

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

October 17, 2024 | 7:00 p.m.  
Northbrook Public Library | Civic Room

<https://youtube.com/live/loW8wBhJluQ?feature=share>

## 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 – September 19, 2024
  - 3.3 Approve Special Session Minutes – October 9, 2024
  - 3.4 Approve Cash Balances & Income Statement September 2024
  - 3.5 Approve Bills and Charges from September 2024 in the amount of \$ 689,511. 25
- 4 Public Comments

Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Public Library may do so during Public Comments as outlined in the [Public Comment Policy](#). The Board will not immediately respond to public comments or engage in open dialogue due to time constraints, but are actively listening to your thoughts, comments, and suggestions. If follow-up communication is necessary, a staff member will contact you following the meeting. Thank you for your understanding of these guidelines.
- 5 Staff Reports – Ms. Kate Hall
  - 5.1 EDI Pulse Survey Presentation- Becky Moore, HR Director
  - 5.2 State of the Building- Dan McQuinn, Interim Facilities Manager
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Update on FEIN and Payroll Change
  - 7.2 Approve Final FY26 Tax Levy
- 8 New Business
  - 8.1 Serving Our Public 4.0 Review for Per Capita Grant Application
  - 8.2 Class 6B Application Review for 3685 Woodhead Drive
  - 8.3 Staff Appreciation Week
  - 8.4 Annual Library Visit
  - 8.5 Joffe Security Proposal Review
- 9 Closed Session

5 ILCS 120/2(c)8 Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public.
- 10 Agenda Building
- 11 Adjourn

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
9/30/2024**

	<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>				
General	10,687,323.37	18,200.93	597,868.58	10,107,655.72
Restricted	187,657.43	11,457.71	7,284.92	191,830.22
IMRF	1,006,606.64		28,947.71	977,658.93
Fica	179,507.87		28,063.54	151,444.33
Total Operating	<u>\$12,061,253.62</u>	<u>\$ 29,658.64</u>	<u>\$ 662,164.75</u>	<u>\$11,428,589.20</u>
<b>Capital Improvement</b>	\$ 6,866,277.25	\$ 3,600.99	\$ 27,346.50	\$ 6,842,531.74
<b>Debt Service</b>	\$ 2,813.40			\$ 2,813.40

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	(63,738.12)	63,764.38	2,813.40
PayPal	1,954.89	-	-
FBofHP	245,634.33	-	-
Fifth Third - Checking/Money Market	11,237,950.62	6,778,198.30	-
US Bancorp	6,254.30	569.06	-
INB	58.18		
Petty Cash	475.00	-	-
Total	<u>\$ 11,428,589.20</u>	<u>\$6,842,531.74</u>	<u>\$ 2,813.40</u>

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

Northbrook Public Library  
Income Statement  
September 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$0.00	\$0.00	\$4,101,613.62	\$8,130,825.72	\$8,446,880.00	96.26%
Replacement Tax	\$0.00	\$0.00	\$169,846.05	\$105,615.39	\$150,000.00	70.41%
Impact Fees	\$2,938.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$2,183.48	\$4,070.68	\$22,794.27	\$27,025.10	\$35,000.00	77.21%
Interest Income	\$4,355.62	(\$101.34)	\$27,059.09	\$31,456.81	\$20,000.00	157.28%
Other Income	\$2,731.59	\$2,868.56	\$15,911.67	\$5,509.02	\$100,000.00	5.51%
<b>Total Undesignated Revenue</b>	<b>\$12,208.69</b>	<b>\$6,837.90</b>	<b>\$4,341,518.70</b>	<b>\$8,300,432.04</b>	<b>\$8,751,880.00</b>	<b>94.84%</b>
<b>Designated Revenue</b>						
Gifts & Other Designated Income	\$3,237.48	\$12,783.93	\$412,175.88	\$548,571.97	\$600,000.00	91.43%
Designated Interest Income	\$776.90	\$1,083.69	\$3,364.34	\$4,684.14	\$0.00	0.00%
<b>Total Designated Revenue</b>	<b>\$4,014.38</b>	<b>\$13,867.62</b>	<b>\$415,540.22</b>	<b>\$553,256.11</b>	<b>\$600,000.00</b>	<b>92.21%</b>
<b>Total Revenues</b>	<b>\$16,223.07</b>	<b>\$20,705.52</b>	<b>\$4,757,058.92</b>	<b>\$8,853,688.15</b>	<b>\$9,351,880.00</b>	<b>94.67%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>	<b>\$48,237.36</b>	<b>\$77,396.45</b>	<b>\$372,494.23</b>	<b>\$424,863.36</b>	<b>\$1,001,500.00</b>	<b>42.42%</b>
Books	\$40,988.03	\$68,928.35	\$336,346.48	\$387,155.16		
Audio Visual	\$3,843.33	\$3,912.62	\$19,532.06	\$14,751.61		
Videos/DVDs	\$3,406.00	\$4,557.48	\$16,615.69	\$22,926.59		
Programs	\$7,472.08	\$3,849.50	\$38,609.73	\$39,477.61	\$112,000.00	35.25%
OCLC	\$56.78	\$15.52	\$10,375.71	\$10,169.61	\$29,000.00	35.07%
CCS Shared Costs	\$0.00	\$210.06	\$31,693.25	\$30,173.58	\$76,000.00	39.70%
<b>Total Materials &amp; Services</b>	<b>\$55,766.22</b>	<b>\$81,471.53</b>	<b>\$453,172.92</b>	<b>\$504,684.16</b>	<b>\$1,218,500.00</b>	<b>41.42%</b>
<b>Human Resources</b>						
General Salaries and Wages	\$339,348.88	\$365,648.05	\$1,731,197.54	\$1,860,319.88	\$4,597,000.00	40.47%
Maintenance Salaries & Wages	\$15,935.31	\$12,854.55	\$80,079.51	\$77,794.43	\$203,000.00	38.32%
Group Insurance	\$61,378.63	\$61,849.95	\$296,485.81	\$316,148.76	\$790,000.00	40.02%
Unemployment/Worker's Comp	\$0.00	\$459.21	\$18,471.57	\$19,086.81	\$24,000.00	79.53%
Staff Development	\$7,533.89	\$7,084.77	\$27,346.72	\$55,201.05	\$63,000.00	87.62%
<b>Total Human Resources</b>	<b>\$424,196.71</b>	<b>\$447,896.53</b>	<b>\$2,153,581.15</b>	<b>\$2,328,550.93</b>	<b>\$5,677,000.00</b>	<b>41.02%</b>

Northbrook Public Library  
Income Statement  
September 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
<b>01 - General Operating Fund</b>						
<b>Operating Costs</b>						
Photocopy	\$5,439.87	\$4,100.88	\$14,793.86	\$14,219.87	\$19,000.00	74.84%
Office & Library Supplies	\$3,928.82	\$3,594.21	\$16,075.79	\$26,232.23	\$70,000.00	37.47%
Software	\$3,218.14	\$6,669.63	\$62,093.63	\$71,139.13	\$106,000.00	67.11%
Postage	\$373.10	\$182.35	\$16,677.69	\$15,777.27	\$20,000.00	78.89%
General Insurance	\$0.00	\$0.00	\$60,787.62	\$67,524.20	\$84,000.00	80.39%
Telephone/Internet	\$47.26	\$18.74	\$17,947.30	\$18,372.30	\$39,000.00	47.11%
Professional Services	\$37,832.89	\$22,951.27	\$176,653.57	\$163,268.73	\$434,000.00	37.62%
Furniture, Equipment	\$10,478.01	\$591.97	\$66,540.23	\$4,081.57	\$70,000.00	5.83%
Equipment Rental & Maintenance	\$417.20	\$594.93	\$29,657.62	\$30,924.15	\$46,000.00	67.23%
Community Relations	\$475.67	\$1,265.48	\$12,940.75	\$21,436.07	\$55,000.00	38.97%
<b>Total Operating Costs</b>	<b>\$62,210.96</b>	<b>\$39,969.46</b>	<b>\$474,168.06</b>	<b>\$432,975.52</b>	<b>\$943,000.00</b>	<b>45.91%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$92.59	\$98.48	\$598.40	\$3,000.00	19.95%
Janitorial Supplies	\$3,721.49	\$3,490.72	\$17,864.08	\$15,096.97	\$45,000.00	33.55%
Utilities	\$3,241.37	\$2,344.78	\$15,306.08	\$13,317.84	\$54,000.00	24.66%
Building Repairs	\$0.00	\$4,805.00	\$1,050.00	\$8,588.95	\$35,000.00	24.54%
Contracted Services	\$21,283.11	\$9,178.08	\$65,356.67	\$73,604.74	\$223,000.00	33.01%
<b>Total Maintenance</b>	<b>\$28,245.97</b>	<b>\$19,911.17</b>	<b>\$99,675.31</b>	<b>\$111,206.90</b>	<b>\$360,000.00</b>	<b>30.89%</b>
<b>Other Expenses</b>						
Recruiting	\$80.00	\$0.00	(\$120.00)	\$100.00	\$1,000.00	10.00%
Contingency & Misc Exp	\$625.19	\$1,098.55	\$3,476.34	\$4,570.65	\$100,000.00	4.57%
Board Development	\$0.00	\$0.00	\$0.00	\$336.57	\$1,000.00	33.66%
<b>Total Other Expenses</b>	<b>\$705.19</b>	<b>\$1,098.55</b>	<b>\$3,356.34</b>	<b>\$5,007.22</b>	<b>\$102,000.00</b>	<b>4.91%</b>
<b>Total Undesignated Expenses</b>	<b>\$571,125.05</b>	<b>\$590,347.24</b>	<b>\$3,183,953.78</b>	<b>\$3,382,424.73</b>	<b>\$8,300,500.00</b>	<b>40.75%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Expenses	\$8,581.84	\$1,436.37	\$348,451.17	\$581,266.69	\$600,000.00	96.88%
Designated Materials Expense	\$0.00	\$556.63	\$334.73	\$574.98	\$0.00	0.00%
Designated Capital Expense	\$75,146.38	\$0.00	\$76,276.34	\$0.00	\$0.00	0.00%
Designated Program Expense	\$6,054.35	\$5,301.92	\$48,468.83	\$49,053.14	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$89,782.57</b>	<b>\$7,294.92</b>	<b>\$473,531.07</b>	<b>\$630,894.81</b>	<b>\$600,000.00</b>	<b>105.15%</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>\$660,907.62</b>	<b>\$597,642.16</b>	<b>\$3,657,484.85</b>	<b>\$4,013,319.54</b>	<b>\$9,350,500.00</b>	<b>42.92%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$644,684.55)</b>	<b>(\$576,936.64)</b>	<b>\$1,099,574.07</b>	<b>\$4,840,368.61</b>	<b>\$1,380.00</b>	

Northbrook Public Library  
Income Statement  
September 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$0.00	\$0.00	\$214,625.19	\$385,033.33	\$400,000.00	96.26%
Property Tax Levy FICA	\$0.00	\$0.00	\$145,945.13	\$269,523.34	\$280,000.00	96.26%
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>\$360,723.65</b>	<b>\$654,990.44</b>	<b>\$682,500.00</b>	<b>95.97%</b>
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$360,723.65</b>	<b>\$654,990.44</b>	<b>\$682,500.00</b>	<b>95.97%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$26,713.66	\$28,947.71	\$135,648.44	\$149,433.73	\$380,000.00	39.32%
Employer FICA	\$26,247.93	\$28,063.54	\$133,873.80	\$143,756.45	\$325,000.00	44.23%
<b>Total Human Resources</b>	<b>\$52,961.59</b>	<b>\$57,011.25</b>	<b>\$269,522.24</b>	<b>\$293,190.18</b>	<b>\$705,000.00</b>	<b>41.59%</b>
<b>Total Undesignated Expenses</b>	<b>\$52,961.59</b>	<b>\$57,011.25</b>	<b>\$269,522.24</b>	<b>\$293,190.18</b>	<b>\$705,000.00</b>	<b>41.59%</b>
<b>Total Expenses</b>	<b>\$52,961.59</b>	<b>\$57,011.25</b>	<b>\$269,522.24</b>	<b>\$293,190.18</b>	<b>\$705,000.00</b>	<b>41.59%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$52,961.59)</b>	<b>(\$57,011.25)</b>	<b>\$91,201.41</b>	<b>\$361,800.26</b>	<b>(\$22,500.00)</b>	

Northbrook Public Library  
Income Statement  
September 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$2,534.52	\$9,702.39	\$12,930.67	\$18,539.36	\$20,000.00	92.70%
Total Undesignated Revenue	\$2,534.52	\$9,702.39	\$12,930.67	\$18,539.36	\$20,000.00	123.20%
<b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Revenues</b>	<b>\$2,534.52</b>	<b>\$9,702.39</b>	<b>\$12,930.67</b>	<b>\$18,539.36</b>	<b>\$445,000.00</b>	<b>4.17%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$37,056.16	\$27,166.50	\$69,341.64	\$291,272.71	\$885,000.00	32.91%
Professional Fees	\$690.00	\$180.00	\$690.00	\$2,580.00	\$100,000.00	2.58%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$37,746.16	\$27,346.50	\$70,031.64	\$295,083.67	\$985,000.00	29.96%
Total Undesignated Expenses	\$37,746.16	\$27,346.50	\$70,031.64	\$295,083.67	\$985,000.00	29.96%
<b>Total Expenses</b>	<b>\$37,746.16</b>	<b>\$27,346.50</b>	<b>\$70,031.64</b>	<b>\$295,083.67</b>	<b>\$985,000.00</b>	<b>29.96%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$35,211.64)</b>	<b>(\$17,644.11)</b>	<b>(\$57,100.97)</b>	<b>(\$276,544.31)</b>	<b>(\$540,000.00)</b>	

Northbrook Public Library  
Income Statement  
September 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	33%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$0.00	\$0.00	\$384,254.84	\$729,975.05	\$758,350.00	96.26%
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>\$384,418.24</b>	<b>\$730,458.79</b>	<b>\$758,350.00</b>	<b>96.32%</b>
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$384,418.24</b>	<b>\$730,458.79</b>	<b>\$758,350.00</b>	<b>96.32%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Interest Payments	\$0.00	\$0.00	\$175,450.00	\$166,675.00	\$333,350.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Capital &amp; Bond Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,450.00</b>	<b>\$166,675.00</b>	<b>\$758,350.00</b>	<b>21.98%</b>
<b>Total Undesignated Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,450.00</b>	<b>\$166,675.00</b>	<b>\$758,350.00</b>	<b>21.98%</b>
<b>Transfers &amp; Other Financing Uses</b>						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$475.00	\$0.00	0.00%
<b>Total Transfers &amp; Other Financing Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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>\$175,450.00</b>	<b>\$167,150.00</b>	<b>\$758,350.00</b>	<b>22.04%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$208,968.24</b>	<b>\$563,308.79</b>	<b>\$0.00</b>	

## SEPTEMBER 2024 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 \$8,847,599

- Property Taxes – 96.26% 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
  - 10% is fines and lost item / replacement collections
  - 68% is non-resident fees
  - 22% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget

Total General Fund expenditures are \$4,013,322, budget differences include:

- Unemployment/Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget due to
  - Staff Day expenses being booked in May - not evenly throughout the year
  - Registration and Travel costs related to Annual ALA Conference for 5 staff members being booked in May – not evenly throughout the year
  - Tuition Reimbursement for 2 staff members being booked in May – not evenly throughout the year
  - Payment for training sessions and workshops were paid early in the year – expense is not evenly distributed throughout the year
  - 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
- 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



## SEPTEMBER 2024 FINANCIAL SUMMARY

- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded/paid when paid not allocated evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- 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 September 24

<b>Operating Funds</b>	
Library Claims List	\$ 145,941.41
Librarian's Claims List	\$ 14,860.42
Payroll	\$ 365,307.88
Fica/IMRF	\$ 57,011.25
ACH to IPBC	\$ 79,043.79
<b>Total Operating Funds</b>	<u>\$ 662,164.75</u>
<b>Capital Improvement Fund</b>	
Claims List	\$ 27,346.50
	<u>\$ 27,346.50</u>
<b>Debt Service Fund</b>	
<b>Grand Total Library</b>	<u><u>\$ 689,511.25</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1923	9/17/2024	Pepper Construction	\$16,897.00	AMH Reconfiguration
1924	9/17/2024	RG Asphalt & Concrete	\$10,269.50	Parking Lot Renovation Project
1925	9/30/2024	Ancel Glink	\$180.00	Parking Lot Renovation Project

\$ 27,346.50

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26523	9/17/2024	Amigos Library Services - LMC	\$1,497.00	Annual Payment - Staff Development
26525	9/17/2024	First Bankcard	\$8,467.19	Monthly Payment - Supplies
26526	9/17/2024	Symmetry Energy Solutions, LLC	\$1,713.33	Monthly Payment - Utilities
26527	9/17/2024	WM Corporate Services Inc.	\$631.45	Monthly Payment - Utilities
26528	9/18/2024	F.E. Moran, Inc. - Fire Protection - North	\$4,805.00	Annual Payment - Building Repair
26529	9/30/2024	Amazon Capital Services	\$4,950.92	Monthly Payment - Supplies
26530	9/30/2024	Mark Anderson	\$750.00	Monthly Payment - Programs
26531	9/30/2024	Baker & Taylor	\$25,941.81	Monthly Payment - Materials
26532	9/30/2024	Jeanne Becker	\$600.00	Monthly Payment - Programs
26533	9/30/2024	Best Quality Cleaning	\$5,808.43	Monthly Payment - Contracted Services
26534	9/30/2024	Cooperative Computer Service	\$4,269.06	Annual Payment - Materials (Database)
26535	9/30/2024	John Erickson	\$600.00	Monthly Payment - Programs
26536	9/30/2024	Gale/Cengage Learning Inc.	\$1,054.04	Monthly Payment - Materials
26537	9/30/2024	Grey House Publishing	\$2,995.00	Monthly Payment - Materials
26538	9/30/2024	Impact Networking LLC	\$1,951.11	Quarterly Payment - Photocopy
26539	9/30/2024	Danny Lai	\$600.00	Monthly Payment - Programs
26540	9/30/2024	Mergent, Inc.	\$769.00	Monthly Payment - Materials

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26541	9/30/2024	Midwest Tape LLC	\$6,111.06	Monthly Payment - Materials
26542	9/30/2024	Urye Min	\$1,275.00	Annual Payment - Staff Development - Tuition Reimbursement
26543	9/30/2024	Neuco Inc.	\$769.62	Monthly Payment - Janitorial Supplies
26544	9/30/2024	NewsBank, Inc.	\$14,466.00	Annual Payment - Materials (Database)
26545	9/30/2024	Niche Academy	\$1,290.00	Annual Payment - Materials (Database)
26546	9/30/2024	North American Corp of Illinois	\$1,926.44	Monthly Payment - Janitorial Supplies
26547	9/30/2024	Opera Aeterna NFP	\$600.00	Monthly Payment - Programs
26548	9/30/2024	Outsource Solutions Group, Inc.	\$21,690.54	Monthly Payment - Professional Services
26549	9/30/2024	Overdrive	\$19,980.01	Monthly Payment - Materials
26550	9/30/2024	Siemens Industry Inc.	\$2,343.23	Quarterly Payment - Contracted Services
26551	9/30/2024	Tango with Winnie	\$800.00	Monthly Payment - Programs
26552	9/30/2024	Today's Business Solutions, Inc.	\$4,690.40	Annual Payment - Photocopy
26553	9/30/2024	Warehouse Direct Inc.	\$943.71	Monthly Payment - Supplies & Fixed Assets
26554	9/30/2024	WEX Bank	\$1,652.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 145,941.41

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

Transaction Number	Transaction Date	Vendor	Amount
53644	2/29/2024	VOID - Eric Pomerleau	(\$10.00)
53861	5/29/2024	VOID - Online AudiovisualCatalogers Inc	(\$40.00)
53979	7/15/2024	VOID - WEX Bank	(\$71.85)
54052	8/29/2024	VOID - Ben Tatar Music	(\$500.00)
54106	9/13/2024	Alert Protective Services	\$162.03
54107	9/13/2024	ASCAP	\$442.75
54108	9/13/2024	Aaron Ashmann	\$40.00
54109	9/13/2024	Stephanie Bremner	\$25.59
54110	9/13/2024	Chicago Tribune	\$406.99
54111	9/13/2024	Cintas	\$461.67
54112	9/13/2024	Raul Francisco	\$15.00
54113	9/13/2024	Kathryn Hall	\$106.12
54114	9/13/2024	Illinois Library Association	\$250.00
54115	9/13/2024	Lechner Services	\$116.80
54116	9/13/2024	Patrick McCallister	\$175.00
54117	9/13/2024	Online Audiovisual Catalogers, Inc.	\$40.00
54118	9/13/2024	Petty Cash Custodian	\$90.00
54119	9/13/2024	Laurie Prioletti	\$264.00
54120	9/13/2024	Larken Stefo	\$17.99
54121	9/13/2024	Sunset Food Mart, Inc.	\$44.35
54122	9/13/2024	UPS	\$7.18
54123	9/13/2024	WEX Bank	\$164.44
54124	9/13/2024	Peng Zhou	\$88.16
54125	9/30/2024	A-Z Mindfulness	\$150.00
54126	9/30/2024	Added Incentives, Inc.	\$479.00
54127	9/30/2024	Ancel Glink P.C.	\$573.75
54128	9/30/2024	Aquatic Works LTD	\$185.00
54129	9/30/2024	Baker & Taylor Entertainment	\$256.55
54130	9/30/2024	Zbigniew Banas	\$250.00
54131	9/30/2024	Bayscan Technologies	\$379.50
54132	9/30/2024	Barry Bradford	\$300.00
54133	9/30/2024	Nancy Buehler	\$250.00
54134	9/30/2024	Chicago Sun Times	\$496.12
54135	9/30/2024	Demco	\$249.17
54136	9/30/2024	Ron Eckberg	\$250.00
54137	9/30/2024	ECO Promotional Products, Inc.	\$266.80
54138	9/30/2024	Educate Station LLC	\$400.00

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

Transaction Number	Transaction Date	Vendor	Amount
54139	9/30/2024	Elenco Electronics, Inc.	\$22.50
54140	9/30/2024	ELM USA Inc	\$594.93
54141	9/30/2024	Film Ideas, Inc.	\$48.90
54142	9/30/2024	Garvey's Office Products	\$77.75
54143	9/30/2024	Glenview Chess Club LLC	\$200.00
54144	9/30/2024	Benjamin Goluboff	\$250.00
54145	9/30/2024	Happiness Forward LLC	\$150.00
54146	9/30/2024	Sarang Heo	\$150.00
54147	9/30/2024	Jayne Herring	\$450.00
54148	9/30/2024	Jayne Herring	\$450.00
54149	9/30/2024	HR Source	\$329.00
54150	9/30/2024	Illinois Heartland Library System-OCLC	\$15.52
54151	9/30/2024	Lakeshore Learning Materials	\$108.05
54152	9/30/2024	Library Ideas LLC	\$39.96
54153	9/30/2024	Limricc - UCGA	\$459.21
54154	9/30/2024	Miss Jamie's Farm	\$450.00
54155	9/30/2024	Kathleen Jo Zeigler Mitchem	\$250.00
54156	9/30/2024	Kathleen Jo Zeigler Mitchem	\$250.00
54157	9/30/2024	Jessica Mlinaric	\$200.00
54158	9/30/2024	Noggin Builders LLC	\$250.00
54159	9/30/2024	Panera, LLC	\$229.28
54160	9/30/2024	Pioneer Press	\$39.49
54161	9/30/2024	Polonia Bookstore, Inc.	\$271.73
54162	9/30/2024	Quill LLC	\$82.72
54163	9/30/2024	Olga Rudiak	\$400.00
54164	9/30/2024	Runco Office Supply	\$58.96
54165	9/30/2024	Sherwin-Williams Company	\$211.95
54166	9/30/2024	Staples	\$216.06
54167	9/30/2024	Sullivan's Law Directory	\$144.22
54168	9/30/2024	Swank Motion Pictures Inc.	\$396.00
54169	9/30/2024	UPS	\$41.81
54170	9/30/2024	VSP of Illinois, NFP	\$405.05
54171	9/30/2024	Robert Waterbury	\$50.00
54172	9/30/2024	Yami Vending Inc.	\$427.23
54173	9/30/2024	Jamie Zivin	\$7.99
54174	9/30/2024	Costco	\$350.00

\$ 14,860.42

# Director's Report

October 2024

## Agenda Items

### 7 Unfinished Business

- 7.1 Update on FEIN and Payroll Change  
Anna Amen will provide a verbal update at the meeting on actions taken since the special board meeting on October 9, 2024.
- 7.2 Approve Final FY26 Tax Levy  
Anna Amen has prepared the levy documents for the board's review and approval so we can send it to the Village.

### 8 New Business

- 8.1 Serving Our Public 4.0 Review for Per Capita Grant Application  
Our annual review of Serving Our Public is included. No action needed by the board and the chapters, where we are at with each standard, and a memo with some more information is included for the board's review.
- 8.2 Class 6B Application Review for 3685 Woodhead Drive  
The Village has shared a new Class 6B request for the Library Board to weigh in on. The documentation is included in the packet and a response from our board will be shared with the Village based on the discussion in the meeting.
- 8.3 Staff Appreciation Week  
Becky Moore has prepared a memo with information on the
- 8.4 Annual Library Visit  
It's time for our annual visit to another library. The board has a memo from me with some ideas on where to go and when in the packet.

### 10 Agenda Building

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

- Update on Payroll & FEIN Change
- Joffe Security Proposal
- Quarterly Strategic Plan Report
- Approve Per Capita Grant Application
- Review Closed Session Minutes for previous 6 months
- Demo of new Civic Room AV Equipment



# Board News & Reminders

I have updated my monthly report to better reflect the strategic areas we have identified in our strategic plan. I will have subheadings underneath, but will now be organizing based on those first. This will be a work in progress and in a few months when we've tested it out, I'll ask the board what your thoughts are and if you have any changes you'd like to see.

## Updates

### Room Booking

September was largely dominated by navigating through the room booking situation that arose. The primary staff involved were Assistant Director Kelly Durov, Marketing & Communications Manager Linda Vering and myself but every person on staff was impacted and many were involved in various aspects of navigating through those weeks. Board President Stacy Oliver was heavily involved and stayed onsite two days, which was tremendously helpful and appreciated by myself and staff. I want to also thank each board member for your check-ins with me and your thoughtful reflections on what steps we were taking. Significant time was spent on internal and external communication to manage the community response, legal consultation to ensure policies and laws were followed, and coordination with local officials on safety and security for the event and related library activities.

As the board is aware, we also received thousands of emails and hundreds of voicemails. I've asked Kelly to share more on what went into this month's board packet.

*I spent at least 35 hours this month responding to, planning for, and following up on needs brought about from the 9/18 room booking and 9/19 Board meeting. One of the things that I did during this time was monitor Public Comments. Here is a summary of that process:*

*We received over 8,000 emails in September regarding a room booking scheduled for September 18, which included the intention to show the documentary film Israelism. Below are identical letters (with minor variations) that we received thousands of times via email throughout the month. These are on the three pages directly after this.*

*Also included in this packet is our typical report of public comments, capturing responses to the library's two public statements. While we've made efforts to include as many responses as possible, due to the volume, this report is not exhaustive. Many of the comments were*

*submitted to feedback@northbrook.info. Additionally, the report includes many of the comments from Kate Hall's voicemail and email. These are also not exhaustive due to the time it would take to gather all of them. Social media comments are not included in this report.*

Letter #1:

I hope this letter finds you well. I am writing to express a concern regarding the scheduled screening of the film "Israelism" on September 18th at our local library, an event that has caused considerable unease within our community, particularly among our Jewish residents.

The film in question, "Israelism," has stirred controversy due to its content, which many in the Jewish community feel portrays an unbalanced view of Israel, potentially fostering misunderstanding and divisiveness at a time when unity and understanding are most needed. Furthermore, the screening is sponsored by Jewish Voices for Peace, an organization whose affiliations have been a topic of concern for many due to alleged connections with groups that do not promote peace or constructive dialogue. The members and critical figures of JVP are not Jewish and do not represent mainstream Jewish views.

Our community is currently in a state of mourning for Hersh Goldberg-Polin, a tragic loss felt deeply not only in Skokie but also in our adjacent areas. The Goldberg-Polin family, known for their contributions to our community, are part of the fabric that makes our region a place of shared values and mutual respect. Screening "Israelism" at this sensitive time could be perceived as a lack of consideration for their grief and the sentiments of the broader Jewish community.

While I firmly believe in the freedom of expression and the importance of diverse viewpoints, the library, as a community pillar, also has the responsibility to foster an environment of respect and sensitivity towards all its patrons. The choice of this film, at this particular time, might inadvertently suggest an endorsement of one viewpoint over another, potentially alienating a significant segment of our community.

I respectfully request that you reconsider the screening of "Israelism" on September 18th. Perhaps, in its place, an event or a series of discussions could be organized where multiple perspectives on this complex issue can be shared in a balanced and educational manner. Such an approach would align with the library's role as a place of learning and community cohesion.

Thank you for considering this request. I am hopeful for a resolution that respects the feelings and the mourning of our community members while still providing a platform for educational discourse. I am available to discuss this matter further if you find it helpful.

Letter #2:

While we appreciate your response to our request to cancel the screening of the film "Israelism", we must underscore the critical and immediate risks posed by this upcoming screening, hosted by the Jewish Voice for Peace (JVP) and the Chicagoland Jewish Labor Bund. This is not merely a matter of intellectual freedom. By permitting this event, the library risks aligning itself with a group that has promoted anti-Israel, anti-Zionist, and pro-terrorist rhetoric, raising serious legal, financial, and reputational concerns.

### 1. JVP's Support for Terrorism and Anti-Israel Violence:

According to the Anti-Defamation League (ADL), Jewish Voice for Peace has repeatedly justified terrorism against Israel. In the wake of Hamas's October 7, 2023, attack on Israel, which resulted in over 1,400 Israeli deaths, JVP blamed Israel rather than condemning Hamas's brutality. The group has consistently framed Palestinian violence as legitimate resistance, even supporting Hamas, a U.S.-designated terrorist organization. JVP's rhetoric aligns with the objectives of terrorist groups like Hamas and Iran, making the library's decision to host this event not just controversial, but potentially illegal under U.S. anti-terrorism laws that prohibit providing material support to groups with ties to terrorism.

### 2. Material Support for Terrorism - Legal Precedent:

The *Holder v. Humanitarian Law Project* (2010) case establishes that even speech or activities promoting the peaceful aims of terrorist groups can be considered material support if they further the groups' broader violent agendas. JVP's rhetoric and this film clearly promote anti-Zionist narratives, which are central to the objectives of terrorist organizations like Hamas. By providing a platform for JVP, the library risks being viewed as complicit in furthering the goals of these violent groups. The DOJ's recent charges against Hamas leaders highlight the consequences of even indirect support for terrorism. The library could be implicated in providing material support if this event promotes Hamas-aligned objectives.

### 3. Promotion of Antisemitic Tropes:

JVP's record is not limited to anti-Israel activism; it crosses into antisemitic incitement. The ADL has documented instances where JVP affiliates propagated antisemitic tropes, such as depicting Jews as bloodthirsty aggressors through manipulated images of Israeli leaders with swastikas. These images were shared at JVP events, underscoring the group's intent to vilify Jews and Zionists. Allowing this event in your library could be seen as enabling antisemitic sentiments to fester in the community, endangering local Jewish residents.

### 4. Financial Ties to Anti-Israel Movements:

According to NGO Monitor, JVP has received substantial financial backing from entities that support the Boycott, Divestment, and Sanctions (BDS) movement. This includes large donations from the Rockefeller Brothers Fund, which has funded campaigns aimed at delegitimizing Israel on the global stage. By hosting this event, the library may be seen as indirectly supporting organizations with opaque funding linked to groups undermining Israel's legitimacy.

### 5. Dishonesty on the Application:

It is important to point out that the event organizers misrepresented their intentions on their application. While the screening was described as educational or cultural, the true agenda—promoting a one-sided, divisive, and inflammatory anti-Israel narrative—is clear. This dishonesty violates the library's standards for hosting events, and proceeding with the screening despite this would be a serious oversight that undermines the integrity of your process.

### 6. Public Safety and Liability Concerns:

Your Room Rental Policy mandates that events posing risks to public safety must be adequately insured, with the organizers bearing responsibility for security. Given the inflammatory nature of this screening, it is highly likely to attract protests and counter-protests, heightening the potential for violence. Have the event organizers provided sufficient insurance coverage and arranged for additional security, including police presence, to prevent harm to patrons and property? Failing to meet these requirements could expose the library to significant legal and financial liabilities.

#### 7. Security Responsibilities:

Given JVP's documented history of inciting protests that have led to violence, it is essential that the library ensure the safety of all patrons. This includes ensuring compliance with your policy's stipulations on occupancy limits and providing additional security measures as needed. Have the event organizers arranged for such measures, and are they aware that they bear the full cost and responsibility for any disruptions? If not, the library may be held accountable for any resulting damage.

#### 8. Damage to the Library's Reputation:

Hosting an event tied to an organization notorious for promoting antisemitism and terrorism poses a significant risk to the library's reputation as an inclusive and neutral institution. The long-term consequences of this decision could alienate patrons, particularly Jewish members of the community, and severely damage the public's trust in the library. Allowing this event contradicts the library's mission to foster a safe and welcoming environment for all.

#### 9. Violation of the Library Mission & Policy and Federal Law:

Your Room Rental Policy prohibits illegal activities and requires adherence to local, state, and federal laws. Hosting an event that promotes antisemitic rhetoric, aligns with terrorist propaganda, and could be construed as providing material support for terrorism violates these policies. Failure to revoke this event's approval not only exposes the library to legal challenges but also calls into question the library's commitment to inclusivity and safety. The library must seriously reconsider whether hosting this event aligns with its mission to serve the entire community, particularly when the event's true nature was misrepresented on the application.

#### 10. Reconsideration in the Interest of Public Safety:

The library has a legal and ethical obligation to protect the safety of its patrons and uphold its commitment to being an inclusive space. Hosting this event, given JVP's associations with terrorism, antisemitism, and violent rhetoric, presents a clear danger to public safety, community harmony, and the library's reputation.

We strongly urge you to reconsider allowing this event to proceed and to implement stricter controls to prevent such divisive and dangerous activities in the future.

## General News & Information

September was Library Card Sign-Up Month and we welcomed 437 new patrons to the community in September. During the month we shared our Library Card Bingo where participants could explore the library, our resources, and participate in activities throughout the month to get a BINGO!

HR Director Becky Moore and Director of Finance and Operations Anna Amen have been collaborating to identify a new payroll service provider for the Northbrook Public Library, following the Village of Northbrook's decision to discontinue payroll processing as of January 1, 2025. During September, Becky and Anna conducted a thorough evaluation of various payroll service providers to determine which option best meets the library's and staff's needs. Staff were surveyed to gather input on key payroll features and the type of training and support they would find most beneficial.

Circulation staff prepared for the migration of two new libraries, Mount Prospect and Waukegan Public Libraries into the consortium. On September 28<sup>th</sup> the migration started and our systems were back up and running by the morning of October 1<sup>st</sup>. The cleanup went very smoothly with 3,125 items checked-in from the closure.



# Connect with Our Community

## Collections

Technical Services Cataloging Librarian Sara Scodius and Technical Services Processor Seyoung Lee cataloged and processed two ghost hunting kits and a bulb planter for the Library of Things collection. They were checked out the same day.

To promote awareness of book challenges Adult Services staff organized several activities celebrating the freedom to read for ALA’s annual Banned Books Week. Adult Services Assistant Manager Tracy Gossage worked with Amy Norton to create a book list and display of banned books for the 2<sup>nd</sup> floor. Adult Services Assistant Adrienne Edwards created an interactive display based on the FOL board’s suggestion and Adult Services Assistant Manager Lev Kalmens partnered with the Friends to give away banned books to patrons. Finally, on September 24 Lev hosted “Books on the Chopping Block,” performed by actors from City Lit Theater Company who read excerpts from the top 10 challenged books of 2023. This was a terrific program, the audience was engaged and asked a lot of questions.

## Outreach & Partnerships

The library, in partnership with the Northbrook Park District and Greenbriar Elementary School, completed installation of the Greenbriar Storywalk® earlier this summer. Youth



Services Early Literacy Librarian Amanda Lopez and Youth Services Library Assistant Liz Becker, with help from Linda Vering, Graphic Designer Princess Gonzales Esparza, and Facilities Assistant Vu Nguyen, created and installed *Harvest Days* by Kate DePalma for the fall Storywalk®. The picture book celebrates how cultures around the world observe fall and give thanks.

Our community partners, the North Shore Radio Club and the Northbrook Farmers Market were featured in our lobby display cases in August. The Northbrook Historical Society was featured in both of our lobby display cases in September. Historical Society Board members Elyse Malamud and David Erck are pictured in the photo.



Our lobby display case also tied into our outreach at the Farmers Market on Wednesday, August 11, where our staff got to talk to over 300 community members. Many smiles and chip clips were given away that day. The Friends of the Library provided free books for people to take home, and we handed out reusable produce bags. One of the visitors to the table was the adult son of a Northbrook resident in his 80s, who told us his dad said “they had to go to the Market and visit the to the library’s table to let us know how much he loved the library.”



Marketing and Communications Manager Linda Vering coordinated and worked with staff from Adult Services and Circulation at the Shermerfest event in Village Green on September 15. We had 360 interactions at our table (154 adults and 206 kids), up from 260 interactions in



2023. This annual event, produced by the Northbrook Historical Society, is a great way to connect with the community. Some new library cards were even given out!



Youth Services Assistant Urye Min represented us in a fun joint video with other RAILS libraries to promote “one card opens the door (to over 30 libraries)” as part of Library Card Sign-Up Month. It’s available on our Facebook and

Instagram pages, as well as on our YouTube channel. You can watch it here:

<https://www.facebook.com/share/r/afLqpcjeBMh9Nq4z/>

YMCA Seniorpalooza was held on September 18<sup>th</sup> and Circulation Clerk Mike Bass attended with Senior Services Librarian Debbie Siegel. About 100 people came by the Northbrook Public Library table to get information, bingo cards, bookmarks, pens or just to chat about how much they love our library. It is always a great way to interact with some of our most passionate supporters and hear their stories. One patron proudly told us that a book she wrote is in our library. Another patron said she LOVES the silent movies and the accompanying piano player, and said she laughed out loud during the first two movies.

We held our annual Food Drive in the lobby, which generated a truckload of food and other items to the Northfield Township Food Pantry. Julie Schaeffer, the Food Pantry Coordinator, was very grateful for the donations.

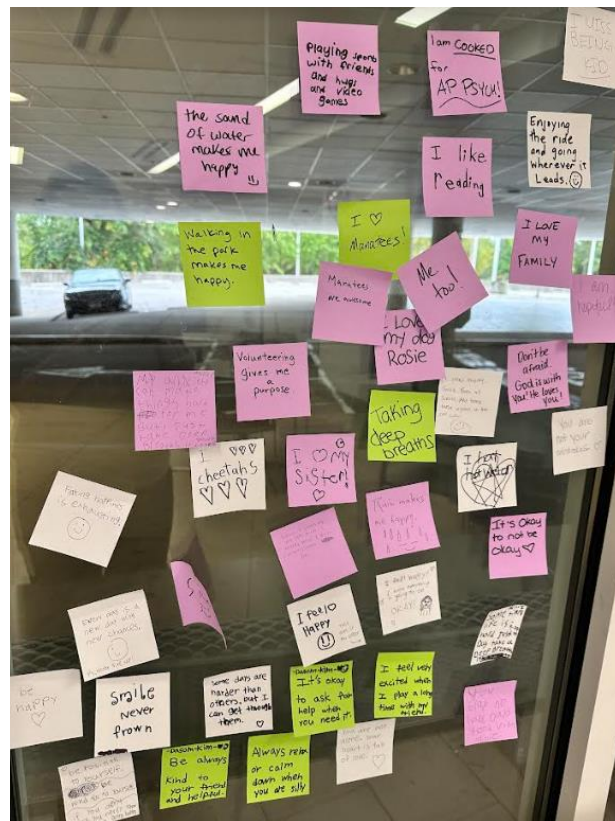
Our Home Delivery Service continues to offer patrons who cannot visit the library the opportunity to request and receive materials. Debbie Siegel does an amazing job with this program along with Adult Services Assistants Carla Lasky and Adrienne Edwards and a team of dedicated volunteers. Here are a couple recent comments from patrons:

- “This is such a wonderful service for me at this time in my life. After I receive my books, I sit in my chair and just read.”



- “I don’t know what I’d do without books. This service is such a gift to all of us who live here [Crestwood Place.]”

We partnered with Northbrook’s Community Action Together for Children’s Health (CATCH) organization to host a table in our lobby with their “Note your Feelings” initiative in September, which encouraged people to write a short note on a sticky note about how they are feeling and add it to the library’s window.



## Collaboratory Projects

Maker Services Assistant Manager Michelle

Mistalski helped a patron laser etch a paper invitation onto a wooden serving board. She had the patron scan their paper invitation on one of the scanners by the Reference area. Using Adobe Illustrator, they vectorized the scanned image so that it could be laser etched onto their wooden board as cleanly as possible. The patron shared their thanks to the Collaboratory staff for all of the help.



Maker Specialist Daniel Choi assisted two patrons in customizing their sweatshirts with the Cricut. He demonstrated the process of

using the Cricut and explained the limitations based on size and space. After showing them how to cut and weed their design, he demonstrated how to iron on the designs and how to layer, as well.



# Social Media

## Instagram

School is just around the corner (how the library supports students)

8/16 at 9:00am

Reach: 581 (62 interactions)



northbrookpl

School is just around the corner. Here are some tips on how the library can support teens throughout the school year

- ◆ Study Rooms - Perfect for group projects (there are 18 study rooms on the 2nd floor)
- ◆ The Quiet Study Room - Ideal for focused reading and studying on the 2nd floor near the Teen Loft (you don't need a reservation)
- ◆ Free Printing - A \$20 dollar printing credit is

## Thank you to our Summer High School Volunteers

8/22 at 12:45pm

Reach: 1,485 (45 interactions)

Thanks to our Summer High School Volunteers! With 85 teens in 12 different groups, they racked up nearly 1000 hours of volunteer time at the library. Here are just some of the impressive things they accomplished this summer:

- 📖 Engaging kids in the community as Reading Buddies and managing summer reading sign-ups
- 📱 Creating TikTok videos and hitting 2000+ views on [tiktok.com/@northbrookpl](https://www.tiktok.com/@northbrookpl)
- 🌿 Working in the community garden
- 👉 ... See more



Facebook: Statement from the Northbrook Public Library Executive Director. Posted on 9/4/24 at 7:42pm. Reach: 21,308, Engagement: 15,830, Reactions: 819, Comments: 1,134, Shares: 95

Instagram: Statement from the Northbrook Public Library Executive Director. Posted on 9/4/24 at 7:42pm. Reach: 2,079, Interactions: 568, Reactions: 819, Comments: 399 Shares: 75



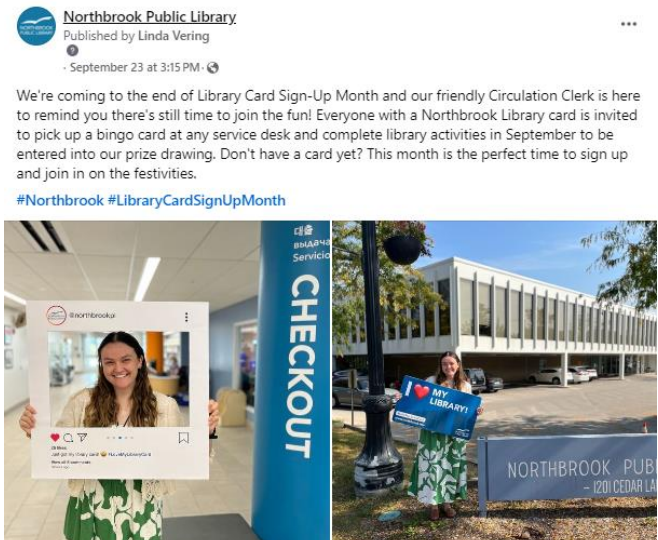
### Statement from the Northbrook Public Library Executive Director

A Northbrook resident and Library cardholder has reserved a room at Northbrook Public Library on Wednesday, September 18 for a ticketed film screening to be hosted by The Chicagoland Jewish Labor Bund and JVP (Jewish Voice for Peace) Chicago. This is not a Northbrook Public Library-sponsored or -facilitated event.

We have received many emails and calls about this event. We respect and acknowledge that there are... [See more](#)



Facebook: Library Card Sign-Up Month.  
Posted on 9/23/24 at 3:15pm. Reach: 2,670,  
Interactions: 28



## Build an Inclusive Culture

### Programming

Monthly and quarterly programming in Youth Services started after a brief post Summer Reading Break. This includes the Fall Storytime Sessions which encompasses the All Ages Storytimes, Preschool Storytime, Babytime, Korean Language Storytime, Hebrew Language Storytime, and Saturday Storytime.

Teen Librarian Stephanie Bremner held the first Teen Advisory Board of the school year. Teen helped prepare program supplies for the Youth Services' upcoming Halloween Story Fest and helped promote Library Card Sign Up Month with chalk art.

Adult Services Library Margo Hill and Adult Services Assistant Manager Lev Kalmens partnered with RAIN (Racial Awareness in the North Shore) to present the documentary "Punch 9 for Harold Washington". The director and producer of the film, Joe Winston (a Chicago filmmaker), was present and did a Q&A after the screening. A member of Harold Washington's cabinet was also in attendance.



Adult Services Librarian Jill Franklin hosted historian Barry Bradford who presented, "Jewish Allies of the Civil Rights Movement". The speaker told stories of individuals who dedicated themselves, in some cases risking their lives, to advocate for black civil rights. Patron comments included:

- "Outstanding speaker, so well-informed & interesting"
- "He was a TERRIFIC speaker and I learned SO much!"
- "Very engaging and certainly heartfelt"

We had a very unique concert with an artist from Australia that played French horn while having his computer accompany him as his sidekick (his computer would talk to the audience as parts of the skit). We utilized our screen for an extensive music and video experience for patrons. There was the wonderful fusion of a brass instrument with electronic music from Ableton software. It had 38 patrons.



Adult Services Librarian Caitlyn Hannon hosted a Ukrainian Music and Dance program on September 12. We saw a lot of new faces among the 60 in attendance.



## Personnel

### CE & Training

- YS Supervisor Sara Chase and YS Librarian Amanda Lopez attended the ALSC (Association for Library Service to Children) Conference in Denver.
- Northbrook Public Library partnered with the Village of Northbrook on the annual Wellness Screening and Flu Shot Program. The events were held over 3 dates. All Northbrook Public Library staff were eligible to receive free flu shots and to take part in additional health screening services.
- On September 11, two members of the Village of Northbrook Police counseling services department to offer free on-site counseling services and to leave behind additional mental health resources. On September 18, 2024, Northbrook Public Library

once again collaborated with the police department to arrange a visit from Chloe the K9 therapy together. Chloe traveled around the building with her handler and visited with staff.

### Hires

- None

### Departures

- Drew Ibardaloza, part-time/seasonal Summer Reading Aide (YS), resigned effective August 10. She is returning to college.
- Kaya Ibardaloza, part-time/seasonal Summer Reading Aide (YS), resigned effective August 11. She is returning to college.
- Eli Shuman, part-time seasonal Summer Reading Aide (YS), resigned effective August 12. He is returning to school.
- Zoey Godnik, part-time seasonal Summer Reading Aide (YS), resigned effective August 12. She is returning to college.
- Eli Shuman, part-time seasonal Summer Reading Aide (YS), resigned effective August 13 to return to school.
- Meghan White, full-time Maker Specialist (MS), resigned effective September 14.
- Carl Johnson, part-time seasonal Shelver (CIRC), resigned effective August 31. He is returning to college.
- After 25+ years of service, Hala Haddad, full-time Assistant Manager (AS) retired effective August 31.
- Bridget Golembiewski, full-time Librarian (TS) resigned effective September 15.
- After 26+ years of service, Barb Mayer, full-time Manager (TS) retired effective September 30.

## Create Spaces to Belong

We kicked off the Civic Room Audio Visual upgrades project this month. The Civic Room will be closed from October 28-November 14 in order for the new audio visual equipment to be installed. The project is being funded in part by a grant from the Civic Foundation.

School and Supported Services Librarian Julianne Medel had orientation meetings with student volunteer workers and their job coaches from TrueNorth and the GBN Transitional School. Youth Services will have 2 weekly student volunteer workers from the school this semester.

School and Supported Services Librarian Julianne Medel held the semiannual Accessibility Hour on Sunday, September 15. This event has the library open an hour early for individuals and families with disabilities to enjoy the library and engage in sensory friendly activities.

YS Librarian Amanda Lopez changed out the Imaginative Play theme to a Farmers' Market complete with flowers, reusable totes, produce, eggs, and sorting buckets.



Finance and Operations Director contracted with RG Asphalt and Concrete after board approval for resealing the parking lot. That work will be done next week and we will have two days when the parking lot is unavailable.

Kate Hall, Executive Director

Comment	Response	Staff Member
<p>Just wanted to thank you for the great job you are doing in leading the operations at our Library. My family and I had a lot of fun going to the library this summer and doing the summer reading. My wife and I took the kids to check out books and games enough times that it's hard to keep track of them, but so far we have returned everything on time!</p> <p>I know it was added a few years ago but as a pastor I especially appreciate you having the NIV application commentary on hand. It's been very helpful for sermon prep and research.</p> <p>Thank you for all that you do!</p>	<p>Thank you so much for your kind words and for sharing your family's positive experiences at the library! I'm glad to hear that the Summer Reading Program was enjoyable for everyone and that our collection, including the NIV Application Commentary, has been helpful for your work. It's a pleasure to support our community's needs, and I truly appreciate your encouragement.</p>	<p>Kelly Durov</p>
<p>Just wanted to leave a note of sincere gratitude for the incredible job you do leading this special place. I appreciate it greatly!</p>	<p>Kate Hall responded via phone.</p>	<p>Kate Hall</p>
<p>I just would just like file a complaint, I usually come 3-4x a week to the third floor and read for a hour or two. My complaint is, why do employees always SLAM the door to the media office? Its very unnecessary, can someone please communicate to gently close the door, it would be very well appreciated.</p>	<p>Thank you very much for your feedback. I will absolutely mention this to staff. I will also ask our facilities team to see if we can make the doors shut more slowly. I know that at least one of them does close quickly if you don't catch it. Hopefully that will make staff entering and leaving the office less disruptive in the future.</p>	<p>Susan Wolf</p>
<p>Daniel was great! Patient, courteous, and kind! Thanks so much.</p>	<p>N/A</p>	<p>Cathleen Doyle</p>
<p>Collaboratory staff is extremely helpful and friendly. Thank you for providing this creative outlet for Northbrook residents.</p>	<p>Thank you so much for your wonderful feedback about the Collaboratory. Providing helpful and supportive service is a top priority for us, and we're thrilled that your experience reflects this. We appreciate your support and look forward to seeing you again at the Collaboratory.</p>	<p>Cathleen Doyle</p>
<p>Thank you for your sensitivity and response. I appreciate you handling this in a responsible way. My grandchildren go to camp in Northbrook and I often visit and appreciate your beautiful community. Thank you.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you very much for the update.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your response. It is appreciated that the library recognised the impact that the screening of this film would have on the community. The safeguards that were proposed are fair and would have provided safety for all involved.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thanks for cancelling this hate filled event. You should never permit it to be rescheduled. Hate speech is not protected by constitution and has no place in your terrific library or any library.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your due diligence to ensure public safety.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you so much for update. It is appreciated that you took the time.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for the update!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you!!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Good morning!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your actions and for updating me on this situation. I am convinced that the legal rights and protections for all are the basis of a sound, partnership democracy. I applaud your upholding them.</p>		
<p>With best wishes for continued reinforcement of our nation's underpinning directives, I salute you,</p>		
<p>Thank you for taking action!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>

\*due to the volume of comments, this list is not exhaustive, but has a representative sampling of comments received.

Comment	Response	Staff Member
<p>Thank you for this follow up and we are happy to learn that this event was cancelled.</p> <p>It's curious that you had to go through the process of applying costs to achieve it. It's curious that you reason seperately that this event falls under "views may challenge or provoke."</p> <p>If the movie was a KKK movie showing how to hang black people, would you still call it a movie that challenges or provokes and which therefore is protected by free speech?</p> <p>How about an ISIS movie showing how to repeat 9/11, would that fall under free speech?</p> <p>My point is that I'm disappointed that you still dance around the issue of why such a movie simply disqualifies from being allowed by free speech and why you still grant the card holder the right to provoke, and have to default to the cost issue as a deterrent.</p> <p>In a perfect world, you'd call a spade a spade and just tell the card holder you don't allow events centered on hate and racism, full stop.</p>	<p>Important Update re: September 18 Film Screening</p>	<p>Kate Hall</p>
<p>Thank you!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your prompt and compassionate response.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>What an absolutely admirable decision you made based on moral and American values. Thank you so much for being strong and doing the right thing.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you!!!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your thoughtful response. The rise of hatred and incitement against Jews historically has been a harbinger of violence against all free expression and people of conscience. Antisemitic hatred and incitement against Jews should not be allowed to be dressed up under the guise of free speech. Given that incitement against any other historically-persecuted people is not tolerated as free speech, neither should such incitements be tolerated when directed against Jews in our society.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you - i appreciate how this was handled</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>You are awful. It's important to find out who is organizing and funding the ideas and movies you are sharing. Your lack of information and ability to research should disqualify you from your position and you should be fired immediately.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>A disgusted author and Highland Park resident.</p>		
<p>Thanks so much for the update!!!</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>thank you.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Thank you for your response.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>
<p>Why, I ask, does "freedom of speech" only apply to the Jewish minority?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>If there is a movie with a sentiment against any other minority in the USA, the outcry will be heard in every corner of the country.</p> <p>But somehow it is OK to put a Jewish community at risk which is already at the highest level ever.</p> <p>According to the FBI, while Jewish people make 2.4% of the US population, they are the target of about 60% of hate crimes.</p> <p>Your blatant participation in antisemitic sentiment is not going to go unnoticed.</p>		



Comment	Response	Staff Member
<p>Thank you for your prompt response to my concern.</p> <p>I understand that a room is being rented for the screening of "Israelim".</p> <p>Would you allow the screening of a film that portrays a racist subject? Or, an anti-LGBTQ+ presentation? Or a film that would be offensive to another group? I hope not.</p> <p>I ask you to re-consider and cancel the screening of this antisemitic film that has singled out a minority group that comprises less than 1% of the world population.</p> <p>Thank you for addressing this issue.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>While I appreciate your previous canned response, I must underscore the critical and immediate risks posed by the upcoming screening of Israelism, hosted by Jewish Voice for Peace (JVP) and The Chicagoland Jewish Labor Bund. This is not merely a matter of intellectual freedom. By permitting this event, the library risks aligning itself with a group that has promoted anti-Israel, anti-Zionist, and pro-terrorist rhetoric, raising serious legal, financial, and reputational concerns.</p> <p>1. JVP's Support for Terrorism and Anti-Israel Violence</p> <p>According to the Anti-Defamation League (ADL), Jewish Voice for Peace has repeatedly justified terrorism against Israel. In the wake of Hamas's October 7, 2023 attack on Israel, which resulted in over 1,400 Israeli deaths, JVP blamed Israel rather than condemning Hamas's brutality. The group has consistently framed Palestinian violence as legitimate resistance, even supporting Hamas, a U.S.-designated terrorist organization(</p> <p>NGO Monitor</p> <p>JVP's rhetoric aligns with the objectives of terrorist groups like Hamas and Iran, making the library's decision to host this event not just controversial, but potentially illegal under U.S. anti-terrorism laws that prohibit providing material support to groups with ties to terrorism.</p> <p>2. Material Support for Terrorism - Legal Precedent</p> <p>The Holder v. Humanitarian Law Project (2010) case establishes that even speech or activities promoting peaceful aims of terrorist groups can be considered material support if they further the groups' broader violent agendas. JVP's rhetoric and this film clearly promote anti-Zionist narratives, which are central to the objectives of terrorist organizations like Hamas. By providing a platform for JVP, the library risks being viewed as complicit in furthering the goals of these violent groups.</p> <p>The DOJ's recent charges against Hamas leaders highlight the consequences of even indirect support for terrorism. The library could be implicated in providing material support if this event promotes Hamas-aligned objectives (NGO Monitor).</p> <p>3. Promotion of Antisemitic Tropes</p> <p>JVP's record is not just limited to anti-Israel activism but crosses into antisemitic incitement. The ADL has documented instances where JVP affiliates propagated antisemitic tropes, such as depicting Jews as bloodthirsty aggressors through manipulated images of Israeli leaders with swastikas . These images were shared at JVP events, underscoring the group's intent to vilify Jews and Zionists. Allowing this event in your library could be seen as enabling antisemitic sentiments to fester in the community, endangering local Jewish residents.</p> <p>4. Financial Ties to Anti-Israel Movements</p> <p>According to NGO-Monitor, JVP has received substantial financial backing from entities that support the Boycott, Divestment, and Sanctions (BDS) movement. This includes large donations from the Rockefeller Brothers Fund, which has funded campaigns aiming to delegitimize Israel on the global stage (NGO Monitor). By hosting this event, the library may be seen as indirectly supporting organizations with opaque funding linked to groups undermining Israel's legitimacy.</p> <p>5. Dishonesty on the Application</p> <p>It is important to point out that the event organizers misrepresented their intentions on their application. While the screening was described as educational or cultural, the true agenda—promoting a one-sided, divisive, and inflammatory anti-Israel narrative—is clear. This dishonesty violates the library's standards for hosting events, and proceeding with the screening despite this would be a serious oversight that undermines the integrity of your process.</p> <p>6. Public Safety and Liability Concerns</p> <p>Your Room Rental Policy mandates that events posing risks to public safety must be adequately insured, with the organizers bearing responsibility for security. Given the inflammatory nature of this screening, it is highly likely to attract protests and counter-protests, heightening the potential for violence. Have the event organizers provided sufficient insurance coverage and arranged for additional security, including police presence, to prevent harm to patrons and property? Failing to meet these requirements could expose the library to significant legal and financial liabilities(04.402_Room_Rentals).</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>This is not a matter of free speech. It goes against the very principles of the library and it promotes hatred and antisemitism.</p> <p>SHAME ON YOU.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Very true but the flier makes it seem as if it is hosted by the library. The library's name is much bigger than any other group hosting it. It definitely looks as if the library is endorsing the very one sided antisemitic film.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Just to confirm, if a group of NeoNazis wanted to reserve the room to discuss ways to target Jewish and black people -- and they were cardholders, of course, would they be able to reserve a room with that stated topic for "the free exchange of information" towards that goal?</p> <p>What if local sponsors of a US designated terrorist organization wanted to host the same-- being library cardholders, of course! Do you reserve a room for them?</p> <p>I just want to make sure I understand the policy.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Thank you for taking the time to respond.</p> <p>I wonder if you would respond in the same manner if this was a film filled with lies and hatred about another country or another ethnic group.</p> <p>This type of screening fuels the exponential growth of anti-semitic incidents in our country.</p> <p>Keep in mind that Israel is an ally of the US and the only true democracy in the Middle East</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>There is no way that your library policy allows community members to reserve rooms for events on behalf of hate groups with impunity.</p> <p>Do the right thing here.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is not intellectual freedom. The movie openly justifies those shouting "Kill the Jews" and "Globalize the Intifada," inciting terror and violence against the Jewish community.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Does the Northbrook Library have a commitment to the public about showing hate based propaganda? What if a cardholder rented a space to show kiddie pornography or snuff films? Would that be an expression of intellectual freedom? What if a cardholder rented a space to show a film stating that slavery was a lie?</p> <p>These groups are not Jewish. If you spoke Hebrew you would recognize the Arabic accents of the characters who are committing crimes. This is a fake film meant to create and boost hate of Jews everywhere.</p> <p>I don't accept your excuse of allowing intellectual freedom. This is hatred.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is not an acceptable response. This is a slap in the face of our entire community. This "movie" is filled with hate and falsehoods. Despite the claim that the "movie" is not endorsed by the Library or by Northbrook, allowing such hate to exist within the library property is a de facto endorsement.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Thank you for your speedy reply.</p> <p>I have seen this film. It personifies the same objectionable discriminatory thinking that Islamophobic propaganda has been subjected to.</p> <p>So perhaps the Northbrook Library member could find an Islamophobic film and project that one too!</p> <p>This would be highlighting modern antisemitism as well as as a modern-day thoughtful lesson on religious, hate and death that the audience can debate.</p> <p>Even better, it would be illuminating to make Riane Eisler's 1990 book, <i>The Chalice and The Blade</i>, required reading. Its comprehensive archeological research reveals an alternative societal time 12000 - 3400 B.C.E. when humans lived in peaceful harmony, focusing on the wonders of Nature, the mysteries of creation, child-birth, love of life itself, and natural death as a form of regeneration.</p> <p>This original Goddess-based circular prototype of democratic society – mostly in Europe and especially emblematic on Crete – is generally unknown to generations of contemporary humanity! Eisler recounts the beginning of the end by the arrival of Kurgans who lived by the blade and imposed the pyramidal, authoritarian, death cult, i.e. the male, violent God society on our beautiful blue planet! This is the society we are all SICK OF, BUT DO NOT KNOW THAT AN ALTERNATIVE IS STILL POSSIBLE: The revival of the Neolithic circular societies of yore!</p> <p>In this way, two opposing critical films could be juxtaposed and discussion about the most possible peaceful alternative could spawn a grassroots movement guided by Eisler's impeccable social sciences research!</p> <p>Rather than criticizing any ethnicity, the public could take the first transformational baby steps to use the knife blade to harvest grain, fruit, and other life-giving activities and prepare materials including paints for celebrating LIFE over death.</p> <p>Speaking myself as a daily trek-loving library-goer – the following would truly set your library as the first on the planet while humanity faces a unique crossroads in its history: go for more annihilating, nuclear death of our own species or seek the light and plant those seeds, anew.</p> <p>We are talking about a society we only dream about, but were just ignorant of. The blueprints are exercised! And it's high time we embrace them! NOW!</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Thank you glad to know its not a library sponsored event, however in the same way that social media platforms are responsible for content posted on their sites I would hope that Northbrook library will use similar measures and not allow for distorted content to be shown there</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Yes I received the autoresponse, I would like an updated response - what does your board say? This response is not acceptable to the Jewish community. Can someone get back to me to let me know if anyone at the library cares about Jewish people and their safety?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is beyond the pale that you would send this to me — If you actually read my email, you'd see that my issue is with this public response itself!!</p> <p>Resending me the same disingenuous BS does not answer the clear double standard that you personally and the library are applying here.</p> <p>By resending this to me, are you saying that you would allow other racist hate groups into the library to have events?</p> <p>I need to know specifically if that is what you're saying. Pls be clear.</p> <p>Thank you.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>I am glad to see this racist event canceled. HOWEVER, I did not receive a response from my below inquiry. Your announcement today doesn't grasp the actual situation, and continues to be patronizing and offensive to the Jewish community. To wit,</p> <p>1) The movie is outright antisemitic and is used to justify the murder of Jewish people. You say it's sensitive because of the war. That's wholly incorrect. It's sensitive because these groups call for our demise as a people by any means necessary. A small bit of research on your parts would lay bare that these groups have promoted and committed actual violence toward "Zionist Jews" on many occasions (and not just since the war).</p> <p>2) You CLEARLY have boundaries around public speech. So to clarify your and the library's position, I ask again the following: Would you allow the KKK, or The Proud Boys, or another more well known hate group to hold an event at the library. If you cannot answer yes to this question, then your public statement is plainly disingenuous. Of course you have lines you would not cross on moral grounds.</p> <p>Institution after institution seems to draw that acceptable line immediately below the Jewish community. Or better stated, there seems to be a special carve out for hate and violence toward ONLY the Jews. This is the double standard we have endured for millennia. As the jewish community is prone to sadly say, "Speech is never so free as when it's targeting the Jews".</p> <p>The library should not continue to allow this double standard to continue. Either you allow the KKK and similar groups to have an event or don't allow ANY hate group to do so.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>While I appreciate you getting back to me (with the same response given to all), you did not answer my question. I honestly would like to know the answer, so I can better understand the library's policy.</p> <p>If any member/group, were to rent a library room for a film viewing, and you subsequently found out that the group members were KKK (or similar), and that the film's content was going to contain all BLATANT KKK based belief's, would you still allow the screening?</p> <p>I would greatly appreciate an answer.</p> <p>Thank You</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Thank you for replying to my e-mail. While I appreciate the points stated in your reply, I must ask a few questions:</p> <ol style="list-style-type: none"> <li>1. Would you allow someone to host an event promoting the views of the KKK? How about allowing them to present a power point explaining why black people shouldn't be entitled to own property in Northbrook? My assumption is that as a public space you allow for free speech but not hate speech.</li> <li>2. Why are you allowing an event which REQUIRES the wearing of masks? Had the thought crossed your mind that such a requirement is an invitation for guest to promote hate speech and potentially violence? Why require masks unless you want to prevent anyone from being identified? Please don't tell me that you're dismissing any ill intent because the organizer claimed that masks are only being required because of COVID concerns. Using COVID as a reason for masks would be just one more example of how they mislead people so they can further advance their hate speech.</li> <li>3. Is an event educational if it's spreading misinformation and hatred? If you wish to have an educational event then allow people with differing viewpoints to debate a topic, so the guest can hear opposing views. Allowing for a fringe group to disseminate hate speech is not educational, it's just misleading and harmful.</li> </ol> <p>I truly believe your intentions were good in your decision to allow this event. Unfortunately, you are being thrown into a controversy which you probably don't have much background information on. The organizations looking to host this event are vehemently anti Israel, and have a long history of spreading misinformation. Perhaps you can reach out to the ADL to get a better sense of who you are dealing with, before you decide if hosting their event serves your goal of supporting educational, cultural and civic events, or if it's just giving a bull horn to promote hate speech.</p> <p>Thank you for your time and attention to this matter.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Not OK! Would you let the KKK show a film at the library?</p> <p>"Northbrook Public Library is committed to fulfilling its responsibility to support intellectual freedom and the free exchange of information and discourse around topics of interest to members of our community. One way that we do this is by allowing Library cardholders to reserve rooms for meetings that are educational, cultural, or civic in nature. Permission to reserve meeting space does not imply the Library's endorsement of an outside organization or its viewpoints."</p> <p>This film is not educational, in fact it promotes false information by fact. This is not an opinionated matter. This is allowing the spread of misinformation which has led to Violence. Please do better for the safety of your community by not promoting violence in your safe institution.</p>	<p>September 18th Initial Response Email September 18th Initial Response Email</p>	<p>Kate Hall Kate Hall</p>
<p>That's not an adequate answer You don't have to rent the room to anyone. If a Northbrook resident was a member of the Ku Klux klan was reserving a room to show a film inciting bigotry and antisemitism my guess and Joe is that you would not rent it???</p> <p>Do something about this it's no different. Your answer is deflecting the issue.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>There is nothing Jewish about these "Jewish groups". I can't believe that in order to be sensitive to some you can be so very insensitive to others. This is not ok and is not going unnoticed You can't just wash your hands or shrug your shoulders. I am curious what your response would be to a pro slavery film. Exactly!</p> <p>The last group that shut their eyes were complicit in the biggest genocide of our lifetime . Don't be sheep</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Your email address includes "canned.response", which is terribly offensive. If this program affected another minority group, how would you respond? For example, if a white supremacists group was showing a film that advocated violence against non-Whites/non-Christians, would you permit that screening to take place at the Northbrook library? Moreover, it's worth considering whether the screening of the film on public property would violate the law by permitting hate speech that may directly incite imminent criminal activity/hate crimes, including threats of violence targeted against a person or group, i.e., Jewish people. There are known and written strategies with respect to these issues and I urge you to consult with a legal expert and consider the issues and consequences carefully.</p> <p>As a concerned Northbrook resident, I would be happy to discuss with you at your convenience.</p> <p>Best,</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This film is not "education, cultural or civic in nature" It's hateful and incites anger</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>It is a ticketed event!! Not just a meeting from a cardholder!</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>If this was film about the KKK and lynching of people would that be allowed?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>The scheduled film is neither educational, cultural, or civic . It promotes hate. We are living in highly unusual times now.Groups are advocating hate and violence.The library needs to stand strong recognizing what is happening, and absolutely not be a base for hate and violence . Hoping for a more peaceful world.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Thank you for your response. My concern is the violation of the first area of the public library's own policy (" Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on: race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics; that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight.")</p> <p>While Northbrook residents have the right to reserve a room, many details including the specifics for the use of the room were omitted from the request form. Hosting an event sponsored by JVP, a known supporter of anti semitism, anti Jewish propaganda, with links to funding from sources linked to terrorism, violates the Library's own commitment to protecting groups against "language or behavior that offends, threatens, or insults groups based on... national origin (and) religion". I also find it unacceptable and alarming that the event requires masks, which is clearly designed to conceal identity/conceal anti-semitism and not protect against Covid. The movie Israelism is designed to brainwash people into not supporting the self determination of the Jewish people. I strongly urge you to reconsider. If there was ANY other group being targeted by hateful brainwashing, it wouldn't even be a question that the event would be cancelled. I can't imagine that the Northbrook Library would support programming of anti LGBTQ agendas, anti (insert any other minority group or religion), etc., so why is it acceptable to promote anti Jewish agendas in your library? If a Northbrook resident reserved a room to show a pro KKK film and required every attendant to wear masks to conceal their identity, you know that event would be cancelled. I demand an email back with answers to these questions and would like an explanation of how you can justify holding an event which clearly violates your own policies. Every resident deserves the right to feel safe in your Library, including your Jewish and Zionist residents. Hosting this event shows that Northbrook takes a political stand against a huge group represented within the Northbrook community.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Sorry to hear that you would do such a thing especially in the time like this. It's a shame for our Jewish huge Northbrook community and knowing where our tax money goes.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Dear Ms. Hall,</p> <p>I just want to make sure that I understand. So a member of the KKK can reserve a room at the Northbrook Library (as long as they hold a library card) and hold a meeting or event on racial relations where African Americans are referred to as niggers and monkeys? People can openly watch material that calls for their removal back to Africa? And if members of the community protested, the response from the Library would be that the Library is dedicated "to support intellectual freedom and the free exchange of information and discourse around topics of interest."</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Would you show a movie for KKK It is a movie of people wanting to kill Jews. Shame on you for deciding to show it.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>With all due respect, Ms Hall. Jewish Voice For Peace is an organization that has been suspended from universities for their antisemitism and support of terrorism and open support Hamas. Are you aware of that?</p> <p>Columbia University George Washington University Brandeis Rutgers</p> <p>Most Jewish people are Zionists. This is an anti- Zionist group. They are anti-Jewish with a name that sounds like peaceful Jews -it is NOT. It's like saying you are anti gay or black? Most of the Jews in your community I can assure you identify as Zionists. That means they believe in Israel's right to exist. Anti Zionists do not believe in Israel's right to exist. This isn't merely freedom of speech or expression it is antisemitism.</p> <p>Here is the Anti -Defamation League's definition:</p> <p>You are being redirected... adl.org</p> <p>If you screen this anti Israel propaganda film against all of the many people in your community who have pleaded with you not to, I wonder how this could impact your state grant?</p> <p>LWDNAOTFWJCD5PXSKIFNTFVLSQ.jpeg Northbrook Public Library among libraries receiving state grant from Illinois Secretary of State's office chicagotribune.com</p> <p>Please think about what this says to the Jewish community on the heels of 6 hostages just being executed in Gaza by Hamas including 23 year old Hersh Goldberg an American.</p> <p>I think you should at least postpone while you deliberate over the matter.</p> <p>Thank you.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>As the host, you have a responsibility to let the audience know that the film is not non-fiction, that it is based solely on the opinions--(antisemitic, basically hate speech) of the group responsible for the showing of the film. You need to make it clear the film "Israelism" --what does that even mean,- does not represent the views of the community.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>



Comment	Response	Staff Member
<p>I already saw the instagram post with this canned response.</p> <p>I'm asking you a question as the Executive Director and I think you owe a courtesy of a response given your role within the community.</p> <p>Would you host a meeting of the KKK? Do you think this propaganda movie that spreads hate aligns with the values of the library and the community? Do you think it's right that the community library hosts an event in which participants are required to cover their faces?</p> <p>I'm saddened to see my community as a vehicle that helps spread hate.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Kate yesterday nobody knew your name and today you are all everybody's talking about.</p> <p>You personally have the opportunity to do the right thing here. Instead of hiding behind this form email that somebody prepared for you. You have the opportunity to cancel this event.</p> <p>Ask yourself if you would allow the screening of a movie, touting the virtues of the Nazi propaganda or some other hateful movie against any other minority. If the answer is no, why are you selectively allowing hate against the Jewish community?</p> <p>I urge you to cancel this event you have the power and the opportunity to do the right thing here. Please don't insult your fellow community members by trying to explain otherwise.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>As a former resident of Northbrook, I am extremely disappointed by the scheduled screening of "Israelism" at the Northbrook Public Library.</p> <p>Do better.</p> <p>Please find someone competent, responsible and respectful to oversee the library.</p> <p>—</p> <p>Thank you for the form letter, Kate.</p> <p>You shouldn't allow hate or hate groups to spread hate.</p> <p>Do better.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>I am stunned by your response below indicating that if Northbrook resident and library card holder reserved a conference room they are allowed to conduct screening of any materials no matter how offensive or threatening they are to endangered minorities in the community.</p> <p>Could you please confirm that you really suggesting the library is not responsible for screening films that justifies lynching African Americans or kill Muslims and consider material inciting terror and violence against these communities as allowed "educational, cultural, or civic in nature " materials ? The film does essentially the same towards Jews since the movie openly justifies those shouting "Kill the Jews" and "Globalize the Intifada," inciting terror and violence against the Jewish community.</p> <p>Please provide your feedback</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is a disgusting, ignorant, and vile automated response to a very valid safety concern. The fact that you think this is at all appropriate is a cause for concern in itself. The BOARD needs to replace you! Your ignorance and antisemitism is showing!</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Ok so we can just protest outside of the library?</p> <p>Makes more sense to stand up and cancel this to cease a false narrative.</p> <p>Terrible news on your behalf.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>You are complicit in the spread of antisemitism and terrorism.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Wonderful, than I expect to see a film supporting the truth about Oct 7 there are some important films to be shown would you care for a list?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>I appreciate your answer, but I have a question. If the klu Klux klan we're hosting an event at your library, as a member of your library, would that also be considered ok? ANY and every opinion is acceptable no matter what? Extreme hate is acceptable? It's hard for me to understand this point of view. There's free speech and there's hate speech. Where does your library draw the line?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>So you allow bookings even when they're playing something that promotes Jew hate? Unfortunately I believe this does show the libraries stance.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Using a public library to spread hate is not an exercise of free speech when it deprives Jewish People their civil rights to live freely as Zionists. That film - Israelism - is a propoganda engine founded upon the elimination of the State of Israel- a country reborn out of the ashes of the Holocaust. The events of 1930's Germany are being re-enacted today, exemplified by the showing of this film. Let's not G-D forbid reenact 1940's Germany!</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>How is a film whose whole premise is that Israel should not exist "educational, cultural, or civic in nature"? I believe this film to be the absolute antithesis of every one of those points. Jewish Voices for Peace does not represent mainstream Judaism, uplifting moderate Palestinian voices, nor peace. It seems like you have not been paying attention for the past 335 days to see the divisions JVP creates, and the hateful rhetoric and violence they promote. Screening "Israelism" does not promote the "free exchange of information and discourse". Screening "Israelism" promotes hate, antisemitic, and anti-Israel sentiment that is not grounded in truth or fact. The initial decision not to challenge JVP and Chicagoland Jewish Labor Bund is disappointing enough, but:</p> <ol style="list-style-type: none"> <li>1. To offer the weak statement below on social media</li> <li>2. To send an automated email back with this week statement</li> </ol> <p>Show me, a taxpaying resident of Northbrook, that you do not share the values of, nor respect the values of the community you are meant to serve. Could you imagine in the wake of the George Floyd shooting providing space for the KKK or Proud Boys to show "Birth of a Nation"? Would you even consider that as an opportunity to "support intellectual freedom and the free exchanges of information"? That is how this looks to the Jewish community who is reeling from 335 days of grief, fear, harassment, and violence. To see the Village of Northbrook open our community and bring that here is not only heartbreaking, but makes me embarrassed to be a resident. This is all the more painful in light of the murder of 6 hostages, including American-Israeli citizen Hersh Goldberg-Pollin; a hostage who has deep familial ties to this area.</p> <p>My family and I are avid users of the library. I don't know if we will return. How am I meant to feel safe in allowing my children to come study knowing at any minute an antisemitic mob like we've seen on campuses around the country could overtake the library now that you've given your approval for antisemitism to be promoted in your space? How am I meant to feel safe for my wife to utilize The Collaboratorium to make Judaica gifts and items for our children's bat mitzvahs? How am I meant to feel safe browsing the Jewish shelves in the nonfiction religious section? You have lost my confidence and feeling of security in your facility.</p> <p>How does the library and the Village anticipate managing security for this event? JVP has a long, very well documented history of violence and civil unrest at their events. Since it's not a library sponsored event, what are you doing to secure the building and patrons in the building during this event? What is the Village doing to secure its citizens when there is likely an influx of non-residents who do not align with our community values descending on Northbrook? How do you plan to manage masked attendees fleeing the property and easily jumping on the train to flee the scene of the chaos they create?</p> <p>This is unacceptable and appalling. Hate has no home here. Cancel the event.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Thank you for your very carefully prepared response but as a resident of this village that frequents the library quite a bit with my children, I'm truly disgusted that this is going to be allowed to happen. Given the state of anti-semitism in the world, you are telling your constituents that it is ok to come into our town and fan those flames by showing this film. I'm all for freedom of speech and the criticism that all governments deserve from their citizens but this film is not that. This film serves one underlying purpose and that is to normalize the hatred of Jewish people because of our (majority of Jews) belief that there should be a Jewish state. I'm appalled that in a village like ours we are going to sit by and allow this play out. You have the chance to make a statement about free speech here. This is not intellectual freedom, this is hate. There is no civil discourse when a film so blatantly biased is being shown in your facility. These are unprecedented times in terms of anti-semitism, all under the guise of anti-zionism (as it has also been for hundreds of years), and I cannot sit idly by while a building, my kids enjoy so immensely, allows something like this.</p> <p>I speak from my heart and what I know as a Jew. This scares the shit out of me. But all I expect in response is another email reminding me this is a private event and that the library encourages freedom of speech. So here's to hoping you read this and have enough sense to possibly do something about the fact that you have scared members of your community that know this is just the next step in more hate to come.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is still not acceptable Jewish Voice for Peace is actually a hateful anti-Israel group. They do not believe in the right for the Jewish state to exist. They do not want Peace, they want a Palestinian state to replace Israel. It is not acceptable to host a nazi style propaganda movie which is filled with lies. You must take some responsibility of what you host at your library. I included the first page of the report from the ADL on Jewish Voice for Peace's report. This is the United States of America and it is unacceptable for a public library to take part in propaganda against our biggest allie in the middle east.</p> <p>I encourage you to rethink your stance.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>With all due respect, by enabling this antisemitic group to host an event in your space, you are, effectively, endorsing JVP whether you think so or not! Would you let the KKK host an event if someone in that group belonged to your library?? Is that the only criteria? Don't you do a little research first? One google search and you can see what this hateful group stands for. Is that the purpose of a LIBRARY?</p> <p>If you "unknowingly" agreed to allow a group to show a film containing propaganda against any other minority group, such as LBGTQ, would your response be the same??</p> <p>You are a PUBLIC library supported by US tax dollars, you're not an "event" space for hateful groups gather. Make no mistake - this film is neither educational, cultural or civic.</p> <p>Show courage and cancel the event!</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>What would happen if the KKK reserved a room to show an anti African American movie? What would happen if an anti Gay organization reserved a room to show an anti Gay movie? Etc. Would you still be so accommodating? Open minded? Let me know. I look forward to hearing from you soon. Thanks.</p> <p>From your generic response I understand that you will be allowing this to go ahead. This is absolutely shocking. Do you know or care how many places have banned "Jewish" Voice for Peace for very good reason. The organization has caused so much antisemitic feeling at a time when Jewish people are already suffering so much.</p> <p>Doesn't the fact tha, as you wrote, you have received numerous emails about this, make you realise what a mistake it is to allow it.</p> <p>As you aware of the content of the screening and how much of it will be pure incendiary lies.</p> <p>By allowing this screening you are showing your support.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Curious - would you allow the KKK to book a room &amp; host an event ???</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Will you be screening how great the KKK is? Also as a physician, there is no medical reason to require masks. They aren't required in hospitals.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>This is in direct violation of the code of conduct. If you do not recind we will report this to the ADL. I am ashamed to live in Northbrook and feel this will be a permanent bruise on our community. It will impact our home values as people and businesses are talking about leaving Northbrook due to this incident.</p> <p>I am looking for you to respond or have a higher authority reply to me ... and not one that is automated!</p> <p>Added Brad Schneider to this as this issue requires immediate attention</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Please, stop sending me lame responses. It is insulting. If a northbrook card holder decides to rent a room and you find out its KKK, would you still allow this to happen? How will you provider safety to Jewish children in the library of the evening of September 18th? Will you close the library due to safety concerns??</p> <p>I have already reached out to Illinois library association and the congressman Schneider.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Hi,</p> <p>This is not about disagreeing on viewpoints, this is about a public space allowing organizations known for spewing anti-Semitic tropes. If I were you I would dig deeper into the organizations that you are allowing to rent a room.</p> <p>Jewish Voice for Peace is documented for not being about peace but it is known for also staging anti-semetic protests that mostly do turn violent on their side. They do not want to hear view points other than their own and when they do they resort to violence. So please know that JVP does not represent a Jewish viewpoint they represent a viewpoint that the Jewish people should leave Israel. JVP is abusing your "responsibility to support intellectual freedom and the free exchange of information and discourse around topics of interest to members" as a way to scare other members of our community that antisemitism is acceptable where we live.</p> <p>So you know these are not opposing viewpoints these are all anti-semitic viewpoints.</p> <p>It is an Anti-Semetic event that is being allowed in the library.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Thank you for your very generic answer. Not satisfied.</p> <p>Just need a couple of clarifications:</p> <ol style="list-style-type: none"> <li>1. So if a resident desires to rent a library room and gather people to watch a porno movie strictly for educational purposes or read aloud mein kampf strictly for cultural purposes to brush up on nazi ideology. Would that be totally acceptable? It would not violate any social norms and library rules? It is a yes or no question.</li> <li>2. How much do you know about Jewish Voice for Peace? Here is a link for you from ADL website in case you do not know about this organization:   <a href="https://www.adl.org/resources/blog/jewish-voice-peace-jvp-what-you-need-know">https://www.adl.org/resources/blog/jewish-voice-peace-jvp-what-you-need-know</a></li> </ol> <p>JVP is antisemitic, radical organization that is behind this screening. They are brining hate into YOUR library via a Northbrook resident. How clever is that? You definitely can hide behind free speech but i just wanted you to know that your library is promoting antisemitism instead of making an effort to stop it.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is really a despicable response. Allowing a group to show a hate-filled propaganda movie that does not promote free thinking but instead promotes hatred of a group of people is really disgusting, especially in such a Jewish area of the country. You should be ashamed of yourself.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>The flier for the event says masks required. Does the library have a policy that can stop people from being masked to disguise identity?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>I am still waiting for a response regarding my email below. It is appalling that you plan to allow this movie shown. I believe in freedom of speech but you are allowing the spread of antisemitism and hatred to be promoted in a community that is already suffering from great loss.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Kate,</p> <p>What educational, cultural, or of what civic nature is this film?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Hi Kate -</p> <p>Thank you for the response.</p> <p>I, of course, believe in open conversations with people that have different viewpoints. But, that is not what this is -- a film is being screened at your library that is modern-day Nazi propaganda. This is not intellectual freedom.</p> <p>As a member of your community, I implore you to reconsider. Northbrook is better than this.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This group has a history of creating chaos in public spaces. I sent you information showing how they took over the entrance of the US Capitol Building creating chaos leading to their members being arrested. Did they post bond?. Did anyone bother to vet this group? Why are you looking for trouble? The group loves to create chaos. Many pro-Israel events have been cancelled due to fears of pro-Hamas violence.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>This is an outrage there is enough anti semitism without this horrible not true depiction . I urge and hope you will cancel this horrible film</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Unacceptable. This film is pure propaganda</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Would you allow the KKK to reserve the meeting space and spout their anti-minority drivel? Or is it only anti-Jew (antisemitic) comments that are considered "intellectual freedom and the free exchange of information and discourse around topics of interest to members of our community".</p> <p>This is hate speech and pro-antisemitism. This should not be considered "educational, cultural, or civic in nature".</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Dear Kate Hall,</p> <p>Thanks for your reply. Permission to reserve meeting space may not imply the library's endorsement, but I hope you understand that, in this case, it does imply the library's acquiescence to dangerous propaganda. I'd be curious to know if the library would still support "intellectual freedom" and "free exchange of information" if someone wanted to reserve a room for a screening of Nazi propaganda or David Duke's biopic. This isn't about disagreeing with views, but rather about endangering an entire population.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Kate,</p> <p>Thank you for replying.</p> <p>If this were a racist movie with the frequent use of N-word and other racial slurs or a porn film, would you allow it?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Beyond disturbing.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Wonderful, than I expect to see a film supporting the truth about Oct 7 there are some important films to be shown would you care for a list?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Thanks for the form letter. You are getting all of these complaints for a reason. The film is a biased work and allowing and hosting a viewing is irresponsible. Stop hiding behind the first amendment or any other justification.</p> <p>You would share this outrage if it were any other minority group being alienated.</p> <p>Stand up for what is RIGHT.</p> <p>Also, maybe advise your staff to remove their "out of office" auto reply. Not a good look.</p> <p>JVP is an anti-semitic hate group that does not speak for the Jewish people.</p> <p>Would you have hosted the KKK if they asked?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>I appreciate your answer, but I have a question. If the klu Klux klan we're hosting an event at your library, as a member of your library, would that also be considered ok? ANY and every opinion is acceptable no matter what? Extreme hate is acceptable? It's hard for me to understand this point of view. There's free speech and there's hate speech. Where does your library draw the line?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Hi Kate this film is none of those things that you allow. Don't be a vehicle for promotion of hate like Germans did in 1930s. You seriously have to reconsider here. This isn't a lefty liberal rights thing it's promoting violence and hate and segregation and perverts history into fiction. Act before your name goes on as the one who authorized this garbage to be shown at your venue in your community! Thanks</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>To whom it may concern: Just because it is a "private" event does NOT absolve the library from its legal duty or, its bylaws, of which this event would be in breach of both. I would truly hate to see the library have to use its funding and budget to go towards lawsuits, that could have been prevented.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Hi Kate,</p> <p>Thanks for your response. Is an event that denies a democratic country's right to exist considered educational, cultural, or civic in nature? This is a highly insensitive event to endorse/host/permit in your building at a time like this. It would be much more appropriately held at a private home. I wouldn't be surprised if your Jewish patrons (and donors) do not feel comfortable visiting your library in the coming days. I certainly don't.</p> <p>I am happy to discuss more. Thank you for your attention.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>I read in the Chicago Tribune that you canceled a film about American Jews. A petition? From whom? Your act is SHAMEFUL and will cause you to have less visitors and rightly so !</p>	<p>Chicago Tribune Article</p>	<p>Kate Hall</p>
<p>I appreciate your response but it seems to me that you did not read my email at all. Do you have any idea who the sponsors are of this event? Do you have any idea how many lies and how much propoganda this "film" contains? If any other ethnicity in this community was the subject of this hatred, you would not permit this to continue. To say that I am disappointed in your leadership is an understatement.</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>So what you are saying is if the KKK used your library to hold a meeting you would turn a blind eye to the meeting?</p>	<p>September 18th Initial Response Email</p>	<p>Kate Hall</p>
<p>Please do not show this film. It is supporting Hamas- killers of jews, and killers of all people not working with their terrorist mission.</p>	<p>Israelism Event</p>	<p>Kate Hall</p>
<p>Not happy to hear of you allowing the showing of a film on September 18- It's not helping to promote calm among everyone..it's actually promoting hatred. So sad</p>	<p>Israelism Event - September 18th</p>	<p>Kate Hall</p>
<p>Please reconsider allowing the isrealaism movie from being played at OUR public library. Would you allow a movie on lynching? This is so offensive to me as a Jew My tax dollars should not go to promoting hatred of any form</p>	<p>Israelism Event - September 18th</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
Please do not show this film. It is supporting Hamas- killers of jews, and killers of all people not working with their terrorist mission.	Israelism Event - September 18th	Kate Hall
Please do not allow this film to be played at the library. It is a hateful piece of progressive against Israel and the Jewish people. I grew up in Northbrook and cannot stomach the idea of my hometown library engaging in antisemitism!! Do not let this happen!	Israelism Event - September 18th	Kate Hall
Regarding your upcoming screening of the film "Israelism", sponsored by a well known but minimally Jewish organization, JVP, the point of the film is indoctrination about being pro-Israel. Well, the point of anti-Israel indoctrination can be said about JVP and even the Jewish Labor Bund, an anachronistic Marxist style, but ostensibly Jewish, atheistic group. There are two sides to the long running Israeli-Palestinian conflict, and it's dead wrong for your library to showcase the opinion that Israel has no right to exist! I, as a supporter of Israel because I am an orthodox Jew and pray for the return of Jews to Jerusalem/Zion, would NEVER declare that Palestinians don't deserve a fair solution. That doesn't have to mean no Israel/Jewish state. You as a library are unwittingly taking sides by hosting these 2 groups and this film. Unless you can showcase a film that is pro-Israel and does the opposite of "Israelism", with a moderated debate following (no screaming, foul language, grandstanding), you should NOT be doing this.	Israelism Event - September 18th	Kate Hall
I am writing concerning your planned showing of Israelism. This film is being sponsored by a pro-Palestinian anti/ Semitic group. I don't feel that they should have a platform at the library.	Israelism Event - September 18th	Kate Hall
Executive director is wrong. You're making a fool of the city of NB.	Israelism Event - September 18th	Kate Hall
Writing to say how disappointed I am as a former resident of Northbrook, with many relatives and friends in Northbrook, that the Northbrook Public library has chosen to screen the movie "Israelism". Jewish Voices for Peace is a fringe group that fosters propoganda and devisiveness. Screening "Israelism" is offensive to the Jewish community and anyone in the community that cares about the Jewish community. The library is supposed to be a safe place to go and take our family to. Introducing this type of movie is unacceptable. Please cancel the screening.	Israelism Event - September 18th	Kate Hall
Please do not allow the showing of the anti semitic movie on your premises. It promotes hate and violence even if it is not an actual library event, you are acting as an agent and are enabling its showing and promotion of hate and violence against a specific group of people.	Israelism Event - September 18th	Kate Hall

Comment	Response	Staff Member
<p>Hi, this is (name redacted). You may remember me from my years as the (redacted).</p> <p>I retired in 2019, began writing, and will have a book of poetry coming out in Spring 2025.</p> <p>Since last October, I have been active in peace activities around the genocide in Gaza.</p> <p>And it is through those activities that the situation regarding the showing of Israelism at NPL has come to my attention.</p> <p>I was impressed with your first statement on September 4 in which you stated your commitment to supporting intellectual freedom and free exchange of information.</p> <p>You also mentioned that the Library had received calls and emails about the event.</p> <p>I keep current on the right-wing attacks on school libraries and increasingly public libraries, and I have always thought public libraries are the model of what government should look like.</p> <p>So, first I wonder how many calls and emails were from Northbrook residents. I am aware that the Chicago Jewish Alliance, a Zionist organization has made stopping the film a priority. Frankly, I think any complaint from a non-resident about a program initiated by a resident can be dismissed.</p> <p>Today (and this is the motivation for my email), I have been informed that the Library used a clause in its policy to charge \$4,500 to an individual for the right to screen the movie.</p> <p>I have to say, I find that problematic from an institution that only days before was stating its commitment to free exchange of information. Has the Library charged other individuals or groups like this before?</p> <p>I note your second statement indicates that you rightly spoke with the Northbrook Police Department. Thank you. However, it is their job to protect the Library and Northbrook residents.</p> <p>I found out about this issue because now the resident and anti-Zionist activists are discussing pursuing contact with ALA, ILA, etc.</p> <p>I would ask you to avoid all that, and (1) push back on the Police Department and remind them of their responsibilities, and (2) contact the cardholder who booked the room for the screening and say it can go forward. It is my understanding the resident arranged for the Library to be named in a Certificate of Insurance, that should be enough.</p> <p>I also suggest you look into the film. I have seen it. It is made by Jewish filmmakers and discusses a current issue in Jewish life. The two times I saw the film, there were packed theaters and lively discussions afterwards. The Northbrook Public Library has an opportunity to be a place of education and community discussion. Please do not let those who wish to censor that discussion win.</p>	<p>Thank you for your email.</p>	<p>Kate Hall</p>
<p>Unfortunately your form response is incorrect. Reservation of the library meeting space by groups supporting terrorism sadly does imply the library's support of terrorism. This not only damages the library's reputation but also makes many of your patrons feel unwelcome and unheard.</p>	<p>Israelism Event - September 18th</p>	<p>Kate Hall</p>
<p>And if it were reserved space for a Ku Klux Klan lecturer, or a group espousing hatred towards any other race or religion, would you still allow it?</p>	<p>Israelism Event Response - September 18th</p>	<p>Kate Hall</p>
<p>Thank you, sincerely.</p> <p>I've been an activist my whole life and I've marched against the Muslim ban and for BLM and I flew to DC to voice my horror at some elections. It has been a really hard year and I've lost most of my friends. It means a lot when the same standards of decency I've always stood for are applied in regard to my family.</p> <p>Thank you.</p>	<p>Important Update re: September 18 Film Screening (Response Email)</p>	<p>Kate Hall</p>



Comment	Response	Staff Member
<p>Thank you for your response. I ask only two things:                      1) Think deeply about how the murdered hostage, Hersh Goldberg Polin, grew up right near us. Consider also the values his family promoted, including fostering an entire black family which otherwise was subject to gang violence. See here: <a href="https://aish.com/why-this-chicago-man-is-raising-awareness-about-gaza-hostages/">https://aish.com/why-this-chicago-man-is-raising-awareness-about-gaza-hostages/</a>                      2) To watch the film beforehand, and evaluate if it feels right to you to allow a screening which promotes terror and murder.</p>	September 18th Initial Response Email	Kate Hall
<p>Thank you for your very carefully prepared response but as a resident of this village that frequents the library quite a bit with my children, I'm truly disgusted that this is going to be allowed to happen. Given the state of anti-semitism in the world, you are telling your constituents that it is ok to come into our town and fan those flames by showing this film. I'm all for freedom of speech and the criticism that all governments deserve from their citizens but this film is not that. This film serves one underlying purpose and that is to normalize the hatred of Jewish people because of our (majority of Jews) belief that there should be a Jewish state. I'm appalled that in a village like ours we are going to sit by and allow this play out. You have the chance to make a statement about free speech here. This is not intellectual freedom, this is hate. There is no civil discourse when a film so blatantly biased is being shown in your facility. These are unprecedented times in terms of anti-semitism, all under the guise of anti-zionism (as it has also been for hundreds of years), and I cannot sit idly by while a building, my kids enjoy so immensely, allows something like this.                      I speak from my heart and what I know as a Jew. This scares the shit out of me. But all I expect in response is another email reminding me this is a private event and that the library encourages freedom of speech. So here's to hoping you read this and have enough sense to possibly do something about the fact that you have scared members of your community that know this is just the next step in more hate to come.</p>	September 18th Initial Response Email	Kate Hall
<p>I now understand that you support anti semitic behavior. Shame on you. Please know that I have circulated an email to all Jews in the surrounding communities to attend this awful event and show support for our people. Thus far I have over 150 jews planning on attending. We are all looking forward to it. We will not forget your actions.</p>	September 18th Initial Response Email	Kate Hall
<p>Please call back (name &amp; number redacted). I would like to know there is a confusing information regarding screening of a movie called the Israel or Israelis. Please call back. Let me know if you still plan on screening it. Thank you</p>	Israelism Phone Call	Kate Hall
<p>Hi, good afternoon. My name is (name redacted). I do not live in North Brook or Illinois for that matter. I live in a Arizona but I am subscribed to that palatine patch newsletter and I read an article about a film that was, um, planned to be shown at the library, but then canceled because of protest. I read that it was affiliated with the Jewish Voice for Peace. Now that is 1 of the finest organizations on the planet Earth. I am not Jewish, I am not a Palestinian, but I donate to that organization because they are a wonderful, wonderful, peace loving organization that promotes human rights for all and as part of the philosophy, never again that there must never be genocide.</p>	Israelism Room Booking - Phone Call	Kate Hall
<p>My name is (name/number redacted) I have left many million messages and I do not understand why I have not gotten a call back. Please give me a call.</p>	Israelism Room Booking - Phone Call	Kate Hall
<p>This is (name redacted) I would like to speak to Kate Hall about the film is realism. You can call me at (number redacted) thank you</p>	Israelism Room Booking - Phone Call	Kate Hall
<p>Hi, Kate, this is (name &amp; number redacted) I have left you several messages. Wanted to just touch face with you about this hate rally. Your hosting on the 18th, listen to the question really is I have a daughter and her friends are supposed to be working on a project that night at the library. And I was just curious if you thought it was safe, you give me a call back (number redacted). Just curious about your thoughts on safety september 18th during your movie screening you are hosting. Thank you</p>	Israelism Room Booking - Phone Call	Kate Hall
<p>I am very disturbed to have to be making this phone call, but I am very disturbed that the Northbrook wonderful public library is showing a film tonight at 630, and by doing so, they are disseminating hate we have no place for hate in our in our world, let alone in the United States of America, but by Showing this film tonight at 630, you are part and parcel of disseminating hate. And I feel very bad because I really do love your library. I hope you will change your mind and cancel this film tonight, thank you very much, goodbye.</p>	Israelism Room Booking - Phone Call	Kate Hall
<p>Hi, good afternoon. My name is (name redacted). I am concerned at questions and concerns about the apparently there is this anti Semitic video program that you are hosting that that is being well, let us clarify this is apparently it is not a library program, but the library has granted use to another group to use the library facilities for this And I am I have quite questions and concerns about and I am concerned I wonder if there is any sort of rules can anyone could the KKK just set up a program, you know, what are your rules, you know, and maybe you are not even aware of this. I mean, I have heard about it, it is I mean, That is what I have been told. It is september 18th, some sort of video, I think the group is called J VP for reference.</p>	Israelism Room Booking - Phone Call	Kate Hall

