

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

February 20, 2025 | 7:00 p.m.

Northbrook Public Library | Civic Room

## Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Stacy Oliver
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Stacy Oliver
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – January 16, 2025
  - 3.3 Approve Cash Balances & Income Statement January 2025
  - 3.4 Approve Bills and Charges from January 2025 in the amount of \$ 739,668.98
  - 3.5 File detailed statement of all receipts and expenditures for previous 6 months per 50 ILCS 305/1
  - 3.6 General Policy Updates for 405 Collaboratory Policy
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 Building Issues Updates- Anna Amen
  - 5.2 FEIN & Payroll Change- Anna Amen & Becky Moore
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Update on Meeting Room Policy and Procedure Review Process
  - 7.2 Facilities Management RFP Recommendation and Presentation
  - 7.3 Elevator Modernization Project Change Order Request
- 8 New Business
  - 8.1 Andrea Kowch Unexpected Company Sale
  - 8.2 FY26 Draft Budget Presentation
  - 8.3 IPBC Health Insurance Changes
  - 8.4 Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In
  - 8.5 Executive Director Evaluation Process
- 9 Closed Session

pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 10 Agenda Building

## 11 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 contact 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  
1/31/2025**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	7,862,585.26	8,882.01	641,568.49	7,229,898.78
	Restricted	336,709.20	39,399.94	39,142.24	336,966.90
	IMRF	901,598.76		29,730.59	871,868.17
	Fica	75,830.26		29,227.66	46,602.60
	<b>Total Operating</b>	<b>\$ 9,176,723.48</b>	<b>\$ 48,281.95</b>	<b>\$ 739,668.98</b>	<b>\$ 8,485,336.45</b>
<b>Capital Improvement</b>		<b>\$ 6,835,542.51</b>	<b>\$ 27,406.03</b>		<b>\$ 6,862,948.54</b>
<b>Debt Service</b>		<b>\$ 1,553.68</b>			<b>\$ 1,553.68</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(172,095.15)	71,596.39	1,553.68
PayPal	3,143.44	-	-
FBofHP	249,197.81	-	-
Fifth Third - Checking/Money Market	8,397,379.07	6,790,774.02	-
US Bancorp	7,136.91	578.13	-
INB	99.37		
Petty Cash	475.00	-	-
<b>Total</b>	<b>\$ 8,485,336.45</b>	<b>\$6,862,948.54</b>	<b>\$ 1,553.68</b>

NB&T = Northbrook Bank & Trust  
 FBofHP - First Bank of Highland Park  
 USB = US Bancorp

Northbrook Public Library  
Income Statement  
January 2025

	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	\$0.00	\$0.00	\$7,885,752.44	\$8,270,430.96	\$8,446,880.00	97.91%
Replacement Tax	\$117,208.19	\$0.00	\$287,054.24	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,863.51	\$3,191.86	\$33,997.59	\$39,104.50	\$35,000.00	111.73%
Interest Income	\$5,316.94	\$2,763.96	\$45,045.33	\$48,433.21	\$20,000.00	242.17%
Other Income	\$101.00	\$528.40	\$18,952.44	\$9,073.94	\$100,000.00	9.07%
<b>Total Undesignated Revenue</b>	<b>\$125,489.64</b>	<b>\$6,484.22</b>	<b>\$8,275,096.04</b>	<b>\$8,472,658.00</b>	<b>\$8,751,880.00</b>	<b>96.81%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$128,572.14	\$39,471.32	\$562,042.59	\$754,290.71	\$600,000.00	125.72%
Designated Interest Income	\$1,046.62	\$848.62	\$6,955.85	\$8,247.62	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$129,618.76</b>	<b>\$40,319.94</b>	<b>\$568,998.44</b>	<b>\$762,538.33</b>	<b>\$600,000.00</b>	<b>127.09%</b>
<b>Total Revenues</b>	<b>\$255,108.40</b>	<b>\$46,804.16</b>	<b>\$8,844,094.48</b>	<b>\$9,235,196.33</b>	<b>\$9,351,880.00</b>	<b>98.75%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$40,258.64	\$73,077.99	\$633,119.27	\$679,119.46	\$1,001,500.00	67.81%
Audio/Visual	\$13,109.36	\$68,059.58	\$563,861.90	\$409,613.68		
Video/DVDs	\$7,045.42	\$2,673.69	\$31,728.43	\$28,904.50		
Programs	\$4,205.36	\$2,344.72	\$1,527.34	\$40,601.28		
OCLC	\$9,435.75	\$13,959.07	\$69,590.75	\$67,170.34	\$112,000.00	59.97%
CCS Shared Costs	\$5,999.55	\$6,287.03	\$22,856.35	\$22,996.95	\$29,000.00	79.30%
<b>Total Materials &amp; Services</b>	<b>\$18,676.10</b>	<b>\$17,512.78</b>	<b>\$69,246.10</b>	<b>\$65,199.14</b>	<b>\$76,000.00</b>	<b>85.79%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$344,139.80	\$380,620.69	\$3,101,121.64	\$3,287,387.17	\$4,597,000.00	71.51%
Maintenance Salaries & Wages	\$14,995.42	\$12,622.40	\$140,280.09	\$127,475.28	\$203,000.00	62.80%
Group Insurance	\$62,495.09	\$60,648.34	\$543,597.02	\$556,339.47	\$790,000.00	70.42%
Unemployment/Worker's Comp	\$250.64	\$272.44	\$19,243.80	\$19,359.25	\$24,000.00	80.66%
Staff Development	\$2,703.24	(\$4,732.73)	\$51,875.01	\$67,080.11	\$63,000.00	106.48%
<b>Total Human Resources</b>	<b>\$424,584.19</b>	<b>\$449,431.14</b>	<b>\$3,856,117.56</b>	<b>\$4,057,641.28</b>	<b>\$5,677,000.00</b>	<b>71.48%</b>



Northbrook Public Library  
Income Statement  
January 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>Operating Costs</b>						
Photocopy	\$398.57	\$0.00	\$18,442.29	\$16,799.13	\$19,000.00	88.42%
Office & Library Supplies	\$6,761.90	\$3,896.13	\$30,870.21	\$35,299.24	\$70,000.00	50.43%
Software	\$1,011.25	\$761.87	\$77,088.56	\$93,285.55	\$106,000.00	88.01%
Postage	(\$600.13)	\$479.77	\$17,769.63	\$16,394.18	\$20,000.00	81.97%
General Insurance	\$0.00	\$0.00	\$66,780.62	\$74,541.20	\$84,000.00	88.74%
Telephone/Internet	\$23.74	\$13.78	\$29,611.24	\$30,050.28	\$39,000.00	77.05%
Professional Services	\$37,317.37	\$62,615.11	\$325,046.94	\$360,981.60	\$434,000.00	83.18%
Furniture, Equipment	(\$41,061.18)	\$21,284.10	\$64,069.10	\$31,726.89	\$70,000.00	45.32%
Equipment Rental & Maintenance	\$8,610.00	\$4,399.00	\$40,360.21	\$38,770.08	\$46,000.00	84.28%
Community Relations	\$1,253.55	\$625.00	\$24,621.16	\$33,282.06	\$55,000.00	60.51%
<b>Total Operating Costs</b>	<b>\$13,715.07</b>	<b>\$94,074.76</b>	<b>\$694,659.96</b>	<b>\$731,130.21</b>	<b>\$943,000.00</b>	<b>77.53%</b>
<b>Maintenance</b>						
Vehicle Expense	\$997.89	\$0.00	\$1,176.36	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$2,040.56	\$2,175.21	\$29,865.56	\$23,720.71	\$45,000.00	52.71%
Utilities	\$4,894.81	\$5,405.14	\$34,907.41	\$29,245.95	\$54,000.00	54.16%
Building Repairs	\$0.00	\$525.00	\$1,495.00	\$14,203.75	\$35,000.00	40.58%
Contracted Services	\$10,349.59	\$22,727.95	\$108,701.50	\$166,831.87	\$223,000.00	74.81%
<b>Total Maintenance</b>	<b>\$18,282.85</b>	<b>\$30,833.30</b>	<b>\$176,145.83</b>	<b>\$235,915.10</b>	<b>\$360,000.00</b>	<b>65.53%</b>
<b>Other Expenses</b>						
Recruiting	(\$60.00)	\$0.00	(\$40.00)	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$1,015.61	\$734.27	\$6,167.36	\$7,514.87	\$100,000.00	7.51%
Board Development	\$90.43	\$0.00	\$995.42	\$446.57	\$1,000.00	44.66%
<b>Total Other Expenses</b>	<b>\$1,046.04</b>	<b>\$734.27</b>	<b>\$7,122.78</b>	<b>\$8,211.44</b>	<b>\$102,000.00</b>	<b>8.05%</b>
<b>Total Undesignated Expenses</b>	<b>\$531,998.19</b>	<b>\$685,910.34</b>	<b>\$5,528,858.60</b>	<b>\$5,867,383.92</b>	<b>\$8,300,500.00</b>	<b>70.69%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	(\$6,587.57)	\$33,886.24	\$425,246.41	\$637,244.90	\$600,000.00	106.21%
Designated Materials Expense	\$0.00	\$0.00	\$351.61	\$1,185.93	\$0.00	0.00%
Designated Capital Expense	\$51,952.45	\$0.00	\$129,906.55	\$0.00	\$0.00	0.00%
Designated Program Expense	\$3,174.50	\$5,371.00	\$54,772.84	\$58,304.52	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$48,539.38</b>	<b>\$39,257.24</b>	<b>\$610,277.41</b>	<b>\$696,735.35</b>	<b>\$600,000.00</b>	<b>116.12%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	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>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$580,537.57</b>	<b>\$725,167.58</b>	<b>\$6,139,136.01</b>	<b>\$6,564,119.27</b>	<b>\$9,350,500.00</b>	<b>70.20%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$325,429.17)</b>	<b>(\$678,363.42)</b>	<b>\$2,704,958.47</b>	<b>\$2,671,077.06</b>	<b>\$1,380.00</b>	

Northbrook Public Library  
Income Statement  
January 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	75%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$0.00	\$0.00	\$412,637.87	\$391,644.30	\$400,000.00	97.91%
Property Tax Levy FICA	\$0.00	\$0.00	\$280,593.75	\$274,151.02	\$280,000.00	97.91%
Interest Income IMRF	\$0.00	\$0.00	\$91.27	\$255.16	\$2,000.00	12.76%
Interest Income FICA	\$0.00	\$0.00	\$62.06	\$178.61	\$500.00	35.72%
<b>Total Undesignated Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$693,384.95</b>	<b>\$666,229.09</b>	<b>\$682,500.00</b>	<b>97.62%</b>
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$693,384.95</b>	<b>\$666,229.09</b>	<b>\$682,500.00</b>	<b>97.62%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$28,301.03	\$29,730.59	\$245,946.93	\$261,835.46	\$380,000.00	68.90%
Employer FICA	\$26,573.08	\$29,227.63	\$239,586.17	\$253,225.83	\$325,000.00	77.92%
<b>Total Human Resources</b>	<b>\$54,874.11</b>	<b>\$58,958.22</b>	<b>\$485,533.10</b>	<b>\$515,061.29</b>	<b>\$705,000.00</b>	<b>73.06%</b>
<b>Total Undesignated Expenses</b>	<b>\$54,874.11</b>	<b>\$58,958.22</b>	<b>\$485,533.10</b>	<b>\$515,061.29</b>	<b>\$705,000.00</b>	<b>73.06%</b>
<b>Total Expenses</b>	<b>\$54,874.11</b>	<b>\$58,958.22</b>	<b>\$485,533.10</b>	<b>\$515,061.29</b>	<b>\$705,000.00</b>	<b>73.06%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$54,874.11)</b>	<b>(\$58,958.22)</b>	<b>\$207,851.85</b>	<b>\$151,167.80</b>	<b>(\$22,500.00)</b>	

Northbrook Public Library  
Income Statement  
January 2025

	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	\$2,526.06	\$2,406.03	\$23,150.53	\$31,124.15	\$20,000.00	155.62%
Other Income	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$2,526.06</b>	<b>\$27,406.03</b>	<b>\$23,150.53</b>	<b>\$56,124.15</b>	<b>\$20,000.00</b>	<b>280.62%</b>
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>\$2,526.06</b>	<b>\$27,406.03</b>	<b>\$23,150.53</b>	<b>\$56,124.15</b>	<b>\$445,000.00</b>	<b>12.61%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$96,058.00	\$0.00	\$202,684.64	\$308,320.70	\$885,000.00	34.84%
Professional Fees	\$920.00	\$0.00	\$4,887.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	(\$88,425.00)	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$8,553.00</b>	<b>\$0.00</b>	<b>\$207,572.14</b>	<b>\$312,251.66</b>	<b>\$985,000.00</b>	<b>31.70%</b>
<b>Total Undesignated Expenses</b>	<b>\$8,553.00</b>	<b>\$0.00</b>	<b>\$207,572.14</b>	<b>\$312,251.66</b>	<b>\$985,000.00</b>	<b>31.70%</b>
<b>Total Expenses</b>	<b>\$8,553.00</b>	<b>\$0.00</b>	<b>\$207,572.14</b>	<b>\$312,251.66</b>	<b>\$985,000.00</b>	<b>31.70%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$6,026.94)</b>	<b>\$27,406.03</b>	<b>(\$184,421.61)</b>	<b>(\$256,127.51)</b>	<b>(\$540,000.00)</b>	

Northbrook Public Library  
Income Statement  
January 2025

	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	\$0.00	\$0.00	\$738,767.42	\$742,508.63	\$758,350.00	97.91%
Interest Income	\$0.00	\$0.00	\$163.40	\$483.74	\$0.00	0.00%
<b>Total Undesignated Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$738,930.82</b>	<b>\$742,992.37</b>	<b>\$758,350.00</b>	<b>97.97%</b>
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$738,930.82</b>	<b>\$742,992.37</b>	<b>\$758,350.00</b>	<b>97.97%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$350,900.00	\$332,934.72	\$333,350.00	99.88%
Principal Payments	\$0.00	\$0.00	\$410,000.00	\$425,000.00	\$425,000.00	100.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$760,900.00</b>	<b>\$757,934.72</b>	<b>\$758,350.00</b>	<b>99.95%</b>
<b>Total Undesignated Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$760,900.00</b>	<b>\$757,934.72</b>	<b>\$758,350.00</b>	<b>99.95%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$574.93</b>	<b>\$475.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$761,474.93</b>	<b>\$758,409.72</b>	<b>\$758,350.00</b>	<b>100.01%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$22,544.11)</b>	<b>(\$15,417.35)</b>	<b>\$0.00</b>	

## JANUARY 2025 FINANCIAL SUMMARY

I want to highlight that the budget is allocated evenly throughout the year while actual expenditures are recorded on a cash basis as paid.

Total General Fund revenues collected to date is \$9,235,196

- Property Taxes – 97.91% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
  - 18% is fines and lost item / replacement collections
  - 54% is non-resident fees
  - 28% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget
- Designated Revenue budget is a conservative estimate – we have collected more than budget – primarily from Illinois Library Presents

Total General Fund expenditures are \$6,564,119, budget differences including

- Maintenance Salaries & Wages is less than budget due to not being fully staffed from July 2024
- Staff Development is greater than budget due to expenses not being booked evenly throughout the year and spending for Staff Development Day being greater than budget
- Photocopy is greater than budget due to the payment related to the upgrade for simplescan and coin towers being booked in July and not allocated evenly throughout the year
- Office & Library Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year

## JANUARY 2025 FINANCIAL SUMMARY

- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Community Relations is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Vehicle Expense is less than budget due to due to less usage and fewer repairs
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Utilities is less than budget due to gas costs being higher in the winter as compared to summer and we have only accounted for 8 months of gas expense
- Building Repairs is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Miscellaneous Designated Expenses is greater than budget due to ILP related expenses being paid in August to use grant funding rather than when due

**Northbrook Public Library**  
**Bills, Charges and Transfers for Board of Trustee Approval**  
**Month of January 2025**

<b>Operating Funds</b>	
Library Claims List	\$ 245,392.41
Librarian's Claims List	\$ 22,758.84
Payroll	\$ 332,969.04
Fica/IMRF	\$ 58,958.25
ACH to IPBC	\$ 76,531.70
ACH to ADP	\$ 3,058.74
<b>Total Operating Funds</b>	<u>\$ 739,668.98</u>
Capital Improvement Fund	
Debt Service Fund	
<b>Grand Total Library</b>	<u><u>\$ 739,668.98</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26646	1/16/2025	First Bankcard	\$ 5,668.95	Monthly Payment - Supplies
26647	1/16/2025	SBA The Steven Barclay Agency, Inc.	\$ 30,000.00	Illinois Library Presents
26648	1/16/2025	Symmetry Energy Solutions, LLC	\$4,695.43	Monthly Payment - Utilities
26649	1/16/2025	WM Corporate Services Inc.	\$709.71	Monthly Payment - Utilities
26650	1/22/2025	Greta Johnson	\$1,000.00	Illinois Library Presents
26651	1/31/2025	3E Electric, Inc.	\$889.00	Annual Payment - Insurance Claim and Parking Lot Lights
26652	1/31/2025	Amazon Capital Services	\$3,131.95	Monthly Payment - Supplies
26653	1/31/2025	Ancel Glink P.C.	\$7,001.25	Monthly Payment - Professional Services
26654	1/31/2025	Mark Anderson	\$750.00	Monthly Payment - Programming
26655	1/31/2025	Baker & Taylor	\$13,444.44	Monthly Payment - Materials
26656	1/31/2025	Baker & Taylor Entertainment	\$625.46	Monthly Payment - Materials
26657	1/31/2025	Bayscan Technologies	\$925.00	Monthly Payment - Supplies
26658	1/31/2025	Best Quality Cleaning	\$5,808.43	Monthly Payment - Contracted Services
26659	1/31/2025	Children's Plus Inc	\$2,091.67	Monthly Payment - Materials
26660	1/31/2025	Cintas	\$610.47	Monthly Payment - Janitorial Supplies
26661	1/31/2025	Continental Resources, Inc	\$19,391.24	Annual Payment - Fixed Assets
26662	1/31/2025	Cooperative Computer Service	\$23,062.59	Quarterly Payment - CCS & OCLC
26663	1/31/2025	Dornfeld Piano Tuning	\$1,170.00	Quarterly Payment - Equipment Rental & Repair
26664	1/31/2025	Fifth Star Collective, PLLC	\$2,287.50	Monthly Payment - Professional Services
26665	1/31/2025	Gale/Cengage Learning Inc.	\$652.58	Monthly Payment - Materials
26666	1/31/2025	KAIA String Quartet	\$800.00	Monthly Payment - Programming



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

Transaction Number	Transaction Date	Vendor	Amount	Description
26667	1/31/2025	Kerfuffle	\$750.00	Monthly Payment - Programming
26668	1/31/2025	Mango Languages	\$3,538.00	Annual Payment - Materials
26669	1/31/2025	Manufacturers News Inc.	\$752.80	Monthly Payment - Materials
26670	1/31/2025	Midwest Tape LLC	\$ 3,894.74	Monthly Payment - Materials
26671	1/31/2025	Alexa Muhly	\$ 800.00	Monthly Payment - Programming
26672	1/31/2025	North American Corp of Illinois	\$ 1,219.06	Monthly Payment - Janitorial Supplies
26673	1/31/2025	Old Town School of Folk Music	\$ 600.00	Monthly Payment Progmming
26674	1/31/2025	Outsource Solutions Group, Inc.	\$ 43,575.88	Monthly Payment - Professional Fees (2 months)
26675	1/31/2025	Overdrive	\$ 37,022.40	Monthly Payment - Materials
26676	1/31/2025	Panera, LLC	\$ 653.99	Monthly Payment - Staff Development
26677	1/31/2025	Quill LLC	\$ 2,763.25	Monthly Payment - Supplies
26678	1/31/2025	Reaching Across Illinois Library System	\$ 1,296.00	Annual Payment - Software & Programming
26679	1/31/2025	RELX Inc. DBA LexisNexis	\$ 4,915.68	Annual Payment - Materials
26680	1/31/2025	Siemens Industry Inc.	\$ 1,455.00	Monthly Payment - Contracted Services
26681	1/31/2025	Sterling Services, Inc.	\$ 2,336.90	Quarterly Payment - Contracted Services
26682	1/31/2025	Tee Jay Service Company, Inc.	\$ 900.00	Annual Payment - Contracted Services
26683	1/31/2025	Thermosystems Building System Solutions	\$ 11,704.00	Quarterly Payment - Contracted Services
26684	1/31/2025	WEPA Libros LLC	\$ 2,499.04	Monthly Payment - Materials

\$ 245,392.41

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

Transaction Number	Transaction Date	Vendor	Amount
54326	12/31/2024	VOID - Glenview Chess Club LLC	\$ (150.00)
54264	01/09/2025	Glenview Chess Club LLC	\$ 150.00
54351	01/30/2025	3Branch Products Inc.	\$ 271.25
54352	01/30/2025	A-Z Mindfulness	\$ 350.00
54353	01/30/2025	A-Z Mindfulness	\$ 150.00
54354	01/30/2025	A-Z Mindfulness	\$ 150.00
54355	01/30/2025	Anna Amen	\$ 199.65
54356	01/30/2025	American Library Association, Membership	\$ 312.00
54357	01/30/2025	Aquatic Works LTD	\$ 185.00
54358	01/30/2025	Zbigniew Banas	\$ 250.00
54359	01/30/2025	Zbigniew Banas	\$ 350.00
54360	01/30/2025	Michael Bass	\$ 500.00
54361	01/30/2025	Svetlana Belsky	\$ 500.00
54362	01/30/2025	BMI	\$ 467.00
54363	01/30/2025	Nancy Buehler	\$ 250.00
54364	01/30/2025	Nancy Buehler	\$ 250.00
54365	01/30/2025	Cavendish Square	\$ 186.03
54366	01/30/2025	CCH Incorporated	\$ 321.41
54367	01/30/2025	Chicago Tribune	\$ 446.99
54368	01/30/2025	Constructive Playthings	\$ 310.49
54369	01/30/2025	Culinary Media dba Always Hungry Media	\$ 500.00
54370	01/30/2025	Demco	\$ 392.19
54371	01/30/2025	Kenneth Dombrowski	\$ 300.00
54372	01/30/2025	EBSCO Information Services	\$ 6.13
54373	01/30/2025	Claire Evans	\$ 275.00
54374	01/30/2025	Freeman Pictures, Inc.	\$ 200.00
54375	01/30/2025	Debbie Friend	\$ 250.00
54376	01/30/2025	Jo I Gayle	\$ 125.00
54377	01/30/2025	Phoebe Gelzer-Govatos	\$ 200.00
54378	01/30/2025	Sevgi Giles	\$ 250.00
54379	01/30/2025	Glenview Chess Club LLC	\$ 450.00
54380	01/30/2025	Benjamin Goluboff	\$ 250.00
54381	01/30/2025	Benjamin Goluboff	\$ 250.00
54382	01/30/2025	Clarence Goodman	\$ 335.00
54383	01/30/2025	Happiness Forward LLC	\$ 150.00
54384	01/30/2025	Happiness Forward LLC	\$ 150.00
54385	01/30/2025	Sarang Heo	\$ 150.00
54386	01/30/2025	Sarang Heo	\$ 150.00
54387	01/30/2025	Jayne Herring	\$ 550.00
54388	01/30/2025	Jayne Herring	\$ 550.00
54389	01/30/2025	Janice P. Hincapie	\$ 150.00
54390	01/30/2025	Marina Hoover	\$ 250.00
54391	01/30/2025	Terrence Hunter	\$ 525.00
54392	01/30/2025	Illinois Heartland Library System-OCLC	\$ 62.04
54393	01/30/2025	Illinois Library Association	\$ 100.00
54394	01/30/2025	Anette Isaacs	\$ 275.00
54395	01/30/2025	Alisa Kusnitzow	\$ 150.00

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

Transaction Number	Transaction Date	Vendor	Amount
54396	01/30/2025	Lakeshore Learning Materials	\$ 164.92
54397	01/30/2025	Christopher Laughlin School of Music	\$ 500.00
54398	01/30/2025	Marcia Lautanen-Raleigh	\$ 20.00
54399	01/30/2025	Lechner Services	\$ 116.80
54400	01/30/2025	Jeanette K. Licata	\$ 75.00
54401	01/30/2025	Limricc - UCGA	\$ 272.44
54402	01/30/2025	Kiyoe Matsuura	\$ 200.00
54403	01/30/2025	Patrick McCallister	\$ 175.00
54404	01/30/2025	Nancy McCully	\$ 210.00
54405	01/30/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54406	01/30/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54407	01/30/2025	Kim Morris	\$ 8.00
54408	01/30/2025	Rachel Murguia	\$ 225.00
54409	01/30/2025	Rachel Murguia	\$ 225.00
54410	01/30/2025	Neuco Inc.	\$ 441.61
54411	01/30/2025	Noggin Builders LLC	\$ 250.00
54412	01/30/2025	Ocooch Hardwoods	\$ 208.65
54413	01/30/2025	Akiko Pace	\$ 27.99
54414	01/30/2025	Dan Petrosko	\$ 450.00
54415	01/30/2025	Petty Cash Custodian	\$ 30.00
54416	01/30/2025	Pioneer Press	\$ 39.49
54417	01/30/2025	Nicholas Reeves	\$ 200.00
54418	01/30/2025	Olga Rudiak	\$ 300.00
54419	01/30/2025	Olga Rudiak	\$ 400.00
54420	01/30/2025	Megan Sanks	\$ 150.00
54421	01/30/2025	Mardi Scott	\$ 75.00
54422	01/30/2025	Showcases	\$ 96.34
54423	01/30/2025	Stories Matter Foundation	\$ 300.00
54424	01/30/2025	Stories Matter Foundation	\$ 300.00
54425	01/30/2025	Sunset Food Mart, Inc.	\$ 28.93
54426	01/30/2025	Swank Motion Pictures Inc.	\$ 396.00
54427	01/30/2025	Teacher Dan	\$ 250.00
54428	01/30/2025	Teacher Dan	\$ 250.00
54429	01/30/2025	Teacher Dan	\$ 250.00
54430	01/30/2025	The Globe Pequot Publishing Group	\$ 240.41
54431	01/30/2025	The Risk Management Association	\$ 592.20
54432	01/30/2025	The Wildbird Shack, Ltd	\$ 225.00
54433	01/30/2025	Universal Film Exchanges LLC	\$ 200.00
54434	01/30/2025	UPS	\$ 263.81
54435	01/30/2025	VSP of Illinois, NFP	\$ 393.66
54436	01/30/2025	Warehouse Direct Inc.	\$ 518.86
54437	01/30/2025	Robert Waterbury	\$ 50.00
54438	01/30/2025	Robert Waterbury	\$ 50.00
54439	01/30/2025	Susan Wolf	\$ 286.50
54440	01/30/2025	Yami Vending Inc.	\$ 357.05

\$ 22,908.84

NORTHBROOK PUBLIC LIBRARY  
1201 Cedar Lane  
Northbrook, IL 60062

CERTIFICATION

I, Jami Xu, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of July 2024 through December 2024 are true and correct copies of the preceding six months.

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

\_\_\_\_\_  
Treasurer

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

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

## Accounts Payable \$1,000 and above for the Period July 2024 through December 2024

3E Electric, Inc. - \$5,615.00; Added Incentives, Inc. - \$2,998.00; All American Entertainment - \$5,000.00; Amazon Capital Services - \$25,370.44; American Library Association, Membership - \$1,315.00; American Program Bureau, Inc. - \$10,000.00; Ancel Glink P.C. - \$60,376.45; Anderson Lock - \$1,999.80; Aquatic Works LTD - \$1,110.00; Baker & Taylor - \$148,199.77; Baker & Taylor Entertainment - \$3,356.88; BambooHR - \$8,481.26; Best Quality Cleaning - \$31,697.15; Bibliotheca, LLC. - \$3,229.00; Steven Bognar - \$3,000.00; Bridgeall Libraries Limited - \$3,750.00; Nancy Buehler - \$1,000.00; Cintas - \$3,902.91; Conflictish - \$5,000.00; Continental Resources, Inc - \$1,547.08; Cooperative Computer Service - \$50,394.24; Tom Deja - \$3,750.00; Demco - \$1,764.83; Dornfeld Piano Tuning - \$1,170.00; David Drazin - \$1,000.00; EBSCO Information Services - \$20,081.33; F.E. Moran, Inc. - Fire Protection - North - \$15,605.00; Fifth Star Collective, PLLC - \$16,436.25; First Bankcard - \$68,819.26; Fredriksen Fire Equipment Co. - \$1,679.76; Gale/Cengage Learning Inc. - \$4,804.41; Benjamin Goluboff - \$1,000.00; GovConnection, Inc. - \$4,778.22; Grainger - \$1,217.38; Grey House Publishing - \$2,995.00; Hala Haddad - \$4,614.82; Jayne Herring - \$2,250.00; Illinois Heartland Library System-OCLC - \$1,219.60; Illinois Library Association - \$1,205.00; Impact Networking LLC - \$4,421.32; International Children's Media Center - \$1,000.00; Joffe Emergency Services - \$25,520.00; Summer Kosuge - \$2,106.11; Linkedin Corporation - \$7,000.00; Lionheart Critical Power Specialists, Inc. - \$1,326.00; Lynchpin Event Management LLC - \$1,170.00; Mergent, Inc. - \$1,143.00; Midwest Tape LLC - \$38,398.82; Urye Min - \$2,550.00; Kathleen Jo Zeigler Mitchem - \$1,550.00; Neuco Inc. - \$1,743.57; NewsBank, Inc. - \$14,466.00; NFIP Direct Servicing Agent - \$7,017.00; Niche Academy - \$1,290.00; North American Corp of Illinois - \$8,832.41; North Town Auto Service - \$1,584.04; Northbrook Chamber of Commerce & Industry - \$1,835.00; Outsource Solutions Group, Inc. - \$134,779.32; Overdrive - \$99,778.81; Pace Systems INC - \$14,214.99; Pepper Construction Co. - \$16,897.00; Petersen Bros. Plastics, Inc. - \$1,904.00; Proquest - \$11,812.24; Quill LLC - \$1,753.34; Reaching Across Illinois Library System - \$6,414.00; RG Asphalt & Concrete - \$10,269.50; Ring Central Inc - \$25,337.24; Olga Rudiak - \$1,800.00; Runco Office Supply - \$1,594.82; Dan Santat - \$2,000.00; Selden Fox, LTD - \$11,500.00; Showcases - \$1,970.05; Siemens Industry Inc. - \$4,686.46; Simon & Schuster Holding Company, LLC - \$7,500.00; Sterling Services, Inc. - \$3,186.90; Swank Motion Pictures Inc. - \$1,980.00; Symmetry Energy Solutions, LLC - \$12,172.65; Teacher Dan - \$1,200.00; The Lyceum Agency - \$10,000.00; The Shipman Agency, Inc. - \$10,000.00; Thermosystems Building System Solutions - \$116,578.00; Today's Business Solutions, Inc. - \$9,745.62; Tsai Fong Books, Inc. - \$1,211.04; Unbound Agency - \$22,500.00; Value Line Publishing LLC - \$16,950.00; Village of Northbrook - \$1,555.00; Village of Northbrook Water Dept. - \$4,404.27; Vis-O-Graphic, Inc. - \$18,444.47; VSP of Illinois, NFP - \$2,475.67; Warehouse Direct Inc. - \$1,649.15; WEX Bank - \$1,880.84; Wex Health Inc. - \$9,612.36; WM Corporate Services Inc. - \$4,003.28; Yami Vending Inc. - \$2,507.96; Yellowstone Landscape - \$1,137.00; Zoom Video Communications Inc. - \$13,119.29;

## Payroll for the Period July 2024 through December 2024

Abbas - \$1,424.18; Ali - \$3,788.75; Alteri - \$23,037.12; Amen - \$59,867.64; Amundsen - \$2,966.40; Ashmann - \$29,427.20; Baran - \$9,143.05; Bass - \$8,103.90; Beach - \$32,397.36; Becker - \$11,990.24; Berkover - \$11,359.08; Bremner - \$28,800.00; Brugger - \$32,996.04; Budimer - \$5,157.56; Burman - \$1,156.40 Chase - \$30,773.52; Choi - \$26,997.00; Cirignani - \$32,996.04; Collins, P - \$34,872.90; Collins, S - \$7,522.95; Cornogg III - \$7,257.33; D'Antico - \$8,252.58; Doyle - \$46,963.92; Duncan-McGee - \$26,626.32; Durov - \$53,465.16; Dzianott - \$5,769.76; Edwards, A - \$9,843.19; Edwards, W - \$4,264.83; Faedtke - \$11,284.00; Flowers - \$28,800.00; Fragozo - \$435.84; Franklin - \$34,495.80; Garzon - \$1,589.84; Godnik - \$1,684.33; Goese - \$24,702.60; Golembiewski - \$15,060.83; Gonzalez Esparza - \$24,844.80; Gossage - \$38,569.68; Gray - \$11,390.02; Gutmann - \$13,766.49; Haddad - \$20,702.54; Hall, K - \$81,885.00; Hall, S - \$5,901.59; Hannon - \$29,996.40; Hannon - \$3,254.80; Hegelund - \$44,980.20; Hill - \$32,996.04; Hollister - \$6,937.50; Homozi - \$8,044.88; Huh - \$12,761.70; Huie - \$32,996.04; Ibardaloza, D - \$1,495.08; Ibardaloza, K - \$1,343.68; Jaffery - \$13,953.98; Johnson - \$1,915.21; Kalmens - \$31,280.16; Kaminski - \$32,996.04; Karahalios - \$16,525.90; Kearns - \$10,617.80; Keaton, A - \$31,192.48; Keaton, N - \$7,401.88; Kosuge - \$40,995.84; Kuehn - \$1,109.45; Lasky - \$9,189.60; Lee, Seyoung - \$12,712.27; Lee, Sunkyung - \$6,968.90; Lewis - \$10,565.95; Liu - \$6,750.00; Lopez - \$29,996.40; Marek - \$7,455.21; Mayer, B - \$24,918.79; Mayer, S - \$14,322.67; McDermott - \$3,200.26; McDowell - \$27,000.00; McGill - \$11,011.01; McQuinn - \$14,321.99; Medel - \$27,807.00; Miller - \$4,331.70; Min - \$9,700.64; Mistalski - \$32,397.36; Mohrdieck - \$10,075.74; Mojovic - \$5,012.06; Moore - \$46,850.52; Murphy - \$2,603.54; Nava - \$27,807.00; Nelson - \$28,908.48; Nguyen - \$21,704.88; Norton - \$37,075.32; Oh - \$7,673.78; Pekera - \$34,495.80; Porter - \$11,495.28; Posladek - \$6,428.15; Prioletti - \$49,097.76; Raucci - \$16,328.67; Raybuck - \$40,995.84; Readdy - \$8,467.45; Reid - \$14,409.50; Rodriguez - \$11,047.44; Saks - \$8,640.49; Schafer - \$7,577.16; Schmidt - \$15,449.20; Schwartz - \$17,671.44; Scodius - \$32,996.04; Shapiro - \$3,921.48; Shuman - \$1,491.29; Siegel, D - \$32,996.04; Siegel, L - \$22,826.58; Simmons - \$466.55; Simpson - \$11,897.60; Siwinski - \$15,866.28; Skittino - \$8,953.91; Spelz - \$9,207.85; Suarez - \$2,146.10 Thomann - \$4,698.00; Traskina - \$1,789.81; Vering - \$42,409.56; Vienna - \$29,996.40; Voronova - \$8,795.22; Waclawik - \$15,948.37; White - \$15,095.02; Wolf - \$48,379.56; Wright - \$11,195.60; Wu - \$188.40; Zwick - \$7,253.40

## 405: Collaboratory

Created:	March 2020	Updated:	
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The Collaboratory is the Northbrook Public Library's makerspace. It is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. The Collaboratory is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. Patrons not engaged in such activities may be asked to relocate to a different area in the library.

### USE OF THE EQUIPMENT AND MATERIALS

1. Prior to using Collaboratory tools or equipment, users must submit their projects to be reviewed by a staff member.
2. Library-sponsored activities, classes, and programs have priority use of the Collaboratory.
3. Use of equipment and tools on the floor is available on a first come, first served basis and may be limited based on demand.
4. Use of equipment and tools in the Peltz Digital Media Suite rooms is available by reservation and may be limited based on demand.
5. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from Maker Services staff on the same day the user has requested to use the equipment.
6. Patrons may bring in their own materials for use with equipment. All personal materials to be used with library equipment must be approved by staff prior to using the equipment.
7. The library offers materials for purchase with select equipment. Charges are added to the user's library card. Materials will be sold at cost plus shipping and state sales tax. The library does not offer refunds for materials used or for any remnants. For a

full list of materials and prices, visit the library's website  
(<https://www.northbrook.info>)

8. The library is not responsible for product quality, personal injuries, user satisfaction, equipment availability or stability, data storage/security, design confidentiality, delivery times, or any damage or loss to projects or personal materials or equipment arising from use of Collaboratory services or equipment, or the library's computers or networks. While library staff are available to assist users, the Library is not responsible for any damage or loss resulting from information or advice provided by staff or the library. Patrons are responsible for storing and securing their own files and providing necessary storage devices.
9. All equipment available in the Collaboratory must stay in the Collaboratory or in other library areas designated or approved by staff.
10. Users must inform staff immediately if any equipment is damaged or nonfunctional. Modification, disassembly, or alteration of Collaboratory equipment is prohibited.

## RESTRICTIONS

Patrons must use the Collaboratory and its equipment in accordance with our Public Code of Behavior and other policies. The Northbrook Public Library may deny use of library equipment and tools to individuals who do not take proper care of or recklessly use the equipment and tools. Patrons may be held responsible for intentional misuse or damage to equipment.

1. Equipment may not be used to produce:
  - a. Content or objects prohibited by federal, state, or local law.
  - b. Content or objects in violation of intellectual property rights, e.g., 3D printers may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
  - c. Weapons or look-alike weapons.
  - d. Objects or materials that would be considered obscene.
  - e. Content that intentionally distributes malware or similar malicious software or hardware to library computers, equipment, or networks.



2. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Collaboratory are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
3. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

## 405: Collaboratory

Created:	March 2020	Updated:	
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The Collaboratory is the Northbrook Public Library's makerspace. It is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. The Collaboratory is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. Patrons not engaged in such activities may be asked to relocate to a different area in the library.

### USE OF THE EQUIPMENT AND MATERIALS

1. Prior to using Collaboratory tools or equipment, users must submit their projects must-to be reviewed and approved by a staff member.
2. Library-sponsored activities, classes, and programs have priority use of the Collaboratory.
- ~~2.3. Use of equipment and tools on the floor is available on a first come, first served basis and may be limited based on demand. ~~Use of equipment or tools is limited to 2 hours per day. If no one is waiting to use the equipment or tools, use may be extended at the staff's discretion. 3D printing jobs are limited to 8 hours or less.~~~~
- ~~3.4. Use of equipment and tools in the Same day reservations for up to 3 hours per session are allowed in The Peltz Digital Media Suite rooms is available by reservation and may be limited based on demand. ~~Use may be extended at the staff's discretion.~~~~
- 4.5. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from Maker Services staff on the same day the user has requested to use the equipment.
- 5.6. Patrons may bring in their own materials for use with equipment. All personal materials to be used with library equipment must be approved by staff prior to using the equipment.

~~6.7.~~ The library offers materials for purchase with select equipment. Charges are added to the user's library card. Materials will be sold at cost plus shipping and state sales tax. The library does not offer refunds for materials used or for any remnants. For a full list of materials and prices, visit the library's website (<https://www.northbrook.info>)

~~7.~~ The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for the storage of their digital files and providing their own storage devices as needed. The library is not responsible for data loss during the creation or digitization process.

~~8.~~ The library is not responsible for product quality, personal injuries, user satisfaction, equipment availability or stability, data storage/security, design confidentiality, delivery times, or any damage or loss to projects or personal materials or equipment arising from use of Collaboratory services or equipment, or the library's computers or networks. While library staff are available to assist users, the Library is not responsible for any damage or loss resulting from information or advice provided by staff or the library. Patrons are responsible for storing and securing their own files and providing necessary storage devices.

~~8.1.~~ ~~The library does not offer refunds for materials used or for any remnants.~~

~~9.~~ The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information.

~~9.~~ All equipment available in the Collaboratory must stay in the Collaboratory or in other library areas designated and/or approved by staff.

~~10.~~ Users must inform staff immediately if any equipment is damaged or nonfunctional. Modification, disassembly, or alteration of Collaboratory equipment is prohibited. ~~Approval may be given to use the equipment elsewhere in the library.~~

## RESTRICTIONS

Patrons must use the Collaboratory and its equipment in accordance with our Public Code of Behavior and other policies~~a reasonable manner~~. The Northbrook Public Library may deny use of library equipment and tools to individuals who do not take proper care of or, recklessly use the equipment and tools,~~as determined by Collaboratory staff,~~ or do not attend required orientations in equipment and tool use. Patrons may be held responsible for intentional~~willful~~ misuse or damage to equipment.

~~1. The library reserves the right to refuse any project and/or item creation request.~~

~~2.1.~~ 2.1. Equipment may not be used to produce:

- a. Content or objects prohibited by federal, state, or local law.
- b. Content or objects in violation of intellectual property rights, e.g., 3D printers ~~will~~may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- c. Weapons or look-alike weapons.
- ~~d.~~ d. Objects or materials that would be considered obscene~~or inappropriate for the library environment~~.
- ~~e.~~ e. Content that intentionally distributes malware or similar malicious software or hardware to library computers, equipment, or networks.

2. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Collaboratory are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.

~~3. The Northbrook Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Collaboratory.~~

~~4.3.~~ 4.3. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed

sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

# Director's Report

January 2025

## Agenda Items

### 7 Unfinished Business

#### 7.1 Update on Meeting Room Policy and Procedure Review Process

I will provide a verbal update on this at the meeting.

#### 7.2 Facilities Management RFP Recommendation and Presentation

Anna and I have prepared a recommendation to move forward with ABM for outsourcing facilities. Their proposal and a memo with our recommendation is in the packet.

#### 7.3 Elevator Project Change Order Request

We have discovered some leaking and one other issue during the elevator modernization project and as we did not build in a contingency for this project we are asking the board to approve a change order request.

### 8 New Business

#### 8.1 Andrea Kowch Unexpected Company Sale

There is a request for us to sell one of the juried art show pieces for \$50,000 and a full memo with background information is in the packet.

#### 8.2 FY26 Draft Budget Presentation

Anna has prepared the preliminary budget and we will do a presentation at the meeting for the board to then discuss. We will bring changes back for approval in March.

