

**AGENDA - REGULAR BOARD MEETING
 GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
 WEDNESDAY, MAY 20, 2026 - 7:00 PM
 HAMMOND ROOM
 320 PARK AVE.
 GLENCOE, IL 60022**

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- 1) CALL TO ORDER - 7:00 p.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) CONSENT AGENDA (ACTION)
 - a. [Approval of April 15, 2026, Regular Board Meeting minutes](#) 3
- 5) PUBLIC COMMENT
- 6) [COMMUNICATIONS](#) 8
- 7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY
- 8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION
- 9) [BUILDING RENOVATION UPDATE PRESENTATION FROM ERIN CABONARGI, URBAN-ReSOLVE](#) 12
- 10) COMMITTEE REPORTS - 7:20 p.m.
 - a. [Building & Grounds](#) 17
 - b. Building Renovation
 - c. Capital Campaign
 - d. [Finance](#) 19
 - e. [Marketing](#) 31
 - f. [Plan Commission](#) 32

g.	Planning	
h.	Policy & Bylaws	
i.	Sustainability Task Force	33
j.	Technology	35
11)	REPORT OF THE EXECUTIVE DIRECTOR - 7:45 p.m.	
a.	Director's Report - from April 16 to May 15, 2026	36
b.	Monthly Statistics - April 2026	41
c.	Continuing Education Reports - 2026 Public Library Association Conference	
(1)	Matthew Byrd, Technology Librarian	46
(2)	Ann Finstad, Children's Services & Public Operations Manager	50
(3)	Grace Hayek, Head of Programs & Communications	55
(4)	Andrew Kim, Executive Director	57
12)	NEW BUSINESS (ACTION)	
a.	Consideration to accept the Proposal for Library Renovation Design and Engineering Services from Skidmore, Owings & Merrill	61
b.	Consideration to adopt Board Resolution for Naming Rights to the Lobby Lounge	114
13)	CLOSED SESSION	
14)	ADJOURNMENT	

REGULAR BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
WEDNESDAY, APRIL 15, 2026 – 7:00 P.M.
HAMMOND ROOM
320 PARK AVENUE, GLENCOE, ILLINOIS 60022

UNAPPROVED MINUTES

1) CALL TO ORDER:

President Parfitt called the meeting to order at 6:59 p.m.

2) ROLL CALL:

The following Trustees were present: Jim Fiffer, Bob Kimble, George Krafcisin, Linda Lin, Roger Parfitt, Michael Pope, and Nan Weiss-Ham. Present were library management team members Danny Burdett, Ann Finstad, Grace Hayek, Dale Heath, and Andrew Kim, Executive Director. Also present were Library Foundation Vice President Kathy Doyle, Friends President Marti Wick, and library staff member Jeff D’Anastasio.

3) ADDITIONS TO THE AGENDA:

There were no additions to the agenda.

4) CONSENT AGENDA:

- a. Approval of the March 18, 2026, Regular Board Meeting (RBM) minutes

A MOTION was made by Trustee Fiffer, and seconded by Trustee Krafcisin **TO APPROVE THE MARCH 18, 2026, RBM MINUTES AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Kimble, Krafcisin, Lin, Parfitt, Pope, Weiss-Ham
Nays: None

- b. Approval of the Investment Policy revision

The proposed wording changes for the revision are summarized on Board Packet (BP) page 8. An addition was made to the “Ethics and Conflicts of Interest” section that the Director must disclose to the Board any personal business conflicts with the library’s investments (BP pages 10, 14).

Trustee Krafcisin noted a typo where “on” should replace “or” (bottom of BP pages 9, 13).

A MOTION was made by Trustee Pope, and seconded by Trustee Lin **TO APPROVE THE INVESTMENT POLICY REVISION AS AMENDED.**

The **MOTION PASSED BY UNANIMOUS** voice vote of those present.

Ayes: Fiffer, Kimble, Krafcisin, Lin, Parfitt, Pope, Weiss-Ham
Nays: None

5) PUBLIC COMMENT:

There were no public comments.

6) COMMUNICATIONS:

President Parfitt asked for more detail regarding a complaint about the variety of Easter books available in the Children's Department (BP page 16). The "Renovation Feedback" questions were noted, and Trustee Lin and Director Kim discussed how the queries matched many of the Frequently Asked Questions already on the renovation website (BP pages 17-18).

7) REPRESENTATIVE OF THE FRIENDS OF THE LIBRARY:

President Wick was pleased to share that the April 10-13 Book Sale raised \$10,000. Many library staff were thanked for their assistance with the sale: Programs & Communications Coordinator Natalie Brottman, Technology Librarian Matthew Byrd, Facilities Associate Damian Castro, Head of Programs & Communications Grace Hayek, Adult Services Librarian Haley Kedzierski, Head of Technical Services Hope Kramer, Youth Information Professional Carly Merdinger, Facilities Associate Jeff Rausa, and Facilities Supervisor Juan Rodriguez.

The Friends anticipate one more sale in October ahead of the renovation.

8) REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION:

Library Foundation Vice President Kathy Doyle provided updates on the status of the Foundation and fundraising efforts. The Foundation has created a new logo and is working on a new website (gplf60022.org). They have funds available for the library renovation and will work with the Board to determine how best to coordinate payment distribution when needed. Follow-up letters are being sent to collect pledges made during the Capital Campaign. Efforts are also being made to launch a Foundation newsletter, and to acquire the Just Cause mailing list created with the Campaign Advisory Council.

9) COMMITTEE REPORTS:

a. Building & Grounds:

The memo from Facilities Supervisor Juan Rodriguez detailed Completed, Scheduled and Ongoing services and projects (BP pages 19). The Staffing Update noted the resignation of Substitute Jerry Sawyer on March 28 and thanked him for his contributions (BP page 20).

b. Building Renovation Committee (BRC):

The Director, BRC and Urban-Resolve continue to investigate options for temporary locations for the library during construction. The Board discussed other potential locations. The Director added that, in general, there was no perfect temporary space, and compromises would be necessary and inevitable.

Soil boring was expected to begin sometime this week, but procuring the boring equipment has been challenging. The work is still expected to be conducted before the end of April.

Erin Cabonargi and the Director met with the Village Manager and Deputy Village Manager/Chief Financial Officer (CFO) on April 8 to discuss the bond issuance and sequencing.

c. Capital Campaign:

The report was included in 8. *REPRESENTATIVE OF THE GLENCOE PUBLIC LIBRARY FOUNDATION.*

d. Finance:

Trustee Kimble reported that the library continues to receive prior year property taxes. The MaxSafe account balance was \$2.541 million as of March 31, compared to \$2.155 on February 28.

As of the end of March, Prior Year Property Tax receivables totaled \$3,493,801, which was 11.4% more than the \$3,135,666 estimate. Because Cook County continues to delay the delivery of distribution statements that complement deposits, ATA Group cannot completely determine what receipts are prior year versus current year.

Library Services, Personnel, Facilities, and Other accounts performed as expected through the first quarter. Overhead expenditures reporting was 19.6% over Year To Date (YTD) since the library's annual Property & Casualty Insurance premium payments are reported on a cash basis in lieu of accrual.

The Special Reserve Fund (SRF) received the \$250,000 transfer amount determined by the Board-approved Ordinance.

e. Marketing:

There was no report.

f. Plan Commission:

In addition to the March 25 business items listed (BP page 34), Trustee Pope reported that he confirmed that the Plan Commission's February 25 Meeting Minutes only referred to recommendations, not conditions, for the approval of the Exterior Appearance Review.

g. Planning:

There was no report.

h. Policy & Bylaws:

There was no report.

- i. Sustainability Task Force (STF):
Along with the events listed in the March 24 meeting agenda (BP page 35), Trustee Lin confirmed May 9 as the date for the 2026 Donate and Recycle Day. She reported on a Memorandum Of Understanding (MOU) between the Village and the Park District establishing a shredding bin in the Takiff Center. The bin creates bales of shredded paper which are compatible with recycling processing.

Trustee Krafcisin noted the postponement of further Sustainability Action Plan (SAP) meetings until the summer as the Village appoints a new representative to be the liaison to the committee.

- j. Technology:
Trustee Weiss-Ham referred the Board to the Technology Committee report (BP page 36).

10)REPORT OF THE EXECUTIVE DIRECTOR:

Director Kim provided the following updates since the March RBM:

- RAILS announced its support of the Illinois Library Association’s advocacy for HB 5236, the Digital Library Protection Act.
- The Director thanked Administrative Professional Jeff D’Anastasio for being the lead during the audit fieldwork for the annual financial report. The final report will be presented at the June RBM.
- Hope Kramer has hired new Acquisitions and Receiving Professional Justin Davis. He began on April 6.
- Congratulations to staff with work anniversaries in March: Head of Circulation Danny Burdett—27 years; Grace Hayek—12 years; Director Kim—10 years; Youth Program Coordinator Michelle Litchman—7 years.
- The four staff members who attended the Public Library Association (PLA) Conference will share their reports next month.

President Parfitt discussed the YTD decline in Adult Program Participation with Grace Hayek (BP page 42).

11)NEW BUSINESS:

- a. Consideration to approve the purchase of a Microform Reader

Head of Adult Services Dale Heath presented a proposal to purchase a new microform reader. The cost for the new reader is \$6,950, and the PC hardware needed is approximately \$1,750, for a total of \$8,700 This purchase is a scheduled expense item that was part of the levy and Operating Budget presentations last fall. **A MOTION** was made by Trustee Pope, and seconded by Trustee Weiss-Ham **TO APPROVE THE PURCHASE OF A MICROFORM READER AS PRESENTED.**

The **MOTION PASSED BY UNANIMOUS** roll call vote of those present.

Ayes: Fiffer, Kimble, Krafcisin, Lin, Parfitt, Pope, Weiss-Ham
Nays: None

12)CLOSED SESSION:

There was no Closed Session.

13)ADJOURNMENT:

President Parfitt adjourned the meeting at 7:54 p.m.

Respectfully submitted by Jeff D'Anastasio

DRAFT

April 2026: Comments Logged in Gimlet

Compliments

Reference	4/6/2026	"The Crochet Bouquets program was so good!"
Reference	4/8/2026	Patron commented on how much they loved the Reader's Advisory bookmarks we've been putting out
Children's	4/8/2026	This program is so wonderful- he really loves it! (K9 reading buddies)
Reference	4/10/2026	"I live in Winnetka but I always come to this library, it's so beautiful."
Children's	4/11/2026	Comment about Frog Lady program, "We didn't even know that she was going to be here, we were just here, and it was the best day of [son's] life"
Reference	4/16/2026	you guys are better than highland park public library
Children's	4/20/2026	A parent asked me to share with administration that they love being able to check out one book at a time. He and his very young son brought a pile of books to the self check out. He said that the whole stack check out at other libraries is so impersonal and hopes we do not get rid of this system. He likes that his son gets to take his time to find the bar code. "It is a quiet time with my son away from technology."
Reference	4/21/2026	"The Pope Display is great!"
Children's	4/22/2026	these (read-a-long books) have been a life saver
Reference	4/22/2026	Patron wanted to let someone know that last week, when she called to check on a lost coin purse, "the staff were wonderful."
Reference	4/23/2026	"Oh this place is just so great."
Reference	4/23/2026	"My 3D print came out so well, thank you so much!"
Reference	4/23/2026	"I've been coming to the movies for the last two months and I really liked both of them!"
Reference	4/24/2026	Libby help "Thank you so much for your help, y'all are the best"
Reference	4/24/2026	[on the ScanEZ] "What a wonderful, easy-to-use-machine!" [on the Library of Things] "What a great idea! What wonderful items!"

Complaints/Constructive Criticism

Children's	4/6/2026	Outdoor storytimes have a lot technology issues, it's hard to hear, there are too many people
Reference	4/9/2026	Patron tried to donate two bags of books to the library. When I told her that we could not take them, she argued with me, asking why not. After I explained she asked for help taking the books to the car. I took them to the car with her where another patron (in the car) argued with me as well. I explained our booksale policy and let her know when she can donate again. She told me that she didn't want to donate her books anymore. I thanked her and told her to have a nice day.
Reference	4/10/2026	"The sign saying 'Book Sale Today' shouldn't be out since it's only a preview today."
Children's	4/21/2026	"You guys should get those chips in your books so you can check out a whole stack at once. You're the only library around here where you have to check out each book individually."

Program Feedback

Program	4/10/2026	I am so overjoyed at the Library's future plan. Naturally, I have always been fond of the place but these new structural changes align with our ever-changing world and truly allow GPL to shine as a crown jewel of this community. How exciting!
Program	4/10/2026	(re Big Books) Thank you for choosing such an outstanding book for spring! I've wanted to read a Henry James novel for some time after the length of The Ambassadors discouraged me. I'm looking forward to getting to know Barbara Joyce as a discussion leader as well.

Renovation Feedback

Reference	4/1/2026	"I don't like what the back side of the building will look like" renovation convo
Reader's Advisory	4/6/2026	Patron had a question about the renovation and how it would work. I walked him back to the YA room and explained how the building would be evened out across the back, with a rear entrance and large windows overlooking Wyman Green. We also discussed how the front facade would remain the same for the most part, how the building would be made ADA compliant, and

how the electric, plumbing, etc. would all be renovated.




Reference	4/11/2026	Highland Park resident complained about her home library's addition which will add "lots of empty space while getting rid of lots of books." She hoped that our library wasn't foolishly planning to do the same.
Reference	4/11/2026	"Wow! Gorgeous!"
Reader's Advisory	4/14/2026	Questions about the Renovation. Patron wants to make sure the library is not too modern, and still characterizes the community of Glencoe.
Reference	4/14/2026	"I love the library! I'm glad the referendum passed!"
Reference	4/15/2026	When is construction starting? Will the collection be available while the building is under construction? How long will construction last?
Outreach/Book Bike	4/21/2026	We're so excited about the library renovation!
Reference	4/23/2026	Patron was very complimentary of the renderings
Reference	4/24/2026	[on the renovation plans] "Oh, this is hideous! It doesn't match the rest of the library at all!"
Reader's Advisory	4/28/2026	concern about not having the library open for two years.
Children's	4/30/2026	[shock that the library will be closed for two years] "I don't see why the library needs a renovation. It's just fine as it is."

Post comments

Virtual	4/9/2026	🥰 Aw I thought this was closer to me
Virtual	4/9/2026	The way I smash that like every time I see library content even if it's not my local library because I never want librarians to stop making cute silly videos. ❤️
Virtual	4/15/2026	Thanks for the tour! 😊
Virtual	4/15/2026	fyp WAY too local 🤖
Virtual	4/16/2026	I avoid Star Wars content but gravitate towards library content, that's how I've found orbital stability around this post.

Virtual 4/21/2026 I love Glencoe Public Library

Virtual 4/21/2026 Life when Glencoe Public Library: "image of rainbows"

Virtual 4/21/2026 GPL   

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Krafcisin and Trustee Fiffer, Building Renovation Committee
Date: May 15, 2026
Re: Building Renovation Update Presentation from Erin Cabonargi, URBAN-ReSOLVE

Erin Cabonargi, the Managing Director of URBAN-ReSOLVE, will present a building renovation update at the May 20, 2026, Regular Board Meeting. Along with the update, Ms. Cabonargi is sharing the latest revision to the Sources and Uses Table for the project, and will answer questions from the Board after her presentation.

DETAILED PROJECT BUDGET, SOURCES & USES

CLIENT: GLENCOE PUBLIC LIBRARY ADDITION & RENOVATION
 PHASE: PRE-CONSTRUCTION
 MANAGER: Erin Lavin Cabonargi, URBAN ReSOLVE

SQUARE FOOTAGE
 Main Building Reno 20759
 Addition 4706
 Total Square Footage 25465

PROCUREMENT LEGEND

- Estimated Value EV
- Pending Proposal PP
- Vendor Proposal VP
- Negotiated Value NV
- Contract Value CV
- Allowance AL

TOTAL PROJECT FUNDING SOURCES AS COMMITTED					TOTAL PROJECT FUNDING SOURCES				
FUND (EXPIRATION)	USE RESTRICTION	ORIGINAL COMMITMENTS	ADJUSTMENTS TO COMMITMENTS	TOTAL COMMITMENTS	AVAILABLE FUNDS	PREVIOUSLY USED BY S&U	BUDGET BASELINE & PTD RECONCILIATION 5/15/26	USED TO DATE BY S&U	REMAINING AVAILABLE
Funding Gap	na	-	-	-	-	-	-	-	-
GPLAR Capital Campaign Fund	none	2,500,000.00	-	2,500,000.00	1,920,000.00	157,387.75	-	157,387.75	1,762,612.25
GPL Operating Cash Fund - General	none	-	-	-	-	-	-	-	-
Village of Glencoe Referendum	none	17,500,000.00	-	17,500,000.00	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
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PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
PENDING FUNDING SOURCE	X	-	-	-	-	-	-	-	-
TOTAL		\$ 20,000,000.00	\$ -	\$ 20,000,000.00	\$ 1,920,000.00	\$ 157,387.75	\$ -	\$ 157,387.75	\$ 1,762,612.25

CONCEPT					TOTAL PROJECT BUDGET / USES					MATCHES								
					COST CATEGORY				DESCRIPTION / COMMENT	A	B	C	D = A+B+C	H	I	J	K=I+J	L=D-K
					ORIGINAL BUDGET	OWNER REVISIONS TO BUDGET	OTHER REVISIONS TO BUDGET	CURRENT BUDGET										
01-01	Construction	TBD	Pre Construction Fee	AL		100,000.00	-	-	100,000.00	-	-	-	-	100,000.00				
01-01	Construction	TBD	GMP LIMIT	EV		13,250,000.00	-	-	13,250,000.00	-	-	-	-	13,250,000.00				
01-01	Construction	TBD	PCOs	EV	0.00	-	-	-	-	-	-	-	-	-				
01-10	General Conditions	TBD	Photos / webcam	EV	25,000.00	-	-	-	25,000.00	-	-	-	-	25,000.00				
01-41	Permitting / Licenses	Village	Foundation Permit	EV	-	-	-	-	-	-	-	-	-	-				
01-41	Permitting / Licenses	Village	Building Permit	EV	35,000.00	-	-	-	35,000.00	-	-	-	-	35,000.00				
01-41	Permitting / Licenses	Village	Misc Fees	AL	50,000.00	-	-	-	50,000.00	-	-	-	-	50,000.00				
01-41	Permitting / Licenses	MWRD	Stormwater Management Review Fees	EV	1,000.00	-	-	-	1,000.00	-	-	-	-	1,000.00				
01-42	Certifications	LEED - GBCI	LEED / LBC Net Zero (REG+CERT)	EV	75,000.00	-	-	-	75,000.00	-	-	-	-	75,000.00				
01-52	Temp. Utilities	COMED	Utilities During Construction	EV	25,000.00	-	-	-	25,000.00	-	-	-	-	25,000.00				
01-74	Construction Cleaning	TBD	Final Clean	AL	7,500.00	-	-	-	7,500.00	-	-	-	-	7,500.00				
01-80	Site Supervision / Security	N/A	Security (in GMP)		-	-	-	-	-	-	-	-	-	-				
01-00	GENERAL REQUIREMENTS					\$ 13,568,500.00	\$ -	\$ -	\$ 13,568,500.00	\$ -	\$ -	\$ -	\$ -	\$ 13,568,500.00				
02-00	Enabling Work / Extg Cond.	TBD	ACM Abatement 20759 @ \$8/sf	EV	166,072.00	(37,072.00)	-	129,000.00	-	-	-	-	-	129,000.00				
02-00	Enabling Work / Extg Cond.	TBD	LBP Abatement 20759 @ \$3/sf incl. in ACM estimate	EV	62,277.00	(62,277.00)	-	-	-	-	-	-	-	-				
02-40	Enabling Work / Extg Cond.	TBD	Air Quality (Mold) Testing	AL	4,000.00	(4,000.00)	-	-	-	-	-	-	-	-				
02-40	Enabling Work / Extg Cond.	TBD	Selective Demolition / Repair	AL	6,000.00	-	-	6,000.00	-	-	-	-	-	6,000.00				
02-50	Enabling Work / Extg Cond.	TBD	Site Preparation / Foundation Removal	AL	-	-	-	-	-	-	-	-	-	-				
02-65	Enabling Work / Extg Cond.	TBD	UST/ Tank Removal / Soil Remediation	AL	\$75,000.00	(75,000.00)	-	-	-	-	-	-	-	-				
02-81	Enabling Work / Extg Cond.	N/A	HAZMAT Removal		-	-	-	-	-	-	-	-	-	-				
02-00	Enabling Work / Extg Cond.	IEPA	IEPA fees	AL	7,500.00	(7,500.00)	-	-	-	-	-	-	-	-				
02-00	Enabling Work / Extg Cond.	Andrews	RELPE Fees	AL	7,500.00	(7,500.00)	-	-	-	-	-	-	-	-				
02-00	Board Up	NA	Board up	EV	-	-	-	-	-	-	-	-	-	-				
02-00	Pest Abatement	TBD	Pest Abatement	AL	2,000.00	-	-	2,000.00	-	-	-	-	-	2,000.00				
02-00	Temporary Storage - Non Coll	TBD	On site storage container, other?	EV	50,000.00	-	-	50,000.00	-	-	-	-	-	50,000.00				
02-00	Temporary Storage - On site	TBD	On site storage container - (18mo @ 350/mo)	EV	6,300.00	-	-	6,300.00	-	-	-	-	-	6,300.00				
02-00	Temporary Service Location	TBD	ALLOWANCE FOR TEMPORARY SOLUTIONS	AL	250,000.00	-	-	250,000.00	-	-	-	-	-	250,000.00				
02-00	Moving	TBD	Move out & Return (increased to reflect multiple phases to	AL	50,000.00	50,000.00	-	100,000.00	-	-	-	-	-	100,000.00				
02-00	Utilities	N/A	Shutoff fees	AL	5,000.00	-	-	5,000.00	-	-	-	-	-	5,000.00				
02-00	Site Supervision	TBD	Field		-	-	-	-	-	-	-	-	-	-				
02-00	ENABLING WORK & EXISTING CONDITIONS					\$ 691,649.00	\$ (143,349.00)	\$ -	\$ 548,300.00	\$ -	\$ -	\$ -	\$ -	\$ 548,300.00				
10-00	Miscellaneous Specialties	TBD	Miscellaneous Specialties	AL	-	-	-	-	-	-	-	-	-	-				
10-11	Visual Display Units & Surfaces	TBD	Allowance for display elements	AL	20,000.00	-	-	20,000.00	-	-	-	-	-	20,000.00				
10-14	Signage	TBD	Allowance for non-code, wayfinding & monumental	AL	15,000.00	-	-	15,000.00	-	-	-	-	-	15,000.00				
10-14	Signage	TBD	Room Signage (ADA) - incl. in GMP	AL	-	-	-	-	-	-	-	-	-	-				
10-28	Toilet Accessories	TBD	incl. in GMP	AL	-	-	-	-	-	-	-	-	-	-				
10-44	Fire Extinguishers and Cabinets	TBD	incl. in GMP		-	-	-	-	-	-	-	-	-	-				
10-00	SPECIALTIES					\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00				

CONSTRUCTION RELATED SOFT COSTS					TOTAL PROJECT BUDGET				COST INCURRED					
CONCEPT		COST CATEGORY	DESCRIPTION / COMMENT			A	B	C	D = A+B+C	H	I	J	K=I+J	L=D-K
						ORIGINAL BUDGET	OWNER REVISIONS TO BUDGET	OTHER REVISIONS TO BUDGET	CURRENT BUDGET	PREVIOUSLY PAID BY VENDOR CHECK (IND. VENDOR TAB)	PREVIOUSLY PAID BY S&U	BUDGET BASELINE & PTD RECONCILIATION 5/15/26	TOTAL TO DATE BY S&U	REMAINING
50-00	Legal Affairs	Ancel Glink	Assumes Minimal CAPITAL CAMPAIGN	AL	10,000.00	-	-	10,000.00	-	-	-	-	10,000.00	
50-00	FUNDRAISER	JUST CAUSE	CONSULTANT 2025		88,787.75	-	-	88,787.75	88,787.75	88,787.75	-	88,787.75	-	
50-00	Financial Consulting & New Market Tax Credit Services	N/A	not pursued		-	-	-	-	-	-	-	-	-	
50-05	Surveying	Gremley Biedermann	Survey Updated to include pre-permit revisions VP = 19500	CV	22,500.00	-	-	22,500.00	-	-	-	-	22,500.00	
50-05	Surveying	N/A	MWRD As Built Survey		-	-	-	-	-	-	-	-	-	
50-05	Surveying	TBD	SURVEY - Building Scan & Digit	VP	-	32,400.00	-	32,400.00	-	-	-	-	32,400.00	
50-05	Surveying	N/A	SURVEY - Structural	AL	-	30,000.00	-	30,000.00	-	-	-	-	30,000.00	
50-07	AV Integrator	TBD	AV design services (not yet in AE)		50,000.00	-	-	50,000.00	-	-	-	-	50,000.00	
50-10	Architecture & Design	SOM	A/E BASIC SOU: CONCEPT & FEASIBILITY AS01: RENDERINGS S20K AS02: APPROVALS SUPPORT \$75K	CV	182,796.00	-	-	182,796.00	107,796.00	107,796.00	-	107,796.00	75,000.00	
50-10	Architecture & Design	SOM	ARCHITECTURE & ENGINEERING BASIC SERVICES (SO-CA)	VP	2,823,580.00	-	-	2,823,580.00	-	-	-	-	2,823,580.00	
50-31	Sustainability Consulting	N/A	Economic (M/WBE) Sustainability Consultant (75k)		-	-	-	-	-	-	-	-	-	
50-32	Commissioning	TBD	Commissioning & Enhanced CA \$48,500; SD \$6,000; CD \$3,000; CA \$39,500	AL	50,000.00	-	-	50,000.00	-	-	-	-	50,000.00	
50-32	Commissioning	TBD - ECO	Building Enclosure Testing	AL	15,000.00	-	-	15,000.00	-	-	-	-	15,000.00	
50-40	Abatement \ Remediation Consulting	V3	INITIAL SRP ENVIRONMENTAL CONSULTING - PHASE 1 & Phase 2 (if ACW7 LAB TESTED, contracted at \$3775.00 for initial testing. Holding \$25k for field work during construction	CV	22,900.00	-	-	22,900.00	-	-	-	-	22,900.00	
50-40	Abatement \ Remediation Consulting	TEM		VC	\$50,000.00	(21,250.00)	-	28,750.00	-	-	-	-	28,750.00	
50-45	Geotechnical Consulting	GEI	GEOTECH SOIL BORINGS	VP	15,000.00	(3,750.00)	-	11,250.00	-	-	-	-	11,250.00	
50-52	Purchasing Agent	TBD	Assumes vendor coordination by Cooney or similar		-	-	-	-	-	-	-	-	-	
50-53	Cost Consulting	N/A			-	-	-	-	-	-	-	-	-	
50-55	Roofing Consulting	TBD	INCL IN CxA		-	-	-	-	-	-	-	-	-	
50-60	Envelope Consulting	TBD	INCL IN CxA		-	-	-	-	-	-	-	-	-	
50-65	Parking Consulting	N/A	N/A		-	-	-	-	-	-	-	-	-	
50-67	Peer Review	TBD	Technical Review	AL	25,000.00	-	-	25,000.00	-	-	-	-	25,000.00	
50-68	Subject Matter Expert	Andrea Telli	SME - Library Best Practices & Grant Support	AL	25,000.00	-	-	25,000.00	-	-	-	-	25,000.00	
50-70	Traffic Consulting	N/A	TRAFFIC CONSULTING FOR PD		-	-	-	-	-	-	-	-	-	
50-75	Acoustic Consulting	N/A	in AE supplemental services		-	-	-	-	-	-	-	-	-	
50-85	Permit Expediting	TBD	MUNICIPALITY QUESTION	AL	5,000.00	-	-	5,000.00	-	-	-	-	5,000.00	
50-87	Security Consulting	TBD	INCLUDED IN A/E FEE		-	-	-	-	-	-	-	-	-	
50-88	Audio/Visual Consulting	TBD	tbd		-	-	-	-	-	-	-	-	-	
50-88	E-RATE Consulting	TBD	included in OPEX if eligible		-	-	-	-	-	-	-	-	-	
50-90	Materials Testing	BUDGET		AL	200,000.00	-	-	200,000.00	-	-	-	-	200,000.00	
50-92	Material Testing	TBD	Soils compaction (XXS10,000XX), concrete (XXS32,445XX), Steel (XXS5220XX)		-	-	-	-	-	-	-	-	-	
50-92	Material Testing	TBD	Envelope Testing		-	-	-	-	-	-	-	-	-	
50-92	Cost Consulting Construction Phase	TBD	Construction phase cost consulting services	AL	25,000.00	-	-	25,000.00	-	-	-	-	25,000.00	
50-95	Utility Consulting	TBD	UTILITY CONSULTING	AL	25,000.00	-	-	25,000.00	-	-	-	-	25,000.00	
50-99	Development Management - Set Up through CA	UR		CV	232,000.00	-	-	232,000.00	32,000.00	32,000.00	-	32,000.00	200,000.00	
50-99	Draw Processing / Project Acctg	TBD	Draw compilation & title (\$5k/mo @18mo)	AL	90,000.00	-	-	90,000.00	-	-	-	-	90,000.00	
50-99	Indirect Cost / Professional Services Allowance	misc	Professional Services Contingency	AL	200,000.00	-	-	200,000.00	-	-	-	-	200,000.00	
50-00	PROFESSIONAL & CONSULTANTS				\$ 4,157,563.75	\$ 37,400.00	\$ -	\$ 4,194,963.75	\$ 228,583.75	\$ 228,583.75	\$ -	\$ 228,583.75	\$ 3,966,380.00	

