DISTRIBUTION OF MEETING INFORMATION
Board Meeting Notices - Village Hall, League of Women Voters, WPLD website, WPLD trustees, front door of Library, WPLD legal bulletin board.
Agenda Hard Copy - Library legal bulletin board.
Agenda Email - All staff & President of the Friends of WPLD.
Agenda & Attachments Electronic Copy - WPLD website & all WPLD trustees.

NOTICE
Wilmette Public Library Board of Trustees will hold a virtual meeting to perform essential business only. Below are links to connect or call into the meeting.

Join by Computer:
https://us02web.zoom.us/j/82585249785
Meeting ID: 825 8524 9785
Join by Phone:
+1 312 626 6799
Meeting ID: 825 8524 9785

 Wilmette Public Library

Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, October 20, 2020, 6:00 p.m.

Agenda

I.   Call to Order and Roll Call. (Call to Order - President McDonald, Roll Call - Secretary Barshis)

II. Public Comment. (President McDonald) [10 minutes]
Meeting attendees who wish to address the WPLD Board of Trustees may do so here.

Ill. Review draft of Minutes. (President McDonald) [3 minutes]
A. September 15, 2020 Regular Meeting Minutes. **Attachment 1**

IV. Presentations.

V.   Treasurer's Report. (Treasurer Rodgers) [10 minutes]
A. Financial Reports for September 2020. **Attachment 2**

B. Bills and Salaries Check Detail for September 2020. **Attachment 3**

VI. Action Items.
A. Contract Amendment: Shales-McNutt Construction. Pre-Construction Services for 2021 Interior Renovation work is $16,215, and is expected to be complete by the end of January 2021. (Director Auston) [5 minutes] **Attachment 4**

B. Contract Approval: Engberg Anderson Architects. Initial architectural services to address priority items from the 2020 Capital Reserve Study including design and documentation to resolve roof repairs, tuckpointing, water infiltration, electrical panel replacements, access control, and security camera system for $21,500. (Director Auston) [5 minutes] **Attachment 5**

C. Contract Approval: LPS Pavement Co. Labor and materials to restore, enhance, and protect ongoing maintenance of permeable paver parking lot for $24,000, (or in an amount not to exceed $33,000 with alternates included). (Director Auston) [5 minutes] **Attachment 6**

D. Contract Approval: Reliant Contract Glass Inc. Labor and materials to assess and remediate the water leaks at the main (west) entrance curtainwall and at various other window elevations for $6,800. (Director Auston) [5 minutes] **Attachment 7**

E. Contract Renewal: Complete Cleaning Company, Inc. Service Agreement for February 1, 2021 - February 1, 2022 (at $4,767 per month for 12 months, for a contract total of $57,204). The company provides daily cleaning services. History of monthly charges: 2014 - 2016: $4,070; 2017 - 2019: $4,495.00; 2020: $4,629. (Director Auston) [5 minutes] **Attachment 8**

F. RFID RFP Recommendation: Approval of proposal from Bibliotheca for RFID tags, readers, self-checkout equipment, and automated materials handling system in an amount not to exceed $175,000. (Director Auston) [15 minutes] **Attachment 9**

G. Ordinance No. 2020/21-198. An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/21, for a total of $5,428,251. The proposed draft levy for 2020/21 was approved at the October 5, 2020 Finance Committee meeting, and reflects the same total as the 2018/19 and 2019/20 levies for a $0 increase. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. (Treasurer Rodgers, Director Auston) [20 minutes] **Attachment 10**

H. Resolution No. 2020/21-203. Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2020 Levy. (Treasurer Rodgers, Director Auston) [2 minutes] **Attachment 11**

I. Holiday Closings for Calendar Year 2021. (President McDonald) [2 minutes] **Attachment 12**

J. Board Authorization of Deputy Election Clerks. The local consolidated election will be held on Tuesday, April 6, 2021. Incumbent trustees whose terms are expiring are Dan Johnson, Ronald Rodgers, and Stuart Wolf. (President McDonald) [2 minutes] **Attachment 13**

VII.   Discussion Items.
A. Summary of Finance Committee meeting of October 5, 2020. (Treasurer Rodgers) [5 minutes]

B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 11 - Youth/Young Adult Services. (Director Auston) [3 minutes] **Attachment 14**

C. Review Updated Pandemic Response Plan. (Director Auston) [10 minutes]

VIII.   Director's Report. (Director Auston) [10 minutes]
          A summary of Library department activities, a listing of meetings/workshops attended by the
          Director and staff, community engagement reports, monthly statistics, and other information
          are included in this section. **Attachment 15**

IX.   Committees - Report on Meetings. [5 minutes]
          A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)

          ILA coronavirus information page: https://www.ila.org/advocacy/coronavirus-resources
          RAILS coronavirus information page: https://www.railslibraries.info/issues/178451

X.   Information Items.
          A. Communication. Comments from suggestion boxes will be distributed at the meeting.

          B. The annual ILA Conference will be held virtually this year, October 20-22. Early registration
          closes September 20. More information online: https://www.ila.org/events/annual-conference

          C. The fall *Meet the Author* event will be held Wednesday, October 21 at 7:00pm via Zoom with
          Arshay Cooper, author of *A Most Beautiful Thing*. Learn more about this event on our website:
          https://www.wilmettelibrary.info/events/spotlight/meet-the-author

          D. Our joint partnership with 11 area libraries to host a moderated conversation with bestselling
          and National Book Award-winning author Dr. Ibram X. Kendi (*How To Be An Anti-Racist*,
          Stamped: Racism, Antiracism, and You), will be held Monday, November 9 at 6:00pm via Zoom.
          Additional details are forthcoming.

          E. Applications for the annual Public Library Per Capita Grant program are typically presented at
          the October meeting for review/approval, and due for submission by January 15 each year. The
          Illinois State Library has not issued the application requirements for 2021 to-date.

XI.   New Business/Old Business.

XII.   Adjournment.

                                                              [Estimated meeting length: 120 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 15, 2020 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Wolf, Director Auston. Trustee Rodgers arrived at 6:48pm. Director Auston was physically present at the Library.

ELECTRONIC VISITORS: Liz Seager (League of Women Voters – Wilmette),
STAFF: Marti Bellefontaine, Andrea Vaughn Johnson, Gayle Rosenberg Justman, John Risko

I.   Call to Order and Roll Call.
     President McDonald called the meeting to order at 6:05 pm. Secretary Barshis called the roll.

II. Public Comment.
     There was no public comment.

III. Review Draft of Minutes.
     a. August 13, 2020 Special Meeting Minutes. Trustee Wolf moved approval of the minutes of the August 13, 2020 Special Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.
         Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Wolf
         Nay – None
         Absent or not voting – Rodgers
         MOTION CARRIED

     b. August 18, 2020 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the August 18, 2020 Regular Meeting Minutes as presented. Trustee Fishman seconded the motion. There was no discussion.
         Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Wolf
         Nay – None
         Absent or not voting – Rodgers
         MOTION CARRIED

IV. Presentation by Andrea Vaughn Johnson, Youth Services (YS) Manager.
     Ms. Johnson reported on the Summer Reading Club (SRC) and fall planning.
     - Summer Reading: In March, after hearing from parents that kids were Zoomed-out, YS pivoted to make SRC as hands-on as possible with a SRC mailer which included an activity poster and reading log. Reporting was done to a virtual booth. Friends generously supported SRC with prizes from local favorites Dairy Queen and The Book Stall. Personal responses were made to the email reporting and included suggestions for further reading. 538 reported 10 days of reading; 498 reported 20 days of reading. A virtual concert with Wendy & DB celebrated the end of Summer Reading.
     - Patron Survey: Every person who sent in an online SRC reporting form received a link to an online parent survey. The 69 responses helped formulate fall programming and helped staff conclude that both interactive online, as well as videotaped performances, are desired. YouTube performances are now embedded in our website so that the performers can be seen live online or at the patron's convenience.
     - Fall Programming: Core story times have continued online and other fall programs include STEAM Lab, Lego Builds Together, Zoom book discussions, Kids Library Council, school-age expressive writing, and other special events including storytelling, special event story times, teaching artists, and paid

performers for school-age interactive experiences sprinkled in. Arts and crafts, and interacting with peers, were requested to help make up for the loss of specials and extracurriculars in school. YS patrons have overwhelmingly requested curbside pickup to go along with the requested readers advisory services like kids book picks. Story Walks (our installations in partner Wilmette Parks) continue to be popular, and will continue with monthly book changes this fall.

V.   Treasurer's Report.
   A.   Financial Reports for August 2020.
   In Trustee Rodgers absence, President McDonald reviewed the financial reports for August 2020. President McDonald noted that during August, the WPL received $1,156,420.32 in real estate taxes, $17,929.15 in general fund interest, and $5,804.19 in replacement taxes. Real estate tax income is expected to continue as tax bills are due without penalty by October 1. General Fund expenses are at 17.9% which is above the expected two-month rate of 16.66% because of the timing of some expenses, such as annual subscription services, early in the fiscal year. There were no unexpected expenditures. Trustee Barshis requested explanation for any "nay" votes on the Bills & Salaries actions; Trustee Johnson explained that he voted against the August 18 and September 15 Bills & Salaries not due to any specific bills or line items, but because he thinks WPLD should share certain administrative tasks with other village agencies.

   B.   Bills and Salaries Check Detail for August 2020.
   Trustee Wolf moved approval of the August 2020 Bills and Salaries Check Detail. Trustee Barshis seconded the motion. There was no discussion.
      Aye – Barshis, Fishman, McDonald, Riddle, Wolf
      Nay – Johnson
      Absent or not voting – Rodgers
      MOTION CARRIED

VI.   Action Items.
   A.   Suspend Patron. This is the second suspension for patron George Seaberry. Out of concern for employees, patrons, and public safety, patron George Seaberry has been suspended indefinitely. Trustee Wolf moved to approve suspension of patron George Seaberry indefinitely. Trustee Barshis second. Trustees discussed the incident.
      Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Wolf
      Nay – None
      Absent or not voting – Rodgers
      MOTION CARRIED

   B.   Recommendation to Purchase Library Vehicle. Director Auston reviewed the Board's desire to use the funds from the retired endowment fund in a manner true to the purpose of the fund, and that the purchase of a vehicle meets that purpose. A 2020 Chrysler Pacifica Hybrid has been chosen as it is a green choice, it meets the needs of staff, and it is on sale. Director Auston explained the advantages of hybrid v. gas, the differences in pricing, and the logistics of incorporating a new charging station. Trustee Wolf motioned to purchase a 2020 Chrysler Pacifica Hybrid vehicle at a cost not to exceed $50,000. Trustee Barshis seconded.
      Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf
      Nay – None
      Absent or not voting – None
      MOTION CARRIED

VII. Discussion Items.
   A. Capital Reserve Study Update. Director Auston reported that conversations are continuing with Joe Huberty and John Shales, President of Shales McNutt Construction, regarding putting together a project to address our immediate needs. Both Mr. Huberty and Mr. Shales have agreed to work with us regarding engineering, drawings, crews, bids, and project management. Hoping to bring forward a bid project this fall, which would be voted upon possibly in December, with the projects beginning in January. Timing is not certain but is being brought forward with the intention of beginning should the building need to close.

   B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 10 - Programming. Director Auston noted that the WPLD exceeds the standards for this guideline. A lot of the activities in the chapter checklist are part of day-to-day activities of staff. Staff are currently working on cooperating with our programming partners, such as the Park District, as in the Park District's case, they have room for activities. Space is the largest challenge in the programming checklist.

   C. Review Updated Pandemic Response and Reopening Plan. Director Auston stated that the tedium of the pandemic seems to be settling in. Guidelines are being followed with adjustments being made as those guidelines change. Capacity limits are getting closer to making it necessary to begin to limit people in the building. The purchase of a library vehicle, along with the hiring of a Facility and Security Manager and a Circulation Manager, will make it easier to reopen the remote book drops as a new service enhancement. Onsite book drops are now open 24 hours per day. Circulation is down from last year by only 8% in a limited environment with reduced hours. WPLD library cards are not going to expire during this fiscal year. Ordinarily library cards are renewable every three years. Early in the pandemic the expiration dates were changed so that no one would lose library service access. At this point, all library cards will expire one year from the original expiration date.

   D. Director's Report. Director Auston highlighted several items from his report.
     - Programming: Adult Services celebrated the 100th anniversary of 19th Amendment with several popular programs in August. "Navigating the Job Search" was a virtual series hosted by Nancy Wagner in partnership with Skokie, Glenview, and Niles/Maine libraries. Our job search page includes resources as well as a consultant who will give a 30-minute career consultation.
     - Equity, Diversity, and Inclusion (EDI): Shelving Manager Patsy DeVuono participated in a week-long Racial Justice Challenge hosted by the Folger Library at the University of Maine. This training may be included in or applied by our EDI Committee in the future. As our librarians update our bibliographic resources for the public, we are working on making them more diverse, representing Black, Indigenous, People of Color (BIPOC) and the spectrum of abilities and gender identities. We are establishing goals of meeting a minimum percentage of titles with a main character from an underrepresented population. Depending on the topic, we are aiming for at least 25% of books with diverse main characters; some lists will have over 50% diverse main characters. We are also seeking out "own voices" titles whenever possible. This is part of our charge to make a more equitable, diverse, and inclusive collection and to try to promote those resources through programming. This underscores the staff's commitment to equity in developing our collections.
     - Digital Collections: We've seen a 65% increase in ebook usage even since this spring. Many are taking advantage of the Libby and WPLD apps. Online learning and continuing education resources have been enhanced with new databases listed in the Online Learning and Resource pages. Staff are preparing collections for RFID by weeding collections before tagging begins. Proposals are due on September 30.
     - Communications: Postcards are being sent reminding patrons of Library services available to them.

VIII. Committees – Report on Meetings.
   A. ILA / RAILS Update. Trustee Barshis noted ILA's virtual conference from October 20-22. Dr. Rodgers will be given his ILA Trustee of the Year award on October 22nd. No RAILS update.

   ILA coronavirus information page: https://www.ila.org/advocacy/coronavirus-resources
   RAILS coronavirus information page: https://www.railslibraries.info/issues/178451

IX. Information Items.
   A. Communication. President McDonald reiterated the annual ILA Conference will be held virtually this year, October 20-22.

   B. The fall Meet the Author event will be held Wednesday, October 21 at 7:00pm via Zoom with Arshay Cooper, author of *A Most Beautiful Thing*.

X. New Business / Old Business.
   A. President McDonald President McDonald noted there is a doodle poll out via email to set the date for finance committee for discussion of the levy.

   B. President McDonald will attend a LWV webinar on September 23rd from 7-8pm via zoom to encourage members and community members to run for office.

   C. Beth Drucker from Go Green Wilmette reached out to WPL regarding their solar initiative. President McDonald responded noting a roof replacement will be necessary before solar panels are discussed. Director Auston will reach out to discuss possibilities with her.

   D. President McDonald encouraged Trustees to complete and return the questionnaire they received from the auditor so that the audit will be completed and delivered in a timely manner.

XI. Adjournment.
   Trustee Wolf moved to adjourn the meeting. Trustee Barshis seconded the motion.
   MOTION CARRIED BY VOICE VOTE.
   The meeting adjourned at 7:51 pm.

_____   _____
President or President pro-tem   Secretary or Secretary pro-tem
Board of Library Trustees of the   Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL Wilmette Public Library District, Cook County, IL

Wilmette Public Library
Notes on Financial Reports for September 2020

Revenue Report

During September, WPL received $93,754.89 in Real Estate Taxes, $12,181.80 in General Fund Interest, and $41,573.00 in Kenilworth administration fees.

Expenditure Report

Total General Fund expenses at 23.97% are below the expected three month rate of 25.0%. Several accounts show expenses higher than the three month rate, but at this point in the fiscal year these overages are all due to timing of expenses. For example, Periodicals (50400) is at 73.91% of budget due to a large annual renewal at the beginning of the fiscal year. Registrations (63000) are high due to registrations for annual ILA conference in October. Building Supplies (76200) are high due to COVID related purchases.

Check Detail, September 1 - 30, 2020

The largest General Fund checks were written to Wellness Insurance Network ($49,101.30), ProQuest ($5,803.87), OverDrive, Inc. ($21,148.79), Baker & Taylor ($807.17, $9,841.90, $432.66, $8,672.08), Computer View, Inc. ($16,150.00), Engberg Anderson ($12,051.37), Midwest Tape ($1,750.94, $8,164.60, $1,784.37), LinkedIn ($7,000.00) and Sherman Dodge ($42,194.00).

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (9/11/20 for $118,481.90 and 9/25/20 for $109,648.99).

Certificate of Deposit Activity

Of the $12,181.80 in General Fund interest received during September, $11,176.82 was earned by the funds invested in the GF Certificates of Deposit.

Three certificate of deposits (CD) matured in September and were transferred to short term investment accounts at North Shore Community Bank. We will continue this approach as CD's mature until market volatility subsides. These short term accounts earn a better interest rate than a standard two year CD and allows us short term flexibility.

Statement of Assets, Liabilities Fund Balances

During the fiscal year, equity is composed of Beginning Fund Balances and Net Income for the year to date. After June 30, the net income/ (loss) for the prior year is designated as the Current Fund Balance. On the September 30, 2020 Statement, the Current Fund Balance represents the net income/ (loss) of ($7,117.57) for the fiscal year July 1, 2019 – June 30, 2020.

After the annual audit, this amount is combined with the Beginning Fund Balances to reflect the new Fund Balances. This change should be reflected in the October statement.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of September 30, 2020

		September 30, 2020
ASSETS		
Current Assets		
10005 · Rutherford Trust Funds		163,376.86
10010 · CIBC Bk MM Account - GF		1,748.18
10050 · NSCB MaxSafe		3,721,199.20
10004 - NSCB MaxSafe (SRF)		1,057,774.07
10100 · Operating Checking		291,675.90
10200 · Payroll Checking		143,416.71
10300 · HRA & FSA Checking		3,703.99
10610 · Special Reserve MMF		271,235.14
10710 · Endowment MMF		0.00
10810 · Illinois Funds		612,118.66
10900 · Fifth Third Securities		333,595.29
11000 · CDs General Fund Total		5,811,746.75
16000 · CDs Special Reserve Fund Total		3,663,735.88
TOTAL ASSETS		**16,075,326.63**
LIABILITIES & EQUITY		
Liabilities		
20000 · Accounts Payable		178.08
26000 · Employee Payroll Liabilities		7,053.09
Equity		
30000 · Beginning Fund Balances		
30010 · General Fund Balance		8,626,327.00
30020 · IMRF/SS Fund Balance		368,596.00
30030 · Audit Fund Balance		6,259.00
30040 · Liability Fund Balance		43,459.00
30060 · Special Reserve Fund Balance		6,154,905.00
30070 · Endowment Fund Balance		37,578.00
30080 · Specific Programs		183,147.00
30000 · Beginning Fund Balances		15,420,271.00
39000 · Current Fund Balance		(7,117.57)
Net Income		654,942.03
Total Equity		**16,068,095.46**
TOTAL LIABILITIES & EQUITY		**16,075,326.63**

Wilmette Public Library
Revenue Actual vs Budget September 2020 (25.0% of Budget Year Completed)

	Current Month	July 2020-June 2021	FY 2020-21 Budget	$ Over(Under) Budget	% of Budget
INCOME					
* **43010 · GF Interest**	12,181.80	39,763.74	125,000.00	(85,236.26)	31.81%
44100 · Replacement Taxes	0.00	13,658.72	45,000.00	(31,341.28)	30.35%
44200 · Kenilworth	41,573.00	41,573.00	166,604.00	(125,031.00)	24.95%
45000 · Grants	0.00	1,561.19	38,656.00	(37,094.81)	4.04%
46100 · Fines	119.90	404.20	-	404.20	100.0%
46200 · Lost Materials	463.92	1,410.44	9,000.00	(7,589.56)	15.67%
46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
47000 · Miscellaneous Income	39.00	45.50	5,000.00	(4,954.50)	0.91%
47100 · Copier Receipts	762.10	1,348.15	10,000.00	(8,651.85)	13.48%
47200 · Room Rental	(70.00)	(70.00)	3,500.00	(3,570.00)	(2.0%)
48000 · Gifts/Donations	25.00	25.00	40,000.00	(39,975.00)	0.06%
INCOME SUB-TOTAL	55,094.72	99,730.94	443,260.00	(343,529.06)	22.5%
41010 · GF Taxes	93,754.89	1,988,620.94	5,308,603.00	(3,319,982.06)	37.46%
TOTAL INCOME	148,849.61	2,088,351.88	5,751,863.00	(3,663,511.12)	36.31%

* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, Special Reserve, or Endowment interest.

WPL Expenditure Actual vs. Budget
September 2020
(25.0% of Budget Year Completed)

		Current Month	YTD Sept 2020	FY 2020-21 Budget	$ Over(Under) Budget	% of Budget
EXPENSE						
	50100 · Books	20,481.79	67,509.38	230,000.00	(162,490.62)	29.35%
	50200 · Continuations	775.15	9,553.43	45,000.00	(35,446.57)	21.23%
	50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
	50300 · Audio Visual Materials	8,387.76	27,182.28	100,000.00	(72,817.72)	27.18%
	50400 · Periodicals	471.42	33,258.47	45,000.00	(11,741.53)	73.91%
	50500 · Electronic Resources	51,714.33	226,675.73	660,000.00	(433,324.27)	34.34%
	50700 · Programming	1,577.49	4,357.27	45,000.00	(40,642.73)	9.68%
	50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
	52000 · Newsletter	0.00	0.00	35,000.00	(35,000.00)	0.00%
	53000 · Promotion	100.00	100.00	10,000.00	(9,900.00)	1.00%
	54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
	56000 · Rutherford Trust Expenditures	0.00	600.00	9,000.00	(8,400.00)	6.67%
	58500 · Friends Purchases	1,525.00	11,713.70	30,000.00	(18,286.30)	39.05%
	61000 · Personnel	212,464.45	768,968.42	3,451,289.00	(2,682,320.58)	22.28%
	62000 · Professional Memberships	448.00	2,305.27	6,500.00	(4,194.73)	35.47%
	63000 · Registrations	229.00	4,599.00	10,000.00	(5,401.00)	45.99%
	64000 · Travel/Mileage/Meals	509.55	1,929.99	10,000.00	(8,070.01)	19.30%
	65000 · Staff Development	113.18	2,191.25	15,000.00	(12,808.75)	14.61%
	66000 · Insurance - Employee	50,596.84	155,934.57	600,000.00	(444,065.43)	25.99%
	70100 · Accounting - PR & CrCd fees	635.09	2,169.84	15,000.00	(12,830.16)	14.47%
	70200 · Professional Fees	1,067.08	5,729.02	35,000.00	(29,270.98)	16.37%
	70310 · Library Supplies	2,021.53	8,692.62	30,000.00	(21,307.38)	28.98%
	70320 · Office Supplies	637.52	3,183.52	40,000.00	(36,816.48)	7.96%
	70400 · Copiers	2,270.32	7,038.88	28,000.00	(20,961.12)	25.14%
	70500 · Printing	0.00	194.40	5,000.00	(4,805.60)	3.89%
	70600 · Postage/Shipping	1,740.00	2,027.22	6,000.00	(3,972.78)	33.79%
	70700 · Telephone	1,013.69	2,258.41	15,000.00	(12,741.59)	15.06%
	74100 · Equipment/Furnishings/Computers	7,340.88	19,681.79	125,000.00	(105,318.21)	15.75%
	74150 · Equipment/Computer Maintenance	16,180.25	19,216.23	86,000.00	(66,783.77)	22.34%
	75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
	76100 · Building Improvement	1,610.00	1,881.96	20,000.00	(18,118.04)	9.41%
	76200 · Building Supplies	2,286.73	11,310.06	28,000.00	(16,689.94)	40.39%
	76300 · Building Maintenance	37.21	14,064.62	85,000.00	(70,935.38)	16.55%
	76350 · Building Maint Contracts	7,537.00	24,986.80	100,000.00	(75,013.20)	24.99%
	76400 · Grounds Maintenance	54.00	240.83	40,000.00	(39,759.17)	0.60%
	76450 · Parking Lot Rent	0.00	2,850.00	13,000.00	(10,150.00)	21.92%
	76800 · Utilities	554.10	2,553.26	22,000.00	(19,446.74)	11.61%
	77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
	77500 · Library Vehicle Expense	0.00	0.00	4,000.00	(4,000.00)	0.00%
TOTAL GENERAL FUND EXPENSE		394,379.36	1,444,958.22	6,028,889.00	(4,583,930.78)	23.97%
	92000 · SS/IMRF Fund	35,893.13	128,323.06	515,000.00	(386,676.94)	24.92%
	93000 · Audit Expense	0.00	2,250.00	11,000.00	(8,750.00)	20.45%
	94000 · Liability Fund	172.82	663.87	44,000.00	(43,336.13)	1.51%
	96000 · Special Reserve Fund	12,051.37	12,051.37	6,000,000.00	(5,987,948.63)	0.20%
	97000 · Endowment Fund	42,194.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS		90,311.32	185,482.30	6,570,000.00	(6,384,517.70)	2.82%
TOTAL GENERAL & OTHER FUNDS		484,690.68	1,630,440.52	12,598,889.00	(10,968,448.48)	12.94%

Purchase Date	Maturity Date	Bank	CD	CD or CUSIP #	Interest Rate	Amount
General Fund						
October 5, 2018	October 5, 2020	5/3 Farmers & Merchants BK	GF 20	30856PAY2	2.80%	250,000.00
May 9, 2018	November 9, 2020	5th/3rd Connectone BK	GF 6	18123-0D7C0G	2.75%	250,000.00
May 11, 2018	November 10, 2020	5th/3rd Horizon Bk	GF 7	18123-0D7B1D	2.60%	250,000.00
November 28, 2018	November 30, 2020	5th/3rd Compass Bk	GF 13	20451PVY9	3.10%	250,000.00
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313	2.72%	540,342.90
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	555,597.99
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	549,803.95
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	546,475.70
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	547,645.52
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	CIBC/Private Bank	GF 10	6932392	1.75%	506,559.43
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	524,526.68
January 18, 2020	January 18, 2022	5/3 Wells Fargo Bk West	GF14	949495AN5	1.80%	250,000.00
February 2, 2020	February 2, 2022	NSCB/Wintrust	GF 3	3804991322	1.65%	540,794.58
Total General Fund Individual CDs				*Weighted Avg Yield*	*2.29%*	*5,811,746.75*
Special Reserve Fund						
November 5, 2018	November 5, 2020	5th 3rd 1st Bk of Greenwich	SRF 20	31926GAL4	3.00%	250,000.00
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 8	6956404	2.72%	552,125.04
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 16	6939573	2.72%	388,127.49
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	575,784.07
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	547,699.28
October 31, 2019	November 1, 2021	5th 3rd Morgan Stanley BK	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	5th/3rd BMW Bank NA	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	5th/3rd Goldman Sachs Bk	SRF 4	3814MKQ5	1.70%	250,000.00
February 28, 2020	February 28, 2022	5/3 Investors Bank	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	5/3 Merrick Bank	SRF 12	59013KFS0	1.60%	100,000.00
Total Special Reserve Fund Individual CDs				*Weighted Avg Yield*	*1.94%*	*3,663,735.88*
TOTAL CD's				**Weighted Avg Yield**	**2.15%**	**9,475,482.63**

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Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	**53070**	**Ann Terry Consultants LLC**	**10101 · General Fund Checking**	
Bill	2020003		50730 · Community Serv Prog	(150.00)
				(150.00)
Bill Pmt -Check	**53071**	**Baker & Taylor**	**10101 · General Fund Checking**	
Bill	2035419161		50120 · YS Books	(300.39)
Bill	H49638100		50311 · AS Feature	(100.63)
Bill	H49638101		50311 · AS Feature	(22.01)
Bill	H49638102		50311 · AS Feature	(19.10)
Bill	H49638103		50311 · AS Feature	(44.08)
Bill	H49786750		50311 · AS Feature	(22.04)
Bill	H49786760		50312 · AS Non-feature	(48.49)
Bill	H49825890		50311 · AS Feature	(35.26)
Bill	H49825891		50311 · AS Feature	(18.36)
Bill	H49745060		50312 · AS Non-feature	(69.78)
Bill	H50052440		50312 · AS Non-feature	(17.63)
Bill	H50052441		50312 · AS Non-feature	(14.69)
Bill	H50073630		50312 · AS Non-feature	(67.58)
Bill	H49972510		50311 · AS Feature	(27.13)
				(807.17)
Bill Pmt -Check	**53072**	**Baker & Taylor Books**	**10101 · General Fund Checking**	
Bill	2035404494		50120 · YS Books	(416.00)
Bill	2035415782		50111 · Fiction	(304.47)
Bill	2035400804		50111 · Fiction	(163.32)
Bill	2035422328		50110.1 · 100's	(52.43)
			50110.8 · 800's	(36.87)
			50110.9 · 900's	(66.98)
			50111 · Fiction	(304.44)
			50112 · H.S. Collection	(10.16)
			50111 · Fiction	(2.35)
Bill	2035424718		50110.2 · 200's	(24.31)
			50110.3 · 300's	(46.33)
			50110.6 · 600's	(71.22)
			50110.9 · 900's	(42.91)
			50111 · Fiction	(510.28)
			50112 · H.S. Collection	(20.33)
			50111 · Fiction	(3.58)
Bill	2035419696		50120 · YS Books	(412.97)
Bill	2035424742		50120 · YS Books	(217.77)
Bill	5016352024		50110.3 · 300's	(61.22)
Bill	2035429726		50110.1 · 100's	(33.09)
			50110.2 · 200's	(28.45)
			50110.3 · 300's	(27.07)
			50111 · Fiction	(626.62)
			50112 · H.S. Collection	(11.29)
			50111 · Fiction	(3.63)
Bill	5016330584		50210 · AS Continuations	(775.15)

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Bill	2035432170	50110.1 · 100's	(9.60)
		50110.3 · 300's	(136.54)
		50110.5 · 500's	(15.82)
		50110.7 · 700's	(29.36)
		50110.9 · 900's	(25.60)
		50111 · Fiction	(60.13)
		50112 · H.S. Collection	(35.57)
		50110.3 · 300's	(1.56)
Bill	2035434297	50110.1 · 100's	(34.34)
		50110.3 · 300's	(145.01)
		50110.4 · 400's	(11.87)
		50110.7 · 700's	(25.43)
		50110.8 · 800's	(28.51)
		50110.9 · 900's	(27.15)
		50111 · Fiction	(157.20)
		50112 · H.S. Collection	(20.32)
		50111 · Fiction	(2.25)
Bill	5016366969	50110.6 · 600's	(31.05)
		50111 · Fiction	(31.07)
		50111 · Fiction	(0.31)
Bill	2035439554	50110.1 · 100's	(90.91)
		50110.3 · 300's	(213.84)
		50110.6 · 600's	(158.20)
		50110.7 · 700's	(39.79)
		50110.8 · 800's	(77.81)
		50110.9 · 900's	(159.59)
		50111 · Fiction	(580.53)
		50112 · H.S. Collection	(42.32)
		50111 · Fiction	(6.81)
Bill	5016345568	50111 · Fiction	(81.73)
		50110.3 · 300's	(72.20)
		50110.9 · 900's	(15.26)
		50111 · Fiction	(0.85)
Bill	5016370590	50111 · Fiction	(14.69)
		50110.3 · 300's	(15.23)
		50110.3 · 300's	(0.15)
Bill	2035412345	50111 · Fiction	(31.65)
Bill	2035444292	50110.3 · 300's	(12.40)
		50110.6 · 600's	(10.09)
		50110.8 · 800's	(34.18)
		50111 · Fiction	(423.78)
		50111 · Fiction	(2.40)
Bill	2035446302	50110.2 · 200's	(20.89)
		50110.3 · 300's	(31.28)
		50110.5 · 500's	(26.36)
		50110.7 · 700's	(14.13)
		50110.9 · 900's	(87.29)
		50111 · Fiction	(231.83)
		50112 · H.S. Collection	(42.91)
		50111 · Fiction	(2.27)
Bill	2035447040	50110.0 · 000's	(109.83)
		50110.1 · 100's	(24.85)
		50110.3 · 300's	(101.04)

			50110.6 · 600's	(15.79)
			50110.7 · 700's	(46.23)
			50110.9 · 900's	(14.12)
			50111 · Fiction	(179.13)
			50111 · Fiction	(2.45)
Bill	2035450132		50110.1 · 100's	(22.62)
			50110.3 · 300's	(90.34)
			50110.6 · 600's	(90.94)
			50110.7 · 700's	(51.43)
			50110.8 · 800's	(24.22)
			50110.9 · 900's	(31.08)
			50111 · Fiction	(121.28)
			50112 · H.S. Collection	(20.89)
			50111 · Fiction	(2.26)
Bill	2035450711		50110.3 · 300's	(353.52)
			50110.5 · 500's	(22.60)
			50110.6 · 600's	(68.26)
			50110.7 · 700's	(47.74)
			50110.8 · 800's	(41.59)
			50110.9 · 900's	(169.73)
			50110.3 · 300's	(3.52)
Bill	2035447622		50110.9 · 900's	(31.64)
			50110.1 · 100's	(86.33)
			50110.2 · 200's	(16.39)
			50110.3 · 300's	(33.90)
			50110.5 · 500's	(15.82)
			50110.6 · 600's	(20.80)
			50111 · Fiction	(335.56)
			50111 · Fiction	(2.70)
				(9,841.90)

Bill Pmt -Check	**53073**	**CDW Government, Inc.**	**10101 · General Fund Checking**	
Bill	ZSF7897		74120 · Computers	(747.57)
Bill	ZVD1320		74120 · Computers	(259.92)
				(1,007.49)

Bill Pmt -Check	**53074**	**Cengage Learning Inc/ Gale**	**10101 · General Fund Checking**	
Bill	71213450		50110.5 · 500's	(23.99)
			50110.3 · 300's	(24.74)
			50111 · Fiction	(20.24)
Bill	71214344		50111 · Fiction	(56.23)
Bill	71239028		50111 · Fiction	(28.49)
				(153.69)

Bill Pmt -Check	**53075**	**Complete Cleaning Company**	**10101 · General Fund Checking**	
Bill	C15090		76350 · Building Maint Contracts	(4,629.00)
				(4,629.00)

Bill Pmt -Check	**53076**	**EA Medical, LLC**	**10101 · General Fund Checking**	

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Bill	113310		76200 · Building Supplies	(4,045.00)
				(4,045.00)
Bill Pmt -Check	**53077**	**EBSCO**	**10101 · General Fund Checking**	
Bill	1604884		50420 · YS Periodicals	(25.98)
				(25.98)
Bill Pmt -Check	**53078**	**Employee Benefits Corporation**	**10101 · General Fund Checking**	
Bill	2985656		660402 · HRA Fees	(148.75)
			660321 · FSA program fees	(73.75)
				(222.50)
Bill Pmt -Check	**53079**	**Engberg Anderson Inc**	**10101 · General Fund Checking**	
Bill	1930800-02		96000 · SRF Special Reserve Fund	(12,051.37)
				(12,051.37)
Bill Pmt -Check	**53080**	**Findaway World LLC**	**10101 · General Fund Checking**	
Bill	327086		50313 · AS Audiobooks	(66.94)
				(66.94)
Bill Pmt -Check	**53081**	**Goddard, Leslie**	**10101 · General Fund Checking**	
Bill	8/27/20 program		50710 · AS Programming	(300.00)
				(300.00)
Bill Pmt -Check	**53082**	**Grey House Pubishing**	**10101 · General Fund Checking**	
Bill	961170		50512 · AS & YS Esubscriptions	(2,795.00)
				(2,795.00)
Bill Pmt -Check	**53083**	**Heritage Technology Solutions**	**10101 · General Fund Checking**	
Bill	216361		76350 · Building Maint Contracts	(215.00)
				(215.00)
Bill Pmt -Check	**53084**	**Hill Mechanical Services**	**10101 · General Fund Checking**	
Bill	547674		76350 · Building Maint Contracts	(2,186.00)
				(2,186.00)
Bill Pmt -Check	**53085**	**Midwest Tape**	**10101 · General Fund Checking**	
Bill	99269449		50324 · YS Music	(11.24)
Bill	99269530		50313 · AS Audiobooks	(39.99)
Bill	99269532		50313 · AS Audiobooks	(34.99)
Bill	99269533		50313 · AS Audiobooks	(142.96)
Bill	99269534		50313 · AS Audiobooks	(73.98)
Bill	99269535		50313 · AS Audiobooks	(38.99)
Bill	99269536		50313 · AS Audiobooks	(159.96)

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Bill	99269537		50313 · AS Audiobooks	(35.99)
Bill	99269538		50313 · AS Audiobooks	(74.98
Bill	99269539		50313 · AS Audiobooks	(39.99)
Bill	99269540		50313 · AS Audiobooks	(38.99)
Bill	99269541		50313 · AS Audiobooks	(34.99)
Bill	99269543		50312 · AS Non-feature	(14.99)
Bill	99269544		50323 · YS Audiobooks	(51.98)
Bill	99269545		50323 · YS Audiobooks	(5.24)
Bill	99269547		50324 · YS Music	(13.49)
Bill	99269548		50314 · AS Music	(74.99)
Bill	99269549		50314 · AS Music	(42.41)
Bill	99269551		50314 · AS Music	(10.79)
Bill	99269552		50314 · AS Music	(12.59)
Bill	99269553		50314 · AS Music	(12.59)
Bill	99269554		50314 · AS Music	(11.99)
Bill	99269531		50311 · AS Feature	(62.99)
			50321 · YS Feature	(97.49)
Bill	99269542		50311 · AS Feature	(89.96)
Bill	99269546		50321 · YS Feature	(29.99)
Bill	99303008		50313 · AS Audiobooks	(90.98)
Bill	99303100		50313 · AS Audiobooks	(34.99)
Bill	99303037		50322 · YS Non-feature	(48.72)
Bill	99303062		50314 · AS Music	(44.21)
Bill	99303064		50314 · AS Music	(9.74)
Bill	99303065		50314 · AS Music	(12.74)
Bill	99302879		50313 · AS Audiobooks	(44.99)
Bill	99303091		50313 · AS Audiobooks	(35.99)
Bill	99303092		50313 · AS Audiobooks	(39.99)
Bill	99302794		50321 · YS Feature	(114.74)
			50311 · AS Feature	(48.74)
				(1,784.37)

Bill Pmt -Check	**53086**	**Postmaster**	**10101 · General Fund Checking**	
Bill	Permit #51		70600 · Postage/Shipping	(240.00)
				(240.00)

Bill Pmt -Check	**53087**	**ProQuest**	**10101 · General Fund Checking**	
Bill	70639596		50512 · AS & YS Esubscriptions	(5,803.87)
				(5,803.87)

Bill Pmt -Check	**53088**	**Quill Corporation**	**10101 · General Fund Checking**	
Bill	9584926		70320 · Office Supplies	(450.00)
Bill	9659527	Quill Corporation	20000 · Accounts Payable	0.00
Bill	9687117		70320 · Office Supplies	(17.15)
Bill	9687519		70320 · Office Supplies	(61.58)
Bill	10095193		76200 · Building Supplies	(19.18)
				(547.91)

Bill Pmt -Check	**53089**	**Recorded Books**	**10101 · General Fund Checking**	

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Bill	76601085		50511 · AS E-Books & YS E-Books	(610.74)
Bill	76613929		50511 · AS E-Books & YS E-Books	(100.92)
Bill	76649142		50511 · AS E-Books & YS E-Books	(53.36)
Bill	76698976		50311 · AS Feature	(41.60)
				(806.62)
Bill Pmt -Check	**53090**	**Staples Advantage**	**10101 · General Fund Checking**	
Bill	304321		76200 · Building Supplies	(608.20)
				(608.20)
Bill Pmt -Check	**53091**	**Synchrony Bank/Amazon**	**10101 · General Fund Checking**	
Bill	7/14-8/13/20		50110.3 · 300's	(360.68)
			50110.6 · 600's	(29.99)
			50110.8 · 800's	(82.95)
			50110.9 · 900's	(45.15)
			50111 · Fiction	(480.04)
			50120 · YS Books	(287.42)
			70312 · YS supplies	(304.49)
			70320 · Office Supplies	(14.94)
			74152 · Computer Maintenance	(29.30)
				(1,634.96)
Bill Pmt -Check	**53092**	**Terryburg Web Development, Inc.**	**10101 · General Fund Checking**	
Bill	679		50655 · Web Design	(106.25)
				(106.25)
Bill Pmt -Check	**53093**	**The Book Stall**	**10101 · General Fund Checking**	
Bill	BKS101 - BKS150		58500 · Friends Purchases	(750.00)
				(750.00)
Bill Pmt -Check	**53094**	**The Teaching Company Sales, LLC**	**10101 · General Fund Checking**	
Bill	SINV09685371		50312 · AS Non-feature	(124.90)
				(124.90)
Bill Pmt -Check	**53095**	**Thomas Klise/Crimson Multimedia**	**10101 · General Fund Checking**	
Bill	003664		50325 · YS Video Games	(922.22)
Bill	003746		50325 · YS Video Games	(50.00)
Bill	003745		50315 · AS Video Games	(516.22)
				(1,488.44)
Bill Pmt -Check	**53096**	**Tigerlily Music**	**10101 · General Fund Checking**	
Bill	8/21/20		50721 · YS Performers	(400.00)
				(400.00)
Bill Pmt -Check	**53097**	**Wellness Insurance Network**	**10101 · General Fund Checking**	

Bill	September 2020		66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(49,054.30)
				(49,101.30)

Bill Pmt -Check	**53098**	**Advanced Disposal**	**10101 · General Fund Checking**	
Bill	T40002472496		76400 · Grounds Maintenance	(54.00)
				(54.00)

Bill Pmt -Check	**53099**	**Aflac**	**10101 · General Fund Checking**	
Bill	220216		26003 · AFLAC	(178.08)
				(178.08)

Bill Pmt -Check	**53100**	**ALA - Membership**	**10101 · General Fund Checking**	
Bill	A. Joseph		62010 · Staff Memberships	(198.00)
				(198.00)

Bill Pmt -Check	**53101**	**Baker & Taylor**	**10101 · General Fund Checking**	
Bill	H49972520		50312 · AS Non-feature	(18.37)
Bill	H50216560		50311 · AS Feature	(18.37)
Bill	H50216561		50311 · AS Feature	(29.38)
Bill	H50272570		50312 · AS Non-feature	(25.69)
Bill	H50344880		50311 · AS Feature	(189.52)
Bill	H50319490		50311 · AS Feature	(40.39)
Bill	H50145000		50312 · AS Non-feature	(17.63)
Bill	H50145001		50312 · AS Non-feature	(51.43)
Bill	H50145002		50312 · AS Non-feature	(19.84)
Bill	H50542790		50312 · AS Non-feature	(22.04)
				(432.66)

Bill Pmt -Check	**53102**	**Baker & Taylor Books**	**10101 · General Fund Checking**	
Bill	2035425640		50120 · YS Books	(341.84)
Bill	2035435292		50120 · YS Books	(238.40)
Bill	2035441116		50120 · YS Books	(190.10)
Bill	2035408260		50120 · YS Books	(58.14)
Bill	2035409750		50120 · YS Books	(424.21)
Bill	2035434289		50120 · YS Books	(567.31)
Bill	2035451426		50111 · Fiction	(318.76)
Bill	2035455793		50110.0 · 000's	(147.34)
			50110.1 · 100's	(61.53)
			50110.2 · 200's	(28.81)
			50110.3 · 300's	(471.29)
			50110.6 · 600's	(42.37)
			50110.7 · 700's	(56.42)
			50110.8 · 800's	(138.13)
			50110.9 · 900's	(105.05)
			50111 · Fiction	(710.38)
			50112 · H.S. Collection	(51.35)
			50111 · Fiction	(9.06)

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Bill	5016387648	50110.3 · 300's	(64.19)
Bill	2035464382	50110.0 · 000's	(15.82)
		50110.1 · 100's	(32.76)
		50110.2 · 200's	(15.81)
		50110.3 · 300's	(99.15)
		50110.5 · 500's	(23.74)
		50110.7 · 700's	(22.60)
		50110.9 · 900's	(131.06)
		50111 · Fiction	(380.45)
		50112 · H.S. Collection	(10.16)
		50111 · Fiction	(3.66)
Bill	2035467047	50110.1 · 100's	(45.39)
		50110.3 · 300's	(100.67)
		50110.5 · 500's	(24.60)
		50110.6 · 600's	(55.85)
		50110.7 · 700's	(83.29)
		50110.8 · 800's	(8.90)
		50110.9 · 900's	(149.39)
		50111 · Fiction	(430.08)
		50112 · H.S. Collection	(10.16)
		50111 · Fiction	(4.54)
Bill	2035469979	50110.3 · 300's	(122.12)
		50110.7 · 700's	(50.84)
		50110.8 · 800's	(28.33)
		50110.9 · 900's	(35.31)
		50111 · Fiction	(215.66)
		50112 · H.S. Collection	(7.73)
		50111 · Fiction	(2.30)
Bill	5016399300	50111 · Fiction	(17.26)
		50110.9 · 900's	(11.29)
		50111 · Fiction	(0.14)
Bill	2035472204	50110.0 · 000's	(29.74)
		50110.1 · 100's	(11.30)
		50110.3 · 300's	(171.13)
		50110.6 · 600's	(42.63)
		50110.9 · 900's	(164.19)
		50111 · Fiction	(443.93)
		50112 · H.S. Collection	(10.09)
		50110.7 · 700's	(31.04)
		50111 · Fiction	(4.52)
Bill	5016379928	50110.1 · 100's	(27.87)
		50110.3 · 300's	(143.72)
		50110.9 · 900's	(36.16)
		50110.3 · 300's	(1.04)
Bill	2035477536	50110.3 · 300's	(53.33)
		50110.5 · 500's	(16.36)
		50110.6 · 600's	(10.11)
		50110.7 · 700's	(28.20)
		50110.9 · 900's	(17.10)
		50111 · Fiction	(317.89)
		50112 · H.S. Collection	(10.14)
		50111 · Fiction	(2.27)
Bill	2035479120	50110.3 · 300's	(92.12)

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			50110.6 · 600's	(32.74)
			50110.7 · 700's	(125.36)
			50110.9 · 900's	(188.26)
			50111 · Fiction	(32.76)
			50112 · H.S. Collection	(14.87)
			50110.9 · 900's	(2.43)
Bill	2035481760		50110.1 · 100's	(39.84)
			50110.2 · 200's	(23.74)
			50110.3 · 300's	(118.77)
			50110.5 · 500's	(62.94)
			50110.6 · 600's	(81.11)
			50110.7 · 700's	(16.10)
			50110.8 · 800's	(10.68)
			50110.9 · 900's	(81.48)
			50112 · H.S. Collection	(10.16)
			50110.3 · 300's	(2.22)
				(8,672.08)

Bill Pmt -Check	**53103**	**Barnes & Noble Inc**	**10101 · General Fund Checking**	
Bill	4023335		50111 · Fiction	(13.59)
			50110.7 · 700's	(20.80)
				(34.39)

Bill Pmt -Check	**53104**	**Barrow, Amy**	**10101 · General Fund Checking**	
Bill	001		58500 · Friends Purchases	(262.50)
				(262.50)

Bill Pmt -Check	**53105**	**BHFX LLC**	**10101 · General Fund Checking**	
Bill	374113		50530 · Computer Software	(750.00)
				(750.00)

Bill Pmt -Check	**53106**	**Booth, David**	**10101 · General Fund Checking**	
Bill	9/11/20		50730 · Community Serv Prog	(500.00)
				(500.00)

Bill Pmt -Check	**53107**	**Call One**	**10101 · General Fund Checking**	
Bill	317402		70700 · Telephone	(1,013.69)
				(1,013.69)

Bill Pmt -Check	**53108**	**Cengage Learning Inc/ Gale**	**10101 · General Fund Checking**	
Bill	71398858		50111 · Fiction	(84.73)
Bill	7156283		50111 · Fiction	(21.75)
Bill	71744584		50111 · Fiction	(14.99)
Bill	71780390		50111 · Fiction	(454.33)
Bill	71999733		50110.3 · 300's	(24.74)
			50110.9 · 900's	(25.49)
			50111 · Fiction	(70.47)

				(696.50)

Bill Pmt -Check	**53109**	**Center Point Large Print**	**10101 · General Fund Checking**	
Bill	1787118		50111 · Fiction	(183.36)
Bill	1790437		50110.6 · 600's	(56.92)
				(240.28)

Bill Pmt -Check	**53110**	**Chase Card Services**	**10101 · General Fund Checking**	
Bill	8/10-9/09/20		50530 · Computer Software	(275.00)
			62010 · Staff Memberships	(250.00)
			65040 · Staff Recognition	(113.18)
			74110 · Equipment/Furnishings	(756.00)
			74120 · Computers	(1,440.00)
			76200 · Building Supplies	(1,123.32)
				(3,957.50)

Bill Pmt -Check	**53111**	**Colley Elevator - A**	**10101 · General Fund Checking**	
Bill	201738		76350 · Building Maint Contracts	(203.00)
				(203.00)

Bill Pmt -Check	**53112**	**Colley Elevator - B**	**10101 · General Fund Checking**	
Bill	201734		76350 · Building Maint Contracts	(203.00)
				(203.00)

Bill Pmt -Check	**53113**	**Comcast**	**10101 · General Fund Checking**	
Bill	107581281		50650 · Internet	(1,580.00)
				(1,580.00)

Bill Pmt -Check	**53114**	**Computer View, Inc.**	**10101 · General Fund Checking**	
Bill	28752		74152 · Computer Maintenance	(16,150.00)
				(16,150.00)

Bill Pmt -Check	**53115**	**Consumers' Checkbook**	**10101 · General Fund Checking**	
Bill	CHI217415G2019		50512 · AS & YS Esubscriptions	(450.00)
				(450.00)

Bill Pmt -Check	**53116**	**Dairy Queen**	**10101 · General Fund Checking**	
Bill	50 gift cards		58500 · Friends Purchases	(250.00)
				(250.00)

Bill Pmt -Check	**53117**	**Findaway World LLC**	**10101 · General Fund Checking**	
Bill	327531		50323 · YS Audiobooks	(439.91)
				(439.91)

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Bill Pmt -Check	**53118**	**Freeman Pictures, Inc.**	**10101 · General Fund Checking**	
Bill	3040		53050 · Promotional Materials	(100.00)
				(100.00)
Bill Pmt -Check	**53119**	**Garvey's Office Products**	**10101 · General Fund Checking**	
Bill	PINV1967008		76200 · Building Supplies	(139.20)
Bill	PINV1973881		76200 · Building Supplies	(77.44)
				(216.64)
Bill Pmt -Check	**53120**	**Goodman, Barb**	**10101 · General Fund Checking**	
Bill	001		58500 · Friends Purchases	(262.50)
				(262.50)
Bill Pmt -Check	**53121**	**Grapevine**	**10101 · General Fund Checking**	
Bill	1 yr. Exp. 12/20		50410 · AS Periodicals	(28.97)
				(28.97)
Bill Pmt -Check	**53122**	**HGTV Magazine**	**10101 · General Fund Checking**	
Bill	1 yr. Exp. 1/22		50410 · AS Periodicals	(34.97)
				(34.97)
Bill Pmt -Check	**53123**	**Image Systems & Business Solutions**	**10101 · General Fund Checking**	
Bill	69467291		70400 · Copiers	(2,270.32)
				(2,270.32)
Bill Pmt -Check	**53124**	**Kiplinger's Investing for Income**	**10101 · General Fund Checking**	
Bill	1 yr. Exp. 11/20		50410 · AS Periodicals	(109.00)
				(109.00)
Bill Pmt -Check	**53125**	**Koul, Priyanka**	**10101 · General Fund Checking**	
Bill	room rental refund		47200 · Room Rental	(70.00)
				(70.00)
Bill Pmt -Check	**53126**	**Library Ideas LLC**	**10101 · General Fund Checking**	
Bill	77763		50323 · YS Audiobooks	(1,159.38)
				(1,159.38)
Bill Pmt -Check	**53127**	**LinkedIn Corp**	**10101 · General Fund Checking**	
Bill	23285879		50512 · AS & YS Esubscriptions	(7,000.00)
				(7,000.00)
Bill Pmt -Check	**53128**	**Midwest Tape**	**10101 · General Fund Checking**	

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Bill	99326559		50314 · AS Music	(12.59)
Bill	99326712		50313 · AS Audiobooks	(87.98)
Bill	99326713		50313 · AS Audiobooks	(79.98)
Bill	99326715		50313 · AS Audiobooks	(34.99)
Bill	99326716		50313 · AS Audiobooks	(34.99)
Bill	99326717		50313 · AS Audiobooks	(69.98)
Bill	99327117		50321 · YS Feature	(29.98)
Bill	99327526		50311 · AS Feature	(26.24)
Bill	99327528		50311 · AS Feature	(37.48)
Bill	99338351		70310 · Library Supplies	(319.96)
Bill	99346479		50324 · YS Music	(12.74)
Bill	99346586		50321 · YS Feature	(16.49)
Bill	99346681		50323 · YS Audiobooks	(206.95)
Bill	99354442		50314 · AS Music	(128.14)
Bill	99358265		50311 · AS Feature	(31.48)
Bill	99358361		50324 · YS Music	(18.13)
Bill	99358260		50313 · AS Audiobooks	(19.99)
Bill	99358261		50313 · AS Audiobooks	(29.99)
Bill	99358263		50313 · AS Audiobooks	(104.98)
Bill	99358264		50313 · AS Audiobooks	(154.96)
Bill	99346047		50313 · AS Audiobooks	(100.97)
Bill	99346048		50313 · AS Audiobooks	(111.97)
Bill	99346049		50313 · AS Audiobooks	(79.98)
				(1,750.94)
Bill Pmt -Check	**53129**	**Midwest Tape - Hoopla**	**10101 · General Fund Checking**	
Bill	99085644		50511 · AS E-Books & YS E-Books	(2,701.89)
Bill	99205819		50511 · AS E-Books & YS E-Books	(2,707.17)
Bill	99329167		50511 · AS E-Books & YS E-Books	(2,755.54)
				(8,164.60)
Bill Pmt -Check	**53130**	**Millen Hardware**	**10101 · General Fund Checking**	
Bill	August 2020		50722 · YS Program Materials	(19.78)
			70310 · Library Supplies	(244.66)
			76200 · Building Supplies	(310.10)
			76300 · Building Maintenance	(37.21)
				(611.75)
Bill Pmt -Check	**53131**	**Mocavo**	**10101 · General Fund Checking**	
Bill	5637219377		50512 · AS & YS Esubscriptions	(995.00)
				(995.00)
Bill Pmt -Check	**53132**	**NiCor Gas**	**10101 · General Fund Checking**	
Bill	7/28-8/27/20		76810 · Heating/Cooling	(554.10)
				(554.10)
Bill Pmt -Check	**53133**	**OCLC**	**10101 · General Fund Checking**	
Bill	1000069313		50530 · Computer Software	(336.60)

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				(336.60)
Bill Pmt -Check	**53134**	**OverDrive, Inc.**	**10101 · General Fund Checking**	
Bill	01018MA20276387		50511 · AS E-Books & YS E-Books	(19,991.61)
Bill	01018MA20277537		50511 · AS E-Books & YS E-Books	(1,157.18)
				(21,148.79)
Bill Pmt -Check	**53135**	**Oxford University Press**	**10101 · General Fund Checking**	
Bill	99819501		50512 · AS & YS Esubscriptions	(1,900.00)
				(1,900.00)
Bill Pmt -Check	**53136**	**Penguin Random House LLC**	**10101 · General Fund Checking**	
Bill	1086079378		50323 · YS Audiobooks	(33.75)
				(33.75)
Bill Pmt -Check	**53137**	**Pioneer Press**	**10101 · General Fund Checking**	
Bill	through 3/28/21		50410 · AS Periodicals	(65.00)
Bill	through 4/8/21		50410 · AS Periodicals	(32.50)
				(97.50)
Bill Pmt -Check	**53138**	**Pitney Bowes - postage**	**10101 · General Fund Checking**	
Bill			70600 · Postage/Shipping	(1,500.00)
				(1,500.00)
Bill Pmt -Check	**53139**	**Plastic Letters & Signs, Inc.**	**10101 · General Fund Checking**	
Bill	18954		76100 · Building Improvement	(1,610.00)
				(1,610.00)
Bill Pmt -Check	**53140**	**Quill Corporation**	**10101 · General Fund Checking**	
Bill	10115543		74110 · Equipment/Furnishings	(90.00)
Bill	10251970		70320 · Office Supplies	(93.69)
				(183.69)
Bill Pmt -Check	**53141**	**Robbins Schwartz**	**10101 · General Fund Checking**	
Bill	872894		70210 · Legal Fees	(281.25)
				(281.25)
Bill Pmt -Check	**53142**	**Rose Pest Solutions**	**10101 · General Fund Checking**	
Bill	2594055		76350 · Building Maint Contracts	(101.00)
				(101.00)
Bill Pmt -Check	**53143**	**Small Business Tax News**	**10101 · General Fund Checking**	
Bill	1 yr Exp. 1/21		50410 · AS Periodicals	(175.00)

				(175.00)

Bill Pmt -Check	**53144**	**The Library Store, Inc.**	**10101 · General Fund Checking**	
Bill	465506		70310 · Library Supplies	(400.58)
				(400.58)

Bill Pmt -Check	**53145**	**Thomas Klise/Crimson Multimedia**	**10101 · General Fund Checking**	
Bill	003902		50325 · YS Video Games	(526.18)
Bill	003903		50315 · AS Video Games	(50.00)
				(576.18)

Bill Pmt -Check	**53146**	**Warehouse Direct**	**10101 · General Fund Checking**	
Bill	4733361-0		70310 · Library Supplies	(800.00)
				(800.00)

Bill Pmt -Check	**53147**	**Weir, Amy**	**10101 · General Fund Checking**	
Bill	Refund of lost book		46200 · Lost Materials	(16.00)
				(16.00)

Bill Pmt -Check	**53148**	**Weston Woods Studios**	**10101 · General Fund Checking**	
Bill	23724478		50323 · YS Audiobooks	(89.85)
Bill	23724479		50323 · YS Audiobooks	(209.65)
				(299.50)

Bill Pmt -Check	**53149**	**Cash 1**	**10101 · General Fund Checking**	
Bill	Sherman Dodge		97000 · Endowment Fund	(42,194.00)
				(42,194.00)

Operating Expenditures	(233,141.46)
Special Reserve B/E Expenditures	-
Total September Expenditures	**(233,141.46)**

Amendment to AIA Document A134 – 2009 Dated January 22, 2019
Between Board of Trustees of the Wilmette Public Library District
And Shales McNutt LLC
This Amendment Dated September 22, 2020
For 2021 Interior Renovations

The Agreement mentioned above is amended as set forth below. This Amendment shall take precedence over any conflict or inconsistency between it and the Agreement.

