference question: We have received many questions related to voting and November election. One more unusual request came from a patron looking for the form she needed to send in to Florida for a mail-in ballot to be sent to her here in Northbrook. We found the form and scanned it, and she was relieved to have this accomplished, and so happy to have gotten the help she needed. She commented, "I'll be happier to pay my taxes this year. This is a great library!"

Youth Services

Film Craft Month Kicked off in October and featured two programs for youth. On October 3 we presented Pizza Green Screen which Bridget Golembiewski designed and led. On October 22, presenter Laura Zmija taught tweens and teens about movie make-up in the program Monstrous Movie Make-up. Bridget coordinated this event.

After last year's Girls Who Code program, we realized that there was interest in our community for coding programs that did not require as long of a time commitment as Girls Who Code and where younger participants of all genders could attend. We have been working with Helen Lazzaro, a retired middle school teacher, to develop coding program for children. Our first event, Tinker: Drones and Bots was on October 6. Sara Chase was instrumental in planning this event with Helen.



Our October 14, Accessibility Hour featured Mane in Heaven Therapy Horses. We had 50 people attend our Accessibility Hour with miniature horses. Accessibility Hour allow patrons who might be intimidated by our regular opening time bustle to visit the library one hour before the library opens. It provides a quieter, more sensory friendly environment than during our regular hours. Sarah Rustman coordinated this event.



Youth Services staff collaborated to present StoryFest Halloween on Friday, October 26 StoryFest. We added a new Adopt a Pet Ghost station and Ghost Trial to this annual favorite. Expand and deepen community-centered initiatives and partnerships.

Expand and Deepen Community Centered Initiatives and Partnerships

Reference

Jill Franklin hosted a Green Team program in partnership with Go Green Northbrook: Detox from Everyday chemicals on October 8. The total attendance was 45 and Jill noted that this program brought in more people in the 35-54 age group than usual.

Youth Services

Kelly Durov met with Northbrook Park District's Trades Manager, Jake Vest to select a location for our third Little Free Library on October 2. Techny Prairie Park will be the new site. The Teen Advisory Board will be decorating the new Little Free Library in November and the Little Free Library should be installed in late November/early December.

On October 15, Sarah Rustman met with Total Link 2 Community to talk about expanding our community partnership with this group that works closely with young adults who have disabilities.

The library hosted the community group CATCH (Community Action Together for Children's Health) who presented a panel discussion on "Parenting in Today's Stressful World". Kelly Durov and Bridget Golembiewski coordinated this event.

Fiction & Media

Library staff met with community members in late September to discuss creating a One Book, One Community event for Northbrook. Participants were excited that the library would spearhead this project, and were happy to hear from staff members such as Susan Wolf and Kelly Durov who have been involved in previous One Book events. Community members at the meeting included Community Relations commissioners. The Commission has agreed to support a One Book, One Community event from the library. The group will now begin working on a program proposal, reaching out to local schools, and discussing potential book titles for the first event, with the goal of Summer 2019.

Staff member Aaron Ashmann planned and led a Tarkovsky Film Fest in conjunction with the library-wide Film Craft Month events. After seeing promotion of the event, the son of a Northbrook resident Grigoriy Verkhovski contacted library staff. Amazingly, Mr. Verkhovski had worked as a camera operator on one of the Tarkovsky films being screened, "Stalker," which was shot in Eastern Europe in the late 1970s. While Mr. Verkhovski does not speak English, he attended the screening and communicated with staff through his wife and son. The library was able to obtain personal images and books from the family for a display, including photographs taken on set by Mr. Verkhovski. The screening took place one day before Mr. Verkhovski's birthday. A few photographs are included here.

Innovate and improve based on usage, needs, and trends

Phil Collins on Facebook for business: "I have noticed a slight uptick in patrons scheduling appointments for help with their Facebook business or group pages. Facebook recently changed their algorithm for the news feed so that people tend to see more posts from their friends and family, while seeing fewer posts from pages. While this change addresses a real problem, it may exacerbate an already challenging situation for community pages and businesses trying to reach people who like their pages. Nieman Lab has an interesting read on the situation [here](#).

Based on input from the Trends Committee, which met in October, Mike Hominick is working on the idea of adding a staff picks display in the first-floor lobby, which would feature titles chosen by all library staff. Mike has met with the Circulation Manager to discuss location, and will soon be speaking with the Assistant Director to follow up on the project.

Digital Services staff have been preparing samples for holiday gift ideas. We anticipate a large turnout in the Collaboratory in November and December.



Build a high capacity organizational infrastructure

New Hires

- Jennifer McGee, regular part-time Administrative Assistant (Administration) started on October 1.
- Madison Carroll, full-time Librarian – Librarian - Classical Music (Fiction & Media) started on October 1.
- Cedric Wilder, full-time Graphic Designer (Administration) started on October 16.

Terminations/Retirements

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

- Sidney Barnes, full-time Supervisor (Circulation) last day was October 5. She accepted a full-time non-library job closer to her home.
- Matt Kohn, part-time Shelver (Circulation) employment ended October 24.
- Ethan Fardoux, regular part-time Clerk (Circulation) last day was October 30. He accepted a promotion and more hours at his other library job.

Illinois Library Association Annual Conference

Kate Hall, Maggie Thomann, Kelly Durov, and Mike Hominick attended the Elevate preconference "Leading with Purpose" which helped us craft our leadership statement of purpose and connect with others about what it means to lead.

We had a number of staff give presentations at ILA:

- Brodie Austin presented "So You Want To Be An Assistant Director: Tips for Success When You Are Second in Command"
- Rachel Kaplan presented "Looking for Group": Engaging Teens with Dice, Monsters, and Stories". She talked about our Tabletop Gaming programming series.
- Kelly Durov and Laurie Prioletti presented "Balance & Beyond: Work/Life Integration for Libraries" and discussed our telecommuting policy.
- Maggie Thomann presented "A Rising Tide: Coaching ALL Staff to their Full Potential using SMART Goals and Positive Documentation."
- I gave two presentations, "Library Director Jenga: The Perpetual Challenge" about setting priorities and "Management Lessons from the Wizarding World of Harry Potter."

Staff shared what they took away from the conference:

Sarah Rustman said, "I attended some wonderful programs about serving patrons with disabilities. It solidified that we are doing a lot for our patrons, but there are ways we can do more. I was most interested with how CEL (Center for Enriched Living) partners with Deerfield Library to have a job/volunteer program. This helps me better craft our program for our NSSD students and possibly expand to other organizations as well."

Kelly Durov said, "First of all, I am so proud of Youth Services and all of Northbrook Public Library's staff accomplishments at the ILA conference and involvement in our state-wide association. Being active in ILA allows us to learn what other libraries and librarians in our state are doing, connect with colleagues, and share ideas. I was very impressed with this conference's presentations and learned a lot about being inclusive to patrons of all genders in particular. I also found the "Elevate: Leading with Purpose" preconference event affirming and useful in guiding my own leadership development. Thanks to the Board for the opportunity to be involved with the ILA Conference."

Laurie Prioletti said, "Thank you for the opportunity to attend the Illinois Library Association (ILA) Annual Conference in Peoria, IL October 9 – 11. The sessions were very useful and informative and it was particularly beneficial to meet, make connections with and learn from colleagues at other libraries. I was fortunate to be part of an amazing panel presentation which was a very positive experience."

Circulation Clerk Keelin Molloy said, "At the core of what I took away from the Illinois Library Association conference was that increasing our compassion and patience will create a welcoming environment and grow our relationship with the Northbrook community."

Maintain a secure, sustainable, and well-resourced library

The insurance company recommended that we perform an asset valuation to ensure that we have adequate insurance coverage. Gallagher Basset was hired to complete the valuation. We received the final report this month and will be sharing the report with our insurance company. We determined that we were underinsured and anticipate the cost of our insurance going up next year to ensure we have adequate coverage.

CCS has applied for and received a RAILS support grant to help fund the consortium. This funding, approximately \$150,000 will be used to offset CCS costs and will be used to offset what each of the member libraries pays.

The federal budget includes some important funding increases for the Institute of Museum and Library Services and other departments that will be very beneficial to libraries. Below is from the ILA E-News:

On the Federal level, we are continuing to advocate for more Senators and Representatives to co-sponsor the Museum and Library Services Act. Right now it has 17 Senate co-sponsors and 4 House co-sponsors, but NONE yet from Illinois! We urge everyone to contact Senators Duckworth and Durbin, and your Representative, to ask them to co-sponsor S3530 and HR6988, respectively. The MLSA has bipartisan support so far, which is reflective of libraries' importance to both sides of the aisle, but more co-sponsors are needed if MLSA is to advance in Congress this session. It is important to reauthorize MLSA in order to insulate IMLS and LSTA from future funding cuts, and codify Federal support for libraries.

To learn more, you can read this article: [Federal Budgets include Big Gains for Libraries](#).

I have contacted our legislators asking them to co-sponsor these bills. I hope you will consider contacting our representatives as well

U.S. Senator Dick Durbin

Phone: 312-353-4952

View the [website of U.S. Senator Dick Durbin](#)

U.S. Senator Tammy Duckworth

Phone: 202-224-2854

View the [website of U.S. Senator Tammy Duckworth](#)

U.S. Representative Jan Schakowsky

9th Congressional District

(Eastern Portion of Northbrook)

Phone: 847-328-3409

View the [website of U.S. Representative Jan Schakowsky](#)

U.S. Representative Bradley Schneider

10th Congressional District

(Western Portion of Northbrook)

Phone: 847-383-4870

View the [website of U.S. Representative Bradley Schneider](#)

Kate Hall

Executive Director

Collaboratory Update

Prepared by: Cathleen Doyle
October, 2018

RECENT PROJECTS



From Summer Kosuge, Assistant Manager: "Ramy Amir worked with Joe Cirignani, DSA, to create the Golden Mic Podcast acrylic sign on the laser cutter and then started a 3D design for the holder. He decided it would look better with wood and I helped him with his sign stand design. After creating a prototype, Ramy worked with Sean Miller, another DSA, to refine his design and to create 5 stands." Ramy is a frequent visitor and has used our 3D printer and laser cutter previously.



THE USER EXPERIENCE



From Hugh Sato, Digital Services Assistant: "Sue Schmittroth has been in and out of the Collaboratory over the last two months working on this project for her son. She used the laser cutter as well as the Carvey CNC machine to turn images that she drew by hand (the skull from online) and afterward, painting them with a watered down acrylic paint, and applying a coat of polyurethane." Sue is an experienced artist, but had never designed for or used a CNC machine. After one of our Easel design classes and some help from staff, she was able to design these works and use our Carvey machine to mill them.

3D PRINTING

We printed 74 objects for users in October.

PROJECTS

October projects by material type, and associated equipment:

Material	Items	Machine
3D Printing	17	3D Printer
Acrylic	16	Laser Cutter
Buttons	45	Button Makers
Cardstock	22	Cricut
Cork Coasters	0	Laser Cutter
DVDs	0	Digitization Room
Embroidery Thread	10	Embroidery Machine
Glasses	12	Laser Cutter
HDPE	6	Carvey
Iron-on	0	Cricut
Keychains	0	Button Makers
Sewing Thread	0	Sewing Machines
Stamp Block	1	Carvey
Stabilizer Sheets	10	Embroidery Machine
Vinyl & Transfer Paper	0	Cricut
Wood	17	Laser Cutter & Carvey
	156	



PROGRAMS

One hundred and three patrons attended the 18 classes we offered in October.

On October 19, we hosted 52 members of the RAILS Makerspace Networking Group. Staff (Cathleen Doyle, Summer Kosuge, Hugh Sato, and Sean Miller) presented on how to go from no space to makerspace, with a focus on training and customer service.



VISITORS

684 people visited the Collaboratory over 22 days in October.



Memorandum

DATE: November 8, 2018

TO: Board of Trustees

FROM: Brodie Austin, Assistant Director

RE: Library Cabling Project

The library received bid packages from four vendors for our Cabling Project. Outsource Solutions Group's staff reviewed the bids to ensure their accuracy and completeness and conducted reference checks. As you will see in the attached memo, Outsource Solutions Group (OSG) recommends that the library award the project to Low Voltage Solutions.

In addition to being the lowest bidder at \$52,350.00, Low Voltage Solutions' references were very positive. Northwestern worked with them on a large project involving cabling and installing a fiber back bone. Their reference said, "Project Manager and I and the foreman worked closely – no surprises – no issues." Another reference, SilverCross Hospital, said, "Worked with them for 10 years – wired entire hospital. All low voltage – changes or adds and all off campus facilities – we only use LVS."

Based on this feedback and OSG's review of the bid documents and recommendation, we recommend that the Board award the project to Low Voltage Solutions.

Supporting Documents

- OSG Memo
- Bid Tabulation
- Completed Bid Package



November 8, 2018

Northbrook Public Library
1201 Cedar Lane
Northbrook, IL 60062

Dear Brodie,

It has been a pleasure to work on the NPL Cable Bid project with you. After reviewing and evaluating the (4) four Bidder's, it is the recommendation to consider Low Voltage as your provider for this project.

Low Voltage is the lowest bidder with references from two large Hospitals which continue to engage Low Voltage for services.

One reference stood out in particular, Silver Cross Hospital. Reference stated they only use Low Voltage and have been for 10 years.

The same reference Silver Cross hospital relayed "their techs are so professional – they work in an occupied public space extremely well."

Low Voltage also met the requirements of the bid and supplied all the necessary documentation to be considered by the Library as the front runner.

Thank you,

Allison Norton
Account Manager
Outsource Solutions Group, Inc.

Library Cabling Project | Bid Tabulation

	Applied Communications	Airport Electric	Low Voltage Solutions	MidCo
Did the Bidder attend the Mandatory Walk-Through on October 8, 2018	Yes	Yes	Yes	Yes
Did the Bidder submit proposal by the deadline of October 26, 2018 by 3pm CST?	Yes	Yes	Yes	Yes
Did the Bidder supply 3 hard copies as well as three soft copies on (3) USB Flash Drives that are labeled with the Bidders name as instructed?	Yes	Yes	Yes	Yes
Did the Bidder supply additional documentation?	Yes	Yes	Yes	Yes
Did Bidder include Cat6 Cable in their Bid?	Yes	Yes	Yes	Yes
Did the Bidder completely fill out the Bid Pricing form and sign it?	Yes	Yes	Yes	Yes
Did the Bidder provide a list of Independent Contractor(s). Sub-Contractor(s) or Sub-Consultant(s)?	Yes	Yes	Yes	No
Did the Bidder provide a completed reference list?	Yes	Yes	Yes	Yes
Did the Bidder supply Certificate of Bidder Eligibility that is signed and notarized?	Yes	Yes	Yes	Yes
Did the Bidder complete, sign and notarize the Certificate of Compliance with Illinois Drug Free Workplace Act?	Yes	Yes	Yes	Yes
Did the Bidder complete, sign and notarize the Certificate regarding Sexual Harassment Policy?	Yes	Yes	Yes	Yes
Did the Bidder complete, sign and notarize Certificate Regarding Equal Employment Opportunity?	Yes	Yes	Yes	Yes
Did the Bidder complete, sign and notarize the Non Collusion Affidavit?	Yes	Yes	Yes	Yes
Did the Bidder complete and sign the Illinois Drug Free Workplace Statement?	Yes	Yes	Yes	Yes
Qualified Pricing from each Bidder	Yes	Yes	Yes	Yes
Did Bidder submit all pages of the NOCB?	Yes	Yes	Yes	Yes
Bid Amount	\$53,801.00	\$56,951.49	\$52,350.00	\$65,586.13



PROPOSAL FOR

**Northbrook Public Library
Attn: Mike McGreevey
Administration Office
1201 Cedar Lane
Northbrook, IL 60062**

**LIBRARY CABLING PROJECT
DUE: 3:00 P.M. October 26, 2018**

By

***Mr. Justin Blaine, Project Mgr.
Low Voltage Solutions, Inc.
16706 Advantage Ave.
Crest Hill, Illinois 60403
(630) 434-9600 Fax (630) 434-9767***

1

Bid Form

2

Bid Bond

3

RCDD Certificate

4

Company Profile and References

5

Certificate of Insurance (Sample)

BID FORM

Notice of Cable Bid (NOCB)

Library Cabling Project, Northbrook Public Library

Bids Due:

October 26, 2018 at 3:00pm CST

Late bids will not be accepted

Library Contact:

Attn: Mike McGreevey

1201 Cedar Lane

Northbrook, Illinois 60062

mmcgreevey@northbrook.info

(847) 272-6224

ADVERTISEMENT FOR BIDS

Beginning on October 1, 2018, the Northbrook Public Library [the "Owner"] is accepting bids for the following project:

LIBRARY CABLING PROJECT

The Project will include replacement of CAT 5 network cables with CAT 6 network cables and adding new drops where needed.

A mandatory walk through will be held on October 8, 2018 at 1:00pm CST.

Bids are due on or before **October 26, 2018, at 3:00pm CST.** at which time they will be publicly opened and read.

In sealed envelopes. The Bidder will hand deliver or mail (3) hard copies as well as (3) soft copies on (3) USB Flash drives that are labeled with the Bidder's name to the following below:

Northbrook Public Library
Attn: Mike McGreevey
Administration Office
1201 Cedar Lane
Northbrook, IL 60062

Bids must bear the Bidder's name and address, and be clearly marked:
"LIBRARY CABLING PROJECT DUE 3:00 P.M. October 26, 2018."

Bids submitted by fax, electronic, or telephonic means will not be considered. The Owner reserves the right to reject any or all bids and to waive any irregularities.

Bidders will be required to comply with all laws, including those relating to the employment of labor, and payment of the general prevailing rate of hourly wages in the locality in which the work is to be performed for each craft or type of worker or mechanic needed to execute the contract or perform such work, including the general prevailing rate for legal holiday and overtime work, as ascertained by the Owner or by the Illinois Department of Labor for Cook County, Illinois, shall be paid for each craft or type of worker needed to execute the contract or to perform such work.

Bid specifications may be obtained beginning October 1 2018 by visiting the library's website at <https://www.northbrook.info/about/bids-proposals>.

Direct any questions to Mike McGreevey at mmcgreevey@northbrook.info.

SECTION I. INTRODUCTION

The Northbrook Public Library is soliciting bids from qualified, licensed and bonded cable contractors to replace our CAT 5 network cables with CAT 6 network cables and add new drops where needed. All necessary fuel, equipment, materials, insurances, and personnel should be included in the bid.

Copies of this Notice Inviting Bids are available online at <http://northbrook.info/about/bids-proposals>

SECTION II. DEFINITIONS

The following definitions shall apply to this Notice Inviting Bids and its attachments.

Term	Definition
Bidder; Contractor	Any person or company submitting a bid in response to this Notice Inviting Bids
NOCB	This Notice Inviting Bids for Library Cabling Project
Successful Bidder	The bidder that is selected by the Northbrook Public Library Board of Trustees through this Notice Inviting Bid process shall supply the services specified in the Scope of Services herein

SECTION III. TIMELINE

PUBLIC BID OPENING AT 3:00PM CST on October 26, 2018

Action	Date
Bid Release Date	October 1, 2018
Mandatory Walk Thru*	October 8, 2018 1:00pm CST
Deadline for questions / clarifications	October 15, 2018 3:00pm CST
Answers to questions released	October 18, 2018, 3:00pm CST

Bid Submittal Deadline	October 26, 2018 3:00pm CST
Successful Bidder Notification**	November 19, 2018 3:00pm CST
Contract Award**	Month of November 2018
Notice to Proceed**	Month of November 2018
Work to begin **	Month of January 2019
Substantial Completion	March 15, 2019
Final Completion	May 1, 2019

* Only bidders who attend the mandatory walk thru shall be eligible for consideration

** Dates are subject to change

SECTION IV. INSTRUCTIONS TO BIDDERS

A. Examination of Bid Documents

Before submitting a bid, Bidders should read this NOCB carefully and inform themselves completely of all details outlined herein. The submission of a bid shall be deemed a representation and certification by the Bidder that:

- Bidder has carefully read and fully understands the information provided by the Northbrook Public Library ("Owner") to serve as the basis for submission of the bid;
- Bidder has the capability to successfully undertake and complete the responsibilities and obligations of the bid being submitted;
- All information contained in the bid is true and correct;
- Bidder did not, in any way, collude, conspire, or agree, directly or indirectly, with any person, firm, corporation or other Bidder in regard to the amount, terms or conditions of the bid; and
- Bidder acknowledges that the Owner has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Bidder, Bidder grants the Owner permission to make these inquiries, and Bidder shall provide any and all related documentation in a timely manner.

No request for modification of the bid shall be considered after its submission on grounds that Bidder was not fully informed to any fact or condition.

B. Required Bid Submission Documents

As a part of their bid submission, Bidders shall submit the following documents:

Documents to Submit	Comments
Bid Pricing Form	Must be filled out completely and signed
List of Independent Contractor(s), Subcontractor(s) or Sub-consultant(s), i.e. "Other Contractor"	Must be filled out completely
Reference List	Must be filled out completely
Certificate of Bidder Eligibility	Must be filled out completely and signed and notarized
Certificate of Compliance with Illinois Drug-Free Workplace Act	Must be filled out completely and signed and notarized
Certificate Regarding Sexual Harassment Policy	Must be filled out completely and signed and notarized
Certificate Regarding Equal Employment Opportunity	Must be filled out completely and signed and notarized
Non Collusion Affidavit	Must be filled out completely and signed and notarized
Illinois Drug Free Workplace Statement	Must be filled out completely and signed

The successful bidder agrees to sign and execute the attached A105-2017, as modified by Owner.

C. Bid Cost

The Contractor must complete, sign and submit the below Bid Pricing Form with Contractor's bid. All pricing must be inclusive, and include all labor, material, and equipment necessary for all tasks listed in this Scope of Services. Provision of this information assists the Owner in determining whether the Bidder understands the project, whether the costs are fair and reasonable in light of the services to be provided, and provides Library staff with tools to negotiate the final cost.

The Contractor acknowledges that by submitting a bid, the Contractor's proposed pricing is bound for 90 days after the Bid Submittal Deadline.

D. Bid Submittal Deadline and Location

Bids are due on or before **October 26, 2018, at 3:00pm CST**. In sealed envelopes. The Bidder will hand deliver or mail (3) hard copies as well as (3) soft copies on (3) USB Flash drives that are labeled with the Bidder's name to the following below:

Northbrook Public Library
Attn: Mike McGreevey
Administration Office
1201 Cedar Lane
Northbrook, IL 60062

Bids must bear the Bidder's name and address, and be clearly marked:
"LIBRARY CABLING PROJECT DUE 3:00 P.M. October 26, 2018."

Bids submitted by fax, electronic, or telephonic means will not be considered. Late bids will not be considered.

E. Withdrawal of Bids

Any Bidder may withdraw his or her bid by written request, addressed to the Northbrook Public Library specified in Section XVII at any time prior to the Bid Submittal Deadline.

F. Insurance and Bonds

The successful bidder agrees to obtain insurance and bonds as required under Article 5 of the A105-2017, as modified by Owner.

G. Indemnification

In consideration of the award of the Contract and to the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Owner and agrees to defend, indemnify, and hold harmless the Northbrook Public Library, and each of their respective library trustees, directors, officers, officials, employees, volunteers, and agents (collectively all of the foregoing entities and persons are referred to as the "Indemnitees") from and against from all claims, actions, damages, losses, costs and expenses incurred to third parties including but not limited to legal fees (including attorney's and paralegals' fees and court costs), arising out of or resulting from the Contractor's operations or its performance of the Work of the Contract which claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use therefrom or is attributable to misuse or improper use of patent, trademark or copyright protected material or otherwise protected intellectual property (ii) and, only to the extent such liabilities, damages, losses, and expenses are caused by any wrongful or negligent act or omission of the Contractor, or any subcontractor or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Nothing herein shall be construed to require the Contractor to indemnify any indemnitee for that indemnitee's own negligence. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which Indemnitees would otherwise have. The Contractor shall similarly defend, indemnify and hold harmless Indemnitees against and from any and all claims, actions, damages, losses, costs and expenses including but not limited to legal fees, incurred by reason of Contractors' breach of any of its obligations under, or Contractors' failure to perform the Work in accordance with any provision of the Contract. .Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract. The indemnification obligations

under this paragraph shall not be limited to in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation or Disability Acts or Employee Benefits Acts.

H. Taxes

The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax.

I. Payment

Payment terms shall be in accordance with the provisions of the Local Government Prompt Payment act, 50 ILCS 505/1 et seq. and the provisions of Article 12 of the A105-2017, as modified by Owner.

J. Freedom of Information Act

Contractor agrees to maintain all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce, without cost to the Owner, records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

K. Prevailing Wages

To the extent that the Prevailing Wage Act applies, the Contractor shall comply therewith and pay, and require every Subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the

Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Owner. Change orders shall, however, be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to Owner as required by Statute including certified payroll or, in lieu thereof, a certified letter stating that the Contractor is exempt from the application of the Act. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit. The Illinois Department of Labor publishes the prevailing wage rates on its website at <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>. The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

The Contractor shall also: (1) insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract; and (2) require each subcontractor to insert into each lower-tiered contract and the project specifications for each lower tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

SECTION V. SCOPE OF SERVICES

Contractor shall furnish all labor, materials, and equipment necessary to remove existing CAT 5 Cables and install CAT 6 cables.

A. Removal of Existing Cabling

1. Contractor shall remove existing cabling including patch cords, floor boxes, face plates, and jacks.
2. Contractor shall use solid face plates to cover drop locations that are removed.
3. Contractor shall not remove phone jacks and phone cables as part of this project.

B. Installation of New Cabling

1. The Contractor shall be responsible for providing and installing all new data cabling as indicated on the drawings for a complete installation.
2. The Contractor shall be responsible for applying for any necessary permits with the Village of Northbrook.
3. The Contractor shall be responsible for disposal of materials and delivery of materials.
4. All work effort associated with this RFP may take place during the Owner's hours of operations. After-hours work shall require prior approval from and coordination with the Owner.
5. The Contractor shall organize their work to minimize disruptions to normal library operations, especially in patron-facing parts of the Owner. The Owner reserves the right to request that work take place after-hours to minimize disruption to library operations.
6. The Contractor shall maintain clean and tidy work spaces.
7. The Contractor shall furnish an exterior storage unit for large, bulky equipment and supplies for the duration of the project. The storage unit may be kept on library property in a location determined by the Owner.
8. The Contractor shall provide in their proposal all costs associated with equipment lift rentals. Library equipment shall not be provided for contractor use.

9. The Contractor is to furnish and completely install the specified faceplates, jacks, patch panels, cable, raceway components, and machine-printed labeling required for a complete installation.
10. Typical drop locations shall be comprised of two (2) Plenum-Rated Cat 6, 10 GB, UTP cables terminated within a plenum-rated, dual-port, surface-mount box equipped with two (2) Cat 6 10 GB RJ45 jack/modules. The Contractor is to coil 10 feet of additional cable at each drop location for future relocation.
11. Contractor shall provide new 24-Port and/or 48-port, Cat 6, 10 GB patch panels. Within the wiring room, the Cat 6 10 GB, 4-pair UTP cables shall be terminated on new patch panels mounted in existing equipment racks/cabinets.
12. Category 6, 10 GB, UTP Patch Cables shall be provided by the Contractor. Contractor shall be responsible for installing patch cables at drop locations.
13. Existing cabling pathways may be used for the installation of new cabling, provided that conduit/J-Hook fill-capacities are maintained. Where existing pathways are not suitable for new cable installation, the contractor shall furnish all labor and materials to install the new pathways as required for a complete installation. Cabling shall be routed from the drop location to the respective wiring room through plenum ceiling spaces. Overhead routing of cables are to be supported within J-hooks rated for Cat 6 cabling secured to the structure above. New J-hooks shall be installed 4 feet on centers along the cable path up to each drop location.
14. The Contractor shall be responsible to provide and install all required metal conduit sleeves for a complete installation. Contractor shall firestop all penetrations through floors and fire-rated walls that have been utilized for the installation of this new cabling system under this contract.
15. The Contractor shall perform test and certification of the newly installed cabling system and is to provide test result documentation certifying that the cabling system meets industry standards. All cables are to be tested with a handheld cable tester having ISO Level IV and TIA Level III accuracy (minimum) for Category 6 / Class E certification. Test reports are to be printed and assembled in binders as well as submitted on a USB flash drive. Contractor shall provide all appropriate software and licensing to allow the Owner to view the electronic form of the test results.

16. The Contractor shall furnish to the Library legible record "As-Built" documents electronically on a flash drive which reflect any changes made to the design during the installation.
17. The Contractor shall furnish record "As-Built" documents, including computer-generated, AutoCAD, as-built drawings showing the new drop locations and drop location ID labeling.
18. In some areas, the contractor may need to run wire molds along the floor to hide cables. In some cases, the contractor may need to cut into the walls and install a network box. In the main distribution frame room, wires should be clean and organized. If an additional patch panel is required, this cost should be included in the estimate. All drops should be labeled to the connecting patch panel.

C. Drop Counts and Locations

Location	Drops to Remove	Drops to Replace or Add
First Floor	41	36
Second Floor	146	104
Third Floor	17	18
	204	158

See attached plans for drop locations.

SECTION VI. EXECUTION

A. Cabling Specifications

- Shielding
- Blue cabling
- White or grey face plates
- Blue jacks

B. Materials and Workmanship

1. The Vendor shall perform all work required for the completion of the installation in a skillful and craftsman-like manner.
2. All installations are to be made secure, plumb, true, and square.
3. Materials used for the completion of the installation shall be new, the best of their respective kind, and manufactured for the purpose that they are being used.
4. There shall be no substitution of the materials listed for installation and/or the expected method of installation without the prior written approval of the Owner Project Manager ("Project Manager").
5. The installation of all materials and devices shall be in accordance with the latest manufacturer's published procedures, specifications, and recommended procedures.
6. All materials shall be delivered in their original unopened packaging and stored in an enclosed secured area providing adequate protection from damage and/or loss. Damaged or deteriorated materials shall be removed from the building property immediately and replaced at no cost to the Owner.

C. Firestopping

1. All interior full height walls (extending from floor slab to underside of floor or roof slab above), exterior walls, floor slabs, roof slabs, stairway enclosures, duct risers and elevator shafts are considered fire barriers. All penetrations through fire barriers must be fire stopped in accordance with the Contract Documents. Through floor penetrations and all penetrations installed within fire barriers shall be fire stopped to the rating of the associated floor and/or wall after the cables and/or sleeves have been installed.
2. The fire rated material utilized to plug the penetrations that do not require a sleeve and/or the interior of a conduit sleeve shall be an approved fire stopping material. Conduit sleeves shall be caulk/sealed between conduit and cored penetration with an approved firestopping material. Expandable foam shall not be utilized and shall not be accepted by the Owner.
3. Firestop materials and assemblies shall be independently tested by nationally accepted test agencies and verified to conform to ASTM E 814, Fire Tests of

Through-Penetration Firestops and be rated per UL 1479. Firestopping materials shall conform to Flame (F) and Temperature (T) ratings as required by local building code. The F rating must be a minimum of one (1) hour but not less than the fire resistance rating of the assembly or surface being penetrated. When required by code authority, the materials shall carry a "T (hours)" Fire Rating Classification based on the above mentioned standards and shall be based on measurement of the temperature rise on the penetrating item(s). The fire test shall be conducted with a minimum positive pressure differential of 0.01 inches of water column.

4. Manufacturers of firestopping materials that are considered acceptable, provided they comply with these RFP documents, are among the following:
 - 3M
 - Dow Corning Corporation
 - Hilti, Inc.
 - STI-SpecSeal
5. Submit Material Safety Data Sheets (MSDS) to the building Library for each firestop product intended to be used.
6. Submit product data to the building Library for all proposed fire stopping assemblies for review and approval prior to performing any coring.
7. New and existing raceways, cable trays, and cables for power, data, and communications systems penetrating non-rated and fire-rated floors, walls, and other partitions of building construction shall be firestopped where they penetrate new or existing building construction.
8. Firestopping shall be accomplished by using a combination of materials and devices, including penetrating raceway, cable tray, or cables, required to make up complete firestop.
9. Verify that cabling and other penetrating elements and supporting devices have been completely installed, and temporary lines and cables have been removed.
10. Select appropriate type or types of through-penetration firestop devices or systems appropriate for each type of communications penetration, and base each selection on criteria specified herein.