60-10	Builder's Risk Insurance	TBD	1.3% of GMP	AL	172,250.00	-	-	172,250.00	-	-	-	-	172,250.00
60-20	Payment & Performance Bonds / SDI	TBD	Both required (DCEO), but carried in GMP		-	-	-	-	-	-	-	-	-
60-60	Railroad Protective Insurance	NA	Not applicable		-	-	-	-	-	-	-	-	-
60-60	Pollution Liability Insurance	NA	Not applicable		-	-	-	-	-	-	-	-	-
60-70	Land Acquisition	NA	Not applicable		-	-	-	-	-	-	-	-	-
60-70	OWNER EXPENSES FOR REIMBURSEMENT	GPL	VARIOUS		-	-	-	-	-	-	-	-	-
60-70	CLOSING COSTS	TBD	Title fees (Deferred to Closing) \$50k		-	-	-	-	-	-	-	-	-
60-70	CLOSING COSTS	TBD	Disbursement Advisor (Deferred to Closing)		-	-	-	-	-	-	-	-	-
60-70	CLOSING COSTS	TBD	Loan Origination Fee (Deferred to NMTC Closing)		-	-	-	-	-	-	-	-	-
60-70	Construction Phase Monitoring	TBD	Lender's Inspecting Agent / Disbursement Advisor Monitoring (3k @ 16Mo = 548k)		-	-	-	-	-	-	-	-	-
60-70	Construction Phase Monitoring	TBD	Construction Period Accounting (\$125k)		-	-	-	-	-	-	-	-	-
60-70	Construction Phase Escrow Fees	Chicago Title	Construction Period Escrow Fees (18@2k = \$36k)	EV	36,000.00	-	-	36,000.00	-	-	-	-	36,000.00
60-70	RESERVES	TBD	Senior Direct Loan Interest Reserve (Deferred to Closing)		-	-	-	-	-	-	-	-	-
60-70	RESERVES	various	QLICI Interest Reserve (Deferred to Closing)		-	-	-	-	-	-	-	-	-
60-70	Project Contingency	OWNER	7.5% of GMP at Planning, 5% at Design, & 3% of GMP at Construction Start	AL	993,750.00	151,236.25	-	1,144,986.25	-	-	-	-	1,144,986.25
60-00	CLOSING COSTS, CONTINGENCY, INSURANCE & BONDS					\$ 1,202,000.00	\$ 151,236.25	\$ -	\$ 1,353,236.25	\$ -	\$ -	\$ -	\$ 1,353,236.25
-	CONSTRUCTION RELATED SOFT COSTS					\$ 5,359,563.75	\$ 188,636.25	\$ -	\$ 5,548,200.00	\$ 228,583.75	\$ 228,583.75	\$ -	\$ 5,319,616.25
99-99	DEVELOPMENT BUDGET TOTAL					\$ 19,954,712.75	\$ 45,287.25	\$ -	\$ 20,000,000.00	\$ 228,583.75	\$ 228,583.75	\$ -	\$ 19,771,416.25
						\$ 20,000,000.00				MATCHES		check remaining	\$ 19,771,416.25
												check budget	\$ 20,000,000.00

TOTAL PROJECT BUDGET / USES				COST INCURRED				
A	B	C	D = A+B+C	H	I	J	K=I+J	L=D-K
ORIGINAL BUDGET	OWNER REVISIONS TO BUDGET	OTHER REVISIONS TO BUDGET	CURRENT BUDGET	PREVIOUSLY PAID BY VENDOR CHECK (IND. VENDOR TAB)	PREVIOUSLY PAID BY S&U	BUDGET BASELINE & PTD RECONCILIATION 5/15/26	TOTAL TO DATE BY S&U	REMAINING

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Parfitt and Trustee Krafcisin, Building & Grounds Committee; Juan Rodriguez, Facilities Supervisor
Date: May 15, 2026
Re: Building & Grounds Committee report

Overview

During the month of May, the Facilities Department remains focused on seasonal building preparations, preventive maintenance, vendor inspections, and improving the overall appearance and functionality of the library. The team has continued ongoing efforts to maintain indoor air quality, exterior grounds, and building cleanliness in preparation for the busy summer season.

Completed Projects & Services

May 4 – Book Bike Tune-Up

The library's Book Bike was returned from service after receiving its seasonal tune-up and maintenance. The bike is now ready for community outreach events and summer programming.

May 15 – HVAC Seasonal Tune-Up

The contractor performed preventative maintenance and seasonal tune-ups on the library's HVAC equipment to prepare the systems for summer operations.

- Replacement of the fan motor on the rooftop unit serving the Forte Room.
- Replacement of the capacitor for HVAC Unit #9.

Quotes for both repairs were submitted and approved. The work will be completed as soon as the replacement parts arrive.

Scheduled Maintenance & Vendor Services

May 12 – Pest Control Inspection

The contractor is scheduled to perform the library's monthly pest inspection and preventative treatment service.

May 18 – Automatic Door Inspection

The contractor will conduct the library's annual automatic door inspection and system tuning to ensure all entry systems are operating safely and efficiently.

May 18 – Sprinkler System Seasonal Activation

The contractor will be onsite to activate and inspect the building sprinkler system for the spring and summer season.

May 22 – Elevator Preventative Maintenance

The contractor is scheduled to perform the monthly preventative maintenance service on the library elevator system.

May 23–24 – Building-Wide Carpet Cleaning

The cleaning service will complete carpet cleaning throughout the entire building. The work will be scheduled during the holiday weekend to reduce foot traffic and allow adequate drying time before reopening with normal operations.

May 30 – Staff Refrigerator Cleaning

Facilities Associate Damian Castro will complete the monthly cleaning of the staff refrigerator. A courtesy reminder email will be sent to staff earlier that week requesting removal of personal items prior to cleaning.

Ongoing Facilities Projects

- Restaining exterior furniture for summer use.
- Preparing landscaping and outdoor areas for the season.
- Continuing routine air vent cleaning throughout the building to help maintain healthy indoor air quality.
- Supporting daily facility operations, cleanliness, and preventative maintenance tasks throughout the library.

The Facilities Department will continue focusing on preventative maintenance, safety inspections, and seasonal readiness to ensure the library remains clean, safe, and welcoming for staff and patrons throughout the summer months.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Kimble and Trustee Parfitt, Finance Committee
Date: May 15, 2026
Re: Finance Committee report

Combined Balance Sheet

The Board-approved transfer to the Special Reserve Fund was completed in April and reported in the Combined Balance Sheet. As of April 30, 2026, the Special Reserve Fund balance is \$620,177.

Operating Revenues

Though the library continues to receive property taxes, Cook County is not issuing distribution statements that document which taxing years receipts are allocated to. ATA Group will update the Revenues portion of the Exhibit B report once Cook County makes distribution statements available again.

Operating Expenditures

Library Services expenditures are in line with YTD (34% actual versus 33.3% YTD). Automated Resources (46.7% YTD) and Video Games (40.6% YTD) spending is more than anticipated at this stage of the year. Staff will make the necessary adjustments moving forward.

Personnel expenditures are also in line with YTD (30.2% actual versus 33.3% YTD).

The Facilities Team and Network staff have done an excellent job of managing their accounts in the first third of the year (21.2% actual versus 33.3% YTD).

Restricted Fund

There is no report.

GLENCOE PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
APRIL 30, 2026

Glencoe Public Library

Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A - See Accountant's Compilation Report

	TOTAL		
	AS OF APR 30, 2026	AS OF MAR 31, 2026 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash			
1-000-10101 Cash-General	12,350.20	137,774.45	-125,424.25
1-000-10102 Cash-Operating	515.00	937.01	-422.01
1-000-10118 CC Deposits-NS Bank	19,859.65	20,076.97	-217.32
1-000-10120 Petty Cash	75.00	75.00	0.00
1-000-10202 Cash-Maxsafe	2,994,050.97	2,541,945.51	452,105.46
2-000-10202 Cash-Maxsafe (Restricted Gifts Fund)	43,223.75	46,987.55	-3,763.80
3-000-10202 Cash-Maxsafe (Pension Fund)	74,857.73	74,857.73	0.00
4-000-10301 Cash-Maxsafe (Special Reserve)	620,177.54	368,396.09	251,781.45
Total Cash	3,765,109.84	3,191,050.31	574,059.53
Total Bank Accounts	\$3,765,109.84	\$3,191,050.31	\$574,059.53
Other Current Assets			
1-000-11000 Advance to Payroll Service	63,282.36	0.00	63,282.36
1-000-11010 Petty Cash Clearing	506.00	3.99	502.01
Total Other Current Assets	\$63,788.36	\$3.99	\$63,784.37
Total Current Assets	\$3,828,898.20	\$3,191,054.30	\$637,843.90
TOTAL ASSETS	\$3,828,898.20	\$3,191,054.30	\$637,843.90
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
Beginning of Year Fund Balances			
-4-000-28105 Special Reserve Fund Balance	364,986.06	364,986.06	0.00
1-000-28105 General Fund Balance	1,295,352.44	1,295,352.44	0.00
2-000-28105 Restricted Gift Fund Balance	43,777.43	43,777.43	0.00
3-000-28105 Pension Fund Balance	74,857.73	74,857.73	0.00
Total Beginning of Year Fund Balances	1,778,973.66	1,778,973.66	0.00
Retained Earnings	0.00	0.00	0.00
Net Revenue	2,049,924.54	1,412,080.64	637,843.90
Total Equity	\$3,828,898.20	\$3,191,054.30	\$637,843.90
TOTAL LIABILITIES AND EQUITY	\$3,828,898.20	\$3,191,054.30	\$637,843.90

Glencoe Public Library

Combined Statements of Revenues and Expenses - Modified Cash Basis - All Funds - Exhibit B - See Accountant's Compilation Report

	TOTAL	
	APR 2026	JAN - APR, 2026 (YTD)
Revenue		
1-911-30150 Property Taxes-Prior Years	-607,679.02	1,481,191.84
1-911-30151 Property Taxes-Current Year	1,480,759.25	1,480,759.25
1-911-30705 Personal Property Replacement Tax	4,079.09	6,639.24
1-911-31955 Copier Fees	40.00	125.00
1-911-34405 Fines & Fees	183.43	705.38
1-911-37110 Money Market Interest	9,605.00	27,853.90
1-911-38300 Foundation Reimbursements		7,465.80
1-911-38305 Miscellaneous Income	247.00	1,352.44
1-911-38550 Unrestricted Gifts	1,300.00	1,300.00
2-908-38551 Restricted Gifts-From Friends		11,280.00
3-950-30150 Property Taxes-Prior Years (Pension Fund)		56,216.18
3-950-30151 Property Taxes-Current Year (Pension Fund)	17,156.99	17,156.99
4-950-37110 Money Market Interest - Special Reserve	1,788.80	5,220.88
Total Revenue	\$907,480.54	\$3,097,266.90
GROSS PROFIT	\$907,480.54	\$3,097,266.90
Expenditures		
900 Young Adult		
1-900-60151 Books	209.39	520.21
Total 900 Young Adult	209.39	520.21
902 Adult Services		
1-902-50705 Membership Dues		365.00
1-902-50850 Meeting Fees	340.00	340.00
1-902-50851 Travel	17.29	404.57
1-902-60120 Supplies	190.58	573.87
1-902-60151 Books	6,820.84	23,282.81
1-902-60152 Audio Books	208.73	939.52
1-902-60153 Periodicals	14,567.50	14,727.06
1-902-60155 Automated Resources	1,103.00	27,822.21
1-902-60156 Audio	105.33	401.61
1-902-60157 Video	1,037.93	3,024.61
1-902-60158 Downloadable Content	9,539.74	46,701.76
1-902-60159 Library of Things		463.14
1-902-60160 Video Games	601.61	1,200.80
Total 902 Adult Services	34,532.55	120,246.96
903 Children's Services		
1-903-50705 Membership Dues		55.00
1-903-50850 Meeting Fees	40.00	80.00
1-903-50851 Travel	996.12	1,090.10
1-903-51650 Program	300.00	1,278.00
1-903-60120 Supplies	69.44	327.51
1-903-60149 Program Supplies & Other	462.34	758.39
1-903-60151 Books	1,904.55	6,783.66

	TOTAL	
	APR 2026	JAN - APR, 2026 (YTD)
1-903-60152 Audio Books		933.26
1-903-60153 Periodicals	808.67	808.67
1-903-60155 Automated Resources		2,550.00
1-903-60157 Video		121.98
1-903-60158 Downloadable Content	1,046.15	3,413.14
1-903-60159 Library of Things		546.67
Total 903 Children's Services	5,627.27	18,746.38
904 Technical Services		
1-904-50705 Membership Dues	312.00	570.59
1-904-50751 O.C.L.C.	1,816.25	3,637.79
1-904-50850 Meeting Fees		399.00
1-904-60120 Supplies	506.62	1,296.13
Total 904 Technical Services	2,634.87	5,903.51
905 Administration		
1-905-40105 Salaries	123,561.91	520,696.08
1-905-40132 Medical Insurance	17,746.84	68,625.40
1-905-40705 Unemployment Insurance	387.68	2,794.78
1-905-50205 Photocopier Service	489.40	1,199.82
1-905-50315 Postage	261.30	1,307.24
1-905-50325 Phone Service	1,094.88	4,379.88
1-905-50410 Contractual Services	10,453.75	42,453.75
1-905-50595 Bookkeeping Services	2,310.48	10,939.70
1-905-50630 Legal Counsel-Other	588.50	1,483.50
1-905-50705 Membership Dues		1,039.00
1-905-50805 Training	434.55	2,213.49
1-905-50850 Meeting Fees	70.93	70.93
1-905-50851 Travel	15.30	977.11
1-905-51106 Trustee Expenses	27.79	27.79
1-905-51110 Recruitment	24.00	667.22
1-905-51505 Property & Casualty Insurance		36,092.00
1-905-51651 CCS, Operating Expenses	13,484.92	26,922.23
1-905-51652 Library Svc & Resource Development	-100.00	100.00
1-905-60120 Supplies	3.98	1,934.70
1-905-60163 Professional Collection Supplies		179.00
1-905-68300 Foundation Expenses		1,005.00
1-905-70105 Debt Service	4,500.56	18,002.24
4-905-50595 Bookkeeping Services (SR)	7.35	29.40
Total 905 Administration	175,364.12	743,140.26
906 Facilities		
1-906-50105 Building Maintenance	7,127.73	18,723.81
1-906-50110 Equipment Repair		791.04
1-906-50150 Grounds Maintenance	150.00	383.90
1-906-50190 Plumbing Repair & Maintenance	1,100.00	1,100.00
1-906-50191 Alarm Repair & Maintenance	768.00	768.00
1-906-50192 Water/Rubbish Repair & Maintenance	634.42	2,765.35
1-906-50193 Elevator Repair & Maintenance	819.00	1,375.00
1-906-60120 Supplies	1,399.88	3,678.77
Total 906 Facilities	11,999.03	29,585.87
907 IMRF		

	TOTAL	
	APR 2026	JAN - APR, 2026 (YTD)
3-907-40460 Social Security	7,550.65	31,876.44
3-907-40465 Medicare	1,765.88	7,454.98
3-907-40505 Illinois Municipal Retirement Fund	7,840.46	34,041.75
Total 907 IMRF	17,156.99	73,373.17
908 Restricted		
2-908-90350 Restricted Gift Expense-Friends	3,377.00	9,791.10
2-908-90351 Restricted Gift Expense-Takiff Fund	386.80	2,042.58
Total 908 Restricted	3,763.80	11,833.68
909 Circulation Services		
1-909-60120 Supplies	105.98	234.64
Total 909 Circulation Services	105.98	234.64
910 Digital Services		
1-910-50215 Computer Hardware/Software	14,120.21	28,560.62
1-910-50321 Website Design/Hosting		675.00
1-910-50325 Internet Access		2,692.95
1-910-50332 Digital 3D Printing	56.02	88.35
1-910-50750 Digital-Device Subscriptions	279.84	614.74
1-910-60305 Computer Supplies		3,970.70
Total 910 Digital Services	14,456.07	36,602.36
916 Programs & Communication		
1-916-50330 Communications	370.00	1,445.10
1-916-50705 Membership Fees	120.00	120.00
1-916-50851 Travel	1,451.63	1,451.63
1-916-51650 Program	1,600.00	3,552.50
1-916-60149 Program Supplies & Other	244.94	586.09
Total 916 Programs & Communication	3,786.57	7,155.32
Total Expenditures	\$269,636.64	\$1,047,342.36
NET OPERATING REVENUE	\$637,843.90	\$2,049,924.54
Other Revenue		
4-980-9900 Interfund Transfer In	250,000.00	250,000.00
Total Other Revenue	\$250,000.00	\$250,000.00
Other Expenditures		
1-980-9900 Interfund Transfers Out	250,000.00	250,000.00
Total Other Expenditures	\$250,000.00	\$250,000.00
NET OTHER REVENUE	\$0.00	\$0.00
NET REVENUE	\$637,843.90	\$2,049,924.54

Glencoe Public Library

Supplementary Information - Combined Statements of Revenues and Expenses Compared to Budget - Modified Cash Basis - All Funds - Exhibit C - See Accountant's Compilation Report

January - April, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1-911-30150 Property Taxes-Prior Years	1,481,191.84		1,481,191.84	
1-911-30151 Property Taxes-Current Year	1,480,759.25	3,302,926.00	-1,822,166.75	44.83 %
1-911-30705 Personal Property Replacement Tax	6,639.24	26,000.00	-19,360.76	25.54 %
1-911-31955 Copier Fees	125.00	400.00	-275.00	31.25 %
1-911-34405 Fines & Fees	705.38	2,000.00	-1,294.62	35.27 %
1-911-37105 Interest On Investments		115,000.00	-115,000.00	
1-911-37110 Money Market Interest	27,853.90		27,853.90	
1-911-38215 Miscellaneous Grants		3,500.00	-3,500.00	
1-911-38220 Per Capita Grant		13,140.00	-13,140.00	
1-911-38300 Foundation Reimbursements	7,465.80		7,465.80	
1-911-38305 Miscellaneous Income	1,352.44		1,352.44	
1-911-38550 Unrestricted Gifts	1,300.00	12,500.00	-11,200.00	10.40 %
2-908-38551 Restricted Gifts-From Friends	11,280.00		11,280.00	
3-950-30150 Property Taxes-Prior Years (Pension Fund)	56,216.18		56,216.18	
3-950-30151 Property Taxes-Current Year (Pension Fund)	17,156.99		17,156.99	
4-950-37110 Money Market Interest - Special Reserve	5,220.88		5,220.88	
Total Revenue	\$3,097,266.90	\$3,475,466.00	\$ -378,199.10	89.12 %
GROSS PROFIT	\$3,097,266.90	\$3,475,466.00	\$ -378,199.10	89.12 %
Expenditures				
900 Young Adult				
1-900-60149 Program Supplies & Other		500.00	-500.00	
1-900-60151 Books	520.21	3,600.00	-3,079.79	14.45 %
Total 900 Young Adult	520.21	4,100.00	-3,579.79	12.69 %
902 Adult Services				
1-902-50705 Membership Dues	365.00	750.00	-385.00	48.67 %
1-902-50850 Meeting Fees	340.00	1,000.00	-660.00	34.00 %
1-902-50851 Travel	404.57	2,000.00	-1,595.43	20.23 %
1-902-60120 Supplies	573.87	1,000.00	-426.13	57.39 %
1-902-60151 Books	23,282.81	81,000.00	-57,717.19	28.74 %
1-902-60152 Audio Books	939.52	6,750.00	-5,810.48	13.92 %
1-902-60153 Periodicals	14,727.06	16,500.00	-1,772.94	89.25 %
1-902-60155 Automated Resources	27,822.21	63,000.00	-35,177.79	44.16 %
1-902-60156 Audio	401.61	750.00	-348.39	53.55 %
1-902-60157 Video	3,024.61	7,500.00	-4,475.39	40.33 %
1-902-60158 Downloadable Content	46,701.76	119,000.00	-72,298.24	39.25 %
1-902-60159 Library of Things	463.14	3,500.00	-3,036.86	13.23 %
1-902-60160 Video Games	1,200.80	4,000.00	-2,799.20	30.02 %
Total 902 Adult Services	120,246.96	306,750.00	-186,503.04	39.20 %
903 Children's Services				
1-903-50705 Membership Dues	55.00	1,260.00	-1,205.00	4.37 %
1-903-50850 Meeting Fees	80.00	1,390.00	-1,310.00	5.76 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-903-50851 Travel	1,090.10	2,771.00	-1,680.90	39.34 %
1-903-51650 Program	1,278.00	2,400.00	-1,122.00	53.25 %
1-903-60120 Supplies	327.51	1,500.00	-1,172.49	21.83 %
1-903-60149 Program Supplies & Other	758.39	3,500.00	-2,741.61	21.67 %
1-903-60151 Books	6,783.66	27,000.00	-20,216.34	25.12 %
1-903-60152 Audio Books	933.26	5,540.00	-4,606.74	16.85 %
1-903-60153 Periodicals	808.67	950.00	-141.33	85.12 %
1-903-60155 Automated Resources	2,550.00	2,000.00	550.00	127.50 %
1-903-60157 Video	121.98	250.00	-128.02	48.79 %
1-903-60158 Downloadable Content	3,413.14	10,500.00	-7,086.86	32.51 %
1-903-60159 Library of Things	546.67	800.00	-253.33	68.33 %
Total 903 Children's Services	18,746.38	59,861.00	-41,114.62	31.32 %
904 Technical Services				
1-904-50705 Membership Dues	570.59	1,000.00	-429.41	57.06 %
1-904-50751 O.C.L.C.	3,637.79	9,500.00	-5,862.21	38.29 %
1-904-50850 Meeting Fees	399.00	1,000.00	-601.00	39.90 %
1-904-50851 Travel		2,236.00	-2,236.00	
1-904-60120 Supplies	1,296.13	7,000.00	-5,703.87	18.52 %
Total 904 Technical Services	5,903.51	20,736.00	-14,832.49	28.47 %
905 Administration				
1-905-40105 Salaries	520,696.08	1,729,000.00	-1,208,303.92	30.12 %
1-905-40132 Medical Insurance	68,625.40	230,000.00	-161,374.60	29.84 %
1-905-40705 Unemployment Insurance	2,794.78	9,600.00	-6,805.22	29.11 %
1-905-50205 Photocopier Service	1,199.82	12,700.00	-11,500.18	9.45 %
1-905-50315 Postage	1,307.24	3,300.00	-1,992.76	39.61 %
1-905-50325 Phone Service	4,379.88	13,200.00	-8,820.12	33.18 %
1-905-50410 Contractual Services	42,453.75	156,000.00	-113,546.25	27.21 %
1-905-50590 Auditing Services		1,900.00	-1,900.00	
1-905-50595 Bookkeeping Services	10,939.70	29,000.00	-18,060.30	37.72 %
1-905-50630 Legal Counsel-Other	1,483.50	12,500.00	-11,016.50	11.87 %
1-905-50705 Membership Dues	1,039.00	3,600.00	-2,561.00	28.86 %
1-905-50805 Training	2,213.49	4,000.00	-1,786.51	55.34 %
1-905-50850 Meeting Fees	70.93	2,000.00	-1,929.07	3.55 %
1-905-50851 Travel	977.11	1,200.00	-222.89	81.43 %
1-905-51106 Trustee Expenses	27.79	1,000.00	-972.21	2.78 %
1-905-51110 Recruitment	667.22	1,000.00	-332.78	66.72 %
1-905-51505 Property & Casualty Insurance	36,092.00	40,000.00	-3,908.00	90.23 %
1-905-51651 CCS, Operating Expenses	26,922.23	55,150.00	-28,227.77	48.82 %
1-905-51652 Library Svc & Resource Development	100.00	20,000.00	-19,900.00	0.50 %
1-905-60120 Supplies	1,934.70	2,500.00	-565.30	77.39 %
1-905-60150 Furniture		10,000.00	-10,000.00	
1-905-60163 Professional Collection Supplies	179.00	200.00	-21.00	89.50 %
1-905-68300 Foundation Expenses	1,005.00		1,005.00	
1-905-70105 Debt Service	18,002.24	53,000.00	-34,997.76	33.97 %
1-905-80206 Special Reserve Fund		50,000.00	-50,000.00	
4-905-50595 Bookkeeping Services (SR)	29.40		29.40	
Total 905 Administration	743,140.26	2,440,850.00	-1,697,709.74	30.45 %
906 Facilities				
1-906-50105 Building Maintenance	26 18,723.81	70,000.00	-51,276.19	26.75 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-906-50110 Equipment Repair	791.04	1,000.00	-208.96	79.10 %
1-906-50129 Wiring & Electrical		6,000.00	-6,000.00	
1-906-50150 Grounds Maintenance	383.90	12,000.00	-11,616.10	3.20 %
1-906-50190 Plumbing Repair & Maintenance	1,100.00	12,000.00	-10,900.00	9.17 %
1-906-50191 Alarm Repair & Maintenance	768.00	5,400.00	-4,632.00	14.22 %
1-906-50192 Water/Rubbish Repair & Maintenance	2,765.35	8,800.00	-6,034.65	31.42 %
1-906-50193 Elevator Repair & Maintenance	1,375.00	7,500.00	-6,125.00	18.33 %
1-906-50420 HVAC Maintenance		15,000.00	-15,000.00	
1-906-60120 Supplies	3,678.77	25,000.00	-21,321.23	14.72 %
Total 906 Facilities	29,585.87	162,700.00	-133,114.13	18.18 %
907 IMRF				
3-907-40460 Social Security	31,876.44	127,500.00	-95,623.56	25.00 %
3-907-40465 Medicare	7,454.98		7,454.98	
3-907-40505 Illinois Municipal Retirement Fund	34,041.75	111,000.00	-76,958.25	30.67 %
Total 907 IMRF	73,373.17	238,500.00	-165,126.83	30.76 %
908 Restricted				
2-908-90350 Restricted Gift Expense-Friends	9,791.10		9,791.10	
2-908-90351 Restricted Gift Expense-Takiff Fund	2,042.58		2,042.58	
Total 908 Restricted	11,833.68		11,833.68	
909 Circulation Services				
1-909-50705 Membership Dues		250.00	-250.00	
1-909-50850 Meeting Fees		750.00	-750.00	
1-909-50851 Travel		3,092.00	-3,092.00	
1-909-60120 Supplies	234.64	1,800.00	-1,565.36	13.04 %
Total 909 Circulation Services	234.64	5,892.00	-5,657.36	3.98 %
910 Digital Services				
1-910-50215 Computer Hardware/Software	28,560.62	102,679.00	-74,118.38	27.82 %
1-910-50320 IT Consulting		47,500.00	-47,500.00	
1-910-50321 Website Design/Hosting	675.00	5,000.00	-4,325.00	13.50 %
1-910-50325 Internet Access	2,692.95	16,650.00	-13,957.05	16.17 %
1-910-50332 Digital 3D Printing	88.35	700.00	-611.65	12.62 %
1-910-50750 Digital-Device Subscriptions	614.74	2,200.00	-1,585.26	27.94 %
1-910-60305 Computer Supplies	3,970.70	10,500.00	-6,529.30	37.82 %
Total 910 Digital Services	36,602.36	185,229.00	-148,626.64	19.76 %
916 Programs & Communication				
1-916-50330 Communications	1,445.10	19,950.00	-18,504.90	7.24 %
1-916-50705 Membership Fees	120.00	650.00	-530.00	18.46 %
1-916-50850 Meeting Fees		650.00	-650.00	
1-916-50851 Travel	1,451.63	2,000.00	-548.37	72.58 %
1-916-51650 Program	3,552.50	23,098.00	-19,545.50	15.38 %
1-916-60120 Supplies		1,500.00	-1,500.00	
1-916-60149 Program Supplies & Other	586.09	3,000.00	-2,413.91	19.54 %
Total 916 Programs & Communication	7,155.32	50,848.00	-43,692.68	14.07 %
Total Expenditures	\$1,047,342.36	\$3,475,466.00	\$ -2,428,123.64	30.14 %
NET OPERATING REVENUE	\$2,049,924.54	\$0.00	\$2,049,924.54	0.00%
Other Revenue				
4-980-9900 Interfund Transfer In	250,000.00		250,000.00	
Total Other Revenue	250,000.00	\$0.00	\$250,000.00	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Expenditures				
1-980-9900 Interfund Transfers Out	250,000.00		250,000.00	
Total Other Expenditures	\$250,000.00	\$0.00	\$250,000.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$2,049,924.54	\$0.00	\$2,049,924.54	0.00%

