

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022, 7:30 P.M.
ONLINE VIA GOTO MEETING**

In accordance with Public Act 101-0640, this meeting will be held by remote attendance and all votes will be taken by roll call.

Members of the public can view and/or listen to the proceedings using GoTo Meeting. Below is the link to join the online meeting and information to download the app in advance of the meeting. For those who want participate via phone only, you may call into the audio only using the phone number below.

In lieu of providing public comment in person or by phone, members of the public may send public comments to the Library Director, at <https://dglibrary.org/feedback/> Please indicate that this is a Board Meeting Comment in the body of the comment. Be aware that comments sent to the library will be read individually.

Board of Library Trustees

Wed, Jan 26, 2022 7:30 PM - 9:00 PM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/217425773>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3122

- One-touch: tel:+15713173122,,217425773#

Access Code: 217-425-773

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/217425773>

AGENDA

1. Call to Order
2. Roll Call
3. Welcome to Visitors
4. Oath of Office
 - a. Swapna Gigani, 6 year term

5. Approval of Minutes
 - a. October 27, 2021 Executive Session Meeting
Requested Action: Approval and Open Minutes
 - b. November 17, 2021 Regular Meeting
Requested Action: Approval
 - c. November 17, 2021 Executive Session Meeting
Requested Action: Approval and Open Minutes
6. Financial Matters
 - a. November 2021 Financial Report
 - b. December 2021 Invoices
Requested Action: Approval
 - c. December 2021 Financial Report
 - d. January 2022 Invoices
Requested Action: Approval
7. Public Comment on Agenda Items
8. Public Comment on Other Library Business
9. New Business
 - a. Elevator Modernization Proposals
Requested Action: Approval
 - b. Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property, Liability, and Workers Compensation
Requested Action: Approval
10. Unfinished Business
 - a. COVID-19 Response and Phased Reopening Plan
Requested Action: Approval
11. Library Director's Report
12. Trustee Comments and Requests for Information
13. Adjournment

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
NOVEMBER 17, 2021, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. October 27, 2021 Regular Meeting. It was moved by Gigani and seconded by Khuntia THAT the Minutes of the October 27, 2021 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. October 2021 Financial Report. Library Director Milavec presented the report. The library is 83% through the year and revenue is 100.91% collected. Revenue targets for the year will exceed the anticipated amount. Expenses are at 73.4% and staff are doing a flurry of year-end buying that will bring that number closer to the estimated expenditures for the year. Milavec noted that there may be a building project charged to a capital line in the Operating Fund rather than coming from the library's Capital Replacement Fund. Milavec will look into the issue and report back to the Board if the funds are adjusted.
 - b. November 2021 Invoices. It was moved by Dougherty and seconded by Gigani THAT the payment of November 2021 Capital Replacement Fund invoices totaling \$21,058.22, the payment of November 2021 Operating Fund invoices totaling \$102,925.24, the acceptance of November 2021 credit memos totaling \$17.49, and the ratification of October 2021 payrolls totaling \$238,338.23 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

a. 2022 Board Meeting Schedule. Library Director Milavec noted that the November meeting was moved from the second week to the third week. It was moved by Gigani and seconded by Stapleton THAT the 2022 Board Meeting Schedule be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

b. 2022 Library Closings and Holidays. The library generally closes for seven holidays per year. There is a new state holiday, Juneteenth, that the Board can consider adding if desired. The Board will keep an eye on what the Village does with the holiday but not add it to the list of closures for 2022. Milavec also noted that there is no set date for staff In Service Day. Due to upcoming building projects, a date has not yet been determined. Trustee Dougherty suggested the Board consider a floating holiday in the future for staff who celebrate holidays that do not occur during library closures.

It was moved by Stapleton and seconded by Gigani THAT the 2022 Library Closings and Holidays be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

c. Resolution 2021-1 Recognizing Milestone Anniversaries and Retirements. It was moved by Humphreys and seconded by Dougherty THAT Resolution 2021-1 Recognizing Milestone Anniversaries and Retirements be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. President Graber read the resolution aloud into library record.

d. Electrical Relay Panel Project Proposal. Building Operations Director Ian Knorr has been working with Fitzgerald Electric and Graybar and learned about OMNIA Partnership, which is a joint purchasing program. Knorr will produce the scope of work, research the parts, and then there is one flat fee for material, labor, and overtime. Overtime costs were included, as there will be some necessary off-hours work. All existing field devices will be reused. Everything inside and all of the circuitry will be new. The library will be compliant in daylight harvesting and all occupancy sensors needed in offices.

There is an 8-12 week lead-time for materials and Knorr hopes to begin work at the end of January or beginning of February.

It was moved by Dougherty and seconded by Khuntia THAT the Electrical Relay Panel Project Proposal from Graybar Electrical Company in the amount of \$84,800.00 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- e. Table Purchase Proposal. Library Director Milavec worked with Building Operations Director Ian Knorr to take inventory of the library's tables and determine what types of tables are needed in each area of the building. The tables will be purchased through the TIPS program, which the Board approved at the October meeting. The desired table styles came back at a higher amount than expected, so the proposal is to replace only the public use tables at this time. In 2023, side tables and smaller tables will be replaced. The project cost will be split between two budget years. There is a 50% deposit due and then a 10-12 week lead-time, with the remainder of the balance due once installed. Some of the new tables will have power, which is a consideration in Standards for Illinois Public Libraries.

It was moved by Humphreys and seconded by Gigani THAT the Table Purchase Proposal from Library Furniture International for \$104,402.55 be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- f. Canceling December 15 Regular Board Meeting. It was moved by Stapleton and seconded by Khuntia THAT the December 15, 2021 Regular Monthly Meeting of the Board of Library Trustees be canceled. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.**

- a. COVID-19 Response and Phased Reopening Plan. On November 8, the rolling six-month calendar for the meeting room and conference rooms returned. Now that kids age 5 and older can be vaccinated, elementary in-person programming will return in January. Outreach has started up again, with Outreach Coordinator Erin Linsenmeyer returning to in-school visits.

It was moved by Gigani and seconded by Khuntia THAT the Library Director be reauthorized to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Phased Reopening Plan as presented. Roll call: Ayes:

Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None.
Abstentions: None.

- 10. Library Director's Report.** Library Director Milavec presented her report. The LIRA renewal for the library's property, liability, and workers compensation insurance came back at a 7.19% increase, which is much better than the 20-30% expected increase announced earlier in the year. The library continues to have cyber liability in the insurance package. The pickup lockers are doing great, with 286 locker holds so far.

Milavec brought Building Operations Director Ian Knorr into her report to discuss the status of the library's elevator. Knorr has already received quotes for the elevator modernization project through OMNIA Partners and the cost should remain under \$150,000. The project has been budgeted for 2022, which will include replacing everything but the car and piston. An interior cab renovation is also planned, which will include a security camera in the elevator and two-way communication. The renovation should last another 20-25 years. The elevator contractor will take care of all the permits, drawings, and inspections. Knorr will be the point of contact and on-site manager. There will be an elevator downtime of 3-5 weeks. The Management Team has already started discussing how to deal with the elevator being down and will continue to make plans. The proposal will be on the Board's January agenda. There is a 15-week lead-time on the project.

11. Executive Session.

- a. 5 ILCS 120/2(c)(1), for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. It was moved by Gigani and seconded by Khuntia THAT the Board move into Executive Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. The Board moved into Executive Session at 8:27 p.m.

It was moved by Gigani and seconded by Humphreys THAT the Board reconvene the Public Session. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None. President Graber reconvened the Public Session at 8:54 p.m.

- 12. Action for Items Discussed in Executive Session.** There were no action items.

13. Trustee Comments and Requests for Information.

President Graber highlighted Assistant Library Director Jen Ryjewski's work on library grants. He also appreciated that the Kids Room restarted the Sew What program. He commented that the number of pickup locker holds is fantastic.

Trustee Humphreys commented that library staff have been doing an outstanding job during the pandemic and before. He thanked the staff for their hard work.

Trustee Stapleton asked if there is a cap on the number of locker holds patrons can place. Library Director Milavec responded that it is a very fluid process, depending on when patrons come to pick up their items.

14. Adjournment. President Graber adjourned the meeting at 8:59 p.m.

November 2021 Financial Report

Included:

- Library Fund Balance Report
- November 2021 Revenue Report
- November 2021 Capital Replacement Fund Expenditure Report
- November 2021 Operating Fund Expenditure Report

DOWNERS GROVE LIBRARY 11/30/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 2,003,556	\$ 614,922
FUND BALANCE	1,960,196	\$ 614,922

Revenue by Object Report

Village of Downers Grove
11/1/2021 through 11/30/2021

Grand Totals

<i>Object/Title</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
4101 Current Property Taxes	5,553,474.00	42,505.27	5,578,076.21	-24,602.21	100.44
4109 Prior Year Property Taxes	100.00	2.07	151.30	-51.30	151.30
4313 Personal Property Replacement Tax	51,500.00	631.64	105,716.14	-54,216.14	205.27
4410 Sales of Materials	2,000.00	594.64	1,330.93	669.07	66.55
4502 Charges For Services	10,000.00	993.56	23,166.71	-13,166.71	231.67
4509 Fees For Non-Residents	8,000.00	1,128.00	12,972.00	-4,972.00	162.15
4571 Rental Fees	2,000.00	260.00	830.00	1,170.00	41.50
4581 Fines	0.00	102.83	2,224.35	-2,224.35	0.00
4590 Cost Recovered For Services	7,500.00	1,579.89	14,450.46	-6,950.46	192.67
4610 Federal, Operational Grants	0.00	0.00	0.00	0.00	0.00
4620 State, Operational Grants	72,589.00	0.00	72,589.18	-0.18	100.00
4711 Investment Income	7,500.00	42.25	121.07	7,378.93	1.61
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	391.99	8,176.16	-3,176.16	163.52
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,719,663.00	48,232.14	5,819,804.51	-100,141.51	101.75

Capital Replacement Fund

glExpObj

11/19/2021

9:39AM

Periods: 11 through 11

Expenditures by Object Report

Page: 4

Village of Downers Grove
11/1/2021 through 11/30/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	1,228,100.00	21,058.22	749,202.81	0.00	478,897.19	61.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	21,058.22	749,202.81	0.00	478,897.19	61.0

glExpObj

11/19/2021 9:36AM

Periods: 11 through 11

Expenditures by Object Report

Page: 17

Village of Downers Grove
11/1/2021 through 11/30/2021**Grand Totals**

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5101 Salaries, Exempt	1,632,295.29	126,706.50	1,444,008.22	0.00	188,287.07	88.4
5104 Bonus	0.00	0.00	0.00	0.00	0.00	0.0
5111 Salaries, Non-Exempt	329,793.65	28,372.50	295,846.53	0.00	33,947.12	89.7
5119 Part-Time Employee Wages	1,218,289.29	84,797.80	1,029,766.45	0.00	188,522.84	84.5
5121 Overtime	0.00	0.00	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	22,293.62	254,794.49	0.00	33,505.62	88.3
5133 Medicare Contributions	46,115.48	3,412.37	39,452.55	0.00	6,662.93	85.5
5134 Social Security Contributions	197,183.45	14,590.46	168,689.95	0.00	28,493.50	85.5
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,283.40	77.35	850.85	0.00	432.55	66.3
5191 Health Insurance	454,937.29	34,657.80	377,298.46	0.00	77,638.83	82.9
5195 Optical Insurance	2,520.47	149.94	1,645.55	0.00	874.92	65.2
5197 Dental Insurance	38,120.25	2,603.58	28,577.35	0.00	9,542.90	74.9
5210 Supplies	98,000.00	7,940.61	75,315.77	0.00	22,684.23	76.8
5251 Maintenance Supplies	21,750.00	2,172.70	17,666.38	0.00	4,083.62	81.2
5280 Small Tools & Equipment	29,600.00	1,274.69	14,316.71	0.00	15,283.29	48.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	934.00	7,600.67	0.00	-100.67	101.3
5303 Seminars, Conferences & Meetings	28,110.00	5,068.25	12,829.05	0.00	15,280.95	45.6
5308 Recognition Program-Staff	5,000.00	172.60	1,976.93	0.00	3,023.07	39.5
5315 Professional Services	62,000.00	5,621.29	62,501.78	0.00	-501.78	100.8
5322 Personnel Recruitment	1,000.00	55.54	807.05	0.00	192.95	80.7
5323 Special Legal	6,000.00	616.00	3,184.00	0.00	2,816.00	53.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	7,500.00	106,422.42	0.00	4,352.58	96.0
5380 Printing Services	24,800.00	3,463.00	17,704.00	0.00	7,096.00	71.3
5391 Telephone	17,000.00	2,084.59	15,497.52	0.00	1,502.48	91.1
5392 Postage	25,500.00	0.00	15,578.00	0.00	9,922.00	61.0
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj
11/19/2021 9:36AM
Periods: 11 through 11

Expenditures by Object Report

Page: 18

Village of Downers Grove
11/1/2021 through 11/30/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
5407 Advertising And Public Relations	19,000.00	1,265.00	11,162.32	0.00	7,837.68	58.7
5420 Insurance - Other Policies	70,700.00	0.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	2,402.77	87,837.40	0.00	3,662.60	96.0
5450 Cleaning Services	80,000.00	5,599.89	76,062.84	0.00	3,937.16	95.0
5461 Utilities	24,250.00	1,271.18	12,437.42	0.00	11,812.58	51.2
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	9,589.03	0.00	1,910.97	83.3
5481 Rentals	15,500.00	818.39	14,805.61	0.00	694.39	95.5
5620 Recoverables	4,000.00	0.00	116.35	0.00	3,883.65	2.9
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	58,000.00	2,156.00	80,797.04	0.00	-22,797.04	139.3
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	5,721.64	202,057.90	0.00	25,742.10	88.7
5852 Print Materials	345,500.00	35,230.42	278,959.59	0.00	66,540.41	80.7
5853 Audiovisual Materials	147,200.00	8,909.41	91,253.98	0.00	55,946.02	61.9
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	0.00	16,981.00	0.00	43,019.00	28.3
5880 Intangible Assets (Software)	52,000.00	2,629.78	44,718.82	0.00	7,281.18	86.0
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	0.00	0.00	350,000.00	0.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	420,569.67	4,978,783.00	0.00	1,229,040.68	80.2

December 2021 Invoices

Paid on December 16, 2021

Included:

- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- Credit Memo Edit List
- December 2021 Credit Card Report
- November 2021 Payroll Report

InvEdPst
12/14/2021 9:01AM

Invoice Edit Listing
Village of Downers Grove

Page: 206

December 16, 2021

		<i>Vendor Totals</i>			
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total	
000122 ACCURATE DOCUMENT DESTRUCTION,	1	148.02	0.00	148.02	
021323 AIR CLEANING SPECIALIST	1	699.20	0.00	699.20	
018213 AMAZON CAPITAL SERVICES, INC.	8	5,759.35	0.00	5,759.35	
000322 AMAZON.COM	1	2,500.01	0.00	2,500.01	
000349 AMERICAN INST. OF PHILANTHROPY	1	50.00	0.00	50.00	
000351 AMERICAN LIBRARY ASSOCIATION	1	550.00	0.00	550.00	
000403 AT&T	1	267.63	0.00	267.63	
018942 AWE ACQUISITION, INC.	1	2,200.00	0.00	2,200.00	
000672 BAKER & TAYLOR - L0217582	32	2,035.15	0.00	2,035.15	
019652 BEST QUALITY CLEANING	1	5,410.00	0.00	5,410.00	
016893 BIBLIOTHECA, LLC	4	2,002.27	0.00	2,002.27	
000829 BLACKSTONE AUDIOBOOKS	24	1,419.72	0.00	1,419.72	
017633 BONAREK, KAREN	2	63.20	0.00	63.20	
001259 CCH, INC. ORPORATED	1	181.52	0.00	181.52	
001264 CDW GOVERNMENT, INC.	4	14,764.25	0.00	14,764.25	
008323 CENGAGE LEARNING	19	1,141.58	0.00	1,141.58	
001277 CENTER POINT PUBLISHING	2	353.55	0.00	353.55	
001374 CHICAGO SUN-TIMES, INC.	1	436.80	0.00	436.80	
001377 CHICAGO TRIBUNE	2	243.00	0.00	243.00	
013235 CHILDREN'S PLUS, INC.	1	140.70	0.00	140.70	
021474 CHINESE INTERCULTURAL, LLC	1	275.00	0.00	275.00	
001459 CINTAS CORPORATION	2	189.89	0.00	189.89	

InvEdPst
12/14/2021 9:01AM

Invoice Edit Listing
Village of Downers Grove

Page: 207

December 16, 2021

Vendor Totals				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
021533 DANIEL E. NIEMIEC	1	125.00	0.00	125.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002056 DEMCO, INC.	1	546.36	0.00	546.36
002346 DOWNERS GROVE PARK DISTRICT	1	750.00	0.00	750.00
002356 DOWNERS GROVE ROTARY CLUB	1	75.00	0.00	75.00
002359 DOWNERS GROVE SANITARY DIST.	2	200.58	0.00	200.58
002539 EBSCO SUBSCRIPTION SERVICES	1	2,562.00	0.00	2,562.00
005572 FIA CARD SERVICES, N.A.	15	17,295.17	0.00	17,295.17
009775 FINDAWAY WORLD, LLC	3	242.96	0.00	242.96
017510 FIRST COMMUNICATIONS, LLC	1	515.99	0.00	515.99
002905 FRANCO TYP-POSTALIA, INC.	1	111.00	0.00	111.00
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	1,068.30	0.00	1,068.30
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	274.19	0.00	274.19
008770 GRAINGER	2	66.60	0.00	66.60
009102 HAGG PRESS, INC.	1	5,481.00	0.00	5,481.00
018411 HAYES MECHANICAL, LLC	2	1,614.42	0.00	1,614.42
021532 HIGHLAND PARK PUBLIC LIBRARY	1	400.00	0.00	400.00
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003688 INGRAM LIBRARY SERVICES, LLC	60	20,148.32	0.00	20,148.32
004928 LAKESHORE LEARNING MATERIALS	2	478.09	0.00	478.09
014991 LIBRARY FURNITURE INTER'L, INC	1	52,201.00	0.00	52,201.00
005866 MIDWEST TAPE	19	7,759.94	0.00	7,759.94

InvEdPst
12/14/2021 9:01AM

Invoice Edit Listing
Village of Downers Grove

Page: 208

December 16, 2021

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
012543 MORNINGSTAR, INC.	1	3,140.00	0.00	3,140.00
006161 NICOR GAS	1	2,325.50	0.00	2,325.50
012499 OVERDRIVE, INC.	2	3,784.89	0.00	3,784.89
018491 PEOPLEFACTS, LLC	1	137.31	0.00	137.31
006698 PRINT SMART	2	623.25	0.00	623.25
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
020030 RGW CONSULTING, LLC	2	4,533.00	0.00	4,533.00
016519 RIDDLE, KIRA	1	851.60	0.00	851.60
009802 ROSEN PUBLISHING GROUP, INC., THE	1	1,795.00	0.00	1,795.00
013422 RUNCO OFFICE SUPPLY & EQUIP CO	9	373.96	0.00	373.96
007676 SIGNS NOW	2	1,327.50	0.00	1,327.50
007787 STANLEY ACCESS TECHNOLOGIES	1	478.75	0.00	478.75
007861 STEPHENS PLUMBING AND HEATING,	2	763.00	0.00	763.00
009112 STRAUSS TAX SERVICE	1	100.00	0.00	100.00
021476 STRICTLY SELF DEFENSE, LLC	1	249.00	0.00	249.00
014744 TEAM ONE REPAIR, INC.	1	933.00	0.00	933.00
010020 THE DAVEY TREE EXPERT CO.	1	258.00	0.00	258.00
015177 ULINE	1	92.49	0.00	92.49
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
008649 VAUGHAN PLANTSCAPES, INC.	1	158.50	0.00	158.50
Grand Total:	266	176,846.58	0.00	176,846.58

INVOICES OF NOTE

For Library Check Run on December 16, 2021

000122	Accurate Document Destruction (Annual Document Destruction)	\$148.02
021323	Air Cleaning Specialist (Air Filters)	\$699.20
018942	AWE Acquisition, Inc. (Warranty Extension on AWE Computers)	\$2,200.00
017633	Bonarek, Karen (Employee Reimbursement)	\$63.20
021474	Chinese Intercultural, LLC (Program Payment)	\$275.00
021533	Daniel E. Niemiec (Program Payment)	\$125.00
021532	Highland Park Public Library (Program Payment)	\$400.00
014991	Library Furniture Inter'l, Inc (Down Payment for New Tables)	\$52,201.00
012543	Morningstar, Inc. (Subscription Renewal)	\$3,140.00
020030	RGW Consulting, LLC (EDI Online Experience & Monthly Fee)	\$4,533.00
016519	Riddle, Kira (Employee Reimbursement for PLA Airfare)	\$851.60
009122	Strauss Tax Service (Program Payment)	\$100.00
021476	Strictly Self Defense, LLC (Program Payment)	\$249.00

