

NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES  
1201 Cedar Ln., Northbrook, IL 60062  
Regular Monthly Meeting Agenda  
February 21, 2019 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 January 17, 2019 and Special February 7, 2019 Minutes – Mr. Carlos Früm
- 5 Public Comments
  - 5.1 Brodie Austin - Digital Library Barcodes
- 6 Monthly Treasurer's Report – Ms. Miriam Imrem
  - 6.1 Review Monthly Financial Statements
  - 6.2 Approve Bills and Charges from January 2019
- 7 Monthly Foundation Report – Ms. Anna Amen
- 8 Economic Development Committee Report – Mr. Jay Glaubinger
- 9 Staff Reports – Ms. Kate Hall
- 10 Unfinished Business
  - 10.1 Little Free Libraries
  - 10.2 Cabling Project Update
  - 10.3 Technical Services and Maintenance Project
  - 10.4 Friends of the Library and Library Board Meeting Follow-up Discussion
- 11 New Business
  - 11.1 Fiscal Year 2020 Draft Budget
  - 11.2 Catch Basin, Manhole Cover, and Asphalt Bid Review
  - 11.3 Weather Closing Protocol
  - 11.4 Receipts & Expenditures July- December 2018 per 50 ILCS 305/1
- 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  
1/31/2019**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b><u>Operating</u></b>					
	General	6,955,215.85	26,528.68	502,381.66	6,479,362.87
	Restricted	262,247.63	7,119.35	6,934.76	262,432.22
	IMRF	416,181.79	501.30	25,726.65	390,956.44
	Fica	166,181.76	286.44	22,564.44	143,903.76
	<b>Total Operating</b>	<b>\$ 7,799,827.03</b>	<b>\$ 34,435.77</b>	<b>\$ 557,607.51</b>	<b>\$ 7,276,655.29</b>
<b><u>Capital Improvement</u></b>					
		<b>\$ 989,671.63</b>	<b>\$ 194.35</b>	<b>\$ 8,090.86</b>	<b>\$ 981,775.12</b>
<b><u>Debt Service</u></b>					
		<b>\$ 8,816.45</b>	<b>\$ 0.85</b>		<b>\$ 8,817.30</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	248,487.50	(556.02)	27.66
ProPay		-	-
PayPal	1,968.03	-	-
GSB - Money Market	224,976.66	-	-
MB - Checking/Money Market	6,735,181.67	500,000.00	-
Certificates of Deposit (detail below)	-	427,039.54	5,038.96
US Bancorp	642.55	498.72	
IMET	64,603.88	54,792.88	3,750.68
Petty Cash	795.00	-	-
<b>Total</b>	<b>\$ 7,276,655.29</b>	<b>\$ 981,775.12</b>	<b>\$ 8,817.30</b>

	<b>Amount</b>	<b>Maturity</b>	<b>Rate</b>	<b>Term-Days</b>
<b>Certificates of Deposit - Capital Improvements</b>				
NBT - 16808	<u>\$ 427,039.54</u>	06/25/19	0.250%	365
<b>Certificates of Deposit - Debt Service</b>				
NBT - 16829	<u>\$ 5,038.96</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  
1/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$17,208.93	\$7,282.71	\$6,264,008.72	\$7,032,695.87	\$7,119,456.00	98.78%
Replacement Tax	\$0.00	\$0.00	\$16,610.80	\$48,237.02	\$100,000.00	48.24%
Impact Fees	\$479.98	\$289.85	\$3,212.02	\$3,678.10	\$0.00	0.00%
Fines, Fees & Rentals	\$8,569.17	\$3,218.48	\$80,694.26	\$42,139.70	\$50,000.00	84.28%
Interest Income	\$4,364.70	\$9,720.92	\$28,612.12	\$93,098.12	\$25,000.00	372.39%
Other Income	\$657.36	\$304.14	\$2,734.06	\$2,966.95	\$100,000.00	2.97%
<b>Total Undesignated Revenue</b>	<b>\$31,280.14</b>	<b>\$20,816.10</b>	<b>\$6,395,871.98</b>	<b>\$7,222,815.76</b>	<b>\$7,394,456.00</b>	<b>97.68%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$5,659.97	\$7,071.59	\$63,195.06	\$76,939.55	\$100,000.00	76.94%
Designated Interest Income	\$28.61	\$47.76	\$233.36	\$294.11	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$5,688.58</b>	<b>\$7,119.35</b>	<b>\$63,428.42</b>	<b>\$77,233.66</b>	<b>\$100,000.00</b>	<b>77.23%</b>
<b>Total Revenues</b>	<b>\$36,968.72</b>	<b>\$27,935.45</b>	<b>\$6,459,300.40</b>	<b>\$7,300,049.42</b>	<b>\$7,494,456.00</b>	<b>97.41%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Materials - Books, Audio Visual, Movies	\$94,958.47	\$57,173.66	\$682,423.42	\$618,790.62	\$907,000.00	68.22%
Books	\$82,620.86	\$46,287.90	\$591,020.25	\$518,672.02	\$0.00	0.00%
Audio Visual	\$5,788.06	\$4,677.76	\$53,692.01	\$53,381.72	\$0.00	0.00%
Videos/DVDs	\$6,549.55	\$6,208.00	\$37,711.16	\$46,736.88	\$0.00	0.00%
Programs	\$9,192.18	\$12,101.88	\$99,220.88	\$86,607.35	\$132,000.00	65.61%
OCLC	\$274.47	\$1,978.39	\$13,815.12	\$17,156.11	\$20,000.00	85.78%
CCS Shared Costs	\$12,653.80	\$6,326.90	\$55,357.30	\$56,942.10	\$83,000.00	68.60%
<b>Total Materials &amp; Services</b>	<b>\$117,078.92</b>	<b>\$77,580.83</b>	<b>\$850,816.72</b>	<b>\$779,496.18</b>	<b>\$1,142,000.00</b>	<b>68.26%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$274,350.82	\$292,597.19	\$2,527,185.35	\$2,608,821.63	\$3,711,018.00	70.30%
Maintenance Salaries & Wages	\$12,423.32	\$12,781.10	\$110,910.52	\$115,029.90	\$162,297.00	70.88%
Group Insurance	\$37,597.97	\$41,577.80	\$339,282.41	\$379,168.26	\$550,000.00	68.94%
Unemployment/Worker's Comp	\$429.56	\$496.18	\$24,062.15	\$26,281.09	\$30,000.00	87.60%
Staff Development	\$2,835.14	\$6,378.71	\$29,915.33	\$47,641.57	\$72,000.00	66.17%
<b>Total Human Resources</b>	<b>\$327,636.81</b>	<b>\$353,830.98</b>	<b>\$3,031,355.76</b>	<b>\$3,176,942.45</b>	<b>\$4,525,315.00</b>	<b>70.20%</b>

Northbrook Public Library  
Income Statement  
1/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>Operating Costs</b>						
Photocopy	\$2,511.47	\$3,484.12	\$35,052.82	\$41,574.41	\$58,000.00	71.68%
Office & Library Supplies	\$3,899.65	\$6,439.97	\$36,862.30	\$43,870.36	\$70,000.00	62.67%
Software	\$2,159.86	\$1,259.67	\$54,713.14	\$65,506.57	\$95,000.00	68.95%
Postage	\$803.07	\$203.57	\$21,915.58	\$15,481.91	\$20,000.00	77.41%
General Insurance	\$0.00	(\$717.20)	\$55,625.37	\$37,987.88	\$60,000.00	63.31%
Telephone/Internet	\$1,108.37	\$803.18	\$7,013.01	\$7,252.29	\$15,000.00	48.35%
Professional Services	\$16,666.67	\$17,371.67	\$179,977.55	\$194,466.21	\$260,000.00	74.79%
Furniture, Equipment	\$13,601.98	\$7,320.85	\$87,668.89	\$60,979.94	\$160,000.00	38.11%
Equipment Rental & Maintenance	\$4,243.90	\$1,970.31	\$24,409.06	\$7,800.57	\$25,000.00	31.20%
Community Relations	\$156.90	\$5,573.29	\$27,566.64	\$34,387.20	\$49,000.00	70.18%
<b>Total Operating Costs</b>	<b>\$45,151.87</b>	<b>\$43,709.43</b>	<b>\$530,804.36</b>	<b>\$509,307.34</b>	<b>\$812,000.00</b>	<b>62.72%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$37.43	\$626.97	\$279.47	\$2,500.00	11.18%
Janitorial Supplies	\$4,463.27	\$4,610.15	\$22,346.91	\$28,438.11	\$45,000.00	63.20%
Utilities	\$6,850.43	\$6,762.65	\$27,381.72	\$43,175.02	\$50,000.00	86.35%
Building Repairs	\$0.00	\$1,715.00	\$6,269.44	\$20,455.28	\$30,000.00	68.18%
Contracted Services	\$7,747.05	\$7,897.25	\$82,581.30	\$86,175.60	\$126,000.00	68.39%
<b>Total Maintenance</b>	<b>\$19,060.75</b>	<b>\$21,022.48</b>	<b>\$139,206.34</b>	<b>\$178,523.48</b>	<b>\$253,500.00</b>	<b>70.42%</b>
<b>Other Expenses</b>						
Recruiting	(\$50.00)	(\$60.00)	\$170.00	\$138.00	\$500.00	27.60%
Contingency & Misc Exp	\$499.35	\$65.86	\$3,719.87	\$3,202.84	\$100,000.00	3.20%
Board Development	\$0.00	\$180.00	\$737.25	\$580.00	\$3,500.00	16.57%
<b>Total Other Expenses</b>	<b>\$449.35</b>	<b>\$185.86</b>	<b>\$4,627.12</b>	<b>\$3,920.84</b>	<b>\$104,000.00</b>	<b>3.77%</b>
<b>Total Undesignated Expenses</b>	<b>\$509,377.70</b>	<b>\$496,329.58</b>	<b>\$4,556,810.30</b>	<b>\$4,648,190.29</b>	<b>\$6,836,815.00</b>	<b>67.99%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$0.00	\$4,270.73	\$38,020.27	\$25,755.12	\$100,000.00	25.76%
Designated Materials Expense	\$35.14	\$0.00	\$73.24	\$1,182.86	\$0.00	0.00%
Designated Capital Expense	\$1,493.00	\$0.00	\$2,983.00	\$3,315.53	\$0.00	0.00%
Designated Program Expense	\$3,056.77	\$2,664.03	\$18,122.83	\$19,691.01	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$4,584.91</b>	<b>\$6,934.76</b>	<b>\$59,199.34</b>	<b>\$49,944.52</b>	<b>\$100,000.00</b>	<b>49.94%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to C/F	\$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%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$557,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$513,962.61</b>	<b>\$503,264.34</b>	<b>\$4,616,009.64</b>	<b>\$4,698,134.81</b>	<b>\$7,493,815.00</b>	<b>62.69%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$476,993.89)</b>	<b>(\$475,328.89)</b>	<b>\$1,843,290.76</b>	<b>\$2,601,914.61</b>	<b>\$641.00</b>	

Northbrook Public Library  
Income Statement  
1/31/19

5 of 77

02 - IMRF/FICA Fund

Revenues

Undesignated Revenue

Property Tax Levy-IMRF  
Property Tax Levy FICA  
Interest Income IMRF  
Interest Income FICA

Total Undesignated Revenue

PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
\$1,275.03	\$14,338.94	\$464,109.19	\$484,028.69	\$490,000.00	98.78%
\$724.76	\$8,193.67	\$263,809.46	\$276,587.83	\$280,000.00	98.78%
\$1.35	\$0.06	\$42.57	\$35.69	\$50.00	71.38%
\$0.77	\$0.03	\$24.20	\$20.38	\$50.00	40.76%
\$2,001.91	\$22,532.70	\$727,985.42	\$760,672.59	\$770,100.00	98.78%

Total Revenues

\$2,001.91	\$22,532.70	\$727,985.42	\$760,672.59	\$770,100.00	98.78%
------------	-------------	--------------	--------------	--------------	--------

Expenses

Undesignated Expenses

Human Resources

Employer IMRF  
Employer FICA

Total Human Resources

\$26,625.66	\$25,726.65	\$266,486.29	\$272,616.02	\$490,000.00	55.64%
\$21,209.84	\$22,564.44	\$196,422.05	\$201,453.73	\$280,000.00	71.95%
\$47,835.50	\$48,291.09	\$462,908.34	\$474,069.75	\$770,000.00	61.57%

Total Undesignated Expenses

\$47,835.50	\$48,291.09	\$462,908.34	\$474,069.75	\$770,000.00	61.57%
-------------	-------------	--------------	--------------	--------------	--------

Total Expenses

\$47,835.50	\$48,291.09	\$462,908.34	\$474,069.75	\$770,000.00	61.57%
-------------	-------------	--------------	--------------	--------------	--------

NET SURPLUS/(DEFICIT)

(\$45,833.59)	(\$25,758.39)	\$265,077.08	\$286,602.84	\$100.00	
---------------	---------------	--------------	--------------	----------	--

Northbrook Public Library  
Income Statement  
1/31/19

6 of 77

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$273.63	\$194.35	\$2,345.22	\$1,743.54	\$2,000.00	87.18%
Total Undesignated Revenue	\$273.63	\$194.35	\$2,345.22	\$1,743.54	\$2,000.00	87.18%
<b>Transfers &amp; Other Financing Sources</b>						
Insurance Proceeds	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$5,180.00	\$0.00	\$0.00	0.00%
<b>Total Revenues</b>	<b>\$273.63</b>	<b>\$194.35</b>	<b>\$7,525.22</b>	<b>\$1,743.54</b>	<b>\$2,000.00</b>	<b>87.18%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$72,303.64	\$135.00	\$132,896.88	\$439.60	\$693,000.00	0.06%
Professional Fees	\$5,575.00	\$7,955.86	\$36,990.27	\$30,048.61	\$105,000.00	28.62%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00	0.00%
Contingency	\$0.00	\$0.00	\$66.15	\$248.40	\$0.00	0.00%
Total Capital & Bond Expenses	\$77,878.64	\$8,090.86	\$169,953.30	\$30,736.61	\$850,000.00	3.62%
Total Undesignated Expenses	\$77,878.64	\$8,090.86	\$169,953.30	\$30,736.61	\$850,000.00	3.62%
<b>Total Expenses</b>	<b>\$77,878.64</b>	<b>\$8,090.86</b>	<b>\$169,953.30</b>	<b>\$30,736.61</b>	<b>\$850,000.00</b>	<b>3.62%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$77,605.01)</b>	<b>(\$7,896.51)</b>	<b>(\$162,428.08)</b>	<b>(\$28,993.07)</b>	<b>(\$848,000.00)</b>	