Glencoe Public Library
Schedule of Changes in Restricted Gift Funds
For the Month Ending April 30, 2026

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Friends of the Glencoe Library	\$ 15,802.14		\$ 3,377.00	\$ 12,425.14
Bobette Cohen Takiff Fund	11,229.29		386.80	10,842.49
Janet Hauser Memorial Fund	54.62			54.62
Louis Bobby Slotkin Memorial Fund	19,901.50			19,901.50
Total All Funds	<u>\$ 46,987.55</u>	<u>\$ -</u>	<u>\$ 3,763.80</u>	<u>\$ 43,223.75</u>



BOND STATEMENT

CUSIP: GLNCPL024
 STATEMENT DATE: 04/07/2026
 CURRENT BALANCE: \$424,765.96
 PAYMENT DUE DATE: 05/01/2026

AMOUNT DUE: 4,500.56

TO:
 GLENCOE PUBLIC LIBRARY
 ATTN: ANDREW KIM
 EXECUTIVE DIRECTOR
 320 PARK AVE
 GLENCOE IL 60022-1526

CUR BAL: \$424,765.96 INT RATE: 5.25%	AMOUNT
05/01/2026 - Principal Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	2,642.21
05/01/2026 - Interest Payment General Obligation GLNCPL024 Maturity Date 06/01/2031	1,858.35
TOTAL	4,500.56

PREVIOUS STATEMENT ACTIVITY: (YTD)

DATE	PRINCIPAL	INTEREST	ENDING BALANCE
01/01/2026	2,596.48	1,904.09	432,623.75
02/01/2026	2,607.84	1,892.72	430,015.91
03/01/2026	2,619.25	1,881.31	427,396.66
04/01/2026	2,630.70	1,869.86	424,765.96
TOTAL TO DATE:	\$10,454.27	\$7,547.98	

PLEASE CONTACT INVESTMENT ACCOUNTING WITH ANY QUESTIONS OR CONCERNS REGARDING YOUR STATEMENT. 815-277-5386

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Marketing Committee; Grace Hayek, Head of Programs & Communications
Date: May 15, 2026
Re: Marketing Committee report

Virtual programs through Illinois Libraries Present have not found much of a Glencoe audience in the last two years. Programs & Communications has decided that the time is right to move to another source for livestreamed talks with bestselling authors. In April we connected with **Library Speakers Consortium** at the Public Library Association conference in Minneapolis and a few weeks later had an online meeting and demonstration with Becky Brent, LSC's partnerships manager.

LSC establishes a customizable microsite portal for its clients through which registration and data analytics are handled. Its program videos are ready within about an hour of each program's conclusion. GPL patrons would have access to the LSC video archive. All of the events are hosted by the same, professional moderator. There are around 600 member libraries in the LSC, including some abroad.

LSC offers six series: Fiction, Nonfiction (which includes a partnership with the Smithsonian Institution), Health and Wellness, Cooking, Variety and Lifestyle, and Kids and Teens. There is one program per month per series. Based on our discussion with Becky and with a few area libraries that use LSC, we are leaning toward the Variety and Lifestyle and Nonfiction series.

Establishing a better source for virtual programs will be especially beneficial as we head into renovation.

We are required to sign up for a minimum of two series over a three-year agreement. Two series for a library of our size would be \$2500 and seems like a good place to begin. We could always add more series if we want. Our partnership with ILP ends in May. We are looking at starting with LSC in fall 2026.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Pope, Village of Glencoe Plan Commission
Date: May 15, 2026
Re: Plan Commission report

The Village Plan Commission met on April 22, 2026, to discuss the following business items:

- Review and discussion of the draft Glencoe Parking & Streetscape Study

**Village Hall
675 Village Court
April 22, 2026
7:00 p.m.**

1. PLAN COMMISSION CALL TO ORDER AND ROLL CALL

*Bruce Huvad, Chairperson, Public-at-Large Representative
Georgia Mihalopoulos, Vice Chairperson, Village Board Representative
MacAdam Glinn, Public-at-Large Representative
Gary Hazan, Glencoe Park District Representative
Scott Novack, Zoning Board of Appeals Representative
Michael Pope, Glencoe Public Library Representative
Brooke Semel, School District 35 Representative
James Thompson, Public-at-Large Representative
Greg Turner, Public-at-Large Representative
Peter Van Vechten, Preservation Commission Representative*

2. CONSIDERATION OF THE MARC 25, 2026 PLAN COMMISSION MEETING MINUTES

3. PLAN COMMISSION PUBLIC COMMENT

Individuals interested in addressing the Plan Commission on non-agenda items may do so during this time.

4. REVIEW AND DISCUSSION OF THE DRAFT GLENCOE PARKING + STREETScape STUDY

5. STANDING COMMITTEE REPORTS/ANNOUNCEMENTS

6. ADJOURN

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin, Glencoe Sustainability Task Force
Date: May 15, 2026
Re: Glencoe Sustainability Task Force report

The Glencoe Sustainability Task Force (STF) met on April 28, 2026, to discuss the following business items:

- Internation Compost Awareness Week
- Green Bay Trail Day preparation
- Planning for 10th Anniversary commemoration
- Social media messaging planning (May and June) and 2026 communications planning

1. CALL TO ORDER AND ROLL CALL

*Brad Levison, Co-Chair
Laurie Tuchman, Co-Chair
Michael Rosenblat Village Board Representative
Bob Breisblatt
Barney Gallagher*

*Thomas Geraghty
Helyn Latham
Linda Lin
David Singer*

2. SUSTAINABILITY MODELING AND ACTION FOR A RESILIENT TOMORROW - SMART

3. CONSIDERATION OF MARCH 24, 2025, MEETING MINUTES

4. VILLAGE STAFF LIAISON REPORT

- A. Buckthorn Curbside Collection
- B. EV Charging Station Construction
- C. Review 2026 Budget Status
- D. 2027 Green Bay Trail Construction Project
- E. Electronics Recycling and Document Destruction Event – Regional Event
- F. Park District Small Business Shredding Station

5. TASK FORCE LEADERSHIP REPORT

- A. 10TH Anniversary Commemorative Bags for Art Festival
- B. Donate and Recycle Day – Volunteer Sign Up
 - i. Batteries
 - ii. Mosquito Bucket Challenge
 - iii. Hefty Renew Recycle Bags

6. INTERNATIONAL COMPOST AWARENESS WEEK – WASTENOT COMPOST GIVEAWAY

7. GREEN BAY TRAIL DAY PREPARATION

8. PLANNING FOR 10TH ANNIVERSARY COMMEMORATION

9. SOCIAL MEDIA MESSAGING PLANNING (MAY AND JUNE) AND 2026 COMMUNICATIONS PLANNING

10. OTHER BUSINESS

11. PUBLIC COMMENT TIME

Individuals interested in addressing the Sustainability Task Force on non-agenda items may do so at this time.

12. CLOSING AND ADJOURN

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Weiss-Ham, Technology Committee; Justin Franklin, Network and Digital Services Librarian
Date: May 15, 2026
Re: Technology Committee Report

Matthew has authored a preliminary draft of an AI policy for the Library, which several other staff members have viewed and contributed feedback to as well. Justin and Matthew will work with the board to craft this into a resource that provides guidance when considering whether to use AI tools or resources.

Justin is currently working on replacing the Wi-Fi access points, repairing one of the 3D printers, and making changes to the public PCs and firewall needed for the introduction of the new Bibliocommons public access catalog, set to soft launch later this month.

**Report of the Executive Director
From April 11 to May 15, 2026**

RAILS

RAILS shared that the U.S. Department of Justice has extended compliance deadlines for web accessibility. Public entities serving populations of 50,000 or more now have until April 16, 2027, to comply while smaller entities have until April 26, 2028, to comply.

CCS

Bibliocore, the Consortium's new online catalog discovery layer, started its public preview phase on April 20. The library will not enable its public preview at this time since Overdrive content is still not populating in Bibliocore which will have a dramatic effect on the look and feel of the catalog for Glencoe patrons. Head of Adult Services Dale Heath is our project lead and is working through configuration issues and concerns with CCS and our staff.

Governing Board held its quarterly meeting on May 13.

Administration

Friends President Marti Wick and I will meet monthly moving forward. The first meeting was held on April 28, and discussion topics included the Friends Room alternates, and pending projects such as the Memorandum of Understanding. Marti and I will meet on the last Tuesday of each month.

Children's Services & Public Operations Manager Ann Finstad and I met with former Advisory Council member Lori Muller to discuss a sponsorship opportunity. Next steps include discussions with the management team and presenting a draft sponsorship outline to Ms. Muller.

Staff

Three staff members had their work anniversaries in April:

- April 4 – Linda Patchett, Children's Services Librarian – 10 years
- April 5 – Mildred Shepherd, Circulation Services Shelver – 19 years
- April 6 – Robina Button, Children's Services Substitute – 11 years

Continuing Education & Networking

The Illinois Human Rights Act was amended to mandate that all Illinois employers provide sexual harassment prevention training to all employees, appointees, and elected officials on an annual basis. Ann Finstad is the library's lead for sexual harassment prevention training which typically begins in the fall.

Collections & Services

There is no report.

Events & Programs

Summer 2026 has many scheduled events that the library will participate in. Along with staff, Trustees have been invited to join in the participation to continue raising awareness of the planned library renovation.

May 25	Memorial Day Ceremony	Roger Parfitt
May 29	District 35 PTO Carnival	Nan Weiss-Ham
June 6	Boards & Bites	Jim Fiffer and Nan Weiss-Ham
June 19-20	Glencoe Sidewalk Sale	Jim Fiffer and Roger Parfitt
June 26	Glencoe AI Fresco 1/3	George Krafcisin and Nan Weiss-Ham
July 4	Independence Day Parade	<i>Volunteers wanted</i>
July 24	Glencoe AI Fresco 2/3	<i>Volunteers wanted</i>
August 28	Glencoe AI Fresco 3/3	<i>Volunteers wanted</i>

Due to the many programs scheduled for June 19-20, the library will only participate in the Sidewalk Sale on June 20.

Building & Maintenance

There is no report.

Marketing

The library is exhibiting 9-year-old resident, Ishaan's, Lego model of the proposed Ground Level in the Johnson Room through May 26. Ishaan and his family provided the library with a statement that was shared with our community.



(We) moved to Glencoe in 2020 and have loved the library since we first stepped into it. We love everything about the library, particularly the staff. Last fall during the open house, Ishaan saw the blueprints for the planned expansion and decided to build a model in Lego. Ishaan has worked diligently over the last three months to build the first floor. He designed and built the model himself including experimenting with solutions to challenging problems (the bay window, bookshelves, bathrooms). Ishaan is planning to build the second floor over the next three months.

Adult Services Librarian Haley Kedzierski and Children's Services Professional Carly Merdinger have relaunched the library's TikTok account with great success. Haley and Carly identified three goals for the library's TikTok presence: 1) to bring more tween and teen patrons into the library through a social media platform popular with those age groups, 2) to serve as a digital promotion point for library services and programming especially with the upcoming renovation, and 3) to strengthen community ties by way of creating content featuring staff.



Next Board Meeting

The only scheduled business item for the June 17, 2026, Regular Board Meeting is the 2025 Annual Financial Report. Trustees should anticipate other actionable items related to the renovation will be added to next month’s agenda.

Dates

May 25	Village of Glencoe Memorial Day Ceremony
May 26	Friends/Library Administration meeting
May 27	S&P Bond Rating Call (with Village of Glencoe)
May 28	Jill Alberts Shopping Day (in support of the renovation)
	Friends Board meeting
May 29	District 35 PTO Carnival
June 2	Glencoe Administrators meeting
June 6	Boards & Bites
June 16	Finance Committee meeting

Memorandum

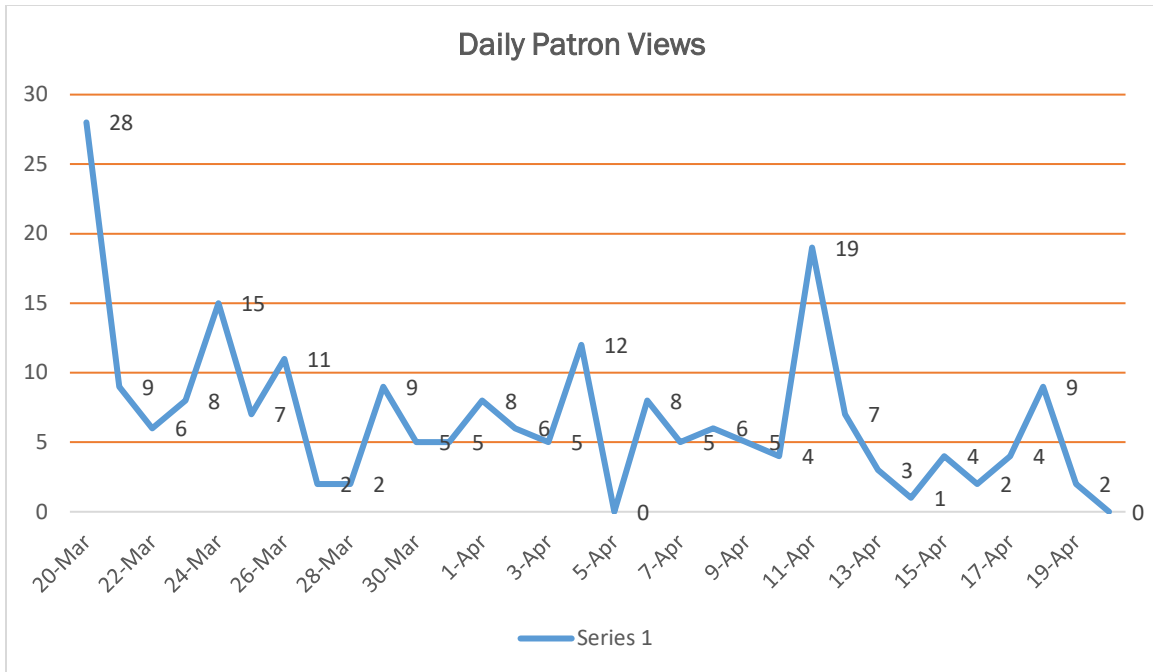
To: Glencoe Public Library Board of Trustees
Cc:
From: Dale Heath, Head of Adult Services; Andrew Kim, Executive Director
Date: May 15, 2026
Re: Renovation Renderings Viewing Log

The Adult Services Team monitored and logged patrons viewing the renovation renderings from March 20 to April 20, 2026. Four renderings were displayed in the main dragway of the Ground Level:

1. Southwest view of the South Exterior
2. Large Program and Community Room
3. East facing view of the Lower Level
4. East facing view of the West Exterior



Staff logged 217 views over 31 days. Most of the patron comments were positive. A tremendous thanks go to the Adult Services Team for diligently recording this information.



Patron Comments

3/20 Two Glencoe patrons had questions about the renovation and said that the plan looks great!

3/21 Patron expressed concerns about heating on the ground level with the wide glass windows shown in the renderings.

Patron was concerned about maintaining the façade of the Park Avenue entrance.

3/22 This (rendering set) is very dramatic! I'm glad I voted for it!

3/23 Congratulations on the renovation!

3/30 I'm excited!

It's nice that the referendum passed.

4/1 I don't like what the back side of the building will look like.

4/11 Highland Park resident complained about her home library's addition which will add "lots of empty space while getting rid of lots of books." She hoped that our library wasn't foolishly planning to do the same.

4/14 Patron hopes the library is not too modern and still characterizes the community of Glencoe.

I love the library! I'm glad the referendum passed!

Visitors and Borrowers



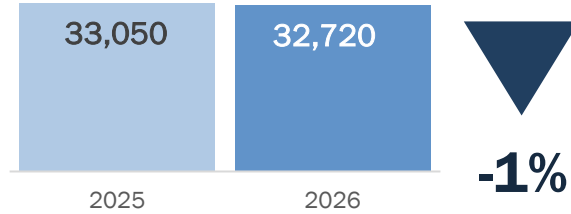
Visitors and Borrowers

Current Month

Visitors to Library	8,748
Unexpired Cards	4,322
New Registrations	28

* note - as of 2025, we have begun tracking unexpired cards only instead of all registered borrowers

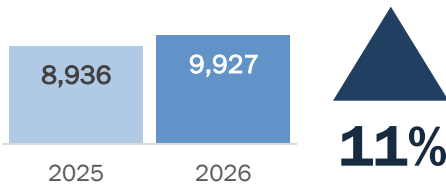
Total Visitors | YTD



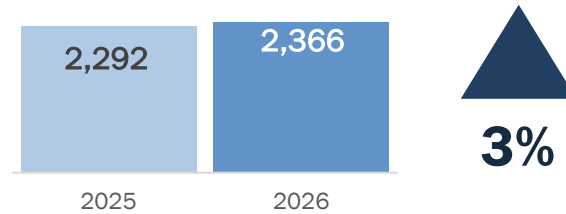
Public Internet Use

Current Month

Wireless Connections 2,393



Internet PC Sessions 528



Librarian Engagement

Current Month

Service Point Questions

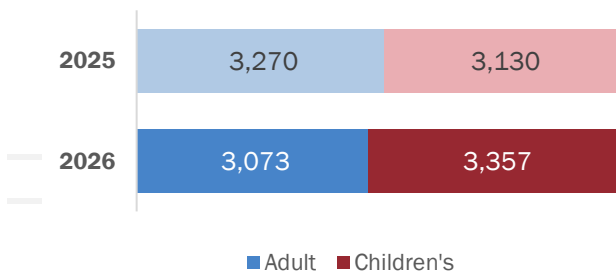
1,444 ▲ 0%

Current Month

One on Ones

8 ▲ 6%

Questions - YTD Comparison



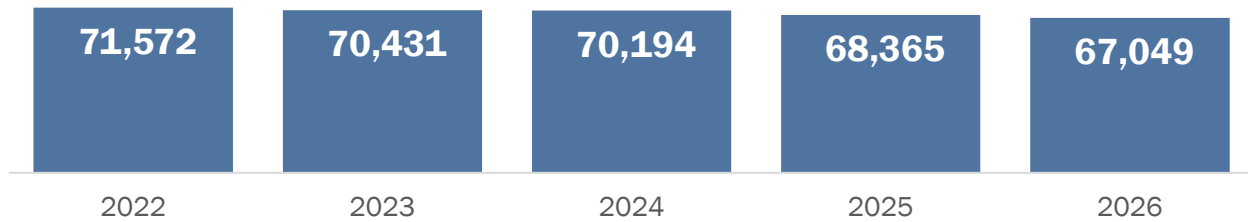
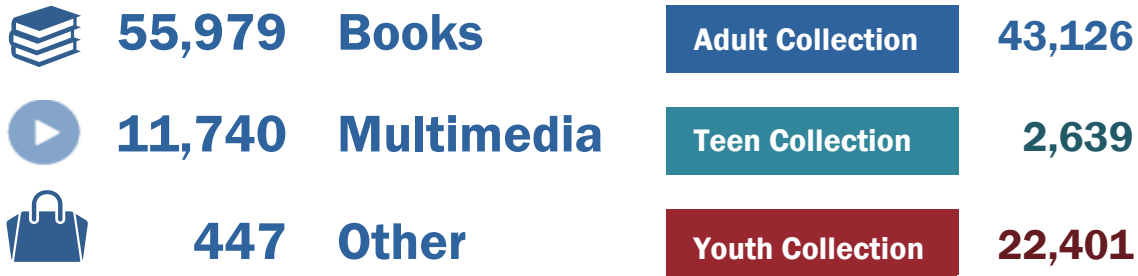
One on Ones - YTD comparison



A one on one is a scheduled patron tutorial, often covering technology or a library service

Collections and Meeting Rooms

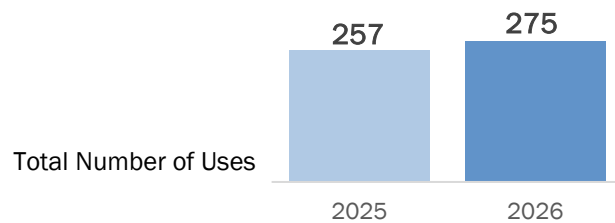
Physical Collection Size - Current Month & Historical



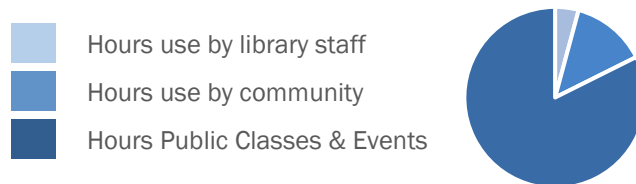
As of the March 2026 statistics, we are reporting numbers based on database counts, not manual tracking. As a result, collection sizes are slightly higher than previous reporting. As we work on database cleanup, collection totals are expected to balance out to match more closely with previous levels. Also new: reporting the "Other" category. This includes items like the Library of Things, Children's Discovery Packs and other Kits, and library bags.