December 16, 2021

Vendor Totals

Vendor	Number of Memos	Amount
013422 RUNCO OFFICE SUPPLY & EQUIP CO	1	11.21
Grand Total:	1	11.21

Library Credit Card Details for the December 16, 2021 Check Run

Julie Milavec				
971	5322 Personnel Recruitment	Indeed Job Listing	\$	12.38
973	5303 Seminars, Mtgs, & Conferences	Airfare for PLA Conference	\$	1,406.40
			Total	\$ 1,418.78
Katelyn Vabalaitis				
971	5210 Supplies	Office and Staff Room Supplies	\$	200.73
971	5280 Small Tools & Equipment	3 Hole Punch and Staff Room Items	\$	181.05
971	5308 Recognition Program-Staff	Retirement Party Lunch	\$	215.34
978	5391 Telephone	Comcast Monthly Payment	\$	456.41
			Total	\$ 1,053.53
Ian Knorr				
978	5210 Supplies	Wall Cleaner, Caulk	\$	33.96
978	5251 Maintenance Supplies	Desk, File Cabinet, Chair, Shelving	\$	1,829.07
			Total	\$ 1,863.03
Elizabeth Matkowski				
972	5210 Supplies	Book Club T-Shirts for New Members	\$	49.74
972	5303 Seminars, Mtgs, & Conferences	Airfare for PLA Conference	\$	425.80
972	5851 Electronic Resources	Memory Kit Items	\$	20.93
972	5853 Audiovisual Materials	Puzzle, Craft Organizer, Writing Tablets	\$	87.06
			Total	\$ 583.53
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	835.52
			Total	\$ 835.52
Amelia Prechel				
972	5852 Print Materials	Newsletter Renewal	\$	48.00
977	5210 Supplies	Supplies	\$	15.99
977	5280 Small Tools & Equipment	Office Chairs	\$	1,349.17
977	5303 Seminars, Mtgs, & Conferences	Airfare for PLA Conference	\$	448.80
			Total	\$ 1,861.96
Cynthia Khatri				
971	5303 Seminars, Mtgs, & Conferences	Appetizers at BIPOC Group Outing	\$	57.59
976	5210 Supplies	Printer Ink	\$	454.85
976	5280 Small Tools & Equipment	Acrylic Holders	\$	136.87
976	5303 Seminars, Mtgs, & Conferences	PLA Airfare, Bowling and Appetizers at BIPOC Group Outing	\$	476.30
976	5407 Advertising & Public Relations	Lobby Signage	\$	1,298.58
			Total	\$ 2,424.19

Sharon Hrycewicz				
973	5210 Supplies	Program Supplies	\$	66.31
973	5303 Seminars, Mtgs, & Conferences	Power Up Conference	\$	200.00
973	5853 AV Materials	Portable Bose Speaker, Turing Tumble, Digital Scope	\$	942.52
			Total	\$ 1,208.83
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	525.68
973	5852 Print Materials	Children's Book	\$	9.28
			Total	\$ 534.96
Allyson Renell				
973	5210 Supplies	iPad Case	\$	15.99
973	5280 Small Tools & Equipment	Toys	\$	272.69
973	5303 Seminars, Mtgs, & Conferences	Power Up Conference	\$	400.00
973	5852 Printed Materials	Patron Requested Books	\$	38.77
973	5853 AV Materials	Puzzles	\$	409.33
			Total	\$ 1,136.78
Christine Lees				
974	5210 Supplies	Office Supplies	\$	973.29
			Total	\$ 973.29
Paul Regis				
975	5210 Supplies	Cleaning Wipes, Tape, Cleaner, Envelopes	\$	101.54
975	5280 Small Tools & Equipment	Microfilm Machine Part, Insurance for PLA Flight	\$	629.88
975	5303 Seminars, Mtgs, & Conferences	Airfare for PLA Conference	\$	695.20
975	5880 Intangible Assets	Mobile Beacon, Google, Zoom, LibSyn, GoToMeeting	\$	269.57
			Total	\$ 1,696.19
Grace Goodwyn				
976	5210 Supplies	Paper and Mat Board	\$	426.95
976	5407 Advertising & Public Relations	Name Tags	\$	221.95
			Total	\$ 648.90
Jen Ryjewski				
971	5303 Seminars, Mtgs, & Conferences	Airfare for PLA Conference	\$	533.83
			Total	\$ 533.83
Amanda Klenk				
971	5308 Recognition Program-Staff	Supplies for Retirement Party	\$	25.97
972	5210 Supplies	Program Supplies	\$	437.55
972	5315 Professional Services	Shutterstock Annual Renewal	\$	29.00
972	5852 Print Materials	ATS Book	\$	29.33
			Total	\$ 521.85
			Library Credit Card December 2021 Totals	\$ 17,295.17

PAYROLLS FOR NOVEMBER 2021

NOVEMBER 5	\$120,694.16
NOVEMBER 19	\$119,182.64
TOTAL NOVEMBER 2021 PAYROLLS	\$239,876.80

December 2021 Financial Report

Included:

- Library Fund Balance Report (unaudited)
- December 2021 Revenue Report
- December 2021 Capital Replacement Fund Expenditure Report
- December 2021 Operating Fund Expenditure Report

DOWNERS GROVE LIBRARY 12/31/2021

	Library fund	Building & Equip Replacement Fund
CASH & INVESTMENTS	\$ 1,436,601	\$ 614,948
FUND BALANCE	1,393,212	\$ 614,948

Revenue by Object Report

Village of Downers Grove
12/1/2021 through 12/31/2021

Grand Totals

<u>Object/Title</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
4101 Current Property Taxes	5,553,474.00	20,874.03	5,598,950.24	-45,476.24	100.82
4109 Prior Year Property Taxes	100.00	0.00	151.30	-51.30	151.30
4313 Personal Property Replacement Tax	51,500.00	5,871.28	111,587.42	-60,087.42	216.67
4410 Sales of Materials	2,000.00	355.62	1,686.55	313.45	84.33
4502 Charges For Services	10,000.00	1,167.52	24,334.23	-14,334.23	243.34
4509 Fees For Non-Residents	8,000.00	1,269.00	14,241.00	-6,241.00	178.01
4571 Rental Fees	2,000.00	200.00	1,030.00	970.00	51.50
4581 Fines	0.00	239.12	2,463.47	-2,463.47	0.00
4590 Cost Recovered For Services	7,500.00	1,034.43	15,484.89	-7,984.89	206.47
4610 Federal, Operational Grants	0.00	38,280.95	38,280.95	-38,280.95	0.00
4620 State, Operational Grants	72,589.00	0.00	72,589.18	-0.18	100.00
4711 Investment Income	7,500.00	84.52	205.59	7,294.41	2.74
4712 Investment Income - Property Taxes	0.00	0.00	0.00	0.00	0.00
4820 Contributions, Operating	5,000.00	1,323.50	9,499.66	-4,499.66	189.99
4988 Bond Issue Proceeds	0.00	0.00	0.00	0.00	0.00
4997 Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00
Grand Totals	5,719,663.00	70,699.97	5,890,504.48	-170,841.48	102.99

glExpObj
01/03/2022 12:00PM
Periods: 12 through 12

Expenditures by Object Report

Page: 4

Village of Downers Grove
12/1/2021 through 12/31/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5315 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
5760 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	1,228,100.00	0.00	749,202.81	0.00	478,897.19	61.0
5910 Transfer For Capital Projects	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	1,228,100.00	0.00	749,202.81	0.00	478,897.19	61.0

glExpObj
01/03/2022 11:58AM
Periods: 12 through 12

Expenditures by Object Report

Page: 17

Village of Downers Grove
12/1/2021 through 12/31/2021

Grand Totals

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5101 Salaries, Exempt	1,632,295.29	188,969.25	1,632,977.47	0.00	-682.18	100.0
5104 Bonus	0.00	4,143.74	4,143.74	0.00	-4,143.74	0.0
5111 Salaries, Non-Exempt	329,793.65	42,023.25	337,869.78	0.00	-8,076.13	102.4
5119 Part-Time Employee Wages	1,218,289.29	124,729.86	1,154,496.31	0.00	63,792.98	94.7
5121 Overtime	0.00	0.00	588.02	0.00	-588.02	0.0
5131 IMRF Pension Contributions	288,300.11	33,669.63	288,464.12	0.00	-164.01	100.0
5133 Medicare Contributions	46,115.48	5,144.72	44,597.27	0.00	1,518.21	96.7
5134 Social Security Contributions	197,183.45	21,997.33	190,687.28	0.00	6,496.17	96.7
5140 Auto Allowance	0.00	0.00	0.00	0.00	0.00	0.0
5167 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0
5190 Life Insurance	1,283.40	80.75	931.60	0.00	351.80	72.5
5191 Health Insurance	454,937.29	34,948.64	412,247.10	0.00	42,690.19	90.6
5195 Optical Insurance	2,520.47	149.94	1,795.49	0.00	724.98	71.2
5197 Dental Insurance	38,120.25	2,603.58	31,180.93	0.00	6,939.32	81.8
5210 Supplies	98,000.00	8,247.61	83,563.38	0.00	14,436.62	85.2
5251 Maintenance Supplies	21,750.00	3,253.77	20,920.15	0.00	829.85	96.1
5280 Small Tools & Equipment	29,600.00	3,827.93	18,144.64	0.00	11,455.36	61.3
5291 Water Purchase	0.00	0.00	0.00	0.00	0.00	0.0
5302 Dues And Memberships	7,500.00	75.00	7,675.67	0.00	-175.67	102.3
5303 Seminars, Conferences & Meetings	28,110.00	5,558.72	18,387.77	0.00	9,722.23	65.4
5308 Recognition Program-Staff	5,000.00	241.31	2,218.24	0.00	2,781.76	44.3
5315 Professional Services	62,000.00	7,719.02	70,296.18	0.00	-8,296.18	113.3
5322 Personnel Recruitment	1,000.00	149.69	956.74	0.00	43.26	95.6
5323 Special Legal	6,000.00	0.00	3,184.00	0.00	2,816.00	53.0
5336 Cataloging Services	0.00	0.00	0.00	0.00	0.00	0.0
5346 Data Processing Services	110,775.00	0.00	106,422.42	0.00	4,352.58	96.0
5380 Printing Services	24,800.00	5,481.00	23,185.00	0.00	1,615.00	93.4
5391 Telephone	17,000.00	1,381.74	16,879.26	0.00	120.74	99.2
5392 Postage	25,500.00	111.00	15,689.00	0.00	9,811.00	61.5
5393 Freight And Cartage	0.00	0.00	0.00	0.00	0.00	0.0

glExpObj
01/03/2022 11:58AM
Periods: 12 through 12

Expenditures by Object Report

Page: 18

Village of Downers Grove
12/1/2021 through 12/31/2021

Grand Totals [Continued]

Object/Title	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Use
5407 Advertising And Public Relations	19,000.00	2,981.28	14,143.60	0.00	4,856.40	74.4
5420 Insurance - Other Policies	70,700.00	0.00	59,085.00	0.00	11,615.00	83.5
5430 Building Maintenance Services	91,500.00	3,339.14	91,176.54	0.00	323.46	99.6
5450 Cleaning Services	80,000.00	5,599.89	81,662.73	0.00	-1,662.73	102.0
5461 Utilities	24,250.00	2,526.08	15,457.24	0.00	8,792.76	63.7
5470 Other Equipment Repair And Maintenance	11,500.00	0.00	9,589.03	0.00	1,910.97	83.3
5481 Rentals	15,500.00	818.39	15,624.00	0.00	-124.00	100.8
5620 Recoverables	4,000.00	0.00	116.35	0.00	3,883.65	2.9
5630 Contingency	0.00	0.00	0.00	0.00	0.00	0.0
5670 Claims & Similar Exps	0.00	0.00	0.00	0.00	0.00	0.0
5681 Community Events Grants	0.00	0.00	0.00	0.00	0.00	0.0
5690 Unemployment Compensation	5,000.00	0.00	0.00	0.00	5,000.00	0.0
5730 Intangibles & Artwk	0.00	0.00	0.00	0.00	0.00	0.0
5750 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5770 Capital Equipment	58,000.00	19,017.49	99,814.53	0.00	-41,814.53	172.0
5801 *** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.0
5850 Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5851 Electronic Resources	227,800.00	15,555.23	217,613.13	0.00	10,186.87	95.5
5852 Print Materials	345,500.00	24,321.34	303,280.93	0.00	42,219.07	87.7
5853 Audiovisual Materials	147,200.00	11,589.17	102,843.15	0.00	44,356.85	69.8
5860 Improvements Other Than Buildings	0.00	0.00	0.00	0.00	0.00	0.0
5870 Capital Equipment	60,000.00	53,441.00	70,422.00	0.00	-10,422.00	117.3
5880 Intangible Assets (Software)	52,000.00	1,259.57	45,978.39	0.00	6,021.61	88.4
5899 Depreciation	0.00	0.00	0.00	0.00	0.00	0.0
5910 Transfer For Capital Projects	350,000.00	0.00	350,000.00	0.00	0.00	100.0
5930 Transfer For Debt Service	0.00	0.00	0.00	0.00	0.00	0.0
Grand Totals	6,207,823.68	634,956.06	5,964,308.18	0.00	243,515.50	96.0

January 2022 Invoices

FY 2021

Included:

- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- December 2021 Payroll Report

InvEdPst

01/20/2022

5:15PM

Invoice Edit Listing

Village of Downers Grove

Page: 127

January 27, 2022

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018213 AMAZON CAPITAL SERVICES, INC.	1	141.38	0.00	141.38
000322 AMAZON.COM	1	1,095.32	0.00	1,095.32
000672 BAKER & TAYLOR - L0217582	33	1,699.83	0.00	1,699.83
016893 BIBLIOTHECA, LLC	3	652.00	0.00	652.00
000829 BLACKSTONE AUDIOBOOKS	10	574.12	0.00	574.12
001223 CASE LOTS, INC.	1	51.80	0.00	51.80
014684 CAVENDISH SQUARE PUBLISHING	1	177.93	0.00	177.93
001264 CDW GOVERNMENT, INC.	2	532.04	0.00	532.04
008323 CENGAGE LEARNING	13	1,199.55	0.00	1,199.55
001277 CENTER POINT PUBLISHING	1	236.70	0.00	236.70
013235 CHILDREN'S PLUS, INC.	1	46.90	0.00	46.90
001459 CINTAS CORPORATION	3	147.66	0.00	147.66
002056 DEMCO, INC.	2	609.40	0.00	609.40
002539 EBSCO SUBSCRIPTION SERVICES	2	192.02	0.00	192.02
009775 FINDAWAY WORLD, LLC	2	633.63	0.00	633.63
016977 GARVEY'S OFFICE PRODUCTS, INC.	3	1,446.98	0.00	1,446.98
008770 GRAINGER	3	368.27	0.00	368.27
003567 ILLINOIS DEPT OF INNOVATION &, TECHNOLOGY	1	126.00	0.00	126.00
003688 INGRAM LIBRARY SERVICES, LLC	51	17,966.85	0.00	17,966.85
004070 JANWAY COMPANY USA, INC.	1	615.00	0.00	615.00
004928 LAKESHORE LEARNING MATERIALS	2	753.28	0.00	753.28
014465 MATKOWSKI, ELIZABETH	1	426.80	0.00	426.80

InvEdPst

01/20/2022

5:15PM

Invoice Edit Listing

Village of Downers Grove

Page: 128

January 27, 2022

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
005866 MIDWEST TAPE	9	4,170.40	0.00	4,170.40
020739 MURPHY SECURITY SOLUTIONS	1	975.00	0.00	975.00
010603 NELSON FIRE PROTECTION	1	635.00	0.00	635.00
012499 OVERDRIVE, INC.	2	3,308.77	0.00	3,308.77
021162 PALAMIDIS, JESSICA	1	16.03	0.00	16.03
018491 PEOPLEFACTS, LLC	1	40.68	0.00	40.68
006698 PRINT SMART	1	283.47	0.00	283.47
006859 R.H. DONNELLEY	1	15.71	0.00	15.71
013422 RUNCO OFFICE SUPPLY & EQUIP CO	3	107.67	0.00	107.67
007517 SCHOLASTIC LIBRARY PUBLISHING	1	32.49	0.00	32.49
009043 WORLD BOOK,INC	1	999.00	0.00	999.00
Grand Total:	160	40,277.68	0.00	40,277.68

INVOICES OF NOTE

For Library Board Meeting on January 26, 2022 For the Year 2021

014465	Matkowski, Elizabeth (Employee Reimbursement)	\$426.80
020739	Murphy Security Solutions (Additional Kiosk for Locker)	\$975.00

PAYROLLS FOR DECEMBER 2021

DECEMBER 3	\$117,363.19
DECEMBER 17	\$121,906.05
DECEMBER 31	\$120,596.86
TOTAL DECEMBER 2021 PAYROLLS	\$359,866.10

January 2022 Invoices

FY 2022

Included:

- Operating Fund Invoice Edit List
- Operating Fund Invoices of Note
- January 2022 Credit Card Report

InvEdPst
01/18/2022 2:49PM

Invoice Edit Listing
Village of Downers Grove

Page: 79

January 27, 2022

<i>Vendor Totals</i>				
Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
021616 ACE SPECTRUM PRODUCTIONS	1	250.00	0.00	250.00
018213 AMAZON CAPITAL SERVICES, INC.	1	57.49	0.00	57.49
017992 ARTHUR J GALLAGHER RISK MGMT	1	9,132.00	0.00	9,132.00
000403 AT&T	1	266.50	0.00	266.50
000672 BAKER & TAYLOR - L0217582	8	554.56	0.00	554.56
019652 BEST QUALITY CLEANING	1	5,540.00	0.00	5,540.00
000829 BLACKSTONE AUDIOBOOKS	13	1,015.84	0.00	1,015.84
001264 CDW GOVERNMENT, INC.	1	1,294.27	0.00	1,294.27
008323 CENGAGE LEARNING	3	211.92	0.00	211.92
001377 CHICAGO TRIBUNE	1	107.50	0.00	107.50
001459 CINTAS CORPORATION	1	49.22	0.00	49.22
021477 DAVID MARTIN	1	300.00	0.00	300.00
016094 DE LAGE LANDEN FINANCIAL SVC, INC.	1	818.39	0.00	818.39
002330 DOWNERS GROVE DOWNTOWN MGMT	2	425.00	0.00	425.00
005572 FIA CARD SERVICES, N.A.	12	8,502.23	0.00	8,502.23
017510 FIRST COMMUNICATIONS, LLC	1	512.25	0.00	512.25
021478 FRUTELAND JACKSON CO.	1	350.00	0.00	350.00
013544 GOOGLE, INC.	1	990.00	0.00	990.00
003188 GRAHAM CRACKERS COMICS, LTD.	1	283.96	0.00	283.96
018411 HAYES MECHANICAL, LLC	1	2,230.00	0.00	2,230.00
003351 HEATHER BOOTH	1	100.00	0.00	100.00
003688 INGRAM LIBRARY SERVICES, LLC	21	8,360.59	0.00	8,360.59

InvEdPst
01/18/2022 2:49PM

Invoice Edit Listing
Village of Downers Grove

Page: 80

January 27, 2022

Vendor Totals

Vendor	Number of Invoices	Amount	Retained/Withheld Amount	Total
018997 JO-ANN STORES, LLC	1	1,551.00	0.00	1,551.00
021482 JOCELYN NICOLE JOHNSON	1	350.00	0.00	350.00
017994 LIBRARIES OF ILL RISK AGENCY	1	51,362.00	0.00	51,362.00
009577 LIBRARIESFIRST	1	4,730.00	0.00	4,730.00
005866 MIDWEST TAPE	7	3,929.25	0.00	3,929.25
006161 NICOR GAS	1	2,897.54	0.00	2,897.54
021162 PALAMIDIS, JESSICA	1	21.46	0.00	21.46
006698 PRINT SMART	1	136.40	0.00	136.40
019977 READSQUARED	1	1,495.00	0.00	1,495.00
016519 RIDDLE, KIRA	1	246.80	0.00	246.80
013422 RUNCO OFFICE SUPPLY & EQUIP CO	3	52.55	0.00	52.55
007517 SCHOLASTIC LIBRARY PUBLISHING	1	126.00	0.00	126.00
014414 SHAW SUBURBAN MEDIA	1	52.00	0.00	52.00
012698 SWAN	1	16,210.25	0.00	16,210.25
019483 THE LANGUAGE LABS	1	85.00	0.00	85.00
016841 TSAI FONG BOOKS, INC.	1	101.27	0.00	101.27
011517 UNIQUE MANAGEMENT SERVICES, IN	1	44.75	0.00	44.75
006654 UNITED STATES POSTAL SERVICE	1	3,000.00	0.00	3,000.00
018458 URBAN ELEVATOR SERVICE, LLC	1	224.97	0.00	224.97
008618 USA TODAY	1	338.81	0.00	338.81
Grand Total:	103	128,306.77	0.00	128,306.77