**Northbrook Public Library**  
Income Statement  
1/31/19

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$2,731.26	\$15,454.93	\$993,170.78	\$521,700.94	\$528,137.00	98.78%
Interest Income	\$0.88	\$0.91	\$469.78	\$192.67	\$1,000.00	19.27%
Total Undesignated Revenue	\$2,732.14	\$15,455.84	\$993,640.56	\$521,893.61	\$529,137.00	98.63%
<b>Expenses</b>						
<b>Total Revenues</b>						
	\$2,732.14	\$15,455.84	\$993,640.56	\$521,893.61	\$529,137.00	98.63%
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$290,351.74	\$276,061.10	\$276,061.00	100.00%
Principal Payments	\$0.00	\$0.00	\$726,068.00	\$252,076.00	\$252,076.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
<b>Total Undesignated Expenses</b>						
	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
<b>Total Expenses</b>						
	\$0.00	\$0.00	\$1,016,419.74	\$528,137.10	\$528,137.00	100.00%
<b>NET SURPLUS/(DEFICIT)</b>						
	\$2,732.14	\$15,455.84	(\$22,779.18)	(\$6,243.49)	\$1,000.00	

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

<b>Operating Funds</b>	
Library Claims List	\$ 138,857.96
Librarian's Claims List	23,518.11
Payroll	292,504.49
Fica/IMRF	48,291.09
ACH to IPBC	54,435.86
<b>Total Operating Funds</b>	<u>\$ 557,607.51</u>
<b>Capital Improvement Fund</b>	
Claims List	<u>\$ 8,090.86</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<u><u>\$ 565,698.37</u></u>



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

Transaction Number	Transaction Date	Reference	Payments	Description
23527	1/15/2019	Blues House Productions	\$750.00	programming
23528	1/15/2019	First Bankcard	\$1,491.83	monthly payment credit card
23529	1/15/2019	Julie Goldberg	\$600.00	programming
23530	1/31/2019	Allied 100	\$2,090.65	purchase of AED
23531	1/31/2019	Amazon	\$1,610.17	monthly payment amazon
23532	1/31/2019	Anna Amen	\$4,345.55	reimbursement for staff party
23533	1/31/2019	Arlington Glass & Mirror	\$5,590.00	repair of building
23534	1/31/2019	B&H Photo-Video	\$1,362.51	monthly payment supply
23535	1/31/2019	Baker & Taylor	\$25,479.86	monthly payment material
23536	1/31/2019	Baker & Taylor Entertainment	\$678.07	monthly payment material
23537	1/31/2019	Best Quality Cleaning	\$5,355.00	monthly payment cleaning
23538	1/31/2019	Bibliotheca, LLC.	\$2,299.57	monthly payment material
23539	1/31/2019	CallOne	\$797.18	monthly payment telephone
23540	1/31/2019	CenterPoint Energy Services, Inc.	\$6,212.89	monthly gas bill
23541	1/31/2019	Cooperative Computer Service	\$8,285.04	monthly payment consortium & OCLC
23542	1/31/2019	Criterion Pictures	\$930.00	programming
23543	1/31/2019	Discovery Benefits, Inc.	\$2,671.00	monthly payment flexible spending, dedendant care and commuter benefit
23544	1/31/2019	Dornfeld Piano Tuning	\$870.00	quarterly piano tuning
23545	1/31/2019	Gale/CENGAGE Learning	\$760.50	monthly payment material
23546	1/31/2019	Garvey's Office Products	\$735.31	monthly payment supplies
23547	1/31/2019	Grainger	\$1,452.79	monthly payment janitorial supplies
23548	1/31/2019	Great Plains ADA Center	\$750.00	annual payment staff Development
23549	1/31/2019	Henrichsen's Fire & Safety Equipment Co	\$1,514.25	annual payment equipment repair and maintenance
23550	1/31/2019	ITsavvy LLC	\$1,581.00	monthly payment supplies
23551	1/31/2019	Leadership Directories, Inc.	\$695.00	annual payment material
23552	1/31/2019	Midwest Tape	\$9,566.43	monthly payment material
23553	1/31/2019	North American	\$1,289.47	monthly payment janitorial supplies
23554	1/31/2019	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment IT services
23555	1/31/2019	Overdrive	\$3,119.66	monthly payment material
23556	1/31/2019	Petersen Bros. Plastics, Inc.	\$689.50	monthly payment supplies
23557	1/31/2019	Proquest	\$7,200.00	annual payment materials
23558	1/31/2019	Red Books LLC	\$3,172.55	monthly payment materials
23559	1/31/2019	Runco Office Supply	\$1,795.16	monthly payment supplies
23560	1/31/2019	Today's Business Solutions, Inc.	\$3,603.07	annual payment
23561	1/31/2019	Tumbleweed Press Inc.	\$1,800.00	annual payment materials
23564	1/31/2019	Vernon Library Supplies Inc.	\$959.62	monthly payment supplies
23565	1/31/2019	Vis-O-Graphic, Inc.	\$5,177.12	bi monthly payment newsletter
23566	1/31/2019	Warehouse Direct	\$2,058.54	monthly payment supplies
23567	1/31/2019	Wells Fargo Vender Fin Serv	\$1,752.00	monthly payment copier lease
23568	1/31/2019	Universal Film Exchanges LLC	\$600.00	programming
			<u>\$138,857.96</u>	

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

Transaction Number	Transaction Date	Reference	Payments
48768	1/10/2019	Alumna Designs	\$521.54
48770	1/15/2019	Patrice Aguirre	\$350.00
48771	1/15/2019	Jeanette Andrews	\$520.00
48772	1/15/2019	Aquatic Works LTD	\$175.00
48773	1/15/2019	ASCAP	\$357.00
48774	1/15/2019	Svetlana Belsky	\$300.00
48775	1/15/2019	Nancy Buehler	\$250.00
48776	1/15/2019	Michael Cianfrani	\$200.00
48777	1/15/2019	Costco	\$200.00
48778	1/15/2019	Stephen DeFalco	\$200.00
48779	1/15/2019	Cathleen Doyle	\$63.55
48780	1/15/2019	Kelly Durov	\$110.46
48781	1/15/2019	Funny Valentine Press	\$225.00
48782	1/15/2019	Mark Gelfeld	\$200.00
48783	1/15/2019	Benjamin Goluboff	\$250.00
48784	1/15/2019	Jean Joslyn	\$50.00
48785	1/15/2019	Helen Lazzaro	\$115.00
48786	1/15/2019	Helen Lazzaro	\$115.00
48787	1/15/2019	Ron Mantegna	\$300.00
48788	1/15/2019	Kathleen Jo Zeigler Mitchem	\$200.00
48789	1/15/2019	Mixed Media & Design Inc.	\$300.00
48790	1/15/2019	Rachel Murguia	\$75.00
48791	1/15/2019	Old Town School of Folk Music	\$550.00
48792	1/15/2019	Helena Osorio	\$200.00
48793	1/15/2019	Petty Cash Custodian	\$66.56
48794	1/15/2019	Laurie Prioletti	\$27.26
48795	1/15/2019	Olga Rudiak	\$525.00
48796	1/15/2019	Susan Schmittroth	\$150.00
48797	1/15/2019	Susan Schmittroth	\$150.00
48798	1/15/2019	Erin Seeger	\$63.82
48799	1/15/2019	Shell Fleet Plus	\$37.43
48800	1/15/2019	Isabel Soffer	\$175.00
48801	1/15/2019	Sunset Food Mart, Inc.	\$30.68
48802	1/15/2019	Universal Film Exchanges LLC	\$300.00
48803	1/15/2019	Robert Waterbury	\$50.00
48804	1/15/2019	Adam Zanolini	\$300.00
48805	1/31/2019	Adult Reading Round Table	\$195.00
48806	1/31/2019	Advanced Disposal	\$549.76
48807	1/31/2019	Algonquin Public Library	\$83.23
48808	1/31/2019	Alumna Designs	\$52.16
48809	1/31/2019	American Library Association	\$117.00
48810	1/31/2019	American Library Association, Membership	\$570.00
48811	1/31/2019	Ancel Glink P.C.	\$205.00
48812	1/31/2019	BMI	\$96.00
48813	1/31/2019	The Book Bin	\$103.60
48814	1/31/2019	Bottom Line Health	\$29.95
48815	1/31/2019	Nancy Buehler	\$250.00
48816	1/31/2019	Martha Carlos	\$5.95
48817	1/31/2019	Cavendish Square	\$177.93
48818	1/31/2019	CCH Incorporated	\$152.41
48819	1/31/2019	Center Point Publishing	\$46.74
48820	1/31/2019	Louise Chan	\$400.00
48821	1/31/2019	Demco, Inc.	\$314.76
48822	1/31/2019	Discovery Benefits - Simplify	\$106.50
48823	1/31/2019	EAA	\$23.00
48824	1/31/2019	EBSCO Information Services	\$138.80
48825	1/31/2019	Ela Area Public Library District	\$21.59
48826	1/31/2019	Emery-Pratt Company	\$35.90

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

Transaction Number	Transaction Date	Reference	Payments
48827	1/31/2019	Findaway World, LLC	\$65.17
48828	1/31/2019	Fox River Valley Public Library	\$33.95
48829	1/31/2019	Glenbrook North Torch	\$60.00
48830	1/31/2019	Glencoe Public Library	\$55.00
48831	1/31/2019	Glenview Public Library	\$29.00
48832	1/31/2019	Benjamin Goluboff	\$250.00
48833	1/31/2019	GovConnection, Inc.	\$428.00
48834	1/31/2019	Grey House Publishing	\$487.05
48835	1/31/2019	Matt Hammermeister	\$500.00
48836	1/31/2019	Hobby Lobby	\$44.71
48837	1/31/2019	The Home Depot Credit Services	\$103.84
48838	1/31/2019	Illinois Heartland Library System-OCLC	\$20.25
48839	1/31/2019	Illinois Library Association	\$475.00
48840	1/31/2019	Image Specialties of Glenview, Inc.	\$7.60
48841	1/31/2019	Inventables	\$54.59
48842	1/31/2019	JGH Technologies	\$365.00
48843	1/31/2019	Jigglejam Productions	\$500.00
48844	1/31/2019	Kino Lorber	\$350.00
48845	1/31/2019	Laser Tag Source	\$289.00
48846	1/31/2019	Lechner & Sons	\$215.40
48847	1/31/2019	Library Ideas LLC	\$10.58
48848	1/31/2019	Limricc Unemployment Comp. Group Account	\$496.18
48849	1/31/2019	Mark L Lyons	\$200.00
48850	1/31/2019	MakerBot Industries, LLC	\$350.46
48851	1/31/2019	Ron Mantegna	\$200.00
48852	1/31/2019	Neuco Inc.	\$372.39
48853	1/31/2019	Niles-Maine Public Library	\$13.95
48854	1/31/2019	Northbrook Chamber of Commerce & Industry	\$60.00
48855	1/31/2019	Northbrook Hardware	\$391.26
48856	1/31/2019	Panera, LLC	\$177.00
48857	1/31/2019	Penguin Random House LLC	\$202.50
48858	1/31/2019	Joe Policastro	\$500.00
48859	1/31/2019	Product Development Inc.	\$386.00
48860	1/31/2019	Prospect Heights Public Library District	\$33.00
48861	1/31/2019	Recorded Books, Inc.	\$83.20
48862	1/31/2019	Rotary Club of Northbrook	\$265.00
48863	1/31/2019	Rowman & Littlefield Publishing Group	\$332.79
48864	1/31/2019	Mark Streder	\$400.00
48865	1/31/2019	Swank Motion Pictures Inc.	\$496.00
48866	1/31/2019	Sweetwater	\$588.96
48867	1/31/2019	The Chartist	\$290.00
48868	1/31/2019	The Cinema Guild	\$113.95
48869	1/31/2019	The Risk Management Association	\$389.60
48870	1/31/2019	Thomson Reuters -West Payment Ctr.	\$588.56
48871	1/31/2019	Carla Thorpe	\$50.00
48872	1/31/2019	U.S. Security Associates, Inc.	\$300.00
48873	1/31/2019	UPS	\$230.77
48874	1/31/2019	Robert Waterbury	\$50.00
48875	1/31/2019	Winnetka Public Library	\$84.06
48876	1/31/2019	Yami Vending Inc.	\$149.76
			<u>\$23,518.11</u>

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

Transaction Number	Transaction Date	Reference	Payments	Description
1682	1/31/2019	Paddock Publications	\$135.00	newspaper fee
1683	1/31/2019	Wiss, Janney, Elstner Associate	\$7,955.86	Consultation fee for Painting and Repair of exterior façade
			<u>\$8,090.86</u>	

Northbrook Public Library Foundation  
Financial Statements  
January-19

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations	400.00	1,600.00
Auditorium Chair Donations		500.00
Individual Donations	200.00	200.00
Corporate Donations		
Organizations Donations		
HodgePodge Donation		
Amazon Smile Donations		146.13
Total Unrestricted Donations	600.00	2,446.13
Interest Income-Unrestricted	8.18	70.83
Total Income	608.18	2,516.96
Expense		
Bank Fee		
Brick Expenses	135.00	315.00
Chair Expenses		7.00
Filing Fee		28.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	135.00	350.00
Net Income	473.18	2,166.96

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through December 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 December 2018	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

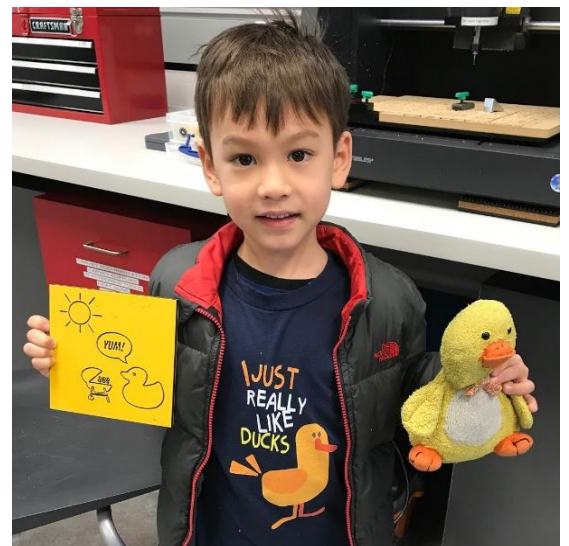
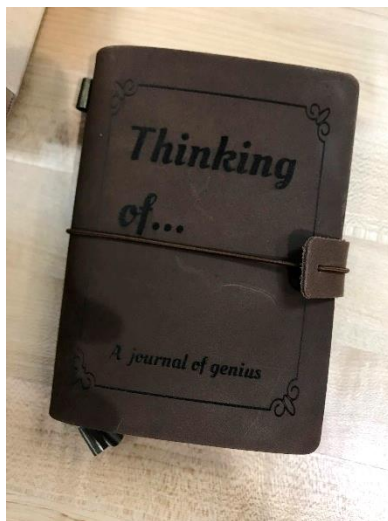
12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through December 2018	846
Remaining 12 x 12 Bricks Available for Sale	211
Percent Sold	80%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	2,436.42
MB Financial - Money Market	48,177.61
Total Checking/Savings	50,614.03
Accounts Receivable	
Due from NPL	
Total Accounts Receivable	-
Total Current Assets	50,614.03
TOTAL ASSETS	50,614.03
LIABILITIES & EQUITY	
Equity	
Retained Earnings	48,447.07
Net Income	2,166.96
Total Equity	50,614.03
TOTAL LIABILITIES & EQUITY	50,614.03

# Collaboratory Update

Prepared by: Cathleen Doyle  
January, 2019

## RECENT PROJECTS





## THE USER EXPERIENCE



Hugh Sato, Digital Services Assistant: "This month we had an influx of patrons asking about how they could carve derby cars in the Carvey. While we didn't originally have the option to do so given the height of the wood, we did a little research and discovered we could purchase some upgraded parts for the Carvey. After doing so, we were able to start carving various derby cars, and use this unique method for clamping them to the wasteboard."