Meeting Room Use

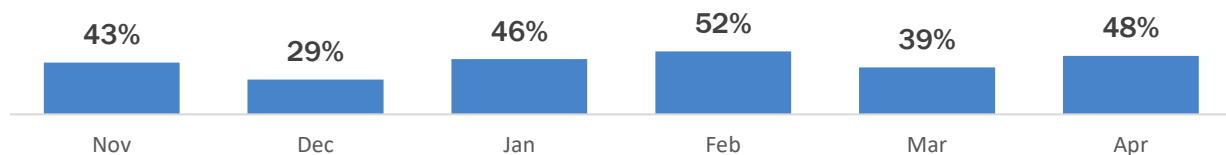
Hamil Room	Count	Hours
Patron Use	47	76
Staff Use	20	29
Total Use	67	104



Hammond Room	Count	Hours
Library Internal Use	3	6
Community Use	8	19
Library Program Use	49	118
Total Utilization	60	143



Hammond Room Occupancy



Circulation

Physical & Digital Format Combined

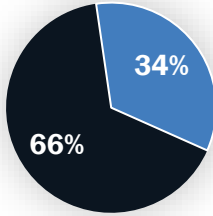
Monthly Circ Snapshot

12,040

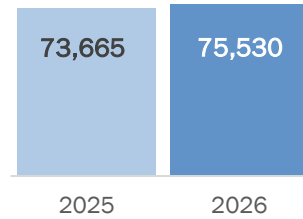
Physical
Materials

6,193

Digital
Materials



Total Circulation | YTD All Formats



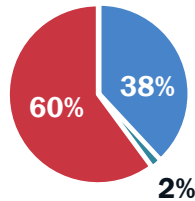
3%

Physical Materials Circulation - By Demographic

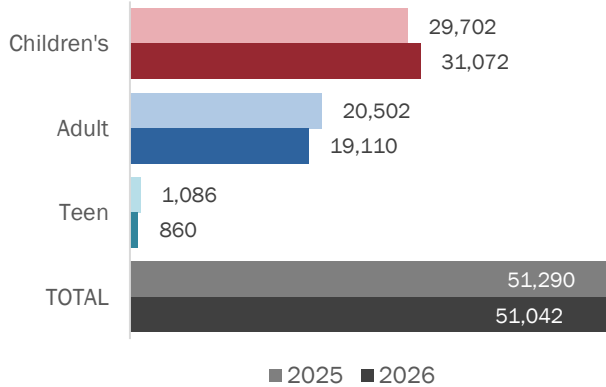
Current Month

ADULT	4,585
TEEN	218
YOUTH	7,237
Total	12,040

Circ % by Audience Current Month

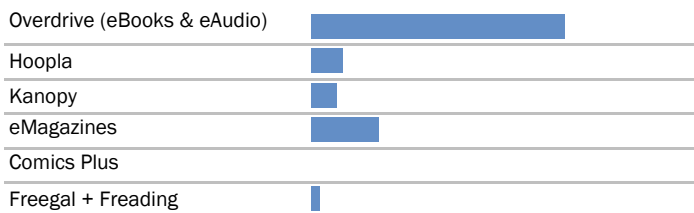


Circulation | YOY YTD by Demographic

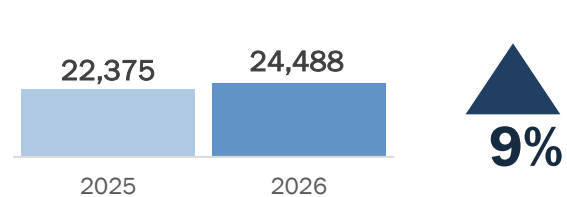


Digital Materials Circulation

Popularity by Service - current month

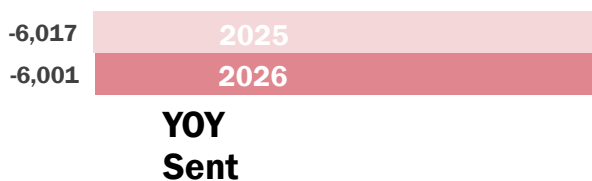


Digital Circulation | YTD

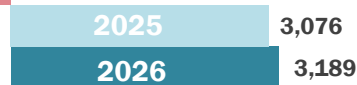


9%

Interlibrary Loan



YOY Received



Special Items Circulation - current month

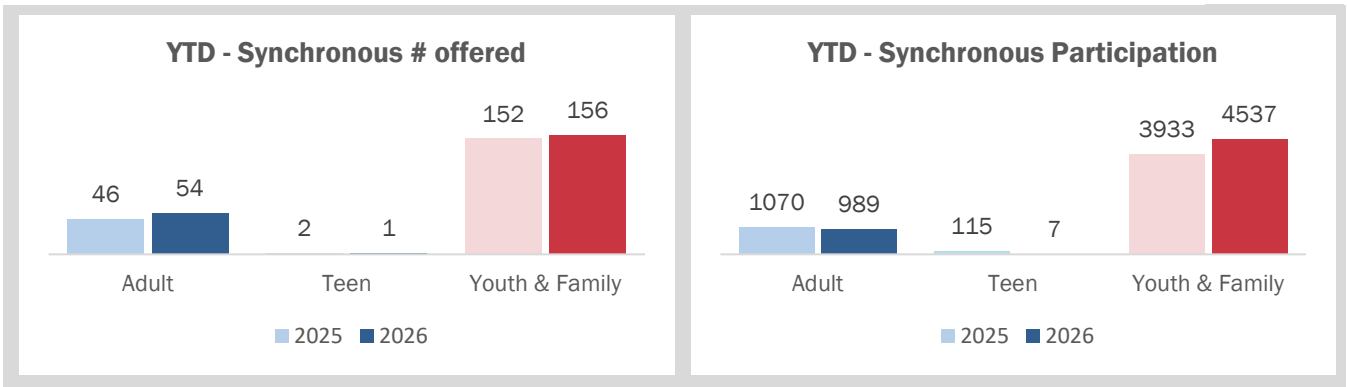
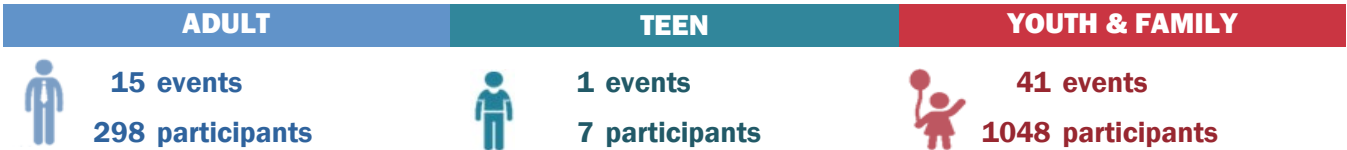
3D Print Requests	31
Library of Things	40

Programs and Events

Synchronous Events & Programs

Year to Date Count **211** **YTD Attendance** **5,533**

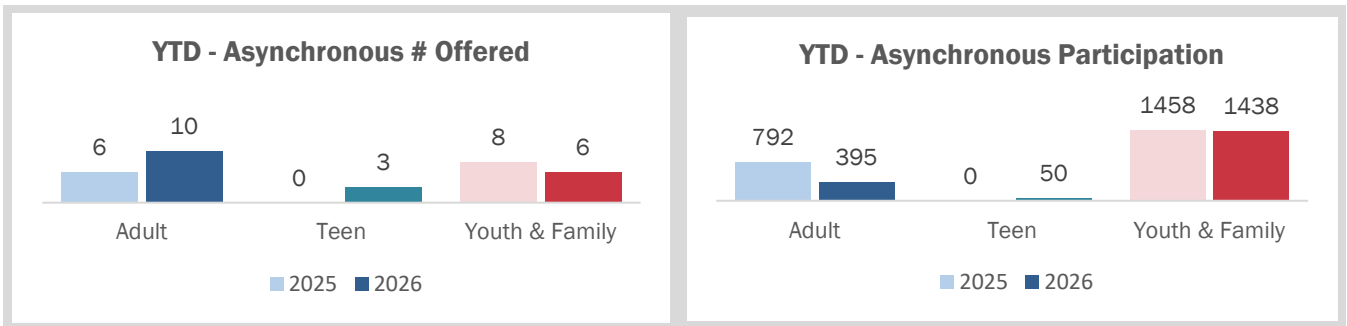
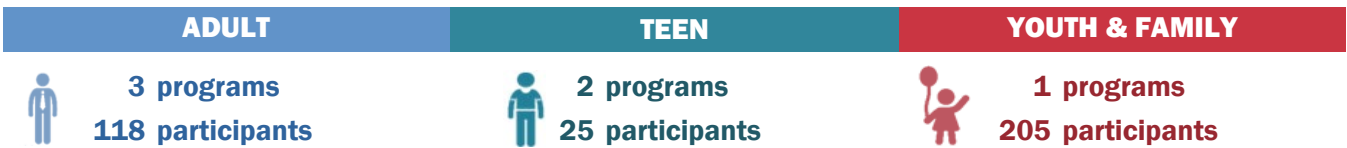
In addition to recurring programming, the library hosted an author event with Leah Eskin (60), an art class on drawing Chicago Architecture (17), and Cradles of Culture: The American Libraries story (19). Tweens and young teens participated in a crochet class. Kids made flower plushies and had their stuffies sleep over at the library. We partnered with the Glencoe Park District to host the Great White Shark Adventure at Takiff Center (77) and visited West School's Garden Explorers Night (100)



Asynchronous (Passive) Programs & Offerings

Year to Date Count **19** **YTD Participation** **1,883**

Adult programs include 30 day views on recorded videos. Teens took home blackout poetry kits and puzzle sheets. Youth and Family participate in the monthly Children's Department scavenger hunt.



Marketing and CE



eNewsletter

Last 12 months

Subscribers	3,296	
Open Rate	61%	

Subscription rate is consistent with 1-2% variance. Open rate ranges from 61-64%



Website

Last 12 months

Users	3,721	
New Users	3,333	
Sessions	6,853	
Page Views	8,303	
Catalog Sessions	4,178	
Calendar Views	5,068	

Social Media

Apr

Last 12 months



Facebook Followers	1,290	
Facebook Views	1,442	

Facebook followers continue to increase steadily, while views tapered slightly. 4-6 days in April may be underreported according to Facebook.



TikTok Followers	909	
TikTok Views	6,547	

Views jumped to almost triple our previous high as Haley and Carly began posting a steady stream of content.



Instagram Followers	1,564	
Instagram Views	5,863	

Instagram views jumped up due to select TikTok videos being crossposted as Reels.

YouTube



Subscribers - General	602	
Subscribers - Kids	1,047	
Views - General	440	
Views - Kids	6,785	

Subscribers continue to grow on both YouTube channels. Views remained roughly steady.

Staff Development / Continuing Education

Staff reported CE included the Public Library Association conference (4 in attendance), Bibliocore (catalog discovery layer) training, AI training, Threat Evaluation & Reporting, and collection-focused webinars.

10

18

106.5

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Matthew Byrd, Technology Librarian
Date: May 15, 2026
Re: 2026 Public Library Association Conference

As this was my first professional conference as a librarian, I was tremendously excited to attend PLA 2026 in Minneapolis and was heartened to find that it was as rewarding and enlightening an experience as I had hoped and anticipated it would be. It was quite inspiring to be in a conference hall filled with people who all share an admirable dedication to public service, and I came away energized and excited about potential ways to improve our library's own mission of public service. While not a complete list (unfortunately, not every program was a winner), what follows are my key takeaways from some of the programs I attended and vendors I interacted with.

Protecting Patrons' Data Privacy with Digital Vendors

Presented by Dorothy Salo, a faculty member at the University of Wisconsin-Madison's Information School, this program went over the various, quite troubling ways that many libraries and, particularly, library vendors can be careless or even malicious with sensitive patron data. Case studies ran the range from vendors using web tracking to sell patron information to data brokers, libraries putting patron data into Generative AI chatbots (whose commitments to privacy are minimal to say the least), to libraries keeping records of patron driver's licenses, and vendors using patron contact information to reach out to patrons directly without the library's consent (most famously in the case of Kanopy lobbying New York Public Library patrons directly asking them to pressure the library to keep them on as a vendor). The presenter gave potential solutions to this problem, some of which seemed practical (asking vendors not to engage in web tracking, an ALA Privacy audit, guardrails around Gen AI usage, limiting the amount of data we ask from patrons overall), and some of which sounded better in theory than in practice (a DeGoogilization effort on library devices seemed a Quixotic quest to me). Overall, I came away with a renewed vigor for keeping patron privacy top of mind when dealing with any library technology or vendor.

Not Your Typical Makerspace: Creating STEAM-Based Programs for Youth

Presented by librarians Marcus Brown and Kiesha Collins from the Kansas City Public Library's Digital Media Lab, this program showcased the Lab's wide breadth of successful all-day, summer programming. Much of the programming was beyond the capabilities of the library at the moment (mainly due to the space constraints of our building), but 2 programs struck me as replicable at our library. An "Art in the Air" kite program, where patrons decorate kites and then fly them in a field near the building seems right up our alley, and a "Make Your Own Rocket" program, where patrons construct and launch small bottle rockets,

both of which seem doable for us and in line with our current youth programming options. Shared this with Ann Finstad at the conference.

3D Printing for Accessibility

Presented by Jaclyn Little, a senior library assistant for Fort Vancouver Regional Libraries, this proved to be one of the more poignant moments of the conference experience for me. The presenter had suffered a stroke several years prior which left her severely impacted in terms of both speech, fine motor skills, and walking. As one can imagine, this made what would normally be anodyne daily routines (cleaning glasses, applying deodorant, driving a car etc.) painful struggles. In response, the presenter used TinkerCad (a 3D printing modeling tool that our library already uses to create new 3D print designs) to create a series of accessibility tools that eased the difficulty around these tasks (a holder for glasses to make cleaning them easier, an extender tool to help with applying deodorant) and allowed the presenter to lead an independent life. She also created a Thingiverse list of these tools and shared them with the audience so that we could print these items for any of our patrons to use. I have been printing some on my own time with the 3D printer and plan on displaying/promoting them in some way soon to gauge interest.

How Gen Z Use (and Don't Use) Public Libraries: New Data and Analysis

Kathi Inman Berens and Rachel Noorda, scholars at Portland State University, presented their findings from a large, nationally representative survey of Gen Z Americans on how they interact with libraries. Here were the one that I found especially interesting and should be kept in mind when thinking about our own patron base.

- 67% of Gen Z (defined in this survey as between the ages of 13 and 27) report visiting libraries in the last 12 months in 2025, up 14% from 2022
- Gen Z both use social media far more than previous generations, while also professing significantly more distrust in the news/information presented in social media than previous generations.
- 66% mainly use social media before bed (other high usage times include waiting, during meals, and commuting).
- There has been a decrease in the use of social media as a method for getting book recommendations, with a concurrent increase in getting recommendations from librarians and bookstore employees.
- 60% report illegally downloading a book.
- 69% believe that a wait time for a library hold of longer than a week constitutes “a long time”.
- 53% borrow books from the library, 25% use it to study for school, 24% to work on a laptop, and 15% to print, scan, and copy.
- As for the preferred reason why they visit, 46% report “because it’s quiet”, 41% because “it costs nothing to visit”, 38% to “save money”, and 36% for so-called “Me Time”.
- When it comes to AI, 74% report using an AI chatbot within the last month.
- 48% report using Generative AI for work and school, 35% for when they write.



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- 80% of Gen Z report “being lonely” in comparison to only 40% of seniors.
- There is a big demand for “third places” (defined as places for socializing outside of work and the home), with 85% expressing a desire for more such places (of which libraries qualify) in our society.

AI with Heart: Serving People in a Digital Age

Coming into the conference, this was the program I was most interested in, and it did not disappoint, although not for the reasons I had anticipated. Presented by Morgan Hanks and Jaci Cooper, the User Experience Manager and Director of Projects and Planning for the Kent District Library in the Grand Rapids area of Michigan, this program went over both the reality of widespread AI usage among our patron base and the potential applications of AI tools in library services. The presenters shared a startling statistic from the analytics company Clarivate showing that 62% of American adults interact with AI several times a week, making familiarity with the technology an absolute requirement of a public-facing institution such as ours. The presenters further argued that we are no longer in an Information Age, but rather a Content Age, and that libraries need to shift from being places of information *retrieval* to places of information *discernment*. Putting it another way, the problem is no longer a lack of information or barriers to access to information, but rather a glut of information, with no clear-cut way to sift the reliable from the unreliable. Along similar lines, AI has completely inverted the research model reference librarians are used to. Traditionally, one sifts through authoritative sources and then synthesizes the information into some sort of reasoned conclusion. The way AI, particularly the major AI chatbots (ChatGPT, Claude, Microsoft CoPilot etc.) work, the synthesis happens first (a synthesis that, by the way, has a strong chance of being an outright hallucination) and then it is up to the human user to sift through the sources used by the AI to determine if the synthesis is accurate or not.

In a testament to the high levels of trust our profession still holds among the general public, the presenters shared that Anthropic, Google, and OpenAI all reached out to PLA to try and solicit an official “Librarians’ Endorsement” of their respective AI chatbots (no endorsement is forthcoming, as far as I am aware). The presenters recommend implementing formal AI policies and procedures as well as giving all staff basic AI literacy training to better serve a patron base that is making increasingly widespread use of the technology in their own lives. They emphasized that, under no circumstances, should patron information ever be inputted into an AI Chatbot, as privacy could not be guaranteed.

My agreement with the presenters ended there, however, as they presented a series of potential usages in library work that I found deeply irresponsible, including but not limited to using an AI Chatbot to provide reference and reader’s advisory services, wholly AI-generated library promotional materials, inputting minutes from confidential library meetings into an AI chatbot, and using AI rather than librarians to plan and implement programming. I personally came away horrified by the threat posed by AI to the human-centered, patron-focused quality of our library, and immediately began drafting an AI policy for the library that puts guardrails around the technology’s use while also providing a path to make sure staff have the AI literacy necessary to best serve our patrons.

Vendors

I spent a fair amount of time in the Exhibits Hall talking with library vendors-some of whom we currently have a relationship with, some of whom we do not. I talked to Joe Welps, a sales manager we've dealt with from **TBS**, about our Remote Printing process. For a long time, we had been using the emails bw-gpl@eprintitsaas.com and color-gpl@eprintitsaas.com, for patrons to email in remote printing jobs, both of which patrons frequently complained were too wordy and easy to misspell, elongating and complicating the remote printing process. I asked Joe if we could create simpler emails, preferably with our @glencoelibrary.org domain attached to them, for patrons to use. He said we could, all we would have to do is create the emails, inform TBS, and then set up email forwarding so the jobs could go directly into the TBS remote printing queue. As soon as I got back from the conference, Justin and I created and set up email forwarding with bw@glencoelibrary.org and color@glencoelibrary.org. The change has been well-received by patrons and significantly improved the remote printing process.

Given our forthcoming adoption of a **Bibliocommons** catalog, I decided to stop by their PLA booth. I had been interested in possibly making use of their BiblioApps feature, which allows the library to create an app which integrates the Bibliocommons catalog, and allows patrons to seamlessly search the catalog and place one-click holds on their phone, a capability patrons frequently ask for at the Reference and RA desks. Their rep offered to set up a demonstration for Justin and I of both BiblioApps as well as BiblioEvents, their calendar system, an offer which I intend on taking up in the coming weeks. Utilizing all three and integrating our catalog, calendar, and a mobile application with the same vendor strikes me as a cost efficient, procedurally smooth, and convenient way to provide these services to our patrons and it is a route I hope we choose to take.

As we are investigating RFID adoption during the upcoming renovation, I briefly visited the booth of our current self-check vendor, **MeeScan**, to see their RFID check-out machines, which impressed me with their small size and simplicity. Finally, I decided to research a few different drop-box and locker options given the problems we continuously encounter with our current vendor, Smiota. Of the locker/drop-box vendors I toured, the ones I was most impressed by came from **FE Tech** and **International Library Services**. For the latter, I was especially intrigued by their Autolend Machines, which essentially functions as an off-site vending machine version of our Bestsellers shelves. Lake Forest Library currently utilizes one of these at the nearby Metra Station. When I got back from the conference, I took the train there and looked at the machine in-person and was as impressed as I was at the conference. I also plan on contacting the Lake Forest Library directly to ask some more nuts and bolts questions about the machine. Despite the high cost, I think thorough consideration of the Autolend machine is justified and could be a good way to keep a physical, usable library presence in the area around 320 Park Avenue when we are off-site. I reported all these findings to Danny Burdett and Ann and offered to help in any way I can. I would like to thank Becky for encouraging me to go to PLA before her retirement and the library for providing me with such a wonderful opportunity for professional development.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc: Andrew Kim, Executive Director
From: Ann Finstad, Children's Services and Public Operations Manager
Date: May 15, 2026
Re: 2026 Public Library Association Conference

PLA Conference

April 1 – 3, 2026, Minneapolis, MN
Ann Finstad, Children's Services and Public Operations Manager

I was delighted to have the opportunity to attend my first PLA conference since 2020. With its strong focus on public libraries, both sessions and exhibits are extremely relevant to the materials and services we provide our community. With the Library's pending renovation, I was also excited to connect to vendors in the exhibit hall to learn more about products and offerings. While it is impossible to provide a full recounting of every benefit the PLA conference provides library professionals, below is a summary of sessions and relevant exhibits encounters over the three days of the conference. Thank you again for the amazing opportunity to expand my skill set and revitalize my library energy!

Sessions

For this PLA, I chose to focus on a Leadership track rather than a Youth Services track, in anticipation of my administrative responsibilities increasing in the next year.

Opening Session: Bryan Stevenson

The opening session with Bryan Stevenson was illuminative. Stevenson, director of the Equal Justice Institute, shared moving stories about his work with incarcerated people and the projects of the Legacy Museum.

Highlights and quotes:

- Libraries are key to the solution [of reaching equality in America]
- Libraries possess the power of proximity. We respond to the needs of people in the community. To succeed, libraries must be close to the factors that result in success; policies cannot be created from a distance
- Libraries increase the Justice quotient of our Nation.
- Libraries are positioned to challenge things that promote bigotry and violence. Don't give in to politics of fear and anger.

Libraries are here to be truth tellers. A library does not yield from telling the truth.

Serious Leaders Play: How Fun Fuels Performance and Productivity

This session, presented by Beck Messick, the Learning and Development Manager at the Tacoma Public Library, shared ways that training and staff development can be fun. In addition to promoting the use of fidgets, they shared games that can be used with staff to increase engagement and prevent burnout. It was fun to start the conference with this session, which embodied what we already know in Children's Services: Play is essential and human, no matter your age!

Engage, Empower, Evolve: Using Staff Input to Strengthen Culture

Presenters from 3 different Ohio Library systems shared their uses of staff engagement surveys. All three used professional survey companies to administer surveys and developed plans based on the results. As the administrator of our local survey, I was particularly interested in this session. However, some of the findings and recommendations were more applicable to library systems with a large and diffuse staff population. Still, whether we want to engage with a company to administer our survey in the future is an idea, especially when it comes to anonymity and formal benchmarks.

Silence during uncertainty causes more harm than imperfect information. Speculation results from no information. Provide sustained communication to staff.

Capital Funding in Tumultuous Times

When attending this session, I was pleased to see that Glencoe had effectively taken the recommended steps for moving through the early processes of a renovation, including seeking active public engagement, considering capital campaigns, federal, state, and private grants, naming rights, and facilities rental fees. The presenters also stressed taking advantage of bond roll-offs, if available, to improve the building at no new assumed costs to taxpayers.

However, case studies across the Salt Lake City Public Library system were not directly applicable to Glencoe, as they focused heavily on using partnerships (including corporate, developer, and nonprofit partnerships) in order to create mixed use spaces with shared or coupled facilities, such as a combined library and ballet school.

They also covered opportunities where the library is a part of the conversation when it comes to land development, such as a vacant ballpark site.

Because Glencoe is landlocked without many active development areas (Hoover estate excepted), and because we are already at the point in our project where we have an approved bond for renovating the current building, this session did not provide practical ideas for securing additional capital funding for our current project. Still, it was an interesting presentation featuring many creative ways that libraries are finding land and funding.

Highway to Hell: The Good Intentions Journey

Part of this session was a gawker's paradise full of HR horror stories, but there were plenty of opportunities to learn and reflect on best practices in staff supervision and development.



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The presenters, in leadership roles at a variety of Oklahoma library systems, really reflected on the desire to provide support, opportunities for mistakes, and second chances for struggling staff members, but acknowledged that there's a tipping point in every employer/employee relationship, and recognizing that point can be challenging.

Key takeaways

- **Clear Policies:** Try to have policies in place before issues arise, then follow those policies without emotion.
- **Think Long Term and Holistically:** Don't use patches when you need permanent solutions. Consider how actions, or inactions, will affect the rest of the organization.
- **Create Transparency:** Create procedures that are transparent and eliminate speculation.
- **Address Conflicts & Problems Promptly:** The longer you wait to address a situation, the more it spirals out of control. Resolve it while you can with candid conversations.
- **Document:** Be honest in performance documentation and create written documentation of potential problems as they develop.

How Gen Z Use (and Don't Use) Public Libraries

Librarians from Portland State University shared findings regarding Gen Z's library use. The survey was administered in 2024.

Because they provided detailed slides, I did not take extensive notes. Unfortunately, the slides are not available on PLA's conference app. Coverage included use of bookstores and purchasing print books, the percentage of Gen Z that considered themselves "readers," rising rates of library use among Gen Z, and higher rates of BIPOC members of Gen Z reporting reading. Reported use of AI in this survey was inconsistent with other surveys on AI use among members of Gen Z.

A full article with study findings is available here:

<https://www.eupublishing.com/doi/10.3366/tna.2024.0027>

Key Takeaways

- Gen Z are **more** likely to buy print books than Millennials.
- Gen Z will choose to use pirated materials when waits for library materials (e.g. Libby holds) are "too long." Q: What is "too long" for Gen Z? A: One week.

Coaching as a Tool to Manage Large Scale Change

This session featured the most "management speak" of any session I attended, covering elements of Noble Group's 5 Square Framework, Tuckman's Framework of Group Development, and the book *Leadership on the Line: Staying Alive through the Dangers of Leading*.

Key takeaways

- We can challenge others while holding our care for them at the same time
- It's not just the leader's job or the loudest person's job to challenge
- Staff development should not be a happy accident- it should be intentional and part of the budget
- Leaders must do the work to create a self-sustaining culture

Leading with Intention: Establishing A Healthy Leadership Culture

This session, presented by the leadership team of our neighbors at Skokie Public Library, addressed challenges across Skokie's 31-member (!!!) management and supervisory team and steps that they took to improve communication and morale. They relied heavily on staff input to develop a set of norms, then developed cohorts and "pair and shares" that met regularly to practice, knowledge share, and develop. Efforts led to increased connections among leaders, as well as improvements in staff morale.

"Leadership is a skill that can be learned and improved."

The Conflict is Real: Library, Friends, and Foundation

Leaders from the Columbus (Ohio) Metropolitan Library shared their experiences restructuring their Friends groups, which were once 23 independent groups that functioned at a branch level, into one cohesive organization. They also discussed the development of their Foundation and the role each played to serve the Library.