INVOICES OF NOTE

For Library Board Meeting on January 26, 2022 For the Year 2022

021616	Ace Spectrum Productions (Film Screening Program Payment)	\$250.00
017992	Arthur J Gallagher Risk Mgmt (Workers Compensation Plan Renewal)	\$9,132.00
021477	David Martin (Program Payment)	\$300.00
002330	Downers Grove Downtown Mgmt (Ice Sculpture and Gift Certificates)	\$425.00
021478	Fruteland Jackson Co. (Concert and Lecture Program)	\$350.00
003351	Heather Booth (Readers Advisory Workshop)	\$100.00
018997	Jo-Ann Stores, LLC (Subscription Renewal)	\$1,551.00
021482	Jocelyn Nicole Johnson (Book Discussion and Author Visit)	\$350.00
017994	Libraries of Ill Risk Agency (Property/Casualty Program Renewal)	\$51,362.00
009577	Librariesfirst (Lexis Nexis Annual Subscription)	\$4,730.00
019977	Readsquared (Subscription Renewal)	\$1,495.00
016519	Riddle, Kira (PLA Airfare Employee Reimbursement)	\$246.80
012698	SWAN (Renewal Fees)	\$16,210.25
006654	United States Postal Service (Postage for Meter)	\$3,000.00

Library Credit Card Details for the January 26, 2022 Board Meeting

Julie Milavec				
971	5308 Staff Recognition	City BBQ for Staff Holiday Lunch	\$	998.55
971	5322 Personnel Recruitment	Indeed Job Listing	\$	287.62
973	5852 Print Materials	Children's Books for Bingo Prizes	\$	914.44
			Total	\$ 2,200.61
Katelyn Vabalaitis				
971	5308 Recognition Program-Staff	Staff Holiday Party Supplies	\$	81.87
973	5853 AV Materials	Nintendo Switch Game	\$	29.99
978	5391 Telephone	Comcast Monthly Payment	\$	456.41
			Total	\$ 568.27
Ian Knorr				
978	5210 Supplies	Face Masks	\$	79.80
978	5251 Maintenance Supplies	LED Panels, Ice Melt, Lamp, Narcan Training Supplies	\$	1,892.63
978	5430 Building Maintenance	Desk Partitions	\$	552.00
			Total	\$ 2,524.43
Elizabeth Matkowski				
972	5210 Supplies	Pattern for Teen Craft	\$	2.75
972	5280 Small Tools & Equipment	Monitor Mount Stands	\$	77.91
972	5303 Seminars, Mtgs, & Conferences	ARRT Membership Renewal	\$	15.00
972	5853 Audiovisual Materials	Nintendo Stylus Pack	\$	7.99
			Total	\$ 103.65
Karen Bonarek				
972	5210 Supplies	Program Supplies	\$	164.48
			Total	\$ 164.48
Amelia Prechel				
972	5852 Print Materials	Foreign Policy Association Books, Magazine Renewal	\$	244.71
972	5853 AV Materials	Foreign Policy Association DVD's	\$	88.82
977	5210 Supplies	Supplies, Binge Box Cases	\$	138.99
			Total	\$ 472.52
Cynthia Khatri				
976	5303 Seminars, Mtgs, & Conferences	Pizza for PR Holiday Party	\$	41.43
			Total	\$ 41.43
Sharon Hrycewicz				
			Total	\$ -
Traci Skocik				
973	5210 Supplies	Program Supplies	\$	718.49
			Total	\$ 718.49

Allyson Renell				
973	5852 Printed Materials	Patron Requested Books	\$	24.57
973	5853 AV Materials	Puzzles	\$	14.80
			Total	\$ 39.37
Christine Lees				
973	5210 Supplies	Children's Program Supplies	\$	33.33
974	5210 Supplies	Office Supplies	\$	360.27
			Total	\$ 393.60
Paul Regis				
975	5210 Supplies	Office Supplies, 3D Printer Filament, 3D Printer Cleaner	\$	135.95
975	5880 Intangible Assets	Zoom, Google, Naviant, LibraryH3lp, GoToMeeting, Libsyn	\$	979.11
			Total	\$ 1,115.06
Grace Goodwyn				
			Total	\$ -
Jen Ryjewski				
			Total	\$ -
Amanda Klenk				
972	5210 Supplies	Program Supplies	\$	131.32
972	5315 Professional Services	Shutterstock Annual Renewal	\$	29.00
			Total	\$ 160.32
			Library Credit Card January 2022 Totals	\$ 8,502.23

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Agenda Item 9A

2022 Elevator Modernization Project

The hydraulic elevator at the Downers Grove Public Library has reached its end of useful life due to the age of the components and lack of availability for replacement components. The cab's interior and lighting is outdated and showing wear and tear. However, the guide rails, piston, and cab structure are in great shape. This is normal, as elevators are generally modernized at 20-25 years and proves to be the best way to keep the unit functioning as intended, minimizing elevator issues and downtime. This is the only elevator at the library, so its reliability is imperative for patrons and staff.

Building Operations Director Ian Knorr reached out to four of the most well-known elevator companies in the United States that specialize in elevator modernizations for pricing, utilizing the OMNIA Partners (formerly US Communities) cooperative purchasing contracts. The companies requested to provide quotes were TK Elevator Corporation, Schindler, OTIS, and KONE.

Three of the four companies responded, inspected the unit, and provided pricing for a full modernization. The proposals include the base price, turnkey operation including all inspections and fees, 2019 A/C elevator mechanical room building code requirements, and interior cab upgrade.

TKE - \$143,007.98

Schindler - \$147,135.00

KONE - \$204,140.00

During the modernization project, the elevator will be out of service for 3-5 weeks.

Recommended Action: Approve the elevator modernization project award to TK Elevator Corporation in the amount of \$143,007.98.

Modernization Proposal



Downers Grove Public Library

November 12, 2021

Purchaser: Downers Grove Public
Library
Address: 1050 Curtiss St
Downers Grove, IL 60515-
4606

Location: Downers Grove Public
Library
Address: 1050 Curtiss St
Downers Grove, IL 60515-
4606

TK Elevator Corporation (hereinafter "TK Elevator") is dedicated to delivering Downers Grove Public Library (hereinafter "Purchaser") the safest, highest quality vertical transportation solutions. I am pleased to present this customized Proposal (the "Proposal") in the amount of **\$74,353.50** inclusive of all applicable sales and use taxes to modernize the elevator equipment described in the pages that follow at the above-referenced location.

-Proposal price does not include related work or cab interior work. See alternates on pg. 4 for pricing.

Our modernization package is engineered specifically for your elevator system and will include the elevator mechanical and electrical components being replaced, refurbished or retained.

Benefits of Modernization include:

- Increased durability and reliability
- Improved fire and life safety features
- Decreased waiting times
- Reduced energy consumption
- Reduced operational cost
- Reduced troubleshooting time

This Proposal shall remain in effect for the next forty-five (45) days unless it is revoked earlier by TK Elevator in writing. The price above is subject to escalation - even after Purchaser's acceptance of this Proposal - under certain circumstances including the possibility that TK Elevator may be subjected to increased charges by its suppliers for any of the applicable materials and/or components due to the imposition of new or increased taxes, tariffs, or other charges imposed by applicable governmental authorities or the possibility that the work described in this Proposal is not completed by December 31, 2022.

In the event you have any questions regarding the content of this Proposal, please do not hesitate to contact me. We appreciate your consideration.

Sincerely,

Michael Altobelli
Modernization Sales
mike.altobelli@tkelevator.com
+1 331 481 1675

Modernization Proposal



SCOPE OF WORK

Grouping Name: Only Elevator (1)

Equipment Type: Hydraulic

Speed: 125 fpm

2 Stops (2 Front /0 Rear)

Capacity: 2500 lbs.

Units Included

Building	Nickname	OEM Serial #	TKE Serial #	Legal ID
Downers Grove Library	Only Elevator			

Description of Work

Controller

- TAC 32 Controller (Includes Options listed below)
 - 24 VDC Signal Voltage
 - Auto Light and Fan Feature
 - Car Independent Service
 - Car Traveling Lantern Circuitry
 - Door Bypass Operation
 - Electronic Door Detector Interface
 - Hoistway Access and Enable
 - THY Board
- eMax Monitoring Device Provisions
- Battery Lowering in Controller
- Solid State Starters (6 or 12 leads) 460 / 575 VAC

Power Unit

- EP-95 Power Unit (Submersible)
- Biodegradable oil (Citgo NZ)
- 2" Shutoff Valve Kit (Pump)

Jack

- Pipe Stands
- Packing

Car

- Crosshead data tag (for existing car slings)
- 21" Toe guard
- Fan: Two Speed
- Car Top Exit Switch

Modernization Proposal



- 2019 Two-way Communication Camera (dome), Ethernet Extender (kit), & Battery Backup
- Cab Wiring Material (200MK1)
- Rebuild Car Guides

Hoistway

- Base Wiring Package for 2019 Code
- HN Boxes (per each 2 cars, grouped)
- Steel Tape with Mounting hardware, Selector and magnets (terminal limits included)
- TAC 32 Field Friendly Wiring Package Includes single traveling cable, hoistway wiring, interlock wiring, interlock connectors, and serial wiring.

Pit

- Pit Stop Switch
- 2" Shutoff Valve Kit (Pit)

Cab

- Car Door (SSSS, #4 S/S (441))

Door Equipment

- LD-16 Plus Door Operator with Complete carside equipment (FRONT)
 - includes Adapter kit (Tracks & Hangars), Clutch (w/ Car Door Lock latch & contact), & Car Top Inspection station (w/ alarm signal)
- Micro Light 3D 2019 (Front)
- Interlocks

Car Fixtures

- Main Car Station Includes Options Below
 - Applied Panel
- Debranded Car Station (No Logo)
- Vandal Resistant Floor Buttons
- Cast Braille Plates for Car Features
- Standard Key Switch Package
 - Fan
 - Light
 - Independent
 - Stop
 - Inspection/Hoistway Enable)
- Emergency Light mounted in COP
- 2004 and later Fire Service Phase II Features (includes instructions signage)
- Handicap Signal (Passing signal)
- Two-way Communication Position Indicator
- ADA Phone System integral with COP (Rath)
- Speaker Pattern for Intercom System/ADA Phone

Modernization Proposal



- Locked Service Cabinet
- Certificate Window
- Default Engravings
- GFI Outlet
- #4 Stainless Steel Finish (441)
- Emergency Light Test Button
- Two-way Communication Machine Room Equipment (Primary Box)
- Car Riding Lantern (Standard) #4 S/S (441)

Hall Fixtures

- Hoistway Access Switch (in Hall Station)
- Fire Service Phase I Key Switch
- Fire Service Phase I Engraved Instructions
- Hoistway Jamb Braille (Pair of Standard) (# of Floors)
- Terminal Hall Stations (Flush Mounted) with
 - Appendix O (Polycarbonate insert flame with engraved verbiage)
 - (#4 S/S (441))
- 2009 & 2010 Elevator Communications Failure add
- Terminal Hall Stations (Flush Mounted) with
 - Appendix O (Polycarbonate insert flame with engraved verbiage)
 - (#4 S/S (441))

Value Engineering Opportunities & Alternates

(Initial next to the option below to indicate acceptance)

Alternate 1 Provide and install new cab interior package pursuant to Attachment A– **Add \$16,910.29** Initial to Accept _____

Alternate 2 TK Elevator to provide a turnkey project pursuant to Attachment B.- **Add \$51,744.19** Initial to Accept _____

Modernization Proposal



1. Key Tasks and Approximate Lead Times

Key Tasks to be performed to be performed by Purchaser prior to equipment fabrication:

- a. Execution of this Proposal
- b. Payment for pre-production and engineering
- c. Approval of layout (if applicable)
- d. Execution of TK Elevator's Material Release Form

Approximate Durations/Lead Times

Contract execution (can run concurrently with layout drawing package preparation and approval)	Varies
Survey and Order of Materials (additional time required for cab, signal, entrance preparation and approval, if applicable)	4 - 6 Weeks
Fabrication time (from receipt of all approvals, fully executed contract, Material Release Form and initial progress payment)	15 Weeks
Modernization of elevator system (Per Unit): (Upon completion of all required preparatory work by others)	3 - 5 Weeks

The durations or lead times listed above are strictly approximations that can vary due to factors both within and outside of TK Elevator's control, are subject to change without notice to Purchaser and shall not be binding on TK Elevator.

2. Payment Terms

50% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) will be due and payable as an initial progress payment within 30 days from TK Elevator's receipt of a fully executed copy of this Proposal. This initial progress payment will be applied to project management, permits, engineering and shop drawings, submittals, drilling mobilization (if required) and raw material procurement. Material will be ordered once this payment is received and the parties have both executed this Proposal and the Material Release Form.

25% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) shall be due and payable when the material described above has been furnished. Material is considered furnished when it has been received at the jobsite or TK Elevator staging

Modernization Proposal



facility. Supporting documentation of materials stored shall be limited to stored materials certificates of insurance and bills of lading. Receipt of this payment is required prior to mobilization of labor.

25% of the price set forth in this Proposal shall be made as progress payments throughout the life of the project. In the event TK Elevator fails to receive payment within thirty (30) days of the date of a corresponding invoice, TK Elevator reserves the right to demobilize until such a time that the payments have been brought up to date, and TK Elevator has the available manpower.

It is agreed that there will be no withholding of retainage from any billing and by the customer from any payment.

The payment terms breakdown above shall be considered the Schedule of Values for the project as written. Billing shall be submitted on or before the 25th day of the month according to the payment schedule above and accompanied by a form of G702-703 pay application/schedule of values and a conditional waiver, the format of which is hereby acknowledged and accepted.

The use of online Portals for the submission of billing shall follow the terms of the Proposal and Customer agrees to permit billing in accordance with the executed contract terms. Portal access and usage is to be provided free of additional charge to TK Elevator and any additional cost for such use is to be reimbursed to TK Elevator via a reimbursable change order immediately upon acceptance.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the installed equipment until such time as TK Elevator has been paid 100% both of the price reflected in this Proposal and for any other work performed by TK Elevator or its subcontractors in furtherance of this Proposal. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full.

Proposal price:		\$74,353.50
Initial progress payment:	(50%)	\$37,176.75
Material furnished:	(25%)	\$18,588.38
Total of remaining progress payments:	(25%)	\$18,588.38

3. Warranty

TK Elevator warrants any equipment it installs as described in this Proposal against defects in material and workmanship for a period of one (1) year from the date of Purchaser's execution of TK Elevator's "Final Acceptance Form" on the express conditions that all payments made under this Proposal and any mutually agreed-to change orders have been made in full and that such equipment is currently being serviced by TK Elevator. In the event that TK Elevator's work is delayed for a period greater than six (6) months, the warranty shall be reduced by the amount of the delay. This warranty is in lieu of any other warranty or liability for defects. TK Elevator makes no warranty of merchantability and no warranties which extend beyond the description in this Proposal, nor are there any other warranties, expressed or implied, by operation of law or otherwise. Like any piece of fine machinery, the equipment described in this Proposal should be periodically inspected, lubricated, and adjusted by competent personnel. This warranty is not intended to supplant normal maintenance service and shall not be construed to mean that

Modernization Proposal



TK Elevator will provide free service for periodic examination, lubrication, or adjustment, nor will TK Elevator correct, without a charge, breakage, maladjustments, or other trouble arising from normal wear and tear or abuse, misuse, improper or inadequate maintenance, or any other causes other than defective material or workmanship. In order to make a warranty claim, Purchaser must give TK Elevator prompt written notice at the address listed on the cover page of this Proposal and provided all payments due under the terms of this Proposal and any mutually agreed to written change orders have been made in full, TK Elevator shall, at its own expense, correct any proven defect by repair or replacement. TK Elevator will not, under any circumstances, reimburse Purchaser for cost of work done by others, nor shall TK Elevator be responsible for the performance of any equipment that has been the subject of service, repair, replacement, revisions or alterations by others. If there is more than one (1) unit which is the subject of work described in this Proposal, this section shall apply separately to each unit as accepted.

4. Preventative Maintenance Program

This Proposal does not include any maintenance, service, repair or replacement of the equipment or any other work not expressly described herein. TK Elevator will submit a separate proposal to Purchaser covering the maintenance and repair of this equipment to be supplied to Purchaser at an additional cost.

5. Work Not Included

There are certain items that are not included in this Proposal, many of which must be completed by Purchaser prior to and as a condition precedent to TK Elevator's performance of its work as described in this Proposal. In order to ensure a successful completion of this project, it shall be solely Purchaser's responsibility to coordinate its own completion of those items with TK Elevator. The following is a list of those items that are not included in this Proposal:

A. Hoistways and Equipment Rooms

1. Purchaser shall provide the following:

- a. A dry legal hoistway, properly framed and enclosed, and including a pit of proper depth and overhead. This is to include steel safety beam, inspection or access platforms, access doors, sump pump, lights, waterproofing and venting as required; dewatering of pit(s) and required permanent screening/
- b. A legal machine/control room, adequate for the elevator equipment, including floors, trap doors, gratings, access platforms, ladders, railings, foundations, lighting, ventilation sized per the TK Elevator shop drawings. Purchaser must maintain machine/control room temperature between 55 and 90 degrees Fahrenheit, with relative humidity less than 95% non-condensing at all times.
- c. Adequate bracing of entrance frames to prevent distortion during wall construction.
- d. All grouting, fire caulking, cutting, x-ray and removal of walls and floors, patching, coring, setting of sleeves/knockouts, penetrations and painting (except as specified) and removal of obstructions required for elevator work; along with all proper trenching and backfilling for any underground piping and/or conduit.
- e. All labor and materials necessary to support the full width of the hoistway at each landing for anchoring or welding TK Elevator sill supports, steel angles, sill recesses;
- f. The furnishing, installing and maintaining of the required fire rating of elevator hoistway walls, including the penetration of firewall by elevator fixture boxes;
- g. Ensuring that the elevator hoistways and pits are dewatered, cleaned and properly waterproofed;

B. Electrical and Life Safety:

1. Purchaser shall provide a dedicated, analog telephone or data line to the elevator telephone or communication

Modernization Proposal



device; one additional data line per group of elevators for diagnostic capability wired to designated controller; This Proposal includes the installation of an in-car emergency elevator communication system for the benefit of the deaf, hard of hearing and speech impaired (the "Multimedia Equipment") in accordance with the current applicable requirements of both the International Building Code and ASME A17.1. Purchaser shall provide one permanent 110V 20 amp circuit with all piping and wiring to controller for the emergency elevator communication system. This Proposal does not, however, include the monitoring of any communications to and from that Multimedia Equipment and Purchaser (and any end user of the units) expressly acknowledge that it is solely their responsibility to ensure that any and all such communications are appropriately monitored in accordance with all applicable rules, codes, statutes and/or laws as a condition precedent to turnover of the units including but not limited to a modem and internet connection and a minimum of four (4) hours of battery backup for all communications.