DSA Christine Vi: "Reese got this special sweater at an elephant sanctuary while visiting her grandma in Africa. It was a very sentimental piece that is now made bespoke with her personalized monogram thanks to the Collaboratory embroidery machine. 'This sweater is great now! It was ok before but now it's so great!'"

## FEEDBACK

"This place has really transformed into a lively hub of the community. You guys do a great job of making it really welcome and exciting. It's so much better than what it used to be in here!"

- Christine M

## 3D PRINTING

We printed 83 objects for users in January.



## PROJECTS

January projects by material type, and associated equipment:

Material	Quantity	Machine
3D Printing	21	3D Printer
Acrylic	16	Laser Cutter
Buttons	9	Button Makers
Cardstock	11	Cricut
CD	4	Digitization Room
Cork Coasters		Laser Cutter
DVDs		Digitization Room
Embroidery Thread	3	Embroidery Machine
Glasses	1	Laser Cutter
HDPE	2	Carvey
Iron-on		Cricut
Keychains	1	Button Makers
Pet Tags		Laser Cutter
Stabilizer Sheets	10	Embroidery Machine
Stamp Block		Carvey
Sewing Thread		Sewing Machines
Vinyl & Transfer Paper	4	Cricut
Wood	21	Laser Cutter & Carvey

## PROGRAMS

We scheduled 9 programs for January. Due to weather, 3 were rescheduled to February. Twenty-two people attended our remaining 6 programs.

## VISITORS

1006 people visited the Collaboratory over 21 days in January.



# Director's Report

## Agenda Items

### 5 Public Comments

- 5.1 Brodie Austin will speak about ways to use store your library barcode on your smart phone.

### 10 Unfinished Business

#### 10.1 Little Free Libraries

A summary of what we are proposing to do is included in the board packet as a follow-up from last month's discussion.

#### 10.2 Cabling Project

The cabling project is nearing completion and Brodie Austin has written a memo detailing the status of the project.

#### 10.3 Technical Services and Maintenance Project Review

I will provide a verbal update at the meeting on where the project is at. I have included the drawings again in the packet for the board's information.

#### 10.4 Friends of the Library and Library Board Meeting Follow-up Discussion

The minutes are included in the packet. This is a follow-up to the meeting last week and a chance for the board to discuss the meeting and next steps.

### 11 New Business

#### 11.1 Fiscal Year 2020 Draft Budget

Anna Amen has included a memo and supporting documentation for the FY20 budget. This is the first draft.

#### 11.2 Catch Basin, Manhole Cover, and Asphalt Bid Review

This is a follow-up to the bid we looked at last fall with only one response. I am happy to report that we received many bids with this bid. The recommendation and documentation is included in the packet.

### 11.3 Weather Closing Protocol

With the recent inclement weather, I wanted to share the protocol I have created to handle weather related closings and receive feedback from the board.

### 11.4 Receipts & Expenditures July- December 2018 per 50 ILCS 305/1

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

## Board News

The ILA Library Trustee Forum will host its annual workshops on March 9 in Springfield and March 16 in Oak Brook. The workshops are designed to educate trustees on the ins-and-outs of their role and offer real-world solutions to issues affecting libraries. Here is more information: <https://www.ila.org/events/trustee-workshop-oak-brook>

## Fit into patrons' lives

### Fiction and Media

- For the upcoming year, Fiction and Media staff are changing how we are offering some of our ongoing programs. In order to provide a greater variety of programs, we are asking that all of our weekly programs to take four weeks off each year. As part of the strategic plan is to provide a diverse array of events that bring members of the community to the library and foster human connection and relationship building, we need to find time and space in order to bring in new programs. We are trying this for the upcoming year and will assess how it goes next year and determine whether this is effective or not.
- On January 24<sup>th</sup>, the library hosted a concert featuring Grammy-nominated blues musician John Primer. The event was attended by 200, including a number of attendees for whom this was their first library program. Multiple positive comments were received from attendees, including one patron who reported they had seen Buddy Guy at Ravinia and enjoyed John's performance in our intimate atmosphere even more. Staff also observed a wide range of ages attending the program.
- Winter Reading concluded on February 3, with an extended end date from January 31 due to weather closings. The Adult program had 350 participants, with 244 finishing the program by logging at least 4 items. The completion rate of 70% was an increase from the 53% who finished last winter.
- This year's Adult Winter Reading grand prize winner is Sarah Brimer, who is 103 years young! She visits the library with her daughter, and enjoys reading mysteries and suspense novels.

### Reference

- The annual Craft Swap coordinated by the Green Team was a success. On the drop-off days, we received enough craft supplies to fill the tops of 20 tables and boxes

underneath. Many people commented that they were happy to clean out their closets. On the day of the swap, 143 people came to select shopping bags full of supplies for their projects. The small amount of remaining items were donated to Goodwill.

## Youth Services

- Winter Reading continued through January. We had 550 youth participants which is nearly double the number we had in winter 2017 - 2018. Using an online component, simplifying our reading logs to make them into a Bingo card, and exciting incentives including a book all were cited by participants as reasons for participating. We extended Winter Reading by three days to give people extra time to check in due to the inclement weather conditions at the end of January.
- January brought about another annual Finals Café event. We were thrilled to see 1,318 teens in the Pollak Room alone over the 4 days of Finals Café. The library was alive with teen participants not only in Pollak but all over the library studying. We served pizza and other snacks. Some volunteers and dogs from K-9 Reading Buddies were present on Saturday, January 12 to help the teens destress. We also offered a feelings box for teens to express themselves anonymously and destress. This year, in response to feedback that the library is louder during finals, we designated the Interactive Classroom as a quiet study space. Though it was not heavily used, the few that did, appreciated having a quiet spot reserved in the library.
- The annual Martin Luther King, Jr. Day of Service event featured a collaborative art project to create a dove that is currently hanging in Youth Services on the windows, a take home craft that featured quotes by Dr. King, a story time with a caring, community, and connection theme, and service opportunities to assist with projects in Youth Services.

## Expand and Deepen Community Centered Initiatives and Partnerships

### Training

- Library staff were invited to attend a one-day safety symposium that District 27 organized. Part of their township-wide emergency preparedness planning, District 27 invited two speakers to talk about being mentally prepared for emergency situations and how to understand and respond to the increased violence in our culture. Brodie Austin, Kelly Durov, our Youth Services Manager, and Syed Jaffery, one of our Security Monitors, attended the symposium.
- After attending Mental Health First Aid training conducted through Glenview Northbrook Coalition for Youth (GNCY), Kelly Durov connected with GNCY staff to provide posters on professional services for teens in need to post during Finals. She also learned of their parent education meet up's and is working with the Youth Commission to help cross promote all of our organizations events.

## Programming

- We are excited to be partnering with the Community Relations Commission on a One Book One Community program for this July. We have identified four books and are pulling in comments from the CRC and staff before choosing the book we will read. We are also looking into partnering with GBN and RAIN for this initiative.
- Librarian Mike Hominick worked in partnership with Northbrook bookstore The Book Bin to host author Libby Fischer Hellmann, author of the Georgia Davis Mysteries series, at the library on January 8.
- Jill Franklin has resumed our partnership with the University of Chicago (Northshore) Family Medicine Residency program to offer The Doctor Is In program series. This month a medical resident spoke about sports injuries.
- On January 24<sup>th</sup>, Amanda Margis presented a STEM Building challenge to a Daisy Scout Troop. Our requests for scout visits and STEM badge requirements have been frequent this year.

## Innovate and improve based on usage, needs, and trends

- Erin Seeger worked with Brodie Austin to conduct User Experience Tests for the Self-Check machines. We gathered feedback from approximately 20 patrons over three sessions. We hope to have a self-check rolled out in the coming month.
- As part of the strategic plan, we have started a Design Thinking committee at the library. They have undergone training and are launching into their first project which will investigate the following questions:
  - How might we provide a more welcoming experience to families with children ages 6 and under as they enter the youth services department?
  - How might we provide a more welcoming experience to new users as they enter the first floor lobby?

## Build a high capacity organizational infrastructure

- Brodie Austin, Ann Keaton, Anna Amen, and I met with Steve Colazzi, Illinois State Archives Records Analyst, to discuss record retention. After reworking the records retention application, which has not been updated for over a decade, we have submitted it to the state and are awaiting approval. Once approved, we will roll out the new application to the staff.

## New Hires

- Daniel Quinlan, full-time Assistant Manager (Circulation) started on January 16, 2019. replacement

## Terminations/Retirements

- Alla Rubina, part-time substitute Magazine Clerk (Reference) resigned effective January 5.
- Vicki Otis, part-time substitute Clerk II (Circulation) retired effective January 31.

- Nirali Sharma, part-time Program Assistant (Youth Services) resigned effective January 31. She accepted a full-time position.

## Maintain a secure, sustainable, and well-resourced library

### Building

- One of our long term projects has been to repaint the exterior. After discovering some leakage issues with the windows, we asked Wiss, Janney, Elstner Associates, Inc. to do an investigation to determine the cause and suggest potential solutions. After receiving their report, we have uncovered the areas that need to be addressed and will be working with Wiss, Janney on determining the scope of the painting and repair and creating a timeline for repair.
- During the bitter cold, Maintenance actively monitored the building and adjusted HVAC as needed. I am happy to report that we had no shutdowns or freeze ups even during the extreme record cold.

### Safety / Security

- Brodie Austin and Kelly Durov planned and conducted a Code Adam training session on January 11, 2019. This was the first late opening for training that the Board approved. Staff learned about Code Adam procedures for locating a missing child then participated in two drills. Officers from the Northbrook Police Department were on hand to answer additional questions. The training received positive reviews from staff and has helped increase confidence in how to handle missing child situations.
- Fiction & Media staff initiated a Code Adam due to a child being reported missing on Tuesday 1/29. Thanks to the training staff received at the 1/11 training, it was handled confidently and efficiently during a very busy hour for the library: after 5pm on a day we were closing early due to weather at 6pm. Staff reunited the mother and son within sixty seconds.

### IT

- The CCS Governing Board has voted to add the Indian Trails Public Library District to the consortia. As our neighbor to the west, this will be a great benefit to our patrons who will be able to more easily borrow materials from ITPLD. They will be coming on board this fall.

Kate Hall  
Executive Director

## RAILS REPORT JANUARY 2019

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

### Dreams Take Flight video project

The content strategy marketing firm Imagination has created a marvelous short video for Illinois libraries that you can watch: <https://vimeo.com/308462257> . **Please note: password to watch the video is dreams.** It will be used at some of the legislative meetups. This was pro bono work done for RAILS by Imagination. The owner is a friend and huge library lover. She wanted to do something to help libraries so we brainstormed and agreed that a video to help tell the library story was a great place to start.

### Public Web Browser

RAILS offers Public Web Browser (PWB) to libraries free of charge and has renewed the license through December 28, 2019. PWB allows libraries to lock down the web browser on computers and customize workstations for specific uses (for example, a dedicated catalog computer). We use PWB at Northbrook.

### Campaign to Help Libraries Tell Their Stories

RAILS is launching a year-long campaign to help members tell their stories more effectively and to articulate their value to patrons and potential patrons, administrators, funders, legislators, and other stakeholders. The campaign is in direct response to many requests for this type of assistance during the 2018 strategic planning process.



## Memorandum

---

**DATE:** April 11, 2018

**TO:** Board of Trustees

**FROM:** Kate Hall, Executive Director

**RE:** Little Free Libraries

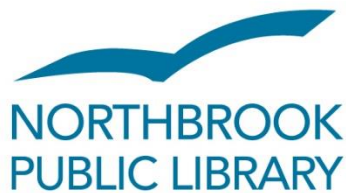
After last month's board meeting and our discussion about Little Free Libraries (LFL), I spoke with Cathleen Doyle, Digital Services Manager. We strategized on the best ways to connect people to LFL. While the mission of LFL is aligned with those of the Northbrook Library, we want to make sure we keep our primary mission in mind in developing any type of program around LFL.

With that in mind, we plan to host a class to teach people how to create their own Little Free Library and offer handouts in the library with tips and tricks. Staff would be available to offer suggestions and advice to patrons that are interested in building or maintaining their own LFL on an ongoing basis.

Brodie Austin is going to discuss with the Friends of the Library how they might be able to offer additional support for people stocking their own LFL.

We will also reach out to Lowe's and see if we can partner with them in making instructions and purchase lists available in-store so that residents can easily locate materials to build their own if they prefer not to buy it from the LFL site.

If successful, we anticipate doing a program about this annually.