Comment	Response	Staff Member
Hi, Kate. My name is (name redacted) and I am a North Park resident and an avid library user, and I would like to speak to you about this movie that you have playing on september 18th and I read all the stuff. I know you are not you know, this is not your thing. The people supposedly rented the room, but I have some comments that I need to share with you and I really would appreciate a call back when you are in at (number redacted) I am a Jewish resident in Northbrook. And I am deeply offended that you are allowing this. And these people to rent. I know it is free speech. Would you allow the coup plan to come and share all sorts of rumors and terrible opinions, I do not think	Israelism Room Booking - Phone Call	Kate Hall
Hi, this is (name redacted). I am a resident of North Brook and I was wonder if you could please phone me when you get my message (number redacted). It is regarding september 18th about this a person sponsoring a movie. And I just had a couple questions regarding it again, (name & number redacted). It is Saturday at 10 of the clock. Thank you, hope you are a good day and I will look forward to hearing from you.	Israelism Room Booking - Phone Call	Kate Hall
Hello, I am a Northbrook resident with a Northbrook Library card and I think it is disgraceful that you are showing this film or allowing this film on Israel to be shown. It is terrible and it is controversial and I disapprove of it completely, as does the rest of Northbrook Goodbye.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate Hall. I was just calling to see I hear you are putting on the movie. Israel is propaganda and I knew I heard you had that wise idea of putting that on. And it is supposedly going to promote more hatred of Jews. So just wanted to learn a little bit more about that and you can reach me at (number redacted). Thank you, bye bye	Israelism Room Booking - Phone Call	Kate Hall
"Hi, Kate, this is (name redacted) calling back (phone number redacted). Uh, just checking in on your hate speech night that you are sponsoring on the 18th to see if you are still doing that, I would like to give me a call (phone number redacted) again, (name redacted). North brick resident, (phone number redacted), you call. Thanks."	Israelism Room Booking - Phone Call	Kate Hall
Hey, Sara, it is (name redacted), I did not know about this when we talked this morning, but I am a little concerned about perhaps students dropping out of my Wednesday program or not even signing up due to the controvers regarding this movie that is going to be held, and I just wanted to make sure that you and I can stay in close touch in case people drop out of the class or no, you know, I I do not know how many what the minimum was. I am happy to come in or whomever, but I do want to know, you know, what the status is going to be and I really appreciate it and that is about it. Thank You (number redacted)	Israelism Room Booking - Phone Call	Kate Hall
This is all good afternoon. My name is (name redacted). If you can give me a call back at (number redacted) again (number redacted). Thank you	Israelism Room Booking - Phone Call	Kate Hall
(name & number redacted) I am a 48 year resident of North Brooks. And I would like to get an appointment with you	Israelism Room Booking - Phone Call	Kate Hall
"Hi, Kate, my name is (name redacted). I am calling with concern about your showing of the movie Israelism. My mother actually lives in North Brook. The issue I take is that you say that you do not agree whatever with everything that is shown. And this is for educational purposes. But propaganda is not educational information. And that movie is Not filled with facts, it is actually filled with propaganda. So I do not think it is an educational movie nor acceptable to play at your public library. If you have any questions or you wanted to talk to me about it? I am at (number redacted) again. My name is (name redacted) and I am calling to oppose your screening of Israelism, thank you	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, this is (name & number redacted) I am member of the North Public Library and a Northbrook resident, and I am client. Because I question your choice to show the movie Israelism on september 18th. It is a very Semitic anti Zionist film and it is very inflammatory Causing a lot of stress for people in the community. And being that north of such a large Jewish population, I would hope you would reconsider showing this. Please call me back at (number redacted) that is (redacted), thank you	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, (name & number redacted) again, (number redacted) library card holder taxpayer calling about this pro solitzing event you are sponsoring next next few day next week or so, you are violating your own policies as published on the website, why Do not you just give me a call back to discuss again? (number redacted) again, (redacted). You definitely have my phone number as well as my name to return the call. Thank you	Israelism Room Booking - Phone Call	Kate Hall
My name is (name & number redacted) I would like to connect with you and make an appointment to get together with you in person. Please give me a call. It is now 9AM on Friday, thank you	Israelism Room Booking - Phone Call	Kate Hall
Yeah, this is (name redacted) Was wondering why the Northbrook tax dollars are being used to promote anti Israel movies and anti Israel. The Bund and the J. VP. Can we have some queue clan meetings at your fine institution? Please feel free to call me back with your list of excuses about why you are doing this. Stuff. My number is (number redacted). This is beyond despicable, goodbye.	Israelism Room Booking - Phone Call	Kate Hall

Comment	Response	Staff Member
Hi, Kate. Um, this is (name redacted). My number is (number redacted). Um, I am calling regarding the meeting room that is booked next week. I just have a question. I understand it is absolutely, absolutely not part of the library. The library is just opening its face. My question is if the KKK wanted to use the library. Would that be permissible? Is there any group that the library would not allow? That is my question. (number redacted). Thank you.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. My name is (name redacted) My phone number (phone number redacted) I do expect to get a phone call back at your I am calling in regards to the screening that is currently being allowed of the film is I know you are probably getting a lot of messages, but I implore you to look at the library code of conduct and recognize how allowing this even if it is printed privately by a north. Using the facility of the North public libraries and track violation of the library's co conduct, I do not know who is responsible for, you know, supervising the room rentals, how much this person did or did not recognize or realize the type of group or film that is looking to be screened here, but it is nothing short of a speech is a film.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, my name is (name redacted). I am up the resident and I have some questions about the library. Could you please give me a call (phone number redacted)? Again, (name redacted), non resident taxpayer and questions, please call me at the earliest convenience this week (phone number redacted). Thank you	Israelism Room Booking - Phone Call	Kate Hall
Hello, Miss Hall. I am sure your voicemail is getting pretty full at this point. I just want to let you know that you will be remembered as Oh, I do not know many rifles, stalls. Promoter I like. I I cannot even believe that in this fraught time. Just a few days after an American, including 5 other Innocent hostages after being tortured for 11 months were executed. That you would show a propaganda movie? I am so disgusted and disappointed. Free speech has limits to	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. I am no park resident and I am sure this is not the first call you have gotten on this matter, but this is regarding the upcoming screening of the film Israelism and our concerns as a Jewish community that it is a film that really promotes anti Semitic tropes as well as the de legitimization of Israel, these are not my words, this is pretty anti Defamation League which carries a lot of credibility. And it does seem that screening this film would also be in violation of your code of conduct. I know you released a statement, I am not satisfied with that and I really hope that you stop the screening of this, especially since It is sponsored by a group that is a very anti Semitic organization.	Israelism Room Booking - Phone Call	Kate Hall
Hi, my name is (name redacted). I am a North president. I am calling about you are showing the film Israelism. I am appalled and mortified. And mostly just so, so sad. That film is being shown and that no 1 is listening to the voices of our community. Saying how harmful it is and that. We are not being hurt and we are being pushed to shots and that this is hate speech and the fact that nobody is acknowledging the harm this is causing to us and canceling this film is absolutely unacceptable. We are not going to stop calling and emailing and making sure this gets canceled because it is absolutely abhorrent we are going through so much as a community right now and to have the public library in our own home	Israelism Room Booking - Phone Call	Kate Hall
Hello, Mitchell. I am a taxpayer and I am calling strongly disagree with your your thought process in allowing this movie to be shown at the library. It is full of lies. So if you are going to just let anybody rent to room and show movies regardless of the contents validity, there is a lot of movies out there that can be shown there is a movie about exposing the horrors of transitioning children. And could we rent a room and show 1 of those movies? Because that is a very big possibility. There is a friend of mine, (name redacted), is very much involved in that or there is all kinds of movies that I am sure you would never let cross the threshold there because they are not politically correct	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. I am a Northbrook public library card holder and I grew up in Northbrook and I am so excited to learn that I you can possibly use the library to show birth of a nation with the clan group that I would like to start here. So I understand I just need a special use form. Is that Correct. And then I can show any hate filled media to, you know, educate people in Northbrook about the world in a really productive context. Thank you so much for all the important work you are doing and making the world a better place	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, this is (name redacted). I have been a citizen of Northbrook for over 25 years. I wanted to discuss the screening of these Israelism programs as well as maps required. Please give me a call back (phone number redacted), then (phone number redacted). Thank you."	Israelism Room Booking - Phone Call	Kate Hall
(name & phone redacted). Wondering if you ever return any phone calls. Thanks	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. My name is (name redacted) and I just have a question for you regarding the Israelism events. I understand that it is not sponsored by the library, but it is essentially sponsored by the library because you are letting it go on. And I was just wondering if I wanted to host an event and disgusting how much I love the KKK or maybe how much I hate Asian Pacific Americans or I b t queue people like, can I have that event, can I have an event that the spouses hate from your library and just say, you know, you are not a sponsor, but, you know, I want to have something that is going to because great deep division I just kind of wonder, is it only Jew hate that is allowed in North or could we have an event that was hateful to some other minority group? I think it is a shame and pathetic that you all are letting that event continue	Israelism Room Booking - Phone Call	Kate Hall

Comment	Response	Staff Member
Hello, my name is (name redacted). I just want to express my anger about the library hosting the movie Israelism. It is just as bad as letting Nazis march through the library. So I am objecting to that and I wish you would consider canceling this. Thank you	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, my name is (name redacted). I am a Northbrook resident, very, very proud of living in Northbrook. I was raised in North Brook, I went to (school redacted). I use your facilities when I was growing up. I am really, really sick to my stomach to hear about the event being allowed. On september 18th. I have watch the film that is being shown and it is an extremely biased piece of media. And the reason that it was made is for anti Semitic purposes as a Jewish resident of North Brook, it makes me extremely uncomfortable that it is allowed to be shown and discussed and use on your property. I have Jewish children that it makes me Extremely	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, this is (name redacted). Could you please call me at your earliest convenience? My phone number is (phone number redacted) Thanks, Kate	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. My name is (name redacted). I sent an email today regarding the screening of isralism that is taking place at the library and received in response a canned response, even from an email address titled Canned Response and was fairly disappointed that that was the best the Northbrook Library could do. I as a concerned citizen. Would appreciate the opportunity to speak with you. I assure you the conversation will be only cordial, but I really would like to get a little bit more information about your take on the situation and I would love to have the opportunity to discuss it further when you get a moment. If you could give me a call back my number is (number redacted) excuse me, (phone number redacted) again (phone number redacted), thank you very, very much.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. My name is (name redacted). I am a Northbrook resident and I wanted to get an update as to what is happening with the film that is supposed to be shown at the library. Obviously, there is lots of concerns in the community about it and wanted to speak to you about that. If you could please give me a Call back at (phone number redacted). Thank you	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, my name is (name redacted). I am a Northbrook resident and a library card holder. I saw your post yesterday regarding the the film that you want to show regarding Israel that is anti Semitic, so what I am asking you is to please reconsider this. This group has created a lot of division. They are not a peaceful group, they are a hate group, but the way that their name is worded does not make you think that they are a hate group. So this is probably not the not the best thing for the library to allow being shown. I understand, you know, that you want to respect people's free speech, but there is a point where free speech ends and hey.	Israelism Room Booking - Phone Call	Kate Hall
Hey, Kate, this is (name redacted) and I am calling on behalf of my husband (name redacted). Our last name is (name redacted). We are residents of Northbrook and I am really calling just to have a conversation with you about the screening that is happening september 18th. Of course, my husband and I were very concerned and rather outraged about The fact that the library would be hosting Chicago Jewish and bound to J. VP. I hope that you know enough about it and it is making us feel very uncomfortable that you would be sponsoring something like that. So I would love to have a conversation with you if possible. My cell phone number (phone number & name redacted). And I hope I get a chance to speak with you. Thank you.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, this is (name redacted), (employoment redacted). If you would not mind giving me a call back? (phone number redacted). Thank you.	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, I hope you are well. This is (name redacted) calling I am a lifelong resident of Northbrook, so is my extended family, cousins, grandparents and we are very, very upset to hear about the event taking place. I was, you know, from Jewish Voices for Peace, screening the film Israelism. This film is promoting an agenda of hatred, of violence, and of not recognizing Israel's right to exist, which is the home of the Jewish people where 9 million people live and want to live in peace.	Israelism Room Booking - Phone Call	Kate Hall
Hi, my name is (name redacted) and I am calling about the movie that you are showing on the 18th. I think it is called Israelism or something like that. I definitely would not want that movie shown. I know you said that they have a library card and you can rent the movie out if it was the KKK Would you rent it to them because they are threatening to kill people? So I do not think it is a movie that you should be showing and I am sure you will get a lot of people responding and protesting it. My number is (phone number redacted). It is a movie with hatred. Thank you	Israelism Room Booking - Phone Call	Kate Hall
Hey, Kate, this is a (name & phone number redacted) from the Chicago Public Library. Yeah, I had a question for you. 1 of my 1 of my city colleagues saw a event happening. They wanted to reach out to somebody at North Burk. But I wanted to give you a heads up and also see who who they should connect with. Can You give me a call back on my cell (phone number redacted). And I will I will chat with you then. Thanks so much, bye.	Israelism Room Booking - Phone Call	Kate Hall

Comment	Response	Staff Member
<p>Hi, Kate, my name is (name redacted). My phone number is (phone number redacted) again (phone number redacted). And I am calling you about the Israelism presentation that hopefully is no longer happening at your library, but in any case, I am a North resident and I am very concerned. And for a number of reasons, I hopefully we can chat about those again. (phone number redacted). Please give me a call at your convenience</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Kate, how are you? I am calling on behalf of the Jewish community as a Jewish member that lives in the neighborhood. I saw that you guys are not hosting an event on the 18 with a group called J. VP. Jewish Voice for Peace. I live in a community and it is really hard for me to believe. It is really hard for me to believe that these people are calling the holding even like their name may sound like it is a peaceful event, but they are exact opposite and I just I am blown away. I work at a (employment redacted). I live in the community. My family in Miss and were Jewish and we are completely in shocked by the fact that they are coming to North holding event with a video that is straight propoganda that straight hate towards the Jewish community, which we have 1 home, which is Israel</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. I was wondering if you could call me back. I would like to have a discussion with you about your choice. To have a terrible screening of an unethical and not true description of Jewish things that are going on in 2 weeks on the 18th. My name is (name redacted). I book rooms every week there for my disabled child to do work there, and now I am afraid for his safety and the future safety of him and others who have abilities and young children at your library because you guys chose to do a movie screening of things that are not accurate in lies by people who are not supporting Israel and who are actually hoping to destroy Israel and I am very pointed in your choice to do that. I know you have offered to have (name redacted) speak, but that is not enough. This is not a location that people can feel safe. If you host events like this. There is going to be demonstrations outside and angry, destructive, horrible, terrible voices and</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted). My phone number is (phone number redacted) I am a long time resident of North Brook and we are a family of regular library users. And I just wanted to talk to you about an event that is coming up. I know you have received a lot of calls, but I have a couple very, very specific questions and I just am seeking to understand. So and 1 of my questions really involves security and if my kids will be safe. They are high school students who regularly study at the library. So I inquire about that as well. If you could give me a call back my Number is (phone number redacted). Again, my name is (name redacted) and I am a resident of (city redacted). Thank at a library card holder. Thanks</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>"Kate, my name is (name redacted), I am North Book resident. And like many people leaving your voicemails and sending you letters, I am deeply disturbed disappointed in you, your team. The village of Northbrook for allowing this anti Semitic organization in the J VP to be at Northbrook Library and for allow you and to allow a Northbrook Library to promote hate anti anti Semitic rhetoric, I would hope that you would not allow your children, friends or children or others to have any same experiences, and I would ask you to please look in the mirror to please understand what you are contributing to and to reconsider</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. My name is (name redacted) and I have been a North public library patron for over 30 years. We have enjoyed going there over the years. I was just there the other day and the reason I am calling is all the hub I am seeing on social media about a program that is being hosted at the library. You should know that in addition to being a North brick citizen, a nurse represent nursing for the state of Illinois appointed by the governor, I am also a child of a Holocaust survivor back in the day, growing up in Skok, the Nazis wanted to march and nobody did anything. It did not end well, and it has a whole history I advise you to really think about allowing that program and question to...</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, my name is (name &amp; phone number redacted) and I am along. I am a 48 year resident of North Brook. I would like to have a meeting with you in the near very soon. Future in person, please give me a call and you can arrange that. Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hey, Kate, my name is (name redacted). I am calling I am sure getting a lot of calls today to voice my utter outrage of you guys showing this horrific movie on Israel and the anti Semitic tone and nature of it sponsored by a group of people that support protest and pro infa and completely not appropriate for you guys. To do so, I am a member of the community in good standing, and I just want you to know that I am disgusted and horrified as a Jewish American, and especially in light of the execution of a Jewish American that you would even be doing anything like this, and it is just not appropriate, so I just wanted you to know, I have never made calls but I have just had it, so I know you are getting all this and probably guys had no idea that this was what was going to happen, but just want you to think about that</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. I will happily leave a message. I strongly suggest that you look into J VP who they are, what they stand for. This is horrible anti Israel propoganda that you are allowing to be shown at the Northbrook Library. I work in Northbrook and this is incredibly, incredibly alarming and upsetting. I am sure if I were An African American person or a Latino person. Renting a room and showing horror and hatred is on your website. You show that we are meant to bring the community together. That is what the public library is for. These are tax dollars, this is absolutely unacceptable, and it should if the movie will be shown, it should.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Hey, Kate, this is (name redacted). You do not need to call me back. I just wanted to check in on you and just see how you are doing. I can only imagine what the last 24 h have been like. And I know it is not particularly getting better right now. I just wanted to send you my Thoughts and you are amazing. I could go on and on and, you know, break your voicemail with how much I appreciate you, how much I appreciate your leadership of the library, how much I appreciate the library is, as I have said many times throughout more than a decade, living here of the library being the best part of Northbrook. Yeah, I just I just really wanted to send my support and thoughts to you and if there is anything I can do to help you or support you, you know, I welcome hearing that, but you certainly do not need to feel like you need to call me back otherwise</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Kate, my name is (name redacted), I am a Norfolk resident. For the past 25 years, I have been made aware of what is going on in the library. And your selective reasoning for why you are allowing 1 hate group when you know you would never allow another hate group against other ethnic minorities or other religions is is beyond comprehension. You need to you need to remove this and you need to cancel this anti Semitic filming immediately, thank you.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. It is going around that your public library is going to be showing an anti Israel propaganda film. And as a resident, this is outrageous considering what is happening in the world right now. There is no space for this type of hatred and fanning the flames here, especially in such a predominantly Jewish area, expressing my concern and Asked to not show a film like this. For the safety of the residents of Northbrook and surrounding areas. My name is Lauren. Feel free to give me call back. (phone number redacted). Thanks</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Kate, this is my second call to you. Regarding the showing of Israelism by the Jewish Voices for Peace Organization. I would like to send you some information about what they have done in the past. They have taken over the rotunda of the Capitol building. I have to be able to I can show you people were arrested. We plan on being there. If you go ahead and continue this, we will do only legal things, we will not be arrested, this group has been arrested. And how do you know that once you let them into the building as a group as an organization that they will not take?</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, this my name is (name redacted) I am just calling about of the ticketed film events that the library is hosting on Wednesday, september 18th. I was just wondering if you could provide some more detail as to what the documentary and what the the viewing information is is about. If you could just give me a call, I would Appreciate it, (phone number redacted). Thank you.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hey, Kate, it is (name redacted). I know you are probably getting a lot of calls, but I just wanted to to talk to you and hopefully be as supportive as I can with what is going on with this filming or film. So give me a call when you can (phone number redacted). Thanks (name redacted)</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Congratulations, Miss Hall, you have managed to go and incite a community that is deeply deeply hurting and by posting and putting on Israelism as a movie, a political a propaganda movie, misinformation, not education, you are doing a huge disservice and the opposite of what you think you are doing, this is not a matter of opposing Points of view, this is a lax factual foundation, it is not educational and I urge you respectfully to please reconsider this decision, you are not advancing the free exchange of ideas, you are presenting a propaganda political video in a public space, and I am not sure who what leads you to think this is a good idea, but think about the most</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name is (name redacted). I have sent 2 emails so far in response to the library holding an anti Semitic screening of a movie and I am very disappointed in the library. We have been living here for 28 years. My kids grew up here, I am Jewish and it is very, very polarizing specifically after what Just happened to her Goldberg, who was whose mom went to Deerfield High School nearby? So this is extremely insensitive and I hope you will consider and keep the library a neutral, peaceful space. You would not want it to be holding a screening of a film. That is how we, as Jewish community feel. So please reconsider my phone number.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, Kate, I imagine you are not answering your phone because your phone line has been blowing up with the disgust that you have brought to the North Brook community, how dare you? How dare you provide the opportunity for such disgust to be put in our community? Are you welcoming the KKK? Are you welcoming Nazis? The fact that you allowed someone to rent a space for a movie without even looking into what was going to be promoted at your facility as a director is even more disgusting. I can only hope That with the amount of discuss, discuss that has been placed at the footsteps of the Northbrook Library, you have an understanding that this needs to be a canceled event.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Kate, hi, my name is (name redacted). There was 1 of the people who sent you an email in regards to the event and you were very hopeful to respond. And I wanted to follow up on that mainly to say that if that he was racist with multiple uses of N word or if that movie was homophobic and was presenting LGBT community in a really negative light and using some terminology that is not appropriate or if this was a Pono film, you would have stopped it. So, you know, I am sure there are limits to what you will allow. And I hope you will take a look at this movie and understand that it sits within that same framework, particularly since in North there are so many Jewish families, I think it is purposefully designed to be at your library, not in (name redacted), to be in the face and to be offensive to the</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Uh, yeah, this is a message for Kate Hall, **** you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, I am a library member. My name is (name redacted) I live in Northbrook. I am calling because I would like to find out how to best email the Board of Trustees of the library. I am very concerned about the ISRAELISM screening that is private, like you guys have going on and the poster around it. And everything about it basically. I can be reached at (phone number redacted) I would like to make sure I can forward something to the board. Please thank you bye</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted). I am a concerned citizen and a Jewish citizen that was strongly and I colleagues to strongly persuade you from viewing the upcoming film on october 18th is realism. I think it is strongly an anti Semitic film, and I urge you to consider that you would never consider showing a film that was racist or anti gay. And this is the same issue. I do not think that it is a private organization that can just get a room or reserve a room and show their viewpoint. I think he would take a strong action. It is just with any other issue and I urge you to do this for an anti static 1. I Could be reached at (phone number redacted). Thank you, bye bye</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. If you could please give me a call back at your earliest convenience. (phone number redacted) To a very important matter to</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this is (name redacted) calling. I am a *** resident and I saw your message on Facebook in regards to the movie that is being shown, which is clearly anti Semitic and and it needs to be stopped to be shown it. And we would really appreciate your support in this and support the Jewish community on this and not support hatred in this time. Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>I am calling about this event that is coming up with playing this movie is realism that is funded by Students for Justice in Palestine, which is closely aligned with terror organizations, the same exact leadership from from terrorist organizations that have been that have been found in the US and many of their leader, previous leaders sentenced to jail time for Actually funding terrorism against Americans and against Jews everywhere and the fact that you are allowing this movie to be played, I do not care that the that the 1 of the guys, or even both of the guys who made the movie are Jewish, they are Jewish people who hate Jew</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name (name &amp; phone number redacted). You showing that movie threatens the safety of every Jew in Northbrook, every Jew in the North Shore. Shame, shame, shame, shame.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate Hall, this is (phone &amp; name redacted) I am obviously under the weather, but it was important enough for me to call you to say that the Northbrook Library hosting the showing of Israelism and using tax dollars to support a known anti Semitic organization is disgusting and you should be shut down. You owe an apology to the entire community of North Brook. And you should resign from your position. I look forward to your call back to explain the decision to host this this group. I understand that you have told others that that they are just renting or they are just using a room, but That is public tax dollars that is supporting anti</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this is (name redacted) If you could give me a call at (phone number redacted) I was calling regarding an event I am seeing at the public library on september 18th regarding Israelism, I just was wondering who is hosting the event, why there is masks needing to be on people's faces and just I am just not understanding. Please give me a call with more information. I would appreciate what is going on here. Thank you so much.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name is (name redacted). I live on (address redacted) and half for 33 years. I was really terribly disturbed to find out that on Wednesday, september 18th, there is going to be a screening of a film and Israelism, which is a really terrible, terribly divisive event right now. And I am wondering I Do not I can not imagine that my community would be supporting such a program. I would be happy to discuss it. I am really, really upset about all of this and I am hoping that this does not happen. I really appreciate your time. The name is (name &amp; phone number redacted), thank you.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this message is to express my deep horror and anger and frustration and absolute livid response to the fact that you would be providing an opportunity for an anti Jewish anti Semitic groups utilize a space that is terrorizing your community, I am disgusted and I hope that you make a very wise decision to remove this disgusting group. Of people from your location, thank you.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Hi, my name is (name redacted) NOOK resident. And you the library is going to have a movie on Wednesday, September 18th at 630 Israelism. This movie is done by group that has nothing to do with Jewish or Israel, that basically. None of them none of the board is Jewish and they are just promoting terrorism and I just it is disgusting organizations that support terrorism. I am just appalled appalled that none of the board leaders are Jewish event and they ignorant, absolutely ignorant. And as a resident, I am just I am just appalled and so is My husband, by the way</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this is a (name redacted). I just wanted to with my opposition to screening of the film. Israelism is the Jew in the Community is a highly anti Semitic film that is really inappropriate to be shown in a public library. When it is repeated, they have been shown to be antisemitic anyway. (phone number redacted). Again, I want to state my opposition to the screening of the film. Israeli ISM</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this is (name redacted) I am a Jewish member of the North Park community and I understand this movie Israelism is being previewed there on the 18th and in their press release, it is an anti Semitic movie. Just see, you know, and in their press release, they are recommending that people wear masks if they attend will mask I identity it has nothing to do with COVID. I am outraged. I know they rented the space, but there still has to be some kind of control over what is done with your space. It reflects very poorly on the library. If you want to talk to me further. It is (phone number redacted) Thank you, Kate. You have a good evening</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>I am calling to protest the showing of the film on september 18th, if you are familiar at all with J. DP. They support terrorist organizations, they support the disinformation that is going on on college campuses, and to think that Northbrook is complicit with this terribly anti Semitic film that you are showing, it is a disgrace To our community. I know that many, many people are extremely, extremely upset with this choice. And I think it should be strongly reconsidered. My name is (name &amp; phone redacted)</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted). I grew up in Northbrook and my mom still lives there. I am just trying to understand the reasoning of having such a hateful group come to the North Library. I have been fortunate we are growing up in Northbrook. I always felt like we were safe there and doing something like this. Just to me, brings a lot of hate and unnecessary, rude, insane point of views. Can you call back from trying to understand what the decision was here? (phone number redacted) thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>I am just calling to say I am thoroughly disgusted. At a public library in Northbrook, showing the film is realism. You guys should be ashamed of yourself. And truthfully, maybe you do not realize this, but nobody is safe from this. You need to read the famous poem first. They came for, etc. Do you think you are safe? You better not show this film. Or you are going to have backlash from new many community members and not just in Northbrook. I am not a Northbrook resident, but I live close by and I am extremely offended by your choice. Do you really think you are going to be able to be experts to discuss this in a rational manner?</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Yes, my name is (name redacted) and I am a North resident and I would like you to get back to me as soon as possible. (phone number redacted) Regarding your movie that you are going to be showing on the ISRAELISM, I am appalled. I am a North resident, I do not know, if you personally have screened that, but it if you want to have information that shares views good for you as a library but have all views at the same time the unrest that is going on and if there is no policy and anything can be shown, are you telling me that a **** film can be showed in in that library and I am appalled. I would like to talk to someone about it and I know you are going to be getting a lot of backlash from the community and I would please like to talk to someone about it (phone number redacted) and your timing of that is absolutely Abhorrent and in</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, I am a lifelong member of Northbrook and community member, and I am just calling to tell you I am really blown away and incredibly disappointed that the library would host an anti Semitic organization on september 18th to show an anti Semitic film and that Northbrook in the public library would provide a forum to do so It is really outrageous. Thanks for listening. I hope you guys are going to do something about it</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted) I can be reached at (phone number redacted). When you get a chance, if you can please give me a call, I would appreciate it. I like to discuss an upcoming movie that is scheduled to be screened at the library. Appreciate it, we will talk to you soon. Bye bye</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, good afternoon. I am reaching out just to inquire about programming and it would be quite urgent and I would like to speak with you as soon as you get this message. My name is (name redacted) and you can call me at (phone number redacted) and please call me back. And I just had an urgent question. I was transferred over by a library staff to speak with you. So I wish you a good rest of your afternoon and please call me back in at (phone number redacted). Thank you. Nice bye bye.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>



Comment	Response	Staff Member
<p>My name is (name redacted) I live in Northbrook. I am a member of the library and I have just been informed that you are going to show a propaganda film about Israel on 18th september. I suggest that you cancel it. The uproar already in Northbrook has been tremendous. We are all against It is propoganda. And at this time, while Israel faces annihilation by terrorists. How dare you allow this to happen? The name of the film is Israelism, and it is propoganda and full of lies. My phone number is (phone number redacted). The name is (name redacted)</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, it is (name redacted) I am at (phone number redacted) I was just informed that there is going to be a screening of a movie. This is planned by an outside group and I did go to that website, this kinema and it says mass are required. I did not think we had a mask mandate in Northbrook. I find this worrisome, since it is rather a provocative film to begin with that they are showing and that they are not going to show their faces when again, there is no mask mandate is very worrisome. Again, I have been a North KK resident for 40 years and I am just really worried about this. Please give me a call when you have a moment. (phone number redacted) I am building a lot of calls and emails and text about this. So it is a challenge. Take care, be well, thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name is (name redacted) and I am just calling about the program at your library on september 18th and my number (phone number redacted). Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. My name is (name redacted) and I am calling because I would like to speak to you about the decision to screen Israelism at the Northbrook Public Library. Please call me back. My cell phone number is (phone number redacted). Honestly, really, really disappointed and disgusted that in the current Political climate, North Park Public Library, which is supposed to be a safe place for everybody, made the decision to screen a movie that really divides people. So again, please call me back. (phone number redacted),thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted). I am a Norfolk resident. I live on (street address redacted) I am calling because I was told the best way to voice my concerns was was leaving a voicemail, but I was made aware of the movie taking place at the library. I believe it is the 19th of the month. So I am sure I am not the first call you received, but but it is just it was disappointing to see in here that it is going to be hosted at the library. I know it is not on your website, maybe a group reserved the theater, but nonetheless, this particular group, Jewish Voices for Peace is being kicked off of College campuses across the country, all you have to do is do a Google search, it is not an organization that Northbrook should be hosting, let alone giving them the opportunity to show this movie, which is if you again, if you look at this also very divisive for the.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate, my name is (name redacted) I am calling in regards to the event on september 18th was showing the ridiculous movie is realism and having it be sponsored by the half as group J. VP. I honestly cannot believe that Northbrook Library being in the heart of Chicago's Jewish community and nor Shore would even do something that is stupid. I mean, this is utterly ridiculous. I mean, do not we have enough nuts running around and this and all? I mean, I am sure you have a humongous Jewish population at your library and I really do not believe that they need to be subjected to this garbage. That movie does nothing but because divisiveness</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, my name is (name &amp; phone number redacted). I am calling to tell you that I am appalled that there is even a consideration of throwing something like Israelism in the Northbrook Public Library. My hometown where I grew up now, I live just north in Deerfield. How Can how could that even be possible? The only thing that can happen right now is for this to be cancer. Please return my (number &amp; name redacted).</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, Kate. My name is (name redacted) I am a resident of North Brook. I have been a long time I grew up in Northbrook since 1977 and I am now raising my family in Northbrook and I was just made aware of an event that you are hosting or you are allowing to be hosted at The public library where my text money, my my taxes go to to support on september 18th. A very anti Semitic film is realism, and I am not okay with this. I would like to hear the reasoning that went behind the You are allowing this group to rent a room from a public library to show a anti Semitic film. I know you guys are not actually hosting it and that they are renting it out, but that is.</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>I just received an email saying that you are giving a showing of Israelism, which is an anti Semitic look at Israel sponsored by a group that does not want peace that wants diversity and division, and I was hoping that you would consider taking this film off of your program list, you can reach me, my name is (name redacted). I am at (phone number redacted) and I am appalled that Northbrook would take a display show, a movie that is anti Israel and I was hoping that we could do something about it. Thank you very much</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi. I just wanted to express my opinion that you are showing that movie is realism. Are you showing any movies against Hamas or the panelists or the the Arabs have done to other people? I do not think so, thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>Hi, I am calling my name is (name redacted) My phone number is (phone number redacted) I am calling because I am appalled by the fact that whether or not you are the ones from what the person downstairs told me or not are showing Israelism, which is an anti Semitic movie. On september 18th at 630 for an anti Semitic group or you are just letting them rent a space does not really matter, you should not allow people who are promoting bad information who are telling people to wear masks so people do not know who they are and who are showing a movie that is completely false and has Inaccurate information in it and you are allowing it in your space when you have such a large Jewish population in Northbrook is absolutely appalling. There is no excuse for it and you need to cancel the event. I do not think that you guys need</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, I am I understand that the space has been rented out at some point this month. I do not know when it is to a private group who will be showing a movie called Israelism. And it is been brought to my attention that this is a very that this is a movie that will incite hatred and will be a 1 sided opinion and will not be a way of uniting people, but further dividing people. I think this is a movie should should be reconsidered even though you are not doing it, but you are renting space to somebody who will be showing it. I do not think this movie should be shown or watched by anyone. It is very 1 sided. And there will be a lot of hatred and disunity propagated from the showing of this movie. Thank you for letting me express</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, my name is (name redacted) I am a Norfolk resident. I have been a long time North President, raised my children there, bring my grandchildren to the library for events all the time. And I have I have just been made aware that there is a planned screening of the movie Isralism at the North for library. I am appalled, I am hurt, I am offended, and I want to talk to someone about how horrible this is that our community that has a large Jewish population that is already facing such dense grief, an astronomical rise in anti Semitism, with all that is going on, that our own library thinks it is okay to not only show, but invite others and promote an event that literally is broadcasting a movie that does the quite the opposite of unifying us and divides us it is divisive, it is misinformation</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, my name is (name redacted). I was very disheartened to see a program that you are sponsoring at Northbrook Library in a couple weeks showing the movie Israelism. This is a very pro Palestinian group. And just look and see how they say NAS are required. No 1 requires math anymore. I think you need To check what kind of program you are bringing to North, it is not appropriate for our community. And I have been a lifelong customer with the library and this is so disheartening if you have any questions, (phone number). Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, this is hi Kate, this is (name redacted) If you could please give me calls back at your earliest convenience as soon as possible. That would be great. (phone number redacted)</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name is (name redacted), I live in Highland Park. My phone number is (phone number redacted). And I was really disturbed to see the sign up about this movie put on by a group that is not associated with the Jewish community, but. Palestinian activists that require masks for this screening tells me that these are not people from our community. And I would like to know what your plan is for having those people in your library alongside community members that are Jewish, do you have security for these people because they are very threatening in their propaganda? Please call me back, I am interested in finding more</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Good afternoon. My name is (name redacted) and I am calling because I received some information that there is going to be a movie screening movie called Israelism that is sponsored by 2 extremely biased and dangerous organizations that have nothing to do with Judaism, and this is extremely concerning that a Northbrook public library would be allowing something like This to take place, please give me a call back. This is very concerning, it is very concerning and it is happening in our area once again. My name is (name redacted) and my number is (phone number redacted). Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hi, my name is (name redacted) I just saw posts going around social media about an event at the library to view is realism and I just wanted to find out if that was legit or not or what the deal is. Um, I am sure you guys are going to be inundated with emails and calls, um, So anyways, I just wanted to find out, so if you could give me a call back (phone number redacted). Thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>
<p>Hello, Kate, this is (name &amp; phone number redacted) I just want to find out if it is just an online rumor that during a week when 6 of our children, including a local person, were slaughtered in Gaza, that is the Northbrook Library really showing a blatantly anti Israel film that is Being promoted by an anti Israel group. Besides the fact that it is an abomination and untrue, the timing could not be worth I am hoping this is just not true. And that the Northbrook Library would never do such a thing. Please call me back (phone number redacted) I am Calling in the name of Hersch Goldberg, Poland, a local person who was slaughter this week, thank you</p>	<p>Israelism Room Booking - Phone Call</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
I miss Hall, this is (name redacted) longtime resident of North brick and long time cardholder, proud caller Hall of the North BK Public Library. I was wondering if you could give me a call back about something that I saw in the catalog. My number is (phone number redacted) again, (phone number redacted), it is 315. And you please feel free to give me a call anytime that you are available. So thank you so much. Take care. Bye bye	Israelism Room Booking - Phone Call	Kate Hall
Hi, my name is (name redacted) I have been a card carrying member of your library for 11 years. And you are showing a movie that is hatred of Jews, hatred of Israel. And you should be ashamed. I do not care if you sponsor it or not. It is unacceptable	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate. My name is (name redacted) and I am very much concerned about the fact that you will be showing on september 18th in Israelism in your library to the Public Israelism Is is an anti Semitic film that depicts Israel as villains and evil and the narratives that are out there in the United States right now. And the West this movie depicts and it spoke to fires of anti Semitism that is already been stoked in America, and as you know, ANSYS has increased by 200 % since this war, 11 months was perpetrated by Hamas when they invaded Israel and killed 1,200 Jews, Jewish babies, mothers, fathers, elderly children burned them alive, decapitated them, and then we and then Israel defending them. I am asking you	Israelism Room Booking - Phone Call	Kate Hall
Yes, my name is (name redacted) If someone could please give me a call back at (phone number) Thank you so much.	Israelism Room Booking - Phone Call	Kate Hall
Hey, Kate, it is (name redacted) calling. I think you are back in the office today. Can you give me a ring when you get a second my number (phone number redacted) just stepped out of a couple hour meeting a whole bunch of text on my phone about a movie event that I am guessing somebody has checked out a library room to do. I want to make sure I know the facts of the situation before I respond to anything. And if you are getting requests like this, kind of how you are handling it so we can be consistent. Talk to you soon (phone number redacted). Thanks	Israelism Room Booking - Phone Call	Kate Hall
Hi, Kate, this is (name redacted) I volunteer with Chicago, excuse me, (organization redacted). I came across a public post for an event being held at your library september 18th at 630PM. It says it is sponsored by the Chicago and Jewish labor bond and J. VP of Chicago, just an F. Y. I. These are The people that were blocking students from going into campus from Northwestern and de Paul and a couple other colleges around here, this group is not a peace loving freedom of speech group, this this group, and especially their little leader likes to intimidate Jewish students, so I am just wondering why they have rented this in Northbrook of all places. And and why we are allowing it	Israelism Room Booking - Phone Call	Kate Hall
Yes. Hi, Kate. My name is (name redacted). I am interested in getting some information regarding the event that is scheduled to take place at the library and how that is being hosted by the library along with the rest of certain concerned community members. Can you please reach back out to me and give me some details on that event specifically? September 18th at the Po Room. I am sure you are by now going to be familiar with it. Numbers (phone number redacted). Thank you, thank you	Israelism Room Booking - Phone Call	Kate Hall
Outstanding! Joe worked through an issue on the Cricut machine to cut a stencil. Joe went above and beyond to solve the issue! The staff is ALWAYS so courteous and helpful. I (heart) the Collaboratory!	NA	Cathleen Doyle
Hi, my name is (name redacted) and I am a community member of Northbrook citizen and part of the community and my phone number is (phone number redacted) I am calling you september 9th Monday at 1038AM. I am also a professor at (place of employment redacted) and I am Jewish, so I am very, very upset and I am sure you have had many calls about the upcoming possible potential presentation movie on Israelism, and I wanted to know, do do you have insurance for this because and and are you bonded because these kinds of things populate and and are very, very upsetting because they go from 1 library or A venue to another and, you know, their propaganda is, of course, false, so I am very, very upset about it and I wanted to know if you have those 2 things you are	Israelism Room Booking - Phone Call	Kate Hall
I hope this message finds you well. I wanted to reach out to offer any word of support or encouragement around the need to bring Israelism to the Northbrook community. I'm from Northbrook and was born and raised within entirely pro-Israel institutions. Given my life path, it could have been my story featured in the film, and I'm disappointed to read that it will no longer be shown.  If there are any ways I can support the library against pressure tactics and censorship, please let me know. The story in the film is urgently needed, and although it raises strong emotions, it deserves to be seen.  Have a nice weekend and thank you for your time.	September 18th Room Booking Event	Kate Hall

Comment	Response	Staff Member
<p>I am a resident of Northbrook and recently became aware of this documentary that you have given approval for showing. My wife and I watched this movie last night and were appalled that you would be providing space in our library to show this Palestinian PR.</p> <p>The movie is pro-Palestinian with no effort to provide objective education about an extremely complex situation in the Middle East. The movie made a mockery of Jewish institutions, education of the Jewish children and Zionism in general. Nowhere in the movie was there any evidence of the terrorists that exist in Gaza.</p> <p>Your failure in judgment as the director of the library calls to question your ability to lead. Your insensitivity to the recent (October 7, 2024) slaughter of Israeli citizens by Palestinian terror groups is astounding.</p> <p>I stopped by the library to engage in conversation with you but you were not available. Your assistant provided me with your formal statement that attempts to excuse your poor judgement. You can not hide behind the free speech and "intellectual freedom" excuse. And this movie does not qualify as "educational, cultural or civic in nature".</p> <p>It's evident that you are unaware as to who your constituency is. You should be admonished by whomever you report to.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I am a Northbrook resident. Would like to talk with you. Are you free this afternoon or Saturday am</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>As a long time, resident of Northbrook, I strongly encourage you to cancel the screening of this very antisemitic movie. I have raised children here and have always felt safe in this kind and tolerant community. That is until now. As someone who is Jewish and who has children in college experiencing so much blatant antisemitism, I never thought that at my public library, they would now be encouraging antisemitic propaganda. This is going to be a huge mistake and I urge you to cancel it immediately. I will totally respect the fact that Ms. Hall had no idea what she approved. But now that everyone has the insight, there is absolutely no way this should be permitted. I can assure you if it does go on, you are going to have every single angry, Jewish resident marching in front of the library while engaging the media. We are a better community than what you're allowing at our library.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I HAVE NEVER BEEN SO ASHAMED OF MY COMMUNITY. Our children grew up in this library. How can Kate justify this. She should resign! Seen on NS Jewish moms-</p> <p>As many of you already know The Northbrook Public Library has made the unfortunate decision to showcase a despicable antisemitic propaganda film called "Israelism" — we must stand up and band together. During these very difficult times — we can't turn the page when hate is in our backyard. Here is my letter to the Northbrook Public Library. I will never be silent:</p> <p>As a Holocaust survivor's daughter, a proud Jewish author of bestselling WWII thrillers, and someone who grew up in Northbrook -- I don't even know where to find the words but here they are: How can the Northbrook Public Library possibly showcase such a vile antisemitic propaganda film-- "Israelism" hosted by Jewish Voices for Peace -- which is neither Jewish nor for peace. Now? In a time with a 400 percent surge in antisemitism worldwide, not to mention innocent hostages who are fighting for their lives at the hands of terrorists, and antisemitism spreading across college campuses nationwide. Shame on the library for its thoughtlessness and heartlessness. This action is both despicable and unacceptable. You asked me a few months ago to join the library with a group of authors, I fully decline and unfortunately, given this treatment of the Jewish North Shore community that has supported and loved the library for decades, I will never speak at the Northbrook Public Library again, and I will also share this note with my author community and North Shore residents. I am all for free speech, but this is simply unfathomable, reckless, and fosters more hatred.</p> <p>Shame on Kate Hall, director, and the Northbrook Public Library for allowing this travesty to unfold. Hate does not belong in Northbrook or anywhere.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>As a new resident of Northbrook I am appalled by your oversight of allowing a antisemitic movie being screened at our public library on September 18th. These are exactly the kind of things that continue to spread hate and divide our community. Put a stop to this immediately and admit you were wrong for allowing them to register in the first place.</p> <p>P.S the ask on the flyer to wear a mask is so disgusting and aka the new KKK white hood so these people can hide their jew hate behind a mask.</p> <p>Do the right thing, stop this nonsense.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>The Northbrook Public Library plays a crucial role in bringing the community together, offering a space where people of all backgrounds can engage in respectful and meaningful dialogue. That's why I urge the library to reconsider allowing the screening of *Israelism*, an event that could have a negative impact on our community. Here are some important reasons to rethink this decision:</p> <p><b>### 1. **A Public Library should not support in ANY WAY any group that supports or promotes Hate Speech and Anti Semitism**</b></p> <p>Public libraries are meant to foster understanding and inclusion, not to provide a platform for groups that promote harmful or divisive ideas. Jewish Voice for Peace (JVP), which is behind this event, has a history of promoting messages that are deeply anti-Israel, anti-Zionist, and anti-Semitic. Allowing this event could unintentionally amplify rhetoric that is hurtful to many members of our community, particularly Jewish residents, creating division rather than dialogue.</p> <p><b>### 2. **Maintaining a Respectful Environment for All**</b></p> <p>Our community is diverse, and it's important that public spaces like the library remain places of respect and sensitivity for all groups. An event centered around a film like *Israelism*, which presents a one-sided and hostile portrayal of Israel, would alienate and marginalize Jewish community members who view this as an attack on their identity. The library should be a place that brings people together, not one that deepens existing divides.</p> <p><b>### 3. **Preventing Hostility and Conflict**</b></p> <p>Given the sensitive nature of the Israeli-Palestinian conflict, this event risks inciting hostility and inflaming tensions within our community. The narrative promoted by this film and its sponsors will lead to an environment that feels unsafe and unwelcoming for Jews and non Jews alike who support Israel's right to exist. The library should aim to encourage conversations that build bridges rather than those that might foster animosity.</p> <p><b>### 4. **Encouraging Balanced, Educational Dialogue**</b></p> <p>As an institution of learning, the library should prioritize events that encourage balanced, thoughtful discussions. By allowing a film like *Israelism* to be screened, without any alternative perspectives or counterpoints, the library risks presenting a biased viewpoint on a deeply complex issue. A better approach would be to offer programs that bring together diverse voices and create opportunities for genuine understanding.</p> <p><b>### 5. **Safeguarding the Library's Reputation**</b></p> <p>While free speech is important, the library also has a responsibility to ensure its space remains inclusive and welcoming to all. Hosting an event that promotes anti-Semitic ideas will lead to public backlash, damaging the library's standing as a neutral, community-centered institution. I implore the library to carefully consider the potential impact on its reputation and the broader community before proceeding.</p> <p>In summary, I ask that the Northbrook Public Library reconsider the screening of *Israelism*. At a time when we should be fostering unity and understanding, this event risks causing harm and division. Let's work together to ensure the library remains a place that reflects the values of respect, inclusion, and thoughtful dialogue.</p> <p>Thank you</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>I am a lifelong Northbrook resident. I am upset regarding the scheduled screening of the film Israelism.</p> <p>The film Israelism has stirred controversy due to its content, which many feel portrays an unbalanced view of Israel, fostering misunderstanding, hate and divisiveness at a time when unity and understanding are most needed. The movie openly justifies those shouting "Kill the Jews" and "Globalize the Intifada," inciting terror and violence against the Jewish community. Many college campuses have refused to screen this film for these reasons.</p> <p>The library, as a community pillar, has the responsibility to foster an environment of respect and sensitivity toward all of its patrons. The choice of this film, at this particular time, would suggest an endorsement of one viewpoint over another, alienating a significant segment of the community and inciting hate and violence.</p> <p>I look forward to hearing that the film screening has been appropriately canceled.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>As a 20+ year resident and taxpayer in Northbrook, your actions have infuriated me with your permission granted to a hate group masking itself as something else to show off its antisemitic propaganda film. So, can anyone rent the same room and show a KKK recruitment film or a religious conversion camp promo to "fix" gay people?</p> <p>There is a line and you have crossed it!</p> <p>SHAME!!!!</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>You cannot let this go on, please cancel the room reservation and screening of the antisemitic propaganda film, we cannot live in fear anymore. Thanks for your help.</p>	<p>September 18th Room Booking Event</p>	<p>Hala Hadad</p>
<p>As a resident of northbrook who grew up here and moved back recently I am disappointed that the library would host this antisemitic organization. They're taunting the Jews of the community. I hope the library delves more into what JVP is truly all about and re-evaluates this decision. I am all for open dialogue but these people are about hate. Thanks for your time.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>As a longtime Northbrook resident and Glenbrook North graduate who grew up in the beautiful Northbrook Library, I'm appalled you'd continue to allow the showing of that awful racist filth after now being fully aware that it even violates your own code.</p> <p>Do better. For the love of learning and truth.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I am writing to ask you to please reconsider screening the movie Israelism, which is so hateful, laden with misinformation, and deeply antisemitic. The organization that has requested the screening (JVP) is not representative of the Jewish community. Many members are not Jewish at all and none of them stand for peace. They are supporters of the terrorist group, Hamas, and should not be permitted to screen their propaganda video that makes life even more unsafe for Jews in your community and around the country/world.</p> <p>As a Jewish former resident of Northbrook (my father still lives in town), I am so heartbroken and disappointed to hear of your decision to allow this at your library. You are contributing to this tsunami of Jew hate in our country and around the world. I am so worried about my Jewish kids and the hate they will encounter as they get older. Every situation like this can make a difference — why would you choose to knowingly fan the flames of Jew hate?</p> <p>I really hope you do the right thing. I can't tell you how distraught our community is that you have approved this especially as October 7th approaches and after an Israeli American hostage from Chicago was just executed for being Jewish days ago.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
<p>I want to share with you that I've never been so ashamed to say I'm from Northbrook as this moment. Thank you because that is on you. Your choice to allow a propoganda film hosted by a hate group to be shown in what is supposed to be a safe community space will have consequences for the Jewish community, that greatly makes up Northbrook.</p> <p>In my 36 years of living in Northbrook, I have memories of walking down the street proudly with Israeli flags in a group of Jewish people. School was taken off for Jewish holidays and taught and celebrated by our non-Jewish friends. Northbrook has always been a safe place for Jewish people until now.</p> <p>If the KKK wanted to come and show videos, about Black people or the LGBTQ community I'd like you to think how you'd respond to them. I have a feeling you wouldn't be feeling as inclusive. The least you can do is screen the movie first and see for yourself how un-educational this video is and how inaccurate it is. This will be your job on the line and your reputation if you continue to show this video.</p> <p>The war in the Middle East is political and horrible for all innocent civilians. By you allowing Israelism to be shown you personally are spreading the hatred that is causing the antisemitism to barrel into the United States. You will be part of the group that has blood on their hands from the six hostages including 1 American being murdered this past weekend. Please think about this and all the other emails you are receiving similar.</p> <p>I look forward to reading that you have changed your decision.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>It seems you have forgotten that you represent the taxpayers of Northbrook who fund and operate the library for the good of our community.</p> <p>Allowing not one, but two anti-Semitic organizations to show a film in our public library that is clearly against the values of most of our residents is abhorrent. Your note posted on the library website is wrong and incorrect as you are simply selectively applying the rules you state in your message.</p> <p>I am quite certain you would never allow a movie, portraying the values of slavery or propaganda for the KKK in our library as that type of hateful speech would never be allowed anywhere.</p> <p>So why would you try to justify this and allow it when the hateful rhetoric is targeting Jews in our community?</p> <p>Myself and many of my friends in our community very concerned that you are allowing this hate to have a home in our library.</p> <p>We urge you to cancel this event immediately.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Please do not allow anti-Semitic or anti Israel films be shown. There is enough anti-Semitism already</p> <p>Re September 18 use of your library space to show a ticketed audience a propaganda movie against the state of Israel. I call on you to refuse this venue as it is incite ful and propaganda hateful and does not serve a civic purpose. Lo The victimization of Israel by Hamas terrorists and virtual jailed imprisonment of terror. victims has the response by Israel that is precisely the response from Israel that they sought. Media and now this hateful movie are tools to flame anti Israel and antisemitism. You are complicit in this conflagration if you allow your public library building to host the event..please act now .</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Hold a special meeting to discuss and cancel the showing of Israelism. It's offensive to your community and antisemitic. Don't fall into the brainwashing plot of the pro Hamas movement. Don't fall prey. Do your research. Listen to your patrons and community. This is really bad.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>A Palestinian /Hamas indoctrination movie has no place in our public library. It is not a unbiased picture and is meant to provoke a response. This is not unlike the Nazi march in Skokie, Illinois it is a provocation for a confrontation. I think the library should reconsider its a inappropriate venue . I am 30 year resident of Northbrook and am very disappointed in this decision.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>

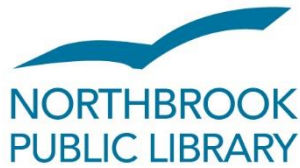
Comment	Response	Staff Member
<p>While I appreciate your intent to support events that are educational, cultural or civic in nature, the showing of this movie is the equivalent of showing a pro-KKK movie sponsored by folks who espouse the hanging of blacks. The movie is factually incorrect, biased and incendiary. And although the organizations sponsoring the movie have the word Jewish in their name, they don't represent the opinion of the majority of Jews locally, nationally or globally. In fact, they are sympathetic to Hamas, which is the governing power in Palestine and a US government designated terrorist organization that just executed an American citizen who they were holding captive for 11 months. If your library wants to promote that type of cultural and civic discourse, then things sure have changed since I lived in Northbrook!</p>	September 18th Room Booking Event	Kate Hall
<p>Very disappointed that you are allowing a movie that spews hate and calls for killing of Jews to be shown on sept 18th.</p>	September 18th Room Booking Event	Kate Hall
<p>Please reconsider allowing the isrealaism movie from being played at OUR public library. Would you allow a movie on lynching? This is so offensive to me as a Jew My tax dollars should not go to promoting hatred of any form</p>	September 18th Room Booking Event	Kate Hall
<p>Please do not show this film. It is supporting Hamas- killers of jews, and killers of all people not working with their terrorist mission.</p>	September 18th Room Booking Event	Kate Hall
<p>Please do not allow this film to be played at the library. It is a hateful piece of progressive against Israel and the Jewish people. I grew up in Northbrook and cannot stomach the idea of my hometown library engaging in antisemitism!! Do not let this happen!</p>	September 18th Room Booking Event	Kate Hall
<p>Regarding your upcoming screening of the film "Israelism", sponsored by a well known but minimally Jewish organization, JVP, the point of the film is indoctrination about being pro-Israel. Well, the point of anti-Israel indoctrination can be said about JVP and even the Jewish Labor Bund, an anachronistic Marxist style, but ostensibly Jewish, atheistic group. There are two sides to the long running Israeli-Palestinian conflict, and it's dead wrong for your library to showcase the opinion that Israel has no right to exist! I, as a supporter of Israel because I am an orthodox Jew and pray for the return of Jews to Jerusalem/Zion, would NEVER declare that Palestinians don't deserve a fair solution. That doesn't have to mean no Israel/Jewish state. You as a library are unwittingly taking sides by hosting these 2 groups and this film. Unless you can showcase a film that is pro-Israel and does the opposite of "Israelism", with a moderated debate following (no screaming, foul language, grandstanding), you should NOT be doing this.</p>	September 18th Room Booking Event	Kate Hall
<p>I am writing concerning your planned showing of Israelism. This film is being sponsored by a pro-Palestinian anti/ Semitic group. I don't feel that they should have a platform at the library.</p>	September 18th Room Booking Event	Kate Hall
<p>You are promoting anti semitism and hatred by having the September 18th movie. Would you let Nazis rent the room because they live in Northbrook? This is basically what you are doing.I have lived in Northbrook for 49 years and am sad and disgusted to see this happen. Shame on you.!</p>	September 18th Room Booking Event	Kate Hall
<p>By showing this film YOU as a public library - a library that should stand for TRUTH - and yes, the American Way , should not be showing a film that in itself supports the Palestinian movement - this is Anti semitism cloaked as a documentary. Northbrook has many Jewish citizens. You should be supportive. My parents are Holocaust survivors. By showing this film you are as bad as the Germans who closed their eyes and supported a madman - think about that. You are supporting madmen. Please please don't add support to their cause. Stand up and do the right thing.</p>	September 18th Room Booking Event	Kate Hall
<p>I cannot believe you are allowing this film to be shown in your library. Not only are you in a very heavily Jewish area, it is all propaganda and lies. Unlike the Palestinian children that are documented showing how they are taught to hate and to kill jews, the jewish kids are taught nothing but peace and love. You are doing a huge injustice and should be ashamed of yourselves for promoting or allowing this garbage,</p>	September 18th Room Booking Event	Kate Hall
<p>Please DO NOT SHOW the movie Israelism at our public library. The world is so antisemitic and evil that showing this movie will only make it worse. This movie is anti-Jewish propaganda and a slap in the face of all of the Jewish residents in our community. PLEASE DO NOT SUPPORT THIS KIND OF HATE.</p>	September 18th Room Booking Event	Kate Hall
<p>I urge you to cancel the upcoming screening of Israelism. This perpetuates antisemitism and is a violation of your code of conduct.</p>	September 18th Room Booking Event	Kate Hall
<p>Executive director is wrong. You're making a fool of the city of NB.</p>	September 18th Room Booking Event	Kate Hall



Comment	Response	Staff Member
<p>Writing to say how disappointed I am as a former resident of Northbrook, with many relatives and friends in Northbrook, that the Northbrook Public library has chosen to screen the movie "Israelism". Jewish Voices for Peace is a fringe group that fosters propaganda and devisiveness. Screening "Israelism" is offensive to the Jewish community and anyone in the community that cares about the Jewish community. The library is supposed to be a safe place to go and take our family to. Introducing this type of movie is unacceptable. Please cancel the screening.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Please do not allow the showing of the anti semitic movie on your premises. It promotes hate and violence even if it is not an actual library event, you are acting as an agent and are enabling its showing and promotion of hate and violence against a specific group of people.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Please do not allow an anti sematic propaganda film to be shown in your building. The fact that masks are required is a tell. If you allow this to happen you will be as guilty of promoting this vile film as they are. Think of the community at large and do the right thing and cancel.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>My whole family grew up in Chicago. our Great Grandparents were killed in the War by the Nazi's. We are and will always be proud Jews. Whatever the Arabs say on news or Radio is fake. I live in Israel. So do most of my family. I can attest to the fact that the Palestinians are Liars and use their children as scapegoats and human sheilds. They are cowards. They do not know what life and love is. Please do not go along with them and show their movie.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I just found out that your library is being used to screen the propoganda film Israelism. I am shocked that you are allowing your library space to be used to promote lies, hate, and antisemitism. Please reconsider.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I'm writing to express outrage that your library is sponsoring an anti Israel film. Why would you do such a thing when Jews are facing an increase in hate crimes? Are you aware of your surrounding communities that have a large Jewish population? Why not do what a library does best and encourage learning rather than spreading propaganda and hate?</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I have read your statement regarding the showing of the antisemetic movie, Israelism, in your library. While you claim to have nothing to do with it, by allowing this movie to be shown in your building, you are supporting antisemitism. By allowing it, you are standing with those that are antisemetic. I do not believe that you would have released the same statement if someone reserved a room to show hatred towards the black community, the LGBTQ community, or any other group of people. Why is it different when it relates to Jewish people? Northbrook has a large Jewish population and by showing this movie, you are showing complete disrespect that could spark many hate crimes in your area! Please stand up for what is right! Netflix removed this movie from their streaming platform and you can stop it from playing in your building too!</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Please cancel your showing a film of untruths. This is absolutely unacceptable.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>How could you possibly think showing an anti-Semitic film is a good thing? Propagating hate, requiring people to wear masks! You may as well have people wear white hoods. This is beyond offensive. Cancel this please.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I have been a resident and an avid fan of the NPL. The featured films are generally engaging, thought provoking and applicable. The film, Israelism, is not any of these things. it is in fact promoting the Antisemtism that is rampant in our country. Please make sure this does not play in OUR community of tolerance and peace-loving friends.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>I've heard that the library will be showing the film Israelism. This is a reality-inversion film that seeks to legitimize anti-Zionism and anti-Semitism and anti-Israelism at a time when Jews in America are under siege and experience historic levels of hate crimes, and Israel itself is under existential threat. Please do the right thing, do not feed this unquenchable hate, and cancel the showing.</p>	<p>September 18th Room Booking Event</p>	<p>Hala Hadad</p>
<p>Hello, I want to warn you that an influencer is directing her followers to harass the library over a screening of "Israelism". Her name is (name redacted), instagram (username redacted). I hope you do not pull the screening, this is not true pressure but the work of a hateful person with far reach.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Be strong and thank you for your service to the community.</p>		
<p>Why is the NPL showing a blatantly anti-semitic movie on September 18? DO you have any concern or knowledge of the community you serve? Do you have any sense of humanity or decency? Are you not aware of how Jews are currently being treated in the world right now? Really, what is wrong with you?? I am beyond hurt and disappointed with the library and the decision makers who made this call. You still have time to rectify your poor choice and make it right. What side of history do you want to be on?</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>Please cancel the screening of the movie Israelism it is greatly offensive and false propaganda!!!</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>

Comment	Response	Staff Member
DO NOT SHOW THIS WHERE DO WE GO FROM HERE MOVIE!! IT IS HIGHLY OFFENSIVE AND NOT INDICATIVE OF HOW THE JEWISH POPULATION VIEWS THE SITUATION ANYWHERE RIGHT NOW!!!! Doug Shabelman	September 18th Room Booking Event	Kate Hall
SCREENING THIS MOVIE, ISRAELISM IS TOTALLY UNACCEPTABLE. YOU ARE SPONSORING HATE AND DIVISIVENESS IN OUR COMMUNITY . THE REQUEST FOR MASKING ALLOWS FOR THE ABILITY OF PEOPLE TO HIDE THEIR ANTISEMITIC COMMENTS. SHAME ON YOU	September 18th Room Booking Event	Kate Hall
I am outraged that you would show a propaganda movie hosted by "Jewish voices for peace" , an organization pushing a false and unfair narrative about Israel and the Jewish people. This community is not the place for this. This library should NOT show this movie.	September 18th Room Booking Event	Kate Hall
You will be inciting violence, protests and discord in our community. This must be stopped.		
What was your process for permitting a virulent, anti-Semitic group like JVP to sponsor the divisive and slanted movie, Israelism? Will there be another voice in the room to counter the hate and one-sided viewpoint of this organization and this movie? Please do not allow this event. You are spreading misinformation and promoting hate.	September 18th Room Booking Event	Kate Hall
I'm reaching out to express my dismay regarding the scheduled screening of the film "Israelism" on September 18th at the Northbrook library. It is deliberately provocative, and is clearly an attempt to further bully and intimidate our community, which is overwhelmingly pro-Israel.  As you may be aware, there have been several instances where local artists were "canceled " for simply being Jewish (i.e. Matisyahu, Michael Rapaport, etc). With such a large concentration of Jewish residents in the North Shore, I would expect much more respect to be afforded this constituency. It is one of just a few safe spaces for Jews these days. Permitting this provocation in our community would be a slap in the face to the Jewish community. I strongly urge you to cancel the screening of "Israelism" on September 18th.  I welcome the opportunity to have a dialogue about this matter. Please let me know your input regarding this issue. Thank you.	September 18th Room Booking Event	Kate Hall
Why are screening that vile film "Israelism". Real Jews object!	September 18th Room Booking Event	Kate Hall
I am questioning your decision to present the movie Israelism on Sept. 18. I am not sure you are aware that JVP, Jewish Voices for Peace, is a group of self-hating Jews spreading anti-semetic lies and putting the Jewish community in danger. This movie is full of anti-semetic propaganda, and is horribly offensive to the Jewish community. Additionally, please note, that this film violates your #1 rulle under Patron Responsibility. If you do plan on keeping this event on the schedule, I highly recommend you have police presence, as this is a very triggering topic, and I would expect discussions to get very heated, if not violent. Thank you for your consideration and understanding.	September 18th Room Booking Event	Kate Hall

Comment	Response	Staff Member
<p>I hope this letter finds you well. I am writing to express a concern regarding the scheduled screening of the film "Israelism" on September 18th at our local library, an event that has caused considerable unease within our community, particularly among our Jewish residents. The film in question, "Israelism," has stirred controversy due to its content, which many in the Jewish community feel portrays an unbalanced view of Israel, potentially fostering misunderstanding and divisiveness at a time when unity and understanding are most needed. Furthermore, the screening is sponsored by Jewish Voices for Peace, an organization whose affiliations have been a topic of concern for many due to alleged connections with groups that do not promote peace or constructive dialogue. The members and critical figures of JVP are not Jewish and do not represent mainstream Jewish views. Our community is currently in a state of mourning for Hersh Goldberg-Polin, a tragic loss felt deeply not only in Skokie but also in our adjacent areas. The Goldberg-Polin family, known for their contributions to our community, are part of the fabric that makes our region a place of shared values and mutual respect. Screening "Israelism" at this sensitive time could be perceived as a lack of consideration for their grief and the sentiments of the broader Jewish community. While I firmly believe in the freedom of expression and the importance of diverse viewpoints, the library, as a community pillar, also has the responsibility to foster an environment of respect and sensitivity towards all its patrons. The choice of this film, at this particular time, might inadvertently suggest an endorsement of one viewpoint over another, potentially alienating a significant segment of our community. I respectfully request that you reconsider the screening of "Israelism" on September 18th. Perhaps, in its place, an event or a series of discussions could be organized where multiple perspectives on this complex issue can be shared in a balanced and educational manner. Such an approach would align with the library's role as a place of learning and community cohesion. Thank you for considering this request. I am hopeful for a resolution that respects the feelings and the mourning of our community members while still providing a platform for educational discourse. I am available to discuss this matter further if you find it helpful.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>In addition to the comments below, I noticed that masks are required for this event. Are masks required at all library events or only this one? If only this one, why?</p> <p>I sincerely hope you all reconsider whether or not it is in the community's best interest to host this screening.</p>	<p>September 18th Room Booking Event</p>	<p>Kate Hall</p>
<p>This morning I received a phone call from patron who lives in Highland Park. she wanted to call and let me know how much she appreciates the staff here. She shared that she has a severe eye injury and so checks out audiobooks and large print. She raved about our large print collection and said how it is the best one in the Northshore. She thinks it is outstanding. She wanted to send kudos to the staff member who buys for that selection. She also said that she has some physical limitations and uses one of our shopping carts while she is in the building, but that it is difficult for her to get her books to the car. She said that the staff at the desks are always happy to help. She asks if staff can bring the items to her car when she pulls up and they always do so with a smile. It doesn't matter who is there, everyone is unfailingly so kind, so helpful, so gracious and that it means so much to her. She was gushing and very appreciative. She thinks that our customer service goes above and beyond and that everyone is always so kind and pleasant and she feels very appreciated and supported. Would you both please share with the relevant staff and give them my thanks for the excellent job they are doing?</p>	<p>Telephone Conversation</p>	<p>Kate Hall</p>



**DATE:** October 10, 2024

**TO:** Board of Trustees

**FROM:** Dan McQuinn, Tom Spelz and Anna Amen

**RE:** State of the Library

Following the departure of our Facilities Manager, we brought on Dan McQuinn and Tom Spelz as part-time interim facilities managers to assess the library's current condition and determine our immediate and long-term needs. Both Dan and Tom bring a wealth of experience in facilities management and engineering, making them well-suited to evaluate our systems and identify areas for improvement.

Dan McQuinn, a Chief Engineer with over 30 years of experience, has a proven track record in overseeing complex building operations, including HVAC systems, fire safety, and building automation. His extensive background in high-rise buildings and commercial facilities enables him to assess our library's infrastructure.

Tom Spelz, a Chief Engineer with over 30 years of experience, has a strong history of managing multi-tenant commercial buildings and a deep understanding of energy management and building maintenance. His expertise in overseeing renovation projects and implementing effective maintenance strategies enables him to assess our library's infrastructure.

**Together, they've taken a close look at the library's systems and have shared their insights on our current operations, along with some recommendations for the future. This report highlights their findings and suggests ways to improve the library's performance and longevity.**

#### STATE OF THE LIBRARY

The general condition of the library is good. It would appear that a few preventive maintenance and housekeeping items have been neglected over the past few years. I am confident that with some time and effort these issues can be corrected and the building can operate at a safe and efficient level. As I have been working here over the last few months, I have made the following observations.

## ROOF TOP UNITS

Coils have been cleaned and the filters have been changed, each unit needs minor attention. A few of the condensate drain lines need repair and adjustment but there appears to be no major issues with them, they all seem to be running better after we cleaned the coils and changed the filters. All units are cooling to their setpoint. We will soon be able to inspect the units in heating mode as the outside air temps continue to drop. I would consider replacing the older McQuay units in the next 5-10 years.

## COOLING TOWER

The Cooling tower is newer and in great shape. The fill is new and the tower maintains the desired setpoint temperature. Wet Solutions (water treatment company) does a great job controlling bacterial levels and the conductivity is always in range. No action required with the tower at this time.

## S-1 AND S-2

Both fan units are operating normally, they both maintain setpoint discharge temps. We changed the Box and pre filters on both units and cleaned the coils. We may need to change the belts and a sheave on S-1 but this can all be done in-house at a minimum cost. Heading into the heating season we will have to inspect the unit heaters in the penthouse and drain down the cooling coils for freeze protection. All of the hot water circulating pumps and piping seem to be in good condition so we should be good here. S-1 and S-2 provide humidification to the library during the dry winter months. We have rebuilt the failed steam circulating pump and now need to inspect and clean the humidification nozzles and get this system back online.

## MULTISTACK CHILLER

As you are aware, major repairs were completed earlier this summer. Open punch list items that have been and will be addressed when the system is shut down for the winter season

- Cleanout of the strainer on the condenser water pump
- Replacing a faulty pressure sensor
- Replacing the in-line strainers
- Assessing the condition of the condenser pump butterfly and the triple duty isolation valves

## HEAT BOILERS

The library has 7 B&G hot water boilers that appear to be in good working order. Replacement motors and parts are available for repairs and these can be serviced in house. I would recommend looking into replacing them in the next 5-10 years.

## STEAM BOILER

The steam humidification boiler is a few years old. The system has an issue with the circulating pump and we are currently working on getting this system up and running.

## BUILDING AUTOMATION SYSTEMS

The Siemens building automation system is manageable but lacks accurate graphics and is difficult to navigate. Temperature control tasks are difficult and time consuming. The Apogee system is at the end of life and we have started discussions with vendors on the replacement. We will wait till the Facilities Manager is hired so that they are a part of the project planning, implementation and training.

## AIR COMPRESSOR

The existing air compressor and dryer are dated but working well, with proper preventative maintenance and oil changes this unit should continue to provide clean cool air to the pneumatic system.

## VAV AND REHEATS

Most of the boxes we have worked on appear to be functioning properly. I think that the new BAS and training will improve the overall performance and function of all the units.

## FIRE PANEL

The fire panel is new; it was installed by FE Moran and is tested annually. Fox Valley Emergency 24 monitors the panel and this upgrade will provide many years of protection.

## FIRE PUMP

The Fire Pump and jockey pump are in good condition, these devices are tested annually, we recently repaired minor drain pipe connections, no further action required here.

## EMERGENCY GENERATOR

The emergency generator appears to be in good shape. We recently cleaned and painted the generator room. The generator runs a test cycle once a week and we now monitor and log the readings. Lionheart has recently started service and will complete annual testing, no further action required here.

## PLUMBING

No plumbing issues to report at this time. I would recommend having the exterior manhole sewer basins power vacuumed annually to prevent build up. The restroom fixtures and water distribution devices are all working nicely and we have parts in stock for minor repairs when needed. No further action required here.

## LIGHTING

All building lighting is working and there are no issues to report. A few of the LED fixtures are nearing the end of their rated service. We should start to plan on replacing some of these fixtures over the next few years.

## WATER FEATURE

The bases of the decorative glass pieces are showing signs of wear, they should be replaced or powder coated in the next few years.

## ROOF

The roof appears to be in good shape. There are a few locations with minor leaks. I would recommend continuing to continue performing annual inspections to stay ahead of more serious problems. Replacement next 5-10 years

## FAÇADE

A few areas appear to need attention (patching and painting) overall in good shape.

## PARKING LOTS AND STAIRS

Sealcoating and striping are needed and will be completed in October 2024. The west exterior stair railings have been repaired recently and they need to be painted. The speed bump on the west drive is also in need of minor repair. I estimate 5-10 more years before replacement is needed.

## OPERATIONS

The Spiceworks ticket system seems efficient and easy to use, The facilities crew respond to requests in a timely fashion. They have all the supplies and equipment they need to complete daily tasks.

[1201 Cedar Lane Northbrook, IL 60062-4581](https://www.foxvalley.edu)

[847.272.6224](tel:847.272.6224)

I think the Library would benefit from a work order system that schedules preventative maintenance and seasonal procedures to make sure these items are taken care of.

## FUTURE FACILITIES MANAGEMENT NEEDS

As we evaluate the ongoing operations and maintenance of the library, it is clear that the role of the Facilities Manager is crucial in maintaining and improving the building's efficiency and safety. Given the complexities of our systems, I recommend considering the following qualifications and support structures for the next Facilities Manager:

### BUILDING ENGINEER QUALIFICATIONS

A Building Engineer with a solid background in HVAC systems, boiler operations, and mechanical maintenance would be highly beneficial. This expertise would ensure that the library not only meets operational standards but also optimizes energy use and prolongs the lifespan of our systems. The ideal candidate should possess relevant licenses and certifications, as well as experience in managing diverse teams responsible for daily maintenance tasks.

### OUTSOURCING THE FACILITIES DEPARTMENT

Exploring the option of outsourcing the Facilities Department could provide several significant advantages. By engaging a qualified external team to oversee facilities management, we can benefit from specialized expertise and industry experience that may be difficult to find in-house. This approach can enhance operational efficiency and ensure that best practices are implemented consistently. Additionally, an outsourced team would have access to a broader network of resources and technologies, ensuring that we stay current with industry advancements and standards. This strategy could ultimately lead to improved maintenance outcomes and a safer, more efficient environment for our library.

### PREVENTATIVE MAINTENANCE PROGRAM:

Establishing a comprehensive preventative maintenance program is essential. The next Facilities Manager should implement a structured work order system that schedules routine inspections and maintenance tasks. This proactive approach will help mitigate potential issues before they escalate, ensuring the library operates at optimal performance levels.

### TRAINING AND DEVELOPMENT:

It is vital to invest in training and development for existing facilities staff. By enhancing their skills and knowledge, we can foster a more effective team that is capable of handling a wide range of operational challenges. Training on the Building Automation System (BAS), as well as regular updates on best practices for equipment maintenance, will be essential.

### COLLABORATION WITH EXTERNAL EXPERTS:

Continue to partner with industry experts for consultations or project-based work will provide additional insights and innovative solutions. Regular collaboration with external engineers and technicians can ensure the Library stays current with the latest trends and technologies in facilities management.



1201 Cedar Lane, Northbrook, IL 60062  
847-272-6224

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DATE: 10/10/24  
TO: Trustees  
FROM: Anna Amen  
RE: 2024 Levy for FY26

This memo provides an overview of the considerations and options for the 2024 levy for FY26.

To prepare the 2024 Levy for FY26, the following information was reviewed

- prior year revenue and expenditure data
- compensation and strategic plan initiatives
- facility plan
- technology plan

The following factors were considered in the levy process:

- providing proposed annual wage increases per the Board's Compensation Philosophy and address any additional pay equity considerations
- covering insurance cost increases (medical, dental, vision, liability, auto, directors & officers, cyber, workers compensation and unemployment)
- focusing on strategic plan initiatives
  - connect with our community
    - data driven collection management
    - AI programs to educate community
    - using data analytics to collect data and make decisions
  - build an inclusive culture
    - staff training
    - pay equity audit
  - create spaces to belong
    - masterplan
- providing services, materials (electronic and print formats) and programming (in person, virtual, and hybrid) to patrons
- addressing building and technology issues as outlined in the facilities plan
- preparing for any unforeseen situations that may arise in the coming year



Recommendation for the 2024 Tax levy for FY26

The Library is asking for the board to make a motion to approve an overall tax levy increase of 4.6%

General Fund	\$8,869,000
Special Fund (IMRF & FICA)	\$705,000
Debt Service	\$770,000
Total Levy	<u>\$10,344,000</u>

Additional 2024 Tax Levy options for FY26

- total levy remains flat
- 3% operating levy increase & a 2.9% overall tax levy increase
- 4% operating levy increase & a 3.8% overall tax levy increase

The Levy needs to be approved at the October meeting.

# Northbrook Public Library Property Tax Levy History

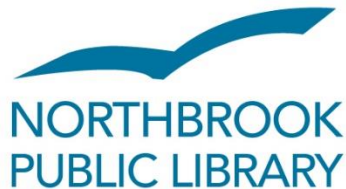
Levy Year	Fiscal Year	General	IMRF	FICA	Total Operating	Debt Service	Total Library	% Increase
<b>Recommended Tax Levy option for FY26</b>								
2024 - 5% operating levy increase / 4.5% overall tax levy increase		8,869,000	380,000	325,000	9,574,000	770,000	10,344,000	4.6%

Alternate tax levy options for FY26								
2024 - 4% operating levy increase / 3.7% overall tax levy increase		8,785,000	380,000	325,000	9,490,000	770,000	10,260,000	3.8%
2024 - 3% operating levy increase / 2.8% overall tax levy increase		8,700,000	380,000	325,000	9,405,000	770,000	10,175,000	2.9%
2024 - total levy remains flat		8,422,295	380,000	325,000	9,127,295	770,000	9,897,295	0.0%

2023	24-25	8,446,880	400,000	280,000	9,126,880	758,350	9,885,230	3.0%
2022	23-24	8,122,000	425,000	289,000	8,836,000	760,900	9,596,900	5.3%
2021	22-23	7,641,000	425,000	289,000	8,355,000	757,550	9,112,550	2.5%
2020	21-22	7,439,188	400,000	289,000	8,128,188	758,249	8,886,437	1.6%
2019	20-21	7,439,188	490,000	289,000	8,218,188	527,476	8,745,664	-0.4%
2018	19-20	7,479,000	490,000	280,000	8,249,000	528,404	8,777,404	3.0%
2017	18-19	7,219,783	490,000	280,000	7,989,783	528,137	8,517,920	4.2%
2016	17-18	6,411,000	475,000	270,000	7,156,000	1,016,420	8,172,420	2.4%
2015	16-17	6,235,000	470,000	265,000	6,970,000	1,010,891	7,980,891	2.6%
2014	15-16	6,069,135	440,000	260,000	6,769,135	1,008,141	7,777,276	1.0%
2013	14-15	6,015,000	410,000	255,000	6,680,000	1,019,486	7,699,486	6.0%
2012	13-14	5,845,000	380,000	250,000	6,475,000	787,970	7,262,970	4.1%
2011	12-13	5,625,000	320,000	240,000	6,185,000	789,566	6,974,566	5.0%
2010	11-12	5,355,490	275,000	236,000	5,866,490	777,385	6,643,875	3.0%
2009	10-11	5,194,000	261,000	228,000	5,683,000	768,889	6,451,889	6.0%
2008	09-10	4,850,000	255,000	218,000	5,323,000	765,664	6,088,664	6.1%
2007	08-09	4,526,100	240,000	208,000	4,974,100	765,702	5,739,802	6.1%
2006	07-08	4,230,000	240,000	180,000	4,650,000	760,189	5,410,189	3.2%
2005	06-07	4,080,000	213,000	180,000	4,473,000	767,099	5,240,099	3.7%
2004	05-06	3,880,000	206,000	186,000	4,272,000	782,763	5,054,763	4.9%
2003	04-05	3,682,000	156,000	158,000	3,996,000	822,450	4,818,450	9.0%

Northbrook Public Library  
Operating Fund - Revenue  
2024 Levy (FY2026)

Levy	8,869,000
Uncollectable Levy	(177,380)
Replacement Tax	150,000
Fines & Fees	35,000
Interest Income	35,000
Other Income - Gifts	100,000
Total Estimated Income	<u>9,011,620</u>
Total Expense	9,011,000
Surplus/(Deficit)	<u><u>620</u></u>



## Memorandum

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DATE: October 1, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY24 Per Capita Grant Requirements

Each year there are certain requirements the board must fulfill related to the Per Capita Grant we apply for from the Illinois State Library. This year's requirement is the same as last year's, to review Serving Our Public 4.0.

A full copy of Serving Our Public is available on the board portal and included in the packet. I have also included a spreadsheet with the checklists from each chapter. We meet all the major standards. We had a couple items that we updated within the past year:

### Chapter 2 Governance and Administration

- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. This is a new requirement from 2020 and not something we currently have in place. Last year the board indicated that I should wait until the pandemic response was less intense before working on this. I have not made any progress on creating this.

### Chapter 6 Safety

- A policy for security camera usage has been adopted and signage is posted. This is a new requirement form and something that we will work on as part of the security camera upgrade project.

We have a few items that are being worked on and a few areas where we have made a deliberate choice to not meet that standard.

#### Chapter 4 Access

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. We are working on this as we go through the master plan.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. We are working on this and will be updating shelving as we go through the master plan

#### Chapter 9 Public Services: Reference and Reader's Advisory Services

- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council. We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Community Relations Commission, and Arts Commission. But not all staff that do RA participate in one of these organizations

#### Chapter 13 Marketing, Promotion, and Collaboration

- The library's services and programs are promoted in the community. Check the applicable publicity methods. We do not currently publicize with podcasts or through billboards and have no plans to change that in the near future.
  - Podcasting
  - Billboards

SERVING OUR PUBLIC 4.0  
**STANDARDS**  
FOR **ILLINOIS**  
**PUBLIC**  
**LIBRARIES**

*Serving Our Public 4.0*

*Standards for Illinois Public Libraries*

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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# Introduction

*Serving Our Public 4.0: Standards for Illinois Public Libraries* has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users.

To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the *Serving Our Public 4.0* standards. Draft standards were shared via survey to various on-line public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019.

*Serving Our Public 4.0* contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices.

*Serving Our Public 4.0* is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

# Acknowledgements

## Members of the Task Force

Betsy Adamowski, Wheaton Public Library, Co-Chair

Brian Shepard, Indian Trails Public Library District, Co-Chair

Cristy Stuepegia, LaSalle Public Library, Co-Chair

Monica Cameron, Shelbyville Public Library

Celeste Choate, Urbana Free Library

Veronda Pitchford, Califa

Ellen Popit, Illinois Heartland Library Association

## Subject Matter Experts Consulted

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Alex Todd, Executive Director, Prospect Heights Public Library

HR Source

John Keister, John Keister and Associates

Illinois Library Association Youth Services Forum

Illinois Library Association Young Adult Services Forum

Tiffany Nash and Dan Pohrte, Product Architecture + Design

# How to Use *Serving Our Public 4.0*

## Overview

Statewide public library standards are designed to serve as a catalyst from which local planning can take place. The *Serving Our Public 4.0* standards are seen as a guide for librarians, library staff, and boards of trustees' discussions during budget preparation and strategic planning. The regular review of the standards helps the library evaluate its progress over several years toward becoming an ideal library for its community. As the library staff and trustees discuss the Core Standards and individual chapters, the library's strengths and weaknesses are revealed, allowing celebration of the strengths and plans to build on them; and plans to eliminate or improve the weaknesses.

### **There are multiple ways to use *Serving Our Public 4.0***

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.
2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.
4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

## Core Standards

The Core Standards are considered essential to the foundation of quality library service to Illinois residents. The Core Standards are grouped together in Chapter 1 and applicable Core Standards are repeated with each chapter. The Core Standards can be discussed as a unit or in conjunction with the chapter standards.

## Chapter Standards

Chapter specific standards provide a detailed blueprint for developing, improving, or enhancing areas of library activity. While the Core Standards provide the foundation, the chapter standards provide a superstructure for the library's advancement.

## Checklists

Many librarians and trustees are interested in a way to formally compare progress from year to year. A board committee, the library director, and/or the staff can complete the checklist. When a checklist is completed, it should be dated and signed. Adding related comments and notes to personalize the checklist is encouraged.

# Chapter 1 (Core Standards)

## National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

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

## Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;\*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

*\*Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

## Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.



## Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

### Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
  - a. Write, call, or visit legislators
  - b. Attend meetings of other units of local government
  - c. Serve on ALA, ILA, or system legislative committees
  - d. Participate in other community organizations that have similar legislative interests



- e. Include the subject of legislation on board meeting agendas
  - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
  6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
  7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
  8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
    - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
  9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
  10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
    - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
    - b. The library has a written Americans with Disabilities Act (ADA) policy.
    - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
    - d. The library bonds all staff and trustees responsible for library finances.
  11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
  12. The library maintains insurance covering property and liability, including volunteer liability.
  13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

## Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.



## Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

### Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
  - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
  - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
  - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
  - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
  - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
  - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
  - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
  - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
  - Local Records Act* [50 ILCS 205/1 *et seq.*]
  - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
  - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
  - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
  - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
  - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
  - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
  - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
  - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
  - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
  - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
  - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
  - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
  - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

## Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.



## Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

### Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.



10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

## Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

# Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

## Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

### **Building Infrastructure and Maintenance Checklists**

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

# Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

## Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

## Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

## Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

### Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
  - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
  - b. Library budgets should put priority on purchasing materials that best serve their community.
  - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
  - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

## Collection Management Checklist

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

## Collection Management

- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.





## Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

## System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

## System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

# Chapter 9 (Public Services: Reference and Reader's Advisory Services)

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

## Reference Service

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

## Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

## Reference Service Checklist

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

## **Reader's Advisory Service**

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

## **Reader's Advisory Service Standards**

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.

## Reader's Advisory Service Checklist

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

## Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

### Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.



## Programming Checklist

- Library programs are provided free of charge, or on a cost recovery basis.
- Library programs are located in a physically accessible location.
- Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to specific populations who cannot visit the library.
- The library has programming that seeks to serve children and their caregivers.
- The library has programming that seeks to serve young adults.
- The library has programming that seeks to serve adults and senior citizens.
- The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- The library is encouraged to partner with other organizations to offer programs.

# Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

## Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

## Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

## Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

### Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
  - a telephone, with a listing in the phone book and via Internet search engine;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers with sufficient capacity to meet needs for staff and public access;

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  - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers with sufficient capacity to meet needs for staff and public access;

## Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

### Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
  - a telephone, with a listing in the phone book and via Internet search engine;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers with sufficient capacity to meet needs for staff and public access;



- up-to-date printers with sufficient capacity to meet needs for staff and public access;
  - up-to-date anti-virus protection and Internet security software installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library’s website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
  4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
  5. The library provides 24/7 remote access to library services and resources through:
    - a web-accessible library catalog;
    - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    - appropriate regional, state, national, and international bibliographic databases;
    - other authenticated electronic resources that are available for direct patron use; and
    - virtual reference service, instant or text messaging services, and/or library email account.
  6. The library staff must be:
    - computer literate;
    - trained to use and assist patrons in the use of electronic resources and materials; and,
    - accessible via phone, email, and/or through messaging services.
  7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  8. The library provides web links and access to regional and/or statewide initiatives including:
    - regional library system consortial web-based catalogs;
    - the CARLI academic library catalog (I-Share);
    - Illinois State Library-sponsored databases/e-resources;
    - other electronic collections as available; and
    - virtual reference service.
  9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
  11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
  - up-to-date anti-virus protection and Internet security software installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library’s website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
  4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
  5. The library provides 24/7 remote access to library services and resources through:
    - a web-accessible library catalog;
    - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    - appropriate regional, state, national, and international bibliographic databases;
    - other authenticated electronic resources that are available for direct patron use; and
    - virtual reference service, instant or text messaging services, and/or library email account.
  6. The library staff must be:
    - computer literate;
    - trained to use and assist patrons in the use of electronic resources and materials; and,
    - accessible via phone, email, and/or through messaging services.
  7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  8. The library provides web links and access to regional and/or statewide initiatives including:
    - regional library system consortial web-based catalogs;
    - the CARLI academic library catalog (I-Share);
    - Illinois State Library-sponsored databases/e-resources;
    - other electronic collections as available; and
    - virtual reference service.
  9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
  11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
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  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
  - up-to-date anti-virus protection and Internet security software installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library’s website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
  4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
  5. The library provides 24/7 remote access to library services and resources through:
    - a web-accessible library catalog;
    - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    - appropriate regional, state, national, and international bibliographic databases;
    - other authenticated electronic resources that are available for direct patron use; and
    - virtual reference service, instant or text messaging services, and/or library email account.
  6. The library staff must be:
    - computer literate;
    - trained to use and assist patrons in the use of electronic resources and materials; and,
    - accessible via phone, email, and/or through messaging services.
  7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  8. The library provides web links and access to regional and/or statewide initiatives including:
    - regional library system consortial web-based catalogs;
    - the CARLI academic library catalog (I-Share);
    - Illinois State Library-sponsored databases/e-resources;
    - other electronic collections as available; and
    - virtual reference service.
  9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
  11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [[www.universalservice.org/sl/applicants/step01/default.aspx](http://www.universalservice.org/sl/applicants/step01/default.aspx)]
  - goals and realistic strategy for using telecommunications and information technology;
  - a professional development strategy;
  - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
  - budget resources; and
  - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
  - anti-virus software and other Internet security software;
  - Firewalls with advanced threat protection;
  - authentication;
  - routine installation of upgrades, patches, etc.;
  - scheduled data backup; and
  - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.



16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
  - MARC 21 (Machine Readable Cataloging) formats [[www.dublincore.org/](http://www.dublincore.org/)]
  - ANSI (American National Standards Institute);
  - NISO (National Information Standards Organization);
  - ISO (International Organization for Standardization); and
  - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [[www.usac.org/sl](http://www.usac.org/sl)].

## Technology Checklist

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

## Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

### Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

## Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - flyers
  - brochures
  - website
  - newsletter
  - posters
  - banners
  - displays
  - podcasting
  - presentations
  - speeches
  - billboards
  - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

## *Marketing, Promotion, and Collaboration*

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.



## Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.



## Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

Illinois Statute or Topic	Legal Citation
<b>General Provisions</b>	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act (FOIA)</i>	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act (digital signature)</i>	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
<b>Elections</b>	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
<b>Executive Officers</b>	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
<b>Finance</b>	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act (Governmental)</i>	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
<b>Revenue</b>	
Property Tax Code (formerly <i>Revenue Act</i> )	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law (PTELL)</i>	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
<b>Pensions</b>	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
<b>Local Government</b>	
Conflict of Interest ( <i>Public Officer Prohibited Activities Act</i> )	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
<b>Municipalities</b>	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act (TIF)</i>	65 ILCS 5/11-74.4-1
<b>Libraries</b>	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates ( <i>Public Library District Act</i> )	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
<b>Public Health</b>	
<i>Environmental Barriers Act (Illinois Accessibility Code)</i>	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
<b>Public Safety</b>	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
<b>Notices</b>	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
<b>Criminal Offenses</b>	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act (Interference, bid rigging)</i>	720 ILCS 5/33E-1
<b>Civil Liabilities</b>	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
<b>Civil Immunities</b>	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
<b>Property</b>	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

<b>Human Rights</b>	
<i>Illinois Human Rights Act</i>	775 ILCS 5/1-101
<b>Business Transactions</b>	
<i>Personal Information Protection Act</i>	815 ILCS 530/5
<b>Employment</b>	
<i>Illinois Collective Bargaining Successor Employer Act</i>	820 ILSC 10/0.01
<i>Personnel Record Review Act</i>	820 ILCS 40/0.01
<i>Right to Privacy in the Workplace Act</i>	820 ILCS 55/1
<i>Employee Credit Privacy Act</i>	820 ILCS 70/1
<i>Minimum Wage Act</i>	820 ILCS 105/1
<i>Equal Pay Act</i>	820 ILCS 112/1
<i>Wage Payment and Collection Act</i>	820 ILCS 115/1
<i>Prevailing Wage Act</i>	820 ILCS 130/0.01
<i>One Day Rest in Seven Act</i>	820 ILCS 140/3
<i>School Visitation Rights Act</i>	820 ILCS 147
<i>Victims' Economic Security and Safety Act</i>	820 ILCS 180/1
<i>Workers' Compensation Act</i>	820 ILCS 305/1
<b>Military Related Acts</b>	
<i>Family Military Leave Act</i>	820 ILCS 151/1
<i>Military Leave of Absence Act</i>	5 ILCS 325/0.01
<i>Public Employee Armed Services Rights Act</i>	5 ILCS 330/1
<i>Service Member's Employment Tenure Act</i>	330 ILCS 60/1

## Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at [www.cyberdriveillinois.com/departments/archives/records\\_management/home.html](http://www.cyberdriveillinois.com/departments/archives/records_management/home.html).

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section  
Illinois State Archives  
Springfield, IL 62756  
Fax: (217) 557-1928

## Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
  - Method of election or appointment
  - Length of terms
  - Duties and responsibilities
  - Filling a vacancy
  - Conflict of interest/ethics provision
  - Removal
3. Officers
  - Definition
  - Duties
  - Nomination and election procedure and meeting
  - Filling a vacancy
  - Removal
4. Committees
  - Standing
  - Appointment of ad hoc
5. Meetings
  - Time and place of regular meetings
  - Method for calling special meeting
  - Quorum for making decisions
  - Compliance with the *Open Meetings Act*
  - Quorum for board action
  - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
  - Roll call
  - Approval of previous meeting minutes
  - Correspondence and communications
  - Officers' reports
  - Committee reports
  - Financial report and approval of expenditures
  - Library administrator's report
  - Unfinished business
  - New business
  - Adjournment
7. Minutes
  - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

## Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

### Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

**Example**

1. The library’s jurisdictional population is 8,500.
2. The library wishes to achieve the “growing” level.
3. The library’s population places it in the 5,000–9,999 population range. The “base” for this range is 2 FTE.
4. The number of additional FTEs needed to reach the “growing” level is .5 per 1,000 population. Multiply 8.5 (the library’s jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the “growing” level, the library will need a staff of 6.25 FTE.

Note: The “base” is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

\*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).



## Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
  - Eligibility
  - Fees for nonresidents
  - Registration
  - Reciprocal borrowing
3. Circulation
  - Length of loans
  - Limits on number of items
  - Renewals
  - Reserves
  - Interlibrary loans
  - Lost or damaged materials
  - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
  - Computers
  - Bathroom facilities
  - Furniture
  - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

## Appendix G (Recommended Hours of Service by Population)

<b>POPULATION</b>	<b>MINIMUM</b>	<b>GROWING</b>	<b>ESTABLISHED</b>	<b>ADVANCED</b>
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

\*Open Sunday, September through May

\*\*Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

## Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

## Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

<b>Materials:</b>	<b>Cost:</b>
Books (print) _____	\$ _____
E-Books _____	
Magazines/newspapers (print) _____	
Magazines/newspapers (electronic) _____	
Audio CDs _____	
Audio CDs (downloadable) _____	
DVDs _____	
DVDs (downloadable/streaming) _____	
Electronic Databases (available in-house & remotely) _____	
Computer Software _____	
Microfilm _____	
Local History resources _____	
Photographs _____	
Video Games _____	
Non-Book or Media _____	
<b>Automation:</b>	<b>Cost:</b>
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation) _____	\$ _____
OCLC Membership costs _____	
MARC Records costs _____	
Additional consortia cost _____	
Virtual reference service _____	

<b>Supplies:</b>	<b>Cost:</b>
Barcodes for circulating items and for patrons' cards	\$ _____
User library cards	_____
Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.)	_____

<b>Staffing:</b>	<b>Cost:</b>
Based on a 40-hour week, determine approximately how many hours staff spend on task and multiply it by pay rate x 52 weeks. (Example: Cataloger— 25 hours per week X \$10 X 52=\$13,000)	\$ _____
Collection development/ordering staff	_____
Cataloging staff	_____
Circulation staff	_____
ILL staff	_____
Book page or shelver	_____
Training for staff	_____

## Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

## Appendix K (Facility Management Checklists)

### Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.



- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

### Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

### Capital Project Checklist

\*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

### Capital Asset Plan Item List

\*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

### Environmentally Friendly Components

\*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving



## Glossary (including acronyms)

### 24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

### ADA

Americans with Disabilities Act. [www.ada.gov](http://www.ada.gov)

### Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

### ALA

American Library Association. [www.ala.org](http://www.ala.org)

### Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

### Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

### Authentication

Authentication is the verification of an individual's identity.

### Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

### Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

### Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

### Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

## Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

## Budget

A plan for conforming expenditures to income.

## Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

## CARLI

Consortium of Academic and Research Libraries in Illinois. [www.carli.illinois.edu](http://www.carli.illinois.edu)

## Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

## CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

## C.F.R.

Code of Federal Regulations. [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html)

## Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

## Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

## Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

## Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

### Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

### Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

### CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). [www.tsl.state.tx.us/ld/pubs/crew/index.html](http://www.tsl.state.tx.us/ld/pubs/crew/index.html)

### Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

### Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

### EEOC

Equal Employment Opportunity Commission. [www.eeoc.gov/](http://www.eeoc.gov/)

### E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. [www.usac.org/sl/](http://www.usac.org/sl/)

### FICA

*Federal Insurance Contribution Act*. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. [www.ssa.gov](http://www.ssa.gov)

### Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

### FTE

Full-time equivalent; full-time employee.

### Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

## Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

## HVAC

Heating Ventilating Air Conditioning.

## ILA

Illinois Library Association. [www.ila.org](http://www.ila.org)

## ILCS

*Illinois Compiled Statutes*. [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)

## Ill. Comp. Stat. Ann.

*Illinois Compiled Statutes Annotated*. Published by LexisNexis.

## ILLINET

Illinois Library and Information Network.

## ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. [www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf](http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf)

## IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. [www.imrf.org](http://www.imrf.org)

## Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

## Internet

Internet is an international network of computer networks.

## I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. [www.vufind.carli.illinois.edu/all/vf/](http://www.vufind.carli.illinois.edu/all/vf/)

## LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

## LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

**MARC**

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. [www.loc.gov/marc/](http://www.loc.gov/marc/)

**MLS/MLIS**

Master's in Library Science degree/Master's in Library and Information Science degree.

**Nonresident Fee Cards**

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

**OCLC**

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. [www.oclc.org](http://www.oclc.org)

**OPAC**

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

**Open Captioning**

Open captioning is on-screen text descriptions that display a video's dialogue.

**Open Meetings Act**

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

**OSHA**

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. [www.osha.gov](http://www.osha.gov)

**PLA**

Public Library Association, a division of the American Library Association. [www.pla.org](http://www.pla.org)

**Podcast**

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

**Premises Wiring**

Premises wiring is the communications cabling within a building or individual office/tenant space.

**Reciprocal Borrowing**

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.



## Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

## Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

## Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

## Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

## RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

## Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

## Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

## Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

## System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

## TDD

Telecommunications Device for the Deaf. See TTY.

## TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

## TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

### United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. [www.ala.org/united/](http://www.ala.org/united/)

### U.S.C.

United States Code. [www.gpoaccess.gov/uscode/index.html](http://www.gpoaccess.gov/uscode/index.html)

### Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

### Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

### Voice Relay

See TRS.

### WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

### Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

### Wi-Fi

Wireless networking technology.

### Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

### Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. [www.wikipedia.org](http://www.wikipedia.org)

### Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.



Illinois Library Association

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[www.ila.org](http://www.ila.org)

	Meet Standard?	Notes
Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.	yes	
Core 2 The library is established and operates in compliance with Chapter 75 of the <i>Illinois Compiled Statutes</i> .	yes	
Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the <i>Illinois Compiled Statutes</i> .	yes	
Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)	yes	
Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) <i>Library Bill of Rights</i> and other ALA intellectual freedom statements and interpretations.	yes	
Core 6 The library adopts and adheres to the <i>Code of Ethics of the American Library Association</i> .	yes	
The library adopts and adheres to the <i>Public Library Trustee Ethics Statement</i> , developed by United for Libraries, a division of ALA.	yes	
Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)	yes	
Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA- accredited master's degree.)	yes	

	Meet Standard?	Notes
Core 9 The board of trustees meets regularly, in accordance with the <i>Illinois Compiled Statutes</i> , with the library administrator in attendance. All board meetings and board committee meetings shall comply with the <i>Open Meetings Act</i> .	yes	
Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.	yes	
Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.	yes	
Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.	yes	
Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)	yes	
Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.	yes	
Core 15 The board of trustees annually reviews the performance of the library administrator.	yes	
Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.	yes	

	Meet Standard?	Notes
Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.	yes	
Core 18 The library utilizes a variety of methods to communicate with its community.	yes	
Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.	yes	
Core 20 A library is open a minimum of fifteen hours per week according to the <i>Illinois Administrative Code</i> [23 Ill. Adm. Code 3030.110].	yes	
Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the <i>Illinois Public Library Annual Report</i> statewide percentages analysis.	yes	
Core 22 The library board and staff promote the collections and services available to its community.	yes	
Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.	yes	

	Meet Standard?	Notes
Library has an elected or appointed board of trustees.	yes	
Library has a qualified library administrator.	yes	
Library administrator files an <i>Illinois Public Library Annual Report</i> (IPLAR) with the Illinois State Library.	yes	
Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	yes	
Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	yes	
Library has a mission statement and a long-range/strategic plan.	yes	
Library maintains an understanding of the community by surveys, hearings, and other means.	yes	
Library board reviews library policies on a regular basis.	yes	
Library board members participate in local, state, regional, and national decision making that will benefit libraries.	yes	The board participates in combating censorship and upholding intellectual freedom and supports efforts at the state and federal level to do the same
Library develops an orientation program for new board members.	yes	
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	yes	Generally, Trustees have attended local workshops, webinars, and occasionally ALA when it is in Chicago
Library keeps adequate records of library operations and follows proper procedures for disposal of records.	yes	
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	yes	
Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.	yes	
Library maintains insurance covering property and liability, including volunteer liability.	yes	
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.	yes	We now have a written succession plan for ED

	Meet Standard?	Notes
Library has a board-approved personnel policy.	yes	
Library has staffing levels that are sufficient to carry out the library's mission.	yes	
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	yes	We finished our benchmarking project and job description updates last summer
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	yes	
Library salaries and fringe benefits account for up to 70 percent of total operations budget.	yes	Currently these account for 62% of our budget
Library gives each new employee a thorough orientation.	yes	
Library evaluates staff annually.	yes	
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	yes	
Library provides staff access to library literature and other professional development materials.	yes	
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	yes	
The library complies with state and federal laws that affect library operations.	yes	



	Meet Standard?	Notes
The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	no	This is being carried out as part of the facility plan.
At least once every five years, the board directs a review of the library's long-term space needs.	yes	
The staff are familiar with the requirements contained in the <i>Americans with Disabilities Act (ADA)</i> and work to address deficiencies in order to provide universal access to all patrons.	yes	
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	yes	
The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	yes	
The library has the minimum required number of parking spaces.	yes	
The library's entrance is easily identified, clearly visible, and well lighted.	yes	
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	yes	
The library has adequate internal signage.	yes	
The library's lighting levels comply with lighting standards.	yes	
All signage is in compliance with applicable federal, state, and local regulations.	yes	
The library building supports the implementation of current and future telecommunications and electronic information technologies.	yes	
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	yes	
Space is allocated for child and family use with furniture and equipment designed for use by children.	yes	
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	no	As part of the master plan, we are creating updated display areas like we have done with the lobby remodel
Shelving in the areas serving young children is scaled to their needs.	yes	While it is generally scaled to their needs, our Juvenile Non-Fiction shelving is not child friendly. We also have spine out shelving in picture books which is typically now seen as not being conducive to browsing.