11. Selected systems shall not be less than the hourly time-delay ratings indicated in the contract documents for each respective fire-rated floor, wall, or other partition of building construction. Firestop for each type of communications penetration shall conform to requirements of an independent testing laboratory design drawing or manufacturer's approved modification, when used in conjunction with details shown on the drawings.
12. Perform all necessary coordination with trades constructing floors, walls, or other partitions of building construction with respect to size and shape of each opening to be constructed and device or system approved for use in each instance.
13. Coordinate each firestop selection with adjacent work for dimensional or other interference and for feasibility. In areas accessible to public and other "finished" areas, firestop systems work shall be selected, installed, and finished to the quality of adjacent surfaces of building construction being penetrated.
14. Use materials that have no irritating or objectionable odors when firestopping is required in existing buildings and areas that are occupied.
15. Provide damming materials, plates, wires, restricting collars, and devices necessary for proper installation of firestopping. Remove combustible installation aids after firestopping material has cured.
16. All firestops shall be installed in accordance with the manufacturer's instructions in order to maintain the specific rating assigned by the independent testing laboratory.
17. Additional requirements for existing penetrations are as follows:
 - a. Existing raceways, cable trays, and cabling that penetrate existing building construction shall be firestopped to the extent necessary to fill cavities that may exist between existing building construction and existing communications penetrations or existing conduit sleeve, and between existing conduits and existing conduit sleeve.
 - b. Assemblies consisting of individual steel hat type restricting collars filled with intumescent type materials that completely surround communications penetration shall be used for nonmetallic raceways and cabling.
18. If required by inspecting authorities:

- a. Expose and remove firestopping to the extent directed by inspecting authority to permit his or her inspection.
- b. Reinstall new firestopping and restore work where removed for inspection.

D. Labels

1. Labels shall use a numbering convention supplied by the Owner.
2. All cables are to be individually labeled at each end. Labels shall be wrap-around, non-smear type so that the print is covered by a clear tape. Labels are to be secured to the cable jacket within 6" from the cable jacket ends for each copper cable.
3. Labels at the drop location faceplate shall be machine made and placed appropriately. Lettering shall be 3/16" high, bold type. Hand written labels are not acceptable.
4. Labels at the patch panel shall be self-adhesive type made to secure to a metal surface. Label print to be machine-made, 3/16" high, bold type. Handwritten labels are not acceptable.
5. All drop locations shall be labeled.

E. Prohibited Products

Any materials that are considered to be unsafe to life or the environment, such as asbestos, lead paint, etc., are not to be used or installed.

F. Housekeeping

1. The Contractor shall take all necessary precautions and provide all necessary protection and enclosures to ensure that dust and debris created as a result of the installation does not get out of the work area and into other parts of the building(s). If the cleanup is not acceptable to the project manager, the Owner shall have the option to hire a janitorial firm to properly clean the area and back-charge the cabling contractor.
2. The Contractor shall have a portable shop vacuum cleaner onsite capable of cleaning up all debris and dust caused by the installation. All finished surfaces are to be kept clean of any installation debris and dust.

3. The Contractor shall, at all times, keep the premises free from the accumulation of waste material and/or rubbish caused by their installation work. All waste material and/or rubbish shall be suitably and legally disposed of by the cabling contractor, at their expense, off the building site.
4. The areas of work are to be cleaned of any and all installation dust and debris at the end of each day's work. Drop cloths are to be used to protect all furniture from damage, and surfaces are to be cleaned to their existing conditions.
5. The project manager must approve the use of a dumpster on site prior to placement by the cabling contractor. The Owner's and/or the general contractor's disposal containers are not to be utilized without authorization from the project manager.
6. The cabling contractor shall provide and maintain suitable barriers to regulate access, to assure public safety and to protect the work in progress.
7. At the completion of the project, the cabling contractor shall: a) remove all their waste materials and rubbish from and about the installation site; b) remove all their tools, installation equipment and surplus materials; and c) leave finished areas free of installation dust and non-finished areas broom clean.

G. Cabling Standards and Codes

1. All cabling is to be installed according to the latest EIA/TIA-568 and -569 standards and the latest BICSI-proposed installation procedures as outlined in Telecommunications Distribution Methods Manual and Telecommunications Cabling Installation Manual.
2. All work and materials shall be in accordance with the National Electric Code (latest edition), Federal, State, and local codes, and all other bodies having jurisdiction with the installation practice.
3. The placement and wall mounting of all items requiring servicing, maintenance, and/or observation shall be placed with direct access from the floor without need of a stool, stepladder, or similar aids.

H. Cabling System Installation

1. Receive, check, unload, handle, store, and adequately protect equipment and materials to be installed as part of the contract. Store supplies and equipment in

portable storage unit to be located on library property as determined by the Owner. Include delivery, unloading, setting in place, fastening to walls, floors, ceilings, or other structures where required, interconnecting wiring of system components, equipment alignment and adjustment, and other related work, whether or not expressly defined herein.

2. Install materials and equipment in accordance with applicable standards, codes, requirements, and recommendations of national, state, and local authorities having jurisdiction, and National Electrical Code® (NEC) and with manufacturer's printed instructions.
3. Adhere to manufacturer's published specifications for pulling tension, minimum bend radii, and sidewall pressure when installing cables.
 - a. Where manufacturer does not provide bending radii information, minimum bending radius shall be 10 times cable diameter. Arrange and mount equipment and materials in a manner acceptable to the engineer and the Owner.
 - b. Contractor is responsible for insuring that the maximum tensile load and or pulling tensions do not exceed that specified by the manufacturer of the cable to be installed, and shall include all additional pull boxes, junction boxes, equipment, and lubrication for proper installation.
 - c. Tie-wraps are to be hand-tightened on cables or cable bundles, and are not to deform the cable jacket or crimp the sheath. Where additional pressure is required to support the cable, kellums, or cable grips are to be used.
4. Penetrations through floor and fire-rated walls shall utilize an approved sleeving method, such as intermediate metallic conduit (IMC) or galvanized rigid conduit (GRC) sleeves. All penetrations shall be firestopped after cable installation and testing, utilizing a firestopping assembly approved for that application.
5. Install station cabling to the nearest communications closet, unless otherwise noted.
6. Installation shall conform to the following basic guidelines:
 - a. Use of approved wire, cable, and wiring devices.
 - b. Neat and uncluttered wire termination.

7. Provide overvoltage protection on both ends of cabling exposed to lightning or accidental contact with power conductors as indicated in the specifications or on the drawings.
8. Contractor shall take care to protect installed cabling and termination hardware from other trade work being performed at the site before and after installation of the outlet faceplates.

I. Cable Routing and Management

1. Primary cable routes are to be coordinated with the project manager for approval prior to installation.
2. Any portion of the cabling system considered to be exposed to potential damage by the project manager shall be protected utilizing innerduct or some other type of raceway as part of the original contract.
3. Velcro straps are to be utilized to manage cable within wiring closets and cabinets. Plenum-rated plastic cable ties may be utilized to secure cable in plenum areas. Over-tightened tie-wraps causing cable jacket deformation shall not be accepted by the project manager.
4. All cabling is to be routed parallel to structural walls. Where UTP Category 6 cable is being installed, the UTP data cable lengths are to be kept at two hundred ninety-five (295) feet, ninety (90) meters or less. The cabling contractor shall notify the project manager prior to the cable installation if a UTP data cable could exceed the two hundred ninety-five (295) foot, ninety (90) meters length. Rerouting the cable shall be reviewed. The rerouting of any cable installed that is over the two hundred ninety-five (295) foot, ninety (90) meter limit, and the project manager was not notified, shall be at the cabling contractor's expense.
5. The routing of all copper data cable above any accessible ceiling shall be properly managed and independently supported above the ceiling support system. Management rings and/or J-hooks are to be mounted to the building walls and permanent building structure with suitable attachments and the cables are to be routed within these management devices. The management rings and/or J-hooks are to be spaced within four (4) feet of each other to prevent cable bundle droop in excess of 8" from parallel between supports. If the cables cannot be kept within the specified droop, additional supports are to be added.

6. Exposed cabling within the wiring room(s) shall be neatly managed utilizing cable management wall brackets and Velcro straps. The cabling contractor shall coordinate the exact location of the brackets with the project manager.
7. Cable routing shall be such that the cable is not closer than six (6) inches from light fixture ballasts; twelve (12) inches from conduit and cables used for electrical power distribution; and four (4) feet from motors, transformers and/or any other device capable of emitting RF noise and electromagnetic interference.

J. Cable Termination

Unshielded Twisted Pair (UTP) Cable:

1. Minimal cable jacket shall be removed for termination per the manufacturer's specifications.
2. The twist of each pair shall remain natural to final termination. Person terminating is not to add twist to the pairs after the jacket has been removed. No more than 0.5" of untwist is acceptable for Category 6 cable.
3. Cabling contractor shall refer to the manufacturer's recommended procedure for terminating to the connector.
4. Each cable shall be supported up to the point of termination through the use of the termination component's strain-relief bars, wire-tie eyelets, or other mechanisms as recommended by the manufacturer.
5. Dust caps and stuffer caps are to be installed when provided in the standard packaging by the specified manufacturer to aid in protecting and insulating the terminations and contacts.

K. Cable System Field Testing

Cables are to be tested after the installation is complete. If for any reason, a drop location raceway and/or faceplate are removed for additional work of any nature, the drop location is to be re-tested if previously tested. All cables associated with the drop location are to be re-tested. The cost of re-testing is the responsibility of the cabling contractor.

L. Category 6 UTP Cabling Systems Field Testing

General Requirements

1. Every cabling link in the installation shall be tested in accordance with the field test specifications defined in the most recent TIA/EIA 568-B Standard for the type of cabling system being installed (Category 6).
2. The installed twisted-pair horizontal links shall be tested from the termination in the telecommunications room to the telecommunication wall outlet in the work area against the "Permanent Link" performance limits specification as defined in the TIA Cat 6 Standard.
3. 100% of the installed cabling links must be tested and must pass the requirements of the standards mentioned above and as further detailed in this section. Any failing link must be diagnosed and corrected. The corrective action shall be followed with a new test to prove that the corrected link meets the performance requirements. The final and passing result of the tests for all links shall be provided in the test results documentation in accordance with this Section.
4. Trained technicians who have successfully attended an appropriate training program and have obtained a certificate, as proof thereof shall execute the tests. Appropriate training programs include but are not limited to installation certification programs provided by BICSI or the ACP (Association of Cabling Professionals).
5. The test equipment (tester) shall comply with the accuracy requirements for the proposed level III field testers as defined in the TIA Cat 6 Document. The tester, including the appropriate interface adapter must meet the specified accuracy requirements. The accuracy requirements for the permanent link test configuration (baseline accuracy plus adapter contribution) are specified in Table B.2 of Annex B of the TIA Cat 6 Standard. (Table B.3 in this TIA document specifies the accuracy requirements for the Channel configuration.)
6. The tester shall be within the calibration period recommended by the vendor in order to achieve the vendor-specified measurement accuracy.
7. The tester interface adapters must be of high quality and the cable shall not show any twisting or kinking resulting from coiling and storing of the tester interface adapters. In order to deliver optimum accuracy, preference is given to a permanent link interface adapter for the tester that can be calibrated to extend the reference plane of the Return Loss measurement to the permanent link interface. The Contractor shall provide proof that the interface has been calibrated within the

period recommended by the vendor. To ensure that normal handling on the job does not cause measurable Return Loss change, the adapter cord cable shall not be of twisted-pair construction.

8. The Pass or Fail condition for the link-under-test is determined by the results of the required individual tests detailed in this Section. Any Fail or Fail* result yields a Fail for the link-under-test. In order to achieve an overall Pass condition, the results for each individual test parameter must Pass or Pass*.
9. A Pass or Fail result for each parameter is determined by comparing the measured values with the specified test limits for that parameter. The test result of a parameter shall be marked with an asterisk (*) when the result is closer to the test limit than the accuracy of the field tester. The field tester manufacturer must provide documentation as an aid to interpret results marked with asterisks.
10. A representative of the Owner shall be invited to witness field testing. The representative shall be notified of the start date of the testing phase 5 business days before testing commences.
11. A representative of the Owner shall select a random sample of 5% of the installed links. The representative (or his authorized delegate) shall test these randomly selected links and the results are to be stored in accordance with the prescriptions in this Section. The results obtained shall be compared to the data provided by the installation contractor. If more than 2% of the sample results differ in terms of the pass/fail determination, the installation contractor under supervision of the Owner representative shall repeat 100% testing and the cost shall be borne by the installation contractor.

Category 6 Unshielded Twisted Pair (UTP) Cable Test Parameters:

1. Each UTP Category 6 cable installed shall be tested and a test result printout sheet shall be furnished at the completion of the project.
2. The test shall be performed after the final cable and device termination has been completed and the faceplate installed. The test shall be of the "Basic Link" from completed end to completed end.
3. The test shall be conducted utilizing a scanner that shall generate a swept frequency 1-250 megahertz signal on all pairs of the cable. The scanner used shall

have TIA Level III accuracy (minimum) for Category 6 / Class E certification and test each pair of the cable for:

- Pair mapping
 - Cable length
 - Attenuation
 - Near-End-Cross Talk (NEXT) in both directions
 - Attenuation to Near-End-Cross Talk Ratio (ACR)
 - Return Loss (RL)
 - Far End Cross Talk (FEXT)
 - Power Sum Near-End-Cross Talk (PSNEXT)
 - Equal Level Far-End-Cross Talk (ELFEXT)
 - Power Sum Equal Level Far-End-Cross Talk (PSELFEXT)
 - Propagation Delay
 - Delay Skew
 - Impedance
 - Capacitance
 - Loop Resistance
4. Each data cable shall be tested to the latest draft of EIA/TIA-568x, and/or accompanying Technical Service Bulletin for the highest applicable Category compliance for acceptance by the project manager.

SECTION VII. WARRANTY

1. The completed installation shall receive a numbered Registration Certificate for the manufacturer. Provide any and all registrations from the manufacturers for the installed cabling system.
2. All additional warranties that may be placed on the installation by the cabling contractor due to affiliation with the material vendor are to be noted.
3. Materials and workmanship hereinafter specified and furnished shall be fully guaranteed by the contractor for a minimum of one (1) year ("the Term") from transfer of title against any defects. The Contractor, at no additional cost to the customer, shall correct defects which may occur as the result of faulty materials or

workmanship within the Term after installation and acceptance by the customer. The Contractor shall promptly, at no cost to the customer, correct or re-perform any nonconforming or defective work within the Term after completion of the project of which the work is a part. The Contractor's warranties shall commence with acceptance of or payment for the work in full.

4. The Contractor shall be a registered business partner of the cabling system being proposed. Additionally, the contractor shall provide, through the cabling manufacturer(s), an extended product and application assurance warranty for a minimum of twenty-five (25) years that covers the passive components of the system (i.e., cable and connectivity components that make up the passive data and telecommunications signal transmission infrastructure).

SECTION VIII. VENDOR COMPLETION CRITERIA

A. General Criteria

Vendor's work at each location shall be considered complete after the following has been accomplished:

1. All items listed in the Vendor's approved proposal have been completed.
2. All ceiling panels are in place in same or better condition than as originally found.
3. All labels are in place.
4. All construction debris and Materials have been removed.
5. The Owner's Project Manager has inspected all installations and reviewed proof of performance tests and accepted the installation.
6. The Vendor has provided the Owner with a formal knowledge exchange, consisting at a minimum of:
 - a. Complete documentation of all device configurations (may be in electronic form).
 - b. As-built and spreadsheet documentation of the location of all drop locations in electronic format on a USB drive.
 - c. A formal presentation providing detailed review items and address any final questions or concerns by the Owner's or building staff.

B. Close-out and Final Acceptance

1. The completed installation shall consist of a Cable System constructed in strict accordance with the RFP documents and specifications. Any labor, materials and/or equipment which is not indicated in the RFP documentation or specifications herein, but is necessary and/or incidental to completing the entire installation, as shown and intended, must be furnished and installed at no additional cost to the Owner.
2. All work passes the final inspection conducted by the Village of Northbrook.
3. At time of completion of the installation, the Contractor shall request, in writing, to the Owner's PM for a walk through of the installation for the purpose of preparing a final punch list towards acceptance of the installation. Once the items on the final punch list have been corrected by the Contractor, they are to submit another request to review the punch list items and acceptance of the installation.
4. The Contractor is required to submit "As-Built" computer generated electronic record drawings and spreadsheet on a USB flash drive.
5. Prior to final acceptance and payment, the Contractor shall provide the Owner with a warranty certificate and registration for this installation.

C. Cleaning

The Contractor shall, daily, at the completion of the work, remove and dispose of all rubbish, surplus materials, equipment, etc., and shall leave the site absolutely clean and in good order to the satisfaction of the Owner.

D. Safety

The Contractor is responsible for the safe passage of pedestrian traffic for the duration of the job. Any precautionary measures, necessary warning signs, etc., required to assist the Contractor in the performance of the work shall be at the Contractor's expense and provided for his/her quoted price.

E. Material / Equipment Staging

1. The Contractor shall be responsible for coordinating the delivery, acceptance, unloading and storage of their materials to the premises with the Owner's PM. The

Contractor must comply with all building regulations regarding hours, method and location of material delivery.

2. The Contractor shall furnish an exterior storage unit for large, bulky equipment and supplies for the duration of the project. The storage unit may be kept on library property in a location determined by the Owner.
3. Protect equipment during transit, storage, and handling to prevent damage, theft, soiling, and misalignment. Do not store supplies where conditions fall outside manufacturer's recommendations for environmental conditions. Do not install damaged materials; remove from site and replace damaged materials with new materials.

F. Use of Site

1. Use of the site shall be at the Owner's direction in matters in which the Owner deems it necessary to place restriction.
2. Access to building wherein the work is performed shall be as directed by the Owner.
3. Schedule necessary shutdowns of services with the Owner, and obtain written permission from the Owner.
4. Proceed with the work without interfering with ordinary use of streets, aisles, passages, exits, and operations of the Owner.

G. Continuity of Services

1. Take no action that shall interfere with or interrupt, existing building services unless previous arrangements have been made with the Owner's representative. Arrange the work to minimize shutdown time.
2. If services shall be inadvertently interrupted, immediately furnish labor, including overtime, material, and equipment necessary for prompt restoration of interrupted service.

SECTION IX. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

A. Form To Be Used

The form of Agreement between the Owner and Contractor shall be the attached A105-2017, as modified by Owner.

SECTION X. CONTRACT AWARD

The Owner's Board of Trustees may award a contract to the lowest responsive and responsible Bidder. Only bidders who attend the mandatory walk thru shall be eligible for consideration. Upon acceptance of a bid by the Owner's Board of Trustees to the lowest responsible bidder a notice of award will be issued within 45 days. No bid shall be withdrawn for a period of sixty (60) calendar days after the opening of bids without the consent of the Owner and all bids shall remain open and subject to acceptance during such period or until actual award of bid, or sooner.

Contract documents shall consist of the A105-2017 as modified by Owner, this NOCB and all related attachments, the Successful Bidder's written bid, bonds, the Drawings, the Specifications any Supplemental Plans, Supplemental Specifications, Bulletins, all Addenda issued prior to and all modifications issued after execution of the Contract and a Purchase Order issued by the Owner's Finance Department

SECTION XI. RIGHTS OF THE OWNER

This NOCB does not commit the Owner to enter into a contract, nor does it obligate the Owner to pay for any costs incurred in preparation and submission of bids or in anticipation of a contract. The Owner reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all bids;
- Issue subsequent Notices Inviting Bids;
- Postpone contract start date for its own convenience;
- Remedy technical errors in the NOCB process;

- Approve or disapprove the use of particular sub-contractors;
- Negotiate with any, all or none of the Bidders;
- Cancel the NOCB and reject any and all bids when it is in the best interest of the Owner;
- Waive informalities and irregularities in the bids;
- Enter into an agreement with another Bidder in the event the originally selected Bidder defaults or fails to execute an agreement with the Owner.

An agreement shall not be valid or binding on the Owner unless and until it is executed by authorized representatives of the Owner and of the Bidder.

SECTION XII. PUBLIC NATURE OF BID MATERIALS

Responses to this NOCB become the exclusive property of the Owner. The Owner shall not in any way be liable or responsible for the disclosure of any such bid or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Illinois Freedom of Information Act (FOIA). Any bid which contains language purporting to render all or significant portions of the bid "Confidential," "Trade Secret," or "Proprietary" may be regarded as non-responsive.

SECTION XIII. COLLUSION

By submitting a bid, each Bidder represents and warrants that its bid is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Bidder has not directly induced or solicited any other person to submit a sham bid or any other person to refrain from submitting a bid; and that the Bidder has not in any manner sought collusion to secure any improper advantage over any other person submitting a bid.

SECTION XIV. FAIR DEALING / CONFLICT OF INTEREST

The Bidder warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or shall be offered or given by the Bidder, or any agent or representative of

the Bidder to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

The Bidder warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this NOCB. The Bidder also warrants that, to the best of its knowledge, no officer, agent or employee of the Owner who shall participate in any decision relating to this NOCB and the resulting contract, currently has, or shall have in the future, a personal or pecuniary interest in the Bidder's business.

SECTION XV. NON-CONFORMING BID

A bid shall be prepared and submitted in accordance with the provisions of these NOCB instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a bid may be sufficient grounds for non-acceptance of the bid, at the sole discretion of the Owner.

SECTION XVI. QUESTIONS REGARDING THE NOCB

Should discrepancies or omissions be found in this NOCB or should there be a need to clarify this NOCB, questions regarding this NOCB must be put in writing and received by the Owner's contact person identified Section XVII no later than October 15, 2018 3:00pm CST. Inquiries received after the date and time stated shall not be accepted.

Any interpretations or corrections of the NOCB shall only be made by an addendum posted online to the Owner's website at <https://www.northbrook.info/about/rfps>. Such addenda shall be considered a part of the NOCB and must be signed and submitted with the bid.

Oral interpretations or clarifications shall be without legal effect.

SECTION XVII. CONTACT PERSON

Inquiries relating to this NOCB and/or the required services should be directed to:

Mike McGreevey
Library IT Manager
1201 Cedar Lane
Northbrook, IL 60062
847-272-6224
mmcgreevey@northbrook.info

PLEASE SUBMIT ALL PAGES OF THE NOCB.

Bid Pricing Form

Price must be complete and include delivery, labor, and other charges. Prices remain firm for 90 days after award of contract to Successful Bidder. Northbrook Public Library does not guarantee any minimum or maximum quantity purchased, and may use other vendors if needed.

If the unit price and the total amount named by a Bidder for any item do not agree, it shall be assumed that the error was made in computing the total amount and the unit price alone shall be considered as representing the Bidder's intention.

All bid items, including lump sums, unit prices, and additive alternates, must be filled in completely. Quote in numerals only, unless words are specifically requested:

First Floor

Description	Est. QTY	COST EACH	COST TOTAL
Labor	80 hrs	\$99.00	\$ 7,920.00
Materials	N/A	N/A	\$ 3,430.00
TOTAL			\$ 11,350.00

Second Floor

Description	Est. QTY	COST EACH	COST TOTAL
Labor	210 hrs	\$99.00	\$ 20,790.00
Materials	N/A	N/A	\$ 12,210.00
TOTAL			\$ 33,000.00

Third Floor

Description	Est. QTY	COST EACH	COST TOTAL
Labor	42 hrs	\$99.00	\$ 4,158.00
Materials	N/A	N/A	\$ 3,842.00
TOTAL			\$ 8,000.00

This proposal is binding upon the undersigned for 90 days after the Bid Submittal Deadline.

Company:	Low Voltage Solutions, Inc.
Address:	16706 Advantage Ave. Crest Hill, IL 60403
Contact Person:	Justin Blaine, Project Manager
Contact Person's Telephone:	815-823-8055

Signature for Bidders:

If INDIVIDUAL, sign here:

N/A

Signature

Date

N/A

Post Office Address

If PARTNERSHIP, sign here:

N/A

Partners

N/A

Signature

Date

N/A

Post Office Address

If CORPORATION, sign here (show names of non-signing officers)

Low Voltage Solutions, Inc.

CORPORATION

Illinois

Name of State Where Chartered

	10/25/18
---	----------

Signature

Date

	10/25/18
---	----------

President

Date

	10/25/18
---	----------

Secretary

Date

	10/25/18
---	----------

Treasurer

Date

16706 Advantage Ave., Crest Hill, IL 60403

Post Office Address

AFTER SIGNING, PLEASE SUBMIT ALL PAGES OF THIS BID PRICING FORM,
INCLUDING THE SIGNATURE PAGES AND SUBMIT ALL PAGES OF THE NOCB.

List of Independent Contractor(S), Subcontractor(S) or Sub-Consultant(S), I.E. "Other Contractor"

The following are the independent contractor(s), subcontractor(s) or sub-consultant(s) that Bidder proposes to engage for the following types of work. Any type of work not designated below shall be done by the main Contractor listed on the agreement with the Northbrook Public Library.

Work to be Performed by Other Contractor	Name and Address of Other Contractor	Dollar Value of Agreement
Coring (Need be basis)	Block Electric, Inc.	TBD

Main Contractor Company:	Low Voltage Solutions, Inc.
Main Contractor Address:	16706 Advantage Ave. Crest Hill, IL 60403

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS LIST OF INDEPENDENT CONTRACTOR(S), SUBCONTRACTOR(S) OR SUB-CONSULTANT(S), I.E. "OTHER CONTRACTOR" AND SUBMIT ALL PAGES OF THE NOCB.

Reference List

Please list 3 public agency clients, along with a very brief description of the work, which the Owner may contact regarding the Contractor's work performance.

Reference 1

Agency / City Name:	Northwest Community Healthcare
Department:	N/A
Contact Person:	Robin Gorlewicz
Telephone:	847-618-5703
Email Address:	rgorlewicz@nch.org
Dollar Value of Agreement:	N/A
Date Range of Agreement:	SINCE 1998 - PRESENT
Nature of Work Performed:	Low Voltage - Structured Cabling as needed.

Reference #2

Agency / City Name:	Will County
Department:	911
Contact Person:	David Tkac
Telephone:	815-740-8071
Email Address:	dtkac@willcountyillinois.com
Dollar Value of Agreement:	\$64,500.00

Date Range of Agreement:	07/21/17 - PRESENT
Nature of Work Performed:	Low Voltage Structured Cabling

Reference #3

Agency / City Name:	Loyola University Medical Center.
Department:	N/A
Contact Person:	Maureen Barratt
Telephone:	708-216-5888
Email Address:	mbarratt@lumc.edu
Dollar Value of Agreement:	N/A
Date Range of Agreement:	2008 - PRESENT
Nature of Work Performed:	Low Voltage Structured Cabling as needed.

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS REFERENCE LIST AND
SUBMIT ALL PAGES OF THE NOCB

Certificate of Bidder Eligibility

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Low Voltage Solutions, Inc., as part of its bid for the Owner Cabling Project work for the Northbrook Public Library, Cook County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: Low Voltage Solutions, Inc.

By: 
(Signature)

Gary St. Cin, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of October, 2018.


NOTARY PUBLIC



Certificate of Compliance with Illinois Drug-Free Workplace Act

Low Voltage Solutions, Inc., having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: Low Voltage Solutions, Inc.

By: 
(Signature)

Gary St. Cin, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of October, 2018.


NOTARY PUBLIC



Certificate Regarding Sexual Harassment Policy

Low Voltage Solutions, Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: Low Voltage Solutions, Inc.

By: 
(Signature)

Gary St. Cin, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of October, 2018.


NOTARY PUBLIC



Certificate Regarding Equal Employment Opportunity

Low Voltage Solutions, Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act*.

Firm: Low Voltage Solutions, Inc.

By: 
(Signature)

Gary St. Cin, President

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of October, 2018.


NOTARY PUBLIC



Non-Collusion Affidavit

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal.
FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Low Voltage Solutions, Inc., as part of its bid for the Owner Cabling Project work for Northbrook Public Library certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Low Voltage Solutions, Inc.

By: 
(Signature)

Gary St. Cin, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of October, 2018.

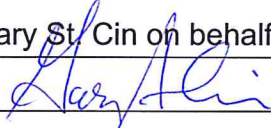

NOTARY PUBLIC



Illinois Drug Free Work Place Statement

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
2. Specifying the actions that will be taken against employees for violating this provision.
3. Notifying the employees that, as a condition of their employment to do work under the contract with the City, the employee will:
 - a. Abide by the terms of the statement.
- b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. Establishing a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the work place.
 - b. The policy of maintaining a drug-free work place.
 - c. Any available drug counseling, rehabilitation or employee assistance program.
 - d. The penalties that may be imposed upon an employee for drug violations.
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the City, and shall post the statement in a prominent place in the work place.
6. The undersigned will notify the City within ten (10) days of receiving notice of an employee's conviction.
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place, he shall:
 - a. Take appropriate action against such employee up to and including termination; or
 - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposed by a federal, state, or local health, law enforcement, or other appropriate agency.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

PRINTED NAME: Gary St. Cin on behalf of Low Voltage Solutions, Inc.
SIGNATURE: 
TITLE: President DATE: 10/25/18

BID BOND



BID BOND

(Percentage)

Know all persons by these presents, That we Low Voltage Solutions, Inc. of 16706 Advantage Avenue, Crest Hill, Illinois 60403, hereinafter referred to as the Principal, and Western Surety Company as Surety, are held and firmly bound unto Northbrook Public Library of 1201 Cedar Lane, Northbrook, Illinois 60062, hereinafter referred to as the Obligee, in the sum of Ten Percent of Amount Bid Dollars (10%), for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

Whereas, Principal has submitted or is about to submit a proposal to Obligee on a contract for Furnish all labor, materials and equipment necessary to remove existing CAT 5 cables and install CAT 6 cables per Section V. Scope of Services of NOCB

Now, Therefore, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee: or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

Signed, Sealed and Dated this 26day of October, 2018.

Principal
Low Voltage Solutions, Inc.

BY:

Surety
Western Surety Company

BY:

G-23054-D2

James E. McNichols, Attorney-in-fact

STATE OF Illinois

COUNTY OF Will

I, Brenda K. Pichler Notary Public of Will County, in the State of Illinois, do hereby certify that James E. McNichols Attorney-in-fact, of the Western Surety Company, who is personally known to me to be the same person whose name is subscribed to foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the Western Surety Company, for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Westchester in said County, this 26 day of October, 2018.

Brenda K. Pichler

Notary Public



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Laura M Marshall, Robert A Mc Nichols, James E Mc Nichols, Brenda Pichler, M Patricia West, Individually

of Westchester, IL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 6th day of November, 2017.



WESTERN SURETY COMPANY

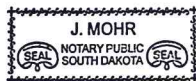
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 6th day of November, 2017, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 26th day of October, 2018.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

RCDD CERTIFICATE

Building Industry Consulting Service International

THE PROFESSIONAL DESIGNATION OF

**REGISTERED COMMUNICATIONS
DISTRIBUTION DESIGNER®**

IS AWARDED TO

Gary St. Cin

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 191214R

Registration Start Date: 1/1/2017

Registration End Date: 12/31/2019



Bicsi
RCDD
Since

1/19/1998

Chair, Registrations & Credentials Supervision Committee

Director of Credentialing

COMPANY PROFILE AND REFERENCES

DEVELOP.

INNOVATE.

IMPLEMENT.

ADVANCE.

GROW.

LEAD.

COMPANY OVERVIEW

Our mission is to deliver the most comprehensive Information Technology Solutions for our customers in a broad range of industry sectors.



LOW VOLTAGE
solutions, inc.



16706 Advantage Ave.
Crest Hill, IL 60403
TEL: 630.434.9600
FAX: 630.434.9767
www.LVSolutions.com

About LVS

WHO ARE WE:

Low Voltage Solutions was incorporated in 1997 by Gary St. Cin and the late John Fassett. Since then our team has grown to over 60 highly-skilled and technically-trained employees that serve the Chicagoland and surrounding areas.