### 8.3 IPBC Health Insurance Changes

Our health insurance rates are increasing at a historic rate this year and we are asking for the board to approve some changes to the plans so we can mitigate costs for staff and the library. A memo with more detail is included in the packet.

### 8.3 Quarterly Strategic Plan Report & Executive Director Quarterly Goal Check In

It is time for our quarterly check in for my goals and the strategic plan goals. I have included information in the packet about progress made and a request for a shift in timelines.

### 8.4 Executive Director Evaluation Process

The board will go into closed session to discuss the process for my annual evaluation and will then work on the evaluation next month and in April. A memo is included with the process from last year.

## 10 Agenda Building

Next month, we will have the following items on the agenda:

- ED Evaluation next steps
- Board nominating committee
- IPBC Health Insurance Approve non-resident fee method

## Board News & Reminders

Schaumburg Library Tour options are Tuesday, April 1<sup>st</sup> or Wednesday, April 9<sup>th</sup>.

Suggested dinner locations:

<https://www.loumalnatis.com/chicagoland>

<https://www.wildfirerestaurant.com/schaumburg/>

<https://www.pilot-petes.com/>

<https://www.maggianos.com/>

# Updates

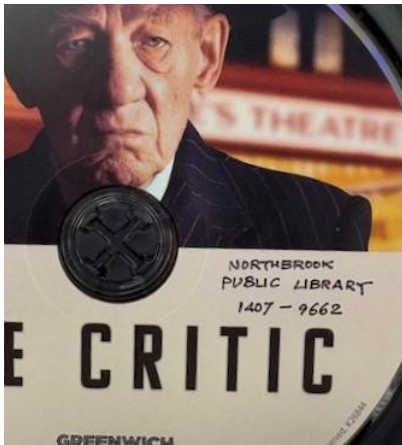
## Connect with Our Community

### Collections

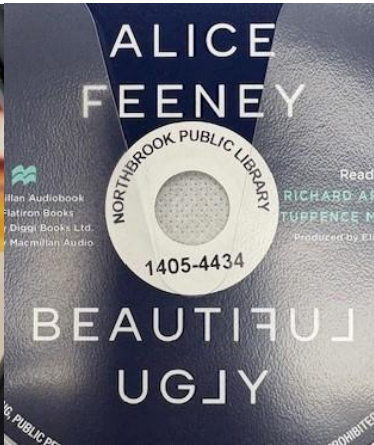
- On Monday, January 27<sup>th</sup> we will began to offer an alternative source for patrons to receive materials other than OCLC. Find More Illinois (FMI) is a statewide interlibrary loan platform managed by RAILS. Users from participating FMI libraries can locate and request materials from other members to be delivered to their home library. Find More Illinois uses Autographic's ShareIt software, allowing patrons and staff to log in, place, and manage ILL requests. Requests are delivered through RAILS delivery. More detailed information on FMI and participating libraries can be found at <https://www.findmoreillinois.org/>
- On Saturday, January 25<sup>th</sup> Circulation Coordinator Andi Goese and Assistant Circulation Manager Donna Beach pivoted quickly when news of the interruption to elevator service occurred. They worked with circulation staff to implement work-arounds for the elevator outage. They began setting up labeled carts on the 2nd and 3rd floors for clerks and shelvers to use for shelving and picklist; expanded the selection of recently returned items in the lobby for patrons to browse and check out. As carts were getting full in the circulation workroom staff needed to get creative in moving books quicker up the stairs. Staff formed a book chain to move materials up the stairs in a quick and efficient manner. Watch the video here [https://drive.google.com/file/d/1GWOU8DhOibhcn4hk6fqhPYgdQ9p-Q4T9/view?usp=drive\\_link](https://drive.google.com/file/d/1GWOU8DhOibhcn4hk6fqhPYgdQ9p-Q4T9/view?usp=drive_link)
- Technical Services Clerk Seyoung Lee has been labeling by hand the barcode and library's name on every media the library owns. This process is time consuming and can be wearing on the hand. Based on a library visit in November, it was determined that using a donut label on the media would be a good investment.



Before



After

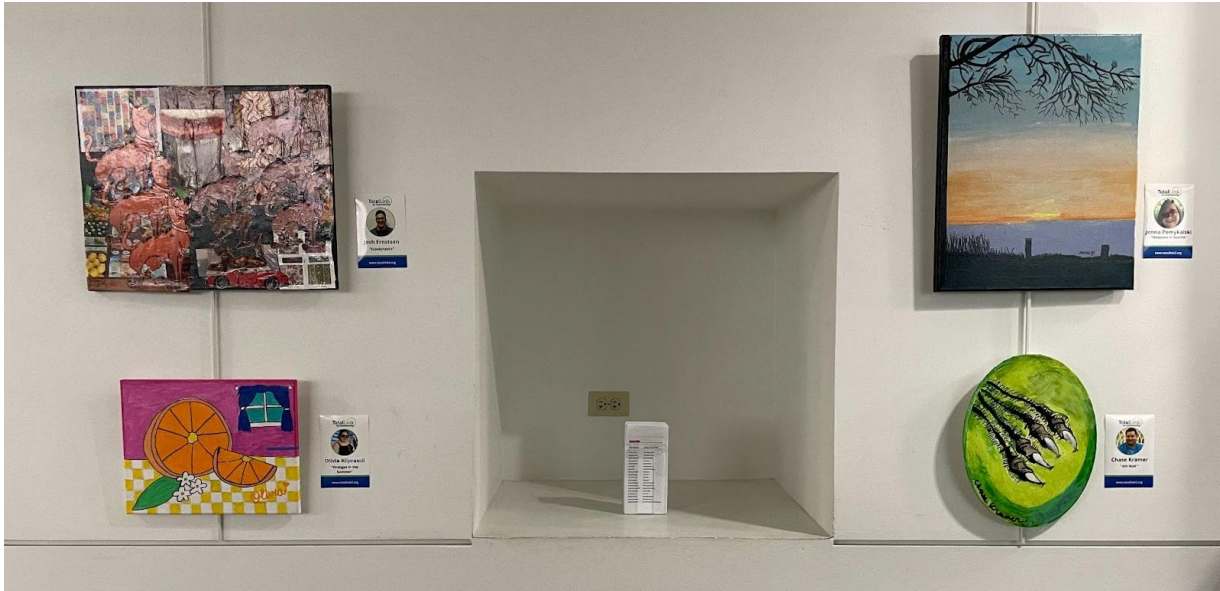


- The Library of Things Collection has added new items including a karaoke machine and:
  - OBD2 Vehicle Code Reader reads and clears stored emissions-related codes, pending codes, and provides code definitions with over 42,000 built-in DTC lookups. Reset the MIL (check engine light), check monitor readiness before emission tests, and understand your vehicle's health before costly repairs. Works on most vehicles sold in the U.S. with a model year of 1996 or newer. Supports all OBDII protocols: KWP2000, ISO9141, J1850 VPW, J1850 PWM and CAN (Controller Area Network).



## Outreach & Partnerships

- We hosted State of the Village in partnership with the Northbrook Chamber of Commerce. There were 200 registered, and 177 in attendance. The event was recorded by the village and posted on their website. The event went very smoothly with no security issues. The Village of Northbrook Board President presented to members of the business community and Northbrook residents, providing an overview of recent village challenges, accomplishments, and goals for the upcoming year.
- On January 9th, Madison Vienna hosted the reception for TotalLink to Community's art exhibit. (TotalLink to Community is a Northbrook-based nonprofit that helps individuals with intellectual and developmental disabilities or who are neurodiverse.) 50 attendees viewed the art throughout the library and had a chance to mingle.



- As a part of Illinois Libraries Present, we featured author Steve Dolinsky and Michelle Buteau in January. One of our own events production staff, Aaron Ashmann provided the introduction and moderated the Q&A portion of the event. 79 people from Northbrook attended Steve’s event with an overall total of just over 2k in attendance. Steve Dolinsky is the well-known Food Guy reporter at NBC 5 (Chicago) and James Beard Award winner for his TV, radio, and podcast work. The Michelle Buteau event had 34 Northbrook patrons in attendance.

## Collaboratory Projects

- Maker Specialist Megan Hollister helped Rachel, who came in with her younger brother Mikey and mom Allison to etch some Stanley water bottles and wood pieces. Rachel was very excited and worked quite independently on the designing process of the bottles and wood piece; she even helped out her mom with using Corel Vector. Megan asked her a lot of questions about her design and wanted her to be sure it was what she had envisioned– so much so that I think she realized that having a little bunny picture would be a better decoration choice than a heart for her wood sign. Rachel valued being included in the entire process, from design to finished project.







- Eric Flowers, Maker Specialist led the *How To Mend Your Socks* program on January 22nd for adult participants. Patrons learned of a few mending options and practiced a woven darn that they completed on at least one (some patrons two!) socks during the workshop. One woman reached out after the workshop to reiterate she was thankful for the class and thinks she'll keep using this skill. It was a great chance to give people a hands-on project that lets them repair



## Finals Study Café



**Erin Murphy McAnally**

January 12 at 4:56 PM · 🌐



Shout out to the Northbrook Public Library! Thanks for supporting the GBN students studying for finals by providing them snacks and pizza today. So nice!



2 comments



## Winter Reading

Community members continued to participate in Winter Reading through the end of January. Participants of all ages completed the challenge at a rate of 68% and received a cloth-bound

journal or a coloring poster for finishing. Prizes drawings included a variety of gift cards, as well as a self-care kit for adults and toys and games for kids.

The numbers for January are:

- 161 registrations
  - 69 adults
  - 92 kids
- 1492 books read
- 284,372 minutes read
- 415 challenges completed

The overall program numbers are:

- 1218 registrations
  - 529 adults
  - 689 kids
- 3248 books read
- 510,635 minutes read
- 828 challenges completed
- Adults completed the Winter Reading Challenge at a rate of 70%. There were 529 adult participants overall and 369 completed the challenge. The total number of books read was 3248. Popular titles included: *The Wedding People* by Alison Espach, *Funny Story* by Emily Henry, *The Frozen River* by Ariel Lawhon, and *The Grey Wolf* by Louise Penny. Several adult participants complimented the cloth-bound journal that they received for finishing the program. Patrons of all ages enjoyed working on jigsaw puzzles in the Reference area.
- The Youth and Teen Winter Reading Challenge ended on January 31. While we saw an overall decrease in the total number of registrations, the completion rate was around 7% higher and participants read a total of 100,898 more minutes than last year.
  - Total Registration: 689
  - Total Completion: 459 (67%)
- Total Minutes: 510,635

## Programs

- As a part of Illinois Libraries Present, we featured author Steve Dolinsky and Michelle Buteau in January. One of our own events production staff, Aaron Ashmann provided the introduction and moderated the Q&A portion of the event. 79 people from Northbrook attended Steve’s event with an overall total of just over 2k in attendance. Steve Dolinsky is the well-known Food Guy reporter at NBC 5 (Chicago) and James Beard Award winner for his TV, radio, and podcast work. The Michelle Buteau event had 34 Northbrook patrons in attendance.
- Art Pops program on Monday, January 27:

My First Yoga on January 27:

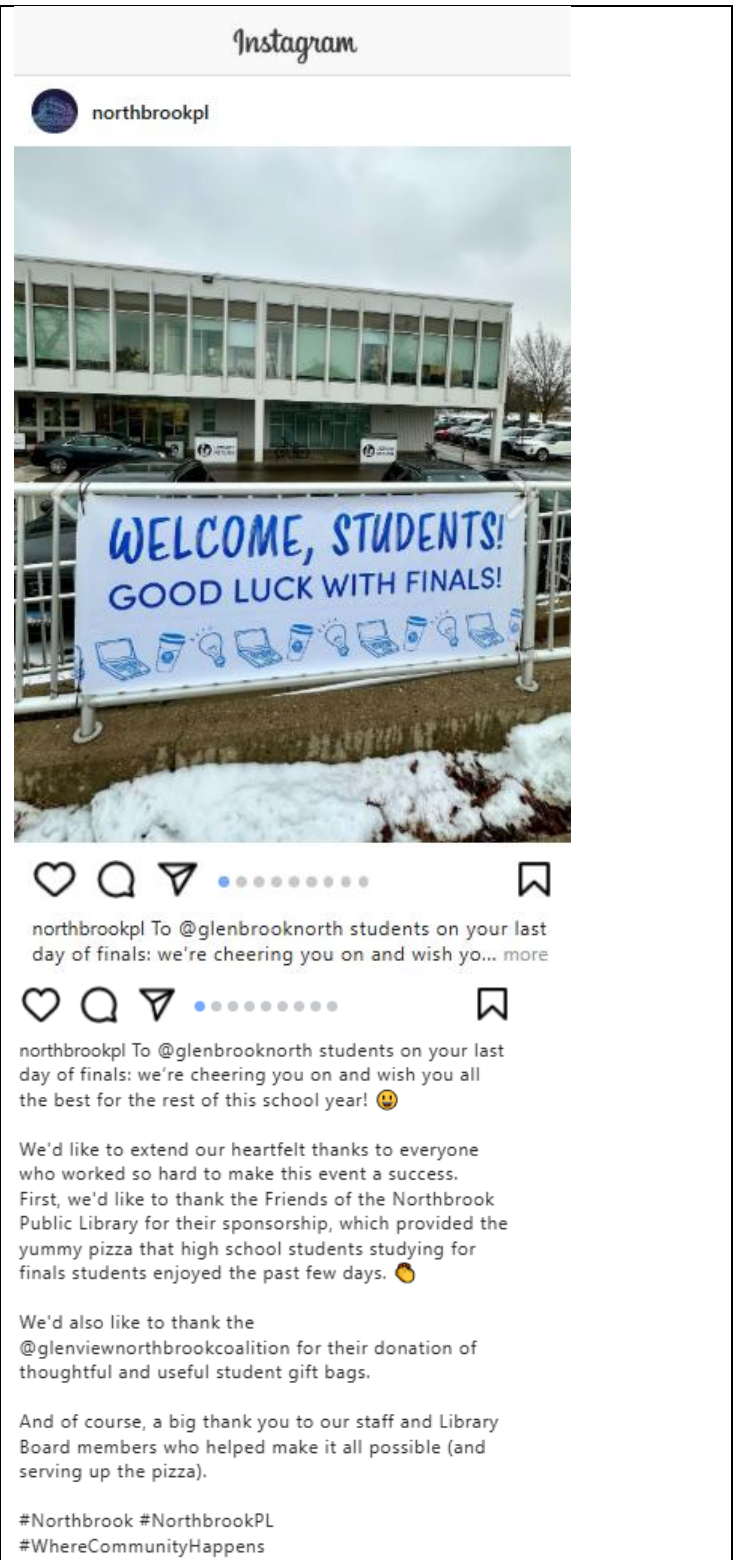
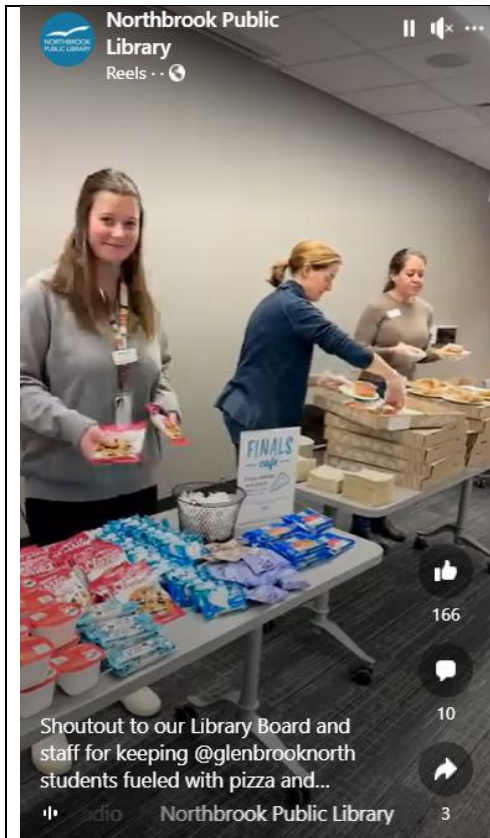


- We are excited to announce our One Book One Northbrook Book choice, A Symphony of Secrets by Brandon Slocumb. One Book will take place this October and we will have a bigger announcement for the community this summer.

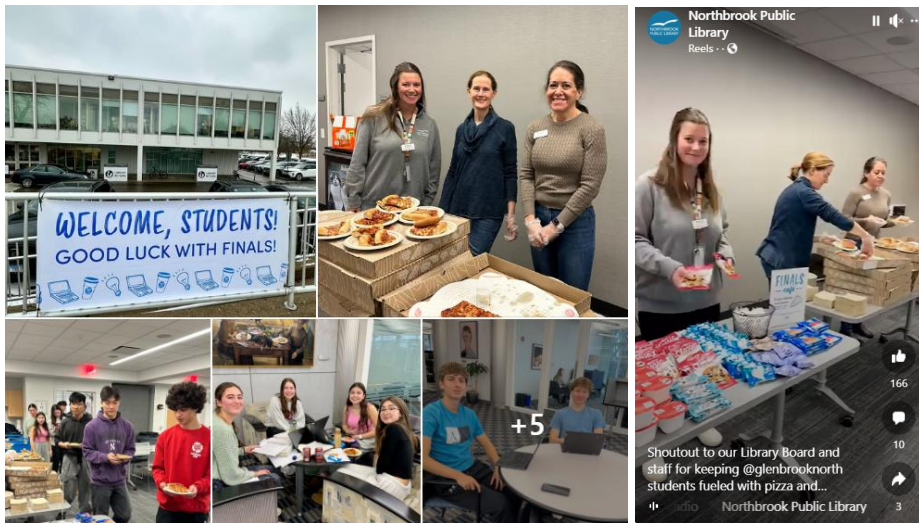
## Social Media

<p>Facebook: Shoutout to our Library Board and Staff (reel)          Posted on: 1/13/25 at 9:40am          Reach: 6,171          Views: 7,203          Interactions: 179</p>	<p>Instagram: To GBN students on your last day of finals          Posted on: 1/16/25 at 10:18am          Reach: 1390, Views: 1942          Likes &amp; Reactions: 62          Shares: 5</p>
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Marketing promoted Finals Cafe with a fence banner, lobby posters, social media posts, and a popular video, which received more than 7,200 views and 179 interactions on Facebook, and more than 1,900 views and 62 reactions on Instagram.



## Build an Inclusive Culture

### Personnel

- On January 1, Northbrook Public Library officially transitioned to ADP as its new payroll and time-tracking system. While implementing a new system in a short timeframe was a significant challenge, we appreciate staff’s cooperation throughout the process. Unfortunately, the implementation did not meet leadership’s expectations, and we acknowledge the frustrations expressed by staff and managers. Leadership has been documenting all issues and is actively working with ADP to hold them accountable and resolve these concerns.
- A major issue occurred during the January 15 and 17 payroll runs, where multiple employees did not receive their direct deposit paychecks as expected. The library took immediate corrective action to ensure affected employees were paid promptly. To prevent future issues, we required ADP to improve its testing process and conducted a special “penny” payroll test on January 24, which successfully verified direct deposit accuracy. As a result, the January 31 payroll was processed correctly. Leadership continues to monitor staff feedback, provide additional ADP training, and conduct ongoing check-ins to ensure a smooth transition and that staff feel supported in using the new system effectively.

### Hires

- Katie Suárez, part-time Clerk (CIRC) joined effective January 22. replacement
- Marina Rykov, part-time Clerk (TS) joined effective January 27. replacement

## Change in Position and/or Status

- Xavier Budimir, Clerk (CIRC) changed status from part-time to substitute effective January 12.
- Urye Min, Assistant (YS) changed status from part-time to regular part-time effective January 12.
- Jason Waclawik, Assistant (YS) changed status from regular part-time status to full-time and position to Librarian effective January 12.
- Dalia Shapiro, Assistant (YS) changed from part-time substitute to regular part-time effective January 26.

## Departures

- Amina Ali, temporary Assistant Manager (CIRC), resigned effective December 13. She accepted a full-time position close to her home.
- Daria Traskina, part-time substitute Shelver (CIRC), resigned effective January 21. They accepted an internship for the summer and has limited availability.

## CE & Training

Safety and Security training offered on January 17 featured an overview of Mental Health First Aid, missing person procedures with practice drills, incident report procedures, and evacuation procedures. Kelly Durov coordinated this training with assistance from Leadership and the department managers. Staff reported the following on the post-event survey:

"The drills went really well this year."

Department debrief on the drills, incident report procedures, and evacuation procedures: "It was very helpful to debrief. Staff brought up many comments which added to the overall learning experience."

"The training was great. I think its good to have it as a refresher, plus for new staff as well."

We focused in January on providing updated training and resources on ICE raids to staff and are keeping a lot of potential impacts of federal changes that might impact libraries.

**We do not receive any direct federal funding and about 10% of the Secretary of State's budget for the Illinois State Library and library systems comes from the federal**



government. At this time we are monitoring executive orders and determining what impact there might be on our operations.

Per a forwarded email from Adult Services Assistant Lucy Gray about helping staff brush up on immigration resources and patron privacy considerations around subpoenas and warrants given local attention on this subject, Adult Services Assistant Manager Tracy Gossage added some flyers to the community board from the North Suburban Legal Aid Clinic located in Highland Park related to their immigration resources. Tracy also linked to both their website and an aggregator website FindHelp.org on our toolkit in order to prepare for potential patron questions and direct them to assistance.

## Create Spaces to Belong

We had some building issues in January which Anna has summarized:

### Patron Elevator Issue

On 1/24/25, patrons got stuck on the elevator – Dan McQuinn was able to get the patrons out safely but said we should take elevator out of service. Colley Elevator came out on 1/25/25 and diagnosed a bad power supply which is not needed with the new technology being installed with modernization project. Patrons and staff were without an elevator from 1/25/25 – 1/30/25.

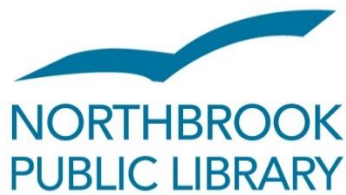
### Steam boiler issue on 1/7/25

Due to issues with the Steam boiler – water entered the duct work and caused flooding on the 2<sup>nd</sup> Floor – Collaboratory, Digitization Room, Computer rooms A – D and patron computer area – building and equipment was damaged. ServPro came out to remediate, Insurance company came out to assess, Pepper came out to provide a quote to complete repairs. We are reviewing quote and will work with Pepper to repair the damage.

Kate Hall, Executive Director

Comment	Response	Staff Member
<p>Will the library still be closed today after 3pm?</p>	<p>We are opening today at 1pm. However, due to cleanup efforts, the Collaboratory and some of the computers in Adult Services on the 2nd floor will remain closed until further notice.</p> <p>If you had materials on hold that expired yesterday or today, they will remain available on our Hold Shelves through Friday, January 10, until 6:00pm.</p> <p>If you have any questions for us, call 847-272-6224. We thank you for your understanding, and look forward to seeing you soon!</p>	<p>Kelly Durov</p>
<p>My group plans on studying in one of your rooms for finals. We were hoping for this Saturday (Jan 11), however due to it being closed currently we are worried it will still be. Is there an estimate of when the library will reopen, and can we still meet that reservation?</p>	<p>We are opening today at 1pm. We are optimistic that we have addressed the mechanical issues that prompted us to close and do not anticipate any further emergency closures this weekend. However, due to cleanup efforts, the Collaboratory and some of the computers in Adult Services on the 2nd floor will remain closed until further notice.</p> <p>If you had materials on hold that expired yesterday or today, they will remain available on our Hold Shelves through Friday, January 10, until 6:00pm.</p> <p>If you have any questions for us, call 847-272-6224. We thank you for your understanding, and look forward to seeing you soon!</p>	<p>Kelly Durov</p>
<p>Just have to tell you that Michele in the collaboratory is amazing. She was so super helpful with my project! The comment came in as a reply to our email regarding the Library being open at 1pm on January 8th. The comment: A large "Thank you" to Mike (Bass, Circulation Clerk). I had the two "next" parts of a series of movies and I knew the first part had come in and was waiting on the Pick Up shelves. Mike got it for me before my caregiver had to go home. Thank you very, very much!</p>	<p>This was a text message sent to Anna Amen, which she then shared with me.</p> <p>Thank you for your kind email regarding the level of service that Mike provided to you. I have shared your "large Thank you" with Mike.</p> <p>It is always a pleasure to hear from our patrons on their interactions with staff. Mike likes to make sure that at the end of each conversation that the patron's have what they need. I hope you enjoyed the two next parts of your series of movies, and look forward to your next visit at the library. Please let me know if there is anything else that I may help you with now or in the future.</p>	<p>Cathleen Doyle Kim Hegelund</p>
<p>was anyone trapped in the elevator? Wonky leg people want to know.</p>	<p>Thank you for your concern.</p> <p>While there were people in the elevator when it began to malfunction on Friday, library staff were able to override the malfunction and get them out right away. The library has 2 elevators; one for patrons and one for staff. The staff elevator is currently out of service because it is undergoing planned upgrades. Due to the nature of the malfunction in the patron elevator which has not been upgraded yet and the fact that the staff elevator is currently out of service while it is undergoing upgrades, in the interest of safety, we need to have no working elevators this week. We anticipate the staff elevator upgrades to be complete later this week barring any unforeseen issues with the upgrade work, and are hoping that patrons and library staff will have elevator access again next week.</p> <p>To learn more about the elevator modernization project, check our website: <a href="https://northbrook.info/elevator-modernization-project-will-begin-january-6-2025">https://northbrook.info/elevator-modernization-project-will-begin-january-6-2025</a></p> <p>If you are unable to use the stairs to access materials, library staff can bring them down to you. Please visit the Welcome Desk or call 847-272-6224 for assistance with materials.</p> <p>You can also access many library resources from home with your library card, including eBooks, eAudiobooks, newspapers, magazines, TV shows, movies, and more.</p> <p>If you have any questions, please let us know. We will continue to keep you updated on our website and social media.</p>	<p>Kelly Durov</p>

Comment	Response	Staff Member
<p>I am writing to express my concern about the apparent omission of books about former President Donald J. Trump in your children's library section dedicated to U.S. Presidents. Given the significant impact of his presidency on American history and culture, it seems crucial that young readers have access to resources that reflect this period accurately and comprehensively.</p> <p>The absence of literature concerning one of the most influential and discussed presidencies in recent history not only limits the educational scope for our children but also fails to provide a balanced view of American political history. Here are five children's books about President Trump that I believe would be beneficial additions to your collection:</p> <ol style="list-style-type: none"> <li>1. <b>"The Kids Guide to President Trump"</b> - This book, produced by EverBright Media, provides an overview of Trump's presidency, focusing on his achievements, and is intended to educate young readers about his time in office. (<a href="https://thekidsguide.com/trump-allaccess/">https://thekidsguide.com/trump-allaccess/</a>)</li> <li>2. <b>"Donald Trump Book for Kids: The biography of Donald J. Trump, colored pages for Children (6-12)"</b> - This book from the Legends for Kids series offers a biography of Trump with colored illustrations, making it engaging for children aged 6-12, and covers his journey from businessman to president. (<a href="https://littleshopofstories.com/book/9788204893536">https://littleshopofstories.com/book/9788204893536</a>)</li> <li>3. <b>"Journey to the Presidency: Biography of Donald Trump Children's Biography Books"</b> - Authored by Baby Professor, this book gives an introduction to Trump's life, including his strengths and weaknesses, aimed at helping children understand his path to the presidency. (<a href="https://www.amazon.com/Journey-Presidency-Biography-Donald-Childrens/dp/1541911903">https://www.amazon.com/Journey-Presidency-Biography-Donald-Childrens/dp/1541911903</a>)</li> <li>4. <b>"A Child's First Book of Trump"</b> - Written by Michael Ian Black and illustrated by Marc Rosenthal, this book humorously introduces children to Trump with a satirical approach, offering a unique perspective on his public persona. (<a href="https://www.simonandschuster.com/books/A-Childs-First-Book-of-Trump/Michael-Ian-Black/9781481488006">https://www.simonandschuster.com/books/A-Childs-First-Book-of-Trump/Michael-Ian-Black/9781481488006</a>)</li> <li>5. <b>"President Donald Trump"</b> by Joanne Mattern - Part of the Scholastic Rookie Biographies series, this book provides a straightforward look at Trump's life, his real estate career, and his presidency, aimed at younger readers to grasp the basics of his political journey. (<a href="https://thekidsguide.com/trumpelectionbundle/">https://thekidsguide.com/trumpelectionbundle/</a>)</li> </ol> <p>Including these books would not only provide a more rounded education about contemporary U.S. history but also encourage critical thinking and discussion among young readers. I understand that selecting library materials involves careful consideration, but I urge you to reflect on the importance of presenting a complete historical narrative to our youth.</p> <p>Thank you for considering this matter. I look forward to seeing these additions to your collection, enhancing the educational value for all children who visit the Northbrook Library.</p>	<p>Thank you for writing to express your concern about the American Presidents display in Youth Services. This display shelving is a rotating display that features portions of our collection. This display does not include all of our books about presidents. The Presidential book display went up on January 18 and has been well used. We have featured books about President Trump on the display, but it appears that they were not on display the day that you visited the library. You can find many more books about the presidency and United States history in the 900's and our biographies section. We do have several biographies and books that feature President Donald Trump. Here are a few titles in our Youth collection that you might be interested in:</p> <p>Donald Trump by Alex Monroe (<a href="https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=1&amp;cn=3873669">https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=1&amp;cn=3873669</a>) Currently checked out</p> <p>Donald Trump by Jill Wheeler <a href="https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=4&amp;cn=3420696">https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=4&amp;cn=3420696</a></p> <p>President Donald Trump <a href="https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=5&amp;cn=1076696">https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=5&amp;cn=1076696</a> Currently checked out</p> <p>Presidents of the United States <a href="https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=7&amp;cn=1070669">https://ccs.polarislibrary.com/polaris/search/title.aspx?ctx=47.1033.0.0.48&amp;pos=7&amp;cn=1070669</a></p> <p>We have shared the additional titles that you suggested with our Youth Services staff and they are reviewing them now.</p> <p>In terms of how items are chosen for displays, our Youth Services staff are trained to select a well-rounded selection of materials to highlight on displays in the department as it is important to both have and highlight diverse points of view in all areas of the library, including the youth area.</p> <p>I hope that answers your questions. If I can provide any further information, I can be reached by phone at 847-272-7074.</p>	<p>Kelly Durov</p>
<p>please do not use pronouns as that is a marxist way of communicating</p>	<p>Thank you for sharing your thoughts about including pronouns in an email signature. Some staff choose to include pronouns to ensure clear communication and reduce potential confusion about how to address someone. This practice is increasingly common as a way to avoid misunderstandings and promote respectful communication. It is not a requirement but an option for those who find it helpful. If you have any additional questions, I'd be happy to discuss them further by phone. You can reach me at XXX-XXX-XXXX.</p>	<p>Kelly Durov</p>
<p>Thank you so much for the wonderful, patient help I received today while monogramming. Your help is wonderful. I am grateful for all the library personnel.</p>	<p>Thank you so much for your kind words! We're delighted to hear that you had a great experience while monogramming at the Collaboratory. Providing patient and helpful support is something we truly value, and it's wonderful to know it made a difference for you. Your appreciation means the world to us, and we're grateful for the opportunity to serve our community. We hope to see you again at the library soon!</p>	<p>Cathleen Doyle</p>



## Memorandum

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To: Board of Directors

From: Kate Hall and Anna Amen

Date: 2/13/25

Subject: Facilities Department Outsourcing Recommendation

In November, we asked the board to consider outsourcing our facilities department. We proposed the following process and are now in the Selection phase and as the board instructed, took additional time to ensure we could properly review the firm.

We are **recommending ABM's proposal to bring onboard a full-time Chief Building Engineer** for \$200,306.28.

This will include not only the hiring of a manager for the department but will give us access to the full suite of compliance and regulatory oversight from ABM which is detailed in the proposal. This is a different approach from where we originally started but we feel that this will help us get situated with better processes and systems for our aging building and allow us to get our heads above water with the building maintenance and upkeep.

Our original plan was to have ABM hire our existing staff and have them work for ABM, but after reviewing costs and looking at the reduction in benefits for staff if ABM hired them, we feel it would not be in the staff's best interests nor the library's to move forward with that approach. Instead, we are recommending that we hire one person with ABM which will give us the expertise of a certified building engineer and allow us to retain our existing and hardworking staff.

## Process

### Request for Proposals (RFP)

RFPs went out in November and were due back in late December. We received two inquiries but one company decided that this was not the right fit and decided to not submit a formal bid.

### Vendor Evaluation / Selection / Contract Negotiation

A copy of ABM's proposal is included in the packet along with a copy of the original RFP.

We recognize that considering outsourcing this department will be a significant shift in how we have managed the building previously. We created a rubric to score first the proposals and then the interview and references.

#### Categories included:

- Demonstrated understanding of the library's needs
- Feasibility and effectiveness of proposed approach
- Qualifications and experience of the firm and key personnel
- Cost effectiveness and value
- Communication and reporting capabilities
- References

The scoring on a 5 point scale came back with an average of 4.17 across Anna, Dan McQuinn, and I. A copy of the full rubric is available if any board member would like to review it.

### Transition & Implementation

ABM will work closely with us to ensure a smooth transition, including training on our facility systems and introducing their team to staff. The transition will be managed carefully to minimize disruption. A detailed transition plan will be developed in partnership with the chosen vendor to ensure that all operational knowledge is transferred smoothly. Both Dan

and Tom (Interim Facility Managers) will remain involved during the transition to share their expertise and ensure a smooth handover.

### Ongoing Monitoring

We will hold ABM accountable through regular performance reviews and clear expectations. This approach will be similar to our relationship with Outsource Solutions Group (OSG), the vendor that manages our IT services.

### Timeline

- RFP Release Date: November 22, 2024
- RFP Submission Date: December 20, 2024
- Vendor Evaluation: December 21, 2024 – ~~January 8, 2025~~ February 3, 2025
- Board Review & Potential Approval: ~~January 16, 2025~~ February 20, 2025
- Transition & Implementation: 4–6 weeks

If the board decides to move forward, we will work on contract negotiations and implementation. If the board chooses to not move forward, we will be looking to immediately post for a full-time Chief Building Engineer.



1201 Cedar Lane | Northbrook, IL 60062  
847-272-6224 | [www.northbrook.info](http://www.northbrook.info)

# Request for Proposal (RFP)

**Outsourced Building Management Services for Northbrook  
Public Library**

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- D. Facilities Job Descriptions
- E. Sample Agreement



# Introduction

The Northbrook Public Library (“Library”) is seeking proposals to contract with a vendor or vendors (“Vendor”) with experience providing building management and support services to public buildings. Services will include but are not limited to the responsibilities outlined in the Scope of Services section below.

## Background

The Library serves a community of 35,222 with 114 staff in an 87,000 square foot building originally built in the 1960s that has undergone various renovations and additions over the past 25 years. Detailed floor plans and building system specifications are included in Attachment B.

Open 69 hours per week, the Library averages 1,200 visitors a day. The Library’s operating hours are:

- Monday-Thursday 9am-9pm
- Friday 9am-6pm
- Saturday 9am-5pm
- Sunday 1pm-5pm

The library has 11 holiday closures:

- New Year's Eve
- New Year's Day
- Easter
- Memorial Day
- Fourth of July
- Labor Day (Sunday before and Monday)
- Thanksgiving Eve (close at 6pm)
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Our 5 meetings rooms and 225-person auditorium have a variety of equipment for staff and public use. We average 1,000 programs hosted and sponsored by the Library and about 350 room bookings from organizations outside the Library annually. The Vendor would be responsible for being familiar with meeting room equipment and providing room set-up and take down, along with the other services outlined in the Scope of Services.

The library sits on a corner lot and does not contain a significant amount of landscaping. We have a parking lot for patrons with spots and another for staff next door to the library with

# Building History

Year	Project
2021	1st Floor Circulation Renovation
2020	Addition of 13 study rooms
2018	1st floor Maintenance & Technical Services Renovation
2017	Makerspace Construction Project
2015	Meeting Room & Auditorium Renovations
1999	2nd & 3rd floor addition of 35,000 sq. ft.
1975	20,500 sq. ft. addition
1959	Building Constructed (31,500 sq. ft.)

# Building Systems History

Year	Project
2024	Chiller Repair, Parking Lot Maintenance (Sealing & Striping)
2022	Steam Humidification Boiler Replacement
2021	Fire Panel Replacement, Fire Pump Replacement
2020	Boiler Ventilation Upgrade, Fire sprinkler replacement, Exterior Facade Coating & Sealant Project
2019	Roof repair work (Penthouse), Fire Sprinkler replacement
2018	Recabling, Catch Basin, Manhole and Asphalt Resurfacing
2015	HVAC Upgrade

# Scope of Services

The Northbrook Public Library is seeking quotations from qualified Vendors with experience providing building management and support services to public buildings. Services will include but are not limited to:

- Manage ongoing maintenance and upkeep of the building and grounds to ensure a clean, attractive, and safe environment for staff and patrons. Ensure effective operation of building systems including heating, cooling, and ventilation (“HVAC”).
- Assist in planning, implementing, and completing building and grounds capital projects. Oversee repair and preventive maintenance tasks, including HVAC systems, plumbing, electrical, and carpentry work.
- Develop and implement strategic goals, processes, and procedures for the Facilities Department to enhance operational efficiency and service quality.
- Participate in budget preparation and administration. Monitor inventory of tools and supplies to ensure availability and cost-effectiveness.
- Identify safety hazards and implement remediation to maintain a safe environment for building occupants. Ensure compliance with regulatory laws and guidelines related to building operations.
- Oversee and coordinate activities of contractors working within the building, ensuring they meet performance standards and adhere to safety regulations.
- Be prepared to respond to after-hours site emergencies as needed, ensuring swift and effective resolution of urgent issues.

## Library Ongoing Needs & Expectations

The ideal Vendor will demonstrate the following qualities and capabilities:

### Responsiveness

- Guarantee a maximum response time for emergency situations (e.g., within 1 hour)
- Provide a clear escalation process for maintenance issues of varying urgency
- Offer 24/7 availability for critical systems support
- Ensure timely communication and follow-up on all requests and inquiries

### Customer Service Excellence

- Assign a dedicated account manager to serve as the primary point of contact for the Library
- Provide regular check-ins and proactive communication to address potential maintenance and facilities issues
- Offer training and support to identified Library staff on relevant building systems and

procedures

- Demonstrate a commitment to understanding and meeting the needs of the Library

#### Strong Project Management Skills

- Assign experienced project managers to oversee all major projects
- Develop detailed project plans, including timelines, milestones, and resource allocation
- Provide regular progress reports and updates to library leadership
- Demonstrate the ability to manage multiple projects simultaneously while meeting deadlines
- Proactively identify and mitigate potential project risks and issues

#### Building Infrastructure Expertise

- Demonstrate a deep understanding of public building systems and requirements
- Provide a comprehensive preventive maintenance plan to ensure optimal system performance
- Offer recommendations for energy efficiency improvements and cost-saving measures
- Stay current with industry best practices and emerging technologies
- Maintain all necessary certifications and licenses for building management services

#### Proactive Communication and Reporting

- Provide regular reports on building performance, maintenance activities, and project status
- Conduct regular meetings with Library leadership to discuss ongoing operations and future plans
- Proactively communicate potential maintenance or facility issues or concerns and provide recommended solutions
- Maintain detailed documentation of all building systems, maintenance records, and project plans

#### Partnership and Long-Term Planning

- Demonstrate a commitment to understanding the Library's long-term goals and objectives
- Offer strategic guidance and recommendations for capital improvements and budgeting
- Collaborate with Library leadership to develop a long-term building management plan
- Provide insights and analysis on industry trends and best practices
- Act as a trusted partner in ensuring the long-term success and sustainability of the Library's facilities

#### Safety and Security Expertise

- Demonstrate a deep understanding of safety and security best practices for public buildings
- Conduct regular safety audits and risk assessments to identify potential hazards
- Develop and implement comprehensive safety and security protocols, including emergency response plans

- Partner with Library leadership to provide ongoing training and support to Library staff on safety and security procedures
- Partner with Library leadership to maintain a comprehensive emergency preparedness plan
- Provide input and support to the Assistant Director and Emergency Services Consultant in the development of long-term safety and security strategies
- Ensure compliance with all relevant safety and security regulations and standards

By demonstrating these qualities and capabilities, the ideal Vendor will serve as a reliable and proactive partner in maintaining and enhancing the Library's physical infrastructure. The successful Vendor will work collaboratively with Library leadership to ensure that the building remains a safe, comfortable, and welcoming environment for patrons and staff alike while optimizing operational efficiency and long-term sustainability.

## Projects

In addition to the ongoing maintenance and support, the Library has several major projects that need attention in upcoming fiscal years.

List of Projects for 2025-2027:

1. Upgrade Security Camera, Alarm panel, and Access doors
2. Building Automation System Upgrades
3. Elevator Modernization
4. Landscaping Remodel
5. Masterplan Development

## Staffing Requirements

The Vendor must have a building operating engineer on staff and ensure facilities coverage in the building during all hours the Library is open.

The Vendor must agree to offer existing library facilities staff an opportunity to be hired on within the plan (1 full-time Facilities Assistant, 1 part-time Facilities Worker/Custodian). As part of this plan, the existing security monitors (2 part-time monitors) will remain as Library employees and will report to the Operating Engineer. Copies of the Library's job descriptions for facilities and security monitors are included in Attachment C.

The Vendor should propose a staffing plan that meets the Library's needs, including information on the qualifications and experience of key personnel.

## Performance Standards and Quality Control

The Vendor will be expected to meet agreed-upon performance metrics and quality standards, which will be monitored through regular reporting and communication with library leadership. Detailed performance standards will be established in the final contract.

## Communication and Reporting

The Vendor maintains regular communication with Library leadership and provide reports on building operations, maintenance activities, and project status on a mutually agreed-upon schedule. The provider should specify their proposed communication plan and reporting formats in their proposal.

## Technology and Equipment

The Vendor will be responsible for providing and maintaining any necessary technology or equipment to perform the required services. Proposals should specify what technology and equipment will be used and include associated costs.

## Proposal Submission Requirements

Proposals must be submitted electronically in PDF format to Anna Amen, Finance and Operations Director, at [aamen@northbrook.info](mailto:aamen@northbrook.info) by Friday, December 23, 2024 at 9:00am. All questions regarding this proposal should be sent to Anna Amen, Finance and Operations Director, [aamen@northbrook.info](mailto:aamen@northbrook.info).