Key takeaways

- Roles for each group must be clearly defined and documented. For CML, the Friends Group transitioned to a 501c4 (not tax deductible) while the Foundation was a 501c3 (tax deductible)
 - Primary functions of each group were "earn" (Friends), or "raise" (Foundation)
 - Friends were an enhancement to the Library experience (Book Sales, Gift shops, concerts & programs) and supported things that the library couldn't otherwise support; Foundation's goal was to raise money through annual giving, planned giving, major giving
 - Friends members volunteered time and talents and served as volunteers; Foundation members opened doors and created connections to raise funds (minimum annual gift expected from Foundation members)
- Friends groups should be involved in the Library's strategic planning; the Friends Strategic Plan should support the Library strategic plan

Exhibits Floor

Visits to vendors we have existing relationships with included Collection HQ, 3Branch, Libraria, Amazon, Ingram, Creativebug, Beanstack, Gimlet, and Playaway, among others.



New connections included Lyngsoe (RFID, sorting, materials “vending” machines), Aqua by Adobe (app and coloring pages), Penworthy (kits and prebound titles for youth), Lark Signs and Pannier Graphics (Storywalk hardware), PAVE prevention (Staff Training), Blick, Craft & Hobby (Creativebug competitor), CoverOne (book mending equipment), Library Makers (resources for makerspace librarians & staff), Worden (furniture), and others.

I also explored recent and upcoming releases from major and small press publishers, including Harper Collins, Macmillan, Simon and Schuster, Capstone, Sourcebooks, Quarto and more.

Social and Networking

- Children’s Author Breakfast, where I connected with Jessie Bond, Glencoe’s former Youth Services Associate and current Morton Grove Library School Services Librarian, as well as heard authors Katherine Applegate, Sara Pennypacker, Sandra Dias, and Donna Barba Higuera speak about their work.
- Bibliocommons reception, where I connected with Rebecca Malinowski, CCS director, Kate Hall and Kelly Durov of the Northbrook Library, as well as librarians from the Muskegon Area District Library, Las Vegas County Public Library, and Canadian libraries.
- PLA Happy Hour, where Matthew Byrd and I connected with Athens Moreno, Glencoe’s former Digital Services/Technology Librarian.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Grace Hayek, Head of Programs & Communications
Date: May 15, 2026
Re: 2026 Public Library Association Conference

PLA 2026 opened with a stirring speech by keynote speaker **Bryan Stevenson**, executive director of the Equal Justice Initiative and author of *Just Mercy: A Story of Justice and Redemption*. He was preceded by Minneapolis mayor Jacob Frey.

I attended a program titled “**Becoming One Library: How to Build Better Internal Communications.**” The presenter was from the Calgary Public Library. She stressed that making internal communications a priority is an important way to build trust among staff. This really got me thinking about what we could do at GPL. She suggested offering “micro-learning opportunities” through many channels: Slack, email, and a paper version posted in heavily trafficked areas (I thought immediately of the Circ workroom, the staff break room, and the staff refrigerator). Using a three-level format (header, summary and details) is effective. This vehicle could include human interest content, Gimlet comments, the occasional interview with or quote from Andy, and even tiny multiple choice polls or quizzes for fun and learning. Perhaps only news that affects more than one department would be included. It might be good to include the coming two weeks’ worth of events (public/staff/board) to keep everyone aware, as was formerly done with the “This Week in the Library” flyers. This program was one of the most valuable of the conference for me.

“**Renewing Legacy: Perspectives Renovating and Expanding Historic Libraries**” featured the Washington, D.C., Public Library’s architect. The emphasis was on the elaborate, extended process of preservation oversight and review in the D.C. area, which struck this conference attendee as rather ironic given recent news around the White House. The presenter stressed the importance of keeping staff informed during renovations.

“It all just feels very heavy right now,” stated the presenter of “**Transforming Library Public Policy and Advocacy in a New Political Era.**” While saddened by the firing of Library of Congress president Carla Hayden, the presenter said Hayden’s successor, Robert Newland, seems to be a strong choice.

“**Ageing Together: Library Programming for Older Adults**” emphasized knowing your community and offering consistently repeating events for ongoing connection with older patrons. Offering asynchronous support online (“flexible delivery”) is an important angle. Try offering online health literacy programs. Intentionally design inter-generational programming

(not just mixed age) in which teens and older adults teach other: crochet, gardening, digital literacy.

The graphic designer who presented “**How to Create a Library Style Guide**” averred that boring components can still be used interestingly (I wish I had a few examples to show!) and that brand identity accrues more value the more you use it. He suggested keeping the basic shape of your logo but tweak it. If using Canva, he said to set it up to limit staff choices (fonts, etc) and to include official logo files and marketing materials request forms. “Pick a typeface, use it consistently for ten years, and you have a brand. Stick to your thing!” he said. For his own library he uses Open Sans (a Google typeface).

“**Jedi Communications Masters: Using the Force to Overcome a Crisis**” was a vivid program featuring staff from the Joliet Illinois Public Library who faced a horrendous public relations situation. In the years before the pandemic, the library had produced a Star Wars Day event that became an elaborate undertaking involving a large parade, merchandise, food trucks, elaborate costumes, and attendees from around the nation. After the pandemic, the library decided that the event had got too large and had to be sunsetted. There was fierce blowback, including on television, and a member of the City Council threatened to “zero out” the library budget. The library director said she made a mistake by not notifying the City Council, although she stressed that the city had never been involved in the event. A crisis communications specialist was brought in, who was also part of the presentation. She said that in handling situations like this, it is important to pivot by acknowledging concerns, apologize if need be, and “bridge” by replacing negative words with positive alternatives. Examples of bridging language include phrases such as “let me put that into perspective,” “it’s important to remember that,” and “before we get off track let me add.” She said that the first 24 hours of a crisis is crucial and that the institution must respond, not react. In the end, the library ended up hiring a new staff member dedicated to producing Star Wars Day, and a few existing staff members and community individuals stepped up (not including, however, the City Council critic). Despite the library’s plea, no other community institutions agreed to help. To me, the outcome was more of a capitulation than a victory. The lesson is do not mess with Star Wars fans.

I attended a **Book Buzz** event that included representatives from Sourcebook, Union Square, Phaidon, Simon and Schuster, and Disney Publishing describing forthcoming books from their companies.

“**Wake Up, It’s 1984!**” was presented by people from ALA’s Office of Intellectual Freedom, who ominously compared aspects of George Orwell’s *1984* with current events and headlines. They stressed that political lies can make even book burning seem respectable. In an interesting historical aside, they discussed the comic book burnings in the 1950s and the “Comics Code” that drove them. Apparently the famous comic book artist R. Crumb sold comics surreptitiously out of a baby stroller in Haight-Ashbury and the underground comic book dealers of the time inspired the Comic Book Guy character on “The Simpsons.”

I am grateful to the library and the board for sending me to PLA this year. The conference is stimulating and inspiring. Public libraries are still doing amazing work despite culture-war challenges and it’s great to be a small part of that.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Andrew Kim, Executive Director
Date: May 15, 2026
Re: 2026 Public Library Association Conference

The Public Library Association Conference is a biannual event that supports public library professionals. It is an excellent continuing education complement to the annual Illinois Library Association Conference which provides a hyperlocal focus on happenings in Illinois libraries. The following is a summary of sessions that I attended. Thank you to the Library Board for the opportunity, and to the management team that led the library during the conference.

April 1, 2026

Opening Session

The main speaker for the opening session was Bryan Stevenson, founder and executive director of the Equal Justice Initiative, a non-profit organization that provides legal representation to people who are facing inequality in the criminal justice system. Mr. Stevenson shared stories of some individuals that he helped and how impactful public libraries were and remain in his career.

Becoming One Library: How to Build Better Internal Communications

Though the Calgary Public Library System (CPL) was experiencing success by way of cardholder rates increasing 30% over eight years, and circulation increasing 20% over the same period, staff felt overwhelmed by the new workload and workplace challenges that came with that success. With more growth on the horizon, administration sought feedback from staff. The Executive Director of Communications and Engagement at the Calgary Public Library (CPL) (Alberta, Canada) shared her experiences after receiving critical feedback from staff. She was challenged with creating a new culture they called, "One Library," a strongly connected system of 23 sites built on an accessible and transparent culture. Beginning with a staff engagement survey, CPL identified the following issues that they were facing in 2023:

- Post-COVID workplace
- Change fatigue following restructures and service model changes
- Territorial data management
- Lack of connection across the system
- Staff disconnect from management
- Desire for focus in work
- Lack of clarity around leadership's vision
- Staff intranet was a mess

Solutions included streamlining procedures, minimizing work teams that lead specific all-staff tools such as their intranet, and reversing the top-down approach with communications.

Key Takeaways:

- Organizations need to make communications a priority to be successful. Tying communication project tactics to manager goals was one method to emphasize its importance.
- Change won't happen overnight. CPL is in the fourth year of this organizational pivot, and are open to adapting as they go without moving away from established goals.

Prompting AI to Harness Your Grant Proposal Potential

This was an interesting session that centered on how AI has dramatically changed and shifted the world of grant writing. The presenters shared information to help attendees develop their own AI prompting approaches to hone grant proposals, and to understand current trends in the world of grant writing.

Key Takeaways:

Clearly, using AI for grant proposal writing is still evolving, but for this session, the presenters shared that AI can be used in four ways with grant proposals: interpreting, generating, interrogating, and aligning.

- Interpreting – summarize proposals, extract criteria
- Generating – write the proposal or sections of the proposal
- Interrogating – critique proposals
- Aligning – match funder language with applicant's priorities

Each way of utilizing AI is interesting, but never foolproof. AI cannot supply the critical content, but I can structure the proposal where the critical content must be inserted. It cannot replace expertise. For the time being, AI remains a tool to accomplish ones goal, but not the overall means to accomplishment.

Legal Issues in Public Libraries Forum

Legal issues in public libraries remain constant today as much as it did during the pandemic and its aftermath. This session shared some real-life examples of issues that public library professionals face on a regular basis. The presenter shared the examples and left ample time for questions from the audience.

April 2, 2026

A Queer and Present Danger: Protecting Queer and Trans Library Staff

A branch manager from the Morgan County Public Library (Martinsville, Indiana) shared some alarming incidents that occurred in her professional world that bled into her personal life. The presenter guided attendees to learning outcomes that included some best practices to keep staff physically and digitally safe from harassment and bullying,

Key Takeaways:

Preventative measures to combat such harassment will be helpful. The presenter shared four focus levels for this:



GLENCOE PUBLIC LIBRARY

1. **Basic Information Security** – this involves precautions relating to information security that anyone involved in anti-oppression work, especial those of marginalized identities and communities, should take to protect themselves and their coworkers. Updating passwords on a regular basis is a basic and simple way to protect staff.
2. **Your Support System** – this step is about building your support team and preparing others in your life about a threat. This is for people who have higher visibility and/or are engaging in work that has a higher likelihood of being targeted specifically. Sharing ones experience with direct supervisors and administrators is a necessary step in building a support team that is knowledgeable about specific situations.
3. **Social Media, Data Brokers, and Email** – this involves removing data about yourself from the public internet.
4. **High Risk Additional Steps** – this step is necessary for those who feel they are at particularly high risk of being threatened. Here, there is no one solution. Contacting local police for support and documentation is important when incidents become more personal and consistent.

Unleash Your Genius: Building Inclusive and Impactful Employee Development

Staff of the Pioneer Library System (Central Oklahoma) shared their collective experience using *The Six Types of Working Genius* by Patrick Lencioni to help build an effective culture of productivity. The session goals included,

1. Successfully identifying and implementing scalable productivity tool(s) that align with your library's strategic goals and to professionally develop staff at all levels.
2. Developing skills to improve job satisfaction, enhance teamwork, reduce conflict, and advance leadership skills among yourselves and teams.
3. Building skills that identify natural strengths and weaknesses of themselves and others while harnessing unique talents and abilities in the workplace.

Key Takeaways:

Though the presenters insisted that their session was not a sales pitch for *The Six Types of Working Genius*, many attendees conveyed just that. It was a difficult task to separate their collective experience with ...*Genius* to how their session was received. But the session did confirm the standard that building an effective work culture does not end with implementation, but requires constant assessment and openness to changing course as needed.

Building a Public Library Foundation from Scratch

Presenters shared the inside story of the “rebirth” of the Boston Public Library Fund that began with dissolving an outdated foundation and ended with building a modern, mission-aligned fundraising partner.

Key Takeaways:

Presenters admitted that razing their outdated foundation was a difficult decision and first step, but there was a collective sigh of relief knowing that it would lead to a much-needed

refresh. The new foundation needed to be a strategic asset established with the following “pillars:”

- Impact
 - Mission-aligned investment
 - Community benefit
 - Visible results
 - Sustained support
- External
 - Shared vision
 - Clear roles
 - Mutual trust
 - Active partnerships
- Internal
 - Strong governance
 - Skilled leadership
 - Operational capacity
 - Long-term sustainability

April 3, 2026

Creating Library Safety Through Partnerships, Planning, and Training

Staff from various public libraries in Colorado shared their experiences managing safety concerns and issues at their respective libraries while ensuring that their solutions do not deter patrons’ use of their facilities.

Key Takeaways:

Like the Calgary Public Library session on April 1, these Colorado public libraries continue to be challenged by post-COVID issues. Here, the focus was primarily on the safety and security of facilities, staff, and patrons. It was clear that libraries must invest funds to create safe public buildings. Investing in hardware such as security cameras and outdoor lighting helped these libraries see a 73% reduction of all types of incident reports, and a 67% reduction of patron bans. Mandatory staff training on deescalation and procedures is also seen as a priority to help establish a safer work environment. And finally, building and maintain partnerships with other area libraries, local police and administration is also helpful.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Krafcisin and Trustee Fiffer, Building Renovation Committee
Date: May 15, 2026
Re: Consideration to accept the Design and Engineering Services Proposal from Skidmore, Owings & Merrill

On behalf of the Building Renovation Committee, the proposal for design and engineering services from Skidmore, Owings & Merrill (SOM) is being presented for board acceptance.

Both the proposal and B103 document have been reviewed and approved by URBAN-ReSOLVE and the library's special counsel for the renovation project for acceptance.

The compensation for services is Exhibit D of the proposal which is a subtotal of \$2,643,300. SOM also proposes a series of basic and supplemental services totaling \$180,280. If the Board accepts all supplemental services proposed by SOM, the total compensation due is \$2,823,580.

AIA[®] Document B103[™] – 2017

Standard Form of Agreement Between Owner and Architect for a Complex Project

AGREEMENT made as of the Sixteenth day of December in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Glencoe Public Library
320 Park Avenue
Glencoe, IL 60022
(847) 835-5056

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

Skidmore, Owings & Merrill LLP
224 S. Michigan Avenue
Chicago, 60604
(312) 554-9090

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

Renovation

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

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

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.") As per SOM Proposal, as modified by the Parties, dated 9/5/25

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

As per SOM Proposal, as modified by the Parties, dated 9/5/25

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

As per SOM Proposal, as modified by the Parties, dated 9/5/25

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

- .2 Construction commencement date:

- .3 Substantial Completion date or dates:

- .4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract.)

Owner's Construction Manager General Contractor

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:
(List number and type of bid/procurement packages.)

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not included.

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall define the terms, conditions and services related to the Owner's Sustainable Objective in the manner consistent with Section 4.1.3 of this agreement. The Owner shall incorporate, or cause its contractor to incorporate the terms of Sections 4.1.3 and 12.6.10 – 12.6.13 of this Agreement pertaining to such Sustainable Objective terms, conditions and services into the agreements with the Owner's consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:
(List name, address, and other contact information.)

Andy Kim
320 Park Avenue
Glencoe, IL 60022
(847) 835-5056

AKim@glencoelibrary.org

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

- .1 Cost Consultant:

To be determined.

.2 Scheduling Consultant:

To be determined.

.3 Geotechnical Engineer:

To be determined.

.4 Civil Engineer:

Retained by SOM – Engage Civil

.5 Other, if any:

(List any other consultants and contractors retained by the Owner.)

To be determined.

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Ian Kaminski-Coughlin
Skidmore, Owings & Merrill
224 South Michigan Avenue
Suite 1000
Chicago, IL 60604

312-451-6958
ian.kaminskicoughlin@som.com

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Provided by SOM

.2 Mechanical Engineer:

dbHMS

.3 Electrical Engineer:

dbHMS

§ 1.1.12.2 Consultants retained under Supplemental Services:

As identified in Exhibit 1.

§ 1.1.13 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information where it is reasonable so to do. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form in accordance with the terms of this Agreement, including, without limitation, Section 1.3.1.

§ 1.3.1 Owner recognizes that the documents and other information and materials prepared by the Architect and its consultants (herein collectively referred to as "Documents") may be generated, stored, transmitted or published in various media, including, but not limited to traditional hard-copy (i.e., blue-prints), CADD formats, via Internet or Extranet websites or other electronic or other media and the Documents may be subject to modifications by parties over whom Architect has no control. Owner releases Architect and its consultants from any claims as a result of differences between the hard copy and the electronic form of the Documents where modified by others than the Architect and its consultants. Architect disclaims constructability and all warranties of any kind, expressed or implied, including the implied warranties of merchantability and fitness for a particular purpose, in connection with the electronic media and this Agreement. Architect may also require Owner and its consultants, contractors and other third parties to sign an electronic document disclaimer form.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement and the SOM Proposal, as modified by the Parties, dated 9/5/25 attached hereto as Exhibit 1. In the event of any conflict between Exhibit 1 and this Agreement, this Agreement ~~the SOM Proposal~~ shall control. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any

employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than Two Million Dollars (\$ 2,000,000.00) for each occurrence and Two Million Dollars (\$ 2,000,000.00) in the aggregate for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$ 500,000.00) each accident, Five Hundred Thousand Dollars (\$ 500,000.00) each employee, and Five Hundred Thousand Dollars (\$ 500,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$ 2,000,000.00) per claim and Two Million Dollars (\$2,000,000.00) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

2.6 General Insurance Provisions":

"2.6.1 Evidence of Insurance. Prior to beginning work, Architect shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Written notice to Owner shall be by mail, Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Architect's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Architect from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. Architect shall provide copies of all insurance policies required above (in redacted form) within 10 days of Owners' written request for said copies."

“2.6.2 Cross-Liability Coverage If Architect’s liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.”

“2.6.3 Subcontractors. Architect shall cause each subcontractor employed by Architect to purchase and maintain insurance of the type specified above. When requested by the Owner, Architect shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.”

ARTICLE 3 SCOPE OF ARCHITECT’S BASIC SERVICES

§ 3.1 The Architect’s Basic Services consist of those described in this Article 3 and Exhibit 1 and include usual and customary structural, mechanical, and electrical engineering services.. Services not set forth in this Article 3 and Exhibit 1 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect’s services, including those of its consultants, research applicable design criteria, attend Project meetings, communicate with members of the Project team, consult with the Owner, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner’s consultants. The Architect shall be entitled to rely on (where it is reasonable to do so), and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner’s consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit, for the Owner and the Scheduling Consultant’s approval, a schedule for the performance of the Architect’s services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner’s review, for the performance of the Owner’s consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner and Scheduling Consultant, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner’s approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 Upon the Owner’s reasonable request, the Architect shall submit information to the Scheduling Consultant and participate in developing and revising the Project schedule as it relates to the Architect’s services.

§ 3.1.5 The Architect shall not be responsible for an Owner’s directive or substitution, or for the Owner’s acceptance of non-conforming Work, made or given without the Architect’s knowledge or evaluation.

§ 3.1.6 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.7 The Architect shall assist the Owner in connection with the Owner’s responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review current laws, codes, and regulations applicable to the Architect’s services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner’s program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project of which the Architect may become aware.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative

approaches to design of the Project. The Architect shall reach a mutual understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's written approval of the preliminary design and express direction set forth in a Notice to Proceed, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 At the Owner's option, the Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit the Schematic Design Documents to the Owner and the Cost Consultant. If directed by the Owner, the Architect shall meet with the Cost Consultant to review the Schematic Design Documents.

§ 3.2.7 Upon receipt of the Cost Consultant's estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's written approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, and express direction set forth in a Notice to Proceed, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Cost Consultant. IF directed by the Owner, the Architect shall meet with the Cost Consultant to review the Design Development Documents.

§ 3.3.3 Upon receipt of the Cost Consultant's estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's written approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, and express direction set forth in a Notice to Proceed, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and, where applicable, performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop

Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4. The Construction Documents shall reasonably comply with the professional standard of care, applicable laws, statutes, ordinances, codes, rules and regulations relating to the Architect's services under this Agreement

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner and Owner's legal counsel in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) in the development and preparation of the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Cost Consultant. The Architect shall meet with the Cost Consultant to review the Construction Documents.

§ 3.4.5 Upon receipt of the Cost Consultant's estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents. Any errors or omissions in the designs or specifications furnished by the Architect will be corrected by the Architect at no cost to the Owner. The Owner's approval, acceptance, use of, or payment for, all or part of the Architect's services hereunder, or of the Project itself, shall in no way alter the Architect's obligations or the Owner's rights hereunder

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner upon request in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements, documents reasonable required by the Owner, or documents required by statute, and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner preparing negotiated proposals for the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective proposers;
- .2 participating in pre-bid conference for prospective proposers;
- .3 preparing responses to questions from prospective proposers and providing clarifications and interpretations of the Bidding Documents to the prospective proposers in the form of addenda; and,
- .4 organizing and conducting reviews of proposals, and subsequently documenting and distributing the results, as directed by the Owner, as an Additional Service.

..

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders as an Additional Service.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner upon request in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 participating in a reasonable number of selection interviews with prospective contractors;
- .3 preparing a reasonable number of responses to questions from prospective contractors and providing a

- reasonable number of clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda as an Additional Service; and,
- .4 participating in a reasonable number of negotiations with prospective contractors.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction, including the Architect's supplemental conditions and Owner's amendments. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall perform on-site observations of construction not to exceed __four (4)__ person-days per month at times the Architect considers appropriate based on the progress of the Contractor's operations, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Construction Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Construction Documents, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to advise the Owner to reject Work that does not conform to the Construction Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Construction Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Construction Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts for final approval by Owner. The Architect’s certification for payment shall constitute a representation to the Owner, based on the Architect’s evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor’s Application for Payment, that, to the best of the Architect’s professional knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Construction Documents, and that the Contractor is entitled to payment in the amount certified. Architect shall only issue a certificate of final payment to Contractor upon Contractor’s submittal of all warranties and guarantees to Architect as required by the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Construction Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Construction Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor’s right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.3.4 All Certificates shall be subject to final approval by Owner. Architect shall only issue a certificate of final payment to Contractor upon Contractor’s submittal of all warranties and guarantees to Architect as required by the Contract Documents.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor’s submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect’s action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect’s professional judgment, to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve, or take other appropriate action upon, the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Construction Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor’s responsibility. The Architect’s review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect’s approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Construction Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the Contractor’s design professional, provided the submittals bear such professional’s seal and signature when submitted to the Architect. The Architect’s review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Construction Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy, accuracy and completeness of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Construction Documents. The Architect shall set forth, in the Construction Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect’s

response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Construction Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives as an Additional Service for the Owner’s approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct on-site observations to recommend the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner’s review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 recommend a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect’s knowledge, information, and belief, the Work complies with the requirements of the Construction Documents.

§ 3.6.6.2 The Architect’s on-site observations shall be conducted with the Owner to check conformance of the Work with the requirements of the Construction Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected. The presence of Owner shall neither be construed as approval or the Work, nor as the waiver of any rights of the Owner against the Architect or Contractor.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 Except as set forth in Exhibit 1, the services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	

§ 4.1.1.2	Multiple preliminary designs	
§ 4.1.1.3	Measured drawings	
§ 4.1.1.4	Existing facilities surveys	
§ 4.1.1.5	Intentionally Omitted	
§ 4.1.1.6	Building Information Model management responsibilities	
§ 4.1.1.7	Intentionally Omitted	
§ 4.1.1.8	Intentionally Omitted	
§ 4.1.1.9	Intentionally Omitted	
§ 4.1.1.10	Intentionally Omitted	
§ 4.1.1.11	Intentionally Omitted	
§ 4.1.1.12	Cost estimating	
§ 4.1.1.13	Intentionally Omitted	
§ 4.1.1.14	Intentionally Omitted	
§ 4.1.1.15	As-designed record drawings	
§ 4.1.1.16	Intentionally Omitted	
§ 4.1.1.17	Post-occupancy evaluation	
§ 4.1.1.18	Facility support services	
§ 4.1.1.19	Move related services	
§ 4.1.1.20	Intentionally Omitted	
§ 4.1.1.21	Intentionally Omitted	
§ 4.1.1.22	Physical security evaluation and planning	
§ 4.1.1.23	Commissioning	
§ 4.1.1.24	Sustainable Design Services pursuant to Section 4.1.3	
§ 4.1.1.25	Historic preservation	
§ 4.1.1.26	Intentionally Omitted	
§ 4.1.1.27	Other services provided by specialty Consultants not included in Exhibit 1 as Basic Services	
§ 4.1.1.28	Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect’s responsibility is provided below.

(Describe in detail the Architect’s Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect’s Services documents that can be included as an exhibit to describe the Architect’s Supplemental Services.)



§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner’s responsibility is provided below.

(Describe in detail the Owner’s Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)



§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainable Design Services as provided below and in Sections 12.6.10 – 12.1.13. The Owner shall

compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service unless Architect knew of or expected said enactments or revisions;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care unless Architect knew of or expected said enactments or revisions;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing other than those identified in Exhibit 1 SOM Proposal
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 ;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.
- .12 Services necessitated by the Owner's request for extensive sustainable design services, such as unique system designs, in-depth material research, energy modeling, or LEED® certification that exceed those Sustainable Design Services set forth in Section 4.1.3.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination within 10 days of the Architect's notice to Owner. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice. Architect shall provide the following Additional Services upon Owner's approval:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such requests are made outside normal and custom practice when such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Twenty four (24) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-six (26) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall furnish the services of a Scheduling Consultant that shall be responsible for creating the overall Project schedule. The Owner shall adjust the Project schedule, if necessary, as the Project proceeds.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. The Owner shall furnish the services of a Cost Consultant that shall be responsible for preparing all estimates of the Cost of the Work. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs and such costs and associated delays do not constitute an error or omission on behalf of the Architect.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in Article 4.1.3.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance and other liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.13 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction, which include the Architect's Supplement thereto. Notwithstanding the above, the Contract Documents including the General Conditions shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement.