WHAT WE DO:

LVS is a complete solutions provider of Information Technology Systems. We provide both the design and installation of voice, data, and fiber optic cabling as well as IP-based technologies for today's rapidly changing environments.

LOW VOLTAGE SOLUTIONS SPECIALIZES IN:



**STRUCTURED
CABLING**



**VIDEO
SURVEILLANCE**



**AUDIO/
VIDEO**



**FIRE
ALARM**



**ACCESS
CONTROL**



**BUILDING
WIRELESS**



**SOUND
MASKING**

"LVS completed a 34-story residential high rise with 350 residential units and I was impressed by their dedication and quality of work. Because of the work of everyone at LVS from the field to the office I would highly recommend their abilities to other customers."

- Rick Jansen, Shamrock Electric

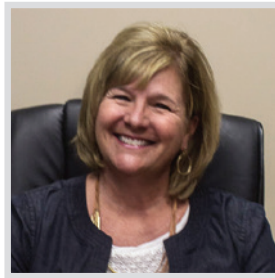
"Thanks for assigning a great team for our new hospital. Your staff went the extra mile for our new facility. LVS will be at the top of our list for any future projects."

- Kevin Lane, Silver Cross Hospital

Meet our Team



GARY ST. CIN, RCDD
President



TERESA ST. CIN
Vice President



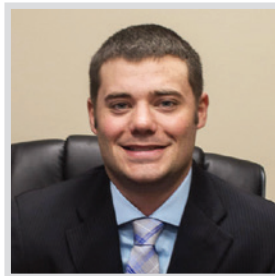
DON RYAN
Senior Project Manager



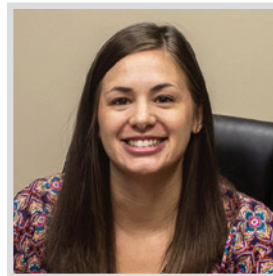
NICK SIWAK
*Project Manager /
Superintendent /
Safety Director*



MARK GRACZYK
Project Manager



JUSTIN BLAINE
Project Manager



AUBREY BLAINE
*Assistant Project
Manager*



RACHEL BARKER
Office Manager

"You guys may be the most professional company I have worked with in the 37 years I have been in construction."
- Bob Krause, Forrest Construction

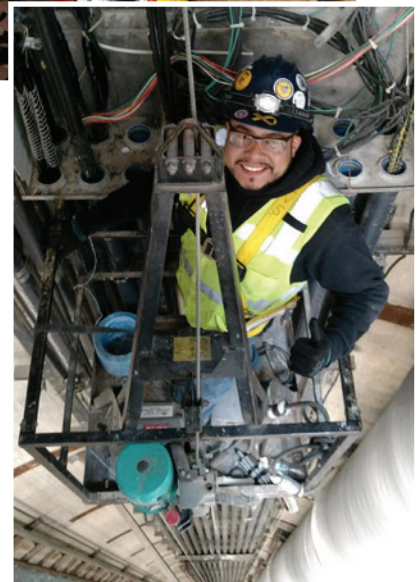
The LVS Difference

Low Voltage Solutions is staffed by industry trained installers who take great pride in quality of work, presentation and customer relationships. Our dedicated teams are focused on designing, installing and maintaining Information Technology Systems that deliver optimum performance.

Low Voltage Solutions has years of experience with all aspects of information and technology systems. We can provide practical cost-effective solutions utilizing the top manufactured products and solutions in the industry.

Our reputation was built on solid client relationships and quality workmanship in all industry sectors. We are committed to providing the most cost-effective solution by installing a resilient, future proof communications infrastructure and IP-based systems.

Let our experienced team assist you with your next IT System or Infrastructure project.



Our Process

- 1 Determine customer requirements either through plans and specifications or through direct site visit and survey with the customer.
- 2 Provide quotation and proposal based upon those requirements for material and labor.
- 3 Upon acceptance assign Project Manager and provide all Certificates of Insurance, Bonding, Material Submittals, Shop Drawings required.
- 4 Project Manager will meet with customer for kick-off meeting to go over our execution plan.
- 5 Assign field personnel to execute the project.
- 6 At the completion of the project LVS provides specific labor and material warranties, O&M Manuals, As-Built Drawings (CAD or PDF) and provides test results of structured cabling systems.



"I have worked with LVS since 2004. LVS has demonstrated diligence and dedication in completing their work on time and without interruption to Walsh and other trades. LVS is an excellent contractor and has been an asset to my team and Walsh Construction."
- James Reichert, Walsh Construction

References

	COMPANY:	CONTACT:	PHONE:
Commercial	Eataly Restaurant	Caolan Sleeper	(914) 391-4307
	Shedd Aquarium	Bob Wengel	(312) 939-8277
Education	Benedictine University	Paul Giordano	(630) 461-0830
	Northwestern University	Doug Dickerson	(847) 366-9609
	University of Illinois Chicago	Tom Weise	(312) 355-5383
Healthcare	Silver Cross Hospital	Mark England	(815) 740-7017
	Presence Health	Timothy Hoekstra	(815) 867-1043
	Loyola University Hospital	Loretta Wolski	(708) 216-5752
Retail	Verizon Destination Store	Gunner Wolski	(847) 706-7507
Contractors	Power Construction	Aaron Moe	(847) 833-0494
	Bulley Andrews	Beau O'Donnell	(773) 645-5861
	Reed Construction	Scott Pickands	(312) 943-8100
Government	Argonne National Labs	Mike Monczynski, Jr.	(630) 252-4181

"I just wanted to send a note regarding the excellent work your team has done and continues to do here at the Shedd. Your foreman Jeff Duschene is remarkable to work with over the years and has contributed to keeping Shedd one of the premier cultural institutions in Chicago. Truly a pleasure to work with him and everyone at LVS"
 - Chris Clous, Shedd Aquarium

Manufacture Partners

Network Infrastructure



Access Control



Camera Systems



Video Management



Audio Visual



"LVS completed several Fed-Ex CCTV projects for us over the past year. Everyone is extremely pleased with the work LVS did. Your team did an outstanding job and were a joy to work with"

- Ray Maloney, Command Security

"I understand LVS will be performing at Low Voltage work at several significant projects at CPS. This is great news to know that we have a qualified and knowledgeable contractor on these projects, it will make my life significantly better!"

- Vic Sassolino, Chicago Public Schools

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LOW VOLTAGE.
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16706 Advantage Ave. Crest Hill, IL 60403 / TEL: 630.434.9600 / FAX: 630.434.9767 / www.LVSolutions.com

CERTIFICATE OF INSURANCE (SAMPLE)



CERTIFICATE OF LIABILITY INSURANCE

LOWVO-1

OP ID: DA

DATE (MM/DD/YYYY)

04/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Northern Illinois 220 North Larkin Joliet, IL 60435 Lawrence Jungles	CONTACT NAME:	
	PHONE (A/C, No, Ext): 815-729-4650	FAX (A/C, No): 815-729-4727
INSURED Low Voltage Solutions, Inc. Low Voltage Security, Inc. 16706 Advantage Ave. Crest Hill, IL 60403	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hastings Mutual Ins Co	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		
14176		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP9888870	04/15/2018	04/15/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ACV9888871	04/15/2018	04/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ULC9888873	04/15/2018	04/15/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A		WC9888872	04/15/2018	04/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Lsd/Rntd Equipment			CPP9888870	04/15/2018	04/15/2019	Limit: 375,000
A	Install Floater			CPP9888870	04/15/2018	04/15/2019	Limit: 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

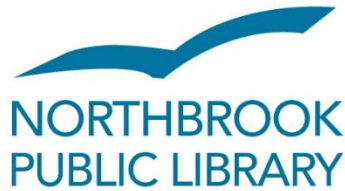
SAMPLE
LOW VOLTAGE SOLUTIONS

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Danielle Witten

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Memorandum

DATE: November 6, 2018

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Technical Services & Maintenance Remodel Project

We are ready to go out to bid for the construction project for TS and Maintenance. This project includes the following:

- Creation of a maintenance workroom for staff
- Creation of a dedicated library storage space
- Creation of a maintenance shop
- Redesign of Technical Services workroom
- Additional VAV boxes for the HVAC system
- Upgrading the Cat 5 cabling to Cat 6

When originally proposed, they were estimated at \$472,000. After reviewing the work we were doing with the cabling project, we determined that it would be better to move the cabling in the Technical Services area into this project. As a result, the new estimate is now \$484,674.

Attached in the packet is the cost estimate breakdown, the project timeline, and the layouts for the new space.

Northbrook Public Library - Tech Services
Northbrook Library
Estimate Summary and Detail Combined Report

SubJob	Description	Area	UM	Total Cost	Cost/ QTY
AAA	Total Preliminary Budget	4,100	SF	\$ 484,674	\$ 118.21 / SF
		Job Total		\$ 484,674	

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

Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

CP	Description	Total Cost	Cost/SF	Comments
Sub Job	AAA	Total Preliminary Budget	Area : 4,100	SF
0150	Temporary Construction	2,462	0.60	No scope.
0242	Selective Demolition	7,201	1.76	
0420	Unit Masonry	6,720	1.64	
0610	Carpentry/ Millwork	6,850	1.67	
0811	Furnish D/F/H	9,900	2.41	
0841	Aluminum Storefront	0	0.00	
0881	Glass Glazing	1,300	0.32	
0929	Mtl Frame/ Drywall	19,740	4.81	
0951	Acoustical Ceilings	10,336	2.52	
0960	Flooring	26,220	6.40	
0991	Painting	10,010	2.44	
2100	Fire Protection	10,520	2.57	
2200	Plumbing	8,950	2.18	
2300	HVAC	96,515	23.54	
2600	Electrical	49,000	11.95	
2700	Low Voltage	19,375	4.73	
8000	Osha Safety	1,196	0.29	
9100	Management Reimbursables	42,782	10.43	
9300	Preconstruction Services	6,120	1.49	
Sub Job AAA Subtotal		335,196		
	Contingency (8 %)	26,816		
	Builders Risk (.0845 %)	306		
	Performance Bond	3,913		
	General Liability Insurance (1.1 %)	4,029		
	Fee (5 %)	18,513		
	Furniture	60,000		
	A/E Fee (8 %)	35,902		
Sub Job AAA Total		484,674	118.21/ SF	

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Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
SubJob	AAA	Total Preliminary Budget				Area : 4,100	SF
0150	Temporary Construction						
0150.120	Floor Protection						
0150.120. 01	Ram Board	13	LS	22.00	286		
0150.120. 02	Misc. Materials	1	LS	220.00	220		
0150.120. 03	Walk Off Mats	3	LS	55.00	165		
0150.130	Temporary Barricades & Signs						
0150.130. 01	Dust Partitions	26	LF	19.80	515		
0150.130. 02	Delineation Cones - Exhaust Fan Install	28	LF	13.20	370		
0150.130. 03	Signs	1	LF	330.00	330		
0150.150	Temporary Openings						
0150.150. 01	Plywood for East Opening	2	EA	35.20	70		
0150.180	Storefront/Door Protection						
0150.180. 01	Foam Boards	9	LS	44.00	396		
0150.180. 02	Paper for Windows	1	LS	110.00	110		
	0150 Total				2,462	0.60	
0242	Selective Demolition						
0242.000	Dumpster	4	EA	523.10	2,092		
0242.190	Demo Walls	32	LF	22.00	704		
0242.192	Selective Demo Wall for Bulkhead	14	LF	22.00	308		
0242.193	Remove and Salvage D/F/H	1	EA	330.00	330		
0242.198	Demo Millwork	120	SF	11.00	1,320		
0242.199	Remove Carpet	4,077	SF	0.60	2,446		
	0242 Total				7,201	1.76	
0420	Unit Masonry						
0420.000	Create Opening in Masonry Wall, Door 106	1	LS	6,720.00	6,720		
	0420 Total				6,720	1.64	

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Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
0610	Carpentry/ Millwork						
0610.540	Existing Book Shelves	66	LF	40.00	2,640		Remove, protect, store & reinstall. Unistrut to remain mounted.
0610.550	Salvage Existing Millwork, Upper/Lower	0	LF	0.00	0		Not Included. See Scope Alternate.
0610.560	Millwork	0	LS	0.00	0		Furniture By Owner.
0610.570	Install New 30x70 Wood Door	3	EA	325.00	975		
0610.580	Install New 30x70 Fire Rated Door	1	EA	325.00	325		
0610.590	Install Salvaged 30x70 Wood Door	1	EA	325.00	325		
0610.600	Install New 60x70 Doors	1	EA	700.00	700		
0610.610	Set HM Frames	6	EA	220.00	1,320		
0610.630	Install HM 6'x4' Punched Window	1	EA	325.00	325		
0611.010	Furnish and Install 48"x48" FRP	1	EA	240.00	240		
	0610 Total				6,850	1.67	
0811	Furnish D/F/H						
0811.000	Furnish 30x70 HM F/ Wd Dr & Hardware	3	EA	1,540.00	4,620		
0811.010	Reuse Existing 30x70 HM F/ Wd Dr & Hardware	1	EA	0.00	0		
0811.020	Furnish 60x70 HM F/ Stl Dr & Hardware	1	EA	2,640.00	2,640		
0811.130	Furnish 30x70 - FR HM F/ Wd Dr & Hardware	1	EA	1,980.00	1,980		Fire Rated.
0811.131	Furnish 4'x6' HM Punched Window Frame	1	EA	660.00	660		
	0811 Total				9,900	2.41	
0841	Aluminum Storefront						
0841.000	Aluminum Storefronts/ Glazing	0	LS	0.00	0		Not included.
	0841 Total				0	0.00	
0881	Glass Glazing						
0881.000	F&I, 1/4" Tempered Glass Glazing, 4'x6'	1	EA	650.00	650		
0881.130	F&I, 1/4" Tempered Glass Glazing, Door 105	1	EA	650.00	650		
	0881 Total				1,300	0.32	
0929	Mtl Frame/ Drywall						
0929.000	3 5/8" Drywall Partition	106	LF	118.00	12,508		
0929.100	Bulkhead Repair	14	LF	64.00	896		
0929.200	Drywall Demo/Re-install for Electrical	36	SF	32.00	1,152		
0929.250	Drywall Demo/Reinstall for Plumbing	62	SF	32.00	1,984		
0929.300	Misc Drywall Patching	1	LS	2,400.00	2,400		
0929.350	Drywall Columns	2	EA	400.00	800		
	0929 Total				19,740	4.81	

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Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
0951	Acoustical Ceilings						
0951.130	Selective Removal/Reinstall of Existing Ceiling	834	SF	12.39	10,336		Existing tile & grid to remain. Salvage for re-install. Allowance.
	0951 Total				10,336	2.52	
0960	Flooring						
0960.000	F&I Carpet	322	SY	42.00	13,524		
0960.100	F&I VCT	1,534	SF	4.00	6,136		
0960.130	F&I Rubber Base	640	LF	2.50	1,600		
0960.131	Floor Patching/ Leveling	4,100	SF	1.00	4,100		
0960.900	Moisture Mitigation	42	SF	6.19	260		
0960.990	Patch Flooring at Opening 106	1	LS	600.00	600		
	0960 Total				26,220	6.40	
0991	Painting						
0991.000	Painting	4,072	SF	1.10	4,479		
0991.130	Paint Existing Brick Walls	1,530	SF	1.85	2,830		
0991.250	Paint Door & Frames	9	EA	300.00	2,700		
	0991 Total				10,010	2.44	
2100	Fire Protection						
2100.000	Permitting and Shop Drawings	1	LS	1,400.00	1,400		
2102.000	Drain Down	1	LS	480.00	480		
2102.020	Add New Heads	16	EA	480.00	7,680		
2103.000	Hydrostatic Testing	1	LS	960.00	960		
	2100 Total				10,520	2.57	
2200	Plumbing						
2200.000	Plumbing Demolition	1	LS	950.00	950		
2201.060	Furnish New Maintenance Sink/Faucet						
2201.060. 01	Adv. Tabco 16 G. 4-41-24	1	EA	500.00	500		
2201.060. 02	Adv. Tabco K-240	1	EA	280.00	280		
2201.060. 03	T&S Brass B-0133	1	EA	370.00	370		
2201.060. 05	Misc. Pipe/Insulation	1	EA	1,000.00	1,000		
2202.020	Install New Maintenance Sink	1	EA	5,850.00	5,850		
	2200 Total				8,950	2.18	

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Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
2300	HVAC						
2304.000	Hvac Demolition	4,100	SF	1.65	6,765		
2305.290	Rework Existing Ductwork	4,100	SF	6.00	24,600		
2305.530	F&I VAV Box (1-4), 1,000 CFM w/ 30,000 BTUH	4	EA	5,200.00	20,800		
2305.930	F&I VAV Box (5) 1,000 CFM w/45,000 BTUH	1	EA	6,800.00	6,800		
2307.135	F&I New Exhaust Duct, Spray Booth	1	EA	3,200.00	3,200		
2307.160	DDC Controls to Tie-in Existing Siemens System	8	EA	2,500.00	20,000		
2309.000	Tie-in to Existing BAS Graphics	1	LS	0.00	0		Included.
2309.134	Test & Balancing	4,100	SF	1.50	6,150		
2309.230	Comissioning	4,100	SF	2.00	8,200		
2309.530	Spray Booth - Eptex 4FT Commercial Powder Booth	0	EA	0.00	0		Not Included. By Owner.
	2300 Total				96,515	23.54	
2600	Electrical						
2600.000	Electrical Demolition	4,100	SF	1.00	4,100		
2600.102	Branch Power, Duplex Receptacles	30	EA	500.00	15,000		
2600.500	Re-Work Existing Lighting	4,100	SF	4.00	16,400		No new fixtures. (6) new zones. Occ. sensor tie-in.
2600.530	Overhead Cord Reels	4	EA	450.00	1,800		
2605.191	Re-Work FA Devices	4,100	SF	1.50	6,150		No new front end equipment.
2612.000	Scan Concrete	1	LS	750.00	750		
2612.100	Channel Concrete Floor for New Conduit	18	LF	120.00	2,160		
2612.120	Patch Floor for New Conduit	18	LF	80.00	1,440		
2613.000	Floor Box	2	EA	600.00	1,200		
	2600 Total				49,000	11.95	
2700	Low Voltage						
2700.000	LV Demolition	1	LS	1,800.00	1,800		
2705.290	Phone & Data Locations	37	EA	475.00	17,575		
2705.332	Front End Equipment	0	LS	0.00	0		By owner.
	2700 Total				19,375	4.73	
8000	Osha Safety						
8000.010	Safety Director	4	HR	127.16	509		
8000.040	Fire Extinguishers	2	EA	247.50	495		
8000.050	First Aid Equipment	1	LS	192.50	192		
	8000 Total				1,196	0.29	

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Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Ctrl Phase	Description	Qty	W/M	Cost /WM	Total Cost	Cost/SF	Comments
9100	Management Reimbursables						
9101.010	VP / Project Director	12	WK	0.00	0		Jim Creath
9101.020	Project Executive	12	WK	0.00	0		LeeAnn McNamara - NC overview
9101.050	Project Engineer	12	WK	661.25	7,935		8 hrs per wk
9101.090	Foreman	6	WK	5,470.17	32,821		Full time CFM
9102.020	Accountant	3	MO	601.91	1,806		8 hr per mo
9104.040	Print Reproduction	1	LS	220.00	220		
	9100 Total				42,782	10.43	
9300	Preconstruction Services						
9300.000	Preconstruction Services	40	HR	153.00	6,120		
	9300 Total				6,120	1.49	
	AAA Subtotal				335,196		
	9920 Contingency (8 %)				26,816		
	9950 Builders Risk (.0845 %)				306		
	9960 Performance Bond				3,913		
	9900 General Liability Insurance (1.1 %)				4,029		
	9940 Fee (5 %)				18,513		
	9990 Furniture				60,000		
	9991 A/E Fee (8 %)				35,902		
	AAA Total				484,674	118.21	

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

Northbrook Public Library - Tech Services

Northbrook Library

Estimate Summary and Detail Combined Report

Comments : Estimate Assumptions and Clarifications

The following items are not included in this estimate, and may be required to be included as part of the Owner's overall project costs (Soft Costs).

- * All costs associated with any hazardous material testing, remediation, disposal, etc.
- * Any and all, testing and inspection fees.
- * Permits and/or fees of any kind.
- * Any and all County, City, utility, etc. charges for electrical, water, gas, storm, sanitary etc. tie-ins, relocation and/tapping fees.
- * Any costs associated with salvage, removal, disposal, purchasing, installing, etc. of all existing and/or new furniture, book shelves, signage, art work, personal affects, AV equipment, etc. unless specifically mentioned in the estimate.
- * Any costs associated with moving, relocation, storage, temporary office build-out, for temporary library staff usage.
- * Any costs associated with final cleaning.
- * Any costs associated with converting and/or redrawing final as-built conditions into CAD, Revit, etc. files.

General Clarifications

- * This pricing is based on the drawings titled "Interior Renovation Northbrook Public Library" sheets A0.0, A1.0, A2.0, E1.0, E2.0, P1.0 received 10.25.2018, as well as, the description of the mechanical scope of work and sketch provided by B.E.S. dated 10.19.2018.
- * This pricing is based on project schedule dated 11.06.2018.
- * Onsite supervision has been included for (6) weeks.
- * All work is to be completed in a single phase.
- * All work is assumed to be completed during normal business hours.
- * Temporary utility charges are excluded as it is assumed we can use the Library's existing utilities.
- * It is assumed that the proposed bulkhead in room 103 is sufficiently supported from the deck above.
- * VCT is figured as the flooring type in shop 102. See alternates for floated floor and sealed concrete.
- * It was assumed that (16) new fire sprinkler heads would be necessary to provide sufficient coverage.
- * No water heater units, pipe, parts, fittings, or associated labor is included.
- * Spray booth unit in shop 102 is not included, it is assumed that the booth has an internal exhaust fan.
- * PCC cannot guarantee the total value of the furniture as listed in the estimate summary.

Approved SA: N

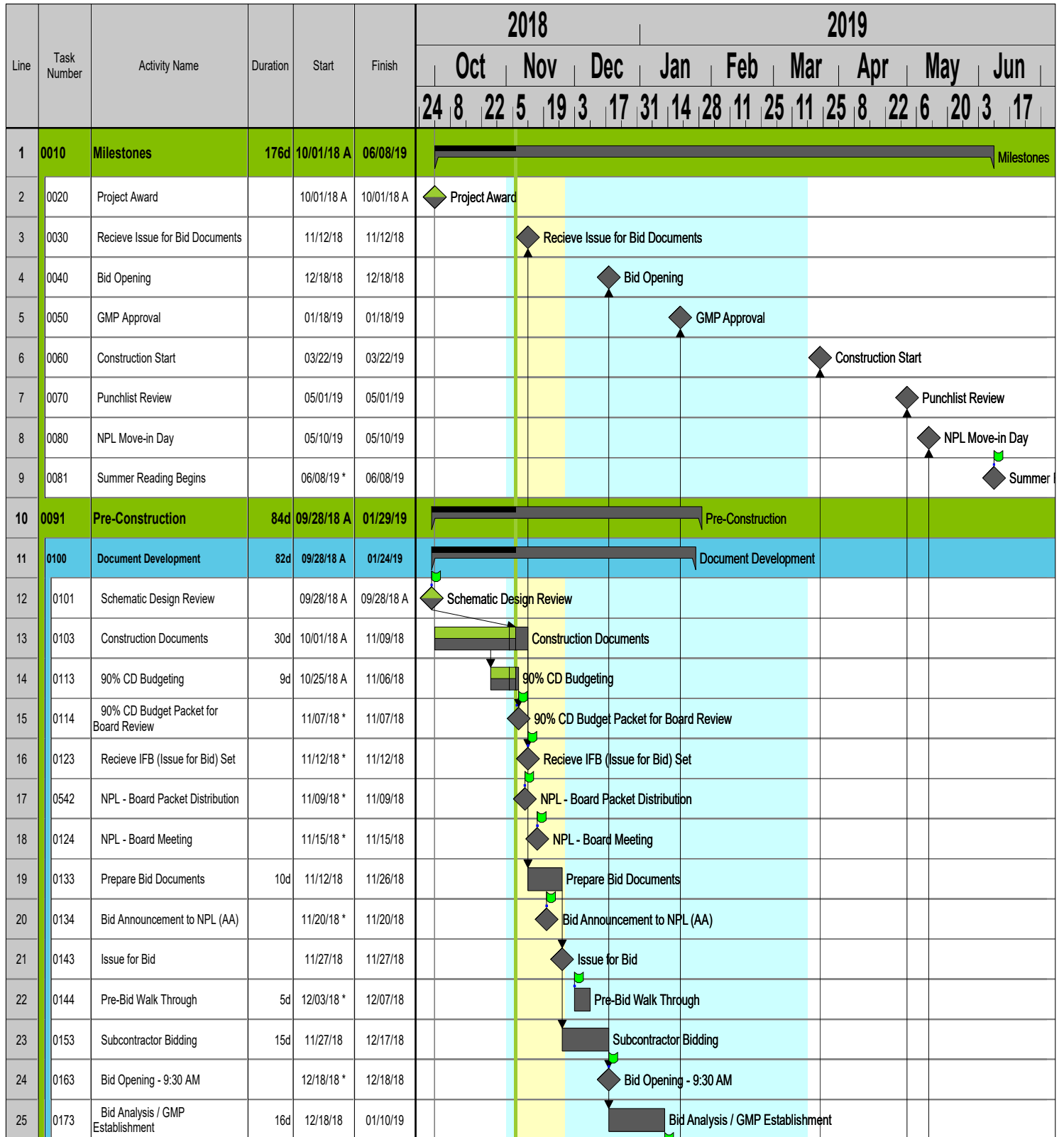
Approved VE: N

Pending SA: N

Pending VE: N

SubJobs: All Sub Jobs

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



Revision Number: 1

Page: 1 of 4

Revision Comments: Revised per 11.02.2018 Meeting

Revision Date: 11/2/2018

Line	Task Number	Activity Name	Duration	Start	Finish	2018												2019														
						Oct			Nov			Dec			Jan			Feb			Mar			Apr			May			Jun		
						24	8	22	5	19	3	17	31	14	28	11	25	11	25	8	22	6	20	3	17							
26	0532	Provide Packet to NPL (KH & AA)		01/11/19 *	01/11/19																											
27	0184	Present Packet to Board - 7:30 PM		01/17/19 *	01/17/19																											
28	0193	Board Review / GMP Approval	1d	01/17/19	01/17/19																											
29	0104	Subcontract Agreements	5d	01/18/19	01/24/19																											
30	0120	Permitting	35d	12/07/18	01/29/19																											
31	0130	Recieve Permit Drawings		12/07/18 *	12/07/18																											
32	0140	Northbrook Permit Set Review	30d	12/14/18	01/28/19																											
33	0141	Recieve Permit		01/29/19	01/29/19																											
34	0161	Procurement	55d	01/25/19	04/11/19																											
35	0162	Construction Preparation	15d	03/04/19	03/22/19																											
36	0172	Auction Salvaged Items	15d	03/04/19 *	03/22/19																											
37	0182	Relocate Staff to Civic Room	3d	03/18/19	03/20/19																											
38	0183	Relocate Staff to Old Dig. Service	3d	03/18/19	03/20/19																											
39	0221	Construction	36d	03/22/19	05/10/19																											
40	0290		36d	03/22/19	05/10/19																											
41	0300	Mobilize to Site	2d	03/22/19	03/25/19																											
42	0301	MEP Demo & Make-safe	1d	03/25/19	03/25/19																											
43	0310	Selective Demolition	2d	03/26/19	03/27/19																											
44	0320	Wall Layout & Base Plate Install	2d	03/28/19	03/29/19																											
45	0552	Ceiling Tile & Grid Selective Demo	2d	03/28/19	03/29/19																											
46	0492	Rough Framing	2d	04/01/19	04/02/19																											
47	0422	Floor Trenching, Raceway Install & Floor Patching	3d	04/01/19	04/03/19																											
48	0402	In-wall Blocking	1d	04/03/19	04/03/19																											
49	0330	Install HM Door Frames & Drywall Selective Demolition	2d	04/03/19	04/04/19																											
50	0562	Masonry Repairs	2d	04/05/19	04/08/19																											

Revision Number: 1

Revision Comments: Revised per 11.02.2018 Meeting

Revision Date: 11/2/2018

Line	Task Number	Activity Name	Duration	Start	Finish	2018							2019																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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51	0382	In-wall Electric Rough-in	2d	04/04/19	04/05/19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

Revision Number: 1

Page: 3 of 4

Revision Comments: Revised per 11.02.2018 Meeting

Revision Date: 11/2/2018

PROJECT:
INTERIOR RENOVATION

Northbrook Public

Library

1201 Ceder Ln, Northbrook, IL 60062

STATEMENT OF COMPLIANCE:

I HAVE PREPARED, OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS AND STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATIONS, THEY ARE IN COMPLIANCE WITH THE STATE OF ILLINOIS ACCESSIBILITY CODE AND THAT THEY COMPLY WITH THE CODES AND BUILDING ORDINANCE OF THE VILLAGE OF NORTHBROOK, ILLINOIS.

SIGNED: _____
ILLINOIS REGISTRATION NUMBER: 001416996
DATE: _____

ARCHITECT:

PRODUCT
ARCHITECTURE + DESIGN

811 WEST EVERGREEN
SUITE 405
CHICAGO, IL 60642
T (312) 202-0701
F (866) 857-7265

CONST. MNGR.

PEPPER CONSTRUCTION
COMPANY, LLC

643 N ORLEANS ST.
CHICAGO, IL 60654
T (847) 620-4053

MEP FP:

BUILDING ENGINEERING
SYSTEMS, LLC

JIM BESS
444 N. WELLS ST.
SUITE 401
CHICAGO, IL 60654
T (312) 836-0595

PROJECT DESCRIPTION:

INTERIOR RENOVATION TO EXISTING LIBRARY TECH SERVICES AND MAINTENANCE DEPTS.
INTERIOR TO INCLUDE NEW CARPET, AND FINISHES.