1. The terms of the Agreement will apply to all construction projects that the Owner wishes to engage the Construction Manager and not be limited to only the Wilmette Public Library Outdoor Renovation Project. This amendment specifically covers the 2021 Interior Renovation Work.

2. The Architect for this project is Engberg Andersen Architects, 8618 West Catalpa Avenue #1116 Chicago, IL 60656 and who's designated representative is Joe Huberty.

3. For Article 4.1.2, the lump sum fee for Pre-Construction Services for the 2021 Interior Renovation work is $16,215 and is expected to be complete by the end of January 2021. These services include a cost projection for the project, construction planning, scope of work development for bidding purposes, over-seeing the public bid process, bid review with the low bidders, and recommendations to the board.

4. The cost of the work will be determined using the methods described in Articles 5 and 6, and the percentages for fee and insurance will remain the same at 4.4% and 0.75% of the Cost of the Work respectively. The construction manager's supervisory and project management costs will be reimbursed using the following hourly rates through June 30, 2021:

Project Executive	$149.00/hour	Field Project Manager	$115/hour
Project Manager	$139.00/hour	Assistant Project Manager	$90.00/hour
Superintendent	$129.00/hour	Contract Administrator	$75.00/hour

Construction Manager: Owner:
Shales McNutt LLC   Wilmette Public Library

By:_____   By:_____

Name:_____   Name:_____

Title:_____   Title:_____

Date:_____   Date:_____

▓AIA® Document A134™ – 2009

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price

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

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

Wilmette Public Library
1242 Wilmette Ave
Wilmette, IL 60091

and the Construction Manager:
(Name, legal status and address)

Shales McNutt LLC
425 Renner Drive
Elgin, IL 60123

for the following Project:
(Name and address or location)

Wilmette Public Library
2019 Landscaping

The Architect:
(Name, legal status and address)

Teska Associates
627 Grove Street
Evanston, IL 60201

The Owner's Designated Representative:
(Name, address and other information)

The Construction Manager's Designated Representative:
(Name, address and other information)

John Shales
Shales McNutt LLC
425 Renner Drive
Elgin, IL 60123

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

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Architect's Designated Representative:
(Name, address and other information)

Jodi Mariano
Teska Associates
627 Grove Street
Evanston, IL 60201

The Owner and Construction Manager agree as follows.

Init.

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TABLE OF ARTICLES

ARTICLE 1   GENERAL PROVISIONS
§ 1.1 The Contract Documents
The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's approval of the Control Estimate, the Contract Documents will also include the documents described in Section 2.2.4 and revisions prepared by the Architect and furnished by the Owner as described in Section 2.2.5. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern.

§ 1.2 Relationship of the Parties
The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner; to furnish efficient construction administration, management services and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

§ 1.3 General Conditions
For the Preconstruction Phase, AIA Document A201™–2007, General Conditions of the Contract for Construction, shall apply only as specifically provided in this Agreement. For the Construction Phase, the general conditions of the contract shall be as set forth in A201–2007, which document is incorporated herein by reference. The term "Contractor" as used in A201–2007 shall mean the Construction Manager.

§ 1.4 Contract Sum, Contract Time and Changes in the Work
The Contract Sum is the actual Cost of the Work as defined in Section 6.1.1 plus the Construction Manager's Fee as defined in Section 5.1. The Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work as certified by the Architect in accordance with Section

9.8 of AIA Document A201–2007. The Contract Time shall be measured from the date of commencement of the Construction Phase as established pursuant to Section 2.3.1.2 of this Agreement. Changes in the Work shall be governed by Section 5.2 of this Agreement and not by Article 7 of A201–2007. If, however, the Contract Time has been established in accordance with Section 2.2.4.5, Article 7 of A201–2007 shall control adjustments to the Contract Time.

ARTICLE 2 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 2.1 and 2.2. The Construction Manager's Construction Phase responsibilities are set forth in Section 2.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 2.1 Preconstruction Phase
§ 2.1.1 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 2.1.2 Consultation
The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work. The Construction Manager shall advise the Owner and the Architect on proposed site use and improvements, selection of materials, and building systems and equipment. The Construction Manager shall also provide recommendations consistent with the Project requirements to the Owner and Architect on constructability; availability of materials and labor; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 2.1.3 When Project requirements in Section 3.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities and identify items that could affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Control Estimate; the components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered well in advance of construction; and the occupancy requirements of the Owner.

§ 2.1.4 Phased Construction
The Construction Manager shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, or phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities and procurement and construction scheduling issues.

§ 2.1.5 Preliminary Cost Estimates
§ 2.1.5.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume or similar conceptual estimating techniques for the Architect's review and Owner's approval. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 2.1.5.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, estimates of the Cost of the Work of increasing detail and refinement and allowing for the further development of the design until such time as the Construction Manager submits a Control Estimate for the Work, pursuant to Section 2.2. Such estimates shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect when estimates of the Cost of the Work exceed the latest approved Project budget and make recommendations for corrective action.

§ 2.1.6 Subcontractors and Suppliers

The Construction Manager shall develop bidders' interest in the Project.

§ 2.1.7 The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered well in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered well in advance of construction. If the Owner agrees to procure any items prior to the Owner's approval of the Control Estimate, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the Owner's approval of the Control Estimate, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

§ 2.1.8 Extent of Responsibility

The Construction Manager shall exercise reasonable care in preparing schedules and estimates. The Construction Manager, however, does not warrant or guarantee estimates and schedules, including the Control Estimate and the estimated date of Substantial Completion, except as provided in Section 2.2.4.5. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 2.1.9 Notices and Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi governmental authorities for inclusion in the Contract Documents.

§ 2.2 Control Estimate

§ 2.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager and in consultation with the Architect, the Construction Manager shall prepare a Control Estimate for the Owner's review and acceptance. The Control Estimate shall be the sum of the Construction Manager's estimate of the Cost of the Work and the Construction Manager's Fee and shall include those items set forth in Section 2.2.4 below. When the Control Estimate is acceptable to the Owner, the Owner shall acknowledge it in writing.

§ 2.2.2 The Construction Manager shall develop and implement a detailed system of cost control that will provide the Owner and Architect with timely information as to the anticipated total Cost of the Work. The cost control system shall compare the Control Estimate with the actual cost for activities in progress and estimates for uncompleted tasks and proposed changes. This information shall be reported to the Owner, in writing, no later than the Construction Manager's first Application for Payment and shall be revised and submitted with each Application for Payment.

§ 2.2.3 To the extent that the Drawings and Specifications are anticipated to require further development by the Architect, the Construction Manager shall provide in the Control Estimate for such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated in a revised Control Estimate by mutual agreement of the parties.

§ 2.2.4 The Control Estimate shall include

 .1 a list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;

 .2 a list of the clarifications and assumptions made by the Construction Manager in the preparation of the Control Estimate, including assumptions under Section 2.2.3, to supplement the information provided by the Owner and contained in the Drawings and Specifications;

 .3 a statement of the estimated Cost of the Work organized by trade categories or systems, allowances, and the Construction Manager's Fee;

 .4 the anticipated date of Substantial Completion upon which the Control Estimate is based, and a schedule for the issuance dates of the Construction Documents upon which the anticipated Substantial Completion date relies; and

.5　　a statement as to whether or not the duration from the stated date of commencement of the Construction Phase to the estimated date of Substantial Completion shall become the Contract Time and be subject to the provisions of Article 8 of A201–2007.

§ 2.2.5 The Owner shall authorize the Architect to incorporate the agreed-upon assumptions and clarifications contained in the Control Estimate. The Owner shall promptly furnish those revised Drawings and Specifications to the Construction Manager as they are revised. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the Control Estimate and the revised Drawings and Specifications.

§ 2.3 Construction Phase
§ 2.3.1 General
§ 2.3.1.1 For purposes of Section 8.1.2 of A201–2007, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 2.3.1.2 The Construction Phase shall commence upon the Owner's approval of the Control Estimate or the Owner's issuance of a Notice to Proceed, whichever occurs earlier.

§ 2.3.1.3 Prior to commencement of the Construction Phase, the Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work.

§ 2.3.2 Administration
§ 2.3.2.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or by other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors and from suppliers of materials or equipment fabricated especially for the Work and shall deliver such bids to the Architect. The Owner shall then determine, with the advice of the Construction Manager and the Architect, which bids will be accepted. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

§ 2.3.2.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the prior consent of the Owner. If the Subcontract is awarded on a cost-plus a fee basis, the Construction Manager shall provide in the Subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Section 6.11 below.

§ 2.3.2.3 If the Construction Manager recommends a specific bidder that may be considered a "related party" according to Section 6.10, then the Construction Manager shall promptly notify the Owner in writing of such relationship and notify the Owner of the specific nature of the contemplated transaction, according to Section 6.10.2.

§ 2.3.2.4 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes to the Owner and Architect.

§ 2.3.2.5 Upon the Owner's approval of the Control Estimate, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and submittal schedule in accordance with Section 3.10 of A201–2007.

§ 2.3.2.6 The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner. The Construction Manager shall also keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the Work, accidents, injuries, and other information required by the Owner.

§ 2.4 Professional Services
Section 3.12.10 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 2.5 Hazardous Materials
Section 10.3 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

2.6 Performance and Payment Bonds
Construction Manager shall obtain payment and performance bonds from all Subcontractors for 100% of the cost of their work in accordance with Article 11 of the A201 General Conditions. Construction Manager shall not be required to obtain a performance and payment bond as it is not self-performing any construction-related work. The Subcontractors payment and performance bonds shall name the Owner as dual Obligee.

ARTICLE 3   OWNER'S RESPONSIBILITIES
§ 3.1 Information and Services Required of the Owner
§ 3.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

§ 3.1.2 Prior to the Owner's approval of the Control Estimate, or within seven days of receiving the Owner's written acknowledgment required by Section 2.2.1, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. Thereafter, the Construction Manager may only request such evidence if (1) the Owner fails to make payments to the Construction Manager as the Contract Documents require, (2) a change in the Work materially changes the Contract Sum, or (3) the Construction Manager identifies in writing a reasonable concern regarding the Owner's ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or the portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Construction Manager and Architect.

§ 3.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 3.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 3.1.4.1 The Owner shall furnish tests, inspections and reports required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 3.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a 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 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.

§ 3.1.4.3 The Owner, when such services are requested, 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.

§ 3.1.4.4 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 3.2 Owner's Designated Representative
The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201–2007, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 3.2.1 Legal Requirements. 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.

§ 3.3 Architect
The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B103™–2007, Standard Form of Agreement Between Owner and Architect, including any additional services requested by the Construction Manager that are necessary for the Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction Manager a copy of the executed agreement between the Owner and the Architect, and any further modifications to the agreement.

ARTICLE 4 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES
§ 4.1 Compensation
§ 4.1.1 For the Construction Manager's Preconstruction Phase services, the Owner shall compensate the Construction Manager as follows:

§ 4.1.2 For the Construction Manager's Preconstruction Phase services described in Sections 2.1 and 2.2:
(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

A lump sum of $11,000.00.

§ 4.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

§ 4.1.4 Compensation based on Direct Personnel Expense includes the direct salaries of the Construction Manager's personnel providing Preconstruction Phase services and the Construction Manager's costs for the mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

§ 4.2 Payments
§ 4.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 4.2.2 Payments are due and payable with the Local Government Prompt Payment Act.
(Insert rate of monthly or annual interest agreed upon.)

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ARTICLE 5 COMPENSATION FOR CONSTRUCTION PHASE SERVICES
§ 5.1 For the Construction Manager's performance of the Work as described in Section 2.3, the Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract. The Contract Sum is the Cost of the Work as defined in Section 6.1.1 plus the Construction Manager's Fee.

§ 5.1.1 The Construction Manager's Fee:
(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

4.4% of the Cost of the Work for general overhead and profit plus 0.75% of the Cost of the Work for Construction Manager's standard General Liability insurance coverage.

§ 5.1.2 The method of adjustment of the Construction Manager's Fee for changes in the Work:

The Construction Manager's fee for general overhead and profit shall be fixed as a lump sum at the time Subcontractor bids are approved by the Owner. The Construction Manager's lump sum fee for general overhead and profit will not change with changes in the Work unless the cumulative value of the changes in the Work exceeds 15% of the Cost of the Work at the time the fee was calculated.

§ 5.1.3 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

Construction Manager shall negotiate reasonable Subcontractor overhead and profit mark up for increases in the cost of its portion of the Work.

§ 5.1.4 Rental rates for Construction Manager-owned equipment shall not exceed One Hundred and Five percent (105 %) of the standard rate paid at the place of the Project.

§ 5.1.5 Unit prices, if any: N/A
(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)

§ 5.2 Changes in the Work
§ 5.2.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Architect may make minor changes in the Work as provided in Section 7.4 of AIA Document A201–2007, General Conditions of the Contract for Construction. The Construction Manager shall be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work. The Construction Manager shall incorporate all changes in the Work and Contract Time as separate entries in the Control Estimate.

§ 5.2.2 Increased costs for the items set forth in Sections 6.1 through 6.7 that result from changes in the Work shall become part of the Cost of the Work, and the Construction Manager's Fee shall be adjusted as provided in Section 5.1.2.

§ 5.2.3 If the Construction Manager receives any Drawings, Specifications, interpretations or instructions from the Owner or Architect which are inconsistent with the Contract Documents, or encounters unanticipated conditions, any of which will result in a significant change in the Cost of the Work or estimated date of Substantial Completion in comparison with the Control Estimate, the Construction Manager shall promptly notify the Owner and Architect in writing and shall not proceed with the affected Work until the Construction Manager receives further written instructions from the Owner and Architect.

§ 5.2.4 If no specific provision is made in Section 5.1.2 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 5.1.2 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work.

ARTICLE 6   COST OF THE WORK FOR CONSTRUCTION PHASE
§ 6.1 Costs to Be Reimbursed
§ 6.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. Such costs shall be at rates not higher than the standard paid at the place of the Project except with prior consent of the Owner. The Cost of the Work shall include only the items set forth in Sections 6.1 through 6.7.

§ 6.1.2 Where any cost is subject to the Owner's prior approval, the Construction Manager shall obtain this approval prior to incurring the cost.

§ 6.2 Labor Costs
§ 6.2.1 Wages of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 6.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site with the Owner's prior approval.
(If it is intended that the wages or salaries of certain personnel stationed at the Construction Manager's principal or other offices shall be included in the Cost of the Work, identify in Section 11.5, the personnel to be included, whether for all or only part of their time, and the rates at which their time will be charged to the Work.)

§ 6.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops, on the road, or at the Construction Manager's principal office in expediting and coordinating the Work and the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 6.2.4 Costs paid or incurred by the Construction Manager for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 6.2.1 through 6.2.3.

§ 6.2.5 Bonuses, profit sharing, incentive compensation and any other discretionary payments paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, with the Owner's prior approval.

§ 6.3 Subcontract Costs
Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts.

§ 6.4 Costs of Materials and Equipment Incorporated in the Completed Construction
§ 6.4.1 Costs, including transportation and storage, of materials and equipment incorporated or to be incorporated in the completed construction.

§ 6.4.2 Costs of materials described in the preceding Section 6.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 6.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items
§ 6.5.1 Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 6.5.2 Rental charges for temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Construction Manager-owned item may not

exceed the purchase price of any comparable item. Rates of Construction Manager-owned equipment and quantities of equipment shall be subject to the Owner's prior approval.

§ 6.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 6.5.4 Costs of document reproductions, facsimile transmissions and long-distance telephone calls, postage and parcel delivery charges, telephone service at the site and reasonable petty cash expenses of the site office.

§ 6.5.5 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 6.5.6 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 6.6 Miscellaneous Costs
§ 6.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract. Self-insurance for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 6.6.2 Sales, use or similar taxes imposed by a governmental authority that are related to the Work and for which the Construction Manager is liable.

§ 6.6.3 Fees and assessments for the building permit and for other permits, licenses and inspections for which the Construction Manager is required by the Contract Documents to pay.

§ 6.6.4 Fees of laboratories for tests required by the Contract Documents, except those related to defective or nonconforming Work for which reimbursement is excluded by Section 13.5.3 of AIA Document A201–2007 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 6.7.3.

§ 6.6.5 Royalties and license fees paid for the use of a particular design, process or product required by the Contract Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Contract Documents; and payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments and settlements shall not be included in the calculation of the Construction Manager's Fee. If such royalties, fees and costs are excluded by the last sentence of Section 3.17 of AIA Document A201–2007 or other provisions of the Contract Documents, then they shall not be included in the Cost of the Work.

§ 6.6.6 Costs for electronic equipment and software, directly related to the Work with the Owner's prior approval.

§ 6.6.7 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 6.6.8 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 6.6.9 Subject to the Owner's prior approval, expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work.

§ 6.7 Other Costs and Emergencies
§ 6.7.1 Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by the Owner.

§ 6.7.2 Costs incurred in taking action to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property, as provided in Section 10.4 of AIA Document A201–2007.

§ 6.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure to fulfill a specific responsibility of the Construction Manager and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 6.7.4 The costs described in Sections 6.1 through 6.7 shall be included in the Cost of the Work notwithstanding any provision of AIA Document A201–2007 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 6.8.

§ 6.8 Costs Not to Be Reimbursed
§ 6.8.1 The Cost of the Work shall not include the items listed below:

.1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 6.2, or as may be provided in Article 11;

.2 Expenses of the Construction Manager's principal office and offices other than the site office;

.3 Overhead and general expenses, except as may be expressly included in Sections 6.1 through 6.7;

.4 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;

.5 Except as provided in Section 6.7.3 of this Agreement, costs due to the negligence or failure of the Construction Manager, Subcontractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract;

.6 Any cost not specifically and expressly described in Sections 6.1 through 6.7; and

.7 Costs for services incurred during the Preconstruction Phase.

§ 6.9 Discounts, Rebates and Refunds
§ 6.9.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included them in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

§ 6.9.2 Amounts that accrue to the Owner in accordance with the provisions of Section 6.9.1 shall be credited to the Owner as a deduction from the Cost of the Work.

§ 6.10 Related Party Transactions
§ 6.10.1 For purposes of Section 6.10, the term "related party" shall mean a parent, subsidiary, affiliate or other entity having common ownership or management with the Construction Manager; any entity in which any stockholder in, or management employee of, the Construction Manager owns any interest in excess of ten percent in the aggregate; or any person or entity which has the right to control the business or affairs of the Construction Manager. The term "related party" includes any member of the immediate family of any person identified above.

§ 6.10.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods or service from the related party, as a Subcontractor, according to the terms of Sections 2.3.2.1, 2.3.2.2 and 2.3.2.3. If the Owner fails to authorize the transaction, the Construction Manager shall procure the Work, equipment, goods or service from some person or entity other than a related party according to the terms of Sections 2.3.2.1, 2.3.2.2 and 2.3.2.3.

§ 6.11 Accounting Records
The Construction Manager shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's

auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, purchase orders, vouchers, memoranda and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 7   PAYMENTS FOR CONSTRUCTION PHASE SERVICES
§ 7.1 Progress Payments
§ 7.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Construction Manager as provided below and elsewhere in the Contract Documents.

§ 7.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 7.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the certified amount to the Construction Manager not later than the last day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than twenty eight   (28   ) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 7.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that cash disbursements already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, less that portion of those payments attributable to the Construction Manager's Fee, plus payrolls for the period covered by the present Application for Payment.

§ 7.1.5 Applications for Payment shall show the Cost of the Work actually incurred by the Construction Manager through the end of the period covered by the Application for Payment and for which the Construction Manager has made or intends to make actual payment prior to the next Application for Payment.

§ 7.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- .1   Take the Cost of the Work as described in Section 6.1.1 less retainage of 10%.
- .2   Add the Construction Manager's Fee. The Construction Manager's Fee shall be computed upon the Cost of the Work described in the preceding Section 7.1.6.1 at the rate stated in Section 5.1.1; or if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3   Subtract retainage of ten percent (10 %) from that portion of the Work that the Construction Manager self-performs;
- .4   Subtract the aggregate of previous payments made by the Owner;
- .5   Subtract the shortfall, if any, indicated by the Construction Manager in the documentation required by Section 7.1.4 or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6   Subtract amounts, if any, for which the Architect has withheld or withdrawn a Certificate for Payment as provided in the Contract Documents.

§ 7.1.7 The Owner and Construction Manager shall agree upon (1) a mutually acceptable procedure for review and approval of payments to Subcontractors and (2) the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 7.1.8 Except with the Owner's prior approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 7.1.9 In taking action on the Construction Manager's Applications for Payment, the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager and shall not be deemed to represent that the Architect has made a detailed examination, audit or arithmetic verification of the documentation submitted in accordance with Section 7.1.4 or other supporting data; that the Architect has made exhaustive or continuous on-site inspections; or that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 7.2 Final Payment
§ 7.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when
> .1   the Construction Manager has fully performed the Contract except for the Construction Manager's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment;
> .2   the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
> .3   a final Certificate for Payment has been issued by the Architect.

The Owner's final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment.

§ 7.2.2 The Owner's auditors will review and report in writing on the Construction Manager's final accounting within 30 days after delivery of the final accounting to the Architect by the Construction Manager. Based upon such Cost of the Work as the Owner's auditors report to be substantiated by the Construction Manager's final accounting, and provided the other conditions of Section 7.2.1 have been met, the Architect will, within seven days after receipt of the written report of the Owner's auditors, either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Section 9.5.1 of the AIA Document A201–2007. The time periods stated in this Section supersede those stated in Section 9.4.1 of the AIA Document A201–2007. The Architect is not responsible for verifying the accuracy of the Construction Manager's final accounting.

§ 7.2.3 If the Owner's auditors report the Cost of the Work as substantiated by the Construction Manager's final accounting to be less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Section 15.2 of A201–2007. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect's final Certificate for Payment.

§ 7.2.4 If, subsequent to final payment and at the Owner's request, the Construction Manager incurs costs described in Section 6.1.1 and not excluded by Section 6.8 to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager such costs and the Construction Manager's Fee applicable thereto on the same basis as if such costs had been incurred prior to final payment.

ARTICLE 8   INSURANCE AND BONDS
For all phases of the Project, the Construction Manager and the Owner shall purchase and maintain insurance, and the Construction Manager shall provide Subcontractor's bonds in an amount equal to 100% of the Cost of the Work as set forth in Article 11 of AIA Document A201–2007.
(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)

Type of Insurance or Bond	Limit of Liability or Bond Amount ($0.00)
See Attachment A – Construction Manager's Standard Insurance Coverage Certificate	

ARTICLE 9 DISPUTE RESOLUTION

§ 9.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 9 and Article 15 of A201–2007. However, for Claims arising from or relating to the Construction Manager's Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 9.3 of this Agreement shall not apply.

§ 9.2 For any Claim subject to, but not resolved by mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:
(Check the appropriate box. If the Owner and Construction Manager do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

[ ]   Arbitration pursuant to Section 15.4 of AIA Document A201–2007

[X]   Litigation in a court of competent jurisdiction

[ ]   Other: *(Specify)*

(Paragraphs deleted)
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ARTICLE 10 TERMINATION OR SUSPENSION
§ 10.1 Termination Prior to Owner's Approval of the Control Estimate
§ 10.1.1 Prior to the Owner's approval of the Control Estimate, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Section 14.1.1 of A201–2007.

§ 10.1.2 In the event of termination of this Agreement pursuant to Section 10.1.1, the Construction Manager shall be equitably compensated for Preconstruction Phase services performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 4.1.

§ 10.1.3 In the event of termination of this Agreement pursuant to Section 10.1.1, after the commencement of the Construction Phase but prior to the Owner's approval of the Control Estimate, the Owner shall pay to the Construction Manager under Section 10.1.2 an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 10.1.2:
   .1   Take the Cost of the Work incurred by the Construction Manager to the date of termination;
   .2   Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
   .3   Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager which the Owner elects to retain and which is not otherwise included in the Cost of the Work under Section 10.1.3.1. To the extent that the Owner elects to take legal

assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 10, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

§ 10.2 Termination Subsequent to the Owner's Approval of the Control Estimate
§ 10.2.1 Subsequent to the Owner's approval of the Control Estimate, the Contract may be terminated as provided in Sections 14.1.1, 14.1.2 and 14.2.1 of A201–2007. The provisions of Article 14 of A201–2007 do not otherwise apply to this Section 10.2.

§ 10.2.2 In the event of such termination by the Owner, the amount payable to the Construction Manager shall not exceed the amount the Construction Manager would have been entitled to receive pursuant to Sections 10.1.2 and 10.1.3 of this Agreement, less any compensation that may be awarded to the Owner pursuant to Article 9.

§ 10.2.3 In the event of such termination by the Construction Manager, the amount payable to the Construction Manager shall be in accordance with Sections 10.1.2 and 10.1.3 of this Agreement, except that the Construction Manager's Fee shall be calculated as if the Work had been fully completed by the Construction Manager, including a reasonable estimate of the Cost of the Work for Work not actually completed.

§ 10.2.4 In addition to the Owner's right to terminate this Agreement for cause as provided in Section 14.2.1 of A201–2007, the Owner may terminate this Agreement for convenience as provided in Section 14.4; however, the Owner shall then only pay the Construction Manager an amount calculated as follows:
- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 5.1.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
- .3 Subtract the aggregate of previous payments made by the Owner.

§ 10.3 Suspension
The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007. In such case, the Control Estimate and Contract Time shall be increased as provided in Section 14.3.2 of AIA Document A201–2007, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 5.1 and 5.2.4 of this Agreement.

10.4 Force Majeure
Neither party shall be liable for failing to perform obligations arising under this Agreement to the extent such failure is caused by fire, flood, earthquake, hurricane or another natural disaster, an act of God, war invasion , act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

ARTICLE 11   MISCELLANEOUS PROVISIONS
§ 11.1 Terms in this Agreement shall have the same meaning as those in A201–2007.

§ 11.2 Ownership and Use of Documents
Section 1.5 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 11.3 Governing Law
Section 13.1 of A201–2007 shall apply to both the Preconstruction and Construction Phases.

§ 11.4 Assignment
The Owner and Construction Manager, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Construction Manager 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. Except as provided in Section 13.2.2 of A201–2007, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 11.5 Other provisions:

11.5.1 For Supervisory and Administration personnel until December 30, 2019, whether located at the project site or at Construction Manager's principal office for this project will be $24,905/month. This expense will be converted to a lump sum at the time Subcontractor bids are approved by the Owner and the schedule is finalized. For calculating additional services, our rates are as follows:

Project Executive - $139/Hr
Project Manager - $135/Hr
Project Superintendent - $129/Hr
Field Project Manager - $110.00/Hr
Assistant Project Manager - $98/Hr
Contract Administrator - $89/Hr

These rates are expected to increase 4% each year on July 1, thereafter.

ARTICLE 12   SCOPE OF THE AGREEMENT
§ 12.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 12.2 The following documents comprise the Agreement:
- .1 AIA Document A134–2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price
- .2 AIA Document A201–2007, General Conditions of the Contract for Construction
- .3 Rider to Construction Management Agreement dated 1/14/19 attached.

(Paragraphs deleted)

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

OWNER *(Signature)*	**CONSTRUCTION MANAGER** *(Signature)*
	John M. Shales, President
(Printed name and title)	*(Printed name and title)*

RIDER TO CONSTRUCTION MANAGEMENT AGREEMENT

For Inclusion in an Agreement For Construction Manager Services
(Agreement) Between Wilmette Public Library (Owner) and
Shales McNutt LLC (Construction Manager)

(AIA Document A134-2009, Standard Form of Agreement Between
Owner and Construction Manager)

1. Consistent with 75 ILCS 16/40-45, competitive bids will be sought on all work to be performed unless exempted under applicable law.

2. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. The parties intend that modifications in the Agreement of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.

3. The responsibilities/liability of the Owner and the Construction Manager (and the Construction Manager's consultants, agents and employees) and any concomitant damages shall be determined in such amount and to such extent as is provided by Illinois law.

4. Work will not begin nor will any payment be authorized absent submission to the Owner of evidence that Construction Manager has all required insurance coverages and bonds.

5. The Construction Manager's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance of services under this Agreement, commonly followed by Construction Managers performing the same or similar services in the locale in which the Project is located.

6. Construction Manager acknowledges that it has familiarized itself with all local conditions affecting the Project.

7. Construction Manager shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity applicable to the Project including, without limitation, prevailing wage laws.

8. To the fullest extent permitted by applicable law, Construction Manager shall indemnify and hold harmless the Owner and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to expert witness fees and legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Construction Manager's services or work, which claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use thereof and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Construction Manager, any subcontractor or Construction Manager or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge,

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or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to party or person described in this paragraph nor shall such obligation negate the right of the Construction Manager to assert any defenses available to it under the principles articulated in Kotecki v. Cyclops, 146 Ill. 2d 155, 166 Ill. Dec. 1 (1991).

9.   Construction Manager shall indemnify and hold harmless the Owner and it officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to expert witness fees and legal fees incurred by reason of Construction Manager's breach of any of its obligations under this Agreement or Construction Manager's failure to provide services in accordance with this Agreement.

10.   In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Construction Manager arising out of or relating to this Agreement shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Construction Manager shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law.

11.   Construction Manager shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Construction Manager, anyone directly or indirectly employed by it or anyone for whose acts any of them may be liable. The coverage afforded the Owner shall be primary insurance for the Owner with respect to claims arising out of operations performed by or on behalf of the Construction Manager. If the Owner has other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Construction Manager under this insurance policy shall not be reduced by the existence of such other insurance. Owner shall be named as additional insured on such insurance coverage. A Certificate of Insurance is not adequate proof. The Construction Manager may provide a Certificate of Insurance but shall also provide the actual endorsement from Construction Manager's insurance company.

12.   It is intended that neither the Owner nor Construction Manger has responsibility for construction means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.

13.   The Construction Manager shall obtain lien waivers for all labor and materials for the project.

14.   Construction Manager shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.

15.   As part of Construction Manager's Basic Services, for a period of one year after the Date of Substantial Completion, Construction Manager shall assist the Owner, if and as requested by Owner to:

    a)   Coordinate and expedite the resolution of issues or problems related to the services of the Construction Manager or the work of the Construction Manager;

    b)   Coordinate and expedite the repair/replacement of items covered under guaranties/warranties;

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c) In the eleventh month following Substantial Completion, conduct a site visit and follow-up review of the Project to verify satisfactory performance of materials and systems.

16. In the event of termination of the Agreement by Owner or Construction Manager, Construction Manager is entitled to payment for services performed or furnished through the effective date of termination plus Reimbursable Expenses through the effective date of termination.

17. The Construction Manager will work with Owner's Architect to assure that the bid documents/bid specifications and all contracts with Contractors include the following terms:

a) Contractor shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner, and Architect and Construction Manager, their agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner and Architect and Construction Manager shall be primary insurance for the Owner and Architect and Construction Manager with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner and Architect and Construction Manager have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance. Owner and Architect and Construction Manager shall be named as additional insureds on such insurance coverage.

b) Contractor must provide a Performance Bond and Payment Bond acceptable to Owner and Construction Manager.

c) Work will not begin nor will any payment be authorized absent submission by the Contractor to the Construction Manager of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from Contractor's insurance company.

d) The Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.

e) The responsibilities/liabilities of the Contractor and their consultants, agents and employees and any concomitant damages shall be determined in such amount and to such extent as provided by Illinois law.

f) Contractor shall pay all reasonable attorneys' fees, expert witness fees, and costs incurred by the Owner and/or Architect and/or Construction Manager in enforcing the terms and provisions of this Agreement and in defending any proceeding to which the Owner and/or Architect and/or Construction Manager is made party as result of the conduct, acts, errors or omissions of the Contractor.

g) Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. The parties intend that modifications in the Agreement of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.

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h) Contractor shall defend, indemnify, and hold harmless the Owner and/or Construction Manager from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors, or omissions.

i) In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and/or Construction Manager and/or the Contractor arising out of or relating to this Agreement shall be submitted to non-binding mediation. After such non-binding mediation, and unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and/or the Construction Manager and/or the Contractor shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law.

j) Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.

k) Performance Bonds to be provided (AIA Form) shall contain the following language:

> "Any suit under this bond must be instituted before the
> expiration of the statute of limitation applicable to any
> claims against the Contractor named herein."

l) "As built" drawings are a condition of receipt of the Contractor's final payment.

m) The Contractor shall reimburse the Owner for all reasonable fees charged to the Owner by the Architect and/or the Construction Manager which the Owner incurs as a result of the Contactor's failure to fulfill the Contractor's obligations including, without limitations, timely completion of this project;

n) Contractor shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.

o) The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of care skill and diligence which are commonly followed in performing the same or similar services in the locale where the project is located.

p) Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the project.

18. While the terms of this Paragraph 18 are included in the text of the preprinted form of the Agreement, these terms are included here given their significance to the Owner, i.e.:

a) Construction Manager is not required to obtain a Performance Bond and Payment Bond as Construction Manager is not self-performing any construction-related work.

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b) Construction Manager shall obtain a Payment Bond and Performance Bond from all Contractors for 100% of the cost of their work.

c) Contractors' Payment Bonds and Performance Bonds shall name the Owner as dual Obligee.

d) Construction Manager's fee for Preconstruction Phase Services (Article 4) shall be $11,000.00.

e) The Construction Manager's fee for the construction phase of the Project shall be 4.4% of the Cost of the Work for general overhead and profit plus 0.75% of the Cost of the Work for Construction Manager's standard General Liability insurance coverage.

f) The Construction Manager's project staff expense is $24,905/month.

g) The Construction Manager's fee for general overhead and profit shall be fixed as a lump sum at the time Contractor bids are approved by the Owner.

h) The Construction Manager's lump sum fee for general overhead and profit will not change with changes in the Work unless the cumulative value of the changes in the Work exceeds 15% of the Cost of the Work at the time the fee was calculated.

19. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE AGREEMENT THIS RIDER CONTROLS. THIS PARAGRAPH (19) IS STATED IN ALL CAPITAL LETTERS AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

SHALES MCNUTT LLC

By: _____
    John Shales, Manager

Date Signed: __1/17__, 2019

WILMETTE PUBLIC LIBRARY

By: _____
    Kathleen O'Laughlin, President
    Board of Library Trustees

Date Signed: _____, 2019

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smc

shalesmcnutt CONSTRUCTION
integrity   determination   dedication

Services & Fees Proposal
Wilmette Public Library

Outdoor Renovation
Anticipated Bidding: Q1 2019
Anticipated Construction Start: Q2 2019
Anticipated Construction Cost: $750,000

Pre-Construction Management Services

This phase begins with the preliminary or conceptual design and ends with the completion of the bid process and securing of permits. Our services include, but are not limited to, the following.

1. ~~Develop preliminary pricing/cost projections~~
2. ~~Track and evaluate costs through design~~
3. Pursue value as the design develops
4. Materials and methods evaluation
5. Identify and secure long lead items
6. Attend coordination meetings
7. Develop detailed phasing plans
8. Schedule preparation and evaluation
9. Scope of work preparation
10. Prepare cash flow schedule
11. Compilation of a qualified bidders list
12. Bid solicitation – public bid process
13. Thorough in-person evaluation of bids
14. Financial stability review of bidders
15. Bid summary presentation to owner

The Lump Sum Fee based on the attached breakdown of hours is **$11,000**. This fee includes all personnel costs associated with this phase. It is assumed that the landscape architect is providing cost projections through the design process.

Construction Management Services

This phase begins after the successful bidders are established and the necessary permits are in hand. Our services include, but are not limited to, the following

1. Contract preparation
2. Subcontractor pay request review and compilation
3. Manage all shop drawings and RFI's
4. Hold weekly progress meetings
5. Attend regular update meetings as needed
6. Construction scheduling & expediting
7. Control costs – keep the value
8. On-site supervision & coordination
9. Safety monitoring
10. Quality evaluation
11. Client and Architect updates
12. Expedite substantial completion
13. Coordinate permitting and inspections
14. Obtain closeout documentation including warranties
15. Occupancy Permitting

These services are typical for most construction projects. At times, other needs may arise and we will help our customers in any way that we can. We are service oriented. Our fees for this phase of work are as follows: .

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Construction Fee – This fee covers general overhead and profit for the project. For a project of this size, our fee would be **4.4%** of Construction Costs. The construction costs are the sum of all the subcontractor costs, the cost of self-performed work (if any), and the costs of the staffing and general costs as outlined below.

General Liability Expense – For the portion of our standard general liability insurance expense attributable to this project, our cost is **0.75%** of the construction costs. Additional coverage including project specific insurance can be provided at additional cost.

Project Staff Expense – The cost of the project management staff including on-site supervision as well as related office and communications expenses for this project will vary with the duration of the project. The on-site Field Project Manager is recommended to be full-time based on the work taking place and the needs of the library. The duration of the project will be determined by the phasing of the work as well as the availability of the materials and equipment. Shales McNutt Construction is committed to and has an excellent track record in minimizing the duration of our projects and therefore minimizing this expense. As described above, this cost is **$24,905/month**. Once the scope of work and the level of supervision required are established, this cost can be calculated for the duration of the project and converted to a lump sum commitment from Shales McNutt Construction to shift schedule risk from the library to SMC. For calculating additional services, our rates are as follows:

Project Executive	$139/hr	Field Project Manager	$110/hr.
Project Manager	$135/hr.	Asst. Project Manager	$98/hr.
Superintendent	$129/hr.	Contract Administrator	$89/hr.

General Expenses – There will be costs associated with general conditions that are typical for all construction projects (dumpsters, temporary toilets, intermittent clean-up, etc.). These items may be procured in several different ways at the owner's discretion. For a project like this, Shales McNutt Construction recommends that these items be secured through the competitive bidding process or the owner may choose to provide them directly with existing vendors. We will review these costs with the Library and tailor a plan that best fits the needs of the project.

Savings
At Shales McNutt we believe strongly in partnering with our clients to provide construction services. To that end we are convinced that returning **100%** of all savings from the project is the correct approach. Sharing the savings between the contractor and owner can create a mixed message or motive that we do not want to be a part of.

Clarifications
Please note that the following items may need to be a part of the project, but we believe are best handled as being paid direct by the client and are not included above:

1. Plan Reproduction Costs
2. Building Permits and Fees
3. Project Specific Insurance (bldrs. risk)
4. Performance and Payment Bond

October 12, 2020

PROPOSAL FOR ARCHITECTURAL SERVICES
WILMETTE PUBLIC LIBRARY | 2021 REPAIRS

between

The Board of Library Trustees of the
Wilmette Public Library District of
Cook County, Illinois   (Library)

c/o
Anthony Auston, Director
Wilmette Public Library District
1242 Wilmette Avenue, Wilmette, IL 60091
aauston@wilmettelibrary.info

and

Engberg Anderson, Inc. (EA)
8618 W. Catalpa Avenue, Suite 116
Chicago, IL 60656

Engberg Anderson Project No. 203262

Dear Anthony,

Engberg Anderson is pleased to submit this proposal for architectural services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING
The Library desires to address high priority repairs in an expeditious manner. It is the intent of the Library to enter into an agreement with Shales McNutt Construction (SMC) to provide Construction Management services to the Library covering a coordinated set of repairs including:
1. Roof Repairs and Replacements
2. Tuck-Pointing
3. Exterior Sealant Replacement
4. Replace Branch Panels & Feeders on Lower Leve and First Floor
5. Replace Main Switchboard and Associated Feeders on Lower Level
6. Replace the Fire Alarm System
7. Design and Specify an Access Control System
8. Design and Specify an Video Surveillance System
9. Repair Selected Sections of the Permeable Paver Parking Lot

Additionally, the Library seeks to further the exploration of various water-related issues including water intrusion at the south edge of the building at the juncture of the Lower Level floor slab and the foundation wall; and at the Main Entry curtainwall. These investigations are being coordinated between SMC and EA.

SCHEDULE
The Library desires to complete the work within calendar year 2021.

DELIVERABLES
This agreement covers initial scoping work and preliminary estimates.
- Summary Report
- Preliminary Drawings
- Outline Specifications

Final construction documents will be covered under a separate agreement (AIA B133 Owner Architect Agreement with Construction Manger as Constructor) that is coordinated with the Library's agreement with SMC, presumably AIA A 133.

FEE PROPOSAL

FEE
Based on this understanding, we propose to complete the preliminary and overall services for a stipulated sum fee as follows:

Service	Preliminary Design	Construction Documents	Bidding & Construction Administration	Total
Develop Base Drawings	**$5,000**			$5,000
Roof Repairs & Replacement	**$2,000**	$10,000	$8,000	$20,000
Tuck-Pointing	**$2,000**	$5,000	$5,000	$12,000
Exterior Sealant Replacement	**$2,000**	$5,000	$5,000	$12,000
Electrical 1. Replace Branch Panels & Feeders on Lower Leve and First Floor 2. Replace Main Switchboard and Associated Feeders on Lower Level	**$8,000**	$27,000	$4,000	$39,000
Low Voltage Systems 1. Design and Specify an Access Control System 2. Design and Specify an Video Surveillance System	**$2,500**	$9,000	$1,000	$12,500
	$21,500	$56,000	$23,000	$100,500

Work completed as part of the Preliminary Design is fully credited to the overall fee.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq*.)

Time & Materials Rate Schedule

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will charged based on the attached *Current Rate Schedule* up to the limits specified for each service.

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client in accordance with the attached *Reimbursable Expenses Exhibit*. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expenses shall be invoiced at 1.1 times our cost.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:
- Current Rate Schedule; Reimbursable Expenses; Insurance Coverages

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
Board of Library Trustees of the Wilmette Public Library of Cook County, Illinois

Signature: _____

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner

Title: _____

Date: October 12, 2020

Date: _____

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EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	$145	Project Production	$95
Principal	$125	Senior Interior Designer	$125
Project Team Leader	$115	Interior Designer	$95
Project Architect	$115	Administrative/Graphics	$75
Project Designer	$105		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to $10/$15/$20 or $45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: $2,000,000 each Occurrence; $4,000,000 Annual Aggregate; $4,000,000 Products/Completed Operations Aggregate; $1,000,000 Personal Injury
- Business Automobile: $1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation: Statutory requirements, Coverage A and applicable federal
- Employers Liability: $1,000,000 per Accident/ $1,000,000 Disease – Policy limits; $1,000,000 Disease – Each Employee
- Umbrella/Excess Liability: $5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: $2,000,000 per Claim; $2,000,000 Annual Aggregate

LPS PAVEMENT CO.

67 Stonehill Road
Oswego, IL 60543

Telephone: (800) 232 - 1770
(630) 551 - 2100

Fax: (630) 551 -2105

QUOTATION

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
SMC Construction Services	224-629-0008	10/14/2020
STREET:	JOB NAME:	
425 Renner Drive	Wilmette Public Library - Parking Lot Repairs	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
Elgin, IL 60123	Wilmette, IL	
ATTENTION:	OTHER:	
Jason Perkunas	Based on attached takeoff	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

LPS Pavement Company will provide the following Labor and Materials:

Salvage existing permeable pavers (Areas 1 and 2 per attached).

Regrade bedding aggregate as required to fix rutting issue.

Reinstallation of existing permeable pavers (Areas 1 and 2 per attached).

Furnish and installation of new CA-16 void filler aggregate for entire parking lot.

Price includes re-striping of parking lot (stalls, arrows, stop bar).

Equipment necessary to install the above project.

Other Provisions or Exclusions:

Parking lot to be clear and closed from traffic prior to LPS mobilization. LPS will block entrances for duration of our work.

LPS will place cones around open areas of work at the end of each day.

Price includes extra pavers in-kind to existing to be used as extras during repair.   Unilock only has 1 pallet of in-kind material
  of the same color.   If additional pavers are needed, LPS will pull material from our yard of color that is close to existing color.

New pavers will not be an exact match to existing due to weathering/wear of existing pavers.

Pricing is based on one (1) mobilization for our scope of work.

Pavers cannot be salvaged or reinstalled in freezing weather conditions or when pavement is frozen.

Pricing is based on project completion prior to June 1st, 2021.

Price includes 0% M/W/DBE or local residency/participation requirements.

Pricing excludes sales tax on materials.

ALTERNATE: For LPS to pick up and reset paver areas at manhole and parking area failure point ……................
           …... ADD Lump Sum of $1,500.00

ALTERNATE: For LPS to pick up and reset Area 3 per attached …........... ADD Lump Sum of $6,700.00

**Due to COVID-19 outbreak, availability of materials and lead time of pavers may fluctuate. LPS will not be held responsible for
  any liquidated damages or back charges due to COVID-19 related procurement delays.

WE HEREBY PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS

FOR THE SUM OF:	Twenty Four Thousand Dollars and No Cents	$ 24,000.00

PAYMENT TO BE MADE AS FOLLOWS:	Payment will be made within Thirty (30) days of this invoice. A 1.5% service charge will be added to all past due accounts each month

Authorized
Signature

Note: This proposal may be withdrawn by us if not
accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted.
You are authorized to do work as specified. Payment will be made as outlined.

Signature:

Public Library

Paver Repairs
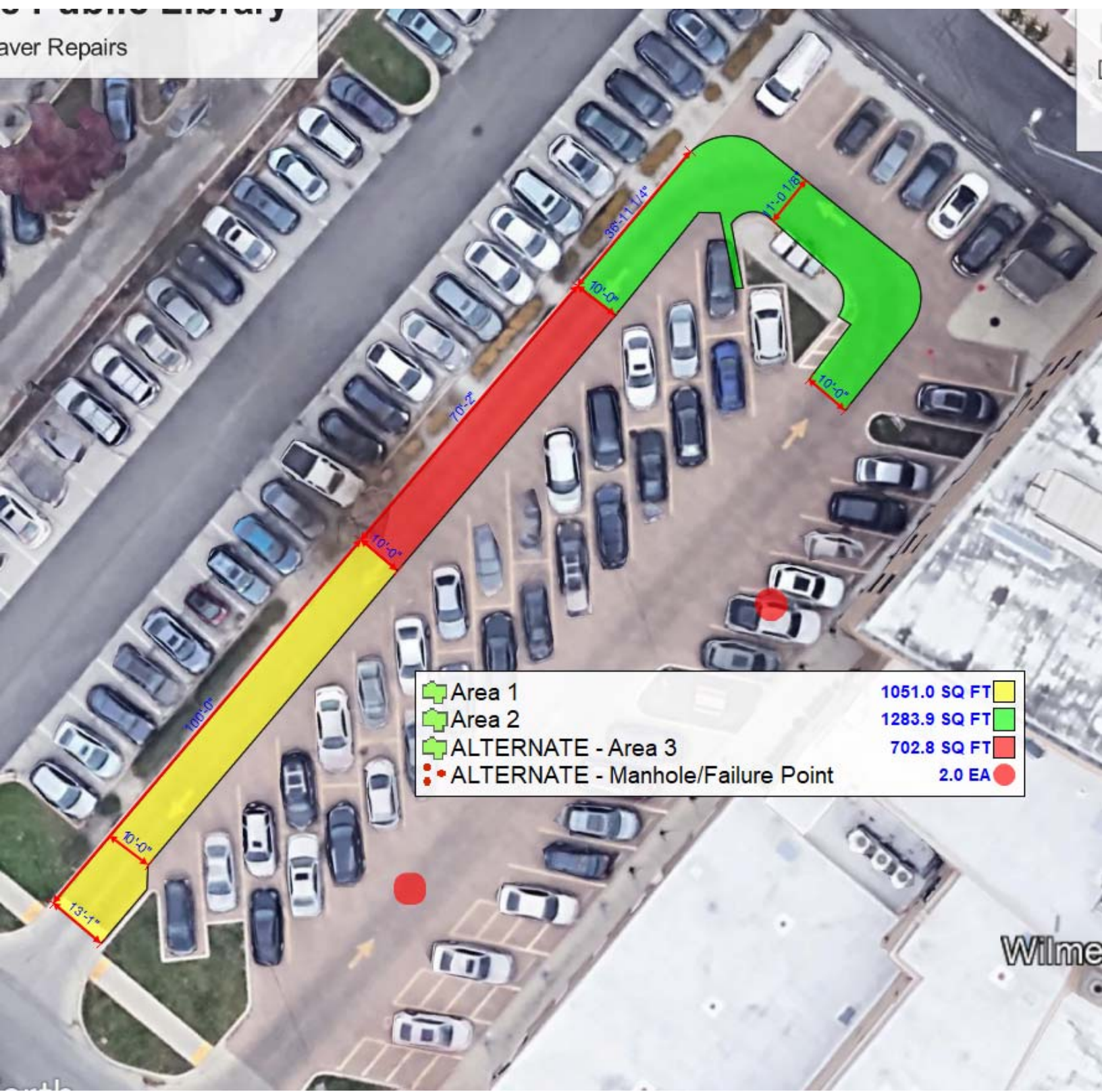
Legend		Area
Area 1		1051.0 SQ FT
Area 2		1283.9 SQ FT
ALTERNATE - Area 3		702.8 SQ FT
ALTERNATE - Manhole/Failure Point		2.0 EA

Wilme

36'-11 1/4"

11'-0 1/8"

10'-0"

70'-2"

10'-0"

10'-0"

100'-0"

10'-0"

13'-1"

RELIANT
CONTRACT GLASS, INC.

134 Virginia Rd. Ste B * Crystal Lake, Illinois 60014 * (T) 815 893-6790 * (F) 815 893-0290

October 12, 2020

Shales McNutt Construction
425 Renner Drive
Elgin, IL 60120

Re: Wilmette Public Library – Leak Remediation

We propose to furnish the labor, materials and lift rental required to assess and remediate the water leaks at the main (west) entrance curtainwall and at various other window elevations. This includes checking the perimeter frame caulking joints, and checking the perimeter gasket at the glass perimeters.

We will confirm that the weep holes are adequate and open at each window framing system as these are required to allow water to weep out of the system.

We will remove and replace the exterior curtainwall covers (face caps) in 5-6 locations where these are damaged and may have holes.

Not To Exceed: $6,800.00

Note: Pricing based on two (2) men on site with lift rental and related materials. If additional work is required, we will advise if there is a change in the pricing.

Note: As will all leak repairs and remediation we cannot extend a warranty for the work provided. We will do our best to assess and solve the water infiltration issues, however, future leaks will be repaired on a time and material basis.

*Cleaning of the existing glass and framing is not included.

Thank you,

Peter S. Robson
President
pete.robson@reliantcg.com

Complete Cleaning Company

Presents

A Custodial Service Proposal

For

Wilmette Public Library

October 2, 2020

October 2, 2020

Mr. Anthony Auston
Wilmette Public Library
1242 Wilmette Avenue
Wilmette, IL 60091

Dear Mr. Auston:

Thank you for allowing us the opportunity of working with you.

As a family-owned business since 1971, we also know the importance of selecting the right vendor. Although price may be your first concern, please also consider your time, the value of service, communication and reliability.

As detailed in the following proposal, you will find the many benefits and extra services *Complete Cleaning Company* has to offer. Please note our reference sheet, and feel free to contact any of our clients.

I trust this information will assist you in your selection of a janitorial service. Should you have any questions or need additional information, please contact me.

I sincerely hope this is the beginning of a long and mutually rewarding relationship.

Sincerely

David P. Wichman
Account Executive
COMPLETE CLEANING COMPANY

DW:mf

INTRODUCTION TO OUR COMPANY

HISTORY

Complete Cleaning Company is a family-owned business. We opened our doors in 1971 as a one-man shop and from the very beginning our goal has been to provide the utmost in customer service and long-term client satisfaction.

SERVICES

Complete Cleaning Company offers daily cleaning and maintenance for all types of facilities. We service a wide variety of corporate headquarters, multi-tenant office buildings, manufacturing facilities, medical facilities, schools and health clubs. In addition to our daily cleaning services, we also have a number of extra services which are available upon request.

STAFF

We view our staff as essential to our success and we hire only the best cleaning professionals. Our employees are highly trained in all aspects of commercial cleaning and have the most advanced equipment available in the marketplace. We always employ the latest technology to help us do our job better, faster, and ultimately save our clients money.

SUPERVISION

To ensure that our clients consistently receive superior service, we employ Field Supervisors to make regular and unexpected inspections of the facility which we service. They are required to keep monthly inspection reports and additional work request forms for every client. This report not only results in more efficient cleaning, it also improves communication with our clients.