§ 5.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Cost Consultant to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled

to rely on the accuracy and completeness of estimates of the Cost of the Work the Cost Consultant prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Cost Consultant's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Cost Consultant's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Cost Consultant's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Cost Consultant, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5 and Article 7;
- .3 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5 the Owner shall, within 5 days of the completion of the Design Development Phase, request that, the Architect, without additional compensation incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility as a Basic Service under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by subsequent cost estimates negotiated proposals or bona fide bids that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment without the Owner's knowledge and consent.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner represents that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service, as they are delivered for each Phase (e.g., Schematic, Design Development, Construction Documents) set forth above, solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11 for that Phase. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4 ~~or the Owner terminates pursuant to Section 9.4 or 6.5.2 and the Architect is not adjudged in default,~~ the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from

such uses. The Owner, to the extent permitted by law, further agrees to indemnify, defend and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4 and the Architect is judged in default. If for any reason the Architect does not complete all its services contemplated by this Agreement, the Architect shall not be responsible for the accuracy or workability or constructability of any drawings, specifications or other documents prepared by Architect should such documents or any part thereof be used by the Owner or any other party.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use or modification of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 This Agreement shall be governed by the law of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of Cook County, Illinois, but only after exhausting all possible contractual or administrative remedies.. ~~To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.~~

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the stated limits of insurance coverage as set forth in Section 2.5.6 herein.. The Owner and persons claiming through Owner agree to limit the liability of the Architect, its agents, consultants, partners, principles and employees for all claims arising out of, in connection with or resulting from the performance of Services under this Agreement to the amount equal to the specified insurance limits set forth in Section 2.5.6 herein.

§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.1.5 Architect is required to notify Owner of any formal claim filed against Architect or Architect's insurance company arising from services performed under this Agreement within thirty (30) days of receipt of such filing, and failure to do so shall constitute a material breach of this Agreement.

§ 8.1.6 Architect acknowledges that the Owner is a local government unit and agrees that any claim made by the Architect arising out of any act or omission of any elected or appointed official, director, officer or employee of Owner, in execution or performance of this Agreement, shall be made against the Owner and not against such elected or appointed official, director, officer or employee.

§ 8.1.7 No action shall be maintained by Architect, its successors or assigns, against Owner on any claim based upon or arising out of this Contract or out of anything done in connection with this Contract unless such action shall be commenced within the applicable statute of limitations.

§ 8.2.4 The method of binding dispute resolution shall be the following:
(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 120 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than (14) fourteen days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction and the Architect's Supplemental Conditions.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to the requested date of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, service, or responsibilities or liability beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

10.10 Drug Free Workplace Act

Architect shall comply with the Illinois Drug Free Workplace Act as contained in the Illinois Compiled Statutes Ch. 30, Sec. 580/1 et seq. § 10.11 General Compliance with Laws

Architect shall reasonably comply with applicable federal and state laws and local ordinances and regulations in providing services within the scope of this Agreement.

ARTICLE 11 COMPENSATION SEE EXHIBIT 1

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as set forth in Exhibit 1:

- .1 Stipulated Sum
(Insert amount)

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other
(Describe the method of compensation)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainable Design Service required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent () %, or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall set forth in Exhibit 1.

Schematic Design Phase	percent ()	%
Design Development Phase	percent ()	%
Construction Documents Phase	percent ()	%
Procurement Phase	percent ()	%
Construction Phase	percent ()	%

Total Basic Compensation	one hundred percent (100.00 %)
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The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

As set forth in Exhibit 1.

Employee or Category	Rate (\$0.00)
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§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner’s prior written approval, the Architect’s consultants’ expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect’s consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus zero percent (0 %) of the expenses incurred.

§ 11.9 Architect’s Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 Intentionally Omitted

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed as set forth in Exhibit 1 and in accordance with the Illinois Local Government Prompt Payment Act.

(Insert rate of monthly or annual interest agreed upon.)

%

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

12.1 Notwithstanding anything to the contrary contained in this Agreement, the Owner's review and acceptance (or approval) of any and all documents or other matters required herein shall be for the sole purpose of furnishing the Architect with information as to Owner's objectives and goals with respect to the Project. Such review and acceptance (or approval) shall not be for determining the propriety, accuracy or completeness of the Architect's work, other than as they relate to the Owner's general programming goals, and therefore shall not create any liability on the part of the Owner for errors, omissions or inconsistencies or other fault in the Architect's work. However, Owner's approval at the end of each phase shall represent approval for the Architect to move to the next phase of work and Owner shall be liable for additional compensation due under the terms hereof for Owner initiated changes.

12.2 To the extent the following applies, Architect shall reasonably comply with the professional standard of care with applicable federal, state and local laws, rules and regulations applicable to the work including applicable building codes, the Americans With Disabilities Act, the requirements of the Equal Employment Opportunity Clause of the Illinois Human Rights Act, (775 ILCS 5/2-105), the rules and regulations of the Illinois Department of Human Rights, the Public Works Employment Discrimination Act (775 ILCS 5/10 et. seq.), and applicable laws and regulations pertaining to occupational and work safety. The Architect's signature on this document herein certifies that it had a sexual harassment policy in effect with complies with 775 ILCS 5/2-105. Architect makes no warranties, express or implied. In the event of the Architect's non-compliance with the provisions of the foregoing Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the rules and regulations of the Illinois Department of Human Rights, the Architect may be declared ineligible for future contracts or subcontracts and this Agreement may be canceled and voided in whole or in part and such other sanctions or other penalties may be imposed as provided by statute or regulation. However, any forbearance or delay by the Owner in canceling this contract shall not be constituted as and does not constitute the Owner's consent to such a violation or the Owner's waiver of any rights it may have.

12.3 The Architect shall afford the Owner, and its counsel, the opportunity to review and comment upon the instructions to bidders, bidding forms, bidding requirements, and supplementary conditions in sufficient time to permit any changes deemed necessary by Owner prior to their being published and available to the bidding public.

12.4 To the extent the following applies, Architect shall reasonably comply with all federal, state and local laws, rules and regulations applicable to the Architect's services including applicable building codes, the Americans With Disabilities Act, the requirements of the Equal Employment Opportunity Clause of the Illinois Human Rights Act, (775 ILCS 5/2-105), the rules and regulations of the Illinois Department of Human Rights, the Public Works Employment Discrimination Act (775 ILCS 5/10 et. seq.). The Architect's signature on this document herein certifies that it had a sexual harassment policy in effect with complies with 775 ILCS 5/2-105. Architect makes no warranties, express or implied.

§12.5 In the event of the Architect's non-compliance with the provisions of the foregoing Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the rules and regulations of the Illinois Department of Human Rights, the Architect may be declared ineligible for future contracts or subcontracts and this Agreement may be canceled and voided in whole or in part and such other sanctions or other penalties may be imposed as provided by statute or regulation. However, any forbearance or delay by the Owner in canceling this contract shall not be constituted as and does not constitute the Owner's consent to such a violation or the Owner's waiver of any rights it may have.

§ 12.6 It is understood that Architect's services being performed solely for Owner's benefit and no contractor or subcontractor, supplier, fabricator, manufacturer, consultant or other third party shall be deemed to be a third party beneficiary of the performance of the services provided by Architect on the Project.

§ 12.6.7 In reviewing shop drawings, Architect shall affix Action Stamps denoting "A Action", "B Action", "C Action", or "D Action". The Action Stamps shall mean as follows:

"A Action" means that fabrication, manufacture or construction may proceed providing submittal complies with the Construction Documents.

"B Action" means that fabrication, manufacture or construction may proceed providing submittal complies with the notations of the Architect and the Construction Documents. If, for any reason, Contractor cannot comply with the notation, Contractor shall make revisions and resubmit as described for submittal stamped "C Action".

"C Action means that a portion of the submittal does not comply with the design intent of the Construction Documents. Other portions of the submittal, as noted, means that fabrication, manufacture, or construction may proceed providing submittal complies with the notations of the Architect and the Construction Documents. Contractor shall make revisions and resubmit entire submittal only revising portions as noted.

"D Action" means that submittal does not comply with the design intent of the Construction Documents. Submittals stamped "D Action" are not to be used. Contractor shall make revisions and resubmit.

§ 12.6.8 Owner shall cause the Construction Contracts to include provisions describing Architect's role as stated in this Agreement with respect to construction and shall require the Contractor to guarantee to Owner and Architect that the Work of the Contractor(s) complies with requirements of the Contract documents in language as expressed in Paragraph 3.5.1 of AIA A201 (2017 Edition) and to indemnify Owner and Architect as provided in the language of paragraph 3.18 of AIA A201 (2017 Edition). Owner shall also cause Contractor(s) to name Owner and Architect as additional insured on all insurance required of Contractor(s) on the Project.

§ 12.6.9 Owner shall include in the Contract Documents provisions causing Contractor(s) to warrant and guarantee to Owner and Architect that the Work will be performed by all workers at the site in a safe and careful manner without injury or death to any such workers and in compliance with the provisions of all safety statutes, ordinances, laws, rules and regulations, including but not limited to the applicable Labor Law, and the Occupational Safety & Health Act.

§ 12.6.10 If the Program includes any level of, Green Building or Wellness Rating System (such as LEED®, BREEAM, Living Building Challenge, US Passive House Institute, Chinese Green Building Evaluation, Label, Well, Fitwel or other similar environmental guidelines such as HPD, EPD, Cradle to Cradle, Greenguard, Green Seal, Watersense, Energy Star, RELi) (collectively "Sustainability ") certification for the Project, the Owner recognizes that the achievement of such certification is subject to third parties over whom Architect has no control, and may require the cooperation of the Owner, Owner Consultants, the Contractor and others. The Owner acknowledges and understands Sustainability guidelines, such as LEED or other similar environmental guidelines is subject to various and possibly contradictory interpretation. Therefore, the parties agree that if Sustainability certification or other similar environmental guidelines is a stated goal of the Owner, Architect shall use reasonable care in its design to achieve the same but makes no warranty or guarantee that

the Project, when completed, will actually achieve any Sustainability certification or other similar environmental guidelines. In addition, the Owner acknowledges its desire to achieve Sustainability certification or other similar environmental guidelines may impact the available design and product options and impact the overall cost, schedule and performance. Owner has accepted these potential impacts in the recognition of the importance it has placed on the values of building which includes Sustainability certification or similar environmental guideline. In addition from time to time, Architect may request Owner to sign an AIA form Owner Waiver and Informed Consent to use Experimental Green Products.

§ 12.6.11 If the Program includes goals or requirements for Project energy usage, such as Net Zero, Net Zero Ready Nero Energy Certification, Energy Star, Building Energy Quotient, or other similar energy usage goals or requirements, the Owner agrees to confirm the energy goals and usage in writing to the Architect. The Owner recognizes that the achievement of such goals or requirements is subject to operational and maintenance activities and decisions over which the Architect has no control. Furthermore, continued LEED or other Sustainability compliance may involve factors beyond the control of the Architect including, but not limited to, the Owner's or the Owner's agents' use and operation of the completed Project. Therefore, the parties agree that Architect shall use reasonable care in its design to achieve the energy usage goals or requirements but makes no warranty or guarantee regarding actual energy usage.

§12.6.11.1 The Owner agrees they will review and execute any and all agreements that are a part of the LEED certification process and be responsible for the LEED application including the Confirmation of Agent's Authority Agreement. If the Owner disagrees with any agreement that is a part of the LEED certification, the Owner can, in its sole discretion, decide to discontinue LEED certification for the Project. The Owner agrees to waive any and all claims and damages, including consequential damages against Architect if the Owner determines to no longer seek LEED certification.

§ 12.6.12 If the Program includes goals for qualifying for energy related tax credits, deductions, incentives, etc., the Owner recognizes that qualifying for such goals is subject to certification or decisions by third parties over whom Architect has no control. Therefore, the parties agree that Architect shall use reasonable care in its design to achieve such goals but makes no warranty or guarantee regarding qualification.

§ 12.6.13 If the Owner's Project per the Program requirements qualifies the Project for tax deductions and or tax credits and the Owner cannot or will not use these tax deductions or tax credits, the Owner assigns such deductions and or credits to the Architect and will assist the Architect by signing documents needed for the Architect to claim such deductions and/or credits.

§ 12.6.14 The parties shall establish a mutually agreeable BIM Execution Plan based on the Architects' Standard Form Template that shall establish the level of development of the BIM Model for each phase of the Project and each element of the design with a clear understanding as to the extent that each party can rely upon the BIM Model.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B103™–2017, Standard Form Agreement Between Owner and Architect as modified herein.
- .2 Intentionally Omitted
- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

[X] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit 1

- .4** Other documents:
(List other documents, if any, forming part of the Agreement.)

AIA Document A201–2017, General Conditions of the Contract for Construction and the Architect’s Supplemental Conditions

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

OWNER *(Signature)*

(Printed name and title)

ARCHITECT *(Signature)*

(Printed name, title, and license number if required)

Exhibit 1

December 2, 2025

Andy Kim
Executive Director
Glencoe Public Library
320 Park Avenue
Glencoe, IL 60022

Re: SOM Proposal for Glencoe Public Library Renovation

Dear Mr. Kim,

On behalf of Skidmore, Owings & Merrill, LLP ("SOM"), included herein is our proposal for the design and engineering of the Renovation of the Glencoe Public Library ("GPL," "Client"). Thank you for selecting SOM to continue to work with you on this exciting project. As the vision for the Library has taken further shape, we are thrilled to have the opportunity to help you finalize your vision and make it into reality.

Based on the July 16th board meeting, approved masterplan, subsequent reviews and public presentations, we will support you through your fundraising efforts, and planning approvals. SOM and the consultant team will then provide planning, design, and construction cost estimates to address the current and future needs of the Glencoe Public Library's interior and exterior spaces for best use and to adapt to shifts in patron use, technology, and changing service patterns and needs. The library renovation will honor the historical integrity and welcoming environment of the building and its design. We will develop the renovation of the existing building, immediate capital needs, an expanded Children's department and a new addition as outlined below.

PROJECT OVERVIEW AND SCOPE

PROJECT BACKGROUND

The Glencoe Public Library renovation project addresses critical infrastructure needs while updating the facility to serve contemporary library functions. Building upon the completed master plan and facility condition assessment, this renovation will modernize building systems, improve accessibility, and reconfigure interior spaces to support current library operations and community programming requirements.

PROJECT SCOPE

Building Systems Modernization

The renovation will replace aging mechanical, electrical, and plumbing systems with modern, energy-efficient equipment. HVAC systems will be upgraded to provide improved indoor air quality and climate control throughout the facility. Electrical infrastructure will be enhanced to support current technology requirements and future expansion. Plumbing systems will be updated to include accessible fixtures and water-efficient equipment.

Interior Renovations

Interior spaces will be reconfigured based on the approved master plan to optimize functionality and accessibility. Collection areas will incorporate flexible shelving systems and improved lighting. Public service areas will be reorganized to enhance staff efficiency and user experience. New spaces will include updated children's and teen areas, collaborative work spaces, quiet study areas, and multipurpose meeting rooms. All areas will meet current accessibility standards.

Technology Infrastructure

The facility will receive comprehensive technology infrastructure upgrades including enhanced network capacity, wireless coverage throughout the building, and integrated audiovisual systems. Infrastructure will be designed to accommodate future technology needs and emerging library services.

Site and Accessibility Improvements

Site work will address accessibility deficiencies in parking and pedestrian access. Landscape improvements will focus on sustainable design principles and stormwater management. Outdoor spaces will be enhanced to support library programming and community use.

Sustainability and Energy Performance

For the purposes of the proposal we assume LEED Gold as the target but understand that the Library may not elect to pursue certification. We include sustainable design as a baseline including high-performance building envelope improvements, energy-efficient mechanical systems, sustainable material selection, and water conservation measures. Energy modeling will guide design decisions to provide reductions in operational costs. Additional goals relating to carbon or energy neutrality, and whole life carbon analysis are included at a preliminary level. During the design process, SOM may identify and offer supplemental sustainability services.

REGULATORY AND CODE COMPLIANCE

All work will comply with current building codes, accessibility requirements, and local zoning ordinances. Historic preservation considerations will be addressed where applicable. The design will meet or exceed current energy codes and sustainable design standards.

PROJECT PHASING

The proposal is based on the assumption that Construction of the renovation will be executed in one phase to minimize the duration of disruption to library operations. This assumes a 16 month duration. If a multi-phased approach with portions of the library remaining open during renovation, requiring additional issuances of Construction Documents. SOM's fees would be adjusted accordingly. Temporary library services may be maintained during construction through coordination with the Library in an alternative facility. Design services for temporary locations are not included at this time but can be included as an Additional Service. Construction administration services fees are based on the assumed duration of construction, if the project is constructed in multiple phases, leading to an increased duration of construction fees would be adjusted proportionally.

DESIGN STANDARDS

The architectural design will respect the library's role in the community while incorporating modern functionality and sustainable design principles. Material selections will prioritize durability, maintainability, and long-term performance. Design solutions will emphasize flexibility to accommodate changing library services over time.

PROJECT OBJECTIVES

- Respect and complement beloved character of existing building with new additions to the south
- Update building systems to current standards and improve operational efficiency
- Enhance accessibility throughout the facility
- Improve space utilization based on current library service models
- Integrate technology infrastructure to support digital services
- Achieve measurable improvements in energy performance
- Deliver the project within approved budget and schedule parameters

This project scope establishes the framework for updating the Glencoe Public Library to serve current operational needs while positioning the facility for future library service delivery.

Based on the understandings above, SOM proposes to provide Basic Services as outlined in **Exhibit A: Scope of Services & Deliverables**.

We anticipate the design process to commence in 2026, and require a duration of 9 to 10 months. This will be followed by a bid period and an assumed a 16-month construction period shown in **Exhibit B: Project Schedule**. We will align the steps in the process with monthly Library Board meetings to provide opportunities for feedback and review.

Our team that was defined during the masterplan phase of work will continue. Additional scope of services to deliver the full design and engineering have also been identified and included as further delineated in **Exhibit C: SOM Retained Consultants**. We welcome any feedback or additions to the proposed group of SOM retained consultants

Incidental day to day expenses are included within our cost proposal (local travel, day to day printing). Any additional discretionary expenses incurred will be preapproved and reimbursable. These might include for example: copies of deliverable/drawing sets, a physical model or externally prepared renderings, printed boards or booklets if requested. **Compensation & SOM Standard Hourly rates are attached as Exhibit D.**

SOM Standard Terms & Conditions are attached as Exhibit E.

SKIDMORE, OWINGS & MERRILL LLP
224 S. MICHIGAN AVENUE
CHICAGO, IL 60604

Thank you again for your consideration. Upon acceptance of this proposal, the parties will execute a mutually agreed AI Document B103-2017. Standard Form of Agreement Between Owner and Architect for a Large or Complex Project, which will serve as the professional services agreement governing all work described herein. Please sign and return a copy of this proposal as a notice to proceed and release SOM to begin work immediately. Please do not hesitate to call my cell or email if you have any questions or would like to discuss further.

Very truly yours,



Ian Kaminski-Coughlin, AIA
Project Manager

Andy Kim
Glencoe Public Library Date:

CC: Adam Semel, AIA - Partner

- Exhibit A: Scope of Services & Deliverables
- Exhibit B: Project Schedule
- Exhibit C: Compensation & SOM Standard Hourly Rates
- Exhibit D: SOM Standard Terms & Conditions

Exhibit A: Scope of Services & Deliverables

A.1 BASIC SERVICES

A1.1 DESIGN SERVICES

Schematic Design Phase Following Library approval of the general project concept, SOM will prepare schematic design drawings and outline specifications for review and approval. The Schematic Design Documents will define the major architectural and engineering systems for the project based on the requirements developed under previous phases and approved by the Client or on program requirements provided by the Client and reviewed and agreed upon by the Architect.

Services include:

- 1.01 Project Administration services consisting of schematic design administrative functions of:
 - .01 Scheduling, facilitating and minuting regular project coordination meetings
 - .02 Preparing progress reports of architectural/engineering services
 - .03 Directing in-house architectural/engineering personnel
- 1.02 Disciplines Coordination/Document Checking services consisting of schematic design activities for:
 - .01 Coordination between the architectural services and the services of engineering and other involved disciplines for the Project
 - .02 Review and checking of schematic design documents prepared for the Project
- 1.03 Agency consulting/review/approval services consisting of schematic design activities relating to:
 - .01 Agency consultations
 - .02 Research of critical applicable governmental design regulations
 - .03 Preparation of written and graphic explanatory materials
- 1.04 Client-supplied Data Coordination services consisting of schematic design activities for:
 - .01 Review of data furnished for the Project as a responsibility of the Client
 - .02 Assistance in establishing criteria
 - .03 Reasonable amount of assistance in advising Client on obtaining Client-supplied data
- 1.05 Architectural Design/Documentation services during the Schematic Design Phase responding to program requirements and consisting of preparation of:
 - .01 Reviews of Client's program and budget
 - .02 Conceptual site and building plans
 - .03 Preliminary sections and elevations
 - .04 Preliminary selection of building systems and materials
 - .05 Development of approximate dimensions, areas and volumes
 - .06 Rendering(s)
 - .07 Study model(s)
- 1.06 Structural Design/Documentation services during the Schematic Design Phase consisting of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for:
 - .01 Base recommended structural system
 - .02 Limited number of alternate structural systems, as may be required
- 1.07 Mechanical Design/Documentation services during the Schematic Design Phase consisting of consideration of systems and equipment, and the development of conceptual design solutions for:

- .01 Energy source(s)
- .02 Heating and ventilating
- .03 Air conditioning
- .04 Plumbing
- .05 Fire protection
- .06 General space requirements
- 1.08 Electrical Design/Documentation services during the Schematic Design Phase consisting of consideration of systems and equipment, and the development of conceptual design solutions for:
 - .01 Power service and distribution
 - .02 General lighting
 - .03 Fire detection and alarms
- 1.09 Specialist Consultant Design/Documentation services (included in Basic Services) during the Schematic Design Phase consisting of schematic diagrams or descriptions for:
 - .01 Telecommunications / data
 - .02 Security
 - .03 Special lighting
 - .04 Acoustics
 - .05 Vertical Transportation
 - .06 Exterior Maintenance
- 1.10 Specifications services during the Schematic Design Phase consisting of:
 - .01 Project Description consisting of a summary of the project, potential materials, systems and equipment and their criteria and quality standards consistent with the conceptual design
 - .02 Identification of regulatory requirements and design criteria
- 1.11 Statement of Probable Construction Cost Estimate services during the Schematic Design Phase consisting of development of a probable construction cost range for the Project based on the most recent schematic design studies, current and historic area, volume, or other unit costs, expected Project delivery process and appropriate contingencies.
- 1.12 Presentations services consisting of presentations of Schematic Design Documents by the Architect to Client .
 - .01 Presentation materials shall consist of the work products of the Schematic Design Documents as described above .
 - .02 Preparation of other special presentation materials is a service to be identified as a supplemental service.

Schematic Design Phase Service: Deliverables

During this phase of SOM services, various options or alternatives for aspects of the design may be developed for Client selection of one scheme for further development during the Design Development phase. Including the following deliverables:

ARCHITECTURAL DRAWINGS

- Site Plan
- Below-grade Plan
- Ground Floor Plan
- Upper Floor Plan
- Roof Plan
- Exterior Building Elevations
- Building Section(s)

STRUCTURAL DRAWINGS

- Foundation Plan
- Below-Grade Plan
- Ground Floor Plan
- Upper Floor Plan
- Roof Plan
- Typical Sections and Details

CIVIL DRAWINGS

- Site Plan
- Site Survey (Provided by Client)

HVAC DRAWINGS

- Typical Below-Grade Plan
- UpperFloor Plan
- Typical Riser Diagram(s)
- System Schematic Diagram(s)

PLUMBING DRAWINGS *

- Typical Below-Grade Plan
- Typical Floor Plan
- Typical Riser Diagram
- System Schematic Diagram

FIRE PROTECTION DRAWINGS May be combined with Plumbing

- Below-Grade Plan
- Ground Floor Plan
- Upper Floor Plan
- Typical Floor Plan
- Typical Riser Diagram
- System Schematic Diagram

ELECTRICAL DRAWINGS

- Power Riser/Single Line Diagram(s)
- Below-Grade Plan
- Ground and Upper Floor Plan

PROJECT DESCRIPTION

- List of Drawings with Date
- Summary of Project
- Regulatory Requirements
- Site Work
- Civil Work
- Landscape Work
- Architectural Systems
- Interiors Work
- Structural Systems to include Structural Material Types and Quantities
- Standards
- Design Criteria
- Mechanical Systems
- Electrical Systems
- Plumbing Systems
- Fire Protection Systems
- Building Area Calculations

OTHER DELIVERABLES

- Probable Construction Cost Estimate
- Consultant Reports
 - Traffic
 - Vertical Transportation
 - Other
- Renderings
- Utility Load Estimates

In addition, SOM will also coordinate to provide

- Site Survey Specification and Request for Proposal
- Geotechnical Report Specification and Request for Proposal
- Specifications and Request for Proposal for Surveys and Testing
 - Plat and Topographic "Site Survey"
 - Survey of Existing Conditions in Adjoining Buildings if needed
 - Survey of Existing Conditions of the Streets and Sidewalks Around the Site
 - Vibration Monitoring of Reference Points in Adjoining Buildings
 - "Geotechnical" Subsurface Exploration and Analysis for Preliminary Site Evaluation
 - Excavation of Subgrade Testing and Inspection Services
- Code Analysis Testing Including Structural
- Project Plan
- Site design and landscape architecture concepts
- Building systems concepts (structural, MEP, technology infrastructure)
- Sustainable design strategies and LEED Gold baseline certification planning (if confirmed by Client)
- Interior design concepts and space planning
-
- Building code and zoning compliance review
- Conceptual and preliminary 3D visualizations and presentation materials for community engagement

Design Development Phase After the Client's approval of the Schematic Design Documents, preparation of Design Development Documents to further define the size and character of the project and the major architectural, structural, mechanical and electrical systems, materials and other such elements. Drawings, an outline specification, a further review and update of the preliminary estimate of probable construction costs and as may be authorized by the Client under Section IV., any renderings and scale models shall be included

In the Design Development Phase the Architect shall provide the services designated below to prepare from the approved Schematic Design Documents, for approval by the Client, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical and electrical systems, materials and such other elements. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, maintenance requirements and energy conservation.