APPLICABLE CODES:

- 2012 INTERNATIONAL BUILDING CODE
- 2012 INTERNATIONAL FIRE CODE
- 2012 INTERNATIONAL MECHANICAL CODE
- 2012 FUEL GAS CODE
- 2012 INTERNATIONAL MECHANICAL CODE
- 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE
- 2011 NATIONAL ELECTRIC CODE
- 2015 INTERNATIONAL ENERGY CONSERVATION CODE
- 2014 ILLINOIS PLUMBING CODE
- 2000 NFPA LIFE SAFETY CODE
- ILLINOIS ACCESSIBILITY CODE (STATE MANDATED)

DRAWING INFORMATION:

ARCHITECTURAL:

- A1.0 COVER SHEET AND NOTES
- D1.0 DEMOLITION LEVEL, 1 PLANS, DOOR TYPES, DOOR DETAILS, AND DOOR SCHEDULE
- A2.0 NEW LEVEL, 1 PLANS AND ELEVATIONS, WALL TYPES

MECHANICAL, ELECTRICAL, FIRE PROTECTION

- E1.0 ELECTRICAL DEMOLITION PLANS
- E2.0 ELECTRICAL NEW PLANS

GENERAL NOTES:

- PRIOR TO SUBMITTING BID, CONTRACTOR SHALL VISIT THE SITE TO EXAMINE THE EXISTING CONDITIONS. ANY DISCREPANCIES ARE TO BE POINTED OUT PRIOR TO SUBMITTING BID OR SHALL BE NOTED IN THE BID FORMS. NO PLEA OF IGNORANCE OF EXISTING CONDITIONS SHALL JUSTIFY REQUESTS FOR ADDITIONAL FUNDS. COMMENCEMENT OF WORK SHALL AND EXPECTED TO BE IN ACCORDANCE WITH THE MANUFACTURER'S PLANS AND SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY WORK EXHIBITED TO EITHER OF THEM WHEN THE OTHER OR MEANING THEREOF THE SAME AS IF SET FORTH IN ALL. PROVIDED, HOWEVER, THAT SHOULD ANY LAW, ORDINANCE, OR REGULATION OF STATE, OR COUNTY, OR CITY, IN WHICH THE WORK IS TO BE DONE, BE IN VIOLATION OF THE REQUIREMENTS OF ANY SUCH LAW OR ORDINANCES, OR REGULATION, THEN THE REQUIREMENT OF SUCH LAWS, ORDINANCES, OR REGULATION SHALL PREVAIL AND SHALL BE COMPILED WITH BY CONTRACTOR AS A PART OF HIS WORK CALLED FOR AND NO EXTRA COMPENSATION SHALL BE ALLOWED THEREFORE.
- ALL CONTRACTORS SHALL VISIT AND CAREFULLY EXAMINE SITE OF PROPOSED WORK AND ACQUAINT THEMSELVES WITH THE CONDITIONS UNDER WHICH WORK WILL BE PERFORMED AND NATURE AND EXTENT OF WORK INVOLVED.
- BEFORE COMMENCEMENT OF WORK THE CONTRACTOR SHALL VERIFY DIMENSIONS AND CONDITIONS SHOWN IN THE CONTRACT DOCUMENTS. ANY DEVIATIONS, DISCREPANCIES AND/OR CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.
- THE CONTRACTOR SHALL MEET WITH THE CONSTRUCTION MANAGER PRIOR TO CONSTRUCTION ON THIS PROJECT AND AT OTHER TIMES AS REQUIRED BY OWNER VERIFY AND REVIEW OWNER'S REGULATIONS AND BUILDING PROCEDURES, INSTALLATION OF TEMPORARY BARRICADES IN PUBLIC AREAS OF THE BUILDING MUST MEET WITH THE OWNER'S APPROVAL.
- SUBSTITUTIONS OF MATERIALS OR EQUIPMENT WHERE SPECIFIED HEREIN OR ON DRAWINGS ARE NOT ACCEPTABLE UNLESS WRITTEN APPROVAL HAS BEEN OBTAINED FROM THE ARCHITECT AND/OR OWNER.
- ALL MATERIALS, METHODS OF INSTALLATION, AND FINISHING OF CONSTRUCTION SYSTEMS (PARTITIONS, CEILING, DOORS, FRAMES, FLOORS, ETC.) SHALL CONFORM TO THE MANUFACTURERS' SPECIFICATIONS AND INSTALLATION INSTRUCTIONS FOR THE EXPECTED USE.
- ALL WALL FINISHES AND CEILING TILE FINISHES TO MEET CLASS 1 FLAME SPREAD RATINGS. ALL FLOOR COVERINGS NOT TO EXCEED 75 (MAX).
- CONTRACTOR SHALL TURN THE PROJECT OVER TO OWNER FREE FROM ALL CONSTRUCTION DEBRIS, MATERIAL AND EQUIPMENT. ALL INTERIOR GLASS SHALL BE FREE FROM LABELS AND CLEANED ON BOTH SIDES. ALL MILLWORK AND BUILT-INS SHALL BE FREE FROM DIRT, GREASE, AND OTHER FOREIGN MATERIALS. ALL FLOORINGS SHALL BE CLEANED. EACH TRADE IS RESPONSIBLE FOR THE DAILY REMOVAL OF CONSTRUCTION DEBRIS TO DUMPSTER PROVIDED BY THE CONSTRUCTION MANAGER AND SHALL THOROUGHLY CLEAN AND REMOVE ALL DEBRIS.
- CONTRACTOR SHALL COORDINATE HIS WORK WITH THE WORK OF OTHER CONTRACTORS WHEN THEIR CONSTRUCTION WORK IS IN THE SAME CONTRACT. CONSTRUCTION SHALL NOT BE CONSIDERED COMPLETE UNTIL ALL UNFORESEEN JOB CONDITIONS WHICH MIGHT AFFECT PROJECT COSTS, EXTRA WORK AND/OR COSTS MUST BE APPROVED IN WRITING PRIOR TO CONSTRUCTION OF SUCH WORK.
- NOTHING IN THESE DRAWINGS SHALL IMPOSE LIABILITY ON THE ARCHITECT FOR CLAIMS, LAWSUITS, EXPENSE, OR DAMAGES ARISING FROM, OR IN ANY MANNER RELATED TO THE EXPOSURE TO, OR THE HANDLING, MANUFACTURE, OR DISPOSAL OF ASBESTOS, ASBESTOS PRODUCT, OR HAZARDOUS WASTE IN ANY OF ITS VARIOUS FORMS, IF THEY EXIST, DENIED BY THE ENVIRONMENTAL PROTECTION AGENCY. ALL WORK IN THIS CONTRACT SHALL BE GUARANTEED AGAINST ANY DEFECTIVE MATERIALS OF WORKMANSHIP FOR ONE YEAR AFTER DATE OF FINAL COMPLETION. ANY DEFECTIVE MATERIAL OR WORKMANSHIP SHALL BE REPLACED AT NO COST TO THE OWNER.

CONSTRUCTION NOTES:

- CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON DRAWINGS AT THE SITE, AND SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES, OMISSIONS AND/OR CONFLICTS BEFORE PROCEEDING WITH THE WORK.
- DO NOT SCALE DRAWINGS. DIMENSIONS SHALL GOVERN. LARGE SCALE DETAILS SHALL GOVERN OVER SMALL SCALE DETAILS.
- ALL WORK SHALL BE PERFORMED IN STRICT COMPLIANCE WITH ALL LOCAL ORDINANCES AND BUILDING CODES.
- PARTITIONS SHALL BE DIMENSIONED FROM FINISH TO FINISH, UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR BRACING OF PARTITION WALLS AND DOOR OPENINGS, AS REQUIRED.
- ALL PARTITION ENDS TO BE FLUSH AND STRAIGHT WITH METAL CORNER BRACES, GEMENT, TAPE, AND BLEND DRYWALL PARTITION ENDS.
- ALL EXISTING WALLS, COLUMNS, ETC., THAT ARE TO REMAIN SHALL BE PATCHED AND BLENDED AS REQUIRED TO MAKE THEM STRAIGHT, TRUE, AND FLUSH WITH NEW CONSTRUCTION, AND SUITABLE FOR A GOOD PAINT JOB. SAME SHALL MATCH NEW.
- WHERE NEW WORK CONNECTS WITH EXISTING, THE CONTRACTOR SHALL DO ALL NECESSARY CUTTING, FITTING, AND PATCHING. HE SHALL FURNISH ALL NECESSARY LABOR AND MATERIALS FOR THIS WORK, WHETHER OR NOT SHOWN AND/OR SPECIFIED. ALL CONSTRUCTION TO REMAIN SHALL BE PATCHED, REPAIRED, AND PROPERLY CONSTRUCTED SO AS TO LEAVE NO EVIDENCE OF REMODELING AND DEMOLITION WORK.
- ALL NEW WALLS ARE TO ALIGN AND TO BE LEVEL WITH EXISTING ADJACENT WALLS AND CONDITIONS UNLESS NOTED OTHERWISE. PROVIDE THE PROPER LOCK CYLINDERS AS REQUIRED TO CONFORM TO THE BUILDING OWNER'S MASTER KEY SYSTEM AS PART OF BASE BID. ALL BUILT-IN PLUMBING FIXTURES TO BE SUPPLIED AND INSTALLED BY PLUMBING CONTRACTOR. PLUMBING CONTRACTOR TO SUPPLY ALL NECESSARY INFORMATION FOR CUT-OUTS TO BE PERFORMED BY CABINET CONTRACTOR.
- CUT OPENINGS IN WALL BOARD FOR ELECTRICAL OUTLETS, PIPING, DUCTWORK, AND OTHER PENETRATIONS. MAINTAIN CLOSE TOLERANCES (NOT TO EXCEED 1/4") SO THAT EDGES WILL BE COVERED BY PLATES AND ESCUTCHEONS. CUT BOTH FACE AND BACK PAPER. DO NOT INSTALL ELECTRICAL OUTLETS BACK-TO-BACK ON OPPOSING SIDES OF PARTITIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR BLOCKING OFF SUPPLY AND RETURN GRILLES, DIFFUSERS, AND DUCTS TO KEEP DUST FROM ENTERING INTO THE BUILDING SYSTEM DURING CONSTRUCTION. ALL FILTERS SHALL BE CHANGED AT SUBSTANTIAL COMPLETION.

DEMOLITION NOTES:

- WHERE DEMOLITION OCCURS, ALL REMAINING WALLS ARE TO BE PATCHED, SANDED SMOOTH AND PREPARED FOR FINISHING AS REQUIRED. PATCH AND REPAIR FLOORS AS REQUIRED FOR SMOOTH, LEVEL FINISH.
- WHERE EXISTING WALL FINISHES ARE TO BE REMOVED, WALLS ARE TO BE PATCHED, SANDED SMOOTH AND PREPARED FOR NEW FINISHES AS REQUIRED.
- REMOVE NEW PARTITION MEETS EXISTING FLURED COLUMN OR CORE WALL, REMAINING PARTITION TO REMAIN AND AFFECTED BY DEMOLITION SHALL BE PATCHED, BLENDED AND CONSTRUCTED SO AS TO LEAVE NO EVIDENCE OF PATCHING OR REPAIRS.
- EXISTING ELECTRICAL AND TELEPHONE OUTLETS LOCATED ON DEMOLISHED WALLS ARE TO BE REMOVED INCLUDING CONDUIT AND WIRING BACK TO ACCESSIBLE JUNCTION BOX.
- ALL EXISTING CONSTRUCTION WHERE INDICATED INCLUDING ELECTRICAL, TELEPHONE, AND MECHANICAL DEVICES NOT OTHERWISE INDICATED ON THESE CONSTRUCTION DRAWINGS SHALL BE REMOVED IN A CAREFUL MANNER SO AS NOT TO DAMAGE ADJOINING CONSTRUCTION.

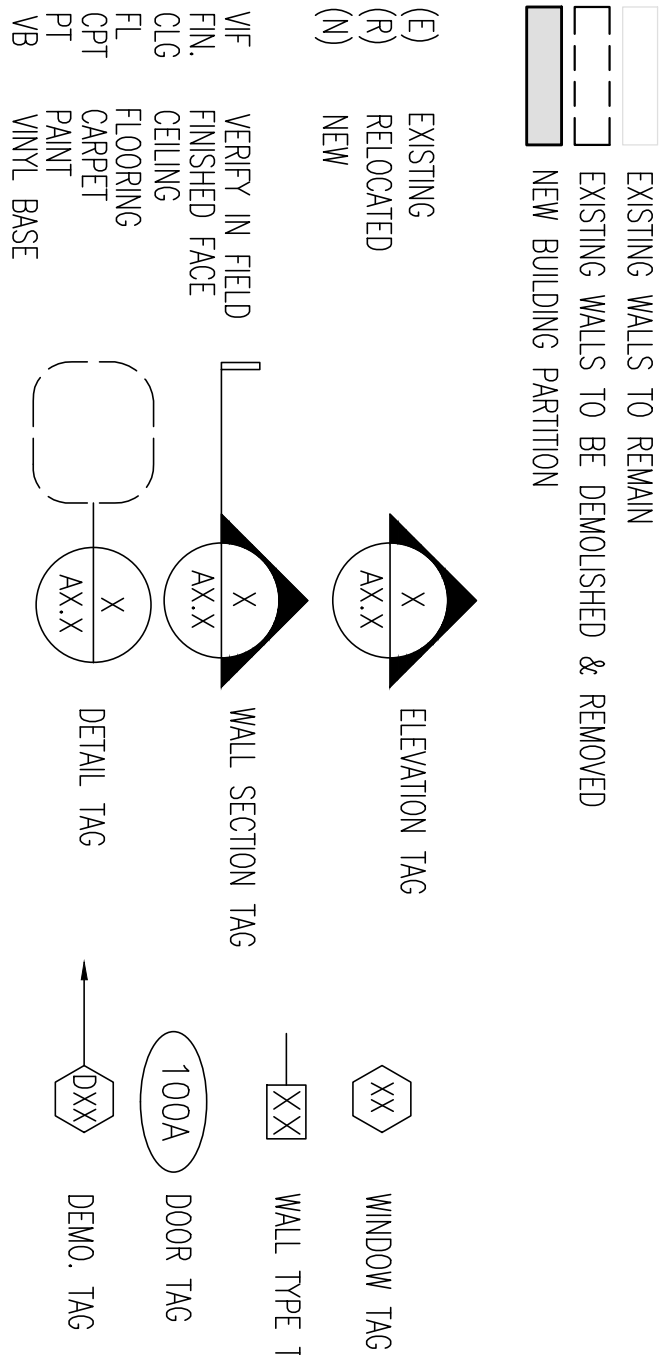
FINISH NOTES:

- PAINTING CONTRACTOR SHALL EXAMINE EXISTING CONDITIONS AND REPORT ALL IRREGULARITIES IMMEDIATELY TO THE GENERAL CONTRACTOR. COMMENCEMENT OF WORK SHALL INDICATE ACCEPTANCE OF EXISTING SURFACE.
- ALL PAINT SHALL BE APPLIED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATION FOR TYPE OF PAINT AND SURFACE CONDITIONS.
- SAMPLE OF ALL FINISH COLORS SPECIFIED SHALL BE SUBMITTED TO OWNER FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.
- ALL WALL AND CEILING FINISHES TO HAVE CLASS 1 SPREAD RATING.
- FLUSH PATCH ALL AREAS WHERE FLOOR IS NOT LEVEL OR TRUE. PRIOR TO FLOOR INSTALLATION.
- PROVIDE AND INSTALL ALL TILE FLOORING IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
- FLAME SPREAD RATING OF ALL INTERIOR FLOOR COVERINGS TO BE 75 OR LESS.
- PROTECT ALL WORK FINISHED UNDER THIS SECTION AND ALL ADJACENT WORK AND MATERIALS WITH SUITABLE COVERINGS OR OTHER METHOD DURING PROGRESS OF THE PAINTING WORK.
- FILL SPATTER HOLES WITH SUITABLE FILLER. REMOVE ALL PAINT SPATTER FROM GLASS, FLOORS, AND OTHER FINISHED SURFACES. AS REQUIRED TO REMOVE OIL, GREASE, DUST, AND DIRT SHALL BE NECESSARY AND AT EXISTING PAINTED SURFACES TO PREPARE SURFACES TO RECEIVE FINISH.
- FINAL COATS SHALL NOT BE APPLIED UNTIL AFTER WORK FROM OTHER TRADE WHOSE OPERATIONS WOULD BE DETRIMENTAL TO FINISH PAINTING ARE COMPLETE IN THE AREAS TO BE PAINTED. CUTTING, FITTING AND PATCHING WITH EXISTING, THE CONTRACTOR SHALL DO ALL NECESSARY WORK, WHETHER OR NOT SHOWN OR SPECIFIED.
- WORKMANSHIP SHALL BE FIRST CLASS IN EVERY RESPECT WITH ALL MATERIALS EVENLY SPREAD AND SMOOTHLY FLOWED ON WITHOUT RUNS AND SAGS.
- CONTRACTOR SHALL PREPARE ALL FLOOR SURFACES AS PER FLOORING MANUFACTURER'S RECOMMENDATIONS PRIOR TO INSTALLATION OF NEW FLOOR FINISH INCLUDE ALL REQUIRED LEVELING.
- PROVIDE AND INSTAL ALL FLOORING MATERIALS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.

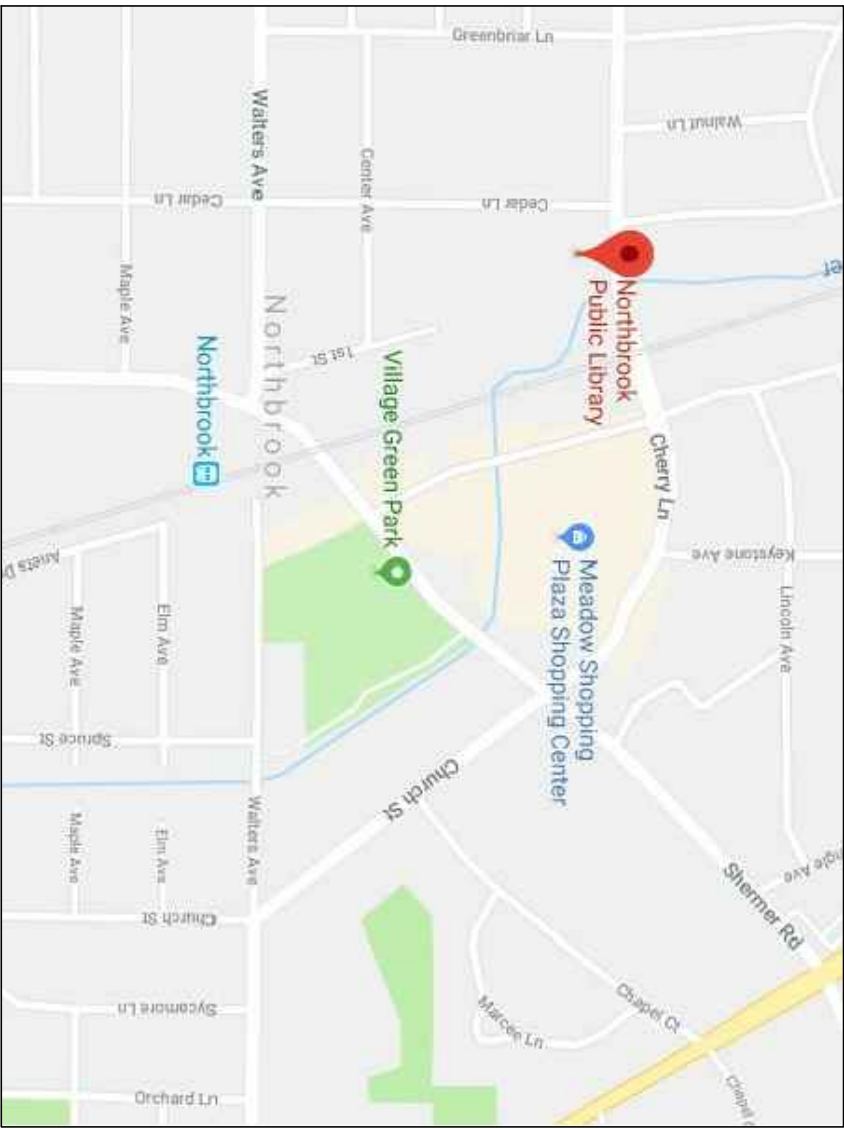
REFLECTED CEILING NOTES:

- INSTALL ALL MATERIALS AND SYSTEMS IN ACCORDANCE WITH MANUFACTURERS' SPECIFICATIONS AND ALL LOCAL AND STATE CODES WHICH HAVE AUTHORITY OVER THIS WORK.
- FINAL DETERMINATION OF QUALITY AND LOCATION REQUIREMENTS OF EXIT SIGNS IS SUBJECT TO APPROVAL OF THE BUREAU OF FIRE PREVENTION OF THE MUNICIPAL AGENCY HAVING JURISDICTION.
- COORDINATE THE SPACING OF ALL HANGERS, CARRYING CHANNELS, RUNNERS, AND MOLDING WITH THE LOCATION OF ELECTRICAL FIXTURES AND OTHER ITEMS OCCURRING IN OR ON THE CEILING.
- IF CEILING DIFFUSERS, LIGHT FIXTURES OR OTHER ELEMENTS ON OR ABOVE THE CEILING CANNOT BE LOCATED AS SHOWN ON THE DRAWINGS, SUCH CONFLICT SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT FOR RELOCATION.

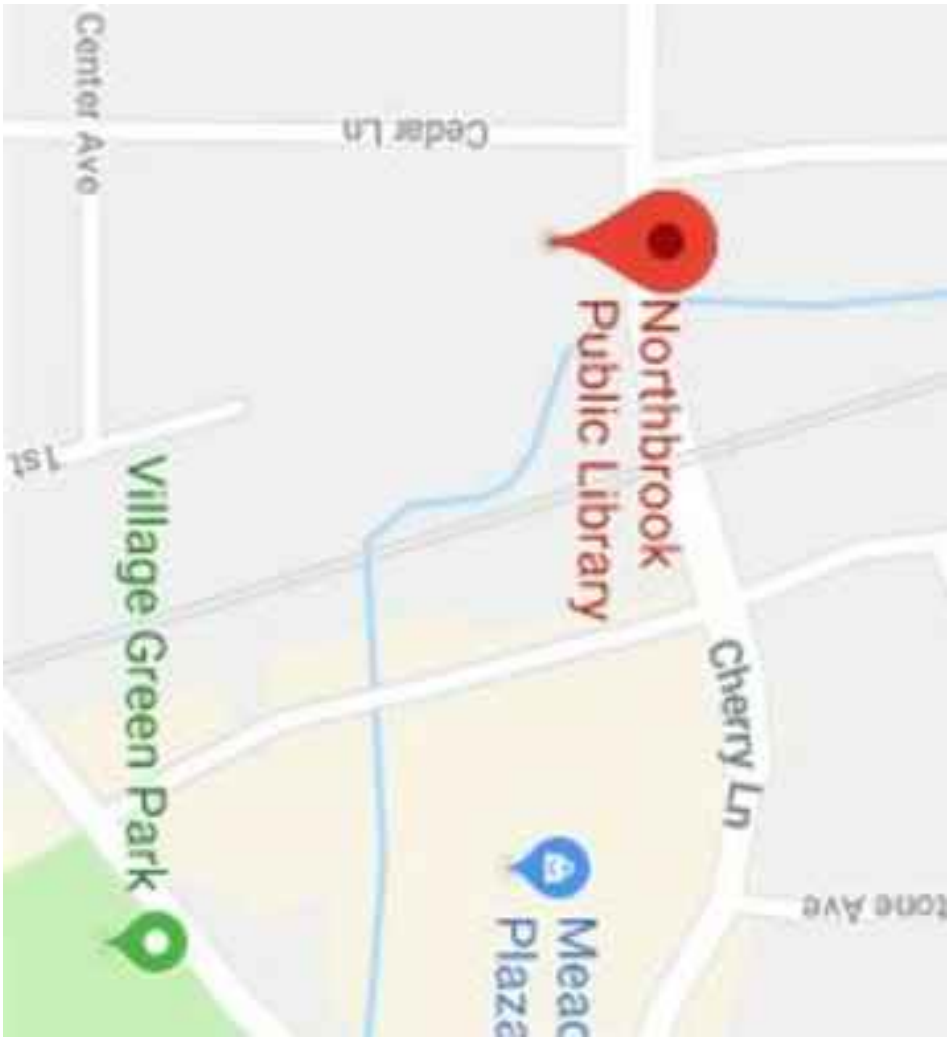
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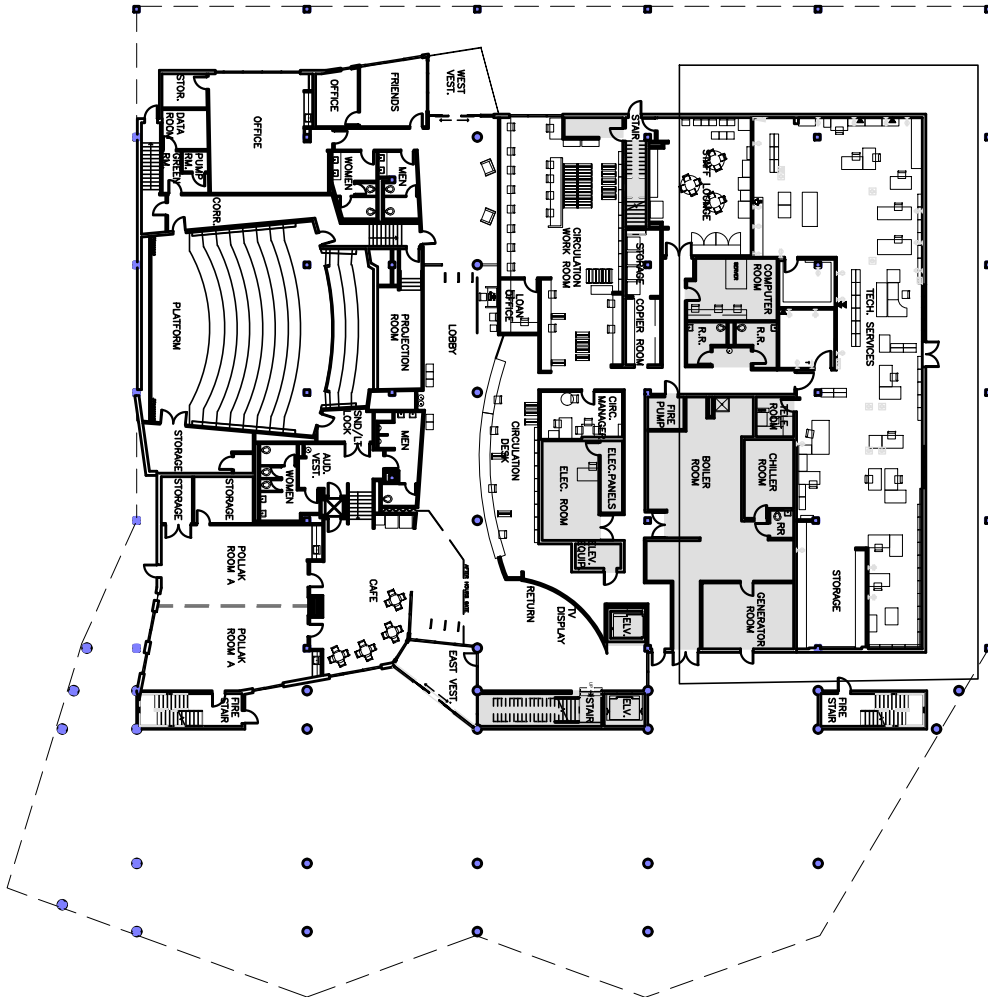
VICINITY MAP: N



LOCATION MAP: N



LEVEL 1 LOCATION PLAN: N



product

architecture + design
811 W. EVERGREEN
SUITE 405
CHICAGO, IL 60642
ph (312) 202-0701
fax (866) 857-7265

project:

Northbrook Public Library

1201 Ceder Ln.
Northbrook, IL 60062

drawing:

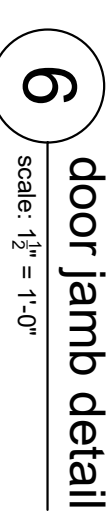
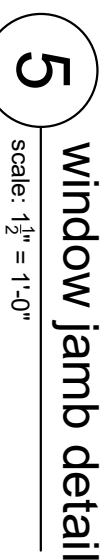
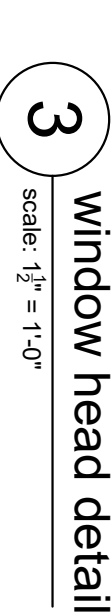
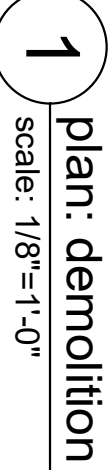
cover sheet

PROJECT NUMBER:	1201
DRAWN BY:	MMB
CHECKED BY:	MMB
DESIGNED BY:	MMB
DATE:	1-10-2014

sheet number:

A0.0

sheet — of —

GENERAL DEMOLITION NOTES:

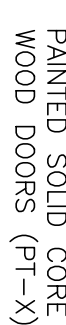
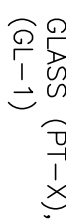
(APPLIES TO ENTIRE SPACE/NOT NOTED)

- DEMOLITION NOTES:

- DEMOLITION NOTES

CEILING PLAN DEMOLITION NOTES:

CEILING PLAN DEMOLITION NOTES:



7 door types
scale: 1/4"=1'-0"

scale: 1/4"=1'-0"



8 frame types
scale: 1/4"=1'-0"

scale: 1/4"=1'-0"

demolition plans, door details, door types, frame types, door schedule

project:

Northbrook Public Library

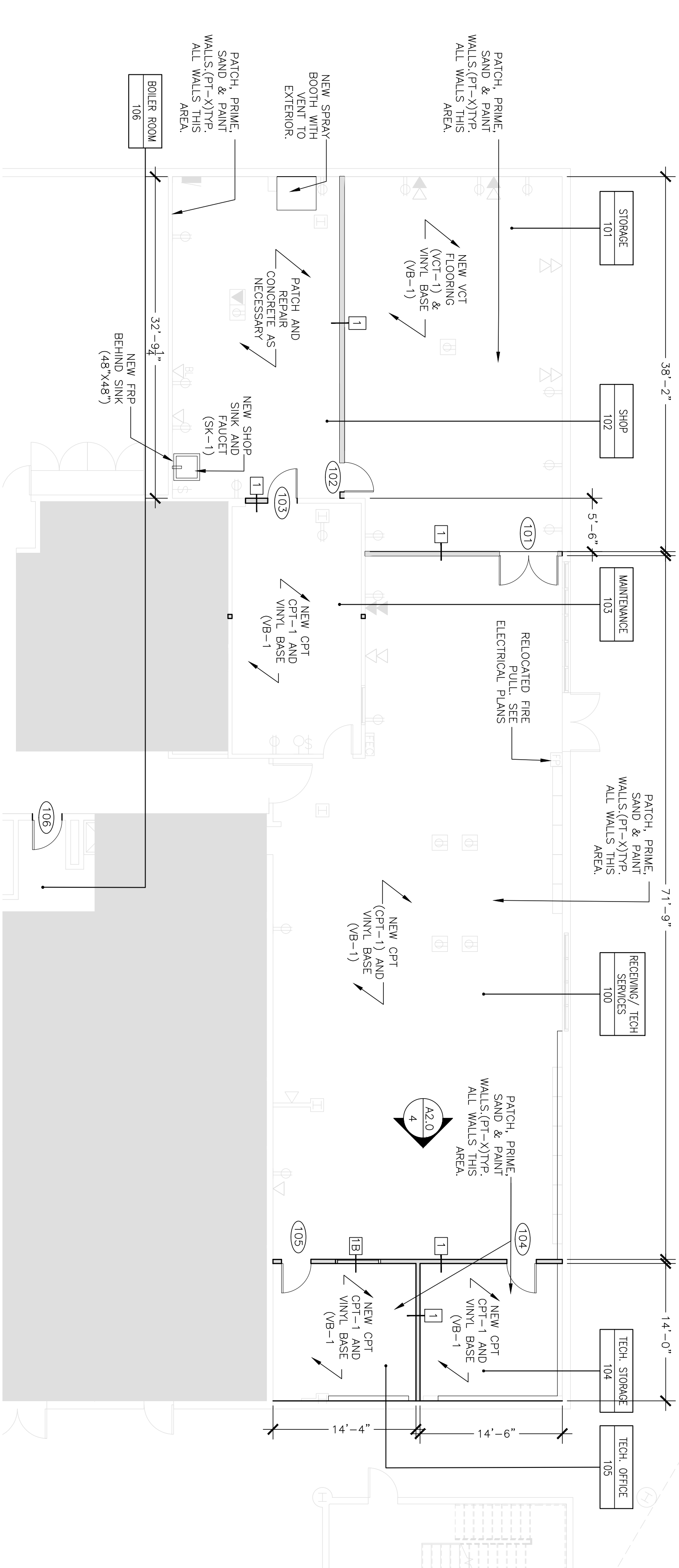
1201 Ceder Ln.
Northbrook, Il 60062

project number:	1808
drawn by:	WBR
approved by:	TUN
drawing scale:	1"=0'xxx
date issued:	-