CUSTOMER SERVICE

Our Account Executives are readily available to help you with any questions you may have regarding the day-to-day status of your cleaning agreement. In case you need assistance after normal office hours, our Emergency Paging System ensures that we can be reached <u>24-hours a day, 365 days a year</u>.

QUALITY

Complete Cleaning Company has high client retention due to customer satisfaction. We look forward to the opportunity to provide you with the same attention to detail and quality service which has been a hallmark of our company.

<u>AT YOUR SERVICE</u> !

24 HOURS A DAY,   365 DAYS A YEAR

*   IF YOU HAVE AN EMERGENCY....WE'RE THERE!

*   OUR ACCOUNT EXECUTIVES AND FIELD SUPERVISORS
        CAN BE REACHED 24-HOURS A DAY, 7 DAYS A WEEK

        JUST ASK FOR David P. Wichman
        *   CELL PHONE: (630)638-3976

        *   OUR EMERGENCY PAGING SYSTEM:
                SIMPLY DIAL OUR OFFICE NUMBER: (630)766-4464
                YOU WILL BE DIRECTED THROUGH THE PROPER
                PROCEDURES TO NOTIFY US OF AN EMERGENCY.
                YOUR CALL WILL THEN BE RETURNED PROMPTLY!

CLEANING SERVICES FOR THE WILMETTE PUBLIC LIBRARY

The Wilmette Public Library is looking for a cleaning company that can provide effective and consistent cleaning services. On this page are the general conditions that the library requires. Please know that the *Servicer* is the company that will provide the cleaning services and the *Owner* is the Wilmette Public Library. The pages that follow detail the work to be performed in specific areas of the library. We request that all companies submitting proposals visit the library. To set up an appointment to visit the library and to review the specific areas to be cleaned, please contact Cynthia McMillan at 847-256-6916. All appointments will be made Monday, Tuesday, Wednesday, and Friday beginning at 2:00 p.m. Rick Merrill will conduct the tour of the library and discuss the specific areas to be cleaned. Please submit written proposals to Cynthia McMillan by December 17, 2013. Proposals will be reviewed by the Wilmette Public Library District Board of Trustees at the January 21, 2014 meeting.

1. The Servicer agrees to perform janitorial services, which include labor, equipment, cleaning materials and supervision for the Owner. The Servicer will use as many **green products** for cleaning this facility as is possible and will provide the Owner with a list of these products.

2. The Servicer will have a **monthly meeting** with members of the Owner's custodial staff to review work that has been done, work that has not been done, and/or areas requiring special interest.

3. The Owner at the Owner's expense shall provide **disposable supplies** (soap, toilet paper, paper towels, trashcan liners, tissue).

4. The Servicer will provide janitorial services **seven days per week.** Unless otherwise instructed, work will begin once the Library has closed. Please indicate the number of people assigned to clean the building each day in your proposal.

5. The Owner agrees to pay to the Servicer a **monthly sum** for services rendered. The monthly sum shall be guaranteed by the Servicer **for a period of one year**, provided there is no of change in the scope of work and provided there are no changes or increases in the minimum wage law or government taxation. Please indicate the monthly cost in your proposal.

6. This Agreement shall be for **a term of one year (February 1, 2014 to February 1, 2015)**. The parties, by mutual agreement, may extend this Agreement for additional one-year periods for like terms and conditions or terms mutually agreed upon.

7. The Servicer shall be fully responsible for all withholding **taxes**, Social Security, unemployment compensation and any other related taxes of the employees of the Servicer.

8. The Servicer shall provide to the Owner prior to commencement of its services a **Certificate of Insurance** for $1,000,000 of General Liability Insurance and for $1,000,000 of Workers' Compensation and Employer's Liability Insurance.

9. The Servicer may provide **additional services** of shampooing carpeting and cloth furniture. These services will be provided at the Owner's discretion. Please indicate the cost in your proposal.

All proposals should include the following information:
1. Number of people assigned to clean the building each day.
2. Cost of services.
   a. Regular monthly cost.
   b. Special cleanings to be performed as requested.
      i. Shampoo all carpeting. Indicate method used.
      ii. Shampoo all fabric upholstery. Indicate method used.

Cleaning Service Detail for the Wilmette Public Library District

VESTIBULE AND MAIN ENTRANCE – First Floor

1) **Daily Service**
   - SPOT CLEAN ENTRY GLASS DOORS & FRAMES
   - EMPTY TRASH CONTAINERS & RELINE AS NEEDED
   - SPOT WASH WALLS & BASEBOARDS
   - DUST FURNITURE
   - VACUUM ENTRANCE MATS
   - DAMP MOP TILE/NON-CARPETED FLOORS WITH WATER & VINEGAR
   - DUST COBWEBS IN ALL AREAS (do not use ladders)

2) **Weekly Service**
   - COMPLETELY CLEAN GLASS DOORS & FRAMES
   - CLEAN & DISINFECT   PAY TELEPHONE

3) **Monthly Service**
   - CLEAN OUT VENTS (do not use ladders)
   - WASH ALL VESTIBULE WINDOWS (inside & outside)
   - VACUUM UNDER ENTRANCE MATS
   - POLISH FURNITURE

4) **Quarterly Service**
   - SCRUB / POLISH UNCARPETED FLOORS

1

Cleaning Service Detail for the Wilmette Public Library District

PUBLIC AREAS, OFFICES, STAFF ROOM

- Non-Fiction – Lower Level
- Auditorium, Meeting Rooms – Lower Level
- Circulation – First Floor
- Adult Services, Computer Services, Teen Room – First Floor
- Youth Services, Current Periodicals – Second Floor
- Study Rooms - Second Floor
- Offices - First, Second, Third floors
- Staff Room - Third floor

1) Daily Service
- EMPTY TRASH CONTAINERS & RELINE AS NEEDED
- CLEAN & DISINFECT TELEPHONES
- DUST & DAMP WIPE COUNTERS
- SPOT CLEAN DOORS & FRAMES
- SPOT CLEAN LIGHT SWITCHES
- SPOT WASH WALLS & BASEBOARDS
- DAMP WIPE DRINKING FOUNTAINS
- DAMP MOP TILE/NON-CARPETED FLOORS WITH WATER & VINEGAR
- DUST COBWEBS IN ALL AREAS (do not use ladders)
- SPOT DUST BOOK AND MEDIA SHELVES (do not remove materials from shelves)
- VACUUM CARPETED AREAS
- REMOVE SPOTS ON CARPETING

2) Weekly Service
- DUST & DAMP WIPE DESKS (if cleared)
- DUST & DAMP WIPE FILE CABINETS - TOP, FRONT, SIDES
- DUST COMPUTER MONITORS & KEYBOARDS
- DUST & SPOT CLEAN GLASS PARTITIONS
- DUST LEDGES & WINDOW SILLS
- DUST & DAMP WIPE LOCKERS IN STAFF ROOM
- DETAIL VACUUM CARPETED AREAS (along edges, behind doors, under counters & desks)

3) Monthly Service
- DUST WALL HANGINGS AND ART WORK ON WALLS
- CLEAN OUT VENTS (do not use ladders)

4) Quarterly Service
- VACUUM CLOTH FURNITURE
- DUST BLINDS

2

Cleaning Service Detail for the Wilmette Public Library District

PUBLIC & STAFF RESTROOMS - All Floors

1) **Daily Service**
   - EMPTY TRASH CONTAINERS & RELINE AS NEEDED
   - SPOT CLEAN DOORS & FRAMES
   - SPOT CLEAN LIGHT SWITCHES
   - SPOT CLEAN KICK PLATES
   - CLEAN & DISINFECT COMMODES & URINALS
   - DAMP WIPE METAL & HARDWARE
   - WASH MIRRORS
   - DAMP MOP TILE FLOORS WITH WATER & VINEGAR
   - REFILL SOAP, TOILET PAPER & PAPER TOWEL DISPENSERS (Library Stock)

2) **Weekly Service**
   - SPOT WASH WALLS & BASEBOARDS
   - SPOT WASH PARTITIONS
   - SPRAY BUFF TILE FLOORS
   - DETAIL CLEAN SINKS, COMMODES & URINALS

3) **Monthly Service**
   - DUST COBWEBS IN ALL AREAS   (do not use ladders)
   - COMPLETELY WASH PARTITIONS
   - CLEAN OUT VENTS (do not use ladders)

4) **Quarterly Service**
   - POWER WASH and/or MACHINE SCRUB ALL RESTROOM FLOORS

Cleaning Service Detail for the Wilmette Public Library

KITCHENS AND AREAS WITH SINKS & COUNTERS

- Auditorium Kitchen – Lower Level
- Shelving/Switchboard – First Floor
- Eating /Snack Area – Second Floor
- Youth Program Room – Second Floor
- Staff Room Kitchen – Third Floor
- Technical Services – Third Floor
- Administration – Third Floor

1) **Daily Service**
   - EMPTY TRASH CONTAINERS & RELINE AS NEEDED
   - SPOT CLEAN LIGHT SWITCHES
   - SPOT CLEAN DOORS & FRAMES
   - WASH TABLE TOPS & CHAIRS
   - CLEAN & DISINFECT SINKS & COUNTERS
   - REFILL PAPER TOWEL DISPENSERS IF NECESSARY
   - DAMP WIPE INSIDE & OUTSIDE OF MICROWAVE
   - DAMP WIPE COUNTER AND CABINET DOORS
   - DAMP MOP TILE / NON-CARPETED FLOORS WITH WATER & VINEGAR
   - SHAKE OUT/REMOVE CRUMBS FROM TOASTER & TOASTER OVEN
   - DUST COBWEBS IN ALL AREAS (do not use ladders)

2) **Weekly Service**
   - SPOT WASH WALLS & BASEBOARDS
   - SPRAY BUFF TILE FLOORS
   - DETAIL CLEAN SINKS AND COUNTERS

3) **Monthly Service**
   - WASH OUT TRASH CONTAINERS
   - CLEAN OUT VENTS (do not use ladders)

4) **Quarterly Service**
   - SCRUB TILE FLOOR

4

Cleaning Service Detail for the Wilmette Public Library

STAIRWELLS and TOP LANDING

1) **Daily Service**
   - SPOT WASH WALLS & BASEBOARDS
   - DUST RAILINGS (both wood and metal sections)
   - DAMP MOP STAIRS AND ADJACENT MATS WITH WATER & VINEGAR
   - DUST COBWEBS IN ALL AREAS (do not use ladders)

2) **Monthly Service**
   - DUST WALL HANGINGS AND ART WORK ON WALLS
   - CLEAN OUT VENTS (do not use ladders)

3) **Quarterly Service**
   - SCRUB /POLISH UNCARPETED FLOORS
   - POLISH RAILINGS (both wood and metal sections)
   - SCRUB / POLISH STAIRS

ELEVATORS

1) **Daily Service**
   - VACUUM CARPET
   - DAMP WIPE WALLS

2) **Weekly Service**
   - DETAIL CARPET EDGES

LOCKER ROOM AND STAFF ENTRANCE

1) **Daily Service**
   - VACUUM CARPET (behind doors & under lockers)
   - DAMP WIPE COUNTERS
   - DUST & DAMP WIPE LOCKERS

PROPOSAL FOR WILMETTE PUBLIC LIBRARY
1242 WILMETTE AVENUE, WILMETTE, IL 60091

October 2, 2020

We are pleased to have the opportunity of submitting our quotation as follows:

- **Provide seven (7) days per week service, Sunday through Saturday.**
- **Cleaning to be accomplished after library hours.**
- **Three (3) cleaning people on Saturday.**
- **Quotation based on the enclosed cleaning specifications.**
  TOTAL MONTHLY QUOTATION: $4,767.00

  <u>ADDITIONAL SERVICES:</u>
- **Pre-spot, steam extract fabric chair**
  TOTAL CHARGE: $8.50 PER CHAIR
  (Minimum of 50 chairs)

- **Pre-spot, shampoo and steam extract carpet**
  TOTAL CHARGE: $.15 PER SQUARE FOOT
  (Minimum of 3,000 square feet)

COMPLETE CLEANING COMPANY STAFF

- **Employees wear proper uniforms and a picture identification card at all times.**

- **Employees are instructed to remain in their designated work areas and at no time are they permitted to disturb papers on desks, open drawers or use any telephones.**

- **Employees conduct themselves in a manner that reflects the dignity, security and the best interest of our clients as well as Wilmette Public Library.**

SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "COMPLETE" and Wilmette Public Library, hereinafter known as "CLIENT".

Whereas CLIENT wishes to use the services of COMPLETE and COMPLETE wishes to provide service for CLIENT, the parties mutually agree as follows:

1. SERVICE: COMPLETE will furnish all the necessary personnel, supervision, equipment and supplies in sufficient quantity to clean and maintain CLIENT'S facility located at 1242 Wilmette Ave, Wilmette, IL in accordance with "Cleaning Services for the Wilmette Public Library" and "Cleaning Service Detail" which are attached hereto, and made a part hereof. COMPLETE will use Green Products wherever possible for cleaning the facility per CLIENT request. COMPLETE will provide a crew of at least three people every night service is provided. Service will begin after the Library is closed.

2. INSURANCE: COMPLETE will supply evidence of workers compensation and public liability insurance upon request by CLIENT.

3. PAYMENT: CLIENT shall pay COMPLETE the sum of Four Thousand Seven Hundred Sixty Seven and 00/100 Dollars ($4767) per month for a period of twelve months for seven days a week service.
a.   The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences, which increase work load, may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by CLIENT and COMPLETE.
b.   Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After 15 days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If CLIENT is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable by COMPLETE.
c.   Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
d.   COMPLETE accepts payment of invoices and other amounts due in the form of check, cash, wire and ACH (Automated Clearing House). Payment by accepted credit card will result in an additional fee of 5.00% of the amount charged and will be made at the time of charge.
e.   The base contract price set forth above in this paragraph 3 shall increase automatically by the same percentage amount as the percentage increase in the minimum wage applicable to the location of the Client's facility. This increase shall take effect as of the first pay period during which the increase in the minimum wage becomes effective.

4. COMPLETE WARRANTY: COMPLETE warrants and represents to CLIENT as follows:

a.   **COMPLETE shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of CLIENT, covering any damage for which COMPLETE is responsible.**

b.   **COMPLETE shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state or federal agencies.**

c.   **COMPLETE will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed in the "Cleaning Services for the Wilmette Public Library" and "Cleaning Services Detail".**

5. EMPLOYMENT RESTRICTION: CLIENT agrees that during the term of this agreement or for as long as COMPLETE is providing services for CLIENT, whichever is longer, and for period of eighteen (18) months after the termination of this agreement or the last date that COMPLETE provides services to CLIENT, whichever is later, CLIENT will not hire, employ or contract for services, directly or indirectly, any person or entity employed by or contracted by COMPLETE or any entity related to COMPLETE, without the written consent of COMPLETE. Directly or indirectly means acting as an owner, partner, agent, employee, consultant, director or contractor.

6. TERMINATION: This agreement shall be for a term of one year. The parties, by mutual agreement, may extend this Service Agreement for an additional one-year period for like terms and conditions or for terms mutually agreed upon. Each party in this Service Agreement may cancel the services by (1) not renewing the Service Agreement at the time of renewal or (2) providing a notice of service cancellation 30 days prior to service cancellation; the notice should be sent by certified mail to the address indicated on this Service Agreement.

7. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

8. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to COMPLETE and CLIENT at the addresses detailed below:

Wilmette Public Library	**Complete Cleaning Company**
1242 Wilmette Ave	**615 Wheat Lane**
Wilmette, IL 60091	**Wood Dale, IL 60191**

In witness whereof, the parties hereto have set their hands and seals on the first date written above.

WILMETTE PUBLIC LIBRARY

BY_____

TITLE_____

DATE_____

        COMPLETE CLEANING COMPANY

        BY_____
             David P. Wichman

        TITLE_____**Account Executive**_____

        DATE_____

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/11/2020

PRODUCER	
PRODUCER Phone: 630-472-2300 Fax: 630-472-2385 Midwest Insurance Agency, Inc. 1301 E. Higgins Road Elk Grove Village IL 60007	**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Complete Cleaning Company Empire Cleaning Contractors, Inc. 615 Wheat Lane Wood Dale IL 60191	INSURER A: Secura Insurance Company	22543
	INSURER B: Travelers Casualty & Surety Co.	19682
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	**GENERAL LIABILITY** [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PROJECT [ ] LOC	CP3162090	5/11/2020	5/11/2021	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 100,000
						MED EXP (Any one person)	$ 10,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 2,000,000
A	X	**AUTOMOBILE LIABILITY** [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS NON- [X] OWNED AUTOS	A3162091	5/11/2020	5/11/2021	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
A		**EXCESS/UMBRELLA LIABILITY** [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [X] RETENTION $ 10,000	CU3162092	5/11/2020	5/11/2021	EACH OCCURRENCE	$ 10,000,000
						AGGREGATE	$ 10,000,000
							$
							$
							$
A		**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Yes If yes, describe under SPECIAL PROVISIONS below	20WC0032221908	5/11/2020	5/11/2021	[X] WC STATUTORY LIMITS [ ] OTHER	
						E.L. EACH ACCIDENT	$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B A		**OTHER** Crime Coverage Physical Damage	107084405 A3162091	5/11/2020 5/11/2020	5/11/2021 5/11/2021	Limit Com/Coll	$1,000,000 $1,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Proof of Coverage

CERTIFICATE HOLDER	CANCELLATION 30 Days
Wilmette Public Library 1242 Wilmette Avenue Wilmette IL 60091	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <30> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. **AUTHORIZED REPRESENTATIVE**

ACORD 25 (2001/08)   © ACORD CORPORATION 1988

First American Management

1540 E. Dundee Road, Suite 210
Palatine, IL 60074
Mr. Steve Spina
847-481-1823
Servicing First American Properties since 1986

Gail Borden Public Library District

270 N. Grove Avenue
Elgin, IL 60120
Mr. Dave Considine
847-742-2411
Servicing this facility since 2003

Select Rehabilitation

2600 Compass Road
Glenview, IL 60026
Ms. Marie Malec
847-441-5593
Servicing this facility since 2015

ADDITIONAL SERVICES

CARPET CLEANING
- Pre-spot
- Shampoo
- Steam Extract

REFINISH HARD FLOOR SURFACES
- VCT
- Terrazzo
- Granite
- Marble
- Brick Pavers
- Ceramic

CONCRETE FLOORS
- Patching, Painting & Sealing
- Safety Line Striping
- Pigmented Epoxy Urethane Application

FABRIC CLEANING
- Couches
- Chairs
- Fabric Partitions

PRESSURE WASHING
- Sidewalks
- Gum Removal
- De-greasing
- Exterior of Building

WALL WASHING
- Painted Surfaces
- Wallpaper
- Vinyl
- Concrete Block
- Ceramic Tile

WINDOW CLEANING
- Interior
- Exterior
- Atriums
- Skylights

LIGHT FIXTURE CLEANING

ULTRASONIC BLIND CLEANING

ACOUSTICAL CEILING TILE CLEANING

POST CONSTRUCTION CLEAN-UP

INDUSTRIAL EQUIPMENT CLEANING

FLOOD AND FIRE RESTORATION

EXPENDABLE PRODUCTS LIST

PLEASE FIND BELOW A LIST OF EXPENDABLE PRODUCTS THAT ARE MOST COMMONLY USED IN THE FACILITY WE MAINTAIN.

WE ARE VERY COMPETITIVE WITH PRICING WHICH GIVES YOU THE OPPORTUNITY TO DEAL WITH ONE VENDOR FOR SERVICE AND SUPPLIES.

7-10 GALLON PLASTIC LINERS	**KITCHEN ROLL TOWELS**
35 GALLON PLASTIC LINERS	**FACIAL TISSUE**
55 GALLON PLASTIC LINERS	**TOILET TISSUE**
EXTRA HEAVY DUTY LINERS	**TOILET SEAT COVERS**
SANI-FRESH HAND SOAP	**URINAL BLOCKS**
PINK SILK SOAP	**TAMPONS**
C-FOLD TOWELS	**SANITARY NAPKINS**
MULTIFOLD TOWELS	**SANITARY DISPOSAL BAGS**
ROLL TOWELS	**STICK-UP DEODORIZERS**

VALUE ADDED SERVICES

EMERGENCIES

All of our employees are trained to handle crisis situations. Whether the crisis be a fire, flood, power failure or stopped up drains or commodes, our employees will go the extra mile to help overcome the obstacle.

TENT CARDS

Please place a provided tent card on your desk and it will be cleaned that evening. This will allow you the opportunity to remove items so your desk will not be disturbed.

SCRAP STICKERS

Bilingual stickers are available to indicate to our crew which papers or items are scrap material and can be discarded. We will not discard items outside the trash receptacle without a sticker.

SURVEYS

Surveys are periodically mailed to you to solicit comments on cleaning activities. We highly appreciate your time on this matter and will respond immediately.

Wilmette Public Library
RFID Project Recommendation
October 20, 2020

Overview
Libraries utilize a range of automation solutions to promote efficient and highly effective deployment of our resources. In the past 20 years, public libraries have overwhelmingly embraced Radio Frequency Identification (RFID) as a tool to track, inventory, and facilitate the circulation of our physical collections. RFID systems enhance the security, availability, inventory, data metrics, and accessibility of our materials for both staff and patrons. RFID makes self-service more user-friendly through self-checkout and returns, and reduces repetitive stress for staff in the highly-physical tasks of checking materials in and out. Further, by improving workflows and facilitating the more labor-intensive tasks, staff are able to elevate their service from more transaction-based interactions to more relationship-oriented service.

Wilmette Public Library has long considered tagging its collections with RFID as part of our long range strategic and capital planning projects. In the midst of the 2020 pandemic, the Library recognized the unusual opportunity afforded by the challenges of reduced building hours and capacities to develop a plan to utilize staff for this big project.

RFP Process
Wilmette Public Library staff researched the latest innovations in RFID and collected local trending statistics to assess our needs. Staff contacted other neighboring libraries who recently adopted RFID systems to learn more about their solutions and the processes they used to implement them. This research was compiled into a comprehensive 30 page overview packet advertising our project.

On August 26, 2020, the Library posted the Request for Proposals packet seeking proposals for a turnkey RFID automation system consisting of hardware, software, shipping, installation, training, project management, ongoing maintenance, and enhancements. The RFID system, with an optional Automated Materials Handling (AMH) system, is intended to work in conjunction with the Library's existing Integrated Library System (ILS), Polaris, through our consortium, Cooperative Computer Services (CCS). The description of the project scope, equipment, and deliverables is posted online (https://www.wilmettelibrary.info/rfp).

On September 30, 2020, the bid due date, the Library received 5 complete proposals. The bidding vendors were: Bibliotheca, Envisionware, FE Technologies, MK Solutions, and P.V. Supa. A bid tabulation document summarizing each vendor's proposal and associated costs is appended to this document. Following collection of this information, staff conducted a comprehensive review of the bid packages and attended orientation/demonstration meetings offered by 2 of the bidders (Bibliotheca and Envisionware).

Recommendation
Following our review, staff is excited to endorse and recommend **Bibliotheca** to provide the tags, tag reading equipment and software, self-check machines, and automated materials handling system. Bibliotheca works with a number of CCS libraries and has received very positive responses from their references. We found their hardware and software offerings to be up-to-date, user-friendly, and responsive to the needs of our industry. Staff also appreciates that Bibliotheca has a number of their own local technicians in the area to provide on-site support. Bibliotheca's RFP response is appended this recommendation for more information about their proposal, company, and products.

For the labor-intensive tagging of the collections, unlike many of our peers who contracted-out this work, we have elected to offer this project to our staff. Not only will this help to sustain our staffing levels during the uncertain times of the pandemic, but we will also benefit from our own team handling the collections. Staff will become more familiar with the collections and have the ability to address other collection maintenance items while handling the collections.

Pros

Competitive pricing; they were the lowest base bidder
Modern, accessible, easy-to-use software
Meet all but 2 very minor criteria of our requirements
Familiar to patrons and staff; Wilmette already has 2 Bibliotheca self-checkouts
Modular bulk item return (multiple belts, belt speeds); implement now and add-on later
Local support technicians
Experience with Polaris (including endorsement from Innovative Interfaces Inc)
Experience with and satisfaction from participating CCS libraries
Only vendor to acknowledge the impact of, and modifications in service due to, the pandemic
Bibliotheca is UL and FCC certified, and is committed to "green" solutions (see proposal page 9)

Cons

Prioritization of services we may not be interested in; we no longer offer CloudLibrary
Some Bibliotheca customers reported spotty service record prior to recent 3M merger

Select CCS and area libraries with Bibliotheca Systems

Algonquin Area Public Library
Cary Area Public Library
Ela Area Public Library
Fox River Valley Public Library
Indian Trails Public Library
Mount Prospect Public Library
Niles-Maine District Library
Northbrook Public Library
Park Ridge Public Library
Skokie Public Library
Winnetka-Northfield Public Library

Solution Recommendation

Based on their bid proposal and narrative response to meeting the Library's needs, staff recommends the following initial quantities for our first year of RFID equipment and supplies, in an amount not to exceed $175,000. Going forward, staff anticipates expenses to include only the necessary supplies (tags) and annual maintenance costs (averaging $14,000 annually).

Item	Quantity	Bibliotheca
RFID Tags	285,000	$28,457.00
Clear Tags	4,000	$478.00
Tagging Stations	3	$2,097.00
Leased Tagging Stations (for 4 months)	2	$4,792.00

Staff Stations	6	$4,554.00
Self-Checkout Units (sc500)	2	$11,990.00
Self-Checkout Units (sc1000)	3	$28,797.00
Handheld Tool	2	$5,000.00
Dual Aisle Security Gate	1	$8,997.00
AMH	1	$54,581.00
Software/Licensing	1	$1,298.00
Ecommerce	5	$8,870.00
First Year Maintenance	1	$10,878.00
Delivery/Install	1	$2,234.00
Total Year One Cost		**$173,023.00**

The complete pricing detail from Bibliotheca's proposed solution (including WPL-specific customized, scalable automated material handling system) is attached separately.

With approval of this proposal in October, staff expects to be able to coordinate with Bibliotheca in the coming weeks to ensure that the project is ready to begin this winter as planned.

Wilmette Public Library
RFID Vendor Bid Tabulation, October 2020

Item	Quantity	Envisionware	Bibliotheca	PV Supa	FE Technologies	MK Solutions
RFID Tags	285,000	$28,500.00	$28,457.00	$27,645.00	$30,780.00	$31,680.00
Clear Tags	4,000	$880.00	$478.00	$388.00	$600.00	$680.00
Tagging Stations	3	$1,425.00	$2,097.00	$7,500.00	$2,205.00	$7,800.00
Leased Tagging Stations	2	$6,600.00	$1,198.00	$750.00	$1,200.00	$200.00
Staff Stations	6	$2,850.00	$4,554.00	$4,782.00	$4,410.00	$5,040.00
Self-Checkout Units	5	$22,750.00	$29,975.00	$34,975.00	$34,480.00	$17,250.00
Handheld Tool	2	$4,990.00	$5,000.00	$8,990.00	$6,000.00	$5,000.00
Dual Aisle Security Gate	1	$6,495.00	$8,997.00	$11,695.00	$7,839.00	$8,500.00
AMH	1	$59,400.00	$54,581.00	$149,995.00	$110,636.00	$94,500.00
Total Initial Cost		**$133,890.00**	**$135,337.00**	**$246,720.00**	**$198,150.00**	**$170,650.00**
Alternate Self-Checkout Units	6	N/A	$57,594.00	N/A	N/A	N/A
Training		$1,975.00	included	included	included	$500.00
Software/Licensing		$3,970.00	$1,298.00	included	included	$4,860.00
Ecommerce		$4,515.00	$8,870.00	N/A	$3,580.00	$9,500.00
Delivery/Install		$6,734.00	$2,234.00	$19,587.00	included	$19,200.00
Total Additional Costs		**$17,194.00**	**$12,402.00**	**$19,587.00**	**$3,580.00**	**$34,060.00**
Annual Maintenance	per year	$12,857.00	$10,878.00	$20,620.00	$14,438.00	$11,059.00
AMH Maintenance	per year	$5,301.00	$0.00	$0.00	$0.00	$0.00
Total Ongoing Annual Costs		**$18,158.00**	**$10,878.00**	**$20,620.00**	**$14,438.00**	**$11,059.00**

Total Year One Cost $169,242.00 $158,617.00 $286,927.00 $216,168.00 $215,769.00

with select alternate self-checkout units, as recommended $173,023.00

Pricing Detail

Include detail pricing for all components in proposal. Prices should include installation, but exclude service/maintenance and delivery:

Lead Products	Quantity	Unit Price	Extended Price
RFID Tags RFID tags™ square (285,000) 2,000/roll. Rolls are not split.	143	$199	$28,457
Clear Tags RFID tags™ square, clear (4,000) 2,000/roll. Rolls are not split.	2	$239	$478
Tagging Stations RFID workstation™ USB	3	$699	$2,097
Leased Tagging Stations RFID workstation™ mobile, 1-month lease	2	$599/month	$1,198
Staff Stations RFID workstation™ shielded	6	$759	$4,554
Self-Checkout Units selfCheck™ 500 freestanding kiosk	5	$5,995	$29,975
Credit Card Payment Comprise SmartPay Credit Card Payment Terminal + mounting bracket	5	$1,774	$8,870
Dual Aisle Security Gate RFID gate™ premium, single-aisle, direct mount*	1	$7,699	$7,699
staffConnect™ gate software	1	$299	$299
libraryConnect™ devices, administrative software, 6-15 devices	1	$999	$999
Onsite Installation			Included in system price
Training and Product Overview (a $900 value)**			Included in system price
Other Costs			None
Total Project Cost (Not including Maintenance and Delivery)*			**$84,626**

*Per your Addendum, Item 2, we are proposing an RFID gate™ premium single-aisle system
**Training is performed online due to the COVID-19 pandemic.
***Total Project Cost does not include service/maintenance and delivery, per your instructions.

Annual Maintenance Costs

Annual Maintenance Costs after 12-month warranty					
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Included	$10,878	$10,878	$10,878	$10,878	$10,878

Note: The above table shows support and maintenance pricing for the lead products. If product quantities and configurations change, we will update the support and maintenance pricing.

Optional Product Pricing

Optional Products	Unit Price

flex AMH™ 3-bin
    1 exterior touchscreen patron induction
    3 bins
    1 Holds slip printer
    1 Shipping, handling and administration
    1 On-site installation and training
 	
We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) Our completely modular design would allow WPLD to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction, in a larger space in the future.
 	
Based on the current dimensions of the room this is the only configuration that would fit the space. We would need to measure the space to confirm dimensions for any AMH system.
 	
Additional Drawings can be provided upon request.
	$54,581

selfCheck™ 1000 freestanding kiosk	$9,599
Heartland Credit Card Payment Terminal	$799
Mobile DLA™ inventory device	$2,499
Options and pricing for additional staff training periods and topics will be indicated in the "pricing" section below. Additional training for all products is available in our in-depth Education Courses. This instructor-led training will provide you with the knowledge to efficiently configure and administer your equipment. Depending on the Education Course topic, the price is $1,800 for webinars delivered via Zoom for up to 10 participants or $3,000 for on-site training. We look forward to discussing your training needs.	

Wilmette Public Library District

RFP for Radio Frequency Identification (RFID) and Automated Material Handling (AMH) System

Submittal date: September 30, 2020 at 2:00 PM CDT

Copy

///| bibliotheca®
transforming libraries

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September 25, 2020

Anthony Auston, Director
Wilmette Public Library District
1242 Wilmette Ave.
Wilmette, IL 60091

Re: RFP for Radio Frequency Identification (RFID) and Automated Material Handling (AMH) System

Dear Mr. Auston:

Our world as we know it has significantly changed due to the coronavirus, which is directly affecting how libraries provide services and meet the needs of their patrons. More than ever, shift workers, students, senior citizens and vulnerable individuals all need access to crucial library materials and services. They need a self-service experience that allows them to safely socially distance and reduces the need for touching public surfaces. We do not know how long the current pandemic will last, but forward-thinking libraries like Wilmette Public Library District (WPLD) are taking action now.

Given this situation, how can Wilmette Public Library District stay relevant with its community and safeguard access to its resources?

Implementing a new, unfamiliar self-checkout system now could decrease self-check success rates. If the system is not easy to use, WPLD may see a decrease in patron visits and circulation. If WPLD changes its current self-check system, staff members will have to re-educate patrons on two different checkout methods.

WPLD can avoid this problem by continuing to use bibliotheca's selfCheck™ units, which will allow your patrons to have all the benefits of the quickConnect™ software that you have come to know and rely on. Staying with your current selfCheck™ system will increase self-checkout usage, which is important to your staff.

In addition to providing a consultative approach to this project with our experienced project management team, we will guide WPLD through the conversion process – we are here to help make your conversion to RFID as smooth as possible. We've provided optional products that will further increase your productivity, including an AMH system that you can install in the current space. As WPLD grows, you can expand your flex AMH™ system to create more efficiencies.

We understand that the biggest issue in meeting the needs of your patrons can be funding. Like many libraries, WPLD has a commitment to being fiscally responsible. Looking forward, we will build a partnership by taking a consultative approach to this project and other opportunities, **without sacrificing the value of the patron experience for short-term costs**.

Please see the following pages for details on how bibliotheca will engage your patrons and increase access to your materials. If you have any questions about our proposal, please contact Katie Westfall, Bid Manger, k.westfall@bibliotheca.com, 800-328-0067, x301.

Sincerely,

Mark Halverson, Sr VP of Sales, Americas
Bibliotheca, LLC
m.halverson@bibliotheca.com | 678-336-7980

Executive Summary

In this time of heightened awareness about touching public surfaces and gathering in public spaces, Wilmette Public Library District (WPLD) has adapted to this new reality and has reopened! As you move forward with the technology refresh, WPLD has the opportunity to **invest in a self-service solution that is designed to increase staff efficiencies and maximize patron engagement**, while also taking precautions to protect the health and safety of your users and staff.

In addition, WPLD wants a cost-effective, turnkey RFID solution to replace or update its older equipment. To obtain its project goals, WPLD needs an RFID system engineered with the latest library automation technology. A system to best secure its collection, all while making it easier for staff to perform their day-to-day activities.

We propose the following solutions to meet the goals of this project:

| selfCheck™ 500 freestanding kiosk, with credit card payment terminal

| RFID gate™ premium, direct mount and staffConnect™ gate monitoring software

| RFID workstation™ shielded, RFID workstation™ mobile, and RFID workstation™ USB

| RFID tag™ square

| libraryConnect™ devices, central management system

We've also provided optional products that meet your needs. A 3-bin flex AMH™ system simple and convenient patron returns and advanced materials sortation. The selfCheck™ 1000 kiosk can provide **enhanced patron guidance with LED lighting and visual and audible alerts,** and a portrait-oriented touchscreen. For more on all of these exciting options, please see that Proposed Solutions and Additional Materials sections.
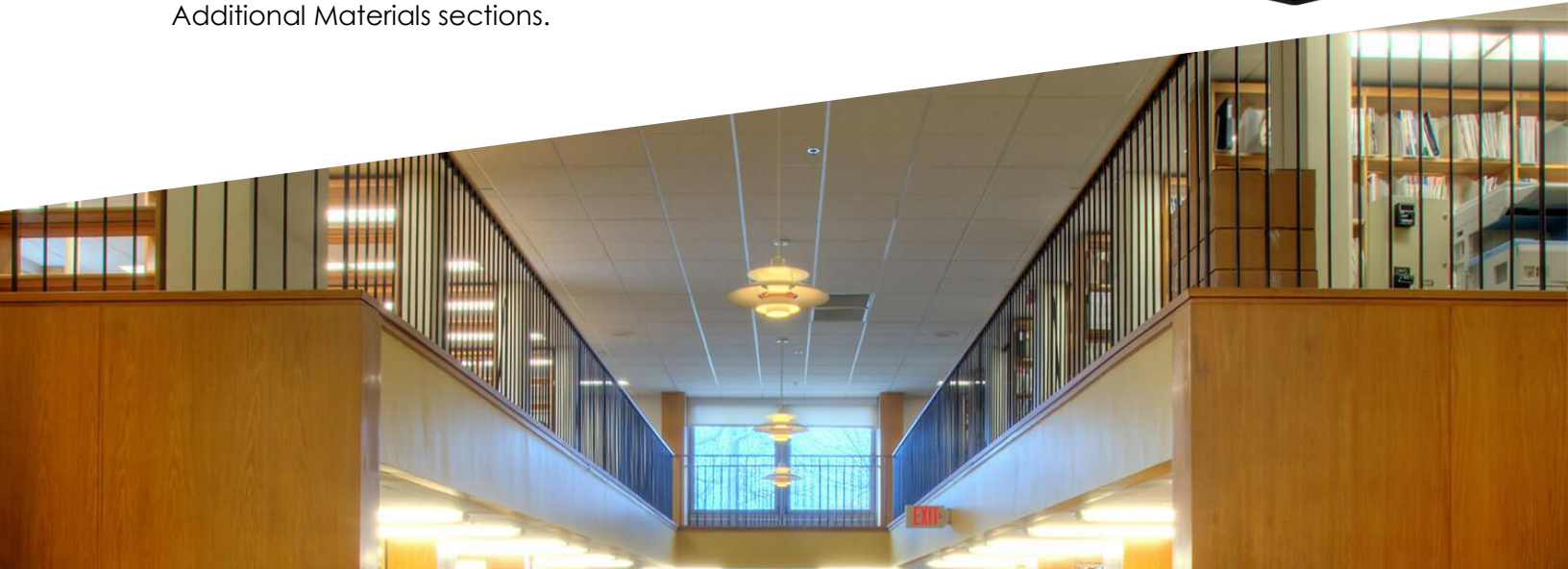
User-focused Customization. WPLD will continue to see all the benefits of fast, dependable self-service by continuing to use the quickConnect™ patron interface that you have come to know and rely on. Staying with your current selfCheck™ system will increase self-checkout usage, which is important to your staff. In addition, our solution comes with an extremely powerful staff management tool that gives you access to a range of information and statistics, while also letting you control features on the front end: quickConnect™ system manager.

With quickConnect™ system manager, library staff can easily customize almost every feature and functionality of the user interface!

Some of the many ways WPLD staff can easily configure selfCheck™ patron interface:

| Customize header with library logo or font and color

| Enhance your library branding by uploading your own background or choosing from a variety of animated templates (children's room, teen center, and more)

| Patrons can adjust the font size and orientation of the onscreen icons and promotions, and select text-to-speech to best meet their needs

| All text and ILS messages are customizable in more than 70 patron selectable languages

| Integration of NoveList book recommendation subscriptions, Demco Software event subscriptions, and other API event integration

| Bring awareness to library events and services through scheduled promotional banners
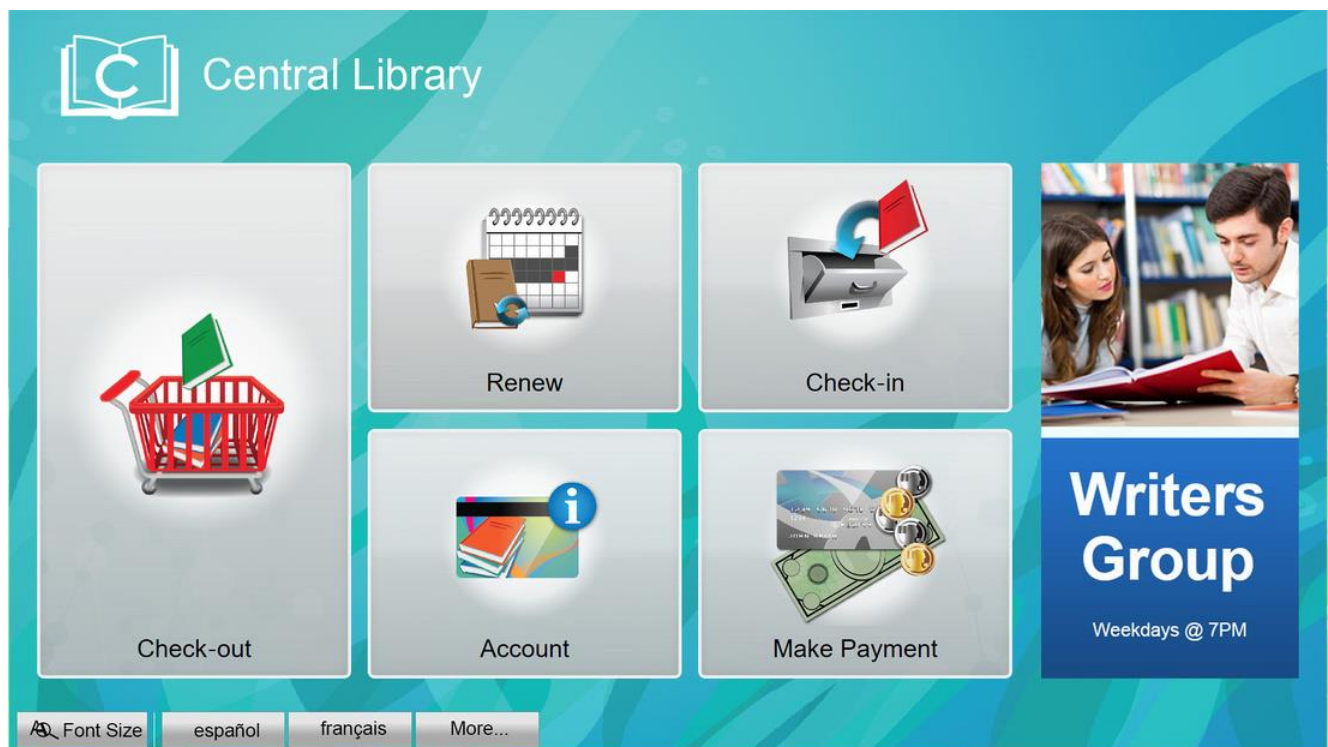
Access for All. We meet ADA guidelines as bibliotheca software and devices were purpose-built with accessibility in mind. Our installers will work with the library to make sure that all city codes and disability standards are met. We provide users with numerous effective accessibility features:

| Animated instructions on the screen allows users to complete the process without needing staff assistance and leave your library with an overall positive experience.
| We also offer an optional height-adjustable selfCheck™ 1000, so patrons can easily raise and lower the height of the kiosk to their preference. We allow the patron to increase the font size to allow for easier reading of the screen on their transaction.
| Text-to-speech will give patrons who are visually impaired the ability to more easily use the self-serve kiosks.
| The buttons on the screen are all located in the lower third of the screen. The buttons are all reachable by someone in a seated position, provided that the countertop on which the self-checkout unit is placed is at a height compliant with ADA regulations.
| We allow the patron to increase the font size to allow for easier reading of the screen on their transaction.
| Text-to-speech gives patrons who are visually impaired the ability to more easily use the self-serve kiosks.

Effective Alerts. Our libraryConnect™ devices central management portal allows **remote monitoring and notification in real time.** Unlike other vendors who only provide pop-up message alerts to staff computers, real-time monitoring is available in several forms with bibliotheca's cloud-based solution. You can set up email or SMS alerts and notifications for your staff so they can fix problems before your patrons notice that you have one, such as low printer paper, network connection loss and power failure.
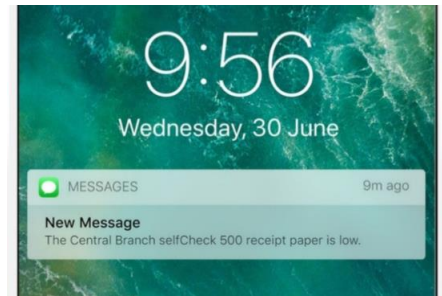
Features of our optional flex AMH™:

| **Accurate Sorting.** Some vendors offer AMH systems that were originally designed for industrial applications. bibliotheca's new flex AMH™ was designed specifically for libraries, so it is tailored to your needs. flex AMH™ rapidly sorts library materials with the highest levels of accuracy – up to 2,400 items/hour. Our system has a proven accuracy rate of 99.9%, which means that an item is sorted into the correct bin, according to ILS feedback. We encourage you to challenge other vendors to show you their system's true capabilities.

| **Staff well-being and Superior Patron Experience.** In addition to *reducing* the possibility of *repetitive motion injuries*, the flex AMH™ makes sorting more pleasant for your staff.

   o Operates at less than/equal to 55 dB per module and approximately 35 – 40 dB when the system is in stand-by mode, providing a quieter and more pleasant work environment for your staff.

   o Improves staff wellness through highly accurate automated sorting and bins that raise materials to a comfortable height for staff members.

o Ability to configure and print hold slips for all materials.

o Unlike some vendors who are only able to provide sort groups based on 50 sort rules or 10 sort exceptions, bibliotheca provides sortation criteria from an unlimited number of rules and exceptions.

o bibliotheca's flex AMH™ software can be configured to go into offline mode, which allows patrons to continue to return materials when the ILS is not available. Once the network connection is reconnected, the system auto-sends the check-in data to the ILS for processing.
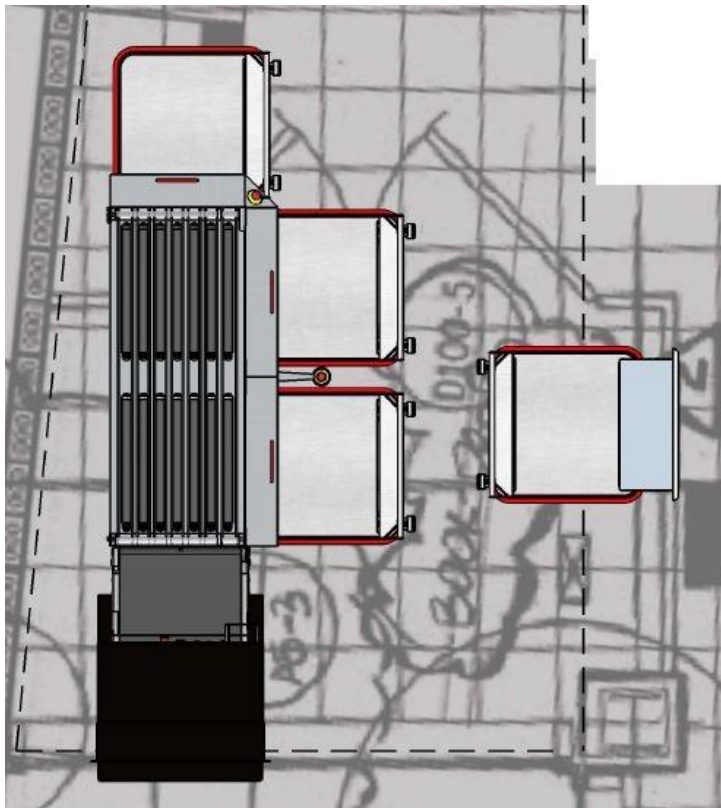
We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) We have provided several sorter options for your consideration and would be happy to discuss with WPLD.

Based on the current dimensions of the room this is the only configuration that would fit the space. We would need to measure the space to confirm dimensions for any AMH system. The current space allotted does not accommodate a staff induction.

As WPLD is considering a larger sorter room in the future, the flex AMH™ can accommodate this growth because it's completely modular design will allow you to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction.

Expert Local Support. bibliotheca has the largest North America-based, in-house remote support team in the industry. Unlike some vendors who use a combination of third-party technicians, like Fujitsu, or an overseas call-center. Many of our libraries have worked with their local bibliotheca tech for years. We have a total of six factory-trained technicians in Illinois, with the closest one in Wauconda, IL.

Vendor Information

The Vendor shall provide information on its experience and qualifications which enable it to provide a solution for the Library, including the following:

A brief history of the Vendor's company including incorporation and ownership, and its experience installing the products and services requested in this RFP.

bibliotheca is dedicated to the development of library management solutions that help sustain and grow libraries around the world. Our products are designed to provide a welcoming, intuitive and seamless experience for those that use the library, wherever they happen to be – at home, on the move or within the walls of the library itself.

In 2015 bibliotheca acquired 3M Library Systems. This acquisition created an unmatched solution portfolio and organization scale that has allowed us to expand our capabilities in the North American market.

We've worked with libraries for almost 50 years and are proud of the many innovations we've brought to the industry in partnership with cutting-edge, technology-minded customers around the world. We have offices in all major continents and support libraries in more than 70 countries through our dedicated distributors. We partner with more than 30,000 unique libraries, helping them evolve their services and connect with their communities.

By employing a host of degreed librarians and immersing ourselves in library trend conversations, we understand the unique management challenges that today's libraries face. Our innovative solutions help libraries transform perceptions, increase access to collections and spaces, and provide engaging interactions, all with the aim of enhancing the user experience.

From our comprehensive range of library-based digital, RFID, Electromagnetic (EM) Tattle-Tape and hybrid solutions, to our cutting-edge digital eBook and eAudiobook lending service, bibliotheca's goal is to enhance the overall importance of libraries, empowering them to reinvent their services and encourage lifelong learning today and well into the future.

Bibliotheca, LLC was incorporated in 2011 in Delaware and is 100% owned by bibliotheca Group GmbH.

Details of any parent company, partners and suppliers and the nature of the Vendor's relationship to them.

As the number one technology provider for libraries around the world, we partner with more than 70 vendors that provide different solutions in the library industry. By

forming these meaningful relationships, we align our products to work with other systems to make integration as seamless as possible for our customers.

WPLD needs a partner that has a long history with your ILS provider, Polaris. bibliotheca has been a strategic library solutions partner with Innovative Interfaces, Inc., for nearly 20 years. This relationship allows us to deliver more value and functional capabilities, which in turn increases staff productivity and enhances service to your patrons.

Bibliotheca, LLC is 100% owned by bibliotheca Group GmbH.

Details of any sale, acquisition or merger anticipated by the Vendor.

None.

Details of any litigation instigated against the Vendor or cancellation of contract for non-performance of the Vendor in the past five years.

None.

Financial viability of the Vendor.

bibliotheca is a large, stable company with a long history of serving the library community.
- o Operating performance is one of the strongest in the industry, and we have increased our operating margins and profitability for five consecutive years.
- o Financial results are audited annually, and we continue to receive clean audit opinions.
- o Solid credit report, with on-time payables, no liens or judgments, and a low financial stress score.

Details relating to the country of origin for Vendor's products including parts and manufacturing.

At bibliotheca, our commitment to service begins when the product is designed and manufactured. We start by building robust, reliable products that can be easily maintained. If an issue requires on-site assistance, our manufacturer-trained technicians will be dispatched to service your equipment, providing your library with the best support and service in the industry.

Some vendors offer RFID systems that were originally designed for industrial or commercial applications. bibliotheca's solutions are designed specifically for libraries, so it is tailored to your needs.

- selfCheck™ 500: United Kingdom
- selfCheck™ 1000: United States of America or United Kingdom
- RFID workstation™: United States of America
- RFID workstation™ USB: United States of America
- RFID workstation™ shielded: Germany
- RFID workstation™ mobile: United States of America
- RFID gates™ premium: Germany
- flex AMH™: Germany
- mobile DLA™: United States of America

In addition, bibliotheca's U.S. warehouse is conveniently located in College Park, Georgia, near one of the largest international airports and logistics hubs in the world.

Any other information regarding the Vendor which will assist the Library in evaluating its Proposal.

bibliotheca's proposed solutions are UL and FCC certified. We encourage you to confirm that other vendors are providing UL certificates for the complete self-check and workstation unit, and not just components of the unit.

bibliotheca works closely with our manufacturing partners to ensure that all products are made from toxic-free materials and comply with global disposal of waste electronic measures. As an obligated producer under the WEEE Regulations, bibliotheca is compliant with legal requirements, which includes registration with a WEEE Compliance Scheme. We take great care to reuse and/or recycle. Where possible, we use recyclable packaging.

System Description

The Vendor shall fully describe and illustrate the products and systems which comprise its RFID solution. Description to include:

| **How its solution will benefit the Library in the areas of circulation staffing, self- checkout and self-check-in, automated materials handling, item security, and inventory control.**

Please see the following pages 11-29 for our System Description.

| **How the self-checkout units operate to provide a user friendly experience and any enhanced features that are available with the units, such as book or program recommendation.**

Please see the following pages 11-29 for our System Description.

| **How the automated materials handling system operates and the design consultation options that the Vendor can provide.**

Please see the following pages 25-26 and 32-33 for our System Description.

Proposed Solutions

Wilmette Public Library District needs to implement an intuitive RFID system that greatly benefits both staff and patrons. With bibliotheca, increasing productivity has never been easier. We propose a solution that is incredibly easy for patrons to use and saves staff time.

To achieve your project goals, we recommend a turnkey system that utilizes the latest in hardware and software technology and is supported by the best service and maintenance in the industry.

Please refer to the Additional Materials section at the end of our proposal for more in-depth information.

**An interconnected approach
is the key to success.**

We enhance all areas of your library
with our interconnected solutions

Strategic Goals   Self-Service   Staff Efficiency   Digital Presence
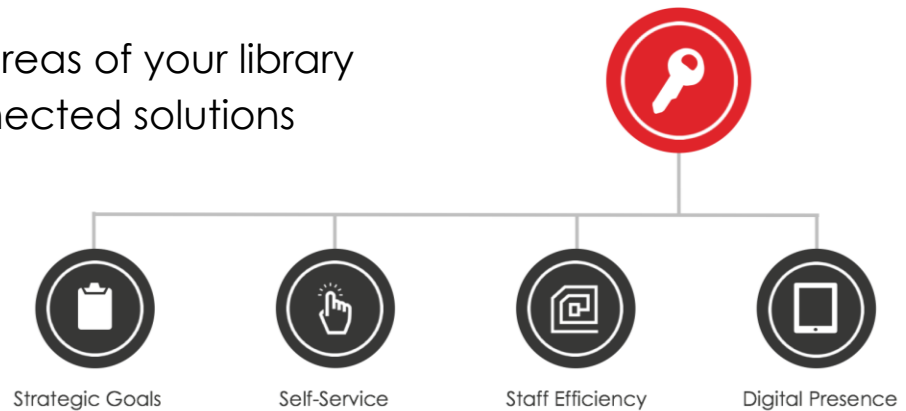
selfCheck™ 500

selfCheck™ 500 offers the essential self-service experience to libraries. Powered by our intuitive quickConnect™ self-service software, the selfCheck™ 500 was designed to deliver an engaging patron experience that also promotes your library collection, services and events. It conveniently allows patrons to check-out, check-in, renew, and pay fines.

The best patron experience

Goes beyond the basic borrow, return and account functionality to deliver an engaging experience that links patrons directly to your cloudLibrary™ digital collection.

Promote your library activities

With integrated library promotions and recommended reads, we allow you to create and share more valuable information with your patrons.

Surface area frees up patrons

With a side-mounted shelf, patrons can conveniently set other items down, leaving both hands free to complete the self-service transaction.

Easily swap receipt paper

Our simple-to-access front panel allows staff to quickly unlock and replace the receipt roll in seconds, minimizing disruption for patrons.

Flexible scanning options

Quick scanning of physical and digital barcodes allows patrons to easily start the self-service transaction. The scanner can be adjusted to support both RFID and barcode.

Cashless kiosk saves staff time

Libraries can collect fines and fees through a secure payment system. Patrons conveniently pay fines and fees without staff handling cash.

Optional selfCheck™ 1000

Crafted with purpose. We listened to the needs of our customers and crafted a self-service kiosk that would simplify the lives of both library staff and its patrons. Offering the most ergonomic, patron-friendly experience, the selfCheck™ 1000 was designed to maximize the day-to-day activities of a library, while promoting events and programs available within your community.

Best experience with quickConnect™

With our crystal clear 22-inch portrait touchscreen you can promote upcoming library events and programs, suggest relevant recommendations and integrate cloudLibrary™ digital titles. quickConnect delivers a seamless experience that goes beyond just lending materials.