- 2.01 Project Administration services consisting of design development administrative functions of:
- .01 Scheduling, facilitating and minuting regular project coordination meetings
 - .02 Preparing progress reports of architectural/engineering services
 - .03 Directing in-house architectural/engineering personnel
- 2.02 Disciplines Coordination/Document Checking services consisting of design development activities for:
- .01 Coordination between the architectural services and the services of engineering and other involved disciplines for the Project
 - .02 Review and checking of design development documents prepared for the Project
- 2.03 Agency Consulting/review/approval services consisting of design development activities relating to:
- .01 Agency consultations
 - .02 Research of applicable governmental regulations
 - .03 Preparation of written and graphic explanatory materials
- 2.04 Client-supplied Data Coordination services consisting of design development activities for:
- .01 Review of data furnished for the Project as a responsibility of the Client
 - .02 Assistance in establishing criteria
 - .03 Reasonable amount of assistance in advising client on obtaining Client-supplied data
- 2.05 Architectural Design/Documentation services during the Design Development Phase of continued development and expansion of architectural Schematic Design Documents establish the final scope, relationships, forms, size and appearance of the Project through:
- .01 Plans, sections and elevations
 - .02 Typical construction details

- .03 Rendering(s)
- .04 Study model(s)
- .05 Final materials selections
- 2.06 Structural Design/Documentation services during the Design Development Phase consisting of continued development of the specific structural system(s) and Schematic Design Document sufficient detail to establish:
 - .01 Basic structural system and dimensions
 - .02 Final structural design criteria
 - .03 Foundation design criteria
 - .04 Preliminary sizing of major structural components
 - .05 Critical coordination clearances
 - .06 Outline Specification or materials lists
- 2.07 Mechanical Design/Documentation services during the Design Development Phase consisting of continued development and expansion of mechanical Schematic Design Document development of Outline Specifications and drawings consisting of:
 - .01 Typical floor plans
 - .02 Major equipment room layouts
 - .03 Riser diagrams
 - .04 Preliminary equipment schedules
- 2.08 Electrical Design/Documentation services during the Design Development Phases consisting of continued development and expansion of electrical power service and distribution Schematic Design Documents and development of Outline Specifications and drawings consisting of:
 - .01 Typical floor plans
 - .02 Major equipment room layouts
 - .03 Riser diagrams
 - .04 Preliminary equipment schedule
- 2.09 Specialist Consultant Design/Documentation services during the Design Development Phase consisting of continued development and expansion of special systems, Schematic Design Documents and development of Outline Specifications and drawings consisting of:
 - .01 Floor plans as required
 - .02 Major equipment room layouts
 - .03 Riser diagrams
 - .04 Preliminary equipment schedule
- 2.10 Specifications services during the Design Development Phase consisting of:
 - .01 Presentation for Client's approval of proposed General and Supplementary Conditions of the Contract for Construction for Client's approval
 - .02 Development of Outline Specifications or itemized lists in brief form with identification of significant materials, systems and equipment and their criteria and quality standard
- 2.11 Statement of Probable Construction Cost services during the Design Development Phase consisting of updating and refining the Schematic Design Phase Statement of Probable Construction Cost of the Project.
- 2.12 Presentations services consisting of presentations of Design Development Drawings and other documents by the Architect to the Client.
 - .01 Presentation materials shall consist of the work product of the Design Development documents as described above .
 - .02 Preparation of other special presentation materials is a service to be identified as a supplemental service.

Design Development Phase: Deliverables

Depending on the nature and scale of the project, the SOM deliverables for this phase will vary. The following is a list of deliverables which should be edited for each project. However, using the standard language from SOM's contract manual, the following deliverables are recommended:

ARCHITECTURAL DRAWINGS

- Site Plan
- Demolition Plans
- Below-Grade Plan
- Ground Floor Plan
- Exterior Paving Plan over Occupied Space
- Upper Level Floor Plan
- Major Non-Typical Floor Plans
- Roof Plans
- Large Scale Floor Plans
- Reflected Ceiling Plans
 - Public Spaces
 - Typical Floors
 - Special Areas
- Building Section(s)
 - Large Scale Sections
 - Exterior Wall
 - Typical Conditions
 - Non-Typical Conditions
 - Stair Shafts
 - Elevator Hoistways
 - Exterior Paving Over Occupied Space
 - Loading Area Exterior Building Elevations (Direct View)
 - Large Scale Exterior Building Elevations
- Exterior Wall
 - Typical
 - Grade-level
 - Entrances
 - Major Architectural Site Work Elements
 - Special Ornamental Elements
 - Other
- Large Scale Interior Elevations
 - Public Spaces
 - Toilet Rooms
 - Elevator Cabs
 - Other

STRUCTURAL DRAWINGS

- Foundation Plan
- Foundation and Basement Wall Sections and Details
- Below-Grade Plan
- Ground Level Plan
- Upper Level Floor Plan
- Roof Plan
- Preliminary Column and Beam Schedules
- Typical and Special Details
- Typical and special Sections

CIVIL DRAWINGS

- Site Plan
- Preliminary Grading Plan

HVAC DRAWINGS

- Below-grade Plan
- Typical Floor Plans
- Major Equipment Room Plans
- Riser Diagrams
- System Schematic Diagrams
- Major Equipment Schedules

PLUMBING DRAWINGS

- Typical Below-Grade Plans
- Typical Floor Plans
- Major Equipment Room Plans
- Riser Diagrams
- System Schematic Diagrams
- Major Equipment Schedules

FIRE PROTECTION DRAWINGS*

- Typical Below-Grade Plans
- Typical Floor Plans
- Major Equipment Room Plans
- Riser Diagrams
- System Schematic Diagrams
- Major Equipment Schedules
- Typical Floor Sprinkler Layout Plan(s)
- Plumbing and fire protection be combined in one set of drawings

ELECTRICAL DRAWINGS

- Below-Grade Plans
- 1 Ground and Upper Floor Plans
- Major Equipment Room Plans
- Power Riser/Single Line Diagram(s)
- Major Equipment Schedules
- Life Safety Riser Diagram(s)

OUTLINE SPECIFICATIONS

- List of Drawings with Date
- Summary of Project
 - General
 - Area Calculations
- Scope and Division of Work
- Site Work
 - Civil
 - Landscaping
 - Architectural Site
- Architectural
 - Exterior Closure
 - Interior Work
 - Interior Landscaping
 - Built-in Furniture, Furnishings and Equipment
 - Vertical Transportation Systems
- Structural
 - Standards
 - Design Criteria
 - Systems Description
 - Materials and Quantities
- Mechanical
 - Standards
 - Design Criteria
 - Systems Description
 - Materials
- Plumbing
 - Standards
 - Design Criteria
 - Systems Description
 - Materials
- Fire Protection
 - Standards
 - Design Criteria
 - Systems Description
 - Materials
- Electrical
 - Standards
 - Design Criteria

- Systems Description
- Materials
- Intelligent Building System
 - Standards
 - Design Criteria
 - System Description
- Building Area Calculations
- Probable Construction Cost Estimate
- Consultants Reports

OTHER DELIVERABLES

- Interior and Exterior Renderings
- Color and Materials Selection Boards

Construction Documentation Phase After the Client's approval for the Design Development documents, SOM will prepare one set of Construction Documents, consisting of working drawings and -technical specifications for the architectural, structural, mechanical, electrical and civil work, together with SOM's standard form of General and Supplementary Conditions and a final estimate of probable construction costs.. Services include:

In the Construction Documents Phase the Architect will provide the services designated below necessary to prepare from the approved Design Development Documents, for approval by the Client, Construction documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project.

- 3.01 Project Administration services consisting of construction documents administrative functions of:
- .01 Scheduling, facilitating and minuting regular project coordination meetings
 - .02 Preparing progress reports of architectural / engineering services
 - .03 Directing in-house architectural/engineering personnel
- 3.02 Disciplines Coordination/Document checking services consisting of construction documents activities for:
- .01 Coordination between the architectural services and the services of engineering and other involved disciplines for the Project
 - .02 Review and checking of documents prepared for the project
- 3.03 Agency consulting/review/approval services relating to applicable laws, statutes, regulations and codes of regulating governmental entities and consisting of Construction Documents Phase activities for:
- .01 Agency consultations
 - .02 Research of applicable governmental regulations
- 3.04 Client-supplied Data coordination services consisting of activities relating to the construction documents including:
- .01 Review and coordination of data furnished for the Project as a responsibility of the Client
 - .02 Assistance in establishing criteria
 - .03 Reasonable amount of assistance in advising Client on obtaining Client-supplied data
- 3.05 Architectural Design/Documentation services during the Construction Documents Phase consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.
- 3.06 Structural Design/Documentation services during the Construction Documents Phase consisting of preparation of final structural engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.
- 3.07 Mechanical Design/Documentation services during the Construction Documents Phase consisting of preparation of final mechanical Drawings and Specifications based on approved Design Development Documents, setting forth in detail the mechanical construction requirements for the Project.
- 3.08 Electrical Design/Documentation services during the Construction Documents Phase consisting of preparation of final electrical Drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.

- 3.09 Specialist Consultant Design/Documentation services(not included in Basic Services) during the Construction Document Phase consisting of preparation of final special engineering drawings and specifications based on approved Design Development Documents, setting forth in detail the special construction requirements for the project.
- 3.10 Specifications services during the Construction Documents Phase consisting of activities of inhouse architectural personnel in:
- .01 Assistance to the Client in development and preparation of Bidding Documents which describe the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the Client and Contractor(s)
 - .02 Assistance to the Client in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions)
 - .03 Development and preparation of Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project •
 - .04 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications
- 3.11 Statement of Probable Construction Cost services during the Construction Documents Phase consisting of advising the Client of any known adjustments to, and, when the Construction Documents are approximately 90 percent complete, updating of the Design Development Phase Statement of Probable Construction Cost of the Project, taking into account:
- .01 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents
 - .02 Known changes in the cost of materials, labor and services since preparation of the previous Statement of Probable Construction Cost
 - .03 Adjustments for known or anticipated changes in the bidding market relative to the Project
- 3.12 Presentations services consisting of presentations of Construction Documents by the Architect/Engineer to the Client.
- .01 Preparation of special presentation material is a service to be identified as a Supplemental Service.

Construction Documents Phase Deliverables:

ARCHITECTURAL DRAWINGS

- Site Plan
 - Materials and Symbols Legend
 - General Notes and Information
- Demolition Plans
- Below-Grade Plan
- Ground Floor Plan
- Exterior Paving Plans over Occupied Space
- Upper Floor Plan
- Roof Plan
- Large Scale Floor Plans (as needed)
 - Stairs
 - Toilet Rooms
 - Elevators
 - MEP Spaces
 - Shafts
 - Janitors' Closets
- Reflected Ceiling Plans
 - Public Spaces
 - Typical Floors
 - Special Areas
 - Others as Required
- Building Section(s)
 - Large Scale Sections
 - Exterior Wall
 - Typical Conditions
 - Non-Typical Conditions
 - Stair Shafts
 - Elevator Hoistways
 - Exterior Paving Over Occupied Space
 - Loading Dock
 - Vertical Transportation Diagram
 - Others as Required
- Exterior Building Elevations

- Small Scale Elevations
 - Secondary Elements
- Large Scale Detail Exterior Building Elevations, Sections, Plans and/or details
 - Exterior Wall
 - Typical
 - Non-Typical conditions
 - Grade-level
 - Entrances
 - Cornice Level
 - Architectural Site Work Elements
 - Ornamental Elements
 - Other
- External Works
 - Site/Plaza Elements, Walls and Planters
 - Site/Plaza Paving and Curbs
 - Lighting
 - Furniture and Accessories
 - Landscaping
- Roofing and Waterproofing
- Large Scale Interior Elevations, Sections, Plans and/or Details
 - Public Spaces
 - Toilet Rooms
 - Elevator Cabs
 - Special Areas
 - Atrium Other
- Interior Details
 - Partitions
 - Doors and Frames
 - Ceilings
 - Flooring
 - Stairs
 - Elevator Cabs
 - Escalator Enclosures
 - Built-in Millwork
 - Applied Finishes
 - Security Desks
 - Building Directories
- Schedules
 - Door and Hardware
 - Vertical Transportation
 - Room Finish
 - Color and Materials
- Special Documents as Required

STRUCTURAL DRAWINGS

- Structural Notes
- Foundation Plan
- Below-Grade Plans
- Foundations Schedules, Details and Sections
- Perimeter Basement Wall Sections and Details
- Below-Grade Sections and Details
- Ground Floor Plan
- Ground Floor Section and Details
- Typical Floor Plans
- Non-Typical Floor Plans
- Roof Plan
- Column Schedule and Details
- Spandrel Beam Schedule and Details
- Beam and Slab Schedule and Details
- Typical Connection Details
- Typical and Non-Typical Details and Sections
- Shear Wall or Braced Frame Elevations

CIVIL DRAWINGS

- Site Plan
- Grading Plan
- Exterior Utilities Plan
- Site Details

- Roads and Sidewalk Details
- Landscaping Diagram
- Landscape Schedule
- Irrigation Plan

HVAC DRAWINGS

- Symbols, Abbreviations and Notes
- Below-Grade Plans
- Ground Floor Plan
- Upper Floor Plan
- Non-Typical Floor Plans
- Roof Plan (if required)
- Enlarged Equipment Room Plans
- Enlarged Core Plans (if required)
- Sections
 - Mechanical Rooms
 - Others as required for design clarification
- Details
- Equipment Schedules
- Riser Diagrams
- System Schematic Diagrams
- Control Diagrams and Sequence Operation

PLUMBING DRAWINGS

- Symbols, Abbreviations and Notes
- Below-Grade Plans
- Ground Floor Plan
- Typical Floor Plans
- Roof Plan
- Enlarged Toilet Room Plans
- Enlarged Equipment Room Plans
- Enlarged Core Plans (if required)
- Sections through Mechanical Rooms
- Enlarged Plans of Areas Having Concentrated Plumbing Services
- Details
- Equipment Schedules
- Riser Diagrams

FIRE PROTECTION DRAWINGS*

- Symbols, Abbreviations and Notes
- Below-Grade Plans
- Ground Floor Plan
- Upper Floor Plan
- Roof Plan
- Details
- Equipment Schedules
- Riser Diagrams
- Depending upon the nature and scale of the project, plumbing and fire protection may be combined in one set of drawings

ELECTRICAL DRAWINGS

- Abbreviations and Symbols Legend
- General Notes and Information
- Site Plan
- Below-Grade Plans
- Ground Floor Plans
- Typical Floor Plans
- Non-Typical Floor Plans
- Roof Plans
- Enlarged Floor Plans
- Elevations, Sections, Plans and/or Details - Special Areas
- Power Riser / Single Line Diagram(s)
- Grounding Diagram(s) and Details
- Lighting Protection System Details
- Equipment Schedules
- Life Safety Riser Diagram

- Introductory Information
- Bidding Requirements, Contract Forms, and Conditions of the Contract
- Division 1 - General Requirements
- Division 2 - Site Work
- Division 3 - Concrete
- Division 4 - Masonry
- Division 5 - Metals
- Division 6 - Wood and Plastics
- Division 7 - Thermal and Moisture Protection
- Division 8 - Doors and Windows
- Division 9 - Finishes
- Division 10 - Specialties
- Division 11 - Equipment
- Division 12 - Furnishings
- Division 13 - Special Construction
- Division 14 - Conveying Systems
- Division 15 - Mechanical
- Division 16 - Electrical

OTHER DELIVERABLES

- Specifications and Requests for Proposal for Inspection and Testing as required by Technical Specifications
- Building Area Calculations
- Probable Cost Estimate
- Color and Material Books
- Building Graphics

Interior Design Services SOM will provide comprehensive interior design services for all areas of the library including:

- Space planning and furniture layouts for all public and staff areas
- Finish material selection and specifications
- Furniture, fixtures, and equipment (FF&E) design and specifications
- Wayfinding and signage coordination
- Accessibility compliance and universal design
- Color and material palette development
- Custom millwork and built-in furniture design

Governmental Approvals SOM will assist the Library in obtaining approval of governmental authorities having jurisdiction over the project. The contract documents will conform with applicable building codes, zoning regulations, and accessibility requirements in effect during the performance of services.

Bidding Assistance

In the Bidding and Negotiations Phase the Architect—following the Client’s approval of the Construction Documents and of the most recent Statement of Probable Construction Cost—shall provide those services designated for the Architect to assist the Client in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. In the case of phased construction, when agreed to by the Client and Architect for the project the Client may authorize bidding and/or negotiation of portions of the Work prior to completion of the Construction Documents Phase. The following descriptions shall apply to the bidding or negotiations phase services.

4.01 Project Administration Services consisting of bidding or negotiation of administrative functions of:

- .01 Scheduling, facilitating and minuting regular project pre-bid meetings
- .02 Preparing progress reports of architectural/engineering services
- .03 Directing architectural/engineering personnel

4.02 Disciplines Coordination/Document Checking services consisting of bidding or negotiation activities for:

- .01 Coordination between the architectural services and the services of engineering and other involved disciplines for the Project
- .02 Review and advise on documents prepared for the bid negotiations for the project as organized by the Owner’s representative.

- 4.03 Agency Consulting/review/approval services during the Bidding or Negotiations Phase relating to applicable laws, statutes, regulations and codes of regulating entities relating to the Client's interests brought to architect's attention in bidding/negotiation process.
- 4.04 Client-supplied Data Coordination services consisting of activities relating to bidding or negotiation including:
- .01 Review and coordination of data furnished for the Project by the Client
 - .02 Assistance in establishing criteria
 - .03 Reasonable amount of assistance in advising client on obtaining client-supplied data
- 4.05 Bidding submittal services consisting of organizing and handling Bidding Documentations for distribution to potential bidder
- .01 Coordination of issuance of materials .
 - .02 Reproduction of materials .
 - .03 Review checklist of materials to distribute for bid
 - .04 Distribution to potential bidders
 - .05 Receipt and return of document deposits
 - .06 Review and reassembly of returned bidding materials.
- 4.06 Addenda services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions and notice(s) of changes in the bidding schedule and procedure.
- 4.07 Bidding/Negotiations services consisting of:
- .01 Assistance to Client in establishing list of Bidders or proposers
 - .02 Assist Client in prequalification of Bidders or proposers
 - .03 Participation in pre-bid conferences
 - .04 Responses to questions from Bidders or proposers and furnishing requested clarifications or interpretations of the Bidding Documents
 - .05 Attendance at bid opening(s)
 - .06 Documentation and distribution of bidding results
- 4.08 Bid Evaluation services consisting of:
- .01 Assist Client in validation of Bids or proposals
 - .02 Participation in reviews of Bids or proposals
 - .03 Evaluation of Bids or proposals
 - .04 Consult with Client and provide opinions/recommendations on award of Contract(s)
 - .05 Assist Client in negotiations prior to or following decisions on award of the Contract(s) for Construction

A.2 CONSTRUCTION SERVICES

In the Construction Contract Administration Phase the Architect shall provide those services designated below necessary for the administration of the construction contract. Architect's duties and responsibilities during construction shall be as set forth in the Agreement between Client and Architect. The following descriptions shall apply to those services.

Requests for Information (RFIs) SOM will review and respond in a timely manner to contractor requests for information regarding the contract documents, adhering to the Library's policies and procedures concerning RFIs.

Site Observations SOM will provide qualified staff to make on-site observations to check quality of work and observe tests required by contract documents and authorities having jurisdiction. Written reports of each site observation will be promptly provided to the Library and contractor when requested.

Progress Payments Based on site observations and evaluation of contractor applications for payment, SOM will review and certify payment requests in the form of AIA G702 Application and Certificate for Payment. SOM will determine amounts owing to contractors and issue Certificates for Payment based on work progress and conformance with contract documents.

Shop Drawing Review and Approval SOM will review and approve shop drawings, product data, and samples within approximately ten (10) working days of receipt to ascertain conformance with contract document requirements and consistency with the general design.

Commissioning and Closeout Procedures SOM will organize, attend, and report on all systems commissioning, hand-over, and acceptance events. SOM will review and approve test reports, certifications, and closeout deliverables within ten (10) working days of receipt to ensure conformance with contract documents. SOM will assist the Library in determining operational issues and minimizing impact at initial occupancy.

Final Observation and Review SOM will review work to determine dates of substantial completion and final completion. SOM will receive and review all warranties and related documents required by contract documents for forwarding to the Library. Upon substantial completion, SOM will issue a Certificate of Substantial Completion using standard AIA format. SOM will prepare punch lists, conduct follow-up observations, and issue Certificate of Final Completion if requested.

Change Orders SOM will review change orders and change order proposals upon Library request for review and approval in accordance with contract documents.

- 5.01 Project Administration services consisting of construction contract administrative functions of:
- .01 Attending regular project construction meetings pertaining to the project design/progress of the work
 - .02 Reviewing Contractor's progress reports
 - .03 Directing of the work of in-house architectural and engineering personnel pertaining to the construction phase services
- 5.02 Client-supplied Data Coordination services consisting of activities relating to construction contract administration for:
- .01 Review and coordination of data furnished for the Project as a responsibility of the Client
 - .02 Assistance in establishing criteria
 - .03 Reasonable amount of assistance in advising Client on obtaining Client-supplied data
- 5.03 Submittal Services consisting of:
- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals furnished pursuant to the Contract Documents
 - .02 Distribution of submittals to Client, Contractor and/or Architect's field representative as required
 - .03 Maintenance of master file of submittals
 - .04 Related communications
- 5.04 Construction Field Observation services consisting of visits to the site at intervals agreed by the Client and Architect in writing to become generally familiar with the observable progress and quality of the Work completed and based thereon to in general if the Work appears completed in substantial accordance with the construction documents and to prepare related reports and communications.
- 5.05 Interpretations and Decisions consisting of:
- .01 As requested by Client review of claims, disputes or other matters between the Client and Contractor relating to the execution or progress of the Work described in the construction Documents
 - .02 As requested by the Client rendering written decisions within a reasonable time in connection with the resolution of claims and disputes
- 5.06 Project Closeout services initiated upon notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to the Client, is sufficiently complete, in accordance with the Construction Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:
- .01 A detailed on site review with the Client's representative to observe whether there are additional items which need to be on the punch list submitted by the Contractor(s) of items to be completed or corrected
 - .02 Assist the Client in determination of the amounts to be withheld until final completion
 - .03 Assist the Client/Client's attorney in securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment(s)
 - .04 Issuance of Certificate(s) of Substantial Completion

- .05 Final on-site review upon notice by the Contractor(s) that the Work is ready for final review and acceptance
- .06 Notification to Client and Contractor(s) of deficiencies found in follow-up walk through if any
- .07 Final on-site visit with the Client's representative to observe final completion of the punch list items of incomplete/deficient work
- .08 Transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds indemnifying the Client against liens received from the contractor
- .09 Assist Client/Client's attorney in securing and receipt of consent of surety or sureties, if any, to the making of final payment(s)
- .10 Issuance of final Certificate(s) for Payment

A.3 POST-CONSTRUCTION SERVICES

Warranty Period Support As a supplemental service, SOM will consult with the Library as necessary throughout the first year warranty period. Preparation of new architectural drawings, as may be needed, may be provided as a supplemental service. SOM will provide limited coordination with the Library in conducting remedial work during the warranty period and attend warranty inspections with the Library, monitoring follow-up warranty work by the general contractor.

B. CONSULTANT SERVICES

B.1 STRUCTURAL ENGINEERING (SOM)

- Structural analysis and design for renovation work
- Foundation and framing system evaluation and upgrades
- Seismic evaluation and compliance
- Construction documentation and specifications

B.2 MEP, AV/IT, SECURITY (dbHMS)

- Mechanical systems design (HVAC, plumbing, fire protection)
- Electrical systems design (power, lighting, fire alarm)
- Technology infrastructure design and coordination
- Security systems design and integration
- Audiovisual systems design
- Building automation and controls design
- Lighting controls and automation
- Back house (MEP / utility spaces)
- Energy modeling and sustainability analysis

B.3 CIVIL ENGINEERING (Engage Civil)

- Site utilities and infrastructure coordination
- Grading and drainage design
- Stormwater management systems
- Municipal utility coordination

B.4 LANDSCAPE ARCHITECTURE (Hoerr Schaudt)

- Site design and landscape planning
- Sustainable landscape design and plant selection
- Irrigation design and specifications
- Hardscape and site furniture design

B.5 LIBRARY PLANNING (Andrea Telli)

- Library operations and workflow analysis
- Collection planning and space allocation
- Technology integration for library services
- Public service area optimization
- Staff workspace planning

B.6 COST ESTIMATION (CCS)

- Cost estimating at each design phase
- Value engineering analysis and recommendations
- Budget monitoring and cost control
- Market analysis and pricing validation

B.7 LIGHTING DESIGN (Gwen Grossman Lighting Design)

- Interior and exterior lighting design - Public, staff office, staff back of house
- Daylighting analysis and optimization
- Energy-efficient lighting systems

B.8 GRAPHICS AND WAYFINDING (Studio J9)

- Signage design and specifications
- Wayfinding system development
- Environmental graphics coordination
- Digital signage integration

B.9 ACOUSTICS (Kirkegaard)

- Acoustic analysis and design
- Sound isolation between spaces
- HVAC noise control
- Audio system coordination

B.10 VERTICAL TRANSPORTATION (Lerch Bates)

- Elevator and accessibility lift design
- Code compliance and accessibility analysis
- Equipment specifications and coordination

C. SUPPLEMENTAL SERVICES

If additional services, project phases, or consultant disciplines are requested, it will be treated as a Supplemental Service. The services listed below are not included in the scope of services and will be considered additional services:

Scope and Program Changes: Changes in project scope (such as an area increase over 20%) or schedule; (changes of over six months at the direction of the Owner); modifications or further development of program report; beyond that already approved during the Master Plan phase detailed existing conditions assessment other than identified above; additional detailed studies beyond preliminary program development concepts; project phasing requirements as requested by the Owner

Design and Documentation: Additional revisions to drawings and other project documents that are inconsistent with previous approvals or direction from the Owner, written or verbal; additional renderings or animations beyond those noted in base scope; higher quality out-of-house professional renderings and/or animations; design of additional mockups beyond the one mockup for interior millwork, exterior wall and elevator cab included within this proposal

Regulatory and Permitting: Additional and/or separate permit filing packages beyond one consolidated permit filing package for all Base Building Scope and one Post Approval Amendment; all zoning work and/or obtaining necessary waivers or variances required will be billed hourly for all required analyses, preparation and meeting attendance beyond that identified herein; incorporation of changes necessary due to changes in applicable laws and regulations after Design Development phase or changes which cause substantial redesign in Concept, Schematic or Design Development; fees associated with LEED filing and certification

Site Investigation and Environmental: Site survey, borings, environmental testing, asbestos/lead discovery or abatement, geotechnical reports, and detailed existing systems verification; environmental impact statements or wetland compensation/mitigation design; environmental or hazardous materials assessment and remediation; site surveys to verify field conditions and existing conditions documentation

Construction Phase Services: Services in connection with review of Contractor submittals which have previously been submitted two (2) times for SOM review without receiving "A" or "B" Action; (Approved / Approved as Noted) construction and post construction phase services beyond the time defined in this Proposal for performance of SOM Basic Services; value engineering beyond the 50%

Construction Documents milestone; full-time on-site representative during Construction Administration; services in connection with changes in the Construction Document delivery method, method of bidding, negotiating or contracting for construction

Specialty and Legal Services: Specialty services such as non-standard signage & graphics, furniture procurement, fundraising, or public relations, other than as described in base scope; special meetings and/or presentations not included in basic services; preparation for and appearance on the Client's behalf in connection with any administrative or regulatory hearings or any arbitration or litigation to which SOM is not a party; services in connection with future facilities, systems and equipment which are not intended to be constructed as part of the initial construction phase

D. CLIENT RESPONSIBILITIES

Timely review and approval of design submissions (30 days to allow for Library Board review and approval); coordinate with library operations and staff during design and construction; secure project funding and financing; provide temporary library facilities during construction if required;; coordinate utility connections and municipal approvals; bear all laboratory fees and expenses for required testing; provide Security Program/Threat and Risk Analysis through the Owner/Owner's Consultants

E. ASSUMPTIONS & EXCLUSIONS

Fee and Schedule Assumptions: SOM fee is based on the Project schedule outlined in this proposal. Changes to the schedule that are not due to material breach by SOM or its Consultants, or changes to the schedule that are beyond the control of SOM or its consultants will be considered additional services.