## Memorandum

---

**DATE:** February 15, 2019

**TO:** Board of Trustees

**FROM:** Brodie Austin, Assistant Director

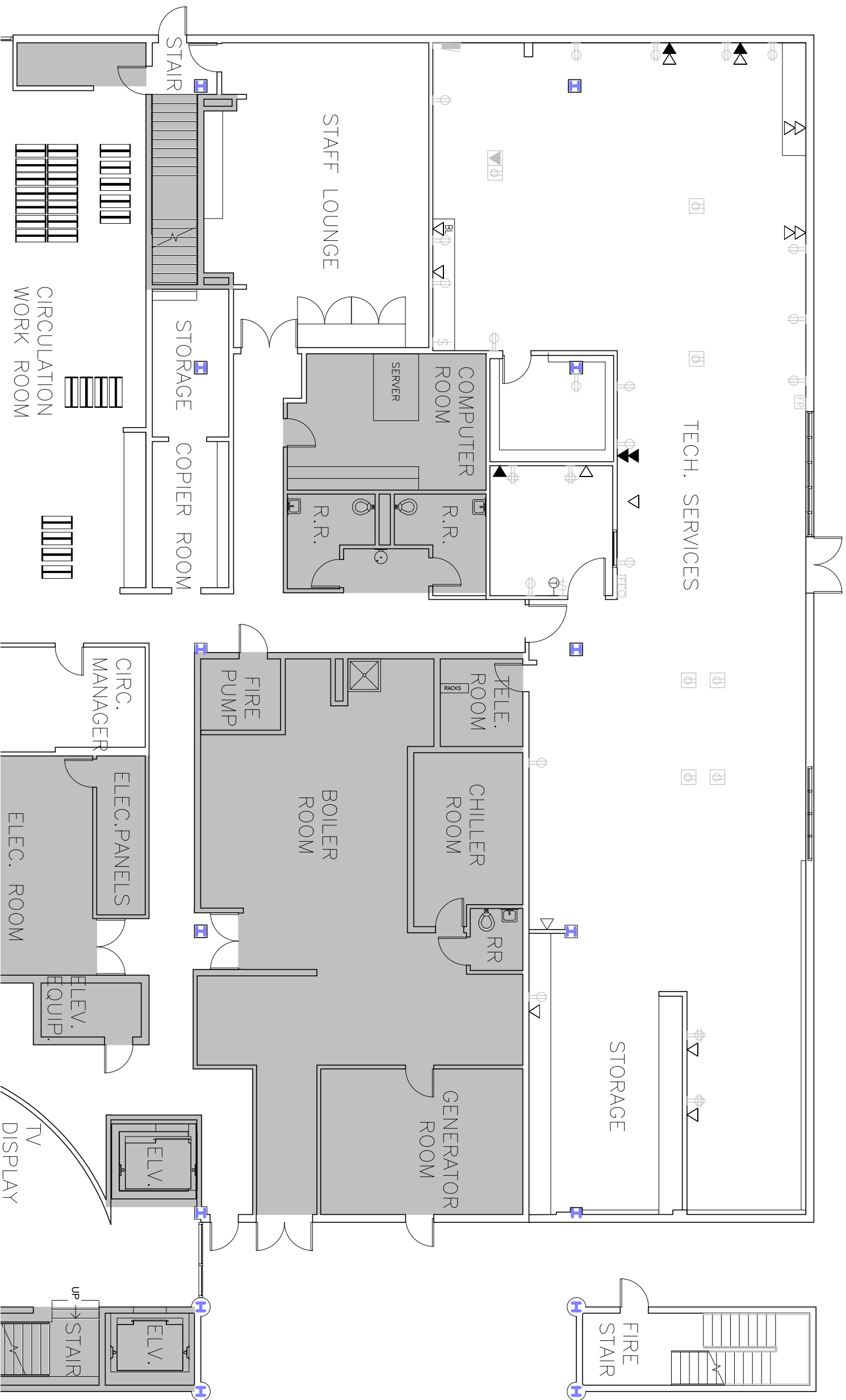
**RE:** Cabling Project Update

The cabling project is nearing completion. All new or replacement cabling from the original plan has been run, connected, and tested. Low Voltage Solutions is removing old cabling this week and fire stopping places where the cabling runs through walls or the floor.

OSG, our IT vendor, has completed testing each drop and performing visual inspections of the completed work. In the course of its testing, OSG discovered 10 drops that needed to be installed and 10 drops that needed to be removed that were not identified in the original plan. OSG has agreed to cover the cost of the changes.

The Village will conduct the final inspection on Tuesday, February 19. We anticipate that the cabling project will achieve final completion at this time.

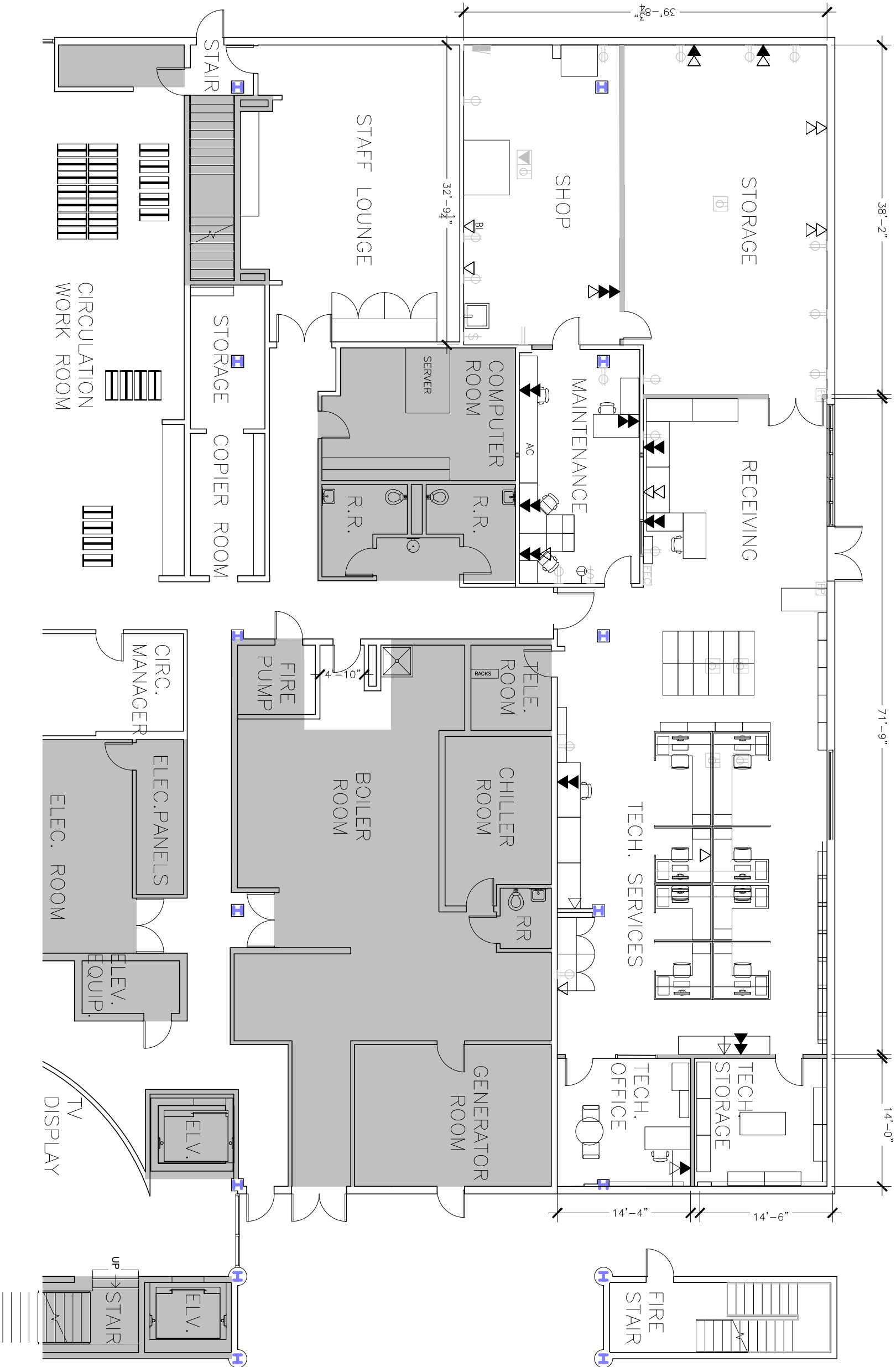




# EXISTING

NORTHBROOK PUBLIC LIBRARY  
product architecture + design

NOVEMBER 9TH, 2018  
TECHNICAL SERVICES/ MAINTENANCE



**NEW**

NORTHBROOK PUBLIC LIBRARY  
product architecture + design

NOVEMBER 9TH, 2018  
TECHNICAL SERVICES/ MAINTENANCE



## Memorandum

---

**DATE:** 2.14.19  
**TO:** Trustees  
**FROM:** Anna Amen  
**RE:** 2020 Budget Draft

Attached is a draft budget for fiscal year 2020.

While reviewing the draft budget please remember that we increased the general fund revenue by the decrease in the debt service payment. Debt Service decreased by \$488,016 and this amount is included in the general fund property tax levy and was intended to be used on:

- Future capital improvement projects that will need to be considered in the coming years.
  - 1<sup>st</sup> Floor Renovation of Technical Services and Maintenance
  - Catch Basin, Manhole and Asphalt Renovation Project
  - Exterior Façade and Painting
  - Phone System
  - Landscaping
- Furniture that is nearing the end of its life cycle and will need to be replaced.

Staff budget requests are included in this budget draft.

Northbrook Public Library  
General Fund  
FY2020 Budget

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
<b>Revenues</b>							
Undesignated Revenue							
Property Tax Levy		5,944,988	5,998,824	6,328,983	7,119,456	7,119,456	7,479,000
Uncollectible Levy							(150,000)
Property Tax Abatement		(16,700)					
Replacement Tax		120,759	144,298	134,227	100,000	125,000	100,000
Impact Fees		58,253	23,242	0		3,388	0
Fines, Fees & Rentals		102,488	109,582	104,951	50,000	58,382	50,000
Video/DVD rental		8,422	6,244	0		0	0
Interest Income		5,178	17,808	43,496	25,000	83,377	50,000
Loss on Investment		(4,843)	449	6,318		0	0
Other Income		70,131	19,946	10,523	100,000	2,663	100,000
Total Undesignated Revenue		6,288,675	6,320,392	6,628,498	7,394,456	7,392,266	7,629,000
Designated Revenue							
Gifts & Other Designated Income		70,067	102,450	70,466	100,000	69,868	100,000
Designated Interest Income		336	336			246	
Total Designated Revenue		70,403	102,785	70,466	100,000	70,114	100,000
Total Revenues		6,359,079	6,423,177	6,698,964	7,494,456	7,462,380	7,729,000
<b>PERSONAL SERVICES</b>							
Salaries and Wages	4% increase (2.1% COLA and 1.9% Merit)	3,182,047	3,305,464	3,382,529	3,710,575	3,615,191	3,760,856
Maintenance Salaries/Wages		132,983	136,495	149,823	162,740	158,285	163,559
Total Personal Services		3,315,030	3,441,958	\$ 3,532,352	\$ 3,873,315	\$ 3,773,476	\$ 3,924,415
<b>FRINGE BENEFITS</b>							
Group Insurance	Medical, Dental, Life	452,820	455,773	452,874	550,000	506,386	605,000
Unemployment/Worker's Comp		27,074	29,572	30,751	30,000	28,681	25,000
Staff Development & Incentives	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party	48,100	54,428	52,431	72,000	61,894	100,000
Total Fringe Benefits		527,994	539,773	\$ 536,056	\$ 652,000	\$ 596,961	\$ 730,000

**Northbrook Public Library**  
**General Fund**  
**FY2020 Budget**

COMMODITIES	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Materials	Books, Ebooks, Periodicals, My Media Mail - RALLS standard - materials is 12% of budget	851,585	810,144	848,148	907,000	907,000	921,000
Books and Materials	RALLS standard - materials is 12% of budget	737,091	688,910	721,339			
Audiovisual Materials	RALLS standard - materials is 12% of budget	69,592	72,026	72,079			
Videos/DVD's	RALLS standard - materials is 12% of budget	44,902	49,207	54,730			
Programs	Multimedia, Reader Services, Reference, Young Adult, Youth Services, Digital Services, Library Wide	98,286	111,379	123,211	132,000	132,000	132,000
Office & Library Supplies	Supplies less than \$500	59,417	64,082	67,569	70,000	70,000	80,000
Computer Supplies	Printer Maintenance, Computer Supplies, Digital Media Supplies	20,243	14,395	0	0	0	0
Software	Blackbaud, Boopsie, Adobe, Getty, 3M, Evanced, Titledsource, Remote Printing, SurePeople, Basecamp, ReadSquared	35,337	53,613	60,470	95,000	72,951	100,000
Postage		24,923	24,330	24,385	20,000	15,418	20,000

**Northbrook Public Library**  
**General Fund**  
**FY2020 Budget**

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Graphics	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program	0	0		0	0	0
Community Relations		32,196	38,584	38,336	49,000	43,221	52,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	41,735	33,130	36,995	45,000	35,742	45,000
<b>Total Commodities</b>		<b>1,163,722</b>	<b>1,149,656</b>	<b>\$ 1,199,114</b>	<b>\$ 1,318,000</b>	<b>\$ 1,276,331</b>	<b>\$ 1,350,000</b>

<b>CONTRACTUAL SERVICES</b>							
	OCIC	16,628	16,922	18,069	20,000	22,767	26,000
	Interlibrary Charges	488	651	0	0	0	0
	CCS Shared Costs	70,892	71,818	74,338	83,000	75,923	84,000
	Photocopy	42,209	49,714	49,379	58,000	57,135	40,000
	Copy machine lease payment, Supplies & page charges, Coin op lease payment						
	General Insurance	60,740	61,016	61,689	60,000	58,058	55,000
	Auto, Property, Flood						
	Telephone & Internet	21,774	22,105	13,906	15,000	12,337	20,000
	Phone lines, Fiber optic cable, Internet						
	Professional Services	89,216	161,472	219,670	260,000	248,096	270,000
	Attorney, Auditor, Human Resource Advisor, Independent Contractor						
	Equipment Rental/Maintenance	17,326	17,524	35,969	25,000	15,415	20,000
	Piano, Laminator, Microfilm readers, Postage machine, Phone system, Binding, Printer Maintenance						

**Northbrook Public Library**  
**General Fund**  
**FY2020 Budget**

	Description	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Vehicle Expense	Gas, Water, Garbage	434	2,787	802	2,500	363	2,500
Utilities	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	57,387	50,181	52,829	50,000	54,619	53,000
Building Repairs		24,643	28,279	15,384	30,000	30,000	30,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Email, Snow Removal, Carpet Cleaning, HVAC, Sprinkler	115,468	99,862	104,743	126,000	117,418	130,000
Recruiting		412	1,173	400	500	297	500
Total Contractual Services		517,617	583,503	\$ 647,178	\$ 730,000	\$ 692,426	\$ 731,001
<b>CAPITAL OUTLAY</b>							
Furniture and Equipment	Items greater than \$500	117,116	153,502	150,514	160,000	160,000	160,000
Total Capital Outlay		117,116	153,502	\$ 150,514	\$ 160,000	\$ 160,000	\$ 160,000
<b>OTHER</b>							
Contingency & Misc Exp		10,944	20,497	4,634	100,000	4,705	100,000
Board Development		438	203	762	3,500	600	3,500
Total Other		11,382	20,699	\$ 5,396	\$ 103,500	\$ 5,305	\$ 103,500
Total Expenses Before Gifts & Transfers		5,652,861	5,889,092	\$ 6,070,610	\$ 6,836,815	\$ 6,504,500	\$ 6,998,916
<b>DESIGNATED EXPENSES</b>							
		86,808	110,582	\$ 135,377	\$ 100,000	\$ 64,515	\$ 100,000
<b>TRANSFERS</b>							
Debt Service Transfer		20,202	37,736	\$ 23,092	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer		586,025	375,000	\$ 469,000	\$ 532,000	\$ 532,000	\$ 600,000
Total Transfers		606,227	412,736	\$ 492,092	\$ 557,000	\$ 557,000	\$ 625,000
Total Expenses		6,345,897	6,412,410	\$ 6,698,079	\$ 7,493,815	\$ 7,126,014	\$ 7,723,916
NET SURPLUS/(DEFICIT)		13,182	10,768	\$ 885	\$ 641	\$ 336,366	\$ 5,084