Helpful guidance to assist library patrons

By combining screen animations with LED guidance, and a large illuminated glass shelf the selfCheck 1000 navigates patrons effortlessly through the entire self-service process.

Library staff assistance

We incorporated health status lighting for staff to see alerts and warnings from across the library, eliminating the need to be standing directly in front of the kiosk, and allowing matters to be addressed right away.

Mix and match to fit your needs

Whether placing extra items on the extended glass shelf or making a contactless payment, the location and workflow of each add-on option has been carefully considered to maximize convenience.
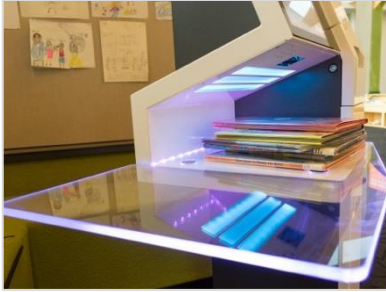
large surface for patrons
to place extra items

quick and easy access
to patron accounts

Offer convenience with
integrated return bins

Accept contactless, card
payments and cash

Patrons can easily process
secured media

Accommodate all patrons with
height-adjustable feature

quickConnect™

Self-service is only convenient if it's easy. Our intuitive self-service software has been designed from the ground up, specifically for library patrons. quickConnect™ delivers an engaging experience for patrons of all ages and abilities – making borrowing and returning library items a breeze.

Designed for everyone

Audible, visual, touch and text features guide patrons easily through the self-service transaction

Quick & convenient workflow

Streamlined workflow requires fewer steps, providing a faster experience for your patrons

Packed with engaging content

Reading recommendations, ratings and library promotions create a more engaging self-service experience

Integrated eContent experience

Seamlessly integrates with cloudLibrary™, NoveList, Syndetics Unbound, Demco Software and many more. The cloudLibrary™ assist app can provide patrons a receipt for physical transactions right on their mobile device.

Easy payment transactions

Clearly guided transactions make it simple and convenient for patrons to pay fines and fees
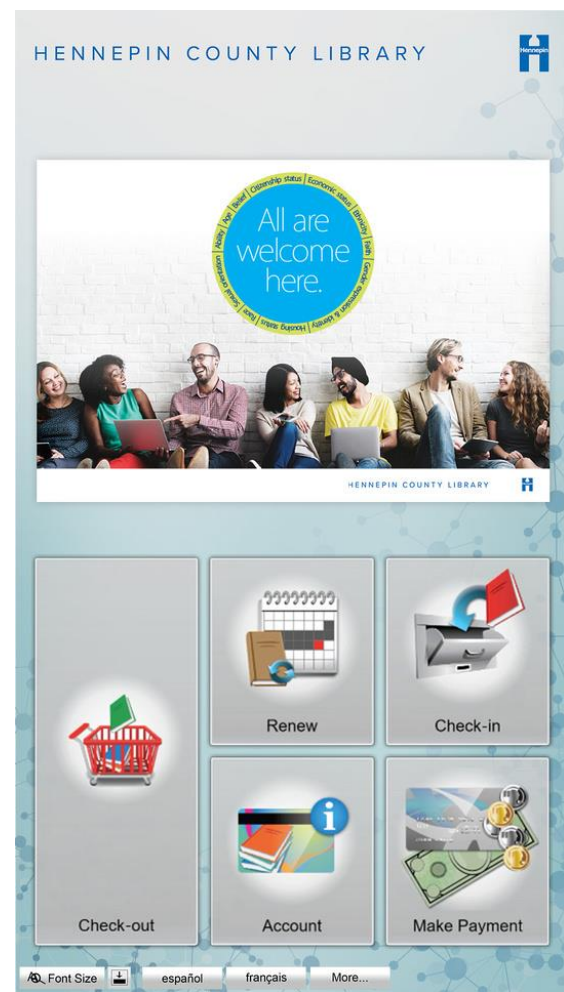
quickConnect™ system manager

Simple back-end management. Behind the intuitive patron-facing side of quickConnect™ lives an extremely powerful staff management tool that gives you access to a range of information and statistics, while also letting you control features on the front end.

Control your library theme

Choose from dozens of customizable templates and themes to design an experience that reflects your library

Data-driven success

Use powerful reporting tools to monitor your self-service and see how your patrons are interacting with your library promotions

Features at your fingertips

Display available features or choose just the ones that work best for your library

Easy configuration process

Whereas other vendors require customization via HTML, INI files and XML files, System Manager is an intuitive web-based tool that allows library staff to customize just about any feature or functionality of the selfCheck™ quickConnect™ Interface.
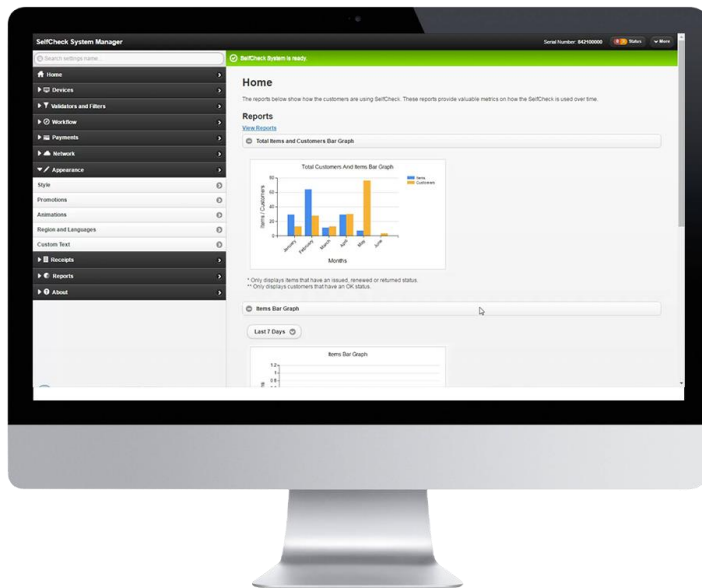
Example screenshots

appearance
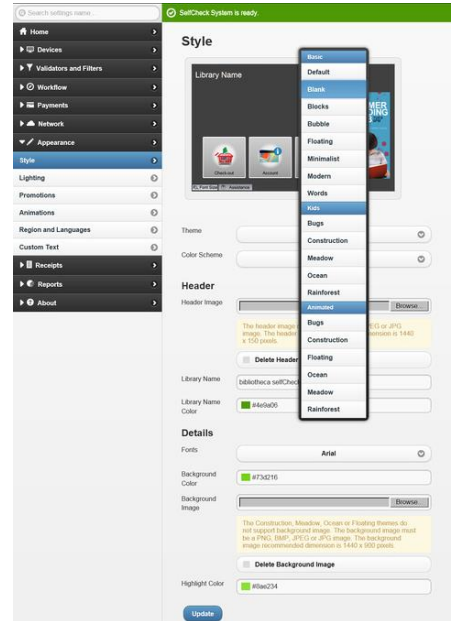
workflow
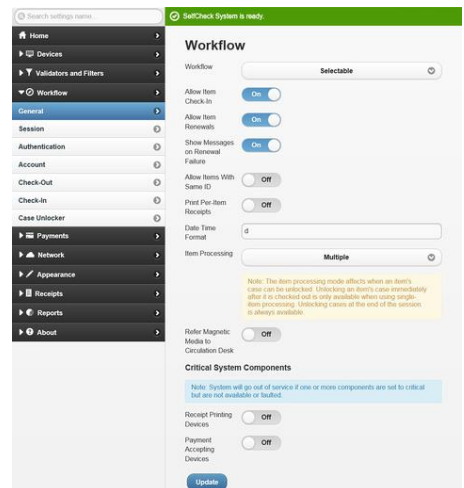
With quickConnect™ system manager, library staff can easily customize almost every feature and functionality of the user interface!

| Customize header with library logo, or selection of font and color

| Enhance your library branding by uploading your own background or choosing from a variety of animated templates (children's room, teen center, and more)

| Select from a variety of workflow icons that best fit your patrons needs and provide illustrative step-by-step instructions

| Patrons can adjust the font size and orientation of the onscreen icons and promotions, and select text-to-speech to best meet their needs

| All text and ILS messages are customizable in more than 70 patron selectable languages

| Integration of NoveList book recommendation subscriptions, Demco Software event subscriptions, and other API event integration

| Bring awareness to library events and services through scheduled promotional banners

| With cloudLibrary™ content patrons can check-out eBook and eAudiobook recommendations right at the self-check
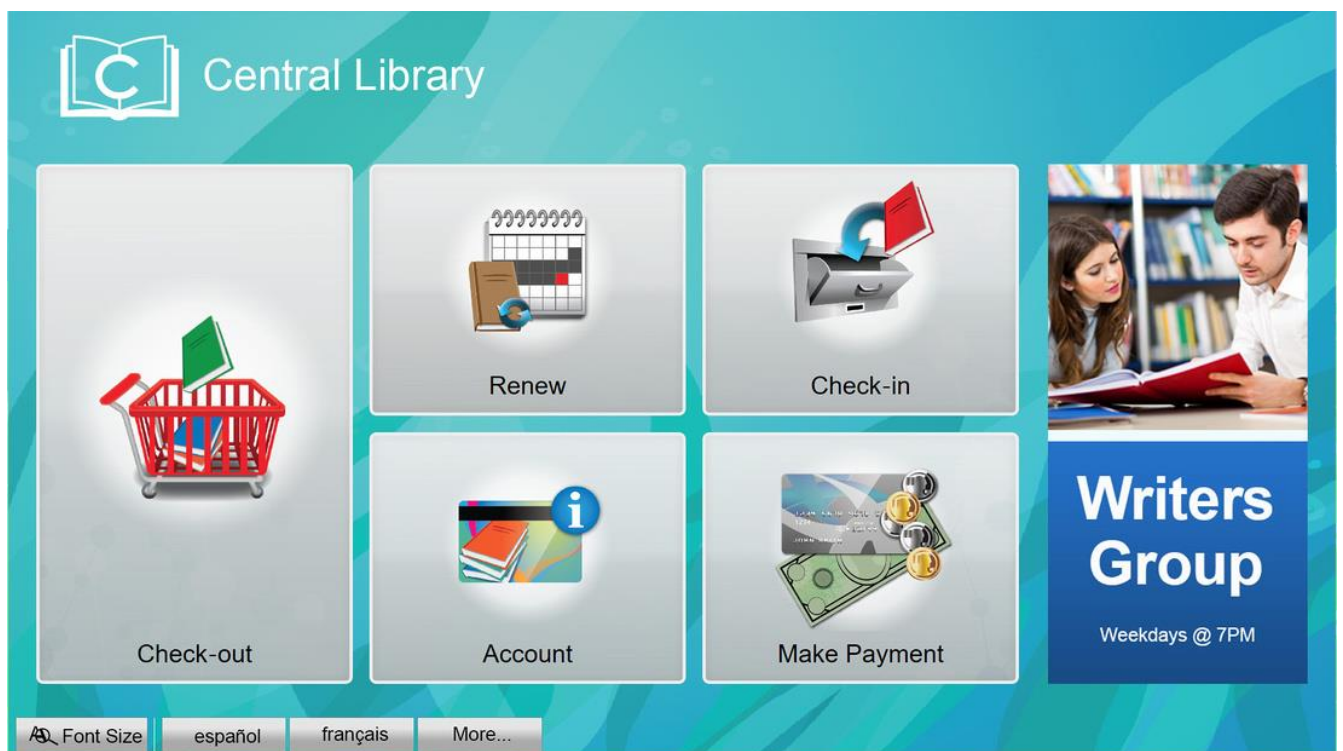
Fines and Fees

Our card payment options seamlessly integrate with all of our selfCheck™ kiosks and provide the highest level of security possible. In fact, our solutions exceed industry best practices according to an independent Qualified Security Assessor.

Let bibliotheca take the guesswork out of choosing a fines and fees payment solution. We've provided a recommended fines and fees payment option for your Library in the pricing of this proposal.

Contactless Payment: Our fines and fees options help your Library stay relevant in the eyes of your patrons with the latest tap-and-pay technology.

Security is Our Top Priority: bibliotheca's selfCheck™ quickConnect™ software ensures

	Comprise UIC Smart Terminal™	Optional Lead Heartland PAX
Payment Processor	Supports multiple	Heartland only
Connection	LAN only	LAN only
System mode	Semi-attended	Semi-attended
Contactless payment	Hardware add-on for contactless	Capable
Security certification	PCI PTS v3.x EMVCo Level 2	PCI PTS v3.x EMVCo Level 2 E2E Encryption

patron security. It does not capture, process, transmit, nor retain payment card data pertaining to library payment transactions. Instead it is designed and intended to integrate with a variety of pre-validated hardware devices, such as a PTS-validated device from third-party vendors.

bibliotheca's fines and fees payment options are secure and convenient. When your library is compliant with the new EMV standards, you are protecting your library and your patrons from credit card fraud.

Processing Charges: Please be advised that some credit card processors charge fees for terminal set up and web log-ins. Check with your credit card processor for a full list of fees.

The customer is responsible for:
| The set-up of the merchant account with the merchant acquiring bank.
| Any and all set-up and bank charges associated with the merchant account.

NOTE: With EMV chip payments as the new standard, the liability for credit card fraud shifts to the least compliant entity. Those who do not upgrade could be liable for fraudulent charges. Also, as more merchants move toward EMV, criminals may target those who are still using less secure systems.

RFID tag™ square and RFID tag™ clear

Full RFID coverage and maximized security for all of your print materials – protecting your collection and minimizing theft. And, our tag data model complies with the industry-standard ISO 28560, which is interoperable with other RFID systems.

Provide maximized security to deter theft

Ensures items properly checked out

RFID technology negates need to scan barcodes

Rigorous testing ensures tags guaranteed for life of tag

RFID workstation™ mobile

Fast, portable conversion to RFID. Featuring a touch-sensitive screen, optical barcode scanner and RFID reader, this self-contained station rapidly reads barcodes, converts the information and dispenses RFID Tags. The station doesn't require a connection to an automated circulation system, and because it's designed to be self-contained on a portable cart, it works right in the stacks.

Converts items to RFID quickly and easily

Touch-sensitive screen for intuitive operation

Able to weed and convert your collection simultaneously

Speeds up the conversion process

staffConnect™ conversion

Makes the conversion process easy and seamless by reading the item ID from a barcode and changing the library item IDs to an RFID tag. This can be done directly from a barcode, manual keyboard entry, or a list and programming it on an RFID tag. In addition to the item ID, any other information the library desires within the scope of the data model in use, can be written to the tag. The tagging software will alert tagging personnel if the item is on a weed list and not write that items data onto the tag.
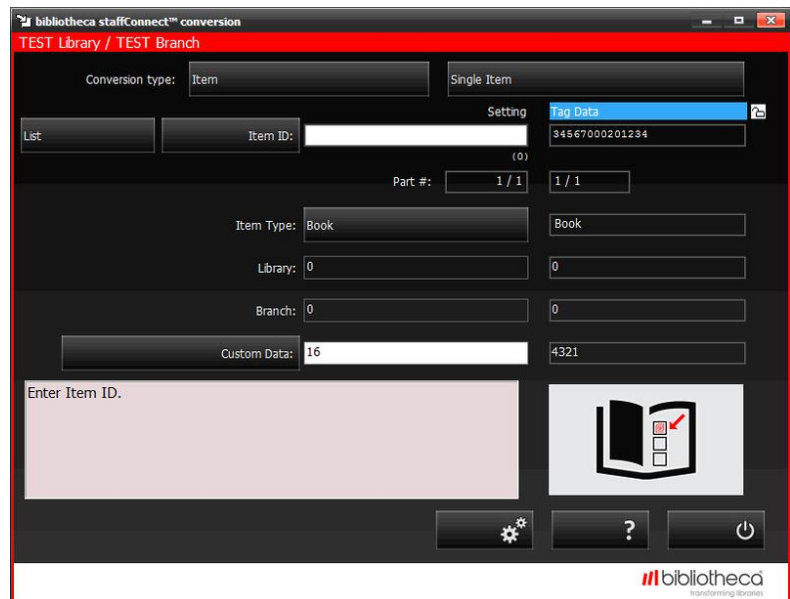
RFID workstation™ USB

Small form factor delivers ultimate in convenience. Provides staff with a fast and efficient solution to program and verify RFID tags. Library staff can now add or remove item security without the ILS.

Small form factor utilizes tiny spaces

Use on-the-go in the community

Ideal as an extra conversion station

Harness the power of a laptop

RFID workstation™ shielded

Desktop solutions designed to assist staff with administration activities. Provides staff with a fast and efficient solution to program and verify RFID tags. Library staff can now add or remove item security without the LMS/ILS. The system can be used with multiple items of mixed media, placed on the antenna at any time.

Perform multiple item issue, return and renew processes

Ability to print receipts for the customer

Focused read area for the best detection

staffConnect™ circ

bibliotheca RFID staffConnect™ circ is intended for use by library staff to check in and check out library materials. It consolidates a number of library tasks:

| Check-in and checkout — Sends item IDs to circulation and secures or un-secures items.
| Send ID — Sends item IDs read from tags to the library circulation system.
| Secure/unsecure only — Changes the status of item security without sending IDs to the circulation system.
| Read tags only — Read and display tag information
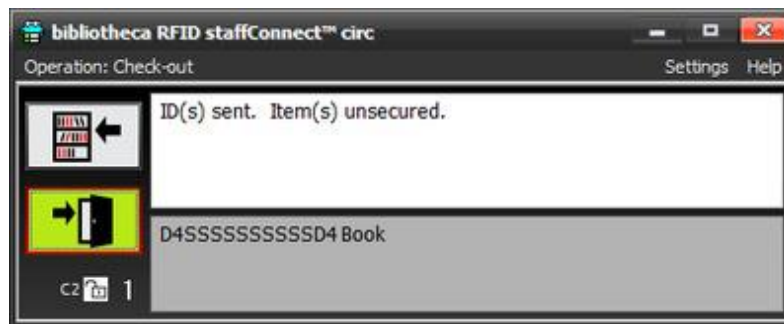
staffConnect™ link

bibliotheca staffConnect™ link offers the following benefits and features:

| Single user interface through an ILS to RFID hardware
| No extra steps to switch pad from check out to check-in mode
| Superior processing of multiple items in the presence of holds and other exceptions
| Minimal new training
| Inherent support for item sets

RFID gate™ premium

The most accommodating, wide-aisle security gate. The RFID gate premium is perfect for wheelchairs, wide strollers, and large groups of students. With a modern and stylish clear panel design, the bibliotheca RFID gate™ premium effectively deters theft of valuable library materials while elegantly enhancing the library aesthetic.

63"

Wider aisles increase accessibility

Ensure peace of mind with remarkable RFID technology

Remotely configure and pull management reports

Analyze library traffic patterns with visible patron counter

Choose alarm configuration and LED light colors that fit your library

Save energy during off-peak times

Directional alarming

staffConnect™ gate software

Our staffConnect™ gate software allows your library to better utilize the data that your security gate system can gather every day. This software can be installed on your staff computers and can have a designated staff station to show notifications when an unsecured item passes through the gates. It can also show which gate was triggered and the item ID and title. An ILS connection is required for this added functionality.

This software has a technical interface, which houses the admin feature and allows for software configuration. It serves as the nerve center for communications with the pedestals and the ILS. For normal usage, staff will not need to access the technical Interface.

Your staff will be able to see a variety of reports and other information as it is gathered throughout the day.

Optional flex AMH™

Flexible return and sorting system. Create the perfect return and sorting solution that is configured to fit your space and budget. We simplify the materials handling process, so you can evolve your service and deliver the best overall library experience for your community. Touchscreen and drop-and-go patron inductions available.

Completely customized for you
Our fully modular design allows us to create any type of solution to fit your specific space.

RFID, EM and barcode based
There is no need to convert your collection to a specific format in order to start taking advantages of efficient return & sorting processes at your library.

quickConnect AMH™

Return and sorting is only easy if it's flexible. Our innovative AMH software was designed to easily accommodate unique library needs. quickConnect™ AMH delivers an engaging patron experience for all types of return and sorting interactions. Whether a patron is renewing an item or simply returning a stack of books, quickConnect™ AMH saves time for library patrons and staff.

return and renew
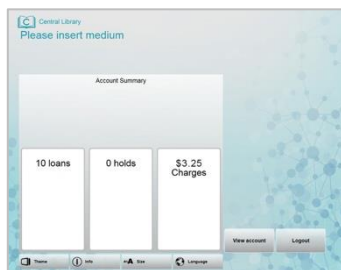
account summary

Flexible workflow and media handling via configuration

Multiple time-based sort strategies and operation modes

Ability to configure multiple ILS connections

Convenient and accessible receipt printing

Easily customized patron interface themes and templates

Multi-language support with 24 default languages

The following diagram demonstrates the value our flex AMH™ system provides to the Wilmette Public Library District staff:

Before Check-in Automation:
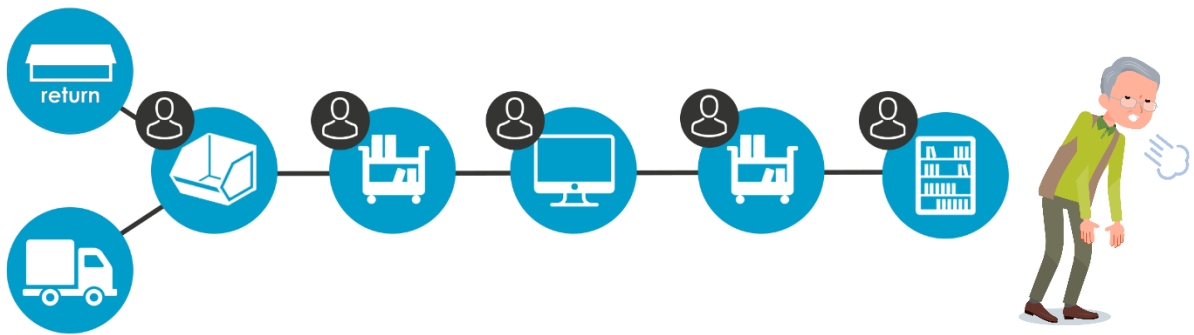
Figure 1: Pre-automation. *Without the help of an automated check-in solution, there can be eight or more hands-on, repetitive steps. Such repetition requires the Wilmette Public Library District staff to handle the same item up to 12 times during the typical 5 to 7-day re-shelving period.*

After Check-in Automation:
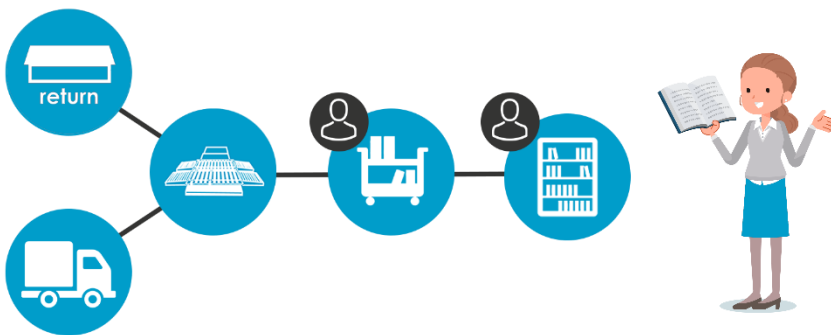
Figure 2: Post-automation. *With the help of a flex AMH™ system, the Wilmette Public Library District staff will drastically reduce the number of staff touches and time involved in the check-in process. Our product solution minimizes the check-in process to only four steps in which your staff handles items only 1-2 times – streamlining productivity to 24 hours.*

Optional mobile DLA™

Actively manage your library collection. As a component of the RFID system, this cordless, handheld device instantly reads RFID tags on library materials simultaneously, turning shelf-reading, shelving, sorting, searching, weeding and exception-finding into routine tasks. Compact and easy to use, the mobile DLA can hold information on more than one million items. The ergonomic design and swivel antenna maximize comfort and minimize stooping. No more bending or stretching to read high or low shelves. And because it simultaneously performs shelf-reading, searching and inventory scans, it can save time, increase productivity and discover errors that might otherwise go unnoticed. Start actively managing your library collection today with the state-of-the-art mobile DLA.

Simultaneously performs shelf-reading and inventory scans

Comfortable, cordless, compact and lightweight

Identifies items not properly checked out or in

Allows you to change security status of an item

Manages data transfer from most ILS

libraryConnect.com

libraryConnect.com is the hub for all your bibliotheca equipment and services. This free resource is where libraries can access the helpDesk portal, training materials, download user guides and more. Libraries that leverage libraryConnect.com to its fullest potential have more capabilities at their fingertips than ever before.

Examples of how you can use libraryConnect.com
| selfHelp tutorial videos
| selfHelp user guides
| access support cases

● Free for all bibliotheca customers

● Requires cloudLibrary content module

● Requires annual license

libraryConnect **downloads**

libraryConnect **helpDesk portal**

libraryConnect **user management**

libraryConnect.com

libraryConnect **devices**

libraryConnect **selfHelp**

cloudLibrary Content Acquisition Tool **(CAT)**
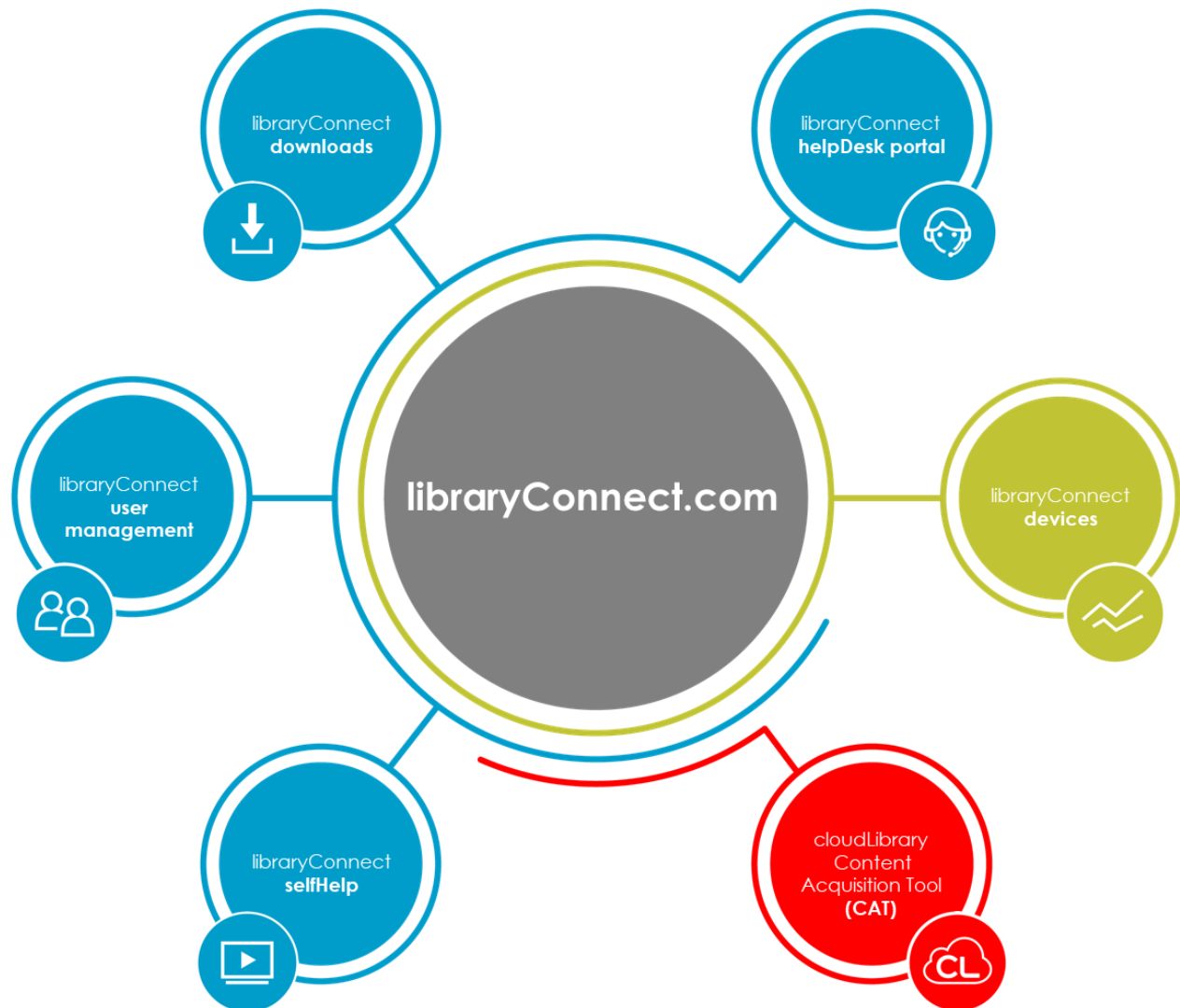
libraryConnect™ devices

Everything you need in one place. libraryConnect™ devices lets you see all bibliotheca's interconnected hardware and software solutions in one place. For libraries looking to further streamline their workflow and visibility, an annual subscription to libraryConnect devices provides powerful tools to manage and configure library equipment remotely as well as provide aggregated reports from one central location.

Detailed and robust reporting

Make data-driven decisions that shape library services, strategic initiatives and staffing levels with easy to access reports.

Configure and troubleshoot remotely

Replicate software configurations across multiple devices, branches or an entire system. Using powerful configuration tools, easily apply workflow changes, appearance custom messages and more.

System alerts

Email and SMS messaging ensures that you will always know the status of all connected bibliotheca solutions.

Access online customer support portal

Submit help desk cases and track status.

Project Implementation

The Vendor shall provide a Project Implementation Plan. This will include:

| **Project Personnel, with a brief description of each person's qualifications and experience.**

Rena Howard, Senior Project Manager
877-207-3127 ext. 138 | r.howard@bibliotheca.com

Rena joined bibliotheca in 2013 and brings with her 20 years of project management experience and an MBA, with a concentration in Project Management. Now armed with knowledge of RFID technology and implementation, she focuses on setting accurate customer expectations, meeting project goals and on-time delivery and installation. With her background in commercial design and construction, Rena often works with customers on new constructions and renovations. Rena has also coordinated transition training and provided branch staff training, highlighting the staff and patron benefits of implementing RFID.

Rena Howard has successfully managed and completed many RFID Library projects. Here is a sample:

| Atlanta-Fulton Public Library, GA
| Cobb County Public Library, GA
| Dorchester County Library, SC
| Lee County Library System, FL
| Dakota County Library, MN
| San Jose Public Library, CA
| Wichita Public Library, KS

John Lehman, President of Operations

Before joining bibliotheca in 2015, John served as the Service Manager at 3M Library Systems for 18 years. He was responsible for leading technical services, field services and software support programs. John holds a Six Sigma Green Belt Certification. John's current role is President of Operations for field service.

Mike Cripe, Vice President of Operations
877-207-3127 ext. 348 | m.cripe@bibliotheca.com

Mike brings over 20 years of leadership experience in software and hardware technology, focused primarily on technical support. He joined bibliotheca in January 2018 and brings extensive knowledge in customer support best practices.

Johnny Gentrup, Manager, North American Field Service
678-336-7980 ext. 325 | j.gentrup@bibliotheca.com
Before joining bibliotheca in 2015 Johnny served as the Support Specialist Supervisor at 3M Library Systems since 2001. While there he was responsible for ensuring excellent customer service across all 3M Library product lines. Now, as the North American Field Service Manager, Johnny applies his more than 30 years of customer service and technology experience in ensuring that bibliotheca's 130+ Field technicians provide the highest levels of customer service.

Dave Noll, Sales Manager, West
Dave brings over 20 years of experience working in high technology, where he has held sales, marketing and management positions in both the software and hardware segments. During his career, he has assisted large, progressive libraries on the West Coast in selecting technology for the future. Dave joined bibliotheca after working in the ILS sector. Dave received a Bachelor of Science in Management from Purdue University.

Mason Humphrey, Account Executive
651-808-4002 | m.humphrey@bibliotheca.com
Mason joined bibliotheca in 2015 after working at 3M Library Systems since 2014. Some of his most notable accounts include Los Angeles County Library, San Diego Public Library, Phoenix Public Library and Salt Lake City Library. He has consulted with these libraries and helped them achieve such goals as convert to RFID to increase self-check usage and staff efficiency. He graduated from the University of Wisconsin, Stout with a Bachelor of Science in Business and Sales.

Craig Chandler, Director of AMH, North America

Craig entered the library industry in 2000 following four years with FedEx, where he specialized in package conveyance. Since 2003, his primary focus has been in design, development, engineering, installation and support of library AMH systems. Additionally, he has extensive experience managing project management, installation, and support teams. He has designed and overseen more than 250 successful library AMH projects in North America. Craig has also been designated the primary inventor for a hardware patent in our automated products portfolio (US 7,461,784 B2).

Project Implementation Schedule, with a timeline for each major part of the implementation.

Your success is paramount to us. We provide an efficient and smooth project implementation process that is designed to ensure your project goals are met. The following outline describes the framework used to develop your project implementation.

After the project is awarded and a contract agreement is signed, a meeting is scheduled with your sales and project implementation teams. The purpose of the meeting is for your bibliotheca project manager to learn more about your current environment, business model, workflow and the goals you want to achieve in this project as well as offer consultation and guidance tailored to your project.

At this initial meeting, we will:
- Confirm products, quantities and services
- Discuss the high-level goals that need to be achieved to make your project a success and define the project acceptance criteria
- Discuss the escalation and change management process, status reporting and meeting frequency

After the initial meeting, your project is ready to move into the next phase: project kick-off!

1. **Project kick-off with project manager and Library:**
   - Your bibliotheca project manager will schedule a project kick-off meeting and establish a regular communication cadence.
   - The Library will provide a designated point of contact and back-up contact for bibliotheca to work with throughout the duration of the project. We commit to open communication between the Library and the bibliotheca team.
   - The Project Manager creates the initial version of the project Statement of Work (SoW) which will align to the Library's goals.

2. **Statement of Work (SoW):** The Library and bibliotheca will discuss the SoW, the project timeline and will schedule the site survey. There may be multiple meetings to define the Statement of Work, depending on the size and complexity of the project. Priorities, branch hours, contacts, customer responsibilities, bibliotheca responsibilities and site preparation are all included in the SoW.

   In order to ensure the success of the project, prior to inception, all parties review and approve the SoW, which will clearly define the work that is to be performed and also include an initial project timeline.

3. **Site survey:** During the site survey, bibliotheca's goal is to better understand your requirements for installation. The bibliotheca team will take

measurements and make suggestions for the best product placement. We will assess power and data connections. It's the Library's responsibility to arrange installation of power, network access points, conduits and pre-installation construction as defined by the site survey.

4. **Equipment and software Installation:** We'll arrange delivery of equipment and will schedule for the complete installation with minimal disruption to your library branches. All installation activities will be scheduled and coordinated with your approval.

5. **Equipment and Software Training:** Initial training is included with the installation of the products you purchased.

6. **Acceptance testing:** Software and hardware will be tested and approved by our installation team. The installation team checks system connectivity, software configuration and tests products with your ILS. To ensure all goals have been successfully achieved, it is important that you also perform testing.

7. **Pre-closure meeting:** As the project nears completion, your bibliotheca project manager will schedule a pre-closure meeting to ensure that all goals have been completed to the satisfaction of the Library.

8. **Project closure:** After all project implementation activities have been successfully achieved, we will send the project closure document to you, which is then signed and returned to bibliotheca. Additionally, after the completion of the project you'll receive a survey to access your satisfaction with this project. We encourage you to provide your feedback to help us improve our process.

Congratulations! Your bibliotheca solution is ready to go.

When your project is complete, bibliotheca will still be here to serve and support you throughout the life of your equipment. We provide you with access to our free LibraryConnect.com portal and an 800 number so that you can quickly reach us regarding concerns.

Timeline

Here's an example of a typical project timeline. This will be adjusted to fit your specific project goals.

Phase	Timeline
Project Kick-off	1 week after contract executed
Initial draft of Statement of Work	1 week after Project Kick-off • Multiple iterations depending on size of project
Site Survey (if needed)	1 week after Project Kick-off • Depending on scheduling needs, it may take more than 1 week to visit all locations
Delivery of Equipment	2-8 weeks, depending upon products selected and customer schedule. We understand that WPLD plans to begin selfCheck and gate installation after tagging has begun, in March 2021.
Capturing configuration information	Ongoing
Equipment and software Installation	1 week after equipment delivery
Hardware and Software Training	Upon completion of installation
Acceptance Testing	Upon completion of installation
Pre-closure meeting	Upon completion of installation and training
Project Closure	Upon completion of all project implementation activities

Details of any materials that the Library will be expected to provide which are outside the provisions of the Vendor's Proposal.

Installation Responsibilities

Activities	bibliotheca	Wilmette Public Library District
General		
Project kick-off meeting	✓	✓
Day-to-day operational responsibility and accountability	✓	
Establish communication channels and agree on reporting procedures, including reporting frequency	✓	
Produce and update project plan to include all steps	✓	
Review and agree on installation plan, including change control	✓	✓
Exception planning/risk identification and assessment	✓	
Schedule and complete site surveys	✓	
Provide documentation (patron guides and manuals)	✓	
Solution Set-Up		
Arrange installation of power and network access points for solutions and conduits as defined by the site survey		✓
Construction/electrical considerations, hole drilling, wall cut outs, etc.		✓
Procurement of SIP2 licenses		✓
Gather information to establish software configurations, kiosk configuration, gate set-up, tagging software, confirming RFID tag data model	✓	✓
Establish arrangements with the Library, IT and stakeholders to undertake system set-up and testing	✓	✓
Confirm sign-off for installation of implemented solutions	✓	✓
Supervise configuration of software solutions	✓	
Delivery and Installation		
Arrange delivery of consumables and equipment	✓	
Resource coordination/mobilization	✓	
Establish installation/sign off acceptance procedures	✓	✓

Technical support personnel must be available on-site within 24 hours for hardware malfunctions.

At bibliotheca, our commitment to service begins when the product is designed and manufactured. We start by building robust, reliable products that can be easily maintained. If an issue requires on-site assistance, our manufacturer-trained technicians will be dispatched to service your equipment, providing your library with the best support and service in the industry.

On-site support. bibliotheca has 120 trained and certified on-site technicians, parts included in plan, 4-hour call back and 8-hour on-site during business hours, contingent on geography-specific call-out schedule. We have a total of six manufacturer-trained technicians in Illinois, with the closest one in Wauconda, IL.

Technical support personnel must be available remotely within 15 minutes for software malfunctions and other assistance.

bibliotheca has the talent and scale to respond quickly and effectively to all your service needs. We have developed an in-house support team that is the largest in the industry. In fact, most of our support calls are resolved and closed the first time a customer calls.

In-house help desk support. We provide a 24/7 hotline and software support hours are: 7AM – 6PM CST, Monday – Friday, less holidays

References

The Vendor must supply five references for similar work it has undertaken in the past five years, preferably within a public library environment. References from libraries in a consortium ILS are especially requested. Please provide library/company and contact names, email addresses and telephone numbers, as well as a brief description of the work performed and project date. At least one of these references should be a library located in northeastern Illinois.

The Library reserves the right to contact any and all references to obtain, without limitation, information on the Vendor's performance on the listed jobs. The Library may also contact other libraries known to be using the Vendor's products.

Mount Prospect Public Library

ILS Horizon

Address
10 South Emerson Street
Mount Prospect, IL 60056

Contact
Tim Loga
Director of IT Services
tloga@mppl.org
847-590-4080

Brief Description
MPPL partnered with bibliotheca to upgrade its legacy system to bibliotheca selfCheck™ 1000 freestanding kiosks, Recommended Reads, and credit card payment terminals. In addition, MPPL implemented libraryConnect™ devices central management system, and a multi-bin AMH sorter system with both patron and staff induction units.

Project Date 2018

Des Plaines Public Library

ILS Polaris

Address
1501 Ellinwood Street
Des Plaines, IL 60016

Contact
Michelle Meyer-Edley
Head of Patron Accounts and Materials Services
mmeyeredley@dppl.org
847-376-2829

Brief Description
DPPL has partnered with bibliotheca since the 1990s and has recently upgraded their equipment to RFID over the last 5 years, which include RFID workstation™ shielded pads, selfChecks™ with Recommended Reads, and RFID gates™.

Project Date 2016

Skokie Public Library

ILS Sierra

Address
5215 Oakton Street
Skokie, IL 60077

Contact
Laura McGrath
Deputy Director
lmcgrath@skokielibrary.info
847-673-7774

Brief Description
SPL has been a long-time partner with bibliotheca and has installed a full suite of bibliotheca's RFID solutions, from our selfCheck™ 500 desktops with credit card payment systems to RFID gate™ premium detection systems, all being managed and monitored with libraryConnect™ devices central management system.

Project Date 2020

Evanston Public Library

ILS Polaris

Address
1703 Orrington Avenue
Evanston, IL 60201

Contact
Karen Danczak Lyons
Library Director
kdanczaklyons@cityofevanston.org
847-448-8655

Brief Description
EPL has been a long-time bibliotheca partner, going back decades to their electromagnetic equipment with 3M Library Systems. Recently they upgraded some of their equipment with our selfCheck™ 500 desktops. EPL has also implemented our newest solution, open+, expanding patron access and extending hours.

Project Date 2020

Winnetka-Northfield Public Library District

ILS Polaris

Address
1785 Orchard Lane
Northfield, IL 60093

Contact
Emily Compton-Dzak
Head of Adult Services
ecompton-dzak@winnetkalibrary.org
847-446-7220

Brief Description
WNPLD has installed a full suite of bibliotheca's RFID solutions, from a 3-bin flex AMH™ to selfCheck™ 1000 freestanding kiosks with credit card payment systems, and RFID workstation™ shielded pads. WNPLD also subscribes to our cloudLibrary™ eContent platform.

Project Date 2018

Key Component Specifications

The following sections list key components and features necessary for efficiently achieving the functionality required. Responding vendors should include the following in the "Available" column:

> **Y:** Yes, the system meets this requirement.
>
> **N:** The system does Not meet this requirement. If there is an alternate functionality, please explain.
>
> **D:** This functionality is under Development. Please indicate when it will be available as a generally released product.
>
> **P:** The system Partially meets this functionality. Please explain the differences and exceptions.
>
> **F:** This functionality is planned for the Future. Please indicate when it will be available as a generally released product.**

**In addition for an answer 'F':
a) The feature, function, product, or service being planned or developed, indicating the date after which the function and feature will be available in general release and operation in the system proposed to the Library.
b) Whether the Library will incur any added cost for the feature, function, product, or service once it becomes available, either as a direct cost of the feature, function, product, or service, or because the feature, function, product, or service will require replacement of or addition to hardware or software originally proposed for initial installation.
c) If the feature, function, product, or service is not available, in development or planned, an explanation of how the specification might otherwise be met using alternative features, functions, products, or services available from the Vendor, including availability dates for any such alternative and any added costs, either direct or indirect.

Any such exception taken to any specification must be stated immediately following the specification in question. Vendors are advised that the Library is interested in receiving proposals from vendors who can offer a Radio Frequency ID system already in use by an installed customer base, and that proposals for systems in an Alpha or Beta phase of development will not be considered. The Library reserves the right to evaluate all proposals on the basis of currently existing features, functions, products, or services meeting the specifications as stated.

11.1 General

Requirement - General	Available	Comment
1. **System must use industry standard RFID hardware. Please specify.**	Y	Our system is fully compliant with both ISO 28560-1 and the North American standard 28560-2. bibliotheca has worked with ISO 28560-2 for many years now, starting before the standard was put into place in North America. With the approval of the NISO RP-6-2012 standard, bibliotheca was the first company to implement 28560-2 in North America at the Ottawa Public Library.
2. **Vendor must be willing to work with the ILS (currently Polaris) and CCS to resolve any RFID functionality problems.**	Y	We are certified partners with Innovative Interfaces, Inc., the company that provides your Polaris ILS. We have included an endorsement letter from III in the Additional Materials section to demonstrate how your ILS and bibliotheca work together to ensure seamless integration.
3. **The RFID system must be upgradeable for changes in technology, such as, but not limited to tag size and function.**	Y	
4. **Vendor must demonstrate an ability to read tags programmed with multiple tag formats, including those of competitors' products to allow for maximum interoperability.**	Y	
5. **System must be FCC Part 15 certified and ADA-compliant.**	Y	
6. **All hardware shall be new and manufactured within the past two years; no refurbished, recycled or repaired equipment will be accepted**	Y	
7. **All equipment must be UL approved for adequate fire and safety compliance.**	Y	All bibliotheca's proposed solutions are UL certified. We encourage you to confirm that other vendors are providing UL certificates for the complete

		self-check and workstation unit, and not just components of the unit. The optional flex AMH™ system components are UL certified. If the library would like the system certified in place, there is an additional cost.
8. Equipment must fit within the specified space designated by the Library.	Y	

11.2 RFID Tags

Requirement - RFID Tags	Available	Comment
1. **Vendor must be able to offer tags as generic library, Library-customized, or blank.**	Y	
2. **Tag must be compliant with industry standards. Please specify.**	Y	All bibliotheca RFID tags are compliant with ISO 18000-3 mode 1 and ISO15693 air interface protocols and the SLi-1 and SLi-2 chips are capable of storing data in the industry standard ISO 28560 format. All bibliotheca solutions can read multiple tags as long as they are ISO compliant.
3. **Tags must use a low acid or neutral pH adhesive.**	Y	All bibliotheca RFID tags have Low / Neutral pH Acrylic Adhesive.
4. **RFID tag must feature a security bit that is turned off automatically during checkout and turned on automatically and simultaneously during check-in as well as inventory control functionality.**	Y	
5. **Tags must have a range of memory options and must allow full alphanumeric character set so that numeric and non-numeric item identification numbers can be represented.**	Y	
6. **Tag must have memory capable of holding additional information including but not limited to item type, multi-part set identifier, and sorting location.**	Y	
7. **RFID tag must have the option to have portions of memory that can be locked and portions that can be re-programmed. Each memory portion must be able to be locked independently of other portions.**	Y	

8. **RFID tag must possess anti-collision capabilities allowing the reading of multiple tags simultaneously. Please specify maximum number.**	Y	The number of tags that can be read is determined by the thickness of the item the tag is affixed to and the type of material, such as DVD cases or thin picture books, or board books, will determine the number of tags that can be simultaneously read.
9. **RFID tags must be available to fit all standard types of library materials: books, magazines, audiobooks, Playaways, CD/DVDs, toys, etc.**	Y	
10. **Book tags must not exceed 2¼ inches in width or length.**	Y	
11. **CD/DVD tags must not cover any area on which data is stored.**	Y	
12. **No part of the tag can exceed a thickness of 18 mils (.018 inch).**	Y	
13. **Tags must be tested for over 100,000 read/write cycles and be guaranteed for the life of the items to which they are applied.**	Y	
14. **RFID tag can be covered by a non- metallic based label so as to conceal its purpose, indicate library ownership and protect the tag from intentional abuse. Labels with sequentially imprinted barcode numbers for use on new materials may also be available.**	Y	We can provide custom printing options with the library's logo, barcode or any other information on printable RFID tags. Artwork can be preprinted in either black or up to four colors and delivered to the library, ready to be applied, for an additional fee.

11.3 Tagging Station

Requirement – Tagging Station	Available	Comment
1. Station must be capable of programming tags by placing a tagged item on the station's antenna and then scanning the item's barcode.	Y	
2. RFID reader must be designed to prevent the reading and writing of items outside of the prescribed field.	Y	
3. Conversion of an existing collection must require no more than a computer, barcode scanner, RFID reader and additional software.	Y	
4. During tagging process, system must automatically interrupt if barcode scanner fails to scan all digits in the barcode.	Y	
5. The tagging station should perform an immediate confirmation read of a programmed tag to ensure that the tag has been written exactly as intended.	Y	
6. Tag programming application must be able to perform a confirmation read of tags in one-at-a-time or multiple modes so the staff can see all data programmed onto tags.	Y	
7. When tag programming errors occur, the system must react in real time using sound and/or visual alerts.	Y	
8. During the tagging process, station must be capable of inputting record or item information (according to Library defined criteria) into the tag.	Y	
9. When optional on-tag programming features are used, the system must be able to turn each feature on or off so the user only works with the data selected by the Library.	Y	
10. The station must have the ability to read, program, and reprogram RFID tags.	Y	

11. The station must include the ability to log all items that have been programmed by barcode number. The system must have the option to save a cumulative list of all item IDs written to RFID tags in a file.	Y	
12. Tagging process must not require an interface with Library's database.	Y	
13. Electronic dispensers for tags and tag overlay labels must be available.	Y	
14. Tagging station must be easy to use and able to convert at a rate of at least 200 items per hour.	Y	The RFID workstation™ mobile system includes a touchscreen monitor, PC, conversion software, barcode scanner and automatic tag dispenser. For print materials, a two-person tagging team operating one conversion station can typically convert at a speed of 275-350 items/hour. Our conversion station can dispense and program tags as fast as a staff person can apply them. Some of our customers have reported being able to tag at a rate of 600 tags an hour.
15. Tagging station must be available for lease.	Y	
16. Tagging station must be available as a mobile system including software, RFID hardware, barcode scanner, mobile cart, and heavy duty battery.	Y	Our proposed mobile conversion station is designed with a standard AC connection. Because it has an AC connection, this conversion station comes with a much faster, more powerful PC than is available with battery-powered-only stations. Our customers love the speed at which they can convert items with the RFID workstation™ mobile and do not report issues with the AC connection.

		Your Library can save money by omitting the battery pack for the conversion station as it is not necessary to successfully tag your collection. Another alternative to adding a battery to the mobile conversion station is using our RFID workstation™ USB, which can be used with a library-provided laptop and cart right in the stacks, so there is no need for a cord.

11.4 Staff Station

Requirement – Staff Station	Available	Comment
1. Staff station must be capable of checking library materials in and out without need for Standard Interface Protocol (SIP or SIP2) communication with the Library's database.	Y	
2. The Library's standard ILS checkout and check-in screens must remain open and fully operational at all times.	Y	
3. The system must be able to turn RFID security on and off as appropriate during ILS check-in and checkout activities.	Y	
4. The station must be able to auto-detect the check-in/checkout mode of the ILS or must provide a single mouse click or keystroke to switch between modes.	Y	
5. The staff application must work with all types of ILS clients.	Y	
6. Staff check-in and checkout must be capable of processing items one at a time or simultaneously for multiple items in a stack. ILS system messages must be properly handled when processing multiple items.	Y	
7. A display of the count of simultaneous items checked in or out must be available to ensure complete transaction processing.	Y	
8. The Library must be able to configure the visual and auditory signals that are produced when a pop-up or exception is detected by the RFID staff software.	Y	
9. When checking items into the ILS the station must display shelving location codes if they have been programmed into the tags.	Y	

10. The RFID staff application client interface must not be intrusive to the ILS staff client. It must take only a small amount of screen real estate and remain easily accessible in a small application window.	Y	
11. Station must have an option to provide visual and audio indication whenever a tag's security has been turned on or off.	Y	
12. Station must be capable of turning a tag's security on or off independently of any other function.	Y	
13. A barcode reader must be able to operate concurrently with an RFID reader. An item identifier to note incorrectly or partially scanned barcodes must be available.	Y	
14. RFID reader design must prevent the reading and writing of items outside of the prescribed field.	Y	
15. System must have a configurable time setting so that it works at the pace of the staff person and does not attempt to re-read items already detected.	Y	The system is designed only to read items once and not re-read items already detected.
16. System must allow user to easily select between security settings.	Y	
17. The proposed system must have a "hot key" feature that will mimic the ILS F-Key set up for one key stroke changes.	Y	

11.5 Materials Return Interface

Requirement - Materials Return	Available	Comment
1. **Items must be checked in to the circulation system in real time. Patrons must be given visual confirmation of materials return.**	Y	
2. **Materials Return must enable returned item to be identified in the Library circulation system as having been returned and update the patron account in real time.**	Y	
3. **Materials Return must have the option to reactivate RFID security.**	Y	
4. **Materials Return must be capable of printing a report for all items returned during a session and for returned items that are on hold.**	Y	
5. **Materials Return must have the option for an audible alarm to alert staff when an item on hold has been returned.**	Y	The option for an audible alarm to alert staff when an item on hold has been returned, is available through the bibliotheca printer utility.
6. **Materials Return must have the option of attaching a receipt printer that prints individual tickets or hold wrappers for items on hold.**	Y	
7. **The process for checking-in materials must have step-by-step visual patron instructions with a first-time user success rate of at least 90%.**	Y	
Our innovative AMH software was designed to easily accommodate unique library needs. quickConnect™ AMH delivers an engaging patron experience for all types of return and sorting interactions. Whether a patron is renewing an item or simply returning a stack of books, quickConnect™ AMH saves time for library patrons and staff.		

Central Library
Please insert medium

Johnson, John

Title	Description	Status
Painter of the Knights	Item is borrowed to you until 28/01/2017	
Broad Triangles in Action	Item is borrowed to you until 30/01/2017	
Berries and Mushrooms	Item is borrowed to you until 08/02/2017	
Playing Chess like the Pros	Item is borrowed to you until 08/02/2017	
Space Engineering for Amateurs	Item is borrowed to you until 08/02/2017	
Stamp Collecting for Millionaires	Item is borrowed to you until 10/02/2017	
Amateur Plumbing	Item is borrowed to you until 14/02/2017	
Motortuning for Software Designers	Item is borrowed to you until 08/03/2017	
Home is where the Heart is	Item is borrowed to you until 17/03/2017	
Husquarna - Guide to Orderly	Item is borrowed to you until 22/03/2017	

10 Item(s)

Select   Select All

| Print account | Renew all (10) | Recheckout Multiple | Recheckout Single | Renew | Logout |

Theme   Info   Size   Language

Central Library
Please insert medium

Account Summary

| 10 loans | 0 holds | $3.25 Charges |

View account   Logout

Theme   Info   Size   Language

8. **Station must have "store and forward" capability that will capture information even when the Library's server is down. The system must be able to operate in offline mode during loss of ILS host communications or network outages.**	Y	bibliotheca's flex AMH™ system comes with our patented "Store & Forward" technology for offline transactions. Your patrons will not even know the ILS is offline, improving their library experience. In addition, when the ILS connection is restored you can configure your flex AMH™ to automatically send all stored transactions to your ILS to be processed.
9. **Materials Return must be designed so as to interface with automated sorting equipment.**	Y	
10. **Materials Return must not require patrons to wait to identify themselves or interface with the Library's circulation system in order to place items in the book drop.**	Y	
11. **Materials Return must have an option for printing and/or emailing return receipts including barcodes of non-RFID items. Patrons returning items must not have to sort them by individual patron account. Please specify if a single printed receipt for all items read is an option.**	Y	

The flex AMH™ with touchscreen induction provides patrons the option of a print or email receipt upon returning materials.