Reconciliation and Value Engineering: Reconciliation of the Design to be within the Construction Budget is included through issuance of the Design Development Documents set. Value Engineering beyond this milestone would be an additional service.

Documentation: Providing an As-Built Set of Drawings documenting site-built conditions is excluded. Updating the Construction Documents to reflect design changes during construction, including incorporating sketches and RFI responses indicating significant changes which occurred during construction to provide an As-Designed set of drawings and specifications is included. The furnishing of such documents shall not relieve the Contractor or any contractor from responsibility for any deficiency that may exist in the Work or As-Designed documents nor otherwise modify SOM rights, responsibilities or obligations under this Agreement.

Regulatory Changes: Incorporation of reasonable changes necessary due to changes in applicable laws and regulations that become effective during the design process will be considered a Basic Service through Design Development. Incorporation of such changes after this phase or changes which cause substantial redesign will be considered an additional service.

Excluded Items: Master planning (previously completed); changes due to unforeseen existing conditions; furniture, fixtures, and equipment procurement and installation; moving and relocation services during construction; topographic and boundary surveys; ongoing facility maintenance and operations consulting; all travel and trips required for the project beyond those to Glencoe; sub-consultant fees not indicated on fee spreadsheet; other similar Client Authorized expenses

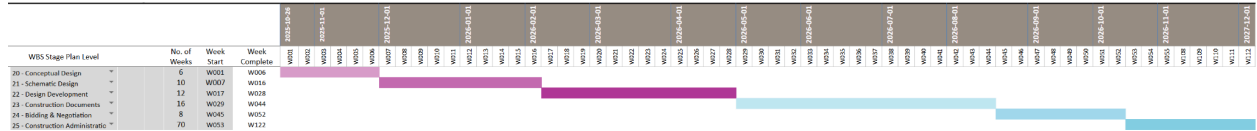
ADDITIONAL SERVICES AUTHORIZATION

Prior to the start of any Additional Service, SOM is to receive written authorization from the Owner to proceed. Additional services shall be billed as authorized by the Client and agreed by SOM.

Exhibit B: Project Schedule

Five to six fundraising and cultivation events are anticipated prior to the beginning of design phases.

The schedule anticipates the start of Schematic Design in December 2025 and construction duration of 16 months, subject to adjustments by mutual agreement.



SKIDMORE, OWINGS & MERRILL LLP
224 S. MICHIGAN AVENUE
CHICAGO, IL 60604

Exhibit C: SOM Retained Consultants

Landscape Architecture	Hoerr Schaudt
Library Planning	Andrea Telli
Civil Engineering	Engage Civil
Cost Estimation	CCS
MEP, AV/IT, Security, LEED	dbHMS
Lighting Design	Gwen Grossman
Graphics and Wayfinding	Studio J9
Acoustics	Kirkegaard
Vertical Transportation	Lerch Bates

Additional Consultants will be mutually agreed upon. Survey, geotechnical, environmental engineering, Owner's representative to be retained by the Owner.

Exhibit D: Compensation & SOM Standard Hourly Rates

1. We propose a total lump sum fee of \$2,643,300 for the Basic Services scope of work.

• Schematic Design:	\$330,000
• Design Development:	\$420,000
• Construction Documents:	\$585,000
• Bidding & Negotiation:	\$110,000
• Construction Administration:	\$810,000

SOM Basic Services	\$2,255,000
SUB Basic Services	\$388,300
SUBTOTAL Basic Services	\$2,643,300

Subconsultant Fee Breakdown

	Firm	Discipline	Fee
Basic	dbHMS	MEP FP, IT, Security	\$ 240,000
Basic	Engage	Civil	\$54,300
Basic	Hoerr Schaudt	Landscape Architecture	\$ 94,000
Supplemental	Kirkegaard	Acoustics	\$ 56,280
Supplemental	LB	Vertical Transportation	\$ 9,000
Supplemental	Studio J9	Graphics & Wayfinding	\$ 60,000
Supplemental	Gwen Grossman	Lighting	\$ 55,000
WE ALSO RECOMMEND SUPPLEMENTAL SERVICES TOTALING			\$180,280

Billing: Monthly invoicing based on percentage completion of each phase

Payment Terms: Net 30 days from invoice date

Reimbursables: We anticipate a modest budget for additional models, renderings, printing, or samples. We recommend anticipating approximately 1.5% of the total design fees. These are not included in the amounts above.

2. The below Standard Hourly Billing Rates are subject to an annual increase each October 1st.

Partner	\$410
Principal	\$360
Senior Associate Principal	\$335
Associate Principal	\$280
Associate	\$230
Senior Professional	\$205
Professional	\$170
Intermediate Professional	\$155
Junior Professional	\$140
Administrator	\$125
Intern	\$105

Exhibit D: SOM Standard Terms & Conditions

Architect's and Engineer's Status

1. SOM will perform the Services under this Agreement in conformity with the current accepted architectural and engineering standards of care and skill of a similarly situated design professional for a similar project in the jurisdiction where the project is located. SOM shall not be responsible for the performance of the construction contract or the work or products, or any defects, deficiencies or effects resulting from any contractor, subcontractor, manufacturer, supplier, fabricator, consultant retained by Client, or any other third party (including anyone working or acting on behalf of any of them). Nothing in this Agreement shall be construed as giving SOM the responsibility for or the authority to control, direct or supervise the construction, construction means, methods, techniques, sequences or procedures, or safety precautions, safety, health and environment of the site and/or persons at the site, measures and programs.
2. Nothing in this Agreement can be construed to mean that Client and SOM are joint venturers or partners. In performing its obligations under this Agreement, SOM shall be deemed an independent contractor and not an agent or employee of Client. No fiduciary relationship between Client or any other party and SOM is intended or created by this Agreement.
3. SOM's services are being performed solely for Client's benefit and none of the contractor, any subcontractor, supplier, fabricator, manufacturer, tenant, consultant or other third party shall have any claim against SOM as a result of this Agreement or performance or nonperformance of SOM's services. Client shall make all parties doing work, performing services or supplying materials for the Project aware of the foregoing provision.
4. SOM's Services do not include services for demolition of any existing conditions nor any involvement in the detection, reporting, permitting, analysis, abatement or removal of any mold, asbestos, lead, underground storage tanks, polychlorinated biphenyl, toxic substances, virus, disease, undesirable organism, or any other hazardous materials as may be defined under applicable law that may be encountered within or surrounding the project site.
5. SOM's construction phase services are limited as set forth in this Agreement. The construction contract and the contractor's contracts with subcontractors shall include provisions a) describing SOM's role as stated in this Agreement with respect to construction; b) require the contractor to provide a safe working environment for SOM and its subconsultants' personnel performing services at the site; c) requiring the contractor to indemnify Client and SOM on account of the contractor's faults and neglects; and d) requiring the contractor to maintain adequate insurance as to any liability that may arise out of such indemnity obligation and name SOM as an additional insured on such policy.

Basic Project Assumptions

1. SOM will submit a design schedule for Client's approval, which schedule may be adjusted as the project proceeds and which will identify the general timeframes for performance of the basic services, completion of documentation to be prepared by SOM and general milestone dates for timely decisions and approvals required by Client and for timely approval of submissions by authorities having jurisdiction over the project. When a contractor is selected, responsibility for scheduling of construction services will become the sole responsibility of the contractor. SOM will be responsible for meeting the agreed milestone dates set forth in the design schedule for delivery of design documents that are to be incorporated into the overall project schedule, however, if SOM's ability to meet any of the specific milestone dates or providing construction administration services is adversely affected by any Client actions, untimely Client or government agency approvals, the actions of the contractor or others or any force majeure events including accessibility limitations to the project site and/or requirements such as social distancing and other safety precautions, then SOM shall not be responsible for any delays caused or costs incurred by such inability to meet the milestone dates.
2. No fixed limit of construction cost shall be established as a condition of this Agreement.
3. If Client chooses an accelerated project delivery schedule or fast track process, Client acknowledges that some of the effects of either process include the necessity of making imperative and timely decisions and early or premature commitments in connection with design decisions and the issuance of incomplete and uncoordinated construction documents for permitting, bidding, and construction purposes. Client acknowledges that the project, if developed on either basis, will likely require associated coordination, design, and re-design of various portions of the project during development of the construction documents and after construction documents are issued and the construction contract, is executed, that may require removal of work-in-place, all of which events may cause an increase in the construction cost or an extension of the project schedule.
4. If the Client's program includes any level of LEED®, Green Building Rating System and other similar environmental guidelines certification for the project, the Client recognizes that the achievement of such certification is subject to third parties over whom SOM has no control, and may require the cooperation of the Client, Client consultants, the contractor and others and that LEED and other environmental certifications are subject to various and possibly contradictory interpretation. Therefore, the parties agree that if LEED or other environmental certifications are a stated goal of the Client, SOM shall use reasonable care in its design to achieve the same but makes no warranty or guarantee that the project, when completed, will actually achieve such certification. To the extent the Client's program includes considerations of COVID 19, SOM's Services will be based in part on health guidelines from organizations such as the World Health Organization and Center for Disease Control all of which are subject to change. SOM's Services do not in any way make any representations or warranties that your project remains free from bacteria, viruses, pathogens, volatile organic compounds, allergens or toxins.
5. The Owner acknowledges its responsibility for compliance with various laws, rules, and regulations ("Laws") establishing certain carbon emissions requirements and limitations for building performance. The Owner further acknowledges and recognizes that the Consultant's responsibility for compliance with any such Laws will be limited to assisting the Owner and its sustainability and energy consultants in identifying design elements that could be incorporated into the building, project, and/or systems which could contribute towards the Owner's compliance with such Laws. Accordingly, notwithstanding anything to the contrary herein or otherwise, the Consultant makes no warranties or guarantees of the performance of the building, project, and/or systems carbon emissions, energy use, and/or energy cost. The performance of the building, project, and/or systems will be dependent on various factors that are beyond the Consultant's control, including, but not limited to, findings, predictions and/or the models utilized, if any, information provided by others, changing utility pricing, changing carbon emissions factors, the quality of the construction of the building and/or energy reduction measures, the quality of commissioning of related systems, degradation of building insulation/tightness and systems over time (due to design changes, fouling, wear and tear, etc.), use, occupancy, climate change, maintenance and the operations of the building, project and energy-consuming systems. Accordingly, Owner, recognizing the unknown and uncontrollable factors and conditions that effect energy consumption agrees, to the fullest extent permitted by law, to release and defend, indemnify, and hold harmless Consultant and its sub-consultants, if any, from and against any and all claims, damages, disputes, losses, fines, penalties, assessments, costs and expenses (including reasonable attorney's fees and all other such costs, expenses and disbursements) arising from or resulting from the failure of the building, project, and/or systems to comply with any Laws or otherwise governing the emission requirements and/or limits of any building, project and/or systems.
6. All fees and expenses payable in connection with this Agreement are confidential and not to be disclosed by either SOM or the Client unless authorized by the other in writing unless required by law or regulation.
7. This Agreement is the only legal description of the project scope, compensation, responsibilities and obligations agreed by SOM and Client.
8. This Agreement cannot be assigned by SOM or Client without the written consent of the other. A change in SOM's membership of one or more partners does not constitute an assignment.

9. This Agreement is an offer of services at the request of the Client. Acceptance of the services under this Agreement shall be deemed acceptance by the Client or any third party representing the Client to be bound by these terms and conditions in connection with the services to the fullest extent permitted by law.

Client Responsibilities

1. All Client-provided information must be in English and measured in S.I. units.
2. To the extent not otherwise included as services to be performed hereunder, Client shall provide SOM with its program of requirements for the project which shall contain complete information regarding space requirements, interrelationships of project components and organizational subdivisions, special equipment and systems, flexibility or constraints, needs for future expansion or phasing, site requirements, budgetary limitations and other pertinent data. Client will also provide SOM with a complete and accurate legal description of the property and a certified land survey of the project site showing: grades and lines of streets, pavements, trees and other amenities and adjoining property; complete and accurate information as to all rights-of-way, rights, restrictions, covenants, encroachments, easements, boundaries and contours of the project site, existing buildings and improvements and adjacent areas; and complete information concerning available service and utility lines both public and private, above and below grade, including inverts, sizes and capacities.
3. Client will separately retain all required consultants and appropriate testing agencies that Client and SOM shall mutually agree are necessary to provide services required for the project.
4. SOM is expressly permitted to rely on the information provided by Client and its consultants when and where it is reasonable so to do and SOM's services do not include any responsibility for the accuracy or completeness of any information or services furnished by Client or for the checking or validating of same. All such information and services shall be timely so that SOM can proceed with the performance of its services in a proper and orderly manner without rework or delay.

Insurance and Indemnity

1. It is understood that SOM will carry the following insurance during the duration of this Agreement: a) Comprehensive General Liability with policy limits of U.S. \$2,000,000 each occurrence and \$2,000,000 aggregate for bodily injury and damage to property; and b) Professional errors and omissions liability insurance covering SOM's liability arising out of negligent acts, errors, or omissions in the rendering of professional services to be provided under this Agreement in the amount of U.S. \$2,000,000 per claim and \$2,000,000 in the aggregate.
2. SOM will indemnify (but not defend) and hold Client and its officers, employees, successors and permitted assigns harmless from and against all liability, claims, damages, losses, cost and judgments, including reasonable attorney fees and expenses, to the extent they arise from SOM's negligent acts or omissions in the performance of Services under this Agreement and for patent, copyright or trademark infringement caused by SOM.
3. Client shall indemnify and hold SOM and its consultants and their respective officers, directors, shareholders, partners, principals, employees and successors harmless from and against all claims, damages, losses, cost and judgments, including reasonable attorney fees and expenses to the extent they arise from any negligent act or omission of Client, its agents, employees, consultants, contractors or construction manager in the performance of their services, for breach of this Agreement and for patent, copyright or trademark infringement caused by Client or its agents, employees, consultants, contractors, or construction manager.
4. To the fullest extent permitted by law, the total aggregate liability of SOM to Client, and anyone claiming by, through or under Client in connection with or in any way related to the project or this Agreement shall in no event exceed SOM's insurance limits as listed above.

Instruments of Service

1. All drawings, specifications and other documents, including those in electronic form, prepared by SOM or its consultants are defined as the "instruments of service" and are for Client's use solely in connection with the project. SOM shall be deemed the author and owner of the instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights, in and to all instruments of service. All computer media and programs generated or provided by SOM and other non hard-copy documents prepared by SOM and SOM consultants as a precursor to the preparation of the instruments of service, including the intellectual property rights thereto, shall remain the property of SOM.
2. SOM hereby grants Client a nonexclusive license to reproduce the instruments of service solely for purposes of constructing, using and maintaining the project, provided this Agreement is in effect and Client has complied with all obligations of this Agreement including timely payment of all fees and reimbursable expense amounts when due. SOM shall attempt to obtain similar nonexclusive licenses from the SOM consultants consistent with this Agreement. Except for the foregoing license, no other license or right shall be deemed granted or implied under this Agreement.
3. Any use of the instruments of service without SOM's authorization or involvement will be at Client's sole risk and expense and without liability to SOM or any SOM consultants. SOM will not have any liability for any revision or addition to, alteration or deviation from the instruments of service occurring subsequent to the completion of services under this Agreement or earlier termination in accordance with this Agreement.
4. Any termination of this Agreement prior to completion of the project shall terminate the Client's license to use the instruments of service as set forth herein. If, for any reason, SOM does not complete all basic services contemplated under this Agreement, SOM shall not be held responsible for the accuracy or workability of any plans, drawings, specifications or other documents prepared by SOM or SOM's consultants if Client or any other party subsequently uses such documents or any portion thereof.
5. At Client's request, SOM will furnish to Client instruments of service in electronic form and Client shall accept such instruments of service "AS IS" and release SOM from any claims as a result of differences between SOM's hard copy drawings and the electronic form of SOM's instruments of service. SOM hereby disclaims constructability and all warranties of any kind, expressed or implied, including the implied warranties of merchantability and fitness for a particular purpose, in connection with the electronic instruments of service.

Method of Payment

1. SOM will submit to Client monthly invoices for compensation due SOM that indicate the net fee to SOM plus any reimbursable expenses due SOM. SOM's invoices will be based upon an agreed monthly estimated percent complete unless Client and SOM otherwise establish a payment schedule for the project.
2. Client shall pay all invoiced amounts as required by the Illinois Local Government Prompt Payment Act.

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CHICAGO, IL 60604

3. If Client fails to remit payments to SOM in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination, or, at SOM's option, cause for suspension of performance of services by SOM and SOM consultants. SOM shall provide Client five (5) business days' written notice of any intent to suspend services. In the event of a suspension of services for any reason SOM and its consultants shall have no liability to Client for delay or damage caused to Client because of such suspension of services. Client shall pay SOM and all its consultants all sums due and any reimbursable expenses incurred due to the interruption and resumption of services prior to SOM resuming any services hereunder and SOM's compensation for the remaining basic services and the project schedule shall be equitably adjusted to account for such suspension.
4. SOM shall have the remedies of the Local Government Prompt Payment Act for any failure of payment by Client.
5. If the project is suspended or abandoned, in part or in whole, for more than 60 days, Client shall pay SOM the reasonable expenses incurred by SOM resulting from such suspension or abandonment without waiver of any other rights SOM may have. If the project is resumed after being suspended, Client shall pay SOM and all its consultants all sums due and any reimbursable expenses incurred due to the interruption and resumption of services prior to SOM resuming any services hereunder and SOM's compensation for the remaining basic services and the project schedule shall be equitably adjusted to account for such suspension.
6. If the design phase services covered hereunder have not been started, through no fault of SOM, within a period of 12 months from the date hereof, all SOM compensation, rates and markups shall be subject to renegotiation prior to the commencement of services.

7. Bank instructions for payment by wire transfer or ACH:

Account Name: Skidmore, Owings & Merrill LLP
Address: 224 S Michigan Ave.
Chicago, IL 60604-2505

Account Number 797047883
Routing Number 021306822

Wire Transfer (NOTE: Please remit in US\$ via wire transfer)

FED/ABA Routing Number 021001088
Swift Code MRMDUS33

ACH Transfers Payable through

Routing # 022000020
Bank Address HSBC Bank USA
452 5th Avenue
New York, NY 10018

Termination

Client and SOM shall each have the right at any time hereafter to terminate this Agreement effective upon 30 thirty days written notice to the other or the failure of the Village of Glencoe funding referendum. In the event of termination for any reason SOM will be paid in full for all services performed up to and including the date of such termination.

Jurisdiction, Governing Law & Dispute Resolution

This Agreement is governed by the laws of the State of Illinois Cook County without regard to principles of conflicts of law. Any disputes, claims or disagreements arising under this agreement that cannot be disposed of by negotiation and mutual agreement between Client and SOM must be submitted to non-binding mediation in the State of Illinois by a third party mutually acceptable to both of Client and SOM. If mediation fails to resolve the dispute within sixty (60) days after commencement of the same, the disputing party shall have the right to commence litigation in Cook County, Illinois. Both parties hereby consent to the exclusive jurisdiction of any State or Federal court located in CookCounty, with respect to any legal action commenced relating to this Agreement and waive any defenses based on the grounds of forum-non-convenience.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Trustee Lin and Trustee Pope, Capital Campaign Committee
Date: May 19, 2026
Re: Consideration to adopt Board Resolution for Naming Rights to the Lobby Lounge

On behalf of the Capital Campaign Committee, the board resolution for naming rights to the Lobby Lounge is being presented for board acceptance and adoption.

The Lobby Lounge will be built in the current location of the Director's Office. Naming right will be granted to Patty and Bruce Becker of Glencoe for a period not less than 36 years or the useful life of the Lobby Lounge for a \$150,000 donation to the renovation.

The board resolution includes the final draft of the gift agreement that documents the donor's contribution to the library's renovation and the terms for naming rights.

President Parfitt will entertain a motion and request a second for this business item followed by a roll call vote.

RESOLUTION 2026-05-20

**RESOLUTION OF THE GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
REGARDING THE NAMING RIGHTS OF THE LOBBY LOUNGE**

Whereas, the Glencoe Public Library Board of Trustees (“Board”) guides the direction of library operations including its facility at 320 Park Avenue, Glencoe, Illinois 60022; and

Whereas, Bruce and Patricia Becker (“Donors”) have offered a generous philanthropic gift of \$150,000 to the Glencoe Public Library (“Library”) in support of the library renovation to be completed by 2028 in exchange for naming rights to the Lobby Lounge; and

Whereas, Board members delegated to this naming opportunity have negotiated an agreement, in the form attached hereto and incorporated herein as Exhibit A, that provides a benefit to the public and aligns with the Naming and Recognition Policy of the Library.

Now Therefore Be It Resolved, by the President and Board of Trustees of the Glencoe Public Library of the Village of Glencoe, Illinois, assembled at the May 20, 2026, Regular Board Meeting that:

1. The Recitals set forth above are incorporated herein and made a part of this Resolution,
2. The Board approves the Gift Agreement attached hereto as Exhibit A and, in accordance with and subject to its terms, the Lobby Lounge located on the Ground Level of the building at 320 Park Avenue shall officially be named the ‘Patty and Bruce Becker Lounge.’”
3. In accordance with and subject to the terms of the Gift Agreement, the Lobby Lounge shall be known as the “Patty and Bruce Becker Lounge” for a period of 36 years or as long as the space remains substantially the same as specified at the time of the naming, whichever is shorter.

Ayes:

Nays:

Abstain:

Absent:

Roger Parfitt, President
Glencoe Public Library Board of Trustees

ATTEST:

Nan Weiss-Ham, Secretary
Glencoe Public Library Board of Trustees

**Naming and Recognition Policy
Exhibit A - Gift Agreement**

GIFT AGREEMENT

THIS AGREEMENT, by and between Bruce + Patty Becker ("Donor") and the Glencoe Public Library ("GPL") located at 320 Park Avenue, Glencoe, Illinois 60022 is to support the "Rooted in History, Building for Tomorrow" Capital Campaign.

It is understood and agreed that GPL will make commitments based on this pledge, and Donor agrees to fulfill the pledged amount.

It is agreed that:

- **Donor Commitment.** Donor agrees to contribute a total of \$ \$ 150K (the "Gift")
- **Donor Purpose.** It is understood and agreed that the Gift will support the Glencoe Public Library Capital Campaign, "Rooted in History, Building for Tomorrow."
- **Payment.** It is further understood and agreed that the Gift will be paid in full on or before _____.

Or paid out as follows:

- One-time, lump sum payment
- Annually over 3 years

\$ 50K \$ 50K \$ 50K
Year 1 Year 2 Year 3

- Quarterly over _____ years
- Monthly over _____ years
- Other annually

Start Date: 10-25-25
End Date: 10-27

- **Naming Terms and Conditions.** Unless Donor has informed GPL in writing of Donor's wish to remain anonymous, and in appreciation of the Gift, GPL will name the Lobby Lounge the Patty and Bruce Becker Lounge (the "Naming").

Both before and after the Naming is erected/affixed, Donor will make timely payments in accordance with Donor's Donation Pledge Form and this Agreement.

Naming and Recognition Policy
Exhibit A – Gift Agreement

The period of time Donor's name will be attached to this space is 36 years.

In the event of demolition or substantial renovation of the facility or space before completion of the established duration of the naming rights, GPL reserves the right to transfer the existing name to the new or renovated facility or space, if any, or create a plaque to indicate that the new facility or space occupies the site of a facility or space previously known by Donor's name.

- Donor will be referred to as Bruce and Patty Becker in any recognition of donors, including a plaque in the library and/or print, broadcast, and online media, unless Donor has chosen to remain anonymous.
- **Termination of Agreement/Naming.** In addition to any rights and remedies available at law, the Glencoe Public Library Board of Trustees ("Board") may terminate this Agreement and all rights and benefits of Donor hereunder, including terminating the Naming (if any) and renaming the facility or space:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or
 - b. In the event the Board determines Donor or his/her/their name may compromise the public trust or the institution's reputation, including acts of moral turpitude.

Upon any such termination of this Agreement and/or the Naming hereunder, the Board, GPL, and the Glencoe Public Library Foundation shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The Board, however, may in its sole and absolute discretion determine alternative recognition for the portion of the Gift already received.

- **Modification of Gift Because of Financial Hardship.** In the event of a material and sustained change in Donor's financial circumstances that makes it impossible or unreasonably burdensome to fulfill the full amount of the Gift, Donor may request a modification of the pledge amount. Donor agrees to promptly notify GPL in writing of such a change in circumstances. Thereafter, GPL and Donor shall meet in good faith to discuss an appropriate modification to the pledge. Any agreed upon modification shall be documented in writing and shall form part of this Agreement as an addendum.
- This is the final and entire Agreement between the parties with respect to the Gift and, except as set forth herein and in Donor's Donation Pledge Form, there are no promises, representations, or understandings between the parties of any kind with

**Naming and Recognition Policy
Exhibit A - Gift Agreement**

respect to the Gift. Should modifications of this Agreement be necessary, they shall be made in writing and signed by the parties. Interpretations of this Agreement will be subject to the laws of the State of Illinois.

ACCEPTED AND AGREED TO:

DONOR NAME(S):

Bruce Becker
Patty Becker

GLENCOE PUBLIC LIBRARY:

SIGNATURE(S):

Patricia Becker

DATE:

10.25.25

DATE:

This agreement may be signed in duplicate and each duplicate will be considered a valid original Agreement. The authorized signatures above indicate the parties' acceptance of these understandings.