Northbrook Public Library  
IMRF/FICA Fund  
FY2020 Budget

Draft - 2/12/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY 2020 Budget
<b>Revenues</b>							
Undesignated Revenue							
Property Tax Levy-IMRF		\$430,999.59	\$452,196.83	\$463,920.64	\$490,000.00	\$469,689.80	\$490,000.00
Property Tax Levy FICA & Medicare		\$254,681.57	\$254,962.04	\$263,702.28	\$270,000.00	\$268,394.20	\$280,000.00
Interest Income IMRF		\$121.79	\$599.16	\$2,086.71	\$50.00	\$53.45	\$50.00
Interest Income FICA & Medicare		\$131.29	\$465.21	\$1,114.62	\$50.00	\$30.53	\$50.00
Total Undesignated Revenue		\$685,934.24	\$708,223.24	\$730,824.25	\$760,100.00	\$738,167.98	\$770,100.00
Total Revenues		\$685,934.24	\$708,223.24	\$730,824.25	\$760,100.00	\$738,167.98	\$770,100.00
<b>Expenses</b>							
Undesignated Expenses							
Human Resources							
Employer IMRF	IMRF Rate - 11.70%/9.62%	\$352,952.21	\$362,742.08	\$357,325.00	\$490,000.00	\$370,334.00	\$450,000.00
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$246,388.31	\$256,901.09	\$262,363.00	\$280,000.00	\$268,334.00	\$280,000.00
Total Human Resources		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$730,000.00
Total Undesignated Expenses		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$730,000.00
Total Expenses		\$599,340.52	\$619,643.17	\$619,688.00	\$770,000.00	\$638,668.00	\$730,000.00
NET SURPLUS/(DEFICIT)		\$86,593.72	\$88,580.07	\$111,136.25	(\$9,900.00)	\$99,499.98	\$40,100.00

32 of 77



Northbrook Public Library  
Capital Improvement Fund  
FY2020 Budget

Draft - 2/12/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY 2020 Budget
<b>Capital Improvements Fund</b>							
<b>Revenues</b>							
Undesignated Revenue							
Interest Income		\$2,633.57	\$3,718.61	\$3,061.00	\$2,000.00	\$2,323.79	\$6,000.00
Other Income			\$29,639.09	\$37,443.00			
Total Undesignated Revenue		\$2,633.57	\$33,357.70	\$40,504.00	\$2,000.00	\$2,323.79	\$6,000.00
<b>Transfers &amp; Other Financing Sources</b>							
Transfer from General fund		\$586,024.98	\$375,000.00	\$469,000.00	\$75,000.00	\$532,000.00	\$563,000.00
Insurance Proceeds				5,180.00			
Other							
Total Transfers & Other Financing Sources		\$586,024.98	\$375,000.00	\$474,180.00	\$75,000.00	\$532,000.00	\$563,000.00
<b>Total Revenues</b>		\$588,658.55	\$408,357.70	\$514,684.00	\$77,000.00	\$534,323.79	\$569,000.00
<b>Expenses</b>							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair		\$11,024.98	\$680,454.16	\$458,548.79	\$693,000.00	\$200,000.00	\$860,000.00
Professional Fees		\$5,000.00	\$23,973.11	\$41,783.83	\$105,000.00	\$50,000.00	\$78,000.00
Furniture & Equipment		\$1,790.00			\$52,000.00		\$70,000.00
Total Capital & Bond Expenses		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$1,008,000.00
Total Undesignated Expenses		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$1,008,000.00
<b>Total Expenses</b>		\$17,814.98	\$704,427.27	\$500,398.77	\$850,000.00	\$250,248.40	\$1,008,000.00
<b>NET SURPLUS/(DEFICIT)</b>		\$570,843.57	(\$296,069.57)	\$14,285.23	(\$773,000.00)	\$284,075.39	(\$439,000.00)

33 of 77

Northbrook Public Library  
Debt Service Fund  
FY2020 Budget

Draft - 2/12/19

	Explanation	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Forecast	FY2020 Budget
<b>Revenues</b>							
Undesignated Revenue							
Property Tax Levy		\$987,519	\$972,599	\$992,802	\$528,137	\$506,246	\$528,404
Interest Income		\$420	\$556	\$554	\$1,000	\$703	\$1,000
Loss on Investment			\$26	\$367			
Total Undesignated Revenue		\$987,939	\$973,181	\$993,723	\$529,137	\$506,949	\$529,404
Transfers & Other Financing Sources							
Transfer from General fund		\$20,202	\$37,736	\$23,092		\$25,000	
Total Transfers & Other Financing Sources		\$20,202	\$37,736	\$23,092	\$0	\$25,000	\$0
<b>Total Revenues</b>		<b>\$1,008,141</b>	<b>\$1,010,917</b>	<b>\$1,016,815</b>	<b>\$529,137</b>	<b>\$531,949</b>	<b>\$529,404</b>

<b>Expenses</b>							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$317,894	\$304,302	\$290,352	\$276,061	\$276,061	\$258,971
Principal Payments		\$690,247	\$706,589	\$726,068	\$252,076	\$252,076	\$269,433
Total Capital & Bond Expenses		\$1,008,141	\$1,010,891	\$1,016,420	\$528,137	\$528,137	\$528,404
Total Undesignated Expenses		\$1,008,141	\$1,010,891	\$1,016,420	\$528,137	\$528,137	\$528,404
Transfers & Other Financing Uses							
Other Financing Uses		\$281	\$0	\$0	\$0	\$0	\$500
Total Transfers & Other Financing Uses		\$281	\$0	\$0	\$0	\$0	\$500
<b>Total Expenses</b>		<b>\$1,008,422</b>	<b>\$1,010,891</b>	<b>\$1,016,420</b>	<b>\$528,137</b>	<b>\$528,137</b>	<b>\$528,904</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(\$281)</b>	<b>\$26</b>	<b>\$395</b>	<b>\$1,000</b>	<b>\$3,812</b>	<b>\$500</b>



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

### Memorandum

**DATE:** 2/17/19  
**TO:** Trustees  
**FROM:** Anna Amen & Kate Hall  
**RE:** Catch Basin, Manhole and Asphalt Renovation Project

The Library entered an agreement with Kloepper Construction (a Northbrook company) to act as designer and construction manager for the Catch Basin, Manhole, and Asphalt Renovation Project. The scope of this project includes replacing catch basin, manholes, asphalt parking lot, fixing the electrical lines that feed the Library sign on the corner of Cedar and Cherry and adding an ADA ramp at the north entrance in Technical Services.

The project was bid in August/September 2018 and only one bid was received. The project budget at that time was \$313,000. The Board asked that we rebid the project.

The project was bid in January 2019 and we received the 8 bids listed below.

Schroeder Asphalt Services Inc	186,044.78
Manevel Construction Co Inc	188,318.80
Abbey Paving Co Inc	214,763.00
Accu-Paving Co	217,360.00
Chicagoland Paving Contractors Inc	225,000.00
Builders Paving LLC	238,503.00
A Lamp Concrete Contractors Inc	249,286.28
AGAE Contractors Inc	341,666.00

Kloepper Construction reviewed the bids, performed a cost analysis and checked references. Based upon their review, it is their recommendation to accept the bid from Schroeder Asphalt Services.

#### Project Budget

Project Cost	\$186,044.78
Contingency	\$16,629.85
Kloepper Construction – design and management fee	\$22,325.37
Total Project Budget	<u>\$225,000.00</u>

**KLOEPFER CONSTRUCTION, INC.**  
Excavation Demolition Sewer

---

February 6, 2019

Anna Amen  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, IL 60062

Re: Northbrook Library Parking Lot

Dear Anna,

We at Kloepper Construction believe that the proposal from Schroeder Asphalt Services, Inc. supports fair and accurate pricing. Kloepper Construction performed a cost analysis on the proposed project. The cost analysis shows that Schroeder Asphalt's pricing is accurate. Kloepper Construction also contacted several subcontractors that have worked side by side with Schroeder Asphalt Services, Inc. In contact with these subs, Kloepper Construction found that all subcontractors were more than satisfied with Schroeder Asphalt's production, cleanliness and final product.

It is our recommendation, due to the current condition of the Northbrook Public Library parking lot, that this project moves forward with Schroeder Asphalt Services. It is recommended that this project start and finish this year due to the condition of the parking lot, and the rising costs of labor and materials.

In addition to the three municipalities who gave positive recommendations to Schroeder Asphalt Services, Jim Huff, Engineering Technician for the Village of Northbrook, gave Schroeder Asphalt Services, Inc. a full recommendation.

Please feel free to contact me with any questions.

Sincerely,



Jeremy Kloepper  
President  
Kloepper Construction, Inc.

Northbrook, IL  
(847) 272-6101 main  
(847) 280-1603 mobile  
jkloepperconstruction@yahoo.com kloeppercons.com

BID PRICING FORM  
CATCH BASIN, MANHOLE AND ASPHALT BID (NCMAB)

PAVING \$	157,562.28
MANHOLE & CATCHBASIN \$	14,600.00
CONCRETE FOR ADA RAMP IN ACCORDANCE WITH VILLAGE OF \$ NORTHBROOK CODES	6,392.50
ELECTRIC \$	7,500.00
TOTAL PROJECT COST \$	186,044.78

Schroeder Asphalt Services, Inc.  
P.O. Box 831  
Huntley, IL 60142  
Phone: 815/923-4380  
Fax: 815/923-4389

Quantity	Unit	Description	Unit Price
6280	S.Y.	Mill 4" of bituminous material	\$ 4.00
628	GAL.	Prime coat SS-1 @ 0.10 GAL/SY	\$ .01
6280	S.Y.	Binder course N-50	\$ 9.10
6280	S.Y.	Bituminous course N-50	\$ 9.60
1	L.S.	Restripe all pavement markings	\$ 2,000.00
1	L.S.	Remove and replace wheel stops	\$ 2,500.00
1	L.S.	Power sweep and clean lot	\$ 700.00
1	L.S.	Modilization	\$ 9,500.00
TOTAL PAVING COST			157,562.28

(25,120.00)  
(6.28)  
(57,148.00)  
(69,288.00)

ADDITIONAL COSTS			
Quantity	Unit	Description	Unit Price
	EA	Remove damaged wheel stop and replace with new wheel stop	\$ 110.00
	TONS	Full depth binder removal and replacement	\$ 125.00
	C.Y.	Full depth base course removal and replace w/CA-6 aggregate	\$ 90.00

Note:

1. Work shall be completed in 3 phases
2. Catch basin and manhole repairs and adjustment by others
3. Concrete repairs (if any) by others
4. Material and compaction testing
5. will be provided by others

Location	Description	Unit Cost
Manhole 1	No repairs required.	
Manhole 2	Repair mortar around pipe inside structure.	150.00
Manhole 3	Repair mortar on spacer rings.	150.00
Manhole 4	No repairs required.	
Catch Basin 1	Remove existing damaged 2" concrete spacer ring and install new 2" concrete spacer ring. Reinstall existing frame and lid, mortar seems.	500.00
Catch Basin 2	No repairs required.	
Catch Basin 3	Remove 48" concrete structure. Install new 48" structure and connect existing pipes as they were. Make necessary adjustments to match existing grade. Reuse existing frame and lid.	3,800.00
Catch Basin 4	Remove existing damaged 2" concrete spacer ring and install new 2" concrete spacer ring. Reinstall existing frame and lid, mortar seems.	500.00
Catch Basin 5	Remove existing damaged 2" concrete spacer ring and install new 2" concrete spacer ring. Reinstall existing frame and lid, mortar seems.	500.00
Catch Basin 6	Remove 48" concrete cone section and install new 48" concrete cone section. Making necessary adjustments to meet existing pavement. Reuse existing frame and lid.	2,200.00
Catch Basin 7	Repair mortar around pipe inside structure.	150.00
Catch Basin 8	No repairs required.	
Catch Basin 9	No repairs required.	
Catch Basin 10	Repair mortar between frame and structure.	150.00
Catch Basin 11	No repairs required.	
Catch Basin 12	Repair mortar around pipe inside structure.	150.00
Catch Basin 13	Repair mortar around pipe inside structure.	150.00
Catch Basin 14	Remove 24" concrete structure and replace with new 24" concrete structure. Connect existing pipes as necessary. Make adjustments required to match existing grade. Reuse existing frame and lid.	2,800.00
Catch Basin 15	Remove 24" concrete structure and replace with 36" concrete structure. Make necessary adjustments to reconnect existing pipes. Make adjustments to match existing grade. Reuse existing frame and lid.	3,400.00
	TOTAL	\$ 14,600.00

All spoils to be hauled out.

All excavated holes to be backfilled with CA7.

Pavement shall be restored by others.

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

Company:	Schroeder Asphalt Services, Inc.
Address:	P.O. Box 831 Huntley, IL 60142
Contact Person:	Brent Schroeder
Contact Person's Telephone:	815/923-4380

Signature for Bidders:  
*If INDIVIDUAL, sign here:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post Office Address

*If PARTNERSHIP, sign here:*

\_\_\_\_\_  
Partners

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post Office Address

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



Schroeder Asphalt Services, Inc.

CORPORATION

Illinois

Name of State Where Chartered

*Ronald Schroeder* /President, Treasurer 1/25/19

Signature

Date

Ronald Schroeder

1/25/19

President

Date

*Grace A. Foss* /Grace Foss

1/25/19

Secretary

Date

Ronald Schroeder

1/25/19

Treasurer

Date

P.O. Box 831, Huntley, IL 60142

Post Office Address

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



## 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
Sewer Work	DeVinci Construction, Inc. 2309 River Woods Dr., Naperville, IL 60565	
Electric	Jasco Electric 2750 Barney Ct., McHenry, IL 60051	
Striping	TBD	
Concrete ADA	Trialta Construction Co. 1055 W. Republic Dr., Addison, IL 60101	

Main Contractor Company:	Schroeder Asphalt Services, Inc.
Main Contractor Address:	Legal: P.O. Box 831, Huntley, IL 60142 Office: 11022 S. Grant Hwy., Marengo, IL 60152

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 NCMAB.