Example of screen receipt options:
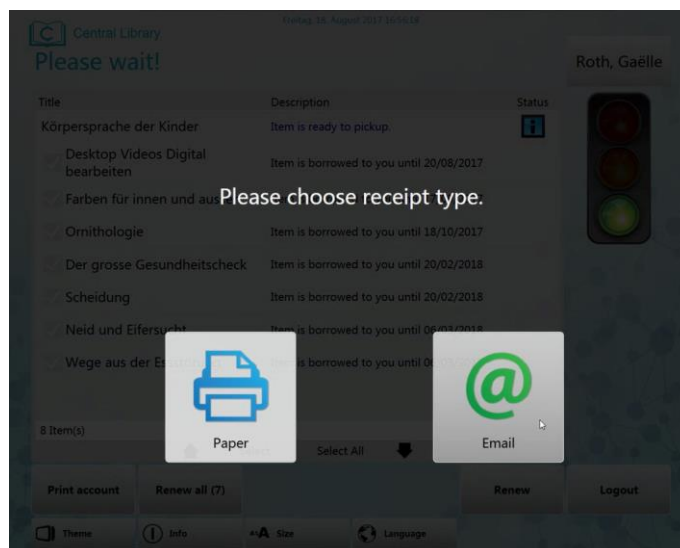
Example of location of receipt printer:

12. **The Materials Return must be able to detect multiple, linked RFID (Radio Frequency Identification System) tags and reject cases without discs and discs that are not in the correct case.**	Y	
13. **The Materials Return must be able to be programmed to reject problem items a predetermined number of times before accepting the problem item.**	Y	

11.6 Self-Checkout Units

Requirement - Self-Checkout Units	Available	Comment
1. **The proposed RFID self-checkout units must be able to read item specific identification numbers, communicate the host circulation system to update the Library's inventory, and turn the RFID security feature off.**	Y	
2. **The proposed system must be able to read multiple tags simultaneously. Please state the maximum number recommended by the proposed units.**	Y	The number of simultaneous items read depends on the thickness and material type of the items, but on average eight items can be read simultaneously.
3. **The proposed units must have a touch screen and an easy to use user interface.**	Y	

The selfCheck™ quickConnect™ interface software leverages a combination of visual animations, text instructions and audible cues to guide the patron through a successful checkout process. In addition, with System Manager, library staff can easily customize the animations, messages and workflow of the check-out process. The following is a standard check-out workflow.

Step 1: Scan or manually type patron's card.
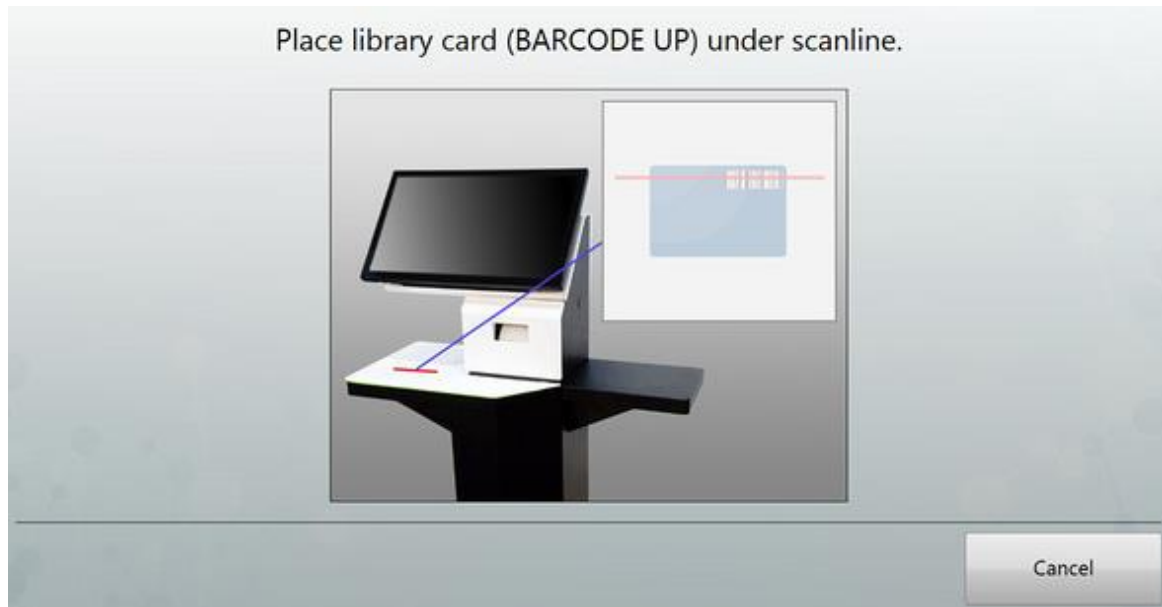
Step 2: Place multiple tagged materials in a stack on RFID antenna shelf and receive notification when all items are checked out.
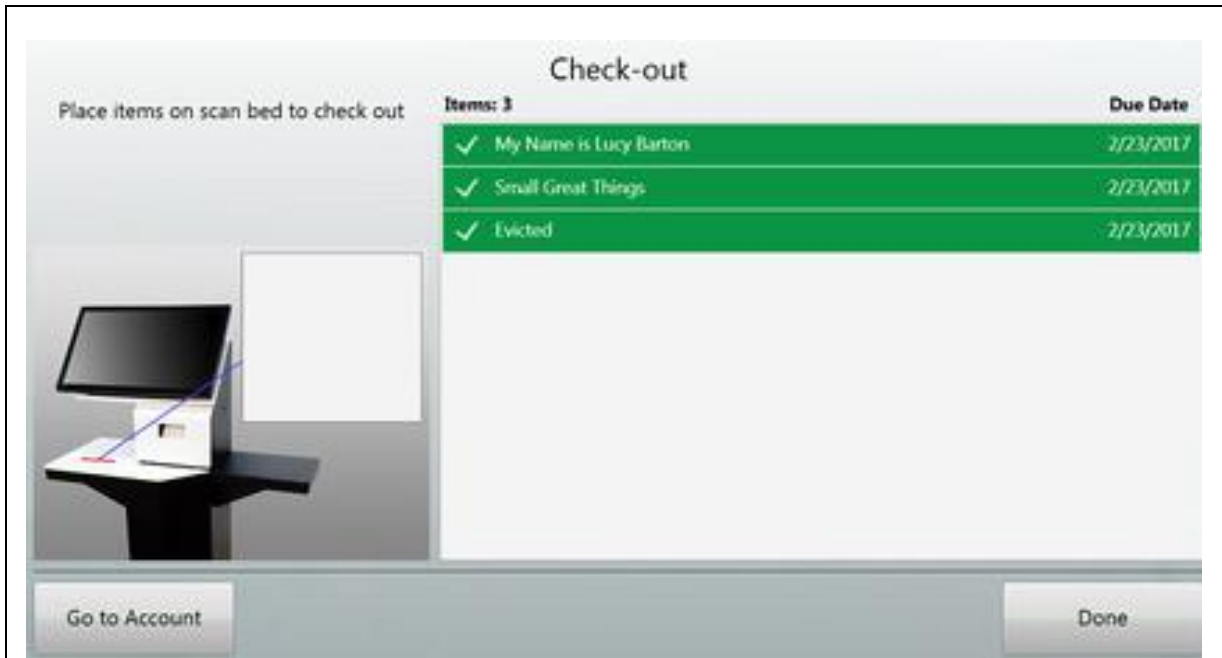
Step 3: Select how to receive your receipt.
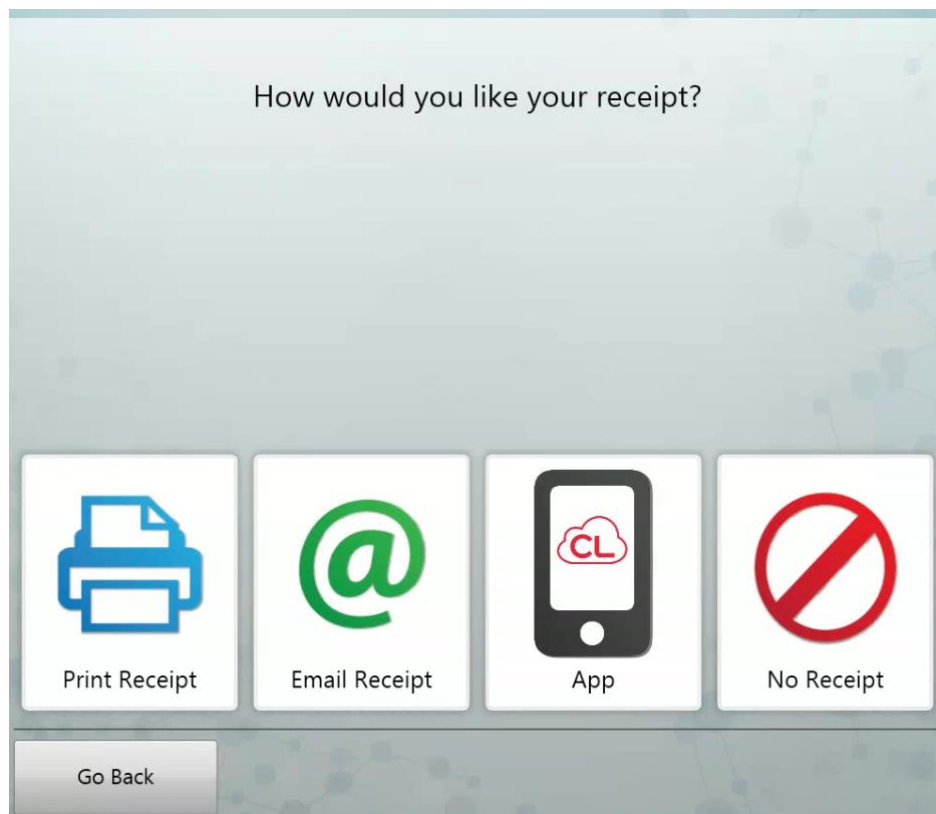
Transaction is now complete!

In addition, we not only meet ADA guidelines, but bibliotheca software and devices were purpose-built with accessibility in mind. Our installers will work with the library to make sure that all city codes and disability standards are met. We provide users with numerous effective accessibility features:

- With our 22" touchscreen monitor, patrons can easily adjust the font size of the onscreen text to their preferred viewing preference.
- Using animated instructions on the screen users can complete the process without needing staff assistance and leave your library with an overall positive experience.
- The buttons on the screen are all located in the lower third of the screen. The buttons are all reachable by someone in a seated position, provided that the countertop on which the self-checkout unit is placed is at a height compliant with ADA guidelines.
- We allow the patron to increase the font size to allow for easier reading of the screen on their transaction. A flip button switches the top half of the portrait-oriented screen to the bottom, so all Patron Promos and Recommended Reads, and other buttons are accessible.
- We avoid flashing images.
- The library can configure text and timeouts as required.
- A hard-of-hearing user can use the kiosk to its full capacity as the default setting is to not rely on audio.
- Text-to-speech gives patrons who are visually impaired the ability to more easily use the self-serve kiosks.
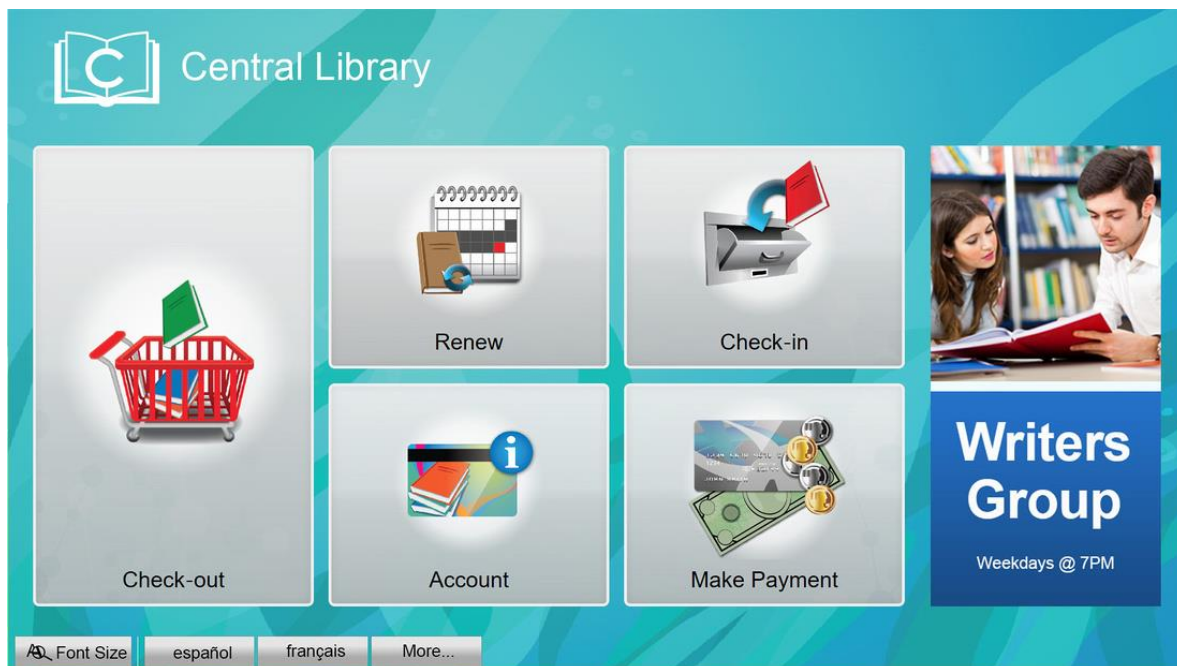
Unlike other vendors who provide a piecemeal approach to their software functionality, utilizing multiple "add-on" interfaces, bibliotheca provides an all-inclusive patron interface solution with quickConnect™ on all your selfCheck™ units. Not only

does this provide your patrons a seamless and intuitive user experience it is easy for staff to manage in our robust backend System Manager.

4. The proposed units must have the ability to print out all information on a single receipt. Such receipt must be customizable to incorporate Library hours, identity, etc.	Y	

Staff members can customize what information is displayed on the receipts: customer ID, items checked-out, items checked-in, renewed, recommended reads, title, ID, fees, due date, ILS messages, etc. The receipt can also include library identity, hours, etc. Both the "header" and "footer" of the receipt are configurable by the library.

Example of configuration settings in System Manager and a sample receipt:

Your receipt

L

DC public library

Shaw (Watha T. Daniel)
Neighborhood Library
1630 7th St NW
Washington, D.C. 20001
www.dclibrary.org

Sunday. 1:00 p.m.-5:00 p.m.
Monday - Thursday: 9.30 a.m.-9:00 p.m.
Friday - Saturday: 9:30 a.m.-5:30 p.m.

Customer ID: FILTEREDPATRONID#1

Items that you checked in

Title: Item Title #1
ID: ITEMID#1
Messages:
Item Message #1

Title: Item Title #2
ID. ITEMID#2
Messages:
Item Message #2
Item Message #3

Items that you checked out

Title: :Item Title #5
ID: ITEMID#5
Fee(s): $1.00
Due: Sunday, February 9, 2020
Messages:
Item Message #5
Item Message #6

Title: Item Title #4
ID: ITEMID#4
Due: Sunday, February 9, 2020
Messages:
Item Message #4

Items that you renewed

Title: Item Title #7
ID ITEMID#7
Due: Sunday, February 9, 2020
Messages
Item Message #7

Title: Item Title #8
ID ITEMID#8
Fee(s): $0 50
Due: Sunday, February 9, 2020
Messages.
Item Message #8
Item Message #9

Total items: 6
1/10/2020 2:14 PM
Messages:
Patron Message #1
Session Message #1
Session Message #2

Thank you for using the DC Public Library's
Self-Check System!

5. **The proposed units must have the ability to display in multiple languages.**	Y	

bibliotheca allows your patrons to choose from more than 70 languages that best meet their needs at the self-service kiosk. Other vendors can only offer a handful of language options or limit the number available at the kiosk.

Our list of languages available to patrons include: Afrikaans, Af-Soomaali, Arabic, Breton, Bulgarian, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English (Ireland), English (U.K.), English (U.S.), Filipino (Philippines), Finnish, French (Canada), French (France), Gagana Samoa, German, Greek, Hebrew, Hindi, Hmoob, Hmong, Hungarian, Indonesian, Irish, Italian, Japanese, Korean, Lithuanian, Malay, Maltese, Maori (New Zealand), Norwegian, Polish, Portuguese (Brazilian), Portuguese (Portugal), Punjabi, Romanian, Russian, Samoan, Serbian, Sinhala, Slovak, Slovenian, Spanish (Latin American), Spanish (Spain), Swedish, Tagalog, Tamil, Thai, Turkish, Ukrainian, Urdu, Vietnamese, and Welsh.

In addition, we offer a text-to-speech option, which will give patrons who are visually impaired the ability to more easily use the self-serve kiosks.

6. **The proposed system must have the ability to perform off-line transactions and maintain records of all items check out when the ILS is offline and then upload transactions when the system is online.**	Y	quickConnect™ selfCheck™ software offers bibliotheca's patented "Store & Forward" technology for offline transactions. Your patrons will not even know the ILS is offline, improving their library experience. In addition, when the ILS connection is restored you can configure your selfCheck™ to automatically send all stored transactions to your ILS to be processed.
7. **The proposed system must have the ability to display user information and allow transactions such as renewal of items not present.**	Y	

Example of quickConnect™ interface Account Summary/Dashboard.

8.	The proposed system may have the option to unlock security cases only for those items that have been checked out and to accept credit card payments for late fees.	Y	
9.	The proposed system must provide performance statistics for each individual unit.	Y	

Some vendors make you contact them to get your own data! bibliotheca gives you the tools to gather your own statistics. With our central management web portal, libraryConnect™ devices, your staff can monitor the health of your system and aggregate data from all bibliotheca security gates, selfCheck™ units and automated

material handling systems. This allows you to easily perform a system-wide analysis of all your equipment at all branches. Through archived data, libraries can conveniently create consolidated reports by location or time and make data-driven decisions based on usage trends.

This data includes transactions by hour, day of the week, month and year. The statistics and reports can be accessed by library staff via our libraryConnect™ devices portal from any web browser.

| Number of items borrowed, renewed, and returned
| Number of successful and unsuccessful transactions and sessions
| Number of ILS offline
| Number of items returned, sorted and rejected
| Number of payment transactions
| Number of Recommendations
| Number of patrons counted in and out of the detection system
| Number of gate alarms
| Number of fines paid
| Number of cash transactions
| Number of credit card transactions
| Number of ePayment transactions

Example of Optional Hourly, Daily, Weekly, Monthly, Yearly reports available by various transaction types like successful or unsuccessful transactions:

	Items Borrowed		Items Returned		Sorting			Items Renewed		User Login			Payments			Recommendations	Overview		
	Successful	Failed	Successful	Failed	Return session start	Sorted	Rejected	Successful	Failed	Successful	Failed	ILS Offline	Successful	Failed	Coinbox empty	Actions	Successful	Failed	Total
⊞ Sunday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
⊞ Monday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
⊞ Tuesday	224	5	0	0	0	0	0	5	0	55	4	0	0	0	0	0	284	9	293
⊞ Wednesday	252	6	0	0	0	0	0	2	6	65	3	0	0	0	0	0	319	15	334
⊞ Thursday	268	5	0	0	0	0	0	14	0	70	3	0	0	0	0	0	352	8	360
⊞ Friday	103	1	0	0	0	0	0	2	0	42	1	0	0	0	0	0	147	2	149
⊞ Saturday	246	0	0	0	0	0	0	0	0	55	7	0	0	0	0	0	301	7	308
Total	1,093	17	0	0	0	0	0	23	6	287	18	0	0	0	0	0	1,403	41	1,444

Example of individual item transaction returns:

Timestamp	Action	Successful	Patron Id	Item Id	Event Data	Device
7/16/2018 6:32:02 AM	return	Yes	*	******4192	sip.1	Forsyth County Public Library, Post Road Library, PR_300_patron3
7/16/2018 6:45:41 AM	return	Yes	*	******8417	sip.1	Forsyth County Public Library, Post Road Library, PR_300_patron3
7/16/2018 6:45:45 AM	return	Yes	*	******5008	sip.1	Forsyth County Public Library, Post Road Library, PR_300_patron3

All reports also include graphs to visualize the report. Example of a customized report showing items borrowed by day of the week or people in the library by time of day:

In addition, with libraryConnect™ devices your staff members can save their report parameters so they can easily schedule the report to auto-update in the future. For example, you can set up a report type to view the People Footfall detected on all gates within all your locations on a monthly basis. Each month, you can simply run the report type and the results will update.

Accessible using any web browser, libraryConnect™ devices allows library staff to set up alerts and notifications for your devices, such as SIP2 connections and receipt printer status. You can monitor all of your assets and see all of your locations, log new support cases, view help desk notes and more.

Multiple device monitoring:

Specific device component monitoring:

Unlike other vendors who only provide pop-up message alerts to staff computers, bibliotheca's libraryConnect™ devices allows your staff to set up email or SMS alerts and notifications so you can fix problems before your patrons notice that you have one, such

as low printer paper, network connection loss and power failure. You can choose what method you want to receive the alert, the frequency, and for what particular device or component (AMH return bin, Printer, etc.).

Examples:

10. The proposed system must offer the option for print or email receipts.	Y	

Example of receipt selection screen at check-out. Your library can easily customize the method they want their patrons to receive receipts.
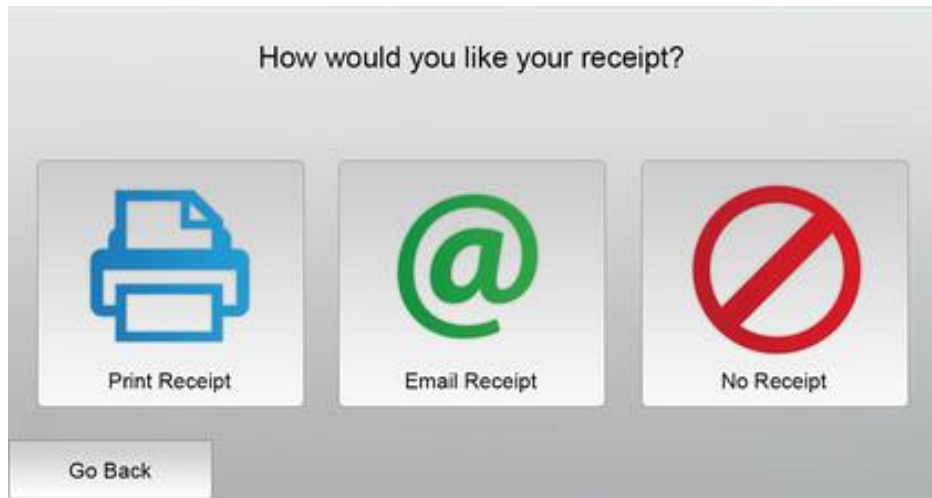
11. The fines and fees system shall be integrated into a self-checkout system.	Y	
12. The fines and fees system shall utilize a seamless user interface that is integrated into the self- service process.	Y	Our proposed credit card system's software is directly integrated into our selfCheck™ patron interface.

   Making a Payment

Step 1: Scan Library card

Place library card (BARCODE UP) under scanline.

Enter Account Number | Cancel

Step 2: Select Charges

Account Summary
Douglas Abernathy | ********7804
Dabernathy@mmm.com

3	1	$16.00
Items Out	Holds	Charges
	1 Available	

Go to Check-Out | Print/Email Report | Done
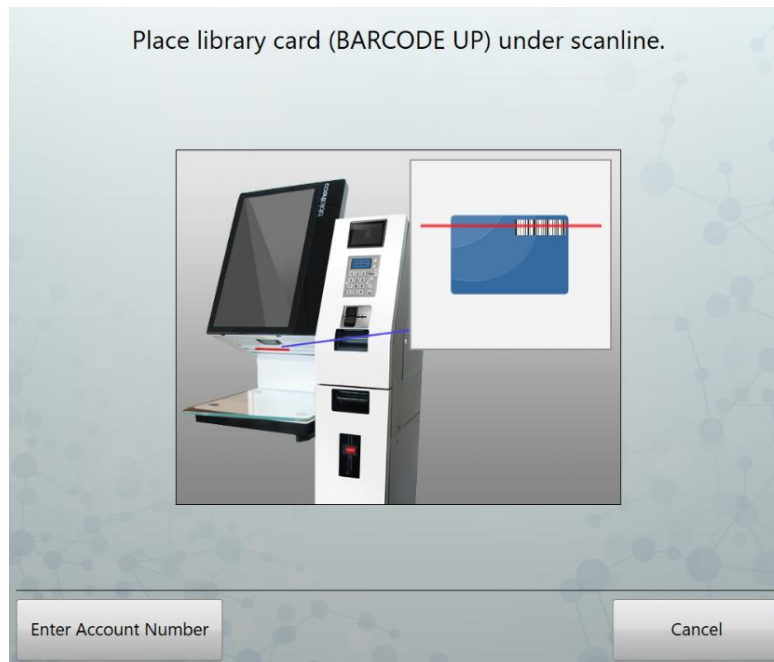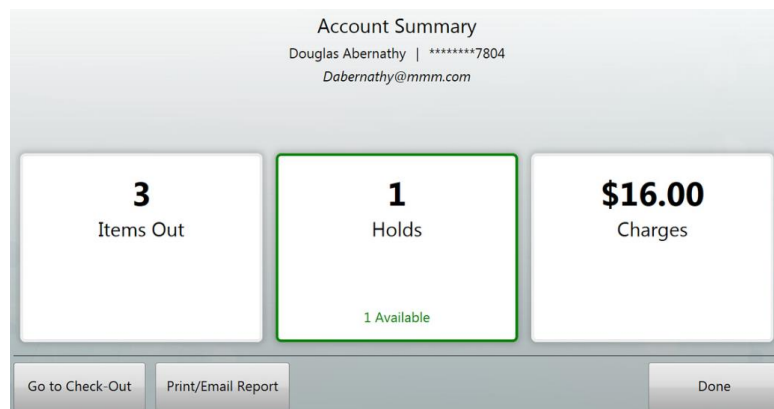
Step 3: Select if you want to pay for all charges or specific ones. Then select Pay.

Account Charges

Charges: $16.00	Type	Amount
Prison Life	processing	$6.00
True Confessions	replacement	$10.00

Pay

Go to Account   Done

Step 4: Follow the prompts on the screen and the credit card terminal to finish the payment transaction.

13. The fines and fees system shall allow the Library to determine minimum, partial, or full payment of the fines or fees.	Y	

Staff can easily configure fine and/or fee thresholds that will trigger a message and block the patron's checkout privileges if they exceed the maximum threshold, with bibliotheca's quickConnect™ System Manager software.

Thresholds

Require Maximum Payment   On

Notify customer for account balance equal or greater than: 0.5

Payment required for account balance equal or greater than: 20

Refer customer to desk for account balance equal or greater than: 60

Update

14. The fines and fees system shall accommodate credit and/or debit card payment methods.	Y	
15. The fines and fees system shall print a credit/debit card receipt separate from the checkout receipt.	Y	

Sample receipt:

DC Public Library

L

DC public library

1/10/2020 10:52 AM
Tx ID: Test CC Transaction #1

Customer Name: Test Patron
Customer ID: ~~~~~~~~~ID#1

Type: Payment
Amount: $12.34 USD

Unknown
Card Balance: $37.66 USD

Status: Approved
00
Approved

Approval: 125680
Approved Amount: $12.34 USD
Total: $12.34 USD

Customer Copy

Important - retain this copy for your records

Thank you for using the DC Public Library
selfCheck!

11.7 Automated Sorting Equipment
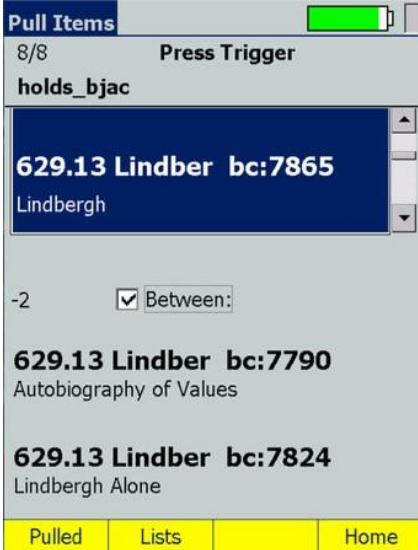
Requirement - Automated Sorting	Available	Comment
1. Automated sorting equipment must be capable of distributing returned items into separate bins according to criteria established by the Library with the ability to change configuration as needed.	Y	Unlike some vendors who are only able to provide sort groups of based on 50 sort rules or 10 sort exceptions, bibliotheca provides sortation criteria from an unlimited number of rules and exceptions.
2. In the process of sorting, tag security must be reactivated.	Y	
3. Sorting software must interface with Library's database through SIP2 in order to separate holds and ILL material from other items.	Y	
4. System must have an option for printing hold wrappers for each item on hold as it is accepted into the system.	Y	Our flex AMH™ prints individual wrappers/receipts for each item on hold.
5. System must accommodate two patron induction points and one staff induction.	N	We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) We have provided several sorter options for your consideration and would be happy to discuss with WPLD. Based on the current dimensions of the room this is the only configuration that would fit. The current space allotted does not accommodate a staff induction. As WPLD is considering a larger sorter room in the future, the flex AMH™ can accommodate this growth because it's completely modular design will allow you to easily relocate and expand the system to include additional

		bins, additional patron inductions, and a staff induction.
6. **Sorting software must distribute items that have no RFID tag or damaged RFID tags into a separate bin.**	Y	
7. **The system must be capable of working with an optional staff induction station in order for staff to place items into the system for check- in. The induction station must have the capability to back date materials for check-in and discharge items without fines.**	Y	Our proposed solution provides backdating of items. This feature can only be enabled if the "Store and Forward" offline mode functionality is not enabled. We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) We have provided several sorter options for your consideration and would be happy to discuss with WPLD. Based on the current dimensions of the room this is the only configuration that would fit. The current space allotted does not accommodate a staff induction. As WPLD is considering a larger sorter room in the future, the flex AMH™ can accommodate this growth because it's completely modular design will allow you to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction.

8. System must have "store and forward" capability that will capture information even when the ILS server is down for relay after service to the ILS server has been restored.	Y	If there is a network or ILS disconnection the system can be configured to go into offline mode, which allows patrons to continue to return materials, but stores the check-in data for when the network connection is reconnected, auto-sending the check-in data to the ILS for processing. This allows patrons to continue to return materials when the ILS is not available. Note: This feature can only be enabled if the "backdating" feature is not enabled. When the system is being initially set-up and configured, we will work with you to determine which feature you prefer. We are currently working on an enhancement to provide libraries both functionalities simultaneously.
9. System must be capable of handling up to 2,000 items per hour.	Y	
10. System must provide bin-full lights.	Y	
11. System must allow for expandability to a virtually unlimited number of sorting bins.	Y	
12. System must fit into current circulation area without moving existing walls.	Y	We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) We have provided several sorter options for your consideration and would be happy to discuss with WPLD. Based on the current dimensions of the room this is the only configuration that would fit. The current space

		allotted does not accommodate a staff induction. As WPLD is considering a larger sorter room in the future, the flex AMH™ can accommodate this growth because it's completely modular design will allow you to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction.

11.8 Portable Handheld Reader

Requirement – Handheld Reader	Available	Comment
1. **The portable handheld reader must feature an easy-to-use touch screen display.**	Y	The mobile™ DLA device has a built-in 2" x 3" color touchscreen display.
Screenshot: 		
2. **The portable handheld reader must include a simple method of inputting information.**	Y	
3. **To insure maximum read capacity, the portable handheld reader must have an RFID antenna that is at least six inches long.**	Y	
4. **To be able to read items that may not be tagged with RFID the portable handheld reader must support barcode scanning. State weight of handheld unit.**	N	We are proposing our mobile™ DLA inventory device. With the ability to simultaneously perform shelf-reading, searching and inventory scans, mobile™ DLA can save time, increase productivity and discover errors that might otherwise go unnoticed. The device can also quickly identify items that were not properly checked out and instantly detect the security status of materials.

			The mobile™ DLA does not support barcode scanning. Approximate weight is 22 oz (including battery).
5. **The portable handheld reader battery life must allow the user to work for at least seven hours before charging or changing batteries is required. State number of hours that the charge lasts.**	Y		The mobile™ DLA uses a rechargeable battery, with a battery life of 6 to 8 hours.
6. **The portable handheld reader must have built-in diagnostics for troubleshooting. Describe.**	Y		There are several errors that may cause an item to be listed in the error list. These include: Order error, Search Item, Check Shelf Alert, Item not in database, Blank tag and Item Verification. During the Check Shelf Order function the mobile™ DLA displays Check shelf alert messages that can help you identify items that may belong on a different shelf (even though they are in the correct shelf order for the shelf that you just scanned).
7. **The portable handheld reader must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read and be capable of reading no fewer than ten items of a thickness of ⅛" thick or more per second with 99% accuracy.**	Y		
8. **The portable handheld reader system must have the capacity to read multi-line, fixed-length-field, or delimited-field records from an electronic file containing shelf or search lists and create a portable database for use in a portable handheld RFID reader.**	Y		
9. **The proposed portable handheld reader must accommodate data collection simultaneously with other functions.**	Y		

10. The portable handheld reader must direct the user to items on "pull" lists and provide a method to keep track of which items have been found and which have not been found.	Y	
11. The proposed portable handheld reader must accommodate data collection of up to one million items to collect and store identifiers of items scanned and store those items in user-defined categories for upload.	Y	
12. Portable handheld reader must be able to automatically save scanned item data for upload into the ILS' inventory module without requiring a memory card to transfer data from the reader to a computer.	P	The mobile™ DLA device comes with a memory card that collects scanned item data that can be uploaded to a library staff computer. After you have collected item IDs to a collection category, you will need to import the data back into staffConnect™ data.
13. The proposed system must assist a user with sorting items on a shelf or cart.	Y	
14. The proposed system must assist a user with item searches.	Y	
15. The proposed system must identify items on multiple user- defined search lists (e.g. missing, claims returned, billed, lost and paid, inventory).	Y	
16. The search capability must be active during data collection, sorting, pulling, and finding functions, with option to turn it off if desired.	Y	
17. The proposed system must assist the user with finding items on hold (reserve) or weed lists or other user-defined lists available from the circulation system.	Y	
18. The proposed system must allow a user to identify individual items that have not been properly checked-out and have caused an alarm of the detection system. This capability must also allow the user	Y	

to scan items on library carts or shelves to identify individual items that have not been properly checked-in before re-shelving.		
19. The proposed system must validate item identifier (barcode) data from input lists and provide a log of errors found.	Y	
20. The proposed system must create PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.	Y	
21. The proposed portable handheld reader must have the ability to download/upload barcodes to the Library's circulation system.	Y	
22. The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified. The audible tones shall be adjustable by the user.	Y	
23. The proposed portable handheld reader must operate without cords and/or cables and have a flexible swivel or movable RFID antenna for easier use.	Y	
24. System must be able to scan shelves by waving a wand along the base of book shelves without having to stop for each item.	Y	

11.9 Dual-Aisle Security Gates

Requirement – Dual-Aisle Security Gates	Available	Comment
1. The proposed system should be approved by the CSA or UL for safety to Library patrons and staff. The entire system (not components) must be approved. As verification the CSA/UL mark must be displayed on the serial plate of the equipment.	Y	bibliotheca's proposed RFID gate™ premium is UL and FCC certified. We encourage you to confirm that other vendors are providing UL certificates for the complete unit, and not just components of the unit.

The product label is displayed on the side base cover plate.

2. The system should have a read range of forty-eight inches between gates. Please specify your product's range.	Y	Optimal range coverage is achieved within 63 inches of separation.
3. The system must use the latest ISO standard for RFID and RTF technology.	Y	
4. Detection system must be shielded from external interference from light fixtures, Wi-Fi, cellular signals, elevators, etc.	Y	
5. The detection system must include a patron counter and must be able to provide total patron count via remote, web- based software that can provide hourly, daily, monthly, and yearly counts.	Y	
6. The proposed system must be able to issue visible and audible warnings.	Y	In addition to an audible alarm, the gates are designed with LED lights to emit a visual alarm. The library can customize the alarm color by selecting from seven

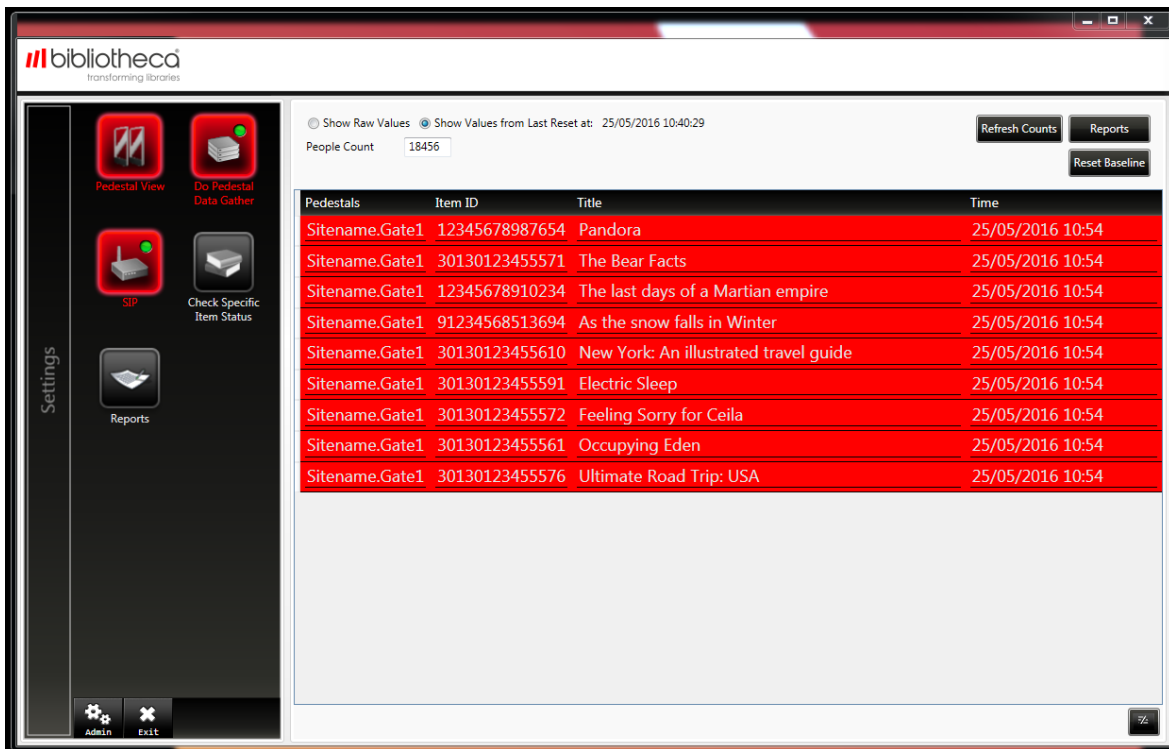|		different colors: red, cyan, magenta, blue, green, yellow, white. The library can choose the perfect alarm for their environments.
Example:		
7. **The audible alarm volume must be adjustable by staff.**	Y	While the alarm volume can be adjusted, we advise that this is only done by a bibliotheca technician, as it is a part of the system's circuit board. During installation, our manufacturer-trained technicians will work with your staff to make sure the system is configured to your library's preference.
8. **The alarm duration must be adjustable by staff on each individual gate.**	Y	While the alarm duration can be adjusted, we advise that this is only done by a bibliotheca technician. This can be done remotely. During installation, our manufacturer-trained technicians will work with your staff to make sure the system is configured to your library's preference.

9.	Tags with theft or security status that is "on" must immediately trigger an alarm. System must be capable of relaying information about tags that have not been disabled directly to staff stations.	Y	In addition to visual and audible security alarms at the gate, our staffConnect™ gate software notifies staff with a pop-up notification with all the necessary information, such as item barcode and title, to quickly resolve the reason the gate alarmed and continue to maintain the security of the library collection.

Screenshot of staffConnect™ gate software:

Pedestals	Item ID	Title	Time
Sitename.Gate1	12345678987654	Pandora	25/05/2016 10:54
Sitename.Gate1	30130123455571	The Bear Facts	25/05/2016 10:54
Sitename.Gate1	12345678910234	The last days of a Martian empire	25/05/2016 10:54
Sitename.Gate1	91234568513694	As the snow falls in Winter	25/05/2016 10:54
Sitename.Gate1	30130123455610	New York: An illustrated travel guide	25/05/2016 10:54
Sitename.Gate1	30130123455591	Electric Sleep	25/05/2016 10:54
Sitename.Gate1	30130123455572	Feeling Sorry for Ceila	25/05/2016 10:54
Sitename.Gate1	30130123455561	Occupying Eden	25/05/2016 10:54
Sitename.Gate1	30130123455576	Ultimate Road Trip: USA	25/05/2016 10:54

Show Raw Values / Show Values from Last Reset at: 25/05/2016 10:40:29
People Count 18456

Refresh Counts / Reports / Reset Baseline

Pedestal View / Do Pedestal Data Gather / SIP / Check Specific Item Status / Reports / Settings / Admin / Exit

10.	The system must have the option to only trigger an alarm when a patron is present in the corridor or exiting the Library.	Y	
11.	Dual-aisle exit detection should create an opening of forty-eight inches.	Y	
12.	The system must provide security even when the Library's ILS host system or network is offline or not functioning.	Y	

13. The proposed system must offer multiple installation options including direct mount with ADA-compatible threshold plate, base plate with minor floor modification, buried cables for recessed conduit under a finished floor.	Y	We are proposing a direct mount model but can provide pricing for base plate and buried cable models.
14. The system must display that it is functioning correctly and, if not, be easy for staff to tune or calibrate without having to call for service.	Y	
15. The system must have a low-power consumption mode.	Y	Designed with energy-saving features in mind, the power save mode only activates RFID detection when people are approaching. This "green" feature saves the library energy costs during off peak times.
16. The system should require only one data connection.	Y	
17. The system must have an option to connect to the network wirelessly.	Y	In order to ensure a stable and uninterrupted network connection, bibliotheca recommends an Ethernet connection, which would provide your patrons and staff a continuous and optimal user experience. However, if a network socket is not available to connect via Ethernet directly, and an existing WiFi network is available, then you can use an external library-supplied WiFi range extender to connect to the building's WiFi network. A standard Ethernet cable can then be used to connect from the external WiFi range extender to the bibliotheca product.
18. The system must have an on/off switch accessible to staff.	N	We do not want the gates to be easily turned off by patrons, so bibliotheca gates do not have this feature. One alternative would be to have a switchable outlet or breaker that is accessible only to staff.

19. The system, when triggered, must send information to staff about what items have not had security disabled.	Y	

Training and Documentation

The Vendor will supply adequate training free of charge as part of the implementation process. Please state format of the training (on-site, web conference, etc.) Please supply a proposed training schedule. Please include optional pricing for additional training as part of the Cost Proposal.

The Library seeks to train key personnel, including staff members from Circulation, Technical Services, 2 system administrators, and public service staff in the use of all equipment. Total number of staff to be trained is approximately 30.

a. **All training will be performed by Vendor at Wilmette Public Library.**

Understood. Currently training is performed online due to the COVID-19 pandemic. We would be happy to discuss this with you.

b. **At least two copies of user manuals, plus any other materials, will be distributed before training. Operation manuals must be provided with the equipment.**

Understood.

c. **All manuals will also be available in electronic format with unlimited distribution within the library, and shall be supplied free of charge.**

Understood.

d. **Vendor, sales staff, and technical support staff will interact with the Library during planning, the installation phase, and follow-up immediately after such installation.**

Understood.

e. **Introductory operator/user/staff training shall be provided at no charge.**

Understood.

f. **Options and pricing for additional staff training periods and topics will be indicated in the "pricing" section below.**

Understood.

The Vendor must list all product documentation that will be provided to the Library. Please state whether this is as hard copy and/or downloadable/electronic and how often it is updated.

Documentation is provided free of charge in electronic and print formats for all products and for each release of software and/or hardware. Extensive how-to videos, tips, manuals and user guides are all available in one easy-to-access place – bibliotheca's libraryConnect.com portal. All manuals feature clear, instructional images and step-by-step guidelines. Manuals are updated once a new version has been released.

Support and Maintenance

The Vendor shall supply detailed information on its Support and Maintenance policy for the RFID systems that it sells. Information should include the following:

bibliotheca technicians are required to complete weeks of training for each product before being certified to work on it. Many of our customers have been working with their bibliotheca tech for years. Our customers appreciate the consistency and compliment us on the high-level of confidence that they have in their technicians. Some of our in-house product experts and on-site technicians have worked with these products for more than five years and in some cases are 20-year veterans.

Since the acquisition of 3M Library Systems in 2015, bibliotheca strives to continually improve its customer service and support. We have:

- Doubled the size of our internal helpDesk staff to better serve our growing customer base
- Implemented a customer survey on all helpDesk cases, allowing our management teams to see feedback immediately, which has led to a 93% satisfaction rating from our customers
- Instituted process improvements and in-depth product training for all employees who work in customer support
- Created a Customer Focus program dedicated to improving communication and the overall customer experience

Vendor live telephone support hours of operation.

In-house help desk support. We provide a 24/7 hotline and software support hours are: 7AM – 6PM CST, Monday – Friday, less holidays.

Methods of logging support requests.

With libraryConnect™ we provide an online support Portal 24/7, allowing you to create and monitor help desk cases, access user guides, view helpful videos and download training materials

Guaranteed response times for both remote and on-site support.

At bibliotheca, our commitment to service begins when the product is designed and manufactured. We start by building robust, reliable products that can be easily maintained. If an issue requires on-site assistance, our manufacturer-trained technicians will be dispatched to service your equipment, providing your library with the best support and service in the industry.

On-site support. bibliotheca has 120 trained and certified on-site technicians, parts included in plan, 4-hour call back and 8-hour on-site during business hours, contingent on geography-specific call-out schedule. We have a total of six manufacturer-trained technicians in Illinois, with the closest one in Wauconda, IL.

bibliotheca technicians are required to complete weeks of training for each product before being certified to work on it. Many of our customers have been working with their bibliotheca tech for years. Our customers appreciate the consistency and compliment us on the high-level of confidence that they have in their technicians. Some of our in-house product experts and on-site technicians have worked with these products for more than five years and in some cases are 20-year veterans.

bibliotheca has the talent and scale to respond quickly and effectively to all your service needs. We have developed an in-house support team that is the largest in the industry. In fact, most of our support calls are resolved and closed the first time a customer calls.

In-house help desk support. We provide a 24/7 hotline and software support hours are: 7AM – 6PM CST, Monday – Friday, less holidays

System update and upgrade policy.

Service and maintenance agreements cover hardware and software solutions developed and manufactured by bibliotheca. PC operating systems (OS) fall outside bibliotheca service and maintenance agreements as OS functions are driven by Microsoft.

bibliotheca will support the operating system for the life of the self-check system, if the operating system manufacturer supports it and the library is on an active service and maintenance agreement. If the operating system is no longer supported by its manufacturer, bibliotheca will work with the library to upgrade the OS for a fee.

Physical location of replacement equipment and guaranteed delivery time of replacement equipment.

bibliotheca's warehouse is conveniently located in College Park, Georgia, near one of the largest international airports and logistics hubs in the world. Our technicians carry the most commonly used parts in their service vehicles, which ensures prompt repairs.

A sample Support and Maintenance Agreement.

Please see the Additional Materials section for our Terms and Conditions of Support and Maintenance.

A sample Service Level Agreement.

Please see the Additional Materials section for our Terms and Conditions of Support and Maintenance.

Guarantees and Warranties

Please provide details of all guarantees and warranties that accompany your solution. At a minimum these must include a warranty that the solution will meet or exceed any performance and reliability standards included in your response to this RFP for the entire period that it is being maintained by the Vendor.

a. **Tags must be guaranteed to be effective for the life of the item to which they are originally affixed and, if found to be defective, must be replaced at no cost to the Library.**

Agreed. All RFID tag™ products must pass accelerated aging testing at 85°C and at 85% humidity for 15 weeks which included performance testing. Our entire range of RFID tag™ products, when handled according to our recommended practices, are guaranteed for the lifetime of the item to which they are affixed. In addition, all labels in our range come complete with a 50-year or 100,000 read-write data retention guarantee. In the unlikely event an RFID label is found to be defective, we will replace it, free of charge.

b. **Vendor must provide an all-inclusive 12-month warranty on equipment, software, and components and offer a maintenance/service contract thereafter. All proposed maintenance/service contracts are subject to negotiation by the Library.**

Agreed.

c. **Vendor must offer a 12-month, 100% money-back performance guarantee on all equipment purchased and covered by 12-month warranty or service agreement.**

Agreed.

d. **Software patches and service pack releases must be supplied at no additional charge to the Library.**

As long as the library is under an annual service and maintenance agreement, we provide software patches about every six months. We will coordinate these releases with your library staff to ensure there is not any downtime on your end while the releases are downloaded.

e. **Service technicians must be fully trained, factory-authorized, and certified by the manufacturer to perform service.**

Agreed.

f. **Vendor must have fully factory-trained technicians for onsite hardware support and service.**

Agreed.

g. **Technicians shall be centrally dispatched.**

Agreed.

h. The Library shall be able to request service on a 24-hour basis using a toll-free number.

Agreed.

i. Technical software phone support will be provided via a toll-free number.

Agreed.

j. Service technicians will be equipped with parts normally required to service the equipment and reduce downtime.

Agreed.

k. Average response time must be 48 hours or less.

Agreed.

l. Service agreements to extend the warranty period on parts and labor must be available for a period of 12, 24, 36, or 48 months.

Agreed.

m. Failure of Vendor to meet specified standards may result in termination of service contract.

Understood.

n. Vendor must provide, upon request, results of a recent customer service satisfaction survey demonstrating the offered service is deemed satisfactory by a minimum of 90% of respondents.

Agreed.

o. The service agreement must be renewable on an annual basis for a negotiable fee.

Agreed.

p. The service agreement must include remote maintenance for expert technical consultation and software support.

Agreed.

q. Warranty and service requirements apply to both standard and optional system components.

Agreed.

Cost Proposal

Unit prices shall be quoted for all components, hardware, software, installation, training and service. Vendor must indicate whether or not shipping is included. Vendor must include prices of all equipment and any options needed to meet specifications.

No vendor will be allowed to withdraw and resubmit its proposal, for any reason whatsoever, after the proposals have been opened.

bibliotheca proposes the following pricing for the Wilmette Public Library District. In addition, we included optional product pricing for your review. If you have any questions regarding our proposed pricing, please contact Katie Westfall, Bid Manager, 877-207-3127, ext. 301, k.westfall@bibliotheca.com.

Pricing Terms:
| Support and maintenance pricing is subject to change based on final quantities and product configuration.
| System returns will be accepted within 30 days from the date of order and must be in original packaging. A 20% restocking fee will be charged and customer will pay for return shipping.
| Terms are NET 30 days from date of invoice for all RFID equipment, not including AMH systems. Invoice is generated at the time of shipment.
| flex AMH payment terms are as follows: 50% upon PO, 40% after shipment, and 10% after customer sign-off and acceptance.
| flex AMH™ pricing is based on drawings from library on space available. We would need to measure the space to confirm dimensions for any AMH system.
| bibliotheca's pricing information is confidential and proprietary, and not to be distributed in any way.

Pricing Detail

Include detail pricing for all components in proposal. Prices should include installation, but exclude service/maintenance and delivery:

Lead Products	Quantity	Unit Price	Extended Price
RFID Tags RFID tags™ square (285,000) 2,000/roll. Rolls are not split.	143	$199	$28,457
Clear Tags RFID tags™ square, clear (4,000) 2,000/roll. Rolls are not split.	2	$239	$478
Tagging Stations RFID workstation™ USB	3	$699	$2,097
Leased Tagging Stations RFID workstation™ mobile, 1-month lease	2	$599/month	$1,198
Staff Stations RFID workstation™ shielded	6	$759	$4,554
Self-Checkout Units selfCheck™ 500 freestanding kiosk	5	$5,995	$29,975
Credit Card Payment Comprise SmartPay Credit Card Payment Terminal + mounting bracket	5	$1,774	$8,870
Dual Aisle Security Gate RFID gate™ premium, single-aisle, direct mount*	1	$7,699	$7,699
staffConnect™ gate software	1	$299	$299
libraryConnect™ devices, administrative software, 6-15 devices	1	$999	$999
Onsite Installation		Included in system price	
Training and Product Overview (a $900 value)**		Included in system price	
Other Costs		None	
Total Project Cost (Not including Maintenance and Delivery)*			**$84,626**

*Per your Addendum, Item 2, we are proposing an RFID gate™ premium single-aisle system
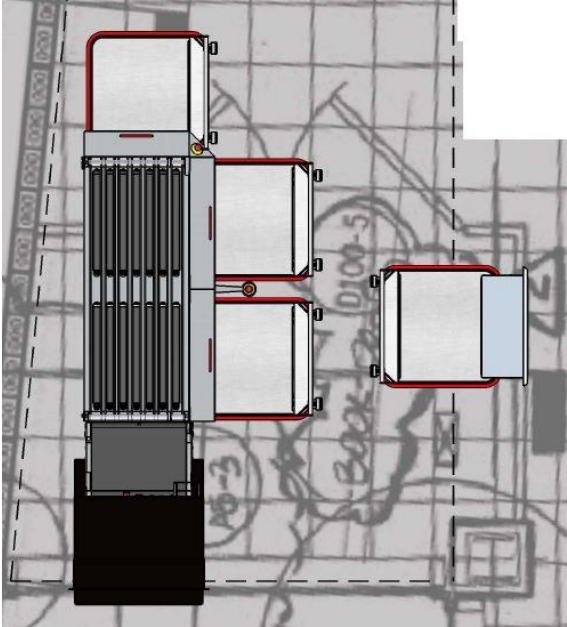**Training is performed online due to the COVID-19 pandemic.
***Total Project Cost does not include service/maintenance and delivery, per your instructions.

Annual Maintenance Costs

Annual Maintenance Costs after 12-month warranty					
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Included	$10,878	$10,878	$10,878	$10,878	$10,878

Note: The above table shows support and maintenance pricing for the lead products. If product quantities and configurations change, we will update the support and maintenance pricing.

Optional Product Pricing

Optional Products	Unit Price

flex AMH™ 3-bin
   │ 1 exterior touchscreen patron induction
   │ 3 bins
   │ 1 Holds slip printer
   │ 1 Shipping, handling and administration
   │ 1 On-site installation and training
 	
We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) Our completely modular design would allow WPLD to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction, in a larger space in the future.
 	
Based on the current dimensions of the room this is the only configuration that would fit the space. We would need to measure the space to confirm dimensions for any AMH system.
 	
Additional Drawings can be provided upon request.
	$54,581

selfCheck™ 1000 freestanding kiosk	$9,599
Heartland Credit Card Payment Terminal	$799
Mobile DLA™ inventory device	$2,499
Options and pricing for additional staff training periods and topics will be indicated in the "pricing" section below. Additional training for all products is available in our in-depth Education Courses. This instructor-led training will provide you with the knowledge to efficiently configure and administer your equipment. Depending on the Education Course topic, the price is $1,800 for webinars delivered via Zoom for up to 10 participants or $3,000 for on-site training. We look forward to discussing your training needs.	

Vendor's Acknowledgment

Vendor is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of vendors by Library Trustees as to overall suitability of the Vendor for the project.

Acknowledged.

Vendor acknowledges that Trustees have substantial discretion in accepting a proposal, portions of a proposal or no proposal based on the Trustees' evaluation of multiple variables, only one of which is price.

Acknowledged.

Additional Materials

Addendum #1

Innovative Interfaces, Inc., Endorsement Letter

Terms and Conditions of Support and Maintenance

Datasheets

Addendum #1 - Wilmette Public Library RFID Request for Proposals
September 15, 2020

Announcement/Background

Wilmette Public Library is seeking proposals for a turnkey Radio Frequency Identification (RFID) automation system consisting of hardware, software, shipping, installation, training, project management, ongoing maintenance, and enhancements. The RFID system, with an optional Automated Materials Handling (AMH) system, will work in conjunction with the Library's existing Integrated Library System (ILS), Polaris, through our consortium, Cooperative Computer Services (CCS). A description of the project scope, equipment, and deliverables is outlined in the following documentation.

Sealed proposals, clearly labeled "WILMETTE LIBRARY RFID PROPOSAL", will be received weekdays between 10:00am and 6:00pm CDT in the Administrative Offices of Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, IL 60091, until Wednesday, September 30, at 2:00pm CDT. Proposals received after 2:00pm CDT on that day will not be accepted.

Request for proposal documentation may be obtained on the library's website https://www.wilmettelibrary.info/rfp beginning Wednesday, August 26, 2020.