2. Purchaser shall provide the following:

- a. suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per N.E.C. prior to installation. Suitable power supply capable of operating the new elevator equipment under all conditions;
- b. piping and wiring to controller for mainline power, car lighting, and any other building systems that interface with the elevator controls per N.E.C. Articles 620-22 and 620-51;
- c. any required hoistway / wellway, machine room, pit lighting and/or 110v service outlets;
- d. conduit and wiring for remote panels to the elevator machine room(s) and between panels. Remote panels required by local jurisdictions are not included in this proposal;
- e. a bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground; and all remote wiring to the outside alarm bell as requested by all applicable code provisions;
- f. installed sprinklers, smoke/heat detectors on each floor, machine room and hoistways / wellways, shunt trip devices (not self-resetting) and access panels as may be required as well as normally open dry contacts for smoke/heat sensors, which shall be terminated by Purchaser at a properly marked terminal in the elevator controller;
- g. a means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room that shall not be self-resetting;
- h. emergency power supply including automatic time delay transfer switch and auxiliary contacts with wiring to the designated elevator controller and along with electrical cross connections between elevator machine rooms for emergency power purposes;
- i. the following emergency power provisions are not included: interface in controller, pre-testing and testing, emergency power keyswitches;
- j. emergency power operation is included as part of the design of the elevator control system and based on each car in the group only, to properly sequence, one at a time to the programmed landing, and park. The design requires that the generator, transfer switch, and related circuitry are sufficient to run this function or any other function for any building other system that is associated with this project. In the event that the generator, transfer switch, and related circuitry are not sufficient, TK Elevator will provide Purchaser with a written change order for Purchaser's execution.
- k. a dry set of contacts which close 20 seconds prior to the transfer from normal power to emergency power or from emergency power to normal power whether in test mode or normal operating conditions in the event that an emergency power supply will be provided for the elevator;
- l. confirmation that the emergency standby power generator and/or building can accept the power generated to and from the elevator during both Hi-Speed and Deceleration. In cases where the generator and/or building load is not electrically sized to handle the power return from the regen drive, additional separate chopper and resistor

Modernization Proposal



units are available for purchase but not included in this proposal. The additional chopper and resistor units allow regenerated power to be dissipated in the resistor bank and not sent back into the building grid.

C. Miscellaneous:

1. Purchaser shall provide all work relating to the finished cab flooring including, but not limited to, the provision of materials and its installation to comply with all applicable codes;
2. Hydraulic jack replacement:
 - a. the excavation of the elevator cylinder well hole in the event drilling is necessary through soil that is not free from rock, sand, water, building construction members and obstructions. Should obstructions be encountered, TK Elevator will proceed only after written authorization has been received from the Purchaser. The contract price shall be increased by the amount of additional labor at TK Elevator's standard labor rates as per the local office along with any additional expenses and materials required;
 - b. adequate ingress and egress, including ramping, for rail-mounted or truck-mounted drill rig;
 - c. Purchaser is responsible for pumping truck contractor to remove and dispose of spoils from the site. In the event that unforeseen and unfavorable below ground conditions are encountered, including but not limited to concrete around the cylinder, construction debris, adverse water and/or soil conditions, erosion, cavitations, oil contamination, or circumstances necessitating increased hole depth, etc., which require the employment of specialized contractors, TK Elevator shall immediately advise the Purchaser and costs will be extra to the contract;
 - d. in ground protection systems other than TK Elevator's standard HDPE or PVC protection system with bottomless corrugated steel casing;
 - e. any required trenching and backfilling for underground piping or casings, and conduit as well as any compaction, grouting, and waterproofing of block-out;
 - f. engineering, provision and installation of methane barriers or coordination/access;
 - g. access to 2" pressurized water supply within 100'-0" of the jack hole location;
 - h. a safe, accessible storage area for placement of D.O.T. 55 gallon containers for the purpose of spoils containment; obtaining of local environmental or disposal permits
 - i. any spoils or water testing;

6. Working Hours, Logistics and Mobilization

- a. All work described in this Proposal shall be performed during TK Elevator's regular working days – defined as Monday thru Friday and excluding IUEC recognized holidays – and regular working hours – defined as those hours regularly worked by TK Elevator modernization mechanics at the TK Elevator branch office that will provide labor associated with the performance of the work described in this Proposal - unless otherwise specified and agreed to in writing by both TK Elevator and Purchaser (hereinafter TK Elevator's regular working days and regular working hours shall be collectively defined as “normal working hours”). TK Elevator shall be provided with uninterrupted access to the elevator hoistway and machine room areas to perform work during normal working hours.
- b. Purchaser shall provide on-site parking to all TK Elevator personnel at no additional cost to TK Elevator.
- c. Purchaser shall provide traffic control, lane closures, permits and flagmen to allow suitable access/unload of tractor trailer(s).
- d. Purchaser agrees to provide unobstructed tractor-trailer access and roll-able access from the unloading area to the elevator or escalator hoistways or wellways (as applicable).
- e. Purchaser will be required to sign off on the Material Release Form, which will indicate the requested delivery date of equipment to the site. If Purchaser is not ready to accept delivery of the equipment within ten (10) business days of the agreed upon date, Purchaser will immediately make payments due for equipment and

Modernization Proposal



designate an area adjacent to the elevator shaft where Purchaser will accept delivery. If Purchaser fails to provide this location or a mutually agreeable alternative, TK Elevator is authorized to warehouse the equipment at the TK Elevator warehouse or designated distribution facility at Purchaser's risk and expense. Purchaser shall reimburse TK Elevator for all costs due to extra handling and warehousing. Storage beyond ten (10) business days will be assessed at a rate of \$100.00 per calendar day for each unit listed in this Proposal, which covers storage and insurance of the elevator equipment and is payable prior to delivery.

f. Purchaser agrees to provide a dry and secure area adjacent to the hoistway(s) at the ground level for storage of the elevator equipment and tools within ten (10) business days from receipt at the local TK Elevator warehouse. Any warranties provided by TK Elevator for vertical transportation equipment will become null and void if equipment is stored in any manner other than a dry, enclosed building structure. Any relocation of the equipment as directed by Purchaser after initial delivery will be at Purchaser's expense.

g. TK Elevator includes one mobilization to the jobsite. A mobilization fee of \$2,500.00 per crew per occurrence will be charged for pulling off the job or for any delays caused by others once material has been delivered and TK Elevator's work has commenced.

h. Access for this project shall be free and clear of any obstructions. A forklift for unloading and staging material shall also be provided by Purchaser at no additional cost.

i. Purchaser shall provide an on-site dumpster. TK Elevator will be responsible for cleanup of elevator/ escalator packaging material; however, composite cleanup participation is not included in this Proposal.

j. The hiring of a disposal company which MUST be discussed prior to any material being ordered or work being scheduled. TK Elevator will provide environmental services ONLY if this is specifically included under the "Scope of Work" section above. TK Elevator assumes no responsibility and/or liability in any way whatsoever for spoils or other contamination that may be present as a result of the cylinder breach and/or other conditions present on the work site.

k. One or more of the units described in this Proposal will be out of service and unavailable to move passengers and/or property during entire duration of the performance of the work described in this Proposal until re-certified by the applicable authority(ies) having jurisdiction and in good standing with payment schedules.

7. Temporary Use, Inspection and Turnover

a. Unless required by specification, TK Elevator will not provide for "temporary use" of the elevator(s) described in this Proposal prior to completion and acceptance of the complete installation. Temporary use shall be agreed to via a change order to this Proposal which shall require Purchaser's execution of TK Elevator's standard Temporary Use Agreement. Cost for temporary use of an elevator shall be \$200.00 per calendar day per hydraulic elevator and \$250.00 per calendar day for each traction elevator for rental use only, excluding personnel to operate. All labor and parts, including callbacks required during the temporary use period will be billed at TK Elevator's standard local billing rates. In the event that an elevator must be provided for temporary use, TK Elevator will require 30 days to perform final adjustments and re-inspection after the elevator has been returned to TK Elevator with all protection, intercoms and temporary signage removed. This duration does not include any provisions for finish work or for repairs of same, which shall be addressed on a project-by-project basis. Cost for preparation of controls for temporary use, refurbishment due to normal wear and tear, readjustment and re-inspection is \$3,500.00 per elevator up to 10 floors. For projects above 10 stops, an additional cost of \$1,500.00 / 10 floors shall apply. These costs are based on work performed during normal working hours. Temporary use excludes vandalism or misuse. Any required signage, communication devices, elevator operators, and protection are not included while temporary use is being provided. All overtime premiums for repairs during the temporary use period will be billed at TK Elevator's local service billing rates.

b. The Proposal price set forth above includes one (1) inspection per unit by the applicable authority having jurisdiction if required by the government of the locality where the equipment is located. In the event the

Modernization Proposal



equipment fails that inspection due to no fault of TK Elevator, TK Elevator will charge Purchaser for both the cost of each re-inspection which shall be \$1,500.00 and a remobilization fee which shall be \$2,500.00 via change order prior to scheduling a re-inspection.

c. Upon notice from TK Elevator that the installation and/or modernization of the equipment is complete, Purchaser will arrange to have present at the jobsite a person authorized to make the final inspection and to execute TK Elevator's "Final Acceptance Form." The date and time that such person will be present at the site shall be mutually agreed upon but shall not be more than ten (10) business days after the date of TK Elevator's notice of completion to Purchaser unless both TK Elevator and Purchaser agree to an extension of that ten (10) day period in writing. Such final inspection and execution of TK Elevator's "Final Acceptance Form" shall not be unreasonably delayed or withheld.

d. Should the Purchaser or the local authority having jurisdiction require TK Elevator's presence at the inspection of equipment installed by others in conjunction with the work described in this Proposal, Purchaser agrees to compensate TK Elevator for its time at TK Elevator's current billing rate as posted at its local office.

e. At the conclusion of its work, TK Elevator will remove all equipment and unused or removed materials from the project site and leave its work area in a condition that, in TK Elevator's sole opinion, is neat and clean.

f. Purchaser agrees to accept a live demonstration of equipment's owner-controlled features in lieu of any maintenance training required in the bid specifications.

g. Purchaser agrees to accept TK Elevator's standard owner's manual in lieu of any maintenance, or any other, manual(s) required in the bid specifications.

8. MAX

MAX is a cloud based Internet of Things (IoT) platform that we, at our election, may connect to your elevators and escalators by means of installation of a remote-monitoring device or modem (each a "device"). MAX will analyze the unique signal output of your equipment 24/7 and when existing or potential outages are identified, MAX will automatically communicate with our dispatch centers. When appropriate, the dispatch center will alert our technicians during normal working hours. These MAX alerts provide the technician with precise diagnostics detail, which greatly enhances our ability to fix your equipment right the first time, MAXimizing the equipment uptime.

a. Purchaser authorizes TK Elevator and its employees to access purchaser's premises to install, maintain and/or repair the devices and, upon termination of the service agreement, to remove the same from the premises if we elect to remove.

b. TK Elevator is and shall remain the sole owner of the devices and the data communicated to us by the devices. The devices shall not become fixtures and are intended to reside where they are installed. TK Elevator may remove the devices and cease all data collection and analysis at any time.

c. If the service agreement between TK Elevator and Purchaser is terminated for any reason, TK Elevator will automatically deactivate the data collection, terminate the device software and all raw data previously received from the device will be removed and/or expunged or destroyed.

d. Purchaser consents to the installation of the devices in your elevators and to the collection, maintenance, use, expungement and destruction of the daily elevator data as set forth in this agreement.

e. The devices installed by TK Elevator contain trade secrets belonging to us and are installed for the use and benefit of our personnel only.

f. Purchaser agrees not to permit purchaser personnel or any third parties to use, access, tamper with, relocate, copy, disclose, alter, destroy, disassemble or reverse engineer the device while it is located on purchaser's premises.

Modernization Proposal



g. The installation of this equipment shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the equipment and/or any software contained or imbedded therein or utilized in connection with the collection, monitoring and/or analysis of data.

9. Additional Terms and Conditions

- a. In no event shall TK Elevator be responsible for liquidated, consequential, indirect, incidental, exemplary, and special damages associated with the work described in this Proposal.
- b. This Proposal is made without regard to compliance with any special purchasing, manufacturing or construction/installation requirements including, but not limited to, any socio-economic programs, such as small business programs, minority or woman owned business enterprise programs, or local preferences, any restrictive sourcing programs, such as Buy American Act, or any other similar local, state or federal procurement regulations or laws that would affect the cost of performance. Should any such requirements be applicable to the work described in this Proposal, TK Elevator reserves the right to modify this Proposal or rescind it altogether.
- c. TK Elevator is an equal opportunity employer.
- d. TK Elevator's performance of the work described in this Proposal is contingent upon Purchaser furnishing TK Elevator with any and all necessary permission or priority required under the terms and conditions of government regulations affecting the acceptance of this Proposal or the manufacture, delivery or installation of the equipment. All applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator as of the date of the Proposal are included in the price of the Proposal. Purchaser is responsible for any additional applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator after the date of the Proposal or as a result of any law enacted after the date of the Proposal.
- e. All taxes, tariffs, duties, permit and/or license fees imposed upon TK Elevator as of the date of the execution of this Proposal are included in the price of the Proposal. Purchaser is responsible, in addition to the Proposal price, to pay TK Elevator for any additional (or any increase in) applicable taxes, tariffs, duties, permit and/or license fees imposed upon TK Elevator after the date of acceptance of this Proposal by any governmental authority or by any of TK Elevator's suppliers of the materials and/or components required in connection with this Proposal.
- f. Purchaser agrees to provide TK Elevator's personnel with a safe place in which to work and TK Elevator reserves the right to discontinue work at the jobsite whenever, in TK Elevator's sole opinion, this provision is being violated.
- g. The pricing set forth in this Proposal assumes that the elevator pits will not be classified as a confined space. TK Elevator will follow its standard safety policy and procedures. Any job specific safety requirements over and above TK Elevator's standard practices and policies may require additional costs.
- h. TK Elevator will furnish and install all equipment in accordance with the terms, conditions, scope and equipment nomenclature as noted herein. Requested changes or modifications to such provisions will require a written change order issued on the Purchaser's letterhead and accepted by TK Elevator in writing prior to the execution of such work. This change order shall detail the current contract price, the amount of the change, and new contract value.
- i. This Proposal does not include a schedule for the work described and any such schedule shall be mutually agreed upon by an authorized representative of both TK Elevator and Purchaser in writing before becoming effective.
- j. In the event asbestos material is knowingly or unknowingly removed or disturbed in any manner at the jobsite, Purchaser shall monitor TK Elevator's work place and prior to and during TK Elevator's manning of the job, Purchaser shall certify that asbestos in the environment does not exceed .01 fibers per cc as tested by NIOSH 7400. In the event TK Elevator's employees or those of TK Elevator's subcontractors are exposed to an asbestos

Modernization Proposal



hazard, PCP's, lead or other hazardous substances, Purchaser agrees, to the fullest extent permitted by law, to indemnify, defend, and hold TK Elevator harmless from all damages, claims, suits, expenses, and payments resulting from such exposure. Identification, notification, removal and disposal of asbestos containing material, PCP's lead or other hazardous substances are the responsibility of the Purchaser.

k. TK Elevator retains title to and a security interest in all equipment it supplies – which TK Elevator and Purchaser agree can be removed without material injury to the real property – until all payments including deferred payments and any extensions thereof, are made. In the event of any default by Purchaser on any payment, or any other provision of this Proposal, TK Elevator may take immediate possession of the equipment and enter upon the premises where it is located – without legal process – and remove such equipment or portions thereof, irrespective of the matter of its attachment to the real estate or the sale, mortgage or lease of the real estate. Pursuant to the Uniform Commercial Code, and at TK Elevator's request, Purchaser agrees to execute any financial or continuation statements which may be necessary for TK Elevator to file in public offices in order to perfect TK Elevator's security interest in such equipment.

l. TK Elevator reserves the right to assign payments owed to TK Elevator under this Proposal.

m. TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control.

n. The rights of TK Elevator under this Proposal shall be cumulative and the failure on the part of the TK Elevator to exercise any rights hereunder shall not operate to forfeit or waive any of said rights. Any extension, indulgence or change by TK Elevator in the method, mode or manner or payment or any of its other rights shall not be construed as a waiver of any of its rights under this Proposal.

o. In the event TK Elevator engages a third party to enforce the terms of this Proposal, and/or to collect payment due hereunder, either with or without suit, Purchaser agrees to pay all costs thereof together with reasonable attorney's fees. Purchaser does hereby waive trial by jury and does hereby consent to the venue of any proceeding or lawsuit under this Proposal to be in the county where the work covered by this Proposal is located.

p. TK Elevator can furnish Certificate of Workers' Compensation, Bodily Injury and Property Damage Liability Insurance coverage to Purchaser upon written request.

q. Should loss of or damage to TK Elevator's material, tools or work occur at the project site, Purchaser shall compensate TK Elevator for such loss, unless such loss or damage results from TK Elevator's own acts or omissions.

r. Purchaser, in consideration of TK Elevator performing the services set forth in this Proposal, to the fullest extent permitted by law expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator Corporation, TK Elevator Manufacturing, Inc., their respective employees, officers, agents, insurers, affiliates, and subsidiaries (hereinafter singularly a "TK Elevator party" and collectively the "TK Elevator parties") from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death that are alleged to either have arisen out of or be connected with the sale, marketing, presence, use, misuse, maintenance, installation, removal, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Proposal or the labor and materials furnished in connection with this Proposal. Purchaser's duty to indemnify a TK Elevator party does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death is determined to be caused by or resulting from the negligence of that TK Elevator party. Purchaser recognizes that its obligation to defend the TK Elevator parties under this clause, which is separate and apart from its duty to indemnify the TK Elevator parties, includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.

Modernization Proposal



s. Purchaser further expressly agrees to name Tk Elevator Corporation and TK Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator Corporation and TK Elevator Manufacturing, Inc. for those claims and/or losses referenced in the above paragraph and those claims and/or or losses arising from the negligence of TK Elevator Corporation and TK Elevator Manufacturing, Inc. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.

t. TK Elevator's participation in any controlled insurance program is expressly conditioned upon review and approval of all controlled insurance program information and documentation prior to enrollment. Any insurance credits if applicable, will be provided at that time.

u. Unless so mutually agreed upon in a separate signed agreement, TK Elevator shall not be required to interact or correspond with any third party with whom Subcontractor is not in privity of contract concerning matters pertinent to this Agreement.

Acceptance

Purchaser's acceptance of this Proposal and its approval by an authorized manager of TK Elevator will constitute exclusively and entirely the agreement between the parties for the goods and services herein described and full payment of the sum of Seventy Four Thousand Three Hundred Fifty Three Dollars and Fifty Cents (\$74,353.50) inclusive of all applicable sales and use taxes.

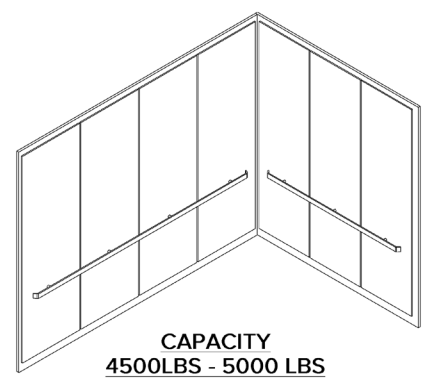
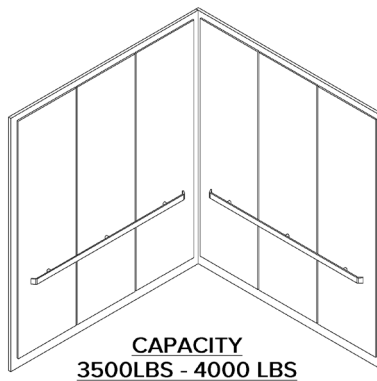
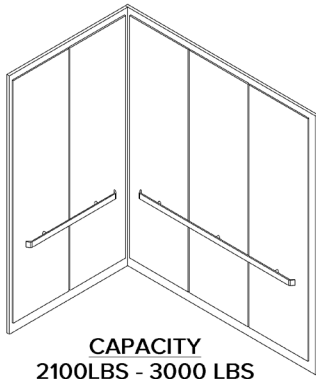
All other prior representations or regarding this work, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Proposal will be recognized unless made in writing and properly executed by both parties as a change order. Should Purchaser's acceptance be in the form of a purchase order or other similar document, the provisions of this Proposal will exclusively govern the relationship of the parties with respect to this transaction. No agent or employee shall have the authority to waive or modify any of the terms of this Proposal without the prior written approval of an authorized TK Elevator manager.

Downers Grove Public Library (Purchaser):		TK Elevator Corporation Management Approval	
By:		By:	
(Signature of Authorized Individual)		(Signature of Branch Representative)	
_____		Ryan Tanzer	
(Print or Type Name)		Sales Manager	

(Print or Type Title)			
_____		_____	
(Date of Acceptance)		(Date of Execution)	

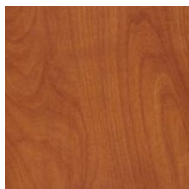


DESIGN: **NASSAU**

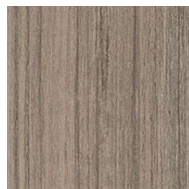


Popular Panel Color Options

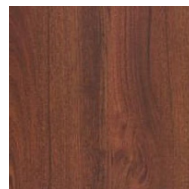
Other WilsonArt standard grade laminates available upon request.