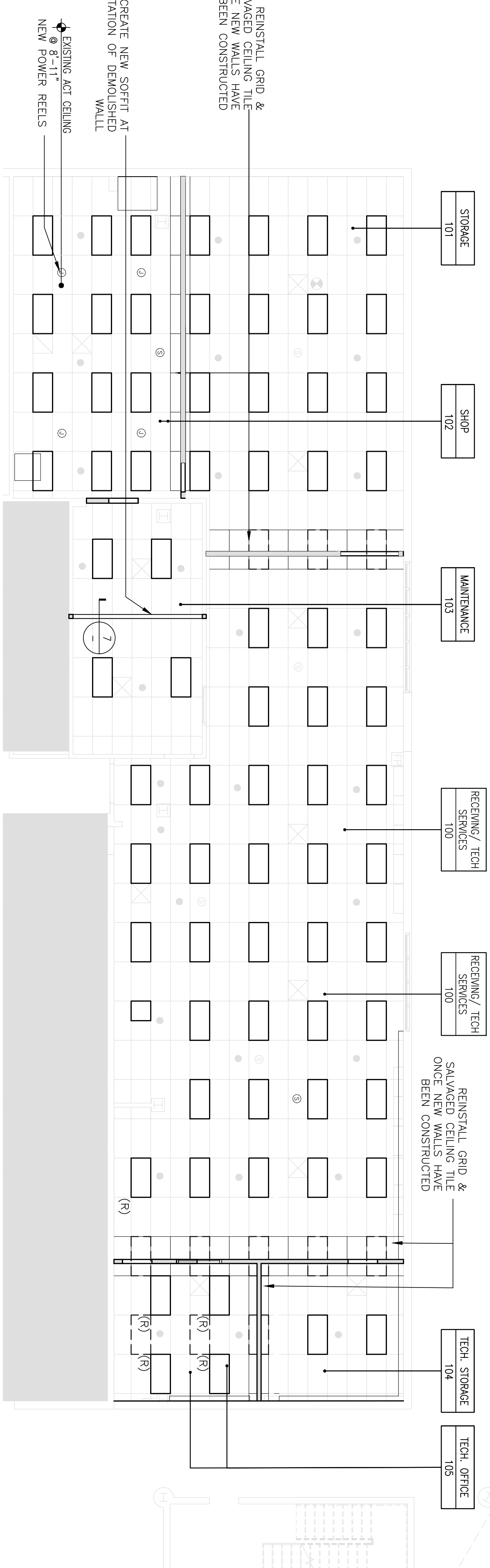
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A1.0

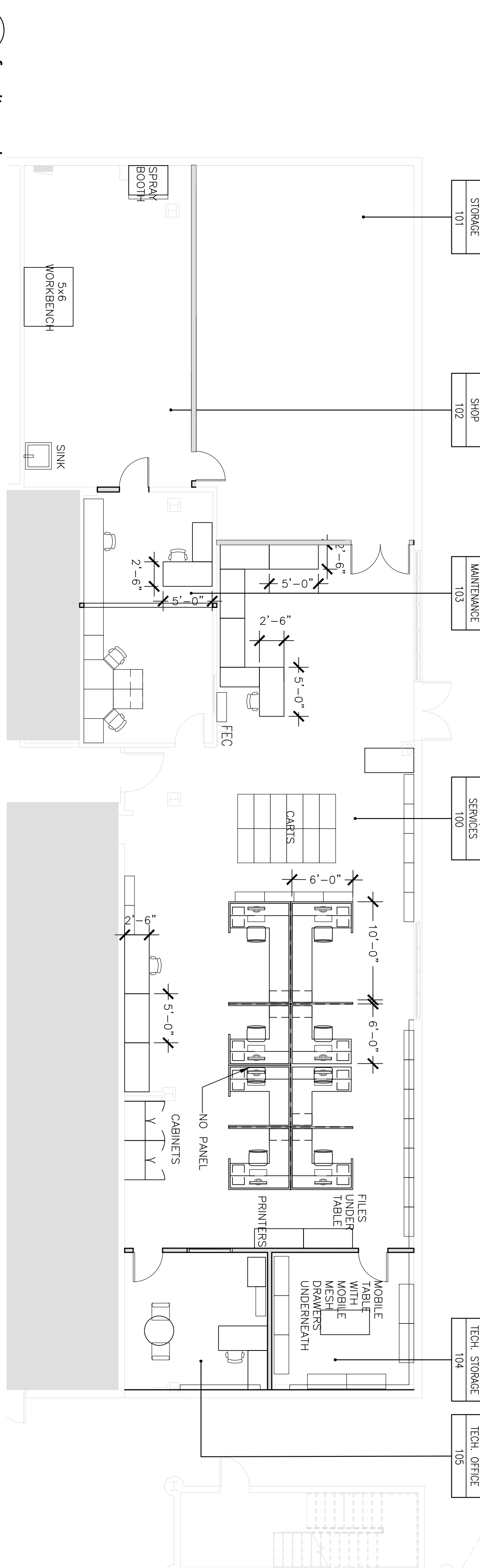
sheet ___ of ___



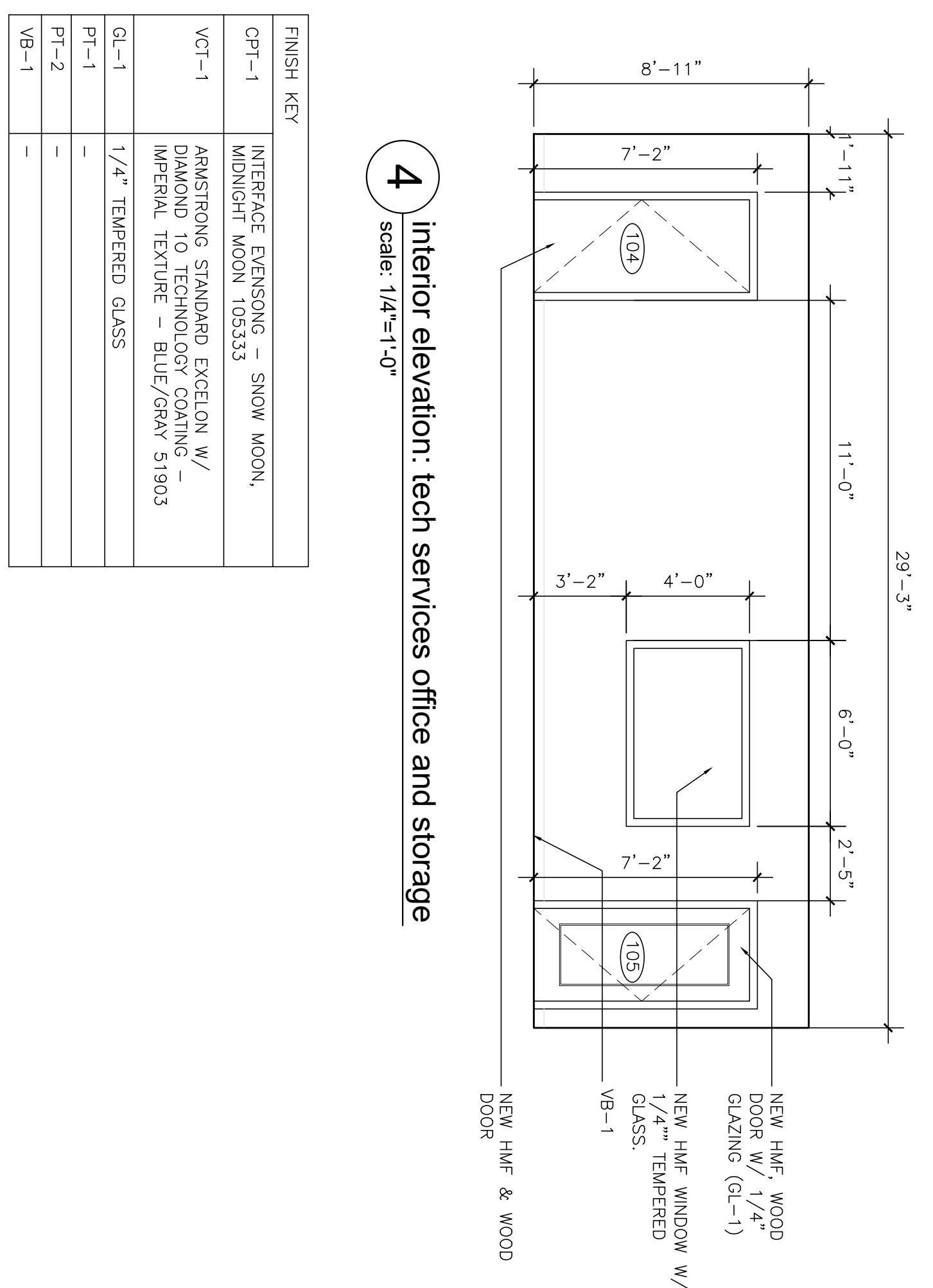
1 plan: new
scale: 1/8"=1'-0"



2 reflected ceiling plan: new
scale: 1/8"=1'-0"

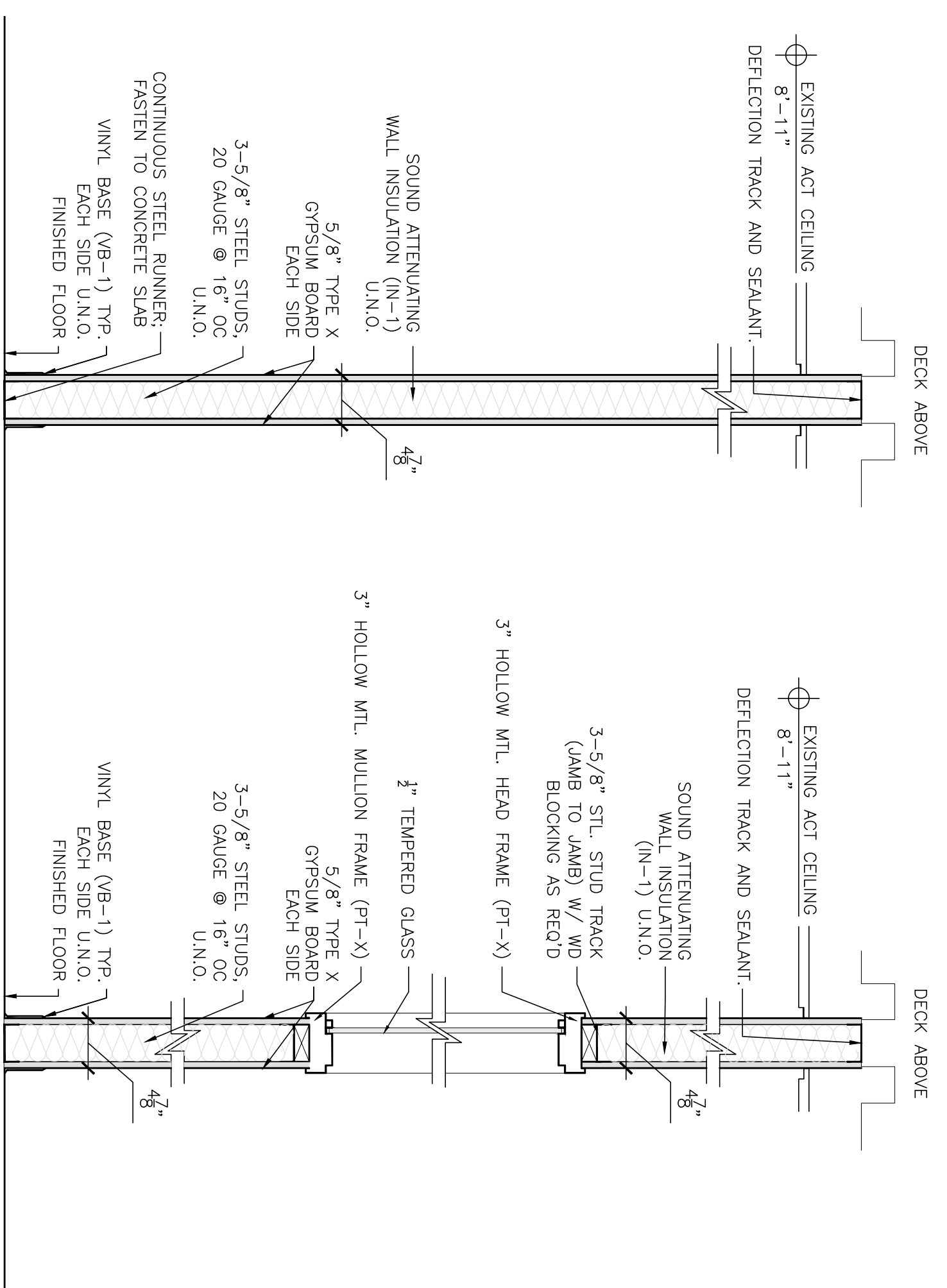


3 furniture plan: new
scale: 1/8"=1'-0"



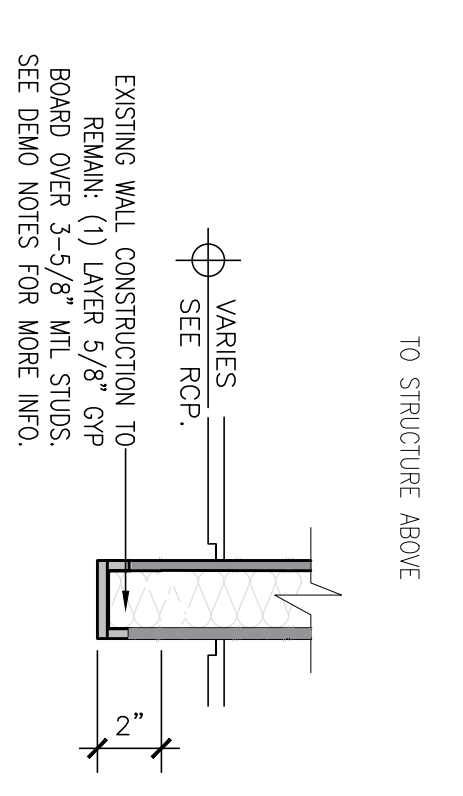
4 interior elevation: tech services office and storage
scale: 1/4"=1'-0"

FINISH KEY	
CPT-1	INTERFACE: EXTENSING - SNOW MOON, MIDNIGHT MOON 105333
VCT-1	ARMSTRONG STANDARD EXCELON W/ DIAMOND TO TECHNOLOGY COATING - IMPERIAL TEXTURE - BLUE/GRAY 51903
GL-1	1/4" TEMPERED GLASS
PT-1	-
PT-2	-
VB-1	-



5 wall type 1: typical wall
scale: 1"=1'-0"

6 wall type 1B: typical wall window
scale: 1"=1'-0"



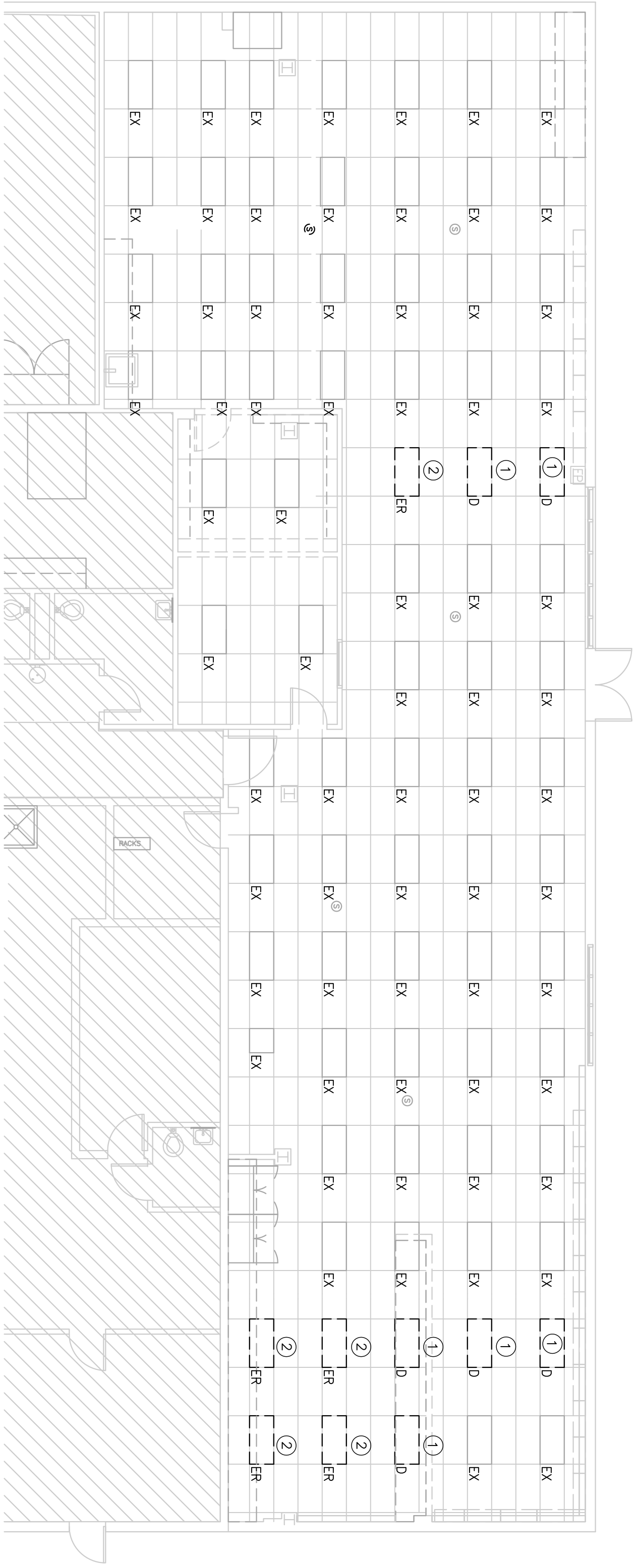
7 detail: soffit
scale: 1"=1'-0"

electrical demolitions plans

project:
Northbrook Public Library
1201 Ceder Ln.
Northbrook, IL 60062

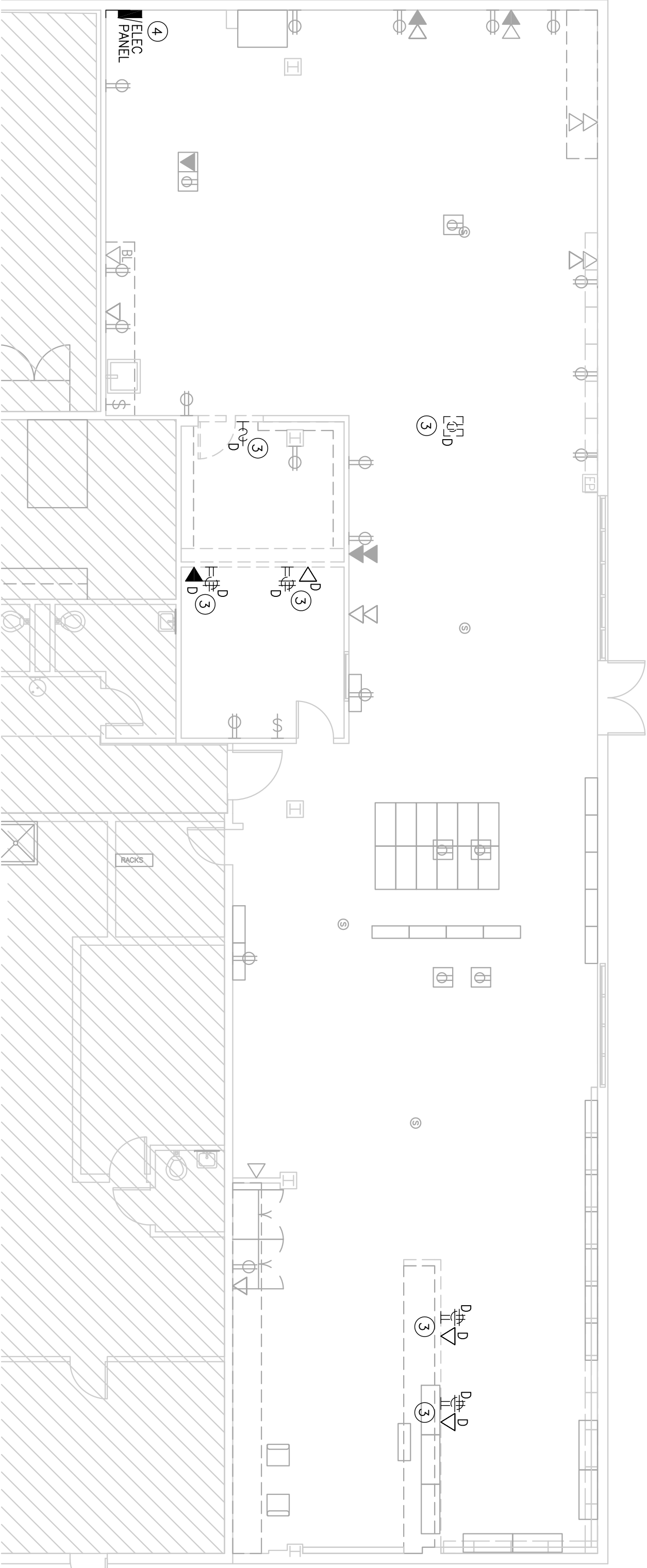
ELECTRICAL NOTES AND SPECIFICATIONS:

- ALL WORK SHALL COMPLY WITH APPLICABLE LOCAL ELECTRICAL, BUILDING AND FIRE CODES, APPLICABLE FEDERAL AND STATE REGULATIONS.
- LAYOUT IS DIAGRAMATIC AND CONTRACTOR SHALL PROVIDE EQUIPMENT TO MEET THE FIELD CONDITIONS.
- CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS AND INSPECTION FEES AS REQUIRED FOR HIS PORTION OF THE WORK.
- CONTRACTOR SHALL GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR FROM DATE OF FINAL COMPLETION.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH THE RESPECTIVE TRADES AND VERIFY LOCATIONS FROM THE ARCHITECTURAL DRAWINGS, FIELD MEASUREMENTS AND SUPPLIER SHOP DRAWINGS.
- CONTRACTOR SHALL VISIT SITE TO DETERMINE THE FULL EXTENT OF THE WORK AND FACILITY LOCATIONS AND VERIFY WITH THE LOCAL GOVERNING BODIES.
- CONTRACTOR SHALL FURNISH SHOP DRAWINGS TO ENGINEER FOR REVIEW. QUANTITY AS PER GENERAL PROVISIONS.
- CONTRACTOR SHALL FURNISH ONE SET OF AS-BUILTS TO ENGINEER OF ALL CONTRACT WORK.
- CONTRACTOR SHALL CHECK ALL DRAWINGS AND INCLUDE IN HIS BID ANY ADDITIONAL WORK REQUIRED BY THIS TRADE.
- ALL EXISTING CONDITIONS MUST BE VERIFIED AT THE PROJECT SITE BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING AND PROVIDING TO THE ARCHITECT THE ALL SUCH ADAPTATION MUST BE REVIEWED BY THE ENGINEER AND MUST BE MADE AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL AVOID ALL STRUCTURAL SUPPORT MEMBERS. THE CONTRACTOR SHALL BE NOTICED BY FIELD CONDITIONS FROM WHERE SHOWN ON DRAWINGS. CUTTING SHALL ONLY BE DONE AFTER OBTAINING ARCHITECT'S REVIEW.
- THE CONTRACTOR SHALL PROTECT THE EXISTING OFFICE FACILITY AND SHALL EXERCISE CARE NOT TO DAMAGE ANY EXISTING EQUIPMENT OR MATERIALS. ALL WORK DAMAGED BY THE CONTRACTOR MUST BE RESTORED SO AS TO MATCH EXISTING ADJACENT SURFACES IN ALL RESPECTS AND AS APPROVED BY THE ARCHITECT. ANY SUCH CORRECTIVE WORK MUST BE PERFORMED AT NO ADDITIONAL COST. ALL CORING AND ELECTRICAL WORK DONE AT FLOOR LEVEL SHALL BE DONE AFTER HOURS AND ON OVERTIME BASIS.
- THE CONTRACTOR SHALL VERIFY THE CONDITION OF EXISTING ELECTRICAL PANELS AND NUMBER OF SPARES AND INSTALL OVERCURRENT DEVICES AS REQUIRED TO CONTROL NEW CIRCUITRY.
- THE CONTRACTOR SHALL MAINTAIN THE ELECTRICAL CONTINUITY OF ELECTRICAL CIRCUITS, EQUIPMENT, AND DEVICES TO REMAIN. HE SHALL REMOV AND RE-CIRCUIT AS NECESSARY TO INSURE THE PROPER FUNCTIONING OF REMAINING CIRCUITS, EQUIPMENT AND DEVICES.
- CIRCUIT NUMBERS GIVEN ON DRAWINGS ARE FOR CIRCUIT IDENTIFICATION ONLY. THE CONTRACTOR SHALL INSTALL CIRCUITRY AS GOVERNED BY FIELD CONDITIONS. HE SHALL KEEP A TYPED RECORD CORRELATING GIVEN AND ACTUAL CIRCUIT NUMBERS AND RECORD THIS INFORMATION ON THE PANEL DIRECTORIES.
- THE CONTRACTOR SHALL COORDINATE HIS WORK WITH THAT OF THE OTHER CONTRACTORS AND WITH THE EXISTING JOB SITE CONDITIONS. HE SHALL RELOCATE EQUIPMENT AS REQUIRED TO AVOID CONTACT WITH OTHER TRADES AND SHALL BE RESPONSIBLE FOR THE ALL ELECTRICAL WORK, OVERTIME LABOR AND SUPERVISION NECESSARY TO ADHERE TO THIS SCHEDULE.
- OUTAGES OF EXISTING ELECTRICAL SYSTEMS NECESSITATED BY THE NEW CONSTRUCTION WORK OF ALL TRADES SHALL BE IN ACCORDANCE WITH A SCHEDULE ISSUED IN THE FIELD INCLUDE ALL ELECTRICAL WORK, OVERTIME LABOR AND SUPERVISION NECESSARY TO ADHERE TO THIS SCHEDULE.
- ANY EXISTING ELECTRICAL WORK WHICH IS PULLED OUT OR CUT AWAY SHALL BE REMOVED FROM THE SITE AS IF IT WERE RUBBISH. PROPER CORDS SHALL BE GIVEN FOR ALL SALVAGEABLE ITEMS.
- RACEWAYS SHALL BE MINIMUM 3/4" EMT FOR LIGHTING AND APPLIANCE BRANCH CIRCUITRY AND MINIMUM 3/4" EMT FOR TELEPHONE.
- CONDUCTORS SHALL BE COPPER, MINIMUM #10 AWG, WITH TYPE THIN INSULATION.
- RACEWAY FITTINGS SHALL BE GALVANIZED STEEL, CODE APPROVED TYPE.
- ADJUSTMENT FACTORS FOR MORE THAN THREE OR CABLE SHALL BE IN ACCORDANCE WITH NEC TABLE 310.15(B)(2)(a).
- THE ELECTRICAL CONTRACTOR SHALL PROVIDE A COMPLETE CONDUCTOR AND RACEWAY SYSTEM FOR ALL CIRCUIT DEVICES INDICATED ON THE PLANS EVEN THOUGH NOT DELINEATED.
- WIRES FOR BRANCH CIRCUITS THAT EXCEED 75' IN LENGTH FROM PANEL TO CENTER OF LOAD SHALL NOT BE SMALLER THAN #10 AWG.
- INSTALLATION OF ALL LIGHTING FIXTURES SHALL INCLUDE ALL NECESSARY CONDUIT (SOLID OR FLEXIBLE), MINING, JUNCTION BOXES, ETC., FOR CIRCUIT DEVICES.
- ALL ELECTRICAL EQUIPMENT AND INSTALLATION ABOVE THE CEILING SHALL BE APPROVED FOR PLENUM CONDITIONS AS REQUIRED BY APPLICABLE GOVERNING AUTHORITY.
- ALL CIRCUITRY TO BE RUN CONCEALED UNLESS OTHERWISE INDICATED.
- MATERIAL AND EQUIPMENT SHALL MATCH BUILDING STANDARD UNLESS NOTED OTHERWISE.
- LIFE SAFETY SYSTEM—GENERAL CONTRACTOR AND ELECTRICAL CONTRACTOR SHALL CONDUCT SAFETY SYSTEM TEST WITH BUILDING ENGINEER TO CONFIRM THAT ALL NEW AND EXISTING SPEAKERS ARE OPERATIONAL. REPAIR/REPLACE ANY DEFECTIVE SPEAKERS.
- ALL BRANCH CIRCUITRY EXTENDING FROM ONE WALL OUTLET JUNCTION BOX TO ANOTHER WITHIN 6' CAN BE ROUTED HORIZONTALLY IN THE WALL. ANY BRANCH CIRCUITRY EXCEEDING 6' SHALL BE ROUTED VERTICALLY DOWN INTO THE JUNCTION BOX, VERTICALLY OUT OF THE JUNCTION BOX AND THEN RUN HORIZONTALLY THROUGH THE CEILING CAVITY AT A MINIMUM OF 3" ABOVE THE PARTITION CONSTRUCTION TO THE NEXT WALL OUTLET LOCATION.