Submit questions to: Anthony Auston, Library Director, at: aauston@wilmettelibrary.info by September 8, 2020 at 5:00pm CDT. An addendum addressing questions will be issued via email to registered vendors on September 15, 2020 at 12:00 pm CDT.

Submit sealed proposals to: Wilmette Public Library District
Attn: Library Director
1242 Wilmette Avenue
Wilmette, IL 60091

Proposals will be evaluated by the Director and members of the Library's Leadership Team. The selected proposal will be presented to the Board of Library Trustees at their Tuesday, October 20, 2020 board meeting. All proposals will be open for acceptance for a period of 60 days from deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any items of any proposal.

Questions from Prospective Vendors (received by September 8, 2020)

1. Would the Library allow for a site visit to assess available space for the Automated Material Handling System?

Yes, interested vendors may contact the Director to schedule and coordinate a site visit:

>   Anthony Auston, Library Director
>   Wilmette Public Library District
>   1242 Wilmette Avenue
>   Wilmette, IL 60091
>   aauston@wilmettelibrary.info

2. Please confirm door opening size and the requirement is 3 pedestals for dual aisle.

The main entry doorway is 6' wide. The current gates have 3 pedestals with 3' openings for each. If possible, the Library would like to eliminate the center pedestal with the new solution.

3. Where would the library prefer the AMH system?

The AMH may not be ideally situated with the current layout of the Library; the Library is planning a renovation in the next few years and will likely allocate additional space for this function at that time. The current space under consideration is identified on page 29 of the RFP packet as the west entrance/bookdrop area.

4. Are the patron returns internal or external?

Patron returns are both internal and external. The Library has 3 remote bookdrops, 3 detached bookdrops in parking lot, 3 attached external bookdrops at the west entrance, and 1 attached bookdrop inside the entry vestibule.

5. The SOW calls for 6 staff stations that double as tagging stations. Page 28 (Pricing Table) calls for 3 tagging stations and 6 staff stations. Please confirm the total.

The "6 staff stations" will be the primary Circulation Desk checkout stations. The "3 tagging stations" will be the primary Technical Services department stations and will be used for new material tagging.

6. The pricing table shows 285,000 RFID tags. How does this break down by tag type?

The Library is requesting standard tags and clear tags only. See item 18 on pages 27-28 for the total tags as requested by type.

7. Will 2x2 tags be used in cases for Audio Books, Playaways, CDs, as well as DVD/Games?

The Library is not requesting media tags. The Library is requesting standard tags and clear tags only.

8. Will full size media tags be used on Audio, Playaway, CDs, as well as DVD/Games?

The Library is not requesting media tags. The Library is requesting standard tags and clear tags only.

9. Can you please provide more detailed drawings with dimensions for the space where the AMHS will be located? In addition, the current space appears to be too small for a 5-bin system, will there be the flexibility to remove doors and expand the space? If you cannot remove the doors, would you consider a different configuration?

The AMH is an optional/alternate line item in this proposal due to the fact that space is limited. The Library is open to alternate suggestions and solutions for a potential AMHS, and may need to defer implementing this system until a future renovation can accommodate adequate space for this function.

The current space under consideration for the AMH sorter is 83" wide (at the bookdrop wall on the west end) by 132" deep. The width of this space tapers to 73" (at the east end, behind the Circulation Desk).

The construction drawing for the 1994 vestibule addition that included the creation of the current bookdrop space is attached.

10. Regarding Page 19 and the Requirements for Self-Checkout Units, can you please clarify if you want Credit Card and/or Cash payment systems, and whether it is for all 5 self-checkout units or not? In addition, what is your current payment processor for fines?

All 5 self-checkout units should include an integrated credit card payment solution. The Library currently uses Total System Services, Inc. (TSYS) for payment processing.

11. Do you have the room dimensions where the sorter will be placed?

The current space under consideration for the AMH sorter is 83" wide (at the bookdrop wall on the west end) by 132" deep. The width of this space tapers to 73" (at the east end, behind the Circulation Desk).

12. Do you want the two patron inputs where the current ones are located on that outside wall? Where do you want the staff input to be?

The outside patron bookdrops at the west end and the vestibule patron bookdrop on the south end are the 2 patron inputs. The staff input location is negotiable as feasible.

13. The RFP states that "Vendors are to register with the Library via the Library website (wilmettelibrary.info) to obtain the proposal, in order to receive any addenda." Could you please confirm where on the website the vendor should register?

Vendors register by email with the Library Director: aauston@wilmettelibrary.info

14. Fines and fees are mentioned in the specifications for the self-checkout stations. Is this something the library would like quoted?

Details of the fines and fees requirements for the self-checkout systems are found in section 11.6 on pages 18 and 19 of the RFP packet. Only those systems able to deliver the stated requirements will be considered.

15. Does the library already have a payment processor?

Yes, the Library uses Total System Services, Inc. (TSYS) for payment processing.

16. Could the library provide a DWG of the space where the sorter/AMH will likely be installed? Or provide detailed dimensions of the room?

The current space under consideration for the AMH sorter is 83" wide (at the bookdrop wall on the west end) by 132" deep. The width of this space tapers to 73" (at the east end, behind the Circulation Desk).

The construction drawing for the 1994 vestibule addition that included the creation of the current bookdrop space is attached.

17. Should tax be added to the quote? If so, could you please confirm the rate?

Wilmette Public Library District is tax exempt.

18. Notwithstanding the questions above, based on 3. Scope of Work, can the library confirm that the pricing in the table (shown on page 28 of the RFP) should be for the following: 5 self-checkout kiosks (freestanding units), 3 tagging stations for purchase, 2 tagging stations for lease, 285,000 RFID tags, 4,000 clear tags, 6 staff stations, 2 handheld inventory units, 1 dual aisle security gate, and an optional 5-bin AMH?

This is the correct scope of work requested.

19. Should the options (such as the two types of tagging stations) be included in the final, proposed amount or can the vendor display these differently with recommendations?

Vendors can display their proposed solutions differently than outlined as long as the vendor's explanation can account for the variance in their recommendation, ensuring that the Library can sustain a true apples-to-apples comparison within the provided scope of work.

World Headquarters
1900 Powell St Suite 400
Emeryville, CA 94608
+1.510.655.6200

Eastern US
103 Commerce Boulevard, Suite A
Liverpool, NY 13088
+1.800.444.2344

September 25, 2020

Anthony Auston, Director
Wilmette Public Library District
1242 Wilmette Ave.
Wilmette, IL 60091
Subject: Endorsement of bibliotheca

Dear Mr. Auston:

On behalf of bibliotheca, we are happy to verify their products are fully functional and compatible with your current Polaris ILS.

bibliotheca has been a strategic library solutions partner with us for more than five years. Together, we believe your automation system is the backbone to provide services that are important to your library. That is why we work with bibliotheca to seamlessly integrate their products into the Polaris ILS. Such a relationship allows us to deliver more value to you in terms of content and functional capabilities, which in turn increases staff productivity and enhances service to your patrons. Throughout our relationship, we continue to witness an uncompromising dedication to customer support and service that bibliotheca provides our customers.

We look forward to the opportunity of working with bibliotheca on the Wilmette Public Library District implementation project. If you have any questions regarding the compatibility of bibliotheca products in relation to our ILS, please contact me at (510) 496-3807 or akin.adekeye@iii.com.

Sincerely,

Akin Adekeye
General Counsel & VP, Partnerships & Business Development
Innovative Interfaces

Terms and Conditions of Support and Maintenance

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference

sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

bibliotheca
quickConnect™

self-service is only convenient if it's easy

Our intuitive self-service software has been designed from the ground up, specifically for library users. quickConnect™ delivers an engaging experience for users of all ages and abilities – making borrowing and returning library items a breeze.

Designed for everyone
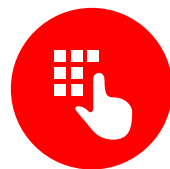Audible, visual, touch and text features guide users easily through the self-service transaction

Quick & convenient workflow
Streamlined workflow requires fewer steps, providing a faster experience for your users

Packed with engaging content
Reading recommendations, ratings and library promotions create a more engaging self-service experience

Easy payment transactions
Clearly guided transactions make it simple and painless for users to pay fines and fees

connect   engage   evolve

1

a fully integrated eContent experience

quickConnect™ and cloudLibrary™ work hand-in-hand to deliver your digital collection to users right at the selfCheck™. Suggested reads and similar titles are presented in a clear and unobtrusive way, allowing eBooks and eAudiobooks to be immediately added to the user's digital shelf. Initially designed for public libraries, cloudLibrary™ also appeals to academic libraries that want to offer a digital leisure collection to their students without having to visit another library.

attract new digital users from within your library

eBook and eAudiobook content from top publishers

simple sign-up and sign-in process

sophisticated synchronization across devices
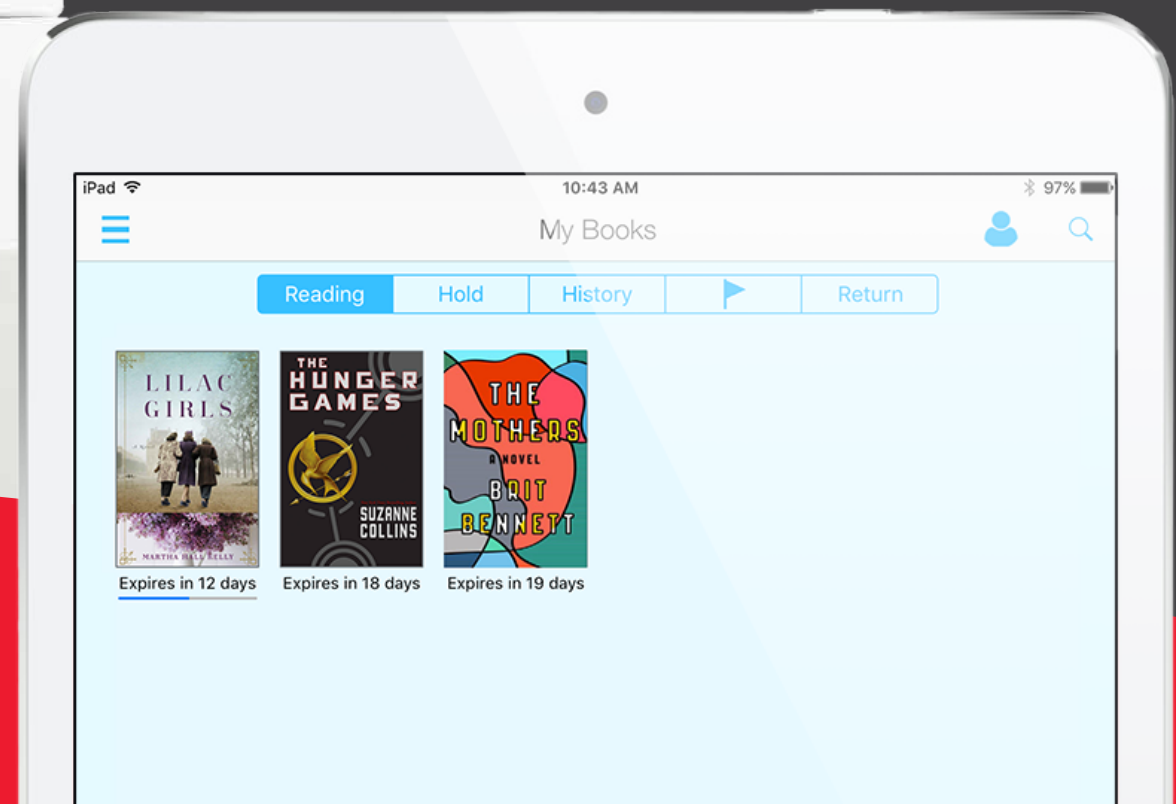
bibliotheca is the only company that offers an integrated self-service and eContent platform, allowing us to provide libraries with a truly connected and seamless physical, digital and self-service experience.

increase discovery with recommended reads

We partner with industry-leading providers to display relevant recommendations that librarians and readers trust. Keep your users coming back for titles that match their reading preference.

Help readers find books they love
Your users will get similar recommendations to the items they are borrowing, allowing them to discover hidden gems already in your collection

Allow users to plan their next read
From quickConnect™, users can place recommended titles on hold, print the details on their receipt, or email themselves the information to save for later
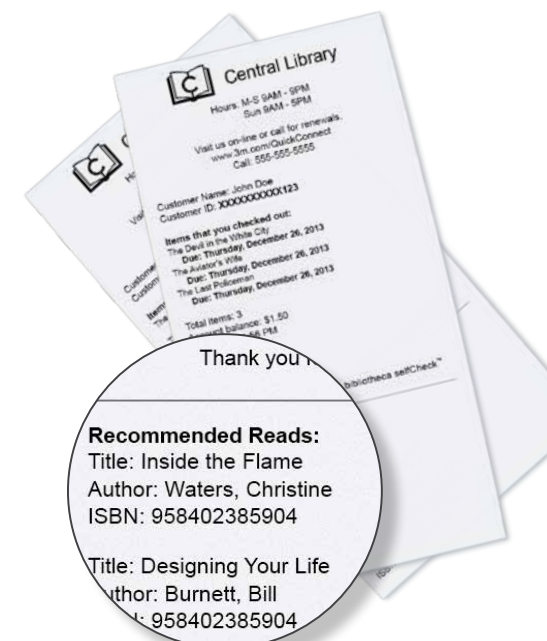
The most informative bookmark
Most people use their receipt as a bookmark – what better place to highlight more reading recommendations than the bottom of their receipt

Increase circulation
By providing new suggested titles for users, you keep them coming back for more great reads and circulation continues to rise

shown: selfCheck™ 500

The system that provides recommendations based on the library catalog through selfCheck™ systems is patent pending.

grab their attention
with library promotions

quickConnect™ allows you to promote your library's programs and services on the self-service home screen. By helping you maximize on this key user touchpoint, your library can increase its marketing efforts and drive more traffic to programs and events.

Integrated marketing
Compliment your library marketing with attention-grabbing library promotions at the selfCheck™
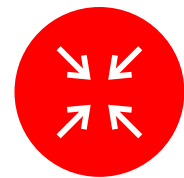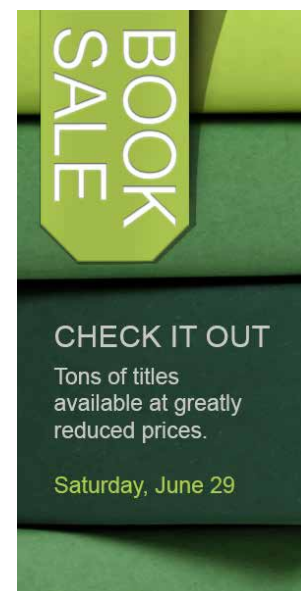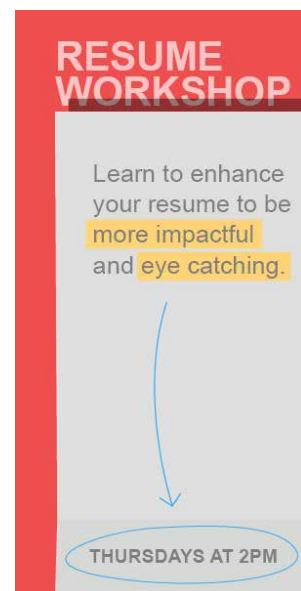
Create an impression
Leverage the moment when you have your users' full attention, as they borrow and return items

Drive participation
Keep your community informed of all the great programs and services your library offers

PICKUP & RETURN YOUR ITEMS AT THE NEW
remoteLocker™
At the Town Fire Hall

RESUME WORKSHOP
Learn to enhance your resume to be more impactful and eye catching.
THURSDAYS AT 2PM

BOOK SALE
CHECK IT OUT
Tons of titles available at greatly reduced prices.
Saturday, June 29

READ on the go
cloudLibrary™

easy to get started and customize

large selection of templates to choose from

target promotions to appear at a certain time of day

customize the order and appearance of promotions

connect with Evanced account to link program details

shown: selfCheck™ 1000

standard on all selfCheck™ solutions

quickConnect™ by bibliotheca is our flagship self-service software developed to run across our entire range of selfCheck™ solutions, creating a unified software experience no matter which model you choose. With quickConnect™, you can engage with users in new ways, promote your library and provide the best self-service experience.

simple back-end management

Behind the intuitive user-facing side of quickConnect™ lives an extremely powerful staff management tool that gives you access to a range of information and statistics, while also letting you control features on the front end. Accessible through libraryConnect™, you can change the fonts, font sizes, colors and themes, as well as make changes to the workflow – configuring if, and when, certain dialogue boxes or options should be presented.

Control your library theme
Choose from dozens of customizable templates and themes to design an experience that reflects your library

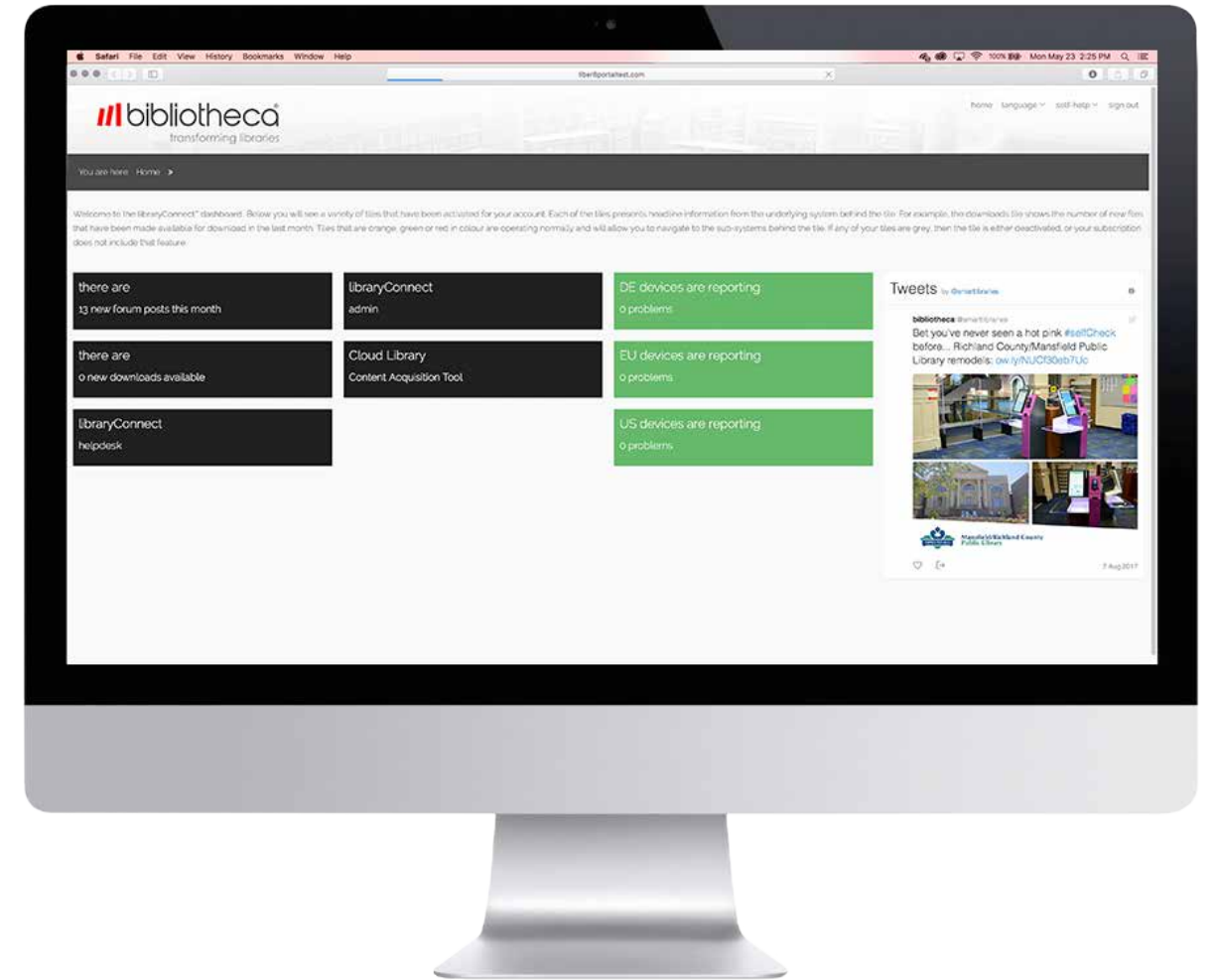### Data-driven success
Use powerful reporting tools to monitor your self-service and see how your users are interacting with your library promotions

Features at your fingertips
Display all of the available features or choose just the ones that work best for your library

home

appearance

workflow

receipts

create limitless themes in minutes

quickConnect™ is the most customizable self-service interface offered to libraries. Designed with easy customization in mind, quickConnect™ comes with a wide range of themes, available in any color, allowing you to quickly select a look and feel that's best for your library. With so many available options, the only difficulty will be deciding on the perfect look for your library!

Variety of themes out of the box
We offer both static and animated themes that allow libraries to show their creative side to users – you can even mix and match our theme overlays with your own custom background

Enhanced with colors that match your library
Selecting your theme is just the beginning – further customize with a standard color, or even match your branding guidelines with an exact color match

Easy-to-use interface for custom file uploads
Whether you want to customize your software with your library's logo or a background screen, selecting the image from your computer is easy and intuitive
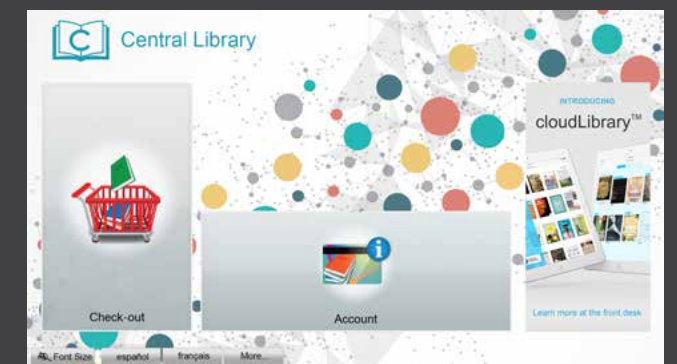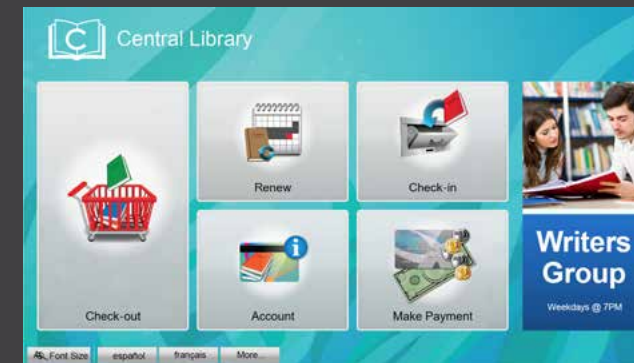
bibliotheca selfCheck™ 500

self-service that's self-explanatory

selfCheck 500 offers the essential self-service experience to libraries. Powered by our intuitive quickConnect™ self-service software, the selfCheck 500 was designed to deliver an engaging user experience that also promotes your library collection, services and events. It conveniently allows users to check-out, check-in, renew, and pay fines on their library account.

selfCheck 500 allows you to continually evolve your service to the community and focus on more meaningful interactions. Available in a freestanding and desktop design, you have the flexibility to choose the best option for your unique space.

iii bibliotheca®

transforming libraries

benefits of
selfCheck 500

the best user experience

The selfCheck 500 goes beyond the basic borrow, return and account functionality to deliver an engaging experience that links users directly to your cloudLibrary™ digital collection.

promote your library activities

With integrated library promotions and recommended reads, we allow you to create and share more valuable information with your users.

cashless kiosk saves staff time

Libraries can collect fines and fees through a secure payment system. Users conveniently pay fines and fees without staff handling cash.*

flexible scanning options

Quick scanning of physical and digital barcodes allow users to easily start the self-service transaction. The scanner can be adjusted to support mixed environments where processing barcode and RFID items is necessary.

surface area frees up users

The reading zone provides a clear area for users to process their library transaction. With a side-mounted shelf, users can also conveniently set other items down, leaving both hands free to complete the self-service transaction unencumbered.

easily swap receipt paper

Save valuable staff time with the ability to quickly change the receipt paper. Our simple-to-access front panel allows staff to quickly unlock and replace the receipt roll in seconds, minimizing disruption for users.

*Certified card payment devices vary per region. Please speak with your local bibliotheca account manager to confirm availability.

bibliotheca®
transforming libraries

Specifications : bibliotheca selfCheck 500

|	
Dimensions:	Freestanding: h: 1,240mm / 48.8" | w: 940mm / 37" | d: 570mm / 22.4" Desktop: h: 510mm / 20.1" | w: 640mm / 25.2" | d: 360mm / 14.2" Shelf: h: 35mm / 1.4" | w: 300mm / 11.8" | d: 230mm / 9.1" Payment pod: h: 300mm / 11.8" | w: 160mm / 6.3" | d: 200mm / 7.9"
Weight:	Freestanding (without payment pod): 61.4 kg | 135.4 lbs. Desktop: 31.4 kg | 69.2 lbs. Shelf: 1.4 kg | 3.1 lbs. Payment pod: 5.4kg | 11.9lbs
Power:	Input C13 connector 110 - 240 VAC input, 130 watts, 50Hz 240 VAC for European installs; 110 VAC for North American installs 5 AMP fuse
Data:	10/100 ethernet
Touchscreen:	Large 22" landscape oriented touchscreen 16:9 Aspect Ratio Brightness : 225 cd/m² Full HD, 1920 x 1080, 2.1 megapixel Projective capacitive touchscreen technology Integrated speakers 2 x 2 W (Stereo)
PC:	Windows 10 IoT Enterprise 2016 LTSB 64-bit | 4GB RAM 128GB SSD
Environmental:	Internal use only Humidity: 0% to 85% RH, non-condensing Operating temperature: 50° F to 93° F (10° C to 34° C) IP33
Material:	Steel and ABS Plastic
RFID Specification:	Operating frequency: 13,56MHz, Max. Transmitting power: 1.2W Supported tag types: ISO 15693, ISO 18000-3-A (NXP SLI, SLIx, SLIx2) RFID Item capacity: Approximately 5 items at any one time
Login types:	Barcode (full range of barcode types), smartcard and manual screen entry
Standards & compliance:	DDA, ADA, CE, FCC, IC, ANATEL, MET*, RCM *MET Labs is a Nationally Recognized Testing Laboratory (NRTL) recognized by OSHA regulation: 1910.308(d). MET is also accredited by the Standards Council of Canada for approval throughout Canada as a Certified Body (CB) for Industry Canada (IC). UL rating is covered within MET certification. For further details please visit www.osha.gov.
Reporting:	Configuration and reporting is made available in real-time via our optional libraryConnect™ devices central management software
Software:	selfCheck 500 comes pre-loaded with our quickConnect™ self-service software, which provides the customer with the full range of borrow, return and account functions. The software is configured for connection to the library ILS/LMS through SIP2. Access to the library's network via Ethernet is required.
Options:	Desktop version MiFare card reader for login PC: Windows 7 Embedded Operating System | 4GB RAM | 128GB SSD payment options : chip, pin & contactless card payment* *Add on option, if in-country version is available. Some devices may require an additional ethernet port.

bibliotheca®
transforming libraries

bibliotheca
selfCheck™ 1000

crafted with purpose

We listened to the needs of our customers and crafted a self-service kiosk that would simplify the lives of both library staff and its users. Offering the most ergonomic, user friendly experience, the selfCheck 1000 was designed to maximize the day-to-day activities of a library, while promoting the activities and programs available within your community or academic setting.
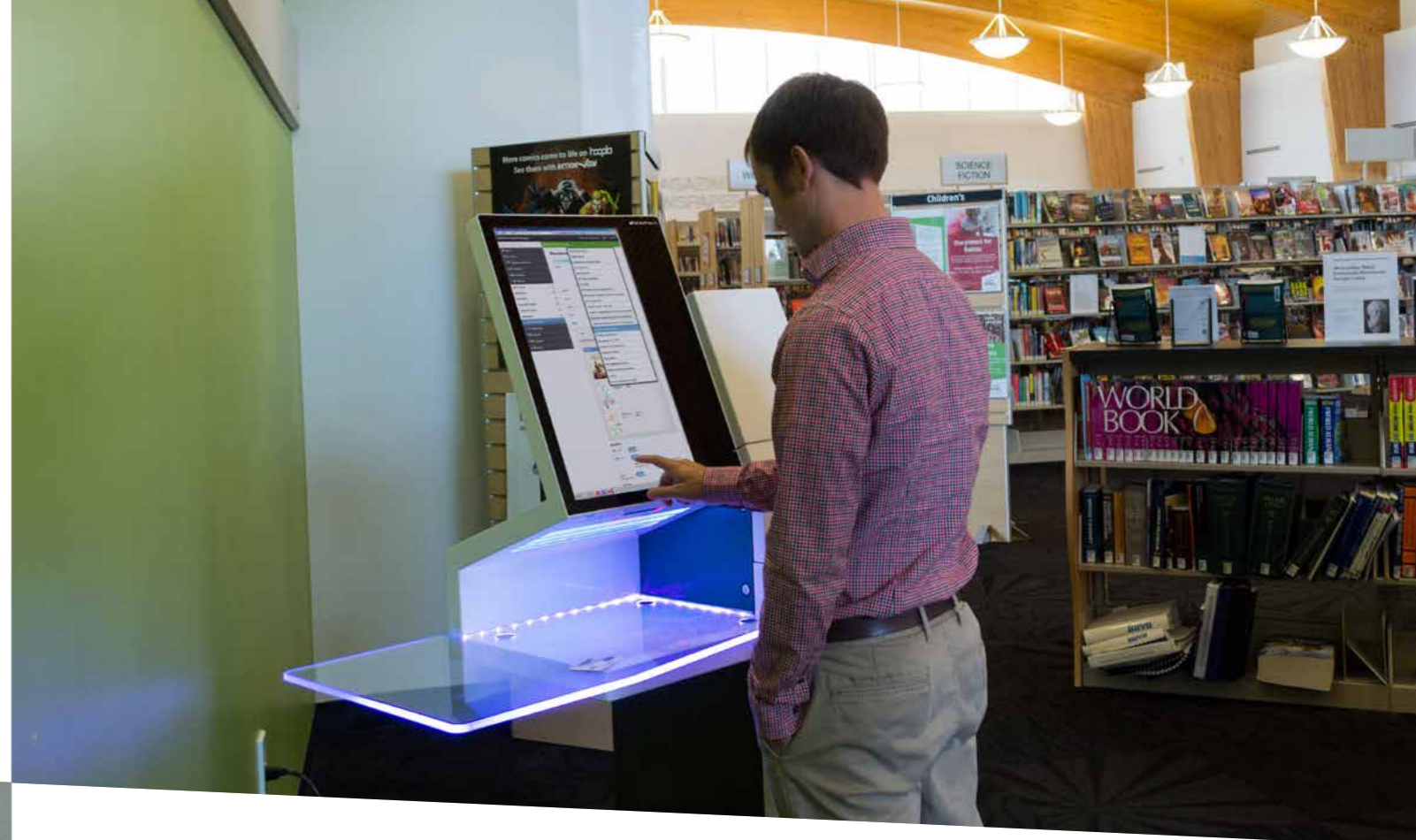
mix and match to fit your specific needs

Numerous integrated options have been aesthetically considered from the very beginning to fit perfectly into this all-in-one self-service kiosk. Libraries can create their ideal kiosk with a range of mix and match features.

natural placement creates convenience

The placement of each feature ensures a workflow that is natural for the user. Whether placing extra items on the extended glass shelf or making a contactless payment, the location and workflow of each add-on option has been carefully considered to maximize convenience and be easy-to-use.

helpful guidance to assist library users

By combining screen animations with LED guidance, the selfCheck 1000 navigates users effortlessly through the entire self-service process. The ease and simplicity of the entire transaction ensures they have a pleasant experience during their library visit and are happy to return in the future.

engaging experience with quickConnect™

By combining the selfCheck 1000 with our intuitive self-service software, library users receive a wonderful self-service experience. With the ability to promote your upcoming library events and programs, suggest relevant recommendations and integrate cloudLibrary™ digital titles, quickConnect delivers a seamless experience that goes beyond just lending materials.

many benefits of
the selfCheck 1000

increase your marketing efforts
With our 22" portrait screen, we've dedicated more real estate for library promotions and recommended reads which allows you to create and share more valuable information with your users.

quick and easy access to user accounts
Users can quickly login and get started without the need for staff assistance. Ways to login include scanning a physical or virtual barcode card, typing the account number on screen or tapping a Mifare or RFID library card.
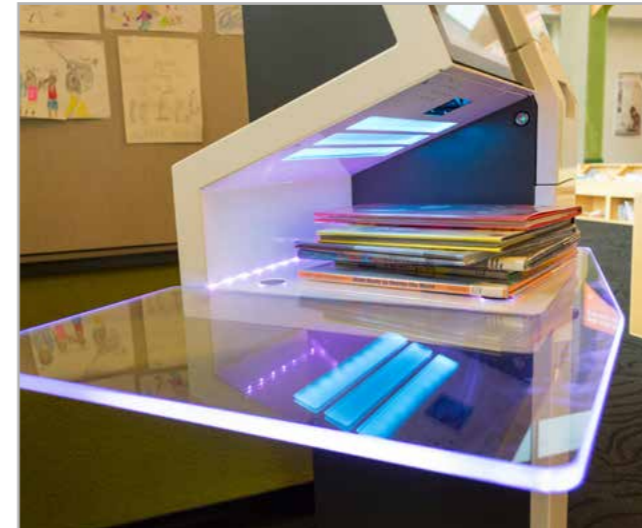
large surface for users to place extra items
Our illuminated glass shelf is an extension of the standard surface, allowing users plenty of space to place items and free their hands up to perform the transaction.

matching desktop versions for any space
For libraries who like to mix and match throughout their space, we have designed a desktop model to fit perfectly on any counter top area within your library.

users can conveniently process secured media
Keep your valuable media items secured with locking cases and give your users the power to unlock the same cases right from the selfCheck 1000 within one simple and guided transaction.

visually guide users through the entire process
By guiding users through a natural self-service transaction using animated instructions on the screen and LED lighting on the kiosk, users can complete the process without needing staff assistance and leave your library with an overall positive experience.
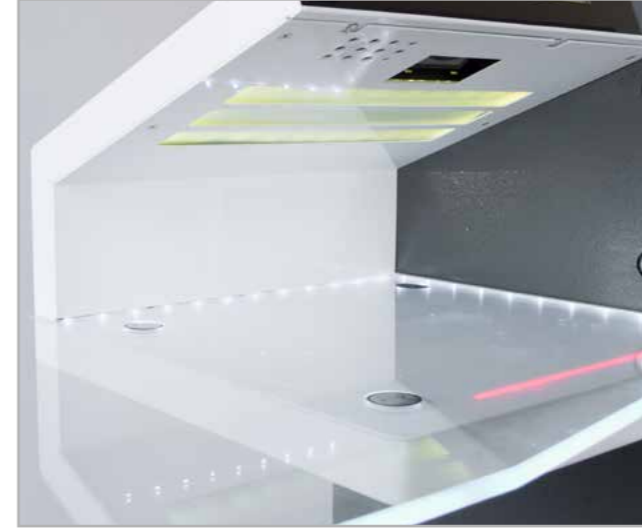
view warnings from across the room
We incorporated health status lighting for staff to see alerts and warnings from across the library, eliminating the need to be standing directly in front of the kiosk, and allowing matters to be addressed right away.

swap the receipt paper in seconds
Save valuable staff time with the ability to quickly change the receipt paper. Our simple-to-access front panel allows staff to quickly unlock and replace the receipt roll in seconds, minimizing disruption for users.

accept all forms of payment

We set out to design the selfCheck 1000 so it could have every form of payment integrated without the need for extra hardware mounted off to the side. In addition to credit and debit cards, we integrated an ATM grade bill handling system. When library users pay fines with large bills, they will receive $1, $5, and $10 bills as change, instead of a pocket full of coins.

We also added the capability to accept the increasingly popular contactless payments. With millions of people now equipped with contactless-enabled debit cards, credit cards and other payment devices, contactless payments are incredibly fast and can increase your payment collection as well as provide a better user experience.

credit & debit cards

coin & bill with change

chip & pin payments

contactless payments

elegant and convenient returns

Ideal for libraries with confined spaces, we incorporated return bins to fit perfectly underneath and to the side of the selfCheck 1000. Integrated bins make returns at the kiosk quick and easy for users, allowing them to clear their account and continue borrowing additional items. With automatic sensors to alert staff when they are full, over 60 items can be returned in each bin before needing to be emptied.

the greatest level of accommodation

With our unique height-adjustable* feature, libraries can give users the flexibility to adjust the entire kiosk at any point during the self-service transaction. This feature allows every user to define a suitable operational height, ensuring the experience meets their exact needs.

* Integrated return bins cannot be combined with a height adjustable base

quickConnect, the ultimate self-service user experience

Our intuitive self-service software has been designed from the ground up, specifically for library users. quickConnect delivers an engaging experience for users of all ages and abilities – making borrowing and returning library items a breeze.

Read more...
In our dedicated quickConnect brochure

promote your value-added services
Make a lasting impression on users and ensure they know about all your library has to offer. With an ever-growing set of catchy templates to choose from, we ensure that you can easily edit and create visually appealing promotions in minutes. Go one step further and schedule promotions to change throughout the day to target users effectively.

drive attendance to your programs
quickConnect allows you to promote your library's programs and services on the self-service home screen. By helping you build awareness of all your educational opportunities through this key touch point, your library can increase its marketing efforts and drive more traffic to programs and events.
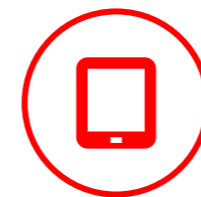
offer digital titles at the selfCheck
quickConnect and cloudLibrary deliver your entire digital collection to users right at the selfCheck. Suggested reads are presented in a clear and unobtrusive way, allowing eBooks and eAudiobooks to be immediately added to the user's digital shelf. This seamless integration feels magical to users, with titles ready and waiting for them the next time they use cloudLibrary!

help readers find more books they will love!
We partner with industry-leading providers to display relevant recommendations that librarians and readers trust. Keep users coming back for titles that match their reading preferences. Allow users to discover hidden gems already in your collection, and take these recommendations home with them, either by printed receipt or email.

grab users' attention with colors & wraps

By customizing your selfCheck 1000, you can match your library brand, attract users' eyes to your self-service area or integrate with existing interior designs. With over 200 custom colors to choose from and the ability to apply graphic wraps, you can make the selfCheck 1000 a perfect match for your library.

selfCheck 1000 features & options

Build your perfect full height or desktop kiosk with all the features that matter to your library and users. Integrated options along with standard features help create a unique experience tailored to your users needs.

	available on full height kiosk	available on desktop kiosk
22" portrait screen	✓	✓
LED light based guidance for users	✓	✓
Easy access receipt printer for staff	✓	✓
Mobile phone user card scanner	✓	✓
LED health status lighting for staff	✓	✓
Large illuminated glass shelf	✓*	
Media case unlocker	✓*	✓*
Return bin underneath the reading zone***	✓*	
Additional return bin on right side with table top***	✓*	
Height adjustable base***	✓*	
Mifare login	✓*	✓*
Coin & bill payment with ATM style bill recycler	✓*	
Credit / debit / chip & pin payment option	✓*	✓*
Contactless payment option	✓*	✓*
Custom color	✓*	✓*
Graphic wrap	✓*	✓*
quickConnect software	✓**	✓**
RFID login	✓	✓

* Add-on feature. Additional charge applies.

** A software license for quickConnect is required.

*** Integrated return bins cannot be combined with a height adjustable base

specifications

Dimensions:	Freestanding: w: 680mm / 26.8" | d: 617mm / 24.3" | h: 1,484mm / 58.1" Height Adj: w: 700mm / 27.6" | d: 685mm / 27.0" | h: 1,484mm / 58.1" Height Adj height from floor to the top face of the glass: Min height: 784mm | Max height: 1014mm Desktop: w: 610mm / 24.0" | d: 550mm / 21.7" | h: 759mm / 29.9" Shelf + : w: 290mm / 11.4"
Weight:	Freestanding: 105 kg | 232 lbs. Freestanding (shelf): 110 kg | 243 lbs. Height Adj: 110 kg | 243 lbs. Height Adj (shelf): 115 kg | 254 lbs. Desktop: 52 kg | 115 lbs.
Power:	Input C13 connector 240 VAC input, 130 watts, 50Hz 240 VAC for European installs; 110 VAC for North American installs 5 AMP fuse
Data:	10/100 ethernet
Touchscreen:	Large 22" portrait oriented touchscreen Brightness : 250 nits HD widescreen resolution : 1920 x 1080 Projective capacitive touchscreen technology
Standard PC:	Windows 10 IoT Enterprise 2016 LTSB 64-bit | 4GB RAM 128GB SSD
RFID Specification:	Operating frequency: 13,56MHz, Max. Transmitting power: 1.2W Supported tag types: ISO 15693, ISO 18000-3-A (NXP SLI, SLIx, SLIx2) RFID Item capacity: Approximately 15 items at any one time
Login types:	Barcode (full range of barcode types), RFID, smartcard and manual screen entry
Standards & compliance:	DDA, ADA, CE, MET*, FCC, C-tick *MET Labs is a Nationally Recognised Testing Laboratory (NRTL) recognised by OSHA regulation: 1910.308(d). MET is also accredited by the Standards Council of Canada for approval throughout Canada as a Certified Body (CB) for Industry Canada (IC). UL rating is covered within MET certification. For further details please visit www.osha.gov.
Reporting:	Configuration and reporting is made available in real-time via our optional libraryConnect central management software
Software:	selfCheck 1000 comes pre-loaded with our quickConnect self-service software, which provides the customer with the full range of borrow, return and account functions. The software is configured for connection to the library ILS/LMS through SIP2. Access to the library's network via Ethernet is required.
Options:	PC: Windows 7 Embedded Operating System | 4GB RAM | 128GB SSD
Color options:	selfCheck 1000 is available in a variety of custom colors to match any library atmosphere. 213 RAL classic colours choices can be viewed at http://bit.ly/RALcolors. A custom graphic wrap can also be applied to the selfCheck 1000.

bibliotheca RFID gate™ premium
the most accommodating, wide aisle security gate

Offering the most accommodating aisle entrance for libraries, the RFID gate premium is perfect for wheelchairs, wide strollers, and large groups of students. With a modern and stylish clear panel design, the bibliotheca RFID gate™ premium effectively deters theft of valuable library materials while elegantly enhancing the library aesthetic.

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benefits of the
RFID gate™ premium

1.60 m

wider aisles increase accessibility
By increasing the width of the aisles, libraries create a more welcome and inviting entrance, easy for wheelchairs and strollers to pass through. Our extended aisle gate allows libraries to place gates wider apart without compromising on detection rates.

ensure peace of mind with remarkable RFID detection
We've increased the RFID antennas in each pedestal to ensure items are detected in a variety of ways they would pass through the threshold. This increased detection safeguards your collection, as you will always be warned of potential theft.

remotely configure and pull management reports
For in-depth statistics, configurations, and central management options, staff can access libraryConnect™ devices remotely, as long as they have access to the library network. This allows staff to remotely upgrade firmware, run monthly reports and change the alarm colors and patterns.

analyze traffic patterns with visible patron counter
Each gate has an integrated bi-directional people counter that helps staff easily view and analyze both inbound and outbound library traffic patterns.

choose alarm color and alarm that fits your library
Immediate and obvious warning signal immerses the entire gate, drawing staff attention quickly. With 7 colors to choose from combined with an adjustable audible alarm, libraries can choose the perfect alarm for their environments.

simple set-up and maintenance
We've designed our gates for simple set-up and maintenance so our trained technicians can cause little disruption to your library. This also allows your staff to quickly troubleshoot any concerns with our dedicated phone support teams.

**save energy during off-peak times**
Designed with energy saving features in mind, the power save mode only activates RFID detection when people are approaching. This "green" feature saves the library energy costs during off-peak times.

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staffConnect™ gate software

Provide in-depth insights and allow staff to quickly address security alarms

Our intuitive and easy-to-use software helps libraries analyze foot traffic and triggered alarm patterns quickly and easily from a staff workstation. By providing library staff with detailed and reliable insights, they can make better data-informed decisions about their library.
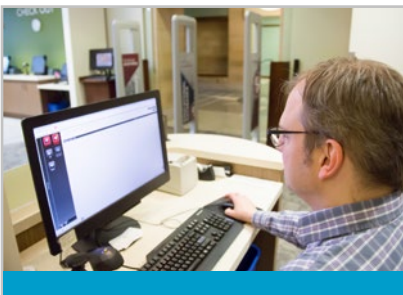
remotely view number of library visitors counts

Quickly read the patron count data gathered from your security gates conveniently from a staff workstation. Easily reset the count to keep track of total daily visits, helping staff understand the amount of visitors that have come in and out of the library each day without needing to look at the physical gate for updates.

quickly notify staff of alerts that require attention

In addition to visual and audible security alarms at the gate, our staffConnect™ gate software notifies staff with a pop-up notification with all the necessary information to quickly resolve issues and minimize embarrassment for library users, while maintaining the security of the library collection.

intuitive insights with libraryConnect™ devices

libraryConnect™ devices allows you to aggregate data from all bibliotheca security gates at all locations into one central management hub, allowing you to easily perform a system-wide analysis. Through archived data, libraries can conveniently create consolidated reports by location or time and make data driven decisions based on usage trends.

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Specifications : bibliotheca RFID gate™ premium

Dimensions (w x d x h):	Millimetres: 73 (Max at base) x 700 x 1,780 (± 3) Inches: 2.87 (Max at base) x 27.56 x 70,08 (± 0.1)
Weight (per gate):	Kilograms: 28 Pounds: 62
Material:	Transparent panel, "aluminum like RAL9006" ABS with light texture base Enclosure Rating: IP 41
Power:	Supply voltage: 24 V ac Power consumption: 32VA
Data:	Ethernet (TCP/IP)
Performance:	Reads* up to 8 tags per second in all 3 orientations. Optimal coverage is achieved within 1,600 mm / 63 inches of separation. *Detection of items cannot be 100% guaranteed in any gate setup due to a range of factors. Detection range and rates will always be reduced for CD and DVD media that contains metallic elements. Libraries wishing to get as close to 100% detection as possible should work with the project team, but should expect distance between gates to be reduced.
RFID specification:	Operating frequency: 13,56 MHz, Max. Transmitting power: 4 W Supported tags types: ISO 15693, ISO 18000-3-A, (Infineon my-d, NXP I-Code, SLI, SLIx, SLIx2)
Alarm:	Multi-color*, customer selectable LED lights Variable alarm pattern and adjustable volume Highly visible integrated digital display to monitor alarm counts, ingoing and outgoing patron traffic, and diagnostics *Available colors: red, cyan, magenta, blue, green, yellow, white
Standards compliance:	CE, RCM, ETSI, FCC, IC, ADA, DDA, UL and CSA
Temperature range:	Operating: –25 °C to +50 °C / –13 °F to +122 °F Storage: –25 °C to +70 °C / –13 °F to +122 °F
Configurations:	Standard configuration can support up to 3 aisles to provide total coverage of 4.8m. Additional panels can be added by synchronizing readers
Installation:	Multiple installation options including direct attachment to the floor with either in floor wiring or a wire way and a baseplate option.
Software:	Software is not required for the RFID gate premium to operate, however, when used in conjunction with our staffConnect™ gate software, enhanced reporting is available.
Additional features:	Integrated bi-directional people counter, standby mode to minimize power consumption.

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bibliotheca RFID tag™ range

our complete range of RFID labels

The core component of any RFID system is the label itself; without the label the entire solution simply cannot operate. It is therefore critical that the labels you choose are 100% compliant, reliable and fit for purpose. All bibliotheca RFID labels are compliant with ISO 18000-3 mode 1 and ISO15693 air interface protocols and the SLi-1 and SLi-2 chips are capable of storing data in the industry standard ISO 28560 format. In addition all labels in our range come complete with a 50 year or 100,000 read-write data retention guarantee. All bibliotheca solutions can read multiple tags as long as they are ISO compliant.

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our complete range of
RFID labels

	Application	Size	Stock	Suitability for DVD solution	Suitability for CD solution	SKU
RFID tag™ square RFID tag™ squareClear	Books & Magazines	50.0 x 50.0 mm 1.97 x 1.97 inches	White facestock paper (printable) / Transparent synthetic facestock	✓*	✓*	TAG000010-000 TAG000050-000
RFID tag™ rectangle RFID tag™ rectangleClear	Books & Magazines	49 x 81 mm 1.92 x 3.18 inches	White facestock paper (printable) / Transparent synthetic facestock	✓*	✓*	TAG000013-000 TAG000009-000
RFID tag™ hub	CDs	Ø 40.00 mm Ø 1.57 inches	White facestock paper (printable)	**	**	TAG000004-000
RFID tag™ fullDiscDVD	CD, DVD & Bluray	Ø 116.00 mm inner Ø 41mm	Transparent synthetic facestock	✓	✓	TAG000005-001
RFID tag™ fullDiscCD	CD, DVD & Bluray	Ø 116.00 mm Ø 4.57 inches	Transparent synthetic facestock	✓	✓	TAG000112-000

█ Recommended for use with CD/DVD media

█ Average performance on CD/DVD media

* When used in conjunction with our smartcase™ products.

** Can be used with CD-r's depending on the metallisation of the disc.

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bibliotheca RFID tag™ range

bibliotheca label performance guarantee

All RFID tag™ products must pass accelerated aging testing at 85°C and at 85% humidity for 15 weeks which included performance testing. Our entire range of RFID tag™ products, when handled according to our recommended practices, are guaranteed for the lifetime of the item to which they are affixed.

In the unlikely event an RFID label is found to be defective, we will replace it, free of charge.

cost-effective custom printing services

bibliotheca can provide custom printing options with the library's logo, barcode or any other information on printable RFID tag™ tags. Artwork can be pre-printed in either black or up to four colours and delivered to the library, ready to be applied.

Specifications : bibliotheca RFID tag™ range

Standards	ISO 18000–3 mode 1, ISO 15693, ISO 28560, CE, ISO10716 & ISO 9706 from TÜV SÜD PSB
Operating frequency	13.56 MHz
Maximum overall thickness	0.4 mm / 0.018 inches
Memory	Between 0.5k - 2.5k bit
IC write endurance	100,000
Data retention	50 years
Standard format	Aluminium antenna
Operating temperature	-40 °C to 85°C / -40°F to 185 °F
Storage temperature	15 °C to 25 °C / 59 °F to 77 °F
Storage humidity	50 +/-10% rel. non condensing
Material	Low / Neutral pH Acrylic Adhesive All in one piece - paper, antenna & glue

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bibliotheca RFID workstation™ mobile

fast, portable conversion to RFID

As a component of the RFID System, this station provides a quick, easy solution for converting library materials to RFID technology. Featuring a touch-sensitive screen, optical barcode scanner and RFID reader, this self-contained station rapidly reads barcodes,converts the information and dispenses RFID Tags. The station doesn't require a connection to an automated circulation system, and because it's designed to be self-contained on a portable cart, it works right in the stacks. The sophisticated laser scanner can handle virtually every barcode location and orientation, and a visible scan line helps staff place items correctly.

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Fast/Easy to Use

| Converts items to RFID quickly and easily
| Lowers labor costs
| Dispenses RFID tags automatically, one by one
| Able to weed and convert your collection simultaneously

Portable/Self-contained

| Works right in the stacks
| Speeds up the conversion process
| Doesn't require a connection to an automated circulation system
| Anti-tip feature

Multiple Features

| Touch-sensitive screen for easy configuration and operation
| Features a barcode scanner and RFID reader
| Converts tags with one simple system
| System can program and reprogram tags

Tag Data Manager

| Freedom to move to ISO Tag Data Standard in the future
| Empowers the RFID System to read country specific data formats (Danish, Dutch, Finnish and French)

Specifications : bibliotheca RFID workstation™ mobile

Dimensions	18"d x 56.7"h x 30"w (460mm x 144mm x 760mm) Cart on wheels
Energy Profile	100/120 or 200/240 VAC 50–60 Hz 5.0/2.5 A
Weight (Approximate)	160 lbs (72.6 Kg)

UL Certified

Meets the EU WEEE and RoHS Directives

Although we make every effort to ensure information is correct at the time of release, it is possible that specifications and features may vary or change over time. Bibliotheca therefore makes no representations or warranties as to the completeness or accuracy of the information contained within this document.

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bibliotheca RFID workstation™ USB

small form factor delivers ultimate in convenience

Small form factor utilizes tiny spaces

We know space can be a luxury, so we've designed the RFID Workstation USB to save you valuable real estate on any surface you wish to convert or process library materials. .

Ideal as an extra conversion station

If you've got an extra set of hands to put to work, this portable RFID workstation can easily be set up as an extra station during your conversion process.

Use on-the-go out in the community

Portable by nature, the RFID Workstation USB is great to take on the road with you so you can offer quick and convenient transactions

Harness the power of a laptop

The RFID Workstation USB can be powered by USB, allowing you to freely work from any location, not just near a power outlet.

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Specifications : RFID workstation™ USB

Computer (customer-supplied):	| For optimum utility as a portable system, select a computer capable of extended battery-powered operation. | Windows® operating system (XP or later) | 1024 x 600 min. screen resolution | 2 USB ports minimum (required for RFID reader/pad and barcode scanner) | Internal or USB external CD-ROM drive
RFID Workstation USB (USB cable included):	| Dimensions: 7.21 in. (18.3 cm) L x 6.44 in. (16.3 cm) W x 0.6 in. (1.5 cm) H | Weight: 16 oz. (454 g) | Read range: At least 6 in. (15.2 cm) with the tag in the center of the pad (Metal surfaces within two inches of the pad will reduce the pad's read range.) | Operating temperature range: 50°F to 104°F (10°C to 40°C) | Storage temperature range: -40°F to 131°F (-40°C to 55°C) | Humidity: 0% to 85% RH, non-condensing
Conversion station software:	Customer-installed using internal or USB external CD-ROM drive or thumb drive
Datalogic™ QuickScan™ barcode reader (optional; USB cable and goose-neck stand included):	| Dimensions: 6.7 in. (17 cm) L x 2.8 in. (7.1 cm) H x 2.6 in. (6.6 cm) W | Weight: 4.3 oz. (121.9 g) | Interface/power source: USB cable to computer | Operating temperature range: 32°F to 122°F (0°C to 50°C) | Storage temperature range: -40°F to 158°F (-40°C to 70°C) | Humidity: 5% to 95% RH, non-condensing | Stand dimensions: 6.25 in. (15.9 cm) L x 9 in. (22.9 cm) max. H (flexible gooseneck) x 4 in. (10.2 cm) W | Stand weight: 10.7 oz. (303 g)
Manual tag dispenser (optional):	Used to present blank RFID tags one at a time for programming with the RFID Workstation USB.

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bibliotheca RFID workstation™ shielded

desktop solutions designed to assist staff with administration activities

The workstation™ shielded provides staff with a fast and efficient solution to programme and verify RFID tags. Library staff can now have the ability to add or remove item security without the LMS/ILS. The system can be used with multiple items of mixed media, placed on the antenna at any time.

Additionally, using our staffConnect™ circ software, the workstation™ allows staff to perform multiple item issue, return and renew processes at the staff desk using a direct link with the LMS/ILS, including the ability to print receipts for the customer.

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benefits of the
RFID workstation shielded

focused read area
A fully shielded antenna providing concentrated detection field mean that only items placed directly on the workstation™ antenna will be detected.

compact design
Smaller in size, workstation™ shielded allows you to work discreetly in more compact desktop environments.

multiple read capability
The workstation™ antenna can read multiple stacked items of varying size, weight and thickness.