Wild Cherry
7054
(shown)



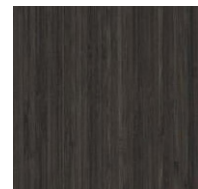
Veranda Teak
8209



Windsor Mahogany
7039



Flax Linen
4990



Asian Night
7949

Reveal Color Options



#4 Finish
Stainless Steel



Black
Powdercoat

Ceiling Options



Anegada t-frame with #4 Finish or black frame and #4 finish stainless steel drop in panels with Man-D-Tec SOLOBEAM Premium LEDs

Handrails



2" Flat "TrueBar" Returned Ends



Attachment B (Alternate 2)

909 Oakton Street | Elk Grove Village, IL 60007

Office – (855) 636-2727 | Info@rz.services

Project:	Downers Grove Public Library - Related Work for Elevator Modernization		Survey date/time:	November, 9 2021 10:00 AM
Location:	1050 Curtiss Street Downers Grove, IL 60515		Follow up Survey date/time:	
Consultant:	N/A	N/A	Estimator:	Dimitrios Bizios
Specifications (dated):	N/A	Project No.:	N/A	Addendums & RFI's:

LOCATION		ITEM	SCOPE OF WORK INCLUDED
Area of Work	Related Elevator		
Machine Room	Passenger Elevator	Main Line	Furnish and install new disconnect switch with auxiliary contacts for battery lowering. Furnish and install conduit and cable from the load side of the disconnect to the new elevator controller. Line side feeders to remain as existing.
Machine Room	Passenger Elevator	Cab Lighting Circuit	Existing circuit to be routed in a fused, lockable in the open position disconnect, piped and wired into the new elevator equipment.
Machine Room	Passenger Elevator	Lighting	Existing is sufficient and properly guarded.
Pit	Passenger Elevator	Lighting	Insufficient lighting. Replace existing fixture with new LED strip fixture, rated for wet locations.
Machine Room and Pit	Passenger Elevator	Convenience outlets	Replace non-GFCI outlets with GFCI.
Pit	Passenger Elevator	Sump pump	Sump pump is existing. Capacity is unknown. Replace sump pump outlet with a new, single receptacle, non-GFCI outlet.
Machine Room	Passenger Elevator	Low Voltage	Furnish and install Cat 5e network cable from I.T. room to new elevator equipment. Cable shall be installed above the drop ceiling and stubbed into the machine room.
Machine Room	Passenger Elevator	Fire Alarm Work	Furnish and install flashing hat relay. Existing primary/alternate relays to remain existing. Remove heat detector and cap.
Machine Room / Hoist way	Passenger Elevator	Fire Alarm Work	Program system, removing heats and other devices from hoist way
Machine Room / Landings / FACP	Passenger Elevator	Fire Alarm Work	Pre-test fire alarm with elevator contractor, and final test with elevator inspector.
Machine Room	Passenger Elevator	HVAC	Included as noted below.

LOCATION		ITEM	SCOPE OF WORK INCLUDED	
Area of Work	Related Elevator			
1		To install an HVAC unit: Condenser, air handler, line set, electrical connections, condensate pump. This alternate is subject to size of unit, condenser location, and line set and conduit runs. Does not include patching of ceilings or walls until a line set/conduit run is identified.		
NOTES:				
1		We will require run time of approximately 4 hours.		
2		This note supersedes item #23 of our clarifications and exclusions: Due to volatile pricing		

STANDARD GENERAL CLARIFICATIONS AND EXCLUSIONS:

- 1) Elevator mechanic standby/run time is NOT included.
- 2) Hazardous material abatement, sample collecting, testing, or reporting, is NOT included.
 - a. Should we encounter material suspect of being hazardous, all work will immediately cease and we will forward a formal notice.
 - b. No work shall recommence until suspect material has either been abated and/or confirmed by a report produced by the abating contractor and/or certified testing agency that suspect material has been abated or is not hazardous.
 - c. Any remobilization costs associated, shall be submitted and approved prior to scheduling personnel and material.
- 3) Our scope of work and proposal is based on a site survey (visual and non-invasive observations) of existing conditions, on the date and time notated. Any subsequent surveys conducted, shall also be notated. Should conditions change from the date of survey to the start date of the project, we shall provide notification of changes in writing.
 - a. Existing condition observations on the date and time of our survey, are limited to a visual inspection of the machine room(s), top of hoist way / overhead, and the elevator pit, of one elevator (or bank of elevators). Existing conditions observations limited to a visual inspection in these spaces, is presumed to be indicative of the entire hoist way. Should existing conditions between the terminal landings and/or from the other elevators be different than our on-site observations, we shall provide written notice with a proposal to complete this unforeseen work.
 - b. Unforeseen conditions limited by a visual, non-invasive, inspection, that were not observed and/or present at the time and date of our survey:
 - i. Are NOT included and will not be completed without the issuance of a change work directive, and the execution of the applicable change order.
 - ii. That may impact an overall project schedule shall NOT be the responsibility of RZ Construction Services and/or our subcontractors.
 - iii. Any and all below ground work (i.e. cutting elevator pit floor/walls, excavation, mitigation of ground water intrusion, etc.) is NOT included.
 - iv. Standby/run time by an elevator mechanic, required for unforeseen conditions, or to conduct complete surveys of all affected elevators and landings, is NOT included.
- 4) Cutting and patching is NOT included unless notated otherwise in our scope of work.
- 5) Any work associated directly with elevator constructor's work (i.e. cab finishes, machine work, controller work, fixture wiring, etc.) is NOT included.
- 6) Fire alarm / life safety:
 - a. All fire alarm work included within our scope of work is restricted to the operation of Phase I Fire Service only. Other life safety work, devices, monitoring, programming, Fire Prevention Inspections, etc., beyond the scope of the modernization of the specific elevators in this proposal, is NOT included.
 - b. Unless restricted by building Ownership and/or property management, in writing and/or included within the project specifications, fire alarm work shall be awarded to a qualified fire alarm contractor, licensed in the State of Illinois, and has received appropriate approvals, certifications, or licensing by the manufacturer of the Fire Alarm Control Panel that all fire alarm devices associated with elevator recall, shall be programmed to.
 - c. Our fire alarm subcontractor shall require immediate access to programming and fire alarm control panel access, and any fees associated with accessing all required parts of the addressable fire alarm system for our scope of work, are NOT included. Any delays caused by restricted access shall not be the responsibility of RZ, or our subcontractors.

LOCATION		ITEM	SCOPE OF WORK INCLUDED
Area of Work	Related Elevator		

- d. Should fire alarm permits be required by the AHJ, a set of CAD drawings of the building and/or areas affected shall be submitted to RZ within 10 working days of issuance of purchase order and/or contract to produce required permit drawings and submittal. Permit fees, unless specifically included within our scope of work, are NOT included.
- 7) Low voltage work, including but not limited to, card reader systems, cameras, security systems, etc., unless specifically outlined in this proposal, is NOT included.
 - 8) The installation and/or modification of critical power systems, or any portion of them, is NOT included.
 - 9) Unless specifically outlined in our scope of work, modifications, replacement, or installation of Automatic Transfer Switches is NOT included.
 - 10) All electrical work is limited to the modernization of the specified elevator(s), including the machine room(s), secondary(ies), pit(s), and electrical distribution closet(s) where those circuits are fed from. Other building electrical work is NOT included.
 - 11) New circuits, conduit, and feeders from the line side of the disconnects, are NOT included.
 - 12) Corrections of pre-existing building code violations are NOT included, unless outlined in this herein proposal.
 - 13) All work shall be completed within normal working hours, an 8 – hour work period (between 6:00AM and 4:30PM). Overtime is NOT included, unless specifically stated above.
 - 14) Any requested work, not included in this proposal, shall be completed upon the issuance of a Change Work Directive and the execution of approved Change Order. Should additional work affect overall project schedule, it shall be outlined, approved, and accepted.
 - 15) Builder's Risk Insurance is NOT included.
 - 16) Building permits, permit fees, permit expediting fees, licensed design professional fees, unless costs are included in our proposal, are NOT included.
 - 17) Payment and Performance bonds are NOT included.
 - 18) We DO NOT include provisions for LEED programs, qualifying materials or back up data for LEED unless noted otherwise.
 - 19) We DO NOT include any utility usage charges for power, water, heat during our work.
 - 20) We DO NOT include testing unless noted otherwise.
 - 21) Sales taxes are included.
 - 22) Additional work that is NOT outlined and/or specified in this proposal and the scope of work above, is NOT included.
 - 23) This proposal shall remain valid for a period of 30 days and is subject to change or withdrawal without notice.

RESPECTFULLY SUBMITTED:

DIMITRIOS BIZIOS

Sr. Project Manager
RZ CONSTRUCTION SERVICES

Dedicated to People Flow®



KONE MODERNIZATION PROPOSAL

Proposal:
Proposal Date:

Downers Grove Public Library MOD
11/11/2021



11/11/2021

KONE Inc.
Elevators & Escalators

1080 Parkview Blvd
Lombard, IL, 60148
Mobile (916) 634-3528
jenna.radtke@kone.com
www.kone.us

Dear Ian Knorr,

We are pleased to enclose, for your review and consideration, KONE's proposal to modernize your equipment located at the following address for the amount of **\$139,880** (incl. use tax). If you plan to use KONE as turnkey, please see alternate on page 14 of 23.

1050 Curtiss St, Downers Grove, Illinois

- This proposal is based on 2022 installation.
- This proposal is valid for (30) days.
- Anticipated downtime: 5 weeks per unit for modernization + 1 week for inspection.

Should you have any questions or require additional information, please feel free to contact me directly.

We look forward to hearing from you and working together on this project.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jenna Radtke", written over a light blue rectangular background.

Jenna Radtke
Sales Consultant
Kone Inc

Table of Contents

1.	Why KONE?	4
2.	Ensuring your project success	5
	Project Overview	5
	Site Cornerstones	5
3.	Your solution	6
	Solution details	9
	Elevator / Solution 1	9
4.	Commercial Offer	13
	Pricing	13
	Additional Options for your Consideration	14
5.	Tender Approval	15

Appendix 1: KONE 24/7 Connected Services

Appendix 2: Clarifications

Appendix 3: Bid Attachment "A" / KONE Inc. General Terms and Conditions (Modernization)

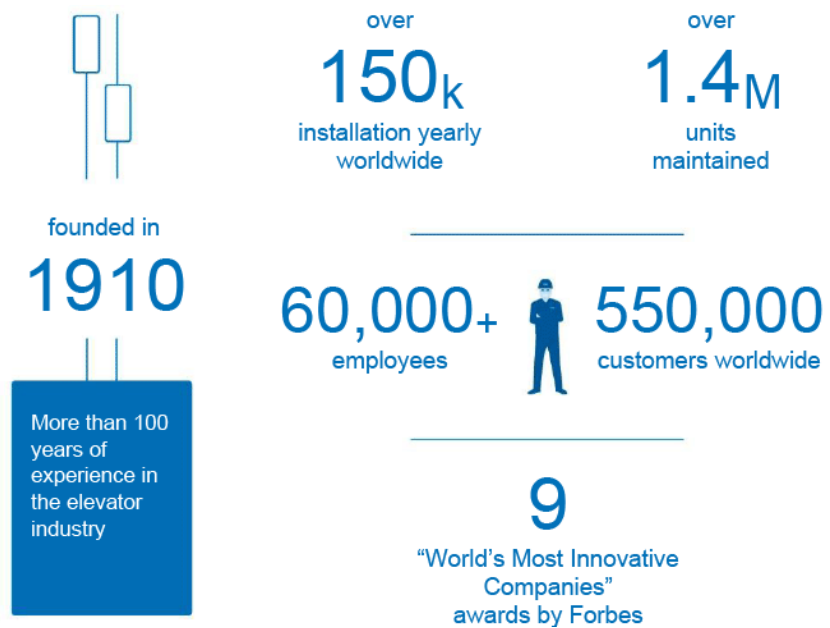
Appendix 4: Bid Attachment "B" / KONE Inc. Site Requirements / Work by Others (Modernization)

1. Why KONE?

KONE in brief

KONE is a global leader in the elevator and escalator industry. Our mission is to make cities better places to live.

Our versatile product portfolio features a wide range of innovative products including elevators, escalators, auto walks, monitoring, access and destination control systems.



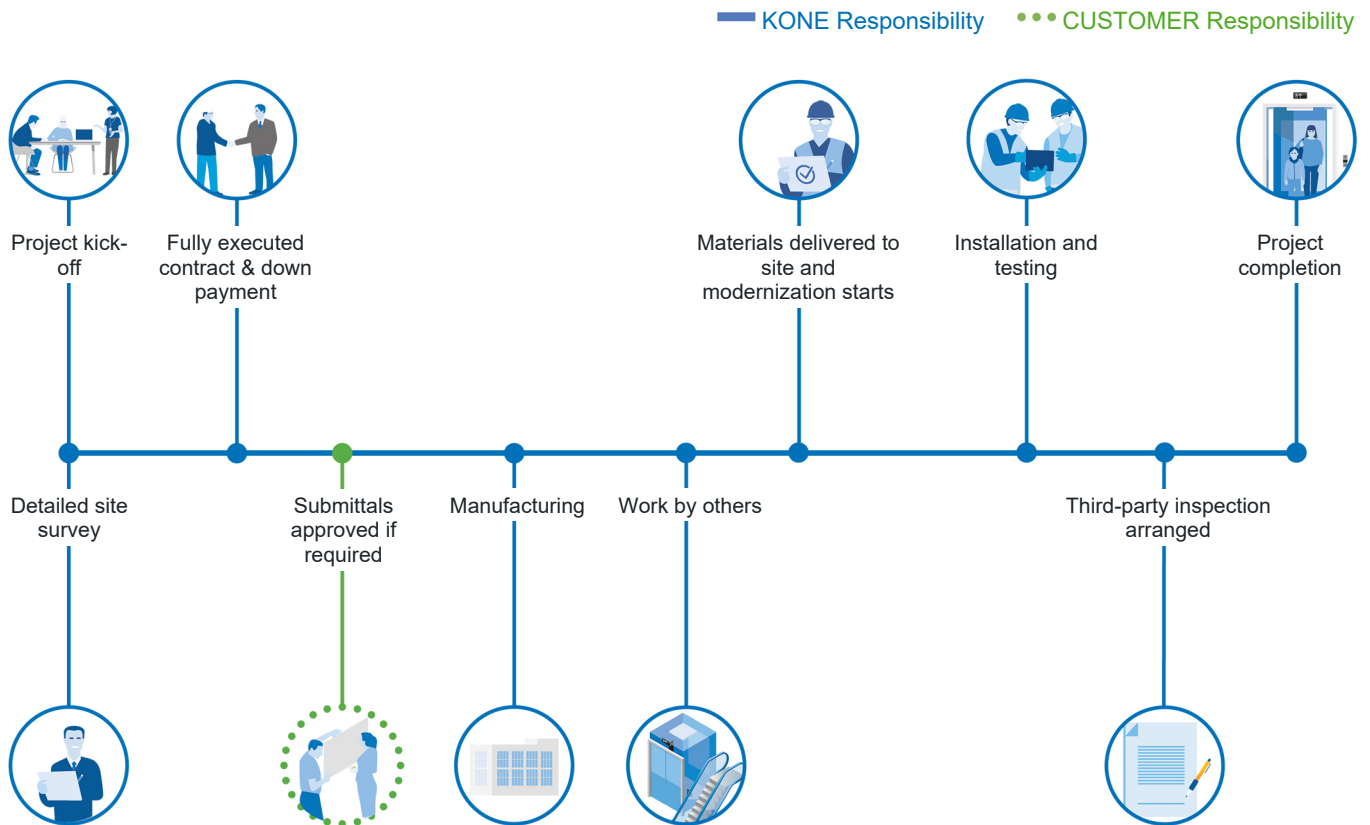
Value for your project

KONE helps you to reduce operational costs, increase end-user satisfaction and value of your building by providing accessible and safe equipment through a professional and trouble-free modernization project.

- ✓ Increased user satisfaction/minimal disturbance to end-users
- ✓ Improved eco-efficiency, reduced energy consumption
- ✓ Improved safety according to latest standards

2. Ensuring your project success

Project Overview



Site Cornerstones

By ensuring that these cornerstones are in place you can ensure that your modernization project stays on schedule and that KONE technicians can perform their work quickly, safely, and with minimum disruption to building operations.

1 Site preparation requirements before materials arrive

- Loading and storage area of suitable size for materials, waste and waste storage, and tools
- Safe access route for new materials and materials being removed
- Access permissions and cards or other access devices for KONE technicians

2 Other works as agreed in the project plan, if not managed by KONE

- Please refer to Appendix 4: Bid Attachment "B" / Site Requirements & Work by Other Trades

3. Your solution

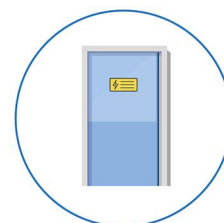
Rated load	2500 lbs
Rated speed	125 fpm
Travel height	18 ft 0 in
Number of floors	2 floors / 2 front openings / 0 rear opening

Electrification

KCM831

KONE KCM831 is a modular modernization solution for elevator control and electrical systems, based on the latest in control technology. This replaces outdated technology such as relays and older electronic systems, improving the levels of performance, reliability, safety and energy efficiency of your elevator. The modular structure of KONE KCM831 is designed to correctly interface with many types of existing elevator components, thus ensuring a swift, trouble-free installation for the building users.

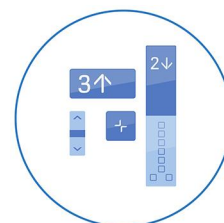
A new microprocessor-based control system shall be provided to perform the functions of safe elevator motion. Included shall be all of the hardware required to connect, transfer and interrupt power, and to protect the motor against overloading. Each controller cabinet containing memory equipment shall be properly shielded from line pollution. The microcomputer system shall be designed to accept reprogramming with minimum system down time. All high voltage (110V or above) contact points inside the controller cabinet shall be protected from accidental contact in a situation where the controller doors are open. The microprocessor-based control system shall utilize on-board diagnostics for servicing, troubleshooting, and adjusting without requiring the use of an outside service tool.



Fixtures

Custom Fixtures

New surface mounted signalization shall be provided.



Doors

Door Panel(s)

New door panel(s) shall be provided. New door(s) shall be UL fire rated 1 1/2 hour.

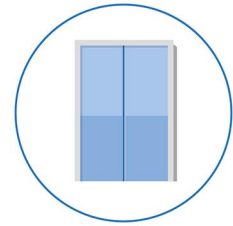
ReNova Door Equipment

A closed loop permanent magnet PWM high-performance door operator shall be provided to open and close the car and hoistway doors simultaneously. Door movement shall be cushioned at both limits of travel. An electric contact shall be provided on the car at each car entrance to prevent the operation of the elevator unless the car door is closed. The door operator shall be arranged so that, in case of interruption or failure of electric power, the doors can be readily opened by hand from within the car, in accordance with applicable code.

Emergency devices and keys for opening doors from the landing shall be provided as required by the local code. Doors shall open automatically when the car has arrived at or is leveling at the respective landings. Door shall close after a predetermined time interval or immediately upon pressing of a car button. A door open button shall be provided in the car. Momentary pressing of this button shall reopen the doors and reset the time interval. Door hangers and tracks shall be provided for each car door. Tracks shall be contoured to match the hanger sheaves. The hangers shall be designed for power operation with provisions for vertical and lateral adjustment. Hanger sheaves shall have polyurethane tires and pre-lubricated sealed-for-life bearings.

Curtain of Light

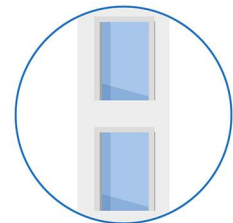
The elevator car shall be equipped with an electronic protective device extending the full height of the car. When activated, this sensor shall prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors shall remain open as long as the flow of traffic continues and shall close shortly after the last person passes through the door opening.



Shaft equipment

Guide shoes

New roller guide assemblies shall be provided.



Hydraulic equipment

Field Pipe & Accessories

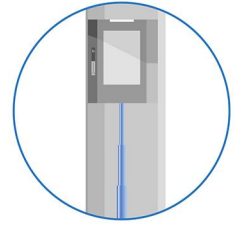
New field pipe and or accessories shall be provided as required.

Power unit

A hydraulic power unit, especially designed and manufactured for this service, will be furnished. The motor and pump will be submersed under the oil inside the tank in order to provide for sound isolation. A muffler, designed to reduce pulsation and noise which may be present in the flow of hydraulic oil, will be provided in the oil line at the top of the pump.