1 electrical lighting: demolition

scale: 1/8"=1'-0"



2 electrical power: demolition

scale: 1/8"=1'-0"

DEMOLITION KEYED NOTES:

- DISCONNECT AND REMOVE EXISTING LIGHT FIXTURES.
- DISCONNECT, REMOVE AND SALVAGE EXISTING LIGHT FIXTURE FOR RELOCATION.
- DISCONNECT AND REMOVE EXISTING POWER, SWITCHES AND DATA DEVICES.
- EXISTING ELECTRICAL PANEL TO REMAIN.

description	rate due
issue for 50% review	10.24.18

Project number:	1808
Form by:	WBR
Approved by:	UD
Filing code:	1-07-xxx
Date tested:	-

sheet number:

2.0

sheet ___ of ___









drawing:

electrical new plans

project:

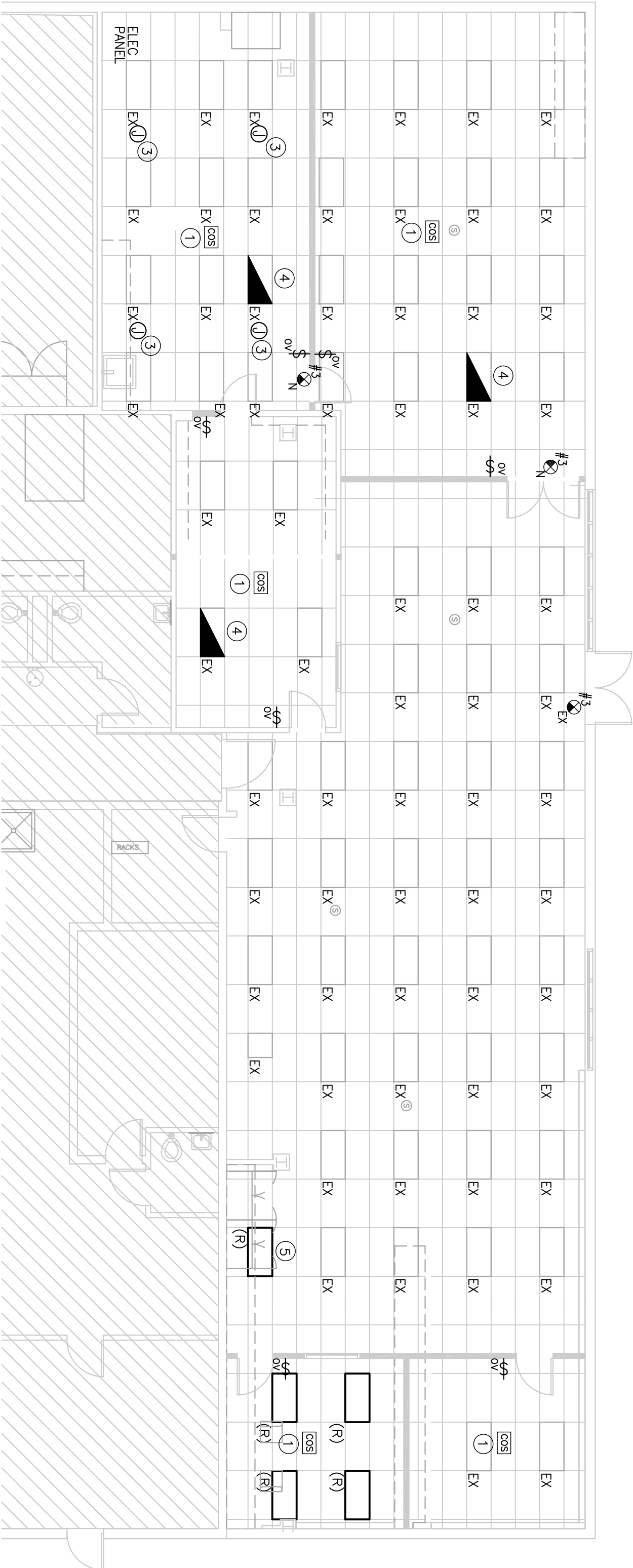
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SYMBOLS	
SYMBOL	DESCRIPTION
	OVERHEAD SWITCH MATCH EXISTING
	DIAL TECHNOLOGY CEILING MOUNTED SENSOR W/ POWER PACK MATCH EXISTING
	BUILDING STANDARD EXIT SIGN
	DUPLEX RECEPTACLE
	DOUBLE DUPLEX RECEPTACLE
	DATA OUTLET
	GENERAL ALARM DEVICE WITH VISUAL ALARM DEVICE
	FIRE ALARM PULL STATION

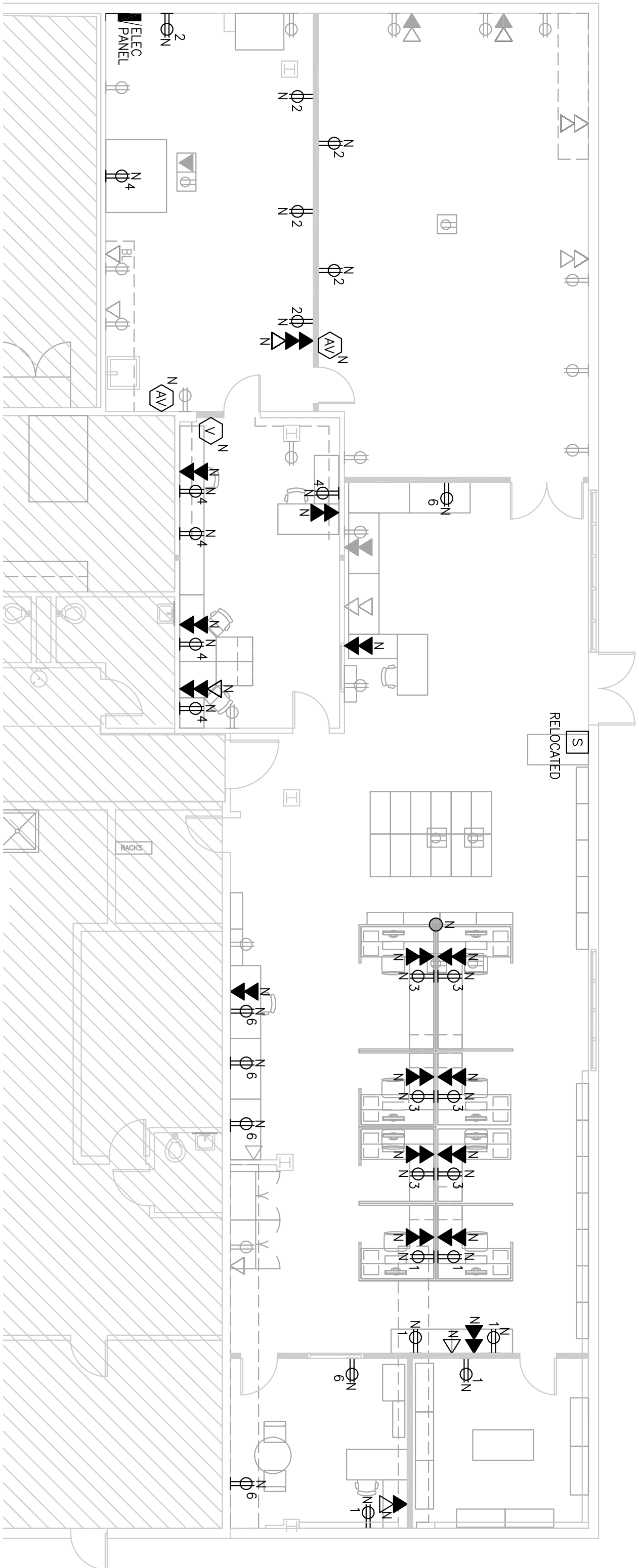
ELECTRICAL LIGHTING KEYED NOTES:

- ① CONNECT EXISTING LIGHT FIXTURES TO NEW OCCUPANCY SENSOR AND OVERRIDE SWITCH.
- ② CONNECT RELOCATED LIGHT FIXTURES TO NEW OCCUPANCY SENSOR AND OVERRIDE SWITCH.
- ③ PROVIDE NEW POWER REEL.
- ④ REMOVE EXISTING LIGHT FIXTURE TO EMERGENCY LIGHTING CIRCUIT FEEDING AREA.
- ⑤ CONNECT RELOCATED LIGHT FIXTURE TO EXISTING LIGHTING CIRCUIT AND CONTROL IN AREA.



1 electrical lighting plan: new

scale: 1/8"=1'-0"



2 electrical power plan: new

scale: 1/8"=1'-0"

POWER PLAN NOTES:

1. CONNECT ALL POWER DEVICES TO CIRCUIT MADE AVAILABLE DURING DEMOLITION. CIRCUIT NUMBERS INDICATE DESIGN INTENT ONLY. VERIFY ACTUAL CIRCUITS IN FIELD. PROVIDE ADDITIONAL CIRCUITS AS REQUIRED TO MEET DESIGN INTENT.
2. REFER TO ARCHITECTURAL PLANS FOR DEVICE HEIGHTS AND EXACT LOCATIONS.
3. FILL ALL FLOOR CORES AND FIRE RATED PENETRATED PARTITIONS WITH 3M FIRE RATED SEAL OR APPROVED EQUAL. VERIFY LANDLORD REQUIREMENTS WITH LANDLORD'S TENANT COORDINATOR PRIOR TO BID.
4. CONNECT NEW LIFE SAFETY FIRE ALARM DEVICES TO EXISTING BASE BUILDING FIRE ALARM SYSTEM. NEW DEVICES SHALL MATCH EXISTING. VERIFY IF REQUIREMENTS TO USE LANDLORD'S FIRE ALARM/LIFE SAFETY SYSTEM CONTRACTOR PRIOR TO BID.

BES

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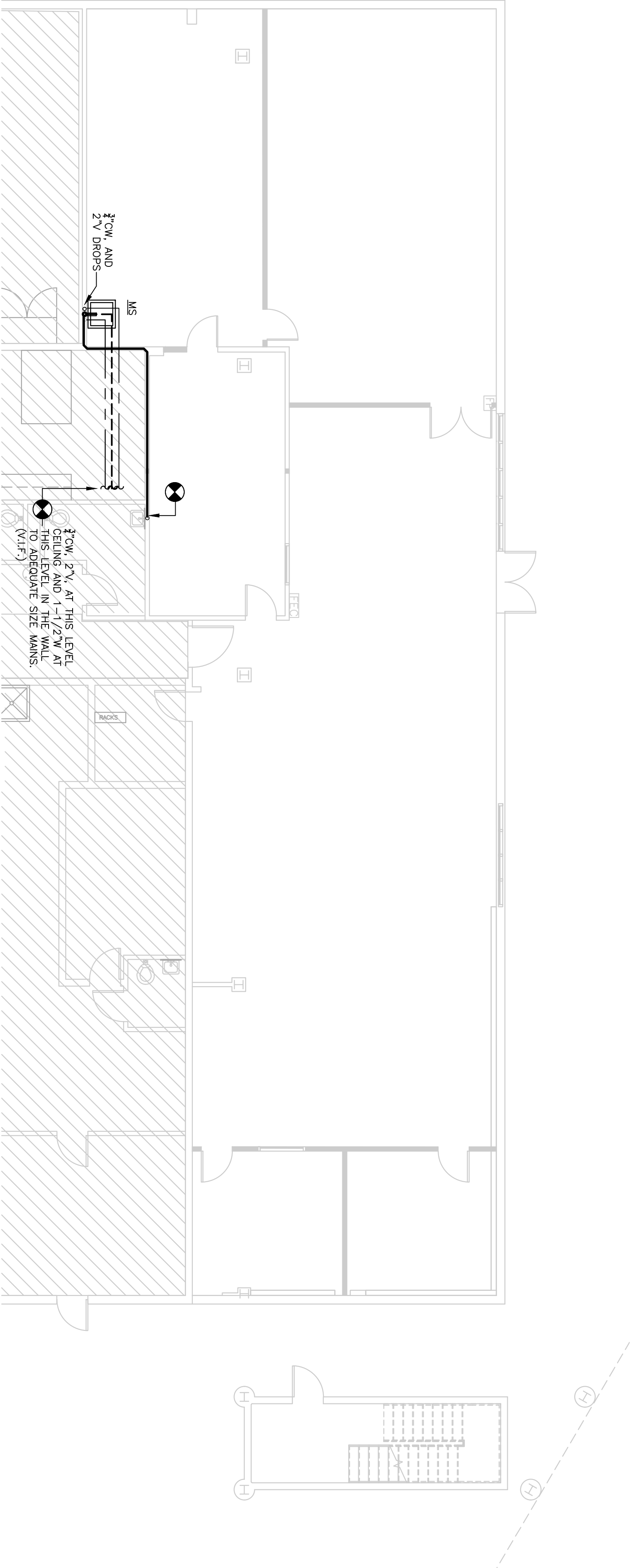
DATE	FILE
REVISED	DATE

drawing:
plumbing new plan

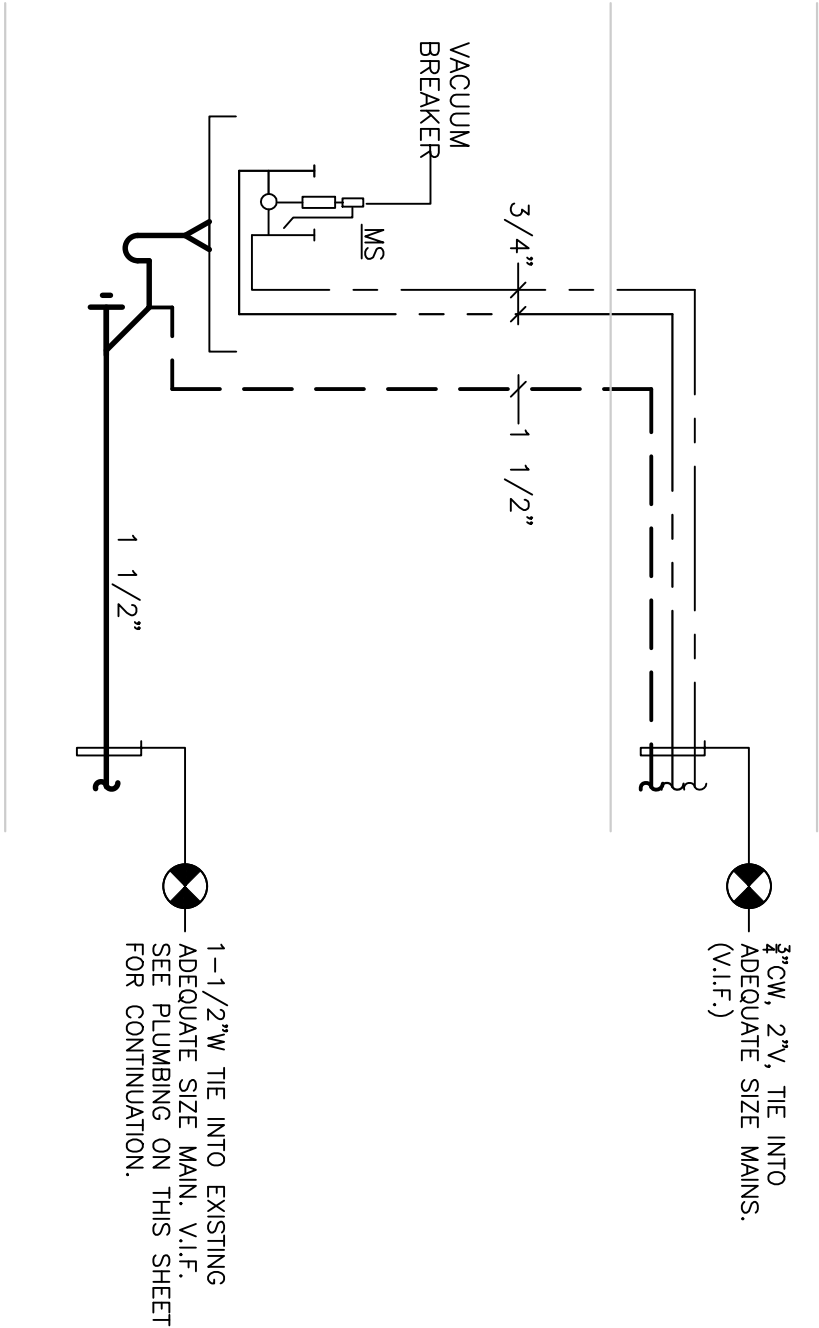
project:
Northbrook Public Library
1201 Ceder Ln.
Northbrook, IL 60062

PROJECT NUMBER	1001
DATE	11/11/00
REVISIONS	1
DATE	11/11/00

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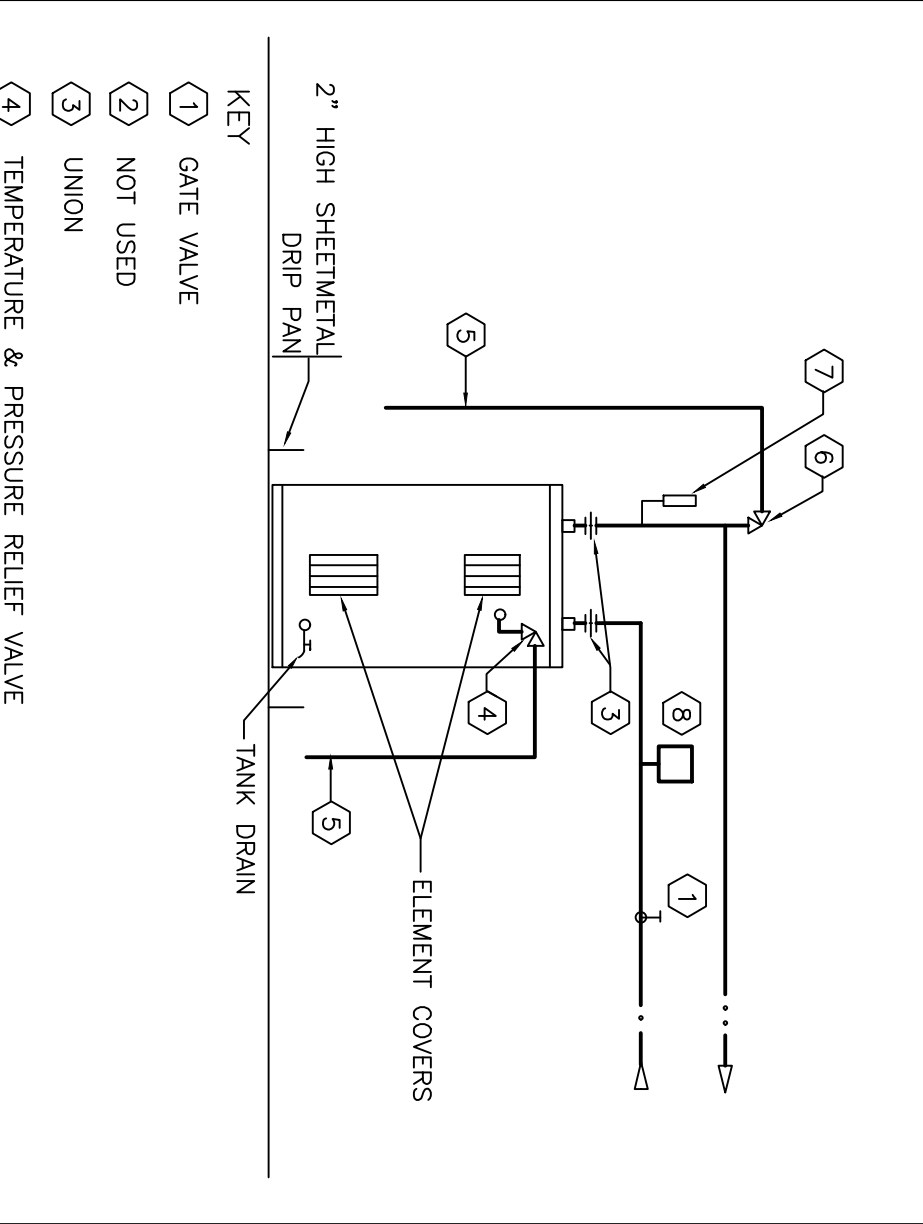
PUMBING RISER DIAGRAM



PLUMBING SPECIFICATIONS AND GENERAL NOTES:

- CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE SITE AND VERIFYING ALL EXISTING FIELD CONDITIONS PRIOR TO SUBMISSION OF HIS BID. THE CONTRACT DOCUMENTS INDICATE APPROXIMATE LOCATION OF EXISTING PIPING AND ARE DETERMINING THE ACTUAL LOCATION AND ROUTING OF EXISTING PIPES.
- CONTRACTOR IS RESPONSIBLE FOR COORDINATING HIS WORK WITH THE WORK OF ALL OTHER TRADES AND MAKING ANY NECESSARY MODIFICATIONS TO HIS WORK AT NO ADDITIONAL COST, INCLUDING ALL OFFSETS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATION OF ANY EXISTING MINOR INTERFERENCES, INCLUDING CONDUIT, HANGERS, ETC., AT NO ADDITIONAL COST.
- CONTRACTOR SHALL REMOVE EXISTING EQUIPMENT AND MATERIALS PERTAINING TO HIS CONTRACT AS SPECIFIED OR AS REQUIRED WHETHER SHOWN ON THE DRAWINGS OR NOT, TO PREPARE FOR THE NEW WORK.
- ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH LOCAL CODES. THESE WORKMANSHIP WHERE REQUIRED BY THESE DOCUMENTS. PROVIDE ALL TESTS REQUIRED BY LOCAL CODES.
- ALL PERMITS, FEES, LICENSES, APPROVALS AND OTHER ARRANGEMENTS FOR WORK SHALL BE OBTAINED BY THE CONTRACTOR AT HIS OWN EXPENSE.
- SUBMIT ASSEMBLED PRINTED INSTRUCTIONS FOR THE OPERATION AND MAINTENANCE OF EACH ITEM INSTALLED ALONG WITH EQUIPMENT CUTS AND CONTROL WIRING DIAGRAMS.
- SUBMIT COORDINATED SHOP DRAWINGS FOR REVIEW. THE SHOP DRAWINGS SHALL INDICATE DUCT, DIFFUSER AND THERMOSTAT LOCATIONS AND MUST BE SUBMITTED PRIOR TO FABRICATION AND INSTALLATION.
- SUBMIT EQUIPMENT SPECIFICATIONS FOR EACH ITEM FOR REVIEW BEFORE PURCHASE. CONTRACTOR SHALL GUARANTEE ALL WORK AND MATERIAL FOR ONE YEAR AFTER COMPLETION AGAINST ALL DEFECTS OF MATERIAL, EQUIPMENT AND WORKMANSHIP.
- PROVIDE COMPETENT OPERATING TECHNICIAN TO INSTRUCT THE OWNER IN THE OPERATION AND MAINTENANCE OF THE INSTALLED EQUIPMENT.
- PROVIDE ACCESS PANELS FOR ALL VALVES OR ANY PIECE OF EQUIPMENT LOCATED ABOVE NON-ACCESSIBLE CEILINGS. NO EQUIPMENT SHALL BE LOCATED DIRECTLY ABOVE WALLS.
- PROVIDE ALL HOLES, SLEEVES AND CAULKING FOR INSTALLATION OF THIS WORK. CAULKING TO CONFORM TO FIRE RATING OF WALLS.
- PIPING SHALL BE ABOVE CEILING AND CLEAR ANY EXISTING PIPING, LIGHTING FIXTURES, DUCTS, ETC.
- RUN NEW WASTE PIPES AS CLOSE AS POSSIBLE TO UNDERSIDE OF FLOOR SLAB (PITCH 1/4" PER FOOT) AND VENT PIPING AS CLOSE AS POSSIBLE TO THE SLAB ABOVE.
- DISRUPTION OF ANY EXISTING SERVICE SHALL BE COORDINATED WITH THE OWNER AND SHALL BE PERFORMED AT A TIME AND MANNER SO AS TO CAUSE THE OWNER A MINIMUM OF INCONVENIENCE.
- FOR EXACT LOCATION OF PLUMBING FIXTURES, REFER TO ARCHITECTURAL PLANS AND ELEVATIONS.
- INSULATION: DOMESTIC HOT AND COLD WATER PIPING SHALL BE INSULATED WITH 1" THICK 4# DENSITY GLASS FIBER PREFORMED. ALL PURPOSE FLAME RETARDANT JACKET WITH BUILT IN VAPOR BARRIER.
- PLUMBING MATERIALS AND ACCESSORIES:
 - SUSPENDED WASTE AND VENT PIPING:
 - 2" AND LARGER - SERVICE WEIGHT HUB AND SPOUT CAST IRON PIPE.
 - 1" AND SMALLER - STANDARD WEIGHT TYPE W COPPER
 - INTERIOR HOT AND COLD WATER DISTRIBUTION PIPING:
 - 4" AND LARGER - STANDARD WEIGHT TYPE W COPPER
 - 3" AND SMALLER - TYPE L HARD DRAWN COPPER TUBING
 - BALL VALVES FOR SHUT OFFS SHALL BE AS MANUFACTURED BY MILWAUKEE, CRANE AND APOLLO. NO KEystone OR MICRO VALVES ALLOWED.
 - FLOOR FLOOR DRAIN SHALL BE "J-R-SMITH" #2010-AP, CAST IRON BODY REED SEAL, TRAP, SHOWER WITH ADJUSTABLE HEAD AND #3580, 4" TUNNEL. PROVIDE TRAP PRIMER CONNECTION.
 - NOT USED
- PLUMBING FIXTURES:
 - FURNISH AND INSTALL PLUMBING FIXTURES INDICATED. FIXTURES TO BE FIRST QUALITY, CONNECTED, CLEANED AND READY FOR USE. PROVIDE WOOD BACKING, PROPERLY SECURED TO WALLS AND FLOORS.
 - PROVIDE TRAPS AND SUPPLIES WITH STOPS. MAKE ALL FINAL CONNECTION TO EACH FIXTURE, FAUCET, TAILPIECE, SINK FRAMES, ECT. FOR ALL FIXTURES.
 - SK, ELKAY, LUSTERSTONE DOUBLE BOWL SINK, MODEL LK620655, 5 1/2" DEPTH, ADA APPROVED. KOLLER FAUCETS, MODEL K-647, STAINLESS STEEL FINISH, ADA APPROVED.
- HANGERS:
 - A-PIPE HANGERS ON HOT PIPING TO BE ON INSIDE OF INSULATION.
 - B-PIPE HANGERS ON COLD PIPING TO BE ON OUTSIDE OF INSULATION.

1 plumbing plan: new
scale: 1/8"=1'-0"



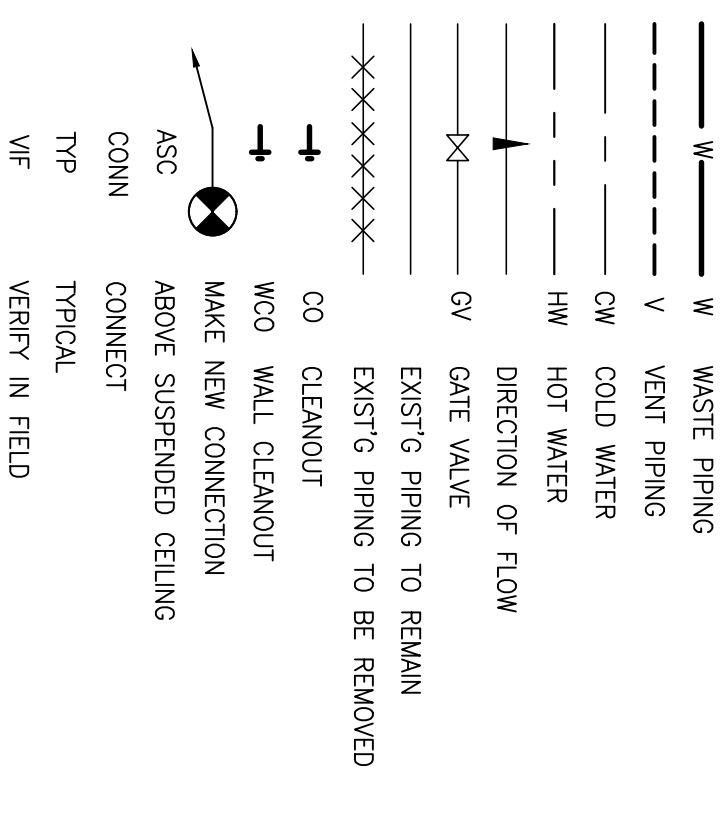
WATER HEATER DETAIL

NOT TO SCALE

PLUMBING SCHEDULE

SYMBOL	DESCRIPTION
MS	"ADVANCE TACO" 16 GAUGE TYPE 430 SERIES WOP SINK FAUCET, MODEL K-240, ST. STL. FINISHED BY G.C.

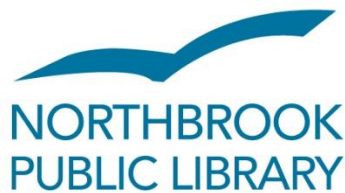
PLUMBING SYMBOL



NOTE: V.A.F. & COORD. ALL LOCATIONS, TYPES, ETC., OF ALL FIXTURES AND EQUIPMENT WITH ARCHITECT'S EQUIPMENT LIST AND PLANS (TYP)

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Memorandum

DATE: November 6, 2018

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY19 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year, there are three requirements:

1. The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries"
2. Review chapters 6-10 of the "Trustee Facts File Fourth Edition," placing particular emphasis on Chapter 8, "Human Resources."
3. Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses.

Attached in your packet is Chapter 8 from Serving Our Public. Also included are Chapters 6-10 from the Trustee Facts File. Please read them in advance of the meeting so that we may discuss.

We also need at least one trustee to attend training focused on patrons with challenges or disabilities.

Training Options

Library Accessibility: What Public Library Trustees Need To Know
Webinar on Monday, December 10 from 9:30-10:30am

Accessible to All: Serving Youth and Young Adults with Disabilities
<https://www.railslibraries.info/events/131043>

JJ's List Disability Awareness Training
<https://www.railslibraries.info/events/152890>

Creating a Friendly Environment for English Language Learners
<https://www.railslibraries.info/events/138681>

Be a Talking Book Ambassador: Learn How Talking Books Can Benefit Your Community
<https://www.railslibraries.info/events/138305>

After reviewing Chapter 8 from Serving Our Public 3.0, I have completed the checklists below. We follow all the core competencies.

REFERENCE SERVICES CHECKLIST

- YES All basic services are available when the library is open.
- YES The library has a reference service policy.
- YES The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- YES The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- YES The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- YES The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- YES The library provides easy access to accurate and up-to-date community information.
- YES The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- YES The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- YES The library provides access to local and state maps.
- YES The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- YES The library provides voter information, including precinct boundaries and location of polling places.
- YES The library provides information about local history and events.
- YES The library has telephone books for the local calling area and any other frequently requested areas.
- YES The library has at least one current reference resource for each subject area.

YES Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

YES Staff members are encouraged to attend at least one relevant continuing education event each year.

YES The library evaluates its reference service on an annual basis.

READER'S ADVISORY SERVICES CHECKLIST

YES All basic services are available when the library is open.

YES The library has competently trained staff that has thorough knowledge of popular authors and titles.

YES The library maintains a well-rounded collection of both fiction and nonfiction titles.

YES The library has a reader's advisory services policy.

YES The library promotes the importance of leisure reading to its community members.

YES The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

YES The library maintains a basic collection of reader's advisory reference materials.

YES All staff members attend at least one relevant continuing education event each year.

YES Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.

YES Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.

YES The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

REFERENCE SERVICES

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)
3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has telephone books for the local calling area and any other frequently requested areas.
15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)
16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
17. Staff members are encouraged to attend at least one relevant continuing education event each year.
18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.
19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)

REFERENCE SERVICES CHECKLIST

- ☐ All basic services are available when the library is open.
- ☐ The library has a reference service policy.
- ☐ The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☐ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☐ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ☐ The library provides easy access to accurate and up-to-date community information.
- ☐ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☐ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☐ The library provides access to local and state maps.
- ☐ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☐ The library provides voter information, including precinct boundaries and location of polling places.
- ☐ The library provides information about local history and events.
- ☐ The library has telephone books for the local calling area and any other frequently requested areas.
- ☐ The library has at least one current reference resource for each subject area.
- ☐ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ☐ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☐ The library evaluates its reference service on an annual basis.

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READER'S ADVISORY SERVICES

Reader's Advisory Services is a patron-oriented service that promotes and encourages recreational reading. It is a service that offers advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres. It is a service that strives to respond to the recreational reading tastes of individual readers using the resources of the library to link readers and books.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally at the library's circulation desk where library staff members get to know the library patron's reading preferences and are able to suggest similar titles that the patron might enjoy reading.

READER'S ADVISORY STANDARDS

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services in their library should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

READER'S ADVISORY SERVICES CHECKLIST

- ☐ All basic services are available when the library is open.
- ☐ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ☐ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ☐ The library has a reader's advisory services policy.
- ☐ The library promotes the importance of leisure reading to its community members.
- ☐ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☐ The library maintains a basic collection of reader's advisory reference materials.
- ☐ All staff members attend at least one relevant continuing education event each year.
- ☐ Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.
- ☐ Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☐ The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

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- NoveList Plus – EBSCO
www.ebscohost.com/novelist/our-products/novelist-plus
- The Reader's Advisory Online – Libraries Unlimited
rainfo.lu.com/

TRUSTEE FACTS FILE

THIRD EDITION

Robert P. Doyle and Robert N. Knight, editors
Illinois Library Association and Illinois State Library

INTELLECTUAL FREEDOM



So proclaims the First Amendment to the United States Constitution, part of the Bill of Rights—the group of ten amendments protecting personal liberties—ratified in 1791 in the infancy of the United States of America. Since that time, federal and state courts have invoked the First Amendment countless times in a wide variety of situations and have extended freedom of speech and of the press to a broader concept of freedom of information, the right of every citizen to have unrestrained access to all kinds of information. This basic right is also known as intellectual freedom. (A brief glossary of terms relevant to intellectual freedom is appended at the end of this chapter.) At odds with these concepts of freedom of speech, the press, and access to information is the concept that one person or a group of persons may, under certain conditions, deprive access of others to various information. This idea is known as censorship.

Library Trusteeship and Censorship

Public libraries fulfill a unique role in the preservation of our constitutionally grounded democracy. They provide an environment in which all people can explore ideas and pursue knowledge without any government-imposed restrictions or restraints. The existence of such a resource attests to our collective belief that ordinary citizens, relying on their own critical judgment, can and should make their own choices and value judgments.

As a library trustee, you are committed to freedom of information by the oath of office that you took. Steadfastly upholding this freedom is sometimes challenging. You must freely tolerate ideas that may offend your sensibilities or contradict your personal beliefs. You may even be called upon to defend public access to such information. The willingness to do so is the ultimate test of your commitment as a library trustee.

The Selection Policy

Commitment to the principle of unfettered access to information imposes on library trustees and staff the responsibility of choosing materials in as open and unbiased manner as possible. The board of trustees is responsible for shaping a materials selection policy. This policy should include, at minimum, a clear statement of intellectual freedom and delegation of actual selection tasks to the library director or other staff.

In preparing a library materials selection policy, trustees might refer to the following American Library Association (ALA) statements on intellectual freedom (copies of these documents will be found in the Appendices section of the document you are now reading):

- *ALA Library Bill of Rights*
- *ALA Freedom to Read*
- *Freedom to View Statement*

Having a clear written statement of selection principles is a well-grounded first step in dealing with challenges to library materials.