Proposals should include the following and follow the attached Proposal template:

1. Name of Company
2. Contact name and title
3. Address
4. Phone number
5. Email
6. Number of employees and titles of all employees
7. Number of contracted workers (if any)
8. Company background and qualifications
9. Any additional information demonstrating the company's capabilities and value proposition
10. Proposed approach to meeting the Scope of Services including breakdown of what support will be provided on-site, off-site, and in emergency situations
11. Staffing plan, including qualifications of key personnel and specifying what level of staff would be responsible for each type of support
12. Detailed budget breakdown including cost and hour breakdown for support, Proposed

communication and reporting plan

13. Proof of insurance.

14. References as outlined above, which should include:

- a. Names and contact information of three libraries or similar agencies currently under contract
- b. A full list of any libraries or similar agencies the firm has worked with in the past three years, either on an ongoing basis or for special projects, clearly indicating which clients received ongoing support and which were single projects

## RFP Review

Based upon the quotations received, the Library will select several Vendors based on the criteria outlined below to come in for interviews either the week of January 13 or 20, 2025. Once the interviews are completed, a Vendor will be recommended to the board of trustees. Upon approval by the board, the Library will enter into a two or three year agreement with an option for renewal. The Agreement will be in a form provided by the Library and will incorporate this RFP and the Vendor's proposal, among other contractual terms. A sample agreement is included as attachment E.

The Vendor that is ultimately awarded the contract will have a proven track record of supporting local government facilities and will need to demonstrate an ability to provide a high level of project management skills, service, and expertise in a variety of building management areas.

Proposals will be evaluated based on the following criteria:

- Demonstrated understanding of the Library's needs
- Qualifications and experience of the firm and key personnel
- Feasibility and effectiveness of proposed approach
- Cost effectiveness and value
- Communication and reporting capabilities
- References

## Estimated Timeline

RFP Release Date: Nov 25, 2024

Deadline for Questions: December 10, 2024

Question Responses Provided: by 5pm Friday, December 13, 2024

Proposal Submission Deadline: Dec 23, 2024 by 9:00am

Interviews: January 13-24, 2025

Reference Checks: February 2025

Selection Decision: February 20, 2025

Contract Start Date: TBD

## Pricing and Payment

Proposals must include detailed pricing for all proposed services, including any necessary staffing, equipment, and materials costs. The library prefers a fixed-fee pricing structure, with payment terms to be negotiated as part of the final contract.

## Insurance and Liability

Vendor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of Services hereunder by the Vendor, Vendor's agents, representatives, employees or subcontractors. The cost of such insurance shall be borne by the Vendor.

## Indemnification

To the fullest extent permitted by law, the Vendor shall indemnify, defend and hold harmless the Library and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses, investigations, and expenses, including, without limitation, legal fees (attorney's and paralegals' fees, court costs, and costs of appeals), arising out of or resulting, or allegedly arising out of or resulting from, from the Vendor's services performed for the Library. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Vendor shall similarly protect, indemnify, defend and hold and save harmless the Library, 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 Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Agreement.

## Warranty

The Vendor must warrant that the services to be provided shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performing the Services, This warranty shall be in addition to any other warranties expressed in the Agreement, or expressed or implied by law, which are reserved unto the Library

## Compliance with Laws

Vendor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the services, and with all

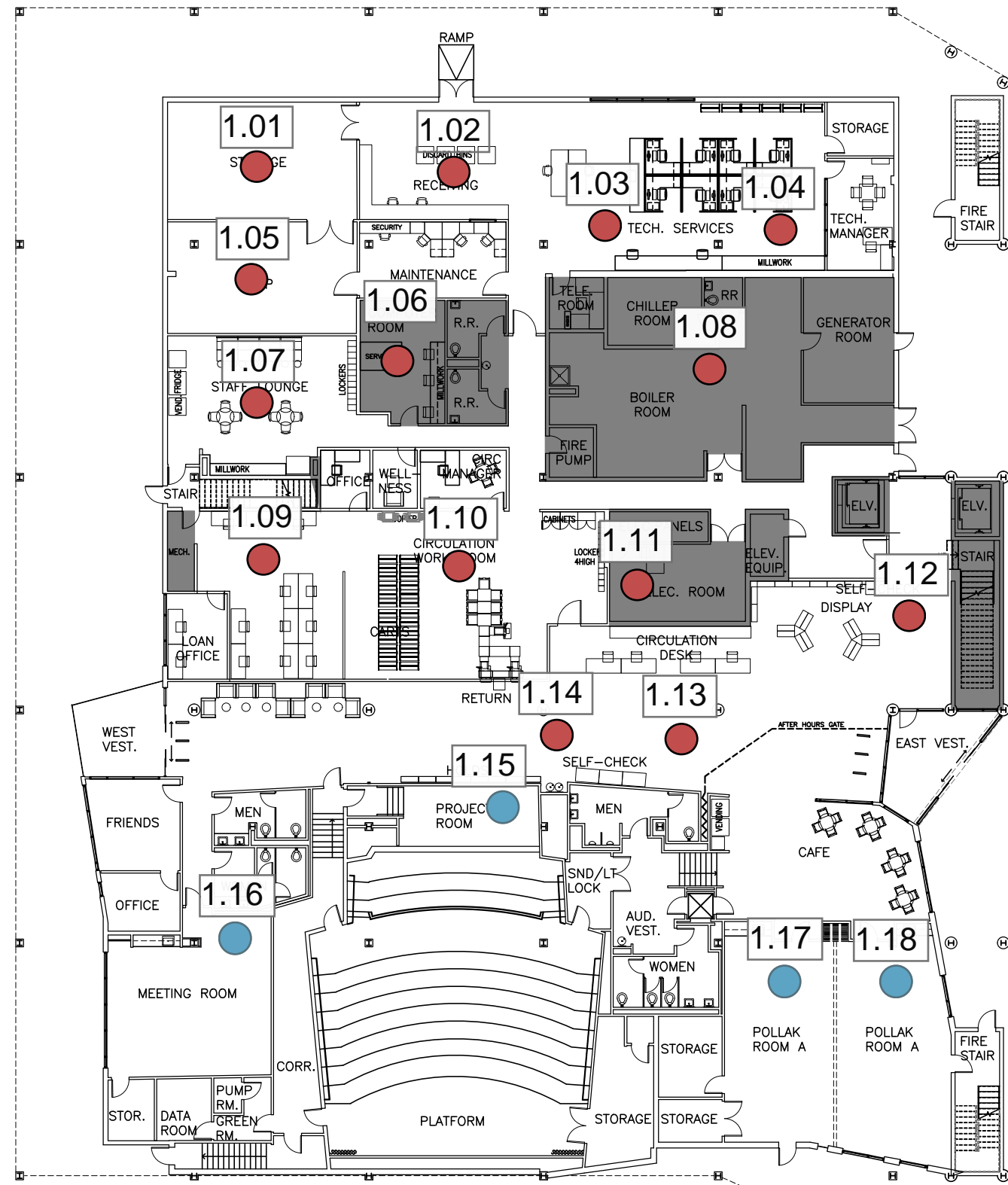


applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Vendor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's, or its subcontractors', performance of, or failure to perform, the services or any part thereof.

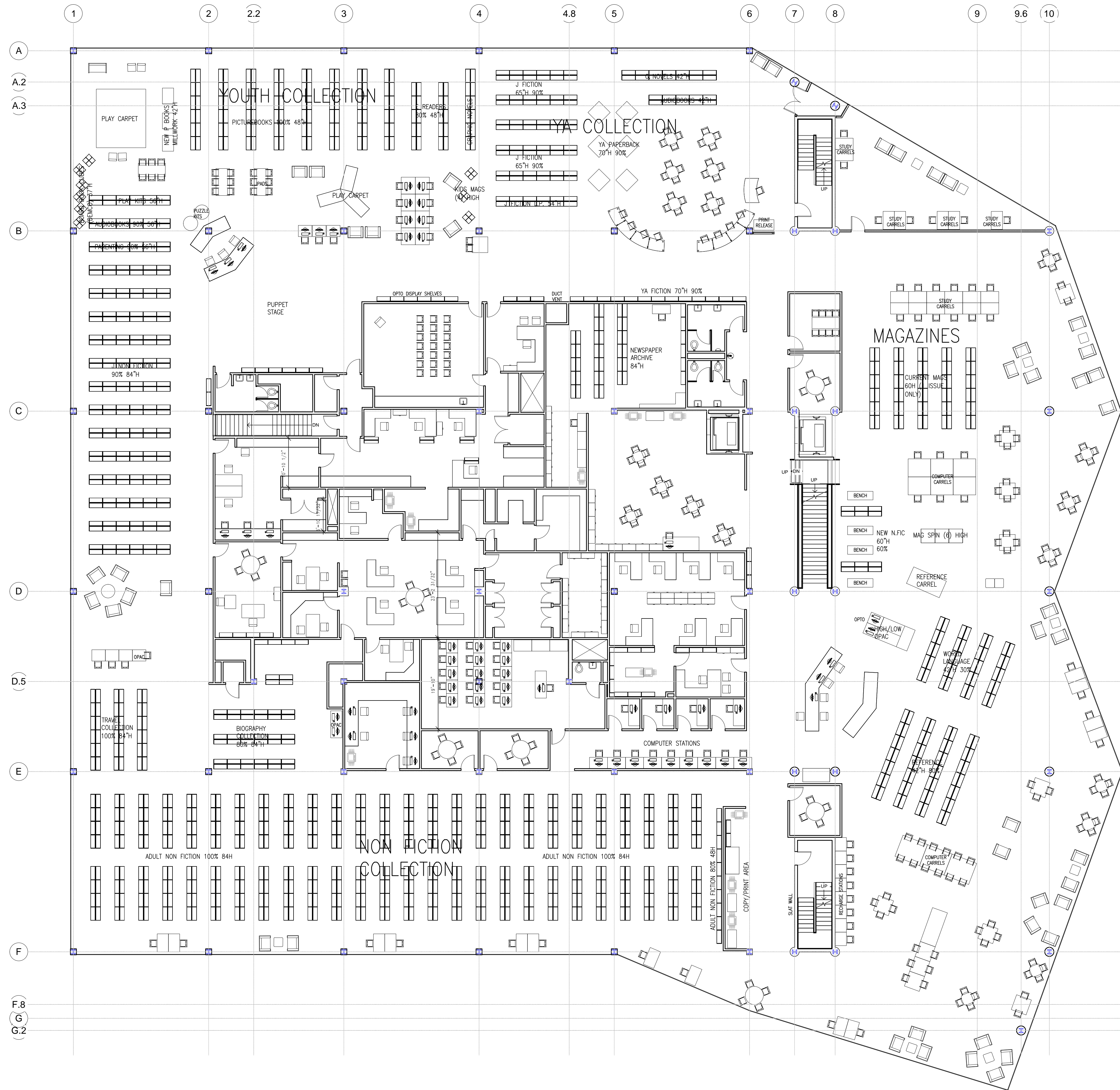
To the extent any of the Vendor's work is subject to the Prevailing Wage Act, Vendor must pay, and require every subcontractor to pay, prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Consultant 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 the Vendor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Vendor and not at the expense of the Library. 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 Vendor 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 the State. The Vendor 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 services and in every way defend and indemnify the Library 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://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> Vendor is advised that the Department revises the prevailing wage rates and the Vendor has an obligation to check the Department's website for revisions.

## Attachments

- A. Proposal Template
- B. Building & Emergency Map floor plans
- C. Building systems documentation
- D. Facilities Job Descriptions
- E. Sample Agreement



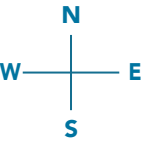
- Existing**
- 1.01 - Storage Room
  - 1.02 - Receiving
  - 1.03 - TS West
  - 1.04 - TS East
  - 1.05 - Shop
  - 1.06 - Server Room
  - 1.07 - Staff Room
  - 1.08 - Boiler Room
  - 1.09 - Circ West
  - 1.10 - Circ East
  - 1.11 - Electrical Room
  - 1.12 - Lobby East
  - 1.13 - Circulation Desk
  - 1.14 - Lobby West
- Additions**
- 1.15 - Projection Booth
  - 1.16 - Civic Room
  - 1.17 - Pollak Room A
  - 1.18 - Pollak Room B







# First Floor Emergency Map



Contact Maintenance if they are in the building. After hours, contact:

Anna Amen: 847-508-9713

Kate Hall: 708-860-8217

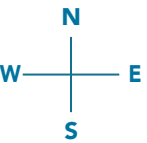
Kelly Durov: 630-915-1692

- 1 Fire Extinguisher
- 2 Fire alarm pull-station
- 3 AED
- 4 Waterproof tarp
- BR** Bathroom
- E** Elevator
- SE** Staff Elevator
- + First Aid Supplies
- ➔ Emergency Exit



- BR** Bathroom
- E** Elevator
- SE** Staff Elevator

# First Floor Emergency Shut Off Map



Contact Maintenance if they are in the building. After hours, contact:

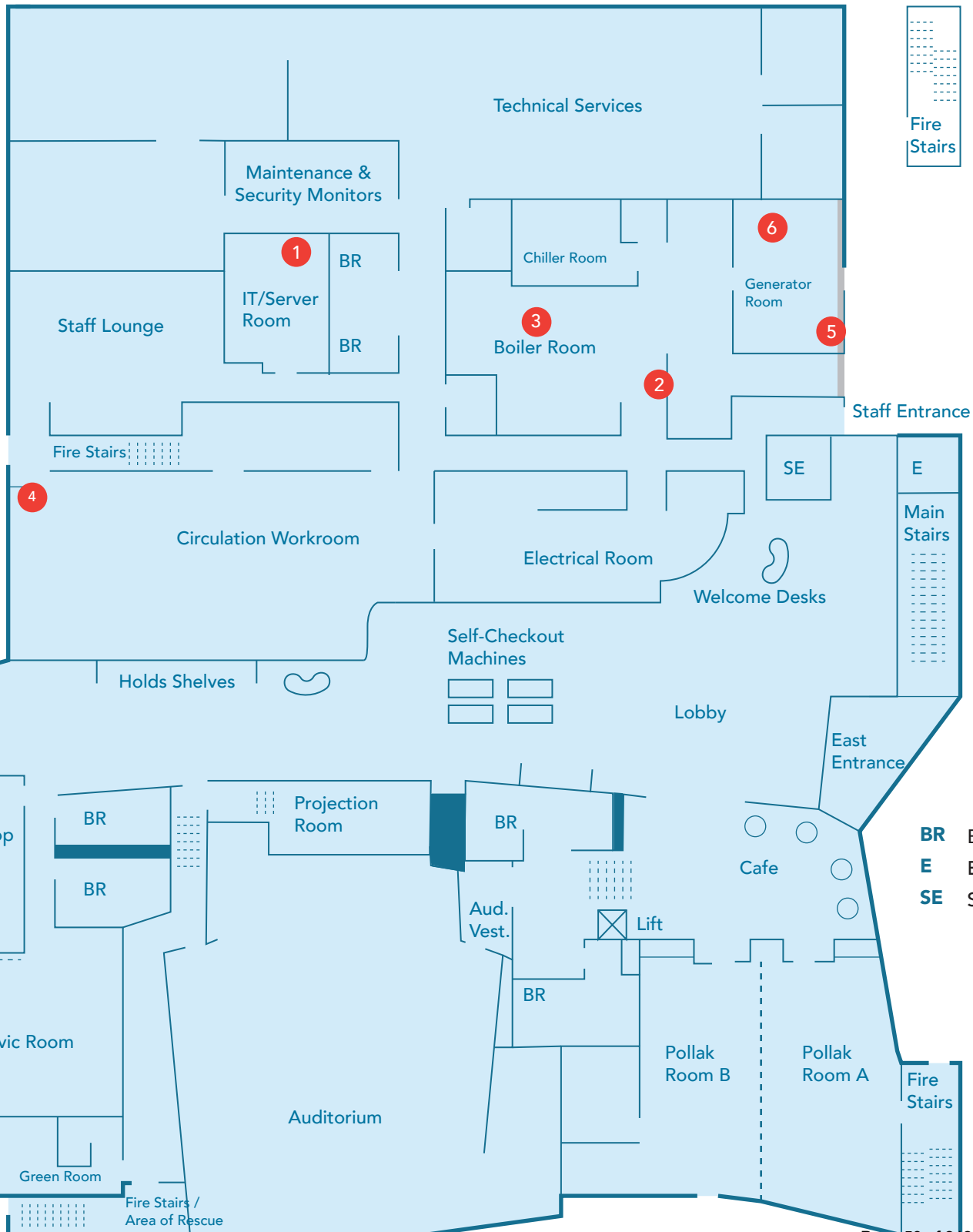
Anna Amen: 847-508-9713

Kate Hall: 708-860-8217

Kelly Durov: 630-915-1692

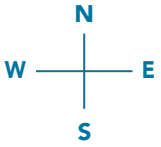
- 1 Catastrophic shut down
  - 2 Boiler emergency shut down
  - 3 Steam boiler shut down
- 4 Domestic water shut off
  - 5 Main electrical shut off
  - 6 Start emergency generator

Turn off alarms on fire exits (this is not connected to the fire department)  
 Never turn off fire alarm when in full alarm



**BR** Bathroom  
**E** Elevator  
**SE** Staff Elevator

# Second Floor Emergency Map



Contact Maintenance if they are in the building. After hours, contact:

Anna Amen: 847-508-9713

Kate Hall: 708-860-8217

Kelly Durov: 630-915-1692

1 Fire Extinguisher

2 Fire alarm pull-station

3 AED

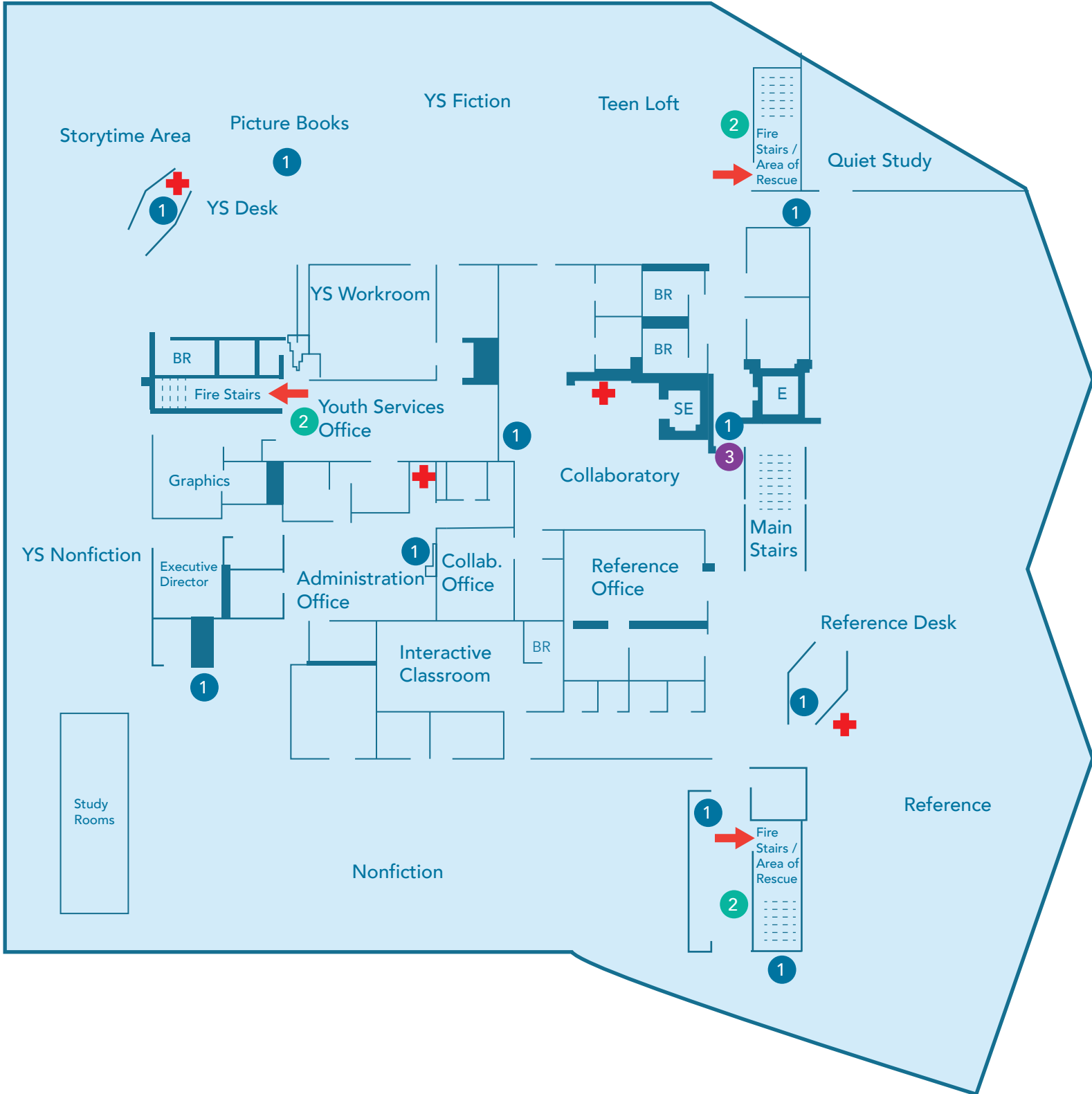
BR Bathroom

E Elevator

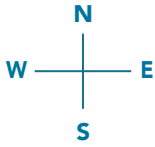
SE Staff Elevator

+ First Aid Supplies

➔ Emergency Exit



# Third Floor Emergency Map



Contact Maintenance if they are in the building. After hours, contact:

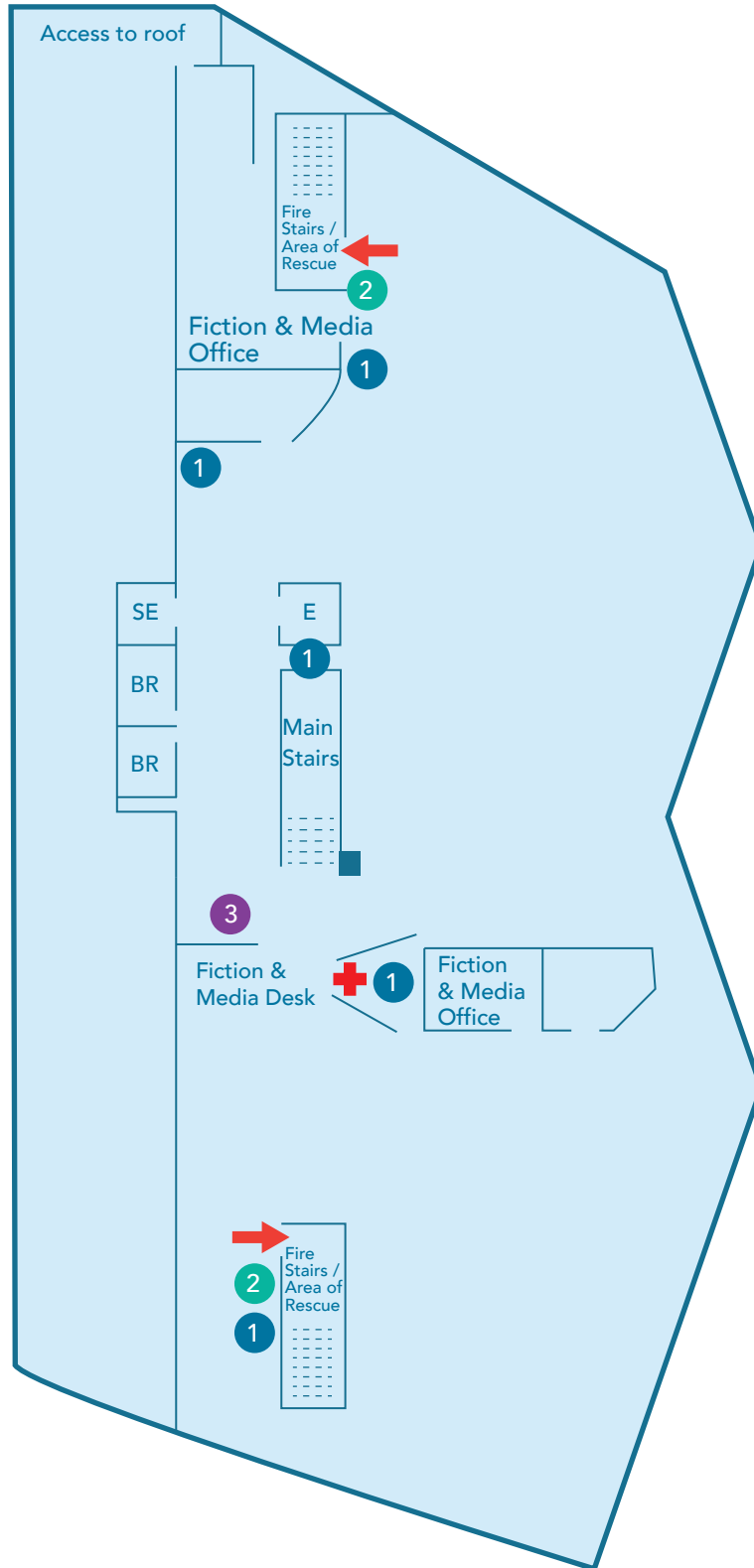
Anna Amen: 847-508-9713

Kate Hall: 708-860-8217

Kelly Durov: 630-915-1692

- 1 Fire Extinguisher
- 2 Fire alarm pull-station
- 3 AED

- BR** Bathroom
- E** Elevator
- SE** Staff Elevator
- + First Aid Supplies
- ➔ Emergency Exit





Report To

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

# **Capital Asset Study Northbrook Public Library Northbrook, Illinois**



By:  
Christopher R. Kottra  
Kami Farahmandpour

BTC Project No. 19-472  
June 14, 2019



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

**Building Technology Consultants, Inc.**





June 14, 2019

*Via E-Mail: [aamen@northbrook.info](mailto:aamen@northbrook.info)*

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

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

Dear Ms. Amen:

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

## **1 BACKGROUND INFORMATION**

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

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



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## **2 OBJECTIVES AND SCOPE OF WORK**

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

### **2.1 Background Review**

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

### **2.2 Field Assessment**

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

#### **2.2.1 Site Elements**

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

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



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### **2.2.2 Roofing**

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

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

### **2.2.3 Facade**

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

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

### **2.2.4 Interior Finishes**

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

- Flooring
- Wall finishes
- Ceiling tiles



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

### **2.2.5 Elevators**

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

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

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

## **2.3 Analysis and Report**

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

## **2.4 Meeting**

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



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### 3 FINDINGS

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

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

#### 3.1 Financial Analysis

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

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

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<sup>1</sup> Gordian R.S. Means “*Facilities Repair and Remodeling Cost Data*”; and BNi Building News “*General Construction 2017 Costbook*”



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

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

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

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

where

- F = future expense
- P = present day expense
- IR = annual inflation rate expressed as a decimal
- n = number of years until future expense occurs

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

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

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<sup>2</sup> For comparison purposes, an average general inflation rate over the last 20 years was calculated to be approximately 2.13% based on data obtained from [www.inflationdata.com](http://www.inflationdata.com).





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

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

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

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

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

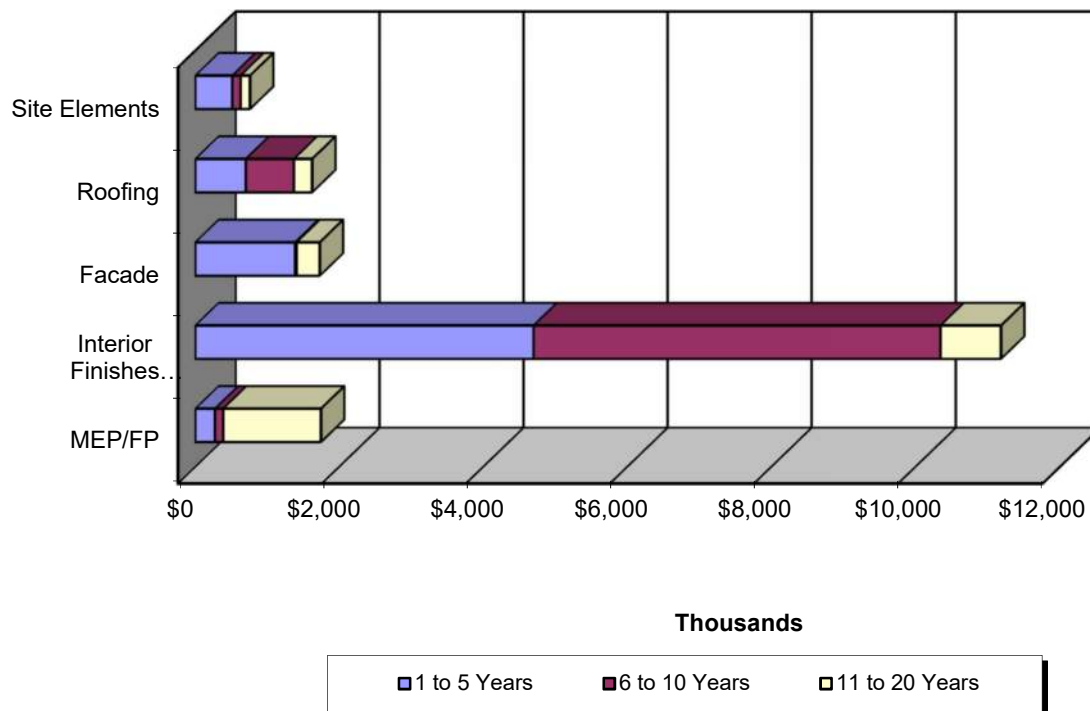
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The funding plan for the full 20-year period is illustrated in tabular form in **Table 4**, and in graphical form in **Table 5**. It is emphasized that the recommended reserve funding plan presented is only one of many possible economic scenarios to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

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

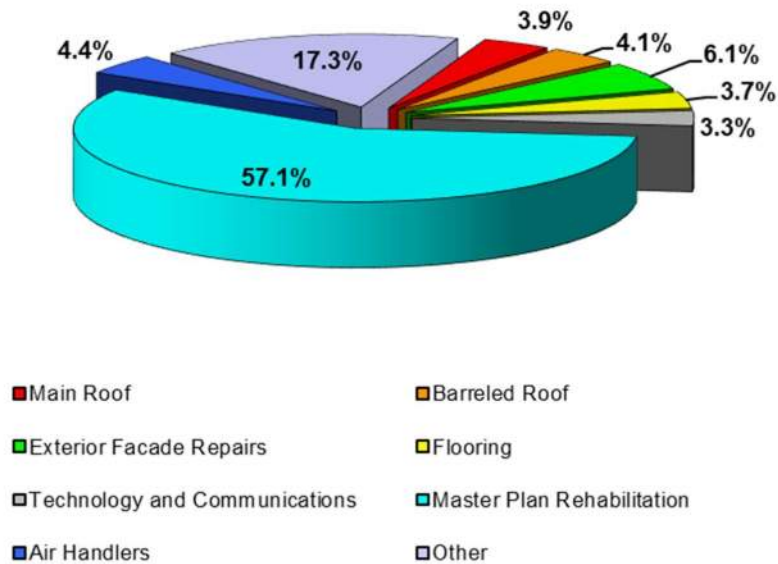
The following bar chart illustrates the expenses that will be incurred for each of the component categories over the 20-year study period. These expenses are divided into 5- and 10-year segments to provide a graphical summary that assists the user in identifying the amount of funding that will be required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

**Inflated Capital Expenses over 20 Years**



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

**% of Future Expenses Accumulated Over Life of Study**



### 3.2 Long-Term Review

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



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

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

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

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

### **3.3 Assumptions**

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

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



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



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## 4 DISCLOSURES

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

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

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

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



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

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

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

Sincerely,

**Building Technology Consultants, Inc.**

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

Christopher R. Kottra, PE, CCCA  
Associate Principal

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

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

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

Copy to: Ms. Kate Hall



**APPENDIX A**

**COMPONENT CATEGORY SUMMARY REPORTS**



**Project:**

Northbrook Public Library  
Northbrook, Illinois

**Capital Asset Component:**

Site Elements

**Asset Description:**

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

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

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

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

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

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



Photo 1



Photo 2



Photo 3

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

**Approximate Asset Quantities:**

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

**Condition:**

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

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

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

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

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



Photo 4



Photo 5



Photo 6

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

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

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

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

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

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

### **Rehabilitation:**

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

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

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



Photo 7



Photo 8



Photo 9



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

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

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

**Approximate Rehabilitation Cost and Schedule:**

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

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



Photo 10



Photo 11



Photo 12

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

**Maintenance Recommendations:**

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

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

**Additional Comments:**

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



Photo 13



Photo 14

**Project:**

Northbrook Public Library  
Northbrook, Illinois

**Capital Asset Component:**

Roofing

**Asset Description:**

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

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

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

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

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

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

**Approximate Asset Quantities:**

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



Photo 1



Photo 2



Photo 3

**Condition:**

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

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

**Rehabilitation:**

Rehabilitation of the roofs will likely consist of the following:

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

**Approximate Rehabilitation Cost and Schedule:**

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

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



Photo 4



Photo 5



Photo 6



**Maintenance Recommendations:**

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

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



Photo 7



Photo 8



**Project:**

Northbrook Public Library  
Northbrook, Illinois

**Capital Asset Component:**

Facade

**Asset Description:**

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

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

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

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

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

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

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



Photo 1



Photo 2



Photo 3

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

**Approximate Asset Quantities:**

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

**Condition:**

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

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

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



Photo 4



Photo 5



Photo 6

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

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

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

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

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

**Rehabilitation:**

Future facade rehabilitation will likely consist of the following:

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



Photo 7



Photo 8



Photo 9



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

**Approximate Rehabilitation Cost and Schedule:**

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

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

**Maintenance Recommendations:**

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

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



Photo 10



Photo 11



Photo 12

**Project:**

Northbrook Public Library  
Northbrook, Illinois

**Capital Asset Component:**

Interior Finishes and Fixtures

**Asset Description:**

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

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

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

*1<sup>st</sup> Floor:*

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

*2<sup>nd</sup> Floor:*

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



Photo 1



Photo 2



Photo 3

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

*3<sup>rd</sup> Floor:*

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

**Approximate Asset Quantities:**

*Flooring:*

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

*Ceiling Finishes:*

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

**Inventory Valuation:**

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

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



Photo 4



Photo 5



Photo 6



**Condition:**

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

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

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

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

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

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

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

**Rehabilitation:**

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

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



Photo 7

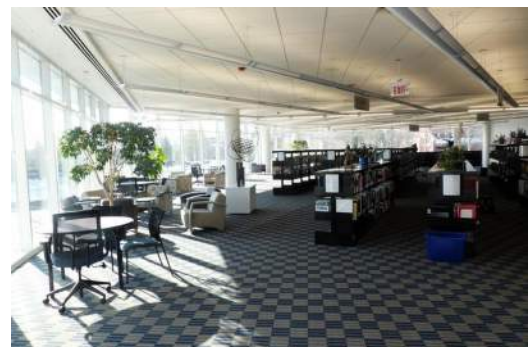


Photo 8

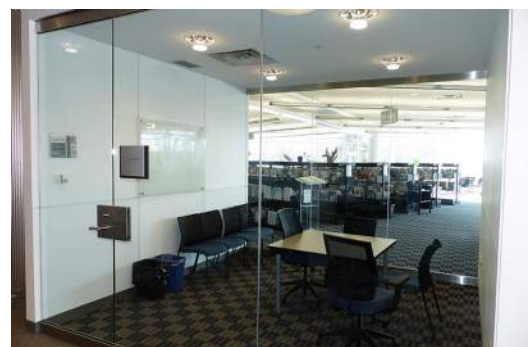


Photo 9

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

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

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

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

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

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



Photo 10



Photo 11



Photo 12



**Approximate Rehabilitation Cost and Schedule:**

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

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



Photo 13



Photo 14



Photo 15

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



Photo 16



Photo 17

**Maintenance Recommendations:**

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

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

**Project:**

Northbrook Public Library  
Northbrook, Illinois

**Capital Asset Component:**

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

**Asset Quantities:**

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

**Condition:**

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

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

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



Photo 1



Photo 2



Photo 3



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

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

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

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

**Approximate Rehabilitation Cost and Schedule:**

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

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



Photo 4



Photo 5



Photo 6

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



Photo 7



Photo 8



Photo 9

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



Photo 10

**Maintenance Recommendations:**

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

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



Photo 11



**APPENDIX B**  
**FINANCIAL ANALYSIS TABLES**

**Table 1**  
**Element Expense Summary**

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

Component	General Current Condition	Life Analysis (Years)		Total	Quantities		Expenses				
		Typical Useful Life	Remaining Useful Life		Units	% of Total Repaired / Replaced Over 20 Year Period	Present Day		Future (Inflated)		
							Unit Costs	Expenses	Total for 20 Year Period	Total for 20 Year Period	% of Total for 20 Year Period
<b>Site Elements</b>											
Asphalt Pavement	Poor	15-20	0	54,500	Square Feet	179.4%	\$4.62	\$252,000	\$452,000	\$515,029	3.0%
Concrete Driveway	Fair	Up to 60	10+	6,300	Square Feet	10.6%	\$15.00	\$94,500	\$10,000	\$11,671	0.1%
Concrete Sidewalks and Stairs	Fair	Up to 60	10+	17,800	Square Feet	3.7%	\$15.00	\$267,000	\$10,000	\$11,671	0.1%
Concrete Curbing	Good	Up to 60	10+	800	Linear Feet	15.6%	\$80.00	\$64,000	\$10,000	\$11,671	0.1%
Landscaping and Hardscape	Good	Varies	Varies	7,500	Square Feet	100.0%	\$20.00	\$150,000	\$150,000	\$156,673	0.9%
Railings and Handrails	Good / Poor	15	Varies	220	Linear Feet	100.0%	\$22.73	\$5,000	\$5,000	\$5,575	0.0%
Retaining Walls	Good	40+	20+	1,060	Linear Feet		\$250.00	\$265,000			
Pole-mounted Light Fixtures	Fair to Poor	20-25	5	14	Each	100.0%	\$3,000	\$42,000	\$42,000	\$46,828	0.3%
Miscellaneous Site Elements	Varies	Varies	Varies	1	Allowance		\$10,000	\$10,000			
<b>Roofing</b>											
Main Roof	Good	15-20	7	23,000	Square Feet	100.0%	\$25.00	\$575,000	\$575,000	\$669,613	3.9%
Elevated Mechanical Equipment Roofs	Good	15-20	15	6,000	Square Feet	100.0%	\$30.00	\$180,000	\$180,000	\$249,480	1.5%
Barreled Roof	Fair	15-20	3-5	21,000	Square Feet	100.0%	\$30.00	\$630,000	\$630,000	\$702,417	4.1%
<b>Facade</b>											
Brick Masonry	Good	30-50	Varies	1,400	Square Feet	23.8%	\$30.00	\$42,000	\$10,000	\$11,395	0.1%
Corrugated Metal Panels	Fair	25-35	15+	2,700	Square Feet	24.7%	\$15.00	\$40,500	\$10,000	\$10,675	0.1%
Mechanical Penthouse Wall Cladding	Fair	25-35	15+	1,800	Square Feet	100.0%	\$152.78	\$275,000	\$275,000	\$287,233	1.7%
2nd Floor Windows (Original Structure)	Poor	30-50	0	94	Each	6.6%	\$8,000	\$752,000	\$50,000	\$63,523	0.4%
Window Wall System (1999 Addition)	Good	30-50	20+	9,600	Square Feet	1.7%	\$250.00	\$2,400,000	\$40,000	\$44,598	0.3%
Projecting Sunshades	Good	30-50	20+	420	Linear Feet		\$200.00	\$84,000			
Storefront System	Good	30-50	20+	1,700	Square Feet		\$100.00	\$170,000			
Exterior Doors	Good	Varies	Varies	9	Each		\$3,000	\$27,000			
Soffits	Fair	25-30	10+	19,800	Square Feet	10.1%	\$5.00	\$99,000	\$10,000	\$11,395	0.1%
Exposed Steel Framing	Poor	Varies	Varies	1	Allowance	100.0%	\$200,000	\$200,000	\$200,000	\$254,091	1.5%
Exterior Facade Repairs	N/A	N/A	N/A	1	Allowance	100.0%	\$1,000,000	\$1,000,000	\$1,000,000	\$1,044,484	6.1%
<b>Interior Finishes and Fixtures</b>											
Flooring	Varies	Varies	Varies	80,300	Square Feet	69.7%	\$8.00	\$642,400	\$448,000	\$627,626	3.7%
Ceiling Finishes	Varies	Varies	Varies	42,000	Square Feet						
Restroom Finishes and Fixtures	Varies	Varies	Varies	1,300	Square Feet						
Elevator Finishes and Controls	Good	20-30	10	2	Each	100.0%	\$25,000	\$50,000	\$50,000	\$62,155	0.4%
Computer Equipment	Varies	Varies	Varies	1	Allowance		\$525,000	\$525,000			
Furniture and Shelving	Good	Varies	Varies	1	Allowance	10.6%	\$1,410,000	\$1,410,000	\$150,000	\$208,323	1.2%
Office Equipment	Good	N/A	Varies	1	Allowance		\$561,000	\$561,000			
Technology and Communications	Varies	Varies	Varies	1	Allowance	530.0%	\$100,000	\$100,000	\$530,000	\$559,485	3.3%
Master Plan Rehabilitation	N/A	N/A	N/A	1	Allowance	109.9%	\$7,800,000	\$7,800,000	\$8,575,000	\$9,726,164	57.1%
<b>Mech., Elect., Plumbing, &amp; Fire Protection</b>											
Air Handlers	Varies	20-40	5 / 12 / 18	5	Each	90.3%	\$120,000	\$600,000	\$542,000	\$753,208	4.4%
RTUs	Good	20-25	20	2	Each	100.0%	\$150,000	\$300,000	\$300,000	\$463,595	2.7%
Split System Air Conditioners	Varies	15-20	5 / 16	4	Each	100.0%	\$15,000	\$60,000	\$60,000	\$75,943	0.4%
Chillers	Good	20-25	22	1	Each						
Cooling Towers	Good	20-25	22	1	Each						
Boilers	Poor	25-30	1 / 3	3	Each	100.0%	\$33,333	\$100,000	\$100,000	\$107,696	0.6%
HVAC and Plumbing Pumps	Varies	15-20	Varies	17	Each	88.2%	\$5,000	\$85,000	\$75,000	\$90,965	0.5%
Exhaust Fans	Varies	15-20	Varies	15	Each	91.1%	\$3,000	\$45,000	\$41,000	\$49,568	0.3%
Fire Pump	Good	25-30	20	1	Each	100.0%	\$35,000	\$35,000	\$35,000	\$54,086	0.3%
Domestic Water Heater	Poor	8-10	0	1	Each	300.0%	\$3,000	\$3,000	\$9,000	\$11,058	0.1%
Sewage Ejector Pump	Good	15	11	2	Each	100.0%	\$2,500	\$5,000	\$5,000	\$6,352	0.0%
Sump Pump	Good	15	11	2	Each	100.0%	\$2,500	\$5,000	\$5,000	\$6,352	0.0%
Emergency Generator	Good	20-30	9	1	Each	100.0%	\$40,000	\$40,000	\$40,000	\$49,724	0.3%
Temperature Control Air Compressor	Fair	25-30	5	1	Each	100.0%	\$8,000	\$8,000	\$8,000	\$8,920	0.1%
Boiler Room Ventilation	Poor	N/A	N/A	1	Allowance	100.0%	\$30,000	\$30,000	\$30,000	\$30,660	0.2%
Fire Sprinklers	Poor	20-25	Varies	1	Allowance	100.0%	\$35,000	\$35,000	\$35,000	\$36,107	0.2%
							<b>Totals</b>	<b>\$14,697,000</b>	<b>\$17,039,959</b>	<b>\$17,039,959</b>	<b>100.0%</b>