## 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:	Please see attached references
Department:	
Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

### Reference #2

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	

# SCHROEDER

## ASPHALT SERVICES, INC.

P.O. BOX 831  
HUNTLEY, IL 60142

PHONE: (815) 923-4380  
FAX: (815) 923-4389

### JOB REFERENCES

Company: Village of Arlington Heights  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005

Project(s): 2013, 2014, 2015, 2016 HMA Restoration

Amount(s): 2013 - \$83,000.00 (6/10 - 6/23/13) / 2014 - \$325,000.00 (6/10 - 11/16/14)  
2015 - \$265,008.12 (4/13 - 11/15/15) 2016 - \$549,966.13

Engineer: Village of Arlington Heights  
Patrick Smith - 847/368-5838  
[psmith@vah.com](mailto:psmith@vah.com)

Company: Village of Streamwood  
301 E. Irving Park Road  
Streamwood, IL 60107

Project(s): 2008 & 2009 MFT Resurfacing

Amount(s): 2013, 2014 - 2015 - 2016 - 2017 Roadway Maintenance Program  
2008 - \$456,759.00 (5/1 - 10/31/08) / 2009 - \$399,298.00 (6/4 - 9/30/09)  
2013 - \$630,503.68 (4/30 - 10/20/13) / 2014 - \$766,572.20 (5/26 - 8/31/14)  
2015 - \$761,095.47 (6/1 - 10/18/15) / 2016 - \$862,625.45 (5/29/16 - 10/16/16)  
2018 - \$748,007.85

Engineer: Village of Streamwood  
Matt Mann / Director of Engineering & Public Works - 630-736-3850  
[Mmann@streamwood.org](mailto:Mmann@streamwood.org)

Company: Village of Vernon Hills  
290 Evergreen Dr.  
Vernon Hills, IL 60061

Project(s): 2012, 2013, 2014, 2015, 2016, 2017 & 2018 Bituminous Patching Program. 1 Year Renew

Amount(s): 2015 & 2017 Road Rehabilitation  
2012 - \$43,639.04 (6/25 - 7/6/12) / 2013 - \$43,072.86 (7/1 - 7/7/13) /  
2014 - \$58,957.50 (8/11 - 11/16/14) / 2015 - \$73,836.77 (7/6 - 7/12/15)  
2016 - \$74,966.40 (8/1/16 - 8/28/16) / 2017 \$64,274.94 (5/29/17 - 6/9/17),  
2018 \$73,044.00 (7/9 - 9/30/18)  
2015 Road Rehabilitation \$1,178,493.22 (6/1 - 7/12/15)  
2017 Road Rehabilitation \$920,041.23 (5/17 - 10/15/18)

Engineer: Village of Vernon Hills  
Steven Maslov / Engineering Technician - 847/918-3590  
[steven@vhills.org](mailto:steven@vhills.org)

Company: Village of Palatine  
200 E. Wood St.  
Palatine, IL 60067

Project(s): 2012 Palos Avenue Phase 2, ENG 12-401  
2015 Street Rehabilitation, 2015 Kenilworth Ave. Improvements  
2018 West Wilson Street Improvements

Amount(s): 2012 - \$323,290.25 (4/30 - 10/31/12) / 2015 \$552,233.25 (4/20 - 6/14/15) /  
2015 - \$180,467.05 (8/3 - 9/6/15) / 2018 \$285,618.13 (4/30 - 6/24/18)  
2017 - 2017 Metra Paving Remove & Replace \$17,958.17 (4/23 - 4/28/17)

Engineer: Village of Palatine  
Matt Grenning / Engineer - 847/359-9044  
[Mgrenning@palatine.il.us](mailto:Mgrenning@palatine.il.us)

Company: Village of Downers Grove  
 5101 Walnut Ave.  
 Downers Grove, IL 60515  
 Project(s): 2012, 2013, & 2015 Fall Roadway Patching Project  
 Amount(s): 2012 - \$82,839.30 (10/23 - 10/26/12) / 2013 - \$229,348.45 (10/27 - 11/17/13)  
 2015 - \$84,371.70 (9/21 - 11/8/15)  
 Engineer: Village of Downers Grove  
 Nate Hawk - 630/434-5467  
[nhawk@downers.us](mailto:nhawk@downers.us)

Company: Winfield Township Road District  
 30W575 Roosevelt Rd.  
 P.O. Box 617  
 West Chicago, IL 60186-0617  
 Project(s): 2012, 2013, 2014, & 2015 Road Maintenance Program  
 Amount(s): 2012 - \$478,599.80 (10/29 - 11/4/12) / 2013 - \$505,610.04 (9/16 - 10/20/13) /  
 2014 - \$339,421.39 (10/27 - 11/9/14) / 2015 - \$478,220.38 (9/14 - 10/18/15)  
 Engineer: Winfield Township Road District  
 John Dusza - 630/231-8850  
[RoadDistrict@WinfieldTownship.com](mailto:RoadDistrict@WinfieldTownship.com)

Company: Village of Bloomingdale  
 201 S. Bloomingdale Road  
 Bloomingdale, IL 60108  
 Project: 2015 Street Improvement Project  
 Amount(s): \$1,354,600.38  
 Engineer: Village of Bloomingdale  
 Brian Sisco - 630/671-5675  
[siscob@vil.bloomington.il.us](mailto:siscob@vil.bloomington.il.us)

Company: City of St. Charles  
 2 East Main Street  
 St. Charles, IL 60174  
 Project: 2015 MFT Program #15-00106-00-RS  
 2016 MFT Program #16-00106-00-RS  
 2018 MFT Program #18-00110-00-RS  
 Amount(s): \$1,112,218.65 (2015) / \$1,761,733.65 (2016) / \$1,560,525.82  
 Engineer: City of St. Charles  
 Karen Young 630/377-4486  
[kryoung@stcharlesil.gov](mailto:kryoung@stcharlesil.gov)

Company: Village of Glen Ellyn  
 535 Duane Street  
 Glen Ellyn, IL 60137  
 Project: 2014 Street Resurfacing Project  
 2018 Parking Lot Resurfacing & Asphalt Roadway Patching Program  
 Amount(s): 2014 - \$1,238,787.92 / 2018 - \$266,296.24  
 Engineer: Village of Glen Ellyn  
 Steven Warner 630/547-5512  
[swarner@glenellyn.org](mailto:swarner@glenellyn.org)

Company: City of Darien  
 1702 Plainfield Road  
 Darien, IL 60561  
 Project: 2017 & 2018 Street Program,  
 Amount(s): \$1,951,291.35 (2017 - 5/1 - 7/30/17) / \$1,294,013.60 (2018 - 6/4 - 8/19/18)  
 Engineer: Dan Gombec  
 Darien Public Works 630/353-8106  
[dgombac@darienil.gov](mailto:dgombac@darienil.gov)

Company: Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, IL 60527  
Project: 2017 MFT Road Program  
Amount(s): \$530,429.98 (6/1 - 11/10/17)  
Engineer: James Miedema, P.E. 630/323-4733 X6010  
Village of Burr Ridge  
[jmiedema@burr-ridge.gov](mailto:jmiedema@burr-ridge.gov)

Company: Village of Broadview  
2350 S. 25<sup>th</sup> Avenue  
Broadview, IL 60155  
Project: 2017 Spring Paving Improvement  
Amount(s): \$776,298.25 (5/5 - 10/19/17)  
Engineer: Edwin Hancock Engineering  
Chris Baker 708/865-0300  
[cbaker@ehancock.com](mailto:cbaker@ehancock.com)

<b>Dollar Value of Agreement:</b>	
<b>Date Range of Agreement:</b>	
<b>Nature of Work Performed:</b>	

Reference #3

<b>Agency / City Name:</b>	
<b>Department:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	
<b>Dollar Value of Agreement:</b>	
<b>Date Range of Agreement:</b>	
<b>Nature of Work Performed:</b>	

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

## 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.

Schroeder Asphalt Services, 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: Schroeder Asphalt Services, Inc.

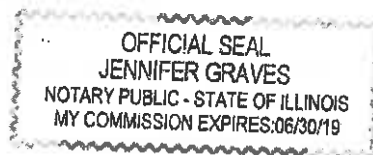
By:   
(Signature)

Ronald Schroeder, President  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of January, 2018, 2019

  
NOTARY PUBLIC





## Certificate of Compliance with Illinois Drug-Free Workplace Act

Schroeder Asphalt Services, 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: Schroeder Asphalt Services, Inc.

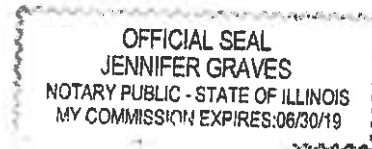
By:   
(Signature)

Ronald Schroeder, President  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of January, ~~2018~~, 2019

  
NOTARY PUBLIC



## Certificate Regarding Sexual Harassment Policy

Schroeder Asphalt Services, 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: Schroeder Asphalt Services, Inc.

By:   
(Signature)

Ronald Schroeder, President  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of January, 2018, 2019


  
NOTARY PUBLIC



## Certificate Regarding Equal Employment Opportunity

Schroeder Asphalt Services, 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: Schroeder Asphalt Services, Inc.

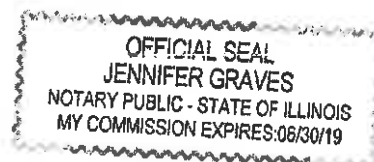
By:   
(Signature)

Ronald Schroeder, President  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of January, 2018. 2019

  
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.

Schroeder Asphalt Services, 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: Schroeder Asphalt Services, Inc.

By:   
(Signature)

Ronald Schroeder, President  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 25th day of January, 2018, 2019

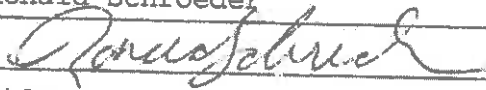
  
NOTARY PUBLIC



## 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: Ronald Schroeder  
SIGNATURE:   
TITLE: President DATE: 1/25/19

# AIA® Document A105™ – 2017

## Standard Short Form of Agreement Between Owner and Contractor

AGREEMENT made as of the » day of «\_» in the year 2018 »  
(In words, indicate day, month and year.)

BETWEEN the Owner:  
(Name, legal status, address and other information)

Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

and the Contractor:  
(Name, legal status, address and other information)

for the following Project:  
(Name, location and detailed description)

Catch, Basin, Manhole and Asphalt Project

The project will include excavating catch basin, manholes and asphalt parking lot.

See the Notice of Catch, Basin, Manhole and Asphalt Project Bid ("NCMAB"), (Exhibit A).

The Architect:  
(Name, legal status, address and other information)

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**ELECTRONIC COPYING** of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

DRAFT

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 3 CONTRACT SUM
- 4 PAYMENTS
- 5 INSURANCE
- 6 GENERAL PROVISIONS
- 7 OWNER
- 8 CONTRACTOR
- 9 ~~ARCHITECT INTENTIONALLY DELETED~~
- 10 CHANGES IN THE WORK
- 11 TIME
- 12 PAYMENTS AND COMPLETION
- 13 PROTECTION OF PERSONS AND PROPERTY
- 14 CORRECTION OF WORK
- 15 MISCELLANEOUS PROVISIONS
- 16 TERMINATION OF THE CONTRACT
- 17 OTHER TERMS AND CONDITIONS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

- .1 this Agreement signed by the Owner and Contractor;
- .2 ~~any~~ the drawings and specifications prepared by the Architect, dated ~~1/1/17~~;
- .3 addenda prepared by the Architect/Owner as follows:

Number	Date	Pages
--------	------	-------

AIA Document A105™ - 2017. Copyright © 1993, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 16:28:31 on 08/24/2017 under Order No. 3219040349 which expires on 02/23/2018, and is not for resale. User Notes: (3B9ADA20)

- 4 written orders for changes in the Work, pursuant to Article 10, issued after execution of this Agreement;  
and
- 5 other documents, if any, identified as follows:

## ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The Contract Time is the number of calendar days available to the Contractor to substantially complete the Work.

### § 2.2 Date of Commencement:

Unless otherwise set forth below, the date of commencement shall be the date of this Agreement.  
(Insert the date of commencement if other than the date of this Agreement.)

March, 2019

### § 2.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 12.5, of the entire Work:  
(Check the appropriate box and complete the necessary information.)

☐ Not later than  calendar days from the date of commencement.

☒ By the following date: October, 2019. Final Completion should be obtained by November, 2019.

## ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:  
(Itemize the Contract Sum among the major portions of the Work.)

Portion of the Work

Value

« »

§ 3.3 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:

(Identify the accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

§ 3.4 Allowances, if any, included in the Contract Sum are as follows:  
(Identify each allowance.)



Item	Price

§ 3.5 Unit prices, if any, are as follows:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

#### ARTICLE 4 PAYMENTS

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect/Owner, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

~~(Insert below timing for payments and provisions for withholding retainage, if any.)~~

~~Per the project manual section on payment procedures. And the Project Manual Contract Documents, and the NCMAA (Exhibit A)~~

§ 4.2 No interest (0% interest) shall be payable by the Owner under the Agreement. All payments are to be handled in accordance with the Illinois Local Government Prompt Payment Act and subject to the receipt by Owner of all required documentation, including but not limited to lien waivers, certified payroll or an explanation of exemption, record drawings, etc.

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

~~(Insert rate of interest agreed upon, if any.)~~

~~Payment shall be made in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.~~

#### ARTICLE 5 INSURANCE AND BONDS

§ 5.1 The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 14.2, subject to the terms and conditions set forth in this Section 5.1:

~~§ 5.1.1 Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than \$5,000,000 each occurrence, \$5,000,000 general aggregate, and \$5,000,000 aggregate for products-completed operations hazard.~~

~~§ 5.1.2 Automobile Liability covering vehicle owned and non-owned vehicles used by the Contractor with policy limits of not less than \$5,000,000 per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of these motor vehicles along with any other statutorily required automobile coverage.~~

~~§ 5.1.3 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurer.~~

AIA Document A105™ - 2017. Copyright © 1993, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 16:28:31 on 08/24/2017 under Order No. 3219040349 which expires on 02/23/2018, and is not for resale. User Notes: (389ADA20)

~~§ 5.1.4 Workers' Compensation at statutory limits.~~

~~§ 5.1.5 Employee's Liability with policy limits not less than ~~(\$1,000,000)~~ each accident, ~~(\$1,000,000)~~ each employee, and ~~(\$1,000,000)~~ policy limit.~~

~~§ 5.1.6 The Contractor shall provide builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.~~

~~§ 5.1.7 Other Insurance Provided by the Contractor~~

~~(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)~~

Coverage

Limits

Contractor's Liability Insurance

Upon notice of acceptance of proposal, the Contractor shall, within fifteen (15) calendar days of said notice, furnish to the Procurement Officer a certificate of insurance evidencing coverage by the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the Owner, licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A. M. Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the Owner at least thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract and until such time as all work has been approved and accepted by the Owner.

1) Workman's Compensation: STATUTORY coverage for all persons whom the contractor may employ directly or through subcontractors in carrying out the work under this contract. Such insurance shall hold the Owner free and harmless of all personal injuries of all persons whom the contractor may employ directly or through subcontractors.

2) Employer's Liability: \$2,000,000 minimum liability.

3) Comprehensive General Liability, including Bodily Injury and Property Damage. The contractor shall take out, pay for and maintain until the completion and acceptance of the work under this contract insurance as shall protect him and his subcontractors from bodily injury and property damage claims which may arise because of the nature of his work or from operations under this contract. The Northbrook Public Library, the Village of Northbrook, and Idewater Construction shall be named as an additional insured.