Specifications : bibliotheca RFID workstation™ shielded

Dimensions (w x d x h):	350 mm x 280 mm x 15 mm
Shield:	fully shielded
Weight:	Kilograms 1.5 kg | Pounds: 3.825 lbs
Power:	RFID reader connects to PC via USB; it is supplied with a localised plug-in supply (110V ac/60Hz or 240V ac/50Hz). The RF power output is 1.2 Watt and the workstation™ shielded conforms to CE and FCC.
Membership cards supported:	Barcode and RFID-enabled membership cards.
Software:	Our staffConnect™ circ software will need to be installed on your existing PC, running Microsoft™ Windows (XP SP3 or W7 32/64). Connection to the LMS/ILS is only required for some of the functionalities.
Options:	A receipt printer and/or barcode scanner can be added to any workstation™.

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bibliotheca mobile™ DLA

actively manage your library collection

As a component of the RFID System, this cordless, handheld device instantly reads RFID tags on library materials simultaneously, turning shelf-reading, shelving, sorting, searching, weeding and exception-finding into routine tasks. Compact and easy to use, the mobile DLA can hold information on more than one million items. The ergonomic design and swivel antenna maximize comfort and reduce the need to bend or stretch to read high or low shelves.

With the ability to simultaneously perform shelf-reading, searching and inventory scans, mobile DLA can save time, increase productivity and discover errors that might otherwise go unnoticed. The device can also quickly identify items that were not properly checked out and instantly detect the security status of materials. Start actively managing your library collection today with the state-of-the-art mobile DLA.

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benefits of
mobile DLA

Easy To Use

| Ideal for shelf-reading, re-shelving, searching, weeding and exception-finding

| Simultaneously performs shelf-reading, searching and inventory scans

| Increases productivity and creates a more orderly library

Enhanced Security

| Instantly detects materials that cause an alarm

| Identifies items not properly checked out or in

| Allows you to change security status of an item

Specifications : bibliotheca mobile DLA

Dimensions:	Handheld unit: 9.5" x 7" x 4" (240 mm x 180 mm x 100 mm) Antenna portion: 9.5" x 4" x 0.5" (240 mm x 100 mm x 12.5 mm)
Weight (Approximate):	Handheld unit: 22 oz (623 g) (includes battery)
Energy Profile:	Handheld unit: 7.4 volt rechargeable battery Battery life: 4 hours read time between recharges - typically 6 - 8 hours of use (dependent on application)
Compatability:	Reads most RFID Tag formats
Includes bibliotheca staffConnect™ data:	Manages data transfer from most integrated library systems
Certifications:	CE, FCC, IC, ANATEL, ETL, RCM, DDA, ADA

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bibliotheca flex AMH™
return + sorting solutions

How can automated return + sorting solutions help your library?

Simplify processes for library staff

With any combination imaginable, flex AMH is the maximum time saver, delivering efficient workflows that keep your circulation moving and allow your staff to focus on more meaningful tasks.

Enhance experiences for library users

flex AMH was designed specifically for library users from the ground up. This unique hardware and software return + sorting solution delivers an engaging experience for users – making returning library items as simple as possible.

Libraries today

Have to deliver excellent service with tighter budgets and limited resources

Are challenged to meet increasing user expectations

Are evolving to focus on the social-based needs of their communities

RETURNS

1

Benefits of the flex AMH range

Create the perfect return and sorting solution that is configured to fit your space and budget, providing you with the best overall value.

Completely customized for you

Our fully modular design allows us to create any type of solution to fit your specific space. Our dedicated AMH team will walk you through the entire process from beginning to end, ensuring your return and sorting processes will deliver the results you need!

Return multiple items at once

flex bookDrop allows users to quickly return multiple items at once and carry on with their day. The flex bookDrop is available with a flat front for walk-up usage or an extended, drive-up front from which users can conveniently return items without leaving their car.

RFID, EM + barcode based

Our flex AMH solution can be used in libraries that use RFID, EM or barcode technologies. There is no need to convert your collection to a specific format in order to start taking advantages of efficient return + sorting processes at your library.

Move items across multiple floors

With extended conveyors and lift systems, the flex AMH system allows you to sort items from multiple rooms and floors within your library. By automating the collection of materials from many return points, you can simplify the complexity of getting items back on the shelf fast.

Select from many types of bins

Depending on your space and requirements, we offer a selection of return bins to choose from. We have a smaller, more square bin, a large rectangular bin, and our autoBin™ even senses the level of books in the bin and brings them all to the top for you, requiring less bending and repetitive motion injuries.

Sort items onto stacking carts

For the ultimate ergonomic solution, we offer the flex stackingCart™, where books are sorted with their spines in an outward facing direction and stacked neatly onto the cart. These mobile stacking carts can easily be transferred into the stacks and with a touch of a button, transform into a horizontal shelf, making it convenient to re-shelf items.

A solution that grows with your library's needs

We build your library installation around the specifications you give us and make sure our modular system perfectly fits your existing space. With many factors to consider when choosing the right solution for your library, we make sure to guide you through the process with ease and simplicity.

Can be designed to allow for convenient 24/7 access

Dedicated sort patterns allow for quicker material processing

Handles deliveries from other branches
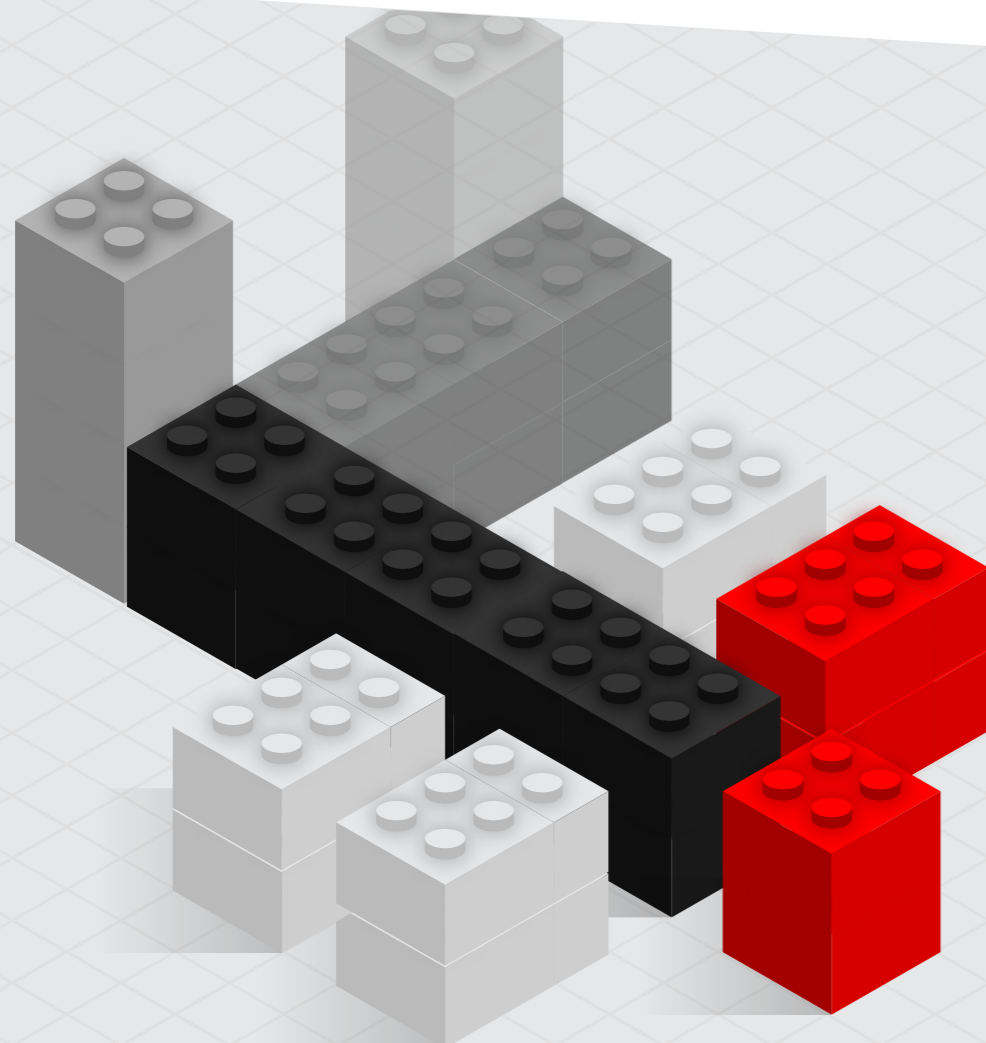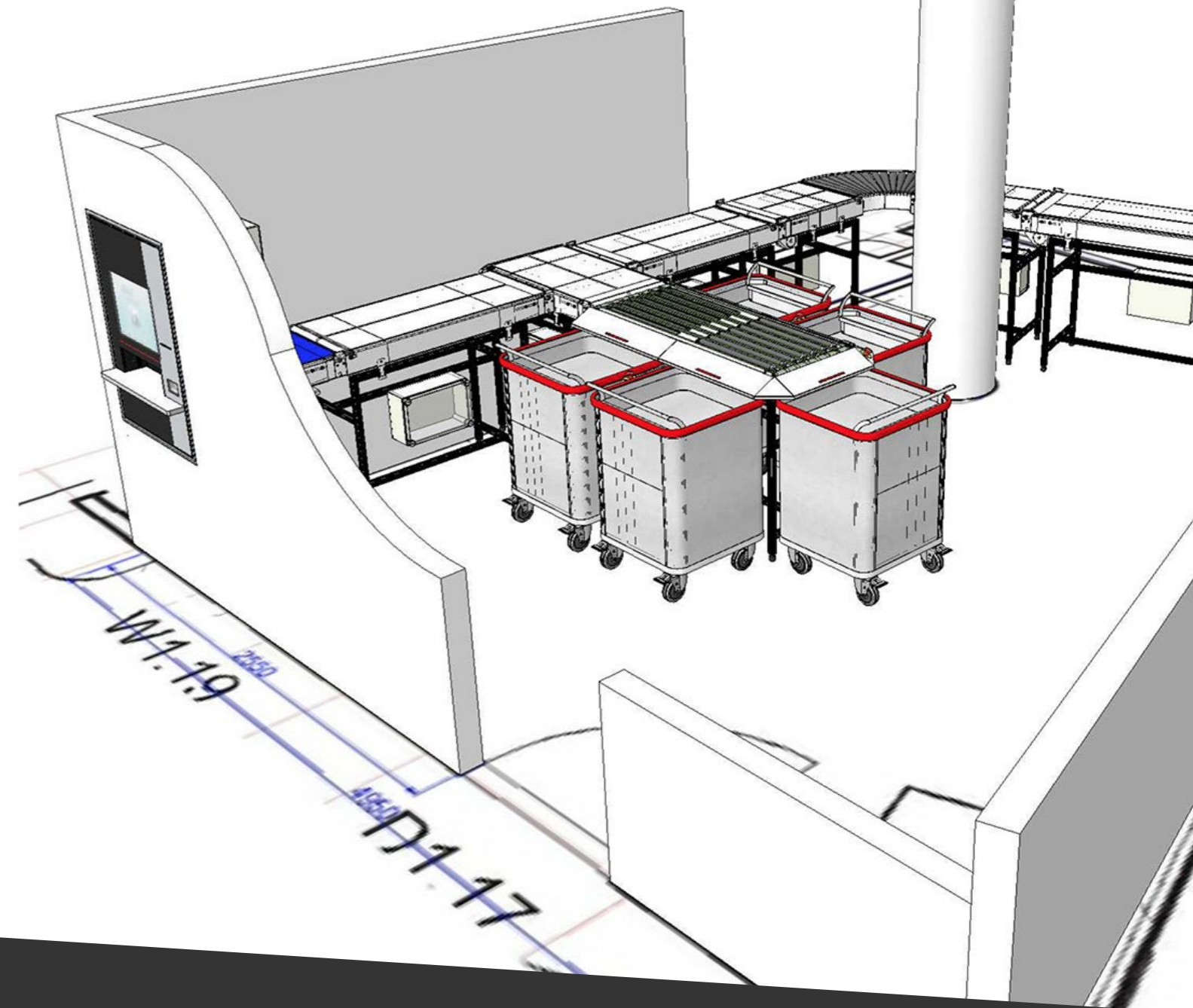
"The flex AMH was delivered Monday morning, and by 4:30 in the afternoon the entire 17-bin system was assembled and installed. **It was a bit like watching a Lego set being fitted together.**"

Richmond Hill Public Library customer story
flex AMH makes returning and sorting easier than ever before for this Ontario, Canada library. **Read more...**

Offer a drop-and-go experience familiar + intuitive to users

With the flex AMH bulkSeparator™, libraries can offer a quick, simple *drop-and-go* return solution, an experience familiar to users*. With the natural use of gravity and vibration, the bulkSeparator efficiently separates items for accurate processing. Lastly, free staff from manual processing labor for more meaningful tasks in the library.

Library demo + case study: Forsyth County Public Library

Forsyth County partnered with bibliotheca to help manage their return process and make it as easy as possible for readers to return items and then go enjoy a program or discover their next book.

View: in-library flex AMH demo

Read: full customer story

Need more information?
Speak with a flex AMH specialist today.

We are dedicated to simplifying tasks and improving user experience so libraries can focus on their community impact. We deliver custom ROI analysis to show the cost savings and efficiency gains with flex AMH.

Click here to get in touch!

* flex AMH bulkSeparator works with RFID enabled items only

Effortlessly move items across floors or even buildings

Design a solution that fits your custom library space + optimizes the user experience

Offer returns on multiple floors or across vast buildings with ease

Allow library users the convenience of 24/7 returns

Modernize your library space and operations with the latest return + sorting technologies

Maximize space and keep valuable square footage for library services + staff needs

Trust our qualified engineers for support throughout the planning + implementation phases

Learn more: flex transportationSystems overview video

Discover how to efficiently and effectively automate large-scale returns and improve library experiences by watching the overview video today!

works with your technology

RFID

Electromagnetic

Barcode

Bin options enable library items to be gently accumulated and sorted

All of the flex AMH bin options integrate seamlessly with the flex AMH return and sorting system. Each bin can easily pull away from the docking station, allowing staff to smoothly glide them around the workroom. The spring-loaded base also provides a sponge-like reflex, gently protecting items from being damaged as they are sorted into the proper location.

flexBin™ standard

flexBin™ large

flex autoBin™

Learn more in the dedicted datasheet
The flexBin + flex autoBin datasheet includes specifications and benefits for each bin type + size.

Sort into neatly organized stacks

Items are placed neatly on the stackingCart™, ready to be re-shelved

Eliminates the need for staff to continually bend over and risk repetitive motion injuries

Roll from back room directly into the stacks, elimating the need for additional handling

Intuitive software for users + staff

The user-facing quickConnect™ AMH software delivers an engaging experience for users of all ages and abilities – making returning library items a breeze. Staff utilize flex AMH software to easily monitor the health of the system, make changes to the user interface and design custom receipts. To learn more, see our dedicated flex AMH software datasheet.

Creative + welcoming screen welcomes and invites users

Engage with users in their preferred language

Confirm return details with easy-to-read information

Intuitively prompt users when a response is needed

Provide easy-to-use keyboards to enter user details
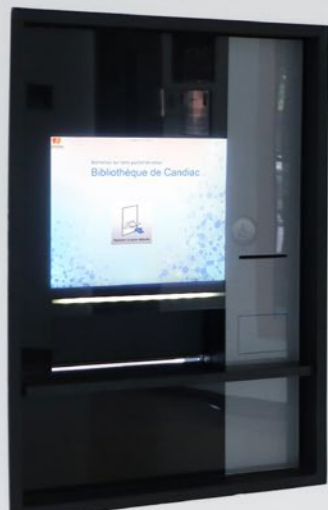
Customer story: Candiac Library

Learn more about how a small Quebec library modernized their service offering with the help of flex AMH + selfCheck.

View real-time updates from any location with ease

Design your library's custom hold slip

Easily backdate returned items for accurate processing

Share informative receipts with users

Allow users to return all items to the library, even for others!

Specifications

User frontend:	**Dimensions*:** h: 945 mm / 3'-2" w: 636 mm / 2'-1.5" 19" touchscreen Input level (internal & external) h: 950 mm / 2'-3.5"	**Environmental facts:** Noise Level: Less than/equal to 55dB per module Humidity: Max 80% non condensing Working temperature (internal): +5°C - +40°C / 41°F – 104°F Working temperature (external): -15°C - +60°C / 5°F – 140°F
RFID specification:	Operating frequency: 13.56 MHz, max transmitting power: 1.2W Supported tag types: ISO15693 / ISO18000-3 Mode 1 Radio approvals: Europe (EN 300 330), US (FCC 47 CFR Part 15), Canada (IC RSS-GEN, RSS-210)	**bulkSeparator** Operating frequency: 13.56 MHz, max transmitting power: 5W Supported tag types: ISO15693 / ISO18000-3 Mode 1 **Supported user cards** Operating frequency: 13.56 MHz, max transmitting power: 100mW Supported tag types: ISO15693, ISO18000-3 Mode 1, ISO14443A/B Radio approvals: Europe (EN 300 330), US (FCC 47 CFR Part 15)
Item performance:	2,400 item per hour to be sorted, depending on LMS/ILS response time and flex AMH configuration	
Login types:	Barcode , Mifare , Legic	
Standards / certification:	CE, FCC, UL, RCM All devices running on 24V DC low voltage Machinery directives 2006/42 EN Relevant low voltage directives Relevant electromagnetic submission and radiation directives	
Reporting:	Configuration and reporting is available via our optional libraryConnect devices central management software	
Software:	quickConnect AMH software is delivered pre-installed and pre-configured with all AMH systems. Supports LMS/ILS protocols SIP2 and NCIP and is data model independent. flexVisualizer™ provides quick information and an instant virtual view of the configured AMH system.	
Dimensions of items that can be sorted:	minimum: h: 100mm / 3-15/16" w: 100mm / 3-15/16" d: 5mm / 3/16" maximum: h: 410mm / 16-1/8" w: 360mm / 14-1/8" d: 120mm / 4-11/16"	
Weight of items that can be sorted:	maximum: 10lbs (4.5kg)	
flex bulkSeparator performance:	900 per hour rate yields up to 50% of items to the exceptions bin. Generally, processing less items per hour yields fewer items to the exceptions bin.	
Options:	**Hardware:** External weather resistant proofing (rain/bright conditions) Mounting collar Hold slip printer Item barcode reader Mifare Reader for user identification cards RFID Antenna in frame - for RFID user cards or items Declining conveyors Turntable and curve modules Lift systems	flex bulkSeparator** flex bin in large or small size flex autoBin flex stackingCart (incl. turn table) Tote sorting **Software:** Reject function Unsecure function libraryConnect devices central management software

*   Subject to change based on custom configuration
** flex AMH bulkSeparator works with RFID enabled items only

Although we make every effort to ensure information is correct at the time of release, it is possible that specifications and features may vary or change over time. bibliotheca therefore makes no representations or warranties as to the completeness or accuracy of the information contained within this document.

Aggregate multi-branch statistics centrally

quickConnect AMH works seamlessly with libraryConnect™ devices, delivering valuable analytics and reporting from flex AMH systems located in multiple branches. Other benefits for library staff include:

View real-time updates from any location with ease

Configure and manage flex AMH with integrated visualizer

Pull monthly reports for data-driven analysis

bibliotheca flex AMH™ software

Intuitive materials handling software designed specifically for library users and staff

The patron-facing quickConnect™ AMH software delivers an engaging experience for users of all ages and abilities – making returning library items a breeze. Staff utilize flex AMH™ software to easily monitor the health of the system, make changes to the user interface and design custom receipts.

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Self-service is only convenient if it's easy

Creative + welcoming screen welcomes and invites users

Design the main welcome screen to create a familiar, inviting experience that is unique to your library. Update logos, text, languages and informational messages to reinforce your library's brand and meet the unique needs of your users.

Engage with users in their preferred language

quickConnect AMH is available out of the box in 24 languages, providing a welcoming and familiar experience to your multilingual community. A single pop-up selector is available from the welcome screen, offering languages to choose from, perfect for users who understand little to no English.

Confirm return details with easy-to-read information

When returning items, the screen area magnifies, dedicating optimal space to display book titles and return dates. In addition, account info relevant to the user displays in a convenient way together with all current transaction information.
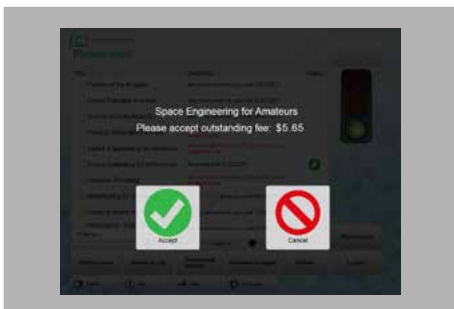
Intuitively prompt users when a response is needed

When specific information needs to be presented, or an action is required, an overlay prompt appears on screen, providing clear direction for the user and ensuring no other part of the screen can be touched by mistake.

Provide easy-to-use keyboards to enter user details

A function-specific keyboard floats onscreen when needed, the buttons of which change depending on the type of information required. For example, when entering account details, the full QWERTY keyboard is replaced by a simple numeric interface.

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Benefits of flex AMH™ software for library staff

View real-time updates from any location with ease

The entire health of the flex AMH system can be seen from one location via flexVisualizer.* This allows you to address any system issues quickly and efficiently, monitor entire systems, even those that span multiple floors, and determine which bins need to be emptied.

Design your library's custom hold slip

Configure and design hold slips to print when reserved items are returned. Match these hold slips to your library's existing hold slip structure to ensure efficient processing and pick-up by users. Get items to their correct destinations faster, reducing headaches and overall conversion time.

Easily backdate returned items for accurate processing

Back-date return time for items placed in external or nonautomatic book drops on weekend and holidays. Improve backroom workflow and provide a seamless process for items returned outside of regular open hours.

Share informative receipts with users

Customize and share vital library messages, hours, opening times and more with a few simple clicks. Receipts available for users to print or email.

Allow users to return all items to the library, even for others!

Configure your flex AMH to accept returns without a user login required, allowing users to return items for friends and family with ease.

Aggregate multi-branch statistics centrally

quickConnect AMH works seamlessly with libraryConnect devices, delivering valuable analytics and reporting from flex AMH systems located in multiple branches.

* Accessed via libraryConnect devices

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libraryConnect.com

libraryConnect **downloads**

libraryConnect **helpDesk portal**

libraryConnect **user management**

libraryConnect.com

libraryConnect **devices**

libraryConnect **selfHelp**

cloudLibrary Content Aquisition Tool **(CAT)**
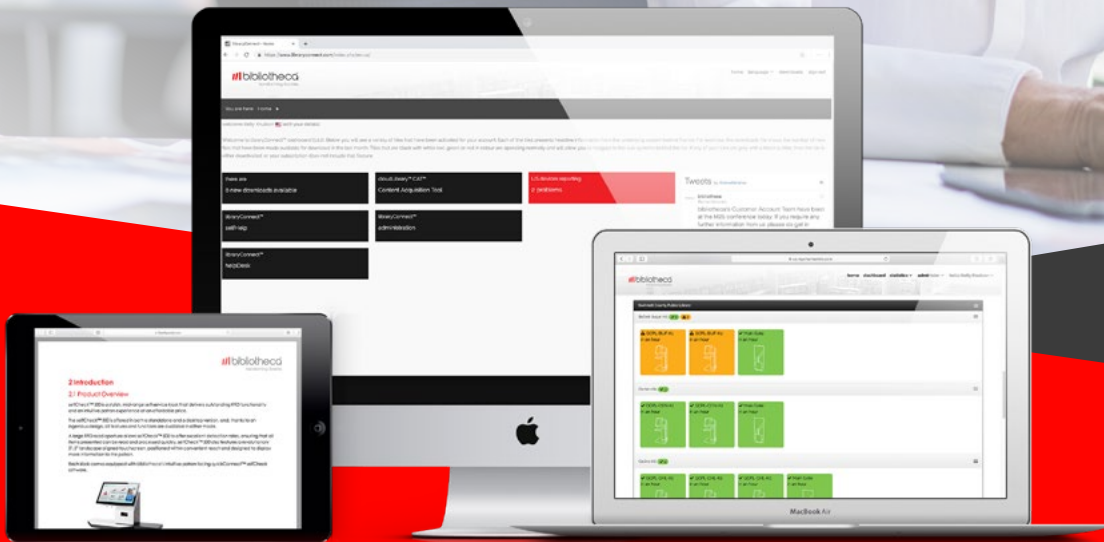
○ Requires cloudLibrary content module

Get the most out of your bibliotheca library solutions

It's important to ensure that your library staff can work efficiently, find the answers they need and feel confident about the technology solutions your library has invested in. All bibliotheca customers can explore training videos, access detailed product guides and manage helpDesk support cases free of charge at libraryconnect.com. Libraries now have more capabilities and tools at their fingertips than ever before.

Maximizing the use of staff time and making data driven decisions that shape library services, strategic initiatives and staffing levels is critical to the success of any library. For libraries looking to further streamline their workflow and visibility, an annual subscription to libraryConnect devices provides powerful tools to manage and configure library equipment remotely as well as provide aggregated reports from one central location.
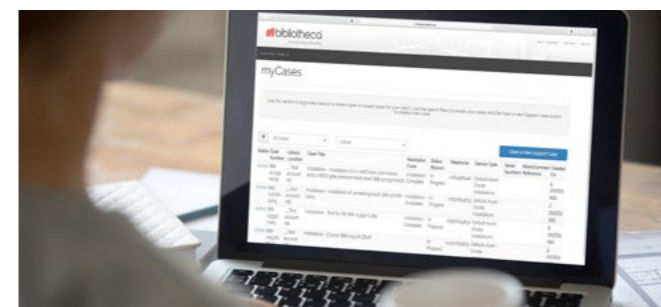
helpDesk portal | Create, view and update support cases, view current status of service contracts and update library contacts with ease
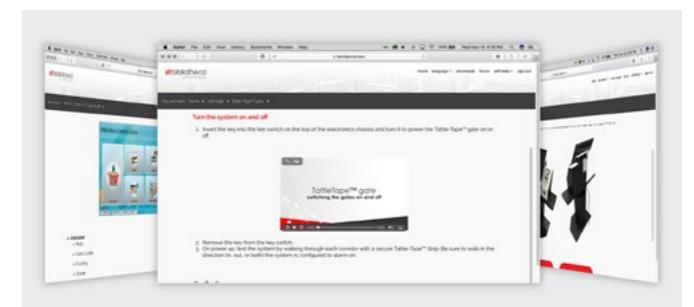
selfHelp | View and download a wealth of self-help training materials, including videos and user guides
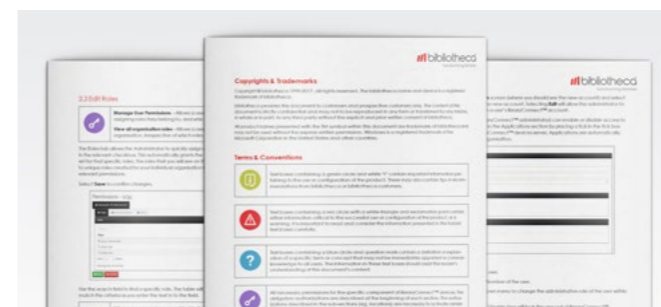
downloads | Gain greater product insight through detailed documentation across our entire solution range

devices* | Remotely configure solutions, view aggregated reporting, diagnose and correct solutions issues quickly and schedule custom alerts

* Annual subscription fee required to access libaryConnect devices

Manage marketing promotions remotely
Using configuration tools, adminstrative users can update selfCheck library promotions across specific branches or the entire system.
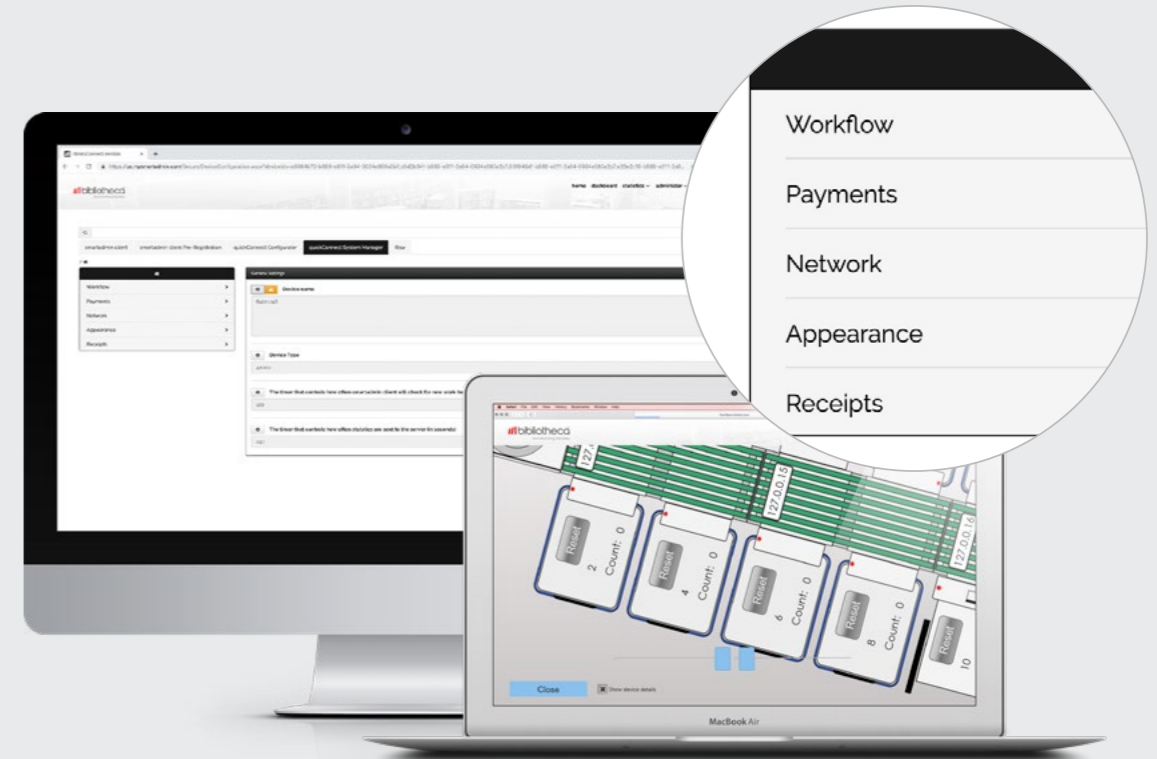
Configure and troubleshoot equipment from a central location

Libraries can replicate software configurations across multiple devices, branches or an entire system. Using powerful configuration tools, users can apply workflow changes, appearance customizations and more.

Dynamic and visual tiles allow libraries to view key information on their devices such as OS version, device type, location and serial number. In addition, they can view custom configurations, create a snapshot of an instance, and clone configuration settings to other devices. This maximizes staff time by removing the need to configure each device at its physical location.

East Branch

selfCheck 1000	flex AMH	RFID gate premium
2 minutes ago	5 minutes ago	30 minutes ago
Good	Warning	Error

West Branch

selfCheck 1000	selfCheck 1000	RFID gate premium
30 seconds ago	15 minutes ago	2 days ago
Uncertain	Off	Disabled

Create custom reports and view aggregated statistics

Data within libraryConnect devices is updated every couple of minutes, ensuring decision-makers have the most up-to-date information when viewing tables of consolidated transactions and graphical reports. With more detailed, concrete data; libraries are able to make informed, data-driven decisions that shape library services, strategic initiatives, staffing levels and more!

Users can view, refresh, edit and delete reports, as well as schedule them to show up directly in their email inbox in a variety of formats, to stay on top of the data that drives their daily decisions.

Typical reports that can help library leadership:

Total selfCheck transactions over a given period to visualize self-service trends

Items Borrowed

Gate counts show peak visitor patterns to help allocate staff accordingly

People In
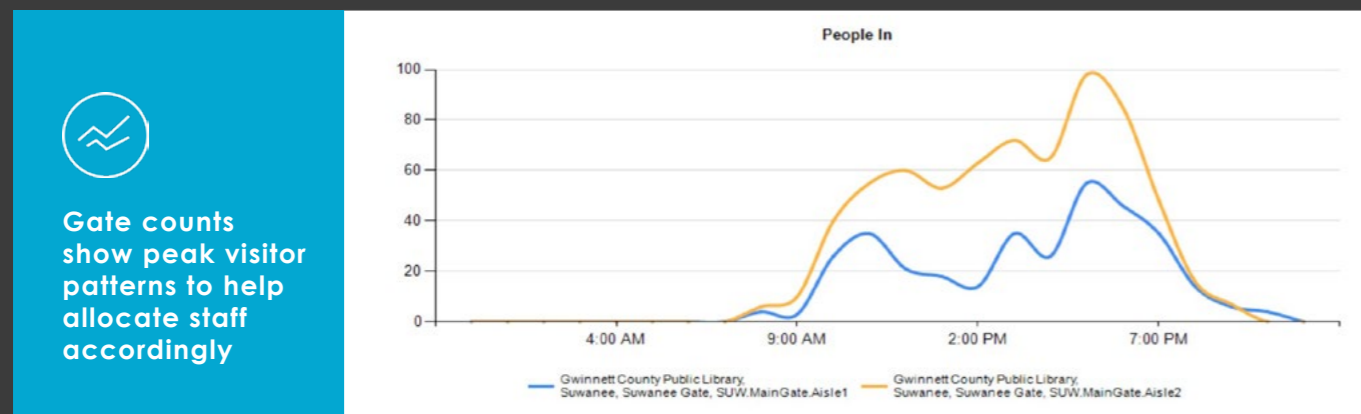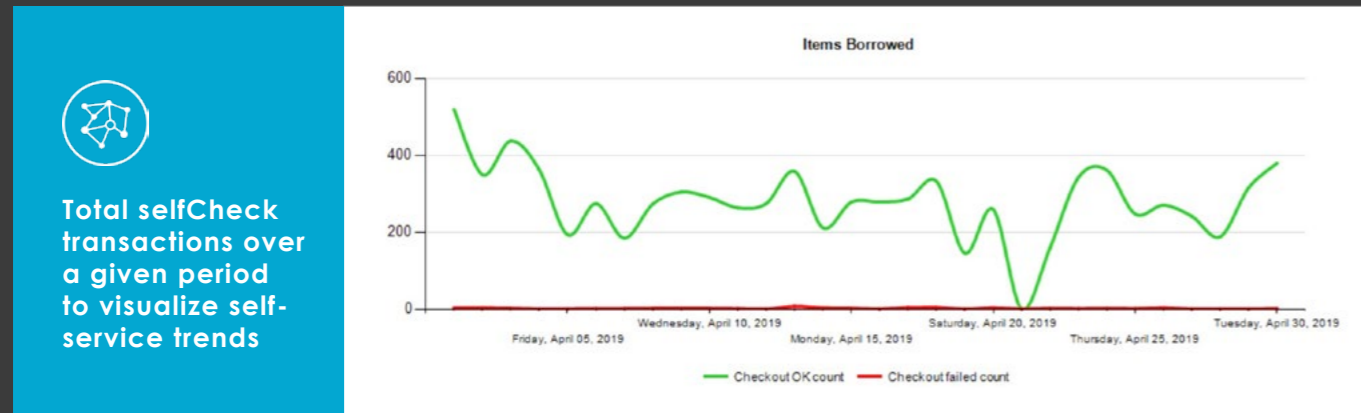
Typical reports that can help branch level staff:

Detailed activity of logins, items borrowed, items returned and when reading recommendations are displayed

Timestamp	Action	Successful	Patron Id	Item Id	Event Data
5/13/2019 11:08:05 AM	Borrow	Yes	*****9524	**********6962	
5/13/2019 11:08:05 AM	Borrow	Yes	*****9524	**********0994	
5/13/2019 11:08:05 AM	Borrow	Yes	*****9524	**********3183	
5/13/2019 11:08:05 AM	Login	Yes	*****9524	*	
5/13/2019 11:08:24 AM	Recommendation:Display	Yes	*	*****9524	9781438011141
5/13/2019 11:08:24 AM	Recommendation:Display	Yes	*	*****9524	9781506209234
5/13/2019 11:17:19 AM	Login	Yes	**********5309	*	
5/13/2019 11:17:22 AM	Borrow	Yes	**********5309	**********0696	
5/13/2019 11:17:22 AM	Borrow	Yes	**********5309	**********9095	
5/13/2019 11:17:22 AM	Borrow	Yes	**********5309	**********2028	
5/13/2019 11:17:22 AM	Borrow	Yes	**********5309	**********3138	

Payments transaction report to facilitate financial reconciliation

Patron ID	Payment Amount	SelfCheck Station	Branch	Payment Form	TX Date	TX Time
**********6406	20.00	Main Lobby selfCheck 01	Central Library	Cash	20190506	082618
**********6827	16.39	Main Lobby selfCheck 02	Central Library	American Express	20190506	113906
**********6599	20.00	Main Lobby selfCheck 03	Central Library	Visa	20190506	130636
**********6599	40.00	Children's Area selfCheck 01	Central Library	Visa	20190506	131456
**********3832	1.20	Children's Area selfCheck 02	Central Library	American Express	20190506	195944

Alarm triggers to see what items were not properly checked out (RFID gates only)

Timestamp	Retrieval Time	Gate Group Name	UID	Item Id	Item Title	Status
5/10/2019 10:13:52 AM	5/10/2019 10:13:52 AM	FrontGate		R2004134678	Big rig	*CHECKED OUT(04)*
5/10/2019 11:25:17 AM	5/10/2019 11:25:17 AM	FrontGate		R2002815732	Zimbabwe	*CHECKED OUT(04)*
5/10/2019 11:25:20 AM	5/10/2019 11:25:20 AM	FrontGate		R2000441531	Dog days	*CHECKED OUT(04)*
5/10/2019 1:07:28 PM	5/10/2019 1:07:28 PM	FrontGate		R2000088290	Murder at the vicarage : a Miss Marple mystery	*CHECKED OUT(04)*
5/10/2019 1:07:28 PM	5/10/2019 1:07:28 PM	FrontGate		R2002856991	Last one home : a novel	*CHECKED OUT(04)*
5/10/2019 1:28:05 PM	5/10/2019 1:28:05 PM	FrontGate		R2001858592	Better than I know myself	*CHECKED OUT(04)*
5/10/2019 1:40:06 PM	5/10/2019 1:40:06 PM	FrontGate		R2000109591	The confident woman : start today living boldly and without fear	*CHECKED OUT(04)*
5/10/2019 1:58:45 PM	5/10/2019 1:58:45 PM	FrontGate		R2001117916	Uncle Tom's Cabin	*CHECKED OUT(04)*
5/10/2019 1:58:54 PM	5/10/2019 1:58:54 PM	FrontGate		R4003449863	The good lie : a novel	*CHECKED OUT(04)*
5/10/2019 2:04:06 PM	5/10/2019 2:04:06 PM	FrontGate		R0116272608	The 7 habits for managers [electronic resource] : managing yourself, leading others, unleashing potential	*CHECKED OUT(04)*
5/10/2019 2:05:02 PM	5/10/2019 2:05:02 PM	FrontGate		R4003441938	No mercy	*CHECKED OUT(04)*
5/10/2019 2:07:09 PM	5/10/2019 2:07:09 PM	FrontGate		R2004581258	Meddling kids	*CHECKED OUT(04)*

Stay informed with dashboards, alerts, and favorite devices

Users can customize their dashboard to include their favorite devices, ensuring they see information quickly and easily. A range of colorful icons visually indicate which devices have alerts or warnings that need attention, allowing library staff to efficiently manage their equipment. Users can also search for a particular branch, a certain device name or filter by device status.

Not only can libraries quickly see the health of their library equipment, but they can customize alerts via email or SMS text message when the receipt paper is running low, a device has gone offline, or an error or warning occurs. This allows libraries to quickly target and troubleshoot issues, reducing downtime for users.

Available in English, German, French, Spanish, Italian and Portuguese, users can choose their preferred language, creating and intuitive, enjoyable experience on the platform.

Custom roles deliver the right level of permissions for each user

Users with an administrator role can create, edit and delete custom user roles, defined by your library system to fit your needs. Within these custom user roles, administrators can set default permissions and determine which devices and locations are viewable by certain users.
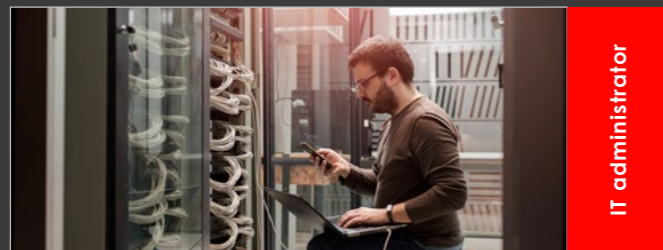
IT administrator

Leadership team

Branch manager

Library staff

Feature	libraryConnect.com	libraryConnect devices
Free for all customers	✓	
Access selfHelp training materials	✓	
Download user guides and product documentation	✓	
Contact support through online helpDesk portal	✓	
Create, edit and delete users	✓	
Requires annual subscription fee to access		✓
View, configure and troubleshoot library devices remotely		✓
Visually see quick status of all library devices		✓
Set specific alerts for individual devices		✓
View statistics and generate aggregated reports on all devices		✓
Download, upload and delete files on your physical devices		✓
Ability to see payment & reconciliation reports for your devices across your full library system/estate		✓
Complete visualization of your AMH sorting layout including bin full alerts and system errors		✓

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w w w . b i b l i o t h e c a . c o m | @ s m a r t l i b r a r i e s
l i n k e d i n . c o m / c o m p a n y / b i b l i o t h e c a

bibliotheca Latin America

info-pa@bibliotheca.com

info-us@bibliotheca.com
800.328.0067

info-ca@bibliotheca.com
877.207.3127

Wilmette Public Library District
2013 - 2020 Financial and Tax Levy Data

	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	**6/30/2020**
Equity								
30000 · Beginning Fund Balances								
30010 · General Fund Balance	7,178,853.83	4,652,420.00	6,060,223.31	6,776,844.04	7,739,841.04	8,112,100.04	8,958,617.00	**8,626,327.00**
30020 · IMRF Fund Balance	445,104.02	432,798.00	434,496.00	457,929.48	471,393.48	473,183.48	438,048.00	**368,596.00**
30030 · Audit Fund Balance	7,923.00	8,299.00	8,501.00	8,368.00	7,889.00	7,512.00	7,095.00	**6,259.00**
30040 · Liability Fund Balance	10,861.00	3,913.00	14,997.31	22,816.00	34,700.00	40,278.00	38,231.00	**43,459.00**
30060 · Special Reserve (B/E) Fund Bal	4,358,070.00	8,143,347.00	8,023,468.00	7,340,889.00	4,555,565.00	5,497,897.00	5,785,985.00	**6,154,905.00**
30070 · Endowment Fund Balance	37,167.00	37,189.00	37,204.00	37,212.44	37,235.44	37,240.44	37,245.00	**37,578.00**
30080 · Specific Programs	0.00	183,148.00	183,148.00	183,148.00	183,460.88	183,146.88	183,147.00	**183,147.00**
Total 30000 · Beginning Fund Balances	12,037,978.85	13,461,114.00	14,762,037.62	14,827,206.96	13,030,084.84	14,351,357.84	15,448,368.00	**15,420,271.00**
Net Income	1,423,283.35	1,300,923.62	65,169.34	(1,797,122.12)	1,322,206.03	1,096,882.68	(28,093.07)	**(7,117.57)**
Total Equity	13,461,262.20	14,762,037.62	14,827,206.96	13,030,084.84	14,352,290.87	15,448,240.52	15,420,274.93	**15,413,153.43**
TOTAL LIABILITIES & EQUITY	13,461,262.20	14,762,037.62	14,827,206.96	13,030,084.84	14,352,290.87	15,448,240.52	15,420,274.93	**15,413,153.43**
increase/decrease in total equity		9.7%	0.4%	-12.1%	10.1%	7.6%	-0.2%	0.0%
increase/decrease in fund balances		11.8%	9.7%	0.4%	-12.1%	10.1%	7.6%	-0.2%
Tax Levy	5,777,806	5,852,078	5,894,465	5,894,465	5,747,103	5,428,251	5,428,251	**5,428,251**
increase/decrease in tax levy		1.3%	0.7%	0.0%	-2.5%	-5.5%	0.0%	**0.00%**

In 2014, $4,000,000 was moved from the General Fund to the Special Reserve (B/E) Fund in anticipation of the '14-'15 renovation project.
In 2016, an adjustment was made to account for the changes in capital assets as a result of the renovation project.

Tax levy data is shown for the previous 10 years at the end of each Audit (Annual Financial Report).

For more information, visit: www.wilmettelibrary.info/about/library-trustees/library-finances

2020-2021 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY							

The 2020-2021 Proposed Levy aggregate total is unchanged from the 2018-2019 and 2019-2020 Final Levies.

	2019-2020	2020-2021	2020-2021		
I. PATRON MATERIALS/SERVICES-GENERAL FUND	FINAL LEVY	PROPOSED LEVY	BUDGET		
A. Books/Continuations	300,000	250,000	275,000		
B. Library of Things	5,000	0	-		
C. Audio Visual Materials	100,000	90,000	100,000		
D. Periodicals	40,000	40,000	45,000		
E. Electronic Resources	325,000	400,000	500,000		
F. Computer Software	10,000	10,000	10,000		
G. Electronic Service Providers	100,000	100,000	150,000		
H. Programming	40,000	40,000	45,000		
I. Interlibrary Loan	0	0	1,500		
J. Newsletter	30,000	20,000	35,000		
K. Promotion	5,000	5,000	10,000		
L. Grant Expense	0	0	1,000		
M. Rutherford Trust Expenditures	0	0	9,000		
N. Friends Purchases	0	0	30,000		
TOTAL PATRON MATERIALS/SERVICES	955,000	955,000	1,211,500		
II. PERSONNEL - GENERAL FUND					
A. Librarian Salaries	1,367,504	1,378,102	1,663,954		
B. Non-Librarian Salaries	1,295,420	1,297,572	1,576,243		
C. Custodial Salaries	173,484	200,277	211,092		
D. Professional Memberships	6,500	6,000	6,500		
E. Continuing Education Registrations	9,400	5,500	10,000		
F. Travel/Mileage	26,155	8,000	10,000		
G. Staff Development	30,000	10,000	15,000		
H. Employee Health Insurance	470,788	500,000	600,000		
TOTAL PERSONNEL	3,379,251	3,405,451	4,092,789		
III. OPERATION - GENERAL FUND					
A. Fees - P/R, Bank, Cr Cd	10,000	10,000	15,000		
B. Professional Fees	15,000	20,000	35,000		
C. Library Supplies	25,000	25,000	30,000		
D. Office Supplies	25,000	25,000	40,000		
E. Copiers	26,000	26,000	28,000		
F. Printing	5,000	4,000	5,000		
G. Postage/Shipping	6,000	5,000	6,000		
H. Telephone	10,000	10,000	15,000		
I. Equip/Furnishings/Computers	70,000	61,000	125,000		
J. Equip/Computer/Security System Maint.	85,000	75,000	86,000		
K. Property/Casualty Insurance	24,000	15,000	27,500		
L. Building/Grounds Improvement	15,000	18,800	20,000		
M. Building Supplies	20,000	24,000	28,000		
N. Building Maintenance	70,000	60,000	85,000		
O. Building Maintenance Contracts	95,000	95,000	100,000		
P. Grounds Maintenance	20,000	20,000	40,000		
Q. Parking Lot Rent	12,000	12,000	13,000		
R. Utilities	17,000	18,000	22,000		
S. Sales & Use Tax	0	0	100		
T. Library Vehicle Maintenance	0	0	4,000		
TOTAL OPERATION	550,000	523,800	724,600		
IV. CONTINGENCY-GENERAL FUND	0	0	0		
V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND					
Specific Fund for library site, building & equipment accumulated	0	0	0		
according to ordinace pursuant to 75 ILCS 16/40-50					
VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS	0	0	0		
TOTAL GENERAL FUND LEVY	4,884,251	4,884,251	6,028,889	5,983,289	total less expenses not levied for
VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND					
A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)					
1. Municipal Retirement	275,000	275,000	295,000		
2. Social Security	225,000	225,000	235,000		
B. Audit Expense (Pursant to 50 ILCS 310/9)	10,000	10,000	11,000		
C. Liability Insurance, including Worker's Comp. &					
Unemployment Ins. (Pursuant to 745 ILCS 10/9-107)	34,000	34,000	40,000		
TOTAL SPECIAL FUNDS LEVY	544,000	544,000	581,000		
AGGREGATE TOTAL LEVIED - ALL FUNDS	5,428,251	5,428,251	6,609,889	6,564,289	

THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2020/2021-198

AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2020-2021

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., as amended, requires all Illinois municipal corporations to adopt a Combined Annual Budget and Appropriation Ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, ILCS, Chap. 75, Paras. 16/35-5 and 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District; and said Ordinance was passed more than seven (7) days prior to passage of this Levy Ordinance; and a certified copy of said Ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance; and said Budget and Appropriation Ordinance was filed with the County Clerks of all Counties affected thereby; and a "Certified Estimate of Anticipated Revenues" was filed within thirty (30) days of their adoption;

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, as follows:

Section 1. Ordinance No. 2020/2021-197 of this Board, "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020-2021" is hereby incorporated by reference.

Section 2. A tax in the sum of FIVE MILLION FOUR HUNDRED TWENTY EIGHT THOUSAND TWO HUNDRED FIFTY ONE AND NO/100 DOLLARS ($5,428,251) be and hereby is levied upon all taxable property within the corporate limits of this District, in accordance with the Appropriation Ordinance previously enacted; said tax to be levied to defray the expenses and liabilities of this District for the fiscal year beginning July 1, 2020 and ending June 30, 2021, for the specific objects and purposes indicated as follows:

2020-2021 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY

I. PATRON MATERIALS/SERVICES – GENERAL FUND

A. Books/Continuations	250,000
B. Library of Things	-0-
C. Audio Visual Materials	90,000
D. Periodicals	40,000
E. Electronic Resources	400,000
F. Computer Software	10,000
G. Electronic Service Providers	100,000
H. Programming	40,000
I. Interlibrary Loan	-0-
J. Newsletter	20,000
K. Promotion	5,000
L. Grant	-0-
M. Rutherford Trust	-0-
N. Friends Purchases	-0-
TOTAL PATRON MATERIALS/SERVICES	**955,000**

II. PERSONNEL – GENERAL FUND

A. Librarian Salaries	1,378,102
B. Non-Librarian Salaries	1,297,572
C. Custodial Salaries	200,277
D. Professional Memberships	6,000
E. Continuing Education/Meetings	5,500
F. Mileage/Travel	8,000
G. Staff Development	10,000
H. Insurance-Employee	200,000
TOTAL PERSONNEL	**3,405,451**

III. OPERATION – GENERAL FUND

A. Fees (p/r, bank, credit card)	10,000
B. Professional Fees	20,000
C. Library Supplies	25,000
D. Office Supplies	25,000
E. Copiers	26,000
F. Printing	4,000
G. Postage/Shipping	5,000
H. Telephone	10,000
I. Equipment/Furnishings/Computers	61,000
J. Equipment/Computer Maintenance	75,000
K. Insurance-Property/Casualty	15,000
L. Building Improvement	18,000
M. Building Supplies	24,000
N. Building Maintenance	60,000
O. Building Maintenance Contracts	95,000
P. Grounds Maintenance	20,000
Q. Parking Lot Rent	12,000
R. Utilities	18,000
S. Sales and Use Tax	-0-
T. Library Vehicle Maintenance	-0-
TOTAL OPERATION	**523,800**

IV. CONTINGENCY – GENERAL FUND — -0-

V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND
Specific Fund for library site, building & equipment accumulated   -0-
according to ordinance pursuant to 75 ILCS16/40-50

VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS — -0-

TOTAL GENERAL FUND LEVY	**4,884,251**

VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND

A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)	
1. Municipal Retirement	275,000
2. Social Security	225,000
B. Audit Expense (Pursuant to 50 ILCS 310/9)	10,000
C. Liability Insurance, including Worker's Comp. & Unemployment Ins.	34,000
(Pursuant to 745 ILCS 10/9-107)	

TOTAL SPECIAL FUNDS LEVY	**544,000**

AGGREGATE TOTAL LEVIED - ALL FUNDS	**5,428,251**

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to ILCS, Chap. 75, Para. 16/40-50, pursuant to plans developed and adopted by this Board, and said unexpended balances shall be accumulated in this Fund for the purpose of erecting or purchasing a new library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment and materials therefor.

Section 4. Except as otherwise provided by law, no further appropriations shall be made at any other time within such fiscal year, provided that this Board may from time to time make transfers between the various items in any Fund, or appropriations in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of all the trustees, as provided by ILCS, Chap. 75, Para. 16/30-90, et seq., and this Board may amend said Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by statute for the original adoption of a Budget and Appropriation Ordinance, provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the fiscal year shall be available until August 30th for the authorization of the payment of obligations incurred prior to the close of the fiscal year, and until September 30th for the payment of such obligations or for the transfer of unexpendable balances thereof to be accumulated, as provided by ILCS, Chap. 75, Para. 16/30-90.

Section 5. The Secretary of this Board shall file, on or before the last Tuesday in December, a certified copy of this Levy Ordinance with the County Clerk of each county affected by this Levy; and the Secretary of this Board shall also file, on or before the last Tuesday in December, certified copies of this Ordinance and of the Budget and Appropriation Ordinance, with the Library or Libraries operated by this District, and make such Ordinances available for public inspection at all times.

Section 6. Upon filing said certified copy hereof with such County Clerk, the rate percent shall be ascertained and the tax extended as provided by law against property in this District; and the tax so levied and assessed shall be collected and enforced in the same manner and by the same officers as the general taxes in this District and County, and shall be paid over to the Treasurer of this Board by the officers collecting the same.

Section 7. This Board hereby certifies that all applicable provisions of ILCS, Chap. 35, Para. 215/1, et seq., as amended ("the Illinois Truth-in-Taxation Statute"), have been complied with.

Section 8. Pursuant to ILCS, Chap. 35, Para. 205/157a and related statutes, this Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction provisions of the Personal Property Tax Replacement Fund Act are not applicable hereto.

Section 9. This Ordinance is passed pursuant to statutory authority, including the Illinois Public Library District Act, ILCS, Chap. 75, Para. 16/35-5, et seq., Para. 16/30-85, et seq., and Para. 16/40-50, and the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., the Illinois Revenue Code, ILCS, Chap. 35, Para. 205/157, et seq. and other statutes hereunto appertaining.

Section 10. This Ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provisions or parts of this act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on this October 20, 2020 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

APPROVED:

_____

President or President pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:

_____

Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

LEVY ORDINANCE – SECRETARY CERTIFICATE

<u>SECRETARY CERTIFICATE</u>

I, _____, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary or Secretary pro-tem and as such am keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020-2021" is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting on October 20, 2020 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

Dated this 20th day of October 2020.

_____
Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

CERTIFICATE OF LEVIES

I, _____, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary or Secretary pro-tem, and as such am keeper of the books and records of the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the following levies were passed by this Board by "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020-2021" and are to be levied upon all taxable property within the corporate limits of the District according to applicable statutes:

GENERAL FUND LEVY	4,884,251
RETIREMENT FUND LEVY	
1. Municipal Retirement	275,000
2. Social Security	225,000
AUDIT FUND LEVY	10,000
LIABILITY INSURANCE FUND LEVY	34,000
RETIREMENT OF GENERAL OBLIGATION REFUNDING BONDS, Series 2001 (interest and/or principal) pursuant to Ordinance No. 2001/02-110 filed September 19, 2001	-0-
TOTAL	$5,428,251

DATED this 20th day of October, 2020.