Control valves, including safety check valve, up direction valve with high pressure relief including up leveling and soft stop features, lowering valve including down leveling and manual leveling feature, will be mounted in a compact unit assembly. A valve, designed to shut off the flow of oil between the cylinder and the Power Unit, will be provided in the oil line in the machine room. Automatic two-way leveling will be provided to automatically stop and maintain the car approximately level with the landing, regardless of change in load.

An up-traveling car will automatically descend to the lower terminal landing if the hydraulic system does not have a sufficient reservoir of oil. Power operated car and hoistway doors will automatically open at the lowest terminal landing permitting passenger egress. The doors will then automatically close and all control buttons, except the Door Open Button in the car operating panel, will be made ineffective.



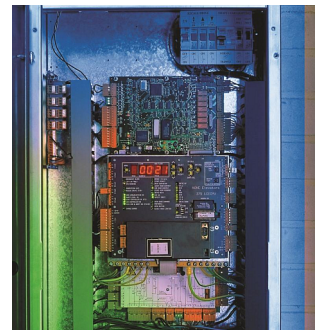
Solution details

Elevator / Solution 1

Electrification

Product name KCM831

Elevator group size	Simplex
Code year	2016
NEMA rating (HW)	Hoistway rating is NEMA 1.
NEMA rating (MR)	Machine room rating is NEMA 1.
Power supply voltage [v]	480
Type of power unit	Submersible
Machine room duct	KONE will remove all existing wiring, conduit and duct from the machine room. New conduit and duct properly sized and constructed for the job requirements will be installed (in accordance with applicable codes).
New motor size (hp)	40
Motor Starts per Hour	80 Standard
Type of curtain of light	This curtain of light is an electronic sensing device that operates across the car entrance. When activated, the curtain of light will prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors will remain open as long as the flow of traffic continues and will close shortly after the last person passes through the door opening. A 2-D type will be provided.
Qty of COPs	1
Qty of hall call lockout switches	0
Qty of priority service switches	0
Qty FPO Hall Stations	0
Out of service switch	Yes
Hoistway duct	KONE will remove all existing wiring, conduit and duct from the hoistway. New conduit and duct properly sized and constructed for the job requirements will be installed (in accordance with applicable codes).



Fixtures

Product name Custom Fixtures

Qty of COPs	1
Qty of new hall stations	2
Qty of retained hall stations	0
Qty of hall call lockout switches	0
Qty of new hall lanterns	0

Qty of new hall lantern/position indicator combos	0
Qty of retained hall lantern/position indicator combos	0
Qty of retained hall lanterns	0
Qty of new hall position indicators	0
Qty of retained hall position indicators	0
Qty of car direction lanterns	1
Qty of lobby/fire panels	0
Qty of retained lobby/fire panels	0
Qty of car call lockouts	0
Qty of hoistway access switches	2

Doors

Product name	Door Panel(s)
Car panel finishing material	New car door panel(s) shall be provided. New door(s) shall be UL fire rated 1 ½ hour. Finish will be #4 stainless steel.
Door type	Single speed side opening.
Hatch panel finishing material	New hatch door panel(s) shall be provided where applicable. New door(s) shall be UL fire rated 1 ½ hour. Finish will be #4 stainless steel.



Product name	ReNova Door Equipment
--------------	-----------------------

NEMA rating (HW)	Hoistway rating is NEMA 1.
Door type	Single speed side opening.
Door package type	KONE ReNova M3 door package includes a new door operator, restrictive clutch, car and hoistway door track, car gate switch, car and hoistway hangers, car and hoistway door panel adapters, hoistway door interlocks and closers, and hoistway pick up rollers.



Product name	Curtain of Light
--------------	------------------

Code year	2016
NEMA rating (HW)	Hoistway rating is NEMA 1.
Type of curtain of light	This curtain of light is an electronic sensing device that operates across the car entrance. When activated, the curtain of light will prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors will remain open as long as the flow of traffic continues and will close shortly after the last person passes through the door opening. A 2-D type will be provided.



Shaft equipment

Product name	Guide shoes
--------------	-------------

New car guide shoes	New spring dampened roller guide shoes will be provided.
Car guide shoe type	KONE RG100 (Roller)

Hydraulic equipment

Product name	Field Pipe & Accessories
--------------	--------------------------

Field Pipe Length (in)	240
Field Pipe Size	3"

Isolation Coupling (Pair) Two (2) sound isolation couplings will be provided in the oil line between the power unit and the hydraulic cylinder(s). Each coupling will consist of flanges separated by a neoprene seal to absorb vibration.

Product name	Power unit
Type of power unit	Submersible
New motor size (hp)	40
Motor Starts per Hour	80 Standard
Control Valve OEM	Maxton
Field Pipe Length (in)	240
Field Pipe Size	3"
Jack location	Inground
Jack type	Single Stage
Load class	Passenger
Qty Jacks per Car	1

4. Commercial Offer

Project Notes

Our proposal is contingent upon KONE and/or mutually agreed upon scope, schedule, terms and conditions.

Handover date

Mutually agreeable project schedule will be determined at time of proposal acceptance. Current delivery lead time is 15 weeks from order receipt, deposit and approval of drawings. The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.

Downtime period

5 weeks per unit

Warranty/maintenance

Our Proposal includes 12 months of KONE standard maintenance with KONE 24/7 Connected Services, including regular time/overtime callback service.

Under no circumstances shall indicators or predictions from KONE 24/7 Connected Services be cause for immediate services. They shall be addressed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE. The remote monitoring devices are provided to the Customer as part of the Services. Customer gives KONE the right to utilize 24/7 Connected Services to collect, export and use data generated by the use and operation of the equipment. Customer has no ownership or proprietary rights to such data, nor the device or software that monitors, analyzes, translates, reports or compiles such data. KONE 24/7 Connected Services, including any data collected, the device(s) to perform the service, and any software related thereto shall be the exclusive property of KONE. KONE MAKES NO WARRANTY THAT SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. KONE IS NOT LIABLE FOR ANY DAMAGES RELATING TO LACK OF NETWORK COVERAGE AT THE SITE OF THE EQUIPMENT, DUE TO TAMPERING WITH THE REMOTE MONITORING DEVICE, INTEROPERABILITY, SERVICE DEFECTS, SERVICE LEVELS, DELAYS, SERVICE ERRORS, INTERRUPTIONS OR ANY OTHER REASON OUTSIDE OF KONE'S REASONABLE CONTROL. KONE DISCLAIMS ANY LIABILITY FOR DAMAGES OR INJURIES (INCLUDING DEATH) ARISING FROM OR IN CONNECTION WITH THE OPERATION OR USE OF THE SERVICES SET FORTH HEREIN.

The Product Warranty is specified in Bid Attachment A. Installation by KONE of any parts covered under the Product Warranty on parts will only occur while KONE maintains an active maintenance contract. The Product Warranty and Warranty Maintenance commences on the date of acceptance set forth in the Uniform Final Acceptance Form. For long-term reliability, a continuing maintenance agreement is necessary. This Proposal is conditioned upon KONE receiving a ten (10) year KONE Extended Warranty maintenance contract from ownership prior to the date of acceptance set forth in the Uniform Final Acceptance Form.

Pricing

Equipment	Shaft equipment	Fixtures	Doors	Electrification	Hydraulic equipment	Price (\$)
Elevator: Solution 1	•	•	•	•	•	\$139,880

Total Sales Price, net including TAX

\$139,880

Additional Options for your Consideration

Alternates	Price
Alternate 1: Cab Interior Upgrade (wall panels, ceiling, handrail)	\$18,940
Alternate 2: Battery Backup Device	\$6,200
Alternate 3: Turnkey by KONE (See below on this page for scope included in add alternate pricing)	\$39,120

ELECTRICAL & FIRE ALARM

1. Furnish and install new vaportite LED light fixtures in the machine room and pit.
2. Furnish and install a lighting branch circuit to elevator control panel. Provide locking disconnect switch.
3. Existing feeders to the machine room shall remain.
4. Furnish and install (1) Aux switch in the existing shunt breaker disconnect.
5. Furnish and install new GFCI's in the machine room.
6. Run new conduit for the existing phone line to be ran in.
7. Furnish and install a new GFCI outlet in the elevator pit.
8. Furnish and install a new Simplex outlet to the sump pump on the existing sump circuit.
9. Provide all upgrades for Automatic Elevator Recall.
10. Run all necessary conduit for the fire alarm equipment.
11. We shall tie devices into the existing fire alarm panel.

MACHINE ROOM CARPENTRY

1. We shall provide proper patching on all penetrations to ensure the room is fire rated and code compliant.
2. We shall remove all non-elevator equipment or non-fire rated material.

HOISTWAY AND LANDINGS

1. We shall provide patching to ensure the hoistway is fire rated and code compliant.

ALTERNATES

1. HVAC:
Furnish and install (1) new One-Ton 12,000 BTU split system air conditioner in the machine room. For this scope of work, please add \$15,750 to the base price listed above.
2. LEDGE BEVELING:
To bevel (1) ledge with angled sheet metal, please add \$1,000 to the base price listed above.
3. SUMP PUMP:
 - a. To furnish and install a sump pump with an existing hole in place, please add \$5,650 to the base price listed above.
 - b. To furnish and install a sump pump that requires core drilling, please add \$12,050 to the base price listed above.
 Note: These prices exclude engineer/ architect fees, scanning/ X-ray, water damage, and permits and fees.

EXCLUSIONS

1. We exclude overtime and weekend work.
2. We exclude the removal of hazardous material including asbestos and lead paint.
3. We exclude all painting.
4. We exclude cab flooring.
5. We exclude elevator car top railings.
6. We exclude card reader work.
7. We exclude emergency generator work, ATS replacement, rebuild, or repair.
8. We exclude pit ladders.
9. We exclude sump pump work.
10. We exclude cutting for fixtures.
11. We exclude new machine room doors. Existing doors are properly labeled and code compliant.
12. We exclude "General" building fire alarm work. The scope listed above is for Automatic elevator recall only.
13. We exclude any additional item not listed in our base quote. These items will be charged to the elevator contractor as a change order.
14. We exclude transformer work.



Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to the purchaser with recommendations and cost for corrective action.

5. Tender Approval

KONE

Jenna Radtke
1080 Parkview Blvd
Lombard, IL, 60148
jenna.radtke@kone.com

Owner/Representative

Ian Knorr
DOWNERS GROVE PUBLIC LIBRARY
1050 Curtiss St,
Downers Grove, IL

Submitted by:



Jenna Radtke
Sales Consultant

We accept the offer constituted by this proposal (total sales price of \$139,880, incl. use tax) and agree to the conditions contained therein.

Approved by Customer

Printed name:

Title:

Company name:

Date:

Appendix 1: KONE 24/7 Connected Services

KONE 24/7 Connected Services – improved safety, full transparency, and peace of mind



In addition to a quality modernization project, we would be excited to discuss KONE 24/7 Connected Services with you and the continuing benefits KONE could bring to your business. KONE is leading the industry with KONE 24/7 Connected Services using the latest intelligent elevator technology allowing us to predict issues and take action before a shutdown occurs. Predictive maintenance allows fewer shutdowns, less call-outs, and improved up-time of equipment - all leading to a better user experience!



Read more at
kone.us/connected

Appendix 2: Clarifications

1. Contract terms between KONE Inc. and Purchaser shall be based on our Proposal and Attachments "A" and "B".
2. All new elevator equipment provided shall meet applicable ASME A17.1 code requirements. Any provisions of codes applicable to out-of-scope items shall be the Purchaser's responsibility. Cost of any future code changes adopted prior to permitting and completion are excluded.
3. Existing cab and entrance dimensions, which may not meet current ADA or stretcher access rules, will be retained as is.
4. Our proposal includes inspections and testing as required by the AHJ. However, any re-testing required due to other trades' failures to complete their work or tests in a timely manner will be billed at our regular billing rates.
5. The ASME code limits changes to the empty car weight + capacity of each elevator to 5% of the originally installed value. If past or proposed changes result in a change to the weight or system pressure (for hydraulic) greater than 5% above the original design values, the cost of any engineering and of any required modifications to the elevator system or structure shall be extra to this proposal scope and pricing. If this situation is discovered during the engineering process, KONE will notify purchaser and recommend an alternate design or other changes.
6. In order to provide best pricing, proposal excludes any extra demobilizations and remobilizations. If we must demobilize from the jobsite for any reason outside our control, we shall be compensated at our regular billing rates.
7. Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon Purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to purchaser with recommendations and cost for corrective action.
8. Asbestos: Notwithstanding anything contained to the contrary within this bid or contract, KONE's work shall not include any abatement or disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in a regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from KONE's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, the Customer shall inform KONE and its employees who will perform work activities in areas which contain ACM and/ or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, Customer warrants that KONE's work area at all times meets applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its work in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be the Customer's sole responsibility and expense. After any removal or abatement, customer shall provide documentation that the asbestos has been abated from the KONE work area and air clearance reports shall be made available upon request prior to the start of KONE's work.
9. Purchaser shall provide any security, escort or other building service support personnel required during demolition, installation, testing, and inspections.
10. For hydraulic elevators, we can assume no responsibility for unusual conditions such as hole cave in and complete hydraulic cylinder assembly embedded in concrete. The excavation of the hole to accommodate the new hydraulic cylinder assembly is based on encountering soil free of rocks, boulders, building construction members, sand, water, quicksand, underground caves and/or any other obstructions or unusual conditions. Should such obstructions or unusual conditions be encountered, additional time above or beyond the working days estimated to complete this project may be required. We will proceed with this portion of the project on a time and material basis, based on our normal billing rates.
11. Proposed solution is subject to a complete engineering review by KONE engineering team to confirm feasibility of products proposed. Additional charges may apply for work not included, but required to meet system requirements. Additional charges for this work (if applicable) shall be mutually agreed upon.

Appendix 3: Bid Attachment “A” / KONE Inc. General Terms and Conditions (Modernization)

1. APPLICATION OF THESE TERMS

The parties agree to be bound by the terms and conditions contained in the Bid Letter, this Bid Attachment A and Bid Attachment B, including the documents incorporated herein by reference (collectively, the “Proposal”).

2. SPECIAL PURCHASING REQUIREMENTS

This Proposal is made without regard to compliance with any special sourcing and/or manufacturing requirements including, but not limited to, Buy America, Buy American, U.S. Steel, FAR clauses, minority / disadvantaged supplier requirements or similar federal and/or state procurement laws. Should such requirements be applicable to this Project, KONE reserves the right to modify and/or withdraw its Proposal.

3. PROPOSAL CONDITIONS

The Proposal shall be open for acceptance within the period stated in the Bid Letter or, when no period is stated, for a period of 30 days from the date of the Bid Letter. Prior to commencing manufacture of the equipment described in the Bid Letter (“Equipment”), KONE must have (i) a fully executed contract; (ii) a schedule acceptable to KONE identifying the Equipment installation start date, or alternatively, KONE’s letter specifying the ship date (“Ship Date Letter”) signed by Customer, which, as applicable, is incorporated by reference herein; (iii) the first payment in Section 4 herein; and (iv) fully approved KONE layouts.

4. PAYMENT TERMS

Payment of the total Price is due within 30 days from invoice date, as follows:

- 30% of the Price for engineering, site management, and overhead, billable and due upon execution of this Proposal or receipt of the subcontract;
- 50% of the Price for material and shipping, billable and due upon delivery of material to the jobsite or KONE Distribution Center;
- 20% of the Price for Equipment installation, billable and due at the billing cycle following the start of installation.

KONE imposes a surcharge for payments made via credit card that is not greater than our cost of acceptance. The surcharge that we impose for this type of transaction is a percentage of the amount paid via credit card, which will be notified to the Customer at the payment portal. KONE reserves the right to delay, suspend, or stop the work, including manufacturing, delivery, installation and/or Equipment turnover, for non-payment, without liability to KONE or being held in default. Simple interest at 1.5% per month shall be charged on amounts not paid when due. Payments to KONE are not contingent on any third-party payments to Customer. Customer shall reimburse KONE for all costs of collection, including courts costs and reasonable attorneys’ fees.

Prior to turnover, KONE must be paid in full, less 10% maximum retention, the Price including all change orders. Retention shall be due and payable within 30 days of execution of the Uniform Final Acceptance or Equipment turnover, whichever occurs first. If certified payroll reporting is required, KONE will submit the requested reporting in the format of the U.S. Department of Labor form WH 347 & WH 348. The Price does not include Textura or any other special billing requirements, which can be added via change order at a rate of 0.3% of the Price.

5. INSTALLATION

Customer shall be responsible for procurement and cost of all permits, except permits related to installation of the Equipment. Where KONE’s scope of work or other responsibilities include the obligation to utilize materials and/or finishes resembling or identical to those pre-existing in the building, KONE shall use reasonable efforts to procure such materials and Customer acknowledges and accepts that the materials and/or finishes reasonably available may not be in all respects identical to those pre-existing in the building. This Proposal is conditioned upon KONE using its standard installation method. The installation of the Equipment shall start after Customer has completed all work set forth in Bid Attachment B and any other documents describing site requirements (“Site Requirements”), all of which are incorporated by reference herein. Within two (2) weeks prior to the scheduled delivery date for KONE’s materials, KONE shall conduct a standard visual site survey to verify that the Site Requirements are complete and notify Customer if there are outstanding deficiencies preventing KONE from beginning installation.

KONE’s site survey may include, but is not limited to, inspection of site access, working and safety conditions on site, wear and tear of any existing structures or surfaces, and planning of any dismantling or removal of existing equipment, components and materials, where applicable. KONE shall not be deemed to have surveyed any hidden structures, latent defects, subsurface conditions, or other non-visible matters, including but not limited to searching for hazardous substances and/or materials, which shall be subject to Section 16. If KONE’s site survey reveals any deficiencies, KONE shall be entitled to delay the start of installation and Customer shall be responsible for all additional costs incurred by KONE, including without limitation, costs associated with: labor reallocation, re-directing materials to and storage in a KONE Distribution Center, additional labor for double handling of materials, and additional trucking, freight and insurance. Once the Site Requirements are completed, the start of installation shall be subject to the availability of labor and the delivery of material, if applicable.

KONE’s work shall be performed during regular union working hours of regular working days, Monday to Friday, statutory holidays excluded. If overtime is mutually agreed upon and performed, the additional costs for such work shall be added to the Price at KONE’s standard overtime rates. If the installation cannot be performed in an uninterrupted manner for any reason beyond KONE’s control, Customer shall store the Equipment at Customer’s cost and compensate KONE for any costs caused by such delay including, but not limited to, double handling of Equipment and demobilization. KONE shall not be required to perform overtime or any Customer directed change to its work (“Extra Work”) without an executed change order. No action by KONE, including but not limited to, performing Extra Work without an executed change order, shall be a waiver of KONE’s right to seek payment for Extra Work performed.

KONE shall be entitled to an extension of time and an equitable adjustment in the Price, including but not limited to, any increased costs of labor, including overtime, resulting from any change of schedule, re-direction of KONE personnel to another work area, acceleration, or out of sequence work.

KONE shall take reasonable methods to protect its work-in-place while KONE is actively on site and until execution of a KONE Uniform Final Acceptance, which is incorporated by reference herein. Should damage occur to KONE property, material or work-in-place by fire, water, theft or vandalism, Customer shall compensate KONE for said damages.

Additionally, the Customer is solely responsible for ensuring that the equipment maintenance contractor, if not KONE, does not disturb, delay or interfere with KONE's work. KONE shall abide by Customer's safety policies and procedures to the extent such policies and procedures are not in conflict with KONE's Safety Policy. Testing and/or security features of Equipment must be completed before Equipment turnover. KONE is not responsible for damages, either to Equipment or the building, or for any personal injury or death, arising out of or resulting from any code required safety tests performed on Equipment or hoistway access granted by Customer to other trades.

6. TEMPORARY USE

Temporary use of certain types of Equipment may be permitted, provided the use period allows adequate time for Equipment restoration for final turnover and Customer executes KONE's Temporary Use Agreement. Temporary use shall be invoiced separately and subject to payment terms in Section 4 herein. At the end of temporary use, Customer shall return the Equipment to KONE in "like new" condition.

7. HAZARDOUS MATERIALS

KONE's work shall not include any abatement or disturbance of asbestos containing material ("ACM"), presumed asbestos containing materials ("PACM"), or other hazardous materials (i.e. lead, PCBs) (collectively "HazMat"). KONE shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any HazMat removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be Customer's sole responsibility and expense. Should any HazMat abatement occur within the shaft or machine room, Customer shall execute KONE's Hoistway or Pit Access Request. If any HazMat is known to be present on site before the start of work, HazMat removal or abatement shall be completed prior to KONE scheduling installation and delivering material.