Ongoing Building Maintenance	Meet Standard?	Notes
The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	yes	
Elevators should be maintained at least annually, and should comply with applicable codes for safety.	yes	
Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).	yes	
The building facade should be inspected once a year.	yes	
Parking lot resealing and restriping should be performed every one to three years.	yes	
HVAC systems should be inspected and maintained at least twice a year (before summer and winter).	yes	
Alarm system should be checked for proper operation at least once a year.	yes	
Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	yes	
Emergency lighting should be checked once a month.	yes	
Sprinkler systems should be inspected as required by code, but at least once per year.	yes	
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	yes	
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back up systems should be checked more frequently.	yes	
Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	yes	
Landscaping sprinklers should be checked and maintained twice a year.	yes	
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	yes	
Hard surface flooring should receive thorough cleaning and/or polishing once per year.	yes	

Window cleaning should be performed at least once per year.	yes	
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	N/A	not applicable; parking lot is cleaned on regular basis
Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	yes	
Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.	yes	
Snow removal should be performed on an as-needed basis (either self-performed or contracted).	yes	
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	yes	
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	yes	
<b>Building Periodic Repair Checklist</b>		
Tuck pointing of masonry: On an as-needed basis.	yes	
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	yes	
Interior painting and wall coverings: On an as-needed basis.	yes	
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	yes	
Wood and trim components: On an as-needed basis.	yes	
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	yes	
Windows: Replace broken seals broken glass, caulking and glazing as needed.	yes	
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	yes	
Landscaping: Inspect trees and sod replacement every one to two years.	yes	
Graffiti removal: Perform on an as-needed basis.	yes	
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	N/A	not applicable
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	yes	
<b>Capital Project Checklist</b>		
Parking lot reconstruction (not routine sealing)	yes	
Re-roofing	yes	
Window replacement	yes	

HVAC equipment replacement	yes	updates occur as renovation projects occur
Lighting replacements and upgrades	yes	updates occur as renovation projects occur
Building additions	yes	
Interior remodeling (carpeting, walls, furnishings, etc.)	yes	
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	yes	
Major facade repairs	yes	repaired in 2020
Major code upgrades	yes	part of 20 year facility plan

<b>Capital Asset Plan Item List</b>		
Building structure	yes	
Site elements such as parking lots, paving, site furnishings and signs	yes	
HVAC systems	yes	
Plumbing	yes	
Elevators	yes	
Building envelope including facade, windows, and roofs	yes	
Furnishings	yes	

<b>Environmentally Friendly Components</b>		
Roof	yes	
Mechanical systems	yes	
Windows	yes	
Library façade repair or replacement	yes	
Lighting/LED	yes	
Low-flow/water saving	yes	

	Meet Standard?	Notes
The library provides a list of emergency call numbers at all staff phones in the library.	yes	
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	yes	
The library has an emergency manual and disaster plan.	yes	
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	yes	We do not use NARCAN at this time and have spoken with Northbrook Police who do not feel it is necessary for us at this time.
The library provides a call list and contact information that is reviewed biannually.	yes	
Emergency medical supplies are stored in a designated location and are accessible to staff.	yes	
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	yes	
A prioritization list shows what should be salvaged in order of importance.	yes	
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	yes	
A procedure exists for letting staff know when it is unsafe to enter the building.	yes	
The library has a designated tornado shelter.	yes	
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	yes	
The library provides adequate security for staff, users, and collections.	yes	
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	yes	
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	yes	
Copies of the emergency manual and disaster plan are provided to community safety personnel.	yes	
A policy for security camera usage has been adopted and signage is posted.	yes	This was created in 2024

	Meet Standard?	Notes
The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	yes	We generally spend 12% of the budget on materials.
Library budgets should put priority on purchasing materials that best serve their community.	yes	
The library has a written collection development policy approved by the board.	yes	Updating this is part of the strategic plan
Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.	yes	
Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	yes	
The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	yes	

	Meet Standard?	Notes
Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	yes	
Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.	yes	
The library abides by the ILLINET <i>Interlibrary Loan Code</i> as well as other formal regional/consortial agreements.	yes	We are als a member of CCS and abide by the agreement the board signed when we became a member over 25 years ago
The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	yes	
The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	yes	
If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	yes	

<b>Reference Service Checklist</b>	<b>Meet Standard?</b>	<b>Notes</b>
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Northshore Genealogical Society, and Arts Commission. But not all staff that do RA participate in one of these organizations. We have over 65 partnerships with area organizations and feel that we are fulfilling the intent behind this recommendation.
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

<b>Reader's Advisory Service Checklist</b>		
All basic services are available when the library is open.	yes	
The library has competently trained staff that has thorough knowledge of popular authors and titles.	yes	
The library maintains a well-rounded collection of both fiction and nonfiction titles.	yes	
The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	yes	
The library maintains a basic collection of reader's advisory reference materials.	yes	
All staff members attend at least one relevant continuing education event each year.	yes	



Reference Service Checklist	Meet Standard?	Notes
Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	no	We do have a number of staff that are part of different groups in the community including: Chamber, Historical Society, Northshore Genealogical Society, and Arts Commission. But not all staff that do RA participate in one of these organizations. We have over 65 partnerships with area organizations and feel that we are fulfilling the intent behind this recommendation.
Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	yes	
The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	yes	

	Meet Standard?	Notes
Library programs are provided free of charge, or on a cost recovery basis.	yes	
Library programs are located in a physically accessible location.	yes	
Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	yes	We have a robust plan to ensure that we are providing programs that are accessible to all members of our community, even when doing virtual programming. This is reflected in the questions asked when people sign up for programs
The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	yes	
The library presents educational, cultural, and recreational programs that reflect community needs and interests.	yes	
Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	yes	
The library provides outreach programs to specific populations who cannot visit the library.	yes	
The library has programming that seeks to serve children and their caregivers.	yes	
The library has programming that seeks to serve young adults.	yes	
The library has programming that seeks to serve adults and senior citizens.	yes	
The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	yes	Although, these are generally not well attended. We tend to weave instruction into other programs and that seems to work better.
The library is encouraged to partner with other organizations to offer programs.	yes	We have over 65 organizations that we partner with.

	Meet Standard?	Notes
All basic youth services are available when the library is open.	yes	
The library provides staff trained in serving youth.	yes	
The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.	yes	
The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.	yes	
The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.	yes	We do this for the entire staff, not just YS
The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	yes	
The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.	yes	
The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	yes	
The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	yes	
The library's programming is designed to reflect the needs and interests of youth in the community.	yes	
Library programs are provided free of charge or on a cost-recovery basis.	yes	
The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.	yes	We do this for all programs, not just ones for youth
The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	yes	
The library strives to partner with youth-facing organizations in the community.	yes	
The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.	yes	
The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	yes	
Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	yes	
Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	yes	
The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	yes	
The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	yes	
The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.	yes	
The library strives to partner with and support local schools, including private schools and homeschoolers.	yes	
Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	yes	
The library provides a space specifically for use by children and families.	yes	

	Meet Standard?	Notes
The shelving used for housing children's materials is appropriately sized to allow for easier access.	yes	
The library provides early literacy programming, including regular story time, for children and families.	yes	
The library provides programming which facilitates play and fun for children and families.	yes	
The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	yes	
The library provides a summer reading opportunity to encourage reading and learning during the summer.	yes	
The library provides a welcoming environment for young adults both individually and in groups.	yes	
The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	yes	
The library provides materials both physical and digital for young adults that are intended for them.	yes	
The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	yes	

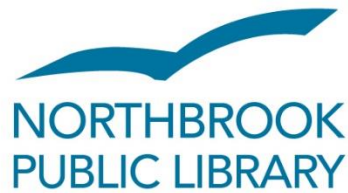
	Meet Standard?	Notes
Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	yes	
The library has:		
• a telephone, with a listing in the phone book;	yes	
• a telephone voice mail and/or answering machine;	yes	
• a fax and/or scanner;	yes	
• a photocopier;	yes	
• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	yes	
• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	yes	
• an <i>Americans with Disabilities Act</i> (ADA) compliant library website that is updated at least monthly;	yes	
• up-to-date computers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date printers for staff and public access with sufficient capacity to meet needs;	yes	
• up-to-date antivirus and Internet security software protection installed on every library computer;	yes	
• up-to-date Internet browsers, web applications, and plug-ins;	yes	
• a valid email address, accessible via the library's website, for the library administrator; and	yes	
• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the <i>Open Meetings Act</i> .	yes	
The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	yes	
The wait time for patron workstations does not exceed 15 to 30 minutes.	yes	
The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	yes	We are part of a consortium of municipal entities in our township that provides internet service, but that is going away in 2025. I put in a legislative proposal to ILA to get better library internet access at a more affordable costs for libraries throughout the state
The library provides 24/7 remote access to library services and resources through:	yes	
• a web-accessible library catalog;	yes	
• appropriate regional, state, national, and international bibliographic databases;	yes	
• other authenticated electronic resources that are available for direct patron use; and	yes	
• virtual reference service, and/or text messaging services, and/or a library email account.	yes	
The library staff must be:		
• computer literate;	yes	
• trained to use and assist patrons in the use of electronic resources and materials; and	yes	
• accessible via email and/or through messaging services.	yes	

	Meet Standard?	Notes
The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.	yes	
The library provides web links and access to regional and/or statewide initiatives including:		
• regional library system consortial web-based catalogs;	yes	
• the CARLI academic library catalog (I-Share);	yes	
• Illinois State Library-sponsored databases/e-resources;	yes	We are part of OCLC and Novelist, which are provided by the Illinois State Library. The state has also added a new suite of eResources which will allow us to save money on some of our individual subscriptions. We shall see those cost savings next year
• other electronic collections as available; and	yes	
• virtual reference service.	yes	
As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	yes	
The library has a board-adopted Internet acceptable use policy.	yes	
The Internet acceptable use policy is reviewed annually.	yes	
The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.	yes	
The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	yes	
The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	yes	
The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	yes	
• wireless access (Wi-Fi);	yes	
• Internet connectivity upgrades sufficient for patron and staff use;	yes	
• networking (local area vs. wide area);	yes	
• library Intranet;	yes	
• an <i>Americans with Disabilities Act</i> (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	yes	
• patron self-checkout functionality;	yes	
• new technologies/potential services; for example, social networking, makerspace, and mobile apps;	yes	

	Meet Standard?	Notes
• current and functional meeting room technology;	yes	
• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	yes	
• ongoing staff continuing education/training related to all aspects of technological services.	yes	
The library protects the integrity, safety, and security of its technological environment.	yes	
The library's automated catalog and its components comply with current state, national, and international standards.	yes	
The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	yes	Yes and we are exploring applying for eRate funding in the future

	Meet Standard?	Notes
The library has a communications plan that supports the library's long-range/strategic plan.	yes	
The library staff and trustees participate in two or more cooperative activities with other community organizations.	yes	
The library's services and programs are promoted in the community. Check the applicable publicity methods.	yes	
<input type="checkbox"/> flyers	yes	
<input type="checkbox"/> brochures	yes	
<input type="checkbox"/> website	yes	
<input type="checkbox"/> newsletter	yes	
<input type="checkbox"/> posters	yes	
<input type="checkbox"/> banners	yes	
<input type="checkbox"/> displays	yes	
<input type="checkbox"/> podcasting	no	We have chosen not to pursue this due to demand and bandwidth
<input type="checkbox"/> presentations	yes	
<input type="checkbox"/> speeches	yes	
<input type="checkbox"/> billboards	no	
<input type="checkbox"/> other	yes	Newspapers, emails, cross promotion in other agency newsletters/publications
The library maintains at least one social media account.	yes	Facebook, Instagram, YouTube
The library invites local, state, and federal officials to visit the library.	yes	
The library's website is updated at least monthly.	yes	
The board, administration, and staff conduct an annual library walk-through.	yes	
The board, administration, and appropriate staff visit other libraries.	yes	
The budget includes funds for public relations and marketing activities.	yes	
The library's promotional methods and services are ADA compliant.	yes	Linda has recently updated the website to ensure additional compliance with new accessibility guidelines. We will be updating the website in the coming year and this will enage additional upgrades for accessibility
A designated staff member coordinates the library's marketing efforts.	yes	
The library's staff receives customer service and marketing training.	yes	
The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.	yes	
The library surveys patrons and the community to judge awareness of the library's programs and services.	yes	





## Memorandum

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DATE: October 1, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Class 6B Requests

In your packet is a class 6B Request. [As stated from Cook County](#), "The Class 6b classification is designed to encourage industrial development throughout Cook County by offering a real estate tax incentive for the development of new industrial facilities, the rehabilitation of existing industrial structures, and the industrial reutilization of abandoned buildings. The goal of Class 6b is to attract new industry, stimulate expansion and retention of existing industry and increase employment opportunities."

When a business in Northbrook submits a request to the Village, each taxing body has the opportunity to weigh in on whether the Village Board should recommend it to the County. Ultimately, the Library Board has no authority on whether this is approved, but provides feedback to the Village on whether it should be recommended to the County.

The packet includes a letter from the Village with information on the Class 6B and the Class 6B application and supplemental information. Typically, the board discusses and makes a recommendation that I share with the Village Manager to share with the Village Board.



**TRANSMITTAL**

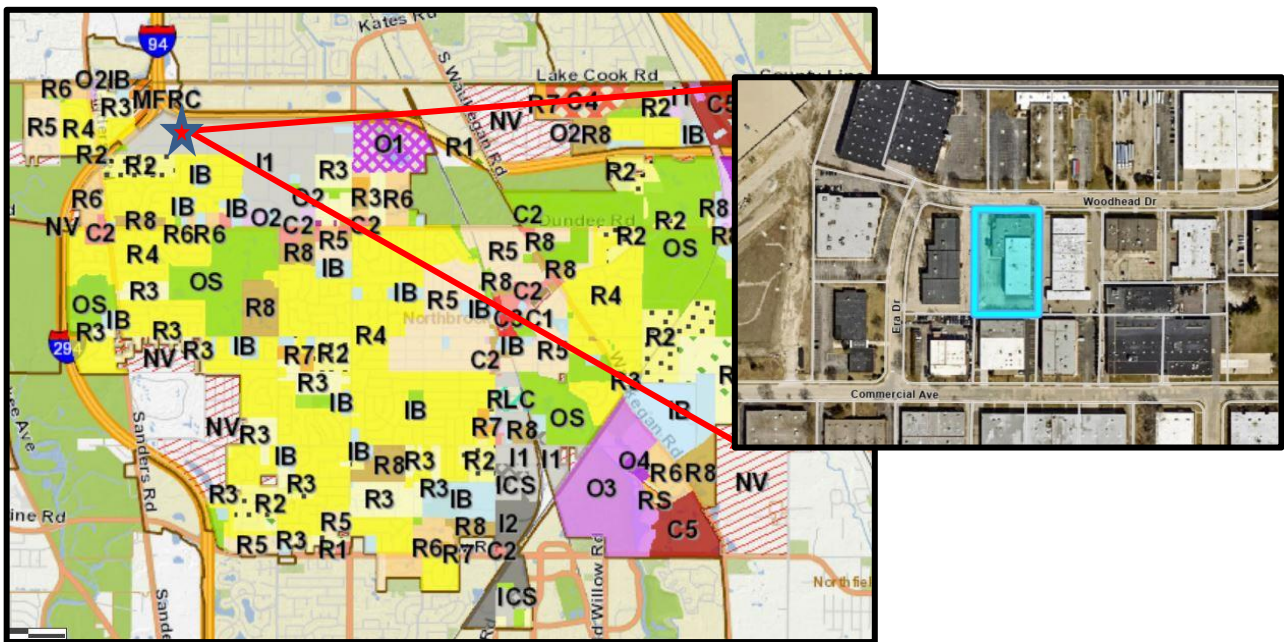
TO: SCHOOL DISTRICT 225  
SCHOOL DISTRICT 27  
NORTHBROOK PARK DISTRICT  
NORTHBROOK PUBLIC LIBRARY

FROM: Michaela Kohlstedt, Deputy Director of Development & Planning Services

DATE: September 24, 2024

The Village of Northbrook has received the attached request for a Class 6b Tax incentive from Sound, Production & Lighting LLC (the “Applicant”) as the contract purchaser of the property commonly known as 3685 Woodhead Drive (the “Subject Property”).

A general location map is shown below.



**Figure 1: Location – 3685 Woodhead Drive**

In accordance with the Village’s general procedures for the review and approval of 6b tax incentives, the local school districts, park district and public library are given the opportunity to review and comment on this request.

The Village Board of Trustees is scheduled to conduct a preliminary review of this request at its **September 10, 2024** meeting. The Applicant plans to purchase the Subject Property to relocate its existing business from Skokie to Northbrook to allow for continued growth of the business.

Please see the attached request submitted by the Applicant, as well as the material we have prepared for the Board of Trustees preliminary review.

If you wish to have the Village Board review the comments from your taxing district, please forward them to me by **October 24, 2024**.

**Note:** In 2022 with Resolution 22-R-33, the Village revised our Class 6b review process shortening the length and adjusting the timing for your taxing district's review. This review period is now 30 days, runs parallel with the Board of Trustees preliminary review and ending prior to the formal Board of Trustees review.

If you have questions of the Village regarding the application, please contact me at [Michaela.kohlstedt@northbrook.il.us](mailto:Michaela.kohlstedt@northbrook.il.us).

Questions of the applicant should be directed to:

Mateusz Gajowniczek  
Sound, Production & Lighting LLC  
8111 St. Louis Avenue suite 2F  
Skokie, IL 60076  
P: 847-430-4902  
E: [matt@splchicago.com](mailto:matt@splchicago.com)

Please keep me informed of when your Board is scheduled to consider the request, and if you would like the Applicant to attend the meeting.

We look forward to receiving your Board's comments.

Sincerely,



Michaela Kohlstedt, AICP  
Deputy Director of Development & Planning Services  
Village of Northbrook, IL

# BOT-24-07 APPLICATION SUMMARY

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**Applicant:** Sound, Production & Lighting LLC

**Site Location:** 3685 Woodhead Drive

**Requested Action:** Resolution supporting and consenting to a Cook County Class 6B Incentive

**Proposal:** Request of a Resolution from the Village of Northbrook supporting and consenting to a Class 6B Tax Incentive for an existing building

**Existing Zoning & Land Use:** I-1 Restricted Industrial

**Surrounding Zoning & Land Use:** North: I-1 Restricted Industrial; office and warehouse uses  
South: I-1 Restricted Industrial; office and warehouse uses  
East: I-1 Restricted Industrial; office and warehouse uses  
West: I-1 Restricted Industrial; office and warehouse uses

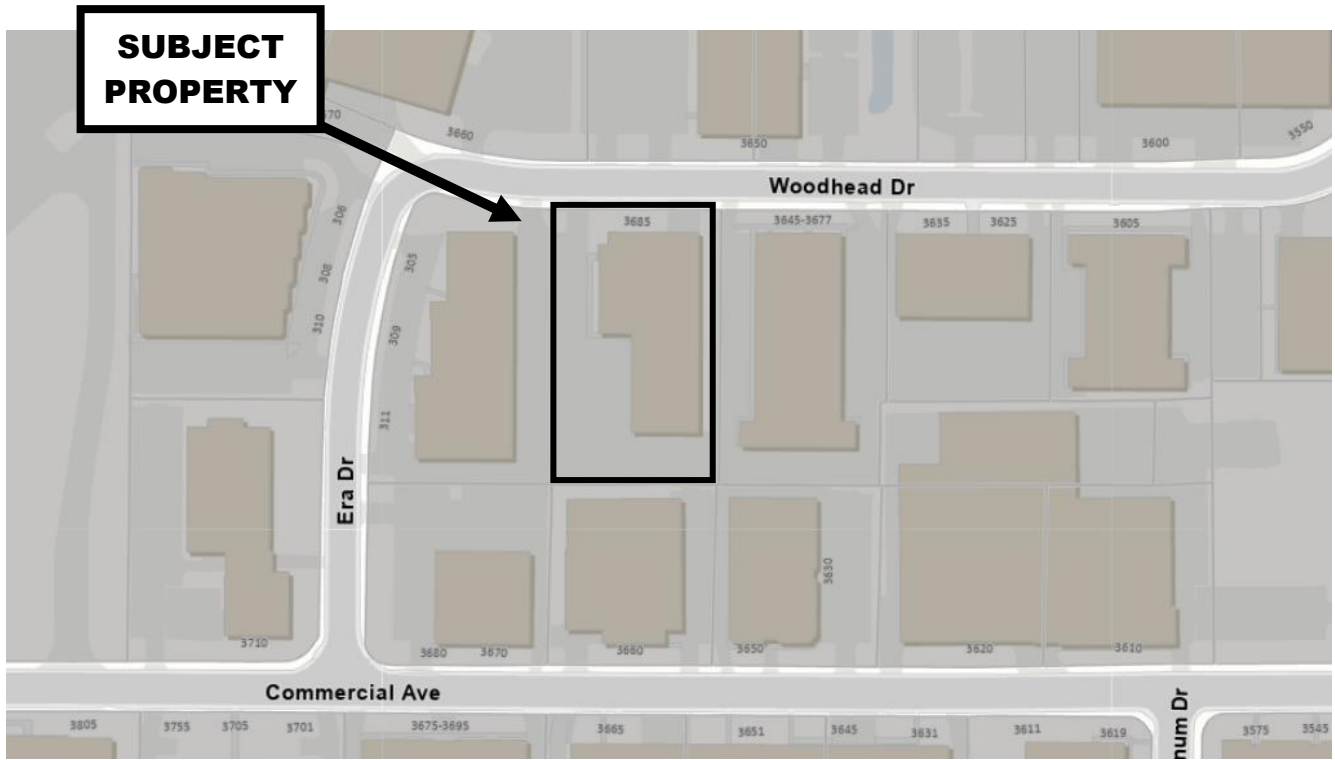
**Comprehensive Plan Designation:** General Industrial, Warehouse & Office

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## ZONING MAP

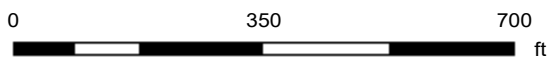


COMPREHENSIVE PLAN MAP



Legend

-  Open Space & Outdoor Recreation
-  Single Family
-  Single Family Large Lot
-  Multi-Family up to 6 DUA
-  Multi-Family 6-9 DUA
-  Multi-Family 9-15 DUA
-  Multi-Family over 15 DUA
-  Senior or Special Residential
-  Government Facility
-  Institutional Facility
-  Neighborhood Office
-  Neighborhood Edge 1
-  Neighborhood Edge 2
-  Office - Professional
-  Office - Corporate/Corridor
-  Community Retail
-  Major Retail
-  Industrial & Commercial Service
-  General Industrial, Warehouse & Office
-  Major Industrial/Distribution
-  Transportation, Comm. & Utilities
-  Village Center Mixed Use
-  Techny Area Multi-Use
-  Major Corridor Multi-Use
-  Techny Area



Print Date: 8/29/2024

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



0 100 200 ft

Print Date: 8/29/2024

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.







**MEMORANDUM**

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**To:** Village Manager Pavlicek  
**From:** Deputy Director of Development & Planning Services Michaela Kohlstedt  
**Date:** 2024-09-10  
**Subject:** Presentation on an Initial Review of a Request for a Cook County Class 6B for the Property Located at 3685 Woodhead Drive.

**Overview**

This is a preliminary review of an application for a Cook County Class 6B at 3685 Woodhead Drive in the I-1 Restricted Industrial district for Sound, Production & Lighting LLC. The Preliminary Review by the Village Board is a conceptual review for the Village Board to provide non-binding comments on a proposal prior to the applicant submitting to the Village a detailed application.

**Fiscal Impact**

N/A.

**Recommendation**

The Village Board is asked to comment on the proposal and provide direction for the Applicant regarding returning for final review of the request.

**Background****Introduction**

On September 10, 2024, the Board of Trustees will consider a request by Sound, Production & Lighting LLC (the “Applicant”) as the contract purchaser of the property commonly known as 3685 Woodhead Drive (the “Subject Property”) currently owned by Malnati Woodhead, LLC (the “Owner”) for consideration of a Class 6b Tax incentive. The Applicant plans to purchase the Subject Property to expand and move from its current location in Skokie, Illinois. The Applicant is an audio-visual company which provides services for event production, live event market, and permanent system integration for commercial build outs of businesses.

The Applicant plans to utilize the entire 24,560 square foot industrial building primarily for warehousing (80%) and office (20%). The Applicant currently employs 21 full-time and 3 part-time employees and projects to be at 25 full time employees by the end of 2024, and 28 full time employees by 2025 with a growth of 3-5 new employees annually thereafter.

The Applicant plans to submit a request to the Cook County Assessor's Office for consideration of a County 6b property tax classification based on occupancy of abandoned property for greater than 12 continuous months. The Subject Property is 1.58 acres and has 52 parking stalls. The Applicant plans to initially invest approximately \$650,000 in building improvements to convert the existing facility to suit its needs and bring the building up to current standards. It should be noted that of the \$650,000 in improvements, \$70,000 will be for business related equipment and furniture, therefore the actual building cost renovation will approximate \$580,000.

During the September 10, 2024 Board of Trustees meeting, the Applicant will seek initial Board comments on the feasibility of obtaining Village support for a Class 6b incentive. Attached is the application materials submitted by the Applicant, as well relevant background material assembled by the Village Staff concerning the property.

### **Property/Building Description**

Key information concerning the property is summarized below:

- The building on the Subject Property has been **completely vacant for approximately 2 years.**
- The Subject Property has been actively marketed as available for sale originally by Colliers, and beginning in June 2024 by Korman Lederer. The contract purchasing price is \$2,500,000.
- The 24,560 square foot building is 48 years old, on a 1.58 acre lot.
- The Subject Property is located in the I-1 Restricted Industrial zoning district and is not within the floodplain.
- The Future Land Use Map in the Comprehensive Plan identifies the property and other properties to the north, east and west as appropriate for General Industrial & Warehouse Uses.
- The property is located in Elementary School District 27 and High School District 225.

### **The 6B Program**

The Cook County Class 6b program reduces the overall property tax bill for industrial and warehouse buildings over the course of 12 years. Under the program, properties are assessed based on the following schedule:

- at 10% of market value for the first 10 years,
- 15% in the 11<sup>th</sup> year, and
- 20% in the 12<sup>th</sup>
- **In year 13, the property reverts to the normal assessed value of 25% of market value.**

Real estate is eligible for Class 6b status if it is used primarily for "industrial purposes" and is either:

- new construction,
- substantial rehabilitation of a building, or
- occupation of an “abandoned” property.

When approving a 6b tax incentive, the Village has a policy requiring an agreement that stipulates that the Applicant may not apply for an extension of the 6b tax relief program.

In this instance, the Applicant is seeking approval of a 6b incentive as a building that has been abandoned for more than 12 months. The Applicant has prepared a conservative exhibit that depicts the projected property tax impact of the Subject Property and is noted below; conservative because the property tax projection only assumes the purchase price of the Subject Property. As such, the following information supplied by the Applicant summarizes the overall impact over the 12-year lifespan of the 6b program (2025-2037) under four different possible scenarios:

- Estimated Taxes Paid over 12 Years With the Class 6b = \$788,400
- Estimated Taxes Paid over 12 years Without The Class 6b = \$1,752,000
- Estimated Savings in Property Taxes over 12 years = \$963,600
- Estimated Taxes Paid over 12 years if left Vacant = \$963,907

### **Village Procedures for Processing Class 6b Applications**

The guidelines consist of three basic categories:

1. Economic & Fiscal Impacts of the Business on the Community (50% consideration)
2. Conditions of Existing Building/Site and Private Financial Contribution Compared to Public Assistance (30% consideration)
3. Quality of Jobs Created (20% consideration)

In addition, bonus consideration of up to 5% can be awarded due to environmental features of the proposed business. When the Village Board established these eligibility guidelines, they were adopted as general guidelines as a way for the Board to evaluate requests.

Staff has transmitted the Applicant’s request to the applicable taxing districts for the required 30 day review and comment period as established by Resolution 22-R-33. The comments from that review period will be provided during the formal Board of Trustees review.

### **Summary**

Staff suggests that the Board of Trustees focus on the following questions in reviewing this request:

- Does the Applicant’s Class 6b request satisfy the general Cook County criteria for the approval of a Class 6b incentive involving a vacant structure?
- Does the Applicant’s 6b proposal satisfy the general Village criteria for the approval of a

6b incentive?

- Is the incentive appropriate to encourage the rehabilitation of the existing unoccupied building for a new business in the Village of Northbrook?

The Applicant and staff will be present at the September 10, 2024, meeting to answer any questions from the Board.

[Supplemental Information - 3685 Woodhead - Application Summary.pdf](#)

[Supplemental Information - 3685 Woodhead 6B Application.pdf](#)



847-430-4700

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[www.splchicago.com](http://www.splchicago.com)

Sound, Production & Lighting LLC  
Northbrook 6B Application

3685 Woodhead Drive  
Northbrook, IL 60025

Mateusz Gajowniczek

August 22, 2024



847-430-4700

8111 St Louis Ave, 2F | Skokie, IL 60076

[www.splchicago.com](http://www.splchicago.com)

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August 22, 2024

Michaela Kohlstedt  
Deputy Director

Village of Northbrook  
1225 Cedar Lane  
Northbrook, IL 60062

Sound, Production & Lighting LLC (SPL) was established in 2010 to provide audio-visual and event production services for the live event market, and permanent system integration for commercial build outs. What began as a two person company operating out of a garage in Morton Grove, IL has grown to a company with 25 employees, yearly gross revenues of over 10 million dollars, and commercial operations across the continental United States, Europe, and Asia Pacific. SPL's events department specializes primarily in large format convention center or hotel ballroom events - handling events around the country for organizations ranging from MolsonCoors to Hermes to the Food and Drug Administration. Our system integration division specializes in B2B, with design/build systems and spaces for restaurants, house of worship spaces, hospitality, conference spaces, and recording studios.

SPL is currently located in a multi unit warehouse and office complex in Skokie, IL since 2014 - occupying 11,000 square feet of office and warehouse space. We have had double digit growth for the last three years, expanding from a staff of 8 in the spring of 2020 to more than triple that as of July 2024. As the company has grown and expanded, the need for a new facility exclusive to SPL, with space for continued operations and business growth brought us to 3685 Woodhead Drive, Northbrook, IL. The facility was the former headquarters of the Lou Malnati's Pizzeria chain, and has been vacant from mid 2022 onward when the Malnati Organization moved the business to Buffalo Grove.

The following answers and description are submitted for your consideration and review. We are excited to join the business community of Northbrook and look forward to many years of growth in this new facility.

### Economic & Fiscal Impacts of Business on the Community

- 1. Provide the North American Industry Classification System (NAICS) code(s) for the business to occupy the subject property.

Our NAICS code is 238210.

Describe the potential for future growth of the business and of the industry the business is in.

SPL has two business verticals, live event production and permanent system integration and design. Both of these sectors are seeing significant growth both for SPL as a business and as a whole. As society continues in the post-COVID world, meetings and face to face collaboration has been even further merged with technology and experiences. SPL tripled our staff size from 2020 to 2024, with a similar increase in yearly gross revenue.

- 2. If an existing business, provide information regarding the business' current operations, such as locations, size of current facilities, and number of current employees. Also explain why the business is relocating or expanding to Northbrook.

SPL is currently located in a rented warehouse / office space at 8111 St. Louis Ave 2F, Skokie, IL. We are planning to move facilities to somewhere that can accommodate our long term business operations and staffing needs - giving us space for increased efficiency and office space to continue to grow our staff and workforce. SPL currently employs twenty-one full time employees and three part time employees.





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3. Do any Northbrook businesses provide services or supplies to the business that will be locating on the subject property? If so, please list the businesses and describe the services/supplies they would provide?  
There are not currently any vendors that SPL utilizes who are based in Northbrook. However, with the relocation we look forward to forming new partnering and vendor relationships with suppliers closer to our new facility.
4. Does the business that will be locating on the subject property provide services or supplies to Northbrook businesses? If so, please list the businesses and describe the services/supplies that would be provided to them.  
Currently we have provided integration services for the Northbrook Methodist United Church, but we look forward to providing services to other Northbrook based businesses.
5. Explain by how much the proposed construction of building additions or other significant improvements to the site would increase the assessed value of the property.  
After closing, SPL plans to invest in the facility for the long term. The facility requires masonry and external facade updates, as well as a variety of electrical and infrastructure upgrades. SPL plans to completely renovate the offices and working spaces in the facility, preparing them for the next decade of technology and work space trends.
6. Will the project require the Village to invest in public infrastructure improvements? If so, what percentage of the costs of those improvements will the business/developer contribute?  
Currently no projects are considered that will require village involvement.
7. Will the project generate new local sales tax? If so, how much would be annually generated?  
For the last three years SPL has averaged 10+ million dollars of gross revenue. As a business in the service and sales industry, nearly all transactions we engage in are subject to sales or use tax.
8. Is the business a start-up company or an expansion of an existing Northbrook operation?  
Neither. The business is an established company with over ten years of history that is planning to relocate to Northbrook long term.
9. Describe the business' history of contributing to its community through volunteer work, financial contributions or other means. If a new start-up business, please demonstrate the business' commitment to becoming involved in the community.  
As a live events company SPL frequently partners with charities and not-for-profit organizations, providing our audio-visual services and equipment rentals at heavily discounted or at no cost as an in-kind donation. SPL's ownership and management team retains connections to their respective high schools and college / university programs, providing complimentary rental and consulting services. While we have no current involvement with Northbrook entities, we have a track record of supporting the community we are in and organizations we have ties to. Ranging from national organizations like Make a Wish and Susan G Komen, to local organizations like the Chicago Common Pantry, The Nora Project, Evanston Hospital, etc.



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### Conditions of Existing Building / Site and Private Financial Contribution Compared to Public Assistance

10. If purchasing the property, provide documentation from the current property owners that they have made a reasonable effort to market the property, including a description of those efforts. Provide a chronological detail of those efforts.

The property has been listed for lease and/or for sale for a period of two years with multiple brokers.

11. Has the current owner of the subject property filed a vacancy appeal with the County within the last two years? If so, please provide a copy of the appeal and details of how the appeal has affected the assessed value of the property.

No, not to our knowledge.

12. Submit a tax impact table showing the projected property taxes that would be paid if the 6b is granted over the life of the 6b and the property taxes that would be paid if the property is reused without the 6b

Year	Value	Level (%)	Amount	Property Tax
1 Thru 10	\$2,500,000.00	10	\$250,000.00	\$58,400.00
11th	\$2,500,000.00	15	\$375,000.00	\$87,600.00
12th	\$2,500,000.00	20	\$500,000.00	\$116,800.00
Without	\$2,500,000.00	25	\$625,000.00	\$146,000.00

13. Submit copies of the property tax bill for the subject property for the past three years.

We have attached the 2021-2023 tax bills.

14. Provide an explanation and documentation for why the site in question is difficult to lease or sell due to age, size, condition, or unique characteristics of the building.

**Age of the Building:** The building is over 20 years in age, this poses concerns for the prospective tenants or buyers. Older buildings, especially ones where regular maintenance was neglected, often require more maintenance and upgrades to meet current safety and energy efficiency stands. This results in increased costs for renovations and repairs, which may deter potential interest.

**Size Limitations:** The site is considered small in today's market, which might not meet the needs of many businesses. Smaller spaces can be less attractive to companies seeking larger or more flexible spaces.

**Condition of the Building:** The current condition of the building requires over \$650,000.00 in upgrades and maintenance. These factors require significant investment to bring the building up to current standards. Potential tenants or buyers might be discouraged by the additional costs and efforts needed for renovations or repairs.

**Unique Characteristics:** The building features characters such as the non-standard layout, limited warehousing, and limiting ceiling heights. These characteristics limit the building's appeal to a broader market and are less functional for companies seeking a facility primarily for warehouse and storage needs.



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- 15. If purchasing the property, provide a copy of a certified appraisal of the property or other documentation demonstrating that the property's purchase price is not the reason for needing a Class 6b incentive.  
We have attached the appraisal.
- 16. Provide documentation indicating that deferred maintenance issues are not the reasons for needing the 6b incentive.  
We have attached the property inspection report, there are minor repairs needed, our goal is to upgrade the building to meet today's needs. Provide details regarding the amount of investment the applicant and the business planning to occupy the subject property plan to invest in the property.  
We plan on investing \$650,000.00 to update the facility to serve our business needs and update older aging equipment within the building.
- 17. What is the purchase price of the real property on the subject property? Provide support documentation, such as a copy of the purchase contract.  
\$2,500,000.00. See attached contract.
- 18. Submit a narrative and supporting documents indicating the need for the 6b incentive.  
We are writing to request a 6B property tax incentive for the development of 3685 Woodhead Drive, Northbrook IL. This incentive is crucial for the viability of our project and for achieving the significant economic and community benefits outlined below.

**Current State of the Property:** The property has been vacant with no tenants for over two years. The building has begun to deteriorate, and the facilities are outdated by today's standards. Significant internal and external improvements are needed.

**Financial Feasibility:** The 6B incentive will make the project financially viable. It provides us a temporary deferment of the 2x increase in property taxes that the purchase price of the facility will trigger. We will be able to utilize the funds to bring the property up to date and make the required repairs to the property.

**Impact of the Incentive:** The 6B incentive will contribute to the successful redevelopment of the property. This incentive will provide us with potential cost savings that allow us to create and expand jobs for the community and modernize the vacant facility, setting SPL up for this location to be our permanent home.

Thank you for considering our request. We look forward to your favorable response and the positive impact this project will have on the community.



### Quality Jobs to be Created

19. Provide the projected number of employees that will be located at the Northbrook facility and the average wage for those employees.

Currently we are at 21 Full Time and 3 Part Time Employees, we project to be at 25 full time by the end of 2024, 28 by 2025 and growth of 3-5 new full time employees per year thereafter. The average earning per employee was \$77,350/Yr in Q2 of 2024.

20. Provide a break down between full-time, part-time, and seasonal employees at the Northbrook facility. The table below outlines our projected employee counts, we do not hire seasonal employees.

Year	Full Time	Part Time
Current	21	3
2024	25	4
2025	28	6
2026	32	7

21. Provide a breakdown between current employees, if any, that will transfer from the business' existing facilities and new employees from the local area.

We have surveyed our current staff and do not anticipate losing any in the move from Skokie to Northbrook. The commute will be shortened for most of our staff, and the increased space in the new facility will allow us to have more dedicated offices - allowing employees who have primarily worked remotely by necessity and lack of space to be present in the office.

22. Provide the projected total annual payroll for the Northbrook facility.

These projections are based on our last 3 years of growth, and projected employee counts and raises to current staff.

Year	Annual Payroll
2024	\$1,800,000.00
2025	\$2,100,000.00
2026	\$2,550,000.00



847-430-4700

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## Environmental Impact

23. Please describe if the business has implemented any of the recommendations of the CAP.

SPL has already adopted the following CAP strategies in our current facility, and we plan to continue these programs after our move to Northbrook.

- TL3 - SPL offers and will continue to offer Bike Racks and/or, indoor secure bike parking.
- TL5 - SPL currently has four electric car charging stations on premise, and plans on relocating these chargers to our new facility, as well as expanding our EV charger program (with the additional parking space the new facility provides), to continue to encourage employees to consider electric vehicles.
- WM4 - SPL is a seller and provider of electronic goods and services. Between the packaging of these items and the shipping materials we have extensive recycling needs for paper and wood products. Additionally, we participate in e-waste recycling programs for older products we remove from client's facilities.

In the future SPL plans on adopting these additional CAP recommendations.

- BE1 - SPL is exploring the option to add Solar Panels to the facility.
- BE6 - Part of the upgrades to the facility will allow us to consume less electricity and natural gas by updating the heating and cooling systems.
- GS1 - There are dead trees at the property that we are planning to replant to maintain the greenery around the building.

Additionally, SPL is planning on updating lighting and lighting control in the building to modern standards. We plan on replacing all of the existing lighting fixtures with LED units, and adding vacancy sensors to the office and warehouse spaces. This infrastructure switch will provide a large decrease in energy consumption.

Sincerely,

Mateusz Gajowniczek  
President



**CLASS 6B**  
**ELIGIBILITY APPLICATION**

Carefully review the Class 6B Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, *a filing fee of \$500.00*, and supporting documentation (*except drawings and surveys*) must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or **PRIOR TO** the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the commencement of Reoccupation of Abandoned Property.

***Applicant Information***

Name: Mateusz Gajowniczek Telephone: (847) 430-4902  
Company: Sound, Production & Lighting LLC  
Address: 8111 St Louis Ave., Ste 2F  
City: Skokie State: IL Zip Code: 60076  
Email: matt@splchicago.com

***Contact Person (if different than the Applicant)***

Name: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

***Property Description (per PIN)***

**If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.**

Street Address: (1) 3685 Woodhead Dr.  
Permanent Real Estate Index Number: 04-06-202-016-0000  
(2) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
(3) \_\_\_\_\_  
Permanent Real Estate Index Number: \_\_\_\_\_  
City: Northbrook State: IL Zip Code: 60062  
Township: Northfield Existing Class: Industrial

**Attach legal description, site dimensions and square footage and building dimensions and square footage.**

***Identification of Person Having an Interest in the Property***

Attach a complete list of all owners, developers, occupants and other interested parties (*including all beneficial owners of a land trust*) identified by names and addresses, and the nature and extent of their interest.

***Industrial Use***

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Include copies of materials, which explain the occupant’s business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

**Employment Opportunities**

How many construction jobs will be created as a result of this development? 5

How many new permanent full-time and part-time employees do you now employ in Cook County?

Full-time: 21 Part-time: 3

How many new permanent full-time jobs will be created by this proposed development? 4-6

How many new permanent full-time jobs will be created by this proposed development? \_\_\_\_\_

***Nature of Development***

Indicate nature of proposed development by checking the appropriate space:

- New Construction (**Read and Complete Section A**)
- Substantial Rehabilitation (**Read and Complete Section A**)  
**Incentive only applied to the market value attributable to the rehabilitation**
- Occupation of Abandoned Property - No Special Circumstance  
**(Read and Complete Section B)**
- Occupation of Abandoned Property - With Special Circumstance  
**(Read and Complete Section C)**
- Occupation of Abandoned Property - (**CEERM Supplemental Application**)  
**(Read and Complete Section C)**

**SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)**

If the proposed development consists of *New Construction* or *Substantial Rehabilitation*, provide the following information:

Estimated date of construction commencement (*excluding demolition, if any*): \_\_\_\_\_

Estimated date of construction completion: \_\_\_\_\_

Attach copies of the following:

1. Specific description of the proposed *New Construction* or *Substantial Rehabilitation*
2. Current Plat of Survey for subject property
3. 1<sup>st</sup> floor plan or schematic drawings
4. Building permits, wrecking permits and occupancy permits (*including date of issuance*)
5. Complete description of the cost and extent of the *Substantial Rehabilitation* or *New Construction* (*including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc*)



**SECTION B (ABANDONED PROPERTY WITH NO SPECIAL CIRCUMSTANCE)**

If the proposed development consists of the reoccupation of abandoned property, purchased for value, complete (1) and (2) below:

1. Was the subject property vacant and unused for at least 12 continuous months prior to the purchase for value?

YES       NO

When and by whom was the subject property last occupied prior to the purchase for value?  
Lou Malnati's Pizza last occupied the property and in September 2022 they moved to Buffalo Grove, since then the property has been vacant.

Attach copies of the following documents:

- (a) Sworn statements from person having personal knowledge attesting to the fact and the duration of vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of such vacancy

2. Application must be made to the Assessor prior to occupation:

Estimated date of reoccupation:	<u>07/01/2025</u>
Date of Purchase:	<u>10/01/2023</u>
Name of purchaser:	<u>Sound, Production &amp; Lighting LLC</u>
Name of seller:	<u>Melnati Woodhead LLC</u>
Relationship of purchaser to seller:	<u>None</u>

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

**SECTION C (SPECIAL CIRCUMSTANCES)**

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was a **purchase for value**, but the period of *abandonment prior to purchase was less than 12 months*, complete section (1).

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of **abandonment prior to the application 12 continuous months or greater**, complete section (2).

1. How long was the period of abandonment prior to the purchase for value? \_\_\_\_\_

When and by whom was the subject property last occupied prior to the purchase for value?

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

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for less than 12-month abandonment period.*

Application must be made to the Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of Reoccupation: \_\_\_\_\_  
Date of purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

2. How long has the subject property been unused?

- 12 or greater continuous months (*Eligible for Special Circumstance*)
- 3 continuous months and maintain/create 250 Employees (*Eligible for Special Circumstance under CEERM*) - **Complete CEERM Supplemental Application**
- Not Eligible for Special Circumstance if No purchase and less than 12 continuous months vacant, or not a CEERM**

When and by whom was the subject property last occupied prior to the filing of this application?

---

---

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for lack of a purchase for value.

Application must be made to Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: \_\_\_\_\_

**CEERM SUPPLEMENTAL APPLICATION**

*(This form will ONLY be utilized for applicants who specifically elect for CEERM)*

*This supplemental eligibility application is for properties that have been abandoned (due to special circumstances) where there has been no purchase for value and the buildings and other structures have been vacant and unused for at least three continuous months and applicant has provided sufficient documentation to establish that such applicant will create or maintain at least 250 jobs for employees at the subject location.*

**The CEERM Program shall be limited to the party who is the initial applicant of the Class 6B Incentive under the CEERM Program and the subject of the municipal Resolution or Ordinance.**

*Under the CEERM Program, qualifying industrial real estate would be eligible for the Class 6B level of assessment from the date of substantial re-occupancy of the abandoned property. Properties receiving Class 6B will be assessed at 10% of market value for the first 10 years, 15% in the 11th year and 20% in the 12th year. **The terms of this program are Not Renewable.***

I \_\_\_\_\_ applicant/representative hereby specifically elect to submit this **Supplemental Application** for the **CEERM** program.

Further affiant sayeth not.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Agent's Name & Title

\_\_\_\_\_  
Agent's Mailing Address

\_\_\_\_\_  
Agent's Telephone Number

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Applicant's e-mail address

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

\_\_\_\_\_  
Signature of Notary Public

**LOCAL APPROVAL**

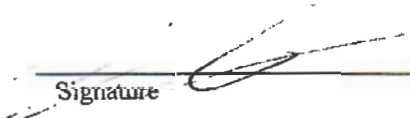
A certified copy of a resolution or ordinance from the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) should accompany this Application. The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6B Application and that it finds Class 6B necessary for development to occur on the subject property. If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead. If the applicant is seeking to apply based on the reoccupation of abandoned property and will be seeking a finding of "special circumstances" from the municipality, in addition to obtaining a letter from the municipality confirming that a resolution or ordinance supporting the incentive has been requested, the applicant must file a letter from the County Board confirming that a resolution validating a municipal finding of special circumstances has been requested. If, at a later date, the municipality or the County Board denies the applicant's request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 6B incentive, whether or not construction has begun. In all circumstances, the resolution must be submitted by the time the applicant files an "Incentive Appeal".

**FINALIZING THE INCENTIVE PROCESS**

In order to finalize the class change you will need to file an **Incentive Appeal** with supporting documentation (including **Proof of Occupancy**) in the year that the property has been substantially occupied. It is advised that you access our website ([www.cookcountyassessor.com](http://www.cookcountyassessor.com)) to determine the allowable filing dates for such action.

**When filing an appeal requesting an Incentive Class Change, a \$100.00 filing fee (made out to the Cook County Assessor) must be included. The property cannot receive Class 6B designation until you file an Incentive Appeal Form, AND this office grants reclassification for the parcel(s).**

**I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters, the undersigned certifies that he/she believes the same to be true.**

  
\_\_\_\_\_  
Signature  
**Mateusz Gajowniczek**  
\_\_\_\_\_  
Print Name

**08/20/2024**  
\_\_\_\_\_  
Date  
**President**  
\_\_\_\_\_  
Title



847-430-4700

8111 St Louis Ave, 2F | Skokie, IL 60076

www.splchicago.com

August 22, 2024

Cook County Assessors Office

118 North Clark Street  
Third Floor, Room #320  
Chicago, IL 60602

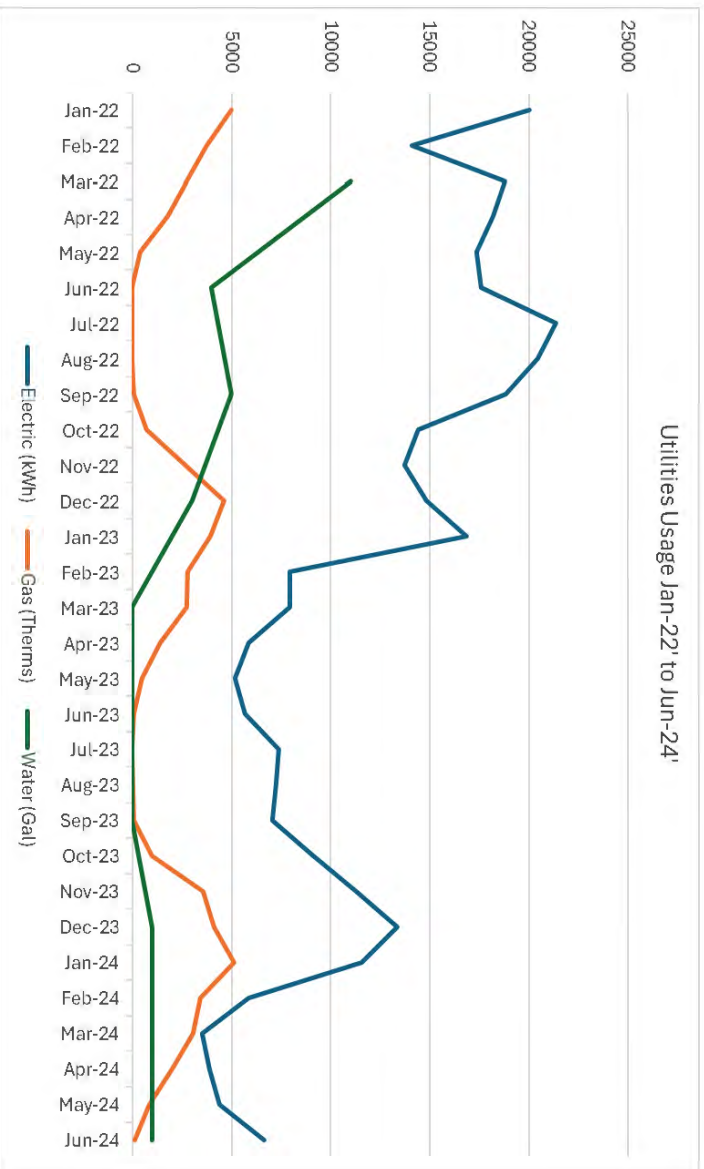
## Cook County Application Additional Questions

- Identification of Person Having an Interest in the Property.
  - a. Sound, Production & Lighting LLC  
8111 St. Louis Ave., Ste. 2F, Skokie, IL 60076 - Business Entity
  - b. Mateusz Gajowniczek  
1133 Greenbriar Ln., Northbrook, IL 60062 - President
  - c. Michael Ross  
5007 N. Lincoln Ave., Unit 2, Chicago, IL 60625 - Vice President
- Description on the use of the property.
  - a. SPL is a live events and permanent audio-visual system integration serving regional and national clients. As such, our facility needs are diverse and ranging in uses. Our space will be divided into warehouse and office spaces serving the following business needs.
    - i. Office (20%). Housing a staff of 15-20 people, our office space covers the needs of our sales, project management, marketing, design/engineering, and management teams for both our live events and integration division.
    - ii. Warehouse (80%). SPL's warehouse space is the majority of square footage needs of the new facility, divided into space for racking/shelving for rental and sales inventory storage, equipment prep/deprep, and repair/workbench stations. On an average day 4-6 SPL staff work full time in the warehouse space, prepping equipment for events, organizing and sorting inbound inventory for integration projects, and general maintenance and upkeep of equipment.



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- Utility usage over time:

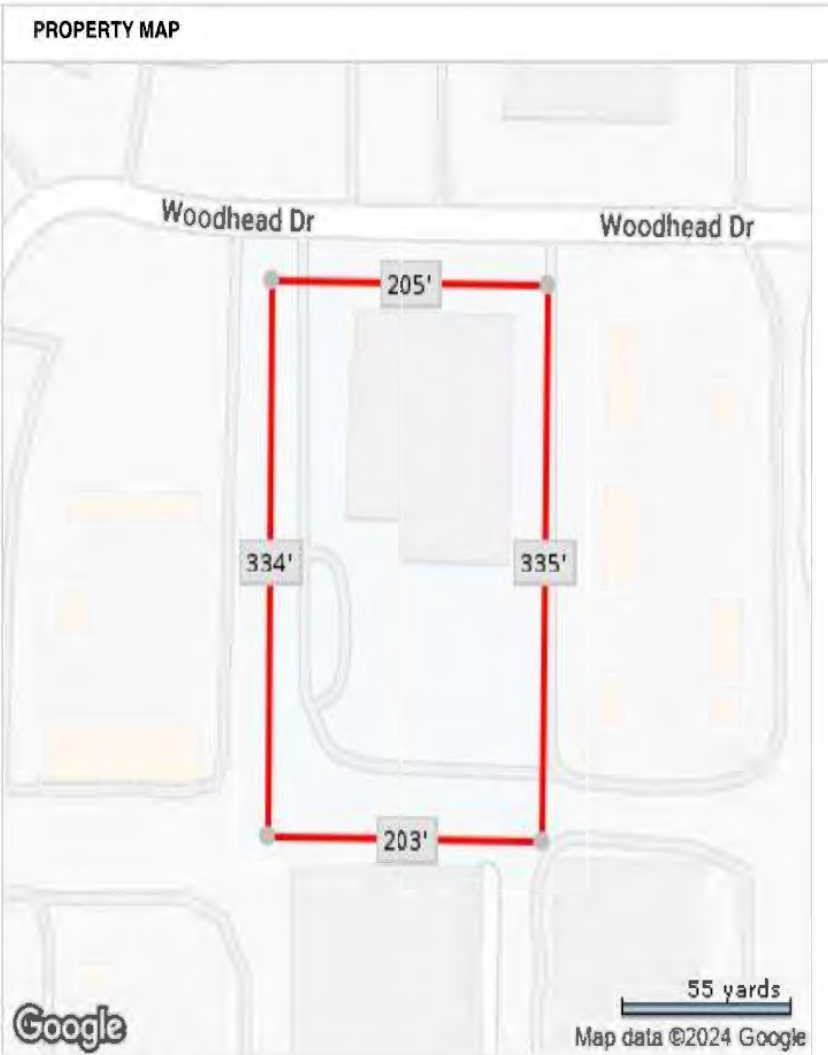


Sincerely,

Mateusz Gajownik  
President

**EXHIBIT "A"**  
Legal Description

LOT 24 IN NORTHBROOK EDENS INDUSTRIAL PARK SUBDIVISION UNIT NUMBER 3 IN THE NORTHWEST 1/ 4 OF SECTION 5 AND THE NORTHEAST 1/ 4 OF SECTION 6, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



LOT SIZE 205X334X335X203

\*Lot Dimensions are Estimated

*This page is only a part of a 2021 ALTA® Commitment for Title Insurance issued by Chicago Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I-Requirements; Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.*

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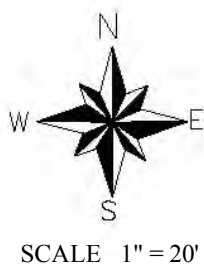
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# ALTA/NSPS Land Title Survey

ZBIGNIEW DOMOZYCH SERVICES  
 PHONE: (773)656-4630  
 (872)210-9473  
 ziggylandsurveyor@gmail.com  
 ziggylandsurveyor.us

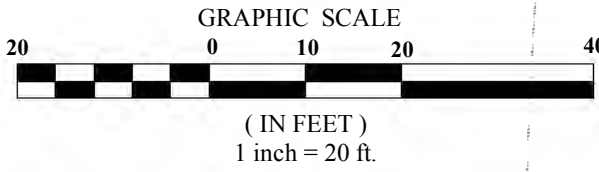


WOODHEAD DR  
 PUBLIC ROAD  
 60 ft ROW

**LEGAL DESCRIPTION**

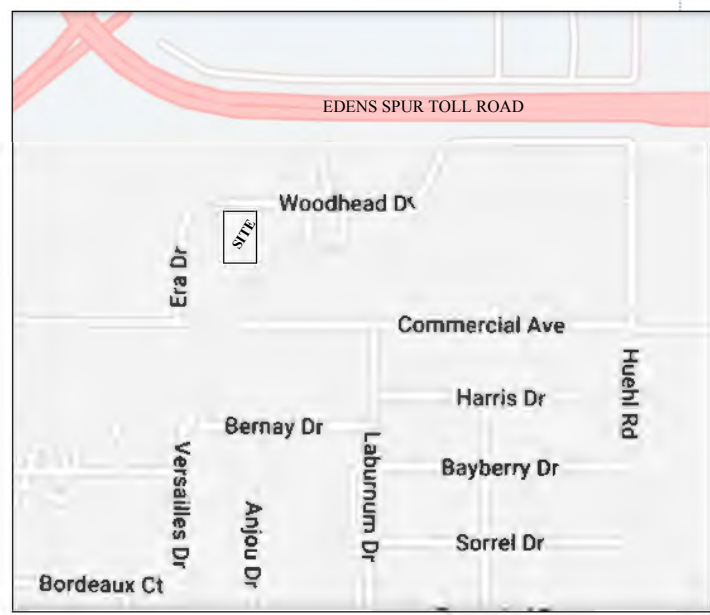
LOT 24 IN NORTHBROOK EDENS INDUSTRIAL PARK SUBDIVISION UNIT NUMBER 3 IN THE NORTHWEST 1/4 OF SECTION 5 AND THE NORTHEAST 1/4 OF SECTION 6, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

TOTAL LAND AREA = 68,751 sq. ft. / 1.578 acres  
 PROPERTY ADDRESS: 3685 WOODHEAD DR, NORTHBROOK, IL 60062  
 PERMANENT INDEX NUMBER: 04-06-202-016-0000  
 BUILDINGS FOOTPRINT AREA = 24,505 sq. ft.

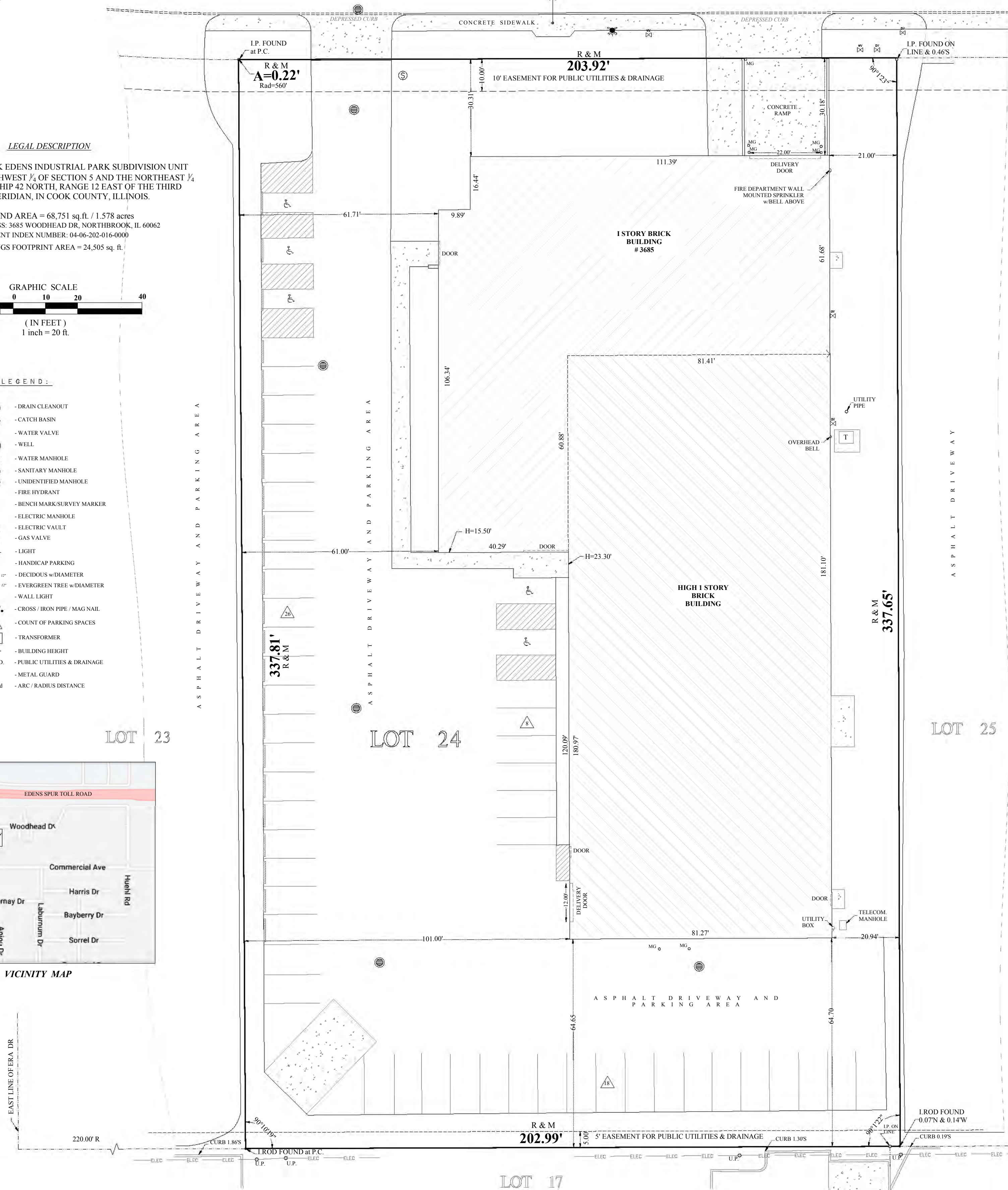


**LEGEND:**

- DRAIN CLEANOUT
- CATCH BASIN
- WATER VALVE
- WELL
- WATER MANHOLE
- SANITARY MANHOLE
- UNIDENTIFIED MANHOLE
- FIRE HYDRANT
- BENCH MARK/SURVEY MARKER
- ELECTRIC MANHOLE
- ELECTRIC VAULT
- GAS VALVE
- LIGHT
- HANDICAP PARKING
- DECIDUOUS w/DIAMETER
- EVERGREEN TREE w/DIAMETER
- WALL LIGHT
- CROSS / IRON PIPE / MAG NAIL
- COUNT OF PARKING SPACES
- TRANSFORMER
- BUILDING HEIGHT
- P.U. & D. - PUBLIC UTILITIES & DRAINAGE
- METAL GUARD
- A / Rad - ARC / RADIUS DISTANCE



VICINITY MAP



FEMA CERTIFICATION (per FEMA website)  
 THE PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA.  
 FLOODWAY MAPPED: N/A  
 FLOODWAY ON PROPERTY: NO  
 MAP USED: RATE MAP  
 COMMUNITY NAME: VILLAGE OF NORTHBROOK  
 COMMUNITY NUMBER: 170132  
 PANEL NUMBER: 0088  
 MAP NUMBER: 1707TC0088.1  
 EFFECTIVE DATE: AUGUST 19, 2008  
 FLOOD ZONE: X  
 BASE FLOOD ELEVATION: N/A NAVD 1988

ORDER NO. **240806**  
 SCALE: 1 INCH = 20 FEET  
 FIELDWORK COMPLETION DATE: **AUGUST 09, 2024**  
 ORDERED BY: **MATT GAJOWNICZEK**

NOTES: SELECTED ITEMS FROM TABLE "A" ALTA MIN STANDARD  
 9. THERE ARE 52 STRIPED PARKING SPACES, INCLUDING 5 HANDICAP, ON THE PROPERTY.  
 10. THE BUILDING STANDING ON PROPERTY HAS NO PARTY WALLS WITH RESPECT TO ADJOINING PROPERTIES.  
 11. UTILITIES SHOWN HEREON ARE ONLY THOSE VISIBLE ABOVE THE GROUND.  
 16. NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS.  
 17. NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES, IF INFORMATION IS AVAILABLE FROM THE CONTROLLING JURISDICTION. NO OBSERVED EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.  
 18. THERE ARE NO ANY PLOTTABLE OFFSITE EASEMENTS DISCLOSED IN DOCUMENTS PROVIDED TO SURVEYOR.  
 19. PROFESSIONAL LIABILITY INSURANCE POLICY OBTAINED BY THE SURVEYOR IN THE AMOUNT OF \$1,000,000 TO BE IN EFFECT THROUGHOUT THE CONTRACT TERM. CERTIFICATE OF INSURANCE TO BE FURNISHED UPON REQUEST.

TITLE COMMITMENT PROVIDED BY CHICAGO TITLE INSURANCE COMPANY  
 COMMITMENT NUMBER: 24004969WF  
 COMMITMENT DATE: JUNE 26, 2024  
 SELECTED EXCEPTIONS FROM THE SCHEDULE B:  
 M 20: An easement affecting the position of the subject property stated herein for public utilities and drainage, as Disclosed by the Plat of Subdivision recorded February 25, 1970 as document 21088185 in book 817 page 35.  
 (Affects the South 5 feet and the North 10 feet of the Land)  
 N 21: Right of the Commonwealth Edison Company to maintain underground distribution facilities within the Land as set forth in the unrecorded electric service station agreement No. N5-640N dated November 21, 1975 made by and between Prairie State Screw & Bolt Corporation and the Commonwealth Edison Company, as disclosed by utility letter dated December 1, 1986, as disclosed by prior title evidence.  
 O 22: Unrecorded easement in favor of public and quasi-public utility companies for the right to maintain and repair catch basins, manholes and electric transformer, together with the right of access thereto as disclosed by Plat of survey number 240806, prepared by Zbigniew Domozych Services, dated August 12, 2024, as disclosed by prior title evidence.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS AND INCLUDES ITEMS 1, 2, 3, 4, 7a, 7b, 1, 7c, 8, 9, 10, 11, 14, 16, 17, 18, 19 OF TABLE A THEREOF.  
 THE FIELD WORK WAS COMPLETED ON AUGUST 09, 2024.  
 Signature: *Zbigniew Domozych*  
 Date: **AUGUST 20, 2024**  
 REG. ILL. Land Surveyor No. 35-3758  
 LIC. EXP. NOVEMBER 30, 2024



# GREATER METROPOLITAN

## REAL ESTATE SERVICES



## Appraisal Report

### Description

A vacant, 1-story on slab foundation, 24,560 SF, warehouse/office building, constructed in 1976, and situated on a 68,751 SF or 1.58-acre site, zoned I-1, "Restricted Industrial", with plans for renovation

### Location

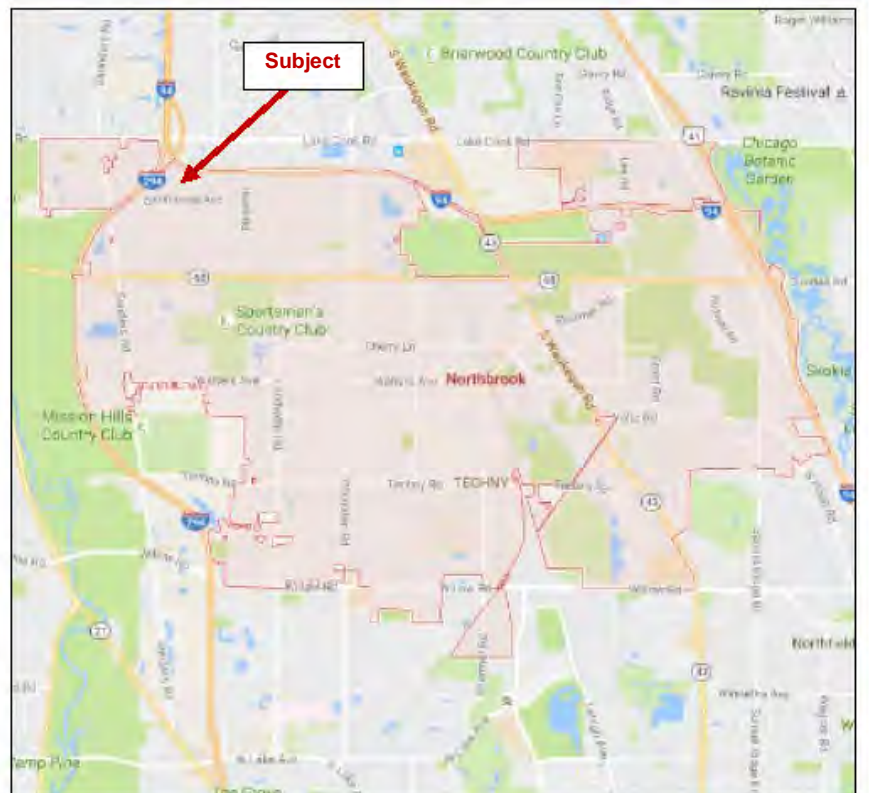
3685 Woodhead Drive  
Northbrook, IL 60062

Cook County  
Northfield Township  
04-06-202-016

### Prepared for

Byline Bank &  
LookingGlass.cc  
LTD Technical Service  
100 N. Miller Road  
Fairlawn, OH 44333

**LG #: 60975**



August 22, 2024

Byline Bank &  
LookingGlass.cc  
LTD Technical Service  
100 N. Miller Road  
Fairlawn, OH 44333

Re: 3685 Woodhead Drive  
Northbrook, IL 60062  
**LG #: 60975**

Dear Sir or Madame:

Pursuant to your request, we inspected the subject property on August 18, 2024, and have prepared an Appraisal Report. The **purpose** of the appraisal will be to estimate both the "As-Is" market value of the subject's fee simple estate, as of August 18, 2024; as well as the prospective future market value of the fee simple estate, based on "As-Complete" condition, as of August 18, 2025.

The **intended use** is to assist our client with underwriting decisions as there is a pending contract to purchase the subject for \$2,500,000. In addition, there are plans to renovate the subject, at a reported cost of \$6520,316 (of which \$70,000 is reflective of business equipment and furniture). The client and intended user for this engagement is LookingGlass.cc LTD Technical Service. We are identifying Byline Bank as an additional intended user.

The following report contains the underlying assumptions, contingencies, factual information and reasoning which led to the conclusion. Our appraisal is intended to conform with, and is subject to, the Code of Professional Ethics and Uniform Standards of Professional Appraisal Practice (USPAP) as established by the Appraisal Institute and relevant sections of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989. This appraisal report is intended to conform to Interagency Appraisal and Evaluation Guidelines.

The **improvement** currently consists of a vacant, 1-story on slab foundation, 24,560 SF, warehouse/office building, constructed in 1976. There is approximately 11,500 SF or 47% office area. The warehouse contains 13,060 SF, including a double depressed dock. The warehouse area has ceiling height of 20' 6". There is one drive-in door. 100% sprinklered. Although vacant, the subject is in relatively good overall condition. Nominal cleaning and painting required.

The **land** consists of an rectangular-shaped, 68,751 SF or 1.58-acre site, zoned I1, "Restricted Industrial". Asphalt paved parking for 50 cars.

Reportedly, the subject has been vacant for approximately 2 years. It was previously owner-occupied and utilized as the corporate office of Lou Malnati's (Pizzeria Company). Lou Malnati's has moved to a larger location.

The prospective buyer has plans for renovation. A Cost Estimate in the amount of \$652,316 (of which \$70,000 is reflective of business equipment and furniture); floor plans and construction details were submitted to the appraiser by a member of the purchasing group, Mr. Matt Gajownicz. The renovation will primarily consist of demolition and remodel of the office area. The warehouse area will be increased, and the office area will decrease from 47% to 21.5%.

The subject was listed for sale with the real estate brokerage firm of Korman Lederer & Associates. The asking price was \$2,737,790. As previously mentioned, there is a pending contract, to purchase the subject for \$2,500,000, executed July 8, 2024. The prospective purchaser is "Sound, Production & Lighting, LLC" (audiovisual company specializing in comprehensive event production).

***Please note, we will first calculate the "As-Complete" value and then deduct the cost related to renovation to determine the "As-Is" value (The Sales Comparison Approach and Income Approach will be completed based on "As-Complete" condition).***

All statements of fact used in the report serving as the basis of the appraisers' analyses, opinions, and conclusions, are true and correct to the best of the appraisers' knowledge and belief. We shall have no responsibility for legal matters; questions of survey; opinion of title; subsoil conditions; engineering; technical matters.

It is our opinion, that the "As Complete" prospective future market value of the fee simple estate of the subject property, as of August 18, 2025, will be:

**Three Million One Hundred Ninety-Five Thousand Dollars  
\$3,195,000**

\*\*\*\*\*

It is our opinion, that the estimated "As-Is" market value of the fee simple estate, as of August 18, 2024, was:

**Two Million Five Hundred Five Thousand Dollars  
\$2,505,000 \***

**\* See Page 48 for "As-Is" market value calculations.**

Respectfully submitted,

**GREATER METROPOLITAN**



John P. Konrath, MAI, SRA  
Certified General Real Estate Appraiser  
IL #553.000385; Expires 9/30/2025  
john@gmresappraisal.com  
(708) 525-6900

**CERTIFICATION**

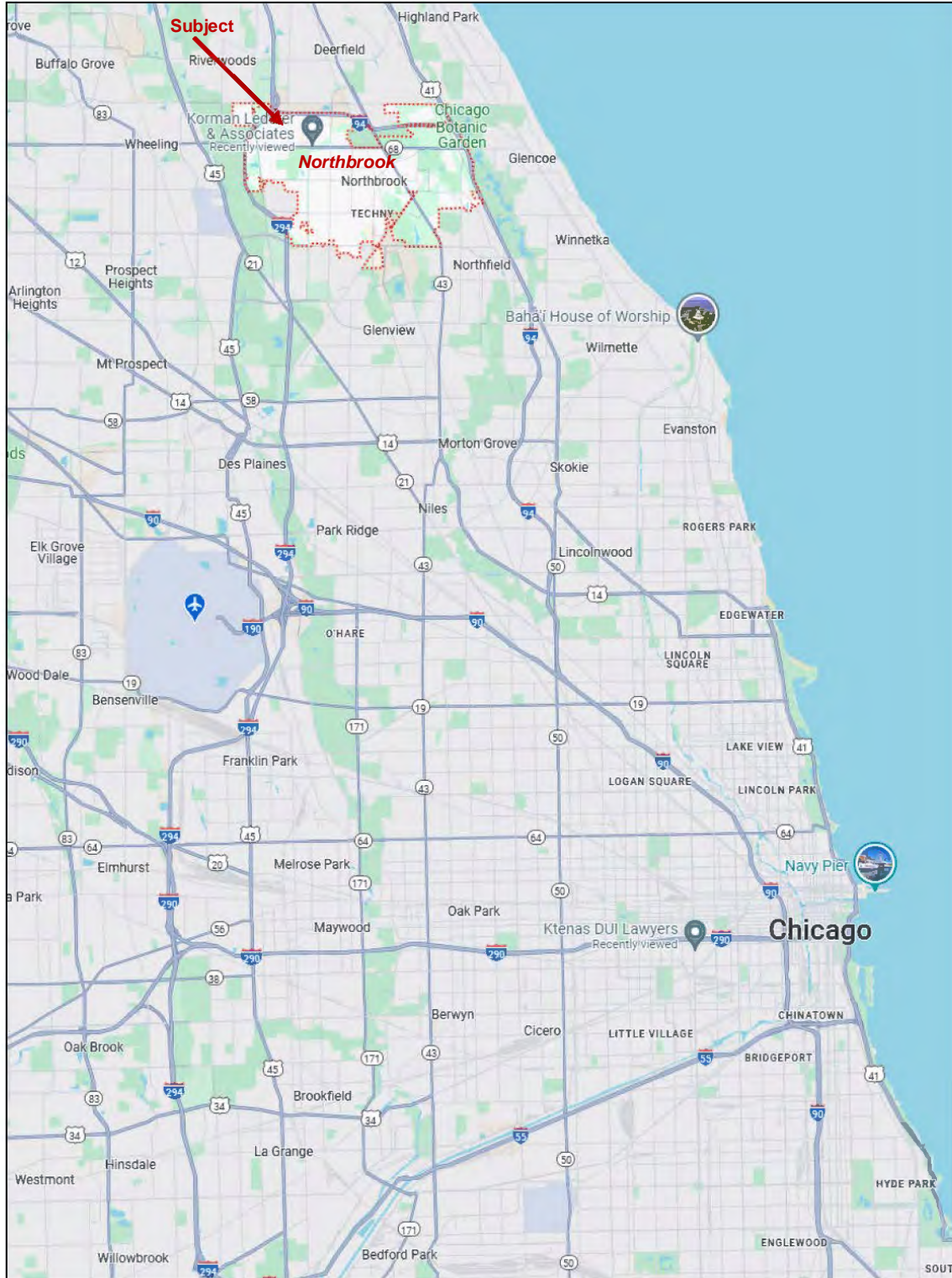
The undersigned certify that, to the best of their knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinion, and conclusions are limited by the reported assumptions and limiting conditions, and the personal, unbiased professional analyses, opinions, and conclusions of the undersigned.
3. The undersigned have no present or prospective interest in the property that is the subject of this report and have no personal interest or bias with respect to the parties involved.
4. Our compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. The analyses, opinions, and conclusions are developed, and this report has been prepared in conformity with the uniform standards of professional appraisal practice, the code of professional ethics of the appraisal institute and the requirements of the state of Illinois for state certified appraisers.
6. The use of this report is subject to the requirements of the appraisal institute relating to review by its duly authorized representatives and the state of Illinois relating to review by the real estate appraisal sub-committee of the Illinois real estate commission.
7. As of the date of this report, John P. Konrath, MAI, SRA has completed the requirements of the continuing education program of the Appraisal Institute.
8. No one other than the undersigned provided significant professional assistance to the appraisers, unless otherwise noted in this report.
9. John P. Konrath, MAI, SRA performed an inspection of the subject property on August 18, 2024.
10. The appraisal assignment is not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
11. The appraiser has not performed an appraisal of the subject property in the five years preceding this engagement.



John P. Konrath, MAI, SRA  
Certified General Real Estate Appraiser  
IL License #:553.000385  
Exp. Date: 09/30/2025  
john@gmresappraisal.com

**EXHIBITS**



Northbrook Location Map



Aerial – Looking south



Aerial – Looking east



Aerial – Looking northeast



Aerial – Looking northwest





Northwest Elevation



Subject "For Sale" Sign



Northeast Elevation



Southeast Elevation



Southwest Elevation



Southwest Elevation



Main Entrance



Rear Entrance



West Parking Lot – looking north



South Parking Lot – looking west



Looking east along Woodhead Drive



Looking west along Woodhead Drive



Entry vestibule



Reception Desk



Reception/Waiting Area



Lounge





General Office



General Office



General Office



Conference Room



Private Office



Private Office



Conference Room



Kitchen



Women's Washroom



Men's Washroom



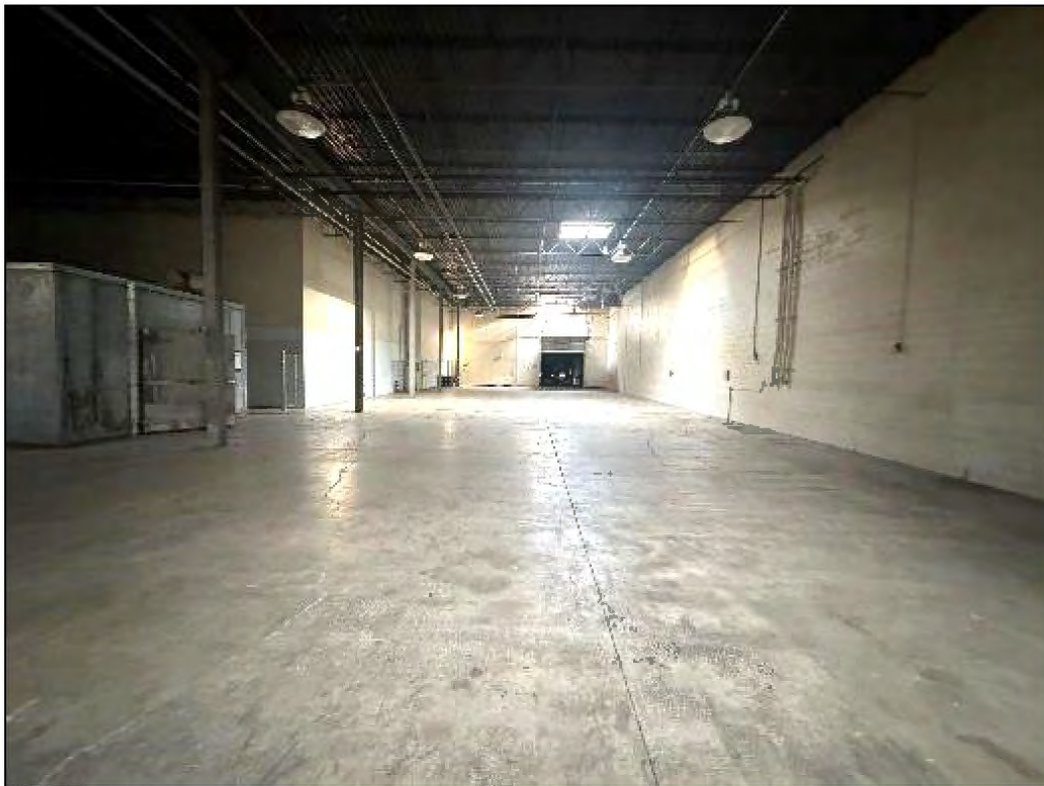
Warehouse Area



Warehouse Area



Warehouse Area



Warehouse Area



Double Interior Depressed Loading Dock



Double Interior Depressed Loading Dock





Walk-in Freezer



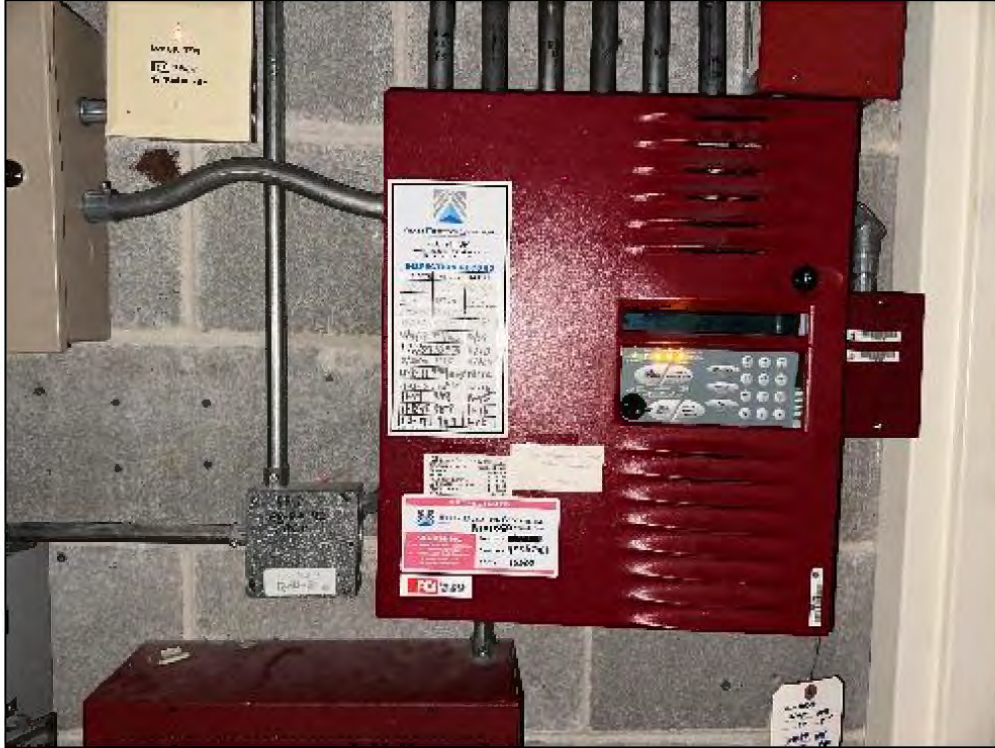
Walk-in Freezer



Sprinkler System and Controls



Electric Panels



Fire Alarm Panel

**SUMMARY OF SALIENT FACTS**

PROPERTY ADDRESS:	3685 Woodhead Drive Northbrook, Illinois 60062
PROPERTY DESCRIPTION:	A vacant, 1-story on slab foundation, 24,560 SF, Warehouse/office building, constructed in 1976, and situated on a 68,751 SF or 1.58-acre site, zoned I-1, "Restricted Industrial", with plans for renovation.
PARCEL NUMBER:	04-06-202-016
SITE AREA:	68,751 square feet or 1.58 acres
ZONING:	I-1, "Restricted Industrial"
FLOOD INFORMATION:	17097C0288K, dated 09/18/2013, Zone X.
GROSS BUILDING AREA (GBA):	24,560 square feet
LAND TO BUILDING RATIO (LTB):	2.80 to 1.0
OWNERSHIP:	Malnati Woodhead LLC
PROPERTY RIGHTS APPRAISED:	Fee Simple Estate
HIGHEST AND BEST USE	
As Vacant:	Industrial development
As Improved:	As currently improved, with performing renovation.
VALUE ESTIMATES – "As-Complete"	
Cost Approach:	Not Applicable
Income Capitalization Approach:	\$3,055,000
Sales Comparison Approach:	\$3,195,000
<b>Final Value Estimate "As-Complete":</b>	<b>\$3,195,000</b>
Less Cost to Hold & Renovate:	<u>691,316</u> (see Page 48)
<b>"As-Is" Value Estimate:</b>	<b>\$2,505,000</b> (round amount)
REPORT DATE:	August 22, 2024
DATE OF INSPECTION:	August 18, 2024
"AS-IS" VALUATION DATE:	August 18, 2024
"AS-COMplete" VALUATION DATE:	August 18, 2025
MARKETING & EXPOSURE TIME	12 months

## **EXTRAORDINARY ASSUMPTIONS and HYPOTHETICAL CONDITIONS**

**Extraordinary Assumption (EA):** An extraordinary assumption as defined by USPAP is:

“An assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser’s opinions or conclusions”.

Comment: Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis. See *also* special assumption.”

An extraordinary assumption may be used in an assignment only if: It is required to properly develop credible opinions and conclusions; the appraiser has a reasonable basis for the extraordinary assumption; use of the extraordinary assumption results in a credible analysis; and the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions.

***We are making the EA that the Cost Estimate, Floor Plan and construction description submitted are accurate and that the renovation will be completed in a good workmanlike manner, by August 18, 2025.***

**Hypothetical Condition (HC):** A hypothetical condition as defined by USPAP is:

“A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results but is used for the purpose of analysis.”

Comment: “Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.”

A hypothetical condition may be used in an assignment only if: Use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison; use of the hypothetical condition results in a credible analysis; and the appraiser complies with the disclosure requirements set forth in USPAP for hypothetical conditions.

***None***

**The use of Extraordinary Assumptions and/or Hypothetical Conditions may affect assignment results.**

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ADDENDA

## **INTRODUCTION**

**Purpose of Appraisal:** The purpose of the appraisal will be to estimate the “As-Is” market value of the subject’s fee simple estate, as of August 18, 2024; as well as the prospective future market value of the fee simple estate, based on “As-Complete” condition, as of August 18, 2025.

**Intended Use (Function) of the Appraisal and User of the Appraisal:** In accordance with Illinois Administrative Rule Section 1455.250, we are identifying the client as LookingGlass.cc LTD Technical Service. LookingGlass.cc, LTD’s Illinois AMC registration number is 558.000075. The intended use is to assist our client with underwriting decisions as there is a pending contract to purchase the subject for \$2,500,000. In addition, there are plans to renovate the subject, at a reported cost of \$652,316. The client and intended user for this engagement is LookingGlass.cc LTD Technical Service. We are identifying Byline Bank as an additional intended user.

The use of this report is for the stated client only for the stated purpose only. Use of this report by any other person or entity or for any other reason without the written consent of the appraisers is prohibited. We are not responsible or liable for unauthorized use of this appraisal.

**Scope of the Appraisal Process:** A narrative report on the subject property has been prepared. Two of the three main valuation techniques were applicable to the subject property. The sales comparison and income approaches. In the process of completing this appraisal, we completed the following procedures when applicable:

- 1) Inspect the subject site and improvements thereon;
- 2) Conduct an analysis of the Northbrook and north and northwest suburban Chicago marketing area in which the property is located;
- 3) Conduct a search for (and verification) and analysis of sales of similar improved properties; Efforts have been made to verify the researched sales data to the extent possible and appropriate, by contacting buyer, seller, brokers or secondary sources.
- 4) Estimate the “As-Is” market value of the subject property by reference to our analysis of comparable improved sales.
- 5) Reconcile the appropriate approaches to value for a final value estimate. The market value conclusion will be reconciled using the sales comparison approach and the income capitalization approach to value. The cost approach was not utilized.

**Definition of Market Value:**

The value being estimated in this assignment is Market Value, which is defined in Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act 1989 ("FIRREA"), as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised and acting in what they consider their own best interest;
3. A reasonable time is allowed for exposure in the open market.
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents a normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale"

**Source:** *Office of the Comptroller of the Currency, 12 CFR, Part 34.*

The **fee simple estate** is being appraised. It is defined in The Appraisal of Real Estate, 14<sup>th</sup> Edition (Appraisal Institute) as:

***"Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."***

**Compliance:** To the best of our knowledge, the analyses, opinions and conclusions in this report, are prepared in conformity with Title XI of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) and its regulations, as well as the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and the Appraisal Institute.

**Competency:** From our understanding of the assignment to be performed, it is our opinion we are competent to perform this appraisal, based on; the appraisers have full knowledge and experience in the nature of this assignment; the necessary and appropriate steps have been taken in order to complete the assignment competently; and there is no lack of knowledge or experience that would prohibit this assignment from being completed in a professional competent manner or where an unbiased or misleading opinion of value would be rendered.



### Marketing Time and Exposure Time

The definition of market value requires that a reasonable time be allowed for exposure in the open market. This exposure time is presumed to have occurred prior to the date of the appraisal, while the estimated marketing period occurs after the date of the appraisal. As previously stated, market conditions have been stable in the subject's market area over the last several years. Based on current market conditions, it is our opinion that **marketing time for the subject will be similar to exposure time**. We have estimated marketing time through an analysis of the marketing times for sales of similar properties in the subject's market area as well as conversations with commercial real estate brokers familiar with the market. Our analysis indicates a normally expected marketing period for the subject would be **12 months**.

### Subject Sales History

Current ownership, Malnati Woodhead, LLC purchased the subject May 14, 2003, for \$1,350,000, and owner-occupied the facility as the corporate office of Lou Malnati's (Pizzeria Company), until the spring of 2022 when they vacated the subject and moved to a larger facility.

Reportedly, the subject was listed for sale in April of 2022, with Colliers. The brokerage company was changed in June 2024, to the real estate firm of Korman Lederer & Associates. The asking price is \$110.00/SF of building area or \$2,737,790.

A pending contract, to purchase the subject for \$2,500,000, was executed on July 8, 2024. The prospective purchaser is "Sound, Production & Lighting, LLC" (audiovisual company specializing in comprehensive event production). There is planned renovation which will occur after purchase. A Cost Estimate, in the amount of \$652,316 was submitted to the appraiser (see Addenda for a Copy of the Cost Estimate). It should be noted that \$70,000 of the Cost Estimate is reflective of business equipment and furniture. Therefore, the actual building cost renovation amount is \$582,316.

There is no other reported or recorded information regarding the transfer of title or the offering for sale of the subject property within the past 5 years.

## AREA ANALYSIS

### CHICAGO METROPOLITAN STATISTICAL AREA (MSA)

The subject is located in Cook County, Illinois within the Chicago MSA. The Chicago Metropolitan Statistical Area (MSA) covers parts of Illinois, Indiana, and Wisconsin and is the third largest metropolitan area in the United States. Chicago is the largest city in the State of Illinois and the principal city of the Midwest. Chicago has long been a center for business, financial & professional services, transportation & distribution, tourism & convention, medicine, and education.



The Chicago Metropolitan Statistical Area (MSA) was originally designated by the United States Census Bureau in 1950. It consisted of the Illinois counties of Cook, DuPage, Kane, Lake and Will, along with Lake County, Indiana. As surrounding counties grew in population they eventually met the Census criteria for addition to the MSA. The Chicago MSA is indicated in **red** above.

## Location

The Chicago MSA covers approximately 234 square miles in northeastern Illinois along the southwestern shore of Lake Michigan. It sits on the continental divide at the site of the Chicago Portage, connecting the Mississippi River and the Great Lakes watersheds. The city is surrounded by Lake Michigan and two rivers; the Chicago River in downtown and the Calumet River in the industrial far South Side. Both flow entirely or partially through Chicago. The center of Chicago is situated approximately 50 miles south of the Wisconsin state border, 145 miles east of the Iowa state border, and adjacent to Indiana state border, which lies to the east. The following pictorial displays the Chicago MSA outlined in black.



## Economy

Chicago has the third largest gross metropolitan product in the United States; approximately \$571 billion according to 2012 estimates. Chicago was named the fourth most important business center in the world in the MasterCard Worldwide Centers of Commerce Index. Additionally, the Chicago metropolitan area recorded the greatest number of new or expanded corporate facilities in the United States for six out of the seven years from 2001 to 2008. The Chicago metropolitan area has the third largest science and engineering work force of any metropolitan area in the nation. In 2012, Chicago placed 20th on the UBS list of the world's richest cities. Chicago was the base of commercial operations for industrialists John Crerar, John Whitfield Bunn, Richard Teller Crane, Marshall Field, John Farwell, Morris Selz, Julius Rosenwald and many other commercial visionaries who laid the foundation for Midwestern and global industry.

By the early 2000s, Illinois' economy had moved toward a dependence on high-value-added services, such as financial trading, higher education, logistics, and health care. In some cases, these services clustered around institutions that dated back to Illinois's earlier economies. For example, the Chicago Mercantile Exchange, a trading exchange for global derivatives, had begun its life as an agricultural futures market.

Chicago is a major world financial center, with the second largest central business district in the U.S. The city is the headquarters of the Federal Reserve Bank of Chicago (the Seventh District of the Federal Reserve). The city is also home to major financial and futures exchanges, including the Chicago Stock Exchange, the Chicago Board Options Exchange (CBOE), and the Chicago Mercantile Exchange (the "Merc"), which is owned, along with the Chicago Board of Trade (CBOT) by Chicago's CME Group. The CME Group, in addition, owns the New York Mercantile Exchange (NYMEX), the Commodities Exchange Inc. (COMEX) and the Dow Jones Indexes. Perhaps due to the influence of the Chicago School of Economics, the city also has markets trading unusual contracts such as emissions (on the Chicago Climate Exchange) and equity style indices (on the U.S. Futures Exchange). Chase Bank has its commercial and retail banking headquarters in Chicago's Chase Tower.

The city and its surrounding metropolitan area are home to the third largest labor pool in the United States with approximately 4.25 million workers. Manufacturing, printing, publishing and food processing also play major roles in the city's economy. Several medical products and services companies are headquartered in the Chicago area, including Baxter International, Abbott Laboratories, and the Healthcare Financial Services division of General Electric. Moreover, the construction of the Illinois and Michigan Canal, which helped move goods from the Great Lakes south on the Mississippi River, and of the railroads in the 19th century made the city a major transportation center in the United States. In the 1840s, Chicago became a major grain port, and in the 1850s and 1860s Chicago's pork and beef industry expanded. As the major meat companies grew in Chicago many, such as Armour and Company, created global enterprises; though the meatpacking industry currently plays a lesser role in the city's economy, Chicago continues to be a major transportation and distribution center.

Late in the 19th century, Chicago was part of the bicycle craze, as home to Western Wheel Company, which introduced stamping production and significantly reduced costs, while early in the 20th century, the city was part of the automobile revolution, hosting the Brass Era car builder Bugmobile, which was founded there in 1907. Chicago was also home to the Schwinn Bicycle Company.

Chicago is a major world convention destination and the main convention center is McCormick Place. With its four interconnected buildings, it is the largest convention center in the nation and third largest in the world. Chicago also ranks third in the U.S. (behind Las Vegas and Orlando) in number of conventions hosted annually. In addition, Chicago is home to eleven Fortune 500 companies, while the entire Chicago metropolitan area hosts 32 Fortune 500 companies. The State of Illinois is home to 66 Fortune 1000 companies, including Boeing, McDonald's, Motorola, Discover Financial Services and United Airlines, representing a diverse group of industries. The area is a major financial center in North America and is home to the largest futures exchange in the United States, the CME Group. The City of Chicago also hosts 12 Fortune Global 500 companies and 17 Financial Times 500 companies.

## Transportation

The Chicago MSA includes many forms of transportation facilities. The major airports include O'Hare International Airport (ORD), Chicago Midway International Airport (MDW) and Gary/Chicago International Airport (GYI).

Chicago O'Hare, is a major airport located in the northwestern-most corner of Chicago, Illinois, United States, 17 miles (27 km) northwest of the Chicago Loop. It serves as the primary and largest hub for United Airlines and as a hub for American Airlines. It is operated by the City of Chicago Department of Aviation, associated with an umbrella regional authority.

In 2012, the airport had 878,108 aircraft operations, an average of 2,409 per day (64% scheduled commercial, 33% air taxi, 3% general aviation and <1% military). Prior to 2005, O'Hare was the world's busiest airport in terms of takeoffs and landings. Mainly due to limits imposed by the federal government to reduce flight delays at O'Hare. O'Hare currently accounts for over a sixth of the nation's total flight cancellations even after the limitations. Chicago O'Hare International Airport came in second place with 878,000 movements and Los Angeles International Airport ranked third with 699,000 movements. Rounding out that list were Dallas/Fort Worth, Denver, Beijing, Charlotte, Las Vegas, Houston and Paris in 2012.

Most of O'Hare Airport is in Cook County, but a section of the southwest part of the airport is in DuPage County. Although O'Hare is Chicago's primary airport, Chicago Midway International Airport, the city's second airport, is about ten miles (16 km) closer to the Loop, the main business and financial district.