# Table 2

## Present Day Annual Expense Summary (Years 1 thru 5)

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

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

## Table 2

### Present Day Annual Expense Summary (Years 6 thru 10)

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

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

## Table 2

### Present Day Annual Expense Summary (Years 11 thru 15)

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

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

# Table 2

## Present Day Annual Expense Summary (Years 16 thru 20)

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

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

## Table 2a

### Technology and Communications Breakdown (Years 1 thru 5)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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

Printed on 14-Jun-19

### Table 3

## Inflated Annual Expense Summary (Years 1 thru 5)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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

# Table 3

## Inflated Annual Expense Summary (Years 6 thru 10)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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

# Table 3

## Inflated Annual Expense Summary (Years 11 thru 15)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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



# Table 3

## Inflated Annual Expense Summary (Years 16 thru 20)

Northbrook Public Library

Project #: 19-472

Version #: DRAFT 2.0

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

## Table 4

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

Northbrook Public Library

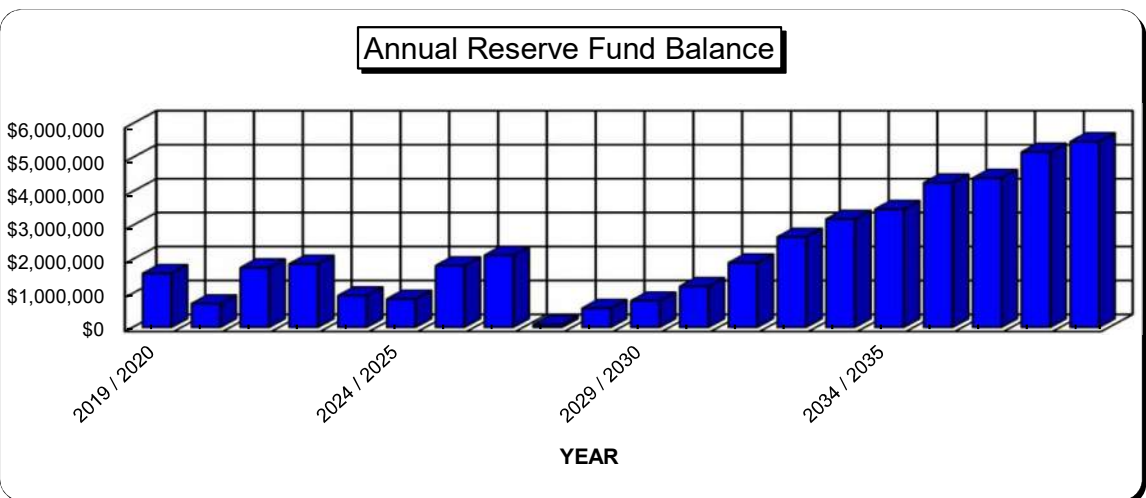
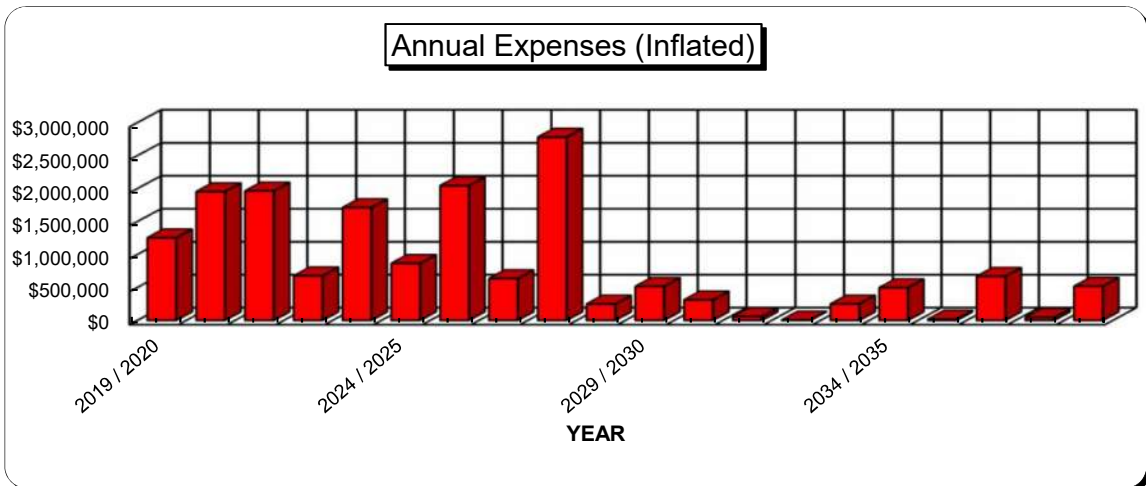
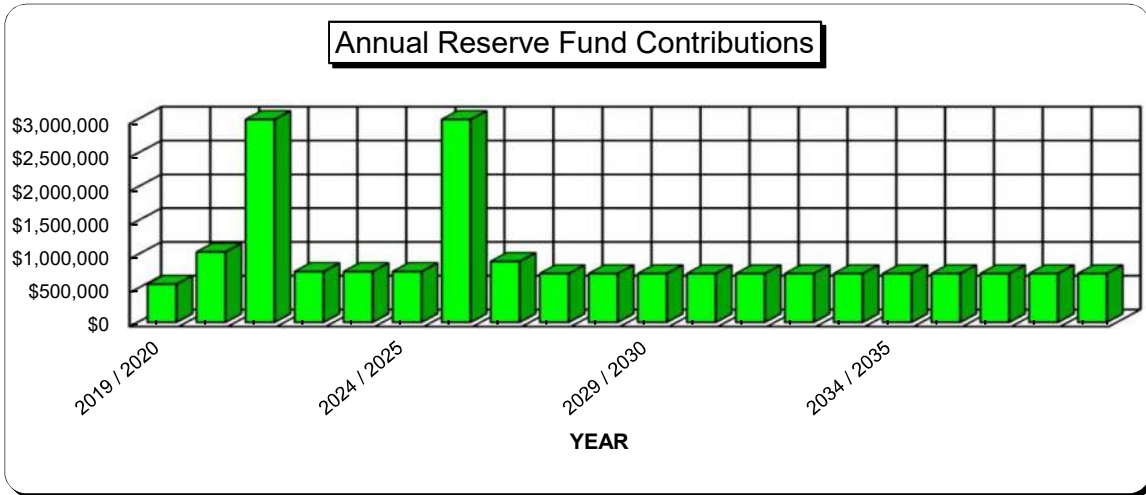
Project #: 19-472

Version #: DRAFT 2.0

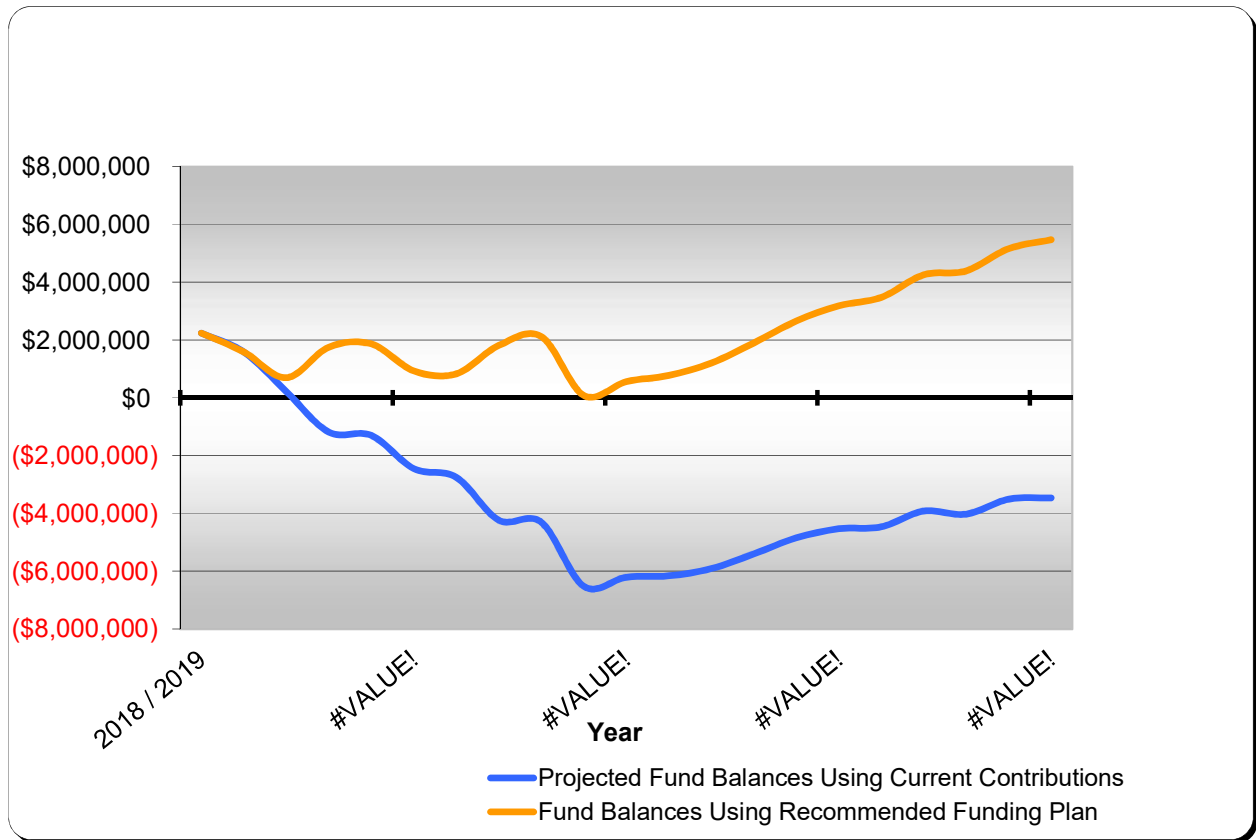
Year	Fiscal Year	Beginning Balance of Reserve Fund	Annual Reserve Fund Contribution	Annual Reserve Fund Increase	Annual Expenses	Annual Interest	Ending Balance of Reserve Fund
0	2018 / 2019						\$2,238,459
1	2019 / 2020	\$2,238,459	\$563,000	0.0%	\$1,253,994	\$37,859	\$1,585,324
2	2020 / 2021	\$1,585,324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

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

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



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



Printed on 14-Jun-19

Building Equipment & Preventative Maintenance 2024

Service	Frequency	Last performed	Next needed	Company
Irrigation sprinkler winter blowout and shutdown	1x/fall	10/23/2023	10/23/2024	Halloran and Yauch, Inc
Irrigation sprinklers spring startup	1x/spring	4/1/2023	4/1/2024	Halloran and Yauch, Inc
Fire extinguishers	1x year	10/1/2023	10/1/2024	Henrichsons
Automatic sliding doors PM	1x year	5/18/2023	2024	Tee Jay
Trailblazer carwash with underbody wash	every fuel up	2/1/2024	various	
Trailblazer oil change and service checks	1x year	2/1/2024	2/1/2025	North Town Auto Service
Trailblazer visual inspection, fluid levels and check lights	4x/year	2/1/2024	5/1/2024	Facilities
Fire alarm wireless transmitter	1x year	2/1/2024	2/1/2025	Fox Valley
Fire alarm and NAC boxes backup batteries	every 2 years	4/19/2022	4/24/2024	Facilities
Annual Fire Alarm Inspection and Testing of Wet Fire Sprinkler Systems	1x year	10/11/2023	2024	FE Moran
Annual Fire Alarm Inspection and Testing of Dry Fire Sprinkler Systems	1x year	10/11/2023	2024	FE Moran
Annual Testing of Fire Pump	1x year	10/11/2023	2024	FE Moran
Annual Testing of Fire Alarm System	1x year	10/11/2023	2024	FE Moran
3 year Air Leakage test of Dry Fire Sprinkler System	every 3 years	12/6/2023	2026	FE Moran
5 Year Internal Inspections	every 5 years	8/5/2019	2024	FE Moran
Security alarm and keycard controller backup batteries	every 2 years	11/1/2020	4/1/2024	Facilities
Bullhorn replace batteries	every year	2/1/2024	2/1/2025	Security monitors
Fire sprinkler wet system	1x year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler wet gauge replacement (3 fire pump room)	every 5 years	3/1/2021	3/1/2026	FeMoran
Fire pump wet system. Discharge, bypass, 2 check valves	every 5 years	10/11/2023	10/11/2028	FeMoran
Fire sprinkler internal obstruction	every 5 years	6/28/2019	6/28/2024	FeMoran
Annual fire pump full flow test	1/year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system gauge replacement (4) in boiler rm	every 5 years	1/1/2020	1/1/2025	FeMoran
Fire sprinkler dry system send heads for UL testing	every 3 years	8/1/2023	8/1/2026	FeMoran
Fire sprinkler dry system partial trip canopy	every year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system partial trip roof	every year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system full trip test canopy	every 3 years	11/1/2023	10/11/2026	FeMoran
Fire sprinkler dry system full trip test roof	every 3 years	10/11/2023	10/11/2026	FeMoran
Fire sprinkler dry system obstruction test	every 5 years	6/28/2019	6/28/2024	FeMoran
Fire sprinkler dry system air leakage test	every 3 years	12/6/2023	12/6/2026	FeMoran
Elevator Monthly preventative maintenance	1x month	5/1/2023	5/1/2024	Colley
Elevator West CAT 1	1x year	4/5/2023	2024	Colley & Thompson - scheduled by Colley
Elevator East CAT 1	1x year	4/5/2023	2024	Colley & Thompson - scheduled by Colley
Elevator West Northbrook inspection	1x year	1/31/2024	2025	Village of Northbrook
Elevator East Northbrook inspection	1x year	1/31/2024	2025	Village of Northbrook
Elevator West FAID test (Fire Alarm Initiating Device)	every 5 years	4/5/2023	2028	Colley, Thompson & FE Moran - scheduled by Colley
Elevator East FAID test (Fire Alarm Initiating Device)	every 5 years	4/5/2023	2028	Colley, Thompson & FE Moran - scheduled by Colley

Auditorium lift preventative maintenance	2x year	9/22/2023	3/15/2024	Garaventa
Auditorium lift CAT 5 pressure test	every 5 years	4/13/2021	2026	Garaventa
Auditorium lift CAT 1	1x year	4/14/2023	2024	Garaventa
Auditorium lift backup batteries				Garaventa
Hot water heater tank anode rod	every 5th year	3/1/2024	3/1/2029	in house
HVAC automation system mainteance	4x year	3/1/2024	6/1/2024	Siemens
HVAC spring PM	1x year	5/1/2024	5/1/2025	Thermo Mechanical
HVAC winter PM	1x year	10/1/2023	10/1/2024	Thermo Mechanical
HVAC mid summer PM	1x year			Thermo Mechanical
HVAC mid winter PM	1x year			Thermo Mechanical
Water treatment	12x year	3/1/2024	4/1/2024	Wet solutions
State Boiler inspection (4 boiler pressure vessels) Hydrotherm	every 2 years	2/1/2024	2/1/2026	State Fire Marshall
State pressure vessels (air compressor) Manchester	every 3 years	9/8/2022	9/8/2025	State Fire Marshall
Stat pressure vessels (steam boiler) Columbia	every 2 years	4/1/2023	4/1/2025	State Fire Marshall
Backflow preventers	1x year	6/9/2023	6/1/2024	Chicago Backflow
Sealcoating				
Roofing PM and inspection report	2x year	12/1/2023	6/1/2024	Olsson Roofing
Lechner entry rugs and cleaning	every other week			Lechner
Uniform rental and cleaning	1x week	4/26/2022		Cintas
Washroom deep cleaning	12x year	2/1/2024	3/1/2024	Cintas Uniforms
Window washing	1x year	8/1/2023	8/1/2024	Service building services
Upholstery cleaning (auditorium, patron, staff)	every 5 years	3/1/2024	3/1/2029	Hang n Shine
Carpet cleaning	4x year	2/1/2024	6/1/2024	Sterling Systems
Janitorial Services	every day	5/1/2023		Best Quality
Auditorium concrete machine scrubbing	as needed	8/1/2023		Best Quality
EM generator				
Pollack folding partition	2x year	2/1/2023	2/1/2024	Folding Partion Services (FPS)
Paper curtter	1x year	2/5/2020		Schlesinger Machinery
Snow and ice handling	as needed	as needed		Snow Systems
Plant rental and maintenance	as needed	3/1/2024	4/1/2024	Yellowstone Landscaping (Moore)
Mobile Lift (MEWP) safety certification	1x/year	4/1/2024	4/1/2025	Burris equipment
Exterminators	as needed			Quick kill
FCC Licensce	10 years	6/1/2019	6/1/2029	The Fit Coordinator
Fish Tank Mainteance	2x month			Aquatic Works

# Attachment C: Facilities Job Descriptions

## Job Description

Position Title: Facilities Department Manager  
Classification: K (\$40.88-\$59.05/hr)  
Supervisor Title: Finance & Operations Director  
FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

Ability to openly and respectfully engage with staff, patrons, supervisor and others.  
Ability to work accurately in a changing and varied environment, and with frequent interruptions.

Ability to maintain patron privacy and confidentiality of patron records.

Ability to communicate clearly.

Ability to use various technologies to complete work.

Ability to follow library policies and procedures.

Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Finance & Operations Director, this position facilitates superior library service to patrons through administration of the Facilities Department, overseeing the maintenance, repair and cleaning of the building and grounds.

## REQUIREMENTS FOR THIS POSITION

- Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. Bachelor's Degree) or experience:
  - **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
  - **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.



- **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
- **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
- **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.
- Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
- Thorough knowledge of basic maintenance and facility materials, tools, and equipment.
- Thorough knowledge of the repair and maintenance of heating and cooling systems.
- Working knowledge of painting, carpentry, electrical and plumbing methods and techniques.
- Working knowledge of library and facility related technology and software with the ability to problem solve and troubleshoot.
- Working knowledge of budget preparation, administration, project planning, and supervisory methods and techniques.
- Knowledge of architectural blueprints and construction codes.
- Five years of experience in general building maintenance and repair including maintaining building systems.
- Three years of supervisory experience.
- Valid driver's license.

## ESSENTIAL FUNCTIONS

1. Oversees the ongoing maintenance and upkeep of the building and grounds to keep the facility clean, attractive, and safe for staff and patrons.
2. Hires, trains, coaches, schedules, disciplines, evaluates, and supervises assigned staff; coordinates and monitors work flow to determine staffing needs.
3. Assists in the project planning, implementation, and completion of building and grounds capital projects.
4. Develops strategic goals, processes, and procedures for the Facilities Department.
5. Prepares and maintains departmental records, statistics and reports.
6. Works closely with the security monitor to resolve issues.
7. Performs building maintenance, repair and/or alteration projects including minor plumbing, carpentry, painting, and electrical repairs.
8. Actively participates in the management team and management team initiatives by attending department managers and all staff meetings and serving as a liaison between other managerial staff and department staff.

9. Contributes to planning and goal setting processes for the entire library.
10. Sets up meeting rooms and auditorium while using room booking software.
11. Participates in appropriate local, state and national organizations.
12. Participates in relevant training, continuing education and/or staff development.
13. Performs other duties as assigned.

## **WORK ENVIRONMENT**

Work is regularly performed around moving mechanical parts and occasionally in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Some remote work may be available.

## **PHYSICAL REQUIREMENTS**

- Constantly moves about the building floors and grounds.
- Frequently monitors internal and external conditions for temperature and inclement weather.
- Frequently retrieves, transports, and places objects up to 125 lbs.
- Frequently ascends/descends by mechanical lift and ladders up to 20 feet.
- Frequently positions self to inspect, service, place and remove objects and equipment.
- Frequently operates a computer or tablet and inspects and operates tools and machinery with buttons or a touch pad.
- Frequently exchanges information with staff and vendors.
- Occasionally uses chemicals for building maintenance.
- Occasionally operates a vehicle to deliver or retrieve objects.

# Job Description

Position Title: Facilities Assistant  
Classification: E (\$40.88-\$59.05/hr)  
Supervisor Title: Facilities Department Manager  
FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

Ability to openly and respectfully engage with staff, patrons, supervisor and others.  
Ability to work accurately in a changing and varied environment, and with frequent interruptions.

Ability to maintain patron privacy and confidentiality of patron records.

Ability to communicate clearly.

Ability to use various technologies to complete work.

Ability to follow library policies and procedures.

Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Facilities Manager, this position facilitates superior library service by performing building maintenance, handling repair and/or alteration projects, cleaning areas of the building, and maintaining the library grounds while using the online ticketing system to track issues.

Specific responsibilities will be assigned by the Facilities Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

- Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:
  - **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
  - **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.

- **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
- **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.
- Working knowledge of basic maintenance and facility materials, tools, and equipment.
- Working knowledge of painting, carpentry, electrical and plumbing methods and techniques.
- Working knowledge of the repair and maintenance of heating and cooling systems.
- Knowledge of library and facility related technology and software with the ability to problem solve and troubleshoot.
- Experience in general building maintenance and repair.
- Valid driver's license.

## ESSENTIAL FUNCTIONS

1. Performs ongoing maintenance and upkeep of the building and grounds to keep the facility clean, attractive, and safe for staff and patrons.
2. Sets up meeting rooms and auditorium while using room booking software
3. Performs building maintenance, repair and/or alteration projects including minor plumbing, carpentry, painting, and electrical repairs.
4. Assists with other maintenance tasks including delivery of materials and emptying book drops and assists with security when security monitors are not in the building.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

## WORK ENVIRONMENT

Work is regularly performed around moving mechanical parts and occasionally in outside conditions that include inclement weather, heat, and humidity. Noise level may be loud at times.

## PHYSICAL REQUIREMENTS

- Constantly moves about the building floors and grounds.
- Frequently monitors internal and external conditions for temperature and inclement weather.
- Frequently retrieves, transports, and places objects up to 125 lbs.
- Frequently ascends/descends by mechanical lift and ladders up to 20 feet.
- Frequently positions self to inspect, service, place and remove objects and

equipment.

- Frequently operates a computer and inspects and operates tools and machinery with buttons or a touch pad.
- Frequently exchanges information with staff and vendors.
- Occasionally uses chemicals for building maintenance.

# JOB DESCRIPTION

Position Title: Facilities Worker  
Classification: C (\$16.48-\$23.80/hr)  
Supervisor Title: Facilities Department Manager  
FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

Ability to openly and respectfully engage with staff, patrons, supervisor and others.  
Ability to work accurately in a changing and varied environment, and with frequent interruptions.

Ability to maintain patron privacy and confidentiality of patron records.

Ability to communicate clearly.

Ability to use various technologies to complete work.

Ability to follow library policies and procedures.

Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Facilities Manager, this position facilitates superior library service by performing detailed cleaning of public areas, work rooms, and offices and assisting with meeting room setups and emptying book drops.

Specific responsibilities will be assigned by the Facilities Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

- Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:
- **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
- **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
- **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
- **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

- Knowledge of routine library functions and procedures.
- Ability to use power and manual tools and machinery indoors and outdoors.
- Ability to work with detail, precision and accuracy.
- Ability to perform continuous, repetitive work.

## ESSENTIAL FUNCTIONS

1. Along with the daily cleaning service, cleans building by dusting, wiping, sweeping, mopping, scrubbing or vacuuming to ensure a tidy appearance of the library.
2. Maintains and replenishes restroom supplies.
3. Serves as a back-up for meeting room setups, emptying exterior book drops, emergency clean ups and assisting with exterior grounds maintenance.
4. Participates in relevant training, continuing education and/or staff development.
5. Performs other duties as assigned.

## WORK ENVIRONMENT

Work is regularly performed around moving mechanical parts and occasionally in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times.

## PHYSICAL REQUIREMENTS

- Constantly moves about the building floors and grounds.
- Frequently retrieves, transports, and places objects up to 125 lbs.
- Frequently positions self to inspect, service, place and remove objects and equipment.
- Frequently operates a computer or tablet and inspects and operates tools and machinery with buttons or a touch pad.
- Frequently exchanges information with staff and vendors.
- Occasionally uses chemicals for building maintenance.



# Job Description

Position Title: Security Monitor

Classification: D

Supervisor Title: Facilities Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Assistant Director, this position facilitates superior library service to patrons by maintaining the safety and security of the public and staff in the building and on the grounds.

Specific responsibilities will be assigned by Assistant Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:
  - **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
  - **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.

- **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
  - **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.
2. Working knowledge of security and emergency safety procedures and practices including de-escalation techniques, mental health first aid, conflict resolution, and mediation.
  3. Working knowledge of library and security related technology and software with the ability to problem solve and troubleshoot.
  4. Knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
  5. Experience working security.

## ESSENTIAL FUNCTIONS

1. Maintains safety for staff and patrons by making the rounds within the building and using trauma informed de-escalation techniques, crisis intervention procedures, and mediation to prevent or resolve incidents.
2. Works closely with the Person in Charge to assist patrons and staff during an incident including evaluating and assessing their level of safety, helping stabilize them in a crisis situation, listening and empathizing with them and helping them connect with family, friends or a community resource.
3. Effectively communicate issues and incidents to Person in Charge and Administration and provide feedback about library security and safety.
4. Assists maintenance staff with minor building and grounds issues or handles maintenance tasks when maintenance staff is not in the building.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.

## WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment and occasionally in outside conditions that include inclement weather, heat and humidity. Noise level may vary from quiet to loud. The employee is required to work evening and weekend hours.

## PHYSICAL REQUIREMENTS

1. Constantly moves about building to assess and address security concerns.

2. Constantly communicates with staff and patrons
3. Constantly discerns items near and far.
4. Frequently transports items weighing up to 35 lbs.
5. Occasionally operates a computer and other office machinery, such as printers and copiers.

Service	Frequency	Last performed	Next needed	Company
Irrigation sprinkler winter blowout and shutdown	1x/fall	10/23/2023	10/23/2024	Halloran and Yauch, Inc
Irrigation sprinklers spring startup	1x/spring	4/1/2023	4/1/2024	Halloran and Yauch, Inc
Fire extinguishers	1x year	10/1/2023	10/1/2024	Henrichsons
Automatic sliding doors PM	1x year	5/18/2023	2024	Tee Jay
Trailblazer carwash with underbody wash	every fuel up	2/1/2024	various	
Trailblazer oil change and service checks	1x year	2/1/2024	2/1/2025	North Town Auto Service
Trailblazer visual inspection, fluid levels and check lights	4x/year	2/1/2024	5/1/2024	Facilities
Fire alarm wireless transmitter	1x year	2/1/2024	2/1/2025	Fox Valley
Fire alarm and NAC boxes backup batteries	every 2 years	4/19/2022	4/24/2024	Facilities
Annual Fire Alarm Inspection and Testing of Wet Fire Sprinkler Systems	1x year	10/11/2023	2024	FE Moran
Annual Fire Alarm Inspection and Testing of Dry Fire Sprinkler Systems	1x year	10/11/2023	2024	FE Moran
Annual Testing of Fire Pump	1x year	10/11/2023	2024	FE Moran
Annual Testing of Fire Alarm System	1x year	10/11/2023	2024	FE Moran
3 year Air Leakage test of Dry Fire Sprinkler System	every 3 years	12/6/2023	2026	FE Moran
5 Year Internal Inspections	every 5 years	8/5/2019	2024	FE Moran
Security alarm and keycard controller backup batteries	every 2 years	11/1/2020	4/1/2024	Facilities
Bullhorn replace batteries	every year	2/1/2024	2/1/2025	Security monitors
Fire sprinkler wet system	1x year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler wet gauge replacement (3 fire pump room)	every 5 years	3/1/2021	3/1/2026	FeMoran
Fire pump wet system. Discharge, bypass, 2 check valves	every 5 years	10/11/2023	10/11/2028	FeMoran
Fire sprinkler internal obstruction	every 5 years	6/28/2019	6/28/2024	FeMoran
Annual fire pump full flow test	1/year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system gauge replacement (4) in boiler rm	every 5 years	1/1/2020	1/1/2025	FeMoran
Fire sprinkler dry system send heads for UL testing	every 3 years	8/1/2023	8/1/2026	FeMoran
Fire sprinkler dry system partial trip canopy	every year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system partial trip roof	every year	10/11/2023	10/11/2024	FeMoran
Fire sprinkler dry system full trip test canopy	every 3 years	11/1/2023	10/11/2026	FeMoran
Fire sprinkler dry system full trip test roof	every 3 years	10/11/2023	10/11/2026	FeMoran
Fire sprinkler dry system obstruction test	every 5 years	6/28/2019	6/28/2024	FeMoran
Fire sprinkler dry system air leakage test	every 3 years	12/6/2023	12/6/2026	FeMoran
Elevator Monthly preventative maintenance	1x month	5/1/2023	5/1/2024	Colley
Elevator West CAT 1	1x year	4/5/2023	2024	Colley & Thompson - scheduled by Colley
Elevator East CAT 1	1x year	4/5/2023	2024	Colley & Thompson - scheduled by Colley
Elevator West Northbrook inspection	1x year	1/31/2024	2025	Village of Northbrook
Elevator East Northbrook inspection	1x year	1/31/2024	2025	Village of Northbrook
Elevator West FAID test (Fire Alarm Initiating Device)	every 5 years	4/5/2023	2028	Colley, Thompson & FE Moran - scheduled by Colley
Elevator East FAID test (Fire Alarm Initiating Device)	every 5 years	4/5/2023	2028	Colley, Thompson & FE Moran - scheduled by Colley

Auditorium lift preventative maintenance	2x year	9/22/2023	3/15/2024	Garaventa
Auditorium lift CAT 5 pressure test	every 5 years	4/13/2021	2026	Garaventa
Auditorium lift CAT 1	1x year	4/14/2023	2024	Garaventa
Auditorium lift backup batteries				Garaventa
Hot water heater tank anode rod	every 5th year	3/1/2024	3/1/2029	in house
HVAC automation system mainteance	4x year	3/1/2024	6/1/2024	Siemens
HVAC spring PM	1x year	5/1/2024	5/1/2025	Thermo Mechanical
HVAC winter PM	1x year	10/1/2023	10/1/2024	Thermo Mechanical
HVAC mid summer PM	1x year			Thermo Mechanical
HVAC mid winter PM	1x year			Thermo Mechanical
Water treatment	12x year	3/1/2024	4/1/2024	Wet solutions
State Boiler inspection (4 boiler pressure vessels) Hydrotherm	every 2 years	2/1/2024	2/1/2026	State Fire Marshall
State pressure vessels (air compressor) Manchester	every 3 years	9/8/2022	9/8/2025	State Fire Marshall
Stat pressure vessels (steam boiler) Columbia	every 2 years	4/1/2023	4/1/2025	State Fire Marshall
Backflow preventers	1x year	6/9/2023	6/1/2024	Chicago Backflow
Sealcoating				
Roofing PM and inspection report	2x year	12/1/2023	6/1/2024	Olsson Roofing
Lechner entry rugs and cleaning	every other week			Lechner
Uniform rental and cleaning	1x week	4/26/2022		Cintas
Washroom deep cleaning	12x year	2/1/2024	3/1/2024	Cintas Uniforms
Window washing	1x year	8/1/2023	8/1/2024	Service building services
Upholstery cleaning (auditorium, patron, staff)	every 5 years	3/1/2024	3/1/2029	Hang n Shine
Carpet cleaning	4x year	2/1/2024	6/1/2024	Sterling Systems
Janitorial Services	every day	5/1/2023		Best Quality
Auditorium concrete machine scrubbing	as needed	8/1/2023		Best Quality
EM generator				
Pollack folding partition	2x year	2/1/2023	2/1/2024	Folding Partion Services (FPS)
Paper curtter	1x year	2/5/2020		Schlesinger Machinery
Snow and ice handling	as needed	as needed		Snow Systems
Plant rental and maintenance	as needed	3/1/2024	4/1/2024	Yellowstone Landscaping (Moore)
Mobile Lift (MEWP) safety certification	1x/year	4/1/2024	4/1/2025	Burris equipment
Exterminators	as needed			Quick kill
FCC Licensce	10 years	6/1/2019	6/1/2029	The Fit Coordinator
Fish Tank Mainteance	2x month			Aquatic Works

**NORTHBROOK PUBLIC LIBRARY**  
**FACILITIES MANAGEMENT AGREEMENT**

This **AGREEMENT** is dated as of the \_\_\_\_ day of \_\_\_\_\_, 2024 ("**Agreement**"), and is by and between the **NORTHBROOK PUBLIC LIBRARY ("**Library**")**, an Illinois local library, and \_\_\_\_\_ ("**Vendor**"). The Library and Vendor may be referred to individually as "**Party**" or jointly as "**Parties**" throughout this Agreement.

**IN CONSIDERATION OF** the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the Library's authority, the Parties agree as follows:

**SECTION 1. VENDOR AND SCOPE OF SERVICES.**

**A. Engagement of Vendor.** The Library desires to engage the Vendor to perform and provide the services described in the Vendor's proposal, a copy of which is attached as **Exhibit A** to this Agreement ("**Proposal**"). The Vendor represents it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the services set forth in the Proposal ("**Services**") in accordance with the standards of practice, care, and diligence practiced by recognized companies or firms performing services of a similar nature in existence at the time of performance. The representations and certifications expressed are in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are reserved to the Library.

**B. Commencement; Time of Performance.** The Vendor must commence the Services immediately upon receipt of written notice that this Agreement has been fully executed by the Parties ("**Commencement Date**"). The Vendor must diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the Library ("**Time of Performance**"), unless extended by the Library in its discretion.

**C. Agreement Amount.** The total amount billed for the Services during the term of this Agreement shall not exceed the amount identified in the Proposal without the prior express written authorization of the Library. The Vendor must submit invoices in an approved format to the Library for costs incurred by the Vendor in performing the Services. The amount billed in these invoice must be based on the rates set forth in the Proposal. The Library agrees to pay to the Vendor the amount billed within 30 days after receiving a proper invoice.

**D. Term.** The term of this Agreement is three (3) years, beginning on the Commencement Date. Notwithstanding any other provision hereof, the Library may terminate this Agreement, with or without cause, at any time upon 15 days' prior written notice to the Vendor. In the event this Agreement is terminated, the Vendor will be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed determined on the basis of the rates set forth in the Proposal.

**SECTION 2. INDEMNIFICATION; INSURANCE.**

**A. Indemnification.** The Vendor proposes and agrees that the Vendor will indemnify, save harmless, and defend the Library against all damages, liability, claims, losses, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in

connection with the Vendor's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in this Agreement.

B. **Insurance.** The Vendor will, at its sole cost, obtain and keep in force at all times during the performance of any work referred to above, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

1. Workers' Compensation:
  - (a) State: Statutory
  - (b) Employer's Liability
    - \$1,000,000.00 Per Accident
    - \$1,000,000.00 Disease, Policy Limit
    - \$1,000,000.00 Disease, Each Employee
2. Commercial General Liability: \$2,000,000.00 General Aggregate
3. Business Automobile Liability (including owned, non-owned and hired vehicles):
  - i. Bodily Injury:
    - \$1,000,000.00 Per Person
    - \$1,000,000.00 Per Accident
  - ii. Property Damage
    - \$1,000,000.00 Per Occurrence
  - iii. Umbrella Excess Liability: \$2,000,000.00 over Primary Insurance

The Vendor must name the Library as an additional insured and provide Library with Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of Library to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Library to identify a deficiency from evidence that is provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance. The Vendor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Library. Upon request, the Vendor will provide copies of any or all policies of insurance maintained in fulfillment hereof. Failure to maintain the required insurance may result in termination of this Agreement at Library's option.

### **SECTION 3. DEFAULT.**

If it should appear at any time that the Vendor has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("**Event of Default**"), and fails to cure any such Event of Default within 10 business days after the Vendor's receipt of written notice of such Event of Default from the Library, then the Library will have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Vendor.** The Library may require the Vendor, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Vendor and the Services into compliance with this Agreement.



2. Termination of Agreement by Library. The Library may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by Library. The Library may withhold from any payment, whether or not previously approved, or may recover from the Vendor, any and all costs, including attorneys' fees and administrative expenses, incurred by the Library as the result of any Event of Default by the Vendor or as a result of actions taken by the Library in response to any Event of Default by the Vendor.

#### **SECTION 4. SPECIAL PROVISIONS.**

**A. Relationship of the Parties.** The Vendor acts as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Library and Vendor; or (2) to create any relationship between the Library and any subcontractor of the Vendor.

**B. Conflict of Interest.** The Vendor represents and certifies that, to the best of its knowledge, (1) no Library employee or agent is interested in the business of the Vendor or this Agreement; (2) as of the date of this Agreement neither the Vendor nor any person employed or associated with the Vendor has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Vendor nor any person employed by or associated with the Vendor shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

**C. No Collusion.** The Vendor represents and certifies that the Vendor is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Vendor represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Library prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Vendor has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Vendor shall be liable to the Library for all loss or damage that the Library may suffer, and this Agreement shall, at the Library's option, be null and void.

**D. Compliance With Laws and Grants.** Vendor must give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Vendor must also

comply with all conditions of any federal, state, or local grant received by the Library or Vendor with respect to this Agreement or the Services. Vendor is solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Vendor's, or its subcontractors, performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Agreement is deemed to be inserted.

To the extent that the Prevailing Wage Act applies, the Vendor must pay, and require every subcontractor to 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 Vendor 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 the Vendor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Vendor and not at the expense of the Library. 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 Vendor 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 the State. The Vendor 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 Library 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://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> Vendor is advised that the Department revises the prevailing wage rates and the Vendor has an obligation to check the Department's web site for revisions.

**F. Mutual Cooperation.** The Library agrees to cooperate with the Vendor in the performance of the Services, including meeting with the Vendor and providing the Vendor with such information that the Library may have that may be relevant and helpful to the Vendor's performance of the Services. The Vendor agrees to cooperate with the Library in the performance of and the completion of the Services and with any other vendors engaged by the Library.

**G. Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Vendor in connection with any or all of the Services to be performed under this Agreement ("**Documents**") are deemed the exclusive property of the Library. At the Library's request, or upon termination of this Agreement, the Vendor will cause the Documents to be promptly delivered to the Library.

**H. Freedom of Information Act.** The Vendor agrees to maintain, without charge to the Library, all records and documents for projects of the Library in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Vendor must produce records which are responsive to a request received by the Library under the Freedom of Information Act so that the Library 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 Vendor must notify the Library and if possible, the Library will request an extension so as to comply with the Act. In the event that the Library is found to have not complied with the Freedom of Information Act due to Vendor's failure to furnish documents or otherwise appropriately respond to a request under the Act, then Vendor will indemnify and hold the

Library harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

**SECTION 5. GENERAL PROVISIONS.**

**A. Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

**B. Assignment.** This Agreement may not be assigned by the Library or by the Vendor without the prior written consent of the other Party.

**C. Binding Effect.** The terms of this Agreement will bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

**D. Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (4) by email. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt; (d) time-stamp email was sent. By notice complying with the requirements of this Section, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other Party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Library shall be addressed to, and delivered at, the following address:

Northbrook Public Library  
Attn: Executive Director  
1201 Cedar Lane  
Northbrook, IL 60062  
[khall@northbrook.info](mailto:khall@northbrook.info)

Notices and communications to the Vendor shall be addressed to, and delivered at, the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Library.

**F. Governing Laws.** This Agreement will be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of Cook County, Illinois.

**G. Entire Agreement.** This Agreement constitutes the entire agreement between the Parties to this Agreement and supersedes all prior agreements and negotiations between the Parties, whether written or oral relating to the subject matter of this Agreement.

**H. Waiver.** Neither the Library nor the Vendor shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Library or the Vendor to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Library's or the Vendor's right to enforce such rights or any other rights.

**I. Severability.** The invalidity of any section, paragraph, or subparagraph of this Agreement shall not impair the validity of any other section, paragraph, or subparagraph. If any provision of this Agreement is determined to be invalid or otherwise unenforceable, such provision shall be deemed severable.

**J. Exhibits.** Exhibit A is attached to this Agreement, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NORTHBROOK PUBLIC LIBRARY**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**VENDOR**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A**  
**PROPOSAL**



# ABM Response to Northbrook Public Library

## Building Management Services

### Presented to:

Anna Amen  
Finance and Operations Director  
Northbrook Public Library

### Presented by:

Bill Matt  
Regional Business Development Manager  
Engineering SME Central Region  
ABM | Engineering

DEC  
23  
2024





Bill Matt, Regional Business Development Manager  
Engineering SME Central Region  
180 North LaSalle Street, Suite 1700  
Chicago, Illinois 60601  
773.562.0439 | [bill.matt@abm.com](mailto:bill.matt@abm.com)



December 23, 2024

Anna Amen  
Finance and Operations Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

Dear Anna,

With great enthusiasm, ABM Engineering presents our proposal to support the Northbrook Public Library in its mission to build community, champion intellectual freedom, and provide open access to the world of knowledge in a welcoming, inclusive environment. We understand the importance of maintaining a world-class facility that not only meets but exceeds the expectations of those who visit, work, and thrive within its walls. A library of your caliber deserves operations, maintenance staffing, and support that reflect the same excellence and dedication as your service to the community.

During the RFP process, we carefully reviewed and responded to the thoughtful questions you submitted, allowing us to tailor a solution that aligns perfectly with the library's immediate operational needs and future planned projects. At ABM, we pride ourselves on staffing facilities like Northbrook Public Library with expert professionals who deliver proactive maintenance and reliable support to uphold a safe, welcoming, and seamless environment for every visitor and staff member.

As evidenced by the references included in our proposal, libraries nationwide have partnered with ABM to create environments that exemplify the pinnacle of operational excellence. These partnerships stand as a testament to our expertise in providing world-class facility management solutions, enabling libraries to focus on their core mission of serving the public. We are excited to bring this same commitment and capability to the Northbrook Public Library.

Thank you for the opportunity to propose our services. We look forward to the possibility of partnering with you to ensure the library remains a beacon of knowledge and inclusivity for years to come.

Sincerely,

A handwritten signature in black ink that reads 'Bill Matt'.