Why Challenges Occur

Public libraries are repositories of our culture—the good and the bad. In our free society, forces contend and controversies arise. It is not surprising that the public library sometimes becomes a focus for a clash of philosophies and ideologies. People's motivations for opposing censorship may be well intentioned, but the fact remains that censors try to limit the freedom of others to choose what they read, see, or hear. Most censors' objections concern sex, profanity, and racism, and most involve concerns about children's exposure to material in these categories. While the intent to protect children is commendable, censorship itself contains hazards far greater than the "evil" against which the protection is leveled. U.S. Supreme Court Justice William Brennan, in *Texas v. Johnson*, said, "If there is a bedrock principle underlying the First Amendment, it is the Government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable." Individuals may restrict what they themselves or their children read, but they must not call on governmental or public agencies to prevent others from reading or seeing that material.

A Policy to Handle Challenges

It is critically important for library administration to have on hand a written policy for responding to challenges. That policy should document a two-phase response to challenges: the first, by staff, most likely the library director; and the second, an appeal (if desired) to the board of trustees.

Adhering to such a policy ensures that the complaint will be heard, understood, and registered properly; that library representatives will have a satisfactory forum for responding to the challenge; and that complainants will emerge from the challenge process convinced that they have been taken seriously—even if the final decision goes against them.

A sample policy for responding to materials challenges is outlined here. Trustees and staff should receive training in the policy to ensure that all are prepared to handle a challenge if one should come.

Policy for Responding to a Challenge...

Phase 1: Library director or other staff responds

- When an individual complains verbally about a material to a staff member, the staff member directs the complainant to a senior staff member who has been trained to respond to a "Request for Reconsideration" of specific material in the library's collection. The patron should be invited to discuss his/her concerns in a nonpublic area and be thanked for taking time and effort to share them with library staff. At the end of the meeting, the staff member should request that the complainant submit his/her concerns in writing and explain why it is important for library personnel to have a written record of them. Copies of the challenged material remain available to the public during the review process.
- The library director or other designated staff member responds to the complaint within the specified span of time and communicates a decision on the challenged material. Though the response may be either verbal or written, as appropriate, the staff member should make a written record of the response to file permanently with the submitted written complaint.

Phase 2: Appeal to the board of trustees

- Members of the public must have recourse to a hearing before the board of trustees if they are not satisfied with the decision rendered by the library director or other staff member. The board or its designated committee should invite the complainant to appear at an open meeting to express his or her concern.
- Within a specified time period after the hearing in an open meeting, the board renders its decision, in writing, to the complainant. The board's decision is final.

Most critically, all library representatives—staff or trustees—must treat the complainant with utmost respect and politeness. The interaction should be regarded as an occasion for exchange of ideas and an educational opportunity.

Access to the Internet

The medium of the Internet is truly a "brave new world" of mass media. Anyone who doubts its power as a communications medium should consider that many of the biggest news stories in our time filter through the Internet before they hit many of the more traditional media.

As powerful a presence as it is, the Internet has often been characterized as an electronic "Wild West." Any individual or entity may freely post a Web site to broadcast any conceivable message, verbal or visual.

For public libraries, the Internet poses a special challenge. Unlike books and audio and video recordings, which are professionally published and reviewed, the Internet bypasses all professional principles of selection. The medium places the burden—or opportunity—of selection entirely on users.

Many parents and other child advocates have expressed concerns that the Internet affords access to material deemed unsuitable or harmful for children. They cite Web sites that are pornographic in nature or sites that promote hatred and violence. Some of these concerned individuals and associations advocate imposing varying degrees of censorship on Internet use by minors in public libraries.

The ALA, while fully sharing concerns for the welfare of children, opposes any such moves toward Internet censorship. The ALA's position is clearly expressed in the publication, *Libraries and the Internet Toolkit*. To obtain an electronic copy of this publication, go online to the ALA Office for Intellectual Freedom, <http://www.ala.org/alaorg/oif>, and select **Intellectual Freedom Toolkits**. The publication also contains useful guidelines for Internet use addressed to parents, children, and other public library users.

The Illinois Library Association (ILA) asserts that Internet policy is appropriately developed at the level of the local library rather than at the state or federal level. The ILA's position is clearly expressed in the publication, *The Internet & Our Children: A Community Partnership*. To obtain an electronic copy of this publication, go online to the ILA Web site, <http://www.ila.org/advocacy/internet.htm>.

Filtering Software

As Internet use has mushroomed and the World Wide Web has expanded exponentially, the amount of information instantly available to users has exploded. The Internet is an electronic network that provides a worldwide "information highway." The World Wide Web, also called "the Web," is an Internet-based software structure for hosting Web sites, the "containers" that present information to Web users.

Users find Web sites corresponding to their needs or interests by using software programs called search engines. Without the services provided by search engines, users would be overwhelmed by an avalanche of unsorted information.

Meanwhile, some telecommunications companies and software manufacturers, responding to a perceived need in the marketplace, have developed filtering software programs. While search engines separate the relevant from the irrelevant, filtering software programs block Web sites considered "objectionable" according to the manufacturer's own, often undisclosed, criteria.

Companies use filtering software to control what their employees access on the Internet. Parents often use filtering software to limit what their children can access at home.

Filtering software has limitations, however. The software programs are not intelligent enough to evaluate every context in which information is embedded. For example, a filtering program may block the source Web sites for these titles, based on identification of the letter clusters s-e-x and n-u-d-i:

Congress Subpoenas Ex-Secretary
Photos of Nudibranch Specimens, Also Known
as Sea Slugs

On the other hand, purveyors of pornography or other objectionable material on the Web quickly adapt and defend against filtering techniques—such that even with filtering software, some of the objectionable material gets through. Filtering software may over time become more discriminating and effective, but it is unlikely ever to be foolproof.

Children's Internet Protection Act (CIPA)

The debate about children's access to the Internet entered the political arena by the late 1990s. In 2000, Congress passed, and President Bill Clinton signed, the Children's Internet Protection Act (CIPA).

CIPA ties public libraries' federal grants for telecommunications and Internet funding to implementation of filtering software on all their Internet-enabled computers, with the intent of protecting minors from objectionable Internet-based material. The so-called e-rate program, funded by a federal tax on phone companies (which is passed on to customers of those companies), provides substantial grants to public libraries to enable them to provide Internet service and other technology-based services to patrons. Many public libraries, especially those in rural or disadvantaged areas, depend primarily on this e-rate funding to provide such services.

A lawsuit contested CIPA's constitutionality in the federal courts, and the U.S. Supreme Court ultimately took up the issue. The high court ruled in June 2003 that CIPA is constitutional, but only if adult patrons in public libraries can have filtering software disabled promptly upon their making such a request. This narrow ruling left open the door for further challenges to CIPA.

What Does It All Mean for Us?

As of the publication date of this document in 2004, CIPA is the law of the land. To ensure eligibility for e-rate funding, public libraries must therefore implement filtering software on their Internet-enabled computers. Some library boards have determined that the amount of e-rate

money for which they qualify is not sufficient to warrant filtered access to the Internet on all library work stations.

In general, the law requires that the public library craft and write a general policy on use of the Internet. A model of such a policy is available at the State Library's Administrative Ready Reference Menu. Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**. Then select **Patron Service Models**; select **Public Access to Electronic Information Networks**.

Patrons' Right to Privacy

Along with intellectual freedom, states and localities have long upheld library patrons' right to privacy. Specifically, individuals who access information in public libraries are held to have the right to keep private all records concerning such access.

Law enforcement officials may legally gain access to library records in either of two ways: by executing a court-issued subpoena, or by obtaining a search warrant from a judge. With implementation of the USA Patriot Act, passed by Congress in the wake of the September 11, 2001, terrorist attacks on the United States, the likelihood of library staff being presented with a search warrant has increased. Provisions of the act lower the threshold of probable cause in the issuance of a search warrant in cases where national security may be involved. Hypothetically, law enforcement officials might wish to access library records of an individual believed to have sought information about making explosives, for example.

Presentation of a search warrant to library staff demands a prompt, orderly response. Legally, authorities have the right to execute a search warrant without delay. However, library and legal experts advise library staff to request a brief delay and immediately seek legal counsel from the library's attorney. At the very least, the attorney should be able to validate the warrant's legality—that it is properly filled out and signed by a judge or magistrate. If the warrant is not properly prepared and signed, it may well not have legal force.

Ideally, the library administration (trustees and library director) will have the opportunity to develop a policy for responding to requests for information from law enforcement authorities before such time as a search warrant may be presented. ALA and other library advocates strongly advise public library administrators to develop such policies and train staff to implement them. An example of such a policy is available online through LLRX.com, a free Web journal that provides information for administrative professionals including library professionals. To access this useful resource, go online to <http://www.llrx.com/features/draftsearch.htm>.

Resources

The American Library Association maintains a broad program for the promotion and defense of intellectual freedom. The ALA Intellectual Freedom Committee recommends policy to the ALA Council and sponsors educational programs.

The ALA Office for Intellectual Freedom (OIF) implements policy concerning the concept of intellectual freedom as embodied in the *Library Bill of Rights*. The OIF provides advice and consultation to individuals and libraries in the throes of potential or actual censorship controversies. The office provides reviews and information about the author of the challenged materials, applicable ALA policies, advice about the implementation of reconsideration policies, and other counsel specific to the situation at hand.

If needed, the OIF will provide a written position statement defending the principles of intellectual freedom in materials selection. As requested, the OIF provides the names of persons available to offer testimony or support before library boards. The options chosen are always the prerogative of the individual requesting assistance. The office maintains an active Web site (www.ala.org/oif) with many practical materials and suggestions to help cope with challenges.

The Freedom to Read Foundation (www.ftrf.org/) was incorporated as a separate organization in 1969 by ALA to act as its legal defense arm for intellectual freedom in libraries. The foundation's work has been divided into two primary activities: 1) the allocation and disbursement of grants to individuals and groups primarily for the purpose of aiding them in litigation; and 2) direct participation in litigation dealing with freedom of speech and of the press.

The Illinois Library Association has an Intellectual Freedom Committee, which also provides support to those facing potential or actual censorship controversies. The committee is also charged with working with other organizations to build a state coalition in defense of intellectual and academic freedom. The current chair and committee members are listed on the ILA Web site (www.ila.org).

Specific Titles

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Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)

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Intellectual Freedom Terms

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas

At the 1986 American Library Association (ALA) Annual Conference, the ALA Intellectual Freedom Committee adopted the following operative definitions of some terms frequently used to describe the various levels of incidents that may or may not lead to censorship.

Censorship: A change in the access status of material, made by a governing authority or its representatives. Such changes include: exclusion, restriction, removal, or age/grade level changes.

Expression of Concern: An inquiry that has judgmental overtones.

Oral Complaint: An oral challenge to the presence and/or appropriateness of the material in question.

Public Attack: A publicly disseminated statement challenging the value of the material, presented to the media and/or others outside the institutional organization in order to gain public support for further action.

Written Complaint: A formal, written complaint filed with the institution (library, school, etc.) challenging the presence and/or appropriateness of specific material.

The following definitions are from: Peck, Robert S. *Libraries, the First Amendment, and Cyberspace: What You Need to Know*. Chicago: American Library Association, 1999.

Child Pornography: Special category of sexual material that the U.S. Supreme Court has said can be prohibited in the interest of preventing commerce in the abusive use of children as subjects of pornography.

Fighting Words: Those words “which by their very utterance inflict injury or tend to incite an immediate breach of the peace.” Such words must be uttered as a direct personal insult in a face-to-face confrontation and are calculated or highly likely to result in an immediate violent physical reaction.

Hate Speech: This category of “speech” receives considerable constitutional protection because the government cannot prescribe which thoughts we can think or which political philosophies we can advocate. The U.S. Supreme Court has said that the “fighting words doctrine” is not a tool to cleanse public debate or regulate words that give offense.

Libel: A written libel or an oral slander defames an individual and has the effect of ruining that person's reputation, standing in the community, or ability to associate with others. Because of the adverse economic consequences that false accusations can have, the courts can award damages to compensate an individual injured by those false accusations. By contrast, truthful yet harmful accusations incur no similar damage and are not actionable.

Nudity: Obscenity and nudity are not synonymous.

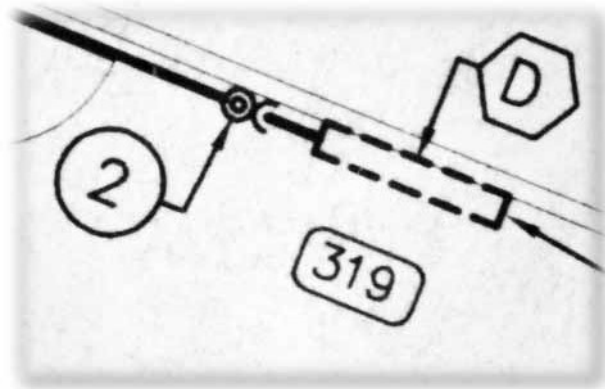
Although obscene materials, which is a very narrow category of hardcore sexual acts that have a tendency to excite lustful thoughts, can be illegal, a law that prohibited the circulation or exposure of materials that contained nudity would not be constitutional. In fact, in 1975, the U.S. Supreme Court struck down a law that banned nudity in movies shown in drive-in theaters when the screen was visible from the street.

Obscenity: To be obscene, a court or jury must determine that 1) the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; 2) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable law; 3) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Pornography: In legal terms, obscenity and pornography are not synonyms. Pornography is a form of protected speech. The U.S. Supreme Court has recognized that erotic messages are within the First Amendment's protections. The court's obscenity decisions comprehend that sex is a subject in well-regarded literature and art and a mysterious force that commands great human attention. It therefore decided that society's concerns about obscenity should not be a vehicle to interfere with serious artistic or scientific endeavors.

Chapter 7

PLANNING



Planning is part of most of our daily activities. We make a list before visiting the grocery store. We cluster errands together on days off to dispatch them as efficiently and quickly as possible. We consult the calendar to plan a social event.

Collaborative activities require greater planning efforts. As a new member of a library board, you probably are already aware of some of the planning involved in library trusteeship. At the very least, someone must schedule meetings and notify participants in a timely fashion.

All of these scenarios describe day-to-day or week-to-week planning. We might call this kind of planning “subsistence” planning. It is the planning that must be done just to get by.

There is another kind of planning. It involves looking well ahead into the future. It often requires thinking in “broad brush-strokes.” This kind of planning we can call “strategic” planning.

This chapter is about strategic, or long-term, planning.

If you need to be convinced of the value and importance strategic planning in your role as a library trustee, consider:

- In the modern era, societal roles are constantly changing. We continually adapt to new expectations and opportunities. Attitudes to gender, race, disability, and other human attributes need frequent updating. In the public arena, you and your fellow trustees can't afford to fall out of step.
- We are living in the midst of a technology revolution. Whatever is “latest and greatest” today is tomorrow's has-been. In terms of technology, you and your fellow trustees simply can't afford to sit still or stand pat.
- Governments from top to bottom operate under chronic money pressures. As recipients of public appropriations, public libraries are constantly challenged to justify funding requests. If you and your fellow trustees have a clear strategic vision for the future and a well-written plan to back up that vision, you will be in a good position to advocate funding for your library.

Of course, there are many other good reasons to embrace strategic planning and do it well:

- Assures that services and activities continue to reflect the library's mission
- Provides a context for setting priorities.
- Identifies achievements for the period and provides a “yard stick” to measure progress.
- Provides a strong foundation for decision-making if library funding or the community environment alters quickly.

The Planning Process

To do effective planning, you will need to proceed according to a rational process. The following sections summarize planning process. For more detail about planning process, consult the resources listed at the end of the chapter.

The planning process can be reduced to five basic questions.

1. What timetable will we set for ourselves?
2. Where are we now?
3. Where do we need to go, based on community needs?
4. How do we get there?
5. How will we measure our progress?

Setting the Planning Horizon

What timetable will your plan follow? What horizon will you set as the date by which stated goals will be accomplished?

A three-to-five year horizon is probably standard among most libraries. With the acceleration of technological change in our time, some library boards are opting for relatively short planning horizons. However, bear in mind the practical realities. A plan that has no hope of being achieved is sure to frustrate and disappoint. Think through this step in the planning process carefully, with ample board discussion and in full consultation with the library director.

Assessing Where We Are Now

“Know thyself,” admonished the inscription at the Delphic Oracle in ancient Greece. It is still good advice.

Any serious attempt at strategic planning must start with a clear understanding of the current state of things. For you as a trustee, that probably means getting to know the library as thoroughly as you can. For the board as a whole, it may mean maintaining an up-to-date profile of library holdings, services, and programs.

An effective board should have a finger on the “pulse” of the library. Measuring that pulse will entail making at least the following evaluations, in consultation with the library director:

- List of services currently offered
- Circulation and other usage statistics, including any trends that emerge over time
- Composition and age of the collection, broken down by media type and, perhaps, genre
- Patron service areas (for example, reference or juvenile sections)
- Staff working areas
- Technology-based offerings

And since library services are highly dependent upon available facilities, a good profile should include a physical evaluation. Input from the library director and other staff members will be critical in making such an evaluation:

- Shelving capacity
- Accessibility of all public areas to disabled persons
- Ability to meet all government codes
- Quality of lighting
- Energy efficiency
- Adequate and appropriate signage
- Security
- Parking
- Convenience of location to the community at large

Assessing Needs

A public library is, above all, answerable to the community it serves. Priority number one for library administration—the library director and the board of trustees—is to anticipate community needs and act decisively to meet them. This is a challenging, but not impossible, task.

The key is maintaining relationships and open communication with community members. The library administration should keep lines of communication active and open with “stakeholders”—some or all of the following people or groups:

- Library staff
- Current library users
- Non-user members of the community
- Business organizations, such as the chamber of commerce
- Literacy advocacy groups
- Representatives of schools and other educational institutions
- Governmental agencies
- Community planning committee
- Ethnic community organizations, especially those representing significant minorities within the community
- Family service organizations, such as a county department of social services
- Financial institutions, such as banks and credit unions
- Public health officials and representatives of hospitals and clinics
- Representatives of neighboring or regional libraries
- Representatives from media in the community
- Advocacy organizations for the disabled
- Religious groups
- Senior centers, senior service organizations, and senior housing sites
- Youth service organizations such as Boy Scouts and Girl Scouts

Obtaining Information

In addition to communicating with stakeholders, your library board will probably need to access statistical data. For example, U.S. census data provides valuable information about the makeup of communities on the basis of age, race, gender, economic status, and other measures. Another good source is the Illinois Public Library Annual Statistics by the Library Resource Center, <http://lrc.lis.uiuc.edu/IPLAR/>

Consider carefully what other types of information is necessary to make planning decisions. You may need to conduct interviews or conduct a formal survey to elicit information more specific to your community and library. Seek only the information you need and will use, as surveys can be costly and time-consuming. Professional help is valuable, perhaps necessary.

Obtaining meaningful information in a survey can be tricky. For data to be representative of public opinion, the sample group surveyed must be randomly selected and contain enough responses. Questions must be crafted carefully to elicit useful information. The obvious question may not be the best way to encourage meaningful responses. The following is a simple example.

How To Phrase Survey Questions	
Wrong way	What changes would you like to see in your public library?
Responses	Participants are likely to answer based on their own preconceptions about the library.
Right way	What do you do (occupation)? What do you enjoy doing? What are your goals for the next year?
Responses	Participants are likely to yield useful information about their own needs.

When all the data have been collected, the board will need to conduct a formal needs assessment.

A Plan That Will Get Us There

The very first part of a strategic plan is a mission statement. Your library probably already has one. Creating or reviewing the mission statement should be the starting point for planning.

A mission statement is a crystal-clear, jargon-free, concise statement of an organization's purpose, function, and values. Guidelines for writing a mission statement are widely available. You can get help from the following sources:

- *Planning for Results: A Public Library Transformation Process* by Ethel Himmel and William James Wilson
 - ♦ Source: The American Library Association, 1998
- <http://www.tgci.com/>
 - ♦ Source: The Grantsmanship Center, a company that trains people in writing grant proposals
- <http://www.nonprofits.org/>
 - ♦ Source: The Internet Nonprofit Center, sponsored by The Evergreen State Society, a civic organization based in Seattle, Washington

The library mission statement should be disseminated to everyone—trustees, staff, and community. It should be revisited and revised periodically, perhaps every three years.

Goals, Objectives, and Activities

Out of the needs assessment conducted by the board flow goals, objectives, and activities. These components form the core of a meaningful strategic plan.

Data amassed is of little practical value unless and until it can be turned into useful tools for action. A well-done needs assessment should prepare planners to turn the focus to the business of defining goals, objectives, and activities, which will in turn, enable planners to identify and embrace an appropriate action plan.

- A **goal** is a general outcome that a target population (or the entire population served) will receive through library programs and services.
- An **objective** is the way in which the library will measure progress toward a specified goal. An objective consists of a measure, a standard for comparing the measure, and a timeframe.
- **Activities** are groups of related actions that the library will carry out in order to achieve goals and objectives.

The following table provides an example to illustrate goal/objective/activity relationships.

Goal	Computer-challenged adults in the community will have access to programs to help them gain a measure of computer literacy.
Objective	During fiscal year _____, as many as 100 adults will receive basic hands-on computer training.
Activity	A two-session computer literacy class will be offered one weeknight and one Saturday in each of four "semesters."

The goals-and-objectives paradigm is common to many types of planning. The interpretation presented here is inspired by the Public Library Association's *The New Planning for Results*, by Sandra Nelson. See the Resources section at the end of this chapter for bibliographical information about this work.

Specialized Planning

Some library activities require special planning efforts, perhaps assignment to a committee of the board. Two areas of library activity that might be candidates for special attention are technology planning and disaster planning. Both of these special plans have been required by the Illinois State Library.

Components of Technology Planning...

- Telephone service/voice mail/faxes/e-mail
- Internet connection service and email
- Equipment: photocopiers, fax machines, microfilm readers, printers
- Computers for staff use
- Computers for patron use
- Local area network to link computers within the library
- Circulation control software; online catalogs; automated acquisitions and cataloging
- Participation in regional computer networks and databases, if applicable
- System administrator to keep all computer systems going
- Library Web site
- TTY service for the hearing impaired

Components for Disaster Planning...

- Staff knowledge about how properly to handle medical emergencies
- Strategies in case of fire, tornado, or terrorism emergencies
- Strategy for salvaging library resources in an emergency in which the facilities are under threat
- Resource lists of services and products to aid in recovery from emergencies
- Communication plans:
 - ♦ for staff instructions
 - ♦ for informing the community

Resources

The following resource may help you and your board understand and refine strategic planning.

- *Planning for Results: A Public Library Transformation Process*

Available from the Public Library Association (PLA), a division of the American Library Association: go to this Web site: <http://www.pla.org/ala/pla/pla.htm>. Click on **Publications & Reports**.

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Chapter 8

HUMAN RESOURCES



On par with a library's holdings are its human resources. Without appropriately trained staff, library resources would be inaccessible and useless to the community. Trustees on the library board hire and evaluate the library director, who has the major responsibility for library operations and oversight of library staff. The trustees, in turn, set policies to govern human resources issues affecting all staff.

The single most important decision a library board makes is to hire a library director. The success of the library's mission—its programs and services—depends upon the competence and commitment of that one professional more than any other factor.

Obtaining—and keeping—a successful library director must be a top priority for the library board. Along the same lines, the board must ensure that salary and benefits remain competitive, within the library's means. The familiar adage, “you get what you pay for,” is as applicable to library management as to any other field requiring advanced education and high professional standards.

The issue of benefits looms especially large these days. With the health insurance industry in a state of high fluidity and under intense cost pressures, providing solid, satisfactory health coverage poses a major challenge to all employers. Moreover, Illinois requires that a retirement plan be provided for full-time municipal employees. Some plans may include some part-time staff as well. In addition, many employees wish to participate in tax deferred compensation programs that can be authorized by the library board as an attractive, virtually no-cost benefit. Library boards must take all these expectations into account when designing benefit plans.

Maintaining open, positive relations with staff also must be a high priority for library boards. Regular performance reviews for the library director, maintaining proper relations with subordinate staff, and handling grievances all fall under this broad umbrella.

Note: The Illinois Open Meetings Law, 5 ILCS 120, mandates that meetings of library boards be open to the public. However, the law does allow for closed meetings for discussion of sensitive topics such as interviewing of candidates, performance evaluations, hearing of grievances, and union negotiations. See the section, “Board Meetings and the Open Meetings Act,” in Chapter 3 for the circumstances under which a closed meeting may be called.

Hiring a Library Director

Before any recruiting begins, the library board must draft a comprehensive and accurate job description.

Job Description

The table on page 33 summarizes the type of information that a job description for library director should contain. The job description must be kept current, as it is the basis not only for hiring but also for performance evaluations.

Prioritizing Goals

Before recruiting begins, the board should revisit the long-range, strategic plan for the library. (See Chapter 7, "Planning.") What are the main goals in the plan? What activities do they emphasize? Perhaps a goal calls for expanding inadequate facilities. Or perhaps the library board has embraced a long-term objective of reaching out to a growing and underserved minority in the community.

Make a one-page bullet list to emphasize the major goals that the board has endorsed for future direction. This information will be useful in the recruiting process and in interviews.

Recruiting

For larger libraries, one of the most effective ways to advertise availability of a library director position is to place ads in professional journals such as the *Library Journal* and *American Libraries*. Joblines—online job-search resources—are also available and can be used effectively by libraries of all sizes. Both the ALA and the ILA Web sites have joblines. Regional library systems also post position vacancies on their Web sites, which draw a great number of local inquiries. In addition, the regional library system has experienced staff who can assist the library board in planning for recruitment.

Joblines

Online Job-Search Resources

ALA	Go to http://www.ala.org/ select Professional Tools ; select Human Resources ; select Guide to Employment Resources
ILA	Go to http://www.ila.org/ Select Jobline

A job ad should include statistics indicating the scope of the job and salary information. A salary figure may be "ballparked" if the board wishes to leave room for negotiation. The ad might also highlight one or two major goals in the board's strategic plan for the library. The following is a sample job ad.



Legal Requirements

Library trustees, like other employers, must comply with state and federal laws that prohibit discrimination in hiring. It is illegal to discriminate on the basis of sex, race, creed, color, religion, age, country of national origin, individual lifestyle, or physical disability. If possible, have a legal advisor preview questions for and written communications to candidates.

For more information about conformance with the Americans with Disabilities Act (ADA) and other federal and state antidiscrimination laws, go to the ALA Web site, <http://www.ala.org/>: select **Professional Tools**; select **Human Resources**; select **Library Employment Resources**.

Interviewing candidates

Interviewing is an art, as many people intuitively realize. There are library consulting firms that specialize in recruiting and advising institutions on effective and recommended recruitment practices. The process generally follows the steps below.

A library board should delegate interviewing tasks to a committee of the board. The same individuals should participate in all the interviews. Before any interview is conducted, the committee should draft a list of questions that will be asked of each interviewee. Some of the questions should pertain to the long-range goals that the board has previously identified.

The committee should provide time after each interview for interviewers to make written notes of their impressions.

The committee submits its recommendation to the whole board. Final candidates should meet with the full board, and if possible, with key staff members. When the board has reached consensus on a candidate, references should be checked. The job offer should specify salary and benefits along with the preferred starting date. There may be some flexibility involved, but a deadline should be clear. The other candidates should be notified of the selection only after the chosen candidate has accepted.

Job Title: Library Director

I. Job Responsibilities

Note: Depending on the size of the library, some of the duties may be delegated to the staff, but the responsibility for the successful completion of the work remains with the library director

- **Administrative role** Hire and supervise library staff; implement policies as established by the board; receive and expend funds according to budget; oversee services.
- **General advisory role** Advise the board on issues from policymaking to budget preparation; inform the board about developments in the library field.
- **Financial role** Prepare draft budget for consideration by the board; participate in presentation of the annual budget to municipal officials; prepare grant applications.
- **Reportorial role** Prepare periodic budget reports and reports on circulation statistics or other relevant data; prepare annual report for ultimate submission to state library.
- **Collection management role** Oversee selection of all materials; catalogue and process materials according to accepted standards; weed materials in accordance with policies established by the library board; advise the board on collection development issues.
- **Facilities management role** Oversee maintenance of grounds and buildings; oversee custodial staff; oversee safety programs and state and federal regulations.
- **Public relations role** Interface with community members and groups to develop support for the library; prepare publicity plans and handle media relations.

II. Qualities the Board is Seeking

- Excellent interpersonal skills, with the ability to facilitate discussion and build consensus.
- Excellent communications skills, including public speaking ability
- Administrative skill, especially the ability to supervise staff and delegate responsibility, fairly and in accordance with board policies and state and federal laws.
- Ability to work well within lines of authority and to accept decisions made by the board.
- Excellent analytical skills. Ability to work with and manipulate statistical data.
- Ability to work with electronic media, including computers and the Internet.
- Ability to handle complaints and controversy with objectivity.
- Ability to plan and handle multiple, competing priorities, and accommodate deadlines.

III. Education and Experience

- Bachelor's degree; Master of Library Science degree preferred.

Performance Evaluations

Evaluation of the library director is an ongoing process, as is evaluation of the library's total offering of programs and services. The board should conduct such evaluations on at least an annual basis. The first such evaluation for a new director might occur at the end of a probationary period of several months.

The evaluation can be guided by a standard checklist of performance criteria. At least a couple of the performance criteria should be tied to goals in the library's long-range plan. The board and the library director should review the performance criteria at the beginning of the year so the basis of the future review is clear to all parties.

Setting Goals

No performance evaluation is complete without an eye to the future. The trustees and director should identify several objectives, based on goals in the long-range plan, for the director to work on in the coming months. These objectives then become inputs for future performance reviews.

Evaluation of the library director's performance should be based broadly on the following three factors.

Factors for Performance Evaluation

Job Description: Performance of the director as evaluated according to the written job description

Objectives: The director's progress carrying out previously identified objectives, in conjunction with specific long-range goals

Leadership: The success of the library in carrying out service programs, under the leadership of the director

Written Components

For reasons of consistency and legal viability, a formal performance evaluation should generate written records. These records should consist of

- a formal written evaluation by the board, signed by a representative of the board.
- a signed self-assessment submitted by the library director.

The written records are legal protection for both parties in the event that a disagreement involving the director's performance of duties should arise. They also provide a baseline for future performance evaluations.

Records Confidentiality

Human resources records require sensitive handling. Personal details of an employee's record are private and

confidential in nature. Medical information is especially sensitive and should be kept separately from general personnel records. Management and use of human resources records are governed by the Personnel Record Review Act: 820 ILCS 40. For a sample personnel records request form, go to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**. Then select **Personnel Policies**; select **Personnel Records**.

Terminating Employment

For any number of reasons, the board and/or the director may decide that it is time for the director to go. Though the director may have been hired under contract, that contract may not be legally enforceable. If the director wants to go, it is probably best for the board to accept that decision, even if there was a written or oral agreement about a longer period of employment.

If the situation is otherwise—the board has concluded that the director must go, though the director wants to stay—then the board faces the delicate task of terminating the director's employment. It is highly advisable for the board to consult a legal advisor before firing a director. Illinois is an "at will employment" state, and most directors serve at the pleasure of the board. To avoid the possibility of litigation, a legal advisor will advise the board whether to document cause for termination of an employee or terminate the director "at will."

Whatever the cause of the parting, the board should conduct an exit interview with the director. A frank and open discussion of differences can identify problem areas that the board may want to remedy in future director relationships, or at the least, pitfalls to avoid in the next round of hiring.

Trustee Relationships with Subordinate Staff

The library board works directly with the library director in the administration of the library, and the director is directly answerable to the board. However, the situation with subordinate staff is quite different. These staff members will have been hired by the library director (past or present) and report directly to her or him. Therefore it is important that trustees avoid interference in the lines of authority between director and subordinate staff.

Occasionally, an aggrieved employee may approach a trustee with a complaint. The proper response on the trustee's part is to direct the employee to take up the problem with the library director.

The board should have a clearcut, written policy for handling staff grievances. If the problem cannot be solved at the director's level, then it may have to come before the board—but only according to an established, written policy.

For a sample grievance policy, go to the Illinois State Library Administrative Ready Reference Menu: select **Policy Model**. Then select **Personnel Policies**; select **Grievance Procedure Policy**.