Midway is located on the city's southwest side, eight miles (13 km) from Chicago's Loop. The airport's current IATA code MDW has been in use since it was implemented in 1949 when Chicago Municipal Airport was renamed Chicago Midway Airport, although the airline schedule books continued to call it CHI until airline flights began at O'Hare. It is bordered by 55th Street, Cicero Avenue (terminal entrance), 63rd Street, and Central Avenue. The airport's northern half is within the Garfield Ridge community area, and the southern half is within the Clearing community area. The airport is managed by the Chicago Airport System, which also oversees operations at O'Hare International Airport and Gary/Chicago International Airport.

Midway is dominated by low-cost carrier Southwest Airlines. AirTran Airways and Delta Air Lines are the airport's other major operators. Both the Stevenson Expressway and Chicago Transit Authority's Orange Line provide passengers access to downtown Chicago. Midway Airport is the second largest passenger airport in the Chicago metropolitan area, as well as the State of Illinois, after Chicago O'Hare International Airport.

The Gary/Chicago International Airport is a public airport located three miles northwest of the central business district of Gary, Indiana. The airport, which serves the Chicago metropolitan area, is 25 miles (40 km) southeast of the Chicago Loop. It is operated by the Gary Chicago Airport Authority, the basis for which was formed by the Chicago Gary Airport Compact signed in 1995. Nearby highway connections include I90, I80, I94, I65 and the Chicago Skyway.

### **Subway, Rail and Commuter Rail**

The Chicago Transit Authority provides service to Chicago and 40 surrounding suburbs. CTA provides 1.64 million rides on an average weekday, accounting for over 80% of all transit trips taken in the six-county Chicago metropolitan region in 2013.

CTA operates 24 hours each day and on an average weekday provides 1.7 million rides on buses and trains. It has approximately 1,800 buses that operate over 140 routes traveling along 2,230 route miles (3,658 km). Buses provide about one million passenger trips a day and serve more than 12,000 posted bus stops. The Chicago Transit Authority's 1,190 train cars operate over eight routes and 222 miles (357 km) of track. Its trains provide about 650,000 customer trips each day and serve 144 stations in Chicago. Metra (officially the Northeast Illinois Regional Commuter Railroad Corporation) is a suburban rail system that serves the city of Chicago, Illinois, United States and surrounding suburbs. Its railroad serves 239 stations on 11 different rail lines across the Regional Transportation Authority's six-county service area (Cook, DuPage, Kane, Lake, McHenry and Will Counties) providing over 80 million rides annually. The railway provides 4 lines serving southern Cook County and Will County, 3 lines serving Western Cook, DuPage and Kane Counties, 1 line serving Northwestern Cook and McHenry Counties and 3 lines serving Northern Cook and Lake Counties, with 1-line extending into Kenosha, Wisconsin.

### **Major Highways**

Highways in the MSA include Interstate Highways 90, 290, 94, 294, 88, 65, 55, 355, 57 and 80.

Interstate Highway 90 (I90) is the longest Interstate Highway in the United States at 3,099.07 miles. It is the northernmost coast-to-coast interstate, and parallels U.S. Route 20 for the most part. Its western terminus is in Seattle, Washington, at 4th Avenue S. next to Safeco Field and Qwest Field, and its eastern terminus is in Boston, Massachusetts, at Route 1A near Logan International Airport. It crosses the Continental Divide over Homestake Pass just east of Butte, Montana.

Interstate Highway 290 (I290) is a main Interstate freeway that runs westwards from the Chicago Loop. A portion of I290 is officially called the Dwight D. Eisenhower Expressway. In short form, it is known as "the Ike" or the Eisenhower. Before being designated the Eisenhower Expressway, the highway was called the Congress Expressway because of the surface street that was located approximately in its path and onto which I - 290 runs at its eastern terminus in the Chicago Loop.

Interstate 290 connects Interstate 90 (the Jane Addams Memorial Tollway) in Rolling Meadows, Illinois with Interstate 90/Interstate 94 (the John F. Kennedy Expressway / Dan Ryan Expressway) near the Loop. North of Interstate 355, the freeway is sometimes known locally as Illinois Route 53, or simply Route 53, since Illinois 53 existed before Interstate 290. However, it now merges with I 290 at Biesterfield Road. In total, Interstate 290 is 29.84 miles long.

Interstate Highway 94 (I94) is the northernmost east–west Interstate Highway, connecting the Great Lakes and Intermountain regions of the United States. I94's western terminus is east of Billings, Montana at a junction with Interstate 90; its eastern terminus is the U.S. side of the Blue Water Bridge in Port Huron, Michigan, at the Sarnia, Ontario, Canada border, where together with Interstate 69 it meets Highway 402.

Interstate Highway 294 (I294) is a tolled Interstate Highway in northeastern Illinois. It forms the southern portion of the Tri-State Tollway in Illinois. I294 runs from South Holland at Interstates 80 and 94, and Illinois Route 394 to Deerfield at I94. Interstate 294 is 53.42 miles (85.97 km) long; 5.32 miles (8.56 km) are shared with I80. It serves as a bypass around the city of Chicago. Interstate 294 is also the longest auxiliary route of Interstate 94, being 10 miles longer than Interstate 494 in Minneapolis-Saint Paul. Interstate 294 is also the longest auxiliary interstate highway in Illinois.

Interstate 88 Highway (I 88) is an intrastate Interstate Highway entirely within the state of Illinois. It runs from an interchange with Interstate 80 near Silvis and Moline to an interchange with Interstates 290 and 294 in Hillside, near Chicago. Interstate 88 is 140.60 miles long.

Interstate Highway 65 (I 65) is a major Interstate Highway in the United States. The southern terminus is located at an intersection with Interstate 10 in Mobile, Alabama, and its northern terminus is at a traffic light with U.S. Route 12 and U.S. Route 20 (the Dunes Highway) in Gary, Indiana, just southeast of Chicago.

Interstate Highway 55 (I 55) is an Interstate Highway in the central United States. Its odd number indicates that it is a north–south Interstate Highway. I 55 goes from LaPlace, Louisiana (25 miles) west of New Orleans at Interstate 10 to Chicago at U.S. Route 41 (Lake Shore Drive), at McCormick Place. A common nickname for the highway is "double nickel."

The section of I 55 between Chicago and St. Louis was built as an alternate route for U.S. Highway 66. It crosses the Mississippi River twice: once at Memphis, Tennessee, and again at St. Louis, Missouri.

Interstate Highway 355 (I 355), also known as the Veterans Memorial Tollway, is an Interstate Highway and Tollway in the western and southwest suburbs of Chicago, Illinois. Like most other toll roads in the northeastern portion of the state, I 355 is maintained by a State Highway Authority. I 355 runs from Interstate 80 in New Lenox north to Interstate 290 in Itasca, a distance of 32.5 miles. With the exception of a four-mile expansion in 2009, the highway is six lanes wide for its entire length.

The Tollway Authority opened I-355 as the North–South Tollway in 1989 to ease congestion on Illinois Route 53 (IL 53), a parallel two-lane state highway in central DuPage County. Initially, I 355 ran from Interstate 55 north to I 290. The new highway helped cut travel times for commuters traveling north and south in the county. According to commercial real estate developers at the time, the new Tollway also opened the western suburbs of Chicago to commercial and industrial development.

On November 11, 2007, the Tollway Authority opened a southern extension of I 355 from I 55 to I 80, a distance of 12.5 miles (20.1 km); on its opening, the Tollway Authority changed the name of the Tollway to "Veterans Memorial Tollway". The Tollway Authority laid the route of the new extension through Will County and a small portion of Cook County, one of the fastest-growing regions in Illinois. The Tollway Authority expects the extension to cut travel times in the region by 20 percent.

Interstate 57 (I 57) is an Interstate Highway in Missouri and Illinois that parallels the old Illinois Central rail line for much of its route. It goes from Miner, Missouri, at Interstate 55 to Chicago, Illinois, at Interstate 94. I 57 essentially serves as a shortcut route for travelers headed between the south (Memphis, New Orleans, etc.) and Chicago, bypassing St. Louis, Missouri. Between the junction of I 55 and I 57 in Miner, Missouri and the junction of I 55 and I 90/94 in Chicago, I 55 travels for 436 miles, while the combination of I 57 and I 94 is only 396 miles long between the same two points. In fact, both the control cities on the overhead signs, as well as destination mileage signs, reference Memphis along southbound I 57, even as far north as its northern origin at I 94 in Chicago.

Interstate 80 (I 80) is the second-longest Interstate Highway in the United States (following Interstate 90). I 80 connects downtown San Francisco, California, to Teaneck, New Jersey. I 80 is the Interstate Highway that most closely approximates the route of the Lincoln Highway, the first auto trail to cross the country. This Interstate Highway roughly traces other historically significant travel routes in the Western United States: the Oregon Trail across Wyoming and Nebraska, the California Trail across most of Nevada and California, and except in the Great Salt Lake area, the entire route of the First Transcontinental Railroad.

From near Chicago, Illinois, east to near Youngstown, Ohio, Interstate 80 is a toll road - containing a portion of the Indiana Toll Road and the majority of the Ohio Turnpike. At Youngstown, I 80 leaves the toll road, which continues as Interstate 76 toward Pittsburgh and Philadelphia. I 80 becomes the Keystone Shortway, a freeway built across rural northern Pennsylvania expressly for I 80.

## **Government**

Chicago is the county seat of Cook County. The government of the City of Chicago is divided into executive and legislative branches. The Mayor of Chicago is the chief executive, elected by general election for a four-year term, with no term limits. The mayor appoints commissioners and other officials who oversee the various departments. Other citywide elected officials aside from the mayor are the clerk and the treasurer.

The City Council is the legislative branch and is made up of 50 aldermen, one elected from each ward in the city. The council enacts local ordinances and approves the city budget.

## **Education**

There are 675 public schools, 394 private schools, 83 colleges, and 88 libraries in the Chicago proper. Chicago Public Schools (CPS) is the governing body of the school districts that contains over 600 public elementary and high schools citywide, including several selective-admission magnet schools. There are 9 selective enrollment high schools in the Chicago Public Schools. They are designed to meet the needs of Chicago's most academically advanced students. The schools offer a rigorous curriculum with mainly honors and Advanced Placement courses. The Chicago high school rankings are determined by the average test scores on state achievement tests. The district, with an enrollment exceeding 400,000 students, ranks as third largest in the U.S.



Chicago's private schools are largely run by religious groups, with the two largest being Catholic and Lutheran schools. The Roman Catholic Archdiocese of Chicago operates the city's Catholic schools, including the Jesuit preparatory schools. Some of the more prominent Catholic schools are: De La Salle Institute, Gordon Technical High School, Cristo Rey Jesuit High School, Brother Rice High School, St. Ignatius College Preparatory School, St. Scholastica Academy, Mount Carmel High School, Mother McAuley Liberal Arts High School, Marist High School, St. Patrick High School and Resurrection High School. In addition to Chicago's network of 32 Lutheran schools, there are also several private schools run by other denominations and faiths, such as the Ida Crown Jewish Academy in West Ridge. Additionally, a number of private schools are run in a completely secular educational environment, such as the Latin School of Chicago, the University of Chicago Laboratory Schools in Hyde Park, the Francis W. Parker School, the Chicago City Day School in Lake View, the Feltre School in River North and the Morgan Park Academy. Chicago is also home of the private Chicago Academy for the Arts, a high school focused on six different categories of the arts, such as Media Arts, Visual Arts, Music, Dance, Musical Theatre and Theatre.

The Chicago Public Library system operates 79 public libraries including the central library, two regional libraries, and numerous branches distributed throughout the city.

### **Health Care**

Chicago is home to the Illinois Medical District which includes Rush University Medical Center, the University of Illinois Medical Center at Chicago, Jesse Brown VA Hospital and John H. Stroger, Jr. Hospital of Cook County. The University of Chicago Medical Center was ranked the fourteenth best hospital in the U.S. News & World Report.

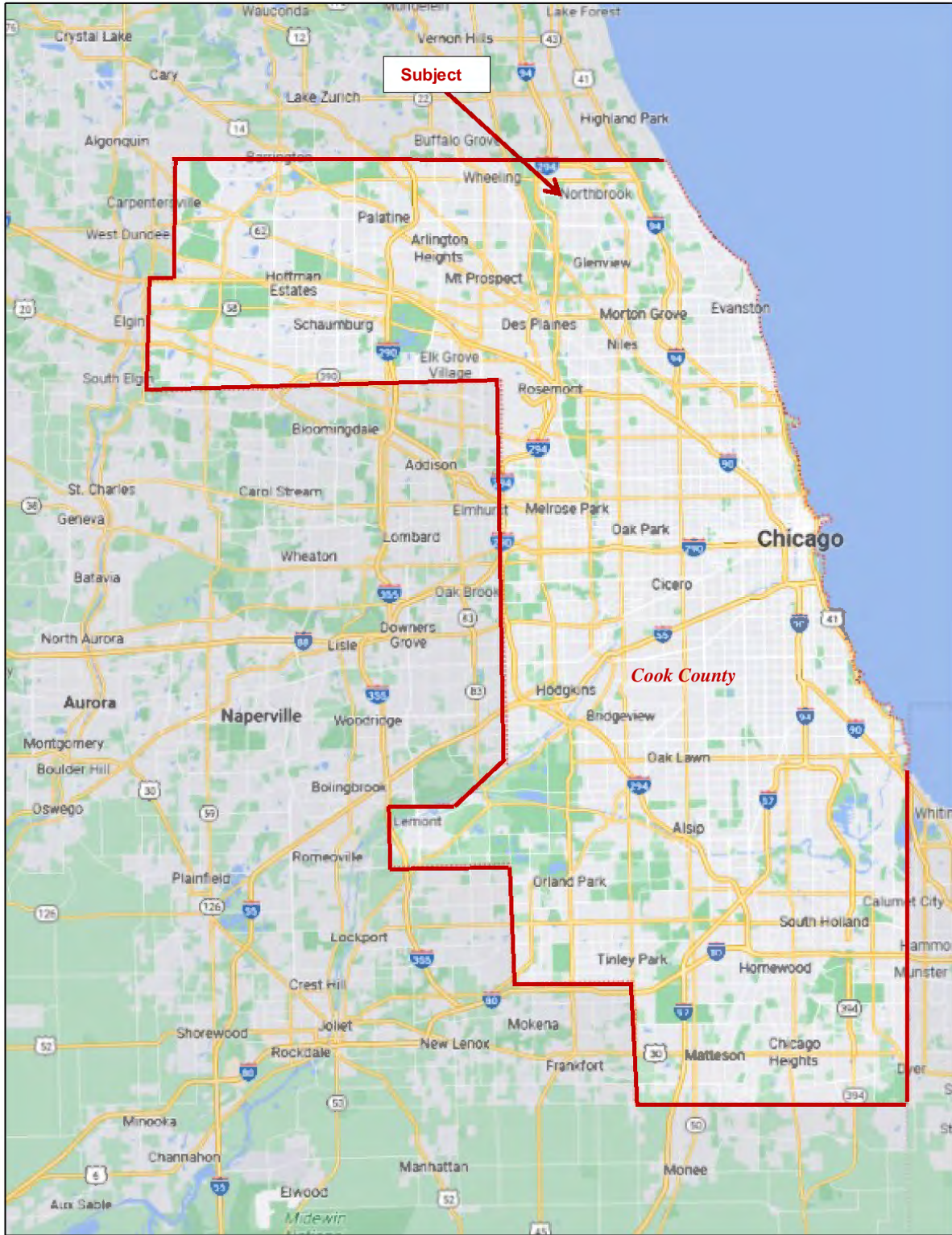
The Chicago campus of Northwestern University included Feinberg School of Medicine, Northwestern Memorial Hospital, Rehabilitation Institute of Chicago, the new Prentice Women's Hospital and Ann & Robert H. Lurie Children's Hospital of Chicago.

### **Conclusion**

In general, the Chicago area has a stable and diversified economic base and a population that is expected to grow steadily over the next several decades. Chicago has a vital and vibrant central business district coupled with excellent transportation infrastructure. This vibrancy has extended to the suburbs in the form of a diversified residential base. Chicagoland's growing population and economy has created a foundation capable of supporting the investment in major projects in areas near downtown. Further, the growth of industrial and office/commercial space is driven by Chicago's central location and transportation infrastructure. The strong local economy evidenced by not only the local businesses which call Chicago home but also the popularity of the Greater Chicago area as a draw for tourists, meeting planners and business travelers play a major role in elevating Chicago's retail and lodging markets to one of the best in the nation.

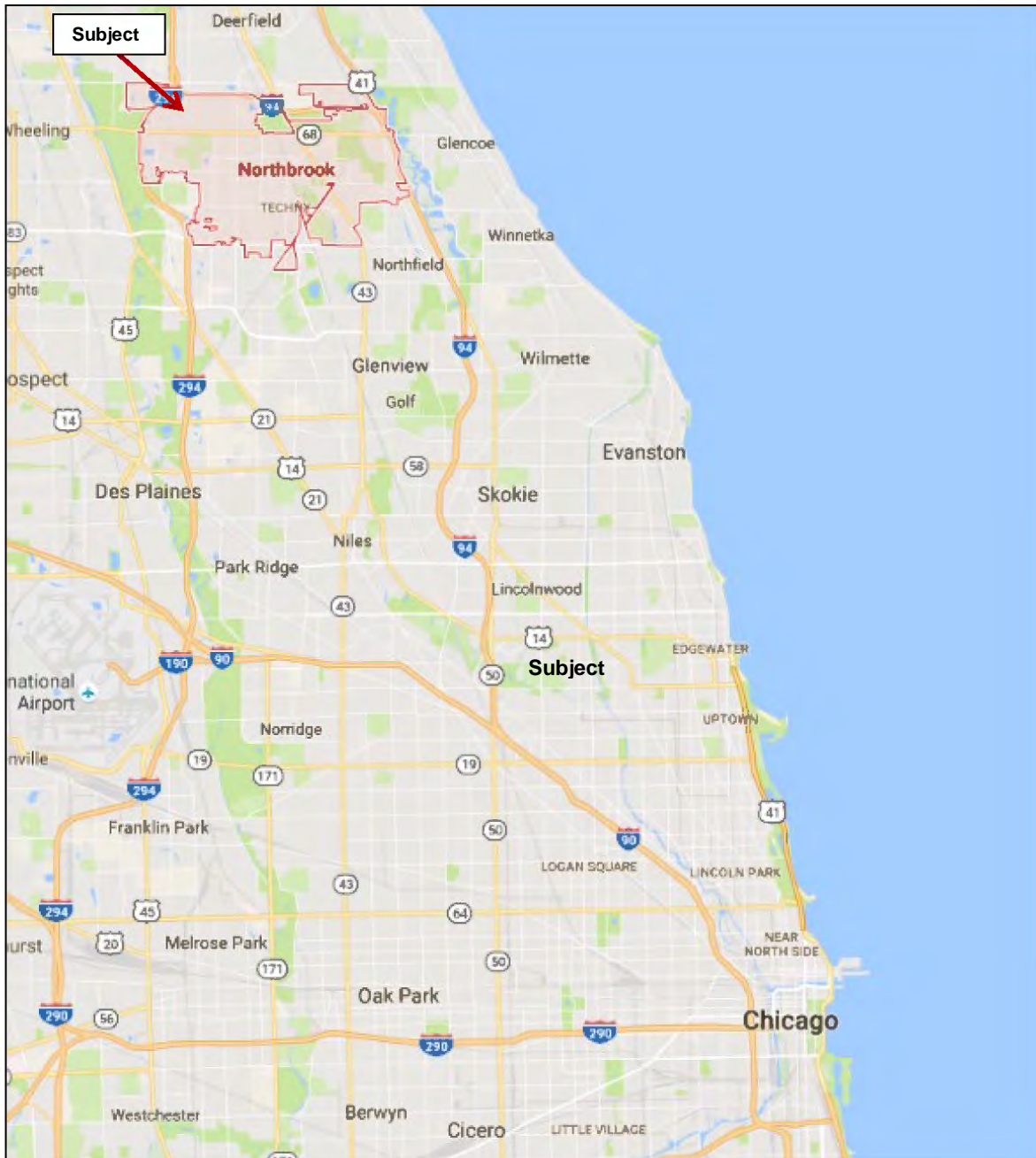
[worldbusinesschicago.com](http://worldbusinesschicago.com)

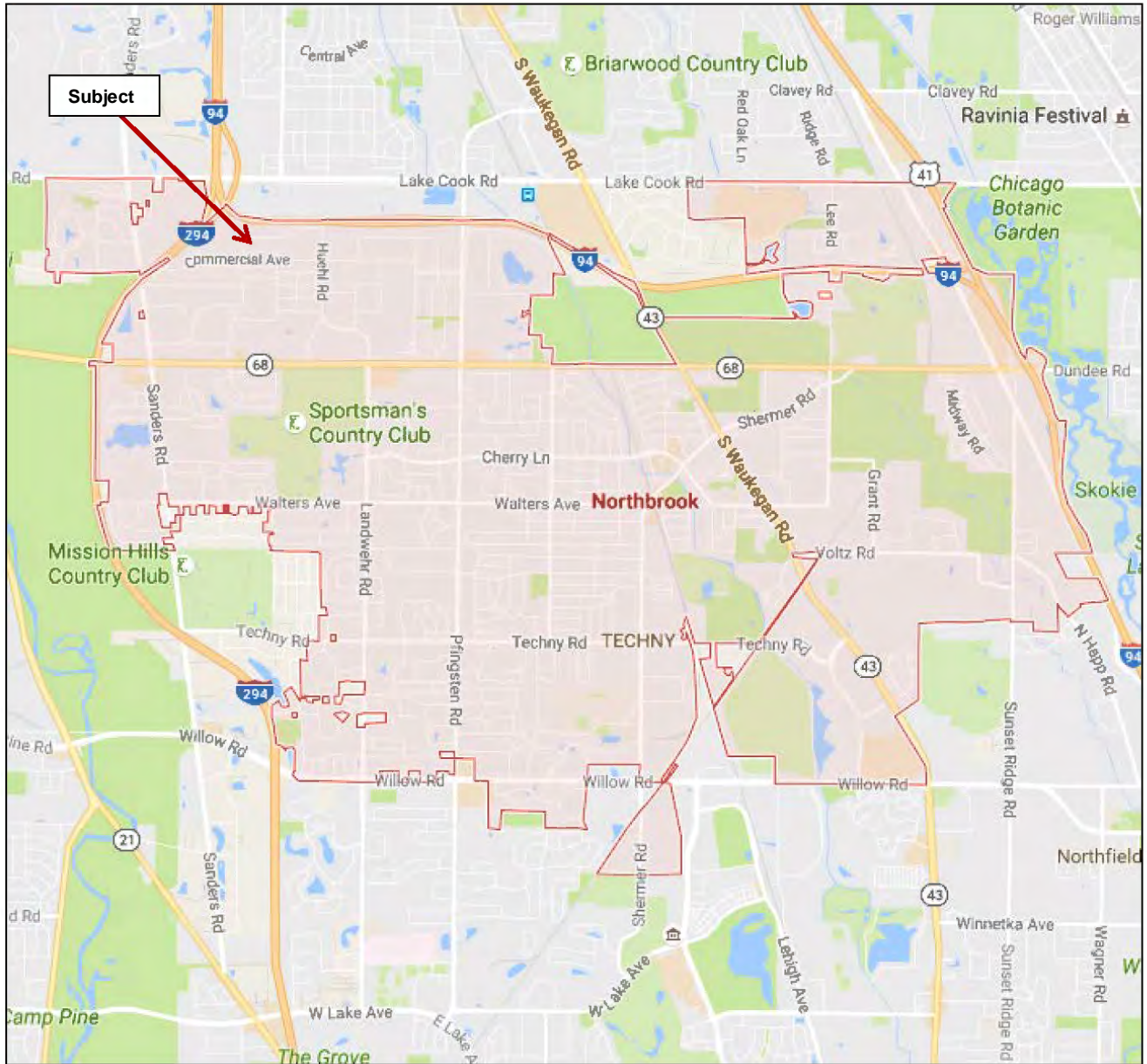
Cook County Map



### Northbrook

The subject property is in the Village of Northbrook, Cook County, Illinois, which is within the Chicago-Joliet-Naperville, IL-IN-WI metropolitan area. The Village of Northbrook is located about 20 miles northwest of Chicago Central Business District.



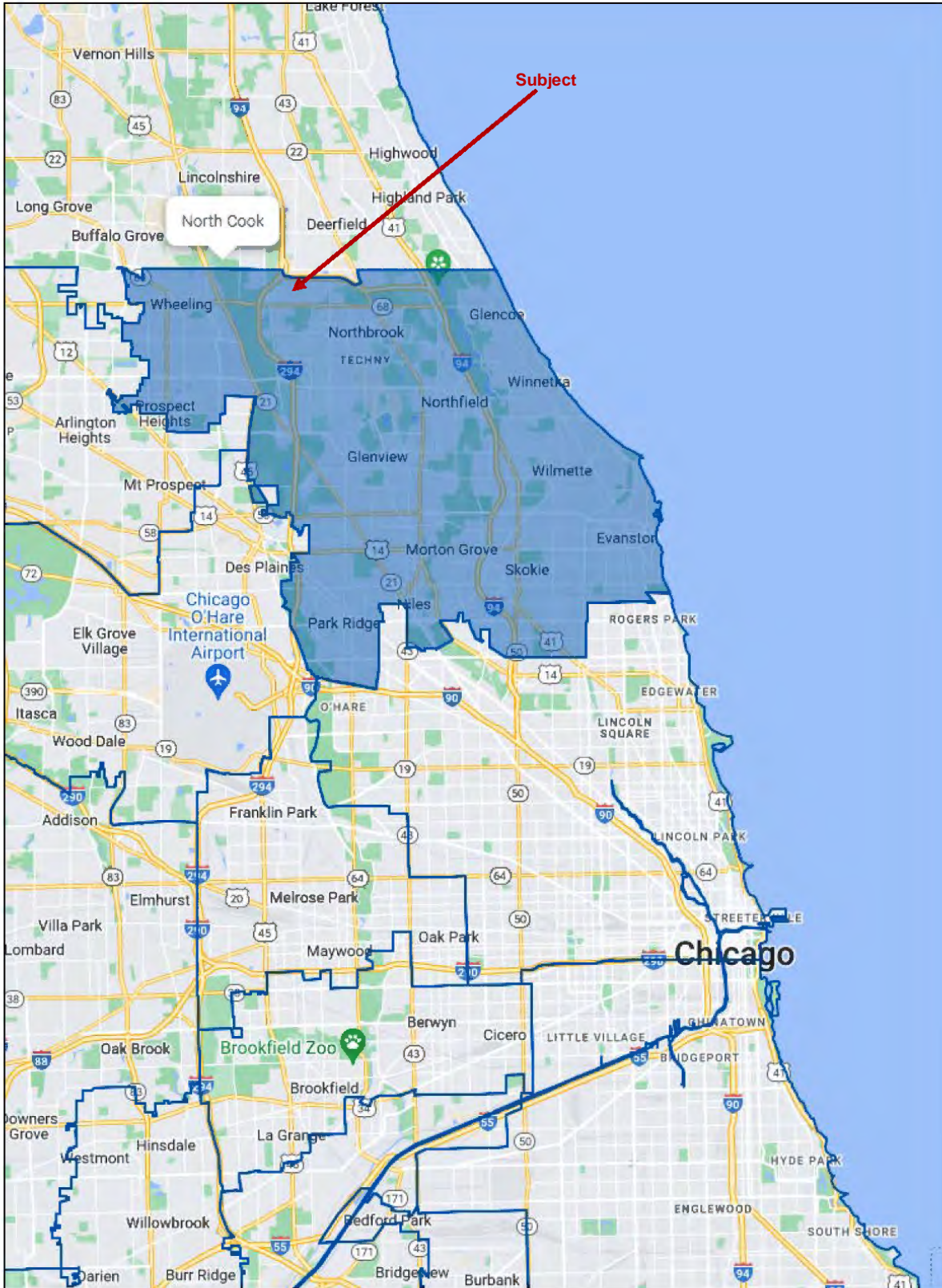


Northbrook, Illinois shaded in red

## Subject Area Statistics

	<b>1 MILE</b>	<b>3 MILE</b>	<b>5 MILE</b>
2023 Total Population	7,075	68,989	211,192
2028 Population	6,940	67,495	206,987
Pop Growth 2023-2028	(1.91%)	(2.17%)	(1.99%)
Average Age	47	43	43
2023 Total Households	2,770	26,071	80,193
HH Growth 2023-2028	(2.13%)	(2.44%)	(2.18%)
Median Household Inc	\$112,341	\$125,920	\$111,130
Avg Household Size	2.50	2.60	2.50
2023 Avg HH Vehicles	2.00	2.00	2.00
Median Home Value	\$596,608	\$556,188	\$454,780
Median Year Built	1978	1974	1976

CoStar – North Cook Industrial Submarket



**Summary**

Vacancy in the North Cook industrial submarket is 5.2% and has increased 1.7% over the past 12 months. Meanwhile, the rate of increase in the broader Chicago market was 1.0%. During this period, 840,000 SF has been delivered, and there has been 84,000 SF of negative absorption. Total availability, which includes sublease space, is 7.2% of all inventory.

Within this submarket, logistics space is by far the largest subtype with 31.5 million SF in this category, followed by 16.9 million SF of specialized space and 5.4 million SF of flex space.

Rents are around \$12.00/SF, which is a 4.2% increase from where they were a year ago. In the past three years, rents have increased a cumulative 21.0%. This is also a very expensive

submarket, relative to Chicago as a whole, where average rents are \$9.60/SF.

About 570,000 SF is under construction, representing a 1.1% expansion of inventory.

There have been 51 sales over the past year. Sales have averaged \$104/SF, and the estimated value for the submarket as a whole is \$105/SF. The most frequent of these transactions have been those of logistics space, with 32 sales. This tracks with the overall mix in the submarket, as the subtype is the largest in North Cook. Over the past three years, there have been 195 sales, which have traded for approximately \$607 million. The market cap rate for North Cook is 8.0%, moderately above its trailing three-year average of 7.3%.

AVAILABILITY	SUBMAR...	MARKET
Market Asking Rent/SF	\$11.97 ↓	\$9.63 ↓
Vacancy Rate	5.2% ↑	5.3% ↑
Vacant SF	2.8M ↓	74M ↓
Availability Rate	7.2% ↓	7.9% ↓
Available SF Direct	3.7M ↓	102M ↓
Available SF Sublet	295K ↓	11.2M ↓
Available SF Total	3.9M ↓	113M ↓
Months on Market	8.0	8.1

DEMAND	SUBMAR...	MARKET
12 Mo Net Absorption SF	(79.6K) ↓	7.9M ↓
12 Mo Leased SF	1.1M ↓	38.6M ↓
6 Mo Leasing Probability	35.0%	38.1%

INVENTORY	SUBMAR...	MARKET
Existing Buildings	1,223 ↓	25,964 ↓
Inventory SF	53.8M ↓	1.4B ↓
Average Building SF	44K ↓	54.2K ↓
Under Construction SF	570K ↓	15.6M ↓
12 Mo Delivered SF	842K ↓	26.2M ↓

SALES	SUBMAR...	MARKET
12 Mo Transactions	52 ↓	968 ↓
Market Sale Price/SF	\$105 ↓	\$92 ↓
Average Market Sale Price	\$4.7M ↓	\$5.1M ↓
12 Mo Sales Volume	\$134M ↓	\$3.1B ↓
Market Cap Rate	8.0% ↓	8.0% ↓





**SITE ANALYSIS**



**Site Description:**

Dimensions	226.55' x 17.27' x 688.91' x 240.25' x 697.65'
Street Frontage	243.82' along the east side Prime Boulevard
Site Area and Acreage	167,595 SF or 3.85-acres
Street Location	Interior
Topography	Flat
Site Size for Area	Average
Shape	Rectangular
Easement/Encroachments	To our knowledge, none exist.
Drainage	Appears adequate, but subject to topographical survey.
Site View	Industrial
Utilities	Municipal water and sewer with private companies providing natural gas and electric.
Street	Public street consisting of asphalt and concrete curbs,

**Legal Description:** The following Legal Description was taken from the plat of survey submitted to the appraiser:

LEGAL DESCRIPTION

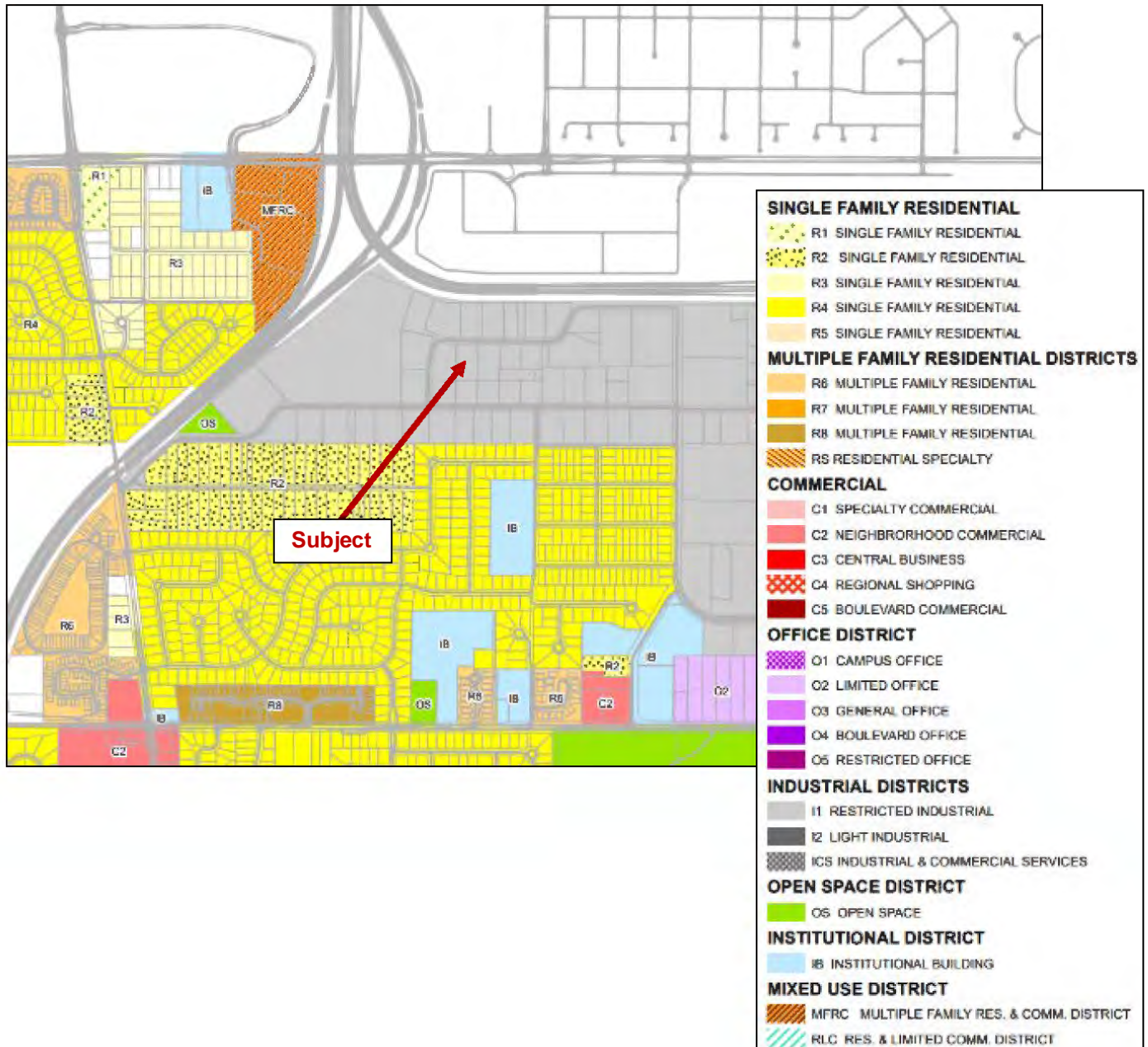
LOT 24 IN NORTHBROOK EDENS INDUSTRIAL PARK SUBDIVISION UNIT  
NUMBER 3 IN THE NORTHWEST QUARTER OF SECTION 5 AND THE  
NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 42 NORTH, RANGE 12  
EAST OF THE THIRD PRINCIPAL MERIDIAN,  
IN COOK COUNTY, ILLINOIS.

TOTAL LAND AREA = 68,751 sq.ft.  
PROPERTY ADDRESS: 3685 WOODHEAD DR, NORTHBROOK, IL 60062  
PERMANENT INDEX NUMBER: 04-106-202-016-0000

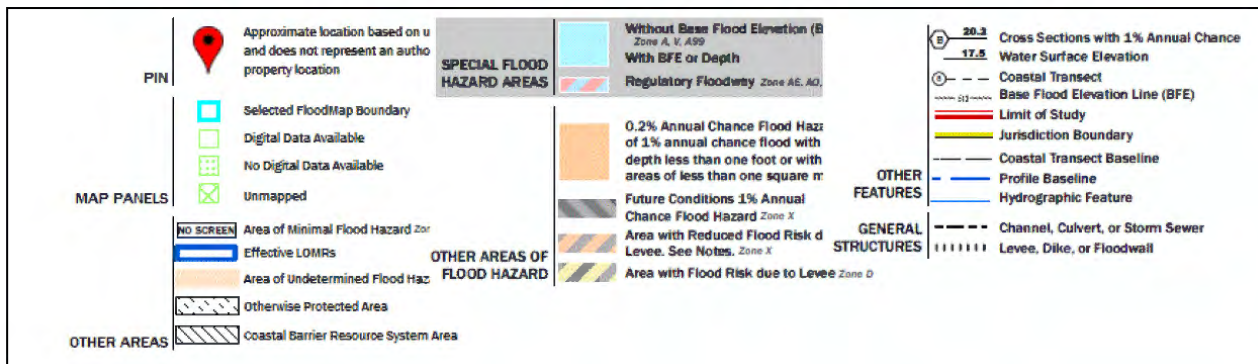
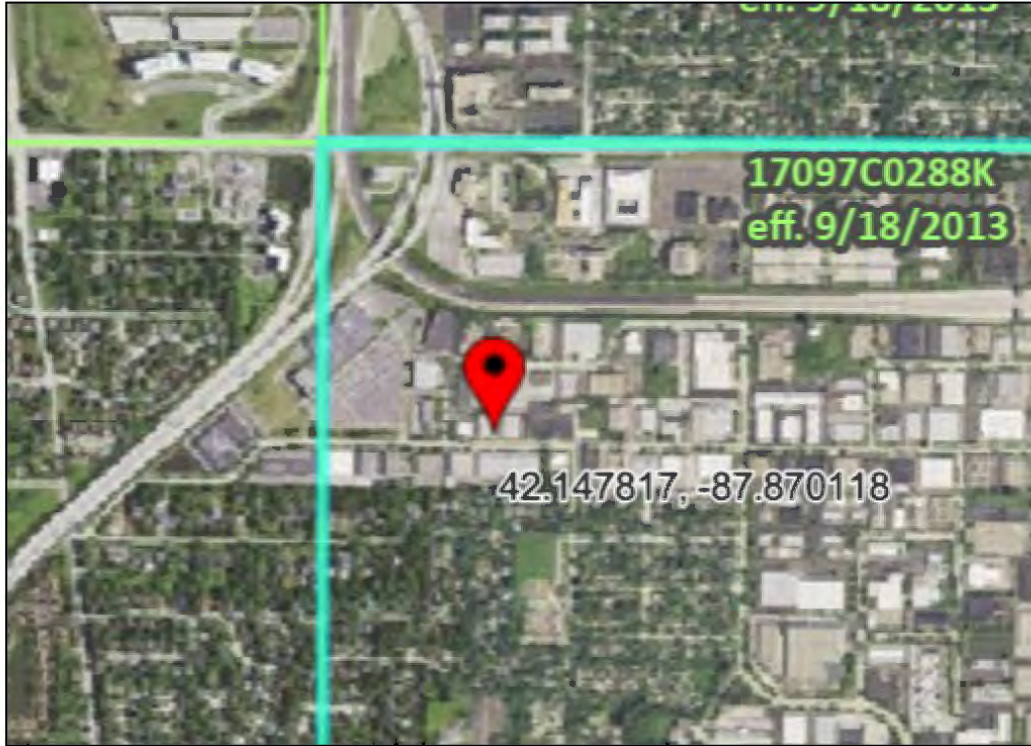


**Zoning:** The subject is zoned I-1, “Restricted Industrial” by the Village of Northbrook. The subject’s most previous use, office and warehousing, represented a legal conforming use. The proposed use as an audiovisual event company also represents a legal conforming use.

Appraisers are not zoning experts and to properly ascertain the exact compliance of the subject, the client should arrange an inspection of the subject with the local the zoning officer. The appraisers have not arranged such an inspection since it is outside the scope of work relative to this assignment. The appraisers have reported information found in public sources and/or phone conversations with zoning officials when that data or opportunity is available.



**Flood Data:** According to **Flood Map 17097C0288K**, dated **09/18/2013**. The subject appears to be located in **Zone X**. The subject location and panel identification are listed on the map below. The Real Estate Appraisers are not flood certification experts and the client should verify the exact location with a Flood Certification Professional. All verification should be made prior to the identified Appraisal Function stated in the report.



**Real Estate Tax Data (Cook County)**

All property in Cook County is reassessed by township on a triennial basis. The subject property is situated in Northfield Township (reassessment years: 2019 - 2022 - 2025). Assessment data pertaining to the subject was obtained from the Cook County Assessor's Office website. Following is the 2022 and 2023 assessment information:

Parcel Number	2022 AV	2023 AV	2022 Taxes (Payable 2023)
04-06-202-016	\$344,377	\$344,377	\$77,587.78
Building Size	24560		
Tax Per SF of Bldg Area	\$3.16		
Assessor's Estimate of MV	\$1,377,508		

The subject property is classified by the Cook County Assessor's Office as a 5-93, "Industrial Building". The statutory ratio of assessment for class 5-93 is 25% of the property's market value. The indicated assessor's opinion of market value as of January 1, 2023, was \$1,377,508 (\$344,377/0.25).

The subject's taxes amount to \$3.16 per SF of building area.

According to the Cook County Treasurer, the subject's taxes are current.

## **IMPROVEMENT ANALYSIS**

The improvement currently consists of a vacant, 1-story on slab foundation, 24,560 SF, warehouse/office building, constructed in 1976. There is approximately 11,500 SF or 47% office area and warehouse area of 13,060 SF, including an interior, double depressed dock. The clear ceiling height is 20' 6". There is one drive-in door at the rear. 100% sprinklered. Although vacant, the subject is in good overall condition. Nominal cleaning and painting required.

In this market, optimum office area is 20% to 25%. The subject's 47% office area is excessive.

## **Planned Renovation "As-Complete" Condition**

There is planned renovation which will occur after purchase. A Cost Estimate, in the amount of \$652,316 was submitted to the appraiser (see Addenda for a Copy of the Cost Estimate). It should be noted that \$70,000 of the Cost Estimate is reflective of business equipment and furniture. Therefore, the actual building cost renovation amount is **\$582,316**.

The proposed renovation will primarily consist of demolition and remodel of the office area. The south office area will be removed and converted to warehouse and shop space. The north office area will be completely renovated. The warehouse area will also be updated. After renovation the warehouse area will contain 19,282 SF, with 5,278 SF or 21.50% of office area. The interior will be modern and the overall building layout and flow more efficient.

*The following building description is based on "As-Complete" condition*

### **Layout**

Interior Double Depressed Dock (1,584 SF).

Shop (3,000 SF): Open in design with rear entrance and 12' ceiling height

Warehouse area (14,698 SF): Primarily open in design.

Office area (5,278 SF): Entry vestibule, reception area, waiting/living room, kitchen, general office, 3 conference rooms, 5 private offices and 3 washrooms.

### **General Construction Components**

Exterior Walls – Masonry – face brick and split face concrete block.

Windows – Metal fixed with insulated glass and casement.

Roof – Flat with metal deck. Cover unknown.

Foundation – Concrete.

Interior Partition Wall Construction – Metal stud.

Interior Office Wall Finish – Primarily drywall

Interior Office Ceiling Finish – Primarily suspended acoustic tile.

Interior Office Floor Finish – Ceramic and vinyl tile.

Interior Doors – Wood.

Interior Molding/Trim – Wood (office).

**General Construction Components - Continued**

Interior Lighting – Primarily recessed (office). LED lamps (plant).

HVAC – Ceiling mounted blower units in the plant area. Office area GFA w/CAC.

Electric – Adequate.

Fire Protection – Sprinklers – wet system (100%).

Loading Docks – 2 interior depressed loading docks, 1 drive-in door.

Ceiling Height – 20' 6".

**Site Improvements**

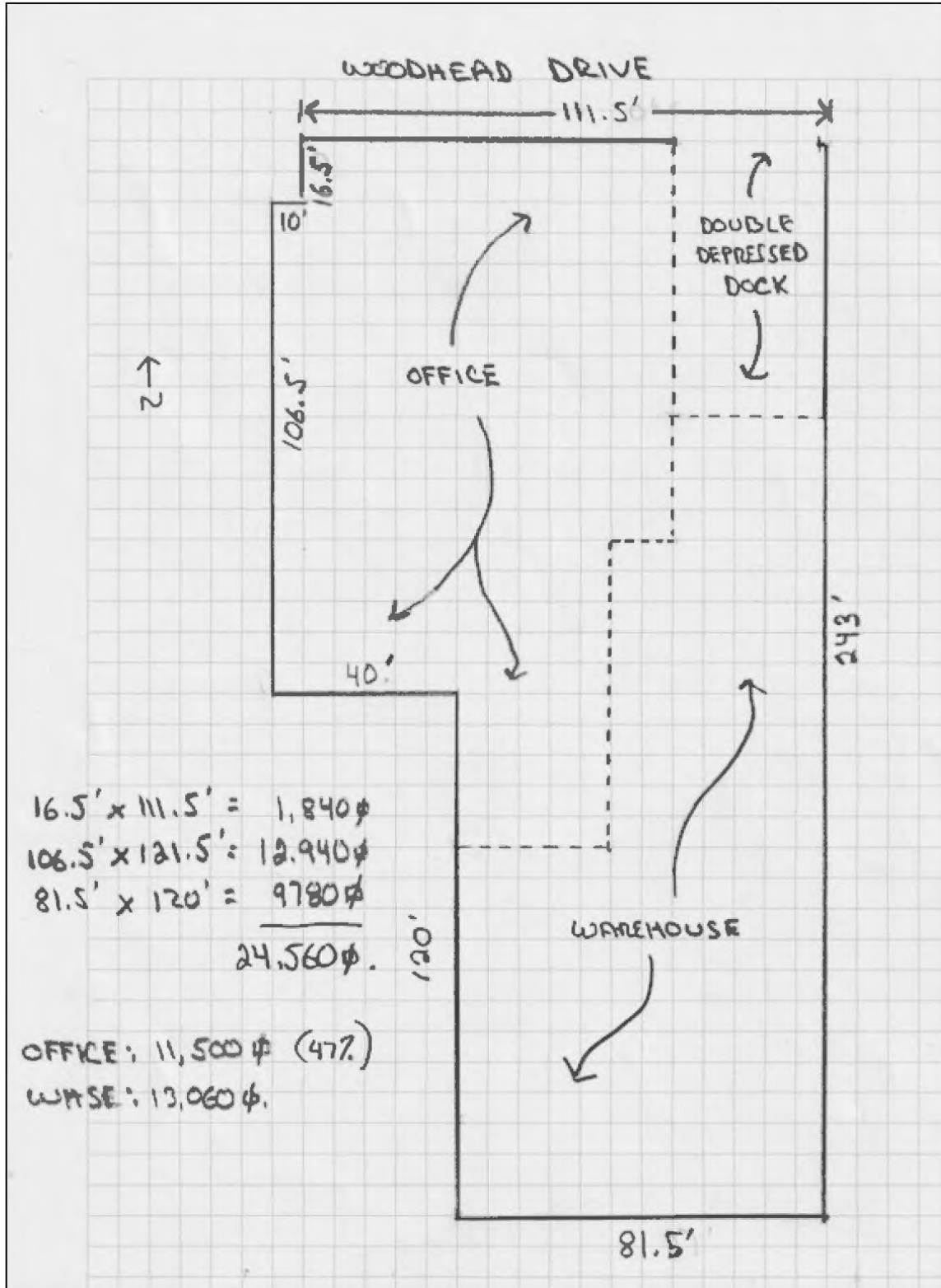
Asphalt paved parking lot (50 cars), driveways, concrete work (aprons, curbing and walks), landscaping.

**Apparent or Reported Defects**

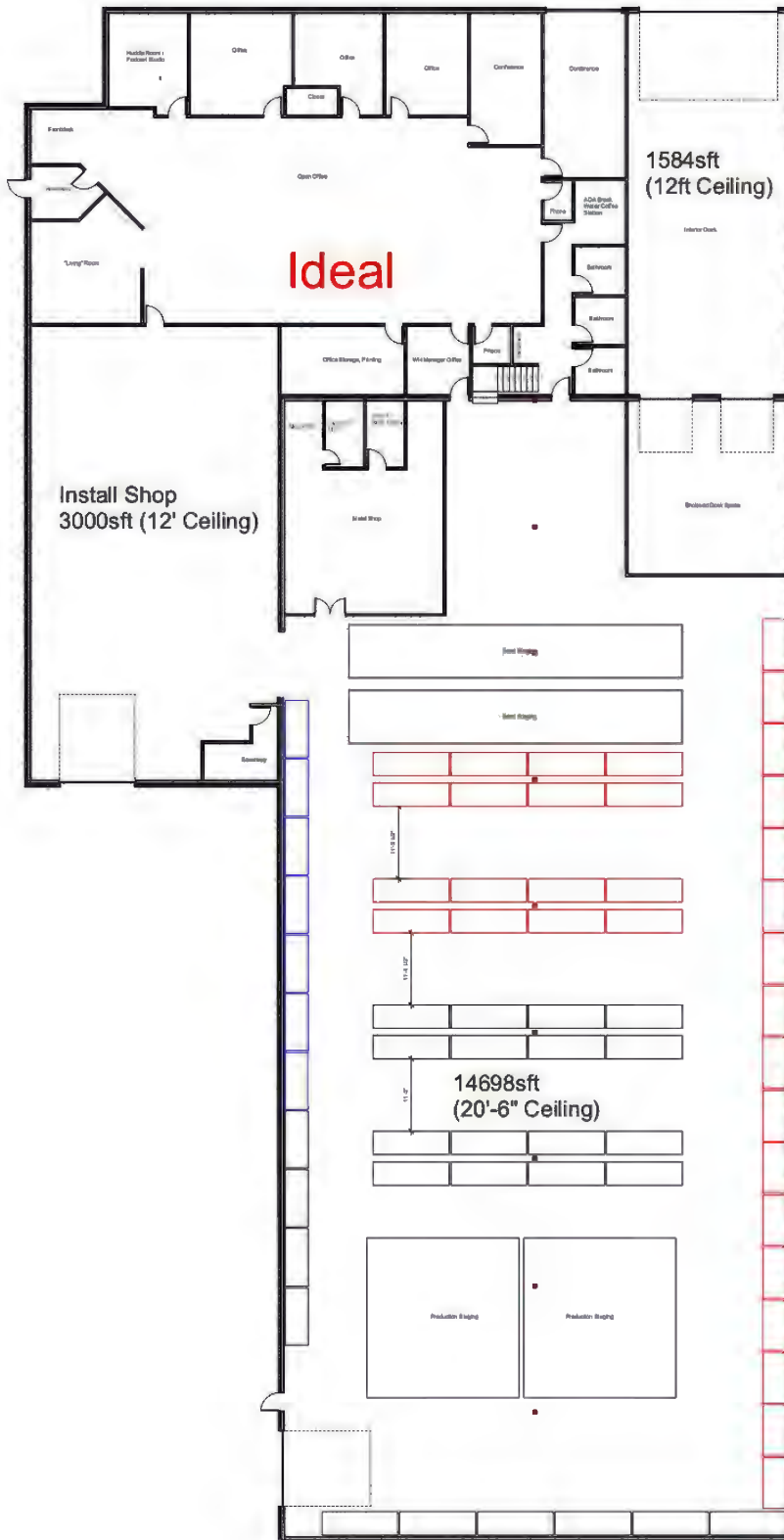
Standard appraisal procedures deal with the apparent physical condition and do not extend to search and test procedures for hidden defects. To properly ascertain the existence of hidden defects, the client must arrange an inspection by a qualified contractor and/or inspector.



"As-Is" Condition Floor Plan



**“As-Complete” Condition Floor Plan**



## HIGHEST AND BEST USE

**Highest and Best Use:** The Dictionary of Real Estate Appraisal, (5<sup>th</sup> Edition), published by The Appraisal Institute, defines highest and best use as follows:

*“The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability. Alternatively, the probable use of land or improved property – specific with respect to the user and timing of the use – that is adequately supported and results in the highest present value.”*

Since the use of land can be limited by the presence of improvements, highest and best use is determined separately for the land **as though vacant** and available for development and for the property **as improved**.

Land has limited value unless there is a present or anticipated use. The amount of value depends on the nature of the land's anticipated use, according to the concept of surplus productivity. Among all reasonable, alternative uses, the use that yields the highest present land value, after payments are made for labor, capital, and coordination, is generally regarded as the highest and best use of the land as though vacant.

Accordingly, the highest and best use of the land, as if vacant and available for development, may be different from the highest and best use of the improved property. This will be true when the improvement is not an appropriate use and yet makes a contribution to total property value in excess of the value of the site.

Moreover, the determination of a property's highest and best use set forth in an appraisal may not conform to the existing use. In estimating highest and best use, there are essentially four stages of analysis:

1. Permissible (Legal) Use - What uses are permitted by zoning and deed restrictions on the site in question?
2. Physically Possible - What uses are physically possible on the site in question?
3. Financially Feasible - Which legally permissible and physically possible uses will produce a net return to the owner of the site?
4. Maximally Productive - Among the feasible uses, which use will produce the highest present worth?

After eliminating potential uses a highest and best use of the subject property as vacant and improved is indicated. The highest and best use analysis of the subject is discussed on the following pages.

**AS VACANT**

The subject site is zoned I-1, "Restricted Industrial". The highest and best use as vacant would be to develop with an industrial improvement in the form of a warehouse/office building.

**AS IMPROVED**

As improved, the subject consists of a vacant warehouse/office building with proposed renovation plans. Use as a warehouse/office building, with finishing the renovation, which will modernize the building and produce 21.50% of office area will be financially feasible and, in our opinion, represent the highest and best use of the subject, as improved.

**MOST LIKELY USER/OCCUPANT**

The most likely use of the property would be continued use as a warehouse/office building. The most likely purchaser would be an owner-occupant.

## **APPRAISAL METHODOLOGY**

A value estimate of real estate is generally based on the application of one or more of the three basic approaches to value; the "Cost Approach," the "Income Capitalization Approach" and the "Sales Comparison Approach." These approaches to value are defined by the Dictionary of Real Estate Appraisal, 5<sup>th</sup> Edition as:

### **COST APPROACH**

A set of procedures through which a value indication is derived for the fee simple interest in a property by estimating the current cost to construct a reproduction of (or replacement for) the existing structure, including an entrepreneurial incentive, deducting depreciation from the total cost, and adding the estimated land value. Adjustments may then be made to the indicated fee simple value of the subject property to reflect the value of the property being appraised.

***Because of the subjectivity in measuring depreciation, the Cost Approach is not considered an accurate indicator of value and was therefore not completed.***

### **INCOME APPROACH**

A set of procedures through which an appraiser derives a value indication for an income-producing property by converting its anticipated benefits (cash flows and reversion) into property value. This conversion can be accomplished in two ways. One year's income expectancy can be capitalized at a market-derived capitalization rate or at a capitalization rate that reflects a specified income pattern, return on investment, and change in the value of the investment. Alternatively, the annual cash flows for the holding period and reversion can be discounted at a specified yield rate.

***The Income Approach was developed within this report and will reflect the "As-Complete" value conclusion.***

### **SALES COMPARISON APPROACH**

The process of deriving a value indication for the subject property by comparing market information for similar properties with the property being appraised, identifying the appropriate units of comparison, and making qualitative comparisons with or quantitative adjustments to the sales prices (or unit prices, as appropriate) of the comparable properties based on relevant, market-derived elements of comparison.

***The Sales Comparison Approach was developed within this report and will reflect the "As-Complete" value conclusion.***

**INCOME APPROACH - “As-Complete” Condition**

The Income Capitalization Approach is a process of estimating the value of real estate based upon the principle that the value is directly related to the present value of all future net income attributable to the property. The value of the real property is therefore derived by capitalizing net income either by direct capitalization or a discounted cash flow analysis. Regardless of the capitalization technique employed, one must attempt to estimate a reasonable net operating income based upon the best available market data; therefore, the derivation of this estimate requires the appraiser to: (1) project potential gross income (PGI) based upon a comparison of the subject to competing properties; (2) project income loss from vacancy and collection loss based primarily upon supply and demand relationships in the subject’s market; (3) derive effective gross income (EGI) by subtracting the vacancy and collection income loss from PGI; (4) project the operating expenses associated with the production of the income stream by comparison of the subject to similar competing properties; and (5) derive Net Operating Income (NOI) by subtracting the operating expenses from EGI.

The subject is currently vacant and will be owner-occupied after renovation.

To determine market rent for the subject, based on completion of renovation, we have analyzed the following five leased properties located in the subject’s general marketing area:

	Address	Tenant Landlord	SF Leased Type	StartDate Term	Starting Rent Effective Rent
	8150 Lehigh Ave Morton Grove, IL 60053 <i>North Cook Submarket</i>	Egret Badminton Club Jpmcc 2007-ldp10-morton Grove	16,283 New Direct	Jul 2024 5 Years	\$8.50/NNN
	1480 S Wolf Rd Wheeling, IL 60090 <i>North Cook Submarket</i>	Frog Pickleball Perma-Seal Basement Systems	23,600 New Direct	Aug 2024 5 Years	\$9.00/N
	595 Lakeview Pky Vernon Hills, IL 60061 <i>South Lake County Submarket</i>	Impact Networking Windy City Novelties, Inc.	14,768 New Direct	Mar 2024 5 Years	\$8.75/NNN
	7248 St. Louis Ave Skokie, IL 60076 <i>North Cook Submarket</i>	Robert Harroun	4,330 New Direct	Dec 2023 1 Year	\$9.14/NNN
	<b>Regent O'Hare IV</b> 901-951 Cambridge Dr Elk Grove Village, IL 60007 <i>O'Hare Submarket</i>	Thompson Safety Investcorp International Realty, Inc.	11,059 New Direct	Oct 2023 5 Years 2 Months	\$8.20/NNN

### Rental Analysis

The 5 leased properties range in size from 44,330 SF to 23,600 SF and reflect a unit rental range of \$8.20 to \$9.14 per SF, net with a mean of \$8.33 per SF, net. After adjusting for differences which influence rent and considering that the subject will be renovated modern space, we estimate market rent to be at the high end of the range or say, **\$9.00 per SF, net.**

### **Potential Gross Income**

Based on the subject's gross building area (GBA) of 24,560 and market rent determined to be \$9.00 per SF, net, potential gross income amounts to **\$221,040.**

### **Vacancy & Collection Loss Allowance**

CoStar the North Cook Industrial Market is currently experiencing a vacancy rate of 5.30%. The subject building is in a relatively desirable rental marketing area within the North Cook Market, and therefore, we have concluded a stabilized vacancy and collection loss allowance for the subject to be **4%.**

**Management:** Management fees are considered an expense of operation, whether the services are contracted or provided by the property owner. Typically, management fees for properties of this type range from 3% to 5%. We project an overall management fee of **3%** of EGI.

**Repairs:** For the subject property type and local market, it is customary to include repairs as an expense line item in developing an estimate of net operating income. We estimate repairs at \$0.15/SF or, **\$3,684.**

**Replacement Reserves:** For the subject property type and local market, it is customary to include replacement reserves as an expense in developing an estimate of net operating income. We estimate reserves to be \$0.15/SF or **\$3,684.**

### **Calculation of Net Operating Income**

Based on the proceeding income and expense figures, the subject's **net operating income (NOI)** of **\$198,464** is calculated as follows:

<b>Calculation of Net Operating Income</b>	
<b>Gross Income</b>	<b>\$221,040</b>
Vacancy and Collection (4%)	<u>\$8,842</u>
<b>Effective Gross Income</b>	<b>\$212,198</b>
<b><u>Expenses</u></b>	
Management (3%)	\$6,366
Repairs (\$0.15/SF)	\$3,684
Replacement Reserve (\$0.15/SF)	<u>\$3,684</u>
<b>Total Expenses:</b>	<b>\$13,734</b>
<b>Net Operating Income:</b>	<b>\$198,464</b>

**Band of Investment**

This method develops a weighted average between the return on investment that is required to provide a competitive equity dividend rate. The weight of the percentage of total investment represents the initial principal of the mortgage loan and the initial equity investment.

The mortgage rate component is based upon a survey of typical mortgage terms required for lenders for this type of property. As of the date of this appraisal, typical mortgage financing terms indicate the availability of an interest rate of approximately 6% for a 75 percent loan to value ratio based on a 30-year amortization schedule with a five-year balloon. The annual percentage constant is .0716.

The equity component is developed by analyzing alternate investments with adjustments for the inherent risk involved in each option. We estimate an equity dividend rate of 6 percent would be required for investment in the subject property.

We have utilized the Band of Investment Method in selecting an appropriate overall capitalization rate applicable to the subject property. This method develops a weighted average between the return on investment that is required to provide a competitive equity dividend rate. The weight of the percentage of total investment represents the initial principal of the mortgage loan and the initial equity investment.

The salient factors which have applied to the subject are shown below:

Ratio of Loan to Value	75 percent
Equity Ratio	25 percent
Equity Requirement	6 percent
Interest Rate	6 percent
Amortization	30 years with a 5-year balloon
Annual Constant	.0716

Calculation of Overall Rate	
.75 x .0716	.0537
.25 x .06	<u>.0125</u>
	.0662
Overall Rate (rounded)	<b>6.50%</b>



**Direct Capitalization**

<b>1</b>	<b>10201 191st St - Building 3-4</b>	<b>SOLD</b>
<p><b>Mokena, IL 60448</b></p> <p>Sale Date <b>Dec 15, 2023</b>                  Sale Price <b>\$2,025,584</b>                  Price/SF <b>\$163.99</b>                  Pro Forma Cap <b>6.79%</b>                  Actual Cap Rate <b>6.63%</b>                  Parcels <b>09-09-100-004, 09-09-100-016</b>                  Comp ID <b>6610547</b>                  Comp Status <b>Research Complete</b></p>		
<p style="text-align: center;"><b>Will</b></p> <p>Type <b>2 Star Industrial Warehouse</b>                  Year Built <b>1973</b>                  RBA <b>12,352 SF</b>                  Land Acres <b>4.50 AC</b>                  Land SF <b>196,020 SF</b>                  Zoning <b>C-2</b></p>		
		
<b>2</b>	<b>23901-23907 W Industrial Dr N</b>	<b>SOLD</b>
<p><b>Plainfield, IL 60585</b></p> <p>Sale Date <b>Sep 26, 2023</b>                  Sale Price <b>\$1,500,000</b>                  Price/SF <b>\$125.00</b>                  Actual Cap Rate <b>6.72%</b>                  Parcels <b>01-27-303-001</b>                  Comp ID <b>6519974</b>                  Comp Status <b>Research Complete</b></p>		
<p style="text-align: center;"><b>Will</b></p> <p>Type <b>2 Star Industrial Warehouse</b>                  Year Built <b>1995</b>                  RBA <b>12,000 SF</b>                  Land Acres <b>0.50 AC</b>                  Land SF <b>21,780 SF</b>                  Zoning <b>I-1, County</b></p>		
		
<b>3</b>	<b>155 Fort Hill Dr</b>	<b>SOLD</b>
<p><b>Naperville, IL 60540</b></p> <p>Sale Date <b>Sep 14, 2023</b>                  Sale Price <b>\$10,750,000</b>                  Price/SF <b>\$100.93</b>                  Actual Cap Rate <b>6.95%</b>                  Parcels <b>07-15-306-014</b>                  Comp ID <b>6532383</b>                  Comp Status <b>Research Complete</b></p>		
<p style="text-align: center;"><b>DuPage</b></p> <p>Type <b>4 Star Industrial Warehouse</b>                  Year Built <b>2000</b>                  RBA <b>106,512 SF</b>                  Land Acres <b>10.66 AC</b>                  Land SF <b>464,350 SF</b>                  Zoning <b>C</b></p>		
		
<b>4</b>	<b>10117 S Bode Rd</b>	<b>SOLD</b>
<p><b>Plainfield, IL 60585</b></p> <p>Sale Date <b>Feb 28, 2024</b>                  Sale Price <b>\$960,000</b>                  Price/SF <b>\$94.31</b>                  Actual Cap Rate <b>5.66%</b>                  Parcels <b>01-08-352-004</b>                  Comp ID <b>6665979</b>                  Comp Status <b>Research Complete</b></p>		
<p style="text-align: center;"><b>Will</b></p> <p>Type <b>2 Star Industrial Warehouse</b>                  Year Built <b>1997</b>                  RBA <b>10,179 SF</b>                  Land Acres <b>1.58 AC</b>                  Land SF <b>68,825 SF</b>                  Zoning <b>I-1</b></p>		
		

The 4 comparables reflect an overall capitalization rate range of 5.66% to 6.95%, with a mean of 6.49%. We have concluded an overall rate close to the mean or say **6.50%**.

**Capitalization Rate Conclusion**

Both the Band of Investment Method and Direct Capitalization yielded rates of 6.50%. Therefore, we conclude a capitalization rate most applicable to the subject to be **6.50%**.

***Market Value = Net Income/Overall Rate***

Capitalization of the estimated net operating income stream of \$198,464 by the overall capitalization rate of 6.50% indicates a value of \$3,053,292 or **\$3,055,000** as rounded.





**“As-Complete Market Value Conclusion**

**Three Million Fifty-Five Thousand Dollars**

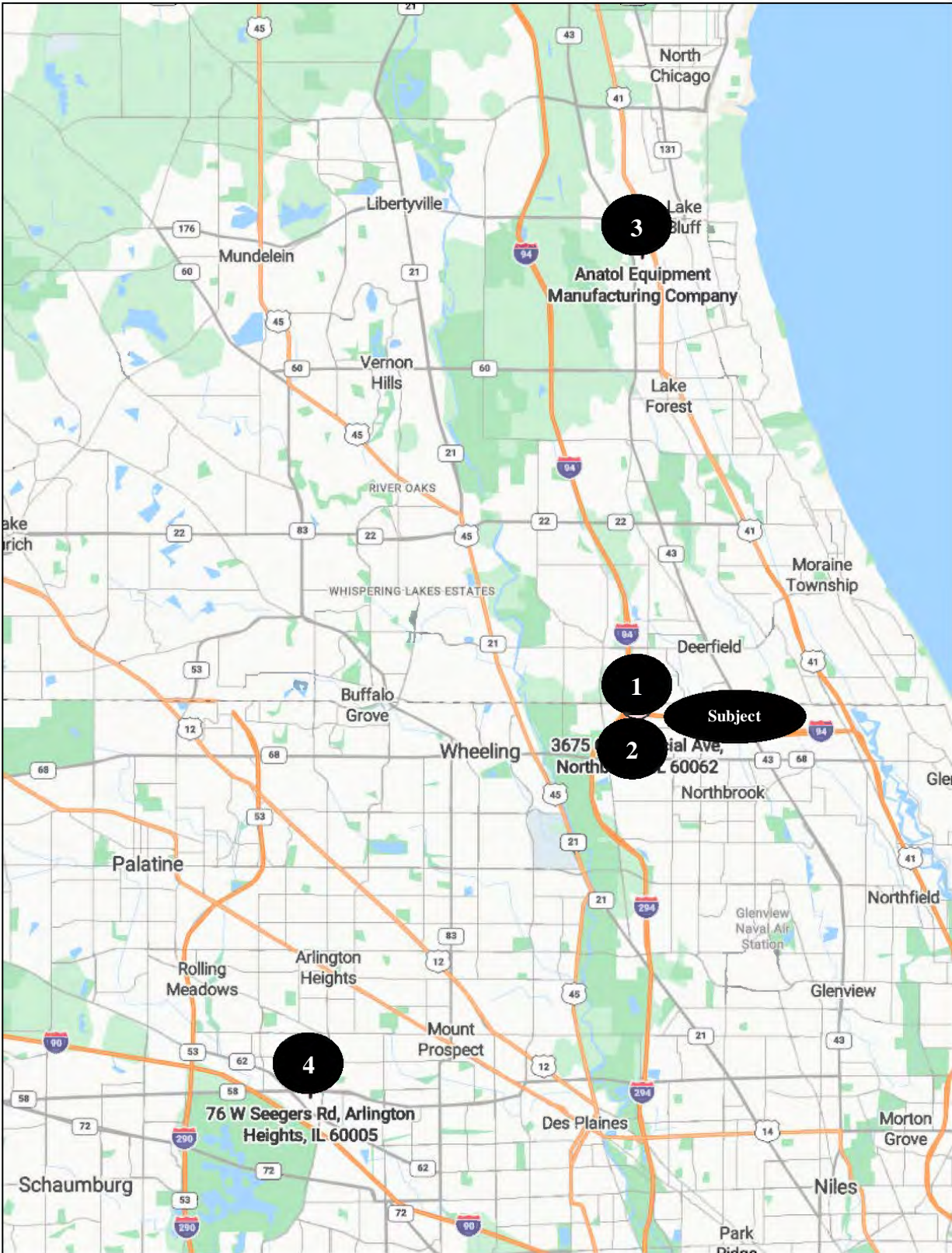
**\$3,055,000**

**SALES COMPARISON APPROACH - "As-Complete" Condition**

The sales comparison approach is based on the principle of substitution. It is an indication of value based on a comparison of the property being appraised to similar properties, which have recently sold in the marketplace. We observed and have analyzed the following sales:

	Comparable 1	Comparable 2	Comparable 3	Comparable 4
				
<b>Location</b>	305 Era Dr Northbrook, IL	3675-93 Commercial Av Northbrook, IL	919 Sherwood Dr Lake Bluff, IL	76 Seegers Arlington Heights, IL
<b>Proximity to Subj</b>	Next door	0.10 miles S	11-miles N	16 miles SW
<b>Property Type</b>	Warehouse/Office Bldg	Warehouse/Office Bldg	Warehouse/Office Bldg	Warehouse/Office Bldg
<b>Tax ID Number</b>	04-08-202-015	04-06-203-006	12-19-406-004	08-16-200-091
<b>Source</b>	County Records	CoStar	CoStar	CoStar
<b>Grantor</b>	First Industrial LP	CT&T	Allen Lundsberg	Joseph Liss
<b>Grantee</b>	CIF I 305-311 ERA DR	Garden Fresh Market	Altounian Construction	Ron Mueller
<b>Sale Price</b>	\$2,325,000	\$3,050,000	\$2,400,000	\$1,300,000
<b>Date of Sale</b>	Feb-24	Mar-24	Sep-23	Sep-23
<b>Sale Price Per SF</b>	<b>\$86.53</b>	<b>\$85.20</b>	<b>\$114.29</b>	<b>\$113.24</b>
<b>Lot Size (SF)</b>	71,003	65,340	72,745	33,411
<b>Building Size (SF)</b>	26,868	35,800	21,000	11,480
<b>Land to Bldg Ratio</b>	2.64	1.83	3.46	2.91
<b>Year Constructed</b>	1977	1981	1999	1985
<b>Ceiling Height</b>	16'	16'	19'	12'
<b>Condition</b>	Average	Average	Good	Good
<b>Quality</b>	Average	Average	Good	Good
<b>Office Area</b>	15%	10%	18.60%	11%
<b>Drive-in Doors Loading Docks</b>	6 DID	2 DID & 2 docks	1 DID & 1 docks	2 DID & 0 docks
<b>Comments</b>	Corner site. 6 unit warehouse/office building. Located next door to the subject.	4 unit warehouse/office building. 60 spot asphalt paved parking lot at the rear of the building. Located 1 block from the subject.	Warehouse/office building. Interior site. 36 asphalt paved parking spots.	Warehouse/office building. 20 spot asphalt paved parking lot.

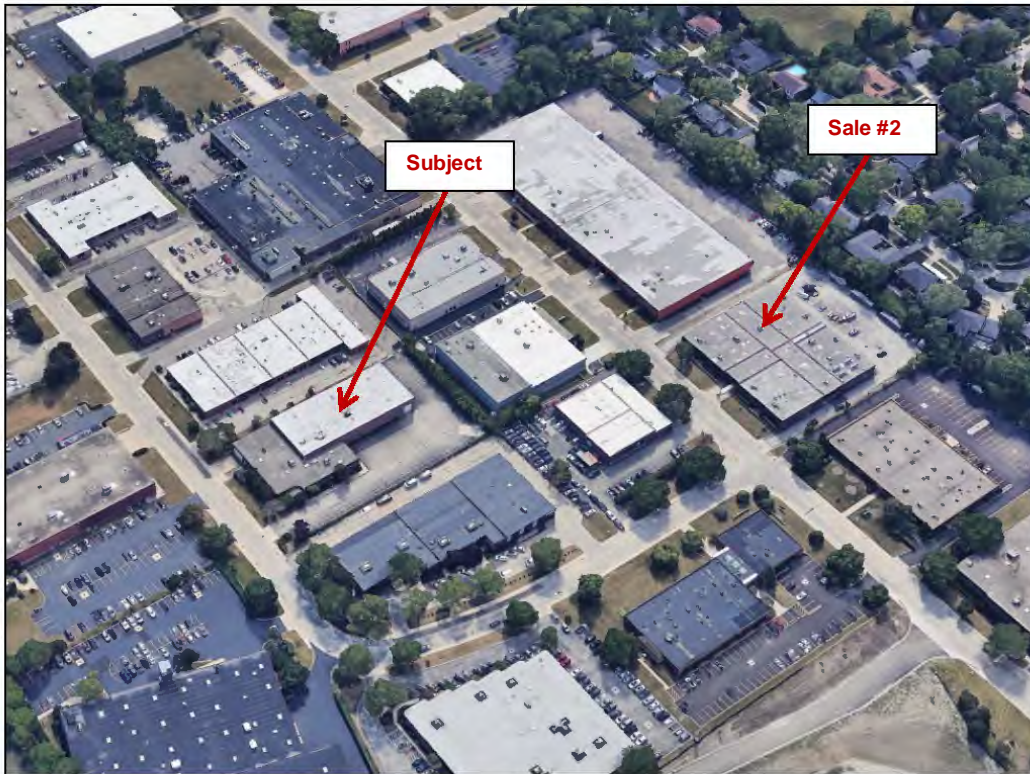
**Comparable Sale Location Map**



Comparable Sale #1



Comparable Sale #2



Comparable Sale #3

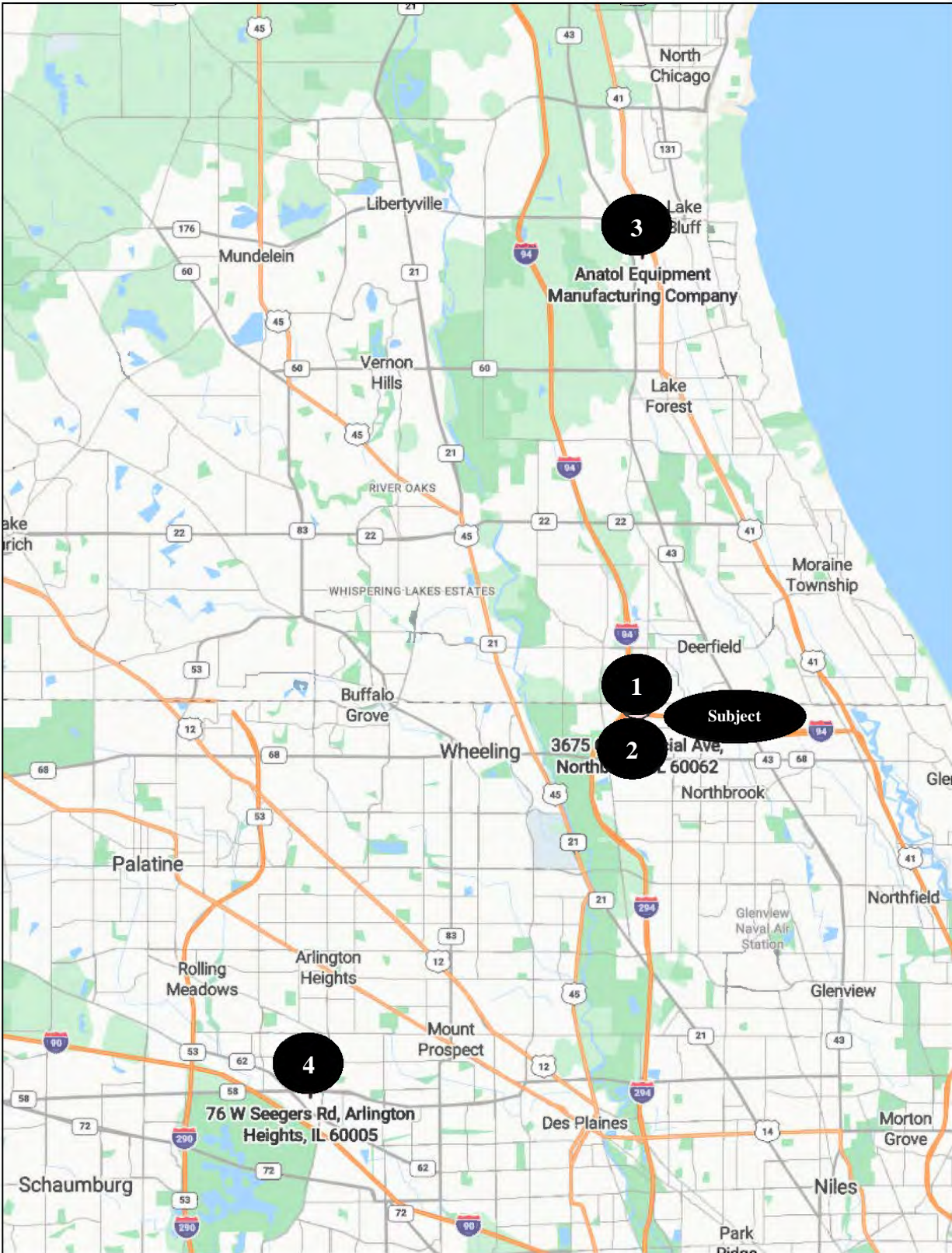


Comparable Sale #4










**Comparable Sale Location Map**



Comparable Sale Adjustment Grid

	Subject	Comparable 1	Comparable 2	Comparable 3	Comparable 4
					
Location	3685 Woodhead Dr Northbrook, IL	305 Era Dr Northbrook, IL	3675-93 Commercial Av Northbrook, IL	919 Sherwood Dr Lake Bluff, IL	76 Seegers Arlington Heights, IL
Property Type	Warehouse/Office Bldg	Warehouse/Office Bldg	Warehouse/Office Bldg	Warehouse/Office Bldg	Warehouse/Office Bldg
Sale Price		\$2,325,000	\$3,050,000	\$2,400,000	\$1,300,000
Date of Sale	Aug-24	Feb-24	Mar-24	Sep-23	Sep-23
Sale Price per SF		<b>\$86.53</b>	<b>\$85.20</b>	<b>\$114.29</b>	<b>\$113.24</b>
Lot Size (SF)	68,825	71,003	65,340	72,745	33,411
Building Size (SF)	24,560	26,868	35,800	21,000	11,480
Land to Bldg Ratio	2.80	2.64	1.83	3.46	2.91
<b>Financial Adjustments</b>					
Property Rights	Fee Simple	Leased Fee	Leased Fee	Fee Simple	Fee Simple
Financing Terms		Conventional	Conventional	Conventional	Conventional
Conditions of Sale		Arm's Length	Arm's Length	Arm's Length	Arm's Length
Marketing Time	Aug-24	Feb-24 3%	Mar-24 3%	Sep-23 5%	Sep-23 5%
NET ADJUSTMENT		3%	3%	5%	5%
ADJ UNIT PRICE		\$89.13	\$87.75	\$120.00	\$118.90
<b>Physical Adjustments</b>					
Location	Northbrook, IL	Northbrook, IL	Northbrook, IL	Lake Bluff, IL	Arlington Heights, IL
Land to Bldg Ratio	2.80	2.64	1.83 15%	3.46 -7%	2.91
Building Size (SF)	24560	26868	35800	21000	11480 -5%
Overall Condition	Very Good	Average 15%	Average 15%	Good 5%	Good 5%
Quality of Construction	Good	Average 10%	Average 10%	Good	Good
Office Area	22%	15% 5%	10% 10%	19%	11% 10%
Property Type	Single Unit Building	6-unit building -5%	4-unit building -3%	Single Unit Building	Single Unit Building
Ceiling Height	20'6"	16' 8%	16' 8%	19'	12' 16%
Drive-in Doors Loading Docks	1 DID & 2 docks	6 DID -2%	2 DID & 2 docks	1 DID & 1 docks	2 DID & 0 docks 2%
Situs	Interior	Corner -2%	Interior	Interior	Interior
Net Adjustments		29%	55%	-2%	28%
Adjusted Price/Unit		<b>\$114.98</b>	<b>\$136.01</b>	<b>\$117.60</b>	<b>\$152.20</b>

### **Reconciliation**

The preceding four (4) closed sales are all industrial buildings located within the subjects general marketing area. The sales reflect an unadjusted unit price range per square foot of \$85.20 to \$114.29 and were adjusted for the following differences which influence value:

1. Property Rights
2. Financing Terms
3. Conditions of Sale
4. Marketing Time
5. Location
6. Land to Building Ratio
7. Building Area
8. Overall Condition
9. Quality of Construction
10. Office Area
11. Property Type
12. Ceiling Height
13. Loading
14. Situs

The quantitative adjustments indicated represent the appraisers' judgment as to the overall effect of the sales differences on their respective market values relative to the subject property.

### **Property Rights Conveyed**

To the best of the appraisers' knowledge, Sales #1 and #2 were transferred as leased fee estates. We are appraising the subject's fee simple estate herein. We assume these two leased fee sales were rented at market and therefore, the leased fee and fee simple estates will be approximately equivalent. Therefore, no adjustments for property rights have been made.

### **Financing Terms**

To the best of the appraisers' knowledge all the sales were financed conventionally at the terms prevalent in the market at the time of sale. Accordingly, no adjustments are necessary for financing to the four comparables.

### **Conditions of Sale**

All 4 closed sales are reported to be arm's-length transactions, warranting no adjustments for conditions of sale.

### **Marketing Time**

The 4 closed sales occurred between September 2023 and March 2024. This industrial market has been steadily appreciating. We have nominally adjusted all 4 sales for time (approximately 5% annually) to account for appreciation.

**PHYSICAL CHARACTERISTICS**

The following factors were considered in our analysis of physical characteristics:

**Location** – An adjustment for location within a market may be required when the locational characteristics of a comparable property are different from those of the subject property. No adjustments required.

**Land to Building Ratio** – Sale #2 required an upward adjustment for inferior land to building ratio. Conversely, Sale #3 required a downward adjustment.

**Building Size** – Typically, smaller buildings tend to produce higher unit values than larger buildings. Therefore Sale #4 required a downward adjustment.

**Overall Condition** – The subject upon completion of renovation will be in very good condition, superior to all 4 sales which were adjusted upward accordingly.

**Quality of Construction** – Sales #1 and #2 require upward adjustments for overall quality.

**Office Area** – Sales #1, #2 and #4 required upward adjustments for inferior office area.

**Property Type** – Sales #1 and #2 are multi-unit buildings which is considered a positive feature, requiring downward adjustments.

**Ceiling Height** – The subject has 20’ 6” clear ceiling height. Sales #1, #2 and #4 required upward adjustments for inferior ceiling height.

**Loading** – Sale #1 required a slight downward adjustment for superior loading capabilities. Conversely, Sales #4 required an upward adjustment.

**Situs**- Sale #1 has a corner site, superior to the subject, requiring a downward adjustment.

In summary, the comparables reflect an adjusted unit value range of \$114.98 to \$152.20 per square foot of building area, with an indicated mean of \$130.20 per square foot. Taking all factors into consideration and after making the appropriate adjustments, we are of the opinion that the subject most closely identifies with the adjusted mean or say \$130.00 per SF. The calculation to determine the market value of the subject property is as follows:

24,560 SF of building area x \$130.00 per square foot = \$3,192,800 or \$3,195,000 in round amount

**“As-Complete” Market Value Conclusion**

**Three Million One Hundred Ninety-Five Thousand Dollars**

**\$3,195,000**

**RECONCILIATION AND FINAL VALUE ESTIMATE**

In this report, we have summarized our analysis of the applicable approaches to estimating the market value for the subject property. These approaches indicate the following value conclusions based on **“As-Complete”** condition:

<b>COST APPROACH</b> .....	Not Applicable
<b>INCOME APPROACH</b> .....	\$3,055,000
<b>SALES COMPARISON APPROACH</b> .....	\$3,195,000

Each of the above approaches to value provides an indication based on different factors:

**Cost Approach** – The typical buyer in this market for this type of property does not usually negotiate sale price based on an estimate of site value combined with an estimate of depreciated replacement costs, which is the whole basis of the cost approach. Because of the high levels of obsolescence attributable to the existing improvements and a lack of paired sales to complete an accurate measure of depreciation, the cost approach is not considered an accurate indicator of value and was therefore not completed.

**Income Approach** – This approach is most applicable where the primary benefit from ownership is of income. Like the other approaches, the quantity and quality of the data used to develop this approach are considered adequate to produce a reliable value conclusion. Income capitalization is most applicable to classic income producing, passive investments such as multi-tenant commercial, residential or mixed-use properties. Properties such as the subject are seldom purchased for investment purposes seeking to benefit from the income generated by a lease. In this specific case, it is our opinion that an owner-occupant will be the most likely purchaser of the subject property. Therefore, the Income Approach was given secondary weight.

**Sales Comparison Approach** – We utilized comparable sales located from within the subject’s general marketing area. The Sales Comparison Approach was given greatest weight and is supported by the Income Approach.

It is our opinion, that the **“As Complete”** prospective future market value of the fee simple estate of the subject property, as of August 28, 2025, will be:

**Three Million One Hundred Ninety-Five Thousand Dollars**  
**\$3,195,000**

\*\*\*\*\*

It is our opinion, that the estimated **“As-Is”** market value of the fee simple estate, as of August 18, 2024, was:

**Two Million Five Hundred Five Thousand Dollars**  
**\$2,505,000 \***

***\* Please see Page 48 for the “As-Is” market value calculations.***

**“AS-IS” VALUE CALCULATION**

The “As-Is” value conclusion is calculated as follows:

“As-Complete” Condition		\$3,195,000
Renovation Cost	<b>\$582,316</b>	
Expenses	<b>109,000</b>	
Total Costs and Deductions		<b>\$ <u>691,316</u></b>
“As-Is” Value Estimate		\$2,503,864 or <b>\$2,505,000</b> , as rounded

\*\*\*\*\*

**Renovation Cost**

A Cost Estimate, in the amount of \$652,316 was submitted to the appraiser (see Addenda for a Copy of the Cost Estimate). It should be noted that \$70,000 of the Cost Estimate is reflective of business equipment and furniture. Therefore, the actual building cost renovation amount is **\$582,316**.

**Expenses**

Real Estate Taxes (1-year)	\$ 78,000
Insurance (1-year)	11,000
Utilities (1-year)	<u>20,000</u>
Total	<b>\$109,000</b>

## **UNDERLYING ASSUMPTIONS AND LIMITING CONDITIONS**

The analysis and estimates of value set forth in this valuation report are subject to the following assumptions and limiting conditions:

The title to the subject property is marketable and the property is free of and clear of all liens and encumbrances, except as noted.

No liability is assumed for matters which are legal or environmental in nature.

Ownership and management are assumed to be competent and responsible.

No architectural or engineering study, property survey, soil study or environmental investigation has been made and no liability is assumed in connection with such matters. The described physical condition of any improvements is based on visual inspection only, and it is assumed that there are no hidden or unapparent physical conditions that would affect value. Dimensions and areas are as supplied by others and are subject to survey.

Improvements, if any, are assumed to be within lot lines and in accordance with local zoning and building ordinances as well as all applicable federal, state, and local laws and regulations, except as noted. Any plans, diagrams or drawings provided are intended solely to facilitate understanding and are not meant to be used as reference in matters of survey. The legal description furnished should be verified with the aid of competent legal counsel.

No value for personal property has been included herein.

The valuation was prepared for the purpose stated and should not be used for any other purpose.

All direct and indirect information supplied by your office or its agents concerning the subject property is assumed to be true and accurate. No responsibility is assumed for information supplied by others although any such information cited is believed to be reliable and correct.

The signatories shall not be required to give further consultation or testimony, or appear in court or at any public hearing with reference to the property valued, unless prior arrangements have been made with the client.

Disclosure of the contents of this report is governed by the Bylaws and Regulations of the Appraisal Institute. Possession of this report or a copy thereof, or any part thereof, does not carry with it the right of publication, nor may it be used by anyone but the party for whom it has been prepared without the prior written consent and approval of John P. Konrath, MAI.

## **UNDERLYING ASSUMPTIONS AND LIMITING CONDITIONS -Continued**

None of the contents of this report (especially any conclusions as the value, the identity of the appraisers, or the firm with which he is connected, or any references to the Appraisal Institute or to the MAI designation) shall be disseminated to the public through advertising media, news media, sales media, or any other public means of communication without the prior written consent and approval of John P. Konrath, MAI.

The Appraisal Institute conducts a voluntary program of continuing education for its members. MAI's and SRA's who meet the minimum standards of this program are awarded periodic education certification. John P. Konrath is certified under this program.

No responsibility is assumed for the accuracy of any descriptions of physical materials and conditions pertaining to the property, or for any damages sustained in connection with actual or potential deficiencies or hazards such as, but not limited to, inadequacies or defects in the structure, design, mechanical equipment or utility services associated with the improvements; air or water pollution; noise; flooding, storms or wind; traffic and other neighborhood hazards; radon gas, asbestos, natural or artificial radiation, or toxic substances of any description, whether on or off the premises.

This report is intended to be read and used as a whole and not in parts. Separation of any section or page from the main body of the report is expressly forbidden and invalidates the report.

Where the property being considered is part of a larger parcel or tract, any values reported relate only to the portion being considered and should not be construed as applying with equal validity to other portions of the larger portion or tract.

Any projections of future rents, expenses, net operating income, mortgage debt service, capital outlays, cash flows, inflation, capitalization rates, discount rates or interest rates are intended solely for analytical purposes and are not to be construed as predictions of fact. They represent only the judgment of the authors as to the assumptions likely to be used by purchasers and sellers active in the market place, and their accuracy is in no way guaranteed.

The value conclusions reported in the attached appraisal reflect the market value of the described real estate only and do not include any items of personal property, freestanding fixtures and equipment, or intangible items. The market value of the subject property may be positively affected by the inclusion of standard items of personal property in our value estimate. The client is further directed to the Assumptions and Limiting Conditions section of the report.



**ADDENDA**

Renovation Cost Estimate (\$652,316)

Project Location	3685 Woodhead Dr, Northbrook IL 60062
Property Owner	Could be List
Prepared By	Matt Gajowniczek

Date Prepared	06/15/2024
	BUDGET ESTIMATE ACTUAL UNDER/OVER

TASK	VENDOR / CONTRACTOR	LABOR		MATERIALS		FIXED COST	BUDGET	ESTIMATE	ACTUAL	UNDER/OVER
		HRS	RATE	UNITS	\$/UNIT	AMOUNT				
<b>DEMOLITION AND SITE PREPARATION</b>										
Demolition costs	Vendor Name	500	\$ 25.00	0	\$ -	\$ -	\$ 12,500.00			\$ (12,500.00)
Debris Removal	Vendor Name	80	\$ 25.00	0	\$ -	\$ -	\$ 2,000.00			\$ (2,000.00)
Site cleanup	Vendor Name	16	\$ 25.00				\$ 400.00			\$ (400.00)
Dumpster / Trash	Vendor Name			6	\$ 850.00		\$ 5,100.00			\$ (5,100.00)
Other	Vendor Name						\$ -			\$ -
Other	Vendor Name						\$ -			\$ -
							\$ 20,000.00		\$ -	
<b>SPACE PLANNING AND DESIGN</b>										
Architectural and design fees	Vendor Name	150	\$ 50.00				\$ 7,500.00			\$ (7,500.00)
Concept development	Vendor Name	0					\$ -			\$ -
Technical drawings and specifications	Vendor Name	0					\$ -			\$ -
Designer	Vendor Name	50	\$ 75.00				\$ 3,750.00			\$ (3,750.00)
Other	Vendor Name	0					\$ -			\$ -
Other	Vendor Name	0					\$ -			\$ -
							\$ 11,250.00		\$ -	
<b>INTERIOR CONSTRUCTION</b>										
Partition walls and room dividers	Vendor Name	80	\$ 50.00	1000	\$ 2.60		\$ 6,600.00			\$ (6,600.00)
Ceiling modifications (Repurpose Ceiling Tile)	Vendor Name	80	\$ 25.00	1	\$ 4,000.00		\$ 6,000.00			\$ (6,000.00)
Other	Vendor Name	0					\$ -			\$ -
Other	Vendor Name	0					\$ -			\$ -
Other	Vendor Name	0					\$ -			\$ -
Other	Vendor Name	0					\$ -			\$ -
Other	Vendor Name	0					\$ -			\$ -
							\$ 12,600.00		\$ -	
<b>ELECTRICAL AND LIGHTING</b>										
Electrical system upgrades	Vendor Name	90	\$ 25.00	90	\$ 50.00		\$ 6,750.00			\$ (6,750.00)
Lighting fixtures and installations	Vendor Name	50	\$ 150.00	50	\$ 50.00		\$ 10,000.00			\$ (10,000.00)
Power outlets	Vendor Name	60	\$ 75.00	20	\$ 75.00		\$ 6,000.00			\$ (6,000.00)
Power switches	Vendor Name	30	\$ 75.00	10	\$ 75.00		\$ 3,000.00			\$ (3,000.00)
Warehouse Lighting Lower Ceiling Areas (Hermes)	Vendor Name	120	\$ 40.00				\$ 4,800.00			\$ (4,800.00)
Office Lighting (China)	Vendor Name	60	\$ 40.00	60	\$ 200.00		\$ 14,400.00			\$ (14,400.00)
Backup Generator (35Kw 120/208) w/ ATS	Vendor Name	0				\$ 30,000.00	\$ 30,000.00			\$ (30,000.00)
Warehouse Lighting High Bay	Vendor Name	40	\$ 40.00	20	\$ 300.00		\$ 7,600.00			\$ (7,600.00)
							\$ 82,550.00		\$ -	
<b>PLUMBING AND HVAC</b>										
Plumbing Underground Modifications		80	\$ 75.00	1	\$ 7,500.00		\$ 13,500.00			\$ (13,500.00)
Heating, ventilation, and air conditioning (Duct Moves)		120	\$ 75.00	1	\$ 10,000.00		\$ 19,000.00			\$ (19,000.00)
Sanitary fixtures (Reuse / Remount)		60	\$ 60.00	1	\$ 1,500.00		\$ 5,100.00			\$ (5,100.00)
REBAR AND CONCRETE /slt.				750	\$ 50.00		\$ 37,500.00			\$ (37,500.00)
Serve Room AC Units (\$59500.00 Value for \$3000)	Facebook Marketplace	40	\$ 75.00	2	\$ 1,500.00	\$ 3,000.00	\$ 9,000.00			\$ (9,000.00)
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
							\$ 84,100.00		\$ -	

Project Location	3685 Woodhead Dr, Northbrook IL 60062
Property Owner	Could be Uhl
Prepared By	Matt Gojowiczek

Date Prepared	04/15/2024
	BUDGET ESTIMATE ACTUAL UNDER/OVER

TASK	VENDOR / CONTRACTOR	LABOR		MATERIALS		FIXED COST	\$ 652,316.25	\$ -	\$ -	
		HRS	RATE	UNITS	\$/UNIT	AMOUNT	BUDGET	ESTIMATE	ACTUAL	UNDER/OVER
<b>JOINERY AND MILLWORK</b>										
Kitchen Cabinetry (repurpose old stuff / suplment)				1	\$ 5,000.00		\$ 5,000.00			\$ (5,000.00)
Kitchen Countertops (Have material already just finishing labor)		20	\$ 50.00			\$ 500.00	\$ 1,500.00			\$ (1,500.00)
Doors (Reuse)		50	\$ 40.00	1	\$ 1,000.00		\$ 3,000.00			\$ (3,000.00)
Warehouse Racking Relocation		200	\$ 25.00				\$ 5,000.00			\$ (5,000.00)
Warehouse Racking Additional						\$ 20,000.00	\$ 20,000.00			\$ (20,000.00)
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
							\$ 34,500.00		\$ -	
<b>FINISHES</b>										
Painting Office				5,000	\$ 3.50		\$ 17,500.00			\$ (17,500.00)
Painting Shop		160	\$ 50.00	24	\$ 200.00		\$ 12,800.00			\$ (12,800.00)
Window treatments		24	\$ 40.00	6	\$ 1,000.00		\$ 6,960.00			\$ (6,960.00)
Kitchen / Bath / Entry Vinyl Plank Floor /stl.				925	\$ 4.25		\$ 3,931.25			\$ (3,931.25)
Office Carpet /stl.				3800	\$ 4.50		\$ 17,100.00			\$ (17,100.00)
OPTION 1 - Shop Epoxy /stl.				0	\$ 6.00		\$ -			\$ -
Option 2 - Shop Polishing / stl.				18250	\$ 3.50		\$ 63,875.00			\$ (63,875.00)
							\$ 122,166.25		\$ -	
<b>EQUIPMENT AND TECHNOLOGY (Datacenter Buildout)</b>										
A/V systems (Existing + Suplment)		200	\$ 40.00	3	\$ 7,500.00		\$ 30,500.00			\$ (30,500.00)
IT Infrastructure (Relocate Servers Suplment)		200	\$ 40.00	6	\$ 2,250.00	\$ 10,000.00	\$ 31,500.00			\$ (31,500.00)
Communication systems (existing phones)		40	\$ 40.00				\$ 1,600.00			\$ (1,600.00)
Security systems		100	\$ 75.00	1	\$ 5,000.00		\$ 12,500.00			\$ (12,500.00)
Cameras		75	\$ 40.00	36	\$ 250.00		\$ 12,000.00			\$ (12,000.00)
Network Jacks		300	\$ 40.00	150	\$ 55.00		\$ 20,250.00			\$ (20,250.00)
Network Racks / UPS / Power Distribution		120	\$ 40.00	1	\$ 25,000.00		\$ 29,800.00			\$ (29,800.00)
Other							\$ -			\$ -
Other							\$ -			\$ -
							\$ 138,150.00		\$ -	
<b>ACCESSORIES AND DÉCOR</b>										
Decorative lighting							\$ -			\$ -
Artwork							\$ -			\$ -
Wall décor							\$ -			\$ -
Interior plants and greenery				1	\$ 2,500.00		\$ 2,500.00			\$ (2,500.00)
Decor						\$ 5,000.00	\$ 5,000.00			\$ (5,000.00)
Office Furniture (Relocate Existing)		60	\$ 25.00				\$ 1,500.00			\$ (1,500.00)
Office Furniture (New Suplmental)		120	\$ 25.00			\$ 40,000.00	\$ 43,000.00			\$ (43,000.00)
Other							\$ -			\$ -
							\$ 52,000.00		\$ -	
<b>PERMITS AND FEES</b>										
Building Permits						\$ 5,000.00	\$ 5,000.00			\$ (5,000.00)
Inspection fees						\$ 2,500.00	\$ 2,500.00			\$ (2,500.00)
Other							\$ -			\$ -
Other							\$ -			\$ -
Other							\$ -			\$ -
							\$ 7,500.00		\$ -	



Real Estate Sales Contract

REAL ESTATE PURCHASE AND SALE AGREEMENT

THIS REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is made as of the day of Seller's acceptance hereof, as indicated on the signature page below ("Effective Date"), by and between MALNATI WOODHEAD, LLC, an Illinois limited liability company ("Seller") and SOUND, PRODUCTION & LIGHTING LLC, an Illinois limited liability company, or its nominee or assignee ("Purchaser"). Seller and Purchaser may be referred each as a "Party," and collectively, as "Parties".