8. TITLE AND RISK TO EQUIPMENT

Title to and ownership of all Equipment intended for incorporation in KONE's work, whether installed or stored on or off site, shall remain with KONE until final payment is made and, in the case of suspension or termination for non-payment, the parties agree that KONE may retake possession and remove any or all of KONE's works, Equipment or apparatus without material damage to the property and irrespective of the manner in which the same is attached or affixed. Risk of loss in KONE's work and Equipment passes to Customer upon delivery to the site or off-site storage.

Any tools, devices, or other equipment that KONE uses to perform its work or monitor the Equipment remains the sole property of KONE. If this Proposal terminates or expires for any reason, Customer will give KONE access to the premises to remove such tools, devices or equipment at KONE's expense.

9. TURNOVER

Prior to turnover, KONE must receive a final punch list. Upon turnover, KONE requires a signed Uniform Final Acceptance. KONE shall provide its standard electronic O&M manuals with CD-ROMs in electronic format, if applicable, upon execution of the Uniform Final Acceptance. Standard KONE samples shall be provided upon request. No mock-ups or video training are included in the Price.

10. DELAY

KONE shall not be liable for any loss, damage, claim, or delay due to any cause beyond KONE's control, including, but not limited to, acts of domestic or foreign government (including a change in law), strikes, lockouts, work interruption or other labor disturbance, delays caused by others, fire, explosion, theft, floods, inclement weather, riot, civil commotion, war, malicious mischief, infectious diseases, epidemic, pandemic, quarantine, border or port of entry and exit restrictions or acts of God. In the event of such delays, KONE shall be entitled to an extension in time equal to the length of such delay affecting KONE and an equitable adjustment in the Price. Customer shall compensate KONE for labor and material cost escalations resulting from Project delays not caused by KONE, which extend completion of KONE's work beyond the end of the current calendar year. Customer is on notice that IUEC labor rates increase annually.

11. LIMITED WARRANTY

For one (1) year after the acceptance date set forth in the signed Uniform Final Acceptance, date of Equipment turnover, or date of Customer's use of Equipment (unless such use is pursuant to the Temporary Use Agreement), whichever occurs first, KONE warrants Equipment against defect in workmanship and material. The warranty excludes remedy for damage or defect caused by abuse, misuse, vandalism, neglect; repairs, alteration or modifications not executed by KONE; improper or insufficient maintenance, improper operation, characteristics of the building such as electrical power or security features, natural or other catastrophe such as flood, fire, or storm, or normal wear and tear and normal usage. The warranty excludes training or instruction in the proper operation or maintenance of Equipment. Specific noise ratings and energy efficiencies cannot be guaranteed due to different building characteristics and ambient noise levels. Customer's remedy is limited to repair or replacement of a defective part, in KONE's sole discretion, and excludes labor.

12. INDEMNIFICATION

KONE shall only indemnify and hold Customer harmless for claims, damages, losses or expenses, but excluding loss of use ("Claims") due to bodily injury, including death, or tangible property damage (other than the Project or KONE's work itself) to the extent caused by KONE's negligent acts or omissions. KONE shall not indemnify Customer for any other Claims. Customer agrees to indemnify and hold KONE harmless from any Claim for bodily injury, including death, or tangible property damage in connection with the use or operation of the Equipment. Each party shall defend itself in the event of a Claim.

13. INTELLECTUAL PROPERTY

KONE shall retain title and ownership of all intellectual property rights relating (directly or indirectly) to the Equipment provided by KONE, including but not limited to software or firmware (whether in the form of source code, object code or other), drawings, technical documentation, or other technical information delivered under the Proposal. KONE grants Customer a non-exclusive and non-transferable license and right to use the software and firmware in connection with the use and maintenance of the Equipment. Customer shall not use any drawings, technical documentation or other technical information supplied by or on behalf of KONE for any purposes other than those directly related to the Proposal or to the use and maintenance of the Equipment. Customer shall not in any form copy, modify or reverse engineer the software, or give access to the software for such use to any third party without KONE's prior written consent. KONE shall not provide any information such as KONE's internal manuals, manufacturing drawings, source codes, or other proprietary and confidential information, all of which are excluded from the Proposal.

14. INSURANCE

In lieu of any Customer insurance requirements, KONE shall provide its standard certificate of insurance, which shall be deemed to satisfy all insurance requirements for this Project. KONE shall not provide loss runs, insurance rate information, copies of its insurance policies or any other information which KONE considers confidential. KONE shall not provide coverage for professional (E&O) liability, pollution liability, data privacy/security, or no-fault medical payments. If the Project is covered by a Wrap Up Insurance Program, KONE agrees to participate provided there is no cost to KONE, no reduction in the Price, and subject to KONE's review of the proposed program. The insurance requirements contained in the wrap up insurance program's manual shall govern as the only insurance requirements for this Project. In the event that the wrap up insurance program is terminated before completion of KONE's Work, KONE will provide its standard insurance certificates which shall satisfy the insurance requirements for this Project. This shall apply to the project specific Wrap Up Insurance Program's Manual and any applicable enrollment documents. If KONE's primary limits are sufficient to satisfy insurance coverage requirements, excess/umbrella liability will not be required or if excess/umbrella is required, KONE's excess coverage does not follow form although typically provides broader coverage than KONE's primary policies. The excess coverage is not AM Best Rated nor licensed to do business within the jurisdiction although the carrier has strong Standard & Poor's and Moody's financial ratings that may be evidenced upon request.

15. LIMITATION OF LIABILITY

In no event shall either party be liable to the other party for any consequential, special, punitive, exemplary, liquidated, incidental, or indirect damages (including, but not limited to, loss of profits or revenue, loss of goodwill, loss of use, increase in financing costs) (collectively, "Consequential Damages") that arise out of or relate to this Proposal even if such party has been advised of the possibility of such Consequential Damages. The limitation set forth in this section shall apply whether the claim is based on contract, tort or other theory.

16. CONCEALED OR UNKNOWN CONDITIONS

If during the course of its work, KONE encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, KONE shall be entitled to an extension of time and additional costs for the performance of its work, which shall not be subject to any payment conditions or contingencies.

17. TECHNICAL SURVEY

KONE's Price and obligations under this Proposal are subject to a technical survey to be performed on Customer's existing units within 90-days of the effective contract start date. If a safety hazard or code violation is identified during KONE's technical survey, Customer shall immediately remove the unit from service until repairs are performed. KONE is not obligated to perform tests, correct outstanding violations or deficiencies that were not addressed by the prior service provider and/or the owner, or make related necessary repairs or component replacements on the unit. If additional work is necessary, KONE shall provide a separate proposal or recommendation for such work. Customer agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Customer's failure to comply with KONE's recommendations and proposal, and any obligation on the part of KONE to indemnify or defend Customer with regard to such claim shall be null and void. If Customer does not immediately approve KONE's proposal or recommendation, KONE reserves the right to terminate this Proposal/contract without penalty.

18. TERMINATION

If a party materially breaches this Proposal, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Proposal upon 15 days written notice to the other party. If KONE notifies Customer of a material breach pursuant to this paragraph, KONE may temporarily suspend its work without liability.

19. GOVERNING LAW AND DISPUTE RESOLUTION

The parties agree that this Proposal shall be governed by the laws of the state where the Project is located, and venue for disputes shall be located in that state. KONE does not agree to participate in arbitration proceedings.

20. PRICE ADJUSTMENT

KONE shall be entitled to an equitable adjustment in the Price, including but not limited to, any increased costs of materials, resulting from any change in law (by legislation, executive order, treaty or other similar means), or a change in law that imposes tariffs on raw materials or finished goods.

21. MISCELLANEOUS

This Proposal, including the documents incorporated herein by reference, constitutes the entire agreement of the parties and supersedes all prior negotiations, understandings, and representations whether written or oral in relation to the subject matter hereof. Where a conflict or ambiguity exists between this Proposal and any other contract document (including but not limited to, Customer's drawings and specifications), the terms and conditions of this Proposal shall control. This Proposal may be amended only in writing by the duly authorized representative of both parties. This Proposal may be executed in one or more counterparts. Each counterpart shall be considered an original and all of the counterparts shall constitute a single agreement binding all the parties as if all had signed a single document. For purposes of executing this Proposal, a document signed by electronic means is to be treated as an original document. The failure of either party to insist upon performance or strict performance of any of the terms or conditions of this Proposal shall not be deemed a waiver of any rights or remedies that such party may have or a waiver of any subsequent breach or default under this Proposal. Neither party may assign or transfer the benefit or burden of this Proposal without prior written consent of the other party.

Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades

The work described below is a summary of work to be performed by others (“Work by Other Trades”) that may be required in conjunction with the elevator modernization performed by KONE (the “Work”). Purchaser shall provide any and all building electrical, structural and mechanical system upgrades required for code compliance, life safety, and proper equipment installation and operation. The Authorities Having Jurisdiction (AHJ) may require additional remedial or preparatory work. All required remedial or preparatory work shall be performed by properly licensed trade contractors in compliance with applicable codes and based on a schedule of performance that allows for uninterrupted progress of the Work. Under no circumstances shall KONE be responsible for any cost associated with the performance of remedial work by others. Purchaser shall provide the following unless specifically included in KONE’s Work:

1. ELECTRICAL

- A properly rated three phase fused disconnect switch, externally operable and lockable in the open position, located as required by code. Accommodate any increases in motor size or feeder loads.
- A dedicated 110 VAC fused disconnect switch, externally operable and lockable in the open position adjacent to the machine room door for cab lighting and ventilation, located as required by code.
- Shunt-trip disconnect if fire sprinklers are present in machine room or hoistway.
- GFI 120 VAC convenience outlets in machine room and pit.
- Separate outlet in the pit area if a sump pump is installed.
- Telephone line service brought to the elevator machine room for emergency communication device.
- Any required RF shielding of TV or radio transmitters, antennae and/or wave-guides.
- Conduit with pull boxes from each elevator bank to any remote fire control or communication panels specified.
- Provide a separate 15-amp, 115 VAC fused service with ground (powered by building emergency power system, when available) for KONE 24/7 Emergency Communications, when specified. Must include the means to disconnect each service and lock-off in the “open” position (NFPA 70 article 620.22 and 620.53 or CEC article 38.22 and 38.53).

If required by building code: standby/emergency power, sufficiently sized to provide power of permanent characteristics to each elevator’s disconnect, simultaneously, upon loss of regular power, including feeders, transfer switches and auxiliary contact signal outputs to elevator controllers.

2. MACHINE ROOM

- A code-compliant machine room. Provide or maintain fire rating as required by building code.
- Fire-rated door for access into the machine room. Door shall be self-closing and self-locking, operable from inside the room without the use of a key.
- Independent ventilation or an air conditioning system for the elevator machine room, to assure temperature is maintained between 65 degrees and 95 degrees Fahrenheit.
- Fire extinguisher inside machine room.
- Minimum clear machine room height of 7’-0”.
- Suitable lighting that provides a minimum of 19 ftc at floor.
- Removal of any non-elevator related equipment and materials from within the machine room and proper disposal of oil and other hazardous or non-hazardous substances and materials.

3. HOISTWAY

- A code-compliant hoistway, constructed in accordance with KONE’s requirements and specifications. Provide or maintain fire rating as required by building code.
- Patching of all holes in hoistway walls with fire rated material.
- Beveling all ledges within hoistway measuring over 4”.
- Removal of any non-elevator related equipment and materials from within the hoistway and proper disposal of oil and other hazardous or non-hazardous substances and materials.
- A guarded light fixture and light switch in pit. Switch must be located 42” above the lowest landing floor level.
- A means of displacing water located in the pit and containing and disposing of oil, chemicals, and other substances in compliance with environmental laws and regulations (KONE assumes no responsibility for discharge of oil, chemicals, and other substances into storm water systems, sanitary sewer systems, retention ponds, etc.). Elevator hoistway ventilation to the outside atmosphere as required by building code.

4. FIRE SERVICE

- Fire alarm smoke detectors with wiring and relays in the machine room terminating at elevator controller.
- Fire alarm initiating devices must be located in front of each elevator entrance as well as in the machine room and at the top of the hoistway.
- Where sprinklers exist in the machine room and/or hoistway, a fire alarm initiating device within 12” of each sprinkler head.

5. ACCESS INTEGRATION/SECURITY

- Our proposal includes KONE logic and provisions for the specified Touchscreen(s), Keypad Destination Operating Panel(s), Monitoring System(s) and Multi-Media Equipment.
- Card Readers and/or any additional required hardware & software for proper functionality of access control/security system(s) shall be furnished and installed by others.
- Any required software to ensure proper communication between KONE control system(s) and building system(s) shall be the responsibility of others.
- A designated 115V 15A circuit is required at each of the remote monitoring stations.
- KONE recommends a minimum 100 Mbit/s Ethernet for each of the following application(s): Integrated Touchscreen/Keypad Destination Operating Panels, Monitoring System, Multi-Media Equipment, and Card Readers.

6. COUNTERWEIGHTING

- Pricing is based upon the existing car to counterweight weight ratio being consistent with elevator industry standards. This is defined as the counterweight weight being equal to the empty car weight plus 40%. The actual assemblies will be weighed during the modernization process. If modifications are required to correct the existing weight balance, these modifications will be provided at additional cost.

7. RK1 FUSES AND CIRCUIT BREAKERS

- Fuses are to be current limiting class RK1 or equivalent. Circuit breakers are to have current limiting characteristics equivalent to RK1 fuses. Provisions of these fuses are the responsibility of others, not KONE.

8. GENERAL

- Access to the building to perform the Work and for deliveries with dry, protected storage adjacent to the hoistway.
- Cutting of existing walls, floors and finishes, together with all repairs made necessary by such cutting or changes, e.g. cutting of lobby walls for flush hall fixtures and removal of encroaching lobby features such as wall-mounted ashtrays. Removal, replacement, and/or repair of any mirrors, millwork, plaster, stone or other special hall finishes.
- All work of other trades must be complete and ready at time of first elevator inspection, or elevator will not be released for operation by the AHJ. If the AHJ does allow temporary operation under a Temporary Operating Inspection (TOI), any associated costs shall be Purchaser's responsibility.
- Our tender is based on suitable site conditions, material and tooling storage space, and bathroom access being available on site.
- Safe working environment must be provided and supported by provision for adequate entrance protection, means of hoisting, hoistway dividing screens, and protection of floors walls and doors etc.
- Emergency evacuation procedures to be clearly defined where required. Subject to site survey and actions agreed.
- Any portion of the Work that is subject to the permissions of local authorities beyond the elevator permits must be identified to KONE. Responsibility for permits to be agreed. Permits and appropriate signage indicating any changes to pedestrian access routes for building users must be in place prior to start of the Work.
- Elevator installation methods requires the integrity of the existing Safety Gear and Overspeed protection devices, and are therefore subject to verification of suitability prior to commencement of the work. Any remedial work required or alternative solution is not included in this tender.



Schindler Modernization Proposal

Taking our relationship to the top



Schindler

Modernization

Subject Schindler Elevator Modernization Proposal - JSHY-C8MKAF

Page 2 of 12

Date 11/16/2021

11/16/2021

RE: Elevator Modernization Proposal
Downers Grove Public Library
Downers Grove, IL 60515
Proposal JSHY-C8MKAF

Dear Mr. Knorr,

Schindler Elevator Corporation is very grateful for the opportunity to provide you with our proposal to modernize the elevator system at Downers Grove Public Library. Schindler is an industry leader in vertical transportation systems with 140 years of experience and over 60,000 employees globally. As our customer, you can be certain the new elevator system will incorporate state of the art technology with the support and expertise to ensure reliable and safe operation for the life of your elevator equipment.

Schindler is proud to be the worldwide leader in escalators and the second largest installer of elevators globally. We move over one billion people per day on Schindler elevators and escalators. We are proposing Schindler's Elevator system for your property. This system's benefits are detailed in the following proposal.

Safety is the top priority for Schindler in everything we do. You can be assured Schindler provides products that meet the most stringent safety requirements in the industry. Our employee and public safety programs are of utmost importance and are non-negotiable items for each and every Schindler employee.

Our sustainability over the past 140 years is a result of our commitment to customer service, innovation and service excellence. Schindler Ahead, our predictive analytics platform, which is now available with each Schindler controller, is our continued commitment to leadership in innovation and customer service.

We thank you, again, for this opportunity and we look forward to discussing our proposal with you at your earliest convenience. You can reach me on my phone at 312-485-9246.

Best regards,



Julian Shibley
Schindler Elevator Corporation
200 E. Randolph Street
Suite 5400
Chicago, IL 60601-6610



Schindler

Subject Schindler Elevator Modernization Proposal - JSHY-C8MKAF

Page 3 of 12

Date 11/16/2021

Project Scope – Bank A

Number of Units	1	Capacity	4000
Type	HX	Speed	125
Unit Numbers	01	# of stops	2
Jack Type	Dual Jack Holeless	# of openings	2 Front 0 Rear

Description of Work	Type	Option
Machine Room		
Control and Power Unit (Control, Power Unit, Valve, Pump, Pump Motor, Muffler, HFI, CFI, Hush Kit)	HX Controller + Power Unit	New
Schindler Ahead		New
Battery Lowering		New
Machine Room Wiring		New
Door Operator		
Door Operator: Front	GAL MOVFR II - 1SSO	New
Clutch: Front		New
Door Restrictors		NA
Door Gibs		New
Door Fire Tabs		New
3D Electronic Door Detector: Front		New
Hoistway Door Equipment		
Door Tracks		Reuse
Door Hangers		Reuse
Pickup Assemblies		New
Closers		Reuse
Door Interlocks		New
Car and Hall Fixtures		
Code Compliant Main COP	Mini swing style to replace existing	New
Car PI	In COP	New
Car Lantern		New
Access Switch		New
Hall Pushbutton Station	Surface Mounted	New
Fire Service Fixtures		New
Fixture Finish	#4 Stainless Steel	New
Car and Hoistway		
Hoistway Wiring	Traveling Cable + Hoistway Wiring	New
Car Top Inspection Station and Work Light	HX	New
Car top railing	Front Opening	New
Cab fan		New
Car Door: Front		Reuse
Car Guides		Reuse
Spring Buffers		Reuse
Car Rails		Reuse
Cab Interior		Reuse

Cab Allowance	\$0 PER CAB	NA
Jack Assembly		Reuse
Packing		Reuse
All other systems and components not noted above will be reused and integrated into the new elevator system.		

Work by Others Included in This Proposal:

Elevator Machine Room Work

1. Provide and install new 100A 600V heavy duty fused disconnect with auxiliary contacts for elevator mainline power and connect to new elevator controller.
2. Provide and install new 30A 250V heavy duty fused disconnect for elevator cab lighting and connect to new elevator controller.
3. Provide and install new 4' LED light fixture in the elevator machine room. Provide and install new GFCI receptacle.
4. Install conduit to bring elevator phone line to new elevator controller.

Elevator Pit Work

1. Provide and install new 4' LED light fixture, GFCI receptacle, wall switch, oil scavenger pump receptacle, and sump pump receptacle in the elevator pit

Elevator Recall Work

1. Provide and install new addressable smoke detector at the top of the elevator hoistway. Elevator contractor to provide safe access to top of hoistway for installation.
2. Relocate machine room heat detector to within 18" of the sprinkler head.
3. Provide and install new relays for elevator machine room signal and top of hoistway signal. Connect all recall relays to the new elevator controller.
4. Provide and install new shunt trip power monitor and interface relay. Connect to existing fire alarm system.
5. Provide tech for programming, pretest with the elevator company, and final test with the local elevator inspector.

Alternate Add for Additional Related Work (not included in base): Add \$28,633.00

1. Provide and install new 2-ton split type AC unit in the elevator machine room.
2. Install pipe and wire for communication wiring between interior and exterior AC units.
3. Install new data line from building server room to elevator machine room.
4. Install pipe and wire for new circuit for split type AC unit.
5. Install firestopping at top of elevator hoistway between wall and ceiling.

SCHINDLER AHEAD

Your Schindler Modernization package comes enabled with Schindler Ahead. The **Schindler Ahead Hardware** provides remote connectivity to your equipment and will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule service calls.

Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity.

Schindler Ahead has three service tiers to fit your individual needs. The tiers are Connect, Enhanced, and Premium. As part of your service agreement, Schindler includes the Enhanced Package upon completion and turnover of the last unit with details as noted herein. This cost is broken out as part of the total monthly maintenance cost of your service agreement.