Coverage shall be provided in the following minimum amounts: \$2,000,000 Each Occurrence - Combined Single Limit  
\$2,000,000 Aggregate - Completed Operations  
\$2,000,000 Each Occurrence - Blanket Contractual Liability

4) Comprehensive Automobile Liability, Owned, Non-owned and Hired: The contractor shall take out, pay for and maintain until the completion and acceptance of the work under this contract insurance as shall protect them from claims for bodily injury and property damage which may arise from the use of motor vehicles engaged in various operations under this contract. Coverage shall be provided in the minimum amount of \$2,000,000 for Combined Single Limit.

AIA Document A105<sup>®</sup> - 2017. Copyright © 1993, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA<sup>®</sup> Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA<sup>®</sup> Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 16:28:31 on 08/24/2017 under Order No. 3219040349 which expires on 02/23/2018, and is not for resale. User Notes: (3B9ADA20)

5) Umbrella Liability: as required, The Northbrook Public Library, the Village of Northbrook, and Kloeppel Construction shall be named as an additional insured.

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Library, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**§ 5.2 Owner's Liability Insurance**

§ 5.2.1 Owner shall maintain its usual insurance for liability for claims which may arise from operations under the Contract and that will protect the Owner from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the work itself) including the loss of use resulting therefrom.

**§ 5.3 Performance And Payment Bond**

§ 5.3.1 If the project exceeds \$20,000.00 Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be on forms provided by the Owner, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. Each Bidder shall list the name of the surety company that will be furnishing the Bonds on its Bid Proposal. The failure of a Bidder to list the name of its surety company on its Bid Proposal shall be a non-responsive bid. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within five (5) days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

§ 5.3.1.1 The Contractor shall deliver the required bonds to the Owner not later than five days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.

§ 5.3.1.2 The Contractor shall require the attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

§ 5.3.2 Whenever the Contractor shall be and is declared by Owner to be in default under the Contract, the Surety and the Contractor are each responsible to make full payment to the Owner or any and all extra Work incurred as a result of the Contractor's default, and to pay to Owner all attorney's fees and court costs incurred by Owner as a result of the Contractor's default, and in protecting Owner's rights under the Agreement to remedy Contractor's default.

DRAFT

§ 5.3.3 The Contractor shall (i) furnish all Surety Company's bonds through Surety Company's local agents approved by and/or as directed by Owner; (ii) fully covered and guarantee with said bond the faithful performance and completion of the entire Contract, including without limitation, the faithful performance of prevailing wage requirements; and (iii) guarantee with said bond payment in all cases by the Contractor or by the Surety Company for all labor performed, material and supplies furnished with the entire Work in the Contract. Said Bond shall remain in full force and effect during the entire period of all general guarantees given by the Contractor with the Contract as called for in the Specifications and Contract, except in cases where other bonds are specifically called for in the specifications and Contract in connection with special guarantees.

§ 5.2 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its Commercial General Liability insurance policy to provide coverage for the Contractor's obligations under Section 8-12.

§ 5.4 Prior to commencement of the Work, each party shall provide certificates of insurance showing their respective coverages.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against: (1) each other and any of their sub-contractors, suppliers, agents, and employees, each of the other; and (2) the Architect, Architect's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.

## **ARTICLE 6 GENERAL PROVISIONS**

### **§ 6.1 The Contract**

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

### **§ 6.2 The Work**

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations. The Work will be overseen by Owner and Kloepper Construction ("Kloepper"), 1507 Techny Road, Rear Building, Northbrook, Illinois 60062, 847-272-6101, kloeppercons@gmail.com. A representative from Kloepper will be on site at all times during construction hours, on behalf of Owner.

### **§ 6.3 Intent**

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

#### **§ 6.4 Ownership and Use of Architect's Drawings, Specifications and Other Documents**

Documents delivered by Owner are instruments of service for use by Contractor solely with respect to this project. They are not to be used by the Contractor or any Subcontractor (of any level) or material or equipment supplier for other projects or for additions to this project outside the scope of the Work, without the specific written consent of the Owner.

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory, and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

#### **§ 6.5 Electronic Notice**

Written notice under this Agreement may be given by one party to the other by email as set forth below.

*(Insert requirements for delivering written notice by email such as name, title, and email address of the recipient, and whether and how the system will be required to generate a read receipt for the transmission.)*

« »

### **ARTICLE 7 OWNER**

#### **§ 7.1 Information and Services Required of the Owner**

**§ 7.1.1** ~~It is required by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site. Contractor hereby waives all of its rights under the Illinois Public Construction Contract Act of 1999.~~

**§ 7.1.2** Except for permits and fees under Section 8.7.1 that are the responsibility of the Contractor, the Owner shall obtain and pay for other necessary approvals, easements, assessments, and charges.

**§ 7.1.3** Prior to commencement of the Work, at the written request of the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence.

#### **§ 7.2 Owner's Right to Stop the Work**

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

#### **§ 7.3 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Architect/Owner may withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the cost of correction, provided the actions of the Owner and amounts charged to the Contractor were approved by the Architect/Owner.

#### **§ 7.4 Owner's Right to Perform Construction and to Award Separate Contracts**

**§ 7.4.1** The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

**§ 7.4.2** The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

**§ 7.5 OWNER'S REMEDIES NOT EXCLUSIVE.** The rights and remedies of Owner stated in this Article shall be in addition to and not in limitation of any other rights of the Owner granted in the Contract Documents or at law or in equity.

## **ARTICLE 8 CONTRACTOR**

### **§ 8.1 Review of Contract Documents and Field Conditions by Contractor**

**§ 8.1.1** Execution of the Contract by the Contractor is a representation by the Contractor, that the Contract Documents are full and complete, are sufficient to enable the Contractor to determine the cost of the Work and that the Contract Documents are sufficient to enable it to construct the Work outlined therein, in accordance with applicable laws and regulations, and otherwise to fulfill all its obligations hereunder, including, but not limited to, Contractor's obligations to construct the Work for an amount not in excess of the Contract Sum on or before the date(s) of Completion established in the Agreement. The Contractor further acknowledges and declares that it has visited and examined the Project site, examined all physical and other conditions affecting the Work and is fully familiar with all of the conditions thereon and thereunder affecting the same. In connection therewith, Contractor specifically represents and warrants to Owner that prior to the submission of its bid it has: (1) thoroughly examined the location of the work to be performed, is familiar with local conditions, and has read and thoroughly understands the Contract Documents as they relate to the physical conditions prevalent or likely to be encountered in the performance of the work at such location; (2) examined the nature, location and character of the general area in which the Project is located, including without limitation, its climatic conditions, available labor supply and labor costs, and available equipment supply and equipment costs; and (3) examined the quality and quantity of all materials, supplies, tools, equipment, labor, and professional services necessary to complete the Work in the manner and within the cost and time frame required by the Contract Documents.

Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

**§ 8.1.2** The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to the Architect/Owner.

**§ 8.1.2.1** The exactness of grades, elevations, dimensions, or locations given in any drawings or the work installed by other contractors is not guaranteed by the Owner.

**§ 8.1.2.2** The Contractor shall, therefore, satisfy itself as to the accuracy of all grades, elevations, dimensions and locations. In all cases of interconnection of its work with existing or other work, it shall verify at the site all dimensions relating to such existing or other work. Any errors due to the Contractor's failure to so verify all such grades, elevations, locations or dimensions shall be promptly rectified by it without additional cost to the Owner.

**§ 8.1.2.3** Prior to any excavation, the Contractor shall determine the locations of all existing water, gas, sewer, electric, telephone, telegraph, television, irrigation, petroleum pipelines, and other underground utilities and structures. Where the locations of existing underground and surface utilities and structures are indicated, these locations are generally approximate, and all items that may be encountered during the work are not necessarily indicated. The Contractor shall determine the exact locations of all items indicated, and the existence and locations of all items not indicated.

### **§ 8.2 Contractor's Construction Schedule**

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

AIA Document A105™ - 2017. Copyright © 1993, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 16:28:31 on 08/24/2017 under Order No. 3219040349 which expires on 02/23/2018, and is not for resale. User Notes: (3B9ADA20)

### **§ 8.3 Supervision and Construction Procedures**

**§ 8.3.1** The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

**§ 8.3.2** The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner, ~~through the Architect~~, the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or ~~Architect~~ have made a timely and reasonable objection.

§ 8.3.3 The Contractor has the responsibility to ensure that all material suppliers and Subcontractors, their agents, and employees adhere to the Contract Documents, and that they order materials on time, taking into account the current market and delivery conditions and that they provide materials on time. The Contractor shall coordinate its Work, including without limitation, deliveries, storage, installations, and construction utilities with that of all others on the Project. The Contractor shall be responsible for the space requirements, locations, and routing of its equipment. In areas and locations where the proper and most effective space requirements, locations and routing cannot be made as indicated, the Contractor shall meet with all others involved, before installation, to plan the most effective method of overall installation.

§ 8.3.4 After commencing the work, the Contractor shall use every precaution to avoid interferences with existing underground and surface utilities and structures, and protect them from damage. The Contractor shall repair or pay for all damage caused by his operations to all existing utility lines, public property, and private property, whether it is below ground or above ground, and he shall settle in total cost of all damage suits which may arise as a result of his operations at no additional costs to the Owner. To avoid unnecessary interferences or delays, the Contractor shall coordinate all utility removals, replacements and construction with the appropriate utility company. The cost of temporarily relocating utilities for convenience of the Contractor, shall be paid by Contractor.

§ 8.3.5 Contractor will coordinate with Owner and Klepfer to provide necessary traffic control and safe passage for the pedestrians to and from the Library.

### **§ 8.4 Labor and Materials**

**§ 8.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

**§ 8.4.2** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.4.3 All manufactured units, material and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturer, unless herein specified to the contrary.

§ 8.4.4 After the Contract has been executed, the Owner and will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements.

§ 8.4.5 Contractor and each of its Subcontractors shall pay prevailing 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. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify:

AIA Document A105™ - 2017. Copyright © 1993, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 16:28:31 on 08/24/2017 under Order No. 3219040349 which expires on 02/23/2018, and is not for resale. User Notes: (3B9ADA20)

~~immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the term of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and 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 the Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor Publishes the prevailing wage rates on its website at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/2017-Rates.aspx>. 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.~~

#### **§ 8.5 Warranty**

The Contractor warrants to the Owner ~~and Architect that:~~ (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 12.5.

#### **§ 8.6 Taxes**

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

~~The Contractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.~~

#### **§ 8.7 Permits, Fees and Notices**

**§ 8.7.1** ~~Kloepfer Construction shall obtain all proper Village required permits prior to the start of the Project. The Contractor shall coordinate with Kloepfer Construction to obtain and Contractor shall pay for the any other building permit and/or other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.~~

**§ 8.7.2** The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the ~~Architect~~ Owner in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules, and regulations.

#### **§ 8.8 Submittals**

The Contractor shall promptly review, approve in writing, and submit to the ~~Architect~~ Owner shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents. ~~Contractor agrees to reimburse Owner for any additional costs incurred by Owner arising out of any delay or acts of the Contractor in completing the work (including additional observations and testing expenses).~~



### § 8.9 Use of Site

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and the Owner.

### § 8.10 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

### § 8.11 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

### § 8.12 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, the Village of Northbrook, and Kioepfer Construction 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 Contractor's breach of any of its obligations under, or Contractor's 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.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

## **ARTICLE 9 ARCHITECT INTENTIONALLY DELETED**

~~§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.~~

~~§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.~~

~~§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.~~

~~§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.~~

~~§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.~~

~~§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.~~

~~§ 9.7 On written request from either the Owner or Contractor, the Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents.~~

~~§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents, and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.~~

~~§ 9.9 The Architect's duties, responsibilities, and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.~~

## **ARTICLE 10 CHANGES IN THE WORK**

**§ 10.1** The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If the Owner and Contractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

**§ 10.2** The Architect/Owner may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or order shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

**§ 10.3** If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

## **ARTICLE 11 TIME**

**§ 11.1** Time limits stated in the Contract Documents are of the essence of the Contract.

**§ 11.2** If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

**§ 11.3** Costs caused by delays or by improperly timed activities or defective construction shall be borne by the responsible party.

## **ARTICLE 12 PAYMENTS AND COMPLETION**

### **§ 12.1 Contract Sum**

The Contract Sum stated in this Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

### **§ 12.2 Applications for Payment**

**§ 12.2.1** At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect/Owner an itemized Application for Payment for Work completed in accordance with the values stated in this Agreement. The Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. For every party listed the Contractor shall provide a full or partial waiver of lien, as appropriate, before a payment will be made to the Contractor. The Contractor's partial or final waiver of lien must be included. Payments shall not be made by the Library without such mechanics' lien waivers and contractors' sworn statements unless they are conditioned upon receipt of such waivers and statements. In addition, the Library shall not make payment until the monthly certified payroll has been submitted in accordance with Section 1.26. Payment terms shall be in accordance with the provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., after receipt by the Library of the Contractor's invoice. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

**§ 12.2.2** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to the Owner's interests.

### **§ 12.3 Certificates for Payment**

The Architect/Owner will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; (2) issue to the Owner a Certificate for Payment for such amount as the Architect/Owner determines is properly due, and notify the Contractor and Owner in writing of the Architect/Owner's reasons for withholding certification in part; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect/Owner's reason for withholding certification in whole. If certification or notification is not made within such seven day period, the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time and the Contract Sum shall be equitably adjusted due to the delay.

### **§ 12.4 Progress Payments**

**§ 12.4.1** After the Architect/Owner has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

**§ 12.4.2** The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

**§ 12.4.3** ~~Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.~~

**§ 12.4.4** A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

~~§ 12.4.5 Until substantial completion, the Owner shall pay 90 percent of the amount due the Contractor on account of progress payments.~~

### **§ 12.5 Substantial Completion**

**§ 12.5.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

**§ 12.5.2** When the Contractor believes that the Work or designated portion thereof is substantially complete, it will notify the Architect/Owner and the Architect/Owner will make an inspection to determine whether the Work is substantially complete. When the Architect/Owner determines that the Work is substantially complete, the Architect/Owner shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, establish the responsibilities of the Owner and Contractor, and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

### **§ 12.6 Final Completion and Final Payment**

**§ 12.6.1** Upon receipt of a final Application for Payment, the Architect/Owner will inspect the Work. When the Architect/Owner finds the Work acceptable and the Contract fully performed, the Architect/Owner will promptly issue a final Certificate for Payment.

**§ 12.6.2** Final payment shall not become due until the Contractor submits to the Architect/Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests, or encumbrances arising out of the Contract. Upon satisfaction of the terms and conditions of the Contract, the Contractor agrees to provide the Owner with a final release and waiver of all liens covering all of the Work performed under the Contract relative to the project prior to its receipt of final payment. Said final waiver of lien shall identify and state that all subcontractors have been paid in full and there are no contract balances outstanding and owed to any Subcontractor.