RECITALS

WHEREAS, Seller owns fee title to the Real Property (as hereinafter defined) and the Improvements (as hereinafter defined);

WHEREAS, Purchaser desires to purchase and Seller desires to sell the Property (as hereinafter defined) on the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises herein contained and the respective undertakings of the parties hereinafter set forth, the Seller and Purchaser hereby agree as follows:

1. Purchase and Sale. Subject to the terms and conditions of this Agreement, Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, all of the following described property (collectively, the "Property"):

(a) Real Property. That certain real property located in the Village of Northbrook, County of Cook, State of Illinois, legally described on Exhibit A attached hereto, located at 3685 Woodhead Drive, Northbrook, Illinois (the aforesaid real property, together with all tenements, hereditaments, easements, rights-of-way, appurtenances, strips and gores, if any, adjoining the real property, and rights, if any, to adjoining streets, alleyways or vaults belonging or in any way pertaining to the same are collectively the "Real Property").

(b) Improvements. All buildings, structures, parking areas, fixtures and other improvements located on the Real Property (collectively, "Improvements").

(c) Personal Property. All rights, if any, to the "Personal Property" which, for purposes of this Agreement, shall mean all items of personal property used or useful in connection with the ownership, operation, use or maintenance of the Property, including, without limitation: all heating, ventilating, incinerating, lighting, plumbing, electrical, and air-conditioning fixtures and equipment and all other tools, equipment and supplies normally used in connection with the operation or maintenance of the Property; and all appliances, hot water heaters, furnaces, heating controls, motors, and boiler pressure systems and equipment located in or on the Real Property or the Improvements.

(d) Intangible Property. All intangible property (collectively, the "Intangible Property") owned or held by Seller, if any, in connection with the Real Property, the Improvements or the Personal Property, including, but not limited to: (i) all licenses, permits, certificates of occupancy, and franchises issued by any federal, state, county or municipal authority relating to the use, maintenance or operation of the Property, in the possession of the Seller; and (ii) all plans and specifications, operations and maintenance files with respect to the Improvements and Personal Property, and all unexpired warranties, guarantees, and sureties, if any, owned, held or received in connection with the Property in the possession of the Seller.

2. Purchase Price. Subject to the prorations and credits hereinafter provided, the purchase price ("Purchase Price") for the Property shall be Two Million Five Hundred Thousand and 00/100 (\$2,500,000.00). Within five (5) business days after the Effective Date, Purchaser shall deposit with Chicago Title Insurance Company ("Title Insurer"), as escrowee, the sum of Fifty Thousand and 00/100 Dollars (\$50,000.00) (the "Earnest Money"). The Earnest Money shall be held pursuant to the terms of the

strict joint order escrow instructions used by the Title Insurer (the "Earnest Money Instructions"). The Earnest Money shall be credited against the Purchase Price at the closing of the transaction contemplated hereby (the "Closing"). The balance of the Purchase Price increased or decreased by any closing costs, credits and prorations provided below, shall be paid in full by a wire transfer at Closing.

3. Closing. The Closing shall be held at the office of Title Insurer, Chicago Title Insurance, located at 2441 Warrenville Road, Suite 100, Lisle, Illinois 60532, Attn: Julie Ebbert (phone: 630-871-3541, email: ebbertj@cti.com) on October 1, 2024, or on such other date as the Parties mutually agree to in signed writing. The transaction contemplated by this Agreement shall be consummated remotely by means of a "New York Style" escrow, with the delivery of documents by courier and electronically where applicable to be held and disbursed by Title Insurer and whereby the Title Insurer will insure Purchaser's title through the date of recording, whether on the Closing Date or subsequent thereto, and if subsequent, the Title Insurer will cover the "Gap" and disburse the proceeds of sale on the Closing Date, to be opened with Title Insurer, as escrowee, on the Closing Date.

4. Deliveries at Closing and After the Effective Date.

(a) At Closing, Seller shall deliver to Title Insurer, as escrowee, the following documents executed by Seller:

i. A special warranty deed from Seller conveying fee simple title to the Property to Purchaser, subject to only the Permitted Exceptions (as hereinafter defined) in the form of attached Exhibit B ("Special Warranty Deed");

ii. a Quit Claim Bill of Sale and Assignment of Intangible Property conveying the Personal Property being conveyed in connection herewith to Purchaser, if any, in the form of attached Exhibit C;

iii. a FIRPTA;

iv. an Owner's affidavit (ALTA Statement);

v. Personal "Gap" undertaking, if applicable, and if required by Title Insurer to effectuate a "New York Style" Closing;

vi. Such proof of Seller's authority and authorization to enter into this transaction as may be reasonably required by Title Insurer;

vii. Certification of Seller's representations and warranties as being true and correct as of the Closing Date;

viii. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Sale/Purchase of Business Assets directed to the Illinois Department of Revenue, Bulk Sales Unit, as provided by 35 ILCS 120/5 and 35 ILCS 5/902(d), as proof that such notice was timely delivered to the said Department, and either a Bulk Sales Stop Order or Bulk Sales Release;

ix. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Bulk Sales or Transfer directed to the County of Cook under the provisions of Cook County Code of Ordinances, Section 34-92, as proof that such notice was timely delivered to the said Department, and either a Bulk Sales Stop Order or a release of a Bulk Sales Stop Order or similar release indicating Seller has no liability and Purchaser no withholding obligation;

x. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Sale/Purchase of Business Assets directed to the Department of

Employment Security – Collection Unit, as provided by 820 ILCS 405/2600, as proof that such notice was timely delivered to said Department, and either a Stop Order or a Release indicating the Seller has no liability and Purchaser has no withholding obligation, or if the Seller has no employees, a letter from IDES stating to the effect that Seller has no employees, as represented and warranted in this Agreement by Seller; and

xi. Any other documents (1) reasonably requested by Purchaser that are consistent with the terms of this Agreement, and (2) as customarily required by Title Insurer to issue the Title Policy (hereinafter defined) and to facilitate Closing.

(b) Purchaser shall, on the Closing Date, deliver to Title Insurer, as escrowee, the following:

i. The Purchase Price in accordance with Section 2 above, plus Purchaser's share of closing costs and prorations;

ii. Such proof of Purchaser's authority and authorization to enter into this transaction as may be required by Title Insurer or Seller;

iii. Owner's affidavits (or such other customary title company documents reasonably necessary to issue the Title Policy (as hereafter defined));

iv. Personal "Gap" undertaking, if applicable, and if required by Title Insurer to effectuate a "New York Style" Closing; and

v. Any other documents customarily required by Title Insurer to issue the Title Policy and to facilitate Closing.

(c) At Closing, Purchaser and Seller shall jointly deliver the following documents to the Title Insurer, as escrowee:

i. To the extent required, State, County, and Municipal Transfer Tax Declarations; and

ii. a mutually agreed upon Closing Statement; and

iii. any other documents reasonably requested or required by the Title Insurer.

(d) Not less than eleven (11) business days before the Closing, Seller shall notify the Illinois Department of Revenue (the "IDOR") and the Illinois Department of Employment Security (the "IDES"), and not less than forty-seven days before the Closing notify the Cook County Department of Revenue (the "CDR"), of the intended sale and request the IDOR, the CDR and the IDES to determine whether Seller has an assessed, but unpaid, amount of tax, penalties, or interest and/or Purchaser is required to hold back in escrow from the Purchase Price a sum certain under and pursuant to, 35 ILCS 5/902 (d) or 35 ILCS 120/5j (collectively, the "IDOR Act"), under Section 34-92 of the Code of Ordinances (the "Cook County Act"), and under 820 ILCS 405/100 et seq. (the "IDES Act"; together with the IDOR Act and the Cook County Act may be collectively referred to as the "Bulk Sales Acts"). Seller shall deliver to Purchaser prior to Closing, evidence of such notice and a release or clearance letter (or the equivalent), a stop order (or the equivalent), or a no account letter (or the equivalent) from the IDOR, the CDR and the IDES, as applicable, that there is a liability or an estimated liability requiring Purchaser at Closing, to holdback in escrow a sum certain, or that there is no holdback required, and the sale of the Property is not subject to, and does not subject Purchaser to any tax liability of Seller under, the Bulk Sales Acts. If the IDOR, the CDR and/or the IDES do not prior to Closing provide a bulk sales release, clearance or no account letter (or their equivalents), as applicable, then Seller shall indemnify and hold Purchaser harmless

from and against all assessed, but unpaid, amounts of tax, penalties or interest under the Bulk Sales Acts, as applicable, through the Closing Date, and said indemnity shall be in form and substance as that of Exhibit D attached to this Agreement. If any or all of the IDOR, the CDR or the IDES issue a stop order (or the equivalent) indicating a sum certain actual or estimated tax liability, then Purchaser shall cause such sum(s) to be held in escrow with the Title Insurer pending the receipt by Purchaser and the Title Insurer of releases or clearances from the IDOR, the CDR and the IDES indicating that Seller has no tax liability or directing the release of the funds to Seller, or a notice that such funds are to be released and paid to the IDOR, the CDR or the IDES, as applicable, and in either case, the Title Insurer will release the funds as required. The provisions of this Section 4(d) shall survive the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

5. Allocation of Closing Costs and Expenses. Seller shall bear the cost of the Title Policy in the amount of the Purchase Price, the premium for extended coverage over the standard general exceptions, one-half of the cost of the Closing escrow, all state and county transfer taxes relating to the sale or purchase of the Property, and the cost to record any instruments necessary to clear Seller's title to the extent required under this Agreement. Purchaser shall bear the cost of the Updated Survey (subject to the terms of Section 7(b) below), and the premiums for any title endorsements, or special title coverage, if any, requested by Purchaser, one-half of the cost of the Closing escrow, and the cost of any recording fees with respect to the Special Warranty Deed and any lender loan documents. Purchaser shall be responsible and pay for any lender title commitment, policy and endorsements required by its lender. All other costs shall be allocated between Seller and Purchaser as is customary in Cook County, Illinois (as reasonably determined by the Title Insurer). Any municipal transfer tax will be paid by the responsible Party under the applicable ordinance.

6. Prorations. The following prorations, except as specifically provided in this Agreement to the contrary, shall be made as of 11:59 p.m. on the day prior to the Closing Date ("Proration Date"), and shall be applied to reduce or increase the balance of the Purchase Price, as applicable:

(a) General. Prorations of expenses, if any, affecting the Property shall be prorated as of the Proration Date.

(b) Real Estate Taxes. Ad valorem real property taxes and assessments for the year in which Closing occurs shall be prorated between Purchaser and Seller as of the Proration Date on the basis of one hundred five percent (105%) of the 2023 real estate tax bills (which proration shall be final at Closing) and Seller shall pay the second installment of the 2023 tax bill at Closing to the extent not previously paid.

(c) Miscellaneous. All other items which are customarily prorated in transactions similar to the transaction contemplated hereunder and which are not otherwise addressed in this Agreement will be prorated as of the Proration Date. In the event any prorations or computations made under this Section 6 are based on estimates or prove to be incorrect, then either Party shall be entitled to an adjustment to correct the same, provided that it makes written demand on the Party from whom it is entitled to such adjustment within one hundred eighty (180) days after the Closing Date (except for real estate taxes as provided in Section 6(b) above). For purposes of calculating the prorations provided for in this Agreement, Purchaser shall be deemed to be the owner of the Property on the Closing Date. The terms of this Section 6 shall survive Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

7. Title Insurance and Survey

(a) Title Commitment. No later than three (3) business days after the Effective Date, Seller shall order at Seller's sole cost and expense from the Title Insurer and deliver or cause to be delivered to Purchaser a title commitment ("Title Commitment") for the most recent form ALTA Owner's Policy of Title Insurance in the amount of the Purchase Price (the "Title Policy"), together with any underlying documents (the "Title Documents"), showing fee simple title to the Property



vested in Seller, subject only to: (i) the standard printed exceptions and general exceptions contained in said Title Commitment, the same by Seller at Seller's expense at or before Closing to be removed or endorsed over by the Title Insurer, or caused to be removed or endorsed over by the Title Insurer, (ii) general taxes not yet due and payable; (iii) matters arising out of any acts of Purchaser or its agents, employees or representatives; and (iv) all other exceptions, if any, approved or waived by Purchaser pursuant to Section 7(c) below (items (i) through (iv) are collectively referred to as the "Permitted Exceptions"). All other title exceptions are referred to as "Unpermitted Exceptions").

(b) ALTA/NSPS Survey. Pursuant to Section 8(d) herein, Seller, within ten days of the Effective shall deliver to Purchaser a copy of Seller's existing survey of the Property (the "Existing Survey"). Purchaser may, in Purchaser's discretion, elect to obtain a new ALTA/NSPS Survey (the "Updated Survey") at Purchaser's expense based on the current ALTA/NSPS standards in effect, prepared by a surveyor licensed by the State of Illinois and dated subsequent to the date of this Agreement, and dated not more than ninety (90) days prior to the Closing Date, containing such items from Table A as may be desired by Purchaser, certified to the Seller, Purchaser, the Purchaser's lender as identified by the Purchaser, if any, the Title Insurer and the Purchaser's counsel. Notwithstanding anything herein to the contrary, at Closing, Seller shall provide Purchaser with a credit against the Purchase Price in the amount of \$2,000 towards Purchaser's actual out of pocket cost of obtaining the Updated Survey.

(c) Defects of Title or Survey. If the Title Documents or the Updated Survey, or both disclose claims, liens, exceptions, encroachments, encumbrances (collectively, "Liens") or any other conditions other than the Permitted Exceptions that are unacceptable to Purchaser (collectively, the "Title Defects"), then Seller's obligations, if any, to cure or remove the Title Defects are set forth in Section 7(c)(i) and Section 7(c)(ii) below. Purchaser shall accept title to the Property subject to all of the Permitted Exceptions.

(i) Mandatory Cure Items: Seller shall be unconditionally obligated to cure or remove the following Title Defects (the "Mandatory Cure Items"), whether described in the Title Commitment, or first arising or first disclosed by the Title Insurer, or otherwise, to Purchaser after the date of the Title Commitment and prior to Closing, and whether or not raised in a Notice of Title Objection (defined below): (a) liens against the Property securing a mortgage or trust deed unless caused by Purchaser, and (b) any other liens caused by an act other than by Purchaser, its agents, consultants and contractors. Prior to or upon Closing, such Mandatory Cure Items shall be cured or removed (by endorsement or otherwise in form and substance reasonably acceptable to Purchaser, acting in good faith) from the Title Documents by Seller. Notwithstanding anything to the contrary set forth herein, if, as of Closing, Seller fails to so cure or remove all Mandatory Cure Items as aforesaid, then Purchaser may either (1) terminate this Agreement by written notice to Seller or (2) proceed to close with title to the Real Property as it then is, with the right to deduct from the Purchase Price a sum equal to the aggregate amount reasonably necessary to cure or remove (by endorsement or otherwise, as reasonably determined by Purchaser, acting in good faith) the Mandatory Cure Items. In the event Purchaser terminates this Agreement in accordance with this Section 7(c)(i), any Earnest Money shall immediately be returned to Purchaser, whereupon this Agreement, without further action of the parties, shall become null and void and neither Party shall have any further rights and obligations under this Agreement, except for those obligations which expressly survive termination of this Agreement.

(ii) Title Defects: If the Updated Survey or the Title Commitment discloses Title Defects of any kind other than any Mandatory Cure Items, then Purchaser shall have until the date fifteen (15) days prior to the expiration of the Inspection Period (hereinafter defined) to notify Seller of any Defects to which Purchaser objects (any such notice, a "Notice of Title Objection"). Seller shall have ten (10) days from the date of receipt of such Notice of Title Objection to advise Purchaser in writing ("Seller's Cure Notice") as to which

of the Title Defects, if any, to which Purchaser has objected to in a timely manner, Seller is willing to cure to the sole satisfaction of Purchaser ("Seller's Cure Items"). If Seller delivers a Seller's Cure Notice, and identifies any Seller's Cure Items, Seller shall use good faith efforts to cause the Title Insurer delete, remove or insure over the Seller's Cure Items prior to Closing. Seller shall not be obligated to provide a Seller's Cure Notice or any other response to a Notice of Title Objection, as the failure of Seller to provide a Seller's Cure Notice shall be deemed an election by Seller not to cure any Title Defects that are included in the Notice of Title Objection. Except for Mandatory Cure Items, if Seller fails to timely deliver a Seller's Cure Notice, Seller fails to cure the Title Defects on or before the Closing Date or in the event that Seller's Cure Notice (specifying Seller's Cure Items) does not include each and every Title Defect specified in the Notice of Title Objection, Purchaser may, at its option, as its sole remedies, either (i) terminate this Agreement and any Earnest Money shall immediately be returned to Purchaser, whereupon this Agreement, without further action of the parties, shall become null and void and neither Party shall have any further rights or obligations under this Agreement, except for those obligations which expressly survive termination of this Agreement, or (ii) elect to consummate the Closing and accept title to the Property subject to all such Title Defects (in which event, all such Title Defects shall be deemed Permitted Exceptions). If Purchaser fails to make either election, Purchaser shall be deemed to have elected option (ii).

(d) Title Policy. As of the Closing Date, Seller shall cause Title Insurer to issue to Purchaser the Title Policy (or a pro forma policy or marked up commitment) in accordance with Section 7(a) hereof, with extended coverage over the standard general exceptions, and with such other endorsements as may be requested by Purchaser.

(e) Intentionally Omitted.

#### 8. Contingencies.

(a) Physical Inspection. Purchaser shall have until 5:00 p.m. Central on the date forty-five (45) days after the Effective Date to inspect the physical condition of the Property ("Inspection Period"). Seller shall provide Purchaser, and its owners, directors, officers, managers, employees, agents, advisors, inspectors, architects, developers, contractors, engineers and auditors ("Purchaser's Representatives") with adequate opportunity to conduct during the Inspection Period, all physical inspections which Purchaser deems appropriate in connection with such purchase. Seller agrees to permit Purchaser to enter and inspect the Property, during normal business hours and upon at least twenty-four (24) hours prior telephonic or written notice, and, at the election of Seller, accompanied by a representative of Seller. Purchaser acknowledges and agrees as follows: (a) prior to any entry onto the Property, Purchaser shall provide Seller with a certificate of insurance, naming Seller as an additional insured party prior to entering the Property with an insurer and in an amount reasonably satisfactory to Seller; (b) Purchaser or its lender at Purchaser's expense may conduct or cause to be conducted a Phase I Environmental Assessment of the Property, and shall not make or cause to be made any borings in the Property or other intrusive testing without Seller's prior written consent; (c) Purchaser, at its sole cost and expense, shall promptly repair any damage to the Property caused by the foregoing; (e) Purchaser shall promptly pay all costs and expenses incurred in connection with the foregoing; and (f) Purchaser shall indemnify, defend, and hold Seller harmless from and against any and all loss, cost, injury, damage or expense, including, without limitation, attorneys' fees and court costs, and liability of any kind arising out of, or in connection with, Purchaser's activities on the Property, including, without limitation, the acts and omissions of Purchaser's Representatives. The indemnification contained in this Section 8(a) shall survive the Closing or other termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

(b) Results of Inspection Period. If at any time during the Inspection Period Purchaser, in its sole discretion, decides for any reason or no reason that it wants to terminate this Agreement, Purchaser may elect to terminate this Agreement by written notice thereof to Seller prior to the

expiration of the Inspection Period. In such event, each of the parties shall be released from further liability to the other, except as otherwise stated herein. In the event Purchaser shall fail to so notify Seller on or prior to the expiration of the Inspection Period of Purchaser's desire to terminate this Agreement as provided in this Section 8(b), Purchaser shall be conclusively deemed to have elected to consummate this transaction in accordance with the terms hereof, and shall be conclusively deemed to have accepted the physical condition of the Property. In such an event, the entire Earnest Money shall be non-refundable to Purchaser, except as otherwise expressly provided herein.

(c) Finance Contingency Period. This Agreement is expressly contingent upon Purchaser, on or before 5:00 p.m. Central on the date sixty (60) days following the Effective Date (the "Finance Contingency Period"), obtaining a loan commitment for financing of Purchaser's acquisition of the Property acceptable to Purchaser in Purchaser's sole discretion ("Loan Commitment"). If Purchaser notifies Seller in writing prior to the expiration of the Finance Contingency Period, that Purchaser has not been able to obtain a loan commitment letter satisfactory to Purchaser after making good faith efforts to do so, this Agreement shall be terminated and the Earnest Money and any interest accrued thereon shall be promptly return to Purchaser. In the event of such termination, the parties shall have no further liabilities or obligations with respect to each other except as shall expressly survive the termination of this Agreement, if applicable. Purchaser shall have the right to extend the Finance Contingency Period for up to four (4) periods of one (1) week each, upon written notice to Seller no less than two (2) business days prior to the then expiration of the Finance Contingency Period, subject to the following:

(i) \$5,000.00 of the Earnest Money per extension exercised will become non-refundable (but will remain applicable as a credit to Purchaser against the Purchase Price to be paid at Closing) in the event this Agreement is terminated for any reason other than Seller's default in its obligations under this Agreement;

(ii) Purchaser's initial extension shall be contingent upon Purchaser providing Seller with written evidence documenting that Purchaser has submitted an application for a loan to an institutional lender at least ten (10) days prior to the original expiration of the Finance Contingency Period; and

(iii) Purchaser shall prior to each extension, provide reasonable evidence to Seller that Purchaser is working in good faith to obtain a loan.

(d) Information and Documentation. Within five (5) days after the Effective Date, Seller shall provide Purchaser with the following information and documentation to the extent Seller has such items in its possession and control (including if in the possession of any of Seller's agents, attorney's (other than privileged information), accountants, advisors and contractors) with respect to the Property (collectively, the "Due Diligence Materials"):

- (i) Seller's Existing Survey;
- (ii) All service contracts related to or impacting the Property;
- (iii) All utility bills related to the Real Estate for 2022 and 2023 and 2024 year to date;
- (iv) All building and other governmental licenses and permits, and all certificates of occupancy for the Property;
- (v) Intentionally Omitted;
- (vi) Copies of any existing environmental studies or reports of the Property;

- (vii) Copies of any existing engineering reports and/or facility condition studies;
- (viii) All documents relating to any special use, non-confirming use or zoning variance granted with respect to the Property, if applicable, or any Notice (hereinafter defined of, about or concerning the zoning;
- (ix) Copies of loss runs for all insurance covering the Property and the Personal Property for the last five (5) years, and if the current insurance policies are less than five (5) years old, then loss runs from all previous insurance policies for the same period;
- (x) Intentionally Omitted; and
- (xi) Copies of real estate tax bills for the last 3 years, and documents relating to tax or assessment proceedings, abatements, exemptions or notices.

Notwithstanding the foregoing of this Section 8(d), Purchaser shall have the right during the Finance Contingency Period to reasonably request from Seller additional information and documentation, and the Seller will deliver same within two (2) business days after the request, to the extent in Seller's possession and control (including if in the possession of any of Seller's agents, attorney's (other than privileged information), accountants, advisors and contractors).

In the event Purchaser elects to terminate the Agreement under any provision hereof permitting such termination, all information and material regarding the Property delivered to or obtained by Purchaser (including the Updated Survey and any inspection reports or environmental assessments obtained by Purchaser) shall as soon as practicably be delivered to Seller, and Purchaser shall destroy any and all electronic copies of such information and material in its possession.

(e) Confidentiality. Purchaser will keep confidential this Agreement and all information and materials resulting from its due diligence ("Information"), except for disclosure to Purchaser's Representatives who need to know the Information in order to evaluate the possible acquisition, provided such Representatives agree to keep the Information confidential. Purchaser will provide to Seller, on demand, copies of all of the Information and all reports and other information obtained by Purchaser. Purchaser acknowledges that Seller is under no obligation to verify the accuracy of the Information or the Due Diligence Materials and makes no representation or warranty with respect thereto. The confidentiality provisions of this Section shall survive the Closing termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

9. Seller's and Purchaser's Representations

(a) Representations and Warranties of Seller. Seller represents and warrants to Purchaser the following:

i. Legal Matters. There is no pending or to Seller's actual knowledge, threatened action, suit, or proceeding, including without limitation, condemnation proceeding, affecting Seller or the Property or any portion thereof by or before any court, municipal department, commissioner, board, bureau or agency;

ii. No Conflicts. To the Seller's actual knowledge (with no obligation to investigate), Seller has not received written notice that the present use, occupancy and operation of the Property are in violation of any applicable laws, ordinances, regulations, statutes, rules and restrictions pertaining to and affecting the Property;

iii. Seller's Authority. Seller has the legal power, right and authority to enter into this Agreement and consummate the transactions contemplated hereby and no consent,

authorization or approval of any third Party or governmental authority is required in connection therewith;

iv. No Violations. Seller has received no notice of any building, health code, or OSHA violations currently existing with respect to the Property or any part thereof, and any such past violations have been cured or remedied;

v. Agreements. There are no leases, subleases, licenses, concessions, management agreement, leasing agent or brokerage agreements or other agreements granting to any party or parties the right of use or occupancy of any portion of the Property. Seller is not a party to any contracts affecting the Property that shall survive Closing;

vi. Special Assessments. To Seller's actual knowledge (with no obligation to investigate), Seller has received no notice of any special assessment that has been issued or is proposed affecting the Property;

vii. Condemnation. Seller has not received any written notice of any condemnation, eminent domain or similar proceedings, and Seller has no knowledge that any such proceeding is contemplated;

viii. Seller's Ability to Perform. None of the execution, delivery, and performance of this Agreement nor the consummation of the transactions contemplated by this Agreement will, (i) in any manner that could reasonably be expected, interfere with the Seller's ability to perform its respective obligations under this Agreement, (ii) violate or conflict with any provision of the organizational or governing documents of the Seller; (iii) result in the creation of any Liens, or other right or interest upon the Property pursuant to the terms of any such Liens, or other right or interest; (iv) violate any judgment, order, injunction, decree, or award of any court, arbitrator, administrative agency, or governmental or regulatory body of which it has knowledge against, or binding upon the Seller and/or the Property; or (v) constitute a violation by the Seller of any statute, law, ordinance or regulation that is applicable to the Seller, or the Property;

ix. Foreign Person. The Seller, is not a "foreign person" as the term is defined in Section 1455 of the Internal Revenue Code of 1986, neither is acting, directly or indirectly, for or on behalf of any person or entity, named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224), and neither is engaged in this transaction, directly or indirectly, on behalf of, and is not facilitating this transaction, directly or indirectly, on behalf of, any such person or entity;

x. Compliance with Environmental Laws. To Seller's actual knowledge, neither the Property, nor any part thereof, have been used as a sanitary landfill, waste dump site, or for the treatment, storage or disposal of hazardous wastes, as defined by any applicable environmental law, statute, ordinance or regulation (collectively, "Environmental Laws"). To the Seller's actual knowledge no notice of violation or other written communication has been received by the Seller from a government agency or any other person or entity alleging or suggesting a violation of any Environmental Laws in, upon or under the Property;

xi. No Legal Actions. There are no current or threatened actions, suits, or proceedings of any kind pending or threatened against or relating to the Seller, or the Property in any court or before, arbitrator, administrative agency or other tribunal, that if successful would restrict or prevent the continued operation of the Property in the same manner as it is being operated and maintained as of the Effective Date through the Closing Date;

xii. Insurance. In the five (5) years immediately preceding the Effective Date, (1)

Seller has maintained insurance on the Property and Personal Property reasonable and customary for this type of Property and Personal Property in the market where the Property is located, and (2) has not made any claims against or under any insurance policies insuring the Property or the Personal Property; and

xiii. Taxes. To the Seller's actual knowledge, it has not received any notice that a federal, state, county, municipal or other local taxing authority has asserted any tax deficiency, Lien, or assessment against the Property or the Seller, and the Seller has timely filed all tax returns that it or they are required to file by federal, state, county, municipal or local laws, has paid in full all taxes shown to be due by said returns, there are no taxes of any kind whatsoever associated with the Property that are unpaid or past due, including any penalties and interest thereon, and all special assessments affecting the Property, whether payable in installments.

(b) Representations and Warranties of Purchaser. The following constitute representations and warranties of Purchaser:

i. Purchaser's Authority. Purchaser has the legal power, right, and authority to enter into this Agreement, to consummate the transactions contemplated hereby, and to execute and deliver all documents and instruments to be delivered by Purchaser hereunder.

ii. Requisite Action. All requisite action (corporate, trust, partnership or otherwise) has been taken or obtained by Purchaser in connection with the entering into this Agreement and the consummation of the transactions contemplated by this Agreement, or shall have been taken prior to the Closing Date.

iii. Individual Authority. The individual(s) executing this Agreement on behalf of Purchaser have the legal power, right, and actual authority to bind Purchaser to the terms and conditions of this Agreement.

(c) The representations and warranties of Seller contained in this Agreement or in any document executed in connection herewith, shall be continuing representations and warranties, shall be deemed to be remade at Closing, shall not merge with or into any deed of conveyance or other document or instrument delivered at or in connection with the Closing and shall survive the Closing for a period of one year after the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed; provided, however, that such one year limitation shall not apply to: (a) any fraud; or (b) any claim or cause of action initiated prior to the end of such one year period but not settled prior to the end of such period. The representations and warranties of Purchaser contained in this Agreement or in any document executed in connection herewith, shall be continuing representations and warranties, shall be deemed to be remade at Closing, shall not merge with or into any deed of conveyance or other document or instrument delivered at or in connection with the Closing and shall survive the Closing for a period of one year after the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed; provided, however, that such one year limitation shall not apply to: (a) any fraud; or (b) any claim or cause of action initiated prior to the end of such one year period but not settled prior to the end of such period. If Seller at any time on or after the Effective Date through the Closing Date has reason to believe that any representations and warranties of Seller set forth in this Agreement are not correct in any material respect, Seller shall immediately notify Purchaser. Purchaser as its sole and exclusive remedies may either: (i) terminate the Agreement without liability on the part of Seller or Purchaser and receive a return of the Earnest Money; or (ii) waive such matter, including any right to make any claim against Seller post-closing and proceed to Closing.

(d) Except as is otherwise expressly provided in this Agreement, Seller hereby specifically disclaims any warranty (oral or written) concerning (i) the nature and condition of the Property and the suitability thereof for any and all activities and uses that Purchaser may elect to

conduct thereon, (ii) the manner, construction, condition and state of repair or lack of repair of any improvements located thereon, (iii) the nature and extent of any right-of-way, lien, encumbrance, license, reservation, condition or otherwise, and (iv) the compliance of the Property or its operation with any laws, rules, ordinances, or regulations of any government or other body, it being specifically understood that Purchaser shall have full opportunity, during the Inspection Period, to determine for itself the condition of the Property. Except as is otherwise expressly provided in this Agreement, the sale of the Property as provided for herein is made on a strictly "AS IS" "WHERE IS" basis as of the Closing Date. Purchaser expressly acknowledges that, in consideration of the agreements of Seller herein and except as otherwise expressly set forth in this Agreement, **SELLER MAKES NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT IN NO WAY LIMITED TO, ANY WARRANTY OF QUANTITY, QUALITY, CONDITION, HABITABILITY, MERCHANTABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY, ANY IMPROVEMENTS LOCATED THEREON OR ANY SOIL CONDITIONS RELATED THERETO.**

(e) PURCHASER SPECIFICALLY ACKNOWLEDGES THAT PURCHASER IS **NOT** RELYING ON (AND SELLER HEREBY DISCLAIMS AND RENOUNCES) ANY REPRESENTATIONS OR WARRANTIES MADE BY OR ON BEHALF OF SELLER OF ANY KIND OR NATURE WHATSOEVER, EXCEPT AS IS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT. FURTHER, EXCEPT AS IS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, PURCHASER HEREBY RELEASES SELLER FROM AND WAIVES ANY AND ALL CLAIMS AND LIABILITIES AGAINST SELLER FOR, RELATED TO, OR IN CONNECTION WITH, ANY ENVIRONMENTAL CONDITION AT THE PROJECT (OR THE PRESENCE OF ANY MATTER OR SUBSTANCE RELATING TO THE ENVIRONMENTAL CONDITION OF THE PROPERTY), INCLUDING, BUT NOT LIMITED TO, CLAIMS AND/OR LIABILITIES RELATING TO (IN ANY MANNER WHATSOEVER) ANY HAZARDOUS, TOXIC OR DANGEROUS MATERIALS OR SUBSTANCES LOCATED IN, AT, ABOUT OR UNDER THE PROPERTY, OR FOR ANY AND ALL CLAIMS OR CAUSES OF ACTION (ACTUAL OR THREATENED) BASED UPON, IN CONNECTION WITH OR ARISING OUT OF CERCLA (THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT OF 1980, 42 U.S.C. '9601 *ET SEQ.*, AS AMENDED BY THE SUPERFUND AMENDMENT AND REAUTHORIZATION ACT OF 1986, AND AS MAY BE FURTHER AMENDED FROM TIME TO TIME), THE RESOURCE CONSERVATION AND RECOVERY ACT OF 1976, 42 U.S.C. '6901 *ET SEQ.*, OR ANY OTHER CLAIM OR CAUSE OF ACTION (INCLUDING ANY FEDERAL OR STATE BASED STATUTORY, REGULATORY OR COMMON LAW CAUSE OF ACTION) RELATED TO ENVIRONMENTAL MATTERS OR LIABILITY WITH RESPECT TO OR AFFECTING THE PROPERTY.

(f) Seller and Purchaser acknowledge and agree that the provisions contained in Sections 9(d) and (e) were a material factor in Seller's acceptance of the Purchase Price and that Seller was unwilling to sell the Property to Purchaser unless Seller was released as expressly set forth above.

10. Casualty or Condemnation Prior to Closing.

(a) Casualty. In the event any of the Improvements upon the Property are damaged or destroyed by fire or other casualty prior to the date of Closing and the cost to repair any such damage exceeds One Hundred Thousand and no/100 Dollars (\$100,000.00), Purchaser shall have the right to elect either to: (i) terminate this Agreement; or (ii) to proceed to consummate the transaction contemplated by this Agreement, subject to an assignment of the proceeds of Seller's insurance proceeds and a credit at Closing equal to the amount of any insurance proceeds previously received by Seller and related to such casualty. Such election shall be made by written notice to Seller not later than ten (10) business days following the date on which Seller has notified Purchaser in writing of such damage or destruction. In the event Purchaser so notifies Seller within said ten (10) business day period that it elects to terminate this Agreement, the parties shall have no further rights and liabilities with respect to each other, except as otherwise stated in this Agreement. Failure of Purchaser to notify Seller of its election to so terminate this Agreement shall

be deemed to constitute Purchaser's election to proceed with the transaction contemplated by this Agreement.

In the event of damage or destruction whereby the cost to repair the same is less than One Hundred Thousand and 00/100 Dollars (\$100,000.00) the transaction contemplated by this Agreement shall be consummated in accordance with the terms of this Agreement, without a reduction in the Purchase Price, subject to an assignment of the proceeds of Seller's insurance proceeds and a credit at Closing equal to the amount of any insurance proceeds previously received by Seller and related to such casualty.

(b) Condemnation. In the event of a condemnation of the Property, or any part thereof, by any governmental authority, or in the event any notice of such condemnation is received by Seller, Seller shall so advise Purchaser within three (3) days of such event and thereafter Purchaser may elect, by written notice to Seller, to terminate this Agreement in which event this Agreement shall be of no further force and effect. If Purchaser does not so elect, then this transaction shall be consummated as scheduled, subject to a reduction in the Purchase Price in the amount of the proceeds received from the governmental authority as a result of such condemnation.

11. Brokers. Seller and Purchaser each represents and warrants that they know of no brokers who have been involved in this transaction except for Korman/Lederer (Peter Balyeat), BKB Commercial (Brian Borkan), and James Cazares (collectively, "Brokers"), whose commissions shall be paid for by Seller to the extent this transaction closes, pursuant to a separate agreement between Seller and Brokers. Each Party agrees that should any claim be made for brokerage commissions or finder's fees by any broker or finder other than the Brokers by, through or on account of any acts of said party or its representatives, said Party will indemnify and hold the other Party free and harmless from and against any and all loss, liability, cost, damage and expense in connection therewith. The provisions of this Section 11 shall survive Closing or earlier termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

12. Default

(a) Purchaser's Default. If Purchaser fails to perform in accordance with the terms of this Agreement, and such default is not cured within seven (7) business days from the date of Seller's written notice to Purchaser, Seller as its sole and exclusive remedy, will have the right to terminate this Agreement by further written notice thereof to Purchaser and receive the Earnest Money as liquidated damages for such breach and upon such notice, this Agreement will be null and void. Notwithstanding the foregoing or anything herein to the contrary, the provisions of this Section 12(a) shall not limit or otherwise apply to (i) Purchaser's express indemnity obligations under this Agreement, (ii) matters that pursuant to the terms of this Agreement, survive the termination of this Agreement or the Closing, or (iii) any obligations of Purchaser arising under Section 18(i).

(b) Seller's Default. If Seller fails to perform in accordance with the terms of this Agreement, and such default is not cured within ten (10) days from the date of Purchaser's written notice to Seller, and upon the failure of Seller to cure such default within ten (10) days following written notice thereof from Purchaser, Purchaser, at its option, may as its sole remedies, either: (A) terminate this Agreement by further written notice thereof to Seller, in which event the Earnest Money shall be returned to Purchaser, Seller shall reimburse Purchaser for Purchaser's out of pocket costs incurred in connection with this Agreement and in performing its due diligence investigations in an amount not to exceed \$25,000.00 in the aggregate and Purchaser, or (B) seek specific performance of and under this Agreement, and in either case, Seller shall pay all reasonable costs and expenses, including attorney and accountant fees, in connection with Purchaser's successful enforcement of this Agreement.

(c) To the maximum extent permitted by applicable law, in no event will Purchaser or Seller be liable for any loss of profits, loss of anticipated savings, indirect, special, incidental, consequential, punitive and exemplary damages arising out of this Agreement regardless of the



legal or equitable theory (contract, tort or otherwise) upon which the claim is based, even if it is aware of the possibility of the occurrence of such damages.

13. Conditions Precedent to Closing.

(a) The following are conditions precedent to Closing for Purchaser's benefit, unless they have been waived by Purchaser (in Purchaser's sole and absolute discretion) in writing prior to Closing: (i) Seller shall not be in default of any Seller covenant or obligation under this Agreement, (ii) all of Seller's representations and warranties set forth in this Agreement shall remain true and correct in all respects as of the Closing Date; (iii) the Title Insurer shall be committed to issue at the Closing with respect to the Property the Title Policy; (iv) Seller shall have complied with Section 4 above; and (v) the Property and Personal Property shall be free of any liens as of the Closing Date except for any loans, mortgages or lines of credit of Seller which are paid at Closing or insured over by the Title Company.

(b) The following are conditions precedent to Closing for Seller's benefit, unless they have been waived by Seller (in Seller's sole and absolute discretion) in writing prior to Closing: (i) Purchaser shall not be in default of any Purchaser covenant or obligation under this Agreement, and (ii) all of Purchaser's representations and warranties set forth in this Agreement shall remain true and correct in all respects as of the Closing Date.

(c) Upon failure of any of the foregoing conditions precedent, set forth in Section 13(a) above, Purchaser may terminate this Agreement and Purchaser as its sole remedy, shall be entitled to a return of the Earnest Money and all obligations under this Agreement shall terminate, except for such obligations that expressly survive termination. Upon failure of any of the foregoing conditions precedent, set forth in Section 13(b) above, Seller may terminate this Agreement and Seller as its sole remedy, shall be entitled to retain the Earnest Money and all obligations under this Agreement shall terminate, except for such obligations that expressly survive termination.

(d) Either Party may at any time or times, at its election, waive any of the conditions to its obligations under this Agreement, but any such waiver shall be effective only if contained in a writing signed by such Party. No such waiver shall reduce the rights or remedies of a Party by reason of any breach by the other Party (but if a condition is waived, the Party waiving the same may not rescind this Agreement on the basis of the failure of such waived condition). In the event that for any reason any item required to be delivered to a Party by the other party under this Agreement shall not be delivered when required, then such other Party shall nevertheless remain obligated to deliver the same to the first Party, and nothing (including, but not limited to, the Closing) shall be deemed a waiver by the first Party of any such requirement.

14. Possession. Seller shall deliver possession of the Property to Purchaser at Closing.

15. Successors and Assigns. Except as set forth herein, neither Party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other Party. Notwithstanding anything in this Agreement to the contrary, without the consent of Seller, Purchaser may assign this Agreement and Purchaser's rights and obligations under this Agreement to an entity controlling, controlled by, or under common control with Purchaser or any of Purchaser's principals. Any assignee of Purchaser's interest shall assume in writing all of the obligations and liabilities of Purchaser under this Agreement, and a copy of the fully-executed written assignment and assumption agreement shall be delivered to Seller at least five (5) business days prior to Closing. Purchaser shall not be released of any of its obligations or liabilities hereunder in the event of any assignment (except that the sale contemplated hereby shall be closed in the name of the assignee). Subject to the foregoing, this Agreement and the terms and provisions hereof shall inure to the benefit of, and be binding upon, the successors and assigns of the parties.

16. INTENTIONALLY OMITTED.

17. Notices. Except as otherwise provided in this Agreement, all notices, demands, requests, consents, approvals and other communications (herein collectively called "Notices") required or permitted to be given under this Agreement, or which are to be given with respect to this Agreement, shall be in writing and shall be delivered by recognized overnight express courier (e.g., FedEx), postage prepaid, and sent by electronic mail, or personal delivered, addressed to the Party to be so notified as follows:

**Seller:** Mainati Woodhead, LLC  
c/o The Mainati Organization, LLC  
900 Busch Parkway  
Buffalo Grove, IL 60089  
Attention: Sasha Milosavljevich  
Email: milosav@hotmail.com

**With a copy to:** Glenn Garfinkel  
Timm & Garfinkel, LLC  
770 Lake Cook Road, Suite 150  
Deerfield, Illinois 60015  
Office: (847) 236-0502  
Email: [ggarfinkel@ltglegal.com](mailto:ggarfinkel@ltglegal.com)

**Purchaser:** Matt Gajowniczek  
Sound, Production & Lighting LLC  
8111 St. Louis Ave.  
Ste. 2F  
Skokie, IL 60076  
Office: 847-430-4902  
Email: [matt@splchicago.com](mailto:matt@splchicago.com)

**With a copy to:** Jonathan J. Fox  
Kelleher + Holland, LLC  
102 S. Wynstone Park Drive  
North Barrington, Illinois 60010  
Office: (847) 713-1360  
Email: [jfox@kelleherholland.com](mailto:jfox@kelleherholland.com)

Notice of change of address shall be given by written notice in the manner detailed in this Section. Notices shall be deemed given on the earlier of the following dates (i) the day of email transmission to the email address set forth above, provided such is transmitted by the sender prior to 6:00 PM Central on a business day; otherwise, the next business day; or (ii) the next business day after the date Notice is delivered by a recognized overnight express courier. Either Party may at any time change the address for notice to such Party by delivering a Notice as aforesaid. For all purposes under this Agreement, Notices to or from an attorney of the Parties shall constitute notice to a Party; and an attorney for a Party shall be authorized to consent or act for a Party.

18. Miscellaneous.

(a) This Agreement contains the entire Agreement between the parties respecting the matters herein set forth, and supersedes all prior agreements between the parties hereto respecting such matters, if any, there being no other oral or written promises, conditions, representations, understandings, warranties or terms of any kind as conditions or inducements to the execution hereof, and none have been relied upon by either Party.

(b) Time is of the essence of this Agreement.

(c) Paragraph headings shall not be used in construing this Agreement.

(d) Except as expressly provided in this Agreement, no waiver by a Party of any breach of this Agreement by the other Party shall be deemed to be a waiver of any other breach by such other Party (whether preceding or succeeding and whether or not of the same or similar nature).

(e) This Agreement shall be construed and enforced in accordance with the laws of the state of Illinois.

(f) No agreement, amendment, modification, understanding, or waiver of or with respect to this Agreement or any term, provision, covenant, or condition hereof, nor any approval or consent given under or with respect to this Agreement, shall be effective for any purpose unless contained in a writing signed by the Party or its attorney against which such agreement, amendment, modification, understanding, waiver, approval or consent is asserted.

(g) Neither this Agreement, nor a memorandum thereof shall be recorded by Purchaser. Purchaser's failure to comply with this Subsection shall be deemed a default of Purchaser.

(h) If the final day of any period or any date of performance under this Agreement falls on a Saturday, Sunday, legal holiday, or any day that title companies in Illinois are closed (each, a "business day"), then the final day of the period or the date of such performance shall be extended to the next business day.

(i) If either Party fails to perform any of its obligations under this Agreement or if a dispute relating to the terms of this Agreement arises between the Parties hereto, then the non-prevailing Party in a final judgment by court having jurisdiction over such matter shall pay any and all costs and expenses incurred by the prevailing Party on account of such dispute, including, but not limited to, that Party's reasonable, out-of-pocket court costs and attorneys' and accountant's fees.

(j) This Agreement may be executed in multiple counterparts, each one of which shall be deemed an original but all of which, taken collectively, shall be deemed a single instrument. Signatures by facsimile, pdf scan or other digital or photographic reproduction shall be sufficient as an original for all purposes.

(k) THE PARTIES HERETO WAIVE ANY RIGHT WHICH EITHER OR BOTH WILL HAVE TO RECEIVE A TRIAL BY JURY WITH RESPECT TO ANY CLAIMS, CONTROVERSIES OR DISPUTES WHICH WILL ARISE OUT THIS AGREEMENT OR THE SUBJECT MATTER HEREOF.

(l) Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. Use of the words "include" and "including" are intended as an introduction to illustrative matters and not as a limitation.

(m) The preamble paragraph and the recitals above are hereby incorporated into this Section 18(m) as if set forth herein.

[EXECUTION PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first below written.

**SELLER:**

MALNATI WOODHEAD, LLC, an Illinois limited liability company

Sasha Milosavljevic  
By Sasha Milosavljevic (Jul 8, 2024 14:51 CDT)  
Its Asset Manager

Acceptance  
Dated: Jul 8, 2024, 2024

**PURCHASER:**

SOUND, PRODUCTION & LIGHTING LLC, an Illinois limited liability company

By: DiscuSigned by: Mateusz Gajowniczak  
Its President

Offer Dated: 7/8/2024, 2024

Engagement Letter



**LookingGlass Letter of Engagement**

Dear John Konrath from Greater Metropolitan Real Estate Services

Thank you for submitting a proposal to LookingGlass.cc, Ltd. Your proposal has been accepted.

**Regarding: LookingGlass.cc, Ltd Appraisal Assignment No. 60975**

**Subject Property Address:** 3685 Woodhead Dr  
**Subject City, ST Zip:** Northbrook IL 60062-1816  
**Property Type:** Industrial Warehouse  
**Report Type:** Appraisal Report  
**Property Contact Person:** james cazares  
**Property Contact Phone:** 847-437-5590  
**Property Contact Email:** cirrus958cd@outlook.com

**Client:** LookingGlass.cc, Ltd.  
**Intended Users:** LookingGlass.cc, Ltd. & Byline Bank

**Intended Use:** Financial and decision making purposes, or the use that is specified to the appraiser in the Request for Proposal (RFP)

**Bid Comments:**

Appraisal Report: Sale with CAP X for 25,000 s f warehouse with office renovations. 1.58 acres. Need as is and as completed. The information provided in this request for proposal is provided by the client and believed to be reliable. In the event that upon property view or during the process of obtaining information from the property contact the information is found to be inaccurate, please contact us immediately. In the event any structure or structures as part of this assignment are or appear to be located in a designated flood zone other than a Zone C or Zone X (unshaded areas which are areas outside the 100-year and 500-year flood zones), the report shall also provide an insurable cost for the structure(s) with a definition of the insurable cost along with the source of the definition. Please bid for 1 and also 2 week turns.  
Thanks!c#558.000075 exp 12/31/2024

**Appraiser Quoted Turn Time-BASED ON CALENDAR DAYS: 7**

**Estimated Delivery Date:** 8/21/2024

**Appraiser Fee:** Web Quote

If for some reason, your circumstances have changed and you can no longer completed the assignment per your proposal, contact us within 24 hours by email (<mailto:hstoll@lookingglassappraisal.com>) or phone (330-869-2504).

Acceptance of this assignment requires you to comply with the following:

1. Contact with the bank's client must be made within two business days with the first priority of contact by telephone. LookingGlass must be notified concerning any delays in the process

- that jeopardizes the delivery date. Only written documentation of delays posted to assignment to the LookingGlass web site will be considered.
2. The Report fee will be paid upon an acceptable review of the submitted report by a reviewer retained by the Client. If the report is delivered after the agreed upon delivery date, the fee will be adjusted downwards 4% per calendar day. Any requested corrections to the report must be received by a client reviewer or representative within two business days after notification, unless otherwise notified. Corrections received after two business days will result in a 4% per day penalty. The engaged appraiser will not be penalized if the delay is caused due to circumstances beyond their control and is documented on the LookingGlass web site.
  3. An assignment may be canceled or stopped at any time by LookingGlass or the Client. The Client retains the right to amend the assignment once the appraiser has begun work. The Client shall retain the right to stop appraiser's work, at any time, and the engaged appraiser shall be paid for the work done prior to the work stoppage, provided documentation is provided on the LookingGlass web site. The Contractor will be compensated for its time and expenses incurred at the time of cancellation. Trip charge: in the event a trip charge is incurred due to inability to access a property through no fault of the appraiser, the Client shall be notified immediately via the assignment's Appraiser Comments section of the Client's website.
  4. The Contractor shall not be permitted to sub-contract the assignment without the express written consent of LookingGlass.cc, Ltd.
  5. The engaged appraiser warrants, by acceptance of this assignment, their knowledge of the Financial Institutions Reform, Recovery, and Enforcement Act OF 1989 (FIRREA) requirements including the current edition of the Interagency Appraisal and Evaluations Guidelines applicable to this assignment, as well as the current edition of the Uniform Standards of Professional Appraisal Practice (USPAP).
  6. The Report(s) must be signed by the addressee of this engagement letter, he/she being the engaged appraiser for the assignment.
  7. Any additional requirements specific to the assignment as described in the Request for Proposal ("RFP").
  8. All state specific applicable laws and regulations applicable to this assignment.
  9. Trainee or Assistant Appraisers" may view, participant in the development of the report, and sign the report (as acceptable based on appropriate state Laws/regulations), however, the subject property must be viewed and signed by an appraiser who is a properly credentialed State Certified General Appraiser in the state in which the subject property is located.
  10. All reports must include the definition(s) and source(s) of the definition(s) for all value(s) developed within the report. Reports for lending purposes must be based on the market value definition found in the federal appraisal regulations. (Federal Register, Title 12 CFR, Part 34.42 g) and include the as is market value definition from the Interagency Appraisal and Evaluation Guidelines. The assignment may include additional values as part of the scope of work
  11. Questions concerning scope of work issues and/or changes, report development and/or reporting issues should be directed to LookingGlass via the appraiser comments section of the LookingGlass web site.
  12. Questions regarding gaining access to the property or availability of property financial information should be directed to the Lending Institution via the appraiser comment section of the website.

13. If revisions are requested during the review process, the appraiser will note in the reviewer's comments what page numbers in the revised report have changes. **The awarded appraiser must respond to the review inquiries within two (2) business days.**
14. The report must present an **"as is" market value** reflecting the property's condition, use, and zoning as of the date of the valuation. Any prospective "as completed" or "as stabilized" value must be defined within the report, have appropriate extraordinary assumptions and contain a future effective date based on reasonable expectations of completion and/or stabilization. Any going concern value must present a supported allocation of value between real property, tangible personal property (FF&E) and intangible business value and assets, if any. Any non-real property such as FF&E, business enterprise value or other intangible assets must be clearly identified and valued in accordance with USPAP Standards 7 & 8 and/or Standards 9 & 10.
15. Within all adjustment grids, quantitative analysis is expected within all reports. If the assignment warrants the use of qualitative analysis, for any reason, approval of this method must be granted by LookingGlass prior to completion of the report.
16. Within the Income Approach, the property's current occupancy discussion should include current contract rent and terms, a summary and analysis of current leases, support for estimated market rent, analysis of any difference between the subject's contract rent levels and market rent, a discussion and analysis of the subject's expense history in comparison to market expense levels, support for vacancy and credit loss estimates, and analysis and support for appropriate capitalization rates and multipliers. If a discounted cash flow (DCF) is applied, the report should present sufficient discussion and support for the discount rates and terms employed. Additionally, the report must include a direct capitalization method to reconcile with the results of the DCF.
17. Any and all extraordinary assumptions made for this assignment must be relevant to this assignment and not result in a misleading analysis and valuation. Any hypothetical conditions that are being considered for this assignment must be approved by LookingGlass prior to completion of the report.
18. Within the real estate tax discussion, the owner's name of record must be included. The report must present the property's tax ID(s), tax year, taxes and any special assessments, and note if taxes are current or delinquent. If delinquent, indicate the amount of delinquent taxes. Additionally, the report must clearly state whether the delinquent taxes have or have not been deducted from the final opinion of value. In situations where the current taxes are substantially lower than the opinion of market value/pending sales price, the report must address the potential for an increase in taxes by use of tax comparables and/or a tax additur. The report must include the local tax authority's market value.
19. You acknowledge the confidentiality of this agreement and agree not to disclose any data obtained from the LookingGlass customer, or any results of this assignment, to anyone but LookingGlass. The report shall be deemed to be the property of LookingGlass and is not hereinafter available for any person or entity other than LookingGlass. Lookingglass.cc, Ltd will own the Appraisal Report, and its supporting documentation, analysis, data or other information used to support its facts, assumptions, conditions and conclusions. To the extent that the Appraiser holds this information at its office, Appraiser agrees to timely deliver the information to Lookingglass.cc, Ltd in the report and/or supporting information with other parties of its choice without restriction and without further notice to, or approval of, Appraiser or his or her firm. You may use the non-confidential appraisal information in compliance with Gramm-Leach-Bliley and the federal Trade Commission (FTC) gathered as comparable information for future reports. The appraiser(s) agrees to maintain the confidential nature of the assignment and shall not provide future valuation assignments for the subject without the express written consent of LookingGlass.cc, Ltd.
20. The report must include the completed LookingGlass Compliance Checklist.

21. LookingGlass assignments are typically engaged as Appraisal Reports as defined in USPAP 2-2(a). In some instances, an assignment may be engaged as a Restricted Appraisal Report as defined in USPAP 2-2(b). All commercial appraisals regardless of the USPAP reporting option requested must be in a narrative format. "Form type" appraisal reports are not acceptable for commercial appraisal assignments for LookingGlass.

**Please address the report as follows:**

Client: LookingGlass.cc, Ltd Technical Services.  
100 North Miller Road  
Fairlawn, Ohio 44333  
  
and Byline Bank

**NOTE:** A PDF of the report must be uploaded to the LookingGlass website. A signed copy of this engagement letter must be included in the completed report. The appraiser's invoice must be uploaded to the LookingGlass website as a separate attachment. You will deliver the report via the LookingGlass web site containing the report as an attachment in PDF format, complete with electronic signatures and photographs. Appraisers not setup within the LookingGlass web site will be provided with email instructions. No hard copies are required unless instructed by LookingGlass.

**The appraiser signing this letter of engagement certifies the following:**

1. The engaged appraiser warrants that at the time of each assignment awarded to them, that they are in good standing within the State in which the subject property is located and there are no pending investigations against the appraiser(s) by any State Appraiser Regulatory Agencies. The appraiser has not ever had an appraisal license or certificate to act as an appraiser within the State the subject property is located, or in any other state, surrendered in lieu of disciplinary action, refused, denied, canceled, or revoked. Copies of the applicable state credentials must be included for every appraiser that participated in the report.
2. The appraiser has not been convicted of an offense that reflects adversely upon the person's integrity, competence, or fitness to meet the responsibilities of an appraiser or an appraisal management company;
3. The appraiser has not been convicted of, or pled guilty or nolo contendere to, a felony related to participation in the real estate or mortgage loan industry;
4. The engaged appraiser meets the requirements of the USPAP Competency Rule including but not limited to property type, the market, geographic competence, applicable laws and regulations, and analytical methods required to produce a USPAP credible appraisal report that also meets any additional requirements for this assignment. This assignment is within the appraiser's scope of practice;
5. The engaged appraiser does not have any interest, direct or indirect, financial, or otherwise in the property being appraised or with any parties involved with the transaction.
6. The engaged appraiser is an independent contractor and is liable for their actions undertaken in performing this assignment.




7. You agree to secure, maintain, and provide LookingGlass with evidence of the following minimum insurance coverages. General Commercial Liability: \$1,000,000.00 per occurrence Worker's Compensation: Statutory Professional Liability: \$1,000,000.00 per occurrence

Sincerely,

LookingGlass Technical Services  
State AMC # (if Applicable)  
Expiration date:

Acknowledged By: John Konrath, MAI

Printed Signature:   
LookingGlass Approved Appraiser

Date Signed: 08/19/2024

**LG Compliance Checklist  
Report Requirements**

All assignments must comply with the LookingGlass compliance checklist. This checklist must be completed and included in all narrative and non-FNMA/FHLMC form reports. If a specific requirement does not apply to the assignment, please write "N/A" under page number.

		Yes	No	Page No.
1.	A copy of the engagement contract and all other pertinent communication from LookingGlass is included within the report.	X	<input type="checkbox"/>	Addendum
2.	The appraiser has stated and proven competency within this specific property type.	X	<input type="checkbox"/>	2
3.	The report is addressed to, and the client is identified as, including the lending Institution and LookingGlass.cc, Ltd.	X	<input type="checkbox"/>	
4.	The subject property (including the property rights and other assets considered for Bank collateral) is identified.	X	<input type="checkbox"/>	LOT
5.	The Definition of Market Value is presented along with any other applicable value definitions, if any, along with the source of the definition(s).	X	<input type="checkbox"/>	N/A
6.	The Report includes the market value of the subject property in its condition as of the viewing date.	X	<input type="checkbox"/>	LOT
7.	The prospective future market value upon completion of proposed improvements, if required, is presented along with the anticipated completion date.	X	<input type="checkbox"/>	48
8.	The prospective future market value upon completion and stabilization of the proposed improvements, if required, is presented as of the anticipated completion date with stabilization.	X	<input type="checkbox"/>	LOT
9.	Within the Highest and Best Use Analysis, the most likely user/occupant of the property and the most like owner/investor are identified.	X	<input type="checkbox"/>	31
10.	The legal conformity of existing or proposed improvements to existing zoning regulations are analyzed and discussed.	X	<input type="checkbox"/>	22
11.	Neighborhood trends and developments affecting the value of the collateral are identified.	X	<input type="checkbox"/>	13

		YES	NO	Page No.
12.	If applicable for the assignment, deductions and discounts used in calculating the subject's "as-is" or prospective value upon completion, prior to stabilization, are presented. This includes the discounted present value of the anticipated sales proceeds of multiple lots or tract developments (5 or more).	X	<input type="checkbox"/>	N/A
14.	The report must disclose the Scope of Work for the assignment with sufficient information to allow the client(s) and intended user(s) to understand the scope of work performed and include a disclosure of research and analyses not performed, as applicable.	X	<input type="checkbox"/>	1
15.	All reports must include a supported marketing time estimate from the Report date (length of time from Report date to potential closing date).	X	<input type="checkbox"/>	3
16.	All reports must include a supported estimate of exposure time (the amount of time it would have potentially taken to market the property prior to the date of value, assuming the property is sold on the date of value).	X	<input type="checkbox"/>	3
17.	All Reports must include an analysis of the subject property's history, which includes at least three years of property transfer information. This section should not only report prior transfers but compare recorded transfer prices with the value conclusions presented in the report. This section should also identify current sales, listings, offers or other pending agreements with the property, including lease agreements and purchase options.	X	<input type="checkbox"/>	3
18.	On income-producing properties, the Report should include an analysis of three years of historical income and expense information if available. Future prospective income should be based upon reasonable historical and market information. This approach includes comparable income and expense data as support.	X	<input type="checkbox"/>	N/A
19.	Capitalization rates and discount rates are supported by market sales and current financing rates and terms.	X	<input type="checkbox"/>	36
20.	If applicable, copies of current leases and rent rolls are presented. If not available, the report must discuss the attempt(s) made to obtain this information.	X	<input type="checkbox"/>	N/A
21.	At least four comparable sales are used within the Sales Comparison Approach with similar users and owners. These sales are analyzed in accordance with market participants.	X	<input type="checkbox"/>	38

		Yes	No	Page No.
22.	The financial feasibility is addressed on all proposed properties with a comparison of total costs (investment) to the value conclusions.	X	<input type="checkbox"/>	31
23.	All personal property items are identified and their impact on value is discussed.	X	<input type="checkbox"/>	49
24.	The value conclusions from the applicable approaches are reconciled into a final value conclusion, weighing the strengths and weaknesses of every approach developed in the analysis.	X	<input type="checkbox"/>	48
25.	A USPAP-compliant certification is signed by the principle and other participating appraisers, identifying that a pre-qualified LookingGlass appraiser viewed the property at the level required by the assignment (usually interior and exterior basis). The certification must also include a statement regarding prior services.	X	<input type="checkbox"/>	i
26.	Extraordinary Assumptions have been discussed in the report. If any applicable, they have been clearly and conspicuously stated and disclosed.	X	<input type="checkbox"/>	xxiv
27.	Hypothetical Conditions have been discussed in the report. If any applicable, they have been clearly and conspicuously stated and disclosed.	X	<input type="checkbox"/>	xxiv

**PROFESSIONAL QUALIFICATIONS**

**John P. Konrath, MAI, SRA**  
**Managing Director**  
**Direct Dial #: 708.525.6900**  
**Email: john@gmresappraisal.com**

Greater Metropolitan Real Estate Services  
 11749 S. LaCrosse Avenue  
 Alsip, Illinois 60803



**EDUCATION, DESIGNATIONS and LICENSURE**

**MAI and SRA Designations**  
 Appraisal Institute

**Bachelor of Science - Mathematics**  
 Illinois Benedictine College, Lisle, Illinois

**Illinois Certified General Real Estate Appraiser**  
 License Number 553.000385

**Indiana Certified General Real Estate Appraiser**  
 License Number CG41800028

**Illinois Real Estate Broker**  
 License Number 475.182304

**Professional Experience (30 Years)**

**Principal**

**Greater Metropolitan Real Estate Services, Oak Lawn, Illinois** **2016 to present**

Supervise an appraisal staff of three (3) - Chicago Metropolitan Area. Responsible for developing and implementing streamlined appraisal processes. Manage all aspects of the appraisal process with respect to vendor relationships, assigning, ordering and reviewing appraisals.

**Principal**

**Konrath & Company, Oak Lawn, Illinois** **1994 to 2016**

Supervise an appraisal staff of four (4) - Chicago Metropolitan Area. Responsible for developing and implementing streamlined appraisal processes. Manage all aspects of the appraisal process with respect to vendor relationships, assigning, ordering and reviewing appraisals.

**Senior Commercial Review Appraiser – FDIC Team**

**Allstate Appraisal, L.P., Chicago Heights, Illinois** **1992 to 2016**

Assisted in the development and implementation of appraisal management strategy for the FDIC. Performed numerous reconciliation and desk reviews on multi-million dollar assets for FDIC credit committees and asset managers. Performed Desk Reviews on all FF&E for the FDIC.

**Other Experience**

- Have performed comprehensive reviews and reconciliations of some of the most dynamic commercial properties in the United States.
- Developed and Implemented Standardized Real Property and FF&E Review Forms for the FDIC and its Contractors.
- Certified General Appraiser in the state of Illinois.
- Designed and developed the "Chicago Neighborhood Map".
- Developed 12 condominium conversion projects in the Chicago Metropolitan Area.

**TEACHING EXPERIENCE**

Board of Director – Beverly Morgan Park CDC  
 Appraisal Institute (Chicago) – Programs Committee  
 Appraisal Institute (Chicago) – Education Committee

Member of the Young Advisory Council (YAC)  
 Teacher – Real Estate – Joliet Junior College  
 Teacher – Mathematics – St. Laurence HS



Malnati Woodhead LLC  
Sasha Milosavljevic  
c/o The Malnati Organization LLC  
900 Busch Parkway  
Buffalo Grove IL 60090

08/12/2024

Re: Sworn Statement of Vacancy

To Whom it may concern:

I Sasha Milosavljevic have personal knowledge and can attest that 3685 Woodhead Dr Northbrook has been vacant from the fall of 2022 and as of today exceeds 18 months of vacancy.

Sincerely



Sasha Milosavljevic  
Asset Manager  
Malnati Woodhead LLC

# Cook County Property Tax Information: Tax Year 2021

Property Index Number (PIN)	Volume	Code	Tax Year	(Payable In)	Township	Classification
04-06-202-016-0000	131	25076	2021	(2022)	NORTHFIELD	5-93

**PAYMENT INFORMATION:**

Total Amount Billed: \$85,567.32

Note: Amounts below do not include any interest/costs.

1st INSTALLMENT - Tax Year 2021	Due Date: 03/01/2022
<b>Original Billed Amount:</b>	\$46,362.42
<b>Tax Amount Received and Applied:</b>	\$46,362.42

2nd INSTALLMENT - Tax Year 2021	Due Date: 12/30/2022
<b>Original Billed Amount:</b>	\$39,204.90
<b>Tax Amount Received and Applied:</b>	\$39,204.90

PROPERTY LOCATION	MAILING ADDRESS
3685 WOODHEAD DR NORTHBROOK IL 60062-1816	MALNATI WOODHEAD LLC 3685 WOODHEAD DR NORTHBROOK IL 60062-1816



**TOTAL PAYMENT DUE**

**2022 Second Installment Property Tax Bill - Cook County Electronic Bill**

**\$0.00**

By 08/01/2024

Property Index Number (PIN) Volume Code Tax Year (Payable In) Township Classification  
 04-06-202-016-0000 131 25076 2022 (2023) NORTHFIELD 5-93

**IF PAYING LATE,  
PLEASE PAY**

08/02/2024 - 09/01/2024  
**\$0.00**

09/02/2024 - 10/01/2024  
**\$0.00**

10/02/2024 - 11/01/2024  
**\$0.00**

**LATE INTEREST IS 1.5% PER  
MONTH, BY STATE LAW**

**YOUR TAXING DISTRICTS**

**WHERE YOUR MONEY GOES**

**Total 2022 Tax Bill \$77,587.78**

**-\$7,979.54 LESS than 2021**

Taxing District	2022 Tax	2021 Tax	Difference
Northbrook School District 27	\$30,316.22	\$32,862.88	<b>-\$2,546.66 Less</b>
Glenbrook HS District 225 (Glenview)	\$20,781.36	\$23,444.49	<b>-\$2,663.13 Less</b>
Village of Northbrook	\$7,108.35	\$8,373.03	<b>-\$1,264.68 Less</b>
Northbrook Park District	\$4,188.49	\$4,648.30	<b>-\$459.81 Less</b>
Metro Water Reclamation Dist of Chicago	\$3,765.62	\$3,876.97	<b>-\$111.35 Less</b>
Northbrook Library Fund	\$3,141.37	\$3,491.30	<b>-\$349.93 Less</b>
County of Cook	\$2,496.98	\$2,466.25	<b>\$30.73 More</b>
Oakton College Dist Skokie Des Plaines	\$2,225.14	\$2,557.58	<b>-\$332.44 Less</b>
Cook County Public Safety	\$1,067.26	\$1,329.54	<b>-\$262.28 Less</b>
Cook County Forest Preserve District	\$815.55	\$588.65	<b>\$226.90 More</b>
Cook County Health Facilities	\$775.27	\$730.74	<b>\$44.53 More</b>
Road & Bridge Northfield	\$503.42	\$558.20	<b>-\$54.78 Less</b>
Town of Northfield	\$231.58	\$253.73	<b>-\$22.15 Less</b>
Northwest Mosq Abatement Dist Wheeling	\$90.62	\$111.64	<b>-\$21.02 Less</b>
General Assistance Northfield	\$80.55	\$81.19	<b>-\$0.64 Less</b>
Consolidated Elections	\$0.00	\$192.83	<b>-\$192.83 Less</b>
<b>DO NOT PAY THESE TOTALS</b>	<b>\$77,587.78</b>	<b>\$85,567.32</b>	<b>-\$7,979.54 Less</b>

The above breakdown displays how much you pay in property taxes to each taxing district and the change from last year. Please see reverse side for a detailed breakdown by Taxing District.

**TAX CALCULATOR**

2021 Assessed Value	338,000	2022 Total Tax Before Exemptions	77,587.78
		Homeowner's Exemption	.00
		Senior Citizen Exemption	.00
2022 Assessed Value	344,375	Senior Freeze Exemption	.00
2022 State Equalizer	X 2.9237		
2022 Equalized Assessed Value (EAV)	1,006,849	2022 Total Tax After Exemptions	77,587.78
2022 Local Tax Rate	X 7.706%	First Installment	47,062.03
2022 Total Tax Before Exemptions	77,587.78	Second Installment +	30,525.75
		Total 2022 Tax (Payable in 2023)	77,587.78

**IMPORTANT MESSAGES**

**PROPERTY LOCATION**

3685 WOODHEAD DR  
NORTHBROOK IL 60062 1816

**MAILING ADDRESS**

MALNATI WOODHEAD LLC  
3685 WOODHEAD DR  
NORTHBROOK IL 600621816

## TAXING DISTRICT BREAKDOWN

Taxing Districts	2022 Tax	2022 Rate	2022 %	Pension	2021 Tax
<b>MISCELLANEOUS TAXES</b>					
Northwest Mosq Abatement Dist Wheeling	90.62	0.009	0.12%		111.64
Metro Water Reclamation Dist of Chicago	3,765.62	0.374	4.85%	392.67	3,876.97
Northbrook Park District	4,188.49	0.416	5.40%	302.05	4,648.30
<b>Miscellaneous Taxes Total</b>	<b>8,044.73</b>	<b>0.799</b>	<b>10.37%</b>		<b>8,636.91</b>
<b>SCHOOL TAXES</b>					
Oakton College Dist Skokie Des Plaines	2,225.14	0.221	2.87%		2,557.58
Glenbrook HS District 225 (Glenview)	20,781.36	2.064	26.78%	443.01	23,444.49
Northbrook School District 27	30,316.22	3.011	39.07%	896.09	32,862.88
<b>School Taxes Total</b>	<b>53,322.72</b>	<b>5.296</b>	<b>68.72%</b>		<b>58,864.95</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>					
Northbrook Library Fund	3,141.37	0.312	4.05%	231.57	3,491.30
Village of Northbrook	7,108.35	0.706	9.16%	3,403.14	8,373.03
Road & Bridge Northfield	503.42	0.050	0.65%		558.20
General Assistance Northfield	80.55	0.008	0.10%		81.19
Town of Northfield	231.58	0.023	0.30%		253.73
<b>Municipality/Township Taxes Total</b>	<b>11,065.27</b>	<b>1.099</b>	<b>14.26%</b>		<b>12,757.45</b>
<b>COOK COUNTY TAXES</b>					
Cook County Forest Preserve District	815.55	0.081	1.05%	20.13	588.65
Consolidated Elections	0.00	0.000	0.00%		192.83
County of Cook	2,496.98	0.248	3.22%	755.13	2,466.25
Cook County Public Safety	1,067.26	0.106	1.38%		1,329.54
Cook County Health Facilities	775.27	0.077	1.00%		730.74
<b>Cook County Taxes Total</b>	<b>5,155.06</b>	<b>0.512</b>	<b>6.65%</b>		<b>5,308.01</b>
<b>(Do not pay these totals)</b>	<b>77,587.78</b>	<b>7.706</b>	<b>100.00%</b>		<b>85,567.32</b>

Pursuant to Cook County Ordinance 07-O-68, if you are a mortgage lender, loan servicer, or agent of any entity within the meaning of 35 ILCS 200/20-12, you may not pay using a downloadable tax bill unless you pay the \$5 duplicate bill fee.

\*\*\* Please see 2022 Second Installment Payment Coupon next page \*\*\*



**TOTAL PAYMENT DUE**

**2023 Second Installment Property Tax Bill - Cook County Electronic Bill**

**\$37,652.33**

By 08/01/2024

Property Index Number (PIN) Volume Code Tax Year (Payable In) Township Classification  
 04-06-202-016-0000 131 25076 2023 (2024) NORTHFIELD 5-93

**IF PAYING LATE, PLEASE PAY** 08/02/2024 - 09/01/2024 09/02/2024-10/01/2024 10/02/2024-11/01/2024 **LATE INTEREST IS 0.75% PER MONTH, BY STATE LAW**  
 \$37,934.72 \$38,217.11 \$38,499.50

**YOUR TAXING DISTRICTS**

**WHERE YOUR MONEY GOES**

**Total 2023 Tax Bill \$80,325.61**

**\$2,737.83 MORE than 2022**

Taxing District	2023 Tax	2022 Tax	Difference
Northbrook School District 27	\$32,034.68	\$30,316.22	\$1,718.46 More
Glenbrook HS District 225 (Glenview)	\$21,564.20	\$20,781.36	\$782.84 More
Village of Northbrook	\$7,115.36	\$7,108.35	\$7.01 More
Northbrook Park District	\$4,362.70	\$4,188.49	\$174.21 More
Metro Water Reclamation Dist of Chicago	\$3,583.65	\$3,765.62	-\$181.97 Less
Northbrook Library Fund	\$3,209.70	\$3,141.37	\$68.33 More
Oakton College Dist Skokie Des Plaines	\$2,357.94	\$2,225.14	\$132.80 More
County of Cook	\$1,765.83	\$2,496.98	-\$731.15 Less
Cook County Public Safety	\$1,443.85	\$1,067.26	\$376.59 More
Cook County Health Facilities	\$799.83	\$775.27	\$24.56 More
Cook County Forest Preserve District	\$779.05	\$815.55	-\$36.50 Less
Road & Bridge Northfield	\$529.76	\$503.42	\$26.34 More
Consolidated Elections	\$332.40	\$0.00	\$332.40 More
Town of Northfield	\$249.30	\$231.58	\$17.72 More
Northwest Mosq Abatement Dist Wheeling	\$103.87	\$90.62	\$13.25 More
General Assistance Northfield	\$93.49	\$80.55	\$12.94 More
<b>DO NOT PAY THESE TOTALS</b>	<b>\$80,325.61</b>	<b>\$77,587.78</b>	<b>\$2,737.83 More</b>

The above breakdown displays how much you pay in property taxes to each taxing district and the change from last year. Please see reverse side for a detailed breakdown by Taxing District.

**TAX CALCULATOR**

2022 Assessed Value	344,375	2023 Total Tax Before Exemptions	80,325.61
		Homeowner's Exemption	.00
		Senior Citizen Exemption	.00
2023 Assessed Value	344,375	Senior Freeze Exemption	.00
2023 State Equalizer	X 3.0163		
2023 Equalized Assessed Value (EAV)	1,038,738	2023 Total Tax After Exemptions	80,325.61
2023 Local Tax Rate	X 7.733%	First Installment	42,673.28
2023 Total Tax Before Exemptions	80,325.61	Second Installment +	37,652.33
		Total 2023 Tax (Payable in 2024)	80,325.61

**IMPORTANT MESSAGES**

**PROPERTY LOCATION**

3685 WOODHEAD DR  
 NORTHBROOK IL 60062 1816

**MAILING ADDRESS**

MALNATI WOODHEAD LLC  
 3685 WOODHEAD DR  
 NORTHBROOK IL 600621816

## TAXING DISTRICT BREAKDOWN

Taxing Districts	2023 Tax	2023 Rate	2023 %	Pension	2022 Tax
<b>MISCELLANEOUS TAXES</b>					
Northwest Mosq Abatement Dist Wheeling	103.87	0.010	0.13%		90.62
Metro Water Reclamation Dist of Chicago	3,583.65	0.345	4.46%	373.94	3,765.62
Northbrook Park District	4,362.70	0.420	5.43%	311.62	4,188.49
<b>Miscellaneous Taxes Total</b>	<b>8,050.22</b>	<b>0.775</b>	<b>10.02%</b>		<b>8,044.73</b>
<b>SCHOOL TAXES</b>					
Oakton College Dist Skokie Des Plaines	2,357.94	0.227	2.94%		2,225.14
Glenbrook HS District 225 (Glenview)	21,564.20	2.076	26.85%	197.36	20,781.36
Northbrook School District 27	32,034.68	3.084	39.88%	893.31	30,316.22
<b>School Taxes Total</b>	<b>55,956.82</b>	<b>5.387</b>	<b>69.67%</b>		<b>53,322.72</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>					
Northbrook Library Fund	3,209.70	0.309	4.00%	218.13	3,141.37
Village of Northbrook	7,115.36	0.685	8.86%	3,458.99	7,108.35
Road & Bridge Northfield	529.76	0.051	0.66%		503.42
General Assistance Northfield	93.49	0.009	0.12%		80.55
Town of Northfield	249.30	0.024	0.31%		231.58
<b>Municipality/Township Taxes Total</b>	<b>11,197.61</b>	<b>1.078</b>	<b>13.95%</b>		<b>11,065.27</b>
<b>COOK COUNTY TAXES</b>					
Cook County Forest Preserve District	779.05	0.075	0.97%	10.38	815.55
Consolidated Elections	332.40	0.032	0.41%		0.00
County of Cook	1,765.83	0.170	2.18%	322.00	2,496.98
Cook County Public Safety	1,443.85	0.139	1.80%		1,067.26
Cook County Health Facilities	799.83	0.077	1.00%		775.27
<b>Cook County Taxes Total</b>	<b>5,120.96</b>	<b>0.493</b>	<b>6.36%</b>		<b>5,155.06</b>
<b>(Do not pay these totals)</b>	<b>80,325.61</b>	<b>7.733</b>	<b>100.00%</b>		<b>77,587.78</b>

Pursuant to Cook County Ordinance 07-O-68, if you are a mortgage lender, loan servicer, or agent of any entity within the meaning of 35 ILCS 200/20-12, you may not pay using a downloadable tax bill unless you pay the \$5 duplicate bill fee.

\*\*\* Please see 2023 Second Installment Payment Coupon next page \*\*\*

# 2023 Second Installment Property Tax Bill

## Cook County Payment Coupon

Pursuant to Cook County Ordinance 07-O-68, if you are a mortgage lender, loan servicer, or agent of any entity within the meaning of 35 ILCS 200/20-12, you may not pay using a downloadable tax bill unless you pay the \$5 duplicate bill fee.

CUT & INCLUDE WITH PAYMENT

TOTAL PAYMENT DUE	IMPORTANT PAYMENT MESSAGES	Property Index Number (PIN) 04-06-202-016-0000	T3LG Volume 131
<b>\$37,652.33</b> By 08/01/2024 If paying later, refer to amounts above.	<b>Cook County eBill</b> <a href="#">Click to pay online</a> <a href="#">Click to update Mailing Name/Address</a> SN 0020230200 RTN 500001075 AN (see PIN) TC 008911	Amount Paid <b>\$</b> <input type="text"/>	

Internal use only

00202302004040620201600002008911200038499501000376523370003793472200038217110

This is an Official Downloadable Tax Bill Payment Coupon.  
Please process this coupon along with payment presented.

COOK COUNTY TREASURER  
PO BOX 805438  
CHICAGO IL 60680-4116

**REAL ESTATE PURCHASE AND SALE AGREEMENT**

THIS REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is made as of the day of Seller's acceptance hereof, as indicated on the signature page below ("Effective Date"), by and between **MALNATI WOODHEAD, LLC**, an Illinois limited liability company ("Seller") and **SOUND, PRODUCTION & LIGHTING LLC**, an Illinois limited liability company, or its nominee or assignee ("Purchaser"). Seller and Purchaser may be referred each as a "Party," and collectively, as "Parties")

**RECITALS**

WHEREAS, Seller owns fee title to the Real Property (as hereinafter defined) and the Improvements (as hereinafter defined);

WHEREAS, Purchaser desires to purchase and Seller desires to sell the Property (as hereinafter defined) on the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises herein contained and the respective undertakings of the parties hereinafter set forth, the Seller and Purchaser hereby agree as follows:

1. Purchase and Sale. Subject to the terms and conditions of this Agreement, Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, all of the following described property (collectively, the "Property"):

(a) Real Property. That certain real property located in the Village of Northbrook, County of Cook, State of Illinois, legally described on Exhibit A attached hereto, located at 3685 Woodhead Drive, Northbrook, Illinois (the aforesaid real property, together with all tenements, hereditaments, easements, rights-of-way, appurtenances, strips and gores, if any, adjoining the real property, and rights, if any, to adjoining streets, alleyways or vaults belonging or in any way pertaining to the same are collectively the "Real Property").

(b) Improvements. All buildings, structures, parking areas, fixtures and other improvements located on the Real Property (collectively, "Improvements").

(c) Personal Property. All rights, if any, to the "Personal Property" which, for purposes of this Agreement, shall mean all items of personal property used or useful in connection with the ownership, operation, use or maintenance of the Property, including, without limitation: all heating, ventilating, incinerating, lighting, plumbing, electrical, and air-conditioning fixtures and equipment and all other tools, equipment and supplies normally used in connection with the operation or maintenance of the Property; and all appliances, hot water heaters, furnaces, heating controls, motors, and boiler pressure systems and equipment located in or on the Real Property or the Improvements.

(d) Intangible Property. All intangible property (collectively, the "Intangible Property") owned or held by Seller, if any, in connection with the Real Property, the Improvements or the Personal Property, including, but not limited to: (i) all licenses, permits, certificates of occupancy, and franchises issued by any federal, state, county or municipal authority relating to the use, maintenance or operation of the Property, in the possession of the Seller; and (ii) all plans and specifications, operations and maintenance files with respect to the Improvements and Personal Property, and all unexpired warranties, guarantees, and sureties, if any, owned, held or received in connection with the Property in the possession of the Seller.

2. Purchase Price. Subject to the prorations and credits hereinafter provided, the purchase price ("Purchase Price") for the Property shall be Two Million Five Hundred Thousand and 00/100 (\$2,500,000.00). Within five (5) business days after the Effective Date, Purchaser shall deposit with Chicago Title Insurance Company ("Title Insurer"), as escrowee, the sum of Fifty Thousand and 00/100 Dollars (\$50,000.00) (the "Earnest Money"). The Earnest Money shall be held pursuant to the terms of the

strict joint order escrow instructions used by the Title Insurer (the "Earnest Money Instructions"). The Earnest Money shall be credited against the Purchase Price at the closing of the transaction contemplated hereby (the "Closing"). The balance of the Purchase Price increased or decreased by any closing costs, credits and prorations provided below, shall be paid in full by a wire transfer at Closing.

3. Closing. The Closing shall be held at the office of Title Insurer, Chicago Title Insurance, located at 2441 Warrenville Road, Suite 100, Lisle, Illinois 60532, Attn: Julie Ebbert (phone: 630-871-3541, email: ebbertj@ctt.com) on October 1, 2024, or on such other date as the Parties mutually agree to in signed writing. The transaction contemplated by this Agreement shall be consummated remotely by means of a "New York Style" escrow, with the delivery of documents by courier and electronically where applicable to be held and disbursed by Title Insurer and whereby the Title Insurer will insure Purchaser's title through the date of recording, whether on the Closing Date or subsequent thereto, and if subsequent, the Title Insurer will cover the "Gap" and disburse the proceeds of sale on the Closing Date, to be opened with Title Insurer, as escrowee, on the Closing Date.

4. Deliveries at Closing and After the Effective Date.

(a) At Closing, Seller shall deliver to Title Insurer, as escrowee, the following documents executed by Seller:

i. A special warranty deed from Seller conveying fee simple title to the Property to Purchaser, subject to only the Permitted Exceptions (as hereinafter defined) in the form of attached Exhibit B ("Special Warranty Deed");

ii. a Quit Claim Bill of Sale and Assignment of Intangible Property conveying the Personal Property being conveyed in connection herewith to Purchaser, if any, in the form of attached Exhibit C;

iii. a FIRPTA;

iv. an Owner's affidavit (ALTA Statement);

v. Personal "Gap" undertaking, if applicable, and if required by Title Insurer to effectuate a "New York Style" Closing;

vi. Such proof of Seller's authority and authorization to enter into this transaction as may be reasonably required by Title Insurer;

vii. Certification of Seller's representations and warranties as being true and correct as of the Closing Date;

viii. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Sale/Purchase of Business Assets directed to the Illinois Department of Revenue, Bulk Sales Unit, as provided by 35 ILCS 120/5 and 35 ILCS 5/902(d), as proof that such notice was timely delivered to the said Department, and either a Bulk Sales Stop Order or Bulk Sales Release;

ix. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Bulk Sales or Transfer directed to the County of Cook under the provisions of Cook County Code of Ordinances, Section 34-92, as proof that such notice was timely delivered to the said Department, and either a Bulk Sales Stop Order or a release of a Bulk Sales Stop Order or similar release indicating Seller has no liability and Purchaser no withholding obligation;

x. To the extent not previously provided to Purchaser or Purchaser's counsel, a copy of the Notice of Sale/Purchase of Business Assets directed to the Department of



Employment Security – Collection Unit, as provided by 820 ILCS 405/2600, as proof that such notice was timely delivered to said Department, and either a Stop Order or a Release indicating the Seller has no liability and Purchaser has no withholding obligation, or if the Seller has no employees, a letter from IDES stating to the effect that Seller has no employees, as represented and warranted in this Agreement by Seller; and

xi. Any other documents (1) reasonably requested by Purchaser that are consistent with the terms of this Agreement, and (2) as customarily required by Title Insurer to issue the Title Policy (hereinafter defined) and to facilitate Closing.

(b) Purchaser shall, on the Closing Date, deliver to Title Insurer, as escrowee, the following:

i. The Purchase Price in accordance with Section 2 above, plus Purchaser's share of closing costs and prorations;

ii. Such proof of Purchaser's authority and authorization to enter into this transaction as may be required by Title Insurer or Seller;

iii. Owner's affidavits (or such other customary title company documents reasonably necessary to issue the Title Policy (as hereafter defined));

iv. Personal "Gap" undertaking, if applicable, and if required by Title Insurer to effectuate a "New York Style" Closing; and

v. Any other documents customarily required by Title Insurer to issue the Title Policy and to facilitate Closing.

(c) At Closing, Purchaser and Seller shall jointly deliver the following documents to the Title Insurer, as escrowee:

i. To the extent required, State, County, and Municipal Transfer Tax Declarations; and

ii. a mutually agreed upon Closing Statement; and

iii. any other documents reasonably requested or required by the Title Insurer.

(d) Not less than eleven (11) business days before the Closing, Seller shall notify the Illinois Department of Revenue (the "IDOR") and the Illinois Department of Employment Security (the "IDES"), and not less than forty-seven days before the Closing notify the Cook County Department of Revenue (the "CDR"), of the intended sale and request the IDOR, the CDR and the IDES to determine whether Seller has an assessed, but unpaid, amount of tax, penalties, or interest and/or Purchaser is required to hold back in escrow from the Purchase Price a sum certain under and pursuant to, 35 ILCS 5/902 (d) or 35 ILCS 120/5j (collectively, the "IDOR Act"), under Section 34-92 of the Code of Ordinances (the "Cook County Act"), and under 820 ILCS 405/100 et seq. (the "IDES Act"; together with the IDOR Act and the Cook County Act may be collectively referred to as the "Bulk Sales Acts"). Seller shall deliver to Purchaser prior to Closing, evidence of such notice and a release or clearance letter (or the equivalent), a stop order (or the equivalent), or a no account letter (or the equivalent) from the IDOR, the CDR and the IDES, as applicable, that there is a liability or an estimated liability requiring Purchaser at Closing, to holdback in escrow a sum certain, or that there is no holdback required, and the sale of the Property is not subject to, and does not subject Purchaser to any tax liability of Seller under, the Bulk Sales Acts. If the IDOR, the CDR and/or the IDES do not prior to Closing provide a bulk sales release, clearance or no account letter (or their equivalents), as applicable, then Seller shall indemnify and hold Purchaser harmless

from and against all assessed, but unpaid, amounts of tax, penalties or interest under the Bulk Sales Acts, as applicable, through the Closing Date, and said indemnity shall be in form and substance as that of Exhibit D attached to this Agreement. If any or all of the IDOR, the CDR or the IDES issue a stop order (or the equivalent) indicating a sum certain actual or estimated tax liability, then Purchaser shall cause such sum(s) to be held in escrow with the Title Insurer pending the receipt by Purchaser and the Title Insurer of releases or clearances from the IDOR, the CDR and the IDES indicating that Seller has no tax liability or directing the release of the funds to Seller, or a notice that such funds are to be released and paid to the IDOR, the CDR or the IDES, as applicable, and in either case, the Title Insurer will release the funds as required. The provisions of this Section 4(d) shall survive the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

5. Allocation of Closing Costs and Expenses. Seller shall bear the cost of the Title Policy in the amount of the Purchase Price, the premium for extended coverage over the standard general exceptions, one-half of the cost of the Closing escrow, all state and county transfer taxes relating to the sale or purchase of the Property, and the cost to record any instruments necessary to clear Seller's title to the extent required under this Agreement. Purchaser shall bear the cost of the Updated Survey (subject to the terms of Section 7(b) below), and the premiums for any title endorsements, or special title coverage, if any, requested by Purchaser, one-half of the cost of the Closing escrow, and the cost of any recording fees with respect to the Special Warranty Deed and any lender loan documents. Purchaser shall be responsible and pay for any lender title commitment, policy and endorsements required by its lender. All other costs shall be allocated between Seller and Purchaser as is customary in Cook County, Illinois (as reasonably determined by the Title Insurer). Any municipal transfer tax will be paid by the responsible Party under the applicable ordinance.

6. Prorations. The following prorations, except as specifically provided in this Agreement to the contrary, shall be made as of 11:59 p.m. on the day prior to the Closing Date ("Proration Date"), and shall be applied to reduce or increase the balance of the Purchase Price, as applicable:

(a) General. Prorations of expenses, if any, affecting the Property shall be prorated as of the Proration Date.

(b) Real Estate Taxes. Ad valorem real property taxes and assessments for the year in which Closing occurs shall be prorated between Purchaser and Seller as of the Proration Date on the basis of one hundred five percent (105%) of the 2023 real estate tax bills (which proration shall be final at Closing) and Seller shall pay the second installment of the 2023 tax bill at Closing to the extent not previously paid.

(c) Miscellaneous. All other items which are customarily prorated in transactions similar to the transaction contemplated hereunder and which are not otherwise addressed in this Agreement will be prorated as of the Proration Date. In the event any prorations or computations made under this Section 6 are based on estimates or prove to be incorrect, then either Party shall be entitled to an adjustment to correct the same, provided that it makes written demand on the Party from whom it is entitled to such adjustment within one hundred eighty (180) days after the Closing Date (except for real estate taxes as provided in Section 6(b) above). For purposes of calculating the prorations provided for in this Agreement, Purchaser shall be deemed to be the owner of the Property on the Closing Date. The terms of this Section 6 shall survive Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

7. Title Insurance and Survey.

(a) Title Commitment. No later than three (3) business days after the Effective Date, Seller shall order at Seller's sole cost and expense from the Title Insurer and deliver or cause to be delivered to Purchaser a title commitment ("Title Commitment") for the most recent form ALTA Owner's Policy of Title Insurance in the amount of the Purchase Price (the "Title Policy"), together with any underlying documents (the "Title Documents"), showing fee simple title to the Property

vested in Seller, subject only to: (i) the standard printed exceptions and general exceptions contained in said Title Commitment, the same by Seller at Seller's expense at or before Closing to be removed or endorsed over by the Title Insurer, or caused to be removed or endorsed over by the Title Insurer, (ii) general taxes not yet due and payable; (iii) matters arising out of any acts of Purchaser or its agents, employees or representatives; and (iv) all other exceptions, if any, approved or waived by Purchaser pursuant to Section 7(c) below (items (i) through (iv) are collectively referred to as the "Permitted Exceptions". All other title exceptions are referred to as "Unpermitted Exceptions").

(b) ALTA/NSPS Survey. Pursuant to Section 8(d) herein, Seller, within ten days of the Effective shall deliver to Purchaser a copy of Seller's existing survey of the Property (the "Existing Survey"). Purchaser may, in Purchaser's discretion, elect to obtain a new ALTA/NSPS Survey (the "Updated Survey") at Purchaser's expense based on the current ALTA/NSPS standards in effect, prepared by a surveyor licensed by the State of Illinois and dated subsequent to the date of this Agreement, and dated not more than ninety (90) days prior to the Closing Date, containing such items from Table A as may be desired by Purchaser, certified to the Seller, Purchaser, the Purchaser's lender as identified by the Purchaser, if any, the Title Insurer and the Purchaser's counsel. Notwithstanding anything herein to the contrary, at Closing, Seller shall provide Purchaser with a credit against the Purchase Price in the amount of \$2,000 towards Purchaser's actual out of pocket cost of obtaining the Updated Survey.

(c) Defects of Title or Survey. If the Title Documents or the Updated Survey, or both disclose claims, liens, exceptions, encroachments, encumbrances (collectively, "Liens") or any other conditions other than the Permitted Exceptions that are unacceptable to Purchaser (collectively, the "Title Defects"), then Seller's obligations, if any, to cure or remove the Title Defects are set forth in Section 7(c)(i) and Section 7(c)(ii) below. Purchaser shall accept title to the Property subject to all of the Permitted Exceptions.

(i) Mandatory Cure Items: Seller shall be unconditionally obligated to cure or remove the following Title Defects (the "Mandatory Cure Items"), whether described in the Title Commitment, or first arising or first disclosed by the Title Insurer, or otherwise, to Purchaser after the date of the Title Commitment and prior to Closing, and whether or not raised in a Notice of Title Objection (defined below): (a) liens against the Property securing a mortgage or trust deed unless caused by Purchaser; and (b) any other liens caused by an act other than by Purchaser, its agents, consultants and contractors. Prior to or upon Closing, such Mandatory Cure Items shall be cured or removed (by endorsement or otherwise in form and substance reasonably acceptable to Purchaser, acting in good faith) from the Title Documents by Seller. Notwithstanding anything to the contrary set forth herein, if, as of Closing, Seller fails to so cure or remove all Mandatory Cure Items as aforesaid, then Purchaser may either (1) terminate this Agreement by written notice to Seller or (2) proceed to close with title to the Real Property as it then is, with the right to deduct from the Purchase Price a sum equal to the aggregate amount reasonably necessary to cure or remove (by endorsement or otherwise, as reasonably determined by Purchaser, acting in good faith) the Mandatory Cure Items. In the event Purchaser terminates this Agreement in accordance with this Section 7(c)(i), any Earnest Money shall immediately be returned to Purchaser, whereupon this Agreement, without further action of the parties, shall become null and void and neither Party shall have any further rights and obligations under this Agreement, except for those obligations which expressly survive termination of this Agreement.

(ii) Title Defects: If the Updated Survey or the Title Commitment discloses Title Defects of any kind other than any Mandatory Cure Items, then Purchaser shall have until the date fifteen (15) days prior to the expiration of the Inspection Period (hereinafter defined) to notify Seller of any Defects to which Purchaser objects (any such notice, a "Notice of Title Objection"). Seller shall have ten (10) days from the date of receipt of such Notice of Title Objection to advise Purchaser in writing ("Seller's Cure Notice") as to which

of the Title Defects, if any, to which Purchaser has objected to in a timely manner, Seller is willing to cure to the sole satisfaction of Purchaser ("Seller's Cure Items"). If Seller delivers a Seller's Cure Notice, and identifies any Seller's Cure Items, Seller shall use good faith efforts to cause the Title Insurer delete, remove or insure over the Seller's Cure Items prior to Closing. Seller shall not be obligated to provide a Seller's Cure Notice or any other response to a Notice of Title Objection, as the failure of Seller to provide a Seller's Cure Notice shall be deemed an election by Seller not to cure any Title Defects that are included in the Notice of Title Objection: Except for Mandatory Cure Items, if Seller fails to timely deliver a Seller's Cure Notice, Seller fails to cure the Title Defects on or before the Closing Date or in the event that Seller's Cure Notice (specifying Seller's Cure Items) does not include each and every Title Defect specified in the Notice of Title Objection, Purchaser may, at its option, as its sole remedies, either (i) terminate this Agreement and any Earnest Money shall immediately be returned to Purchaser, whereupon this Agreement, without further action of the parties, shall become null and void and neither Party shall have any further rights or obligations under this Agreement, except for those obligations which expressly survive termination of this Agreement, or (ii) elect to consummate the Closing and accept title to the Property subject to all such Title Defects (in which event, all such Title Defects shall be deemed Permitted Exceptions). If Purchaser fails to make either election, Purchaser shall be deemed to have elected option (ii).

(d) Title Policy. As of the Closing Date, Seller shall cause Title Insurer to issue to Purchaser the Title Policy (or a pro forma policy or marked up commitment) in accordance with Section 7(a) hereof, with extended coverage over the standard general exceptions, and with such other endorsements as may be requested by Purchaser

(e) Intentionally Omitted.

## 8. Contingencies.

(a) Physical Inspection. Purchaser shall have until 5:00 p.m. Central on the date forty-five (45) days after the Effective Date to inspect the physical condition of the Property ("Inspection Period"). Seller shall provide Purchaser, and its owners, directors, officers, managers, employees, agents, advisors, inspectors, architects, developers, contractors, engineers and auditors ("Purchaser's Representatives") with adequate opportunity to conduct during the Inspection Period, all physical inspections which Purchaser deems appropriate in connection with such purchase. Seller agrees to permit Purchaser to enter and inspect the Property, during normal business hours and upon at least twenty-four (24) hours prior telephonic or written notice, and, at the election of Seller, accompanied by a representative of Seller. Purchaser acknowledges and agrees as follows: (a) prior to any entry onto the Property, Purchaser shall provide Seller with a certificate of insurance, naming Seller as an additional insured party prior to entering the Property with an insurer and in an amount reasonably satisfactory to Seller; (b) Purchaser or its lender at Purchaser's expense may conduct or cause to be conducted a Phase I Environmental Assessment of the Property, and shall not make or cause to be made any borings in the Property or other intrusive testing without Seller's prior written consent; (c) Purchaser, at its sole cost and expense, shall promptly repair any damage to the Property caused by the foregoing; (e) Purchaser shall promptly pay all costs and expenses incurred in connection with the foregoing; and (f) Purchaser shall indemnify, defend, and hold Seller harmless from and against any and all loss, cost, injury, damage or expense, including, without limitation, attorneys' fees and court costs, and liability of any kind arising out of, or in connection with, Purchaser's activities on the Property, including, without limitation, the acts and omissions of Purchaser's Representatives. The indemnification contained in this Section 8(a) shall survive the Closing or other termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

(b) Results of Inspection Period. If at any time during the Inspection Period Purchaser, in its sole discretion, decides for any reason or no reason that it wants to terminate this Agreement, Purchaser may elect to terminate this Agreement by written notice thereof to Seller prior to the

expiration of the Inspection Period. In such event, each of the parties shall be released from further liability to the other, except as otherwise stated herein. In the event Purchaser shall fail to so notify Seller on or prior to the expiration of the Inspection Period of Purchaser's desire to terminate this Agreement as provided in this Section 8(b), Purchaser shall be conclusively deemed to have elected to consummate this transaction in accordance with the terms hereof, and shall be conclusively deemed to have accepted the physical condition of the Property. In such an event, the entire Earnest Money shall be non-refundable to Purchaser, except as otherwise expressly provided herein.