Bill Matt  
Regional Business Development Manager  
Engineering SME Central Region



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# Attachment A: Proposal Template

*Proposals must be submitted electronically in PDF format to Anna Amen, Finance and Operations Director, at [aamen@northborok.info](mailto:aamen@northborok.info) by Friday, December 23, 2024, at 9:00am. All questions regarding this proposal should be sent to Anna Amen, Finance and Operations Director, [aamen@northborok.info](mailto:aamen@northborok.info) by December 10, 2024.*

## Contact Information

1. Name of Company
2. Contact name and title
3. Address
4. Phone number
5. Email

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## Number of Employees

6. Employees Total # of Employees:

# of Employees	Title / Role
8,385	Total ABM Staff and Management Team Members in the US
85,144	Total ABM Frontline Team Members in the US
264	Staff and Management Team Members in Illinois
4,845	Total Frontline Team Members in Illinois
Staff for Northbridge Public Library	
# of Employees	Title / Role
1	Facilities Department Manager / Chief Engineer

## Independent Contractors

### 7. Independent contractors (if any)

Total # of IC:

# of IC	Role
Not Applicable	ABM will self-perform all aspects of building management services.

## Company Overview and Qualifications

### 8. Company background and qualifications

ABM (NYSE: ABM) is one of the world’s largest providers of facility services and solutions. A driving force for a cleaner, healthier, and more sustainable world, ABM provides essential services and forward-looking performance solutions that improve the spaces and places that matter most. From curbside to rooftop, we provide comprehensive facility services that include janitorial, engineering, parking, electrical & lighting, energy solutions, HVAC & mechanical, landscape & turf, and mission critical solutions. We serve a wide range of industries – from commercial office buildings to universities, airports, hospitals, data centers, manufacturing plants and distribution centers, entertainment venues, and more. Founded in 1909, ABM serves over 20,000 clients, with annualized revenue approaching \$8.1 billion and more than 100,000 team members in 250+ offices throughout the United States, United Kingdom, Republic of Ireland and other international locations.

Unlike our competitors, we typically utilize our in-house capabilities to self-perform most facilities management. In our partnership with Northbrook Public Library, ABM is the single point of contact, and we are accountable for every aspect of the program.

### ABM at a Glance

 <p><b>Electrical</b> We’ve installed <b>30,000+</b> EV charging ports across the US</p>	 <p><b>Janitorial</b> Each day we clean <b>5+ billion</b> sq. ft. of buildings</p>
 <p><b>Energy</b> We’ve reduced our clients’ average energy use by <b>32%</b></p>	 <p><b>Landscape and Turf</b> We maintain <b>55,000+</b> acres of landscaping and golf courses</p>
 <p><b>Facilities Engineering</b> Our <b>10,000+</b> certified engineers keep buildings running</p>	 <p><b>Mission Critical</b> We service and maintain <b>30+ million</b> sq. ft. of data center space</p>
 <p><b>HVAC &amp; Mechanical</b> We service and maintain <b>500,000+</b> heating and cooling systems</p>	 <p><b>Parking and Transportation</b> We collect <b>\$704+ million</b> in parking revenue for our clients</p>

## Our Goal

We provide our clients with best-in-class facilities management solutions to address their facilities' challenges while meeting their unique requirements. Our needs-based approach provides:

- Reduced management costs and subcontractor expenses by self-performing most services to eliminate fees on top of fees
- National coverage through our extensive branch network—we are where you are
- A full breadth of capabilities that provide virtually every service you need, all from one supplier
- Streamlined account management through a single point-of-contact
- Compliance with site specific policies and standards via our customized operations playbooks
- Access to centralized account support resources across our enterprise, including industry leading subject matter experts (SME)
- Technical expertise from job and safety training of carefully selected and screened employees, with ongoing refresher training
- Access to ABM's nationally negotiated contracts for supplies and equipment
- Centralized billing and accounting for clients with multiple sites
- Energy conservation and environmental initiatives

## Our Advantage

ABM's key advantage is our focus on our core business, facility services. All our revenue comes from facility service lines of business. We self-perform most components of a full-service maintenance program including account management, technical staffing, preventive maintenance, and an array of specialty services including non-routine and emergency response services.

We have established and maintain an outstanding reputation in the marketplace due to our breadth of experience, coupled with our account management infrastructure focusing on **making a difference, every person, every day**, which enables us to remain focused on consistent service delivery.

## About Us

- Founded in 1909
- 20,000 clients
- 250+ locations in US, UK, and Canada
- \$8.1 billion in revenue
- 100,000+ team members

## Purpose

To care for the people, spaces, and places that are important to you

## Vision

To be the clear choice in industries we serve through engaged people

## Mission

To make a difference every person, every day

## Values

Respect, Integrity, Collaboration, Innovation, Excellence, Trust

## Company History



ABM began as a modest window cleaning business in San Francisco in 1909. Known as American Building Maintenance Co. at the time, the company spent the next few years growing its window washing business into a complete janitorial services company. In 1920, on the strength of founder Morris Rosenberg's strong customer relationships with several prominent owners of office buildings and movie theaters on the Pacific Coast, the company opened offices in Los Angeles, Portland, and Seattle. By 1932, ABM had roughly 1,500 employees, as well as clients that included banks, theaters, office buildings, department stores, and one university.

### Expanding Beyond a Janitorial Company

Growth of the company continued through the end of World War II. New branches included: Dallas, Detroit, New York, Miami, Houston, Minneapolis, and Toronto. By the mid-1960s Ampco Auto Parks became the newest subsidiary of ABM. Soon after, the company acquired a mechanical services company and a security services company becoming an integrated facilities service provider. ABM was first included on the New York Stock Exchange in the early 1970s. The '80s were a continued time of growth. ABM's parking services took on its first parking garage in New York City, our lighting subsidiary opened branches in Dallas and Denver, and ABM's janitorial services opened an office in downtown Boston.

In 1994, to reflect the diversification of American Building Maintenance Industries into complete facility services, the company's name was changed to ABM Industries Incorporated.

### Growth Through Acquisitions

ABM made several additional acquisitions between 2000-2020. Our most recent include Able Services (2021), Momentum Support (2022), RavenVolt (2022), and Quality Uptime (2024). As a result of these strategic changes, we have strengthened our ability to offer janitorial, parking, facilities services, building & energy solutions, mission critical, and airline services, on a standalone basis or in combination, and positioned ourselves as a leading integrated facilities management company internationally.

### ABM Today

Today, ABM provides commercial cleaning and maintenance, facility engineering, energy efficiency, and parking services to clients in the United States, Puerto Rico, Canada, and the United Kingdom. With revenues of \$8.1 billion and more than 100,000 employees, we build value for our more than 20,000 clients.



## Financial Stability

By faithfully serving over 20,000 clients nationwide, ABM has generated annualized revenue over \$8.1 billion in over 200 metro areas. ABM is Sarbanes-Oxley compliant, so we adhere to strict third-party auditing to safeguard our shareholders and clients from malicious business practices. We have an exceptionally transparent balance sheet comprised of a strong cash position, minimal debt, and a solid performance record boasting consecutive quarterly dividends since 1965. ABM is also one of the largest facilities services contractors on the New York Stock Exchange. Our subsidiaries are leaders in their respective fields and are capable of independent growth as well as growth through acquisition. Our size, operational infrastructure, and financial strength enable us to offer customers a level of sophistication that translates into savings and peace of mind.

Our Annual Reports are posted online: <https://abm.gcs-web.com/financial-information/annual-reports>

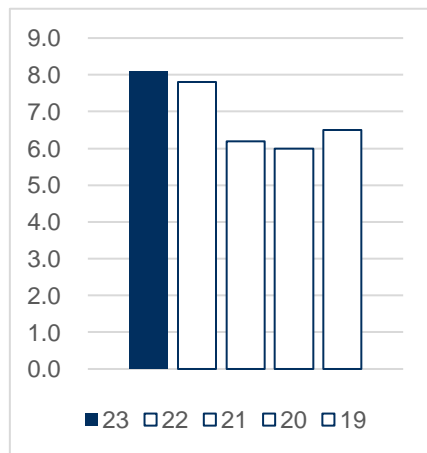
Quarterly press releases are available at: <http://investor.abm.com/releases.cfm>

## Financial Highlights

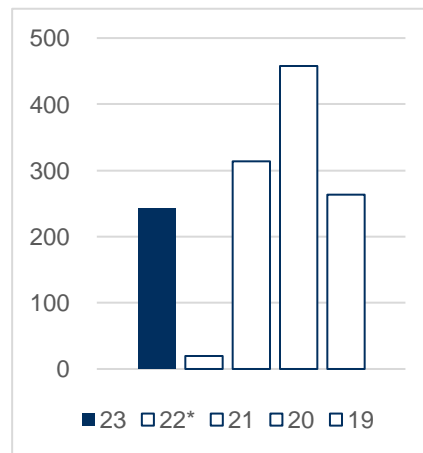
Year Ended October 31

Fiscal Year	2023	2022	2021	2020	2019
<b>Revenues (\$ in millions)</b>	<b>\$8,096.4</b>	<b>\$7,806.6</b>	\$6,228.6	\$5,987.6	\$6,498.6
<b>Net cash provided by continuing operating activities</b>	<b>\$243.3</b>	<b>\$20.4*</b>	\$314.3	\$457.5	\$262.8

\*Includes an anticipated one-time cash charge, details available in the 2022 annual report linked above.



Revenues (in billions)



Net Cash Provided by Continuing Operating Activities (in millions)

## Experience in Facilities Engineering

### Similar Clients

ABM provides engineering services to hundreds of properties across the country. Below is a sampling of ABM's engineering clients:

- State of California
- CBRE
- City of Worthington, OH
- Commonwealth Partners
- Cushman and Wakefield
- Equity Office Properties
- The Irvine Company
- Jamison Properties
- Jones Lang LaSalle
- LBA Realty
- Lincoln Properties

### Associations

ABM is an active member and participant in the following industry organizations and associations:

- Building Owners and Managers Association ([BOMA](#))
- Commercial Real Estate Women Network ([CREW](#))
- Corporate Real Estate Network, Global ([CoreNet](#))
- North American Technician Excellence ([NATE](#))
- Institute of Real Estate Management ([IREM](#))
- National Association of Corporate Real Estate Executives ([NACORE](#))
- International Facility Management Association ([IFMA](#))
- US Green Building Council ([USGBC](#))
- Building Services Contractors Association International ([BSCAI](#))
- Community Association Institute ([CAI](#))
- ENERGY STAR Partner ([ES](#))
- International Crime Free Association ([ICFA](#))
- International Downtown Association ([IDA](#))
- International Sanitary Supply Association ([ISSA](#))

### Did You Know?

ABM services and maintains over **500,000+** heating and cooling systems.

We manage **30+ million** total sq. ft. of data center space.

ABM offers **24/7** emergency chiller service.



## Experience in Government

ABM provides services to municipal, county and government buildings across the country. This includes facilities such as, libraries, government offices, town halls, city halls, public health centers, community centers, senior centers, fire stations, police stations, etc.

## Similar Clients

The following is a sampling of clients similar to Northbrook Public Library that we service.

- City of Minneapolis, MN
- City of Chicago, IL
- City of Minneapolis, MN
- City of Phoenix, AZ
- City of Charleston, SC
- City of San Diego, CA
- City of Virginia Beach, VA
- City of West Hollywood, CA
- County of Sonoma, CA
- City of Galveston, TX
- City of New York, NY
- Lowndes County Government
- County of Essex
- State of Washington DMV, WA

## Libraries Serviced by ABM

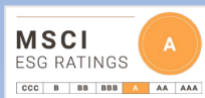
ABM cleans services 120 public libraries in 15 states and the District of Columbia. At 200+ colleges and universities across the US, we provide facilities maintenance services, including stable environments that sustain library collections ranging from microfiche all the way to rare book collections. Please see page 64 for more information about our library partners.

## Recent Industry Awards

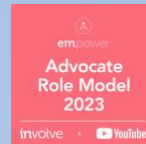
### Our Use of Technology and Data



### The Client Experience



### The Team Member Experience



## Additional Information

### 9. Additional Information (Any additional information demonstrating the company's capabilities and value proposition)

#### Outsourcing: Self-Performance as the Foundation

ABM takes pride in our ability to self-perform at a higher level than any service provider in our industry. **However, how is this beneficial to you?**

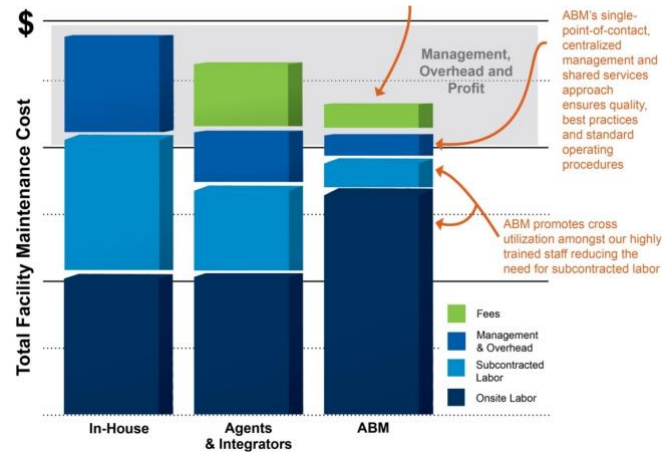
First, ABM's low management fees and overhead costs significantly reduce administrative and in-house management.

Second, our single point of contact, centralized management, and shared services approach promotes quality, best practices, and adherence to standard operating procedures (SOPs) for you. It is built into our KPIs and in how we do business.

Third, ABM promotes cross-utilization among our highly trained staff, reducing the need for subcontracted labor that shows up on the site and charges hourly truck-based rates, rather than accounting for talented labor over the course of the full year.

**How Self-Performance Benefits Our Clients**

ABM's low fees and management and overhead cost significantly reduce administrative and in-house costs.



Based on our research and experience, similar first-time assignments typically have a self-performance level around 40%, meaning that for every dollar spent on maintenance, \$.60 goes to outside contractors and \$.40 is spent on in-house labor. ABM typically drives the percentage of self-performance closer to 70%, and after a year, we push for 80%. If our hourly labor costs are based on a technician being on-site full-time, the hourly rates are significantly lower than if periodic subcontractors performed those tasks. Trip charges, minimum start up fees, travel time, etc. are common in this environment. Through training and a measured approach that continuously incentivizes the account to drive toward maximum self-performance, we reduce overall costs and improve quality.

Self-performance has been our most effective method for achieving value for our clients. But self-performing or subcontracting a service is evaluated based on the client's SOW, SLAs, location, and what is best for them.

#### Self-Perform Strategy

For each service performed in-house for Northbrook Public Library, ABM develops operations and maintenance protocols outlining processes and procedures for your care and handling. These include SOPs, preventive and predictive maintenance checklists, staff skills and requirements, and activity schedules based on the manufacturers' operations and maintenance manuals and are then tailored to meet the site-specific needs. Having sound operational documentation ensures that no gaps exist during transition particularly around how and when we maintain key equipment areas.

## Engineering Capabilities

Hiring ABM to protect building system assets enables owners, corporate occupants, and property management companies to focus on driving their business value and reducing risk in their own operations. Founded on core cultural values that put the client first, ABM offers clients' significant advantages, including:

- Well-connected managers with the established networks and firsthand knowledge critical to managing top-notch engineering talent
- Professional human resource management, proven record of successful employee recruitment and industry code compliance
- Large employer of stationary engineers in major U.S. markets
- Access to national procurement program for direct spend savings, supported by a flexible purchasing process
- An approach committed to sustainability, energy efficiency, and green building practices

ABM has remained true to its mission – to make a difference, every person, every day – and vision – to be the clear choice in the industries we serve through engaged people.

Our client-centric approach and ability to work as one team with our clients to solve their issues have contributed to differentiate us in the marketplace and create genuine business value with a positive user experience. Our structured methodologies, procedures, documentation, and large, experienced engineering staff results in more efficient operations.

As one of the largest providers of stationary engineering resources, we have provided engineering services to clients in all major markets across the U.S.



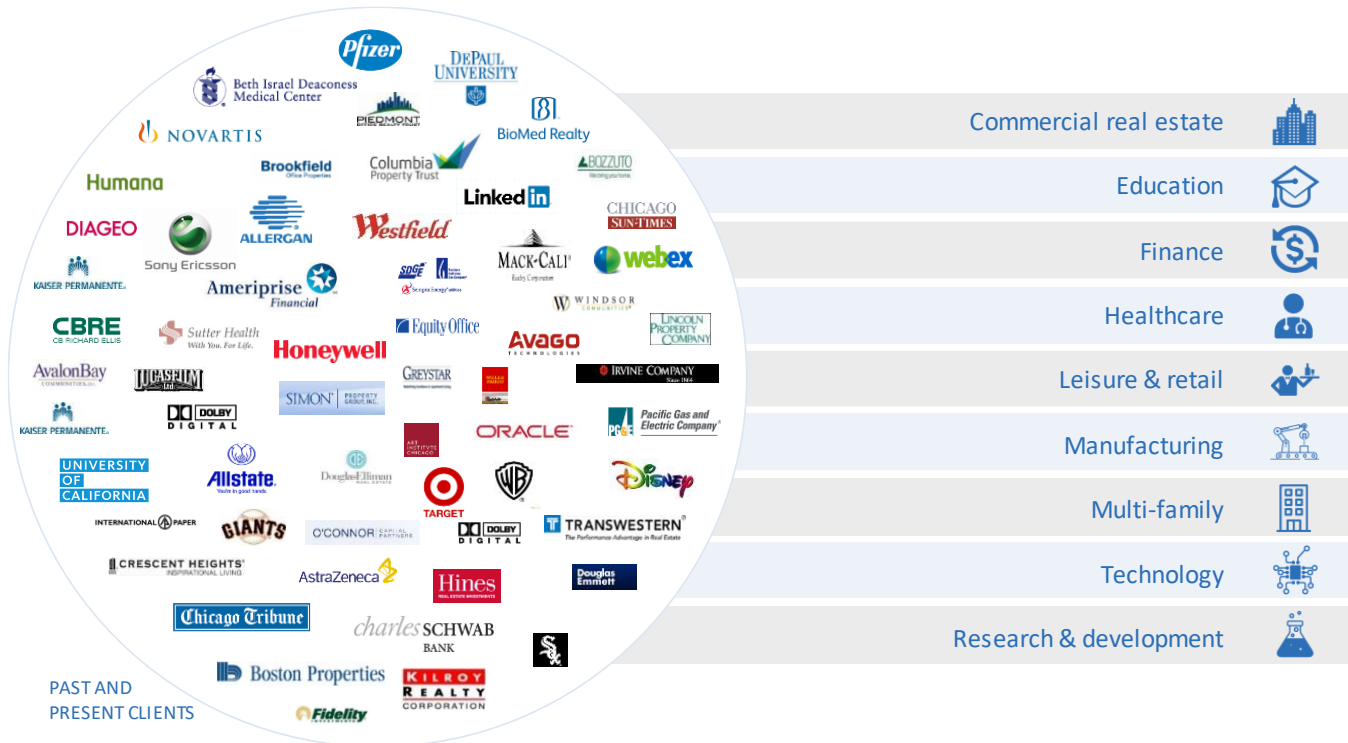
### Capabilities

We provide onsite stationary engineering services to 1 billion square feet of real estate assets in the United States.

- **10,000** engineers
- **3,500+** client sites
- **1 billion** square feet
- **50** states

## National Presence

For nearly half a century, ABM has demonstrated an impressive record of providing excellent, responsive engineering services at facilities across the US. Protecting major building system assets worth millions of dollars requires specialized management expertise with a highly sophisticated operating platform. Our programs, methodologies, and leading-edge technology systems drive service inefficiencies out, reduce deferred maintenance backlog, and enhance equipment uptime at all the assets we service. We are confident that our approach provides responsive engineering services that maximize staff utilization while maintaining service quality and asset reliability.





## Engineering Services

The ABM engineering team provides a full scope of engineering services to support efficient and effective operation of our clients' assets, typically including:

### Engineering Labor Management

Provide management, supervision, and labor to operate and maintain the mechanical and utility infrastructure of facilities, often supporting 24/7/365 operations.

### Operation and Maintenance (O&M)

Provide operation and maintenance of facility mechanical infrastructure (e.g., cooling, heating, plumbing, mechanical, electrical distribution, life safety systems), using building automation systems as applicable.

### Preventive Maintenance

Perform preventive maintenance on mechanical equipment to ensure energy-efficient operation and extend the useful life of these assets.

### Inspection and Testing

Perform inspection and testing of building equipment and systems.

### Workorder Response

Respond to work order requests and service calls, tracking completion using the software system specified by the client.

### Safety Program Implementation

Implement our comprehensive safety training program, including educational safety briefings, mandatory workplace crew OSHA-required training, special seminars and presentations, and walk-through audit reviews.

### Project Delivery

Manage various types of improvement projects as assigned.

### Subcontractor Management

Manage subcontractor services for repair, warranty, maintenance, and code compliance requirements (e.g., back flow prevention certification, infrared scan, emergency generator load bank testing).

### Energy Management

Implement energy efficient programs, including no- and low-cost energy conservation measures, to reduce facility costs and support achieving Energy Star rating.

### On-Site Maintenance

Operate and maintain facility focused on tenant comfort and sustainability with on-site engineers.

### Engineering Manager / Chief Engineer

Support for your facility and your chief engineer for faster talent acquisition, safety best practices, and emerging technologies.

### HVAC

Protect the investment in HVAC equipment and keep it operating efficiently through preventive maintenance and predictive maintenance.

### Filters

Change air filters to keep your air clean and systems running at peak efficiency.

### Climate Control

Keep temperatures comfortable and respond to occupant and tenant requests.

## ABM Technical Solutions Capabilities

### HVAC and Mechanical

- Professional engineering support services
- Programs management
- Upgrades for energy consumption
- Direct digital controls
- Sheet metal service in-house
- Plumbing and piping services
- Process piping
- Testing and balancing – air and water
- Commissioning – system startups
- Tenant space build out
- Mechanical systems fabrication and installation
- Energy management
- Mechanical design-build construction
- Building automation
- Performance contracting
- Remote alarm monitoring
- C.F.C. refrigerant changeovers
- Indoor air quality programs
- Building operation and maintenance
- Mechanical systems maintenance
- Building operation and maintenance
- Facilities management
- Chiller services





## Electrical and Lighting

- Electrical troubleshooting and repair
- Thermal imaging
- Traditional and digital (LED) sign repair
- Fixture (LED) and pole upgrade/replacement
- Energy/rebate program administration
- Electrical and lighting design/engineering
- Turnkey electric vehicle charging stations
- Ultrasonic pole inspection
- Emergency/exit lighting
- Interior lighting maintenance
- Exterior lighting maintenance
- Electrical service upgrades
- Landscape lighting
- Group relamping



## Electrical and Power

- NFPA 70E compliance programs
- Acceptance testing and commissioning
- Maintenance and solutions of electrical distribution systems from 480 volts to high voltage
- Startup and commissioning
- Arc flash protection programs
- Power quality solutions
- Life extension, modernization and overhaul services and solutions
- Customized training programs
- Engineering services
- Reliability and acceptance testing and maintenance
- Electrical maintenance programs
- EV charger installation and services
- Mission critical and 24/7 facility service
- Energy storage systems
- Solar PV installation

## Infrastructure Solutions

Our Bundled Energy Solution is a high-efficiency conservation, facility modernization, and technical service program. It handles facility upgrades and funding needs of K-12 schools, higher education facilities, cities, counties, and government buildings. It provides cost-effective methods to make necessary energy and infrastructure improvements.

Infrastructure Solutions designed for each customer's specific requirements, resulting in:

- Increased capital funding for asset replacement
- Guaranteed operating cost and emergency savings
- Reduced downtime and equipment costs
- Improved occupant comfort and safety
- Increased staff productivity
- Reduced environmental impact

We have strategic partnerships with many premier financial institutions that focus on lending to the guaranteed energy savings performance contracting market. We manage millions of dollars' worth of energy projects and have financed projects from a multitude of different markets. These relationships are strengthened by our continued success and driven by meeting project schedule requirements with little to no cost overruns and providing guaranteed savings.

We finance projects through:

- Municipal tax-exempt leases with non-appropriation clauses
- Operating leases (taxable and tax-exempt)
- Certificates of participation (COPs)
- Special purpose entities
- Standard capital leases

We explore the cost-effective options of Build America Bonds and Energy Conservation Bonds, which are backed by the U.S. Treasury.

***Additionally, our current bonding limits are \$70 million on a single project and \$500 million aggregate.***





### Infrastructure Solutions Snapshot

- Savings are **100%** guaranteed
- Our customers' average energy reduction is **32**
- Over **\$1 billion** in energy savings performance contracting (ESPC) work performed
- Vendor Neutral
- **250+** guaranteed energy savings projects completed
- LEED Certified by the U.S. Green Building Council
- **1,200+** ABM team members dedicated to Technical Solutions
- U.S. Department of Energy Qualified Energy Service Company
- NAESCO Accredited since 2012

### Solutions Include:

- Initial feasibility; measurement and verification (M&V)
- Identification and processing of utility rebates and EPA tax incentives
- Structuring financing terms to generate positive cash flow
- Engineering calculations and design; planning and construction of project
- Commissioning and on-site training
- Energy and operational audits
- Ongoing maintenance services



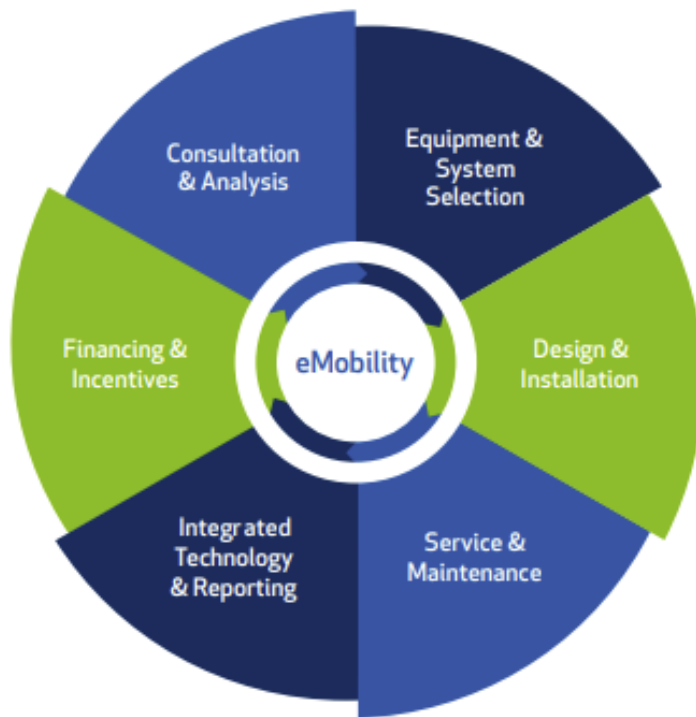
## EV Charging and Installation

With the rapid growth of electric vehicles and with more states adopting electrical vehicle (EV) mandates, ABM offers turnkey solutions for customized charging installation and management plans, funding options and more. As a leading installer of charging ports, ABM has experienced teams ready to help expand charging capacity to meet the needs of your drivers and sustainability goals.

As the need for EV charging increases, the burden increases on your facility's electrical infrastructure, which may not be designed to handle the additional electrical load. ABM can help determine what EV and electrical solutions are best for your needs, while increasing revenue, reducing operating costs and enhancing the experience for your occupants. Local utilities in most areas have funding available, in some cases up to 100%, to install public-facing charging infrastructure.

## eMobility Turnkey Solutions

As a turnkey solutions provider, ABM functions as a one-stop shop for all your eMobility needs, from futureproofing your infrastructure design to upgrading your parking and transportation program's EV offerings all at once.



The US pledged to reduce greenhouse gas emissions **50% to 52%** by 2030<sup>3</sup>

### ABM EV Charging by the Numbers:



**1,000+**  
EV SHUTTLES  
OPERATING



**30,000+**  
CHARGING  
POINTS  
INSTALLED



**We're #1**  
IN EV CHARGING  
PORT  
INSTALLATION IN  
THE U.S.

## Parking and Transportation Services

### Parking Management Services

ABM Parking Services provides parking management to a variety of clients, including office, retail, hospitality healthcare, and special event venues. As a parking partner, we rank among the top three operators nationally. Our footprint in your market enables us to operate with the care and consideration of a local company. We use our vast expertise to analyze the specific needs of your facility. Applying that knowledge, we create a unique operating plan to align your facilities with your company's goals and objectives.



Our operating plan includes, but is not limited to:

- Site-specific technological solutions
- Marketing and revenue enhancement strategy
- Facility maintenance recommendations
- Evaluation of staffing for maximum efficiency
- Fully integrated solution provider
- Comprehensive audits of procedures and revenue accounting
- Consulting on preconstruction design and layout of parking facilities

### Valet Management Services

ABM offers a wide range of valet parking services designed to fit your specific business needs. Furthermore, we carefully screen each valet attendant for a strong customer service mindset. The attendants understand that we are the first and last people your visitors will encounter, and we understand how important it is to leave them with a good impression of your facility. ABM elevates your customer experience with convenience and safety. Our valet program focuses on the following main concepts:



- Providing convenience to parkers to enhance customer loyalty
- Properly parking visitors' vehicles in a smooth, efficient, and professional manner
- Implementing proven processes for the complete parking experience, including arrivals, departures, traffic flow, security, and policy enforcement

### Shuttle and Transportation Management Services

ABM Shuttle Management services partners with you to mobilize your employees and / or visitors to your desired location. Whether we are providing to and from transportation from parking garages to facilities, aiding in patient care at hospitals, or offering temporary transportation services during building renovations, allow ABM to be your partner of choice.



We ensure that your riders are receiving enhanced customer service and arriving at their destination safely by offering:

- Robust Global Positioning System (GPS) tracking system
- Onboard camera/recording systems

- Customized training programs
- Full compliance with local Department of Transportation (DOT) requirements

## Janitorial Services

ABM services thousands of client sites where we are required to meet specific janitorial standards. ABM provides a range of services that will keep your library clean and healthy. Our janitorial team regularly attends industry training and receives certifications to continually develop and improve our program. Northbrook Public Library will benefit from ABM's dedicated management team, local resources, and unmatched industry expertise.

### Cleaning Methods

Our cleaning approaches combine daily, variable, and extensive periodic services to perform to your expectations. We offer a full spectrum of care and as your priorities evolve, we also provide a progressive collection of additional methods and equipment to continually meet your needs. You'll find our extensive selection of services to be rare in the facility services industry.



### Training and Best Practices

ABM understands one of the best ways to provide reliable, high-quality service to our clients is to ensure that all team members receive consistent and ongoing training. ABM's janitorial training program is extensive and begins with team member orientation before starting work. This training continues throughout a team member's tenure with the company with monthly training sessions and required annual training. By empowering our team members with comprehensive training, we are able to minimize deficiencies and quickly identify opportunities for improvement. As the leading provider of commercial cleaning services, ABM offers a full range of janitorial based on your individual needs, including:

- General cleaning
- Green cleaning
- EnhancedClean™ disinfection
- Carpet and hard surface floor care
- Restroom cleaning and supplies
- Public space maintenance
- Window and blind cleaning
- Construction cleanup
- Pressure washing
- Recycling services
- Emergency response
- Supply management

Our cleaning methodologies combine daily, variable, and extensive periodic services to perform to your expectations. We offer a full spectrum of care and as your business operations evolve, we also provide a progressive collection of additional methods and equipment to continually meet your needs. We are dedicated to delivering the very best in facility services to improve your customer experiences and provide an outstanding, long-lasting impression of your company and facility.

## ABM GreenCare Program Overview

The ABM GreenCare® program focuses on products, tools, equipment, processes, and policies. Our program promotes a healthier environment for your visitors and library while significantly reducing environmental harm. The program includes cleaning, recycling, energy, parking, and landscape services that help:

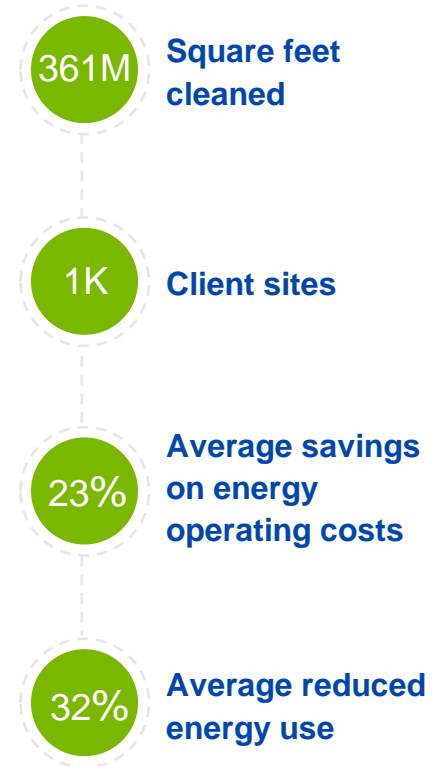
- Maintain and improve the community and the environment
- Protect your assets' value, and reduce energy use for lower utility and operating costs
- Keep team members content, healthy, and productive
- Enhance your bottom line

Northbrook Public Library's priorities help you decide how green you want to go. You may be subject to regulations that require certain sustainable practices. Hiring an expert like ABM makes it easier. Before **green** became a worldwide buzzword, we developed the ABM GreenCare program. We use environmentally preferable products and procedures following the requirements of nationally recognized standards:

- U.S. Green Building Council
- Green Seal
- Environmental Protection Agency
- Environmental Choice
- Carpet and Rug Institute

## Flexible Program to Meet Your Sustainability Goals

We help you take a more holistic approach to cleaning, by switching to green cleaning products, implementing sustainable equipment and processes, and assisting with LEED certification.





## Grounds Maintenance - Landscaping Services

ABM provides professional, full-service landscape and turf maintenance to clients nationwide. We understand the importance of providing Northbrook Public Library with the highest quality grounds maintenance services and implementing Best Management Practices. ABM's landscape & grounds group is dedicated to delivering aesthetic excellence and superior service to our clients. We offer a variety of landscape & grounds solutions, including:



### Landscape Design & Installation

Our professionals are qualified to design and install large landscape projects as well as enhancements to existing landscapes. We have the expertise to establish and maintain a landscape of virtually any size. ABM will focus on enhancing curb appeal in an effort to provide attractive, inviting, and safe facilities while minimizing distractions from the learning environment.



### Athletic Field Maintenance

Whether a private campus playground, large state university athletic field, championship golf track, or municipal golf course, ABM's capabilities are endless when it comes to renovating sports and athletic turf. With over one out of six ABM employees certified or degreed in horticulture or agronomy, expert advice and renovation is just a phone call away.



### Exterior Pest & Fertility Management

ABM understands a pest and fertility management program is essential to maintaining an aesthetically pleasing landscape. Our clients value our ability to provide the safest, most effective, and environmentally friendly services. All work will be performed to OSHA and EPA standards and only products on an approved list will be utilized. ABM is committed to aesthetic excellence and superior service. It's in our nature.



### Irrigation Maintenance & Management

While being an essential key in maintaining a healthy and beautiful landscape, irrigation can become one of the most costly and wasteful services without proper maintenance and monitoring capacities. ABM's expert staff is familiar with all major irrigation brands such as Toro, Hunter and Rainbird as well as effective monitoring technology like the Maxicom system.

**Our clients trust ABM to maintain 55,000+ acres of landscaping & golf courses.**



## Proposed Approach – Operations Plan

*10. Proposed approach (to meeting the Scope of Services including breakdown of what support will be provided on-site, off-site, and in emergency situations)*

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### Making a Difference for Northbrook Public Library

Northbrook Public Library needs a partner to reducing operating expenses while keeping your Library safe, clean, comfortable, and energy efficient. Choosing ABM allows Northbrook Public Library to focus on your core business, while we concentrate on the needs of the library. As part of the ABM Way, our proposed solution is based on our extensive knowledge of industry best practices and our experience providing similar services to other clients in the same industry and infusing them into a program designed to meet your service needs.

Merging the power of our workforce with innovative technologies and efficient processes, we bring the future of the facilities management industry to your business today. Northbrook Public Library benefits from ABM's dedicated management team, local resources, and unmatched industry expertise. ABM offers you the following:

#### **Self-performance and Industry Expertise**

Through self-performance, we deliver a cost-effective, uniform standard of service using our own highly qualified employees. We understand the government industry and empower our workforce to provide you with reliable services specific to your needs. With our nationwide presence, we have local experts who understand the unique needs of your area.

#### **Consistent High-quality Service Delivery**

ABM uses a customized operations playbook which includes standard operating practices (SOPs) to produce effective outcomes for positive client engagement and service delivery. These form the core of our service requirements and incorporate all essential considerations of internal controls, benchmarks, best practices, and compliance measurements.

#### **Technology-enabled Workforce**

In addition to intensive training, the team members serving your Library uses our award-winning innovative technology to drive efficiencies and lower costs. We streamline service delivery by using technological tools that allow both Northbrook Public Library and ABM to have greater access and transparency to your account. The sooner we identify the issues you deem important, the faster we can get to work to address them.

#### **Guaranteed Energy and Sustainability Solutions**

Northbrook Public Library's sustainability objectives will become ours. We will work collaboratively with you to help you attain short-term goals, like green cleaning, and we can also help you establish and meet long-term goals for water efficiency, energy consumption, and material and resource conservation. We have certified LEED® APs who are ready to work with you to update your systems and increase efficiencies to meet your sustainability goals.

## Service Delivery

ABM understands the sensitivity of the transition period that occurs as an incumbent provider departs and a new vendor partner arrives. We provide a dedicated transition team that will be on-site to service Northbrook Public Library. We also realize the necessity of a seamless transition that assures no interruption of day-to-day business activities. ABM has transitioned hundreds of thousands of employees at thousands of locations throughout our history. Based on our knowledge of industry best practices, we have refined our processes and developed a proven methodology to assure business continuity during this time of change.

Our approach to an orderly transition is to develop a thorough implementation plan that involves a team of personnel experienced in transitioning staff and starting up new projects. This team is assembled shortly after award notification and will meet with Northbrook Public Library to strategically plan the phases of the implementation process.

Prior to the job start-up and throughout each phase, ABM's team members will meet with Northbrook Public Library management to assure that we have communicated an effective plan. Lastly, we will meet with the new workforce to successfully onboard and train them as well as answer any questions they may have.



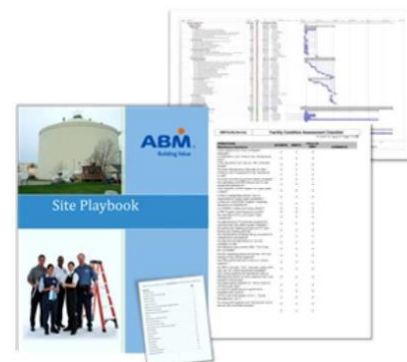
## Planning for a Seamless Transition

Our transition program is fully customized for each of our clients to ensure the project's start-up goes smoothly and is free from time-consuming miscommunications and disruptions. On contract award, our transition team's initial activities will be to set up a kickoff meeting to identify Northbrook Public Library's service needs, review roles and responsibilities, select appropriate personnel, create a detailed communications and implementation plan, and share it with the Northbrook Public Library and ABM transition teams.

Our team's transition efforts customarily take anywhere from four to six weeks and typically starts within thirty days of contract award. Having reviewed the number and location of the sites, scope of work and requirements, we estimate the transition will take approximately 45 days.

Benefits of our transition process:

- Clear assignment of accountability at each key milestone/deliverable – getting off on the right foot, from the start
- Presentation of key contractual compliance requirements to the local management team to ensure compliance



- Development of a centralized repository of all transition documents made accessible to all ABM stakeholders
- Core transition team remains involved until you are satisfied
- Development of an operations playbook that details all processes and procedures that must be followed to meet the client's contractual SOW

The playbook includes step-by-step instructions for how each service delivery program should be executed and managed to create consistency, efficiency, and success. If there are multiple locations, a playbook is created for each site. These detailed SOPs strengthen site operations by documenting and communicating corporate standards that will reduce any liability of non-compliance and allow the organization to benchmark best practices internally based upon the agreed upon key performance indicators (KPIs). As part of the *ABM Way*, documenting our processes in this way allows ABM to optimize resources, improve performance, minimize expenses, and reduce the occurrence of undesirable outcomes.

Although the transition team steadily reduces their involvement through the end of the transition, they may still be called upon, as needed, for specific project support. ABM's transition team may also include subject matter experts from our finance/accounting, operational and technical services, information technology, human resources, legal/labor attorneys, procurement, quality, safety, property assessment and energy management departments.

## Keys to a Successful Transition

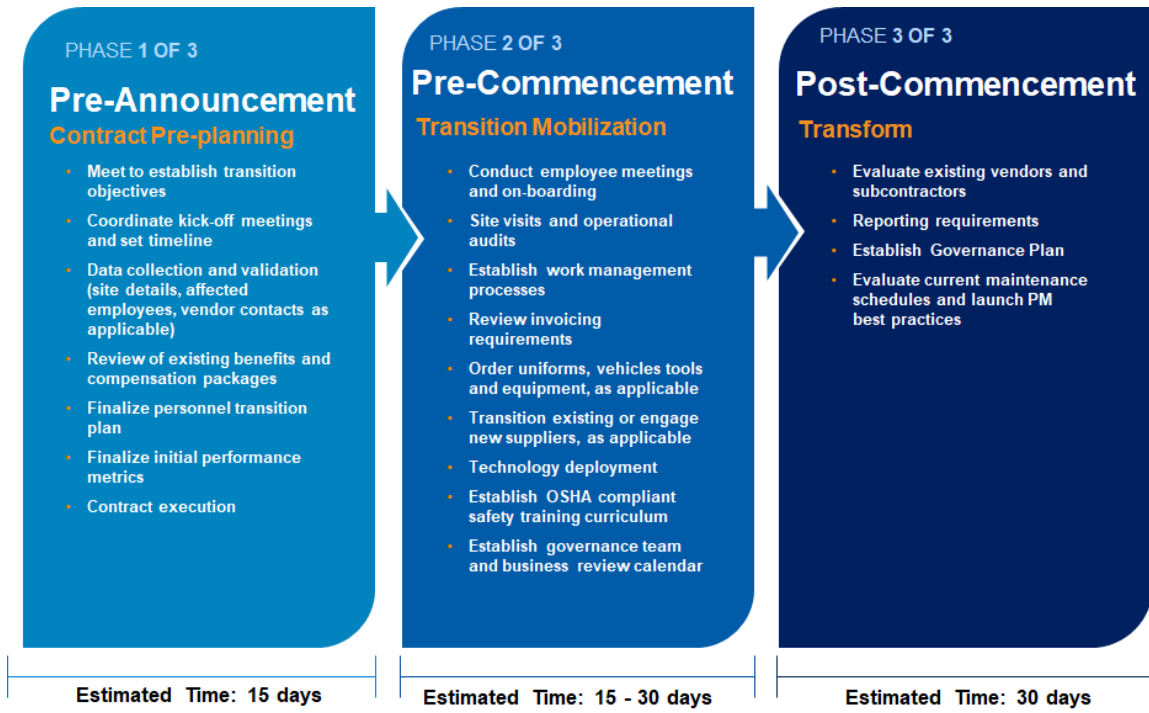
The key to every successful transition is clear, ongoing communication of expectations, objectives and outcomes with all parties involved, particularly with management at all levels on both sides. Right from the beginning, ABM will hold regular meetings with the Northbrook Public Library team to discuss all phases of the transition, identify best practices and implement them, as needed. We will survey everyone on your team who will be affected by the transition to address key concerns before they can become bigger issues.