_____
Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

CERTIFICATION OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW*

I, Lisa McDonald, the presiding officer and President or President pro-tem of the Board of Library

Trustees of the Wilmette Public Library District (Library District), certify that the Library District's

tax levy ordinance was adopted in compliance with the provisions of the Truth in Taxation Law.*

Certified this 20th day of October, 2020.

_____

President or President pro-tem
Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

Subscribed and sworn to before me this 20th day of October, 2020.

Notary Public

_____

* 35 ILCS 200/18-55 et.seq.
("Truth in Taxation")

**THE BOARD OF TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

RESOLUTION 2020/21-203

**INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING
THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2020-21 LEVY**

The Cook County Clerk is instructed to apply any limitation on the Wilmette Public Library District's 2020-21 levy to the corporate fund only, leaving the other funds intact.

PASSED by the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois this October 20, 2020 by vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

_____
President or President pro-tem
The Board of Library Trustees of the Wilmette Public Library District,
Cook County, Illinois

ATTEST:

_____
Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District,
Cook County, Illinois

LEVY RESOLUTION SECRETARY CERTIFICATE

SECRETARY CERTIFICATE

I, _____ , DO HEREBY CERTIFY that I am the duly appointed, qualified, and serving Secretary or Secretary Pro-tem and as such keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached RESOLUTION 2020/21-203, INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2020-21 LEVY, is a true and correct copy of said Resolution which was presented, passed, and recorded by said Board at their meeting, on October 20, 2020 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

DATED this October 20, 2020

_____
Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District,
Cook County, Illinois

WILMETTE PUBLIC LIBRARY DISTRICT
2021 CALENDAR

DAYS WPLD WILL BE CLOSED

Date	Day	Event	Type
January 1, 2021	Friday	New Year's Day 2021	Paid Holiday
TBD	Friday	Staff Institute Day	Regular Pay for Attendees
April 4	Sunday	Easter	Unpaid Holiday
May 30	Sunday	Day before Memorial Day	Unpaid Holiday
May 31	Monday	Memorial Day	Paid Holiday
July 4	Sunday	Independence Day	Paid Holiday
September 5	Sunday	Day before Labor Day	Unpaid Holiday
September 6	Monday	Labor Day	Paid Holiday
November 25	Thursday	Thanksgiving Day	Paid Holiday
December 24	Friday	Day before Christmas Day	Paid Holiday
December 25	Saturday	Christmas Day	Paid Holiday
December 31	Friday	Day before New Year's Day	Paid Holiday
January 1, 2022	Saturday	New Year's Day 2022	Paid Holiday

HOLIDAYS WPLD WILL BE OPEN

Date	Day	Event
January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	Presidents' Day
November 11	Thursday	Veterans' Day

DAYS WPLD WILL CLOSE AT 5:00 PM

Date	Day	Event
June 14 thru August 23 (unchanged from 2020)	Sundays	Early Closings on Summer Sundays
July 3	Saturday	Day before Independence Day
November 24	Wednesday	Day before Thanksgiving Day

September 17, 2020

I hereby authorize Nancy Jo Carroll, Marti Bellefontaine and
Michael Boone to act as Deputy Clerks of the upcoming Board
of Library Trustees election.

President or President pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

Chapter 11 (Youth/Young Adult Services)

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

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.

2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.

3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.

4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.

6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.

7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.

8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.

9. Library programs should strive to be free of charge.

10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.

11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.

12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.

14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.

15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.

16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.

17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.

18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.

19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.

20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.

21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.

22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.

23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.

24. The library provides a summer reading opportunity to encourage reading and learning during the summer.

25. The library provides a flexible and welcoming environment for young adults both individually and in groups.

26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.

27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.

28. The library fosters young adult leadership and civic engagement.

29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

☐ All basic youth services are available when the library is open.

☐ The library provides staff trained in serving youth.

☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.

☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

☐ The library's programming is designed to reflect the needs and interests of youth in the community.

☐ Library programs are provided free of charge or on a cost-recovery basis.

☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

☐ The library strives to partner with youth-facing organizations in the community.

☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.

- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

- ☐ The library provides a space specifically for use by children and families.

- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.

- ☐ The library provides early literacy programming, including regular story time, for children and families.

- ☐ The library provides programming which facilitates play and fun for children and families.

- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.

- ☐ The library provides a welcoming environment for young adults both individually and in groups.

- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

- ☐ The library provides materials both physical and digital for young adults that are intended for them.

- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Wilmette Public Library Director's Report – October 20, 2020
Library Activities for September-October, 2020
Anthony Auston, Director

Strategic Plan Progress Updates

Objective 1.1: Beginning October 2018, expand provision of library materials and programs outside of the established library facility.

Our Storywalk is now being changed monthly due to requests from patrons who are seeking socially distanced family activities. The September StoryWalk was *Lawrence in the Fall* by Matthew Farina. Staff is coordinating with the Park District to add a new StoryWalk location at the Community Recreation Center, as well as partnering with local preschools to offer options for those children and families as well. Additionally, Outreach Librarian Ruth Bell has resumed delivery services with contactless drop-offs and pick-ups for Wilmette preschools.

On Saturday, September 12, Krista Hugley offered an online practice SAT for high school students proctored by C2 Education. C2 provided test results and analysis in a follow-up meeting upon completion of the test. These tests were proctored on-site prior to Covid and because this is an often-requested program by our patrons, we have continued to enable access virtually.

Objective 1.3: Host public forums for residents to explore and discuss communitywide issues or topics.

On September 14, Krista Hutley hosted her new ongoing teen program, the "Do Something Club: Voting and Elections," which encourages teens to learn about new issues and make a difference by pairing books and other media with current social issues and then discuss them with fellow teens.

Rachel Garcia helped Nancy Wagner and Jillian McKeown recognize and celebrate 100 years of Women's Suffrage by hosting our final event, a Novels @ Night book club discussion of "A Well Behaved Woman" by Therese Anne Fowler. The story centered on a feminist icon named Alva who defied convention for women of her time, becoming a leader in the women's suffrage movement.

For September, the program description is as follows, "September 22 is National Voter Registration Day. What even is National Voter Registration Day and why is it needed? How has COVID-19 affected voter registration? How can we help bridge the information gap that prevents people from getting registered to vote, casting a ballot, and having their voices heard in our democracy, even before we're able to vote ourselves? For this meeting, read or listen to any one book, article, or podcast about voting and elections in America, then meet to share what we chose and what we learned."

On September 22, Nancy Wagner hosted a program called, "The Election and America's International Relations" with Professor Jim Marquardt. He discussed foreign policy challenges facing the next president and by highlighting problems with both candidates' views, suggested an alternative global strategy for America, one that is mindful of the limits of American military and economic power and other tectonic shifts in international relations that have occurred over the past quarter century. Political programming just before the next presidential election will help to keep our patrons informed about global and local political issues that hopefully will aid them in clearing up any confusion about how each candidate will proceed in the future.

Objective 3.4: By August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff.

With the help of Adult Services staff, Shelver Suzanne Symanietz made a display for Deaf Awareness Month. Suzanne picked out a number of interesting resources, both Adult and Youth, about persons living with hearing impairments

Collections

Digital

September 30 saw the migration of all RBDigital book content into the OverDrive platform. Digital Services Manager Stephen Koebel contacted all the patrons who had borrowed content since January to inform them. The transition went off without a hitch; the RBDigital titles are now available in OverDrive. The RBDigital book collection has been modestly used in the past, and we hope that discoverability will increase in the OverDrive platform.

Stephen met with Jillian McKeown and Janet Piehl to discuss the OverDrive budget going forward. We've seen about a 50% net retention in use since the spring closure and we are adjusting our spending accordingly. We are prioritizing the holds list as always, but also keeping funds in reserve for big, multi-copy purchases for school reports, projects on the youth-side, and large author events on the adult-side.

The OverDrive Sora partnership project with District 39 is complete on the WPL side, with D39 continuing to add content to their collections to support K-8 curriculum. D39 staff will be offering student orientations to the Sora platform and include instructions for connecting with/using WPL's collections. D39 is doing a soft-rollout as their content increases; they expect to make a more formal announcement/promotion of the service the week of October 19, and to present a report on this joint initiative to the D39 School Board on October 26. We are interested to see the impact this program will have on the use of our digital youth collections.

We also coordinated the implementation and launch of Scholastic Teachables, a great virtual learning support product for caregivers and teachers. The service is available remotely on our website with a valid Wilmette library card:
https://www.wilmettelibrary.info/resources/homework-help

Our school and study oriented products saw an increase in September as school resumed. Products such as Brainfuse (live tutoring & homework help) and WorldBook saw increases in usage.

Ancestry.com also has seen a tremendous increase in usage presently. Proquest has extended remote usage through the end of the year. I hope it will become a permanent service.

E-book and media statistics remain strong, however, you can see a slight wane in usage, but 7 months after our closure, we have roughly a 50% net increase of uses after our peak in May. This is on trend nationally with electronic product usage in libraries.

Year-to-date digital resource statistics are appended to this report.

Physical

CCS added Grayslake and Palatine libraries to the consortium in early September. All current members of CCS were offline from Saturday, September 5 through Tuesday, September 8. There are some duplicate patron, bibliographic, and ILL records to cleanup, but otherwise the addition of the two libraries went smoothly. On Saturday, one of the workstations at Circulation was unable to open remote offline. Gayle Rosenberg Justman assessed the situation and contacted CVI to assign a different terminal server number to that workstation.

Two new periodical subscriptions were added to the adult magazine collection: Breathe (covering health and well-being) and People en Español (covering celebrities and entertainers) written in Spanish.

The Science Fiction/Fantasy reorganization project has been completed. The regular Fiction books have all been shifted. The first few rows of the Fiction room are now completely Science Fiction and Fantasy books. This took quite a long time but the result is worth it, improving the browsability, accessibility, and promotion of this collection. There is room for growth in both areas and the shelves look great. Martha Birkhold is working on this project with Krista Hutley from Adult Services. Shelving staff shelf-read and straightened the Mystery/Suspense room.

Librarian Jennifer Lee has been analyzing the juvenile fiction collection for items that need to be weeded or replaced with new copies. Jennifer has also created small "shelf-talker" signs to attract readers to read-alikes for our most popular series. Lisa Bigelow and Robin Sindelar have also been working on a weeding and updating the picture book collection. We continue to update our recommended reading lists with more recent titles and diverse representation.

Youth book displays for the month of September included picture books from "Latinx Voices," pets, fall, vehicles, spooky, and humorous books. Patrons are looking for recommendations more than ever and books have been flying off these displays each day.

Shelving staff caught up on the "Change to Old" carts. Staff typically promotes new materials in the Recent Arrivals area for about six months, but because of the spring pandemic closure and heavy workload when we reopened, many items in this area had been "new" for up to a year. After a team effort we are back to our regular system.

Gayle Rosenberg Justman worked with Christina Griffin from Better World Books to reactivate our account. Better World Books is a for-profit online bookstore that accepts library discards to sell, donate, or recycle. Better World Books is a Certified B Corporation, a business that must meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose. David Bliss returned to Technical Services to work on processing our withdrawn items and boxing the items to send to Better World Books.

Gayle Rosenberg Justman created access for recently hired Adult Services Librarians EvaAnne Johnson and John Amundsen to collection management resources including TitleSource 360, collectionHQ, and Polaris' Simply Reports.

Technical Services Statistics

The Technical Services team continued to be very productive in September. Getting books and AV items with holds out to our patrons as quickly as possible is always our first priority, but we are also concentrating on processing the large number of items that have been sent to Technical Services to be withdrawn ahead of our RFID tagging project.

We added 1,253 adult books, 74 teen books, and 519 youth books for a total of 1,846 books (a decrease of 259 books from last month's total; we added 75 more adult books, 8 more teen books, but 342 less youth books). We added 188 adult AV items, 5 teen AV items, and 34 youth AV items for a total of 227 AV items (a decrease of 108 AV items over last month's total; we added 55 less adult AV items, 4 more teen AV items, and 57 less youth AV items). 315 issues were added to the adult magazine collection and 38 issues were added to the youth magazine collection.

Large numbers of items were withdrawn from the collection in September, continuing the trend begun last month. We withdrew 1,505 adult books, 5 teen books, and 539 youth books for a total of 2,049 books (a slight decrease of 133 books from last month's total, but an increase of 1,578 books over July's total). 357 AV items (345 adult AV items and 12 youth AV items) were also withdrawn (an increase of 285 items over last month's total). The Book on CD collection is being heavily weeded. The total number of withdrawals will continue to remain high as we prepare for the implementation of RFID.

In terms of digital resources, 1,073 e-books and 404 e-audiobooks were added to our Overdrive collection in September. Last month, 1,063 e-books and 343 e-audiobooks were added to our OverDrive collection. Also, 944 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 318 items were removed. Last month, 887 music, video, e-book, and e-

audiobook items were added to our Hoopla holdings and 303 items were removed.

Year-to-date circulation and collection statistics are appended to this report.

Circulation

Circulation staff continue to deliver great service. Despite reduced hours and a number of new procedures, our September statistics were just 4% below where we were last year. This reflects our community's high level of engagement with our collections, as well as our staff's resilience.

Demand for Parking Lot Pickup has slowed down considerably since August, with most patrons opting to come inside the library to pick-up their hold material, though the service remains enough in-demand that staff is planning to sustain this option for the long haul. Switchboard staff has helped with this point-of-service as Circulation staff have largely pivoted back to their regular desk and check-in duties.

September was National Library Card Signup Month, and locally we registered 108 cardholders. Patrons registered both in-person and online, using our online application form. Those who complete an online registration for a Wilmette Public Library card will receive a personal email confirmation with 3 options for receiving their new card: 1) pick up the library card at the Library, 2) receive it by mail, or 3) opt for a digital-only library card.

Patrons who choose to pick up their library card at the library (valid for three years for all library resources), will need to bring their photo ID (identification should show your current Wilmette or Kenilworth address) or two bills showing their current Wilmette or Kenilworth address, to the Circulation Desk.

Patrons who would like to receive their library card by mail (valid for one year for all library resources), are asked to call and speak with Circulation staff for confirmation. Staff will then create the library card and mail it to the patron's home. This card will expire after a year; in order to renew, patrons will need to verify their address with a photo ID (showing a current Wilmette or Kenilworth address) or two bills with a current Wilmette or Kenilworth address.

Patrons who would like to receive a digital-only library card (valid for one year for all online resources, downloadable and streaming services), are asked to call and speak with Circulation staff for confirmation. Staff will set up a special library card for the patron to use our wealth of digital resources. This card will also expire after a year; in order to renew, patrons will need to verify their address with a photo ID (showing a current Wilmette or Kenilworth address) or two bills with a current Wilmette or Kenilworth address.

Gayle Rosenberg Justman worked with Debra Wischmeyer at CCS to extend the expiration date by one year for all patron cards that were set to expire in September 2020 through June 2021. By taking this step, we can ensure that no cardholders will be denied access to remote services for the duration of the fiscal year/pandemic.

Youth Services

After patrons who responded to our summer survey indicated a preference for live programs on the Zoom platform, staff trained themselves on hosting and performing programs with Zoom. This month we started a series of four live weekly storytimes with one librarian performing and one hosting the Zoom meeting. Zoom hosts let attendees in from the waiting room, moderate, answer questions, and start and end the recording of the programs. Digital Services staff have also co-hosted these meetings to provide technical support. Attendance was low the first week we offered these live programs, but audiences have been growing each week since.

Families who prefer to watch programs at their convenience can do so any time on our website. We created video playlists on our YouTube channel that are then embedded on our website. Community Services created colorful WPL banners to label each video "thumbnail." You can view all our new storytimes at https://www.wilmettelibrary.info/events/series/storytimes

Our school age programs are now live and interactive as well! Kids Library Council, Lego Build Together, 3rd and 4th Grade Book Discussion, and a new creative writing program called Three Minute Mental Makeovers are now live monthly. We are continuing to make recorded videos for the STEAM Lab at Home and We're Gonna Make It! craft programs.

We're excited to announce that we have added Scholastic Teachables to our library of e-resources. Parents and teachers in our community now have access to 30,000+ printable resources for Pre-K to Grade 6 including activity sheets and lesson plans, covering all subjects and themes, developed by teachers and curriculum specialists and vetted by Scholastic. For new readers there are 2,000+ customizable and printable Mini-Books for an instant-leveled home library. Patrons can find Teachables on the Homework Help K-8 page: https://www.wilmettelibrary.info/resources/homework-help

Take-Home Kits
Our popular STEAM Kits continued in September with a zip line project. Families are encouraged to design and build a carrier to get a toy bear safely down a zip line. Each kit comes with instructions and all the supplies needed for the activity and a video tutorial was shared online to support the kit. The tutorials and our other STEAM project videos can be viewed on our website at https://www.wilmettelibrary.info/events/spotlight/steam-lab.

One parent emailed a thank you with photos of her kids testing with zip lines at home. She said, "I wanted to let you know how much my daughters and I enjoyed the zipline STEAM challenge! Thank you for making this activity available for us. We spent over an hour this morning as they improved and tested their creations."

Teen Programming

Krista Hutley created 20 grab and go/DIY bags where teen patrons could make their own ribbon bookmarks. She made 20 bags and they all went out within one week! For her October project, she will increase the amount created in order to service a higher number of high school patrons.

Meet The Author
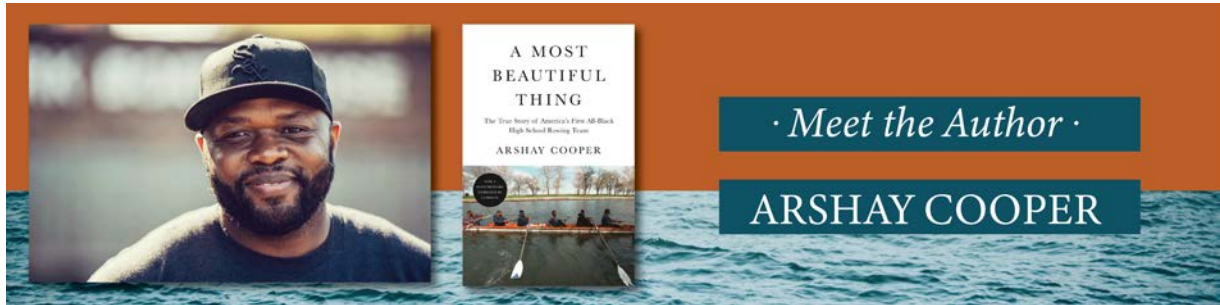
Join us for our first-ever virtual Meet the Author event on Wednesday, October 21 at 7pm via Zoom; the event is free and open to the public, though registration is required. Arshay Cooper will be discussing his inspiring memoir *A Most Beautiful Thing: The True Story of America's First All-Black High School Rowing Team*.

Moving, mesmerizing, and highly relevant, *A Most Beautiful Thing* was recently made into a feature-length documentary, narrated by Common and executive produced by Dwayne Wade, Grant Hill, and 9th Wonder. Learn more about the book and film at the *A Most Beautiful Thing* website: https://www.amostbeautifulthing.com/

Our librarians will be hosting two discussions of *A Most Beautiful Thing*. We invite you to read the book and discuss it with your community. You can reserve a copy in our catalog, or check out an ebook or downloadable audiobook in our digital collection.

Wilmette Public Library has partnered with Semicolon, a black woman-owned bookstore in Chicago, to sell signed copies of *A Most Beautiful Thing*. To purchase a copy, visit Semicolon's website: https://www.semicolonchi.com/arshay-cooper

Rachel Garcia, Jillian McKeown, and Sarah Beth Brown have been planning our Meet the Author event with retired WPL librarians Amy Barrow and Barbara Goodman consulting

Community Services Programming

September was a busy month for library programs, as we moved into fall, one of the traditionally busiest times of year for us. Jennifer Bartel planned a number of successful programs for September, and began planning programs for the end of the year.

- Trés Belle Soprano Trio Classical Concert - 45 patrons
- Film Discussion: *Captain Fantastic* - 14 patrons
- Westminster Abbey - 104 patrons
- Trivia: *Golden Girls* - 15 patrons

With 6 months of virtual programs under our belt, we began making some tweaks to our programming workflows in all departments. A few updates:
- We began an opt-in to library communications when patrons register for programs
- We changed our program listing format from "Virtual: Program Title" to "Program Title (virtal)" to better emphasize the variety of programs we're offering and make it easier to find programs on our online calendar.
- We began experimenting with direct registration through zoom, instead of having patrons register on our online calendar and be sent a Zoom link by staff. There are pluses and minuses to both strategies, and our programmers continue to tweak the system to provide the most seamless experience possible for patrons.
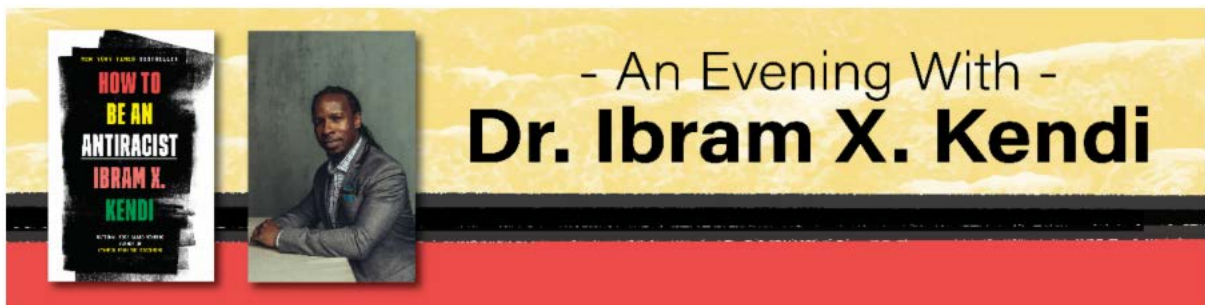
On Monday, November 9, Dr. Ibram X. Kendi, one of the country's leading anti-racist voices, and the #1 New York Times bestselling author, National Book Award winner, and historian, will discuss his book, *How To Be An Antiracist*. Dr. Kendi is the founding director of Boston University's Center for Antiracist Research and was recently named one of Time magazine's 100 most influential people in the world.

Dr. Kendi will be joined in conversation with WBEZ's award-winning journalist Natalie Moore for a very special virtual event on Monday, November 9 at 6pm via Zoom. Registration is open online now at: https://wilmette.libnet.info/event/4644004

In early September, WPL was approached by Highland Park Public Library to co-host an event featuring Dr. Ibram X. Kendi. Eleven area libraries are now participating (Arlington Heights Memorial Library, Aurora Public Library District, Deerfield Public Library, Glencoe Public Library, Highland Park Public Library, Lake Villa District Library, Northbrook Public Library, Schaumburg Township District Library, Skokie Public Library, Vernon Area Public Library, and Wilmette Public Library). Partners hope to make Dr. Kendi available to thousands of residents in suburban Chicagoland. Sarah Beth Brown has taken part in the hosting committee for this event.

Digital Services

In September, patron usage of the public internet computers has continued to rise. We are seeing more reservations being made, especially on Saturdays. The computer room is often full in the late morning and afternoons. Patron behavior has remained largely the same. Most are compliant with our guidelines, but some require the intervention of our Safety Monitors for behavior correction. Staff continues to maintain time limits, social distancing rules, and the "new normal" restrictions. We are evaluating our busy times to prioritize desk coverage in the event of staff sickness or another closure.

Jane Kim has announced she is stepping back to focus on her graduate studies and internship. She will stay on as a substitute. Her last regular shift is October 19.

Digital Services staff continue to provide programming assistance to Adult, Youth, and Community Services staff. The library has seen a great rise in virtual programs this year, which is both fantastic and challenging to coordinate, promote, and maintain. Staff are working to prioritize which large programs need assistance and which staff members Digital Services can train to become more self-sufficient in administering virtual programs.

Technology

Debi Thompson and Fred Wallace worked with staff to update software and troubleshoot issues. Fred converted two catalog stations into staff workstations for staff in Adult Services and Circulation. New hardware was configured and installed for staff in Community Services and Administration. A number of barcode readers were also installed this month; Fred configured them and installed them in both Adult Services and Digital Services. Fred corrected problems with mobile hotspots. Debi worked at length CVI to resolve a remote staff network connectivity issue ultimately related to a home wireless network configuration.

Following a period of maintenance downtime on the original Youth Services self-checkout station, Youth staff requested one of the new Bibliotheca self-checks for the meantime to sustain patron demand for the service and for the convenience this new unit offers for the larger-format books they circulate. Fred moved one of the Bibliotheca self-checks from Circulation to Youth Services, and placed it near the original self-check (which we intend to upgrade and retire next year). Patron response has been positive with this installation.

Debi and Gayle attended the CCS IT Technical Group meeting. It was very informative, and the group is working on a spreadsheet of recommended vendors they use for email, office software, firewalls, phone systems, etc. for all to use. It was interesting to hear how other area libraries are handling working from home and limiting hours.

In anticipation of the new Circulation Manager's arrival, Shelving Manager Patsy DeVuono relocated to a study room on the lower level. Fred changed the network and phone ports, and moved and set-up the workstation. Both Debi and Fred continue to become more adept in

administration of the phone system, and are able to handle a growing number of tasks in house, without the need to contact support. Adding users, resetting profiles and troubleshooting were among some of the phone setup and usage tasks mastered this month.

Interviews for staff openings required set ups in the Administrative Assistant's office and Board Room. Both Fred and Debi organized and facilitated these setups throughout the month.

Debi worked with Gayle and CVI, to remove profiles and email accounts for five staff members no longer employed with the Library. Procedures for digital records retention for retired Leadership Team staff were also reviewed.

In addition to ensuring that our computing equipment is physically cleaned regularly, Fred also cleans the software cache on all of the public desk workstations twice a week. It continues to help shorten the boot up process.

To help improve interdepartmental communications, in our Global Address List, CVI created email distribution groups for each department and Gayle added staff members to each group.

Communications

Community Services staff tackled a number of projects in September. One major project was working on publicity for the upcoming Meet the Author event on October 21, featuring Arshay Cooper, author of *A Most Beautiful Thing*. To promote this event, we created a suite of graphics and copy used across web pages and a number of social media posts (including one paid "boosted" post, which was sent to a variety of Facebook demographic and interest groups), had two articles placed in local publications, sent invitations to local rowing and boating groups, and sent a promotional postcard to all homes in Wilmette. Sarah Beth Brown has also been in close contact with the Meet the Author planning team to work on logistics of running the program and getting the Zoom event set up. As of October 12, there are 316 guests registered to attend the event.

We also promoted National Library Card Signup Month in September, with posts on our social media and a postcard that was sent to all Wilmette homes. The postcard promoted services that are available during our current service model, and encouraged patrons of all ages to sign up for a library card. Library Card Signup Month was difficult this year, because without in-person programming we didn't have our regular exciting promotional events to encourage non-cardholders to visit the library. We hope that a postcard sent to every home encouraged some Wilmette residents to sign up for a card, and reminded many more of the value of their card during this unusual time. The card featured "evergreen" information, so that even if our service model changes in the next few months as a response to the ongoing pandemic, the information on the card will continue to be as accurate as possible. Sarah Rose worked on both mailings, a large and well-done project on top of her normal load of graphics, interior signage, updated name tags, and more. She also worked on a number of projects with Youth Services, including

creating a special card to include in homebound material deliveries, and a series of title cards to be featured on YS YouTube videos.

E-newletters continue to be the primary method of communication with our patrons during our current service model. We send a variety of newsletters: weekly events newsletters to our full mailing list of ~13,000 emails; a Youth Services news and events email to ~900 email addresses; and a bi-weekly news email to ~11,000 cardholders. Our open rate is consistently about 30%, which is well above industry average and shows that our patrons find the email format to be a worthwhile and useful way to receive information from the library.

> E-Newsletters by the Numbers - September 1-30:
> - 91,140 sends
> - 30,238 opens
> - 1,807 clicks

Social Media

In addition to promoting events, our social media in September focused on promoting voting and the census, reminding patrons of safety protocols, posts in support of Library Card Signup Month, and some fun and behind-the-scenes photos mixed in. A few of our popular Instagram and Facebook posts from the past month:

wilmettelibrary

View Insights Promote

Liked by **wilmettelibraryteens** and **30 others**
wilmettelibrary Check out the sweet setup for our new LIVE, virtual storytimes! Our librarians are hosting 4 storytimes each week for babies, toddlers, and kids via Zoom. Learn more and sign up! 📌 http://wilmette.libnet.info/events?t=storytime

September 23

wilmettelibrary

View Insights Promote

Liked by **wilmettelibraryteens** and **27 others**
wilmettelibrary As the Census comes to a close and we begin voting in this year's general election, the power of your library card is more important than ever. We... more

September 24

Reading is the key that opens doors to many good things in life. Reading shaped my dreams, and more reading helped me make my dreams come true.
— Ruth Bader Ginsburg

Wilmette Public Library
Published by Sarah Beth Brown [?] · September 3 · 🌐

Part of our COVID-19 safety plan includes quarantining all returned items to the library. This means when you return an item, there will be a delay of several days before your account updates. If you have questions or need help with your account, don't hesitate to give us a call!

✅ **Get More Likes, Comments and Shares**
When you boost this post, you'll show it to more people.

356
People Reached

52
Engagements

Boost Post

Wilmette Public Library
Published by Sarah Beth Brown [?] · September 9 · 🌐

Need a new book? We can help! Fill out our book recommendation form, and you'll receive a custom book list from one of our librarians. https://wilmettelibrary.info/.../re.../book-picks-questionnaires

✅ **Get More Likes, Comments and Shares**
When you boost this post, you'll show it to more people.

331
People Reached

36
Engagements

Boost Post

Human Resources

Recruiting: Our recruiting efforts continue as we try to fill critical roles in our Circulation and Facilities departments:

- **Circulation** - After reviewing 30 applications, and scheduling two rounds of interviews, we selected **Kim Hegelund** to serve as our new Manager of the Circulation Department. Kim comes to us from Evanston Public Library where she has worked as the Assistant Manager of Circulation for the last four years. Kim has experience as the acting-manager on numerous occasions and has spearheaded projects such as facilitating staff training during their migration to Polaris in 2018. Kim also brings several years of retail management and customer service experience. Kim's first day will be Monday, October 12, and we are confident that she will be a valuable resource for the department.

- **Facilities –** After two rounds of interviews and a third round for building tours, we have selected our finalist for our new Facilities & Safety Manager. We expect to make an announcement about this new hire in the next week, with the new manager starting in mid-November.

    - **Safety Monitor** – We welcomed back **Ed Crabbe** to as a Safety Monitor in our Facilities Department. Ed worked at Wilmette Public Library as a part-time Monitor from 2011 to 2018, and he will resume these same duties on a substitute basis. Ed's first day back was September 29, and we are excited to have Ed back supporting the team.

Policy

- **Vacation Balance Rollover –** COVID-19 has certainly caused organizations to re-examine and modify specific policies, practices, and procedures. One such modification we felt was necessary focused on our staff vacation usage policy. Currently our vacation policy requires employees to use their annual vacation time by the end of the calendar year, or you forfeit that vacation time. We understand that this year has brought many challenges that might make meeting that deadline difficult. As a result, we decided to extend our "first year employee" vacation policy to all staff, allowing eligible employees to rollover their unused 2020 vacation balance into 2021; any balance must be used by June 30, 2021. We continue to encourage staff to take their earned benefit time now, as taking a break during these stressful times is as critical as ever, however, if that is not possible, there is a viable option other than forfeiting your vacation time.

- **Daily Health Screen Questionnaire** – When we reopened the Library to staff in June, we provided them with an Employee Health Screen questionnaire that each employee was to review prior to the start of each on-site shift. If they had experienced any of the COVID-related symptoms or had close contact with anyone exhibiting symptoms, they were to stay home and contact their supervisor. Based on the situation, we would have the staff member quarantine according to CDC-recommended guidelines. This process was handled on the honor system and

no formal document or collected or recorded. Now, according to guidelines specified by the Department of Commerce and Economic Opportunity, we are going to be recording these health screens on a daily basis for any staff working in the building. We will have staff sign-off on a designated form for each department, affirming that they are symptom free and have not been exposed to anyone with symptoms or traveled to states identified in the City of Chicago Emergency Travel Order.

- **Sexual Harassment Training Update** – Out of approximately 90 staff members, we have just 12 who have not completed the Sexual Harassment training required by the Workplace Transparency Act that was enacted earlier this year. Under the requirements of this law, we need to have every employee trained on this module by the end of the year and every year going forward in order to maintain their employment and stay in compliance with this new legislation. We expect to have everyone trained by the end of this year.

Conference/Seminars:

- **HR & Employment Law Conference –** HR Manager Michael Boone attended an HR Law Conference on September 24 and 25, sponsored by HR Source. Some of the topics addressed were:
  - Workplace Resilience
  - Updates on Current Leave Laws
  - Compensation
  - Managing a Flexible Workplace
  - Diversity & Inclusion
  - Pandemic Updates

  The keynote speaker was Traci O'Neal Ellis, Assistant Director of Affirmative Action & EEOC Investigations at Northern Illinois University, who spoke about the struggles organizations face in making Diversity & Inclusion policies and practices a success. She gave a powerful lecture regarding how organizations cannot build an inclusive culture inside an inequitable structure. She explained that organizations that are looking to build and develop a Diversity & Inclusion plan must first ask why they are doing this, and why they feel this is important. Some other key points that were addressed:

    - You also need to gauge the cultural climate of your workforce and ask your staff if they feel valued and respected. An anonymous survey can be a good tool to capture that information.
    - Examinations of policies and procedures, particularly in hiring and promoting practices, need to be reviewed to detect any potential barriers that might be in place, intentional or unintentional, that may affect a specific group of individuals.
    - Review job descriptions and remove any biased job qualifications that are not relevant to the essential duties of the job.

Select Staff Meetings & Workshops

Since March, nearly all staff have been meeting virtually with one another multiple times weekly, regularly with their teams, hosting or participating in Zoom meetings, and keeping up with professional reading and training. The overwhelming majority of staff have attended multiple developmental webinars and are cultivating new skills. The modified/remote environment has been especially conducive to professional engagement and future planning for the "new normal" of the foreseeable future. Staff have hosted and attended dozens of programs and developmental workshops on a diverse range of topics in September, including:

Webinars
Strategies for Building an Inclusive Bookshelf
Booklist: Disney Publishing Worldwide Preview
Lifting Up Early Childhood--State of Early Care and Education
Robin Preiss Glasser Author Meet-up
Prairie Lotus by author Linda Sue Park
Inclusive Reading
Premier Showcase, a northern Illinois performer showcase

Meetings, Conferences, Workshops

Cataloging Librarian Jessica Thomson was selected to serve on the CCS Database Management Advisory Group. Jessica Thomson is also continuing to work remotely 7.5 hours per week. In September, her work from home included attending a "What is Cataloging Ethics" webinar, working on music CD selection and weeding, taking the CCS Cataloging Local Practices online course, and taking Lynda.com courses on management.

On October 2 and 3 several Youth Services librarians attended the Association for Library Service to Children's biennial Institute which was held virtually this year.

Staff in multiple departments attended virtual programs at other libraries to evaluate possible adaptation for use at WPL.

9/2: Brainstorming Meeting w/Business Librarians Group (Nancy Wagner)
9/4: Makerspace Networking Meeting (Janet Piehl)
9/5: Microsoft Teams Meeting (Jillian McKeown)
9/9: CCS Executive Committee (Anthony Auston)
9/9: Programming Meeting (Jennifer Bartel, Sarah Beth Brown, Rachel Garcia, Jillian McKeown, Sarah Rose, and Nancy Wagner)
9/10: Virtual Dungeons and Dragons: A How-To Guide (Krista Hutley)
9/10: YASF Meeting (Krista Hutley)
9/11: Meet the Author Meeting (Rachel Garcia and Jillian McKeown)
9/11: Racial Justice Meeting (Rachel Garcia)
9/15: Hoopla Annual Meeting (Stephen Koebel)

9/15: School Facilitators Networking Group (Alice Joseph)

9/15: WPLD Regular Board Meeting (Anthony Auston, Marti Bellefontaine, Andrea Vaughn Johnson, Gayle Rosenberg Justman, and John Risko)

9/16: Sci-Fi Panel Meeting (Rachel Garcia, Krista Hutley, and Jillian McKeown)

9/17: Friends of the Wilmette Public Library Board Meeting (Anthony Auston)

9/17: PAS Technical Group meeting (Lisa Bigelow)

9/22: Kenilworth Joint Review Board Meeting (Anthony Auston)

9/23: OverDrive Selector Meeting (Stephen Koebel, Janet Piehl)

9/24: Kenilworth PLD Regular Board Meeting (Anthony Auston, Marti Bellefontaine, and John Risko)

9/25: Zoom Training w/Jennifer Bartel (EvaAnne Johnson)

9/29: Business Librarians to discuss Kellogg Presenter (Nancy Wagner)

9/29: DLIL Meeting (Jillian McKeown)

9/30: Getting Started with Overdrive Webinar (Jillian McKeown)

9/30: NPR Life Kit Webinar: Microaggressions are a Big Deal (Jillian McKeown)

9/30: NPR Life Kit Webinar: Workplace Diversity Goes Far Past Hiring. How Leaders Can Support Employees Of Color (Jillian McKeown)

9/30: RFID RFP Bid Opening Meeting (Anthony Auston)

10/2: Annual LIRA Safety Audit (Anthony Auston)

10/5: WPLD Finance Committee Meeting (Anthony Auston, Gayle Rosenberg Justman, and John Risko)

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 09/2019

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	51,393	5,444	3,093	8,537	9,240	703	557	0.17	2,911
Magazines	4,095	400	381	781	781	0	0	0.19	379
Multimedia	43,863	5,814	2,833	8,647	9,542	895	744	0.20	2,678
Nonfiction	81,676	4,706	4,477	9,183	9,996	813	693	0.11	4,207
Online	112,493	0	0	0	0	0	0	0.00	0
Other	472	340	297	637	637	0	7	1.35	258
Teen Fiction	2,471	350	408	758	800	42	87	0.31	394
Teen Multimedia	86	18	25	43	43	0	8	0.50	24
Teen Nonfiction	351	77	75	152	164	12	13	0.43	72
Teen Online	3,453	0	0	0	0	0	0	0.00	0
Youth Fiction	40,191	12,110	10,056	22,166	22,536	370	650	0.55	9,617
Youth Magazines	511	69	0	69	69	0	0	0.14	0
Youth Multimedia	9,609	2,111	1,746	3,857	3,919	62	62	0.40	1,689
Youth Nonfiction	25,804	2,346	2,106	4,452	4,543	91	171	0.17	2,014
Youth Online	6,408	0	0	0	0	0	0	0.00	0
Youth Other	37	1	9	10	10	0	0	0.27	9
Totals	382,913	33,786	25,506	59,292	62,280	2,988	2,992	0.15	24,252

Item Count is where the Item Owing Library = YOUR LIBRARY
Local Charge is where the Station_Library = YOUR LIBRARY
Local Renewal is where the Station_Library = YOUR LIBRARY
Lender is where the Item Owing Library = YOUR LIBRARY and the Station_Library not = Item _Library
Borrower is where the Station_Library = YOUR LIBRARY and Item Owning Library not = Station_Library
The number of Auto Renewals is included in the numbers found in the Renewals Column

This report excludes transactions with these patron codes:
In-House Use
actions with these patron statistical Classes
Test User

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 09/2020

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	51,090	4,707	3,452	8,159	9,006	847	528	0.16	3,307
Magazines	3,635	102	185	287	288	1	1	0.08	185
Multimedia	44,410	4,246	2,931	7,177	7,937	760	583	0.16	2,811
Nonfiction	79,568	3,522	3,887	7,409	8,018	609	498	0.09	3,681
Online	99,054	0	0	0	0	0	0	0.00	0
Other	465	183	180	363	363	0	3	0.78	164
Teen Fiction	2,779	332	506	838	882	44	74	0.30	462
Teen Multimedia	94	19	30	49	50	1	6	0.52	25
Teen Nonfiction	396	68	72	140	144	4	7	0.35	70
Teen Online	3,336	0	0	0	0	0	0	0.00	0
Youth Fiction	42,223	11,662	11,584	23,246	23,773	527	1,196	0.55	10,941
Youth Magazines	695	96	207	303	303	0	0	0.44	206
Youth Multimedia	9,805	1,105	1,535	2,640	2,686	46	76	0.27	1,459
Youth Nonfiction	25,488	2,067	2,583	4,650	4,810	160	244	0.18	2,416
Youth Online	5,510	0	0	0	0	0	0	0.00	0
Youth Other	37	0	0	0	0	0	0	0.00	0
Totals	368,585	28,109	27,152	55,261	58,260	2,999	3,216	0.15	25,727

Item Count is where the Item Owing Library = YOUR LIBRARY
Local Charge is where the Station_Library = YOUR LIBRARY
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Lender is where the Item Owing Library = YOUR LIBRARY and the Station_Library not = Item _Library
Borrower is where the Station_Library = YOUR LIBRARY and Item Owning Library not = Station_Library
The number of Auto Renewals is included in the numbers found in the Renewals Column

This report excludes transactions with these patron codes:
In-House Use
actions with these patron statistical Classe
Test User

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 09/2019

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	23	19	14	33	33	0	0	1.43
Bag	331	222	261	483	483	0	0	1.46
Blu-ray	1,244	361	204	565	620	55	82	0.45
Blu-ray Hot	19	51	0	51	51	0	0	2.68
Blu-ray New	67	217	3	220	220	0	4	3.28
Book	185,411	18,947	17,379	36,326	37,447	1,121	1,828	0.20
Book Hot	1,300	1,733	199	1,932	1,932	0	0	1.49
Book New	6,208	3,669	2,289	5,958	6,724	766	296	0.96
Boxset	0	28	13	41	41	0	28	0.00
Cassette	56	0	0	0	0	0	0	0.00
CD	18,192	937	645	1,582	1,781	199	145	0.09
CD Audiobook	8,422	683	565	1,248	1,343	95	129	0.15
CD Audiobook New	508	283	168	451	548	97	11	0.89
CD New	324	152	84	236	282	46	4	0.73
DVD	19,418	3,663	2,140	5,803	6,145	342	360	0.30
DVD Hot	76	222	1	223	223	0	0	2.93
DVD New	381	674	93	767	861	94	14	2.01
eAudiobook	38,763	0	0	0	0	0	0	0.00
eBook	83,558	0	0	0	0	0	0	0.00
Equipment	13	3	2	5	5	0	0	0.38
eReader	4	2	2	4	4	0	0	1.00
ILL Material	80	79	16	95	95	0	7	1.19
Kit	0	2	1	3	3	0	2	0.00
Laptop	6	1	0	1	1	0	0	0.17
Large Print	7,326	348	269	617	688	71	28	0.08
Large Print New	364	176	71	247	320	73	10	0.68
Magazine	4,287	466	381	847	847	0	0	0.20
Magazine New	260	4	0	4	4	0	0	0.02
Mobile Hotspot	12	13	2	15	15	0	0	1.25
Multimedia Kit	30	1	1	2	2	0	1	0.07
Newspaper	66	1	0	1	1	0	0	0.02
ON-ORDER	1	0	0	0	0	0	0	0.00
Online Resource	33	0	0	0	0	0	0	0.00
Playaway	2,026	337	331	668	685	17	23	0.33
Playaway Audio New	65	52	25	77	88	11	0	1.18
Record	1,580	0	0	0	1	1	0	0.00
Scores / sheet music	0	0	1	1	1	0	0	0.00
Seasonal AV	131	26	0	26	26	0	0	0.20
Seasonal Book	1,167	141	0	141	141	0	3	0.12
Special Collection	98	12	1	13	13	0	1	0.13
STEAM equipment	21	0	4	4	4	0	0	0.19
STEAM Kit	16	1	5	6	6	0	0	0.38
Tablet	2	0	0	0	0	0	0	0.00
VHS	147	0	0	0	0	0	0	0.00
Videogame	877	260	336	596	596	0	16	0.68
Totals	382,913	33,786	25,506	59,292	62,280	2,988	2,992	0.15

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In-House Use
actions with these patron statistical Classes
Test User

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 09/2020

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	7	0	2	2	2	0	0	0.29
AV equipment	23	1	0	1	1	0	0	0.04
Bag	357	136	176	312	312	0	0	0.87
Blu-ray	1,356	246	186	432	472	40	69	0.32
Blu-ray Hot	14	9	1	10	10	0	0	0.71
Blu-ray New	69	99	5	104	104	0	2	1.51
Book	184,835	17,493	19,523	37,016	38,388	1,372	2,263	0.20
Book Hot	1,857	1,535	255	1,790	1,792	2	0	0.96
Book New	5,586	2,675	1,856	4,531	5,204	673	236	0.81
Boxset	0	36	20	56	56	0	36	0.00
Cassette	60	0	0	0	0	0	0	0.00
Cassette Audiobook	1	0	0	0	0	0	0	0.00
CD	18,308	651	550	1,201	1,365	164	125	0.07
CD Audiobook	8,528	376	522	898	987	89	46	0.11
CD Audiobook New	367	149	104	253	310	57	8	0.69
CD New	250	81	54	135	174	39	3	0.54
DVD	19,728	2,737	2,340	5,077	5,410	333	316	0.26
DVD Hot	115	92	1	93	93	0	0	0.81
DVD New	415	437	60	497	566	69	6	1.20
eAudiobook	33,331	0	0	0	0	0	0	0.00
eBook	74,541	0	0	0	0	0	0	0.00
Equipment	13	0	0	0	0	0	0	0.00
eReader	4	0	0	0	0	0	0	0.00
ILL Material	47	37	2	39	39	0	3	0.83
Kit	0	4	6	10	10	0	4	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	7,709	357	348	705	794	89	31	0.09
Large Print New	311	137	87	224	280	56	9	0.72
Magazine	4,304	197	392	589	589	0	1	0.14
Magazine New	5	1	0	1	1	0	0	0.20
Mobile Hotspot	12	9	2	11	11	0	0	0.92
Multimedia Kit	31	2	1	3	3	0	2	0.10
Newspaper	20	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Playaway	2,244	185	280	465	477	12	19	0.21
Playaway Audio New	59	37	38	75	79	4	0	1.27
Record	1,577	0	0	0	0	0	0	0.00
Seasonal AV	141	23	0	23	23	0	0	0.16
Seasonal Book	1,183	149	1	150	150	0	1	0.13
Special Collection	6	6	3	9	9	0	6	1.50
STEAM equipment	21	0	0	0	0	0	0	0.00
STEAM Kit	16	0	0	0	0	0	0	0.00
Tablet	2	0	0	0	0	0	0	0.00
VHS	148	0	0	0	0	0	0	0.00
Videogame	950	212	337	549	549	0	30	0.58
Totals	368,585	28,109	27,152	55,261	58,260	2,999	3,216	0.15

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In-House Use
actions with these patron statistical Classes
Test User

Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
GENERAL REFERENCE													
Children's Literature	0	0	0										0
Culture Grams	0	0	2										2
Facts on File	1	1	4										6
First Search	65	72	39										176
Gale Databases (ex. InfoTrac)*	57	180	56										293
Legal Forms	0	1	19										20
Novelist	69	36	182										287
PebbleGo	0	0	0										0
Reference USA^	482	118	129										729
World Book Reference Center	0	10	51										61
PERIODICALS													
Chicago Tribune	96	137	152										385
Chicago Tribune-Historical	202	216	271										689
Consumer Reports	104	73	92										269
Consumers' Checkbook	6	3	15										24
InfoTrac	22	6	4										32
Lexis Nexis	8	6	23										37
Morningstar	176	0	92										268
New York Times	108	152	98										358
New York Times-Historical	69	31	53										153
Newspapers.com	56	237	230										523
Press Reader	151	39	17										207
Proquest-Research Library	123	68	113										304
S&P NetAdvantage	521	155	111										787
Weiss Ratings	2	1	1										4
Zinio	1,303	1,152	1,371										3,826
GENEALOGY													
Ancestry Plus	1,975	2,308	5,065										9,348
Heritage Quest	130	147	316										593
HOMEWORK/STUDY													
Brainfuse	104	115	277										496
Gale Courses	2	5	1										8
Lynda Library	25	2	34										61
Mango Languages	104	95	41										240
Mosio - Chat/Text reference help	213	111	85										409
Muzzy Languages	0	0	0										0
Niche Academy	255	164	202										621
Email Reference	0	0	0										0
WPL Tech Classes - Attendees	0	0	0										0
WPL Proctored Exams	0	0	0										0
E-BOOKS/AV													
Cloud Library	0	0	0										0
Hoopla	1,534	1,497	1,481										4,512
Kanopy	967	779	770										2,516
Digital Library of Illinois-eBooks	7,986	7,211	6,754										21,951
Digital Library of Illinois-eAudiobooks	3,505	3,434	3,279										10,218
Recorded Books (eAudiobooks)	56	56	43										155
Tumblebooks	89	223	74										386
Appointments	0	0	0										0
Subtotal Librarian Interface	213	111	85	0	0	0	0	0	0	0	0	0	409
Subtotal E-Book/AV Use	14,137	13,200	12,401	0	0	0	0	0	0	0	0	0	39,738
Total (All)	20,566	18,841	21,547	0	0	0	0	0	0	0	0	0	60,954
WEB SITE													
Visits (all)	16,751	15,426	14,897										47,074
Unique Visitors	8,516	7,996	7,371										23,883
Pageviews	24,697	27,113	25,662										77,472
PowerPAC (public catalog)-Visits	12,531	12,656	11,833										37,020
Library App	642	595	915										2,152

#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News Digest

*Gale Databases include: Business Insights; Directory Library; Literature Resource; Small Business Resource Center; Virtual Reference Library

^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business; New Movers/Home; Consumers/Lifestyles

Electronic services to Patrons: September 2019 vs September 2020

	Sep-19	Sep-20	Difference	
GENERAL REFERENCE				
Children's Literature	3	0	-3	
Culture Grams	1	2	1	
Facts On File#	13	4	-9	
First Search	606	39	-567	
Gale Databases (ex. InfoTrac)*	51	56	5	
Legal Forms	1	19	18	
Novelist	95	182	87	
PebbleGo	5	0	-5	
Reference USA^	94	129	35	
World Book Reference Center	2	51	49	
PERIODICALS				
Chicago Tribune	127	152	25	
Chicago Tribune-Historical	190	271	81	
Consumer Reports	68	92	24	
Consumers' Checkbook	2	15	13	
InfoTrac	32	4	-28	
Lexis Nexis	7	23	16	
Morningstar	48	92	44	
New York Times	93	98	5	
New York Times-Historical	30	53	23	
Newspapers.com	188	230	42	
Press Reader	641	17	-624	
Proquest-Discovery	78	113	35	
S&P NetAdvantage	110	111	1	
Weiss Ratings	0	1	1	
Zinio	1,186	1,371	185	
GENEALOGY				
Ancestry Plus	315	5,065	4,750	
Heritage Quest	28	316	288	
HOMEWORK/STUDY				
Brainfuse	14	277	263	
Gale Courses	2	1	-1	
Lynda (courses)	68	34	-34	
Mango Languages	703	41	-662	
Mosio - Chat/Text reference help	40	85	45	
Muzzy Languages	0	0	0	
Niche Academy	148	202	54	
WPL Email Reference	3	0	-3	
WPL Internet Classes - Attendees	23	0	-23	
WPL Proctored Exams	0	0	0	

E-BOOKS/AV				
Cloud Library	2	0	-2	
Hoopla	943	1,481	538	
Kanopy	250	770	520	
Digital Library of Illinois-eBooks	3,841	6,754	2,913	
Digital Library of Illinois-eAudiobooks	2,207	3,279	1,072	
Recorded Books (eAudiobooks)	61	43	-18	
Tumblebooks	100	74	-26	
Appointments	10	0	-10	
Subtotal Librarian Interface	224	287	63	
Subtotal E-Book/AV Use	7,414	12,401	4,987	
Total (All)	12,429	21,547	9,118	
WEB SITE				
Visits (all)	15,383	14,897	-486	
Unique Visitors	8,398	7,371	-1,027	
Pageviews	25,557	25,662	105	
Polaris online catalog-Visits	13,240	11,833	-1,407	
Library App	338	915	577	
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News				
World News Digest				
*Gale Databases include: Business Insights; Directory Library; Literature Resource;				
Small Business Resource Center; Virtual Reference Library				
^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business;				
New Movers/Home; Consumers/Lifestyles				

Wilmette library to host virtual visit with author of memoir about America's first all-Black high school rowing team

By Karen Ann Cullotta

After 15 years of welcoming renowned authors to the Wilmette Public Library, officials said this week a need to limit large gatherings due to COVID-19 safety guidelines has led to a planned virtual visit from author Arshay Cooper later this month.

The library's inaugural virtual author's event, which will feature Cooper discussing his 2020 memoir, "A Most Beautiful Thing: The True Story of America's First All-Black High School Rowing Team," will take place via Zoom at 7 p.m. on Wednesday, Oct. 21.

The free event is open to the public, but registration is required, library officials said.

While the library has multiple copies of Cooper's memoir available for checkout, patrons who prefer to buy a copy of the book are urged to do so from Semicolon, Chicago's only Black, female-owned bookstore, library consultant Barbara Goodman said.

Readers who purchase a copy of the book from Semicolon will also receive a bookplate signed by Cooper, Goodman said.

In addition to the the virtual author visit, the library is hosting virtual book discussions led by librarians via Zoom at 7 p.m. on Tuesday, Oct. 13, and 11 a.m. on Thursday, Oct. 15, Goodman said.

Cooper's book is "deeply personal," with the author describing his life growing up in the 1990s on Chicago's West Side, Goodman said in an email statement.

"In a neighborhood mostly known through stereotypes and bleak statistics, he lived in a one-bedroom apartment with his three siblings and single mother, a recovering drug addict, and attending Manley High School," Goodman said.

Cooper's life was forever altered when a Chicago-based coach began recruiting Manley students for a new rowing team, Goodman said.

Despite his skepticism, Cooper and a handful of classmates joined the team, and, "together, they rewrote their futures and transformed the sport by becoming the first all-Black high school crew team in the country," Goodman said.

As Cooper writes in his book: "I didn't think we could get along with people who didn't look like us, but rowing changed that for me. Crew changed our mindset, lifestyle, work ethic ... The experience was never just about rowing, it was about bridging the water."

A feature-length documentary with the same title as Cooper's book — which before

WILMETTE PUBLIC LIBRARY

Author Arshay Cooper is the featured author in the Wilmette Public Library's inaugural virtual community event. Cooper will be discussing his 2020 memoir,"A Most Beautiful Thing: The True Story of America's First All-Black High School Rowing Team."

the pandemic, was scheduled to open in theaters nationwide this summer — is now playing at no charge on the new NBC streaming service, Peacock, and is scheduled to be available on Amazon Prime later this fall, Goodman said.

Based on Cooper's memoir, the film is narrated by rapper, songwriter and actor Common; directed by filmmaker and Olympic rower, Mary Mazzio; and executive produced by Common, the NBA's Grant Hill and Dwyane Wade, and producer 9th Wonder.

The documentary follows the team 20 years after high school as they reunite, and decide to invite a group of white Chicago police officers to train with them in preparation for the Chicago Sprints, an annual competitive regatta hosted by the Lincoln Park Boat Club.

Cooper, who now lives in Brooklyn with his family, is an author, rower, motivational speaker and volunteer for numerous community outreach organizations, working with nonprofits focused on, "opening the boathouse doors to everyone," Goodman said.

For more details on the library's virtual author visit and book discussions, visit wilmettelibrary.info/.

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