(c) Finance Contingency Period. This Agreement is expressly contingent upon Purchaser, on or before 5:00 p.m. Central on the date sixty (60) days following the Effective Date (the "Finance Contingency Period"), obtaining a loan commitment for financing of Purchaser's acquisition of the Property acceptable to Purchaser in Purchaser's sole discretion ("Loan Commitment"). If Purchaser notifies Seller in writing prior to the expiration of the Finance Contingency Period, that Purchaser has not been able to obtain a loan commitment letter satisfactory to Purchaser after making good faith efforts to do so, this Agreement shall be terminated and the Earnest Money and any interest accrued thereon shall be promptly return to Purchaser. In the event of such termination, the parties shall have no further liabilities or obligations with respect to each other except as shall expressly survive the termination of this Agreement, if applicable. Purchaser shall have the right to extend the Finance Contingency Period for up to four (4) periods of one (1) week each, upon written notice to Seller no less than two (2) business days prior to the then expiration of the Finance Contingency Period, subject to the following:

(i) \$5,000.00 of the Earnest Money per extension exercised will become non-refundable (but will remain applicable as a credit to Purchaser against the Purchase Price to be paid at Closing) in the event this Agreement is terminated for any reason other than Seller's default in its obligations under this Agreement;

(ii) Purchaser's initial extension shall be contingent upon Purchaser providing Seller with written evidence documenting that Purchaser has submitted an application for a loan to an institutional lender at least ten (10) days prior to the original expiration of the Finance Contingency Period; and

(iii) Purchaser shall prior to each extension, provide reasonable evidence to Seller that Purchaser is working in good faith to obtain a loan.

(d) Information and Documentation. Within five (5) days after the Effective Date, Seller shall provide Purchaser with the following information and documentation to the extent Seller has such items in its possession and control (including if in the possession of any of Seller's agents, attorney's (other than privileged information), accountants, advisors and contractors) with respect to the Property (collectively, the "Due Diligence Materials"):

- (i) Seller's Existing Survey;
- (ii) All service contracts related to or impacting the Property;
- (iii) All utility bills related to the Real Estate for 2022 and 2023 and 2024 year to date;
- (iv) All building and other governmental licenses and permits, and all certificates of occupancy for the Property;
- (v) Intentionally Omitted;
- (vi) Copies of any existing environmental studies or reports of the Property;

- (vii) Copies of any existing engineering reports and/or facility condition studies;
- (viii) All documents relating to any special use, non-confirming use or zoning variance granted with respect to the Property, if applicable, or any Notice (hereinafter defined of, about or concerning the zoning;
- (ix) Copies of loss runs for all insurance covering the Property and the Personal Property for the last five (5) years, and if the current insurance policies are less than five (5) years old, then loss runs from all previous insurance policies for the same period;
- (x) Intentionally Omitted; and
- (xi) Copies of real estate tax bills for the last 3 years, and documents relating to tax or assessment proceedings, abatements, exemptions or notices.

Notwithstanding the foregoing of this Section 8(d), Purchaser shall have the right during the Finance Contingency Period to reasonably request from Seller additional information and documentation, and the Seller will deliver same within two (2) business days after the request, to the extent in Seller's possession and control (including if in the possession of any of Seller's agents, attorney's (other than privileged information), accountants, advisors and contractors).

In the event Purchaser elects to terminate the Agreement under any provision hereof permitting such termination, all information and material regarding the Property delivered to or obtained by Purchaser (including the Updated Survey and any inspection reports or environmental assessments obtained by Purchaser) shall as soon as practicably be delivered to Seller, and Purchaser shall destroy any and all electronic copies of such information and material in its possession.

(e) Confidentiality. Purchaser will keep confidential this Agreement and all information and materials resulting from its due diligence ("Information"), except for disclosure to Purchaser's Representatives who need to know the Information in order to evaluate the possible acquisition, provided such Representatives agree to keep the Information confidential. Purchaser will provide to Seller, on demand, copies of all of the Information and all reports and other information obtained by Purchaser. Purchaser acknowledges that Seller is under no obligation to verify the accuracy of the Information or the Due Diligence Materials and makes no representation or warranty with respect thereto. The confidentiality provisions of this Section shall survive the Closing termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

9. Seller's and Purchaser's Representations.

(a) Representations and Warranties of Seller. Seller represents and warrants to Purchaser the following:

i. Legal Matters. There is no pending or to Seller's actual knowledge, threatened action, suit, or proceeding, including without limitation, condemnation proceeding, affecting Seller or the Property or any portion thereof by or before any court, municipal department, commissioner, board, bureau or agency;

ii. No Conflicts. To the Seller's actual knowledge (with no obligation to investigate), Seller has not received written notice that the present use, occupancy and operation of the Property are in violation of any applicable laws, ordinances, regulations, statutes, rules and restrictions pertaining to and affecting the Property;

iii. Seller's Authority. Seller has the legal power, right and authority to enter into this Agreement and consummate the transactions contemplated hereby and no consent,

authorization or approval of any third Party or governmental authority is required in connection therewith;

iv. No Violations. Seller has received no notice of any building, health code, or OSHA violations currently existing with respect to the Property or any part thereof, and any such past violations have been cured or remedied;

v. Agreements. There are no leases, subleases, licenses, concessions, management agreement, leasing agent or brokerage agreements or other agreements granting to any party or parties the right of use or occupancy of any portion of the Property. Seller is not a party to any contracts affecting the Property that shall survive Closing;

vi. Special Assessments. To Seller's actual knowledge (with no obligation to investigate), Seller has received no notice of any special assessment that has been issued or is proposed affecting the Property;

vii. Condemnation. Seller has not received any written notice of any condemnation, eminent domain or similar proceedings, and Seller has no knowledge that any such proceeding is contemplated;

viii. Seller's Ability to Perform. None of the execution, delivery, and performance of this Agreement nor the consummation of the transactions contemplated by this Agreement will, (i) in any manner that could reasonably be expected, interfere with the Seller's ability to perform its respective obligations under this Agreement, (ii) violate or conflict with any provision of the organizational or governing documents of the Seller; (iii) result in the creation of any Liens, or other right or interest upon the Property pursuant to the terms of any such Liens, or other right or interest; (iv) violate any judgment, order, injunction, decree, or award of any court, arbitrator, administrative agency, or governmental or regulatory body of which it has knowledge against, or binding upon the Seller and/or the Property; or (v) constitute a violation by the Seller of any statute, law, ordinance or regulation that is applicable to the Seller, or the Property;

ix. Foreign Person. The Seller, is not a "foreign person" as the term is defined in Section 1455 of the Internal Revenue Code of 1986, neither is acting, directly or indirectly, for or on behalf of any person or entity, named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224), and neither is engaged in this transaction, directly or indirectly, on behalf of, and is not facilitating this transaction, directly or indirectly, on behalf of, any such person or entity;

x. Compliance with Environmental Laws. To Seller's actual knowledge, neither the Property, nor any part thereof, have been used as a sanitary landfill, waste dump site, or for the treatment, storage or disposal of hazardous wastes, as defined by any applicable environmental law, statute, ordinance or regulation (collectively, "Environmental Laws"). To the Seller's actual knowledge no notice of violation or other written communication has been received by the Seller from a government agency or any other person or entity alleging or suggesting a violation of any Environmental Laws in, upon or under the Property;

xi. No Legal Actions. There are no current or threatened actions, suits, or proceedings of any kind pending or threatened against or relating to the Seller, or the Property in any court or before, arbitrator, administrative agency or other tribunal, that if successful would restrict or prevent the continued operation of the Property in the same manner as it is being operated and maintained as of the Effective Date through the Closing Date;

xii. Insurance. In the five (5) years immediately preceding the Effective Date, (1)

Seller has maintained insurance on the Property and Personal Property reasonable and customary for this type of Property and Personal Property in the market where the Property is located, and (2) has not made any claims against or under any insurance policies insuring the Property or the Personal Property; and

xiii. Taxes. To the Seller's actual knowledge, it has not received any notice that a federal, state, county, municipal or other local taxing authority has asserted any tax deficiency, Lien, or assessment against the Property or the Seller, and the Seller has timely filed all tax returns that it or they are required to file by federal, state, county, municipal or local laws, has paid in full all taxes shown to be due by said returns, there are no taxes of any kind whatsoever associated with the Property that are unpaid or past due, including any penalties and interest thereon, and all special assessments affecting the Property, whether payable in installments.

(b) Representations and Warranties of Purchaser. The following constitute representations and warranties of Purchaser:

i. Purchaser's Authority. Purchaser has the legal power, right, and authority to enter into this Agreement, to consummate the transactions contemplated hereby, and to execute and deliver all documents and instruments to be delivered by Purchaser hereunder.

ii. Requisite Action. All requisite action (corporate, trust, partnership or otherwise) has been taken or obtained by Purchaser in connection with the entering into this Agreement and the consummation of the transactions contemplated by this Agreement, or shall have been taken prior to the Closing Date.

iii. Individual Authority. The individual(s) executing this Agreement on behalf of Purchaser have the legal power, right, and actual authority to bind Purchaser to the terms and conditions of this Agreement.

(c) The representations and warranties of Seller contained in this Agreement or in any document executed in connection herewith, shall be continuing representations and warranties, shall be deemed to be remade at Closing, shall not merge with or into any deed of conveyance or other document or instrument delivered at or in connection with the Closing and shall survive the Closing for a period of one year after the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed; provided, however, that such one year limitation shall not apply to: (a) any fraud; or (b) any claim or cause of action initiated prior to the end of such one year period but not settled prior to the end of such period. The representations and warranties of Purchaser contained in this Agreement or in any document executed in connection herewith, shall be continuing representations and warranties, shall be deemed to be remade at Closing, shall not merge with or into any deed of conveyance or other document or instrument delivered at or in connection with the Closing and shall survive the Closing for a period of one year after the Closing, and shall not be deemed to have merged into, or with, the Special Warranty Deed; provided, however, that such one year limitation shall not apply to: (a) any fraud; or (b) any claim or cause of action initiated prior to the end of such one year period but not settled prior to the end of such period. If Seller at any time on or after the Effective Date through the Closing Date has reason to believe that any representations and warranties of Seller set forth in this Agreement are not correct in any material respect, Seller shall immediately notify Purchaser. Purchaser as its sole and exclusive remedies may either: (i) terminate the Agreement without liability on the part of Seller or Purchaser and receive a return of the Earnest Money; or (ii) waive such matter, including any right to make any claim against Seller post-closing and proceed to Closing.

(d) Except as is otherwise expressly provided in this Agreement, Seller hereby specifically disclaims any warranty (oral or written) concerning (i) the nature and condition of the Property and the suitability thereof for any and all activities and uses that Purchaser may elect to



conduct thereon, (ii) the manner, construction, condition and state of repair or lack of repair of any improvements located thereon, (iii) the nature and extent of any right-of-way, lien, encumbrance, license, reservation, condition or otherwise, and (iv) the compliance of the Property or its operation with any laws, rules, ordinances, or regulations of any government or other body, it being specifically understood that Purchaser shall have full opportunity, during the Inspection Period, to determine for itself the condition of the Property. Except as is otherwise expressly provided in this Agreement, the sale of the Property as provided for herein is made on a strictly "**AS IS**" "**WHERE IS**" basis as of the Closing Date. Purchaser expressly acknowledges that, in consideration of the agreements of Seller herein and except as otherwise expressly set forth in this Agreement, **SELLER MAKES NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT IN NO WAY LIMITED TO, ANY WARRANTY OF QUANTITY, QUALITY, CONDITION, HABITABILITY, MERCHANTABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY, ANY IMPROVEMENTS LOCATED THEREON OR ANY SOIL CONDITIONS RELATED THERETO.**

(e) PURCHASER SPECIFICALLY ACKNOWLEDGES THAT PURCHASER IS NOT RELYING ON (AND SELLER HEREBY DISCLAIMS AND RENOUNCES) ANY REPRESENTATIONS OR WARRANTIES MADE BY OR ON BEHALF OF SELLER OF ANY KIND OR NATURE WHATSOEVER, EXCEPT AS IS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT. FURTHER, EXCEPT AS IS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, PURCHASER HEREBY RELEASES SELLER FROM AND WAIVES ANY AND ALL CLAIMS AND LIABILITIES AGAINST SELLER FOR, RELATED TO, OR IN CONNECTION WITH, ANY ENVIRONMENTAL CONDITION AT THE PROJECT (OR THE PRESENCE OF ANY MATTER OR SUBSTANCE RELATING TO THE ENVIRONMENTAL CONDITION OF THE PROPERTY), INCLUDING, BUT NOT LIMITED TO, CLAIMS AND/OR LIABILITIES RELATING TO (IN ANY MANNER WHATSOEVER) ANY HAZARDOUS, TOXIC OR DANGEROUS MATERIALS OR SUBSTANCES LOCATED IN, AT, ABOUT OR UNDER THE PROPERTY, OR FOR ANY AND ALL CLAIMS OR CAUSES OF ACTION (ACTUAL OR THREATENED) BASED UPON, IN CONNECTION WITH OR ARISING OUT OF CERCLA (THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT OF 1980, 42 U.S.C. '9601 *ET SEQ.*, AS AMENDED BY THE SUPERFUND AMENDMENT AND REAUTHORIZATION ACT OF 1986, AND AS MAY BE FURTHER AMENDED FROM TIME TO TIME), THE RESOURCE CONSERVATION AND RECOVERY ACT OF 1976, 42 U.S.C. '6901 *ET SEQ.*, OR ANY OTHER CLAIM OR CAUSE OF ACTION (INCLUDING ANY FEDERAL OR STATE BASED STATUTORY, REGULATORY OR COMMON LAW CAUSE OF ACTION) RELATED TO ENVIRONMENTAL MATTERS OR LIABILITY WITH RESPECT TO OR AFFECTING THE PROPERTY.

(f) Seller and Purchaser acknowledge and agree that the provisions contained in Sections 9(d) and (e) were a material factor in Seller's acceptance of the Purchase Price and that Seller was unwilling to sell the Property to Purchaser unless Seller was released as expressly set forth above.

10. Casualty or Condemnation Prior to Closing.

(a) Casualty. In the event any of the Improvements upon the Property are damaged or destroyed by fire or other casualty prior to the date of Closing and the cost to repair any such damage exceeds One Hundred Thousand and no/100 Dollars (\$100,000.00), Purchaser shall have the right to elect either to: (i) terminate this Agreement; or (ii) to proceed to consummate the transaction contemplated by this Agreement, subject to an assignment of the proceeds of Seller's insurance proceeds and a credit at Closing equal to the amount of any insurance proceeds previously received by Seller and related to such casualty. Such election shall be made by written notice to Seller not later than ten (10) business days following the date on which Seller has notified Purchaser in writing of such damage or destruction. In the event Purchaser so notifies Seller within said ten (10) business day period that it elects to terminate this Agreement, the parties shall have no further rights and liabilities with respect to each other, except as otherwise stated in this Agreement. Failure of Purchaser to notify Seller of its election to so terminate this Agreement shall

be deemed to constitute Purchaser's election to proceed with the transaction contemplated by this Agreement.

In the event of damage or destruction whereby the cost to repair the same is less than One Hundred Thousand and 00/100 Dollars (\$100,000.00) the transaction contemplated by this Agreement shall be consummated in accordance with the terms of this Agreement, without a reduction in the Purchase Price, subject to an assignment of the proceeds of Seller's insurance proceeds and a credit at Closing equal to the amount of any insurance proceeds previously received by Seller and related to such casualty.

(b) Condemnation. In the event of a condemnation of the Property, or any part thereof, by any governmental authority, or in the event any notice of such condemnation is received by Seller, Seller shall so advise Purchaser within three (3) days of such event and thereafter Purchaser may elect, by written notice to Seller, to terminate this Agreement in which event this Agreement shall be of no further force and effect. If Purchaser does not so elect, then this transaction shall be consummated as scheduled, subject to a reduction in the Purchase Price in the amount of the proceeds received from the governmental authority as a result of such condemnation.

11. Brokers. Seller and Purchaser each represents and warrants that they know of no brokers who have been involved in this transaction except for Korman/Lederer (Peter Balyeat), BKB Commercial (Brian Borkan), and James Cazares (collectively, "Brokers"), whose commissions shall be paid for by Seller to the extent this transaction closes, pursuant to a separate agreement between Seller and Brokers. Each Party agrees that should any claim be made for brokerage commissions or finder's fees by any broker or finder other than the Brokers by, through or on account of any acts of said party or its representatives, said Party will indemnify and hold the other Party free and harmless from and against any and all loss, liability, cost, damage and expense in connection therewith. The provisions of this Section 11 shall survive Closing or earlier termination of this Agreement, and shall not be deemed to have merged into, or with, the Special Warranty Deed.

12. Default.

(a) Purchaser's Default. If Purchaser fails to perform in accordance with the terms of this Agreement, and such default is not cured within seven (7) business days from the date of Seller's written notice to Purchaser, Seller as its sole and exclusive remedy, will have the right to terminate this Agreement by further written notice thereof to Purchaser and receive the Earnest Money as liquidated damages for such breach and upon such notice, this Agreement will be null and void. Notwithstanding the foregoing or anything herein to the contrary, the provisions of this Section 12(a) shall not limit or otherwise apply to (i) Purchaser's express indemnity obligations under this Agreement, (ii) matters that pursuant to the terms of this Agreement, survive the termination of this Agreement or the Closing, or (iii) any obligations of Purchaser arising under Section 18(i).

(b) Seller's Default. If Seller fails to perform in accordance with the terms of this Agreement, and such default is not cured within ten (10) days from the date of Purchaser's written notice to Seller, and upon the failure of Seller to cure such default within ten (10) days following written notice thereof from Purchaser, Purchaser, at its option, may as its sole remedies, either: (A) terminate this Agreement by further written notice thereof to Seller, in which event the Earnest Money shall be returned to Purchaser, Seller shall reimburse Purchaser for Purchaser's out of pocket costs incurred in connection with this Agreement and in performing its due diligence investigations in an amount not to exceed \$25,000.00 in the aggregate and Purchaser, or (B) seek specific performance of and under this Agreement, and in either case, Seller shall pay all reasonable costs and expenses, including attorney and accountant fees, in connection with Purchaser's successful enforcement of this Agreement.

(c) To the maximum extent permitted by applicable law, in no event will Purchaser or Seller be liable for any loss of profits, loss of anticipated savings, indirect, special, incidental, consequential, punitive and exemplary damages arising out of this Agreement regardless of the

legal or equitable theory (contract, tort or otherwise) upon which the claim is based, even if it is aware of the possibility of the occurrence of such damages.

13. Conditions Precedent to Closing.

(a) The following are conditions precedent to Closing for Purchaser's benefit, unless they have been waived by Purchaser (in Purchaser's sole and absolute discretion) in writing prior to Closing: (i) Seller shall not be in default of any Seller covenant or obligation under this Agreement, (ii) all of Seller's representations and warranties set forth in this Agreement shall remain true and correct in all respects as of the Closing Date; (iii) the Title Insurer shall be committed to issue at the Closing with respect to the Property the Title Policy; (iv) Seller shall have complied with Section 4 above; and (v) the Property and Personal Property shall be free of any liens as of the Closing Date except for any loans, mortgages or lines of credit of Seller which are paid at Closing or insured over by the Title Company.

(b) The following are conditions precedent to Closing for Seller's benefit, unless they have been waived by Seller (in Seller's sole and absolute discretion) in writing prior to Closing: (i) Purchaser shall not be in default of any Purchaser covenant or obligation under this Agreement, and (ii) all of Purchaser's representations and warranties set forth in this Agreement shall remain true and correct in all respects as of the Closing Date.

(c) Upon failure of any of the foregoing conditions precedent, set forth in Section 13(a) above, Purchaser may terminate this Agreement and Purchaser as its sole remedy, shall be entitled to a return of the Earnest Money and all obligations under this Agreement shall terminate, except for such obligations that expressly survive termination. Upon failure of any of the foregoing conditions precedent, set forth in Section 13(b) above, Seller may terminate this Agreement and Seller as its sole remedy, shall be entitled to retain the Earnest Money and all obligations under this Agreement shall terminate, except for such obligations that expressly survive termination.

(d) Either Party may at any time or times, at its election, waive any of the conditions to its obligations under this Agreement, but any such waiver shall be effective only if contained in a writing signed by such Party. No such waiver shall reduce the rights or remedies of a Party by reason of any breach by the other Party (but if a condition is waived, the Party waiving the same may not rescind this Agreement on the basis of the failure of such waived condition). In the event that for any reason any item required to be delivered to a Party by the other party under this Agreement shall not be delivered when required, then such other Party shall nevertheless remain obligated to deliver the same to the first Party, and nothing (including, but not limited to, the Closing) shall be deemed a waiver by the first Party of any such requirement.

14. Possession. Seller shall deliver possession of the Property to Purchaser at Closing.

15. Successors and Assigns. Except as set forth herein, neither Party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other Party. Notwithstanding anything in this Agreement to the contrary, without the consent of Seller, Purchaser may assign this Agreement and Purchaser's rights and obligations under this Agreement to an entity controlling, controlled by, or under common control with Purchaser or any of Purchaser's principals. Any assignee of Purchaser's interest shall assume in writing all of the obligations and liabilities of Purchaser under this Agreement, and a copy of the fully-executed written assignment and assumption agreement shall be delivered to Seller at least five (5) business days prior to Closing. Purchaser shall not be released of any of its obligations or liabilities hereunder in the event of any assignment (except that the sale contemplated hereby shall be closed in the name of the assignee). Subject to the foregoing, this Agreement and the terms and provisions hereof shall inure to the benefit of, and be binding upon, the successors and assigns of the parties.

16. INTENTIONALLY OMITTED.

17. Notices. Except as otherwise provided in this Agreement, all notices, demands, requests, consents, approvals and other communications (herein collectively called "Notices") required or permitted to be given under this Agreement, or which are to be given with respect to this Agreement, shall be in writing and shall be delivered by recognized overnight express courier (e.g., FedEx), postage prepaid, and sent by electronic mail, or personal delivered, addressed to the Party to be so notified as follows:

Seller: Malnati Woodhead, LLC  
c/o The Malnati Organization, LLC  
900 Busch Parkway  
Buffalo Grove, IL 60089  
Attention: Sasha Milosavljevich  
Email: milosav@hotmail.com

With a copy to: Glenn Garfinkel  
Timm & Garfinkel, LLC  
770 Lake Cook Road, Suite 150  
Deerfield, Illinois 60015  
Office: (847) 236-0502  
Email: [ggarfinkel@ltglegal.com](mailto:ggarfinkel@ltglegal.com)

Purchaser: Matt Gajowniczek  
Sound, Production & Lighting LLC  
8111 St. Louis Ave.  
Ste. 2F  
Skokie, IL 60076  
Office: 847-430-4902  
Email: [matt@splchicago.com](mailto:matt@splchicago.com)

With a copy to: Jonathan J. Fox  
Kelleher + Holland, LLC  
102 S. Wynstone Park Drive  
North Barrington, Illinois 60010  
Office: (847) 713-1360  
Email: [jfox@kelleherholland.com](mailto:jfox@kelleherholland.com)

Notice of change of address shall be given by written notice in the manner detailed in this Section. Notices shall be deemed given on the earlier of the following dates (i) the day of email transmission to the email address set forth above, provided such is transmitted by the sender prior to 6:00 PM Central on a business day; otherwise, the next business day; or (ii) the next business day after the date Notice is delivered by a recognized overnight express courier. Either Party may at any time change the address for notice to such Party by delivering a Notice as aforesaid. For all purposes under this Agreement, Notices to or from an attorney of the Parties shall constitute notice to a Party; and an attorney for a Party shall be authorized to consent or act for a Party.

18. Miscellaneous.

(a) This Agreement contains the entire Agreement between the parties respecting the matters herein set forth, and supersedes all prior agreements between the parties hereto respecting such matters, if any, there being no other oral or written promises, conditions, representations, understandings, warranties or terms of any kind as conditions or inducements to the execution hereof, and none have been relied upon by either Party.

(b) Time is of the essence of this Agreement.

(c) Paragraph headings shall not be used in construing this Agreement.

(d) Except as expressly provided in this Agreement, no waiver by a Party of any breach of this Agreement by the other Party shall be deemed to be a waiver of any other breach by such other Party (whether preceding or succeeding and whether or not of the same or similar nature).

(e) This Agreement shall be construed and enforced in accordance with the laws of the state of Illinois.

(f) No agreement, amendment, modification, understanding, or waiver of or with respect to this Agreement or any term, provision, covenant, or condition hereof, nor any approval or consent given under or with respect to this Agreement, shall be effective for any purpose unless contained in a writing signed by the Party or its attorney against which such agreement, amendment, modification, understanding, waiver, approval or consent is asserted.

(g) Neither this Agreement, nor a memorandum thereof shall be recorded by Purchaser. Purchaser's failure to comply with this Subsection shall be deemed a default of Purchaser.

(h) If the final day of any period or any date of performance under this Agreement falls on a Saturday, Sunday, legal holiday, or any day that title companies in Illinois are closed (each, a "business day"), then the final day of the period or the date of such performance shall be extended to the next business day.

(i) If either Party fails to perform any of its obligations under this Agreement or if a dispute relating to the terms of this Agreement arises between the Parties hereto, then the non-prevailing Party in a final judgment by court having jurisdiction over such matter shall pay any and all costs and expenses incurred by the prevailing Party on account of such dispute, including, but not limited to, that Party's reasonable, out-of-pocket court costs and attorneys' and accountant's fees.

(j) This Agreement may be executed in multiple counterparts, each one of which shall be deemed an original but all of which, taken collectively, shall be deemed a single instrument. Signatures by facsimile, pdf scan or other digital or photographic reproduction shall be sufficient as an original for all purposes.

(k) THE PARTIES HERETO WAIVE ANY RIGHT WHICH EITHER OR BOTH WILL HAVE TO RECEIVE A TRIAL BY JURY WITH RESPECT TO ANY CLAIMS, CONTROVERSIES OR DISPUTES WHICH WILL ARISE OUT THIS AGREEMENT OR THE SUBJECT MATTER HEREOF.

(l) Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. Use of the words "include" and "including" are intended as an introduction to illustrative matters and not as a limitation.

(m) The preamble paragraph and the recitals above are hereby incorporated into this Section 1B(m) as if set forth herein.

**[EXECUTION PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first below written.

**SELLER:**

MALNATI WOODHEAD, LLC, an Illinois limited liability company

Sasha Milosavljevic  
By: Sasha Milosavljevic (Jul 8, 2024 14:51 CDT)  
Its Asset Manager

Acceptance  
Dated: Jul 8, 2024, 2024

**PURCHASER:**

SOUND, PRODUCTION & LIGHTING LLC, an Illinois limited liability company

DocuSigned by:  
Mateusz Gajowniczek  
By: Mateusz Gajowniczek  
Its President

Offer Dated: 7/8/2024, 2024

EXHIBIT A

LEGAL DESCRIPTION OF REAL PROPERTY

LOT 25 IN NORTHBROOK EDENS INDUSTRIAL PARK SUBDIVISION UNIT NUMBER 3 IN THE NORTHWEST ¼ OF SECTION 5 AND THE NORTHEAST ¼ OF SECTION 6, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 04-06-202-016-0000

**EXHIBIT B**

**SPECIAL WARRANTY DEED**

This Instrument prepared by:

Glenn Garfinkel  
Timm & Garfinkel, LLC  
770 Lake Cook Road, Suite 150  
Deerfield, IL 60015

After Recording Return to:

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

**SPECIAL WARRANTY DEED**

This Indenture, made as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between \_\_\_\_\_, a \_\_\_\_\_ limited liability company ("Grantor") and \_\_\_\_\_, a \_\_\_\_\_ limited liability company ("Grantee"), as grantee, having a mailing address at \_\_\_\_\_

WITNESSETH, that Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration in hand paid by Grantee, the receipt of which is hereby acknowledged pursuant to authority given by Grantor, by these presents does REMISE, RELEASE, ALIENATE AND CONVEY unto Grantee, FOREVER, all the following described real estate, situated in the County of Cook and State of Illinois, known and described as follows (hereinafter referred to as the "Subject Property") to wit:

[See legal description attached as Exhibit "A"]

Together with all and singular the hereditaments and appurtenances belonging there, or in any way appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim or demand whatsoever, of Grantor, either at law or in equity, of, in and to the Subject Property, with the hereditaments and appurtenances:

**TO HAVE AND TO HOLD** the Subject Property, with the appurtenances, unto Grantee, its successors and assigns, forever.

And Grantor, for itself and its successors, does covenant, promise and agree, to and with Grantee, for itself and its successors, that it has not done or suffered to be done, anything whereby the Subject Property hereby granted is, or may be, in any manner encumbered or charged, except as herein recited; and that Grantor will warrant and defend the Subject Property against all persons lawfully claiming, or to claim the same, by, through or under it, subject only to the following (hereinafter, collectively, the "Permitted Title Exceptions"):

1. General real estate taxes against the Subject Property as are not due and payable on the date of delivery of this deed;
2. Those matters identified on Exhibit "B" attached hereto and made a part hereof; and



3. Acts done or suffered by Grantee and any person or entity claiming by, through or under Grantee.

**GRANTOR:**

\_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: Manager

MAIL FUTURE TAX BILLS TO:

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

STATE OF ILLINOIS )

COUNTY OF \_\_\_\_\_ ) SS:  
)

I, \_\_\_\_\_, a notary public in and for said County in the State aforesaid, DO HEREBY CERTIFY THAT \_\_\_\_\_, Manager of \_\_\_\_\_, a \_\_\_\_\_ limited liability company, personally known to me to be the same person whose name is subscribed to the foregoing **SPECIAL WARRANTY DEED**, appeared before me this day in person and acknowledged that he signed and delivered the said document on behalf of the limited liability company and as his free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and seal, this \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**EXHIBIT "A" TO SPECIAL WARRANTY DEED  
LEGAL DESCRIPTION OF PROPERTY**

**PERMANENT REAL ESTATE INDEX NUMBER:**

**ADDRESS:**

**EXHIBIT C**

**QUIT CLAIM BILL OF SALE AND ASSIGNMENT OF INTANGIBLE PROPERTY**

\_\_\_\_\_ ("Seller"), for good and valuable consideration paid by \_\_\_\_\_ ("Purchaser"), does hereby sell, grant, transfer, assign and convey to Purchaser all of Seller's right, title and interest in and to any personal property owned by Seller that is located at, or used in connection with, the real property located at \_\_\_\_\_ ("Property"), including (a) all intangible personal property related to the Property and (b) all heating, ventilating, lighting, plumbing, electrical, and air-conditioning fixtures and equipment, and all other personal property located at the Property (all of the aforementioned items are collectively referred to herein as the "Personal Property").

SELLER MAKES NO WARRANTY OF MERCHANTABILITY IN RESPECT TO THE PERSONAL PROPERTY AND THE PERSONAL PROPERTY IS SOLD IN AN "AS IS, WHERE IS" CONDITION, WITH ALL FAULTS. By acceptance of delivery of the Personal Property, Purchaser affirms that it has not relied on Seller's skill or judgment to select or furnish the Personal Property for any particular purpose, and that Seller makes no warranty that the Personal Property is fit for any particular purpose and that there are no representations or warranties, express, implied or statutory, that extend beyond the description of the Personal Property above set forth.

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**EXHIBIT D**

**BULK SALES INDEMNIFICATION AGREEMENT**

**[To be provided by Purchaser]**








# PSA - 3685 Woodhead v6 (7.8.24)

Final Audit Report

2024-07-08

Created	2024-07-08
By	Glenn Garfinkel (ggarfinkel@tglegal.com)
Status	Signed
Transaction ID	CBJCHBCAABAIVR7sw9L3tuosj4ynqXGISHu-BSFz61

## "PSA - 3685 Woodhead v6 (7.8.24)" History

-  Document digitally presigned by DocuSign, Inc. (enterprisesupport@docusign.com)  
2024-07-08 - 3:40:25 PM GMT
-  Document created by Glenn Garfinkel (ggarfinkel@tglegal.com)  
2024-07-08 - 4:45:29 PM GMT
-  Document emailed to milosav@hotmail.com for signature  
2024-07-08 - 4:47:10 PM GMT
-  Email viewed by milosav@hotmail.com  
2024-07-08 - 7:39:14 PM GMT
-  Signer milosav@hotmail.com entered name at signing as Sasha Milosavljevich  
2024-07-08 - 7:51:19 PM GMT
-  Document e-signed by Sasha Milosavljevich (milosav@hotmail.com)  
Signature Date: 2024-07-08 - 7:51:21 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-08 - 7:51:21 PM GMT



### SUMMARY

3685 Woodhead Dr , Northbrook, IL  
60062  
Sound, Production & Lighting LLC & Matt  
Gajowniczek  
07/16/2024

Brian Esterline  
IL Lic 450.012540 Exp. Date 11/30/2024  
Real Inspection Services  
312-724-5100  
info@realsvs.com



Click on the photo to view the full details of the photo in this report

### REPAIR/CREDIT REQUEST TOOL

Learn how to use the Repair Request Builder to quickly create and share repair request documents complete with photos, videos, and customizable text. The document can include requests for repair, replacement, credit, or customizable text. It can be shared via email or text message, making your job as an agent even easier.

### [Link To Repair/Credit Request Tool](#)

Report Tools - (Upper right corner) Select -Repair Request Builder Then Choose items.

The **Recommended Contractors** in this report are NOT Subsidiaries/Independent Contractors or Employees of Real Inspections Services. We do not monitor or oversee the policies or procedures of the Recommended Contractors; however, we do have an ongoing relationship with the Recommended Contractors for the purpose of recommendation. The Recommended Contractors do fulfill the business ethics here at Real Inspection Services and do offer high quality work satisfying the expectations of everyone involved.



ITEMS INSPECTED



MAINTENANCE/MINOR REPAIR



RECOMMENDATION/REPAIR/REPLACE



PRIORITY REPAIR

2.2.1 Flat Roof Covering Material

**PRIOR REPAIR**  
WAREHOUSE ROOF

Maintenance/Minor Repair



Inquire with the current owner about the prior repair observed.

Request documentation including warranties for repairs completed.  
Confirm repairs have been completed by a qualified contractor.

Suggest further evaluation/observation if documents cannot be provided.

Recommendation

Contact a qualified roofing professional.



Inquire with seller

2.2.2 Flat Roof Covering Material

**PRIOR REPAIR**

Recommendation/Repair/Replace

ROOF OVER OFFICE SPACE

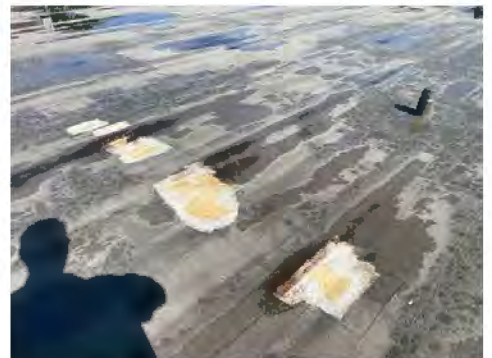
Inquire with the current owner about the prior repair observed.

Request documentation including warranties for repairs completed.  
Confirm repairs have been completed by a qualified contractor.

Suggest further evaluation/observation if documents cannot be provided.

Recommendation

Contact a qualified roofing professional.



Repair as needed

2.2.3 Flat Roof Covering Material

**PONDING**

Recommendation/Repair/Replace

ROOF OVER OFFICE SPACE

When drainage fails, water will run to low points in a flat roof. The water will then sit and create a "pond." The longer water sits on a roof, the more likely it is to cause damage over time. Chance for water damage to the contents, finishes and/or structure.

Consult a qualified roofing contractor for repair.

Recommendation

Contact a qualified roofing professional.



Repair

2.2.4 Flat Roof Covering Material

**REFLECTIVE COATING WORN**

Maintenance/Minor Repair

WAREHOUSE ROOF

Reflective coating protects the membrane from ultraviolet wear and keeps the roof cool in the summer.

Consult a qualified roofing contractor to apply and maintain.

Recommendation

Contact a qualified roofing professional.



Maintenance is needed

2.2.5 Flat Roof Covering Material

**SOFT SECTION**

WAREHOUSE ROOF

Chance for weaken structure, moisture conditions to the (framing) sub roof.

Consult a qualified roofing contractor for evaluation and repair.

Recommendation

Contact a qualified roofing professional.

Recommendation/Repair/Replace



Southeast- Repair



Center Of Watehouse Roof- Repair



Center Of Watehouse Roof- Repair

2.2.6 Flat Roof Covering Material

**VULNERABLE AREA/CRACKS IN ROOF MEMBRANE**

THROUGHOUT ROOF OVER OFFICE SPACE

Chance for moisture conditions, continued further material deterioration.

Consult a qualified roofing contractor for evaluation and repair.

Recommendation

Contact a qualified roofing professional.

Recommendation/Repair/Replace



Repair



Repair



Repair

2.3.1 Gutters and Downspouts

**DRAINS BELOW GRADE**

VARIOUS

Maintenance/Minor Repair

Underground drains usually made of clay tile, cast or plastic can become clogged or break below ground. This can potentially cause water conditions into the basement or structural conditions to the foundation.

Consult a qualified plumbing contractor for maintenance to ensure water is properly draining.

Recommendation

Contact a qualified plumbing contractor.



South- Regular maintenance is needed



West- Regular maintenance is needed

2.3.2 Gutters and Downspouts

**DISCHARGES NEAR STRUCTURE**

 Maintenance/Minor Repair

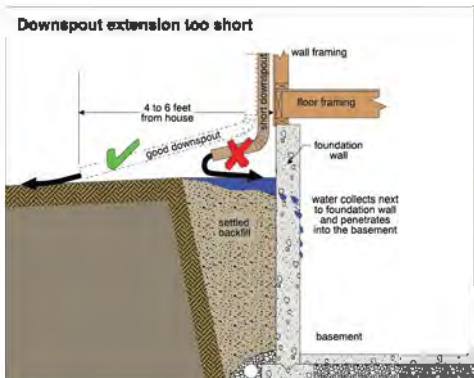
NORTHWEST

Downspout drain discharges too close to structure. This can cause seepage conditions to the interior structure.

Consult a qualified contractor to extend downspout at least 6 feet away from the structure.

Recommendation

Contact a handyman or DIY project



Repair

2.3.3 Gutters and Downspouts

**HEATING CABLES**

WEST

Heating cables installed at west downspout drain. This indicates a freezing condition. Consult a qualified contractor for evaluation and to determine if this system operates as intended.

Request information from the current owner about the operating and the maintenance for the heating cables.

Consult a qualified contractor for evaluate and repair as needed.

Recommendation

Contact the seller for more info



Maintenance/Minor Repair



Evaluate & Repair As Needed

2.4.1 Skylight

**FLASHING DEFECT**

NORTHWEST OFFICE ROOF

Chance for water damage to the structure, finishes and interior contents.

Consult a qualified roofing contractor for repair.



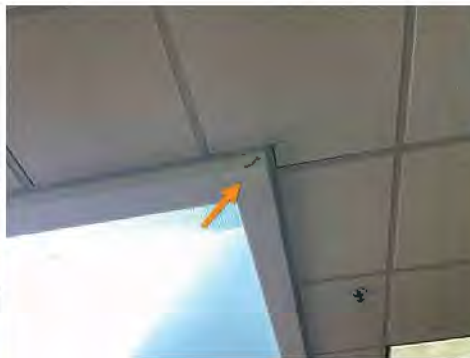
Recommendation/Repair/Replace

Recommendation

Contact a qualified roofing professional.



Repair



Repair

2.4.2 Skylight

**FLASHING DEFECT/MOISTURE STAINING**

NORTHEAST OFFICE ROOF



Recommendation/Repair/Replace

Chance for water damage to the structure, finishes and interior contents.

[Consult a qualified roofing contractor for repair.](#)

Recommendation

Contact a qualified roofing professional.



Repair

2.4.3 Skylight

**GLASS CRACKED**

NORTHEAST



Recommendation/Repair/Replace

Chance of water damage to structure, finishes and contents.

[Consult a qualified window contractor to replace.](#)

Recommendation

Contact a qualified window repair/installation contractor.



Repair

2.4.4 Skylight

**GLASS FOGGED/SEAL FAILURE**

VARIOUS



Recommendation/Repair/Replace

Window thermal insulation seals lock the gas in to help create a barrier that blocks outside temperatures from entering the interior. You'll stay cooler in the summer and warmer in the winter.

Broken seals reduce the window rating barrier, causing condensation conditions between the glass causing further material failure.

[Consult a qualified window contractor for repair or replacement.](#)

Recommendation

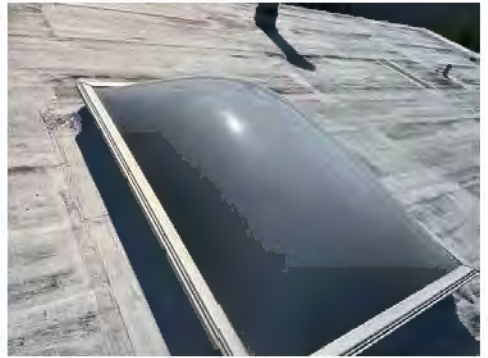
Contact a qualified window repair/installation contractor.



Warehouse Roof West- Repair/replace



Warehouse Roof Southwest- Repair/replace



Warehouse Roof Southeast- Repair/replace

4.2.1 Exterior Doors and Windows

**CAULKING CRACKED OR DETERIORATED**

WEST ENTRANCE

Chance for moisture conditions damage to interior contents.

[Consult a qualified painting contractor for evaluation and repair.](#)

Recommendation

Contact a qualified painting contractor.

 Maintenance/Minor Repair



Repair



Repair

4.2.2 Exterior Doors and Windows

**HARDWARE MISSING**

SOUTHEAST

Unable to readily open the door.

[Consult a qualified door contractor to install.](#)

Recommendation

Contact a qualified door repair/installation contractor.

 Maintenance/Minor Repair



Repair/replace

4.5.1 EIFS (Exterior Insulation and Finish System)

**DAMAGED/CRACKED**

NORTHWEST

 Recommendation/Repair/Replace

Chance of water damage to structure, finishes and contents, further material deterioration.

Consult a qualified EIFS contractor for repair.

Recommendation  
Contact a qualified professional.



Repair



Repair

#### 4.7.1 Exterior Spigots

### ANTI SIPHON ADAPTER MISSING & SPIGOTS OLD

THROUGHOUT

Exterior hose bib(s) is missing an anti-siphon valve; an anti-siphon device will not allow water to siphon or to be drawn back into the potable water; recommend a qualified plumber repair. Older plumbing material can cause leaking conditions.

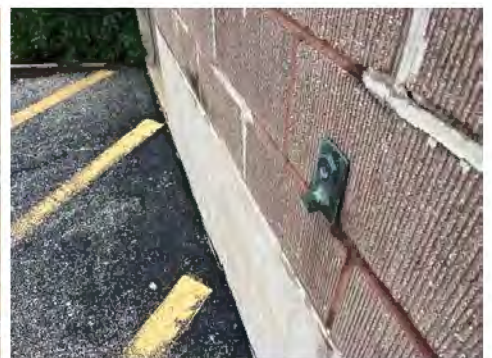
Consult a qualified plumbing contractor to replace.

Recommendation  
Contact a qualified plumbing contractor.

 Maintenance/Minor Repair



Replace



Replace

#### 4.9.1 Electrical

### CONDUIT RUSTING

WEST

 Maintenance/Minor Repair

Potential damage to wiring, safety shock hazard due to moisture conditions.

Consult a qualified electrical contractor for repair.

Recommendation

Contact a qualified electrical contractor.



Repair/replace

### 4.9.2 Electrical **COVER DAMAGED OR MISSING SOUTH**

Suggest replacing to prevent a potential shock hazard.

Consult a qualified electrical contractor to replace.

Recommendation

Contact a qualified electrical contractor.

 Maintenance/Minor Repair



Repair/replace



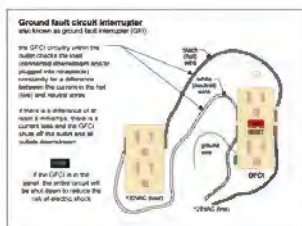
Repair/replace

### 4.9.3 Electrical **GFCI MISSING WEST**

 Recommendation/Repair/Replace

Potential for electrical safety shock hazard.

Consult a qualified electrical contractor to install.



Recommendation

Contact a qualified electrical contractor.



West- Repair/replace



4.9.4 Electrical

**OUTLET INOPERATIVE**

SOUTHWEST

Outlet is inoperative when tested.

[Consult a qualified electrical contractor for repair.](#)

Recommendation

Contact a qualified electrical contractor.



Recommendation/Repair/Replace



Southwest- Repair/replace

4.9.5 Electrical

**OUTLET REVERSE POLARITY**

EAST

Electrical outlets with reverse polarity can be dangerous to you and your devices. A device plugged into a receptacle with reversed polarity can remain energized even when turned off, which can short-circuit the device. Devices plugged into an outlet with reversed polarity may appear to work as usual but are unsafe and can shock you.

[Consult a qualified electrical contractor for repair.](#)

Recommendation

Contact a qualified electrical contractor.



Recommendation/Repair/Replace



Repair

4.9.6 Electrical

**LOW VOLTAGE PIT FILLED WITH WATER**

SOUTHEAST

Low voltage systems are out of the working scope for home inspectors in the state of IL. However we feel it's important to note that the low voltage wiring pit is full of water.

[Recommend evaluation and repair by a qualified contractor.](#)

Recommendation

Contact a qualified professional.



Maintenance/Minor Repair



Repair

4.10.1 Pests

**STINGING INSECT NEST/HIVE**

SOUTHWEST RECEPTACLE BOX

Stinging insects can potentially cause a health related hazard condition.

[Consult a qualified pest control contractor for service.](#)

Recommendation

Contact a qualified pest control specialist.



Recommendation/Repair/Replace



Pest Service Needed

4.12.1 Railings, Guards and Handrails

**LOOSE**

NORTH LOADING GARAGE

Loose railing component. This condition is a safety hazard.

[Consult a qualified contractor for repair.](#)

Recommendation

Contact a qualified carpenter.

 Recommendation/Repair/Replace



Repair



Repair

4.14.1 Patio, Lot Grading, Drainage, Retaining Walls and Vegetation

**GROUND SATURATED**

NORTH

Chance for further grading and drainage conditions.

[Consult a qualified landscape contractor for drainage repairs.](#)

Recommendation

Contact a qualified landscaping contractor

 Recommendation/Repair/Replace



Repair

4.14.2 Patio, Lot Grading, Drainage, Retaining Walls and Vegetation

**IMPROPER GRADING SLOPE**

VARIOUS

Grading slopes towards the structure. This can cause potential seepage conditions into the dwelling. Grade should slope away from the foundation with a minimum fall of 6" inches within the first 10' feet.

[Consult a qualified landscape contractor for evaluation and corrective options.](#)

Recommendation

Contact a qualified landscaping contractor

 Recommendation/Repair/Replace



Illustration Grading Slope



Northeast- Repair



West- Repair



Southeast- Repair



Northeast- Repair

4.14.3 Patio, Lot Grading, Drainage, Retaining Walls and Vegetation

 Maintenance/Minor Repair

**IRRIGATION SYSTEM MAINTENANCE**

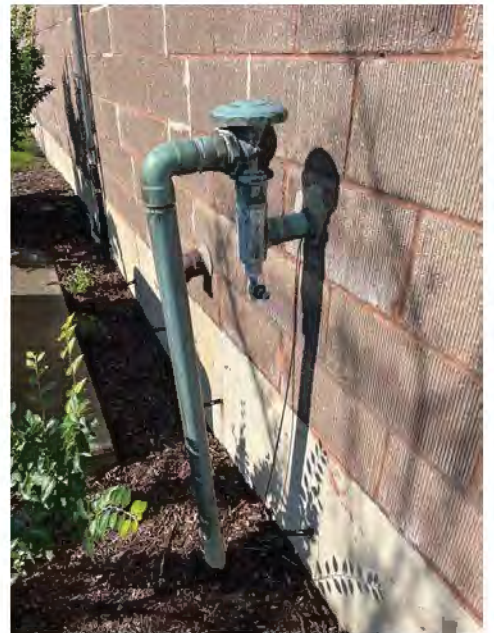
EAST

Inquire with the current owner about how the irrigation system functions and to provide maintenance history.

[Consult a qualified irrigation/landscape contractor for annual service.](#)

Recommendation

Contact a qualified landscaping contractor



Regular maintenance is needed

4.14.4 Patio, Lot Grading, Drainage, Retaining Walls and Vegetation

 Maintenance/Minor Repair

**TREES & SHRUBS TOO CLOSE TO BUILDING**

VARIOUS

Shrubs and trees can damage siding and masonry, and cause accelerated deterioration of materials. Large trees and roots can absorb water from soils around and below the foundation footing causing the footing to drop as the soil compacts.

[Consult a qualified landscaping contractor for removal or maintenance options.](#)

Recommendation  
Contact a qualified landscaping contractor



Northwest- Repair



West- Repair



Southwest- Repair

4.15.1 Walkways and Driveways

**ASPHALT CRACKS**

THROUGHOUT DRIVEAWAY/PARKING LOT

Chance for further material deterioration.

[Consult a qualified asphalt contractor for repair as needed.](#)

Recommendation

Contact a qualified driveway contractor.

 Recommendation/Repair/Replace



Repair



Repair

4.15.2 Walkways and Driveways

**CONCRETE CRACKS**

VARIOUS

Chance for further material deterioration, settlement.

[Consult a qualified concrete contractor for repair.](#)

Recommendation

Contact a qualified concrete contractor.

 Maintenance/Minor Repair



South Entrance- Repair



Main Entrance- Repair

4.15.3 Walkways and Driveways  
**CRACKING AND SETTLING**

NORTH LOADING GARAGE

This is a trip hazard and will cause drainage conditions to the structure.

[Consult a qualified concrete contractor for repair.](#)

Recommendation

Contact a qualified concrete contractor.

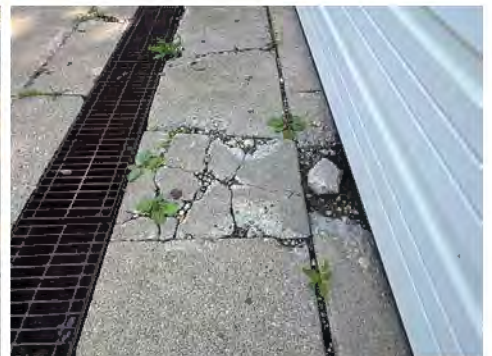
 Recommendation/Repair/Replace



Repair



Repair



Repair



Repair

4.15.4 Walkways and Driveways

**SEAL BETWEEN GRADING AND STRUCTURE MISSING OR INADEQUATE**

VARIOUS

The gap can cause moisture conditions to the interior contents.

[Consult a qualified masonry or concrete contractor for installation.](#)

 Recommendation/Repair/Replace

Recommendation  
Contact a qualified concrete contractor.



South- Repair



Southwest Entrance- Repair

4.15.5 Walkways and Driveways

**SEAL COAT  
RECOMMENDED**

THROUGHOUT DRIVEAWAY/PARKING LOT

Sealing an asphalt driveway annually can extended its service life.

[Consult qualified driveway contractor for repair and maintenance.](#)

Recommendation

Contact a qualified driveway contractor.



Recommendation/Repair/Replace



Maintenance is needed

4.15.6 Walkways and Driveways

**BOLLARD DAMAGED**

NORTH LOADING GARAGE

Safety bollard is damaged and leaning.

[consult a qualified concrete contractor for repair.](#)

Recommendation

Contact a qualified concrete contractor.



Recommendation/Repair/Replace



Repair

5.5.1 Masonry and Wall Structures

**CAULK CRACKED/DETERIORATED**

VARIOUS

Chance for moisture damage to material and interior contents.

[Consult a qualified contractor for repair.](#)

Recommendation

Contact a qualified professional.



Recommendation/Repair/Replace



Southwest- Repair



Southwest- Location For Reference



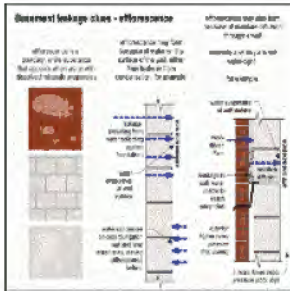
South- Repair

### 5.5.2 Masonry and Wall Structures

#### **EFFLORESCENCE**

##### NORTHEAST WAREHOUSE INTERIOE

 Recommendation/Repair/Replace



Brick exterior walls had areas of efflorescence visible. Efflorescence is created when mineral salts dissolved by water moving through porous brick remain as a powdery white residue when water reaches the surface and evaporates. This condition indicates that moisture has been trapped in the airspace between the brick and the framed wall to which it is attached. This condition can weaken the material and potential cause damage to the interior contents.

[Consult a qualified masonry contractor for repair.](#)

Recommendation  
Contact a qualified masonry professional.



Repair



Repair



Location For Reference

### 5.5.3 Masonry and Wall Structures

## LINTELS CAULKED/CAPPED

VARIOUS

Recommendation/Repair/Replace

This will trap moisture causing material deterioration and potential moisture damage to the interior contents.

Consult a qualified masonry contractor for repair.

Recommendation

Contact a qualified masonry professional.



West- Repair



North- Repair



Northeast- Repair

### 5.5.4 Masonry and Wall Structures

## LINTEL SAGGING

SOUTHWEST WAREHOUSE ENTRANCE

Recommendation/Repair/Replace

Sagging lintel can weaken the structure and cause moisture conditions to the interior contents. Prior masonry repairs observed.

Consult a qualified masonry contractor to evaluate and replace as needed.

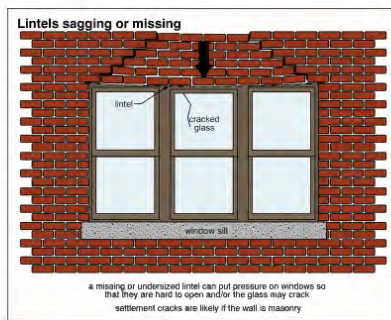


Illustration Lintel Sagging

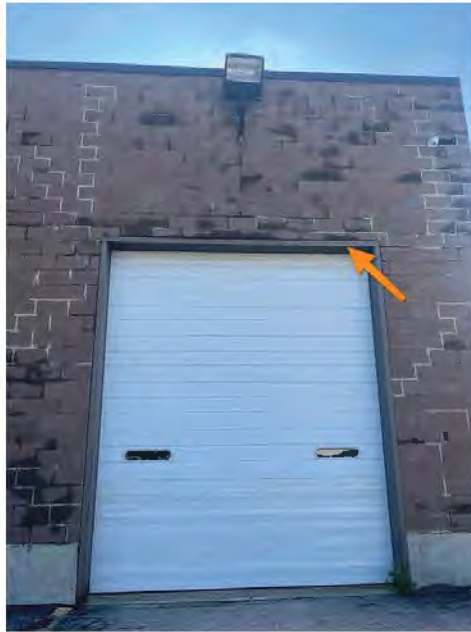
Recommendation

Contact a qualified masonry professional.





Repair/replace



Repair/replace

5.5.5 Masonry and Wall Structures

**MASONRY DAMAGED/DETERIORATED**

VARIOUS

Chance for weakened structure further material deterioration.

[Consult a qualified masonry contractor for repair.](#)

Recommendation

Contact a qualified masonry professional.

Recommendation/Repair/Replace



West- Repair



West Warehouse- Repair

5.5.6 Masonry and Wall Structures

**MORTAR MISSING/DETERIORATED**

VARIOUS

Missing or deteriorated mortar can weaken the wall structure, cause moisture damage to the material and interior contents.

[Consult a qualified masonry contractor for repair.](#)

Recommendation

Contact a qualified masonry professional.

Recommendation/Repair/Replace



West- Repair



Southwest- Repair



West- Repair



Southwest- Repair



Northeast- Repair

### 5.5.7 Masonry and Wall Structures

#### **MOISTURE STAINING/SEALING NEEDED**

Recommendation/Repair/Replace

VARIOUS

Moisture staining indicates the absence of adequate sealing of the concrete blocks. It is important to properly seal concrete blocks. Proper sealing starts at the top works its way down.

Chance for moisture conditions to the interior contents and structure. Moisture conditions can cause potential mold related conditions. Inquire with the current owner about this condition observed.

[Consult a qualified masonry contractor for repair.](#)

Recommendation

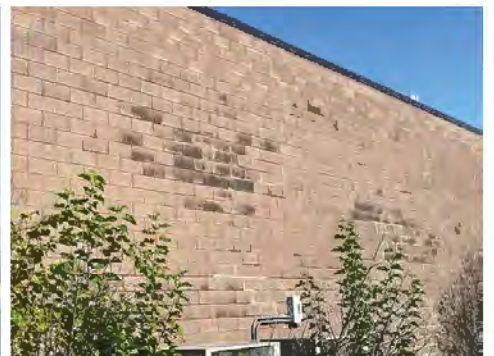
Contact a qualified masonry professional.



West- Repair



Southwest- Repair



East- Repair

### 5.5.8 Masonry and Wall Structures

#### **PRIOR REPAIRS INADEQUATE**

Recommendation/Repair/Replace

VARIOUS

Brick and block walls had poorly-executed repairs visible. This indicates that those performing the repairs had poor skill levels and these repairs may not last as long as properly executed repairs. These areas should be evaluated to determine a cost of addressing this condition.

Consult a qualified masonry contractor for evaluation and repair.

Recommendation  
Contact a qualified masonry professional.



Southwest- Repair



West- Repair



Northwest- Repair



South- Repair

### 6.5.1 Garage Vehicle Door

#### **DOOR TRIM RUSTING**

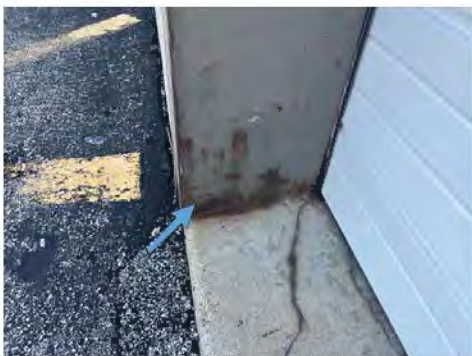
SOUTHWEST

Chance for further material deterioration.

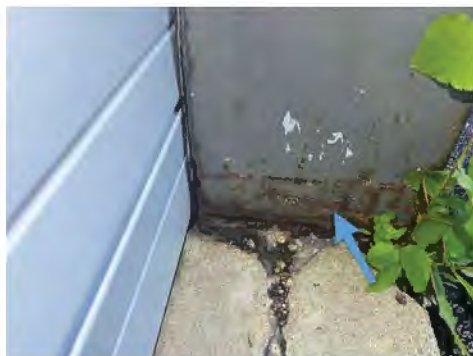
Consult a qualified contractor to repair or replace.

Recommendation  
Contact a qualified professional.

 Maintenance/Minor Repair



Repair/replace



Repair/replace

6.5.2 Garage Vehicle Door

**NONFUNCTIONAL OPENER**

 Recommendation/Repair/Replace

WEST OVERHEAD DOCK DOOR

Opener motor did not operate under normal operation.

[Consult qualified garage door contractor for repair.](#)

Recommendation

Contact a qualified garage door contractor.



Repair

6.5.3 Garage Vehicle Door

**GLASS CRACKED**

 Recommendation/Repair/Replace

NORTH

Material failure, potential safety injury hazard.

[Consult a qualified window contractor to replace.](#)

Recommendation

Contact a qualified window repair/installation contractor.



Repair/replace

6.7.1 Garage Vehicle Door Opener

**INOPERABLE**

 Recommendation/Repair/Replace

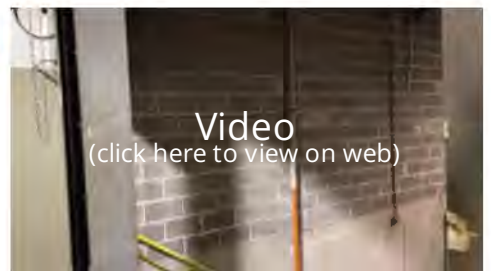
WEST OVERHEAD DOCK DOOR

Overhead doors do not operate under normal operation.

[Consult a qualified contractor for repair.](#)

Recommendation

Contact a qualified professional.



Repair

6.7.2 Garage Vehicle Door Opener

**WALL BUTTON INOPERATIVE**

 Recommendation/Repair/Replace

EAST OVERHEAD DOCK DOOR

Wall button was taped over.

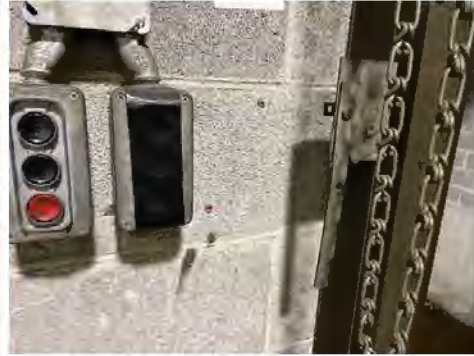
[Consult a qualified garage door contractor for repairs as needed.](#)

Recommendation

Contact a qualified garage door contractor.



Observation Limited



Repair

7.2.1 Service Drop

**EXTERIOR TRANSFORMER NOT LEVEL**

EAST

Exterior electrical transformer is not level. The earth beneath the utility has settled, causing the concrete to shift. Chance for further displacement or service interruption.

[Consult a qualified electrical contractor for repair.](#)

Recommendation

Contact a qualified electrical contractor.

 Recommendation/Repair/Replace



Repair

7.6.1 Electrical Panels and Breakers

**BONDING SCREW NOT VISIBLE/MISSING**

MAIN OFFICE ELECTRICAL ROOM- LEFTSIDE PANEL

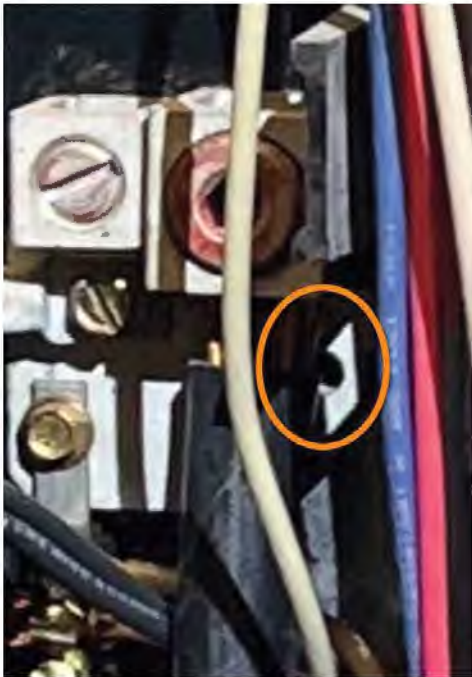
In the electrical service panel, the neutral bus bar had no bonding screw installed. A properly-installed bonding screw is necessary to help ensure that overcurrent devices like circuit breakers and fuses act effectively in helping to protect occupants from electrical shock or electrocution.

[Consult a qualified electrical contractor for evaluation and repair.](#)

Recommendation

Contact a qualified electrical contractor.

 Recommendation/Repair/Replace



Repair



Location For Reference

### 7.6.2 Electrical Panels and Breakers

#### **ELECTRICAL PANELS FULL**

MAIN OFFICE ELECTRICAL ROOM

Breaker panels full, no available circuits.

[Consult electrical contractor for replacement/upgrade options.](#)

Recommendation

Contact a qualified electrical contractor.



Recommendation/Repair/Replace



Upgrade Recommended As Needed

### 7.6.3 Electrical Panels and Breakers

#### **FILLER PLATE MISSING**

WEST WAREHOUSE PANEL

The opening where a filler plate should be is a potential safety shock hazard condition. The plate protects opening at the dead front cover.

[Consult a qualified electrician to install the missing filler plate.](#)



Recommendation/Repair/Replace



Repair/replace

Recommendation  
Contact a qualified electrical contractor.

7.6.4 Electrical Panels and Breakers

**SCREWS MISSING**

VARIOUS

 Maintenance/Minor Repair

Panel cover poorly secured. Recommend replacing/installing blunt tip screws as soon as practical.

Recommendation  
Contact a qualified electrical contractor.



Main Office Electrical Room- Replace



West Warehouse- Replace

7.6.5 Electrical Panels and Breakers

**WIRE MELTED/SCORCHED**

MAIN OFFICE ELECTRICAL ROOM- RIGHTSIDE PANEL

 Priority Repair

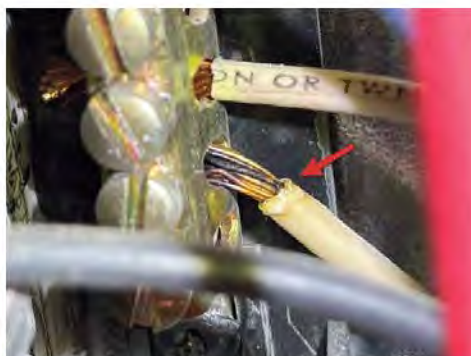
Observed indications of a melted wires, which is a sign of overheating or a hazardous condition.

Consult a qualified electrical contractor for evaluation and repair.

Recommendation  
Contact a qualified electrical contractor.



Repair



Repair



Location For Reference

8.3.1 Supply Piping and Plumbing

**SUPPLY PIPE CRIMPED**

Recommendation/Repair/Replace

Supply piping for the Southwest spigot is crimped. This will reduce water flow/pressure and has the potential for material failure. Chance for leaks/water damage.

Consult a qualified plumbing contractor for repair.

Recommendation

Contact a qualified plumbing contractor.



Repair/replace



Location For Reference

8.5.1 Drain, Waste, and Vent Systems

**DRAIN DAMAGED/OBSTRUCTED**

Priority Repair

LOADING DOCK

Chance for moisture conditions to structure and the interior contents.

Consult a qualified plumbing contractor for repair.

Recommendation

Contact a qualified plumbing contractor.



Repair

8.5.2 Drain, Waste, and Vent Systems

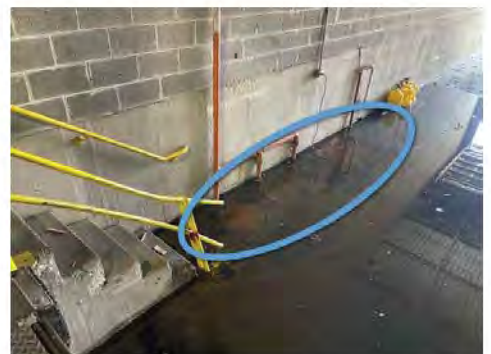
**CATCH BASIN MAINTENANCE**

Maintenance/Minor Repair

DOCK

Catch basins should be cleaned once or twice per year. Neglected basins can clog, may fail and lead to expensive repairs inside your main sewer line.

Suggest consulting a qualified sewer/plumbing contractor for a sewer scope prior to your closing.





Recommendation  
Contact a qualified plumbing contractor.

Regular maintenance is needed

8.5.3 Drain, Waste, and Vent Systems

**DRAIN OBSTRUCTED**

NORTH LOADING DOCK

Recommendation/Repair/Replace

The linear drain at the bottom of the north ramp is obstructed. There are leaves below the grate that will cause drainage conditions and blockages. Chance for damage to the structure.

Consult a Qualified Plumbing contractor for repair.

Recommendation  
Contact a qualified plumbing contractor.



Repair



Location For Reference

8.10.1 Gas Piping

**RUST**

VARIOUS

Recommendation/Repair/Replace

Observed rust on the gas supply pipe. Rust can weakened connections causing potential for gas leaks.

Consult a qualified plumbing contractor for repair.

Recommendation  
Contact a qualified plumbing contractor.



Lower Roof HVAC Unit 1- Replace



Lower Roof HVAC Unit 3- Replace

9.1.1 Descriptions and Limitations

**FILTER MAINTENANCE**

ROOFTOP PACKAGED UNITS

Maintenance/Minor Repair

Furnace filters are typically 1-, 2-, 4- and 5-inches thick. The thicker a furnace filter is, the more it can hold and the longer it will last. Below is a quick reference for filter thickness and change intervals:

- 1" furnace filters should be replaced every 1-3 months.
- 2" furnace filters should be replaced every 1-3 months.
- 4" furnace filters should be replaced every 6-9 months.
- 5" furnace filters should be replaced every 9-12 months.

Recommendation  
Recommended DIY Project

9.2.1 Heating System  
**YORK ROOFTOP UNITS 22 YEARS OLD**

Recommendation/Repair/Replace

UPOER ROOF

Although the York packaged units may be functional, they are approaching the end of their expected lifespans. Units of this age can fail at any time, they may need to be replaced soon.

The Inspector recommends evaluation and service by a qualified HVAC contractor to more accurately determine the units condition and ensure that it is in the best possible working condition.

Recommendation  
Contact a qualified HVAC professional.



Replacement Recommended

9.2.2 Heating System  
**SPACE HEATER INOPERATIVE**

Recommendation/Repair/Replace

WAREHOUSE EAST

The gas space heater at the east wall of the warehouse did not function under normal operating controls. 3 of the 4 gas space heaters did function normally.

Consult a qualified HVAC contractor for repair.

Recommendation  
Contact a qualified HVAC professional.



Repair



Thermostat Setting

9.2.3 Heating System

**SUGGEST SERVICING ANNUALLY**

THROUGHOUT

Suggest annual maintenance on all space heaters and package rooftop units.

[Consult a qualified HVAC technician for annual service.](#)

Recommendation

Contact a qualified HVAC professional.

 Maintenance/Minor Repair

10.2.1 Cooling System

**YORK A/C 22 YEARS OLD**

UPPER ROOF UNITS 1 & 2

The York package AC units on the upper roof are 22 year old and are showing their age. Although the units may be functional, units of this age can fail at any time. The units have damaged condenser fins, and they are rusting.

Recommend servicing and certifying that they are in good working condition, or simply replacing.

[Budget for future replacement and update as needed.](#)

Recommendation

Contact a qualified HVAC professional.

 Recommendation/Repair/Replace



Replacement Recommended

10.2.2 Cooling System

**ANNUAL SERVICE RECOMMENDED**

THROUGHOUT AC UNITS

Recommend AC compressors get serviced annually. The best practice is to service them as the seasons change.

[Consult qualified HVAC contractor to repair or replace and/or service as needed.](#)

 Maintenance/Minor Repair

Recommendation  
Contact a qualified HVAC professional.

10.3.1 Condensate

**CONDENSATE DISCHARGE POOR LOCATION**

THROUGHOUT ROOFTOP AC UNITS

 Maintenance/Minor Repair

The rooftop units drain their condensate directly onto the roof. While this is a common practice, it will promote the deterioration of the roofing material surrounding the unit. Chance of water damage to contents, finishes and/or structure/ and Damage to equipment.

[Consult a qualified HVAC contractor for repair.](#)

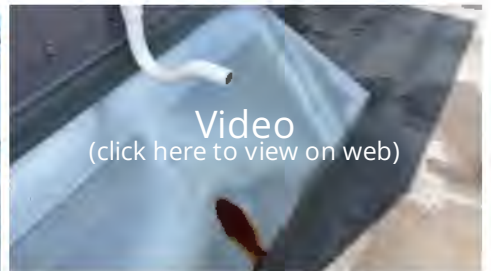
Recommendation  
Contact a qualified HVAC professional.



Upper Roof- Repair



Upper Roof- Repair



Lower Roof- Repair

11.9.1 Smoke, CO Detectors, Fire Extinguisher & Sprinkler System

**SUGGEST REPLACING UPON TAKING POSSESSION**

 Maintenance/Minor Repair

Best safe practice is to update the smoke and carbon monoxide detectors upon taking possession.

Recommendation  
Contact a handyman or DIY project

11.9.2 Smoke, CO Detectors, Fire Extinguisher & Sprinkler System

**TEST MONTHLY/REPLACE BATTERIES YEARLY**

 Maintenance/Minor Repair

Test Smoke and Carbon Monoxide detectors monthly.

[Replace batteries yearly.](#)

[Replace detector new every 8-10 years.](#)

Recommendation  
Contact a handyman or DIY project

11.9.3 Smoke, CO Detectors, Fire Extinguisher & Sprinkler System

**SPRINKLER SYSTEMS NEED ANNUAL MAINTENANCE**

NORTHEAST

 Maintenance/Minor Repair

Every year there should be a complete test of your fire sprinkler system. Technicians will physically check every element of your system, from water flow and fire pump tests right through to alarm tests and trip tests of dry pipe, deluge and pre-action valves. Inquire with the current owner for maintenance history information.

[Consult a qualified fire suppression contractor for maintenance.](#)

Recommendation

Contact a qualified fire suppression contractor.



Regular maintenance is needed



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 01/01/22 - 02/01/22 (31 days)	
<b>Bill Issue Date:</b> 02/02/22	
Total Previous Balance	\$470.07
Payment Received 01/21/2022 - Thank you!	-\$470.07
Remaining Balance	\$0.00
New Charges	\$636.89
<b>Total Amount Due by 02/21/2022</b> .....	<b>\$636.89</b>

NO/P

**A Message for You**

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at [nicorgas.com/residential/ways-to-save](http://nicorgas.com/residential/ways-to-save).

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

<b>Balance Summary 01/01/2022 - 01/31/2022</b>		<b>Therms</b>
Total THERMS Delivered		5,016.20
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		253.00
Storage Banking Service Capacity		8,349.00

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 01/01/22 - 01/31/22</b>		<b>\$505.58</b>
Transportation Administration .....		\$7.00
Monthly Customer Charge .....		\$155.69
Franchise Cost Adjustment .....		\$0.11
Government Agency Compensation Adjustment .....		\$0.05
Efficiency Programs: 5,016.20 TH @ \$0.0104 .....		\$52.17
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159 .....		\$17.39
Distribution Charge(Step 150 to 5,000): 4,850.00 @ \$0.0333 .....		\$161.51
Distribution Charge(Step 5,000 to 5,016.2): 16.20 @ \$0.0247 .....		\$0.40
Storage Banking Service Charge: 8,349.00 TH @ \$0.0084 .....		\$70.13
Environment Cost Recovery: 5,016.20 TH @ \$0.008 .....		\$40.13
Transportation Serv Adjustment: 5,016.20 TH @ \$-0.0001 .....		-\$0.50
Tax Cost Adjustment .....		\$1.50

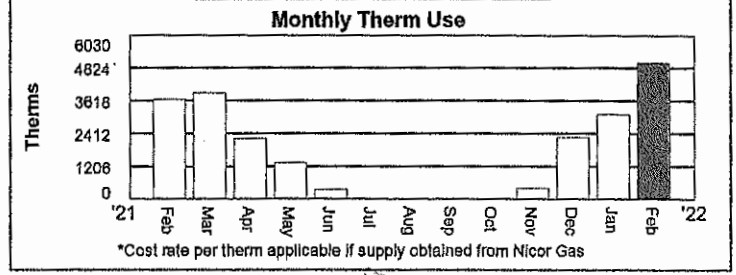
<b>Taxes</b>		<b>\$131.31</b>
Municipal Utility Tax for IL - Northbrook \$505.58 @ 2.06% .....		\$10.41
State Gas Use Tax 5016.20 TH @ \$0.024 .....		\$120.39
Utility Fund Tax \$505.58 @ 0.1% .....		\$0.51

**Total** **\$636.89**

**Monthly Energy Profile**

Current Reading	Previous Reading	Usage CCF	BTU Factor	Therms	Avg. Daily Cost	Avg. Daily Therms
02/01/22 (Actual) 81413	01/01/22 (Actual) 76631	4782	1.049	5016.20	2022 20.54	2022 161.81

CCF x BTU Factor = Therms

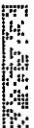


**POSTED**

**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
01/01/2022	154.20	154.20	0.00	0.00	0.00	0.5971
01/02/2022	167.84	167.84	0.00	0.00	0.00	0.5971
01/03/2022	160.49	160.49	0.00	0.00	0.00	0.5971
01/04/2022	140.56	140.56	0.00	0.00	0.00	0.5971
01/05/2022	219.24	219.24	0.00	0.00	0.00	0.5971
01/06/2022	216.09	216.09	0.00	0.00	0.00	0.5971
01/07/2022	193.01	193.01	0.00	0.00	0.00	0.5971
01/08/2022	154.20	154.20	0.00	0.00	0.00	0.5971
01/09/2022	185.67	185.67	0.00	0.00	0.00	0.5971
01/10/2022	203.50	203.50	0.00	0.00	0.00	0.5971
01/11/2022	142.66	142.66	0.00	0.00	0.00	0.5971
01/12/2022	103.85	103.85	0.00	0.00	0.00	0.5971
01/13/2022	98.60	98.60	0.00	0.00	0.00	0.5971
01/14/2022	151.05	151.05	0.00	0.00	0.00	0.5971
01/15/2022	181.47	181.47	0.00	0.00	0.00	0.5971
01/16/2022	146.86	146.86	0.00	0.00	0.00	0.5971
01/17/2022	148.95	148.95	0.00	0.00	0.00	0.5971
01/18/2022	110.14	110.14	0.00	0.00	0.00	0.5971
01/19/2022	183.57	183.57	0.00	0.00	0.00	0.5971
01/20/2022	182.52	182.52	0.00	0.00	0.00	0.5971
01/21/2022	157.35	157.35	0.00	0.00	0.00	0.5971
01/22/2022	156.30	156.30	0.00	0.00	0.00	0.5971
01/23/2022	170.98	170.98	0.00	0.00	0.00	0.5971
01/24/2022	177.28	177.28	0.00	0.00	0.00	0.5971
01/25/2022	203.50	203.50	0.00	0.00	0.00	0.5971
01/26/2022	187.77	187.77	0.00	0.00	0.00	0.5971
01/27/2022	144.76	144.76	0.00	0.00	0.00	0.5971
01/28/2022	159.44	159.44	0.00	0.00	0.00	0.5971
01/29/2022	164.69	164.69	0.00	0.00	0.00	0.5971
01/30/2022	135.32	135.32	0.00	0.00	0.00	0.5971
01/31/2022	114.34	114.34	0.00	0.00	0.00	0.5971
	<b>5,016.20</b>	<b>5,016.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

000001.000



<b>Account Summary for Malnati Organization</b>	
Account Number: 73-44-63-0287 6	
Meter Number: 3362804	
Service Address: 3685 Woodhead Dr Northbrook IL	
Bill Period: 02/01/22 - 03/01/22 (28 days)	
Bill Issue Date: 03/01/22	
Total Previous Balance	\$636.89
Payment Received 02/14/2022 - Thank you!	-\$636.89
Remaining Balance	\$0.00
New Charges	\$539.50
<b>Total Amount Due by 03/21/2022</b>	<b>\$539.50</b>

**A Message for You**

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at [nicorgas.com/residential/ways-to-save](http://nicorgas.com/residential/ways-to-save).

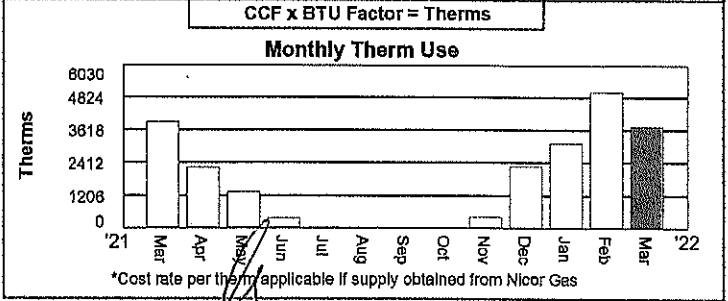
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

<b>Balance Summary 02/01/2022 - 02/28/2022</b>		<b>Therms</b>
Total THERMS Delivered		3,750.04
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		253.00
Storage Banking Service Capacity		8,349.00

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 02/01/22 - 02/28/22</b>		<b>\$440.00</b>
Transportation Administration	\$7.00	
Monthly Customer Charge	\$155.69	
Franchise Cost Adjustment	\$0.11	
Government Agency Compensation Adjustment	\$0.05	
Efficiency Programs: 3,750.04 TH @ \$0.0104	\$39.00	
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39	
Distribution Charge(Step 150 to 5,000): 3,600.04 @ \$0.0333	\$119.88	
Storage Banking Service Charge: 8,349.00 TH @ \$0.0084	\$70.13	
Environment Cost Recovery: 3,750.04 TH @ \$0.008	\$30.00	
Transportation Serv Adjustment: 3,750.04 TH @ -\$0.0001	-\$0.38	
Tax Cost Adjustment	\$1.13	
<b>Taxes</b>	<b>\$99.50</b>	
Municipal Utility Tax for IL - Northbrook \$440.00 @ 2.06%	\$9.06	
State Gas Use Tax 3750.04 TH @ \$0.024	\$90.00	
Utility Fund Tax \$440.00 @ 0.1%	\$0.44	
<b>Total</b>	<b>\$539.50</b>	

<b>Monthly Energy Profile</b>						
Current Reading 03/01/22 (Actual) 84988	Previous Reading 02/01/22 (Actual) 81413	Usage CCF 3575	BTU Factor 1.049	Therms 3750.04	Avg. Daily Cost 2022 19.94	Avg. Daily Therms 2022 148.58
<b>CCF x BTU Factor = Therms</b>						



**POSTED**



**Summary of Daily Usage**

<i>Date</i>	<i>Daily Usage</i>	<i>Nominee Supplied Therms</i>	<i>Accumulated Company Supplied</i>	<i>Authorized Excess Received</i>	<i>Unauthorized Excess Received</i>	<i>Gas Price</i>
02/01/2022	102.80	102.80	0.00	0.00	0.00	0.5384
02/02/2022	166.79	166.79	0.00	0.00	0.00	0.5384
02/03/2022	172.03	172.03	0.00	0.00	0.00	0.6320
02/04/2022	168.88	168.88	0.00	0.00	0.00	0.5440
02/05/2022	174.13	174.13	0.00	0.00	0.00	0.5384
02/06/2022	138.46	138.46	0.00	0.00	0.00	0.5384
02/07/2022	140.56	140.56	0.00	0.00	0.00	0.5384
02/08/2022	99.65	99.65	0.00	0.00	0.00	0.5384
02/09/2022	102.80	102.80	0.00	0.00	0.00	0.5384
02/10/2022	124.83	124.83	0.00	0.00	0.00	0.5384
02/11/2022	127.97	127.97	0.00	0.00	0.00	0.5384
02/12/2022	164.69	164.69	0.00	0.00	0.00	0.5384
02/13/2022	169.93	169.93	0.00	0.00	0.00	0.5384
02/14/2022	140.56	140.56	0.00	0.00	0.00	0.5384
02/15/2022	96.50	96.50	0.00	0.00	0.00	0.5384
02/16/2022	76.57	76.57	0.00	0.00	0.00	0.5384
02/17/2022	166.79	166.79	0.00	0.00	0.00	0.5384
02/18/2022	167.84	167.84	0.00	0.00	0.00	0.5384
02/19/2022	164.69	164.69	0.00	0.00	0.00	0.5384
02/20/2022	94.41	94.41	0.00	0.00	0.00	0.5384
02/21/2022	84.96	84.96	0.00	0.00	0.00	0.5384
02/22/2022	150.00	150.00	0.00	0.00	0.00	0.5384
02/23/2022	153.15	153.15	0.00	0.00	0.00	0.5384
02/24/2022	150.00	150.00	0.00	0.00	0.00	0.5384
02/25/2022	142.66	142.66	0.00	0.00	0.00	0.5384
02/26/2022	140.56	140.56	0.00	0.00	0.00	0.5384
02/27/2022	100.70	100.70	0.00	0.00	0.00	0.5384
02/28/2022	67.13	67.13	0.00	0.00	0.00	0.5384
<b>3,750.04</b>	<b>3,750.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	03/01/22 - 04/01/22 (31 days)
<b>Bill Issue Date:</b>	04/04/22
Total Previous Balance	\$539.50
Payment Received 03/18/2022 - Thank you!	-\$539.50
Remaining Balance	\$0.00
New Charges	\$462.09
<b>Total Amount Due by 04/20/2022</b>	<b>\$462.09</b>

NO/PP

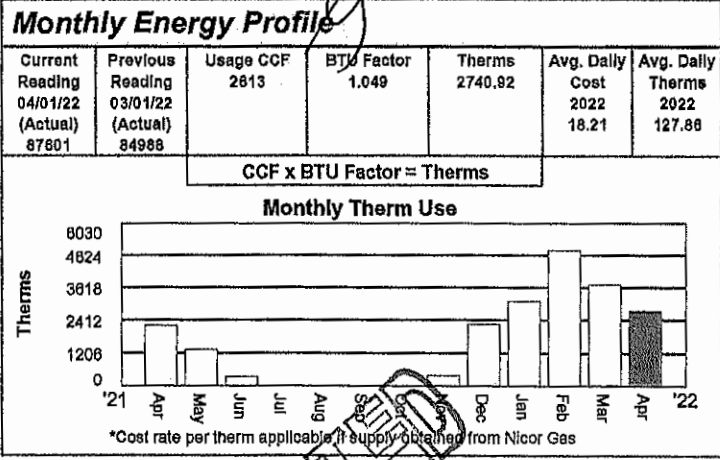
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<b>Balance Summary 03/01/2022 - 03/31/2022</b>	<b>Therms</b>
Total THERMS Delivered	2,740.92
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	253.00
Storage Banking Service Capacity	8,349.00

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 03/01/22 - 03/31/22</b>	<b>\$387.93</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.71
Franchise Cost Adjustment	\$0.11
Government Agency Compensation Adjustment	\$0.05
Efficiency Programs: 2,740.92 TH @ \$0.0104	\$28.51
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39
Distribution Charge(Step 150 to 5,000): 2,590.92 @ \$0.0333	\$86.28
Storage Banking Service Charge: 8,349.00 TH @ \$0.0084	\$70.13
Environment Cost Recovery: 2,740.92 TH @ \$0.008	\$21.93
Transportation Serv Adjustment: 2,740.92 TH @ \$-0.0001	-\$0.27
Tax Cost Adjustment	\$0.82
Qualifying Infrastructure Charge \$331.61 @ 0.08%	\$0.27
<b>Taxes</b>	<b>\$74.16</b>
Municipal Utility Tax for IL - Northbrook \$387.93 @ 2.06%	\$7.99
State Gas Use Tax 2740.92 TH @ \$0.024	\$65.78
Utility Fund Tax \$387.93 @ 0.1%	\$0.39
<b>Total</b>	<b>\$462.09</b>

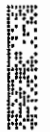


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**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
03/01/2022	73.43	73.43	0.00	0.00	0.00	0.6656
03/02/2022	78.67	78.67	0.00	0.00	0.00	0.6656
03/03/2022	108.04	108.04	0.00	0.00	0.00	0.6656
03/04/2022	92.31	92.31	0.00	0.00	0.00	0.6656
03/05/2022	47.20	47.20	0.00	0.00	0.00	0.6656
03/06/2022	101.75	101.75	0.00	0.00	0.00	0.6656
03/07/2022	122.73	122.73	0.00	0.00	0.00	0.6656
03/08/2022	100.70	100.70	0.00	0.00	0.00	0.6656
03/09/2022	99.65	99.65	0.00	0.00	0.00	0.6656
03/10/2022	124.83	124.83	0.00	0.00	0.00	0.6656
03/11/2022	160.49	160.49	0.00	0.00	0.00	0.6656
03/12/2022	146.86	146.86	0.00	0.00	0.00	0.6656
03/13/2022	73.43	73.43	0.00	0.00	0.00	0.6656
03/14/2022	57.69	57.69	0.00	0.00	0.00	0.6656
03/15/2022	65.03	65.03	0.00	0.00	0.00	0.6656
03/16/2022	35.66	35.66	0.00	0.00	0.00	0.6656
03/17/2022	38.81	38.81	0.00	0.00	0.00	0.6656
03/18/2022	98.60	98.60	0.00	0.00	0.00	0.6656
03/19/2022	104.90	104.90	0.00	0.00	0.00	0.6656
03/20/2022	47.20	47.20	0.00	0.00	0.00	0.6656
03/21/2022	31.47	31.47	0.00	0.00	0.00	0.6656
03/22/2022	63.98	63.98	0.00	0.00	0.00	0.6656
03/23/2022	53.49	53.49	0.00	0.00	0.00	0.6656
03/24/2022	91.26	91.26	0.00	0.00	0.00	0.6656
03/25/2022	97.55	97.55	0.00	0.00	0.00	0.6656
03/26/2022	145.81	145.81	0.00	0.00	0.00	0.6656
03/27/2022	118.53	118.53	0.00	0.00	0.00	0.6656
03/28/2022	104.90	104.90	0.00	0.00	0.00	0.6656
03/29/2022	90.21	90.21	0.00	0.00	0.00	0.6656
03/30/2022	51.40	51.40	0.00	0.00	0.00	0.6656
03/31/2022	114.34	114.34	0.00	0.00	0.00	0.6656
	<b>2,740.92</b>	<b>2,740.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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<b>Account Summary for Malnati Organization</b>	
Account Number: 73-44-63-0287 6	
Meter Number: 3362804	
Service Address: 3685 Woodhead Dr Northbrook IL	
Bill Period: 04/01/22 - 05/01/22 (30 days)	
Bill Issue Date: 05/03/22	
Total Previous Balance	\$462.09
Payment Received 04/14/2022 - Thank you!	-\$462.09
Remaining Balance	✓ \$0.00
New Charges	\$397.11
<b>Total Amount Due by 05/20/2022</b>	<b>\$397.11</b>

**A Message for You**

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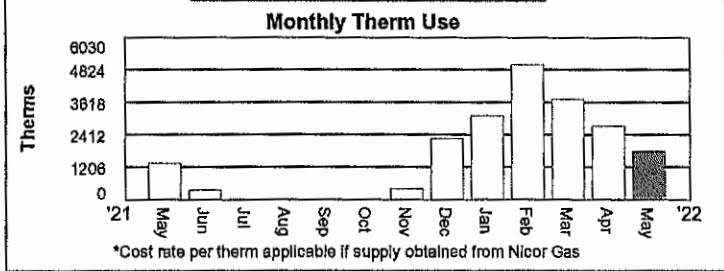
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

<b>Balance Summary 04/01/2022 - 04/30/2022</b>		<b>Therms</b>
Total THERMS Delivered		1,793.65
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		253.00
Storage Banking Service Capacity		8,349.00

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 04/01/22 - 04/30/22</b>		<b>\$346.57</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.71
Franchise Cost Adjustment		\$0.11
Government Agency Compensation Adjustment		\$0.03
Efficiency Programs: 1,793.65 TH @ \$0.0143		\$25.65
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159		\$17.39
Distribution Charge(Step 150 to 5,000): 1,643.65 @ \$0.0333		\$54.73
Storage Banking Service Charge: 8,349.00 TH @ \$0.0084		\$70.13
Environment Cost Recovery: 1,793.65 TH @ \$0.0082		\$14.71
Transportation Serv Adjustment: 1,793.65 TH @ \$-0.0001		-\$0.18
Tax Cost Adjustment		\$0.54
Qualifying Infrastructure Charge \$299.78 @ 0.25%		\$0.75
<b>Taxes</b>		<b>\$50.54</b>
Municipal Utility Tax for IL - Northbrook \$346.57 @ 2.06%		\$7.14
State Gas Use Tax 1793.65 TH @ \$0.024		\$43.05
Utility Fund Tax \$346.57 @ 0.1%		\$0.35
<b>Total</b>		<b>\$397.11</b>

<b>Monthly Energy Profile</b>						
Current Reading 05/01/22 (Actual) 89311	Previous Reading 04/01/22 (Actual) 87601	Usage CCF 1710	BTU Factor 1.049	Therms 1793.65	Avg. Daily Cost 2022 16.96	Avg. Daily Therms 2022 110.84
CCF x BTU Factor = Therms						



204-0/8  
 4/1-5/1/22 1,793.65 Therms

**POSTED**

**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
04/01/2022	80.77	80.77	0.00	0.00	0.00	0.6656
04/02/2022	110.14	110.14	0.00	0.00	0.00	0.6656
04/03/2022	68.18	68.18	0.00	0.00	0.00	0.6656
04/04/2022	61.89	61.89	0.00	0.00	0.00	0.6656
04/05/2022	46.15	46.15	0.00	0.00	0.00	0.6656
04/06/2022	61.89	61.89	0.00	0.00	0.00	0.6656
04/07/2022	87.06	87.06	0.00	0.00	0.00	0.6656
04/08/2022	104.90	104.90	0.00	0.00	0.00	0.6656
04/09/2022	84.96	84.96	0.00	0.00	0.00	0.6656
04/10/2022	36.71	36.71	0.00	0.00	0.00	0.6656
04/11/2022	43.00	43.00	0.00	0.00	0.00	0.6656
04/12/2022	23.07	23.07	0.00	0.00	0.00	0.6656
04/13/2022	47.20	47.20	0.00	0.00	0.00	0.6656
04/14/2022	72.38	72.38	0.00	0.00	0.00	0.6695
04/15/2022	75.52	75.52	0.00	0.00	0.00	0.6940
04/16/2022	75.52	75.52	0.00	0.00	0.00	0.6940
04/17/2022	74.47	74.47	0.00	0.00	0.00	0.6940
04/18/2022	100.70	100.70	0.00	0.00	0.00	0.6940
04/19/2022	59.79	59.79	0.00	0.00	0.00	0.7645
04/20/2022	52.45	52.45	0.00	0.00	0.00	0.6955
04/21/2022	38.81	38.81	0.00	0.00	0.00	0.6705
04/22/2022	60.84	60.84	0.00	0.00	0.00	0.6656
04/23/2022	14.68	14.68	0.00	0.00	0.00	0.6656
04/24/2022	25.17	25.17	0.00	0.00	0.00	0.6656
04/25/2022	41.96	41.96	0.00	0.00	0.00	0.6656
04/26/2022	65.03	65.03	0.00	0.00	0.00	0.6656
04/27/2022	68.18	68.18	0.00	0.00	0.00	0.6895
04/28/2022	51.40	51.40	0.00	0.00	0.00	0.7010
04/29/2022	34.61	34.61	0.00	0.00	0.00	0.6656
04/30/2022	26.22	26.22	0.00	0.00	0.00	0.6656
<b>1,793.65</b>	<b>1,793.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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**Account Summary for Mainati Organization**

**Account Number:** 73-44-63-0287 6  
**Meter Number:** 3362804  
**Service Address:** 3685 Woodhead Dr Northbrook IL  
**Bill Period:** 05/01/22 - 06/01/22 (31 days)  
**Bill Issue Date:** 06/02/22

Total Previous Balance	\$397.11
Payment Received 05/20/2022 - Thank you!	-\$397.11
Remaining Balance	\$0.00
New Charges	\$283.66
<b>Total Amount Due by 06/20/2022</b>	<b>\$283.66</b>

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

**Pretax Charges 05/01/22 - 05/31/22 \$268.48**

Transportation Administration	\$7.00
Monthly Customer Charge	\$155.71
Franchise Cost Adjustment	\$0.17
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 390.81 TH @ \$0.0143	\$5.59
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39
Distribution Charge(Step 150 to 5,000): 240.81 @ \$0.0333	\$8.02
Storage Banking Service Charge: 8,349.00 TH @ \$0.0084	\$70.13
Environment Cost Recovery: 390.81 TH @ \$0.0082	\$3.20
Transportation Serv Adjustment: 390.81 TH @ \$-0.0001	-\$0.04
Tax Cost Adjustment	\$0.12
Qualifying Infrastructure Charge \$252.64 @ 0.46%	\$1.16

**Taxes \$15.18**

Municipal Utility Tax for IL - Northbrook \$268.48 @ 2.06%	\$5.53
State Gas Use Tax 390.81 TH @ \$0.024	\$9.38
Utility Fund Tax \$268.48 @ 0.1%	\$0.27

**Total \$283.66**

**A Message for You**

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at nicorgas.com/residential/ways-to-save. Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

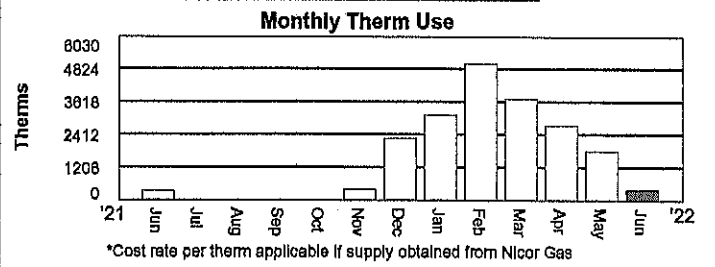
**Balance Summary 05/01/2022 - 05/31/2022**

Total THERMS Delivered	390.81
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	253.00
Storage Banking Service Capacity	8,349.00

**Monthly Energy Profile**

Current Reading 06/01/22 (Actual) 89884	Previous Reading 05/01/22 (Actual) 89311	Usage CCF 373	BTU Factor 1.048	Therms 390.81	Avg. Daily Cost 2022 15.38	Avg. Daily Therms 2022 90.67
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CCF x BTU Factor = Therms



**POSTED**

**Summary of Daily Usage**

<i>Date</i>	<i>Daily Usage</i>	<i>Nominee Supplied Therms</i>	<i>Accumulated Company Supplied</i>	<i>Authorized Excess Received</i>	<i>Unauthorized Excess Received</i>	<i>Gas Price</i>
05/01/2022	47.16	47.16	0.00	0.00	0.00	1.0865
05/02/2022	27.24	27.24	0.00	0.00	0.00	1.0865
05/03/2022	78.60	78.60	0.00	0.00	0.00	1.0865
05/04/2022	42.96	42.96	0.00	0.00	0.00	1.0865
05/05/2022	55.54	55.54	0.00	0.00	0.00	1.0865
05/06/2022	69.16	69.16	0.00	0.00	0.00	1.0865
05/07/2022	27.24	27.24	0.00	0.00	0.00	1.0865
05/08/2022	14.67	14.67	0.00	0.00	0.00	1.0865
05/09/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/10/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/11/2022	1.04	1.04	0.00	0.00	0.00	1.0865
05/12/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/13/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/14/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/15/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/16/2022	1.04	1.04	0.00	0.00	0.00	1.0865
05/17/2022	1.04	1.04	0.00	0.00	0.00	1.0865
05/18/2022	5.24	5.24	0.00	0.00	0.00	1.0865
05/19/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/20/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/21/2022	1.04	1.04	0.00	0.00	0.00	1.0865
05/22/2022	4.19	4.19	0.00	0.00	0.00	1.0865
05/23/2022	5.24	5.24	0.00	0.00	0.00	1.0865
05/24/2022	2.09	2.09	0.00	0.00	0.00	1.0865
05/25/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/26/2022	1.04	1.04	0.00	0.00	0.00	1.0865
05/27/2022	5.24	5.24	0.00	0.00	0.00	1.0865
05/28/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/29/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/30/2022	0.00	0.00	0.00	0.00	0.00	1.0865
05/31/2022	1.04	1.04	0.00	0.00	0.00	1.0865
<b>390.81</b>	<b>390.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	06/01/22 - 07/01/22 (30 days)
<b>Bill Issue Date:</b>	07/05/22
Total Previous Balance	\$283.66
Payment Received 06/10/2022 - Thank you!	-\$283.66
Remaining Balance	\$0.00
New Charges	\$233.87
<b>Total Amount Due by 07/20/2022</b>	<b>\$233.87</b>

**A Message for You**

Beginning the evening of July 29 through the morning of August 5, several Nicor Gas systems will be unavailable due to upgrades in our technology system. Please visit nicorgas.com for more information and updates starting July 1.

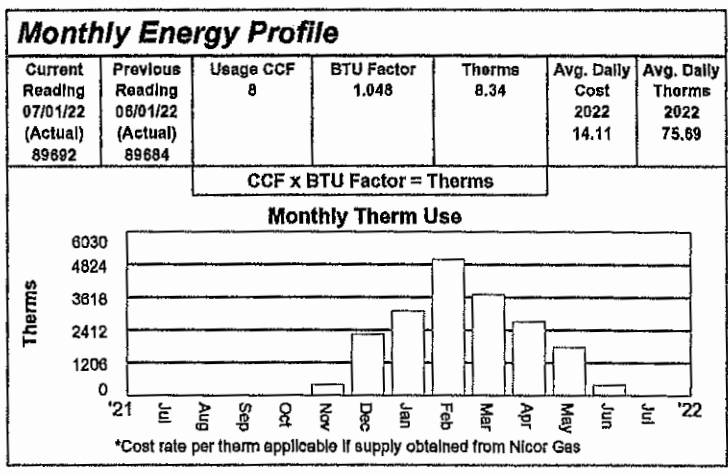
We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at nicorgas.com/residential/ways-to-save.