The more information we have about Northbrook Public Library's practices, the better we can avoid potential issues in the middle of a transition. The earlier we establish clear lines of communication between Northbrook Public Library's stakeholders and ABM, the sooner we can complete the transition. Communication enables us to:

- Address any concerns or issues stemming from the outgoing contractors
- Clearly understand our client's expectations and requirements
- Focus the teams' efforts on the transition during times that do not interfere with current operations
- Notification of any ongoing or major client projects that could inadvertently disrupt operations (construction project, major shutdowns for ventilation systems, plumbing systems upgrades with water shutdown or tenant move-ins)
- Share equipment lists, security procedures, schedules, and other pertinent site-specific documentation
- Set up key and lock controls/card access

## Transition Timeline

The key phases and milestones associated with most transitions similar to this project are detailed as follows:



## Key Milestones

Our transition planning process is typically executed in the following steps:

**Step 1** – Identify transition team leader and support members for both the Northbrook Public Library and ABM transition teams; establish a team roster including key contact information.

**Step 2** – Hold a formal transition kick-off meeting to introduce team members, review transition plan, begin data exchange and agree upon key milestone dates and key items. Also, provide training to key Northbrook Public Library stakeholders.

**Step 3** – Review communication activities and agree upon communication methods and frequencies. As previously mentioned, effective communication is essential to the success of the transition.

**Step 4** – Keep human resources activities as the highest priority, collaborating on and confirming the hiring process, key interview dates, offer letter dates, and training activities.

**Step 5** – Review critical success activities such as gathering vendor data, equipment lists, building service matrices, establishing internet connectivity, and reviewing financial processes. This will be a major emphasis of the Northbrook Public Library transition, and our transition team will rely heavily on our network of branch offices to execute this successfully.

**Step 6** – Establish a regular communication schedule, including a weekly transition update calls to review high-level progress updates within each of the functional areas.





**Step 7** – Conduct new employee orientation training to include an ABM company overview, systems training, review of new procurement and payables training and team building. Although ABM is prepared to hire a completely new staff to offset the subcontractors at the individual sites, there are often cases where existing Northbrook Public Library facilities personnel may have the skill set and desire to transition to ABM for career advancement opportunities.

**Step 8** – Conduct a post-transition satisfaction survey with key Northbrook Public Library contacts, internal dedicated account team representatives, as well as transitioned employees as a means toward constant improvement.

### Transition Tools

Clear communication is at the heart of a well-managed transition. ABM has developed a transition tool that helps our team keep track of all the necessary steps within the transition phase, tracks progress and illustrates projected schedule to actual schedule. This tool is used in our progress meetings with Northbrook Public Library transition personnel. During these progress meetings, reports, major achievements, and action items are clearly identified, as well as what parties are responsible for the execution of each. The following shows a sample view of our Transition Planning Tool:

Task Name	ABM Related SOP	Duration	Target	Actual	% Complete	Teams Involved:										Task Owner(s)	Resources
						Client	Sales	Transition Team	HR	Ops	Accounting	Payroll	IT	Safety			
<b>(Client) Transition Plan - Including Pre-Transition Activities</b>		136.5 days?	5/23/2016	12/12/2016	50%	116	38	441	133	478	66	27	110	27	LaVera Lansdown, Ken Justus	ABM /Client	
<b>Phase 1 - Pre-Transition Activities</b>		24 days	9/19/2016	9/1/2016	90%	X	X	X						X	Ken Justus		
Pre-Transition Activities Complete		9 days	9/19/2016		100%	X	X	X	X						Ken Justus		
Review / Finalize Draft GSA Agreement, Property List, Scope of Services		9 days	9/19/2016		100%	X	X	X	X					Ken Justus			
Review / Finalize Draft KPIs & Scorecard		9 days	9/19/2016		100%	X	X	X	X					Ken Justus			
Request Site Details (Address, Contacts)		1 day	9/19/2016		100%	X	X	X	X					Ken Justus			
Develop Contract Abstract		1 day	9/19/2016		100%		X			X					ABM Contract Abstract Form		
Link Completed Abstract Form to Site Operations Playbook		1 day	9/19/2016		100%			X		X					ABM Site Operations Template and ABM Library		
Request Vendor/Contract List, by Property		1 day	9/19/2016		100%	X	X	X	X					LaVera Lansdown			
Request Vendor SOVs and Associated Pricing		1.5 days	9/19/2016		100%	X	X	X	X					Ken Justus			
Create Employee New Employee Packages		2 days	9/21/2016		100%	X	X	X	X					Ken Justus			
<b>Pre Transition Review</b>		6 days	9/19/2016		81%	X	X	X	X		X			Ken Justus	Client		
Set Up SharePoint Site		4 days	9/19/2016		25%	X	X	X	X		X			Ken Justus	Client		
Provide (Client) with Letter of Intent Template		1 day	9/19/2016		100%	X	X	X	X					Ken Justus	Client		
Present Draft Transition Schedule		1 day	9/19/2016		100%	X	X	X	X					Ken Justus	Client		
Submit Sample New Employee Packages for (Client) Review		1 day	9/19/2016		100%	X	X	X	X					Ken Justus	Client		
<b>Identify Key Transition Team Members and Roles</b>		5 days	9/19/2016		100%	X	X	X	X					Ken Justus			
Collect and Distribute ABM & (Client) Team Member List		2 days	9/19/2016		100%	X	X	X	X					Ira Kennedy			
Reach Agreement with (Client) on all Critical Dates/Milestones		2 days	9/19/2016		100%	X	X	X	X					Michael King			
Agree on Kick Off Meeting (Date & Time)		1 day	9/12/2016		100%	X	X	X	X					Michael King			
<b>Pre Kick Off Meeting Tasks</b>		9 days	9/12/2016		80%	X	X	X	X					Michael King			
Schedule Kick Off Meeting (Date & Time)		1 day	9/15/2016		65%	X	X	X	X					Michael King			
Confirm Attendees		2 days	9/12/2016		100%	X	X	X	X					Michael King			
Notify Key Transition Team Members ((Client), ABMFS) of Kick Off Meeting		2 days	9/15/2016		100%	X	X	X	X					Michael King			
Create Kick Off Meeting Agenda		2 days	9/12/2016		100%	X	X	X	X					Michael King			
Submit Kick Off Meeting Agenda with (Client)		1 day	9/15/2016		100%	X	X	X	X					Michael King			

Another important feature of our Transition Planning Tool is our Transition Status Report (to the right) that shows each section of the transition and any red-labeled items that highlight out of sequence or important areas that need to be addressed.

<b>Main Achievements</b>	<b>Action Item Log</b>	Project Name: Client Project Manager: Ed Smith Start Date: 5/20/17 Launch Date: 03/20/18 Total % Complete: 100% On Time: Yes Project at Risk: No Report Date: 12/5/2018

### Onboarding Current Staff

ABM has long recognized that our most valuable asset is our employees. Our corporate philosophy is grounded in the concept that every employee is crucial to the success of our organization. Therefore, the selection of our workforce is a high priority.

ABM will work with Northbrook Public Library to confirm the employees that will be transitioned over to ABM. **We will look to the incumbent workforce as our initial source of staffing a project:**

- To provide continuous support to client operations

- To retain the existing knowledge base
- To maintain current levels of productivity and quality during the transition period
- To minimize organizational stress potentially caused by high turnover of staff

Our human resources point of contact will meet with the current employees to explain the transition process and answer any questions they may have. We will review their qualifications, technical expertise, past employment record, and references to confirm everything complies with all local, state and federal labor laws. During the onboarding orientation we provide an overview of the ABM organization, our company benefits, and any other information Northbrook Public Library asks us to share.

**We will give each incumbent employee the opportunity to submit an application for the positions to be filled.**





## Managing Your Facility



ABM brings decades of facility management experience and the ability to provide innovative facility solutions to its customers. Whether our clients need a fully staffed, on-site facility maintenance team, the facilitation of rollover staff from an incumbent supplier, or a small facility network solution leveraging our service center and mobile service network, ABM has the right solution for your facilities maintenance needs.

As a respected industry leader, ABM provides highly skilled management and staff, proven processes, enabling technologies, quality assurance, and well-developed equipment maintenance techniques to its clients' facilities. Over the last 50 years, ABM has developed a thorough understanding of best practices to support critical facility operations and the ability to continually adapt to the changing nature of a facility's operations whether it is for commercial buildings, data centers, schools, or universities.

ABM puts the day-to-day management of our clients in the hands of proven, competent professionals from day one of every contract. One keyway ABM differentiates from commercial real estate management companies is that we self-perform our services using our own staff – not subcontractors. Unlike our competitors who may engage transient subcontractors who come and go, ABM's dedicated on-site staff offers our clients "Pride of Ownership" and a professional commitment to providing the highest level of training and customer service while safely maintaining the facility using our enterprise wide *ThinkSafe* safety program.

We are experienced in recruiting and transitioning well-qualified facility personnel to include engineers and technical and mechanical staff to assemble the most effective team. Our on-site teams are supported by a corporate management team of industry professionals with well over 125 years of combined experience.

ABM's approach to facility management involves developing customized facility solutions based on our client's unique requirements. ABM believes that customized offerings as opposed to out-of-the-box solutions allow us to provide unparalleled service to each and every client. Our tailored facility management plans assure business continuity as well as reliable and efficient operation of Northbrook Public Library's facilities.

In every instance, ABM works closely with its customers to provide:

- Customer driven performance metrics designed to report on the most critical elements of the operations at its customer facilities
- Strategic alignment with each customer's facility objectives
- Attention to detail and continuous performance measurement that assures quality, value, and customer satisfaction at every location
- Technical expertise supported by the latest computerized maintenance management and facility assessment systems
- Proactive reliability-centered maintenance that combines corrective, preventive, and predictive maintenance strategies

- Proven work practices and policies for quality assurance, health and safety, communications, and operations

## Maintaining Your Facility



ABM believes that a comprehensive preventive maintenance (PM) program is essential to assuring reliable operation and value of a facility's assets which may impact the business' productivity as well as comfort. A well-defined PM program also provides assurance that periodic inspections and maintenance services are completed on schedule to reduce the occurrence of unexpected equipment failures.

Based on our experience maintaining facilities we know that most facilities can reduce costs by having

a comprehensive PM program managed by ABM. Effective PM programs can reduce the amount of total dollars spent while reducing unexpected equipment failures. Routine maintenance schedules, as stated by the original equipment manufacturer (OEM), are typically ultra conservative. We can provide analysis such as vibration analysis and temperature scanning to verify the operation of equipment, to offer a less conservative approach. Our focus is to ensure that we keep facilities' equipment up and always running.

ABM offers a variety of facility maintenance and reliability services. Our facilities solutions build value for our clients by providing them with superior maintenance talent paired with the latest technology, training, and support. We leverage our broad spectrum of resources to drive operation efficiencies, occupant satisfaction and waste elimination to improve our client's bottom line.

## Preventive Maintenance Programs

The primary focus of our maintenance strategy is to ensure 100% up-time of critical and non-critical assets. Second to that, but just as essential, our PM programs serve as an effective business continuity plan. The ability to predict and avoid unwanted equipment failures can be achieved through the utilization of several tools; however, the ability to predict catastrophic failure due to outside influences is not as straightforward. To do this, ABM relies on industry-leading maintenance technologies supported by our operations group. Our dynamic testing and monitoring procedures are designed to ensure all equipment performs as designed and the potential for failure is virtually eliminated.

We believe implementing an enhanced business centered PM approach for critical assets increases integrity and reliability, while reducing reactive maintenance – which is primarily a break-fix approach. Additional benefits of implementing an effective PM program include enhanced life cycle management, benchmarked operating outcomes and documented processes in asset management capabilities that facilitate continuous improvement.

We provide maintenance for critical items, reduce unscheduled downtime, and eliminate the use of unreliable parts to help create an effective and efficient operating strategy. When engaged by our clients, we begin this process with the following steps:

- **Verify Equipment Inventory**—Available construction drawings are reviewed, and a site visit is made to verify the preventive maintenance equipment inventory. The existing condition of equipment and any unusual factors affecting maintenance activities are identified during the site visit.
- **Prepare Equipment PM Tasks and Frequency**—Preventive maintenance tasks and frequency are assigned for the mechanical and electrical systems. Task lists are detailed to assure the same procedures are followed every time a system is inspected. The tasks and frequencies are based on our more than 50 years of experience with similar equipment/systems and adjusted to meet the needs of specific site conditions.
- **Establish Time Estimates and Resource Leveling**—Benchmark standard time estimates for the PM tasks that are applied to each piece of equipment in the PM program. The total annual PM man-hour requirements are determined by totaling the annual time estimates for all equipment. Activities are grouped within the schedule for efficient completion of PM inspections on equipment with similar tasks or equipment grouped in common locations.
- **Install the PM Database**—The PM database is installed in the client's or ABM's web-based CMMS.



## Preventive Maintenance Categories

ABM defines maintenance as preventive, predictive, corrective, or reactive. Preventive and predictive maintenance consists of a schedule of activities with corrective maintenance a direct outcome of the PM process. As PMs are performed, technical resources record conditions and submit work requests to correct any defects discovered during the PM process. Our primary philosophy is that most activities can be scheduled and planned to avoid unexpected failures and equipment outages. The following represent the categories of PM offered by ABM:

## Reactive Maintenance – Trouble Calls

ABM manages reactive maintenance through the work order control module of the site CMMS. Our dispatch procedure ensures the seamless and timely flow of information from building occupants to workforce and back again. Under ABM's operating strategy, accountability is a key element. ABM's goal is 100% accountability for site labor. Scheduled work, like projects, predictive and preventive maintenance, and unscheduled work, such as breakdown repair, are tracked through the system. Meticulous and timely work order administration, combined with periodic internal reviews and audits, ensure the records are both accurate and up to date. The database can then be used effectively to report activity and backlog to management, assisting them with workflow control and with the proper charging of the cost for work performed against appropriate cost centers.

## Proactive Service Model

A proactive model helps enhance a partnership built upon flexibility, scalability, collaboration, and continuous improvement. A key component of ABM's solution is our commitment to streamlining the information flow between our client's management, suppliers, vendors, technical staff, and ABM management by using clearly defined programs and processes that drive efficiency, cost-effectiveness, and data capture/delivery. This full-disclosure, full-visibility program allows our client and ABM to leverage data to deliver actionable insight into the portfolio and operations to make data driven decisions for both the short and long-term goals as the portfolio, program, and initiatives change.

## Predictive Maintenance

ABM's approach to predictive maintenance (PdM) is to utilize predictive methods to evaluate the condition of equipment and identify potential problems before the failure occurs. By using this method, we are able to deploy manpower to address the specific deficiency and gain the advantage of focusing labor hours on that deficiency, rather than wasting resources on non-deficient pieces of equipment. Typical methods include infra-red thermography, ultrasonic testing, video snaking, oil analysis, and vibration analysis.



## Augmenting the PM Program with Equipment and Maintenance Technologies

To augment traditional preventive maintenance, ABM considers predictive maintenance a part of our overall equipment maintenance strategy. We define predictive maintenance as a strategy based on measuring the condition of equipment to assess whether it will fail during some future period. We then take appropriate action to avoid the consequences of that failure. The equipment could be monitored using condition monitoring, statistical process control techniques, or by simply monitoring equipment performance as part of this program. ABM considers predictive maintenance techniques on the following equipment types:

- Electrical Systems
- Thermal Infrared Surveys
- Insulating Fluid Analysis
- Partial Discharge and Corona Inspection
- Mechanical/HVAC Systems
- Vibration Analysis
- Oil Analysis
- Eddy Current Testing



- Power Factor/Tan Delta
- Insulation Resistance/ Over-potential testing
- Contact Resistance
- Time-travel analysis
- Corrosion Coupon Analysis
- Sonography (sound analysis)
- Contact gap and wear measurement
- Continuous On-line Monitoring

### Reliability Centered Maintenance

One of the most comprehensive strategies associated with maintaining a portfolio is the Reliability-Centered Maintenance (RCM) program. The main cost drivers are:

- Getting the right resources to the right equipment.
- Maintaining equipment that is critical and letting non-critical equipment run-to-fail.
- Considering capital ramifications in maintenance decisions.

Although the entire scope of services and their service levels are important to the end user, the most critical strategy is the deployment of a structured maintenance approach that fits the needs of the portfolio.



Our experience and research on RCM programs have demonstrated that a comprehensive PM program is the cornerstone of maintaining the value and operational status of a facility's assets. A robust PM program will be maintained within the CMMS, and this data will provide valuable information for making well-informed capital decisions. Scheduling and prioritizing through the CMMS ensures we maximize the use of our resources to deliver maintenance services at the right place, at the right time, and in the right amount. ABM plans to utilize the appropriate elements of several reliability programs at Northbrook Public Library to assure reliability through preventive, predictive and reactive maintenance techniques.

What really sets us apart, however, is our focused approach to project planning, managing expectations, service delivery, and guaranteed results. This strict attention to detail assures we not only consistently meet, but exceed client expectations, every time.

### **Critical and Non-Critical PM Management**

Preventive and predictive maintenance functions are assigned to each asset. All work activity is initiated, updated, and completed through the CMMS. Using this technology, effective PM management begins with the development of the equipment hierarchy and its relationship to the client's mission-critical processes. To gain the full value of a CMMS, a core foundation of trusted defensible data must be available each-and-every time the system is used—starting from day one. Information relevant to each asset contains complete history, nameplate information, work plans, and timelines for preventive and predictive procedures.

To minimize reactive occurrences, engineers consider the following:

- Current functioning vs optimal functioning
- Functional failures
- Failure modes, or the causes of functional failures
- Failure effects
- Failure consequences
- Proactive tasks and task intervals, or steps to prevent failures
- Default actions, which can be taken if the cause is unknown

ABM takes these issues into consideration and creates an efficient PM program and leverages the CMMS to maximize resource capabilities by giving personnel clear direction and relevant information. Management can use this data to identify defects and redundant failures, eliminate low value activity, and develop long-term strategies.

### **Core Competencies**

ABM's certified technicians deliver the following core service capabilities that make your buildings safe and comfortable while promoting productivity and satisfaction:

#### **HVAC Maintenance**

ABM offers a variety of HVAC maintenance services focused on keeping your system working at its best. We leverage our on-site and mobile service networks to deliver building design, equipment retrofits and replacements, commissioning and re-commissioning, proactive and preventive maintenance, energy audits, measurement and verification, and energy management. Our solutions, both sustainable and green, are designed to help attain LEED and ENERGY STAR® certifications, lower energy usage and utility bills, and reduce carbon emissions.



**Because HVAC systems account for more than 40% of the total energy consumption for most commercial buildings, it is in the best interest of building**

## owners and property managers to ensure that this system is running as efficiently and optimally as possible.

Our strategy is based on the understanding that facilities are faced with many challenges in today's marketplace, such as:

- Rising energy costs
- Shrinking resources
- Decreased funding
- Aging buildings/infrastructure
- Unpredictable operating budgets
- Reduced building efficiency
- Changes in the definition of office comfort driven by the strong presence of new generation employees

### MEP



ABM trained technicians provide mechanical, electrical, and plumbing (MEP) maintenance services. MEP maintenance accounts for a significant amount of the maintenance required for a building. In terms of temperature control, our technicians keep the comfort in the facility balanced so that all “non-special” areas are consistent relative to temperature and humidity. Plumbing systems include the maintenance and repair of domestic water heaters, plumbing fixtures, pumps, valves, piping and appurtenances, reverse osmosis systems, water filtration systems,

water storage tanks and systems, and all other items required for a complete and functional plumbing system. Regular maintenance helps reduce the risk of a system failure that could result in serious damage to your facility.

### Budget Neutral Solutions

ABM specializes in guaranteed energy programs, designed to fund your facility needs while working within your existing budget. Our extensive experience in developing creative financial structures enables Northbrook Public Library to proceed with facility improvements through budget-neutral solutions. Available solutions include:

- Power Quality Solutions
- UPS / Battery Testing and Maintenance
- Electrical Power System Vulnerability Assessments
- NFPA 70E Arc Flash Compliance
- Electrical Protective Equipment (EPE) Testing

### Project Management

ABM's on-site facility manager is responsible for overseeing all project management activities. Our staff will continue to manage your facility using a robust web-based project management tool with components that ensure projects are managed efficiently and effectively. This tool allows the Project Manager to control project work, schedules, and finances; keeps project teams aligned; and integrates with standard system programs.

ABM provides project management services for the following:

- Construction management support
- Energy evaluations and space planning



- Capital and engineering project support
- Office moves, adds and changes
- Facility audits
- Benchmarking

## Mobile Maintenance



ABM's mobile maintenance solution comprises fully equipped service repair vehicles and highly skilled technicians with years of experience performing specialized preventive maintenance and corrective / unscheduled maintenance in a wide variety of facilities. Our mobile maintenance solution provides a cost-effective way to maintain geographically clustered portfolios and locations in remote areas.

ABM's mobile maintenance approach is based on a highly skilled mobile workforce that handles most preventive, corrective, and emergency requests. The

mobile technician is responsible for all work requests ranging from HVAC preventive maintenance to simple handyman tasks. We assign batch work orders which minimizes "windshield time" and potential return trips for additional supplies or tools. These efficiencies save time and costs while improving client satisfaction.

ABM's mobile maintenance service capability offers:

- Mobile dispatching via integrated GPS and tracking
- Fleet procurement cards to control fuel and maintenance costs
- MRO procurement cards and key MRO supplier accounts
- Computer generated travel time benchmarking
- Zone-based dispatching

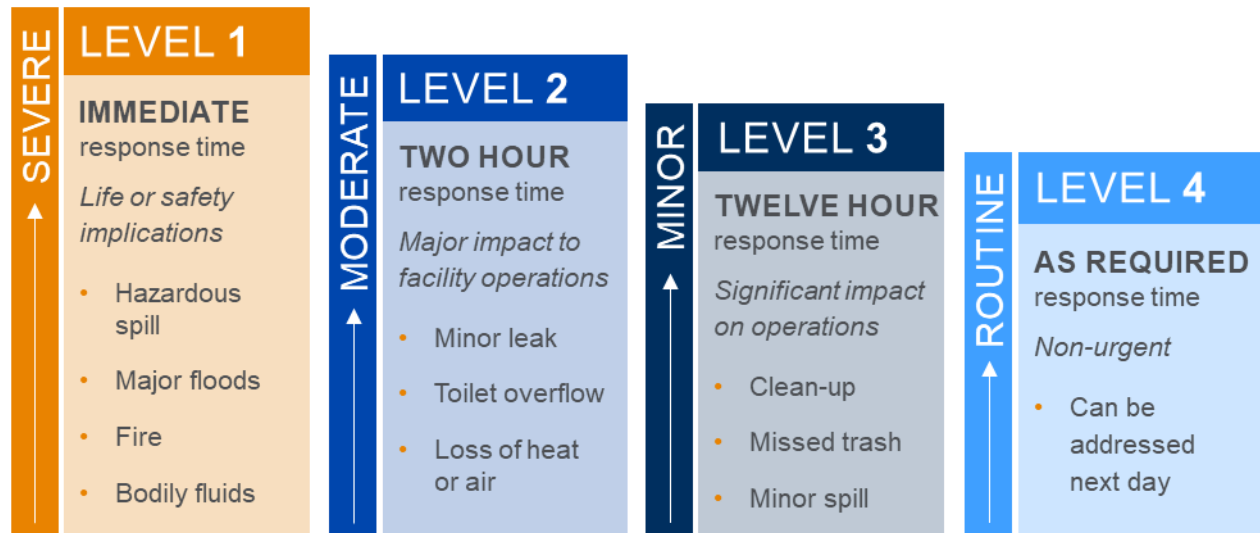
We manage and maximize mobile technician productivity and by planning the most efficient travel routes, our supervisors eliminate wasteful "windshield time" inefficiencies. Additionally, we manage our workforce electronically via GPS-enabled mobile phones. This technology gives our supervisors visibility to monitor travel times while ensuring our technicians are constantly focused on their assigned tasks.

## Taking Care of You in Emergencies

### Irregular Operations and Emergency Response

We proactively plan for irregular operations (IROPs) and emergency response (ER) requests. Our 24/7 dispatcher administers the process for response requests and updates the team frequently.

We address emergencies accordingly:



### Level One (Severe)

Immediate response provided from emergency response team/single point-of-contact (SPOC). The issue escalates to the next management level (via phone or automatic dispatch). Support management must be on scene and communicating with Northbrook Public Library within one hour.

### Level Two (Moderate)

Two-hour response from ER team / SPOC. The issue escalates to the next management level (via phone or automatic dispatch). In three to five hours, support management must be on scene and communicating with Northbrook Public Library.

### Level Three (Minor)

12-hour response from ER team / SPOC. The issue escalates to the next management level (via phone or automatic dispatch). Within 24 hours, support management must be on scene and communicating with Northbrook Public Library.

### Level Four (Non-urgent)

24-hour response from ER team / SPOC. The issue escalates to the next management level (via phone or automatic dispatch). Within 48 hours, support management must be on scene and communicating with Northbrook Public Library.

## Our Safety-first Mentality

### *We take care of people.*

ABM fosters a safe environment for every team member, every day. Our **safety-first** culture proactively mitigates, detects, and corrects safety and risk issues using a comprehensive safety management system. **Our ThinkSafe philosophy promotes the idea that we can prevent all workplace accidents if we focus on safety** and make it an integral part of everything we do. We continuously reinforce this mindset through daily safety messaging, relevant training, and unique programs and materials.

## Health and Safety Policy

Our risk management team works jointly with operations to ensure the safety and well-being of our team members and your facilities. They work tirelessly to maintain a safe workplace with appropriate procedures to protect our team members, our partners, the public, and the environment.

To accomplish this, we train team members on:

- Completing tasks safely and identifying hazards
- Deploying emergency response procedures and addressing challenges
- Reporting accidents and using established procedures to mitigate loss

## Regional and Corporate Support

Our dedicated safety professionals are highly trained in their respective fields and consult with branch operations to keep our safety culture forefront. To ensure common goals, safety managers collaborate closely with frontline leaders, which allows better alignment of safety activities with their desired results.

## Site-specific Training

Our safety training complies with OSHA and other regulatory bodies and uses best practices from organizations like the National Safety Council (NSC). On our client sites, we customize training to incorporate the client's safety requirements and oversee the safety activities of subcontractors. New team members are trained within thirty days of hire. If we take over from another vendor, we evaluate all incumbent staff members during transition, and based on any skill gaps identified, design training to address those gaps. We ensure training does not interfere with daily work schedules; however we do require ongoing training throughout the careers of our team members. We incorporate a daily *Moment for Safety*, and conduct required *Monthly Safety Talks*.



### Operator Empowerment

#### Safe Work Observation Program (SWOP)

Our frontline leaders expertly identify workplace hazards and make changes to prevent incidents.

#### Injury & Illness Prevention Program (IIPP)

Every team member, operations manager, supervisor, and site lead completes safety training and inspections designed to:

- ✓ Keep the team safe
- ✓ Identify deficiencies
- ✓ Provide necessary care to injured team members to expedite their recovery
- ✓ Investigate thoroughly and enact preventive measures

## Hazard Identification

Our safety program helps leaders identify hazards and make changes to prevent accident or injury. We developed a job hazard analysis protocol that applies to all ABM on-site service team members. It highlights the responsibilities of frontline managers, branch managers, team members, and safety personnel to identify and report hazards and implement critical actions to mitigate them.

Along with the hazard protocol, ABM maintains a PPE hazard assessment process, a safety inspection process, and a safe work observation process. Our *Team Member Safety Handbook* requires reporting all unsafe acts or conditions to supervisors. Team members can report work-related concerns via our toll-free safety hotline (866.208.2114) and have authority to cease work if unsafe working conditions exist.

## Technology Enabled Workforce

Our integrated technology offerings provide benefits for our clients such as improved communication, increased worker productivity, and integrated processes to measure results. With these offerings Northbrook Public Library can easily track what's happening within your Library, identify areas for improvement, and reduce response times.

Our reliable technology platforms allow ABM team members to be responsive any time of the day, from any location. Our on-site and management teams are equipped with handheld mobile devices to manage employees, see real-time workorder statuses, and identify the nearest ABM resources in case of emergency requests. We increase the dependability of our people and processes by using efficient systems that are transparent to you and visible to our senior management.

Behind the scenes, ABM's back-office systems and platforms are a key part of our service delivery. They comprise the tools we use to better administer our solutions. These technologies offer the following benefits to help Northbrook Public Library, behind the scenes:

- Control costs
- Assure quality services
- Deliver scheduled services or special requests
- Communicate efficiently
- Provide accurate timely financial information and service reports
- Consolidate information to drive process improvements

The following are systems we may implement as part of our proposed solution:

### Timekeeping Technology

ABM uses online tools to track employee time. Team members clock in and out via a timeclock or handheld smart device. Managers can access timesheets online via MPower to see when and where an employee is clocking in and out, confirm payroll hours, and compare that to the hard copy sign-in sheet each week.

## Our People

Qualified people hold the key to our success, so we focus on finding the right people for the job. When we find them, we reward them for performance and support their development. Their success is your success. Better-qualified, better-trained, and better supported professionals – attracted to ABM’s reputation as a great place to grow – will work for your success.

### End-to-end (E2E) Staffing

Hypercompetitive markets make finding the best talent difficult. We refined our E2E approach to drive consistent outcomes, improve engagement, empower leadership, and retain the best employees for your needs.



### Data And Talent Analytics

We use comprehensive data analytics and dynamic, interactive dashboards to inform decisions on recruiting and retention practices.

### Attract and Recruit: Strategies for Challenging Markets

We meet recruiting demands by using data analytics to target refined labor pools and efficiently deploy our rapid recruiting strategies to confront challenging markets.

### Screen and Select: Customized, Professional Assessments

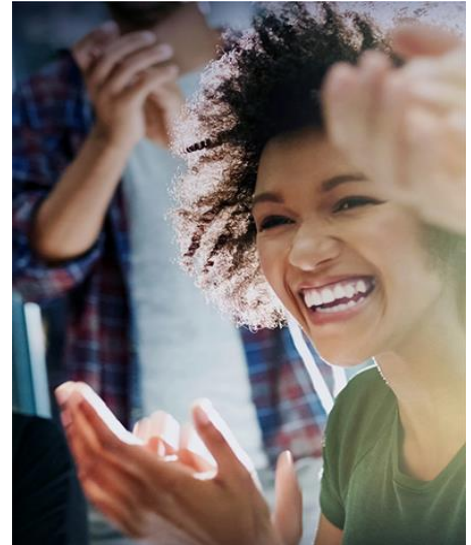
ABM offers a wide range of standard and customizable screening packages, working with you before start-up to develop a screening program that suits your needs.

### Retain and Grow: Develop Talent and Performance

We recognize and reward excellent performance and encourage team members to develop and grow. We provide a robust training and development program for all team members to leverage.

### Benefits

**Benefits are determined by our CBA with IUOE Local 399.** More information about our CBA will be provided upon request.



### ELEVATE The Team Member Experience

We show respect for every team member, every day by providing the tools and support they need to grow in their careers. Trends show our process results in higher productivity and better quality.

We foster an inclusive culture where every team member feels seen, heard, and valued.

- Provide clear, consistent training
- Offer supportive career path programs
- Incentivize growth and development
- Reward excellence



## Training and Development

A facilities management program can only be successful if the team members servicing your Library are properly and continually trained. We provide you with team members that have the training they need to successfully perform their duties, improve efficiency, and develop new skills.

After completing training, ABM team members understand our services center on creating a clean and safe environment for Northbrook Public Library's visitors. We emphasize a culture of ownership, which leads to higher productivity, quality, and retention.

## New Hire Orientation and Training

During the start-up phase, our project managers and supervisors conduct team member training sessions in a classroom setting. These sessions include site-specific rules and regulations, ABM policies and procedures, and basic job training.

Training for service workers concentrates on specific work tasks. Our supervisors demonstrate each task step-by-step, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. Supervisors also provide guidance to service workers as they work.

Once initial training is complete, supervisors perform recurring reviews to make sure they maintain Northbrook Public Library's and our standards. By empowering our team members with comprehensive training, we minimize deficiencies and quickly identify opportunities for improvement.

## Recurrent Training

Our managers conduct recurrent training sessions for team members at your Library. These technical sessions concentrate on specific job tasks and duties, such as specialized certifications and interdisciplinary training. Team members train in groups specific to their function. Compliance is measured and tracked by attendance, job performance, tests, etc. to ensure team members receive the proper level of training.

We provide ongoing support to our team members as they grow and develop in their careers. Our culture encourages team members to openly communicate with managers to develop a career path that builds on individual strengths and talents. Performance reviews further facilitate ongoing coaching and development, so each team member continues to prosper.



### ABM team members are:

- Technically proficient with chemicals, equipment, and methods
- Familiar with the rules and regulations of your Library
- Thoroughly trained in job safety
- Committed to providing outstanding service

## Management Training

Satisfied and highly trained team members recognize the potential for career advancement and serve clients with excellence.

Training is an investment in our team members' and company's future. Many of our current managers began their careers as custodians and service workers. We support our managers' continuing education efforts with training curricula and support related to a myriad of relevant topics, including:

- Business acumen
- Client service
- Communication skills
- Leadership and managerial development
- Employment law and supervisory skills
- Software training
- Professional association memberships
- Safety certification courses
- Conferences or seminars
- Key control procedures

Development opportunities help team members hone leadership, management, and other skills that directly apply on the job. Team members feel encouraged to move forward personally and professionally.

Our commitment to training helps us retain top talent and directly impacts ABM's, superior levels of quality, and client service that our clients expect and demand.

## People Leader Playbook

People leaders at ABM are managers and supervisors who have direct and frequent interaction with team members. Although job responsibilities differ between operational and non-operational leaders, successful people leaders demonstrate similar behaviors.

We developed a people leader playbook designed to provide our team members with actionable insight to see improved result that directly impact our clients. This playbook was developed through extensive internal research with people leaders across ABM and consists of steps to take for higher team productivity, motivation, accountability, and more.



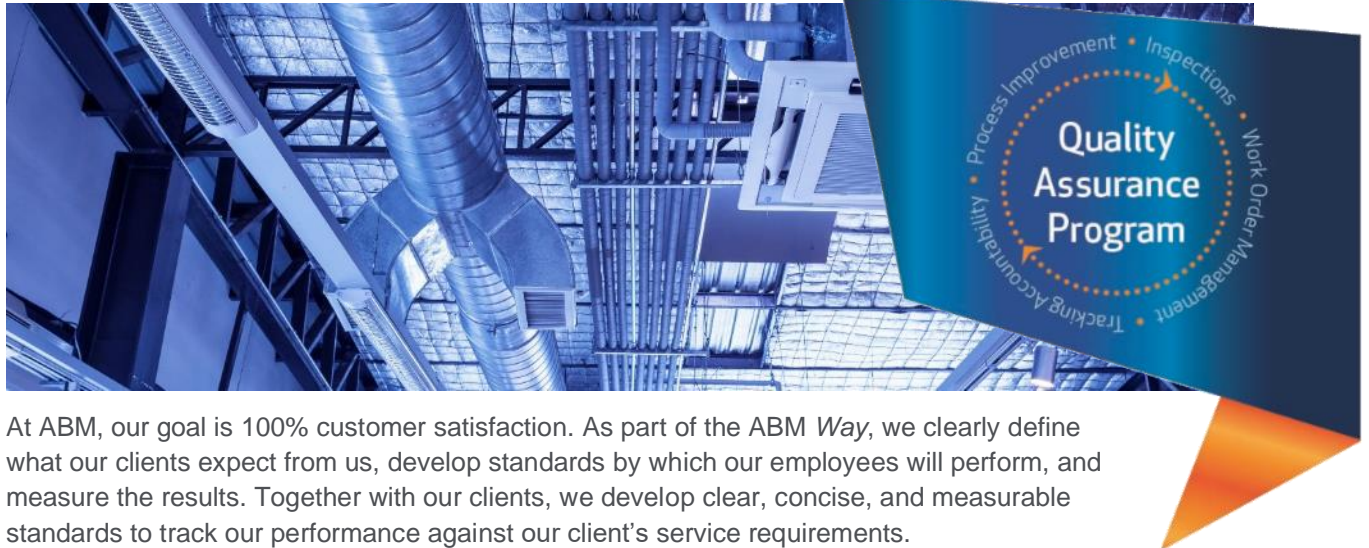


## ABM University

A successful facilities management program best services your Library when team members are properly trained. After completing training through ABM University, team members understand our services center on creating a clean and safe environment for Northbrook Public Library occupants.



## Facility Maintenance Quality Management



At ABM, our goal is 100% customer satisfaction. As part of the ABM Way, we clearly define what our clients expect from us, develop standards by which our employees will perform, and measure the results. Together with our clients, we develop clear, concise, and measurable standards to track our performance against our client's service requirements.

### Service Delivery

ABM uses various tools to measure performance and identify gaps in service delivery, including:

- Monthly financial and operational reports
- Reviews and on-site inspections to ensure compliance with ABM standards and procedures
- Reviews to track our success in meeting predetermined service level agreements (SLAs), key performance indicators (KPIs), and customer satisfaction surveys

Our KPI program will measure high-level metrics that link our activities to your goals. We select metrics that drive performance, efficiency, and accountability, and will work with you to develop an independent value-added KPI program for strategic initiatives.

ABM will tailor its quality control plan (QCP) to your facility and update, as necessary. The Engineering Manager will oversee all aspects of the QCP.

### Building Operations Manual

ABM will customize a Building Operations Manual to ensure quality at Northbrook Public Library and allow external resources to manage the operation in the event the Chief Engineer becomes temporarily unavailable. The manual will comply with regulatory standards and includes an auditing process with self-audit inspection checklist; code and ordinance guidelines; safety equipment practices; and administrative requirements.

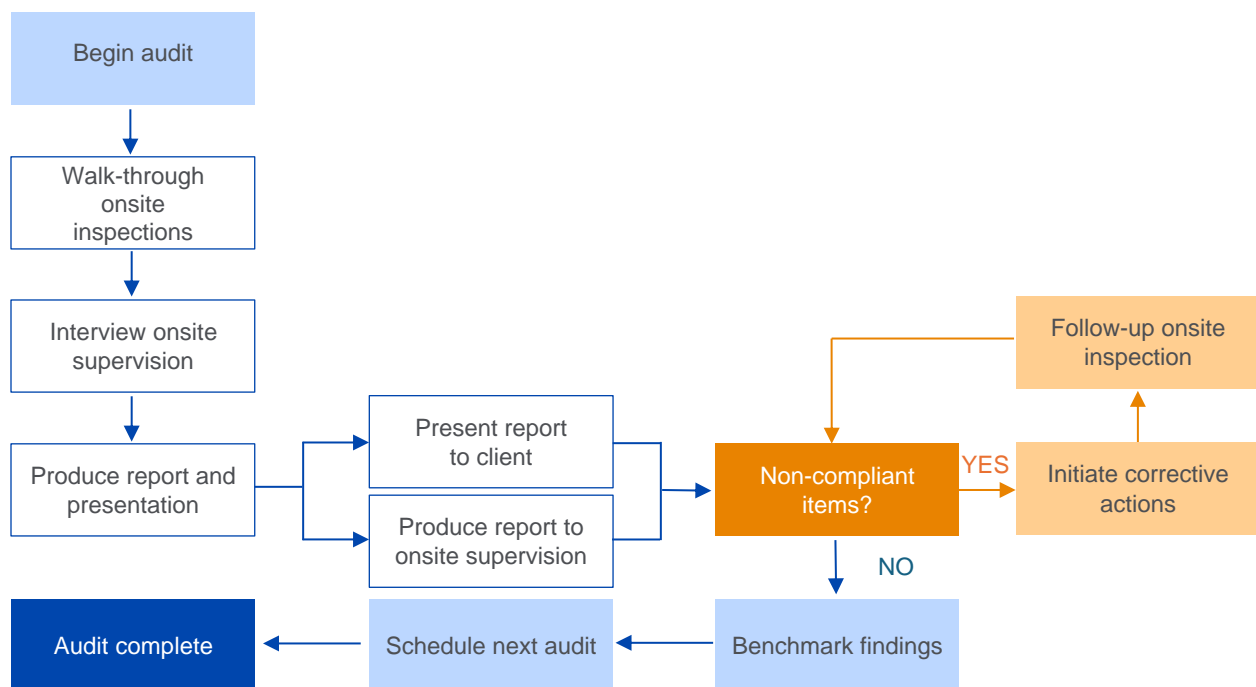
This will ensure all your assets operate in a standardized, uniform fashion. For example, the tasking and frequency of the preventive maintenance for all equipment will be established with a consistent approach across all your assets (likewise, the rounds and readings program, safe work procedures, etc.).

## Monthly Self-Inspections

A monthly self-inspection at your buildings will ensure operations are compliant with minimum standards, including evaluation of equipment, recordkeeping, safety, and crew appearance.

## Operations Audits

Engineering managers will perform operations audits at your Library and present the results to you in formalized reports. The audit process includes inspection of facility equipment, staff interviews, and system tours; review of engineering and manufacturer documents and required permits; evaluation of mechanical system and equipment for appropriate inspection frequency, level of maintenance, and current condition; evaluation of preventive maintenance system to insure proper tasking, frequency, and completion; review of site safety program and OSHA codes; and review of administrative operations.



This comprehensive audit process creates a baseline of every aspect of the operation to identify deficiencies and establish a plan of corrective action. It identifies at a granular level the details associated with the operation of the mechanical infrastructure, including water treatment program, eddy current testing on the chillers, backflow prevention devices, and electrical distribution system.

It establishes a benchmark across the Northbrook Public Library portfolio and allows the manager to assist you with R&M and capital budget preparation and management. Audit findings are summarized with recommended actions, each of which includes a description of improvement tasks, assigned individual(s), and estimated completion time. ABM acts on this plan via regular meetings with ownership and management.