Salary and Benefits

Determining appropriate salary levels involves two hard realities of economics: available resources and supply-and-demand competition among the available pool of personnel. To attract good people, the board of trustees should offer a competitive salary for the range of duties each position entails. The board sets the compensation structures and the level of each job with a minimum and maximum salary for the position; the director administers the salary and benefit program for the other employees, according to the board's policies. The board confirms new hires and salaries.

The Illinois Library Association advocates fair compensation for library employees within these guidelines:

- A qualified, entry-level librarian should be compensated at no less than the same rate as an entry-level public school teacher with a master's degree, with adjustment to reflect a librarian's 12-month (rather than teacher's 10-month) work year.
- All other library staff should be compensated at levels that are competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

For additional help in setting appropriate salary for staff positions:

- confer with other comparable libraries in your library system or region and other local governmental agencies.
- consult the *ALA Survey of Librarian Salaries*, which is published annually and summarized in *American Libraries*. If there is a local survey available, consult it.
- seek input from other libraries of similar size, from school districts, or from the municipality.

Benefits are becoming an ever bigger part of the total rewards package. The cost of health insurance continues to rise at rates far ahead of annual inflation. If possible, the board should consult with a benefits specialist to find the best, most cost-effective combination of benefits. Some certified public accountants (CPA's) now offer benefits consulting as part of their services. Also seek options to join cooperatives to get good benefits at a more competitive price.

Human Resources Policy Manual

A necessary tool for employer and employees alike is a human resources policy manual. Such a manual might be prepared and maintained by a board committee in close consultation with the library director.

Document salary grades, benefits, paid holidays, vacation, and any other information relevant to staff in the manual. Distribute the manual to all staff members and have them sign a statement indicating that they received a copy. The manual is a guide to the policies of the library. Do not consider it or imply that it is a contract.

Union Negotiations

Public employees in Illinois have the right to join unions to bargain collectively for salary, benefits, and working conditions. In libraries in which staff members are unionized, it is the board's responsibility to negotiate terms of employment with union representatives. The library director should, of course, have input to these negotiations. In the final event, however, it is the board that will have to reach agreement in collective bargaining.

It is critically important that trustees adhere to state and federal laws governing labor relations when negotiating with union representatives. It is equally important that the board observe legally proper conduct during union organization and election activities.

It is highly recommended that the board may consult with an attorney with expertise in labor relations. The following resources may also be useful.

National Labor Relations Board:
<http://www.nlrb.gov/>

American Arbitration Association:
<http://www.adr.org/>

Resources

- Baldwin, David A. *The Library Compensation Handbook: A Guide for Administrators, Librarians and Staff*. Westport, Conn.: Libraries Unlimited, 2003.
- Cole, Jack and Suzanne Mahmoodi. *Selecting a Library Director: A Workbook for Members of a Selection Committee*, revised 1998. St. Paul, Minn.: Friends of the Library Development and Services, the Minnesota State Library Agency, a unit of the Minnesota Department of Education, 1998.
- Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.
- Evans, G. Edward. *Performance Management and Appraisal: A How-To-Do-it Manual for Trustees and Librarians*. New York: Neal-Schuman Publishers, 2004.
- Manley, Will. *For Library Trustees Only: Living with Your Director*. Jefferson, N.C.: McFarland, 1993.
- Saulmon, Sharon A. *Sample Evaluations of Public Library Directors*. Chicago: American Library Trustee Association, 1997.
- Swan, James. *Working Together: A How-To-Do-it Manual for Trustees and Librarians*. New York: Neal-Schuman Publishers, 1992.
- Wade, Gordon. *Working with Library Boards: A How-To-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 1991.
- Williams, Lorraine. *The Library Trustee and the Public Librarian: Partners in Service*. Metuchen, N.J.: Scarecrow Press, 1993.

Chapter 9

FACILITIES



A public library serves people of all ages, widely varied educational experience, and multiple linguistic backgrounds. It endeavors to meet educational and cultural needs of these diverse communities against a backdrop of rapid and continual technological change. No wonder libraries and the facilities that house them tend to become mismatched over time. Consider any of the following scenarios in a public library. Do any sound familiar?

An Ill-fitting Suit...

- The library director has just catalogued and processed a major publisher's new 8-volume series of books on global warming and climate change. When library staff members attempt to shelve this timely and valuable source in the appropriate number range in the reference stacks, there is no room for shifting books on the shelves to accommodate the series. The director and staff now have to come up with a makeshift solution to their space problem.
- The local community has experienced something of a "baby boom" within the last decade; as a result, the Saturday story hour for children is popular as never before. Two years ago, the library split the 11 A.M. Saturday story hour into two story hours on Saturday, at 11 A.M. and 2 P.M. Now, both of the children's story sessions are overcrowded.
- Because of space and wiring limitations, the library can accommodate only two online card catalogue computer terminals. Five years ago, that level of support was adequate. Now, at high-use times, patrons have to take a number and wait in line to use the computerized card catalogue.
- When the library was built in 1914, large floor-to-ceiling windows were incorporated into the design to provide ample natural lighting in the main reading room. Then in the 1970s, the cost of energy and the cost of replacing large, custom panes of glass convinced the library board of that era to close up most of the window space and install small, standard-sized windows. Ever since, patrons have complained about the dark gloom in the reading room and the eerie, unpleasant shadows cast by the fluorescent lighting.

A Cautionary Tale

In the 1970s, the main library of the Chicago Public Library was moved out of its long-time, 1897 Beaux-Arts home, which the city then transformed into a downtown cultural center. The library was temporarily housed in the Mandel Building on Chicago's major commercial thoroughfare, Michigan Avenue. The library's holdings were scattered among several floors, challenging and confusing staff and patrons alike. Many users of the main library remember the 1970s as a frustrating era of misshelved or missing books. In 1982, the city moved the main library to occupy the recently vacated Goldblatt department store on the city's traditional Loop shopping street, State Street—another temporary and less than ideal arrangement.

Through careful planning with the city and a reassessment of user needs, this story does have a happy ending. In 1991, Chicago dedicated the magnificent Harold Washington Library. The structure fittingly hosts the main collection of the nation's "second city" and lends a dignified, stable presence to Chicago's South Loop area.

In Chapter 7, "Planning," you read about the importance of long-range, or strategic library planning. Adept, timely planning may enable you to avoid unhappy scenarios such as those described above. Conversely, inadequate planning will surely land you sooner or later in one unhappy scenario or another (or many).

An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities.

Evaluating Library Facilities

Staying one step ahead of the forces at work in our contemporary world challenges the most meticulous and thoughtful of planners. Demographic shifts alter communities; technological change renders yesterday's practices and procedures obsolete.

To stay on top of things, a board of trustees must keep a finger on the pulse of the library and community. One good way to do this, of course, is to solicit staff, patron, and community feedback, and to incorporate such feedback into the library's strategic planning. Another way to "take the pulse" is to conduct an annual evaluation of library facilities, possibly with the help of a professional library building consultant. The consultant is typically an experienced librarian who has extensive experience planning and implementing library building projects. At the heart of the planning process are the following questions:

- What are our users' needs?
- What services are we offering to meet those needs? What needs are we not meeting?
- Do our library facilities adequately support library services?

The final question, about facilities, is closely related to the first three. If trustees, library director, and staff find they cannot provide services to meet community needs in existing physical facilities, then facility changes of one kind or another will be necessary.

Evaluating physical space can become quite technical. Knowledge about library design and ergonomics (how space and facilities can be maximized for safe, efficient use by the human body) is critically important. As finances and professional availability allow, libraries are well advised to engage the services of a building consultant for facilities evaluation, especially if a building program appears to be in the offing.

Most regional library systems maintain lists of local and national library building consultants. The American Library Association provides an online list of such consultants. For more information, access the "LBCL Library Buildings Consultant List": go online to the ALA Web site, <http://www.ala.org/>: select **Professional Tools**; select **Admin. & Management**; select **Buildings**; select **LAMA Publications**.

Another online resource for library consultants is LibraryConsultants.org at <http://www.libraryconsultants.org/>.

Of course, the library director and staff will have major parts to play in any evaluation of library facilities, as they observe the daily use patterns of patrons and are aware of inadequacies that reoccur.

Precise metrics for determining library space needs are available in Appendix 7 of *Serving Our Public*. To obtain an electronic copy of this document go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Serving Our Public**.

Library Facility Evaluation Guidelines...

- Conformance to state and federal laws regarding access by persons with disabilities, particularly the Americans with Disabilities Act (ADA)
 - ♦ ADA became federal law in 1990. ADA establishes specific building codes to ensure accessibility for disabled people.
 - ♦ For more information, access "ADA Accessibility Guidelines for Buildings and Facilities" at the following federal government-sponsored Web site: www.access-board.gov/adaag/html/adaag.htm.

- **Shelving space**
A board-established policy of “weeding out” old materials should clear the way for new materials. However, if new exceeds old, library staff will face a shelving crunch and solutions will be needed.
- **Adequacy of display furniture**
Display furniture such as periodical or paperback racks take up floor space, but are important inclusions to store materials appropriately and attract patrons’ interest.
- **Staff usage areas**
Staff members need adequate working space. A computer workstation and adequate desk and file space are the minimal requirements. Staff also need amenities such as a break area with table and chairs.
- **Facilities for technology support**
At minimum, a library needs computer terminal(s) for online card catalogue access, computer(s) for Internet access, photocopier(s), telephones, and fax machine(s); and adequate wiring support for all equipment requirements. Moreover, many patrons regard electrical outlets for their laptop computers as a necessity.
- **Lighting**
Adequate artificial lighting is critical for use of materials as well as vision health. Additionally, natural light enhances the library environment aesthetically. Natural light must not, however, be strongly intrusive, as in direct morning or afternoon sunlight, especially in areas where computers will be in use.
- **Circulation/checkout areas**
Counter space should be adequate to accommodate the flow of patrons. The checkout desk must have at least one station to accommodate wheelchair height, according to ADA regulations. This station will also be at a friendly height for young children.
- **Reference**
If possible, a separate service point should be created for patrons to interact with the reference librarian. A study area, preferably with computers offering Internet access, should be in proximity of the reference librarian so personal assistance can be readily provided.
- **Children’s Services**
A separate area should be created for children that reflects their special interests, accommodates their collections, and allows for their youthful chatter. Staff assistance should be nearby to help children and parents in selecting age-appropriate materials. The space should accommodate school visits and programs, if possible.
- **Meeting Room**
Although not all facilities can provide a space for library programs and community groups, it should be a goal for planning. The library can enhance its value to the community by providing programs of interest to children and adults. By offering a meeting place to civic groups, the library will become the “heart of the community” and a relevant resource in people’s lives.
- **Storage, Mechanical Equipment and Maintenance Areas**
A surprising amount of space is required for non-public service functions in a library. Storage is needed for supplies used in ordering and processing, for required retention of records, and for materials awaiting cataloguing or repair. Cleaning supplies and equipment must be stored safely, and convenient access to a “janitor’s closet” with sink is essential for maintenance activities. Areas for heating and cooling equipment should be located in safe areas with attention given to the impact of noise of operation on the library service areas and neighbors.
- **Special service areas**
If space is available, some libraries provide a quiet study room, a business resources room, or a local history room. Allocation of special spaces is determined by local needs and building layouts.
- **Amenities**
Restrooms and water fountains must be clean and accessible to everyone, including the disabled. The number and/or size of bathrooms should accommodate patrons at all times without imposing long waits. Local zoning codes should be consulted.
- **Climate control**
The library should provide a comfortable environment year-round. Heating and cooling systems must be clean and safe to protect against buildup of molds, bacteria, or other pathogens. The library should retain the regular services of a reputable heating/AC (HVAC) company.
- **Cleaning service**
The importance of maintaining a clean environment has been highlighted in recent years by press stories about possible links between rising asthma rates in children and the dusty environments in which many children live. Library officials should continually monitor the adequacy of cleaning the library, whether done by janitorial staff or a service.
- **General appearance and condition of building(s)**
The trustees should be alert to any evidence of possible structural problems. Where concerns arise, a structural engineer should be retained to make appropriate inspections. Facilities that look dated or shabby may turn away patrons: is it time for a major redecoration? An engineer can also prepare a schedule for structural maintenance (tuckpointing, window re-sealing, etc.) and systems maintenance (HVAC, electrical, etc.) for planning and budgeting purposes.

- Security

The library should have adequate protection during off-hours, such as an appropriately alarmed and monitored security system. Security staff may also be needed to assure a safe, positive environment for patrons and staff when the library is open. The library might choose to hire an on-site security guard during certain hours, particularly in busy periods and closing hours.

- ♦ For more information, access the online document, “Library Security Guidelines”: go to the ALA Web site, <http://www.ala.org/>: select **Professional Tools**; select **Admin. & Management**; select **Buildings**; select **LAMA Publications**.

- Protection against fire

Most municipalities have fire codes. Library trustees should verify that library facilities meet all such codes. In particular, care should be taken with flammable materials, and fire extinguishers and alarms should be installed according to code. Emergency exits should be well-marked and lit. Staff should have an evacuation plan and a storm “take-over” plan and practice it from time to time.

- Location in community

Towns, cities, and communities change. Is the library still in a central, reasonably accessible location for the whole community? If not, should branch outlets or mobile service be considered?

- Parking

Fifty years ago, far fewer people drove cars in their daily activities than today. Patrons expect to be able to drive to the library and park; otherwise, many will opt for some other activity. Verify that parking is adequate for the library hours of greatest use. Verify that disabled parking spaces are provided, in accordance with ADA regulations. There may be local guidelines or zoning codes regarding the number of parking spaces needed.

What Next?

A thorough, annual facilities evaluation might lead the trustees to any of several conclusions. For example, finding facilities to be adequate might lead them to identify a few minor improvements to be made. On the other hand, the trustees might identify major shortcomings in the facilities that can be remedied only by a building program. That program might take the shape of an expansion of existing facilities or the construction of an entirely new library.

Deciding To Build

A building program is a long, complex process. The potential payoff for the library’s mission and future is huge, but the potential pitfalls are numerous.

A Building Committee

When trustees have concluded that fulfilling the library’s mission in the community calls for new facilities, the board should form a building committee. This committee should embrace at least some of the trustees, members of the community, and the library director.

In the early stages, this committee might be called a Building Study Committee to reflect its pre-commitment function. Once an architect has been hired, plans have been approved, and a contractor has been hired, the committee might evolve into a Construction Committee.

Library Building Program Statement

A building committee’s first major task is to draft a building program statement. This is a carefully written document that describes the general building requirements necessary to satisfy the library’s functional needs (which, of course, should be based on community service needs identified in the library’s strategic plan). Library building consultants can be very helpful with this process and may be required for library construction grants.

The building program statement will answer four questions, elaborating in considerable detail:

- What are the library’s overall space needs?
- How should the space be broken down into departments or service areas?
- How should these areas relate to one another?
- What furniture and equipment will be needed in each area to function efficiently and respond to user needs?

The building committee will use the building program statement as a checklist for evaluating plans submitted by an architect later in the life of the project. A well-written building program statement will help ensure that the architect “gets it right” and should minimize or avoid disputes and confusion among the committee members about “what we decided on.”

Hiring an Architect

Once the trustees have made a clear commitment to building and have prepared a building program statement, the board's next step will be to engage the services of an architect. A good way to approach this critically important task is to visit libraries that have recently completed building programs. Also see the "Resources" section at the end of this chapter.

The board should solicit presentations by several architects. Each candidate should be interviewed and examples of his or her work on similar projects should be reviewed. Establishing a harmonious working relationship between architect and building committee members is critically important.

When the board has made its selection, the architect and board will work out a formal written contract. The board will want to make provisions for attorney review of the contract.

Additionally, the board may need to include a contingency provision in the contract to allow for the outcome of a public referendum, if such is required. If the referendum fails, how will the architect be compensated? How can the board limit its financial outlay to accommodate this unwished-for outcome?

Funding a Building Program

Library funding comes from several sources. The following sections detail funding sources that may be available for a building program.

Levies

The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries may decide, by referendum, to levy 0.02 percent of property taxes for construction projects in addition to taxes allocated for support of libraries. (See 75 ILCS 5/3.)

Likewise, library districts may levy 0.02 percent of property taxes for construction projects. The additional levy requires a referendum if the requisite percentage of voters in the district petition for one. (See 75 ILCS 16/35.)

Bond Issues

Municipalities or library districts may issue bonds to fund construction programs. A bond issue requires voter approval in a referendum.

- For information about bond issues for libraries in municipalities, see 75 ILCS 5/5; 75 ILCS 35.
- For information about bond issues in library districts, see 75 ILCS 16/40-15.

There are financial consultants available to help estimate costs and plan for a referendum. Information about consultants may be obtained through the regional library system.

Grants

State construction grants may be available through the Illinois State Library. For information on such grants, go online to the Illinois State Library Administrative Ready Reference Menu (previously cited): select **Planning for Grants**.

Additionally, there are many opportunities available through national and local governmental agencies, not-for-profit organizations, foundations, and professional associations. Consult your regional library system for information and assistance.

Resources

- Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.
- The Library Journal*, published by Reed Business Information, features special coverage of library building projects in its annual December issue. The article "Library Buildings 2003: These Joints Are Jumpin'" in the December 2003 issue features 195 public library building projects.
- McCabe, Gerard B., and James R. Kennedy, eds. *Planning the Modern Public Library Building*. Westport, Conn.: Greenwood, 2003.
- Sannwald, William W. *Checklist of Library Building Design Considerations*, fourth ed. Chicago: American Library Association, 2001.
- Woodward, Jeannette. *Countdown to a New Library: Managing the Building Project*. Chicago: American Library Association, 2000.

BUDGETING AND FINANCIAL MANAGEMENT



Most people understand the basic logic of budgeting: you take in money, called income or revenue; and you spend money, called expenditure, to obtain goods and services. In a healthy, well-regulated economy—whether a home, business, or government—expenditure does not exceed income.

A public library is largely dependent on the governing authority for tax support. No less than other economies, the budgetary and financial health of a public library relies on the basic budgetary logic of revenue and expenditures.

Within budgetary constraints, library officials seek adequate revenues; authorize appropriate expenditures; and keep careful track of money flow. These activities are all part of a program of financial management.

Income for Public Libraries

Most of the income for public libraries comes from taxation on the part of the governing authority. For most Illinois public libraries, that authority is a city, town, village, county, or township. In district libraries, the library district is itself the taxing authority.

Revenue from Property Taxes

The primary source of revenue for most public libraries in Illinois is local property taxes. The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries will allocate 0.15 percent of property taxes to funding of those libraries. Communities may choose by referendum to raise the library tax rate to any percentage up to and including 0.60 percent.

Additionally, communities may decide, by referendum, to levy an additional 0.02 percent “maintenance levy” for maintenance, repairs, and alterations of library buildings and equipment.

Library districts may levy the same tax rates as the municipal libraries. The only difference is that a district library is its own taxing authority. Libraries districts receive their taxes directly from the county.

In recent years, some Illinois counties, including Cook County and the Chicago metropolitan “collar” counties have adopted so-call “tax caps,” more properly called the Property Tax Extension Limitation Law (PTELL) 35 ILCS 200/18-185. This law constrains the rate of growth in property tax collection in neighborhoods where property values are rising rapidly. As a result of PTELL,

revenues available to public libraries in some locales are growing at a slower rate than formerly. For some libraries, revenues are actually decreasing due to the implementation of PTELL.

All of this becomes relevant and important when the time comes to estimate revenue in a budgeting cycle. To obtain reasonably reliable revenue projections, library trustees should work with municipal finance officers.

State Grants and Federal LSTA Grants

A number of state and federal grants are available to public libraries. In Illinois, most of these grants are administered through the Illinois State Library in Springfield.

The U.S. Congress allocates federal grants to public libraries through the Library Services and Technology Act (LSTA). This federal source of funding has been available in one form or another since 1956. In Illinois, public libraries apply for LSTA through the Illinois State Library.

Soliciting grants require special skills and thorough knowledge of the grant-application process. The library director or other staff member who is experienced in applying for grants should prepare and submit all grant applications.

To apply for federal or state grants, visit the Web site of the Illinois State Library. A good place to start is the Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/index.htm: select **Planning for Grants**.

Grants from Other Organizations

There are many opportunities available through national, state, and local governmental agencies, not-for-profit organizations, and foundations, in addition to professional associations. Consult your regional library system for information and assistance regarding grant programs.

E-rate Funding from the Federal Government

The U.S. Congress passed legislation in 1996 to help public libraries cope with financial demands of the technological revolution, such as buying computers and leasing Internet service. The legislation set up the so-called "e-fund." According to provisions in the law, the e-fund is funded by a special federal tax on phone companies. The Federal Communications Commission (FCC) is charged with accepting applications for e-fund grants, approving grants, and distributing the money through the School and Library Division. More information on the application process can be obtained from the Universal Service Administrative Company Web site, www.sl.universalservice.org.

Note that acceptance of e-fund grants requires libraries to adhere to certain federal regulations. Public libraries

must install and maintain filtering software on computers that support Internet connections, in compliance with the Children's Internet Protection Act (CIPA), passed by Congress in 2000. For more information on CIPA, see Chapter 6, "Intellectual Freedom."

Charitable Donations

Public libraries encourage charitable donations from private citizens and companies. (This topic is discussed in more detail in Chapter 11, "Fundraising.")

Public libraries may receive tax exempt charitable gifts in their role as part of a municipality or as a sovereign political subdivision (in the case of district libraries). Any such donation vests in the library board of trustees. The board of trustees automatically becomes a special trustee of the donated property. No special incorporation is required.

Another way in which a library may choose to accept charitable gifts is to set up a tax exempt foundation under Internal Revenue Service Code §501(c)(3). This approach has inherent costs, such as incorporation fees and accountant fees for preparing federal tax returns. Check with your regional library system about the possibility of joining an existing library foundation to facilitate starting your local library foundation. However, some libraries may find the foundation structure helpful in conducting development campaigns.

For more details about accepting charitable donations as a public library, go online to the Administrative Ready Reference Menu (previously cited): select **Charitable Giving**.

Library Expenditures

As we all know, everything costs. The services that a public library provides require staff, facilities, resources, and many other costly inputs. The following list summarizes the main categories of expenditures for a typical public library.

Library Expenditures

- **Staff salaries and benefits**
Because libraries are service-driven organizations, expenses associated with obtaining and keeping competent, qualified staff will be the largest entry in the accounts ledger.
- **Materials**
Books, videos, books-on-tape, and periodicals are all examples of library materials.
- **Operations**
This category includes building maintenance, utilities, supplies used by staff and patrons, and many other items.

- Technology
All the computers, scanners, printers, photocopiers, Internet connections, regional database connections, local area networks, and telecommunications fall into this category. Of course, technology needs are continually growing and changing and require frequent reinvesting to upgrade and improve services.
- Additionally, public libraries may have special, significant expenditures at particular times, such as expenditures associated with building a new library structure.

The Budgeting Process

Budgeting is a complex, collaborative process. It requires many different inputs and achieves best results when many voices expressing various viewpoints are heard. A budget should reflect the appropriate mix of visionary creativity and well informed fiscal reality.

In the broadest sense, two inputs are required to fashion a budget: (1) a needs and goals assessment, and (2) an estimate of available resources.

The needs and goals assessment comes directly from the library board's long-range plan. Planning and budgeting go hand-in-hand. "The budget is the long-range plan in numbers, and the long-range plan is the budget in words," as some library administrators have observed.

Lines of Responsibility

Although budgeting is a collaborative responsibility, ultimately the library board must put its stamp of approval on a budget and submit it to the governing (funding) authority. (Note that the ultimate funding authority in a library district is the library board itself. These comments apply to municipal libraries.)

The board has ultimate responsibility for the budget. However, trustees will not be able to do this job without significant input from staff, especially the library director.

The director, in turn, will probably depend upon other staff to help collect pertinent data and assess library needs. All these players should have a say.

Finally, the governing authority gives a thumbs up or down on budget matters, based on their understanding of community needs and interests.

Steps in the Budgeting Process

Budgeting is an ongoing activity in library management. The following list is intended only to suggest the broadest outline of the budgeting process.

Budgeting Guidelines...

- Begin well in advance of deadlines.
- Evaluate last year's budget. Ask: How well did it support services? How well did it enable library staff and trustees to carry out long-range plans?
- Consider salaries and benefits early in the process; these costs will rank among the highest in the budget. (See the "Library Expenditures" list earlier in this chapter.)
- Continually evaluate budget decisions in light of goals and objectives established during the planning process. (See Chapter 7, "Planning.")
- Earmark annually, if possible, a sum for a new program or service enhancement.
- Try to anticipate next year's problem areas and obtain preliminary estimates.
- Develop a multi-year plan to fund building and equipment repairs and replacement. Proactive planning will significantly reduce costly, unbudgeted capital expenses.
- Don't try to hide the budget: work to obtain staff and community buy-in.
- When the board has approved the budget, prepare to make a professional presentation to the appropriate funding authorities. Be prepared to explain and justify costs to municipal officials. Persuade authorities that they have a stake in the library's success in the community.

Financial Management of the Library

In general terms, financial management is all the things a library board, director, and staff members do to implement the budget. It is an ongoing daily, weekly, and monthly task.

Funds must be dispersed and collected continually to keep a public library running. State statutes and library board bylaws specify procedures for making purchases and dispersing funds. For example, a provision in the bylaws may grant the treasurer of the board check-writing privileges for expenses up to a certain amount; it may require joint signatures of both the treasurer and the board president for large expenses.

Typically a public library has an operating fund, out of which ongoing, regular expenses are paid. Additionally, libraries may have a capital fund and, perhaps an endowment fund. The following table summarizes types of library funds.

Types of Library Funds

Fund	Purpose
Operating	To pay day-to-day expenses and deposit regular sources of income
Capital	To pay for special, large expenses such as for a building program, major equipment purchase, or structural improvements
Endowment	May be established to receive and invest monetary charitable donations
Working Cash	Enables libraries to have in its funds, at all times, sufficient money to meet demands for ordinary and necessary and committed expenditures for library purposes. (75 ILCS 5/3-9 and 5/4-13; for district libraries, 75 ILCS 16/30-95 and 16/35-35)

Periodic Reports and Audits

Tracking the collection and dispersal of funds on a regular, rational basis is critically important. Personnel should file with the board regular financial reports reflecting standard accounting practices. Such reports might be generated by the library director or the director in collaboration with the board treasurer, for example. Reports might be presented on a quarterly basis for smaller operations, or on a monthly basis for larger libraries. Financial reports should be organized in useful categories with sufficient information to monitor expenses. Categories generally include:

- Salaries
- Benefit costs
- Commodities (supplies)
- Contractual expenses
- Capital expenses

More descriptive account lines may be added to each category to track expenses.

Public libraries in Illinois are required by law to submit an annual report to the principal funding agency (village, township, city, or library district) and to submit a duplicate copy to the Illinois State Library.

Public libraries are also advised to contract with a qualified professional to conduct an annual audit. Municipal public libraries with income of \$850,000 or greater are required by law in Illinois to conduct an annual audit. District libraries must submit a comptroller's report even if they do not conduct an audit. These mandated records are public documents that must be retained and made available to the public.

Resources

The Illinois State Library's Administrative Ready Reference Menu (previously cited) offers several resources related to budgeting and financial management of a public library. The following items may be especially useful:

- **Charitable Giving**
General guidelines and samples of letters to donors
- **Non-Resident Fee Calculation**
A formula for calculating library fees to charge non-residents
- **Ordinances**
Under "Financial" subhead: Illinois laws concerning financial aspects of library management
- **Planning for Grants**
Information about grants available to public libraries through the Illinois State Library
- **Policy Model**
Under "Financial" subhead: coverage on topics including budget and finance policy; division of financial responsibilities between the board and the library director; and investment of public funds
- **Property Tax Extension Limitation Law (PTELL)**
Details about PTELL, popularly known as "tax caps" (See the subsection, "Revenue from Property Taxes," near the beginning of this chapter.)

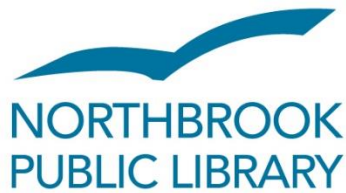
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Lang, Andrew S. *Board Source, Governance Series Booklets, #2: Financial Responsibilities of Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.

Prentice, Ann E. *Financial Planning for Libraries*, second ed. Lanham, Md.: Scarecrow Press, 1996.



Memorandum

DATE: October 22, 2018

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Public Code of Behavior Policy Update

I am requesting that the board change the Public Code of Behavior Policy to allow food to be enjoyed at the designated tables in the Youth Services department and in the Teen Loft.

We often get requests from patrons in Youth Services wishing to consume small snacks. After talking to other libraries in the area, we determined that almost all of the libraries allow small snacks in the Youth Services and/or Teen areas. The ones that did not allow it were considering changing the policy.

To test whether this would be problematic or not here, we did a small test at two tables in the Youth Services section over 3 months. We tracked issues and asked the cleaning company to wipe down tables additional times throughout the day as part of their general housekeeping tasks. What we found is that patrons genuinely appreciate having this area and are respectful of the space. They clean up after themselves and eat only in the designated area.

I feel that this would be an added benefit to creating a welcoming environment for our patrons.

Public Code of Behavior. The Northbrook Public Library welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

The Library seeks to provide its patrons, staff, and volunteers with a safe and pleasant library experience in an atmosphere conducive to connecting, studying, reading, creating, and learning. The Library recognizes its unique position and responsibility to educate, inform, and enlighten the community through free resources, programs, and services that enable everyone to participate fully in our democratic society as members of a knowledgeable and educated citizenry.

With public service as the highest priority, the Board of Trustees of the Northbrook Public Library has established the rules and regulations governing use of the Library, such that all persons may enjoy its benefits. All Library patrons can expect to:

- Receive courteous service,
- Be treated fairly and equitably by all Library staff,
- Contact staff for reference, readers advisory, and information services,
- Have questions, comments and concerns addressed in a timely manner,
- Suggest new materials, programs and services,
- Have staff make the library operate in the best interest of the tax payers, and
- Have a safe, clean, and comfortable building.

Individuals visiting or using the Library's facilities or services must comply with the following Public Code of Behavior. The Northbrook Public Library will uphold all federal, state and local laws, rules, regulations and ordinances in regard to public behavior.

Patrons shall be engaged in activities associated with the use of a public library while in the building.

Patrons may not interfere with the use of the Library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

Use of loud, abusive, threatening or insulting language or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on race, color, religion, national origin, sexual orientation, disability, or other traits, Inebriation, activities or behavior that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight and Photographing Library users, volunteers or staff without prior permission of the Executive Director.

1. Patrons may not sexually harass other patrons or staff. Harassment includes:
 - a. making inappropriate personal comments or sexual advances;
 - b. using obscene or lewd language or gestures;

- c. staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb him or her,
 - d. and exposing others to sexual Internet content (more information on Internet usage can be found in the Internet Policy).
2. Solicitation is not allowed on Library property. This includes selling, begging, or circulating petitions among patrons, volunteers or staff members , except as otherwise allowed by law
3. Patrons may consume food in the Café area on the first floor at the designated tables in the Youth Services Department, and in the Teen Loft. Covered beverages may be enjoyed throughout the Library, unless otherwise indicated.
4. Bringing pets or animals, other than service animals necessary for disabilities, into the Library is not allowed, except as authorized by the Executive Director for special programming purposes.
5. Shirts and shoes are required for health reasons and must be worn at all times.
6. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building and may return when the problem has been corrected. Offensive body odor, poor personal hygiene, overpowering perfume or cologne may require a patron to leave the building until such a time as the condition can become resolved.
7. Use of skateboards, roller blades or roller-skates is not allowed in the Library or on Library property.
8. The use of incendiary devices, such as candles, matches or lighters are prohibited on Library grounds. Smoking is not permitted within the Library or within 25 feet of any public entrance.
9. Any other behavior which could reasonably be expected to disturb other users or interfere with the Library staff performance of their duties is prohibited.
10. While the Library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow Library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the Library requires such care and is without it, the Library may contact social services or the police.

The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with

them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the Director may temporarily suspend patron privileges for up to 24 hours, including restricting access to the Library property, services or programs for patrons who violate the public code of behavior. Unlawful activities will be reported immediately to the police.