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 06/01/22 - 06/30/22</b>		<b>\$228.73</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.68
Franchise Cost Adjustment		\$0.17
Government Agency Compensation Adjustment		\$0.03
Efficiency Programs: 8.34 TH @ \$0.0143		\$0.12
Distribution Charge(Step 0 to 150): 8.34 @ \$0.1159		\$0.97
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084		\$63.12
Environment Cost Recovery: 8.34 TH @ \$0.0082		\$0.07
Qualifying Infrastructure Charge \$221.04 @ 0.71%		\$1.57
<b>Taxes</b>		<b>\$5.14</b>
Municipal Utility Tax for IL - Northbrook \$228.73 @ 2.06%		\$4.71
State Gas Use Tax 8.34 TH @ \$0.024		\$0.20
Utility Fund Tax \$228.73 @ 0.1%		\$0.23
<b>Total</b>		<b>\$233.87</b>

<b>Balance Summary 06/01/2022 - 06/30/2022</b>		<b>Therms</b>
Total THERMS Delivered		8.34
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00



**POSTED**

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**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
06/01/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/02/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/03/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/04/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/05/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/06/2022	1.04	1.04	0.00	0.00	0.00	1.2138
06/07/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/08/2022	1.04	1.04	0.00	0.00	0.00	1.2138
06/09/2022	3.14	3.14	0.00	0.00	0.00	1.2138
06/10/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/11/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/12/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/13/2022	1.04	1.04	0.00	0.00	0.00	1.2138
06/14/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/15/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/16/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/17/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/18/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/19/2022	1.04	1.04	0.00	0.00	0.00	1.2138
06/20/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/21/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/22/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/23/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/24/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/25/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/26/2022	1.04	1.04	0.00	0.00	0.00	1.2138
06/27/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/28/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/29/2022	0.00	0.00	0.00	0.00	0.00	1.2138
06/30/2022	0.00	0.00	0.00	0.00	0.00	1.2138
	<b>8.34</b>	<b>8.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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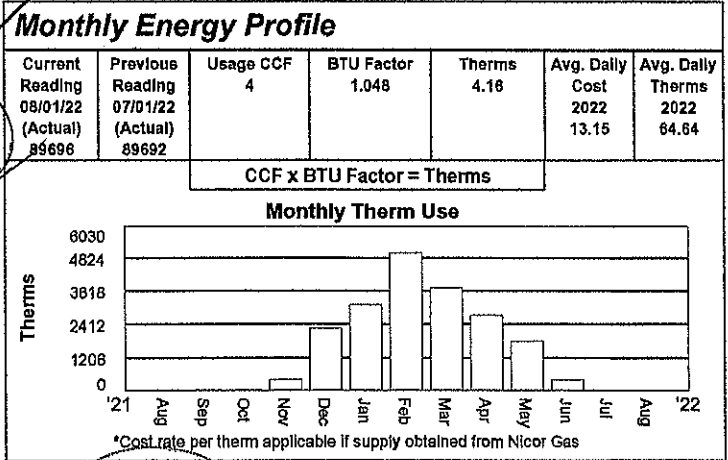
<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 07/01/22 - 08/01/22 (31 days)	
<b>Bill Issue Date:</b> 08/08/22	
Total Previous Balance	\$233.87
Payment Received 07/20/2022 - Thank you!	-\$233.87
Remaining Balance	\$0.00
New Charges	\$233.72
<b>Total Amount Due by 09/20/2022</b>	<b>\$233.72</b>

**A Message for You**

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at [nicorgas.com/residential/ways-to-save](http://nicorgas.com/residential/ways-to-save). Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
*Rate 74: General Transportation Service*  
*Group: 6226 Transport ID: 0115282394*

<b>Pretax Charges 07/01/22 - 07/31/22</b>		<b>\$228.68</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.55
Franchise Cost Adjustment		\$0.17
Government Agency Compensation Adjustment		\$0.06
Efficiency Programs: 4.16 TH @ \$0.0143		\$0.06
Distribution Charge(Step 0 to 150): 4.16 @ \$0.1159		\$0.48
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084		\$63.12
Environment Cost Recovery: 4.16 TH @ \$0.0082		\$0.03
Qualifying Infrastructure Charge \$220.55 @ 1%		\$2.21
<b>Taxes</b>		<b>\$5.04</b>
Municipal Utility Tax for IL - Northbrook \$228.68 @ 2.06%		\$4.71
State Gas Use Tax 4.16 TH @ \$0.024		\$0.10
Utility Fund Tax \$228.68 @ 0.1%		\$0.23
<b>Total</b>		<b>\$233.72</b>



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**POSTED**

<b>Balance Summary 07/01/2022 - 07/31/2022</b>	<b>Therms</b>
Total THERMS Delivered	4.16
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	221.00
Storage Banking Service Capacity	7,514.00



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 08/01/22 - 09/01/22 (31 days)	
<b>Bill Issue Date:</b> 09/02/22	
Total Previous Balance	\$233.72
Payment Received 08/24/2022 - Thank you!	-\$233.72
Remaining Balance	\$0.00
New Charges	\$235.98
<b>Total Amount Due by 09/20/2022</b>	<b>\$235.98</b>

**A Message for You**

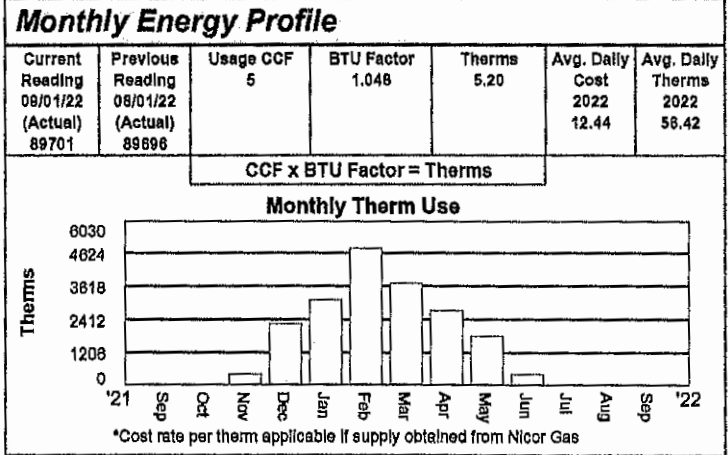
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Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 08/01/22 - 08/31/22</b>		<b>\$230.87</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.55
Franchise Cost Adjustment		\$0.17
Government Agency Compensation Adjustment		\$0.06
Efficiency Programs: 5.20 TH @ \$0.0143		\$0.07
Distribution Charge(Step 0 to 150): 5.20 @ \$0.1159		\$0.60
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084		\$63.12
Environment Cost Recovery: 5.20 TH @ \$0.0082		\$0.04
Qualifying Infrastructure Charge \$220.68 @ 1.93%		\$4.26
<b>Taxes</b>		<b>\$5.11</b>
Municipal Utility Tax for IL - Northbrook \$230.87 @ 2.06%		\$4.76
State Gas Use Tax 5.20 TH @ \$0.024		\$0.12
Utility Fund Tax \$230.87 @ 0.1%		\$0.23
<b>Total</b>		<b>\$235.98</b>

<b>Balance Summary 08/01/2022 - 08/31/2022</b>		<b>Therms</b>
Total THERMS Delivered		5.20
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00



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**POSTED**

<b>Account Summary for Malnati Organization</b>	
Account Number:	73-44-63-0287 6
Meter Number:	3362804
Service Address:	3685 Woodhead Dr Northbrook IL
Bill Period:	09/01/22 - 10/01/22 (30 days)
Bill Issue Date:	10/04/22
Total Previous Balance	\$235.98
Payment Received 09/21/2022 - Thank you!	-\$235.98
Remaining Balance	\$0.00
New Charges	\$251.39
<b>Total Amount Due by 10/20/2022</b>	<b>\$251.39</b>

**A Message for You**

Natural gas bills are higher in the winter, but you can plan ahead to avoid an unexpected increase in your bill when the weather turns colder by enrolling in the Budget Plan. Learn more at [nicorgas.com/budgetplan](http://nicorgas.com/budgetplan).

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at [nicorgas.com/residential/ways-to-save](http://nicorgas.com/residential/ways-to-save).

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

**Pretax Charges 09/01/22 - 09/30/22 \$243.98**

Transportation Administration	\$7.00
Monthly Customer Charge	\$155.68
Franchise Cost Adjustment	\$0.17
Government Agency Compensation Adjustment	\$0.06
Efficiency Programs: 89.03 TH @ \$0.0143	\$1.27
Distribution Charge(Step 0 to 150): 89.03 @ \$0.1159	\$10.32
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084	\$63.12
Environment Cost Recovery: 89.03 TH @ \$0.0082	\$0.73
Tax Cost Adjustment	\$0.08
Qualifying Infrastructure Charge \$230.47 @ 2.41%	\$5.55

**Taxes \$7.41**

Municipal Utility Tax for IL - Northbrook \$243.98 @ 2.06%	\$5.03
State Gas Use Tax 89.03 TH @ \$0.024	\$2.14
Utility Fund Tax \$243.98 @ 0.1%	\$0.24

**Total \$251.39**

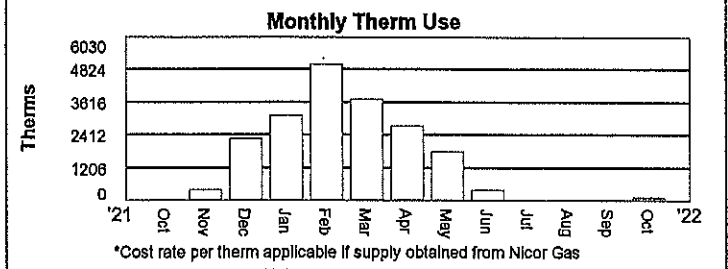
**Balance Summary 09/01/2022 - 09/30/2022 Therms**

Total THERMS Delivered	89.03
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	221.00
Storage Banking Service Capacity	7,514.00

**Monthly Energy Profile**

Current Reading	Previous Reading	Usage CCF	BTU Factor	Therms	Avg. Daily Cost	Avg. Daily Therms
10/01/22 (Actual) 89786	09/01/22 (Actual) 89701	85	1.048	89.03	2022 11.99	2022 50.54

CCF x BTU Factor = Therms



**POSTED**

Please do not pay this bill until it has been processed.



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 10/01/22 - 11/01/22 (31 days)	
<b>Bill Issue Date:</b> 11/02/22	
Total Previous Balance	\$251.39
Payment Received 10/21/2022 - Thank you!	-\$251.39
Remaining Balance	\$0.00
New Charges	\$307.20
<b>Total Amount Due by 11/21/2022 .....</b>	<b>\$307.20</b>

**A Message for You**

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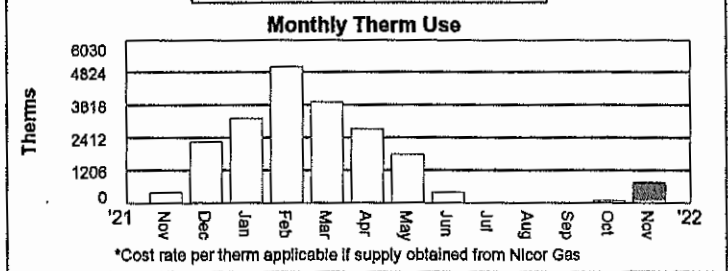
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

<b>Balance Summary 10/01/2022 - 10/31/2022</b>	<b>Therms</b>
Total THERMS Delivered	739.73
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	221.00
Storage Banking Service Capacity	7,514.00

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 10/01/22 - 10/31/22</b>	<b>\$283.33</b>
Transportation Administration .....	\$7.00
Monthly Customer Charge .....	\$155.37
Franchise Cost Adjustment .....	\$0.17
Government Agency Compensation Adjustment .....	\$0.06
Efficiency Programs: 739.73 TH @ \$0.0143 .....	\$10.58
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159 .....	\$17.39
Distribution Charge(Step 150 to 5,000): 589.73 @ \$0.0333 .....	\$19.64
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084 .....	\$63.12
Environment Cost Recovery: 739.73 TH @ \$0.0053 .....	\$3.92
Tax Cost Adjustment .....	\$0.59
Qualifying Infrastructure Charge \$257.68 @ 2.13% .....	\$5.49
<b>Taxes</b>	<b>\$23.87</b>
Municipal Utility Tax for IL - Northbrook \$283.33 @ 2.06% .....	\$5.84
State Gas Use Tax 739.73 TH @ \$0.024 .....	\$17.75
Utility Fund Tax \$283.33 @ 0.1% .....	\$0.28
<b>Total</b>	<b>\$307.20</b>

<b>Monthly Energy Profile</b>						
Current Reading 11/01/22 (Actual) 90492	Previous Reading 10/01/22 (Actual) 89786	Usage CCF 706	BTU Factor 1.048	Therms 739.73	Avg. Daily Cost 2022 11.78	Avg. Daily Therms 2022 47.82
<b>CCF x BTU Factor = Therms</b>						



204-0

**POSTED**

**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
10/01/2022	2.09	2.09	0.00	0.00	0.00	1.2138
10/02/2022	5.24	5.24	0.00	0.00	0.00	1.2138
10/03/2022	6.28	6.28	0.00	0.00	0.00	1.2138
10/04/2022	3.14	3.14	0.00	0.00	0.00	1.2138
10/05/2022	1.04	1.04	0.00	0.00	0.00	1.2138
10/06/2022	7.33	7.33	0.00	0.00	0.00	1.2138
10/07/2022	32.48	32.48	0.00	0.00	0.00	1.2138
10/08/2022	27.24	27.24	0.00	0.00	0.00	1.2138
10/09/2022	9.43	9.43	0.00	0.00	0.00	1.2138
10/10/2022	6.28	6.28	0.00	0.00	0.00	1.2138
10/11/2022	3.14	3.14	0.00	0.00	0.00	1.2138
10/12/2022	19.91	19.91	0.00	0.00	0.00	1.2138
10/13/2022	44.01	44.01	0.00	0.00	0.00	1.2138
10/14/2022	44.01	44.01	0.00	0.00	0.00	1.2138
10/15/2022	38.77	38.77	0.00	0.00	0.00	1.2138
10/16/2022	55.54	55.54	0.00	0.00	0.00	1.2138
10/17/2022	79.64	79.64	0.00	0.00	0.00	1.2138
10/18/2022	60.78	60.78	0.00	0.00	0.00	1.2138
10/19/2022	63.92	63.92	0.00	0.00	0.00	1.2138
10/20/2022	37.72	37.72	0.00	0.00	0.00	1.2138
10/21/2022	7.33	7.33	0.00	0.00	0.00	1.2138
10/22/2022	1.04	1.04	0.00	0.00	0.00	1.2138
10/23/2022	1.04	1.04	0.00	0.00	0.00	1.2138
10/24/2022	0.00	0.00	0.00	0.00	0.00	1.2138
10/25/2022	26.20	26.20	0.00	0.00	0.00	1.2138
10/26/2022	34.58	34.58	0.00	0.00	0.00	1.2138
10/27/2022	32.48	32.48	0.00	0.00	0.00	1.2138
10/28/2022	28.29	28.29	0.00	0.00	0.00	1.2138
10/29/2022	20.96	20.96	0.00	0.00	0.00	1.2138
10/30/2022	15.72	15.72	0.00	0.00	0.00	1.2138
10/31/2022	24.10	24.10	0.00	0.00	0.00	1.2138
<b>739.73</b>	<b>739.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

001145 2/2



Account Summary for Malnati Organization	
Account Number: 73-44-63-0287 6	
Meter Number: 3362804	
Service Address: 3685 Woodhead Dr Northbrook IL	
Bill Period: 12/01/22 - 01/01/23 (31 days)	
Bill Issue Date: 01/04/23	
Total Previous Balance	\$441.68
New Charges	\$606.61
<b>Total Amount Due</b>	<b>\$1,048.29</b>

**A Message for You**

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If you have already mailed your payment, thank you. If not, please send it today. Call us at 888-642-6748 to discuss arrangements.

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

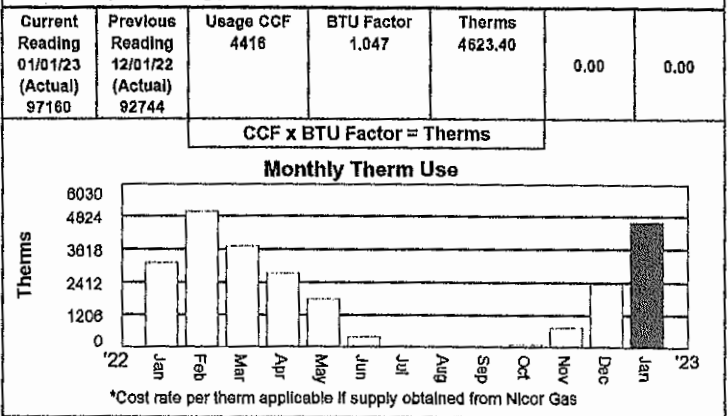
**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

Pretax Charges 12/01/22 - 12/31/22		\$478.53
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.37
Franchise Cost Adjustment		\$0.17
Government Agency Compensation Adjustment		\$0.06
Efficiency Programs: 4,623.40 TH @ \$0.0143		\$66.11
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159		\$17.39
Distribution Charge(Step 150 to 5,000): 4,473.40 @ \$0.0333		\$148.96
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084		\$63.12
Environment Cost Recovery: 4,623.40 TH @ \$0.0016		\$7.40
Tax Cost Adjustment		\$3.70
Qualifying Infrastructure Charge \$390.12 @ 2.37%		\$9.25
Taxes		\$121.30
Municipal Utility Tax for IL - Northbrook \$478.53 @ 2.06%		\$9.86
State Gas Use Tax 4623.40 TH @ \$0.024		\$110.96
Utility Fund Tax \$478.53 @ 0.1%		\$0.48
Other Charges		\$6.78
Late Pay Chrg (may incl tax) 12/27/2022		\$6.78
<b>Total</b>		<b>\$606.61</b>

Balance Summary 12/01/2022 - 12/31/2022		Therms
Total THERMS Delivered		4,623.40
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00

**Monthly Energy Profile**



**POSTED**

**Summary of Daily Usage**

<b>Date</b>	<b>Daily Usage</b>	<b>Nominee Supplied Therms</b>	<b>Accumulated Company Supplied</b>	<b>Authorized Excess Received</b>	<b>Unauthorized Excess Received</b>	<b>Gas Price</b>
12/01/2022	122.49	122.49	0.00	0.00	0.00	0.8320
12/02/2022	81.66	81.66	0.00	0.00	0.00	0.8320
12/03/2022	146.58	146.58	0.00	0.00	0.00	0.8320
12/04/2022	136.11	136.11	0.00	0.00	0.00	0.8320
12/05/2022	110.98	110.98	0.00	0.00	0.00	0.8320
12/06/2022	107.84	107.84	0.00	0.00	0.00	0.8320
12/07/2022	114.12	114.12	0.00	0.00	0.00	0.8320
12/08/2022	119.35	119.35	0.00	0.00	0.00	0.8320
12/09/2022	132.96	132.96	0.00	0.00	0.00	0.8320
12/10/2022	108.88	108.88	0.00	0.00	0.00	0.8320
12/11/2022	101.55	101.55	0.00	0.00	0.00	0.8320
12/12/2022	109.93	109.93	0.00	0.00	0.00	0.8320
12/13/2022	118.31	118.31	0.00	0.00	0.00	0.8320
12/14/2022	118.31	118.31	0.00	0.00	0.00	0.8320
12/15/2022	143.43	143.43	0.00	0.00	0.00	0.8320
12/16/2022	171.70	171.70	0.00	0.00	0.00	0.8320
12/17/2022	190.55	190.55	0.00	0.00	0.00	0.8320
12/18/2022	204.16	204.16	0.00	0.00	0.00	0.8320
12/19/2022	163.33	163.33	0.00	0.00	0.00	0.8320
12/20/2022	167.52	167.52	0.00	0.00	0.00	0.8320
12/21/2022	151.81	151.81	0.00	0.00	0.00	0.8320
12/22/2022	234.52	234.52	0.00	0.00	0.00	1.7690
12/23/2022	300.48	300.48	0.00	0.00	0.00	1.1795
12/24/2022	270.12	270.12	0.00	0.00	0.00	0.8345
12/25/2022	221.96	221.96	0.00	0.00	0.00	0.8345
12/26/2022	201.02	201.02	0.00	0.00	0.00	0.8345
12/27/2022	185.31	185.31	0.00	0.00	0.00	0.8345
12/28/2022	97.37	97.37	0.00	0.00	0.00	0.8320
12/29/2022	54.44	54.44	0.00	0.00	0.00	0.8320
12/30/2022	120.40	120.40	0.00	0.00	0.00	0.8320
12/31/2022	116.21	116.21	0.00	0.00	0.00	0.8320
	<b>4,623.40</b>	<b>4,623.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000</b>

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<b>Account Summary for Mainatl Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	01/01/23 - 02/01/23 (31 days)
<b>Bill Issue Date:</b>	02/02/23
Total Previous Balance	\$1,048.29
Payment Received 01/19/2023 - Thank you!	-\$1,048.29
Remaining Balance	\$0.00
New Charges	\$557.57
<b>Total Amount Due by 02/20/2023 .....</b>	<b>\$557.57</b>

**A Message for You**

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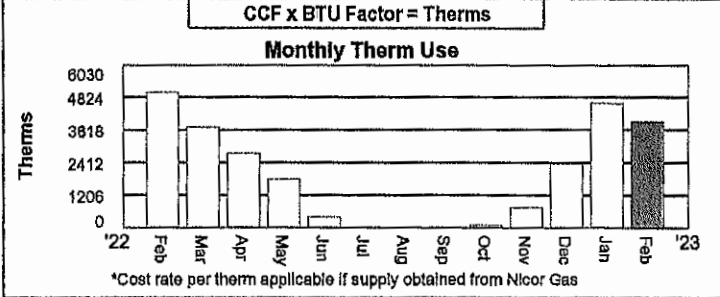
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 01/01/23 - 01/31/23</b>		<b>\$452.90</b>
Transportation Administration .....	\$7.00	
Monthly Customer Charge .....	\$155.37	
Franchise Cost Adjustment .....	\$0.17	
Government Agency Compensation Adjustment .....	\$0.08	
Efficiency Programs: 3,953.73 TH @ \$0.0104 .....	\$41.12	
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159 .....	\$17.39	
Distribution Charge(Step 150 to 5,000): 3,803.73 @ \$0.0333 .....	\$128.66	
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084 .....	\$63.12	
Environment Cost Recovery: 3,953.73 TH @ \$0.0076 .....	\$30.05	
Transportation Serv Adjustment: 3,953.73 TH @ \$-0.0001 .....	-\$0.40	
Tax Cost Adjustment .....	\$3.16	
Qualifying Infrastructure Charge \$367.28 @ 2.5% .....	\$9.18	
<b>Taxes</b>		<b>\$104.67</b>
Municipal Utility Tax for IL - Northbrook \$452.90 @ 2.06% .....	\$9.33	
State Gas Use Tax 3953.73 TH @ \$0.024 .....	\$94.89	
Utility Fund Tax \$452.90 @ 0.1% .....	\$0.45	
<b>Total</b>		<b>\$557.57</b>

<b>Balance Summary 01/01/2023 - 01/31/2023</b>		<b>Therms</b>
Total THERMS Delivered		3,953.73
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00

<b>Monthly Energy Profile</b>						
Current Reading	Previous Reading	Usage CCF	BTU Factor	Therms	Avg. Daily Cost	Avg. Daily Therms
02/01/23 (Actual) 940	01/01/23 (Actual) 97180	3780	1.048	3953.73	2023 17.99	2023 127.54



**POSTED**



<b>Account Summary for Malnati Organization</b>	
Account Number: 73-44-63-0287 6	
Meter Number: 3362804	
Service Address: 3685 Woodhead Dr Northbrook IL	
Bill Period: 02/01/23 - 03/01/23 (28 days)	
Bill Issue Date: 03/02/23	
Total Previous Balance	\$557.57
Payment Received 02/14/2023 - Thank you!	-\$557.57
Remaining Balance	\$0.00
New Charges	\$470.71
<b>Total Amount Due by 03/20/2023</b>	<b>\$470.71</b>

**A Message for You**

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<b>Balance Summary 02/01/2023 - 02/28/2023</b>		<b>Therms</b>
Total THERMS Delivered		2,805.28
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00

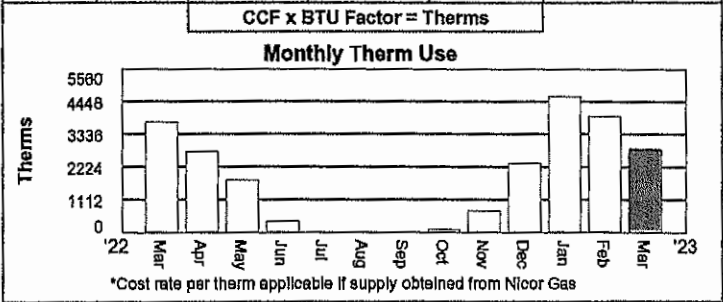
**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 02/01/23 - 02/28/23</b>		<b>\$394.86</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.37
Franchise Cost Adjustment		\$0.17
Government Agency Compensation Adjustment		\$0.08
Efficiency Programs: 2,805.28 TH @ \$0.0104		\$29.17
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159		\$17.39
Distribution Charge(Step 150 to 5,000): 2,655.28 @ \$0.0333		\$88.42
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084		\$63.12
Environment Cost Recovery 2,805.28 TH @ \$0.0076		\$21.32
Transportation Serv Adjustment: 2,805.28 TH @ \$-0.0001		-\$0.28
Tax Cost Adjustment		\$2.24
Qualifying Infrastructure Charge \$328.12 @ 3.31%		\$10.86

<b>Taxes</b>		<b>\$75.85</b>
Municipal Utility Tax for IL - Northbrook \$394.86 @ 2.06%		\$8.13
State Gas Use Tax 2805.28 TH @ \$0.024		\$67.33
Utility Fund Tax \$394.86 @ 0.1%		\$0.39

**Total** **\$470.71**

<b>Monthly Energy Profile</b>						
Current Reading 03/01/23 (Actual) 3622	Previous Reading 02/01/23 (Actual) 940	Usage CCF 2682	BTU Factor 1.048	Therms 2805.28	Avg. Daily Cost 2023 17.43	Avg. Daily Therms 2023 114.56
<b>CCF x BTU Factor = Therms</b>						



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**POSTED**



*Woodhead*

<b>Account Summary for Mainati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	03/01/23 - 04/01/23 (31 days)
<b>Bill Issue Date:</b>	04/03/23
Total Previous Balance	\$470.71
Payment Received 03/22/2023 - Thank you!	-\$470.71
Remaining Balance	\$0.00
New Charges	\$467.66
<b>Total Amount Due by 04/20/2023</b>	<b>\$467.66</b>

**A Message for You**

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<b>Balance Summary 03/01/2023 - 03/31/2023</b>		<b>Therms</b>
Total THERMS Delivered		2,764.98
NI-GAS Supplied		0.00
Maximum Daily Contract Quantity		221.00
Storage Banking Service Capacity		7,514.00

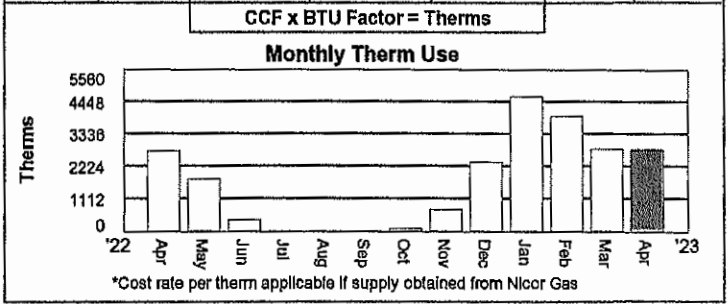
**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 03/01/23 - 03/31/23</b>	<b>\$392.82</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.37
Franchise Cost Adjustment	\$0.17
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 2,764.98 TH @ \$0.0104	\$28.76
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39
Distribution Charge(Step 150 to 5,000): 2,614.98 @ \$0.0333	\$87.08
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084	\$63.12
Environment Cost Recovery: 2,764.98 TH @ \$0.0076	\$21.01
Transportation Serv Adjustment: 2,764.98 TH @ \$-0.0001	-\$0.28
Tax Cost Adjustment	\$2.21
Qualifying Infrastructure Charge \$326.74 @ 3.34%	\$10.91

<b>Taxes</b>	<b>\$74.84</b>
Municipal Utility Tax for IL - Northbrook \$392.82 @ 2.06%	\$8.09
State Gas Use Tax 2764.98 TH @ \$0.024	\$66.36
Utility Fund Tax \$392.82 @ 0.1%	\$0.39

**Total** **\$467.66**

<b>Monthly Energy Profile</b>						
Current Reading 04/01/23 (Actual) 6268	Previous Reading 03/01/23 (Actual) 3822	Usage CCF 2646	BTU Factor 1.045	Therms 2764.98	Avg. Daily Cost 2023 16.82	Avg. Daily Therms 2023 105.82



*9801-801*

**POSTED**



**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287.6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 04/01/23 - 05/01/23 (30 days)	
<b>Bill Issue Date:</b> 05/02/23	
Total Previous Balance	\$467.66
Payment Received 04/20/2023 - Thank you!	-\$467.66
Remaining Balance	\$0.00
New Charges	\$364.74
<b>Total Amount Due by 05/22/2023</b>	<b>\$364.74</b>

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 04/01/23 - 04/30/23</b>	<b>\$324.06</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.37
Franchise Cost Adjustment	\$0.17
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 1,403.31 TH @ \$0.0097	\$13.61
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39
Distribution Charge(Step 150 to 5,000): 1,253.31 @ \$0.0333	\$41.74
Storage Banking Service Charge: 7,514.00 TH @ \$0.0084	\$63.12
Environment Cost Recovery: 1,403.31 TH @ \$0.0078	\$10.95
Transportation Serv Adjustment: 1,403.31 TH @ \$-0.0001	-\$0.14
Tax Cost Adjustment	\$1.12
Qualifying Infrastructure Charge \$280.31 @ 4.87%	\$13.65
<b>Taxes</b>	<b>\$40.68</b>
Municipal Utility Tax for IL - Northbrook \$324.06 @ 2.06%	\$6.68
State Gas Use Tax 1403.31 TH @ \$0.024	\$33.68
Utility Fund Tax \$324.06 @ 0.1%	\$0.32
<b>Total</b>	<b>\$364.74</b>

**A Message for You**

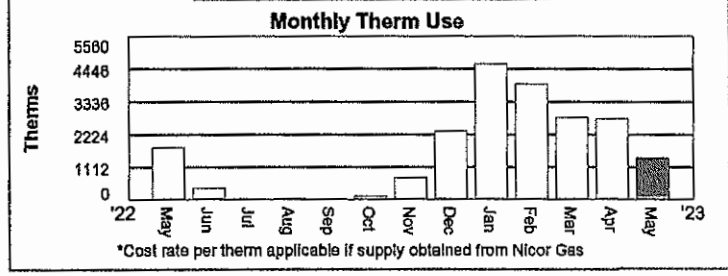
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<b>Balance Summary 04/01/2023 - 04/30/2023</b>	<b>Therms</b>
Total THERMS Delivered	1,403.31
NI-GAS Supplied	0.00
Maximum Daily Contract Quantity	221.00
Storage Banking Service Capacity	7,514.00

**Monthly Energy Profile**

Current Reading 05/01/23 (Actual) 7611	Previous Reading 04/01/23 (Actual) 6268	Usage CCF 1343	BTU Factor 1.044	Therms 1403.31	Avg. Daily Cost 2023 15.51	Avg. Daily Therms 2023 91.08
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CCF x BTU Factor = Therms



9801-801

**POSTED**

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<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	05/01/23-06/01/23 (31 days)
<b>Bill Issue Date:</b>	06/05/23
<b>Total Previous Balance (Credit)</b>	-\$0.11
<b>New Charges</b>	\$324.19
<b>Earned Credit 06/06/2023</b>	-\$0.05
<b>Total Amount Due by 07/20/2023</b>	<b>\$324.03</b>

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 05/01/23 - 05/31/23</b>		<b>\$306.07</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.37
Franchise Cost Adjustment		\$0.30
Government Agency Compensation Adjustment		\$0.08
Efficiency Programs: 479.07 TH @ \$0.0097		\$4.65
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159		\$17.39
Distribution Charge(Step 150 to 5,000): 329.07 @ \$0.0333		\$10.96
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084		\$90.72
Environment Cost Recovery: 479.07 TH @ \$0.0078		\$3.74
Transportation Serv Adjustment: 479.07 TH @ \$-0.0001		-\$0.05
Tax Cost Adjustment		\$0.38
Qualifying Infrastructure Charge \$276.40 @ 5.62%		\$15.53
<b>Taxes</b>		<b>\$18.12</b>
Municipal Utility Tax for IL - Northbrook \$306.07 @ 2.06%		\$6.31
State Gas Use Tax 479.07 TH @ \$0.024		\$11.50
Utility Fund Tax \$306.07 @ 0.1%		\$0.31
<b>Total</b>		<b>\$324.19</b>

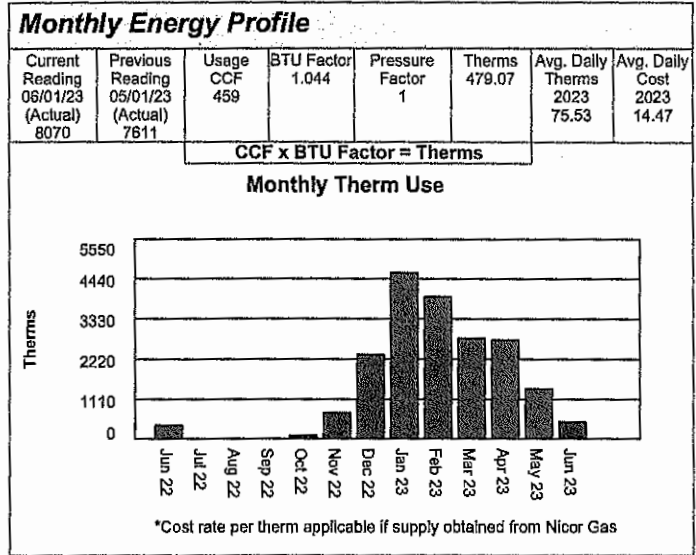
<b>Balance Summary 05/01/2023 - 05/31/2023</b>		<b>Therms</b>
Maximum Daily Contract Quantity		300.00
Storage Balance Service Capacity		10,800.00
Total Daily Usage		479.07

**A Message for You**

We remain committed to providing a clean, safe and reliable energy source for all customers. As the economy continues to recover from the pandemic, check out a few resources to assist with your winter bills at [nicorgas.com/residential/ways-to-save](http://nicorgas.com/residential/ways-to-save).

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

9801-801



**POSTED**

**Account Summary for Malnati Organization**

**Account Number:** 73-44-63-0287 6  
**Meter Number:** 3362804  
**Service Address:** 3685 Woodhead Dr Northbrook IL  
**Bill Period:** 06/01/23-07/01/23 (30 days)  
**Bill Issue Date:** 07/07/23  
**Total Previous Balance** \$324.03  
**New Charges** \$289.03  
**Total Amount Due by 08/21/2023** **\$613.06**

pd 4919 #23118

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

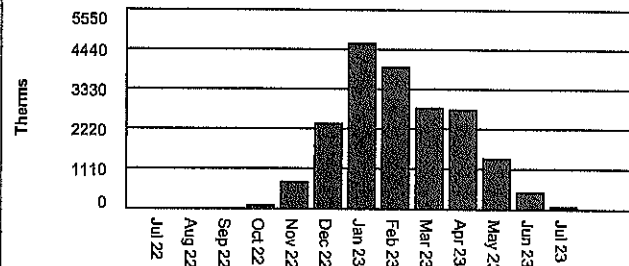
Pretax Charges 06/01/23 - 06/30/23	\$281.13
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.07
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 76.14 TH @ \$0.0097	\$0.74
Distribution Charge (Step 0 to 150): 76.14 @ \$0.1159	\$8.82
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084	\$90.72
Environment Cost Recovery: 76.14 TH @ \$0.0078	\$0.59
Transportation Serv Adjustment: 76.14 TH @ \$-0.0001	-\$0.01
Tax Cost Adjustment	\$0.06
Qualifying Infrastructure Charge \$256.26 @ 6.93%	\$17.76
<b>Taxes</b>	<b>\$7.90</b>
Municipal Utility Tax for IL - Northbrook \$281.13 @ 2.06%	\$5.79
State Gas Use Tax 76.14 TH @ \$0.024	\$1.83
Utility Fund Tax \$281.13 @ 0.1%	\$0.28
<b>Total</b>	<b>\$289.03</b>

Balance Summary 06/01/2023 - 06/30/2023	Therms
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	76.14

**Monthly Energy Profile**

Current Reading 07/01/23 (Actual) 8143	Previous Reading 06/01/23 (Actual) 8070	Usage CCF 73	BTU Factor 1.044	Pressure Factor 1	Therms 76.14	Avg. Daily Therms 2023 63.43	Avg. Daily Cost 2023 13.87
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$$CCF \times BTU \text{ Factor} = \text{Therms}$$

**Monthly Therm Use**


\*Cost rate per therm applicable if supply obtained from Nicor Gas

**POSTED**



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	07/01/23-08/01/23 (31 days)
<b>Bill Issue Date:</b>	08/02/23
Total Previous Balance	\$613.06
Payment Received 08/02/2023 - Thank you!	-\$289.03
Remaining Balance	\$324.03
New Charges	\$282.84
<b>Total Amount Due</b>	<b>\$606.87</b>

**A Message for You**

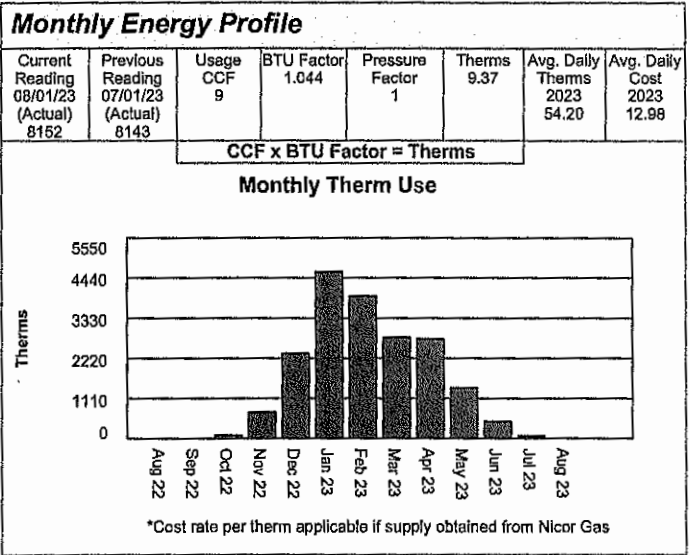
If you have already mailed your payment, thank you. If not, please send it today. Call us at 888-642-6748 to discuss arrangements.

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**POSTED**

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 07/01/23 - 07/31/23</b>	<b>\$271.79</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.07
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 9.37 TH @ \$0.0097	\$0.09
Distribution Charge(Step 0 to 150): 9.37 @ \$0.1159	\$1.09
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084	\$90.72
Environment Cost Recovery: 9.37 TH @ \$0.0078	\$0.07
Qualifying Infrastructure Charge \$248.45 @ 6.99%	\$17.37
<b>Taxes</b>	<b>\$6.09</b>
Municipal Utility Tax for IL - Northbrook \$271.79 @ 2.06%	\$5.60
State Gas Use Tax 9.37 TH @ \$0.024	\$0.22
Utility Fund Tax \$271.79 @ 0.1%	\$0.27
<b>Other Charges</b>	<b>\$4.96</b>
Late Pay Chrg (may incl tax) 07/27/2023	\$4.96
<b>Total</b>	<b>\$282.84</b>



<b>Balance Summary 07/01/2023 - 07/31/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	9.37

**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 08/01/23-09/01/23 (31 days)	
<b>Bill Issue Date:</b> 09/06/23	
Total Previous Balance	\$606.87
Payment Received 08/04/2023 - Thank you!	-\$324.03
Payment Received 08/11/2023 - Thank you!	-\$282.84
Remaining Balance	\$0.00
New Charges	\$278.71
<b>Total Amount Due by 10/20/2023</b>	<b>\$278.71</b>

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

9801-801

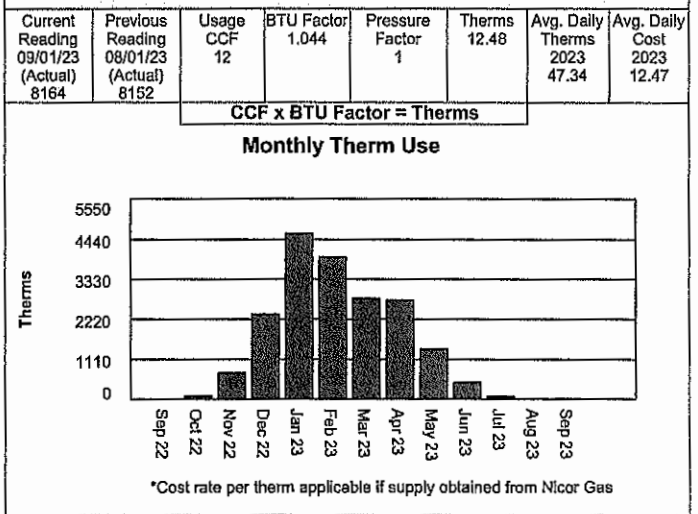
**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 08/01/23 - 08/31/23</b>	<b>\$272.53</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.07
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 12.48 TH @ \$0.0097	\$0.12
Distribution Charge (Step 0 to 150): 12.48 @ \$0.1159	\$1.45
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084	\$90.72
Environment Cost Recovery: 12.48 TH @ \$0.0078	\$0.10
Qualifying Infrastructure Charge \$248.81 @ 7.11%	\$17.69
<b>Taxes</b>	<b>\$6.18</b>
Municipal Utility Tax for IL - Northbrook \$272.53 @ 2.06%	\$5.61
State Gas Use Tax 12.48 TH @ \$0.024	\$0.30
Utility Fund Tax \$272.53 @ 0.1%	\$0.27
<b>Total</b>	<b>\$278.71</b>

<b>Balance Summary 08/01/2023 - 08/31/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	12.48

**Monthly Energy Profile**



**POSTED**



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	09/01/23-10/01/23 (30 days)
<b>Bill Issue Date:</b>	10/06/23
Total Previous Balance	\$278.71
Payment Received 09/21/2023 - Thank you!	-\$278.71
Remaining Balance	\$0.00
New Charges	\$286.34
<b>Total Amount Due by 11/20/2023</b>	<b>\$286.34</b>

**A Message for You**

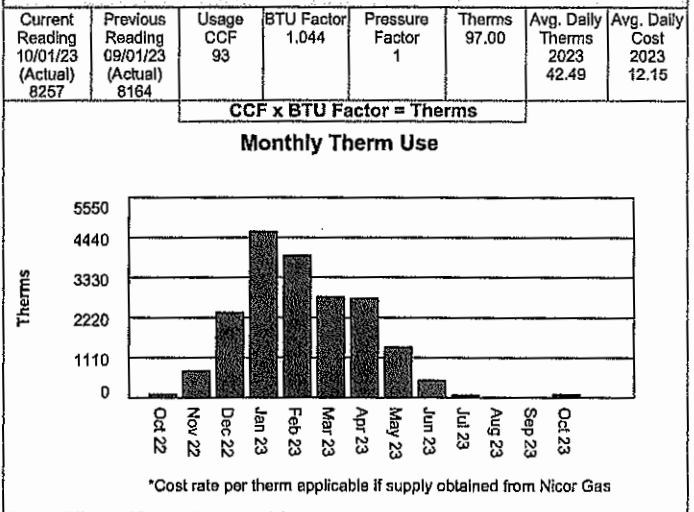
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 09/01/23 - 09/30/23</b>	<b>\$278.00</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.09
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 97.00 TH @ \$0.0097	\$0.94
Distribution Charge(Step 0 to 150): 97.00 @ \$0.1159	\$11.24
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084	\$90.72
Environment Cost Recovery: 97.00 TH @ \$0.0078	\$0.76
Transportation Serv Adjustment: 97.00 TH @ \$-0.0001	-\$0.01
Tax Cost Adjustment	-\$0.02
Qualifying Infrastructure Charge \$258.59 @ 4.6%	\$11.90
<b>Taxes</b>	<b>\$8.34</b>
Municipal Utility Tax for IL - Northbrook \$278.00 @ 2.06%	\$5.73
State Gas Use Tax 97.00 TH @ \$0.024	\$2.33
Utility Fund Tax \$278.00 @ 0.1%	\$0.28
<b>Total</b>	<b>\$286.34</b>

<b>Balance Summary 09/01/2023 - 09/30/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	97.00

**Monthly Energy Profile**


POSTED



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 10/01/23-11/01/23 (31 days)	
<b>Bill Issue Date:</b> 11/02/23	
Total Previous Balance	\$286.34
Payment Received 10/23/2023 - Thank you!	-\$286.34
Remaining Balance	\$0.00
New Charges	\$368.54
<b>Total Amount Due by 11/20/2023</b>	<b>\$368.54</b>

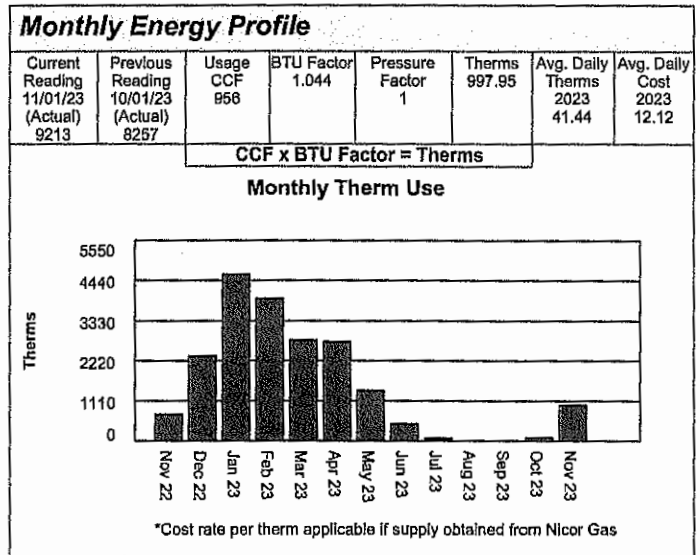
**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 10/01/23 - 10/31/23</b>		<b>\$337.30</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$155.09
Franchise Cost Adjustment		\$0.30
Government Agency Compensation Adjustment		\$0.08
Efficiency Programs: 997.95 TH @ \$0.0097		\$9.68
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159		\$17.39
Distribution Charge(Step 150 to 5,000): 847.95 @ \$0.0333		\$28.24
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084		\$90.72
Environment Cost Recovery: 997.95 TH @ \$0.0076		\$7.58
Transportation Serv Adjustment: 997.95 TH @ \$-0.0001		-\$0.10
Tax Cost Adjustment		-\$0.20
Qualifying Infrastructure Charge \$292.79 @ 7.35%		\$21.52
<b>Taxes</b>		<b>\$31.24</b>
Municipal Utility Tax for IL - Northbrook \$337.30 @ 2.06%		\$6.95
State Gas Use Tax 997.95 TH @ \$0.024		\$23.95
Utility Fund Tax \$337.30 @ 0.1%		\$0.34
<b>Total</b>		<b>\$368.54</b>

<b>Balance Summary 10/01/2023 - 10/31/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	997.95



**POSTED**

**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 11/01/23-12/01/23 (30 days)	
<b>Bill Issue Date:</b> 12/05/23	
Total Previous Balance	\$368.54
Payment Received 11/29/2023 - Thank you!	-\$368.54
Remaining Balance	\$0.00
New Charges	\$569.61
<b>Total Amount Due by 01/22/2024</b>	<b>\$569.61</b>

**A Message for You**

Nicor continues to make investments for our customers to have clean, safe, reliable and affordable natural gas. This bill reflects the new rates approved by the Illinois Commerce Commission. For information, visit [nicorgas.com/newrates](http://nicorgas.com/newrates)

Customers can review the Nicor Gas Customer Information Packet and access rules related to our service standards and reliability at [nicorgas.com/about-us/customer-news](http://nicorgas.com/about-us/customer-news).

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 11/01/23 - 11/30/23</b>	<b>\$468.40</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$155.09
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.08
Efficiency Programs: 3,560.03 TH @ \$0.0097	\$34.53
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1159	\$17.39
Distribution Charge(Step 150 to 5,000): 3,410.03 @ \$0.0333	\$113.55
Storage Banking Service Charge: 10,800.00 TH @ \$0.0084	\$90.72
Environment Cost Recovery: 3,560.03 TH @ \$0.0076	\$27.06
Transportation Serv Adjustment: 3,560.03 TH @ \$-0.0001	-\$0.36
Tax Cost Adjustment	-\$0.71
Qualifying Infrastructure Charge \$377.60 @ 6.29%	\$23.75
<b>Taxes</b>	<b>\$95.56</b>
Municipal Utility Tax for IL - Northbrook \$468.40 @ 2.06%	\$9.65
State Gas Use Tax 3560.03 TH @ \$0.024	\$85.44
Utility Fund Tax \$468.40 @ 0.1%	\$0.47
<b>Other Charges</b>	<b>\$5.65</b>
Late Pay Chrg (may incl tax) 11/27/2023	\$5.65
<b>Total</b>	<b>\$569.61</b>

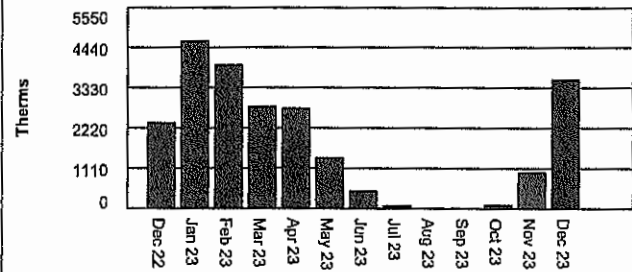
<b>Balance Summary 11/01/2023 - 11/30/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	3,560.03

**Monthly Energy Profile**

Current Reading 12/01/23 (Actual) 12623	Previous Reading 11/01/23 (Actual) 9213	Usage CCF 3410	BTU Factor 1.045	Pressure Factor 1	Therms 3560.03	Avg. Daily Therms 2023 48.38	Avg. Daily Cost 2023 12.72
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**CCF x BTU Factor = Therms**

**Monthly Therm Use**



\*Cost rate per therm applicable if supply obtained from Nicor Gas

**POSTED**



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	12/01/23-01/01/24 (31 days)
<b>Bill Issue Date:</b>	01/04/24
Total Previous Balance	\$569.61
Payment Received 12/28/2023 - Thank you!	-\$569.61
Remaining Balance	\$0.00
New Charges	\$738.71
<b>Total Amount Due by 02/20/2024</b>	<b>\$738.71</b>

**A Message for You**

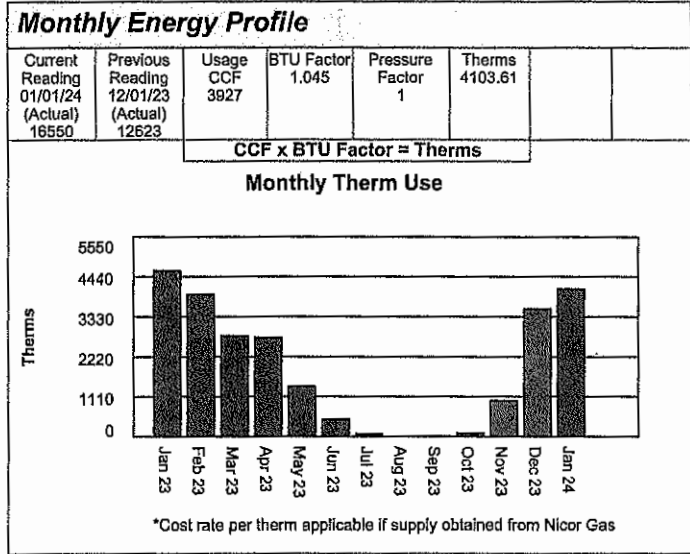
Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**POSTED**

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 12/01/23 - 12/31/23</b>		<b>\$626.68</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$138.08
Franchise Cost Adjustment		\$0.30
Government Agency Compensation Adjustment		\$0.08
Efficiency Programs: 4,103.61 TH @ \$0.0097		\$39.81
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975		\$29.63
Distribution Charge(Step 150 to 5,000): 3,953.61 @ \$0.0703		\$277.94
Storage Banking Service Charge: 10,800.00 TH @ \$0.0094		\$101.52
Environment Cost Recovery: 4,103.61 TH @ \$0.0076		\$31.19
Transportation Serv Adjustment: 4,103.61 TH @ \$-0.0001		-\$0.41
Tax Cost Adjustment		-\$0.82
Qualifying Infrastructure Charge \$547.91 @ 0.43%		\$2.36
<b>Taxes</b>		<b>\$112.03</b>
Municipal Utility Tax for IL - Northbrook \$626.68 @ 2.06%		\$12.91
State Gas Use Tax 4103.61 TH @ \$0.024		\$98.49
Utility Fund Tax \$626.68 @ 0.1%		\$0.63
<b>Total</b>		<b>\$738.71</b>



<b>Balance Summary 12/01/2023 - 12/31/2023</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	4,103.61

**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 01/01/24-02/01/24 (31 days)	
<b>Bill Issue Date:</b> 02/05/24	
Total Previous Balance	\$738.71
Payment Received 01/22/2024 - Thank you!	-\$738.71
Remaining Balance	\$0.00
New Charges	\$835.99
<b>Total Amount Due by 03/20/2024</b>	<b>\$835.99</b>

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 01/01/24 - 01/31/24</b>	<b>\$697.68</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$138.08
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 5,135.20 TH @ \$0.0099	\$50.84
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975	\$29.63
Distribution Charge(Step 150 to 5,000): 4,850.00 @ \$0.0703	\$340.96
Distribution Charge(Step 5,000 to 5,135.2): 135.20 @ \$0.0573	\$7.75
Storage Banking Service Charge: 10,800.00 TH @ \$0.0094	\$101.52
Environment Cost Recovery: 5,135.20 TH @ \$0.0045	\$23.11
Transportation Serv Adjustment: 5,135.20 TH @ \$-0.0001	-\$0.51
Tax Cost Adjustment	-\$1.03
<b>Taxes</b>	<b>\$138.31</b>
Municipal Utility Tax for IL - Northbrook \$697.68 @ 2.06%	\$14.37
State Gas Use Tax 5135.20 TH @ \$0.024	\$123.24
Utility Fund Tax \$697.68 @ 0.1%	\$0.70
<b>Total</b>	<b>\$835.99</b>

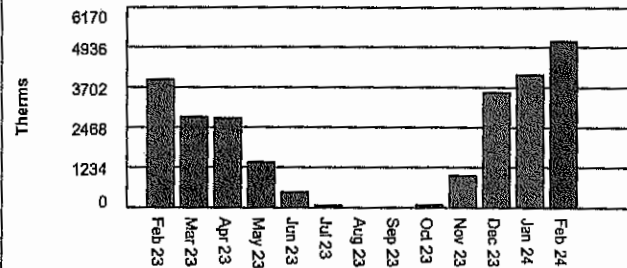
<b>Balance Summary 01/01/2024 - 01/31/2024</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	5,135.20

**Monthly Energy Profile**

Current Reading 02/01/24 (Actual) 21464	Previous Reading 01/01/24 (Actual) 16550	Usage CCF 4914	BTU Factor 1.046	Pressure Factor 1	Therms 5135.20	Avg. Daily Therms 2024 165.65	Avg. Daily Cost 2024 26.97
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**CCF x BTU Factor = Therms**

**Monthly Therm Use**



\*Cost rate per therm applicable if supply obtained from Nicor Gas

**POSTED**



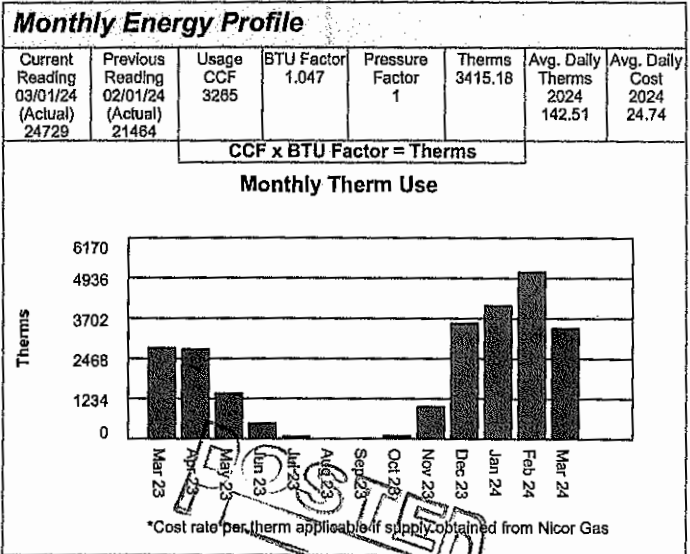
Account Summary for Malnati Organization	
Account Number:	73-44-63-0287 6
Meter Number:	3362804
Service Address:	3685 Woodhead Dr Northbrook IL
Bill Period:	02/01/24-03/01/24 (29 days)
Bill Issue Date:	03/05/24
Total Previous Balance	\$835.99
Payment Received 02/26/2024 - Thank you!	-\$835.99
Remaining Balance	\$0.00
New Charges	\$648.19
<b>Total Amount Due by 04/22/2024</b>	<b>\$648.19</b>

**A Message for You**  
 Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

*Woodhead*

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

Pretax Charges 02/01/24 - 02/29/24	\$554.26
Transportation Administration	\$7.00
Monthly Customer Charge	\$138.08
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 3,415.18 TH @ \$0.0099	\$33.81
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975	\$29.63
Distribution Charge(Step 150 to 5,000): 3,265.18 @ \$0.0703	\$229.54
Storage Banking Service Charge: 10,800.00 TH @ \$0.0094	\$101.52
Environment Cost Recovery: 3,415.18 TH @ \$0.0045	\$15.37
Transportation Serv Adjustment: 3,415.18 TH @ \$-0.0001	-\$0.34
Tax Cost Adjustment	-\$0.68
<b>Taxes</b>	<b>\$93.93</b>
Municipal Utility Tax for IL - Northbrook \$554.26 @ 2.06%	\$11.42
State Gas Use Tax 3415.18 TH @ \$0.024	\$81.96
Utility Fund Tax \$554.26 @ 0.1%	\$0.55
<b>Total</b>	<b>\$648.19</b>



Balance Summary 02/01/2024 - 02/29/2024	Therms
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	3,415.18

Please do not include written inquiries as the stub is processed by machine. Return this stub to the sender.

6060 0040 NO RP 05 03082024 NNNNNY 01 000120 0001

Account number 73-44-63-0287 6 for Malnati Organization

**Daily Usage**

Gas Date	Daily Usage
02/01/2024	116.10
02/02/2024	137.02
02/03/2024	133.88
02/04/2024	127.61
02/05/2024	124.47
02/06/2024	123.42
02/07/2024	114.01
02/08/2024	94.14
02/09/2024	104.60
02/10/2024	128.65
02/11/2024	130.75
02/12/2024	119.24
02/13/2024	130.75
02/14/2024	107.73
02/15/2024	132.84
02/16/2024	163.17
02/17/2024	174.68
02/18/2024	133.88
02/19/2024	120.29
02/20/2024	91.00
02/21/2024	81.58
02/22/2024	82.63
02/23/2024	127.61
02/24/2024	131.79
02/25/2024	92.04
02/26/2024	56.48
02/27/2024	65.89
02/28/2024	150.62
02/29/2024	118.31
<b>Totals</b>	<b>3,415.18</b>

1 MMBTU = 10 THERMS.



**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 03/01/24-04/01/24 (31 days)	
<b>Bill Issue Date:</b> 04/01/24	
Total Previous Balance	\$648.19
Payment Received 03/19/2024 - Thank you!	-\$648.19
Remaining Balance	\$0.00
New Charges	\$608.36
<b>Total Amount Due by 04/22/2024</b>	<b>\$608.36</b>

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

9801-801

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

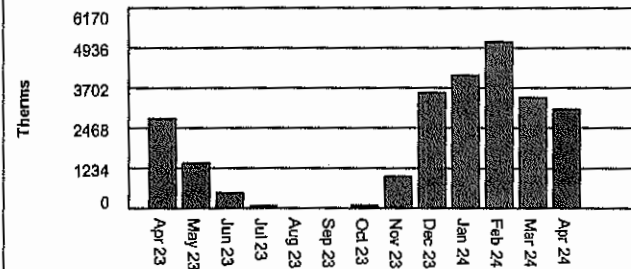
<b>Pretax Charges 03/01/24 - 03/31/24</b>	<b>\$523.76</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$138.08
Franchise Cost Adjustment	\$0.30
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 3,053.93 TH @ \$0.0099	\$30.23
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975	\$29.63
Distribution Charge(Step 150 to 5,000): 2,903.93 @ \$0.0703	\$204.15
Storage Banking Service Charge: 10,800.00 TH @ \$0.0094	\$101.52
Environment Cost Recovery: 3,053.93 TH @ \$0.0045	\$13.74
Transportation Serv Adjustment: 3,053.93 TH @ \$-0.0001	-\$0.31
Tax Cost Adjustment	-\$0.61
<b>Taxes</b>	<b>\$84.60</b>
Municipal Utility Tax for IL - Northbrook \$523.76 @ 2.06%	\$10.79
State Gas Use Tax 3053.93 TH @ \$0.024	\$73.29
Utility Fund Tax \$523.76 @ 0.1%	\$0.52
<b>Total</b>	<b>\$608.36</b>

**Monthly Energy Profile**

Current Reading 04/01/24 (Actual) 27646	Previous Reading 03/01/24 (Actual) 24729	Usage CCF 2917	BTU Factor 1.047	Pressure Factor 1	Therms 3053.93	Avg. Daily Therms 2024 127.52	Avg. Daily Cost 2024 22.99
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CCF x BTU Factor = Therms

**Monthly Therm Use**



\*Cost rate per therm applicable if supply obtained from Nicor Gas

<b>Balance Summary 03/01/2024 - 03/31/2024</b>	<b>Therms</b>
Maximum Daily Contract Quantity	300.00
Storage Balance Service Capacity	10,800.00
Total Daily Usage	3,053.93

**POSTED**



<b>Account Summary for Malnati Organization</b>	
<b>Account Number:</b>	73-44-63-0287 6
<b>Meter Number:</b>	3362804
<b>Service Address:</b>	3685 Woodhead Dr Northbrook IL
<b>Bill Period:</b>	04/01/24-05/01/24 (30 days)
<b>Bill Issue Date:</b>	05/01/24
Total Previous Balance	\$608.36
Payment Received 04/22/2024 - Thank you!	-\$608.36
Remaining Balance	\$0.00
New Charges	\$509.55
<b>Total Amount Due by 05/20/2024</b>	<b>\$509.55</b>

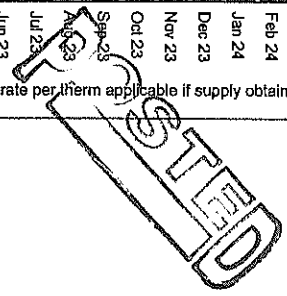
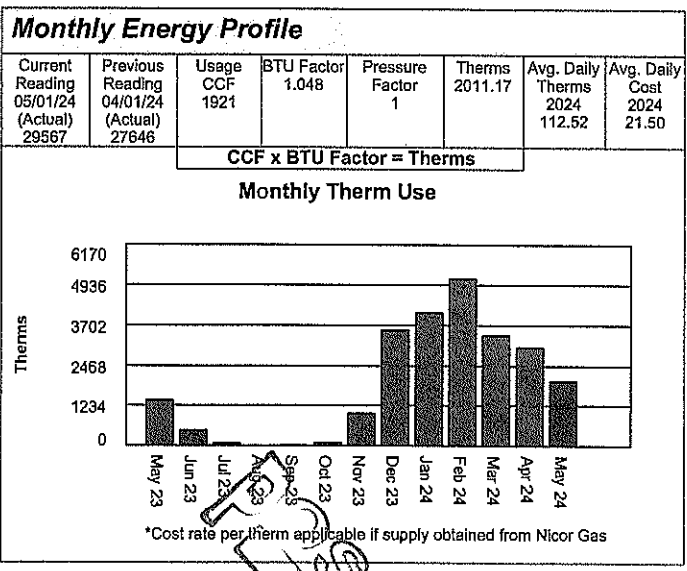
**A Message for You**  
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*Woodhead*

**Gas Trans Utility Commercial Heat**  
 Rate 74: General Transportation Service  
 Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 04/01/24 - 04/30/24</b>		<b>\$451.53</b>
Transportation Administration		\$7.00
Monthly Customer Charge		\$138.08
Franchise Cost Adjustment		\$0.30
Government Agency Compensation Adjustment		\$0.03
Efficiency Programs: 2,011.17 TH @ \$0.0157		\$31.58
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975		\$29.63
Distribution Charge(Step 150 to 5,000): 1,861.17 @ \$0.0703		\$130.84
Storage Banking Service Charge: 10,800.00 TH @ \$0.0094		\$101.52
Environment Cost Recovery: 2,011.17 TH @ \$0.0052		\$10.46
Transportation Serv Adjustment: 2,011.17 TH @ \$-0.0001		-\$0.20
Tax Cost Adjustment		-\$0.40
Qualifying Infrastructure Charge \$401.23 @ 0.67%		\$2.69
<b>Taxes</b>		<b>\$58.02</b>
Municipal Utility Tax for IL - Northbrook \$451.53 @ 2.06%		\$9.30
State Gas Use Tax 2011.17 TH @ \$0.024		\$48.27
Utility Fund Tax \$451.53 @ 0.1%		\$0.45
<b>Total</b>		<b>\$509.55</b>

<b>Balance Summary 04/01/2024 - 04/30/2024</b>		<b>Therms</b>
Maximum Daily Contract Quantity		300.00
Storage Balance Service Capacity		10,800.00
Total Daily Usage		2,011.17



6060 0040 NO RP 01 05022024 NNNNNY 01 000332 0001

Account number 73-44-63-0287 6 for Malnati Organization

**Daily Usage**

Gas Date	Daily Usage
04/01/2024	112.02
04/02/2024	129.82
04/03/2024	132.96
04/04/2024	123.54
04/05/2024	98.41
04/06/2024	76.43
04/07/2024	109.93
04/08/2024	48.16
04/09/2024	51.30
04/10/2024	42.92
04/11/2024	70.14
04/12/2024	63.86
04/13/2024	33.50
04/14/2024	31.41
04/15/2024	34.55
04/16/2024	32.45
04/17/2024	59.67
04/18/2024	71.19
04/19/2024	72.24
04/20/2024	93.18
04/21/2024	60.72
04/22/2024	43.97
04/23/2024	61.77
04/24/2024	84.80
04/25/2024	61.77
04/26/2024	71.19
04/27/2024	27.22
04/28/2024	41.88
04/29/2024	45.02
04/30/2024	25.15
<b>Totals</b>	<b>2,011.17</b>

1 MMBTU = 10 THERMS.



**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 05/01/24-06/01/24 (31 days)	
<b>Bill Issue Date:</b> 06/03/24	
Total Previous Balance	\$509.55
Payment Received 05/13/2024 - Thank you!	-\$509.55
Remaining Balance	\$0.00
New Charges	\$350.81
<b>Total Amount Due by 06/20/2024</b>	<b>\$350.81</b>

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 05/01/24 - 05/31/24</b>	<b>\$322.92</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$138.08
Franchise Cost Adjustment	\$0.21
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 871.80 TH @ \$0.0157	\$13.69
Distribution Charge(Step 0 to 150): 150.00 @ \$0.1975	\$29.63
Distribution Charge(Step 150 to 5,000): 721.80 @ \$0.0703	\$50.74
Storage Banking Service Charge: 7,812.00 TH @ \$0.0094	\$73.43
Environment Cost Recovery: 871.80 TH @ \$0.0089	\$7.76
Tax Cost Adjustment	-\$0.17
Qualifying Infrastructure Charge \$293.28 @ 0.86%	\$2.52
<b>Taxes</b>	<b>\$27.89</b>
Municipal Utility Tax for IL - Northbrook \$322.92 @ 2.06%	\$6.65
State Gas Use Tax 871.80 TH @ \$0.024	\$20.92
Utility Fund Tax \$322.92 @ 0.1%	\$0.32
<b>Total</b>	<b>\$350.81</b>

*Woodhead*

**POSTED**

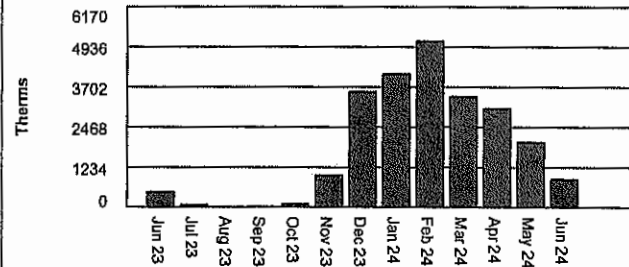


**Monthly Energy Profile**

Current Reading 06/01/24 (Actual) 30399	Previous Reading 05/01/24 (Actual) 29567	Usage CCF 832	BTU Factor 1.048	Pressure Factor 1	Therms 871.80	Avg. Daily Therms 2024 95.31	Avg. Daily Cost 2024 19.43
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$CCF \times BTU \text{ Factor} = \text{Therms}$

**Monthly Therm Use**



\*Cost rate per therm applicable if supply obtained from Nicor Gas

**Balance Summary 05/01/2024 - 05/31/2024**

Maximum Daily Contract Quantity	217.00
Storage Balance Service Capacity	7,812.00
Total Daily Usage	871.80

**Account Summary for Malnati Organization**

<b>Account Number:</b> 73-44-63-0287 6	
<b>Meter Number:</b> 3362804	
<b>Service Address:</b> 3685 Woodhead Dr Northbrook IL	
<b>Bill Period:</b> 06/01/24-07/01/24 (30 days)	
<b>Bill Issue Date:</b> 07/02/24	
Total Previous Balance	\$350.81
Payment Received 06/18/2024 - Thank you!	-\$350.81
Remaining Balance	\$0.00
New Charges	\$252.81
<b>Total Amount Due by 07/22/2024</b>	<b>\$252.81</b>

**A Message for You**

Your safety is important to us. Ask to see an employee ID when our field team is working in or around your premises.

**Gas Trans Utility Commercial Heat**

Rate 74: General Transportation Service  
Group: 6226 Transport ID: 0115282394

<b>Pretax Charges 06/01/24 - 06/30/24</b>	<b>\$244.98</b>
Transportation Administration	\$7.00
Monthly Customer Charge	\$138.45
Franchise Cost Adjustment	\$0.21
Government Agency Compensation Adjustment	\$0.03
Efficiency Programs: 105.79 TH @ \$0.0157	\$1.66
Distribution Charge(Step 0 to 150): 105.79 @ \$0.1975	\$20.89
Storage Banking Service Charge: 7,812.00 TH @ \$0.0094	\$73.43
Environment Cost Recovery: 105.79 TH @ \$0.0089	\$0.94
Tax Cost Adjustment	\$0.02
Qualifying Infrastructure Charge \$234.33 @ 1.02%	\$2.39
<b>Taxes</b>	<b>\$7.83</b>
Municipal Utility Tax for IL - Northbrook \$244.98 @ 2.06%	\$5.05
State Gas Use Tax 105.79 TH @ \$0.024	\$2.54
Utility Fund Tax \$244.98 @ 0.1%	\$0.24
<b>Total</b>	<b>\$252.81</b>

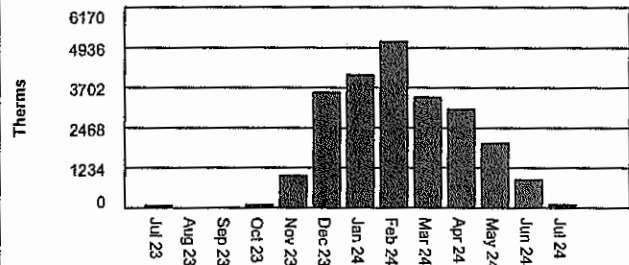
<b>Balance Summary 06/01/2024 - 06/30/2024</b>	<b>Therms</b>
Maximum Daily Contract Quantity	217.00
Storage Balance Service Capacity	7,812.00
Total Daily Usage	105.79

**Monthly Energy Profile**

Current Reading 07/01/24 (Actual) 30500	Previous Reading 06/01/24 (Actual) 30399	Usage CCF 101	BTU Factor 1.048	Pressure Factor 1	Therms 105.79	Avg. Daily Therms 2024 80.18	Avg. Daily Cost 2024 17.61
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**CCF x BTU Factor = Therms**

**Monthly Therm Use**



\*Cost rate per therm applicable if supply obtained from Nicor Gas

**POSTED**



**Village of Northbrook**  
 1225 Cedar Lane  
 Northbrook, IL 60062-4582  
 847 664-4171  
 Village's web site at: www.northbrook.il.us

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 03/21/2022

Name: LOU MALNATI'S

Service From: 11/13/2021

Service Address: 3685 WOODHEAD DR

Service To: 02/17/2022

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Meter 1 Actual	7199	7189	10
Meter 2 Actual	3401	3400	1

**Current Charges:**

Water service .....	\$64.68
Sewer service .....	\$13.86
Stormwater service .....	\$11.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$89.54</b>

**Past Due Balances:**

Water service .....	\$0.00
Sewer service .....	\$-18.15
Stormwater service .....	\$-14.41
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$-32.56</b>

<b>Total Amount Due by 03/21/2022 .....</b>	<b>\$56.98</b>
Amount Due after 03/21/2022 .....	<del>\$59.93</del>

**PAID**

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
 IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

**PAYMENT OPTIONS** -- Pay online at www.northbrook.il.us or call (844)753-9379, using either a credit card or bank account without additional fees. Please see reverse side for details.

**MOVING IN OR OUT OF THE VILLAGE** -- Please call the Village when you are moving even if within the Village so that we can obtain a final reading on your water meter and update our billing information. This is critical to keep you from paying for water that you didn't use.

RETAIN THIS PORTION FOR YOUR RECORDS

**RETURN THIS PORTION OF BILL WITH PAYMENT. DO NOT SEND CASH.**

RETAIN THIS PORTION FOR YOUR RECORDS



**Village of Northbrook**  
 1225 Cedar Lane  
 Northbrook, IL 60062-4582  
 847 664-4171  
 Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 06/20/2022

Name: LOU MALNATI'S

Service From: 02/17/2022

Service Address: 3685 WOODHEAD DR

Service To: 05/19/2022

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Meter 1 Actual	7202	7199	3
Meter 2 Actual	3402	3401	1

**Current Charges:**

Water service .....	\$41.16
Sewer service .....	\$8.82
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$56.98</b>

**Past Due Balances:**

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

<b>Total Amount Due by 06/20/2022 .....</b>	<b>\$56.98</b>
<b>Amount Due after 06/20/2022 .....</b>	<b>\$59.83</b>

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
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**VILLAGE BULLETIN BOARD**

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RETAIN THIS PORTION FOR YOUR RECORDS

**POSTED**



# Village of Northbrook

1225 Cedar Lane  
Northbrook, IL 60062-4582  
847 664-4171  
Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 09/20/2022

Name: LOU MALNATI'S

Service From: 05/19/2022

Service Address: 3685 WOODHEAD DR

Service To: 08/20/2022

MO/PP

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Meter 1 Actual	7206	7202	4
Meter 2 Actual	3403	3402	1

### Current Charges:

Water service .....	\$41.16
Sewer service .....	\$8.82
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$56.98</b>

### Past Due Balances:

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

<b>Total Amount Due by 09/20/2022 .....</b>	<b>\$56.98</b>
<b>Amount Due after 09/20/2022 .....</b>	<b>\$59.83</b>

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information. IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

### VILLAGE BULLETIN BOARD

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**POSTED**

RETAIN THIS PORTION FOR YOUR RECORDS



**Village of Northbrook**  
 1225 Cedar Lane  
 Northbrook, IL 60062-4582  
 847 664-4171  
 Village's web site at: www.northbrook.il.us

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 12/20/2022

Name: LOU MALNATI'S

Service From: 08/20/2022

Service Address: 3685 WOODHEAD DR

Service To: 11/09/2022

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Meter 1 Customer Read	7208	7206	2
Meter 2 Customer Read	3404	3403	1

**Current Charges:**

Water service .....	\$41.16
Sewer service .....	\$8.82
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$56.98</b>

**Past Due Balances:**

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

<b>Total Amount Due by 12/20/2022 .....</b>	<b>\$56.98</b>
<b>Amount Due after 12/20/2022 .....</b>	<b>\$59.83</b>

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
 IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

**PAYMENT OPTIONS** -- Pay online at www.northbrook.il.us or call (844)753-9379, using either a credit card or bank account without additional fees. Please see reverse side for details.

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RETAIN THIS PORTION FOR YOUR RECORDS

**POSTED**





# Village of Northbrook

1225 Cedar Lane Northbrook, Illinois 60062 847.272.5050 Fax 847.272.1892 www.northbrook.il.us

## TO SET UP AUTO PAY OR PAPERLESS BILLING, PLEASE USE THIS FORM.

By completing and returning the Village of Northbrook **Auto Pay Agreement**, you're authorizing the Village of Northbrook to deduct your water service charges from your bank account on the due date. Once set up, you will continue to get paper bills, unless you opt in for paperless billing on the form below.

This Agreement will remain in effect until you notify us to end it, or your water account is terminated. If your bank changes, please notify us to avoid any rejected payment fees.

For questions: call us at (847) 664-4171 or email [water@northbrook.il.us](mailto:water@northbrook.il.us)

Complete the information below

And return to us **ALONG WITH A VOIDED CHECK**

- By email to [water@northbrook.il.us](mailto:water@northbrook.il.us)  
Attach a photo of the signed form and the voided check.
- Drop in Village green drop boxes: behind Village Hall, Wood Oaks School or the Police Department on Landwehr
- By mail or in person to Village Hall, 1225 Cedar Lane, Northbrook IL 60062

Customer Name (as on bill) \_\_\_\_\_  
 Service Address \_\_\_\_\_ Northbrook, IL 60062  
 Mailing Address (if different) \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Bank Name \_\_\_\_\_  
 Bank Address (if not in Illinois) \_\_\_\_\_  
 Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_  
 Account type [ ] Checking [ ] Savings

I hereby authorize the Village of Northbrook to debit the above account for quarterly water service.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

### PAPERLESS (EMAIL) BILL AGREEMENT:

By signing below, you are authorizing the Village to send your water bill electronically to your email – a paper bill will no longer be mailed to your billing address. I understand I am responsible for paying the bill on time regardless of whether I receive the paperless bill or not. I am authorizing the Village to send me electronic bills for water utility Billing.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_



**Village of Northbrook**  
 1225 Cedar Lane  
 Northbrook, IL 60062-4582  
 847 664-4171  
 Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 03/20/2023

Name: LOU MALNATI'S

Service From: 11/09/2022

Service Address: 3685 WOODHEAD DR

Service To: 02/21/2023

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Meter 1 Actual	0	0	0
Meter 2 Actual	7208	7208	0

**Current Charges:**

Water service .....	\$41.16
Sewer service .....	\$8.82
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$56.98</b>

**Past Due Balances:**

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

<b>Total Amount Due by 03/20/2023 .....</b>	<b>\$56.98</b>
<b>Amount Due after 03/20/2023 .....</b>	<b>\$59.83</b>

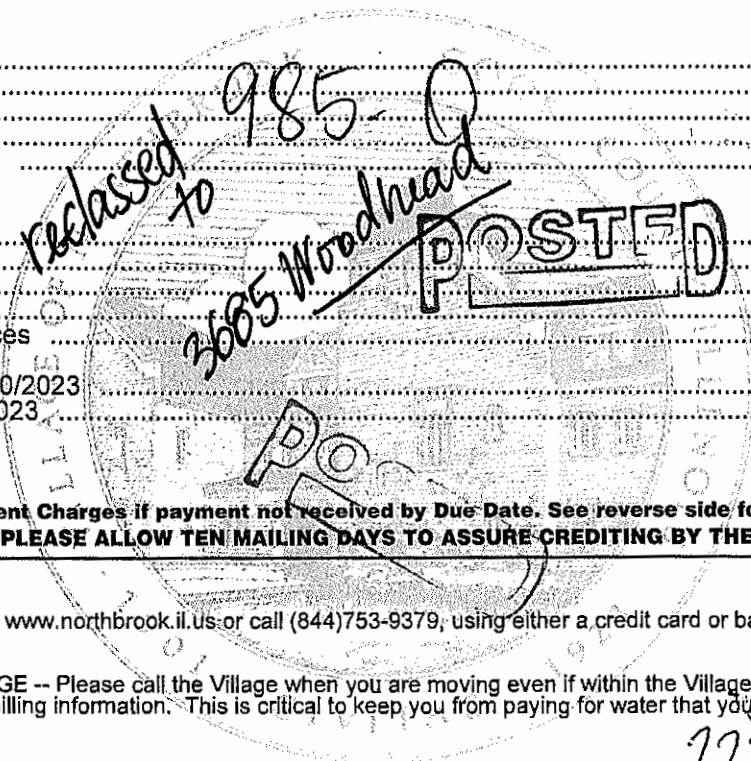
**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
 IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

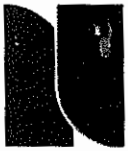
**PAYMENT OPTIONS** -- Pay online at [www.northbrook.il.us](http://www.northbrook.il.us) or call (844)753-9379, using either a credit card or bank account without additional fees. Please see reverse side for details.

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RETAIN THIS PORTION FOR YOUR RECORDS



2288-4



# Village of Northbrook

1225 Cedar Lane  
Northbrook, IL 60062-4582  
847 664-4171  
Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 06/21/2023

Name: LOU MALNATI'S

Service From: 02/21/2023

Service Address: 3685 WOODHEAD DR

Service To: 05/13/2023

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Actual	0	0	0

### Current Charges:

Water service .....	\$41.78
Sewer service .....	\$9.82
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$58.60</b>

### Past Due Balances:

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

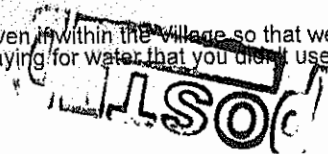
<b>Total Amount Due by 06/21/2023 .....</b>	<b>\$58.60</b>
<b>Amount Due after 06/21/2023 .....</b>	<b>\$61.53</b>

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

### VILLAGE BULLETIN BOARD

**PAYMENT OPTIONS** -- Pay online at [www.northbrook.il.us](http://www.northbrook.il.us) or call (844)753-9379, using either a credit card or bank account without additional fees. Please see reverse side for details.

**MOVING IN OR OUT OF THE VILLAGE** -- Please call the Village when you are moving even if within the village so that we can obtain a final reading on your water meter and update our billing information. This is critical to keep you from paying for water that you didn't use.





**Village of Northbrook**  
 1225 Cedar Lane  
 Northbrook, IL 60062-4582  
 847 664-4171  
 Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000

Due Date: 09/20/2023

Name: LOU MALNATI'S

Service From: 05/13/2023

Service Address: 3685 WOODHEAD DR

Service To: 08/17/2023

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Actual	0	0	0

**Current Charges:**

Water service .....	9801-801	\$43.05
Sewer service .....		\$11.90
Stormwater service .....		\$7.00
Other charges .....		\$0.00
<b>Total Current Charges</b> .....	Woodhead 5/13-8/17 water	<b>\$61.95</b>

**Past Due Balances:**

Water service .....		\$0.00
Sewer service .....		\$0.00
Stormwater service .....		\$0.00
Other charges .....		\$0.00
<b>Total Past Due Balances</b> .....		<b>\$0.00</b>

<b>Total Amount Due by 09/20/2023</b> .....		<b>\$61.95</b>
<b>Amount Due after 09/20/2023</b> .....		<del>\$65.05</del>

**POSTED**

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information. IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

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RETAIN THIS PORTION FOR YOUR RECORDS

**RETURN THIS PORTION OF BILL WITH PAYMENT DO NOT SEND CASH**



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 1225 Cedar Lane  
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# Village Water Bill

Account Number: 3-3685-080-0000-0000-000 Due Date: 12/20/2023  
 Name: LOU MALNATI'S Service From: 08/17/2023  
 Service Address: 3685 WOODHEAD DR Service To: 11/21/2023

Bill Type	Current Reading	Previous Reading	Usage in 1,000 Gallons
Actual	1	0	1

**Current Charges:**

Water service .....	\$43.05
Sewer service .....	\$11.90
Stormwater service .....	\$7.00
Other charges .....	\$0.00
<b>Total Current Charges .....</b>	<b>\$61.95</b>

**Past Due Balances:**

Water service .....	\$0.00
Sewer service .....	\$0.00
Stormwater service .....	\$0.00
Other charges .....	\$0.00
<b>Total Past Due Balances .....</b>	<b>\$0.00</b>

<b>Total Amount Due by 12/20/2023 .....</b>	<b>\$61.95</b>
<b>Amount Due after 12/20/2023 .....</b>	<b>\$65.05</b>

**POSTED**

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.  
 IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

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 847 664-4171  
 Village's web site at: www.northbrook.il.us

# Village Water Bill

Account Number: 3-3685-080-0000-0000-000 Due Date: 03/20/2024  
 Name: LOU MALNATI'S Service From: 11/21/2023  
 Service Address: 3685 WOODHEAD DR Service To: 01/26/2024

Bill Type	Current Reading	Previous Reading	Usage in 1,000 C	ts
Actual	2	1	1	

**Current Charges:**  
 Water service ..... \$43.05  
 Sewer service ..... \$11.90  
 Stormwater service ..... \$7.00  
 Other charges ..... \$0.00  
**Total Current Charges ..... \$61.95**

**PASTED**  
**Past Due Balances:**  
 Water service ..... \$0.00  
 Sewer service ..... \$0.00  
 Stormwater service ..... \$0.00  
 Other charges ..... \$0.00  
**Total Past Due Balances ..... \$0.00**

**Total Amount Due by 03/20/2024 ..... \$61.95**  
**Amount Due after 03/20/2024 ..... \$65.05**

**5% Late Charge added to Current Charges if payment not received by Due Date. See reverse side for additional billing information.**  
**IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.**

**VILLAGE BULLETIN BOARD**

**PAYMENT OPTIONS** -- Pay online at www.northbrook.il.us or call (844)753-9379, using either a credit card or bank account without additional charges. Please see reverse side for details.

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 Village's web site at: [www.northbrook.il.us](http://www.northbrook.il.us)

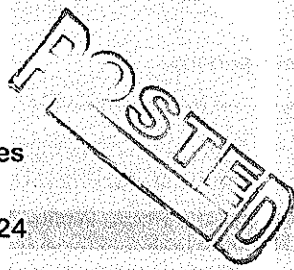
**Village Water Bill**

Account Number: 3-3685-080-0000-0000-000 Due Date: 06/20/2024

Name: LOU MALNATI'S Service From: 01/26/2024

Service Address: 3685 WOODHEAD DR Service To: 05/20/2024

Bill Type	Current Reading	Previous Reading	Usage in 1,000 (ns
Actual	3	2	1
<b>Previous Balance:</b>			<b>\$0.00</b>
<b>Current Charges:</b>			
Water service		\$43.32	
Sewer service		\$11.90	
Stormwater service		\$7.00	
Other charges		\$0.00	
<b>Total Current Charges</b>			<b>\$62.22</b>
<b>Total Amount Due by 06/20/2024</b>			<b>\$62.22</b>
Amount Due after 06/20/2024			\$65.34
<p>Current Rates (per 1,000 gallons): Water = \$6.27 Sewer = \$1.70 Stormwater = \$1.00</p> <p><b>5% Late Charge added to balance due if payment not received by Due Date. See reverse side for additional billing information. IF MAILED PLEASE ALLOW TEN MAILING DAYS TO ASSURE CREDITING BY THE DUE DATE.</b></p>			



**VILLAGE BULLETIN BOARD**

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RETAIN THIS PORTION FOR YOUR RECORDS



An Exelon Company

Page 1 of 2

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,764.51
Total Payments - Thank You	\$1,764.51
<b>Amount Due on February 7, 2022</b>	<b>\$1,849.01</b>

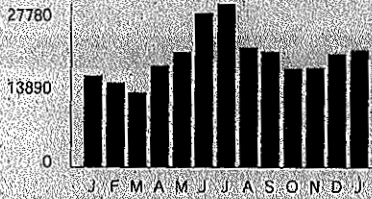
Issue Date January 21, 2022

MO/PP

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 Español  
 1.800.95.LUCES (1.800.955.8237)  
 Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Jan-21	15660
Feb-21	14460
Mar-21	12840
Apr-21	17340
May-21	19620
Jun-21	26280
Jul-21	27780
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040

Month Billed	Average Daily	
	kWh	Temp
Last Year	460.6	31
Last Month	623.2	38
Current Month	572.6	30

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
12/16-1/20	230035253	General Service	Total kWh	32394 Actual	32728 Actual	334	60	20040
12/16-1/20	230035253	General Service	On Pk kW	0.00 Actual	0.69 Actual	0.69	60	41.30
12/16-1/20	230035253	General Service	Off Pk kW	0.00 Actual	0.63 Actual	0.63	60	37.88

Service from 12/16/2021 to 1/20/2022 - 35 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,189.37**

ENERGY CHAR: 20040@.0594 PER KWH

1,189.37

Freepoint Energy Solutions 1-713-238-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$394.21**

Customer Charge				17.31
Standard Metering Charge				5.71
Distribution Facilities Charge	41.30 kW	X	8.38000	346.00
IL Electricity Distribution Charge	20,040 kWh	X	0.00125	25.00

**Taxes and Other**

**\$265.51**

Environmental Cost Recovery Adj	20,040 kWh	X	0.00053	10.62
Renewable Portfolio Standard	20,040 kWh	X	0.00189	37.88
Zero Emission Standard	20,040 kWh	X	0.00195	39.08
Energy Efficiency Programs	20,040 kWh	X	0.00362	72.54

For Electric Supply Choices visit [eluc.inillinois.com](http://eluc.inillinois.com)

(continued on next page)

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Franchise Cost	\$387.26	X	2.48000%	9.60
State Tax				64.15
Municipal Tax				31.64

**Total Current Charges** **\$1,849.09**

**Thank you for your payment of \$1,764.56 on January 3, 2022**

**Total Amount Due** **\$1,849.09**

**Message Center**

**ComEd**

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- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

Bill Summary	
Previous Balance	\$1,849.09
Total Payments - Thank You	\$1,849.09
<b>Amount Due on March 8, 2022</b>	<b>\$1,452.98</b>

Issue Date February 21, 2022

*NO/PP*

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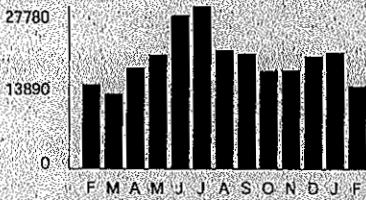
Customer Service / Power Outage

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Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Feb-21	14460
Mar-21	12840
Apr-21	17340
May-21	19620
Jun-21	26280
Jul-21	27780
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100

Month Billed	Average Daily	
	kWh	Temp
Last Year	498.6	19
Last Month	572.6	30

Meter Information								
Read Dates	Meter Number	Load Type	Reading Type	Meter Reading		Difference	Multiplier X	Usage
				Previous	Present			
1/20-2/18	230035253	General Service	Total kWh	32728 Actual	32963 Actual	235	60	14100
1/20-2/18	230035253	General Service	On Pk kW	0.00 Actual	0.66 Actual	0.66	60	39.38
1/20-2/18	230035253	General Service	Off Pk kW	0.00 Actual	0.52 Actual	0.52	60	31.16

Service from 1/20/2022 to 2/18/2022 - 29 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$836.84**

ENERGY CHAR: 14100@.0594 PER KWH

836.84

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$370.70**

Customer Charge				17.32
Standard Metering Charge				5.75
Distribution Facilities Charge	39.38 kW	X	8.38000	330.00
IL Electricity Distribution Charge	14,100 kWh	X	0.00125	17.63

**Taxes and Other**

**\$245.44**

Environmental Cost Recovery Adj	14,100 kWh	X	0.00053	7.47
Renewable Portfolio Standard	14,100 kWh	X	0.00502	70.78
Zero Emission Standard	14,100 kWh	X	0.00195	27.50
Energy Efficiency Programs	14,100 kWh	X	0.00363	51.18

**POSTED**

Energy Transition Assistance	14,100 kWh	X	0.00082	11.56
Franchise Cost	\$363.83	X	2.48000%	9.02
State Tax				45.20
Municipal Tax				22.73

**Total Current Charges** **\$1,452.98**

**Thank you for your payment of \$1,849.09 on January 31, 2022**

**Total Amount Due** **\$1,452.98**

**Message Center**

**ComEd**

- As a result of the 2021 clean energy law, your bill will now include an Energy Transition Assistance Charge to support clean energy economic development and jobs training programs.
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- **RESOLVING DISPUTES:** We are here to help you if you have a dispute on your bill. However, the Illinois Commerce Commission Consumer Division is available at 800-524-0795.



An Exelon Company

Account Number 3483017039

Name MALNATI ORGANIZATION
Service Location 3685 WOODHEAD DR BD NORTHBROOK
Phone Number 847-562-1814

Bill Summary

Table with 2 columns: Description, Amount. Rows include Previous Balance (\$1,452.98), Total Payments - Thank You (\$1,452.98), and Amount Due on April 6, 2022 (\$1,845.87).

Issue Date March 22, 2022

Handwritten note: NO/PP

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Rows show data for 2/18-3/21 period.

Service from 2/18/2022 to 3/21/2022 - 31 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$1,114.59

ENERGY CHAR: 18780@.0594 PER KWH

1,114.59

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

Delivery Services - ComEd

\$407.06

Table with 4 columns: Description, kWh, Multiplier, Amount. Rows include Customer Charge (17.32), Standard Metering Charge (5.75), Distribution Facilities Charge (360.51), and IL Electricity Distribution Charge (23.48).

Taxes and Other

\$324.22

Table with 4 columns: Description, kWh, Multiplier, Amount. Rows include Environmental Cost Recovery Adj (9.95), Renewable Portfolio Standard (94.28), Zero Emission Standard (36.62), and Energy Efficiency Programs (68.17).

For Electric Supply Choices visit

Visit ComEd.com

Customer Service / Power Outage

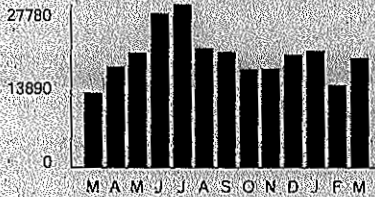
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Espanol 1.800.95.LUCES (1.800.955.8237)

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Your Usage Profile

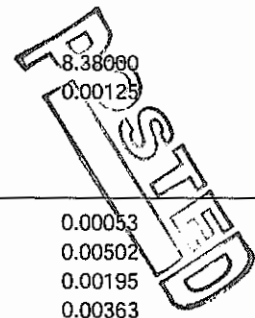
13-Month Usage (Total kWh)



Electric Usage

Table with 2 columns: Month, kWh. Lists usage for each month from Mar-21 to Mar-22.

Table with 3 columns: Month Billed, kWh, Average Daily Temp. Rows for Last Year, Last Month, and Current Month.



Energy Transition Assistance	18,780kWh	X	0.00082	15.40
Franchise Cost	\$400.04	X	2.48000%	9.92
State Tax				60.13
Municipal Tax				29.75

**Total Current Charges** **\$1,845.87**

**Thank you for your payment of \$1,452.98 on March 8, 2022**

**Total Amount Due** **\$1,845.87**

**Message Center**

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Page 1 of 2

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,845.87
Total Payments - Thank You	\$1,845.87
<b>Amount Due on May 5, 2022</b>	<b>\$1,894.61</b>

Issue Date April 20, 2022

*NO/PP*

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
3/21-4/19	230035253	General Service	Total kWh	33276 Actual	33579 Actual	303	60	18180
3/21-4/19	230035253	General Service	On Pk kW	0.00 Actual	0.85 Actual	0.85	60	51.02
3/21-4/19	230035253	General Service	Off Pk kW	0.00 Actual	0.66 Actual	0.66	60	39.78

Service from 3/21/2022 to 4/19/2022 - 29 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,078.98**

ENERGY CHAR: 18180@.0594 PER KWH

1,078.98

Freepoint Energy Solutions

1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$473.35**

Customer Charge

17.32

Standard Metering Charge

5.75

Distribution Facilities Charge

51.02 kW X

8.38000

427.55

IL Electricity Distribution Charge

18,180 kWh X

0.00125

22.73

**Taxes and Other**

**\$314.59**

Environmental Cost Recovery Adj

18,180 kWh X

0.00046

8.36

Renewable Portfolio Standard

18,180 kWh X

0.00502

91.26

Zero Emission Standard

18,180 kWh X

0.00195

35.45

Energy Efficiency Programs

18,180 kWh X

0.00363

65.99

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Customer Service / Power Outage

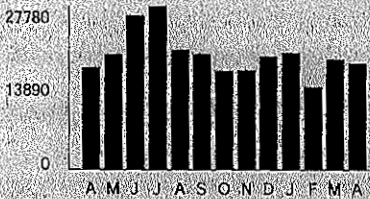
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 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**

13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Apr-21	17340
May-21	19620
Jun-21	26280
Jul-21	27780
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180

**Average Daily**

Month Billed	kWh	Temp
Last Year	559.4	50
Last Month	605.8	35
Current Month	626.9	43

Energy Transition Assistance	18,180 kWh	X	0.00082	14.91
Franchise Cost	\$466.01	X	2.48000%	11.56
State Tax				58.21
Municipal Tax				28.85
<b>Total Current Charges</b>				<b>\$1,866.92</b>
<b>Miscellaneous</b>				<b>\$27.69</b>
Current late payment charge (s) - electric				27.69

Thank you for your payment of \$1,845.87 on April 11, 2022

**Total Amount Due** **\$1,894.61**

**Message Center**

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- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Annual Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
- **RESOLVING DISPUTES:** We are here to help you if you have a dispute on your bill. However, the Illinois Commerce Commission Consumer Division is available at 800-524-0795.