## Engineering Standards

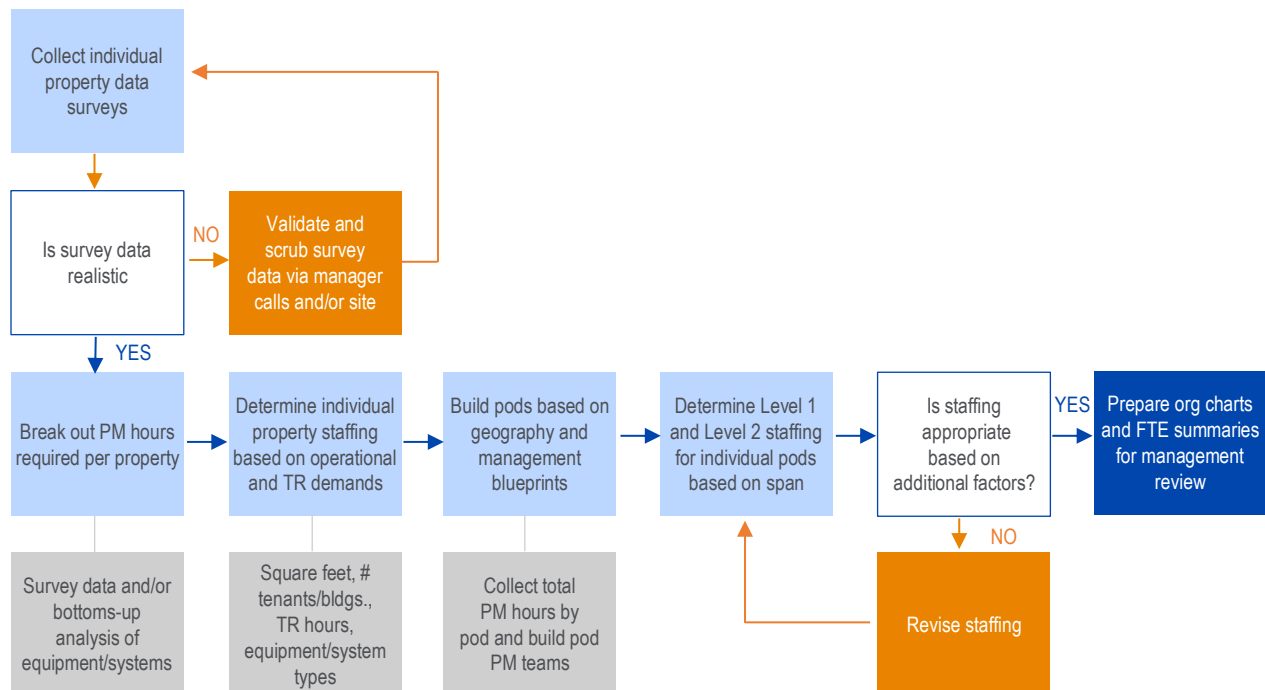
Engineering staff at your Library will be well trained on our standard operating procedures. Our proven engineering standards detail the operational expectations of our engineering staff, and they are easily accessible via our digital library.

Our Engineering Standards manual includes best practices, code and ordinance guidelines, administrative requirements, safety practices, and self-audit inspection checklists.

SOPs	O&M Operations Manual
<ul style="list-style-type: none"> <li>Centrally stored in our digital library</li> <li>Reviewed annually by our SMEs for current content and compliance to today's industry standards</li> <li>Helps track site productivity based on the performance level of each SOP</li> <li>Improves work output quality and uniformity of performance</li> </ul>	<p>Ensures our engineering standards are met:</p> <ul style="list-style-type: none"> <li>Engineering best practices</li> <li>Code and ordinance guidelines</li> <li>Safety equipment practices</li> </ul>

## Productivity Analysis and Staffing Review

The productivity analyzer enables a match skill mix with productivity requirements and operating maintenance and system expertise to properly staff your Library. ABM helps clients optimize efficiency and cost-effectiveness by rebidding technical service contracts, matching proper scope with in-house skills, and taking advantage of our scale in the re-bidding process, resulting in substantial savings.



## Performance Management

Performance Management is of the utmost importance because to provide our clients the very best in service delivery, we need to first understand their expectations fully on what would constitute excellent performance. Based on our decades of experience, we have found the best way to accomplish this key objective is to measure our performance based on service standards that we collaborate with the client to define.

### Service Level Agreements (SLAs)

At the onset of our relationship, we will work with you to create an SLA that details your performance expectations. We will set key goals for the work that is to be performed within the stated timeframe. Your performance expectations will be tied to key performance indicators (KPIs) that measure our performance in delivering your stated service levels.

### Key Performance Indicators (KPIs)

The following Key Performance Indicators (KPIs) represent ABM's typical recommendations for a Facilities Engineering program. These are the vital few KPIs that's provide a clear view of performance. ABM collaborates with our clients to determine which KPIs will be tracked. Findings are made available through reports and discussed during our regularly scheduled Client Business Review (CBR) meetings.

Classification	Metric	Expected Performance	Collection & Reporting
Account Management	End User Satisfaction	95% Minimum positive rating	Quarterly customer survey
	Cost Savings/Avoidance	2 – 5% reduction / avoidance	Monthly performance audit
Building System Maintenance and Repair	Preventive Maintenance Program	98% on-time and correctly performed	Work orders open / completed aging reports
	Mean Time to Repair	8 hours routine / planned	Work order completed report / monthly
	Emergency Response	4-hour response	Customer call back re-port
Work Order Compliance	Preventive Maintenance Work Order Compliance	95% compliance with SLAs	Corrigo report / quarterly
	Corrective Maintenance Work Order Compliance	95% compliance with SLAs	Corrigo report / quarterly
	Work Order Backlog	>2% PM and CM reported on backlog	Corrigo report / quarterly
	Responsiveness	Client satisfaction	Customer survey



Classification	Metric	Expected Performance	Collection & Reporting
Customer Service Call Center	Average Time in Queue	98% within 40 seconds	Call back results
	Average Talk Time	98% within 90 seconds	Monthly customer re-port
	Information Accuracy	Technical satisfaction	Tech survey results
Safety Training and Compliance	Safety Orientation	100% meet all federal and state requirements	Training records
	Safety Training	100% compliance with client's and ABM's policy	Semiannual reporting / CBR report
	Employee Development Skills Training		
Project Management	Work Progress / Compliance Inspections	84% minimum on-schedule/ 100% compliance	Percentage to completion, actual to forecast by milestone, monthly progress report, CBR summary report
	Progress Quality	On-time, comprehensive and correct	
	Project Budget	Actual costs less than budget	



## Communication Plan

Our successful relationship with Northbrook Public Library's management depends on clearly communicating our expectations, objectives, and results. From the beginning, we organize regular meetings with you to identify best practices. The facility manager serves as the main point-of-contact.

Our goals anticipate, recognize, and plan the services required to address your needs. We make the most of every conversation with you. Communication plays a key role in the level of customer service ABM provides to our clients.

## Proposed Meetings and Reviews

Personal communication addresses service issues, spots trends, and adjusts before concerns become problems. We propose two ways to regularly review our services with you: personal meetings and joint reviews. We schedule meetings at a frequency requested by your management to address special needs within your Library and provide updates on service-related issues.

### Accessibility and Customer Service

- Client meetings
- Client satisfaction measurements
- Customer service training and reward / acknowledgement programs
- ABM customer service request portal

## Sample Meeting Schedule

Frequency	Purpose	Performed By	Meeting With
Daily	Special needs	Facilities Department Manager	Client Representative
Weekly (upon request)	Service relations and quality control inspections	Facilities Department Manager and/or Regional Engineering Manager	Client Representative
Weekly for 30 days	Service	Facilities Department Manager, Regional Engineering Manager, and Engineering VP	Client Representative
Monthly	Service performance and quality control inspections	Facilities Department Manager and Regional Engineering Manager	Client Representative
Joint Reviews	Service, business issues, and service performance review	Facilities Department Manager and Regional Engineering Manager	Client Representative

## Client Business Reviews

Our management structure serves as our first line of support for Northbrook Public Library. To maintain operating knowledge of the entire portfolio, the facility manager interfaces with management teams and serves as the point-of-contact for communications. Northbrook Public Library and ABM agree upon the details and processes in our operations playbook in advance.

Formal joint reviews between ABM and Northbrook Public Library take place quarterly, semi-annually, or more often if necessary. We report key performance indicators (KPIs) regarding our service during these meetings. Your report request may include reporting and analysis of quality scores, survey results, work order statuses, employee turnover, actual year-to-date costs versus budget, or costs outside of scope. Your feedback is incorporated into our reviews and used to set future goals and initiatives.

### Monthly and Quarterly Client Business Reviews

Quarterly formal meetings present our performance compared to expectations during client business reviews (CBRs). We highlight areas of success and achievement. The facility manager engages the ABM local team that may also include regional and corporate resources. If our performance falls below expectations, we discuss action plans to resolve those issues. Customizable CBR format includes the following areas:

- Expected service levels report
- Budgets per location
- Annual report summarizing operating expenses and all other charges incurred by ABM
- Normal and customary supplier reporting
- Recommendations for projects
- Summary of building inspections and performance against objectives

Our primary goal is to meet our contract obligations by improving our performance each year, identifying concerns before they become larger issues, and correcting identified deficiencies promptly.

## Customer Satisfaction Surveys

Our clients assist in designing the customer satisfaction surveys for their site. A percentage of experienced service personnel and people who phone-in reactive requests are surveyed. The responses are reviewed, and the ratings reported against the performance standards, usually on a quarterly basis. ABM and Northbrook Public Library representatives review suggestions for improvements.

## Issue Resolution and Communication

Our standard order of operations regarding any issues that require resolution is below.



## Communication Cadence

The following table highlights the timing and cadence of communicating with SITE.

Standard Order of Communications						
	Daily		Weekly		Monthly	
	Informal	Formal	Informal	Formal	Informal	Formal
Service Issues	•	•	•	•		•
Vehicle Maintenance			•			•
Employee Status	•	•		•		•
Training				•		•
Special Projects	•			•		•
SLAs						•
Safety	•	•		•		•
Feedback	•			•		•
Uniform / Equipment			•			•
Recruiting	•			•		•
Incentives				•		•
Escalations	•	•		•		•
<b>Method of Communication</b>	<ul style="list-style-type: none"> <li>Voice Mail</li> <li>E-mail</li> <li>Verbal</li> <li>Phone</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor's Report</li> <li>Fax</li> <li>E-mail</li> <li>CBRs</li> </ul>	<ul style="list-style-type: none"> <li>Impromptu Meetings</li> <li>General Discussions</li> </ul>	<ul style="list-style-type: none"> <li>Summary</li> <li>Fax</li> <li>E-mail</li> <li>Management Meetings</li> <li>CBRs</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Managing Meeting</li> <li>Safety Updated</li> <li>Service Meeting</li> <li>CBRs</li> </ul>

## Site Surveys

The engineering team participates in site surveys and generating the project scope of work, scope design, energy calculations, and measurement and verification (M&V) plans. ABM's engineering, delivery, and M&V teams will prepare for development of a work plan, clearly describing how we will comply with the requirements of the contract and assess all aspects of the work to be performed. This includes anticipated outages (number and duration), phasing requirements, transition space if required, and more. Prior to commencing with the site survey, the site survey checklist (as noted on the following pages) will be generated, documenting that all required preparations for the Site have been performed.

Auditing Checklist		
Item to Check	Comments	✓
Baseline bills provided?	All data accounted for, correct meter reads, etc.	
Verify all units for each utility meter	CCf, kWh, Therms, MCf, etc.	
Determine minimum cost-per-unit	Set meter to use average cost/consumption	
Utility companies	Names and contact numbers of providers	
Utility companies' rates/schedules	Is a lower rate available or a demand charge assessed?	
Identify distributors vs. commodity suppliers	Distributor = delivery (units), supplier = commodity (cost)	
Associate meters/accounts with buildings	Acct. # → meter # → building name → service address	
Device/Meter numbers	Cross-reference with utility company for accuracy	
Baseline period	Based upon construction start	
Weather data collection	To be done by Energy Engineer	
Square-footage of each building		
Letter of Authorization (LOA)	One for each utility company or blanket for all	
Tax ID # and/or pin #	Required for setting up some online accounts	
Online utility access	Tax ID # and/or pin #	
On-site contacts & ABM contacts	Accounting, facilities, audit recipient, etc.	
ECM list itemization		
Identify utilities impacted	Gas, water, electric, propane, fuel oil, diesel, coal	
Contract documents	Signed guarantee, scope of work, ECM calcs, contract	
Project cost	Available in contract	
Guarantee amount	Could be dollar savings or unit reductions	
Stipulated savings	Available in guarantee document	
Expected energy savings	From master ECM list	
Length of guarantee (# of audits)		
Construction start date	When Linc mobilizes	
Construction completion date	When project is signed off by customer as finished	
Remote access to controls & schedules?	Yes / No	

Audit period	Based upon construction completion
Identify which meters are impacted	Collaboration between scope of work & project manager
Buildings' operations	After-hour events, renting out space, programs, etc.
Summer operation (shutdown)	Any period buildings are shutdown/cease operation
Upload modeling data	Create MT1 & .pjy file in Metrix
Model/tune meters	Verify accuracy of balance points

During the Site Survey, all utilities serving the facility shall be verified. These include (but are not limited to) electrical, water, natural gas, steam, and chilled water lines.

*11. Staffing plan (including qualifications of key personnel and specifying what level of staff would be responsible for each type of support)*

## Staffing Plan

### Organized to Respond to Your Needs

Northbrook Public Library needs a facilities management partner with a team that is always available to assist. ABM has a comprehensive management team that is supported by all levels of the organization. Northbrook Public Library will receive personalized service that emphasizes client satisfaction. As part of the ABM Way, we have developed an approach that allows us to manage your Library's service needs and exceed your expectations.

***Northbrook Public Library will benefit from our industry experts and local specialists in recruitment, operations, account management, quality assurance, safety, risk management, training, and technical support.***

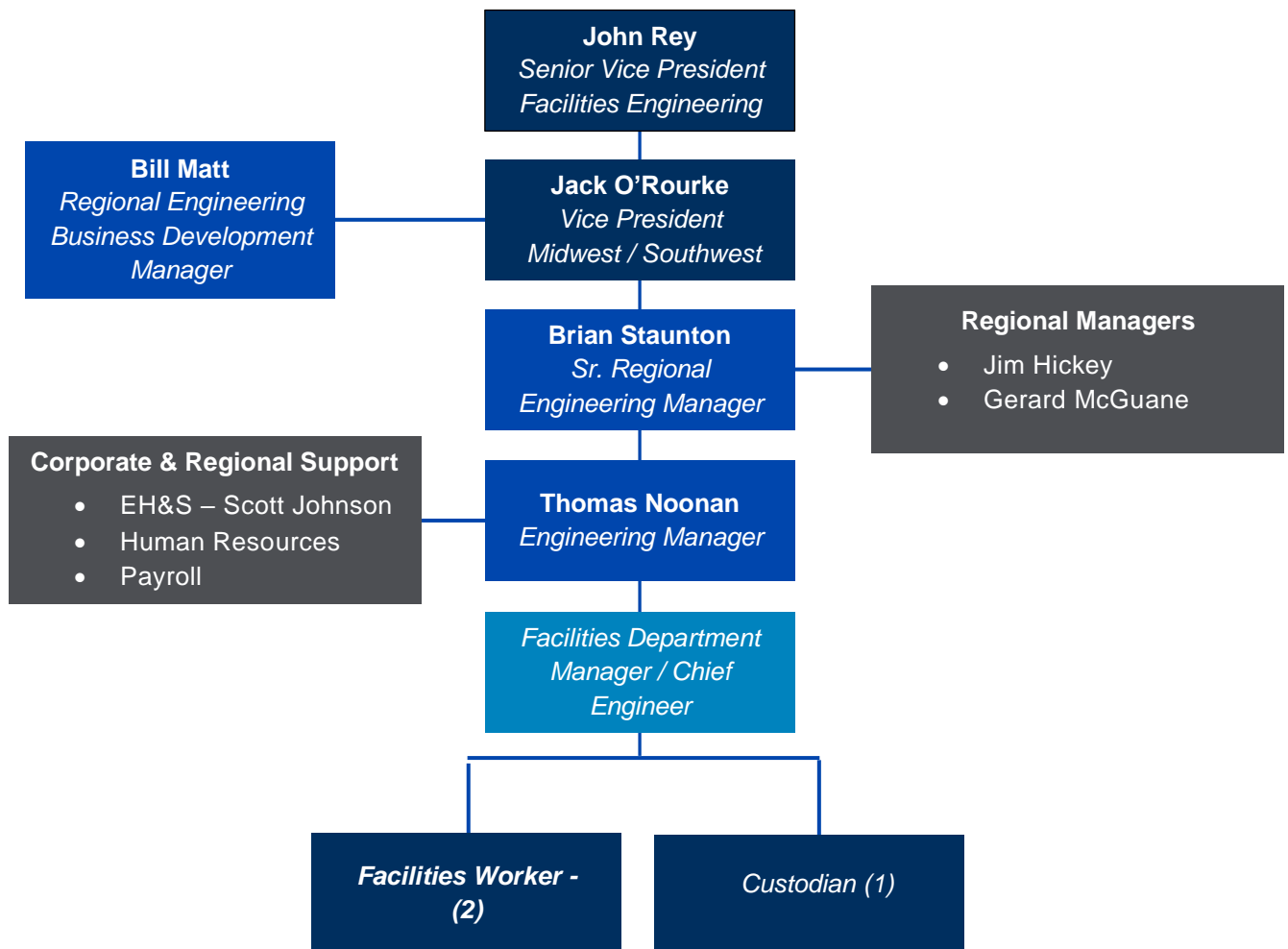
The following describes the team roles and responsibilities that will directly support your account.

Regional and Local Support Roles	
Engineering VP of Operations	<ul style="list-style-type: none"> <li>• Sets goals and objectives for the region</li> <li>• Supports both the on-site employees, as well as branch teams in the implementation of operational improvement strategies for the library</li> <li>• Ensures the region and district's compliance with company policies and government regulations</li> </ul>
Transition / Engineering Manager	<ul style="list-style-type: none"> <li>• Manages the account transition</li> <li>• Develops transition plan and coordinates execution</li> <li>• Supports the field in monitoring subcontractor screening</li> <li>• Hires and trains employees</li> <li>• Plans, assigns, and directs work performance through the use of managers, supervisors, and leads.</li> <li>• Performs site inspections and monitors compliance</li> <li>• Analyzes reports, identifies trends, and develops a plan to correct problems</li> <li>• Oversees local inspections, quality control measures, and inventory for the assigned buildings</li> <li>• Manages safety programs and conducts monthly safety meetings</li> </ul>

Facilities Department Manager / Chief Engineer	<ul style="list-style-type: none"> <li>Oversees local inspections, quality control measures, and inventory control of equipment and supplies for the assigned locations</li> <li>Organizes and controls local area activities</li> </ul>
Regional Safety Manager	<ul style="list-style-type: none"> <li>Performs on-site annual safety audits</li> <li>Ensures risk and safety compliance</li> </ul>
Human Resources Manager	<ul style="list-style-type: none"> <li>Oversee onboarding of union employees</li> <li>Enforcement of ABM policies and procedures</li> <li>Handles discipline per company policy</li> </ul>

### Proposed Support Structure for Northbrook Public Library

Your portfolio will be supported by a team of experts knowledgeable in government and your local area. Please refer to the following organizational chart which depicts the structure of the proposed support team:





## Key Account Resources

Below are bios for key account personnel we propose to support your facilities management program as described in this proposal:



### **John Rey, Senior Vice President – Facilities Engineering**

John has more than 35 years' experience in the facility services industry. In his current position he oversees all business functions and is instrumental in establishing company strategy and vision. He serves as a mentor to ensure the regional teams provides operational expertise to increase safety and operational performance and delivers services within the client's management systems and processes. He also provides planning and overall coordination of services for national contracts. John is a member of BOMA, IFMA, CoreNet, and IREM. He also is a BOMA-certified Real Property Administrator, LEED Green Associate Candidate, BOMA Philadelphia's Community Services committee member, and serves as an Employer Trustee on the IUOE National Training Trust Fund.



### **Jack O'Rourke, Vice President – Midwest / Southwest**

Before joining ABM in 2020 as a regional vice president, Jack was the Engineering Manager for the Midwest Region for Able Services for over 20 years. While working at Able he was integral in the growth and expansion of the region. In 2009, Jack was promoted to Vice President, of the Midwest & Southwest Region. He is responsible for the leadership and performance of this market. In addition to holding an adjunct faculty position with Oakton Community College and Triton College teaching at the IUOE Local 399 Training Center, he is also involved with St. Patrick High School STEAM Advisory Committee and the Oakton Advisory Committee for Facilities Management in Engineering. He is also an Employer Trustee on IUOE Local 399's 401k Trust Plan.



### **Brian Staunton, Senior Regional Engineering Manager – Midwest**

Brian began his career in 1996 and over the next several years ascended through various leadership roles with various organizations. In 2007, Brian joined Able Services in the role of Engineering Manager for the Midwest region. In 2021, Brian joined ABM Industries in a Senior Regional Manager where he oversees operations for high-rise office complexes, high-rise residential complexes, and commercial shopping centers for Midwest operations. Brian currently serves on the BOMA Chicago Diversity Committee, BOMA Suburban Chicago Engineering Committee and sits on the Board of the Chief Engineers Association of Chicagoland. Brian is a graduate of Triton College with an Associate's Degree in Stationary Engineering.



### **Thomas Noonan, Engineering Manager**

Tom joined ABM 2022 from Ale Services. He is a seasoned Engineering Manager with over two decades of hands-on experience in facilities and real estate. Currently serving as the Chair of the BOMA Suburban Engineering Committee, he has a proven track record of success in this dynamic field. He excels in various aspects of engineering and management, including expert negotiation, meticulous budgeting, HVAC system management, value

engineering, and streamlined operations. Tom Noonan holds a Bachelor of Business Administration (B.B.A.) degree with a focus on Accounting and Business/Management from Lewis University, making him a well-rounded professional in the world of business and engineering."

### **Bill Matt, Business Development Manager**



Bill brings two decades of expertise as an operating engineer spanning diverse industries, including Commercial Real Estate, Healthcare, Mission Critical, and Hospitality/Convention. In his most recent role as Superintendent of Engineering, he successfully managed over 15 million square feet of space and a team of 64 engineers. Bill's extensive background in steam and chilled water plant operations, maintenance, and design underpins his exceptional skills. Additionally, as an adjunct faculty member at Triton College, he imparts knowledge through courses in Mission Critical Systems Operations and Maintenance, as well as Facilities Technology Integration.

## **Facilities Department Manager / Chief Engineer – TBD**

Upon award of contract, ABM will hire, with the Northbrook Public Library's approval, a facilities manager who will meet the below qualifications:

- Oversee the ongoing maintenance, repair and cleaning of the building and grounds
  - including building maintenance, repair and/or alteration projects including minor plumbing, carpentry, painting, and electrical repairs.
- Supervise and assign duties to the Facilities Assistant / Engineer, Facilities Worker, Custodian, and Security Monitors.
- Hire, train, coach, discipline, and evaluate ABM team members
- Coordinate and monitor workflow to determine staffing needs with feedback from Northbrook Public Library contact
- Assist library contact with project planning, implementation, and completion of building and grounds capital projects
- Create and maintain departmental reports, records, and statistics
- Partners with security to monitor and resolve issues
- Attends management team meetings for all department managers, staff meetings, and serves as a liaison between other managerial staff and department staff
- Manage outside contractors, representing the best interest of Northbrook Public Library.
- Oversee Projects and act as a liaison between contractors and Northbrook Public Library Administrators

### **Qualifications**

The team member hired by ABM will, at a minimum, possess the required skills below:

- Three years of supervisory experience

- Five years of experience in general building maintenance and repair including maintaining building systems
- Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g., Bachelor's Degree) or experience
  - Communication Skills include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings
  - Computer Skills include using word processing and spreadsheet applications including MS Office Suite, effectively using email and Google calendar, and maintaining and organizing digital files
  - Time Management includes prioritizing tasks, meeting deadlines, and managing time independently
  - Research Skills include understanding the information needed and synthesizing the data to present findings and recommend an action
- Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
- K of basic maintenance and facility materials, tools, and equipment
- K of the repair and maintenance of heating and cooling systems
- Working knowledge of painting, carpentry, electrical and plumbing methods and techniques
- Working knowledge of library and facility related technology and software with the ability to problem solve and troubleshoot
- Knowledge of budget preparation, administration, project planning, and supervisory methods and techniques
- Knowledge of architectural blueprints and construction codes

## Budget

12. Budget (Detailed budget breakdown including cost and hour breakdown for support, Proposed communication and reporting plan)

Estimated Monthly Cost Summary Maintenance & Engineering Services <b>Northbrook Public Library</b> 1201 Cedar Lane Northbrook, IL 60062			Prepared: 2/3/2025
No. Emp	Classification	Monthly Hours	Total Monthly Amount
1	Chief Engineer	174.00	\$9,570.00
<b>Total Monthly Labor Cost</b>			<b>\$9,570.00</b>
<b><u>Payroll Related Cost Factors</u></b>			
Includes taxes & insurance, Local 399 health & welfare, pension, & training fund; uniforms, & cellphones			\$5,540.52
<b><u>Angus</u></b>			\$250.00
<b><u>Trust Fund Audit Compliance Fee</u></b>			\$10.67
<b><u>Technology Hosting/Retention &amp; Cyber Security Fee</u></b>			\$84.54
<b><u>Safety</u></b>			\$309.11
<b><u>Overhead</u></b>			\$463.67
<b><u>Profit</u></b>			\$463.67
<b>Total Estimated Monthly Cost</b>			<b>\$16,692.19</b>
Costs adjust in January each year based on the CPI (consumer price index).			
Footnotes:			
1 Wages & fringe benefits are in accordance with the Local 399 Collective Bargaining Agreement. Wages and benefits are subject to increase in July of each year in accordance with the CBA.			
2 In order to be compliant with applicable federal and state wage and hour laws, ABM utilizes an electronic timekeeping system that pays hourly team members to the nearest minute based on their time punches.			
3 Overtime will be billed as incurred subject to prior approval.			
4 Estimated hours reflected above represent average number of hours per month over a twelve month period. Actual hours per month will vary.			
5 Technology & cyber security fee associated with processing/storing data on ABM server & standard cyber security measures.			
6 In addition to the monthly cell phone service cost included in the estimate above, a start-up fee of \$100 per person is required. The monthly fixed rate does not provide usage data from our carrier, so no billing backup can be provided. If a cell phone contract is terminated within 24 months, a prorated termination fee may apply.			
7 If rebill expenses occur, they will be billed at cost plus fifteen percent (15%) or a minimum \$50 fee, whichever is higher.			
8 The cost is based on an hours paid contract. All regular hours, overtime, vacation, holiday, sick leave, jury duty & bereavement hours will be billed the same month as paid to the employee(s). This includes payouts (e.g. vacation) when an employee either leaves ABM employment or is subject to any other employment related change that triggers a required payout. All applicable personnel & payroll related cost factors will be passed along to the client. This is to include all pay increases to employees, applicable federal, state & local taxes, insurance, employee benefit plans & recruiting.			



13. Proof of insurance

# Certificate of Insurance

Page 1 of 3



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/26/2024

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

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

<b>PRODUCER</b> Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT</b> NAME: WIW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@wtwco.com		FAX (A/C, No): 1-888-467-2378													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B: ACE Property &amp; Casualty Insurance Company</td> <td>20699</td> </tr> <tr> <td>INSURER C: Indemnity Insurance Company of North America</td> <td>43575</td> </tr> <tr> <td>INSURER D: National Union Fire Insurance Company of Pittsburgh</td> <td>19445</td> </tr> <tr> <td>INSURER E: QBE Specialty Insurance Company</td> <td>11515</td> </tr> <tr> <td>INSURER F: Federal Insurance Company</td> <td>20281</td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B: ACE Property & Casualty Insurance Company	20699	INSURER C: Indemnity Insurance Company of North America	43575	INSURER D: National Union Fire Insurance Company of Pittsburgh	19445	INSURER E: QBE Specialty Insurance Company	11515	INSURER F: Federal Insurance Company
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INSURER F: Federal Insurance Company	20281															

**COVERAGES**      **CERTIFICATE NUMBER:** W35916978      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000,000 SIR <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		XSL G48949757	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		ISA H11374311	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0		XEU G27910865 010	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No N/A	WLR C72624804	11/01/2024	11/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Liability - 1st layer		17247233	11/01/2024	11/01/2025	\$10,000,000 XS of \$10,000,000

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

SEE ATTACHED

<b>CERTIFICATE HOLDER</b>  ABM Industries Incorporated 4151 Ashford Dunwoody Road Suite 600 Atlanta, GA 30319	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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SF ID: 26654876

BATCH: 3677297





AGENCY CUSTOMER ID: \_\_\_\_\_  
 LOC #: \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

Page 2 of 3

<b>AGENCY</b> Willis Towers Watson Southeast, Inc.		<b>NAMED INSURED</b> ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319	
<b>POLICY NUMBER</b> See Page 1		<b>EFFECTIVE DATE:</b> See Page 1	
<b>CARRIER</b> See Page 1	<b>NAIC CODE</b> See Page 1		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: QBE Specialty Insurance Company NAIC#: 11515  
 POLICY NUMBER: 130007484 EFF DATE: 07/01/2024 EXP DATE: 07/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Professional Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
	Retention	\$1,000,000

INSURER AFFORDING COVERAGE: Federal Insurance Company NAIC#: 20281  
 POLICY NUMBER: J06105798 EFF DATE: 11/01/2024 EXP DATE: 11/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Crime/Employee Dishonesty/ Fidelity	Each Occurrence	\$5,000,000

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667  
 POLICY NUMBER: WCU C72624762 EFF DATE: 11/01/2024 EXP DATE: 11/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Workers Compensation	EL Each Accident	\$1,000,000
WC-Statutory/CA-\$1M SIR	EL Disease-Pol Limit	\$1,000,000
OH, WA, OR, IL, MI - \$500K SIR	EL Disease-Each Empl	\$1,000,000

ADDITIONAL REMARKS:  
 ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/MEMBER are included under Excess Workers Compensation policy #WCU C72624762

INSURER AFFORDING COVERAGE: AIG Specialty Insurance Company NAIC#: 26883  
 POLICY NUMBER: CPO 16081985 EFF DATE: 05/01/2024 EXP DATE: 05/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractor's Pollution Liability	Each Loss	\$10,000,000
	Aggregate	\$10,000,000
	SIR	\$500,000

ACORD 101 (2008/01)

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SR ID: 26654876 BATCH: 3677297 CERT: W35916978



AGENCY CUSTOMER ID: \_\_\_\_\_  
 LOC #: \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

Page 3 of 3

<b>AGENCY</b> Willis Towers Watson Southeast, Inc.		<b>NAMED INSURED</b> ABM Industry Groups, LLC an ABM Industries Incorporated Company 4151 Ashford Dunwoody Road, Suite 600 Atlanta, GA 30319	
<b>POLICY NUMBER</b> See Page 1		<b>EFFECTIVE DATE:</b> See Page 1	
<b>CARRIER</b> See Page 1	<b>NAIC CODE</b> See Page 1		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: American Home Assurance Company NAIC#: 19380  
 POLICY NUMBER: 080768613    EFF DATE: 05/01/2024    EXP DATE: 05/01/2025

<b>TYPE OF INSURANCE:</b>	<b>LIMIT DESCRIPTION:</b>	<b>LIMIT AMOUNT:</b>
Property Coverage	Per Policy	\$5,000,000

**ADDITIONAL REMARKS:**  
 All Risk of Physical Damage at any location including customer's premises, subject to policy terms.

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667  
 POLICY NUMBER: ISA H11374311    EFF DATE: 11/01/2024    EXP DATE: 11/01/2025

<b>TYPE OF INSURANCE:</b>	<b>LIMIT DESCRIPTION:</b>	<b>LIMIT AMOUNT:</b>
Garage Keepers Legal Liability	Limit	\$2,000,000

**ADDITIONAL REMARKS:**  
 Automobile Liability includes Excess Garage keepers Liability.



#### 14. References

(References as outlined above, which should include:

- a. *Names and contact information of three libraries or similar agencies currently under contract)*

### References

Organization Name	Contact (Name, Phone, Email)	Years Working Together
Trinity College	Tom Fusciello, AVP of Construction   860.297.4198   <a href="mailto:tommasi.fusciello@trincoll.edu">tommasi.fusciello@trincoll.edu</a>	Integrated facility services including grounds, maintenance, and custodial solutions, including college library and rare book storage since 2019
George Washington University	Baxter A. Goodley, Senior Associate Vice President – Facilities Planning, Construction and Management (FPCM)   202.994.0194   <a href="mailto:bagoody@gwu.edu">bagoody@gwu.edu</a>	Integrated facility services, custodial and maintenance services, for 127 buildings including university library since 2022
Chicago Public Library	Rudolph Sanchez – Director of Facilities Management   312.287.0570   <a href="mailto:rudolph.sanchez@cityofchicago.org">rudolph.sanchez@cityofchicago.org</a>	Janitorial Services for 51 libraries since 2017

#### List of Customers for Past 3 Years

- b. *(A full list of any libraries or similar agencies the firm has worked with in the past three years, either on an ongoing basis or for special projects, clearly indicating which clients received ongoing support and which were single projects)*

### List of Customers for the Past Three Years

ABM cleans services 120 public libraries in 15 states and the District of Columbia. At hundreds of colleges and universities across the US, we provide facilities maintenance including stable environments that sustain library collections ranging from microfiche all the way to rare book collections.

Organization Name	City	State	Contact (Name, Phone, Email)	Ongoing / Special Project
Chicago Public Library Sonoma County Library	Chicago Santa Rosa	IL CA	Rudolph Sanchez   312.287.0570   <a href="mailto:rudolph.sanchez@cityofchicago.org">rudolph.sanchez@cityofchicago.org</a>	Janitorial services for 51 library branches / Operations and Maintenance Staffing
Dumbarton Oaks Research Library	Washington	DC	Contact information will be provided upon request	Total Facility Management including Operations, Maintenance, Janitorial and Contract Management
Temple Terrace Public Library	Temple Terrace	FL	Contact information will be provided upon request	Daily Operations and Maintenance

Gwinnett College – Daniel J. Kaufman Library & Learning Center	Lawrenceville	GA	Contact information will be provided upon request	Daily Operations and Maintenance
Washington Research Library Consortium	Upper Marlboro	MD	Contact information will be provided upon request	Daily Operations and Maintenance
St. Joseph Public Library	Saint Joseph	MO	Contact information will be provided upon request	Daily Operations and Maintenance
Boulder City Library	Boulder City	NV	Contact information will be provided upon request	Daily Operations and Maintenance
Farmers Branch Manske Library	Farmers Branch	TX	Contact information will be provided upon request	Daily Operations and Maintenance
Chicago Public Library	Chicago	IL	Rudolph Sanchez   312.287.0570   <a href="mailto:rudolph.sanchez@cityofchicago.org">rudolph.sanchez@cityofchicago.org</a>	Janitorial services for 51 library branches
Multnomah County Library	Portland	OR	Contact information will be provided upon request	Janitorial services for 21 library branches
Long Beach Public Library	Long Beach	CA	Contact information will be provided upon request	Janitorial services for 11 library branches
Spokane County Libraries District	Spokane Valley	WA	Contact information will be provided upon request	Janitorial services for 11 library branches
Hayward Public Library	Hayward	CA	Contact information will be provided upon request	Janitorial services for 2 library branches
Kansas City Library	Kansas City	MO	Contact information will be provided upon request	Janitorial services for Central Library and Admin Annex
Arcadia Public Library	Arcadia	CA	Contact information will be provided upon request	Janitorial Services
Cerritos Library	Cerritos	CA	Contact information will be provided upon request	Janitorial Services
Yale Library – Yale University	Hamden	CT	Contact information will be provided upon request	Janitorial Services
Ames Public Library	Ames	IA	Contact information will be provided upon request	Janitorial Services
Nampa Public Library	Nampa	ID	Contact information will be provided upon request	Parking Services

Kalamazoo Public Library	Kalamazoo	MI	Contact information will be provided upon request	Parking Services
Tennessee State Library & Archives	Nashville	TN	Contact information will be provided upon request	Janitorial Services
Austin Public Library – Central Library	Austin	TX	Contact information will be provided upon request	Parking Services
Seattle Public Library – Central Library	Seattle	WA	Contact information will be provided upon request	Parking Services

## What to Expect from ABM



**We are ready to build value for Northbrook Public Library.**

**Our solutions lower your operating costs, preserve your assets, and maximize their value.**

### Thank You

On behalf of the ABM team, thank you for the opportunity to respond to this important RFP for Northbrook Public Library. We look forward to continued dialog on how to best meet the needs of Northbrook Public Library's facilities management program.



**Bill Matt**

Regional Business Development  
Manager  
Engineering SME Central Region  
[bill.matt@abm.com](mailto:bill.matt@abm.com)  
773.562.0439

### Service Excellence

With our highly trained in-house workforce, we provide services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.

### Breadth of Services

We provide an unrivaled range of facilities solutions that keep your properties safe, clean, comfortable, and energy efficient.

### Deep Industry Expertise

From our national office to our local branches, our workforce understands your industry. In over 115 years of service, we've developed the expertise to make our solutions work best for you.

### Technology-enabled Workforce

Innovative technology solutions simplify service delivery, empower on-site team members, and allow for greater transparency.

### Guaranteed Sustainability Solutions

We use our expertise to support your sustainability goals, including green cleaning, LEED support, infrastructure solutions, and more.



## Memorandum

---

**DATE:** 2.20.25  
**TO:** Trustees  
**FROM:** Anna Amen & Dan McQuinn  
**RE:** Elevator Modernization Project Change Order Request

As you are aware, the Elevator Modernization Project began on January 6, 2025. Initially, the project was expected to take six weeks; however, the timeline has extended beyond this estimate. While the project is progressing well overall, the original timeline did not fully account for several factors that have contributed to the extended duration:

- **Initial Setup and Mobilization:** The first elevator required additional time for material and tooling setup, site familiarization, and staging materials. This phase also involved organizing components for both elevators.
- **General Contractor Work for Building Code Compliance:** A significant portion of this work, which applies to both elevators, was completed during the first phase, thereby reducing the time needed for the second elevator.
- **Improved Efficiencies on the Second Elevator:** The team's familiarity with the first elevator has led to more efficient work on the second. Additionally, the second elevator has a single side opening, as opposed to the first elevator's front and rear openings, reducing the number of components to install.

Progress on the second elevator is proceeding as planned. However, there was a temporary issue when the patron elevator was out of service while the staff elevator was being worked on, causing a one-week disruption. Both patrons and staff handled the inconvenience well, and we appreciate their understanding and cooperation during this time.

## Change Order Requests:

There are two issues requiring board approval for change orders:

1. **Key Locks for the Staff Elevator:** During planning, it was assumed that the staff elevator would retain the key lock feature post-modernization. However, this was not discussed during the planning phase and the new elevator design does not include key locks and they are needed for the staff elevator.

Scope of Work – total \$4,896.00

- Remove Car Station
- Punch/cut in (2) openings to size of existing key switch
- Wire key switch at each floor, 2 & 3
- Test for proper operation & return elevator to service

Cost breakdown

- 8 labor hours
- \$612 per hour labor rate per contract

2. **Hydraulic Line Leaks in the Patron Elevator:** We've discovered multiple leaks in the hydraulic line, particularly at the Victaulic fittings. These leaks span six locations, but it is recommended to replace all 28 fittings to prevent further issues when pressure is restored. Additionally, part of the pipe run is behind drywall that will need to be removed and replaced. I have consulted with Dan, and he concurs that this approach is the best and safest resolution. Colley Elevator, our Elevator Maintenance Company, has also reviewed the issue and agree that addressing it now, while the elevator is out of service, is the ideal solution. The TKE change order for this repair totals \$10,738.82. We are still awaiting the costs from Pepper Construction for the necessary drywall and painting work, which will be completed alongside the second-floor repair work. We plan to present these costs at the board meeting prior to approval.

## Request for Approval:

We are requesting that the board approve the change orders related to these issues for the Elevator Modernization Project in the amount of \$15,634.82 plus the wall repair work that will be completed by Pepper.





# Subcontract Change Order

Date: 02/10/2025

PROJECT NUMBER: 236467  
CONTRACT DATE: 12/13/2023  
CHANGE ORDER NUMBER: 1

PROJECT NAME: NORTHBROOK PUBLIC LIBRARY  
PROJECT ADDRESS: 1201 CEDAR LN  
NORTHBROOK, IL, 60062-4513

CONTRACTOR NAME: Northbrook Public Library  
CONTRACTOR ADDRESS: 1201 Cedar Ln  
Northbrook, IL, 60062

SUBCONTRACTOR NAME: TK ELEVATOR CORPORATION  
SUBCONTRACTOR ADDRESS: 3600 Lacey Drive, Suite 100  
Downers Grove, IL, 60515

This Change Order is made at the request of the above-referenced Contractor and specifically modifies and amends the work, price and/or terms set forth in above-referenced Subcontract as follows:

**Material Changes:** Ordering victaulics to fix the leaky valves. Northbrook Library agrees to issue a formal change order to TK Elevator for the described work before any associated material will be ordered.

Material: Victaulics- \$20 per victaulic x 28 (amount needed) = \$560

Team Labor Rate: \$612 per hour x 14 hours= \$8,568

Material (\$560) + Team Labor Rate (\$8,568) + OH&P= \$10,738.82

Total CO: \$10,738.82

**Total Amount of this Change Order to be added to the contract price:** \$10,738.82

In the event of any conflict between the work, price and/or terms and conditions of the above-referenced Subcontract or prior change orders thereto and this Change Order, this Change Order shall be final. Please sign two (2) copies of this Change Order and return two (2) copies to TK Elevator. A fully executed copy of this Change Order will be returned to you for your files.

**Signed Acceptance:**

By signing this Change Order where indicated below, the Contractor’s signatory hereby acknowledges (a) that the Contractor agrees to all of the terms and conditions contained herein, (b) that the signatory has the authorization necessary to bind the Contractor to agreements of this nature, and (c) that this form is valid and binding notwithstanding any conflicts with procedures and/or forms required by the original Subcontract referenced above which are deemed to have been waived.