**§ 12.6.3** Acceptance of final payment by the Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## **ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY**

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the Work and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or

adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

#### ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the ~~Architect~~ Owner as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

#### ARTICLE 15 MISCELLANEOUS PROVISIONS

##### § 15.1 Assignment of Contract

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

##### § 15.2 Tests and Inspections

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections, and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the ~~Architect~~ Owner requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections, or approvals that do not become requirements until after the Contract is executed. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 15.2.4 Klopfer Construction will schedule and attend all Village inspections during the project.

§ 15.2.5 Klopfer Construction will ensure that all craftsmanship and building materials are up to code set by the Village of Northbrook.

##### § 15.3 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

#### ARTICLE 16 TERMINATION OF THE CONTRACT

##### § 16.1 Termination by the Contractor

If the Work is stopped under Section 12.3 for a period of 14 days through no fault of the Contractor, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

##### § 16.2 Termination by the Owner for Cause

§ 16.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

- DRAFT
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
  - .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
  - .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, ~~after consultation with the Architect~~, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

#### § 16.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

### ARTICLE 17 OTHER TERMS AND CONDITIONS

*(Insert any other terms or conditions below.)*

§ 17.1 The Contractor warrants it is familiar with and shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workers' Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.

§ 17.2 Whenever required, the Contractor or Subcontractor shall furnish the Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.

§ 17.3 Dispute resolution - litigation in a court of competent jurisdiction. There are no preconditions to filing suit.

§ 17.4 Contractor shall carefully examine the Occupational Safety and Health Act as issued by the Federal Register (OSHA) and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the same as required under this Act and shall comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.

§ 17.5 Contractor shall comply with all terms of the Illinois Preference Act and all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.

§ 17.6 At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.) and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.) and in

addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act requiring a written sexual harassment policy as defined therein.

§ 17.7 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.

§ 17.8 The Contractor shall comply with and cause all subcontractors to comply with the requirements and provisions of the Illinois Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et. seq.) (the "Act").

#### § 17.9 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, refer to the Illinois Department of Labor's website.

The Contractor shall place (1) inserts 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.

§ 17.10 By execution of this Contract, the Contractor understands, represents and warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 17 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling

This Contract shall not be considered as, and does not constitute, Owner's consent to any violation and/or exercise of any rights the Owner may have, including without limitation, cancellation of this Contract.

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

« »

« »

OWNER (Signature)

(Printed name and title )

« »

CONTRACTOR (Signature)

(Printed name and title )

LICENSE NO.:

JURISDICTION:

4815-0127-7280, v. 1



## LIBRARY SEVERE WEATHER CLOSINGS

During periods of inclement weather or in emergency situations, our first priority is the safety and welfare of our patrons and staff. At the same time, the closing of the library can have a negative impact on the residents, and we take our responsibility as a public building seriously. During the hours we are open, the Library is considered a warming center for the community.

Some of the primary factors that are considered when making a decision include:

- The safety and well-being of patrons and staff.
- Severity of the weather (extreme cold, excessive snow, flooding, etc.).
- Timing of the weather events.
- The ability to travel safely and the condition of the roads.
- The operable condition of our buildings including parking lots.

To determine a closing, the Executive Director shall monitor the following and discuss with the Board President:

- National Weather Service ([www.weather.gov](http://www.weather.gov))
- Weather ([www.weather.com](http://www.weather.com))
- Emergency Closings Center ([www.emergencyclosings.com](http://www.emergencyclosings.com))
- RAILS Library Closings ([www.railslibraries.info/membership/library-closings](http://www.railslibraries.info/membership/library-closings))

Whenever a decision is made to close the library, it is based on the general safety conditions for patrons and staff. The Library recognizes that conditions may vary for each individual. If the library remains open, but a staff member feels unsafe coming in, wants to come in later, or wants to leave early due to weather, they should contact their manager and take personal, sick or vacation time. If no time off is available, staff will be eligible to make up their hours and should coordinate that with their manager. If a non-exempt staff member requests to work from home during a weather closing, no additional time off will be granted to them.

We encourage staff to behave responsibly and consider safety first.

### Winter Storm

If a winter storm or ice storm warning is in effect during operating hours, we will typically close the library and cancel all programs. A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring

or imminent. Significant and hazardous winter weather is defined as a combination of: 5 inches or more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24-hour period AND/OR Enough ice accumulation to cause damage to trees or powerlines. AND/OR a life threatening or damaging combination of snow and/or ice accumulation with wind.

If a warning is predicted for the following day, we will typically open late or close the library and cancel all programs for the hours the warning is in effect. Staff will be notified as soon as possible.

If a weather advisory is in effect during operating hours, we will consider the severity and make a determination by 5am for a late open or close and cancel all programs. If it is determined that we will remain open, the Library may cancel programs based on the severity of the weather.

If a weather watch is in effect, we will monitor but not close unless it turns into a warning or advisory.

## **Severe Cold**

The Library will be closed and all programs cancelled under the condition of a Wind-chill warning. A wind-chill warning indicates that life-threatening conditions and a risk to safety exist. Measures should be taken to safeguard life and property immediately. A Wind-chill warning is typically issued when the wind-chill will be -30 degrees Fahrenheit or colder and the winds are greater than or equal to 10 mph OR the actual temperature is -15° F.

General Range – Wind-chills -30°F or lower and wind speeds 10 mph or greater **or** Actual temperature -15°F or lower

The Library may be open for a wind-chill advisory, but programs may be cancelled based on the severity of the weather. A Wind-chill advisory is issued when conditions do not meet the wind-chill warning criteria but still cause significant inconvenience. The weather during a wind-chill advisory is not life threatening but presents conditions that may result in inconvenience or pose moderate risk to safety. A wind-chill advisory is typically issued when the wind chill is -20 degrees Fahrenheit or colder AND the winds are greater to OR equal to 10 mph.

General Range – Wind-chills -20°F to -29°F and wind speeds 10 mph or greater **or** Actual temperature -5°F to -14°F.

NORTHBROOK PUBLIC LIBRARY  
1201 Cedar Lane  
Northbrook, IL 60062

CERTIFICATION

I, Miriam Imrem, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of July 2018 through December 2018 are true and correct copies of the preceding six months.

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

\_\_\_\_\_  
Treasurer

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

## **Payroll for the Period July 2018 through December 2018**

Alteri - \$753.35; Amen - \$48,333.60; Anderson - \$18,338.04; Andreeff - \$1,206.18; Ashman - \$20,977.2; Auerbach - \$12,424.39; Austin - \$41,817.00; Baran - \$9,492.14; Barnes - \$15,932.16; Beach - \$14,346.12; Becker - \$8,505.36; Born - \$9,249.54; Brada - \$2,743.13; Brugger - \$18,097.08; Carroll - \$11,116.14; Chase - \$8,846.65; Chen - \$963.30; Cirignani - \$18,074.52; Coffman - \$6,349.70; Collins - \$23,682.72; Cotini - \$123.22; Couch - \$18,102.84; Czechorski - \$7,628.89; Dadigan - \$2,433.61; Doyle - \$34,577.40; Duncan-McGee - \$5,278.94; Durov - \$40,920.72; Edwards - \$3,612.11; Faedtke - \$8,951.34; Fardoux - \$6,016.22; Farrell - \$5,803.99; Fentress - \$2,766.27; Fillmore - \$27,710.64; Franklin, J - \$26,880.00; Franklin, R - \$6,613.41; Gepson - \$9,515.08; Giel - \$5,028.03; Goese - \$15,534.36; Golembiewski - \$22,177.72; Gossage - \$26,696.24; Gould - \$199.28; Haberkorn - \$4,343.08; Haddad - \$37,406.14; Hafner - \$3,884.54; Hall - \$65,000.04; Hannon, C - \$19,519.32; Hannon, M - \$11,061.98; Haynes - \$21,919.08; Henry - \$5,967.70; Hill - \$23,657.76; Hoban - \$49.40; Hominick - \$24,677.28; Huh - \$10,941.42; Huie - \$24,944.28; Jacob - \$2,616.10; Jaffery - \$11,541.71; Kahn - \$1,639.22; Kaminski - \$21,033.66; Kaplan - \$5,986.57; Karahalios - \$750.88; Keaton - \$30,676.22; Kirby - \$2,297.1; Kohn - \$2,193.36; Koslow - \$916.85; Kosrow - \$5,375.74; Kosuge - \$27,483.8; Lauby - \$247.21; Lee - \$8,737.35; Levin - \$255.23; Lopez - \$19,706.76; Luu - \$1,394.67; Mackin - \$236.88; Malamud - \$6,605.02; Marcum - \$1,538.81; Margis - \$27,875.16; Mayer, B. - \$36,425.68; Mayer, S. - \$9,180.94; McDonald - \$4,344.38; McGil - \$3,361.67; icley - 1,989.04; Miller, J - \$4,817.20; Miller, M - \$9,760.87; Miller, S - \$13,769.14; Mistalksi - \$8,989.61; Molloy - \$10,267.01; Munday - \$4,978.31; Murray - \$5,618.08; Nelson - \$18,129.72; Norton - \$35,402.58; O'Donnell - \$13,442.86; Otis - \$2,719.28; Pekara - \$26,154.72; Perley - \$5,439.22; Perrenot - \$33,638.86; Phelan - \$10,944.02; Pike - \$9,707.36; Prioletti - \$36,123.72; Ralyea - \$252.05; Raucci - \$10,080.82; Reid - \$12,581.16; Romano - \$6,110.26; Rubina - \$230.17; Rustemeyer - \$23,258.04; Rustman - \$23,885.04; Saks - \$6,925.79; Sato - \$17,712.72; Schachtschneider - \$5,667.40; Schlernitzauer - \$34,948.32; Schmidt, L. - \$665.51; Schmidt, S - \$11,756.31; Scodius - \$23,885.04; Seeger - \$31,258.08; Shapiro - \$1,796.57; Sharda - \$10,265.75; Sharma - \$3,998.26; Siegel, D - \$7,182.00; Siegel, L - \$18,925.00; Sievert - \$1,523.99; Simmons - \$9,514.36; Simpson - \$8,697.95; siwinski - \$17,741.64; Skittino - \$36,602.10; Stack - \$8,410.06; Strom - \$10,125.96; Suarez - \$1,526.13; Talaefard - \$4,615.50; Thomann - \$35,394.00; Valene - \$4,779.00; Vering - \$18,665.14; Vi - \$5,507.68; Voronova - \$6,065.63; Wallace - \$516.56; Wargin - \$1,358.65; Wawer - \$10,698.50; Wilder - \$7,965.00; Wilson - \$2,768.63; Wolf - \$35,308.92; Wright, B - \$15,750.90; Wright, J - \$8,804.66;

## **Accounts Payable \$1,000 and above for the Period July 2018 through December 2018**

Advanced Disposal \$3,304.78; Amazon \$19,768.38; American Electric \$2,875.00; American Library Association, Membership \$2,239.00; Ancel Glink P.C. \$3,511.25; Anna Amen \$1,336.01; Apple Books \$7,963.55; Baker & Taylor \$151,232.05; Baker & Taylor Entertainment \$3,821.79; Benjamin Goluboff \$1,000.00; Best Quality Cleaning \$18,720.00; Better Containers Mfg. Co. \$1,191.60; Bibliotheca, LLC. \$15,230.81; Brainfuse Inc. \$1,050.00; CallOne \$4,617.59; CCB Technology \$1,577.00; CDW Government, Inc. \$1,575.00; Ceiling Guys \$3,200.00; CenterPoint Energy Services, Inc. \$10,830.88; Cloudbakers \$8,000.00; Cooperative Computer Service \$49,710.24; Criterion Pictures \$2,025.00; David Drazin \$1,000.00; Demco, Inc. \$2,292.24; Discovery Benefits, Inc. \$19,618.41; Displays2Go \$1,516.62; EBSCO Information Services \$23,876.90; ECO Promotional Products, Inc. \$1,392.32; F.E. Moran Mechanical Services \$11,794.92; F.E. Moran, Inc. \$12,590.00; Fast Signs \$1,877.69; First Bankcard \$21,027.04; Flybrix \$1,065.00; Freeman Pictures, Inc. \$1,375.00; Gale/CENGAGE Learning \$4,553.25; Gallagher Bassett Services, Inc. \$4,600.00; GovConnection, Inc. \$9,299.00; Grainger \$4,416.83; Helena Osorio \$1,000.00; Illinois Library Association \$4,481.25; Impact Networking LLC \$5,927.52; Inventables \$4,842.99; ITsavvy LLC \$12,467.20; Jo-Ann Stores LLC \$1,045.00; Kathleen Jo Zeigler Mitchem \$1,000.00; Klein, Thorpe, Jenkins LTD. \$4,496.40; LaForce \$1,197.00; Leadership Directories, Inc. \$1,190.00; Lechner & Sons \$1,151.40; Libraries First \$13,772.00; Library Furniture International, Inc. \$4,949.45; Library Ideas LLC \$1,949.60; Linkedin Corporation \$7,000.00; LogMeIn USA, Inc \$4,400.00; MakerBot Industries, LLC \$1,688.96; Mango Languages \$3,144.00; Mergent, Inc. \$1,664.00; Midwest Tape \$50,374.17; Neuco Inc. \$1,579.75; New York Times \$2,106.00; NewsBank, Inc. \$11,136.00; NFIP Direct Servicing Agent \$4,278.00; Niche Academy \$1,290.00; North American \$6,528.64; Northbrook Chamber of Commerce & Industry \$1,360.00; Northbrook Hardware \$1,092.83; Old Town School of Folk Music \$1,948.66; Olga Rudiak \$3,750.00; Olsson Roofing Company, Inc. \$1,675.00; Outsource Solutions Group, Inc. \$105,450.42; Overdrive \$28,212.59; Penguin Random House LLC \$1,407.75; Petersen Bros. Plastics, Inc. \$1,954.00; Product Architecture + Design \$18,625.35; Proquest \$17,202.00; Reaching Across Illinois Library System \$5,245.50; Recorded Books, Inc. \$8,278.27; Ron Mantegna \$1,200.00; Runco Office Supply \$4,707.07; Scholastic Library Publishing \$3,170.00; Selden Fox, LTD \$10,350.00; Siemens Industry Inc. \$3,750.00; Snow Systems, Inc. \$7,680.00; StackMap LLC \$1,099.00; Sterling Services, Inc. \$2,736.90; Swank Motion Pictures Inc. \$5,963.00; Thomson Reuters -West Payment Ctr. \$1,650.18; Today's Business Solutions, Inc. \$1,235.12; Value Line Publishing LLC \$8,050.00; Vernon Library Supplies Inc. \$2,271.20; Village of Northbrook Water Dept. \$5,193.32; Vis-O-Graphic, Inc. \$10,494.46; Warehouse Direct \$6,268.98; Wells Fargo Vender Fin Serv \$10,512.00; Xerox Corporation \$7,392.26; Yami Vending Inc. \$1,820.33;