An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR. BD NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,894.61
Total Payments - Thank You	\$1,894.61
<b>Amount Due on June 3, 2022</b>	<b>\$1,825.71</b>

Issue Date May 19, 2022

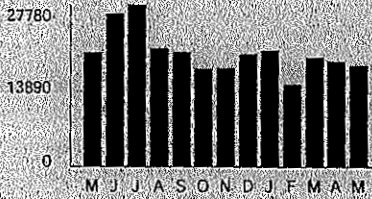
**Visit ComEd.com**

Customer Service / Power Outage English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**  
 13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
May-21	19620
Jun-21	26280
Jul-21	27780
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340

Month Billed	Average Daily	
	kWh	Temp
Last Year	676.6	53
Last Month	626.9	43
<b>Current Month</b>	<b>597.9</b>	<b>58</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
4/19-5/18	230035253	General Service	Total kWh	33579 Actual	33868 Actual	289	60	17340
4/19-5/18	230035253	General Service	On Pk kW	0.00 Actual	0.90 Actual	0.90	60	53.78
4/19-5/18	230035253	General Service	Off Pk kW	0.00 Actual	0.72 Actual	0.72	60	43.08

Service from 4/19/2022 to 5/18/2022 - 29 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,029.13**

ENERGY CHAR: 17340@.0594 PER KWH

1,029.13

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$495.43**

Customer Charge				17.32
Standard Metering Charge				5.78
Distribution Facilities Charge	53.78 kW	X	8.38000	450.68
IL Electricity Distribution Charge	17,340 kWh	X	0.00125	21.68

**Taxes and Other**

**\$301.22**

Environmental Cost Recovery Adj	17,340 kWh	X	0.00046	7.98
Renewable Portfolio Standard	17,340 kWh	X	0.00502	87.05
Zero Emission Standard	17,340 kWh	X	0.00195	33.81
Energy Efficiency Programs	17,340 kWh	X	0.00363	62.94

For Electric Supply Choices visit



Energy Transition Assistance	17,340 kWh	X	0.00082	14.22
Franchise Cost	\$487.98	X	2.48000%	12.10
State Tax				55.53
Municipal Tax				27.59

**Total Current Charges** **\$1,825.78**

**Thank you for your payment of \$1,894.61 on May 2, 2022**

**Total Amount Due** **\$1,825.78**

**Message Center**

**ComEd**

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An Exelon Company

Page 1 of 2

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
Service Location 3685 WOODHEAD DR BD  
NORTHBROOK  
Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,825.78
Total Payments - Thank You	\$1,825.78
<b>Amount Due on July 5, 2022</b>	<b>\$1,108.31</b>

Issue Date June 20, 2022

*NO/PP*

**Visit ComEd.com**

Customer Service / Power Outage English  
1.877.4COMED1 (1.877.426.6331)

Español  
1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
1.800.572.5789 (TTY)

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
5/18-6/17	230035253	General Service	Total kWh	33868 Actual	34161 Actual	293	60	17580
5/18-6/17	230035253	General Service	On Pk kW	0.00 Actual	0.94 Actual	0.94	60	56.58
5/18-6/17	230035253	General Service	Off Pk kW	0.00 Actual	0.86 Actual	0.86	60	51.36

Service from 5/18/2022 to 6/17/2022 - 30 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,043.37**

ENERGY CHAR: 17580@.0594 PER KWH

1,043.37

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$514.89**

Customer Charge			17.21
Standard Metering Charge			5.70
Distribution Facilities Charge	56.58 kW	X	8.31000
IL Electricity Distribution Charge	17,580 kWh	X	0.00124
			470.18
			21.80

**Taxes and Other**

**-\$449.95**

Environmental Cost Recovery Adj	17,580 kWh	X	0.00046	8.09
Renewable Portfolio Standard	17,580 kWh	X	0.00502	88.25
Zero Emission Standard	17,580 kWh	X	0.00195	34.28
Carbon-Free Energy Resource Adj	17,580 kWh	X	-0.04306	-756.99

**POSTED**

For Electric Supply Choices visit

Energy Efficiency Programs	17,580 kWh	X	0.00363	63.82
Energy Transition Assistance	17,580 kWh	X	0.00082	14.42
Franchise Cost	\$507.33	X	2.74500%	13.93
State Tax				56.30
Municipal Tax				27.95

**Total Current Charges** **\$1,108.31**

**Thank you for your payment of \$1,825.78 on May 31, 2022**

**Total Amount Due** **\$1,108.31**

**Message Center**

**ComEd**

- As a result of the 2021 clean energy law, a Carbon-Free Energy Resource Adjustment will be applied to customers' electric bills to support energy resources that help minimize carbon emissions.
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- **THE SUPPORT TO STOP A SCAM:** The ability to send money through mobile-pay apps linked to your personal bank account or credit card like QuickPay, Zelle and Venmo make it easier to fall for scam attempts. Scammers claim they didn't see the transaction and ask it to be sent again - scamming you twice. Take steps to protect yourself from energy fraud. We can help with tips and hints to recognize potential scams and legitimate ComEd employees. Learn more: [ComEd.Com/ScamAlert](http://ComEd.Com/ScamAlert)
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**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

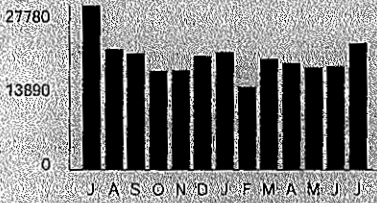
**Bill Summary**

Previous Balance	\$1,108.3
Total Payments - Thank You	\$1,108.3
<b>Amount Due on August 4, 2022</b>	<b>\$1,260.9</b>

**Visit ComEd.com**

Customer Service / Power Outage  
**English**  
 1.877.4COMED1 (1.877.426.6331)  
**Español**  
 1.800.95.LUCES (1.800.955.8237)  
**Hearing/Speech Impaired**  
 1.800.572.5789 (TTY)

**Your Usage Profile**  
 13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Jul-21	27780
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360

Month Billed	Average Daily	
	kWh	Temp
Last Year	868.1	68
Last Month	586.0	67
Current Month	667.5	75

Issue Date July 20, 2022

*MO/PP*

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading		Difference	Multiplier X	Usage
				Previous	Present			
6/17-7/19	230035253	General Service	Total kWh	34161 Actual	34517 Actual	356	60	21360
6/17-7/19	230035253	General Service	On Pk kW	0.00 Actual	0.99 Actual	0.99	60	59.34
6/17-7/19	230035253	General Service	Off Pk kW	0.00 Actual	0.90 Actual	0.90	60	54.12

Service from 6/17/2022 to 7/19/2022 - 32 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,267.7**

ENERGY CHAR: 21360@.0594 PER KWH

1,267.7

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$542.5**

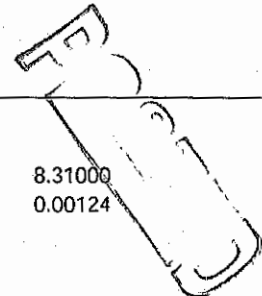
Customer Charge				17.2
Standard Metering Charge				5.7
Distribution Facilities Charge	59.34 kW	X	8.31000	493.1
IL Electricity Distribution Charge	21,360 kWh	X	0.00124	26.4

**Taxes and Other**

**-\$549.3**

Environmental Cost Recovery Adj	21,360 kWh	X	0.00046	9.8
Renewable Portfolio Standard	21,360 kWh	X	0.00502	107.2
Zero Emission Standard	21,360 kWh	X	0.00195	41.6
Carbon-Free Energy Resource Adj	21,360 kWh	X	-0.04306	-919.7

For Electric Supply Choices visit



Energy Efficiency Programs	21,360 kWh	X	0.00363	77.54
Energy Transition Assistance	21,360 kWh	X	0.00082	17.52
Franchise Cost	\$534.84	X	2.74500%	14.68
State Tax				68.36
Municipal Tax				33.62

**Total Current Charges** **\$1,260.91**

**Miscellaneous** **\$0.00**

Generation Credit -\$919.76

**Thank you for your payment of \$1,108.31 on July 7, 2022**

**Total Amount Due** **\$1,260.91**

**Message Center**

**ComEd**

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- **MYLAR BALLOONS & POWER LINES DON'T MIX!** Every year, thousands of residents across northern Illinois are affected by power outages caused by foil balloons. If a foil or Mylar balloon touches a power line, it can cause power surges or service interruptions. Keep balloons tied securely while outside! If you see a balloon, or any object, caught in a power line, do not attempt to retrieve it. Call ComEd at 1-800-EDISON-1.
- **BE AWARE OF EMAIL SCAMS:** Scammers can create fake websites and email addresses that mimic businesses like ComEd. One way to verify the name of the sender and business in the email is to look for misspellings and zeroes in place of the letter O. Learn more: [ComEd.com/Scams](http://ComEd.com/Scams)
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Environmental Disclosure Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
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An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,260.91
Total Payments - Thank You	\$1,260.91
<b>Amount Due on September 2, 2022</b>	<b>\$1,254.25</b>

Issue Date August 18, 2022

204-0  
MO

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
7/19-8/17	230035253	General Service	Total kWh	34517 Actual	34858 Actual	341	60	20460
7/19-8/17	230035253	General Service	On Pk kW	0.00 Actual	1.04 Actual	1.04	60	62.28
7/19-8/17	230035253	General Service	Off Pk kW	0.00 Actual	0.92 Actual	0.92	60	55.22

Service from 7/19/2022 to 8/17/2022 - 29 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$1,214.30**

ENERGY CHAR: 20460@.0594 PER KWH

1,214.30

**Freepoint Energy Solutions** 1-713-239-8000

Please refer to your supplier contract for details.

**POSTED**

**Delivery Services - ComEd**

**\$565.83**

Customer Charge				17.21
Standard Metering Charge				5.70
Distribution Facilities Charge	62.28 kW	X	8.31000	517.55
IL Electricity Distribution Charge	20,460 kWh	X	0.00124	25.37

**Taxes and Other**

**-\$525.88**

Environmental Cost Recovery Adj	20,460 kWh	X	0.00041	8.39
Renewable Portfolio Standard	20,460 kWh	X	0.00502	102.71
Zero Emission Standard	20,460 kWh	X	0.00195	39.90
Carbon-Free Energy Resource Adj	20,460 kWh	X	-0.04306	-881.01

For Electric Supply Choices visit

**Visit ComEd.com**

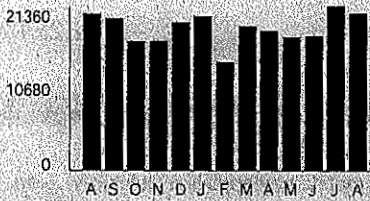
Customer Service / Power Outage

English  
1.877.4COMED1 (1.877.426.6331)

Español  
1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
1.800.572.5789 (TTY)

**Your Usage Profile**  
13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Aug-21	20400
Sep-21	19800
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460

Month Billed	Average Daily	
	kWh	Temp
Last Year	703.4	75
Last Month	667.5	75
Current Month	705.5	75

Energy Efficiency Programs	20,460 kWh	X	0.00363	74.27
Energy Transition Assistance	20,460 kWh	X	0.00082	16.78
Franchise Cost	\$558.04	X	2.74500%	15.32
State Tax				65.49
Municipal Tax				32.27

**Total Current Charges** **\$1,254.25**

**Thank you for your payment of \$1,260.91 on July 29, 2022**

**Total Amount Due** **\$1,254.25**

**Message Center**

**ComEd**

- **THE SUPPORT TO STOP A SCAM:** The ability to send money through mobile-pay apps like QuickPay, Zelle and Venmo makes it easier to fall for scam attempts. These apps have higher limits and are often linked to your personal bank account or credit card. Scammers claim they didn't see the transaction and ask it to be sent again - scamming you twice. Take steps to protect yourself from energy fraud. We can help with tips and hints to recognize potential scams and legitimate ComEd employees. Learn more: [ComEd.Com/ScamAlert](http://ComEd.Com/ScamAlert)
- **MYLAR BALLOONS & POWER LINES DON'T MIX!** Every year, thousands of residents across northern Illinois are affected by power outages caused by foil balloons. If a foil or Mylar balloon touches a power line, it can cause power surges or service interruptions. Keep balloons tied securely while outside! If you see a balloon, or any object, caught in a power line, do not attempt to retrieve it. Call ComEd at 1-800-EDISON-1.
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An Exelon Company

Account Number 3483017039

Name MALNATI ORGANIZATION
Service Location 3685 WOODHEAD DR BD NORTHBROOK
Phone Number 847-562-1814

Bill Summary

Table with 2 columns: Description and Amount. Rows include Previous Balance (\$1,254.25), Total Payments - Thank You (\$1,254.25), and Amount Due on October 26, 2022 (\$1,123.81).

Issue Date October 11, 2022

Handwritten number 204-0

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Contains multiple rows of meter data.

Service from 8/17/2022 to 9/16/2022 - 30 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$1,118.15

ENERGY CHAR: 18840@.0594 PER KWH

1,118.15

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

POSTED stamp

Delivery Services - ComEd

\$490.61

Table with 4 columns: Description, Rate, Multiplier, Amount. Rows include Customer Charge (17.21), Standard Metering Charge (5.70), Distribution Facilities Charge (444.34), and IL Electricity Distribution Charge (23.36).

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Customer Service / Power Outage

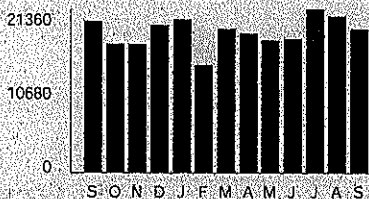
English 1.877.4COMED1 (1.877.426.6331)

Español 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired 1.800.572.5789 (TTY)

Your Usage Profile

13-Month Usage (Total kWh)



Electric Usage

Table with 2 columns: Month and kWh. Lists usage for each month from Sep-21 to Sep-22.

Average Daily

Table with 3 columns: Month Billed, kWh, Temp. Compares Last Year, Last Month, and Current Month.



**Taxes and Other****-\$484.95**

Environmental Cost Recovery Adj	18,840 kWh	X	0.00041	7.72
Renewable Portfolio Standard	18,840 kWh	X	0.00502	94.58
Zero Emission Standard	18,840 kWh	X	0.00195	36.74
Carbon-Free Energy Resource Adj	18,840 kWh	X	-0.04306	-811.25
Energy Efficiency Programs	18,840 kWh	X	0.00363	68.39
Energy Transition Assistance	18,940 kWh	X	0.00092	15.45
Franchise Cost	\$483.17	X	2.74500%	13.26
State Tax				60.32
Municipal Tax				29.84

**Total Current Charges****\$1,123.81**

Thank you for your payment of \$1,254.25 on September 1, 2022

**Total Amount Due****\$1,123.81****Message Center****ComEd**

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- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Annual Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
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- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.



An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance → \$1,123.81  
 Total Payments Paid 10/19 \$0.00  
 Amount Due on November 2, 2022 ~~\$2,088.79~~ \$904.9

Issue Date October 18, 2022

*MO* **POSTED**

**Visit ComEd.com**

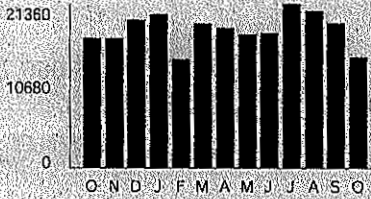
Customer Service / Power Outage

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Oct-21	16860
Nov-21	16920
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400

Month Billed	Average Daily	
	kWh	Temp
Last Year	581.4	68
Last Month	628.0	72
Current Month	464.5	59

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
9/16-10/17	230340243	General Service	Total kWh	224 Actual	464 Actual	240	60	14400
9/16-10/17	230340243	General Service	On Pk kW	0.00 Actual	0.82 Actual	0.82	60	49.37
9/16-10/17	230340243	General Service	Off Pk kW	0.00 Actual	0.61 Actual	0.61	60	36.41

Service from 9/16/2022 to 10/17/2022 - 31 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$854.64**

ENERGY CHAR: 14400@.0594 PER KWH

854.64

Freepoint Energy Solutions 1-713-239-8000  
 Please refer to your supplier contract for details.

*204-0*

**Delivery Services - ComEd**

**\$451.03**

Customer Charge				17.21
Standard Metering Charge				5.70
Distribution Facilities Charge	49.37 kW	X	8.31000	410.26
IL Electricity Distribution Charge	14,400 kWh	X	0.00124	17.86

**Taxes and Other**

**-\$340.69**

Environmental Cost Recovery Adj	14,400 kWh	X	0.00041	5.90
Renewable Portfolio Standard	14,400 kWh	X	0.00502	72.29
Zero Emission Standard	14,400 kWh	X	0.00195	28.08
Carbon-Free Energy Resource Adj	14,400 kWh	X	-0.04115	-592.56

For Electric Supply Choices visit [www.comed.com](http://www.comed.com)

Energy Efficiency Programs	14,400 kWh	X	0.00363	52.27
Energy Transition Assistance	14,400 kWh	X	0.00082	11.81
Franchise Cost	\$443.76	X	2.74500%	12.18
State Tax				46.16
Municipal Tax				23.18
<b>Total Current Charges</b>				<b>\$964.98</b>
<b>Miscellaneous</b>				<b>\$1,123.81</b>
Charges from previous bill				1,123.81
<b>Total Amount Due</b>				<b>\$2,088.79</b>

**Message Center**

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- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Annual Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
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- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





An Exelon Company

Account Number 3483017039

Name MALNATI ORGANIZATION
Service Location 3685 WOODHEAD DR BD
NORTHBROOK
Phone Number 847-562-1814

Bill Summary

Table with 2 columns: Description, Amount. Rows include Previous Balance (\$2,088.7), Total Payments - Thank You (\$2,088.7), Amount Due on December 1, 2022 (\$837.7).

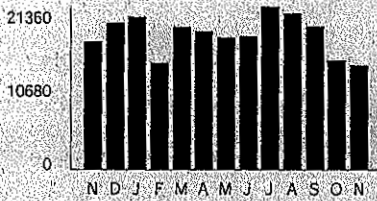
Issue Date November 16, 2022

Handwritten notes: MO/PP, 204-985-

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Customer Service / Power Outage
English 1.877.4COMED1 (1.877.426.6331)
Español 1.800.95.LUCES (1.800.955.8237)
Hearing/Speech Impaired 1.800.572.5789 (TTY)

Your Usage Profile
13-Month Usage (Total kWh)



Electric Usage

Table with 2 columns: Month, kWh. Lists usage from Nov-21 (16920) to Nov-22 (13740).

Table with 3 columns: Month Billed, kWh, Average Daily Temp. Compares Last Year (545.8 kWh, 49 Temp) and Last Month (464.5 kWh, 59 Temp).

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Shows three meter readings for General Service.

Service from 10/17/2022 to 11/15/2022 - 29 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$815.4

ENERGY CHAR: 13740@.0594 PER KWH

815.4

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

Delivery Services - ComEd

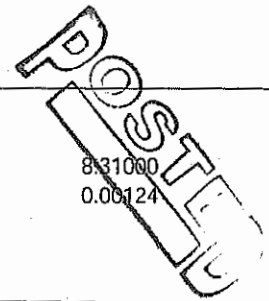
\$349.50

Table with 4 columns: Description, kWh, X, Amount. Includes Customer Charge (17.2), Standard Metering Charge (5.71), Distribution Facilities Charge (309.5), and IL Electricity Distribution Charge (17.0).

Taxes and Other

-\$327.21

Table with 4 columns: Description, kWh, X, Amount. Includes Environmental Cost Recovery Adj (5.63), Renewable Portfolio Standard (68.97), Zero Emission Standard (26.79), and Carbon-Free Energy Resource Adj (-565.40).



Energy Efficiency Programs	13,740 kWh	X	0.00363	49.88
Energy Transition Assistance	13,740 kWh	X	0.00082	11.27
Franchise Cost	\$342.71	X	2.74500%	9.41
State Tax				44.05
Municipal Tax				22.19

**Total Current Charges** **\$837.76**

**Thank you for your payment of \$964.98 on November 3, 2022**

**Thank you for your payment of \$1,123.81 on November 1, 2022**

**Total Amount Due** **\$837.76**

**Message Center**

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An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

*Woodhead*

Issue Date December 19, 2022

**Bill Summary**

Previous Balance	\$837.76
Total Payments - Thank You	\$837.76
<b>Amount Due on January 3, 2023</b>	<b>\$1,123.36</b>

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**Customer Service / Power Outage**

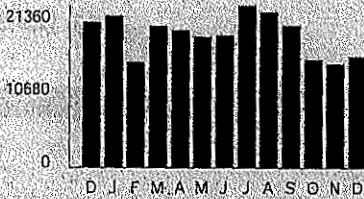
**English**  
 1.877.4COMED1 (1.877.426.6331)

**Español**  
 1.800.95.LUCES (1.800.955.8237)

**Hearing/Speech Impaired**  
 1.800.572.5789 (TTY)

**Your Usage Profile**

**13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Dec-21	19320
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820

Month Billed	Average Daily	
	kWh	Temp
Last Year	623.2	38
Last Month	473.8	52
<b>Current Month</b>	<b>478.1</b>	<b>36</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
11/15-12/16	230340243	General Service	Total kWh	693 Actual	940 Actual	247	60	14820
11/15-12/16	230340243	General Service	On Pk kW	0.00 Actual	0.60 Actual	0.60	60	36.10
11/15-12/16	230340243	General Service	Off Pk kW	0.00 Actual	0.65 Actual	0.65	60	38.86

Service from 11/15/2022 to 12/16/2022 - 31 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$879.57**

ENERGY CHAR: 14820@.0594 PER KWH

879.57

**Freepoint Energy Solutions** 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$341.28**

Customer Charge				17.21
Standard Metering Charge				5.70
Distribution Facilities Charge	36.10 kW	X	8.31000	299.99
IL Electricity Distribution Charge	14,820 kWh	X	0.00124	18.38

**Taxes and Other**

**-\$97.49**

Environmental Cost Recovery Adj	14,820 kWh	X	0.00041	6.08
Renewable Portfolio Standard	14,820 kWh	X	0.00502	74.40
Zero Emission Standard	14,820 kWh	X	0.00195	28.90
Carbon-Free Energy Resource Adj	14,820 kWh	X	-0.02384	-353.31

**POSTED**

For Electric Supply Choices visit

Energy Efficiency Programs	14,820 kWh	X	0.00363	53.80
Energy Transition Assistance	14,820 kWh	X	0.00082	12.15
Franchise Cost	\$334.54	X	2.74500%	9.18
State Tax				47.50
Municipal Tax				23.81

**Total Current Charges** **\$1,123.36**

Thank you for your payment of \$837.76 on December 5, 2022

**Total Amount Due** **\$1,123.36**

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**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

Bill Summary	
Previous Balance	\$1,123.36
Total Payments - Thank You	\$1,123.36
<b>Amount Due on February 6, 2023</b>	<b>\$1,272.21</b>

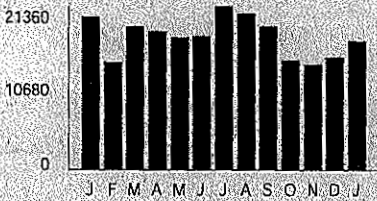
Issue Date January 20, 2023

*Woodhead*

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 Español 1.800.95.LUCES (1.800.955.8237)  
 Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Jan-22	20040
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860

Month Billed	Average Daily	
	kWh	Temp
Last Year	572.6	30
Last Month	478.1	36
Current Month	495.9	29

Meter Information								
Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
12/16-1/19	230340243	General Service	Total kWh	940 Actual	1221 Actual	281	60	16860
12/16-1/19	230340243	General Service	On Pk kW	0.00 Actual	0.60 Actual	0.60	60	36.10
12/16-1/19	230340243	General Service	Off Pk kW	0.00 Actual	0.53 Actual	0.53	60	31.66

Service from 12/16/2022 to 1/19/2023 - 34 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions \$1,000.64**

ENERGY CHAR: 16860@.0594 PER KWH 1,000.64

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd 7980 \$353.81**

Customer Charge				16.82
Standard Metering Charge				6.24
Distribution Facilities Charge	36.10 kW	X	8.55000	308.66
IL Electricity Distribution Charge	16,860 kWh	X	0.00131	22.09

**Taxes and Other - \$99.09**

Environmental Cost Recovery	16,860 kWh	X	0.00029	4.89
Renewable Portfolio Standard	16,860 kWh	X	0.00502	84.64
Zero Emission Standard	16,860 kWh	X	0.00195	32.88
Carbon-Free Energy Resource Adj	16,860 kWh	X	-0.02384	-401.94

**POSTED**

For Electric Supply Choices visit



Energy Efficiency Programs	16,860 kWh	X	0.00461	77.72
Energy Transition Assistance	16,860 kWh	X	0.00072	12.14
Franchise Cost	\$353.63	X	2.74500%	9.71
State Tax				54.00
Municipal Tax				26.87
<b>Total Current Charges</b>				<b>\$1,255.36</b>
<b>Miscellaneous</b>				<b>\$16.85</b>
Current late payment charge (s) - electric				16.85

**Thank you for your payment of \$1,123.36 on January 6, 2023**

**Total Amount Due \$1,272.21**

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An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$1,272.21
Total Payments - Thank You	\$1,272.21
<b>Amount Due on March 7, 2023</b>	<b>\$687.25</b>

Issue Date February 20, 2023

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**Customer Service / Power Outage**

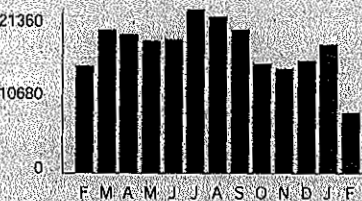
English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**

**13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Feb-22	14100
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920

**Average Daily**

Month Billed	kWh	Temp
Last Year	486.2	23
Last Month	495.9	29
<b>Current Month</b>	<b>273.1</b>	<b>29</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
1/19-2/17	230340243	General Service	Total kWh	1221 Actual	1353 Actual	132	60	7920
1/19-2/17	230340243	General Service	On Pk kW	0.00 Actual	0.41 Actual	0.41	60	24.38
1/19-2/17	230340243	General Service	Off Pk kW	0.00 Actual	0.43 Actual	0.43	60	25.94

Service from 1/19/2023 to 2/17/2023 - 29 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$470.05**

ENERGY CHARG: 7920@.0594 PER KWH

470.05

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

798-0  
**POSTED**

**Delivery Services - ComEd**

**\$241.89**

Customer Charge				16.82
Standard Metering Charge				6.24
Distribution Facilities Charge	24.38 kW	X	8.55000	208.45
IL Electricity Distribution Charge	7,920 kWh	X	0.00131	10.38

**Taxes and Other**

**-\$43.57**

Environmental Cost Recovery Adj	7,920 kWh	X	0.00029	2.30
Renewable Portfolio Standard	7,920 kWh	X	0.00502	39.76
Zero Emission Standard	7,920 kWh	X	0.00195	15.44
Carbon-Free Energy Resource Adj	7,920 kWh	X	-0.02384	-188.81

For Electric Supply Choices visit

Energy Efficiency Programs	7,920 kWh	X	0.00461	36.51
Energy Transition Assistance	7,920 kWh	X	0.00072	5.70
Franchise Cost	\$240.19	X	2.74500%	6.59
State Tax				25.48
Municipal Tax				13.46
<b>Total Current Charges</b>				<b>\$668.37</b>
<b>Miscellaneous</b>				<b>\$18.88</b>
Current late payment charge (s) - electric				18.88

Thank you for your payment of \$1,272.21 on February 13, 2023

**Total Amount Due** **\$687.25**

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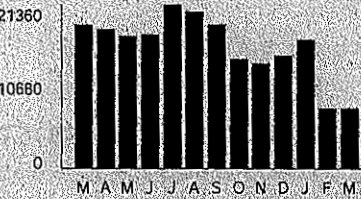
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1.877.4.COMED1 (1.877.426.6331)

Español  
1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
1.800.572.5789 (TTY)

**Your Usage Profile**  
13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Mar-22	18780
Apr-22	18180
May-22	17340
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920

Month Billed	Average Daily	
	kWh	Temp
Last Year	605.8	35
Last Month	273.1	29
Current Month	255.5	35

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
Service Location 3685 WOODHEAD DR BD  
NORTHBROOK  
Phone Number 847-562-1814

*9801-801*  
*Woodhead*

Issue Date March 21, 2023

**Bill Summary**

Previous Balance	\$687.25
Total Payments - Thank You	\$687.25
<b>Amount Due on April 5, 2023</b>	<b>\$875.02</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
2/17-3/20	230340243	General Service	Total kWh	1353 Actual	1485 Actual	132	60	7920
2/17-3/20	230340243	General Service	On Pk kW	0.00 Actual	0.43 Actual	0.43	60	25.56
2/17-3/20	230340243	General Service	Off Pk kW	0.00 Actual	0.34 Actual	0.34	60	20.18

Service from 2/17/2023 to 3/20/2023 - 31 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$470.05**

ENERGY CHARG: 7920@.0594 PER KWH

470.05

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$251.98**

Customer Charge		16.82
Standard Metering Charge		6.24
Distribution Facilities Charge	25.56 kW X	8.55000
IL Electricity Distribution Charge	7,920 kWh X	0.00131
		10.38

**Taxes and Other**

**\$142.91**

Environmental Cost Recovery Adj	7,920 kWh X	0.00029	2.30
Renewable Portfolio Standard	7,920 kWh	0.00502	39.76
Zero Emission Standard	7,920 kWh X	0.00195	15.44
Carbon-Free Energy Resource Adj	7,920 kWh X	-0.00033	-2.61

**POSTED**

For Electric Supply Choices visit  
[pluginillinois.org](http://pluginillinois.org)

(continued on next page)

Energy Efficiency Programs	7,920 kWh	X	0.00461	36.51
Energy Transition Assistance	7,920 kWh	X	0.00072	5.70
Franchise Cost	\$250.43	X	2.74500%	6.87
State Tax				25.48
Municipal Tax				13.46
<b>Total Current Charges</b>				<b>\$864.94</b>
<b>Miscellaneous</b>				<b>\$10.08</b>
Current late payment charge (s) - electric				10.08

**Thank you for your payment of \$687.25 on March 13, 2023**

**Total Amount Due \$875.02**

**Message Center**

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An Exelon Company

Page 1 of 2

Account Number 3483017039

Name MALNATI.ORGANIZATION
Service Location 3685 WOODHEAD DR BD NORTHBROOK
Phone Number 847-562-1814

Bill Summary

Table with 2 columns: Description, Amount. Rows include Previous Balance (\$875.02), Total Payments - Thank You (\$875.02), Amount Due on May 4, 2023 (\$647.13).

Issue Date April 19, 2023

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Rows show meter readings for 3/20-4/18.

Service from 3/20/2023 to 4/18/2023 - 29 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$348.98

ENERGY CHARG: 5880@.0594 PER KWH

348.98

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

Handwritten number 9801-801

Delivery Services - ComEd

\$219.97

Table with 4 columns: Description, Quantity, Unit, Amount. Rows include Customer Charge (16.82), Standard Metering Charge (6.24), Distribution Facilities Charge (189.21), IL Electricity Distribution Charge (7.70).

POSTED stamp

Taxes and Other

\$78.18

Table with 4 columns: Description, Quantity, Unit, Amount. Rows include Environmental Cost Recovery Adj (2.12), Renewable Portfolio Standard (29.52), Zero Emission Standard (11.47), Carbon-Free Energy Resource Adj (-1.94).

For Electric Supply Choices visit www.comed.com

(continued on next page)

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Customer Service / Power Outage

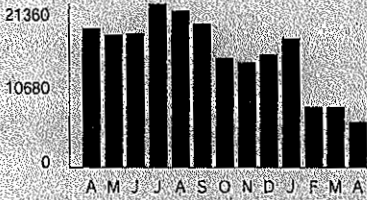
English 1.877.4COMED1 (1.877.426.6331)

Español 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired 1.800.572.5789 (TTY)

Your Usage Profile

13-Month Usage (Total kWh)



Electric Usage

Table with 2 columns: Month, kWh. Rows list usage from Apr-22 (18180) to Apr-23 (5880).

Average Daily

Table with 3 columns: Month Billed, kWh, Temp. Rows show Last Year (626.9 kWh, 43 Temp), Last Month (255.5 kWh, 35 Temp), Current Month (202.8 kWh, 49 Temp).

Energy Efficiency Programs	5,880 kWh	X	0.00461	27.11
Energy Transition Assistance	5,880 kWh	X	0.00072	4.23
Deferred Prosecution Agreement	5,880 kWh	X	-0.00505	-29.69
Franchise Cost	\$217.98	X	2.74500%	5.98
State Tax				18.98
Municipal Tax				10.40

**Total Current Charges** **\$647.13**

**Thank you for your payment of \$875.02 on April 3, 2023**

**Total Amount Due** **\$647.13**

**Message Center**

**ComEd**

- This month's bill includes a one-time credit designated as "Deferred Prosecution Agreement" in accordance with the Illinois Commerce Commission's resolution of its investigation.
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- **STOP ENERGY SCAMS:** Scammers may threaten to disconnect service in exchange for immediate payment or personal information. We will never demand payment using prepaid cash cards, third-party banking apps, or cryptocurrency such as Bitcoin. Learn more: [ComEd.com/ScamAlert](http://ComEd.com/ScamAlert).
- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Annual Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
- **RESOLVING DISPUTES:** We are here to help you if you have a dispute on your bill. However, the Illinois Commerce Commission Consumer Division is available at 800-524-0795.





An Exelon Company

Account Number 3483017039

Name MALNATI ORGANIZATION
Service Location 3685 WOODHEAD DR BD NORTHBROOK
Phone Number 847-562-1814

Bill Summary

Table with 2 columns: Description and Amount. Rows include Previous Balance (\$647.13), Total Payments - Thank You (\$647.13), and Amount Due on June 2, 2023 (\$601.48).

Visit ComEd.com

Customer Service / Power Outage English 1.877.4COMED1 (1.877.426.6331)
Español 1.800.95.LUCES (1.800.955.8237)
Hearing/Speech Impaired 1.800.572.5789 (TTY)

Issue Date May 18, 2023

Woodhead

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Rows show data for 4/18-5/17 for Total kWh, On Pk kW, and Off Pk kW.

Service from 4/18/2023 to 5/17/2023 - 29 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$306.25

ENERGY CHARG: 5160@.0594 PER KWH

306.25

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

9801-801

Delivery Services - ComEd

\$190.73

Table with 4 columns: Description, Quantity, Unit, Amount. Rows include Customer Charge (16.82), Standard Metering Charge (6.24), Distribution Facilities Charge (18.82 kW X 8.55000 = 160.91), and IL Electricity Distribution Charge (5,160 kWh X 0.00131 = 6.76).

Taxes and Other

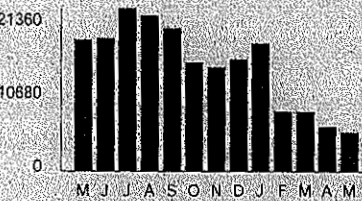
\$94.80

Table with 4 columns: Description, Quantity, Unit, Amount. Rows include Environmental Cost Recovery Adj (5,160 kWh X 0.00036 = 1.86), Renewable Portfolio Standard (5,160 kWh X 0.00502 = 25.90), Zero Emission Standard (5,160 kWh X 0.00196 = 10.06), and Carbon-Free Energy Resource Adj (5,160 kWh X 0.00033 = -1.70).

For Electric Supply Choices visit

POSTED

Your Usage Profile 13-Month Usage (Total kWh)



Electric Usage

Table with 2 columns: Month and kWh. Rows list usage from May-22 (17340) to May-23 (5160).

Table with 3 columns: Month Billed, Average Daily kWh, and Temp. Rows include Last Year (597.9 kWh, 58 Temp), Last Month (202.8 kWh, 49 Temp), and Current Month (177.9 kWh, 54 Temp).



Energy Efficiency Programs	5,160 kWh	X	0.00461	23.79
Energy Transition Assistance	5,160 kWh	X	0.00072	3.72
Franchise Cost	\$188.31	X	2.74500%	5.17
State Tax				16.68
Municipal Tax				9.32

**Total Current Charges** **\$591.78**

**Miscellaneous** **\$9.70**

Current late payment charge (s) - electric 9.70

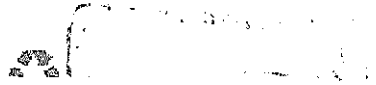
**Thank you for your payment of \$647.13 on May 10, 2023**

**Total Amount Due** **\$601.48**

**Message Center**

**ComEd**

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An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$601.48
Total Payments - Thank You	\$601.48
<b>Amount Due on July 5, 2023</b>	<b>\$780.41</b>

Issue Date June 19, 2023

*Woodhead*

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
5/17-6/16	230340243	General Service	Total kWh	1669 Actual	1764 Actual	95	60	5700
5/17-6/16	230340243	General Service	On Pk kW	0.00 Actual	0.45 Actual	0.45	60	27.29
5/17-6/16	230340243	General Service	Off Pk kW	0.00 Actual	0.37 Actual	0.37	60	22.13

Service from 5/17/2023 to 6/16/2023 - 30 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$338.29**

ENERGY CHARG: 5700@.0594 PER KWH

338.29

**Freepoint Energy Solutions** 1-713-239-8000

Please refer to your supplier contract for details.

*9801-801*

**Delivery Services - ComEd**

**\$265.02**

Customer Charge				16.87
Standard Metering Charge				6.26
Distribution Facilities Charge	27.29 kW	X	8.59000	234.42
IL Electricity Distribution Charge	5,700 kWh	X	0.00131	7.47

**Taxes and Other**

**\$177.10**

Environmental Cost Recovery Adj	5,700 kWh	X	0.00036	2.05
Renewable Portfolio Standard	5,700 kWh	X	0.00502	28.61
Zero Emission Standard	5,700 kWh	X	0.00195	11.12
Carbon-Free Energy Resource Adj	5,700 kWh	X	0.01241	70.74

**POSTED**

For Electric Supply Choices visit

**Visit ComEd.com**

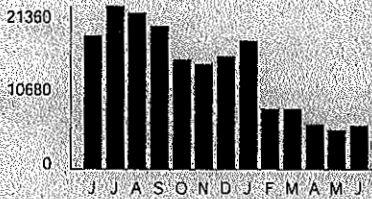
Customer Service / Power Outage

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**  
 13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Jun-22	17580
Jul-22	21360
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700

Month Billed	Average Daily	
	kWh	Temp
Last Year	586.0	67
Last Month	177.9	54
Current Month	190.0	66

Energy Efficiency Programs	5,700 kWh	X	0.00461	26.28
Energy Transition Assistance	5,700 kWh	X	0.00072	4.10
Franchise Cost	\$263.70	X	2.14900%	5.67
State Tax				18.40
Municipal Tax				10.13

**Total Current Charges** **\$780.41**

Thank you for your payment of \$601.48 on June 2, 2023

**Total Amount Due** **\$780.41**

### Message Center

#### ComEd

- **POWERLINE SAFETY:** Water and electricity don't mix - that's why it's important to be aware of your surroundings and watch out for electrical hazards when working or playing around water recreation areas. Look for overhead power lines before performing activities such as casting a fishing line, using a pool skimming tool or raising a boat mast, and NEVER swim around docks with electrical equipment or boats plugged into shore power. Always keep yourself or any conductive material a minimum of 10 feet away from any power line. Call 1-800-Edison-1 before working near power lines. Learn more at [ComEd.com/Safety](http://ComEd.com/Safety).
- **THE SUPPORT TO STOP A SCAM:** The ability to send money through mobile-pay apps linked to your personal bank account or credit card like QuickPay, Zelle and Venmo make it easier to fall for scam attempts. Scammers claim they didn't see the transaction and ask it to be sent again - scamming you twice. Take steps to protect yourself from energy fraud. We can help with tips and hints to recognize potential scams and legitimate ComEd employees. Learn more: [ComEd.Com/ScamAlert](http://ComEd.Com/ScamAlert)
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An Exelon Company

Page 1 of 2

Account Number 3483017039

Name MALNATI ORGANIZATION
Service Location 3685 WOODHEAD DR BD NORTHBROOK
Phone Number 847-562-1814

Issue Date July 19, 2023

Bill Summary

Table with 2 columns: Description, Amount. Rows include Previous Balance (\$780.4), Total Payments - Thank You (\$780.4), Amount Due on August 3, 2023 (\$933.81).

Meter Information

Table with 9 columns: Read Dates, Meter Number, Load Type, Reading Type, Previous, Meter Reading Present, Difference, Multiplier X, Usage. Rows show meter readings for 6/16-7/18.

Service from 6/16/2023 to 7/18/2023 - 32 Days

Retail Delivery Service - 0 to 100 kW

Electricity Supply Services - Freepoint Energy Solutions

\$438.00

ENERGY CHARG: 7380@.0594 PER KWH

438.0

Freepoint Energy Solutions 1-713-239-8000

Handwritten note: 9801-801

Please refer to your supplier contract for details.

Delivery Services - ComEd

\$268.66

Table with 4 columns: Description, Usage, Multiplier, Amount. Rows include Customer Charge, Standard Metering Charge, Distribution Facilities Charge, IL Electricity Distribution Charge.

POSTED stamp

Taxes and Other

\$227.18

Table with 4 columns: Description, Usage, Multiplier, Amount. Rows include Environmental Cost Recovery Adj, Renewable Portfolio Standard, Zero Emission Standard, Carbon-Free Energy Resource Adj.

or Electric Supply Choices visit

Energy Efficiency Programs	7,380 kWh	X	0.00461	34.02
Energy Transition Assistance	7,380 kWh	X	0.00072	5.31
Franchise Cost	\$267.38	X	2.14900%	5.75
State Tax				23.76
Municipal Tax				12.65

**Total Current Charges** **\$933.86**

**Thank you for your payment of \$780.41 on July 3, 2023**

**Total Amount Due** **\$933.86**

**Message Center**

**ComEd**

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- **BE AWARE OF EMAIL SCAMS:** Scammers can create fake websites and email addresses that mimic businesses like ComEd. One way to verify the name of the sender and business in the email is to look for misspellings and zeroes in place of the letter O. Learn more: [ComEd.com/Scams](http://ComEd.com/Scams)
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- **ILLINOIS COMMERCE COMMISSION CONSUMER DIVISION:** The Consumer Services Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.



An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance	\$933.86
Total Payments - Thank You	\$933.86
<b>Amount Due on September 1, 2023</b>	<b>\$927.52</b>

Issue Date August 17, 2023

**Visit ComEd.com**

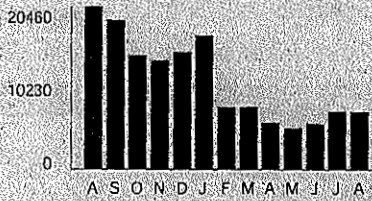
Customer Service / Power Outage

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Aug-22	20460
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260

Month Billed	Average Daily	
	kWh	Temp
Last Year	705.5	75
Last Month	230.6	73
<b>Current Month</b>	<b>250.3</b>	<b>74</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
7/18-8/16	230340243	General Service	Total kWh	1887 Actual	2008 Actual	121	60	7260
7/18-8/16	230340243	General Service	On Pk kW	0.00 Actual	0.46 Actual	0.46	60	27.84
7/18-8/16	230340243	General Service	Off Pk kW	0.00 Actual	0.46 Actual	0.46	60	27.74

Service from 7/18/2023 to 8/16/2023 - 29 Days Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions \$430.88**

ENERGY CHARG: 7260@.0594 PER KWH 430.88

Freepoint Energy Solutions 1-713-239-8000  
 Please refer to your supplier contract for details.

*9801-801*

**Delivery Services - ComEd POSTED \$271.79**

Customer Charge				16.87
Standard Metering Charge				6.26
Distribution Facilities Charge	27.84 kW	X	8.59000	239.15
IL Electricity Distribution Charge	7,260 kWh	X	0.00131	9.51

**Taxes and Other \$224.85**

Environmental Cost Recovery Adj	7,260 kWh	X	0.00052	3.78
Renewable Portfolio Standard	7,260 kWh	X	0.00502	36.45
Zero Emission Standard	7,260 kWh	X	0.00195	14.16
Carbon-Free Energy Resource Adj	7,260 kWh	X	0.01241	90.10

For Electric Supply Choices visit

Energy Efficiency Programs	7,260 kWh	X	0.00461	33.47
Energy Transition Assistance	7,260 kWh	X	0.00072	5.23
Franchise Cost	\$270.53	X	2.14900%	5.81
State Tax				23.38
Municipal Tax				12.47

**Total Current Charges** **\$927.52**

Thank you for your payment of \$933.86 on August 3, 2023

**Total Amount Due** **\$927.52**

**Message Center**

**ComEd**

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- **MYLAR BALLOONS & POWER LINES DON'T MIX!** Every year, thousands of residents across Northern Illinois are affected by power outages caused by foil balloons. If a foil or Mylar balloon touches a power line, it can cause power surges or service interruptions. Keep balloons tied securely while outside! If you see a balloon, or any object, caught in a power line, do not attempt to retrieve it. Call ComEd at 1-800-EDISON-1.
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An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

*Wood*

Issue Date September 18, 2023

**Bill Summary**

Previous Balance	\$927.52
Total Payments - Thank You	\$927.52
<b>Amount Due on October 3, 2023</b>	<b>\$940.33</b>

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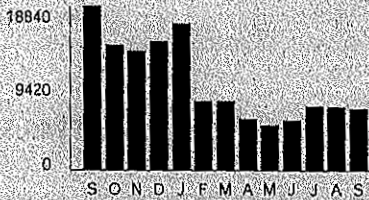
**Customer Service / Power Outage**

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Sep-22	18840
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260
Sep-23	7080

Month Billed	Average Daily	
	kWh	Temp
Last Year	628.0	72
Last Month	250.3	74
<b>Current Month</b>	<b>236.0</b>	<b>71</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading		Difference	Multiplier X	Usage
				Previous	Present			
8/16-9/15	230340243	General Service	Total kWh	2008 Actual	2126 Actual	118	60	7080
8/16-9/15	230340243	General Service	On Pk kW	0.00 Actual	0.49 Actual	0.49	60	29.54
8/16-9/15	230340243	General Service	Off Pk kW	0.00 Actual	0.47 Actual	0.47	60	28.49

Service from 8/16/2023 to 9/15/2023 - 30 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$420.20**

ENERGY CHARG: 7080@.0594 PER KWH

420.20

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

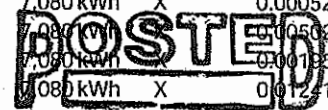
**\$286.45**

Customer Charge				16.87
Standard Metering Charge				6.27
Distribution Facilities Charge	29.54 kW	X	8.60000	254.04
IL Electricity Distribution Charge	7,080 kWh	X	0.00131	9.27

**Taxes and Other**

**\$219.77**

Environmental Cost Recovery Adj	7,080 kWh	X	0.00052	3.68
Renewable Portfolio Standard	7,080 kWh	X	0.00502	35.54
Zero Emission Standard	7,080 kWh	X	0.00185	13.81
Carbon-Free Energy Resource Adj	7,080 kWh	X	0.01241	87.86



For Electric Supply Choices visit



Energy Efficiency Programs	7,080 kWh	X	0.00461	32.64
Energy Transition Assistance	7,080 kWh	X	0.00072	5.10
Franchise Cost	\$285.42	X	2.14900%	6.13
State Tax				22.81
Municipal Tax				12.20
<b>Total Current Charges</b>				<b>\$926.42</b>
<b>Miscellaneous</b>				<b>\$13.91</b>
Current late payment charge (s) - electric				13.91

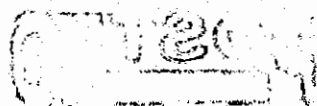
**Thank you for your payment of \$927.52 on September 7, 2023**

**Total Amount Due \$940.33**

**Message Center**

**ComEd**

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- **MYLAR BALLOONS & POWER LINES DON'T MIX!** Every year, thousands of residents across Northern Illinois are affected by power outages caused by foil balloons. If a foil or Mylar balloon touches a power line, it can cause power surges or service interruptions. Keep balloons tied securely while outside! If you see a balloon, or any object, caught in a power line, do not attempt to retrieve it. Call ComEd at 1-800-EDISON-1.
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

**Bill Summary**

Previous Balance \$940.33  
 Total Payments - Thank You \$940.33  
**Amount Due on November 1, 2023 \$1,127.46**

*Woodhead*

Issue Date October 17, 2023

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
9/15-10/16	230340243	General Service	Total kWh	2126 Actual	2278 Actual	152	60	9120
9/15-10/16	230340243	General Service	On Pk kW	0.00 Actual	0.55 Actual	0.55	60	32.93
9/15-10/16	230340243	General Service	Off Pk kW	0.00 Actual	0.50 Actual	0.50	60	30.22

Service from 9/15/2023 to 10/16/2023 - 31 Days

Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions**

**\$541.27**

ENERGY CHARG: 9120@.0594 PER KWH

541.27

**Freepoint Energy Solutions** 1-713-239-8000

Please refer to your supplier contract for details.

**Delivery Services - ComEd**

**\$318.29**

Customer Charge				16.87
Standard Metering Charge				6.27
Distribution Facilities Charge	32.93 kW	X	8.60000	283.20
IL Electricity Distribution Charge	9,120 kWh	X	0.00131	11.95

**Taxes and Other**

**\$267.90**

Environmental Cost Recovery Adj	9,120 kWh	X	0.00052	4.74
Renewable Portfolio Standard	9,120 kWh	X	0.00502	45.78
Zero Emission Standard	9,120 kWh	X	0.00195	17.78
Carbon-Free Energy Resource Adj	9,120 kWh	X	0.01092	99.59

For Electric Supply Choices visit

**POSTED**

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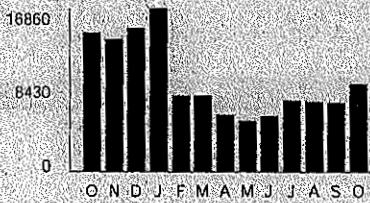
**Customer Service / Power Outage**

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**  
 13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Oct-22	14400
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260
Sep-23	7080
Oct-23	9120

Month Billed	Average Daily	
	kWh	Temp
Last Year	464.5	59
Last Month	236.0	71
Current Month	294.2	63

Energy Efficiency Programs	9,120 kWh	X	0.00461	42.04
Energy Transition Assistance	9,120 kWh	X	0.00072	6.57
Franchise Cost	\$317.70	X	2.14900%	6.83
State Tax				29.31
Municipal Tax				15.26

**Total Current Charges** **\$1,127.46**

**Thank you for your payment of \$940.33 on October 2, 2023**

**Total Amount Due** **\$1,127.46**

**Message Center**

**ComEd**

- **YOUR COMED BILL:** Need help understanding your bill line item definitions? Please visit us at [ComEd.com/UnderstandBill](http://ComEd.com/UnderstandBill) or call 800-334-7661
- **THE SUPPORT TO STOP A SCAM:** Sometimes knowing someone is in your corner is all you need for a little boost of confidence. If you're worried about energy scams, we have tips to keep you protected and hints on how to recognize scammers. Learn more: [ComEd.com/ScamAlert](http://ComEd.com/ScamAlert).
- **ENVIRONMENTAL DISCLOSURE STATEMENT:** ComEd's Annual Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





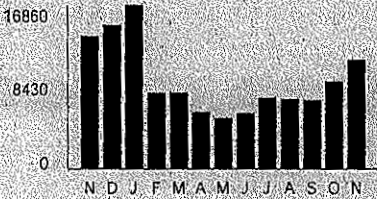
**Account Number 3483017039**  
 Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

Bill Summary	
Previous Balance	\$1,127.46
Total Payments - Thank You	\$1,127.46
<b>Amount Due on November 30, 2023</b>	<b>\$1,334.76</b>

**Visit ComEd.com**

**Customer Service / Power Outage English**  
 1.877.4COMED1 (1.877.426.6331)  
**Español**  
 1.800.95.LUCES (1.800.955.8237)  
**Hearing/Speech Impaired**  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Nov-22	13740
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260
Sep-23	7080
Oct-23	9120
Nov-23	11280

Month Billed	Average Daily	
	kWh	Temp
Last Year	473.8	52
Last Month	294.2	63
<b>Current Month</b>	<b>389.0</b>	<b>59</b>

Issue Date November 15, 2023

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
10/16-11/14	230340243	General Service	Total kWh	2278 Actual	2466 Actual	188	60	11280
10/16-11/14	230340243	General Service	On Pk kW	0.00 Actual	0.52 Actual	0.52	60	31.25
10/16-11/14	230340243	General Service	Off Pk kW	0.00 Actual	0.47 Actual	0.47	60	28.15

Service from 10/16/2023 to 11/14/2023 - 29 Days Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions** **\$669.47**

ENERGY CHAR: 11280@.0594 PER KWH 669.47

Freepoint Energy Solutions 1-713-239-8000  
 Please refer to your supplier contract for details.

*9801-801*

**Delivery Services - ComEd** **\$306.67**

Customer Charge				16.87
Standard Metering Charge				6.27
Distribution Facilities Charge	31.25 kW	X	8.60000	268.75
IL Electricity Distribution Charge	11,280 kWh	X	0.00131	14.78

**POSTED**

**Taxes and Other** **\$358.62**

Environmental Cost Recovery Adj	11,280 kWh	X	0.00052	5.87
Renewable Portfolio Standard	11,280 kWh	X	0.00502	56.63
Zero Emission Standard	11,280 kWh	X	0.00195	22.00
Carbon-Free Energy Resource Adj	11,280 kWh	X	0.01354	152.73

For Electric Supply Choices visit [pluginillinois.org](http://pluginillinois.org)

(continued on next page)

Energy Efficiency Programs	11,280 kWh	X	0.00461	52.00
Energy Transition Assistance	11,280 kWh	X	0.00072	8.12
Franchise Cost	\$305.86	X	2.14900%	6.57
State Tax				36.20
Municipal Tax				18.50

**Total Current Charges** **\$1,334.76**

Thank you for your payment of \$1,127.46 on November 3, 2023

**Total Amount Due** **\$1,334.76**

**Message Center**

**ComEd**

- Our new customer billing system launches early 2024. As part of this transition, your business will receive a new account number and your bill will have a new look. Visit [ComEd.com/BillingUpdate](http://ComEd.com/BillingUpdate).
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **BE AWARE OF EMAIL SCAMS:** Scammers can create fake websites and email addresses that mimic businesses like ComEd. One way to verify the name of the sender and business in the email is to look for misspellings and zeroes in place of the letter O. Learn more: [ComEd.com/Scams](http://ComEd.com/Scams)
- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





An Exelon Company

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

Bill Summary	
Previous Balance	\$1,334.76
Total Payments - Thank You	\$1,334.76
<b>Amount Due on January 2, 2024</b>	<b>\$1,533.53</b>

Issue Date December 18, 2023

Meter Information								
Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier X	Usage
11/14-12/15	230340243	General Service	Total kWh	2466 Actual	2689 Actual	223	60	13380
11/14-12/15	230340243	General Service	On Pk kW	0.00 Actual	0.48 Actual	0.48	60	28.78
11/14-12/15	230340243	General Service	Off Pk kW	0.00 Actual	0.50 Actual	0.50	60	30.17

Service from 11/14/2023 to 12/15/2023 - 31 Days Retail Delivery Service - 0 to 100 kW

**Electricity Supply Services - Freepoint Energy Solutions \$794.10**

ENERGY CHAR: 13380@.0594 PER KWH 794.10

Freepoint Energy Solutions 1-713-239-8000

Please refer to your supplier contract for details.



**Delivery Services - ComEd \$288.18**

Customer Charge				16.87
Standard Metering Charge				6.27
Distribution Facilities Charge	28.78 kW	X	8.60000	247.51
IL Electricity Distribution Charge	13,380 kWh	X	0.00131	17.53

**Taxes and Other \$451.25**

Environmental Cost Recovery Adj	13,380 kWh	X	0.00052	6.96
Renewable Portfolio Standard	13,380 kWh	X	0.00502	67.17
Zero Emission Standard	13,380 kWh	X	0.00195	26.09
Carbon-Free Energy Resource Adj	13,380 kWh	X	0.01562	209.09

For Electric Supply Choices visit

**Visit ComEd.com**

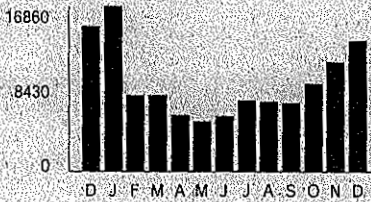
**Customer Service / Power Outage**

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile  
 13-Month Usage (Total kWh)**



**Electric Usage**

Month	kWh
Dec-22	14820
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260
Sep-23	7080
Oct-23	9120
Nov-23	11280
Dec-23	13380

Month Billed	Average Daily	
	kWh	Temp
Last Year	478.1	36
Last Month	389.0	50
<b>Current Month</b>	<b>431.6</b>	<b>39</b>

Energy Efficiency Programs	13,380 kWh	X	0.00461	61.68
Energy Transition Assistance	13,380 kWh	X	0.00072	9.63
Franchise Cost	\$287.05	X	2.14900%	6.17
State Tax				42.90
Municipal Tax				21.65

**Total Current Charges** **\$1,533.53**

**Thank you for your payment of \$1,334.76 on November 29, 2023**

**Total Amount Due** **\$1,533.53**

**Message Center**

**ComEd**

- We will transition to our new customer billing system beginning in early 2024. Your account number will change and you may need to use your new account number to update your payment information. Details at [ComEd.com/BillingUpdate](http://ComEd.com/BillingUpdate).
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **STOP ENERGY SCAMS:** Scammers may threaten to disconnect service in exchange for immediate payment or personal information. We will never demand payment using mobile-pay apps like QuickPay, Venmo and Zelle, prepaid cash cards, or cryptocurrency such as Bitcoin. Learn more: [ComEd.com/ScamAlert](http://ComEd.com/ScamAlert)
- **RESOLVING DISPUTES:** The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





An Exelon Company

Page 1 of 2

**Account Number 3483017039**

Name MALNATI ORGANIZATION  
 Service Location 3685 WOODHEAD DR BD  
 NORTHBROOK  
 Phone Number 847-562-1814

Issue Date January 19, 2024

**Bill Summary**

Previous Balance	\$1,533.53
Total Payments - Thank You	\$1,533.53
<b>Amount Due on February 5, 2024</b>	<b>\$803.63</b>

**Visit ComEd.com**

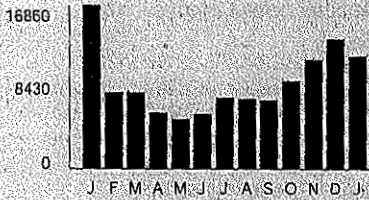
Customer Service / Power Outage

English  
 1.877.4COMED1 (1.877.426.6331)

Español  
 1.800.95.LUCES (1.800.955.8237)

Hearing/Speech Impaired  
 1.800.572.5789 (TTY)

**Your Usage Profile**  
 13-Month Usage (Total kWh)



**Electric Usage**

Month	kWh
Jan-23	16860
Feb-23	7920
Mar-23	7920
Apr-23	5880
May-23	5160
Jun-23	5700
Jul-23	7380
Aug-23	7260
Sep-23	7080
Oct-23	9120
Nov-23	11280
Dec-23	13380
Jan-24	11580

Month Billed	Average Daily	
	kWh	Temp.
Last Year	495.9	29
Last Month	431.6	39
<b>Current Month</b>	<b>330.9</b>	<b>32</b>

**Meter Information**

Read Dates	Meter Number	Load Type	Reading Type	Meter Reading			Multiplier X	Usage
				Previous	Present	Difference		
12/15-1/19	230340243	General Service	Total kWh	2689 Actual	2882 Actual	193	60	11580
12/15-1/19	230340243	General Service	On PK kW	0.00 Actual	0.51 Actual	0.51	60	30.55
12/15-1/19	230340243	General Service	Off PK kW	0.00 Actual	0.50 Actual	0.50	60	30.26

Service from 12/15/2023 to 1/19/2024 - 35 Days

Retail Delivery Service - 0 to 100 kW

**Delivery Services - ComEd**

**\$381.71**

Customer Charge				18.73
Standard Metering Charge				6.27
Distribution Facilities Charge	30.55 kW	X	11.21000	342.47
IL Electricity Distribution Charge	11,580 kWh	X	0.00123	14.24



**Taxes and Other**

**\$421.92**

Environmental Cost Recovery Adj	11,580 kWh	X	0.00022	2.55
Renewable Portfolio Standard	11,580 kWh	X	0.00502	58.13
Zero Emission Standard	11,580 kWh	X	0.00195	22.58
Carbon-Free Energy Resource Adj	11,580 kWh	X	0.01608	186.21
Energy Efficiency Programs	11,580 kWh	X	0.00691	80.02
Energy Transition Assistance	11,580 kWh	X	0.00072	8.34
Franchise Cost	\$371.40	X	2.14900%	7.98
State Tax				37.16
Municipal Tax				18.95

**Total Current Charges**

**\$803.63**

For Electric Supply Choices visit [pluginillinois.org](http://pluginillinois.org)



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Thank you for your payment of \$1,533.53 on January 2, 2024

**Total Amount Due**

**\$803.63**

**Message Center**

**ComEd**

- Your account number is changing in early 2024. You may need to use your new account number to update your payment information to help ensure your payments are applied to your account. Details at [ComEd.com/BillingUpdate](http://ComEd.com/BillingUpdate)
- CUSTOMER HANDBOOK: Need ComEd phone numbers, resources and other helpful information? [ComEd.com/Handbook](http://ComEd.com/Handbook) or call 800-334-7661
- CHECKLIST: View a copy of the ICC Commission 83 Ill. Adm. Code 280 rules at [ComEd.com/Part280](http://ComEd.com/Part280)
- Banking App Scams Are On The Rise! Do Not Pay Scammers. Imposters posing as ComEd employees may threaten to disconnect service in exchange for immediate payment or personal information. We will never demand payment using a third-party banking app such as Zelle, CashApp, QuickPay or Venmo. Learn more: [ComEd.com/ScamAlert](http://ComEd.com/ScamAlert).
- YOUR COMED BILL: Need help understanding your bill line item definitions? Please visit us at [ComEd.com/UnderstandBill](http://ComEd.com/UnderstandBill) or call 800-334-7661
- ENVIRONMENTAL DISCLOSURE STATEMENT: ComEd's Environmental Disclosure Statement can now be found online at [ComEd.com/EnvironmentalDisclosure](http://ComEd.com/EnvironmentalDisclosure)
- WAYS TO PAY: Looking for ways to pay your bill? Additional fees are no longer assessed on payments made by credit and debit card, or electronic check. And you can now use PayPal, it's secure, convenient and free! Visit [ComEd.com/Pay](http://ComEd.com/Pay)
- RESOLVING DISPUTES: The Illinois Commerce Commission Consumer Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.





AN EXELON COMPANY

**SERVICE FROM 1/19/24 THROUGH 2/23/24 (35 DAYS)**

Retail Delivery Service - 0 to 100 kW

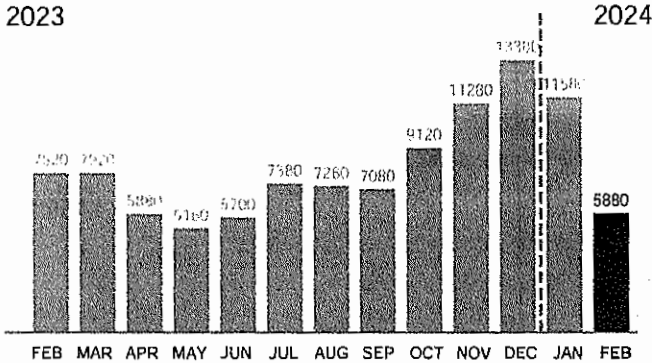
Malnati Organization  
3685 Woodhead Dr \*Unit Bd  
Northbrook, IL 60062  
(847) 562-1814

Total Amount Due by 3/11/24

**\$456.18**

Thank you for your payments totaling \$803.63.

**TOTAL USAGE (kWh)**



Current month's reading is Actual.

**AVERAGE DAILY USE (monthly usage/days in period)**

Current Month	25.4° avg. temp
<b>168.0</b> kWh	<b>38%</b> from last year
Last Month	31.6° avg. temp
<b>330.9</b> kWh	Last Year
	30.8° avg. temp
	<b>273.1</b> kWh

⚡ Ten 100W light bulbs for 1 hour = 1 kWh

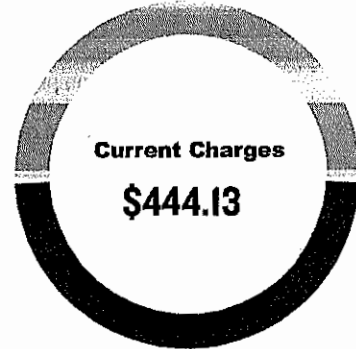
**CURRENT CHARGES SUMMARY**

See reverse side for details ↗

**SUPPLY**

You will receive a separate invoice for supply charges.

For Electric Supply Choices visit [mybilllogic.com](http://mybilllogic.com)



**TAXES & FEES \$218.04**

**POSTED**

**DELIVERY**  
\$228.09



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ComEd.com  
1.800.334.7661





AN EXELON COMPANY

**SERVICE FROM 2/23/24 THROUGH 3/22/24 (28 DAYS)**

Retail Delivery Service - 0 to 100 kW

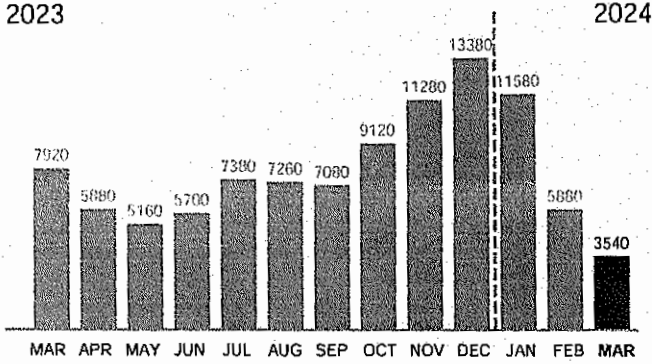
Malnati Organization  
3685 Woodhead Dr. Unit Bd  
Northbrook, IL 60062  
(847) 562-1814

Total Amount Due by 4/9/24

**\$545.46**

Thank you for your payments totaling \$456.18.

**TOTAL USAGE (kWh)**



**AVERAGE DAILY USE (monthly usage/days in period)**

Current Month	45.2° avg. temp
<b>126.4</b> kWh	↓ <b>51%</b> from last year

Last Month	0° avg. temp	Last Year	0° avg. temp
<b>168.0</b> kWh		<b>255.5</b> kWh	

💡 Ten 100W light bulbs for 1 hour = 1 kWh

**CURRENT CHARGES SUMMARY**

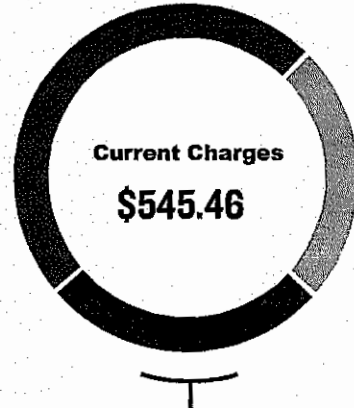
See reverse side for details ↗

**SUPPLY**  
\$267.16

Constellation NewEnergy provides your energy.

www.constellation.com  
1.844.636.3749

For Electric Supply Choices visit [nrg.inillinois.com](http://nrg.inillinois.com)



**TAXES & FFES \$146.47**

**POSTED**

**DELIVERY**  
\$131.83



ComEd delivers electricity to your business.

ComEd.com  
1.800.334.7661

**For Questions, Support, and Outages visit ComEd.com**

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 Español 1.800.95.LUCES (1.800.955.8237)  
 Hearing/Speech Impaired 1.800.572.5789 (TTY)  
 Federal Video Relay Services (VRS) Fedvrs.us/session/new

Total Amount Due by 4/9/24

**\$545.46**


<b>1</b>	<b>SERVICE ADDRESS</b>	3685 Woodhead Dr *Unit Bd Northbrook, IL 60062	Electric Choice ID: 7682877298	<b>\$545.46</b>
			Electric Choice ID: 7680404791	


**METER INFORMATION**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Present	Difference	Multiplier	Usage
2/23-3/22	230340243	General Service	Off Pk kW	0.00 Actual	0.11 Actual	0.11	x 60	6.89
2/23-3/22	230340243	General Service	On Pk kW	0.00 Actual	0.15 Actual	0.15	x 60	9.14
2/23-3/22	230340243	General Service	Total kWh	2980 Actual	3039 Actual	59	x 60	3540

**CHARGE DETAILS**

Retail Delivery Service - 0 to 100 kW 2/23/24 - 3/22/24 (28 Days)

 <b>SUPPLY - CONSTELLATION NEWENERGY</b>	<b>\$267.16</b>
Market Charges	\$0.00
Fixed Price Transactions .0754689 KH 3540	\$267.16

 <b>DELIVERY - ComEd</b>	<b>\$131.83</b>
Customer Charge	\$18.74
Standard Metering Charge	\$6.28
Distribution Facility Charge	9.14 kW X 11.21000 \$102.46
IL Electricity Distribution Charge	3,540 kWh X 0.00123 \$4.35

<b>TAXES &amp; FEES</b>	<b>\$146.47</b>
Environmental Cost Recovery Adj	3,540 kWh X 0.00022 \$0.78
Renewable Portfolio Standard	3,540 kWh X 0.00502 \$17.77
Zero Emission Standard	3,540 kWh X 0.00195 \$6.90
Carbon-Free Energy Resource Adj	3,540 kWh X 0.02060 \$72.92
Energy Efficiency Programs	3,540 kWh X 0.00691 \$24.46
Energy Transition Assistance	3,540 kWh X 0.00072 \$2.55
Franchise Cost	\$124.95 X 2.14900% \$2.69
State Tax	\$11.51

Municipal Tax	\$6.89
<b>Service Period Total</b>	<b>\$545.46</b>

<b>MISCELLANEOUS</b>	<b>\$0.00</b>
Charges/Credits from previous bill	\$456.18
<b>Thank You for Your Payment of \$456.18 on March 11, 2024</b>	
<b>Total Amount Due</b>	<b>\$545.46</b>

**UPDATES**

- ComEd**
- **PRICE TO COMPARE:** The ComEd electric supply price to compare is 6.94 cents per kWh. This price does not include a monthly purchased electricity adjustment factor. For more information and supplier offers visit <https://www.pluginillinois.org/fixerate.aspx>. For more information on ComEd bill line items go to [ComEd.com/UnderstandBill](https://www.comed.com/UnderstandBill).
  - We are concerned that you have not been paying your electric bills promptly. Until now, we have provided electric service to you without requiring a deposit. However, if this late payment pattern continues, we will request a deposit.

(continued on next page)



AN EXELON COMPANY

**SERVICE FROM 3/22/24 THROUGH 4/22/24 (31 DAYS)**  
Retail Delivery Service - 0 to 100 kW

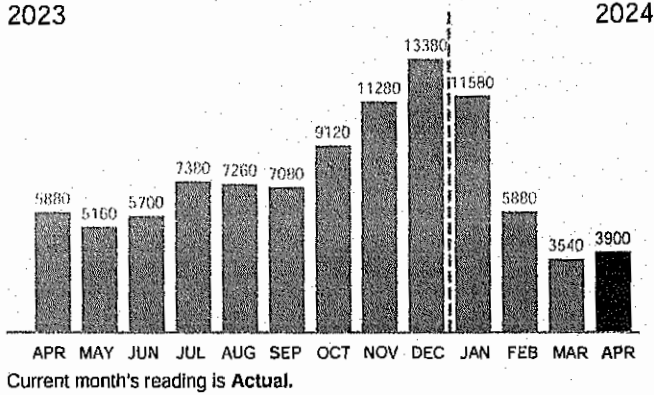
**Total Amount Due by 5/8/24 \$616.72**

Mainati Organization  
3685 Woodhead Dr \*Unit Bd  
Northbrook, IL 60062  
(847) 562-1814

*Woodhead*

Thank you for your payments totaling \$545.46. ✓

**TOTAL USAGE (kWh)**



**AVERAGE DAILY USE (monthly usage/days in period)**

Current Month	50.0° avg. temp
<b>125.8 kWh</b>	<b>38%</b> from last year
Last Month	45.2° avg. temp
<b>126.4 kWh</b>	Last Year
	0° avg. temp
	<b>202.8 kWh</b>

💡 Ten 100W light bulbs for 1 hour = 1 kWh

**CURRENT CHARGES SUMMARY**

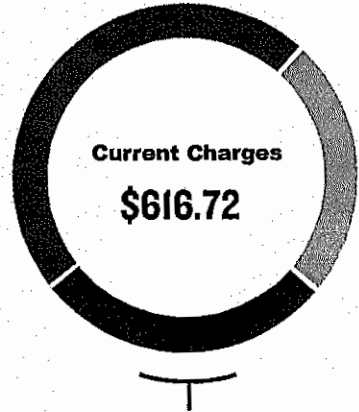
See reverse side for details ↗

**SUPPLY**  
\$294.33

Constellation NewEnergy provides your energy.

www.constellation.com  
1.844.636.3749

For Electric Supply Choices visit [pluginillinois.org](http://pluginillinois.org)



**POSTED**

**DELIVERY**  
\$149.77

ComEd delivers electricity to your business.

ComEd.com  
1.800.334.7661

**TAXES & FEES \$172.62**

**For Questions, Support, and Outages visit ComEd.com**

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 Español 1.800.95.LUCES (1.800.955.8237)  
 Hearing/Speech Impaired 1.800.572.5789 (TTY)  
 Federal Video Relay Services (VRS) Fedvrs.us/session/new

Total Amount Due by 5/8/24

**\$616.72**

<b>1</b>	<b>SERVICE ADDRESS</b>	3685 Woodhead Dr *Unit Bd Northbrook, IL 60062	Electric Choice ID: 7682877298	<b>\$616.72</b>
			Electric Choice ID: 7680404791	


**METER INFORMATION**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Present	Difference	Multiplier	Usage
3/22-4/22	230340243	General Service	Off Pk kW	0.00 Actual	0.18 Actual	0.18	x 60	11.04
3/22-4/22	230340243	General Service	On Pk kW	0.00 Actual	0.18 Actual	0.18	x 60	10.70
3/22-4/22	230340243	General Service	Total kWh	3039 Actual	3104 Actual	65	x 60	3900

**CHARGE DETAILS**

Retail Delivery Service - 0 to 100 kW 3/22/24 - 4/22/24 (31 Days)

	<b>SUPPLY - CONSTELLATION NEWENERGY</b>	<b>\$294.33</b>
Market Charges		\$0.00
Fixed Price Transactions .0754692 KH 3900		\$294.33

	<b>DELIVERY - ComEd</b>	<b>\$149.77</b>
Customer Charge		\$18.74
Standard Metering Charge		\$6.28
Distribution Facility Charge	10.70 kW X 11.21000	\$119.95
IL Electricity Distribution Charge	3,900 kWh X 0.00123	\$4.80

<b>TAXES &amp; FEES</b>		<b>\$172.62</b>
Environmental Cost Recovery Adj	3,900 kWh X 0.00033	\$1.29
Renewable Portfolio Standard	3,900 kWh X 0.00502	\$19.58
Zero Emission Standard	3,900 kWh X 0.00195	\$7.61
Carbon-Free Energy Resource Adj	3,900 kWh X 0.02339	\$91.22
Energy Efficiency Programs	3,900 kWh X 0.00691	\$26.95
Energy Transition Assistance	3,900 kWh X 0.00072	\$2.81
Franchise Cost	\$142.63 X 2.14900%	\$3.07
State Tax		\$12.66

Municipal Tax	\$7.43
<b>Service Period Total</b>	<b>\$616.72</b>

**MISCELLANEOUS \$0.00**

Charges/Credits from previous bill \$545.46  
 Thank You for Your Payment of \$545.46 on April 15, 2024

<b>Total Amount Due</b>	<b>\$616.72</b>
-------------------------	-----------------

**UPDATES**

- ComEd**
- We are concerned that you have not been paying your electric bills promptly. Until now, we have provided electric service to you without requiring a deposit. However, if this late payment pattern continues, we will request a deposit.

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*235 265  
cleared  
5/24*

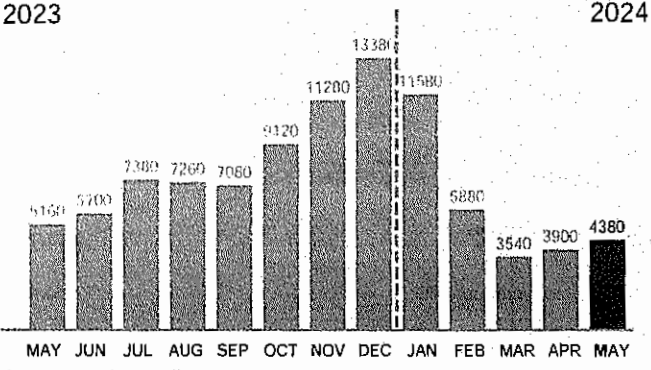
**SERVICE FROM 4/22/24 THROUGH 5/21/24 (29 DAYS)**  
Retail Delivery Service - 0 to 100 kW

Malnati Organization  
3685 Woodhead Dr \*Unit Bd  
Northbrook, IL 60062  
(847) 562-1814

Past Balance Due Immediately	<del>\$816.72</del>
New Charges Due by 6/6/24	<b>\$691.22</b>
<b>Total Amount Due</b>	<b>\$1,307.94</b>

*Wood*

**TOTAL USAGE (kWh)**



**AVERAGE DAILY USE (monthly usage/days in period)**

Current Month	64.7° avg. temp
<b>151.0 kWh</b>	<b>↓ 15%</b> from last year
Last Month	50.0° avg. temp
<b>125.8 kWh</b>	Last Year
	0° avg. temp
	<b>177.9 kWh</b>

⚡ Ten 100W light bulbs for 1 hour = 1 kWh

**CURRENT CHARGES SUMMARY**

See reverse side for details ↪

**SUPPLY**  
\$330.56

**DELIVERY**  
\$209.25

Constellation NewEnergy provides your energy.

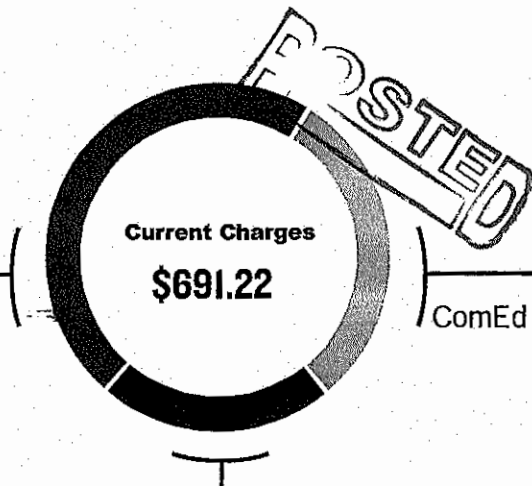
www.constellation.com  
1.844.636.3749

ComEd delivers electricity to your business.

ComEd.com  
1.800.334.7661

For Electric Supply Choices visit [www.constellation.com](http://www.constellation.com)

**TAXES & FEES \$151.14**





**For Questions, Support, and Outages visit ComEd.com**

English **1.877.4COMEDI (1.877.426.6331)**  
 Español **1.800.95.LUCES (1.800.955.8237)**  
 Hearing/Speech Impaired **1.800.572.5789 (TTY)**  
 Federal Video Relay Services (VRS) **Fedvrs.us/session/new**

Past Balance Due Immediately	<b>\$616.72</b>
New Charges Due by 6/6/24	<b>\$691.22</b>
<b>Total Amount Due</b>	<b>\$1,307.94</b>

<b>1</b>	<b>SERVICE ADDRESS</b>	3685 Woodhead Dr *Unit Bd Northbrook, IL 60062	Electric Choice ID: 7682877298	<b>\$691.22</b>
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**METER INFORMATION**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Present	Difference	Multiplier	Usage
4/22-5/21	230340243	General Service	Off Pk kW	0.00 <b>Actual</b>	0.30 <b>Actual</b>	0.30	x 60	<b>17.78</b>
4/22-5/21	230340243	General Service	On Pk kW	0.00 <b>Actual</b>	0.25 <b>Actual</b>	0.25	x 60	<b>15.17</b>
4/22-5/21	230340243	General Service	Total kWh	3104 <b>Actual</b>	3177 <b>Actual</b>	73	x 60	<b>4380</b>

**CHARGE DETAILS**

Retail Delivery Service - 0 to 100 kW 4/22/24 - 5/21/24 (29 Days)

 <b>SUPPLY - CONSTELLATION NEWENERGY</b>	<b>\$330.56</b>
Market Charges	\$0.00
Fixed Price Transactions .0754703 KH 4380	\$330.56

 <b>DELIVERY - ComEd</b>	<b>\$209.25</b>
Customer Charge	\$19.36
Standard Metering Charge	\$6.56
Distribution Facility Charge	15.17 kW X 11.73000 \$177.94
IL Electricity Distribution Charge	4,380 kWh X 0.00123 \$5.39

**TAXES & FEES**

Environmental Cost Recovery Adj	4,380 kWh X 0.00033 \$1.45
Renewable Portfolio Standard	4,380 kWh X 0.00502 \$21.99
Zero Emission Standard	4,380 kWh X 0.00195 \$8.54
Carbon-Free Energy Resource Adj	4,380 kWh X 0.01355 \$59.35
Energy Efficiency Programs	4,380 kWh X 0.00691 \$30.27
Energy Transition Assistance	4,380 kWh X 0.00072 \$3.15
Franchise Cost	\$201.24 X 2.14900% \$4.32
State Tax	<b>\$14.19</b>

Municipal Tax	\$8.15
<b>Service Period Total</b>	<b>\$691.22</b>

<b>MISCELLANEOUS</b>	<b>\$616.72</b>
Charges/Credits from previous bill	\$616.72
<b>Total Amount Due</b>	<b>\$1,307.94</b>

**UPDATES**

ComEd

- We are concerned that you have not been paying your electric bills promptly. Until now, we have provided electric service to you without requiring a deposit. However, if this late payment pattern continues, we will request a deposit.

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AN EXELON COMPANY

**SERVICE FROM 5/21/24 THROUGH 6/20/24 (30 DAYS)**  
Retail Delivery Service - 0 to 100 kW

Malnati Organization  
3685 Woodhead Dr \*Unit Bd  
Northbrook, IL 60062  
(847) 562-1814

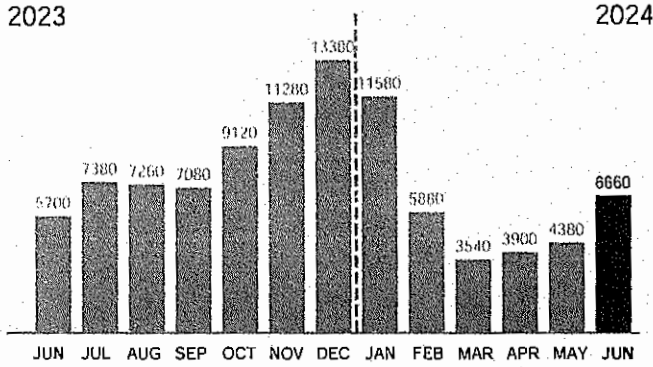
WOOD

Total Amount Due by 7/8/24

**\$1,046.27**

Thank you for your payments totaling \$1,307.94.

**TOTAL USAGE (kWh)**



Current month's reading is Actual.

**AVERAGE DAILY USE (monthly usage/days in period)**

Current Month	73.2° avg. temp
<b>222.0 kWh</b>	<b>↑ +17%</b> from last year

Last Month	64.7° avg. temp	Last Year	0° avg. temp
<b>151.0 kWh</b>		<b>190.0 kWh</b>	

Ten 100W light bulbs for 1 hour = 1 kWh

**CURRENT CHARGES SUMMARY**

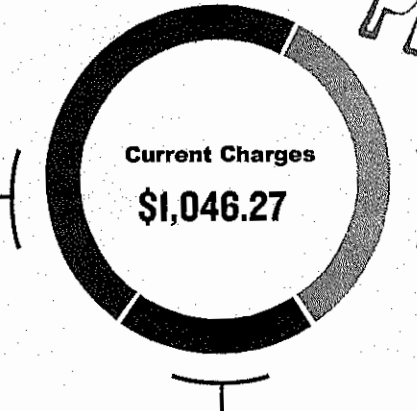
See reverse side for details

**SUPPLY**  
\$502.63

Constellation NewEnergy provides your energy.

www.constellation.com  
1.844.636.3749

For Electric Supply Charges...



**DELIVERY**  
\$346.30

ComEd delivers electricity to your business.

ComEd.com  
1.800.334.7661

TAXES & FEES \$107.00

**For Questions, Support, and Outages visit ComEd.com**

**Total Amount Due by 7/8/24 \$1,046.27**

English **1.877.4COMEDI (1.877.426.6331)**  
 Español **1.800.95.LUCES (1.800.855.8237)**  
 Hearing/Speech Impaired **1.800.572.5789 (TTY)**  
 Federal Video Relay Services (VRS) **Fedvrs.us/session/new**


**1 SERVICE ADDRESS** 3685 Woodhead Dr \*Unit Bd Northbrook, IL 60062 Electric Choice ID: 7682877298 **\$1,046.27**


**METER INFORMATION**

Read Dates	Meter Number	Load Type	Reading Type	Previous	Present	Difference	Multiplier	Usage
5/21-6/20	230340243	General Service	Off Pk kW	0.00 <b>Actual</b>	0.45 <b>Actual</b>	0.45	x 60	<b>26.76</b>
5/21-6/20	230340243	General Service	On Pk kW	0.00 <b>Actual</b>	0.44 <b>Actual</b>	0.44	x 60	<b>26.64</b>
5/21-6/20	230340243	General Service	Total kWh	3177 <b>Actual</b>	3288 <b>Actual</b>	111	x 60	<b>6660</b>

**CHARGE DETAILS**

Retail Delivery Service - 0 to 100 kW 5/21/24 - 6/20/24 (30 Days)

 **SUPPLY - CONSTELLATION NEWENERGY \$502.63**  
 Market Charges \$0.00  
 Fixed Price Transactions .07547 KH 6660 \$502.63

 **DELIVERY - ComEd \$346.30**  
 Customer Charge \$19.34  
 Standard Metering Charge \$6.55  
 Distribution Facility Charge \$312.22  
 IL Electricity Distribution Charge 26.64 kW X 11.72000 \$8.19  
 6,660 kWh X 0.00123

**TAXES & FEES**

Environmental Cost Recovery Adj 6,660 kWh X 0.00033 \$2.20  
 Renewable Portfolio Standard 6,660 kWh X 0.00502 \$33.43  
 Zero Emission Standard 6,660 kWh X 0.00195 \$12.99  
 Carbon-Free Energy Resource Adj 6,660 kWh X 0.00880 \$58.61  
 Energy Efficiency Programs 6,660 kWh X 0.00691 \$46.02  
 Energy Transition Assistance 6,660 kWh X 0.00072 \$4.80  
 Franchise Cost \$336.34 X 1.85700% \$6.25  
 State Tax \$21.47

Municipal Tax \$11.57  
 Service Period Total **\$1,046.27**

**MISCELLANEOUS**

**\$0.00**  
 Charges/Credits from previous bill \$1,307.94  
 Thank You for Your Payment of \$616.72 on May 24, 2024  
 Thank You for Your Payment of \$691.22 on June 05, 2024  
**Total Amount Due \$1,046.27**

**UPDATES**

ComEd  
 • We are concerned that you have not been paying your electric bills promptly. Until now, we have provided electric service to you without requiring a deposit. However, if this late payment pattern continues, we will request a deposit.

(continued on next page)



AN EXELON COMPANY

- **POWERLINE SAFETY:** Water and electricity don't mix - that's why it's important to be aware of your surroundings and watch out for electrical hazards when working or playing around water recreation areas. Look for overhead power lines before performing activities such as casting a fishing line, using a pool skimming tool or raising a boat mast, and NEVER swim around docks with electrical equipment or boats plugged into shore power. Always keep yourself or any conductive material a minimum of 10 feet away from any power line. Call 1-800-Edison-1 before working near power lines. Learn more at [ComEd.com/Safety](http://ComEd.com/Safety).
- **THE SUPPORT TO STOP A SCAM:** The ability to send money through mobile-pay apps linked to your personal bank account or credit card like QuickPay, Zelle and Venmo make it easier to fall for scam attempts. Scammers claim they didn't see the transaction and ask it to be sent again - scamming you twice. Take steps to protect yourself from energy fraud. We can help with tips and hints to recognize potential scams and legitimate ComEd employees. Learn more: [ComEd.Com/ScamAlert](http://ComEd.Com/ScamAlert)
- **WAYS TO PAY:** Looking for ways to pay your bill? Visit [ComEd.com/PAY](http://ComEd.com/PAY)
- **ILLINOIS COMMERCE COMMISSION CONSUMER DIVISION:** The Consumer Services Division is available at 800-524-0795 to help resolve disputes with ComEd. However, customers should contact ComEd before seeking assistance from the ICC.







# Podcast Studio

## Project Portfolio

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# Spotify

Mateo - Studio D

Known as Spotify's Flagship Podcast Studio D, the dual place setting offers a formal and casual option for video podcasting. SPL Systems worked with Spotify and their architects to cultivate a perfect fusion of functional recording technology and sleek, modern design. Studio D boasts the top in cloud recording, allowing engineers to control locally and editors to finalize remotely.

One of the more unique solutions we provided was Canon cameras on robotic arms for engineers with supplemental PTZ cameras for every day users.

The lighting grid consists of multiple patch points allowing flexibility for creative directors with Arri Fresnels, Sky Panels, and accent fixtures.

Digitally networked audio allows routing of inputs to podcaster's headphones and speaker monitors as needed with individual volume controls.

*Continue to the next page...*



# Spotify

Mateo - Studio D Control Room

In a modern world, giving engineers and editors access to files is crucial. Studio D Control Room was designed to allow for on-premise recording to a NAS via Softron solution. Recordings are uploaded to Frame.io and are accessible anywhere in the world for editing via proxy.

While control rooms typically keep control surfaces separate for audio, video, and lighting; SPL integrated dual iPad Pros operating Q-Sys for an all-in-one surface control panel. Engineers can use the Q-Sys interface for simplistic control or switch to individual surface controllers for a finer touch.

The Q-Sys custom design controls Ross Ultrix video routing, studio cameras, recording, lighting, and audio. Added enhancements include Grace Design Preamps, Zevo Preamps, and Neuman Reference Monitors.





# The Ringer

Studio

SPL Systems was entrusted with helping to develop The Ringer's live-to-tape with streaming studio at Spotify's Mateo building in L.A. The key to success was building infrastructure to allow flexibility and stability through a variety of protocols to match the variety of podcast shows produced by The Ringer.

Lighting technologies included Chauvet Pro OnAir Light Panels with Ovation Spots.

Cameras included Panasonic 4K PTZ and Canon C500 cameras.

Audio incorporated an array of items including high-end Neuman and Shure microphones and more.

*Continue to the next page...*



# The Ringer

## Control Room

Building control on the the backbone fiber networks, SPL chose Q-Sys once again to easily control digital patches with analog patches for added flexibility.

With the custom user control interfaces (UCI) built in Q-Sys, engineers can easily route, mix, and switch video.

Video elements being controlled with UCI include Blackmagic Constellation, Teranex Scalers, and AJA Fiber Transceivers.

Pro Tools and Q-Sys auto mix allowing for a finalized product with minimal effort for a broadcast quality live stream.

Lighting presets were built in Chamsys QuickQ and are called up by the same UCI as the audio and video.





# Podcart & More

## Flexible Podcasting

Many podcasters wear multiple hats from finding guests, writing and producing the show, dealing with the technology, editing in post production, all the way to posting and promoting the final content. Podcart has taken the technology out of the thought process. What started as a need to bring a podcast in and out of a music or broadcast studio, has ended with a fully mobile podcasting solution from SPL Systems. The Podcart can be folded to fit through a standard door, operates on 8 hour battery, and automatically mixes and uploads your recordings to the cloud. Visit our website for more: [Podcart](#)

SPL Systems' vision of Podcart brought true entrepreneurship to the equation with developing needed technology through its sister company [Zevo Audio](#). SPL is deploying their very own microphone headphone Dante preamps called [Dobry](#), and [Zevo Cloud](#) studio management software with Zevo Core for automated cloud uploads as well.



## Other Notable Studios

From causal podcast studios to commercial multi use studios and live stages.

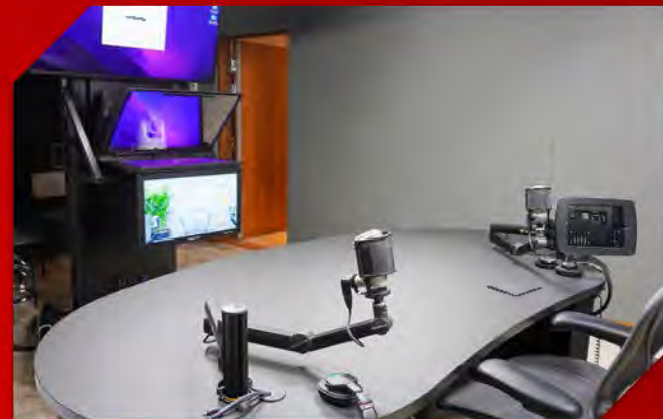
From L.A., Chicago, to New York

From USA to the UK, Sweden, Tokyo, and Germany.

SPL System specializes in custom solutions for recording studios.

### Photos starting top left and clockwise:

- Gimlet Studio A
- Sweden CEO Office Studio
- NYC 4 World Trade Center - Client Meeting Studio
- Wall Street Journal Studio



## The SPL Approach

SPL Systems approaches studios for two main modes of operation:

1. **Everyday Novice Users:** Anyone can walk into a studio, turn it on, hit record, and have a working production.
2. **Engineer Users:** While it's great to have a simplistic interface, some productions require a specific touch of detail. For this we offer "advanced mode" that adds the full edit, switching, and mixing features to a studio.

SPL elevates any user's experience through integrated control, custom user interfaces, and intelligent solutions.



**Grow. Build.**  
***Tell*...With SPL.**



**Phone:** (847) 430-4700

**Address:** 8111 St. Louis Ave 2F  
Skokie IL 60076

# **SPL** Productions

**Grow Build *Tell***





**To our future partners,**

I founded SPL in 2010 in humble beginnings. Surrounding myself with the best people, we grew quickly into a multi-million dollar per year systems installation and production company. This grassroots genesis fostered a remarkably close-knit team with a tremendous devotion to every detail. Our success was, and is, our people.

The incredible team we have, their diligence and ingenuity especially, allows us to implement incredibly complex systems simply and elegantly. Our people are our calling card and I could not be more grateful to have them. On behalf of the entire team here, I want to welcome you and give you a brief insight into the caliber of people you will be working alongside.

Thank you for the opportunity to bid and we all look forward to working

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matt Gajowniczek'. The signature is fluid and cursive, written over a white background.

**Matt Gajowniczek**

President

Sound, Production & Lighting LLC



## ...Customers Retained

# 93%

The people-forward focus at SPL, allows us to keep our client's needs front and center. With the inventive and cutting edge team we have here, we exceed even our client's "best-case" returns on their investment. We are devoted to designing and producing unique, memorable, and flawless events for our clients and their attendees.



## 3x Growth Since 2020...

Our average project sizes are growing at a rate of 30% per year, and SPL is quickly growing with them. By investing heavily in the most modern, flexible, and scalable equipment and systems SPL is able to handle any project or challenge, no matter how unique.



**Matt Gajowniczek**  
President

**Mike Ross**  
Vice President

**Andy Burrows**  
Marketing Director

**Amy Gajowniczek**  
AP/AR Director

**Michael Harward**  
Senior Director  
National Accounts

**Mike Kellner**  
Project Manager

**Joe Canham**  
Project Manager

**Matt Sheeley**  
Senior Project Manager

**Gary Echelmeyer**  
Technical Drawings

**Carlos Lopez**  
Lead Event Technician

**Aaron Wells**  
Lead Event Technician

**Christie Voyles**  
Warehouse Manager

**Warehouse Teams**  
Full/Part Time Teams

**Production  
Department**



**Good People**  
Good Business



# Production Leads

## Mike Ross

### Vice President

Mike is the Vice President and Director of Event Production at SPL. He oversees all production accounts and projects at SPL, making sure nothing gets missed. With a background in theatrical design and technology Mike approaches all projects with the final goals and real world uses in mind.

- > **Co-owner of SPL**
- > **Over 20 years experience**
- > **Background in system design.**

#### **A Quote from Mike:**

*"I will find the other end of this cable...no matter what."*

## Michael Harward

### S.D. National Accounts

Michael is the Senior Director of National Accounts at SPL. He has a long history of success in AV and event sales. The first and primary point of contact for many clients, Michael ensures that the customers are the priority and the event is designed around delivering their message clearly and memorably for all attendees.

- > **SPL Sales Lead**
- > **Over 35 years experience**
- > **Background in event producing**

#### **A Quote from Michael:**

*"I was never taught how to do a job poorly, therefore, I do not."*



## Matt Sheeley

### Senior Project Manager

With an extensive background in the entertainment industry, Matt brings over two decades of experience and a B.F.A. in Theatre Design & Technology to the table with him as a Production Manager.

- > **Has produced countless shows**
- > **Over 25 years experience**
- > **Background in theatrical lighting design**

#### A Quote from Matt:

*"If it doesn't look good...it isn't good.  
Plain and simple."*

**Production  
Leads**

## Joe Canham

### Project Manager

Joe is a project manager at SPL. With a background in hotel AV he is used to high touch and detail oriented production support. His diligence and skill set are a tremendous asset to every project.

- > **Schedules over 4,500 labor calls per year**
- > **Over 18 years experience**
- > **Hospitality AV background**

#### A Quote from Joe:

*"The cable runs maketh the man..."*

## Selected Projects

2022

### Drug Information Association

- > Provided the complete AV services for an event of 3,000+ attendees, from meeting rooms to the expo floor.
- > 25 sessions rooms, all with hybrid virtual attendees and presenters.
- > Created custom motion graphics, speaker walkup looks, and PowerPoint Templates for all presentations.

**3,000+**  
Attendees

### Hermès In The Making

- > Major brand marketing activation for over three weeks.
- > Created customized demo spaces for Hermes artisans to showcase their craft.
- > 18 directional parabolic dome speakers for localized listening areas.

**21**  
Days of Live Events



# Selected Projects

2022



## John Deere Spring Training

- > Seven days of live broadcast to an audience of thousands
- > Constructed a five camera broadcast studio at the client's facilities to produce all segments in.
- > Curved LED wall for backgrounds and product showcases.

**10,000+**  
viewers

## The Financial Brand Forum

- > Global Annual Meeting for 2,500 attendees
- > A-List Speakers and Special Guests
- > Multi source video backgrounds for presentations, wide screen motion graphics, and animations.

**140'**  
Of Screens



Grow Build *Tell*

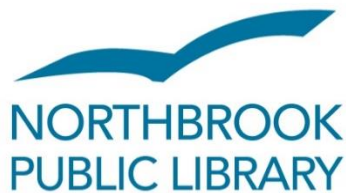
*★ Thank You!*

**Email:** [Sales@splchicago.com](mailto:Sales@splchicago.com)

**Phone:** (847) 430-4700

**Address:** 8111 St Louis Ave 2F  
Skokie, Illinois 60076





## Memorandum

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DATE: October 17, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Staff Appreciation Week

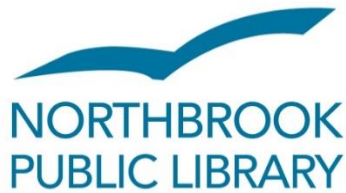
Each year, the board expresses its appreciation for the library staff during Staff Appreciation Week in various ways. In the past, this has included gestures such as enhancing the staff lounge or providing treats like Dairy Queen Blizzards or other food items on different days throughout the week. While sweet treats are always enjoyed, we'd like to offer some additional ideas that may also resonate with the staff. In June-July 2024, HR Director Becky Moore held six small group sessions with staff to discuss, among other topics, their preferences for receiving feedback and recognition.

Based on these discussions, we have compiled the following suggestions:

- A personalized video message from the board to staff members, highlighting their contributions and the positive impact on the Northbrook community.
- Decorating the staff lounge to create a festive atmosphere during Staff Appreciation Week.
- Themed gift baskets featuring items such as locally made products, snacks, or wellness-focused items.
- Personalized or handwritten notes for staff, acknowledging their efforts and dedication.

The Leadership Team extends its heartfelt thanks to the board for their unwavering support of our staff, both during Staff Appreciation Week and throughout the year.





## Memorandum

---

DATE: October 11, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Annual Library Visit

Each year the Library board visits an area library that has recently undergone renovations or has a new building. In the past, we have visited:

Year	Library	Type
2023	Glenview	Renovation
2022	Palatine	Renovation
2021	No Visit due to COVID	
2020	No Visit due to COVID	
2019	Lake Villa	New building
2018	Skokie	Renovation
2017	Indian Trails	Renovation
2017	Winnetka Northfield	Makerspace Tour

This year, I am recommending we visit the Schaumburg Township District Library in February or March. They recently completed a significant renovation of their 2<sup>nd</sup> floor which includes staff spaces, adult non-fiction, teen spaces, and a maker space. In the previous year, they updated the Youth Services and other first floor spaces. They also used Product Architecture & Design as their architect.

If the board prefers to go elsewhere, we could also do:

- Prospect Heights- neighbor & smaller library that was renovated in 2023 by Product Architecture & Design
- Skokie- did a massive renovation over the pandemic. Might be fun to see what is different from the 2018 visit