*This change order/notice scope of work requires the anticipated or current project schedule, and associated time frames, to be adjusted commensurate with the time necessary for the engineering, material procurement and additional labor. TK Elevator will provide a revised project schedule on expedited schedule change order/notice scope of work to the purchaser upon request.*

Subcontractor:  
**TK Elevator Corporation**

Contractor:  
**Northbrook Public Library**

By: Lauren Bojanic

Date: 02/10/2025

By: Anna Amen

Date:

Title: Administrator II

Title: Manager

Memorandum

---

DATE: September 9, 2019

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Unexpected Company Artwork Sale

I received a call from Richard J. Demato of RJD Gallery inquiring whether we would be interested in selling the following piece, *Unexpected Company* by Andrea Kowch (now Andrea Kowch Demato), which is currently on display in the Reference Department:



Richard is interested in purchasing it for the artist (now his for \$50,000. We originally acquired the piece through our annual juried art show in 2008 for \$2,000. The \$2,000 was paid by the Friends of the Library. This was the first piece that the artist ever sold. Here is the email from Richard:

Andrea's birthday is coming up soon, and I'd like to acquire "Unexpected Company", the 36/60" artwork she painted and sold The Northbrook Public Library for only \$2000, back for her.

At this time I would be willing to pay the Library \$50,000, and also provide you with a FREE "hand signed and numbered print", of "Unexpected Company", which at this size of original artwork, 36/60" would be very similar, if not the same, as "The Courtiers", (36/60") which we have sold out of for \$6500 each+ we also billed the buyers for tax and freight. A link is below and also an image of the framed "The Courtiers" artwork at 37/75" x 53.75". Please see the link below;

Richard had also inquired on the sale of the piece back in 2019 and offered the library \$24,000 with no additional piece to replace it. The board at that time decided not to sell it. At that time, I spoke with Paul Klein, an art appraiser, and received the following information about whether there was the potential for another buyer if we wanted to sell it:

*No work of hers art has ever appeared at auction. You could call Sotheby's or Christie's and see if they are interested. If the painting sold for \$50,000 at auction you'd probably receive \$35 – 38,000 after expenses and commissions.*

*I think selling it privately (not through auction or gallery) would be difficult.*

*I'd get in touch with Sotheby's or Christie's and get a sense if that's a worthwhile route. The auction would likely be spring. The gallery will not be interested in the piece if it does not sell at auction. However, if it is there, they may try to defend it.*

*Depending on what the auction house said - that should not take but a few days, but might be 2 weeks - I'd make a determination about direction.*

*It's a nice painting and will probably appreciate further.*

Warmly,  
Paul

**KLEIN ARTIST WORKS**

[Klein Artist Works](#)

312-852-7733

Amazon: [The Art Rules](#)

I reached out to Paul again and he said that he still recommends talking to an auction house to see about salability. I reached out to Christie's and Sotheby's and neither are interested.

Richard Demato is going to try and join the meeting by Zoom to answer questions at the board meeting. I look forward to hearing from the board what direction you would like to go.





## Memorandum

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DATE: 2.20.25  
TO: Trustees  
FROM: Anna Amen & Kate Hall  
RE: FY2026 Budget Draft I

Attached is the budget for fiscal year 2026 for your review. Projection reports used to develop the budget are on the [board portal](#). A more detailed overview will be presented at the meeting.

During the Levy process the board voted to increase the operating, FICA, IMRF, and debt service levies 4.6% to \$10,344,000.

Budgeted revenues and expenditures were determined by assessing the following information:

- Prior year's revenue data
- Prior year's spending data
- Strategic Plan Initiatives
  - Funds have been allocated for Strategic Plan Initiatives that cover part of year 1 and 2:
    - Revise the Collection Development Policy to reflect current community needs and trends.
    - Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.
    - Update the website to better meet staff and community information needs, with a focus on increasing accessibility.
    - Establish a framework to evaluate whether programs offer new perspectives and ways of looking at the world.
    - Offer access to new equipment, software, programs, and techniques to make a variety of items.
    - Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community.
    - Perform a comprehensive pay equity audit to ensure fair compensation across all roles.
    - Provide staff training on EDI principles and best practices.
    - Assess staffing needs across all departments to ensure equitable distribution of resources.

- Develop programs focused on bringing people together, reducing social isolation, and creating community bonds.
- Explore and implement new internet service provider to support community needs and select the best provider for our library.
- Execute the updated Master Facilities Plan to improve library infrastructure and services.
- Develop and implement a plan to welcome new library card holders and inform them about the different ways the library can meet their needs.
- Implement ways to make the library more accessible to people with disabilities.
- Upgrade security cameras, alarm, door locks, and the paging system.
- Increase availability of hours and programs in the Collaboratory.
- Facility plan
  - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
    - Security Cameras
    - Alarm System
    - Access Control System
    - HVAC Automation System Upgrade Project
- Operations
  - Personnel
    - Funds have been included to provide a cost of living increase and address pay equity audit findings and properly staff library operations to ensure effective customer service.
  - Materials
    - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
    - Spending is 12.10% of the budget
      - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Costs related to consortium and resource sharing are \$105,000 which brings our percentage up to 13.30%.
  - Programming
    - Funds have been allocated based upon staff input.
    - Donations from the Friends of the Northbrook Public Library, Laird Foundation and the Northbrook Art Commission will be applied to the costs of this program.
  - Staff Development
    - Funds being allocated to allow staff to attend in person training – the costs associated with in person training is greater than virtual training.
    - Funds have been allocated for staff appreciation and wellness to continue the ongoing work identified during the Zheng Consulting Assessment.
  - Software
    - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
    - The increase is due to an increase in subscription license renewals rather than standalone license purchases.
  - Community Relations

- Funds have been allocated to provide for a quarterly newsletter, email marketing efforts and expenses related to outreach efforts.
- Insurance (Group and General)
  - Includes a 15% increase for Medical, Dental, Vision and Life
    - We received notification from IPBC that renewal rates in July 2025 will be higher than usual – IPBC is working with their consultants to see how to reduce costs and is providing options to consortium members which will be evaluated when received. A separate agenda item with more information from Becky Moore is included in the packet.
  - Estimated increase 12% for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood Insurance
    - We are meeting with the insurance broker to get actual costs prior to the approval of the budget in March.
- Professional Fees
  - Funds have been allocated for attorney fees, auditor fees, HR consultants, website redesign and maintenance, IT consultant, Facility Management consultants, EDI consultants and Crisis Management consultants.
  - An inflationary increase was also included
- Contracted Services
  - Funds have been allocated for janitorial services, carpet cleaning, bathroom cleaning, water treatment, snow removal, window cleaning, security and maintenance of building systems and equipment.
  - An inflationary increase was also included
- Fixed Assets
  - Funds have been allocated to meet aging building needs and based upon the technology replacement plan. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.

After Library Board approval in March, the Library Budget will be sent to the Village to be included in the Village budget approval process.



Northbrook Public Library  
General Fund  
FY2026 Budget

	Explanation	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY25 Forecast	FY26 Budget
<b>REVENUES</b>							
<b>Undesignated Revenue</b>							
	Property Tax Levy	7,237,444	7,518,447	8,010,867	8,446,880	8,270,431	8,869,000
	Uncollectible Levy						(162,400)
	Property Tax Abatement						
	Replacement Tax	350,276	459,160	332,001	150,000	180,000	150,000
	Impact Fees	12,349	5,525	4,294			
	Fines & Fees	35,157	38,695	43,659	35,000	52,140	40,000
	Video/DVD rental						
	Interest Income	3,796	29,426	55,398	20,000	68,656	30,000
	Loss on Investment	222					
	Other Income	98,309	28,059	25,412	100,000	9,074	100,000
	<b>Total Undesignated Revenue</b>	<b>7,737,553</b>	<b>8,079,312</b>	<b>8,471,631</b>	<b>8,751,880</b>	<b>8,580,301</b>	<b>9,026,600</b>
<b>Designated Revenue</b>							
	Gifts & Other Designated Income	109,901	97,128	107,967	600,000	754,291	100,000
	Designated Interest Income	323	3,905	10,673		6,850	5,000
	<b>Total Designated Revenue</b>	<b>110,225</b>	<b>101,032</b>	<b>118,640</b>	<b>600,000</b>	<b>761,141</b>	<b>105,000</b>
	<b>Total Revenues</b>	<b>7,847,777</b>	<b>8,180,344</b>	<b>8,590,271</b>	<b>9,351,880</b>	<b>9,341,442</b>	<b>9,131,600</b>
<b>PERSONNEL</b>							
	Salaries and Wages	3,544,727	3,920,270	4,159,277	4,597,000	4,383,182	4,605,000
	Maintenance Salaries/Wages	149,068	172,053	190,605	203,000	169,966	201,649
	<b>Total Personnel</b>	<b>\$ 3,693,795</b>	<b>\$ 4,092,322</b>	<b>\$ 4,349,882</b>	<b>\$ 4,800,000</b>	<b>\$ 4,553,148</b>	<b>\$ 4,806,649</b>
<b>FRINGE BENEFITS</b>							
	Group Insurance	654,759	673,498	730,697	790,000	741,786	880,000
	Unemployment/Worker's Comp	24,228	26,047	25,070	24,000	24,000	25,000
	Staff Development & Incentives	53,438	58,301	65,072	63,000	68,000	64,000
	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party, Staff Wellness, Recognition & Acknowledgement, Tuition Reimbursement						
	<b>Total Fringe Benefits</b>	<b>\$ 732,425</b>	<b>\$ 757,845</b>	<b>\$ 820,839</b>	<b>\$ 877,000</b>	<b>\$ 833,786</b>	<b>\$ 969,000</b>
<b>COMMODITIES</b>							
	Materials	887,742	885,993	886,167	1,001,500	1,001,500	1,038,000
	Books, Ebooks, Periodicals, My Media Mall, AXIS 360 , Databases, Audio Books, Movies in all formats, Music in all formats						
	Programs	80,588	71,125	89,540	112,000	89,560	135,000
	Fiction & Media, Reference, Young Adult, Youth Services, Maker Services, Library Wide						
	Office & Library Supplies	60,423	56,483	49,400	70,000	47,066	70,000
	Supplies less than \$500						
	Software	92,506	92,146	96,864	106,000	98,556	108,000
	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, Server Software, StackMap, Titlesource, Website Hosting, ZooBean						
	Postage	19,633	18,556	17,658	20,000	16,859	20,000
	Community Relations	39,553	47,434	36,709	55,000	44,376	55,000
	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Bound Deliveries						
	Janitorial Supplies	45,728	44,678	46,640	45,000	31,626	45,000
	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping						
	<b>Total Commodities</b>	<b>\$ 1,226,173</b>	<b>\$ 1,216,415</b>	<b>\$ 1,222,978</b>	<b>\$ 1,409,500</b>	<b>\$ 1,329,543</b>	<b>\$ 1,471,000</b>

Northbrook Public Library  
General Fund  
FY2026 Budget

	Explanation	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY25 Forecast	FY26 Budget
<b>CONTRACTUAL SERVICES</b>							
	OCLC	25,204	26,683	26,818	29,000	25,348	29,000
	CCS Shared Costs	79,011	78,410	75,471	76,000	70,051	76,000
	Photocopy	25,544	24,857	20,889	19,000	19,437	17,000
	General Insurance	63,502	71,158	76,765	84,000	84,000	94,000
	Telephone & Internet	40,502	36,442	36,185	39,000	37,355	39,000
	Professional Services	258,042	309,174	382,263	434,000	436,506	526,000
	Equipment Rental/Maintenance	26,637	46,468	43,088	46,000	39,715	51,000
	Vehicle Expense	465	810	1,823	3,000	2,549	3,000
	Utilities	48,549	50,656	55,942	54,000	52,905	58,000
	Building Repairs	39,082	41,207	23,683	35,000	35,000	35,000
	Contracted Services	139,059	144,868	142,527	223,000	229,103	234,000
	Recruiting	1,555	420	150	1,000	333	1,000
	<b>Total Contractual Services</b>	<b>\$ 747,153</b>	<b>\$ 831,154</b>	<b>\$ 885,604</b>	<b>\$ 1,043,000</b>	<b>\$ 1,032,302</b>	<b>\$ 1,163,000</b>
<b>CAPITAL OUTLAY</b>							
	Furniture and Equipment	56,837	30,722	100,113	70,000	70,000	70,000
	<b>Total Capital Outlay</b>	<b>\$ 56,837</b>	<b>\$ 30,722</b>	<b>\$ 100,113</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>OTHER</b>							
	Contingency & Misc Exp	7,147	9,739	8,562	100,000	10,018	100,000
	Board Development	502	620	1,092	1,000	595	1,000
	<b>Total Other</b>	<b>\$ 7,649</b>	<b>\$ 10,359</b>	<b>\$ 9,654</b>	<b>\$ 101,000</b>	<b>\$ 10,613</b>	<b>\$ 101,000</b>
	<b>Total Expenses Before Gifts &amp; Transfers</b>	<b>\$ 6,464,033</b>	<b>\$ 6,938,819</b>	<b>\$ 7,389,070</b>	<b>\$ 8,300,500</b>	<b>\$ 7,829,392</b>	<b>\$ 8,580,649</b>
	<b>DESIGNATED EXPENSES</b>	<b>\$ 89,569</b>	<b>\$ 108,970</b>	<b>\$ 181,129</b>	<b>\$ 600,000</b>	<b>\$ 696,735</b>	<b>\$ 100,000</b>
<b>TRANSFERS</b>							
	Debt Service Transfer	\$ 20,546	\$ 12,554	\$ 20,080	\$ 25,000	\$ 15,957	\$ 25,000
	Capital Improvements Transfer	\$ 1,270,000	\$ 1,120,000	\$ 995,000	\$ 425,000	\$ 790,000	\$ 425,000
	<b>Total Transfers</b>	<b>\$ 1,290,546</b>	<b>\$ 1,132,554</b>	<b>\$ 1,015,080</b>	<b>\$ 450,000</b>	<b>\$ 805,957</b>	<b>\$ 450,000</b>
	<b>Total Expenses</b>	<b>\$ 7,844,147</b>	<b>\$ 8,180,343</b>	<b>\$ 8,585,279</b>	<b>\$ 9,350,500</b>	<b>\$ 9,332,084</b>	<b>\$ 9,130,649</b>
	<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 3,630</b>	<b>\$ 2</b>	<b>\$ 4,992</b>	<b>\$ 1,380</b>	<b>\$ 9,358</b>	<b>\$ 951</b>

**Northbrook Public Library  
IMRF/FICA Fund  
FY2026 Budget**

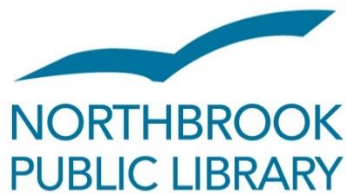
	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Forecast	FY 2026 Budget
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
	Property Tax Levy-IMRF	\$389,152	\$418,181	\$419,185	\$400,000	\$391,644	\$380,000
	Property Tax Levy FICA & Medicare	\$281,163	\$284,363	\$285,046	\$280,000	\$274,151	\$325,000
	Interest Income IMRF	\$298	\$2,608	\$5,580	\$2,000	\$5,891	\$2,000
	Interest Income FICA & Medicare	\$81	\$461	\$833	\$500	\$959	\$500
	<b>Total Undesignated Revenue</b>	<b>\$670,694</b>	<b>\$705,612</b>	<b>\$710,643</b>	<b>\$682,500</b>	<b>\$672,645</b>	<b>\$707,500</b>
	<b>Total Revenues</b>	<b>\$670,694</b>	<b>\$705,612</b>	<b>\$710,643</b>	<b>\$682,500</b>	<b>\$672,645</b>	<b>\$707,500</b>
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Human Resources</b>							
	Employer IMRF	\$360,907	\$339,493	\$333,101	\$380,000	\$347,780	\$365,000
	Employer FICA & Medicare	\$271,950	\$301,541	\$321,397	\$325,000	\$337,634	\$340,000
	<b>Total Human Resources</b>	<b>\$632,857</b>	<b>\$641,034</b>	<b>\$654,498</b>	<b>\$705,000</b>	<b>\$685,414</b>	<b>\$705,000</b>
	<b>Total Undesignated Expenses</b>	<b>\$632,857</b>	<b>\$641,034</b>	<b>\$654,498</b>	<b>\$705,000</b>	<b>\$685,414</b>	<b>\$705,000</b>
	<b>Total Expenses</b>	<b>\$632,857</b>	<b>\$641,034</b>	<b>\$654,498</b>	<b>\$705,000</b>	<b>\$685,414</b>	<b>\$705,000</b>
	<b>NET SURPLUS/(DEFICIT)</b>	<b>\$37,836</b>	<b>\$64,578</b>	<b>\$56,145</b>	<b>(\$22,500)</b>	<b>(\$12,769)</b>	<b>\$2,500</b>

**Northbrook Public Library  
Capital Improvements Fund  
FY2026 Budget**

	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Forecast	FY2026 Budget
<b>Capital Improvements Fund</b>							
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
Interest Income		\$3,384	\$22,170	\$31,288	\$20,000	\$41,498	\$20,000
Other Income		\$7,200	\$0			\$25,000	
<b>Total Undesignated Revenue</b>		<b>\$10,584</b>	<b>\$22,170</b>	<b>\$31,288</b>	<b>\$20,000</b>	<b>\$66,498</b>	<b>\$20,000</b>
<b>Transfers &amp; Other Financing Sources</b>							
Transfer from General fund		\$1,270,000	\$1,120,000	\$995,000	\$425,000	\$425,000	\$425,000
Bond Proceeds							
Bond Premium							
Insurance Proceeds			\$25,893	\$7,500			
Other							
<b>Total Transfers &amp; Other Financing Sources</b>		<b>\$1,270,000</b>	<b>\$1,145,893</b>	<b>\$1,002,500</b>	<b>\$425,000</b>	<b>\$425,000</b>	<b>\$425,000</b>
<b>Total Revenues</b>		<b>\$1,280,584</b>	<b>\$1,168,063</b>	<b>\$1,033,788</b>	<b>\$445,000</b>	<b>\$491,498</b>	<b>\$445,000</b>
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Capital Projects &amp; Bond Expenses</b>							
Renovation/Repair		\$179,481	\$259,387	\$331,568	\$885,000	\$438,000	
Professional Fees		\$36,755	\$16,193	\$7,768	\$100,000	\$10,000	
Furniture & Equipment		\$261,635				\$5,000	
Miscellaneous		(\$70,686)					
<b>Total Capital &amp; Bond Expenses</b>		<b>\$407,185</b>	<b>\$275,579</b>	<b>\$339,336</b>	<b>\$985,000</b>	<b>\$453,000</b>	<b>\$0</b>
<b>Total Undesignated Expenses</b>		<b>\$407,185</b>	<b>\$275,579</b>	<b>\$339,336</b>	<b>\$985,000</b>	<b>\$453,000</b>	<b>\$0</b>
<b>Total Expenses</b>		<b>\$407,185</b>	<b>\$275,579</b>	<b>\$339,336</b>	<b>\$985,000</b>	<b>\$453,000</b>	<b>\$0</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$873,399</b>	<b>\$892,483</b>	<b>\$694,452</b>	<b>(\$540,000)</b>	<b>\$38,498</b>	<b>\$445,000</b>

**Northbrook Public Library  
Debt Service Fund  
FY2026 Budget**

	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY 2025 Forecast	FY2026 Budget
<b>Revenues</b>							
<b>Undesignated Revenue</b>							
	Property Tax Levy	\$737,686	\$745,395	\$750,489	\$758,350	\$742,509	\$770,000
	Interest Income	\$4	\$172	\$163	600	\$484	
	Loss on Investment						
	<b>Total Undesignated Revenue</b>	<b>\$737,690</b>	<b>\$745,567</b>	<b>\$750,652</b>	<b>\$758,950</b>	<b>\$742,993</b>	<b>\$770,000</b>
<b>Transfers &amp; Other Financing Sources</b>							
	Transfer from General fund	\$20,546	\$12,554	\$20,080		\$15,957	\$600
	<b>Total Transfers &amp; Other Financing Sources</b>	<b>\$20,546</b>	<b>\$12,554</b>	<b>\$20,080</b>		<b>\$15,957</b>	<b>\$600</b>
	<b>Total Revenues</b>	<b>\$758,236</b>	<b>\$758,122</b>	<b>\$770,732</b>	<b>\$758,950</b>	<b>\$758,950</b>	<b>\$770,600</b>
<b>Expenses</b>							
<b>Undesignated Expenses</b>							
<b>Capital Projects &amp; Bond Expenses</b>							
	Interest Payments	\$382,172	\$367,550		\$333,350	\$333,350	\$325,000
	Principal Payments	\$376,077	\$390,000		\$425,000	\$425,000	\$445,000
	<b>Total Capital &amp; Bond Expenses</b>	<b>\$758,249</b>	<b>\$757,550</b>		<b>\$758,350</b>	<b>\$758,350</b>	<b>\$770,000</b>
	<b>Total Undesignated Expenses</b>	<b>\$758,249</b>	<b>\$757,550</b>		<b>\$758,350</b>	<b>\$758,350</b>	<b>\$770,000</b>
<b>Transfers &amp; Other Financing Uses</b>							
	Other Financing Uses		\$572		\$600	\$600	\$600
	<b>Total Transfers &amp; Other Financing Uses</b>						
	<b>Total Expenses</b>	<b>\$758,249</b>	<b>\$758,122</b>		<b>\$758,950</b>	<b>\$758,950</b>	<b>\$770,600</b>
	<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$13)</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Memorandum

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DATE: 02/20/25

TO: Board of Trustees

FROM: Kate Hall, Executive Director, & Becky Moore, HR Director

RE: IPBC Health Insurance Changes Effective 07/01/25 Renewal

Northbrook Public Library was recently informed by our insurance pool, Intergovernmental Personnel Benefit Cooperative (IPBC), of significant upcoming changes to the health insurance plans offered to full-time employees. Below is a summary of these changes, effective with our July 1, 2025, insurance renewal:

### Key Changes to Health Insurance Plans

- **Premium Increases:** The monthly premiums for both health insurance plans will increase at historically significant rates. The Blue Cross Blue Shield (BCBS) PPO plan is projected to rise by 16.4%, while the BCBS HMO Illinois plan will increase by 4.3%. In addition, the dental plan is also estimated to increase by 8.6%. IPBC attributes these increases to rising medical claims costs.
- **Network Change:** Advocate Medical Group will no longer be part of the BCBS HMO Illinois network, directly affecting several library employees currently receiving care from medical providers in this network.

To address these changes while maintaining coverage quality and managing costs, we recommend the following:

1. Add BCBS Blue Advantage HMO Plan:
  - This plan can be added at no additional cost to the library.
  - It ensures that employees impacted by Advocate Medical Group's departure from BCBS HMO Illinois can continue receiving care within network.
2. Modify PPO Plan Design to Offset Costs:
  - Adjusting the BCBS PPO plan design can help mitigate the 16.4% premium increase.

- o Proposed changes which will reduce the premium increase by an estimated 2-5%.

	Current	Proposed
Deductible	\$300 individual/ \$600 family (in and out of network)	\$500 individual/ \$1,000 family (in and out of network).
Out-of-Pocket Maximum	\$1,000 individual / \$2,000 family in-network; \$3,000 individual / \$6,000 family out-of-network.	\$1,500 individual / \$3,000 family in-network; \$3,000 individual / \$6,000 family out-of-network.
Copays	\$10 for primary care visits, \$20 for specialist visits.	\$20 for primary care visits, \$40 for specialist visits.
Out-of-Network Co-Insurance	90%	80%.

While annual premium increases are not uncommon, the 16.4% PPO and 4.3% HMO increases significantly exceed the current 3% consumer price index (CPI) increase (as of January 2025). We recognize that these changes will impact employees' monthly budgets, and we will be coming in March with additional recommendations to minimize financial strain for staff regarding health insurance costs.

We appreciate the board's leadership and consideration of these recommendations. By implementing these changes, we aim to maintain high-quality healthcare options for employees while managing costs effectively.

Recommended motion: Approve the addition of BlueCross and Blue Shield Advantage HMO and modify the following in the PPO plan as outlined: Deductible Increase, Out-of-Pocket Maximum Increase, Copays, Out-of-Network Co-Insurance change



# Strategic Plan Report

January 2025

This is the second quarterly update and it shares some of the activities we have undertaken. In future updates, I will provide more context and information on how we are achieving outcomes. I am trying a more narrative style this month and would appreciate hearing if this style or the previous bulleted style is more easy to digest.

## Connect with Our Community

Goal 1.1 **Position ourselves as the community's center for information needs.**

Goal 1.2 Provide exposure to new experiences and ways of looking at the world.

Our community engagement efforts this quarter demonstrated strong partnerships and diverse programming. The lobby display cases featured TotalLink highlighting National Disability Employment Awareness Month and the North Suburban Genealogical Society celebrating Family History Month. We strengthened community connections through food pantry donations to Northfield Township and a technology drive with Angaza Center supporting tech education in rural African schools.

The Meet the Author Fair was our first event of this type and was particularly successful, featuring 17 local authors who connected with 60 patrons, supported by our partnership with Book Bin for traditionally published titles. Our civic engagement initiatives included three well-attended League of Women Voters information tables and an Election Analysis 2024 program. The Job Seekers drop-in service saw increased activity, helping patrons with resumes and career transitions while promoting library resources.

The Collaboratory continued to be a vibrant community space, serving 2,262 patrons this quarter with 88 3D printing requests in October alone. Our partnership with the North Shore Radio Club flourished, hosting bi-monthly Build Club meetings and amateur radio exam sessions, engaging 133 participants throughout 2024. A new Little

Free Library at Williamsburg Square Park, decorated by our Teen Advisory Board and stocked by Friends of the Library, extends our reach into the community.

The 32nd season of Fine Arts Fall achieved remarkable success, with each of the three October concerts drawing 100 patrons. Performances included innovative programming like Tango with Winnie and the Tetrapin Cello Quartet, garnering enthusiastic patron feedback praising the diverse musical offerings. The One Book One Northbrook initiative engaged community members in selecting from five diverse finalists, with the final selection planned for early January.

Our Winter Reading program attracted 461 adult registrants, with 181 completing the challenge. Cultural programming expanded with the Día de los Muertos display in Youth Services and a virtual presentation from the Ukrainian Museum of Chicago, teaching patrons about Easter eggs, traditional instruments, and embroidery. Marketing efforts amplified these initiatives, with our skating rink social media post achieving viral status (45,365 views, 40,739 reach).

## Build an Inclusive Culture

Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.

Goal 2.2 Foster a culture of shared growth and learning.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

This quarter marked significant organizational development with the implementation of our new ADP payroll system, launched in January 2025. The transition included comprehensive policy updates to the Employee Handbook, affecting FMLA, time tracking, and leave policies. The Q3 2024 pulse survey revealed stability in employee satisfaction and improved perceptions of leadership respect, with new qualitative feedback mechanisms providing valuable insights.

Professional development remained a priority, with our Marketing team attending the Library Marketing Conference in St. Louis and HR staff participating in key industry

conferences. Technical Services conducted benchmark visits to Wilmette and Des Plaines libraries, gathering insights for potential departmental restructuring. The ongoing pay equity audit progresses on schedule, with regular updates to staff maintaining transparency.

Security enhancements advanced through our partnership with Joffe Emergency Services, including staff and Board training sessions. Quarterly phishing training and updated incident reporting procedures strengthen our organizational resilience.

## Create Spaces to Belong

Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.

Goal 3.2 Cultivate an inclusive and welcoming library environment.

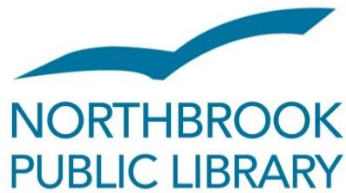
Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.

Facility improvements progressed this quarter, including the parking lot project with enhanced ADA accessibility. While initial work was completed in October, RG Asphalt will return in Spring 2025 for a redo as we were not satisfied with the job performed. The elevator modernization project, though delayed to January 2025, maintains safety standards while planning for enhanced accessibility.

The Collaboratory continues to exemplify our commitment to creative community space, hosting diverse projects from custom gifts to educational materials. The Northbrook Repairs event successfully served the community with 50 items inspected by seven volunteers. Our collection development expanded through the !Wepa! Libros partnership, enhancing world language materials access.

Digital accessibility improvements included website performance optimization and security enhancements. The creation of dedicated web resources for Hispanic Heritage Month and streamlined display case management further support our inclusive environment goals.

Looking ahead to 2025, we will complete the pay equity audit, launch the new payroll system, and execute planned facility improvements. Strategic initiatives focus on enhanced security measures, expanded world language materials, and strengthened community partnerships, all supporting our mission of creating an accessible, inclusive library environment for all Northbrook residents.



## Memorandum

DATE: February 10, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY25 ED Goals Check-In

As part of setting my goals in May, we talked about doing a quarterly check-in on where I am at with my goals. I have included my goals and the original timeline I set for them and have added information on the progress I made since we finalized the goals at the May meeting.

Based on what has been going on in the previous quarter, I am asking the board to adjust some of my goals and extend them into next year.

Goals	Q1	Q2	Q3	Q4
Strategic Plan and EDI Goals Implementation				
Staffing Analysis				
HR Policy Review				
Website Review and Improvement				
Succession Plan Creation	✓			
Master Facilities Plan Revision				

1. Strategic Plan and EDI Goals Implementation: Create the implementation plan for the strategic plan and EDI (Equity, Diversity, and Inclusion) goals by September 2024, launch strategic plan implementation, and start quarterly progress reporting to the Board and community including the development of a web dashboard by December 2024.

August Update: We have adopted the plan and completed the Activity Plan and Outcomes Reflections (formerly Evaluation Metrics) for the Strategic Plan. We have been rolling it out to staff and department managers are working on weaving it into department workloads. I have updated the monthly reporting templates and will be starting to use them in September. We are awaiting board review of the proposal from Mallory Edgar to work on the dashboard and will be starting that piece of the project next.

November Update: We have a separate strategic plan quarterly report that goes into more detail. We have continued to work on projects in Year 1 of the plan.

February Update: Despite the different crises we have had to deal with in the past quarter, we have made project on a number of strategic plan goals. I have included a separate report that details the progress made to date.

2. Succession Plan Creation: Create a succession plan for the Executive Director position by July 31, 2024. This should include a clear roadmap for handling different scenarios of an absence or departure of the Executive Director.

August update: This was presented at the July board meeting and is on the agenda for approval at the August board meeting.

November update: This has been approved and is completed.

3. Staffing Analysis: Collaborate with the HR Director to begin a detailed analysis of staffing needs across all departments and begin review of HR policies and benefits by April 30, 2025. This should include a department-by-department report on current staffing levels versus needs and personnel costs analysis looking at short and long term needs and impacts.

August update: No action was taken on this goal in Q1.

November Update: Public Services managers in Adult Services, Circulation, Maker Services, and Youth Services conducted an analysis of their staffing levels in order to answer the question "Do we have sufficient staffing to provide public facing support (programs, 1:1 help, public service desks) to patrons?" After completing their analysis, results verify that there is sufficient support based on the targets we have set. There was discussion on still needing a deeper analysis of staffing across the entire library, but this was a promising first step. Due to the Payroll project, further action on this project will not be taken until 2025.

February Update: No further action on this goal was taken during the last quarter.

4. HR Policy Review: Collaborate with HR Director, leadership team, and managers, do a comprehensive review of the Employee Handbook to ensure policies align with HR best practices and strategic and EDI organizational objectives. This should include a review of existing health and other benefit plans.

August update: Becky Moore and I started talking about next steps in this process which we plan to start in 2025.

November Update: Becky has reviewed our Employee Handbook and she, Laurie Prioletti, and I have been reviewing potential updates and aligning on our current policies before embarking on a full policy review which will happen next year.

February Update: Due to the pressing nature of the unexpected payroll project and the prioritization of the pay equity analysis, no work was done on this in the past quarter. Once the payroll implementation and pay equity audit are completed, this will be the next priority to work on.

5. Website Review and Improvement: Conduct a review of the current website and identify areas needing improvement. Research vendors and begin the process for updating the website by April 30, 2025.

August update: No action was taken on this goal in Q1. I will be starting to work with Linda on this in the Fall.



November update: Linda and I have begun project planning for this and are creating a project timeline that will be ready in January 2025.

December update: We have a project timeline and are starting to work on putting together a staff committee that will help with the project. Linda has also been researching potential firms and we have begun discussing the process of going out to solicit proposals. We expect to go out to bid in Summer 2025.

6. Master Facilities Plan Revision: Review and update the Master Facilities Plan by January 2025, ensuring it supports the strategic direction of the organization for the next five years. Include assessments of current facilities, identification of new needs, and a timeline for any proposed changes.

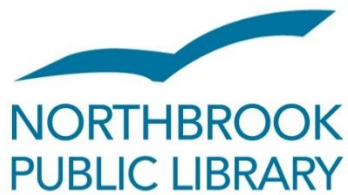
August update: At the July board meeting Anna and I shared some options we were talking to the architects about and received feedback from the board. We have shared the same with the staff and will be talking with the managers on their thoughts. We will be working with Product Architecture and Design on this to update the existing plan over the next couple months.

November Update: Because of the unexpected payroll project, we changed the timeline for the Master Facilities Plan. We will be bringing some potential plans to the board in March or April.

Here is an estimated timeline for next steps:

January-February	Review & Update Master Plan working with PA&D and staff
March	Present board with options for updated Master Plan
April	Board decides on next project and we begin design phase

February Update: Unfortunately, due to the other building issues and payroll roll out we have not been able to restart this process. Anna and I need to talk about updating the timeline.



## Memorandum

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DATE: 2/13/25

TO: Board of Trustees

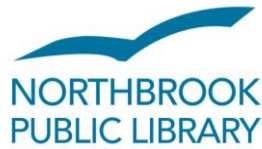
FROM: Kate Hall, Executive Director, & Laurie Prioletti, HR Manager

RE: Executive Director Evaluation Process

The process for my annual review starts with the board reviewing the ED evaluation process. I have included in the packet:

- Executive Director Job Description
- Evaluation process timeline
- Evaluation form

The board will go into executive session to review the process and choose if you want to make any changes.



## JOB DESCRIPTION

Position Title: Executive Director  
Classification: ED  
Supervisor: Board of Trustees  
FLSA Status: Exempt

### REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

### POSITION SUMMARY

Under the direction of the Board of Trustees, this position facilitates superior library service to patrons by managing the day-to-day operations of the library including oversight of finances, building, personnel, and materials.

### REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. MLIS) or experience:
  - Communication Skills include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
  - Computer Skills include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.

- Critical Thinking & Problem Solving includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
  - Time Management includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
  - Research Skills include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
2. Organization of Information includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
  3. Instruction and Facilitation includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
  4. Core Library Tenets include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
  5. Thorough knowledge of federal, state and local governmental and employment laws.
  6. Thorough knowledge of managing budget lines, personnel, facilities, and library wide projects.
  7. Thorough knowledge of practices of public administration, library legislation, management techniques, and project planning.
  8. Working knowledge of current trends and best practices that influence and enhance public library service.
  9. Eight years of progressively responsible managerial experience, ideally in a public library setting.

## ESSENTIAL FUNCTIONS

1. Coordinate and oversee day-to-day library operations based on Board approved policies and strategic plans, including the delivery of library services, overseeing of collections, programs, and services, and facility management.
2. Provides support and information to the Board of Trustees to formulate policies, establish strategic goals, monitor library expenditures, and make informed decisions.
3. Oversees the development, implementation, management, and evaluation of activities related to the library's finances including budgeting, accounting, and

financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.

4. Direct recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff. Directly supervise, coach, and evaluate the performance of the assistant director, managers, and other administrative staff.
5. Advocates for the mission, vision, and values adopted by the Board of Trustees by serving as the official representative of the library in the community, with elected officials, and throughout the library field.
6. Oversees long and short-range planning and goal setting processes for the entire library.
7. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
8. Participates in appropriate local, state and national organizations.
9. Participates in relevant training, continuing education and/or staff development.
10. Performs other duties as assigned.

## WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with frequent visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

## PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.

# Executive Director Evaluation

## Purpose of the Performance Evaluation

- To provide the Director with a clear understanding of the board's expectations.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To identify areas for growth as seen by the Board and establish goals based on those areas and based on the strategic plan.
- To demonstrate sound management practices and accountability to the Northbrook taxpayers.

## The Evaluation Process

The Library Board of Trustees will conduct an annual performance evaluation of the Executive Director.

### February

- Board shall review the evaluation process for the Executive Director to determine whether the process needs to be revised.

### March

- The Executive Director will complete a Self-Evaluation detailing how they have met or not met the goals set the previous year.
- Each library trustee will complete an evaluation form and discuss and decide as a whole on the final evaluation marks and comments at the March board meeting.
- A Board Member shall create a compiled evaluation form based on the discussion.

## April

- The Board will finalize the evaluation, review compensation, and suggest potential goals for the coming year.
- The Board President and Vice President shall meet with the Executive Director to review the evaluation. The Executive Director shall be given the opportunity to ask questions and respond to issues raised in the document.

## May

- The Board and Executive Director shall finalize goals for the year.



# Evaluation Form

## Instructions

Please fill out the evaluation form for each category adding comments for items you would like to highlight.

- FY Goals
- Strategic Plan Goals
- Board Relationships
- Financial Responsibility and Oversight
- Personnel Management & Leadership
- Overall Quality of Library Services
- Community Relations
- Facilities Management

Scoring will be done using the following categories:

Growth Needed (1): Performance does not satisfy minimum job requirements and is below an appropriate level, growth is needed.

Meets Expectations (2): Results/behavior fully meets expectations of the position. Demonstrates a solid command of job. Performs in a reliable and consistent manner.

Highly Effective (3): Demonstrates qualities of excellence on a consistent basis; exercises initiative and thoughtfulness in decision making and actions. Results/behavior exceeds requirements and expectations, acts as a role model and example to others.

No opportunity to observe (N): Unable to assess this category/metric.

<p>FY Goals</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Work with HR Director to analyze staffing needs and goals, as well as reviewing HR policies and benefits (e.g., think through how many staff people are needed in each area).</p>	
<p>Implement the strategic plan and EDI goals. Begin reporting progress in this area to the Board and community- considering building a web dashboard for this purpose</p>	
<p>Review website and consider improvements- new website?</p>	
<p>Review and revise the succession plan</p>	
<p>Review and revise the Master Facilities Plan</p>	

Comments

<h2 style="color: #800080;">Strategic Plan Goals</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Provides leadership in developing long and short-term goals and keeps the Board updated on the implementation of library goals and objectives.</p>	
<p>Ensures that the library is on target for meeting the objectives and goals set forth in the Strategic Plan.</p>	
<p>Strategic Direction 1: Connect with Our Community</p>	
<p>Goal 1.1 Position ourselves as the community’s center for information needs.</p>	
<p>Goal 1.2 Provide exposure to new experiences and ways of looking at the world.</p>	
<p>Strategic Direction 2: Build an Inclusive Culture</p>	
<p>Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.</p>	
<p>Goal 2.2 Foster a culture of shared growth and learning.</p>	
<p>Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations</p>	
<p>Strategic Direction 3: Create Spaces to Belong</p>	
<p>Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.</p>	
<p>Goal 3.2 Cultivate an inclusive and welcoming library environment.</p>	
<p>Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.</p>	

## Comments

<h2 style="color: #800080;">Board Relationships</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Provides meaningful recommendations to help establish policies and offers direction to the Board when needed on issues requiring Board action.</p>	
<p>Prepares meeting packets that provide appropriate, adequate and timely information for the Board to make informed decisions</p>	
<p>Keep the Board apprised of present and future needs of the library pertaining to current trends, legislative issues, and internal workings of the library to aid in effective decision making.</p>	
<p>Provides relevant Board education opportunities on a regular basis.</p>	
<p>Works collaboratively with the Board to resolve any issues, as well as develop policies that will enhance the library's programs and services.</p>	
<p>Actively supports and executes the policies, procedures, and direction of the Board to community and staff.</p>	
<p>Provides program and service assessments to the Board on a regular basis.</p>	

Comments

<h2 style="color: #800080;">Financial Responsibility &amp; Oversight</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Demonstrates fiscal responsibility in the administration of the budget and the optimal use of library funds to provide effective service.</p>	
<p>Ensures that library funds are spent responsibly, in compliance with legal requirements and fiscal policies.</p>	
<p>Assists with annual audit in accordance with legal requirements and current accounting standards.</p>	
<p>Provides the Board accurate and clear information regarding the financial status of the library through regular financial reports.</p>	
<p>Makes well-supported budgeting recommendations to the Board.</p>	

Comments

<h2 style="color: #800080;">Personnel Management &amp; Leadership</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Oversees development and implementation of all personnel policies and procedures, incorporating best practices and ensuring statutory compliance.</p>	
<p>Leads by example and creates a positive workplace culture that demonstrates support, encouragement, and appreciation for staff.</p>	
<p>Ensures annual performance evaluations for employees are conducted each fiscal year.</p>	
<p>Analyzes staffing requirements and restructures to meet changing organizational and service needs.</p>	
<p>Promotes employee development and provides resources to help staff achieve their goals.</p>	
<p>Develops a succession planning strategy to ensure that the library is prepared for any workforce changes.</p>	

Comments



<p>Overall Quality of Library Services</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Oversee daily operations of Library: delegates authority and efficiently organizes the work of personnel.</p>	
<p>Understands the needs of the library's customers and community and seeks to fill those needs with the organization's programs and services.</p>	
<p>Promotes intellectual freedom via access to information and defense against censorship.</p>	
<p>Ensures development and maintenance of Library collections and resources meets patron needs.</p>	
<p>Committed to patron satisfaction and clearly articulates vision to staff about the importance of customer service and models best practices behavior.</p>	

Comments

<p>Community Relations</p>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Works to promote the visibility of the library by participation in community activities and networking opportunities.</p>	
<p>Establishes and maintains effective working relationships with governing officials and other community organizations keeping them informed of current trends and developments that impact libraries.</p>	
<p>Raises Northbrook Public Library visibility within the Northbrook community and elsewhere.</p>	
<p>Keeps abreast of local, state and national issues impacting libraries.</p>	
<p>Participates in local, state and national library associations.</p>	

Comments

<h2 style="color: #800080;">Facilities Management</h2>	<p>Highly Effective (3)</p> <p>Meets Expectations (2)</p> <p>Growth Needed (1)</p>
<p>Interior and exterior of library is well maintained, accessible and inviting.</p>	
<p>Ample signage that is clear and visible and directs patrons to all areas of service.</p>	
<p>Maintains a Facility Plan which details needed repairs and creates a plan for upcoming facility needs and improvements</p>	
<p>Complies with all outside regulatory agency requirements to ensure a safe and healthy environment</p>	
<p>Incorporates necessary repairs and/or replacement of equipment into the budget.</p>	
<p>Provides adequate information on the need for new and/or updates needed for facility</p>	

Comments

## Goals for Next Fiscal Year

What would you like to see the Director accomplish in the next twelve months?