Connect – Schindler's Connect package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows the Schindler Cube to be connected to your equipment 24/7. Connect also provides access to the basic features of ActionBoard and ActionBoard Mobile, giving you real time information on your equipment.

Enhanced – The Enhanced Package includes the features of Connect, plus access to Schindler's Elevated Support Professional (ESP) Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The ESP Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

Premium – The premium package is our top tier and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

The Enhanced Package and Premium include access to **Schindler ActionBoard and ActionBoard Mobile**, which are communication technologies that provide access to real-time information about your equipment. Some of the available information includes: performance history, reports, push notifications, service call records, unit profiles and more.

Additionally, Schindler Ahead enables the option to add **Digital Alarm**, a cellular emergency phone monitoring service, to any tier. This service includes a reliable cellular connection that allows incoming and outgoing emergency calls from the elevator cab and eliminates the need for a traditional analog phoneline.

Price and Payment Terms

1. Our price for the work proposed is as noted below including appropriate tax and will be added to the invoice/billings. This price is firm for 90 days, and thereafter subject to change without notice.

**Total Price including applicable taxes: \$118,502.00 or,
Payment over 60 equal monthly payments: \$2,290.64***

You agree to the following payment schedule for the lump sum option:

- Initial Invoice: 50% of the price quoted above upon execution of this Contract;
- Progress Invoice: 95% of the remaining balance to be paid in one installment upon fabrication of material;
- Final Invoice: Final payment within 30 days of completion of the work.

All invoices, including final invoice are payable within 30 days of application.

Any late or overdue payments will bear interest at the rate of 1 ½% per month. Attorneys' fees and other costs of collection will be included in the event that we must pursue legal action for payment or in the event that you are otherwise in breach of this contract.

We will not release to manufacture until the above initial invoice is paid. We will not schedule on-site work until the above progress invoice is paid. We will not turn over equipment prior to receipt of 95% of the price for the work inclusive of change notices.

- *2. Schindler understands the costs for capital improvement can put a strain on a property's budget. Schindler has partnered with leading Finance organizations in an effort to help our clients sort through the best options to fund these capital improvements. We have simplified the process so all private financial information as well as future payments are handled between the Finance organization's representative and our client. Schindler facilitates the transaction and only requires a new 5-year maintenance contract as part of the agreement. Financing option is subject to credit check and approval.

Often times there are other building components which require upgrade due to the upgrade of the elevator system. These costs can be rolled into the total finance package with the lender.

If for some reason our contract is cancelled prior to the 60-month term all remaining balances become due immediately. *Monthly finance payment is an approximation and will be finalized following the credit check and contract.

Your sales representative, Julian Shibley, will be happy to facilitate the process moving forward if you are interested in our financing option. The finance credit approval form can be found attached to this document.

General Terms and Conditions

1. The price quoted in Article 1 above is based upon all the work being performed during our regular working hours of regular working days. If overtime is required, the additional price usually charged by us shall be added to the contract price. Your advance approval in writing is required before we will schedule or perform any overtime work.
2. The equipment furnished hereunder remains personal property and we retain title thereto until final payment is made, with the right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.
3. The completion of the work as covered by this Agreement or acceptance thereof shall constitute a waiver by you of all claims for loss or damage due to delay. It is also understood and agreed that we shall not be liable for the condition, design, application or compliance with acceptable codes of any equipment not furnished under this Agreement or for the omission of any work or equipment not covered by this Agreement. We reserve the right to remove and retain all equipment that has been replaced or new materials not used in construction.
4. Schindler reserves the right to furnish its most modern of equipment and no statements contained in this contract are to make it obligatory for us to furnish equipment, the design of which has been discontinued or supplanted by new standards or codes.
5. All previous communication between us, whether written or verbal, with reference to the subject matter of this Agreement, is hereby abrogated, and this contract when duly accepted and approved constitutes the agreement between us, and no modification of this agreement shall be binding upon the Purchaser or Schindler, or either of us, unless such modification shall be in writing, duly accepted by the Purchaser and approved by Schindler. The contract date shall be the date of approval by Schindler.
6. The Purchaser is to provide suitable connections from the power mains to the controller, together with any cutouts, line switches, phase reversal or lightning arresters, and any other such components as that may be necessary to meet purchaser and/ or local code requirements.
7. Any changes in the building required to meet any local or state building or electrical codes are to be made by the Purchaser. Any cutting or patching necessary for the installation of equipment furnished under this contract shall be done by the Purchaser. Schindler shall not under any circumstances be liable for any redecorating that may be necessary upon the completion of its work. No work or service other than that specifically mentioned herein is included or intended. Such work by others must be coordinated by Purchase with Schindler in order to avoid delays to Schindler's work.

- 8A. It is expressly understood, in consideration of the performance of the service enumerated herein at the price stated, that nothing in this agreement shall be construed to mean that Schindler assumes any liability on account of injury or damage to persons or property, except to the extent directly and solely due to the negligent acts or omissions of Schindler or its employees; and that the Purchaser's responsibility for injury or damage to persons or property while riding on or being in or about the equipment referred to is in no way affected by this Agreement.

Schindler shall not be responsible or liable for any loss, damage, detention or delay caused by labor trouble, strikes, lockouts, fire, explosion, theft, lightning, windstorm, earthquake, floods, storms, epidemics, pandemics, riot, civil commotion, malicious mischief, embargoes, shortages or materials or workmen, unavailability of material from usual sources, Government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of the Purchaser's or Schindler's suppliers, orders or instructions of any federal, state or municipal government or any department or agency thereof, Act of God, or by any cause whatsoever beyond its reasonable control. Dates for the performance or completion of work shall be extended to the extent of such delays.

- 8B. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the established sole and direct fault of Schindler.
- 8C. We reserve the right to modify price and schedule without penalty due to material or component shortages.
- 8D. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the price of this Agreement. We will not be liable in any event for special, indirect, liquidated or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of equipment or property, or business interruption.
9. Schindler guarantees that the equipment furnished hereunder will comply with the foregoing specifications and if promptly notified in writing will, at our expense, correct any defects in such equipment occurring within one year from the date of completion or acceptance whichever occurs first, which are not due to ordinary wear and tear or improper use, care or maintenance. The correction of such defects constitutes the limit of our responsibility. THERE ARE NO OTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, OTHER THAN OF TITLE. The equipment installed under this agreement requires maintenance service, such as periodic examinations, lubrication and adjustment by competent elevator mechanics. Our guarantee is not intended to supplant this normal servicing of the equipment and it is not to be construed that we will provide free maintenance service of this type, except as may be provided under other provisions of the contract, or that we will correct, without charge, breakage, maladjustment or other troubles occurring as a result of improper or inadequate maintenance.
10. We will defend any suit or proceeding brought against you so far as based on a claim that any equipment, or any part thereof, furnished under this contract constitutes an infringement of any patent of the United States, provided that such equipment or part is not supplied according to your design, and it is used as sold by us, if notified promptly in writing and given authority, information and assistance (at our expense) for the defense of same, and we shall pay all damages and costs awarded therein against you. In case said equipment or any part thereof is in such suit held to constitute infringement and the use of said equipment or part is enjoined, we shall at our own expense either: procure for you the right to continue using said equipment or part; or replace same with non-infringing equipment; or modify it so it becomes non-infringing; or remove said equipment and refund the purchase price and the transportation and installation costs thereof. The foregoing states our entire liability for patent infringement by said equipment or any part thereof.

11. Purchaser will have the hoistways and machine room in safe and proper condition and the proper electrical current available as indicated on our attached schedule. Purchaser will also provide adequate access for delivery and a dry protected place for storage of equipment. Storage requirement of a minimum of 150 sq ft will be required for this project. If storage constraints force double handling of equipment, we will be compensated by you for all additional costs for labor and materials to overcome such obstacles at our standard billing rate. If the locations where the work is to be performed are not ready or are unsafe, we reserve the right not to begin or to discontinue the work. If adequate storage is not available, we will be compensated for all storage costs, as well as costs for demobilization and remobilization if necessary.

If completion of our work is delayed beyond our control and the following date: _____, our price will be increased in proportion to any additional costs to complete, including but not limited to labor rate increases, component material price increases, storage costs, demobilization and remobilization expenses and the like.

12. Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract be encountered, the contract price and time shall be equitably adjusted by change order upon claim by either party made within 20 days and after the first observance of the conditions.
13. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/access/object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which will deactivate and remove if the Agreement is terminated.
14. Our bid is based on reusing existing components as is in regard to seismic conditions except as herein noted. Any required changes to existing components resulting from seismic requirements will need to be bid separately.

15. You agree to pay, as an addition to the price stated herein, the amount of any federal excise tax, state and local sales, use or transaction tax, or increase of any tax, or similar charges based upon the sale, use, ownership or possession of materials and/or equipment imposed by any law enacted after the date of this proposal, or imposed upon you by any existing law. In the event of legislative change to the applicable tax rates, including but not limited sales tax, use tax, excise tax, privilege tax, transaction tax and similar charges, Supplier reserves the right to adjust the contract price accordingly.

In the event the customer claims an exemption from sales and/or use tax the customer shall provide a valid executed exemption certificate

In the event you claim an exemption which Supplier accepts in good faith and it is later determined by a taxing authority that such exemption does not apply, Schindler reserves the right to adjust the contract price to reflect the change.

Customer shall pay any penalty, interest, additional tax, or other charge that may be levied or assessed as a result of the delay or failure, caused by the Customer, to pay any tax or file any return or information required by law, rule or regulation or by this Agreement to be paid or filed by Supplier.

If either Party is audited by a taxing authority or other governmental entity in connection with taxes under this Taxes Section, the other Party shall reasonably cooperate with the Party being audited in order to respond to any audit inquiries in an appropriate and timely manner, so that the audit and any resulting controversy may be resolved expeditiously.

In the event of governmental changes to applicable tariffs, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.

16. We are not responsible for the removal of any hazardous materials. We will take possession, remove, and dispose any elevator equipment not being reused.
17. Schindler reserves the right to make technical modifications - in conformity with technological progress and/or safety regulations - to the products and/or to replace the components with components of equal or superior quality at any time until delivery and without further notice.
18. In the event of any change to the applicable code, after the date of this proposal that may affect this installation, you agree to pay Schindler any additional costs and provide the necessary extension of time to comply with the code change.

Subject Schindler Elevator Modernization Proposal - JSHY-C8MKAF
Page 11 of 12
Date 11/16/2021

Schindler Elevator Corporation

By: **Julian Shibley**

(Signature)

Accepted: _____
(Full legal name of Purchaser)

By: _____
(Signature) (Title)

Date: _____

▽ Principal or Owner

▽ Agent for Principal or Owner: _____
(Name of Principal or Owner)

Approved: **Schindler Elevator Corporation**

By:

(Signature)

Date: _____

Subject Schindler Elevator Modernization Proposal - JSHY-C8MKAF

Page 12 of 12

Date 11/16/2021

Financing Credit Application

APPLICANT INFORMATION:

Business Name			Contact	
Street Address		City	State	Zip
Phone	Years in Business	Nature of Business		
___ Own Business Property		___ Rent Business Property (Landlord, Phone #)		
___ Proprietorship ___ Partnership ___ Corporation ___ Limited Liability Corp.				

INFORMATION ON PRINCIPAL(S):

Name	Title	SS#		
Street Address		City	State	Zip
Name	Title	SS#		
Street Address		City	State	Zip

BANK REFERENCE:

Name of Bank	Contact & Phone #	Acct #
--------------	-------------------	--------

TRADE REFERENCE(S):

Supplier	City/State	Phone #	Contact / Acct #
Supplier	City/State	Phone #	Contact / Acct #

AUTHORIZATION: By submitting or signing and faxing the above application, you certify that the information provided in this credit application is accurate and complete and you authorize Schindler Elevator Corp, its successors and/or assigns to obtain information from the references listed and obtain a consumer credit report that will be ongoing and relate not only to the evaluation and/or extension of the business credit requested, but also for purposes of reviewing the account, increasing the credit line on the account (if applicable), taking collection action on the account, and for any other legitimate purpose associated with the account as may be needed from time to time. The individual signing or submitting this application further waives any right or claim, which such individual would otherwise have under Fair Credit Reporting Act in the absence of this continuing consent.

SIGNATURE OF APPLICANT: _____ **DATE** _____

ECOA NOTICE (TO BE RETAINED BY APPLICANT): Your business credit application will be reviewed carefully and a decision will be rendered promptly. If your business credit application is denied, you have the right to a written Statement of the specific reasons for denial. To obtain a statement, please contact us within 60 days from the date that you are notified of our decision. We will send you a written statement of the reasons for denial within 30 days of your request. **NOTICE:** The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, gender, marital status, age (provided applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program; or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers our compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

Subject Schindler Elevator Modernization Proposal - JSHY-C8MKAF

Page 13 of 12

Date 11/16/2021

Modernization Invoice Application No. 1

Bill to:		Ship to:		
Company	Downers Grove Public Library	Downers Grove Public Library	Invoice Date:	11/16/2021
Address	1050 Curtiss St.	1050 Curtiss St.	Invoice Number:	JSHY-C8MKAF
City	Downers Grove	Downers Grove, IL 60515	<u>Billing Terms</u>	
State	IL		Progress Bill Terms:	Net Due 30 Days
Zip	60515		Final Bill Terms:	Net Due 30 Days
Contact Name				
Agent for				

Progress Billing -- Elevator / Escalator Installation

Contract Amount 118,502.00

	Work Value	Retention	Net Due
Total Work Completed	62,369.00	3,118.00	59,251.00*
Less Previously Billed	0	0	0.00
Current Application	62,369.00	3,118.00	59,251.00

*THIS INVOICE IS SUBJECT TO REVISION BASED ON FINAL CONTRACT PRICE

All Invoice / Payment / Contact Questions to:	
Sales Rep Name	Julian Shibley
Office Name	1520
Phone Number	

Remittance
Schindler Elevator Corporation
PO Box 70433
Chicago, IL 60673-0433

Please return this portion with your payment
If paying electronically, please provide the invoice number with your remittance

Payer:	Downers Grove Public Library 1050 Curtiss St. Downers Grove, IL 60515	Invoice Number:	JSHY-C8MKAF
		Invoice Date:	11/16/2021
		Invoice Amount:	59,251.00

Remit To: Schindler Elevator Corporation
PO Box 70433
Chicago, IL 60673-0433

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Agenda Item 9B

Libraries Illinois Risk Agency (LIRA) Insurance Renewal – Property, Liability, and Workers Compensation

The Libraries of Illinois Risk Agency (LIRA) is a member-driven organization. I serve as Vice-Chair of its Executive Committee. This comprehensive insurance package is tailored to the needs of public libraries in Illinois, with coverage that may be unavailable to or too costly for individual libraries on their own, such as cyber-liability coverage. As a member for over three years, the library is now eligible for return of premium for years in which the library participated and the pool performed well.

LIRA's renewal for 2022 is well under the estimated 20-30% increase for which member libraries were advised to plan. The renewal premium is a total increase of 7.19%, a 10.75% for the package that includes property, casualty, liability, crisis protection, cyber-liability, and volunteer coverage and -9.22% for workers compensation coverage.

Recommended Action: Approve the Libraries Illinois Risk Agency (LIRA) insurance package renewal in the amount of \$60,494.00.

LIBRARIES OF ILLINOIS RISK AGENCY (LIRA)
2021-2022 PROGRAM COST COMPARISON

Library: Downers Grove Public Library

Statistical Information	2020-2021 Renewal	2021-2022 Renewal
Total Insurable Values (Includes Vehicles)	\$30,823,190	\$31,302,380
Employees	102	102
Vehicles	0	0

Fixed Costs	2020-2021 Renewal	2021-2022 Renewal
Package (Property, Liability, Auto, Crime)	\$6,124	\$6,769
Excess Property \$300,000,000	\$14,957	\$16,467
Boiler & Machinery	\$711	\$736
Excess Liability \$10,000,000 xs \$1,000,000	\$1,779	\$2,487
Volunteer Accident	\$300	\$300
Cyber/Identity Theft	\$1,005	\$1,312
Crisis Protect (GCP)	\$1,709	\$1,709
Gallagher Administration Fee	\$4,283	\$4,412
GB Claims Fee	\$841	\$830
GB Loss Control Fee	\$1,000	\$1,000
ILA Fee	\$250	\$250
Operation's Fee	\$1,246	\$1,237
Total Fixed Costs	\$34,206	\$37,508
		10.75%
Total Variable Cost (Loss Fund)	\$12,172	\$13,854
Workers Compensation Cost	\$10,060	\$9,132
		-9.22%

RENEWAL RESULTS	\$56,438	\$60,494
		7.19%

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Agenda Item 10A

COVID-19 Response and Phased Reopening Plan

At the November 17, 2021 meeting, the Board of Library Trustees reauthorized the Library Director to enact temporary policies in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan.

Illinois' statewide indoor mask mandate continues. The policies and rules in force in the fall remained unchanged until January 5. On January 5, additional restrictions were reintroduced due to the spike in COVID cases caused by the holidays and the Omicron variant. No food or drink is allowed in the library. The café and Media Lab are closed to the public. In-person programming is canceled. No Book-an-Expert or Notary services are available. There is no public use of the Meeting and Conference Rooms. These restrictions will remain in place through February 13.

The Occupational Safety and Health Administration (OSHA) federal vaccine mandate was blocked by the Supreme Court on January 13. At this time, the Illinois Department of Labor has also stayed their vaccine mandate for the state. Business Office Manager Katelyn Vabalaitis continues to collect vaccination information from staff in the event a new or updated mandate is approved.

The health and safety of our patrons and staff are DGPL's top priority. We continue to make our decisions based on public health information and recommendations from the Centers for Disease Control (CDC), the Illinois Department of Public Health (IDPH), and the DuPage County Health Department (DCHD).

Recommended Action: Reauthorize the Library Director to continue to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Phased Reopening Plan as presented.

COVID-19 RESPONSE AND PHASED REOPENING PLAN DOWNERS GROVE PUBLIC LIBRARY

INTRODUCTION: COVID-19 has forced the library building to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff. This document, COVID-19 Response and Phased Reopening Plan, outlines proposed stages to reopen our library building. This phased strategy keeps the health and safety of the staff and public as the highest priority of Downers Grove Public Library. In this time, our decisions will be health-driven rather than customer service driven. In addition to compliance with national and state Executive Orders, the library will follow the recommendations of the DuPage County Health Department, Illinois Department of Public Health, and the CDC for staff and public safety.

Caveats and Considerations:

- We don't know when we will implement any phase of this plan.
- We don't know how long each phase will be implemented, if phases may be combined, or if public health recommendations require reverting to a previous phase.
- We don't know if we will receive clear public health guidance for public libraries, or if we will have to rely on the general consensus of public health agencies and others in our profession.
- SWAN is seeking to achieve uniformity in the reopening schedule of its member libraries, so to some extent we may be required to conform to timelines set by SWAN.
- We don't know when RAILS will resume delivery.
- Summer Reading will be planned with all virtual programs. If restrictions ease, in-person programs may be added back at that time.

- Good faith attempts will be made to rotate the in-building staff so that all take turns working in-library and telecommuting. Complete equity of staff time in-library and telecommuting is not possible, given specialization of tasks.
- The Board of Library Trustees approved Fine Free through August 2, both to help those in our community struggling financially as a result of the COVID-19 crisis and to mitigate cash handling concerns.

REOPENING PHASES

General overview of the phased open approach

Phase 1: Return of Materials Only

Library building is closed to the public. Staff come in to prepare to reopen the building. Book drops reopen for materials return.

Date Implemented: Monday, May 4, 2020 (Actual Date: May 4, 2020)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Summary: Library building remains closed to the public. Scheduled staff start working onsite (under specific safety procedures) to prepare spaces, collections, and technology for reopening the building. Staff may work in staff and public areas. Some staff continue to work remotely. Materials return begins. Materials are quarantined according to RAILS requirements before being checked in and reshelved. RAILS delivery may not be available.

Phase 2: Curbside Pickup

Library provides curbside service for access to physical materials, with reduced hours. Library building is closed to the public. Staff continue to

prepare to reopen the building.

Anticipated Date: Monday, May 18, 2020 (Actual Date: May 20, 2020 through July 5, 2020, November 16, 2020 anticipated through January 31, 2021)

Context: Restore Illinois Phase 2 implemented for our area. Social distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Curbside pickup service will begin for only those materials available in the library. SWAN holds and delivery may not be available. Reference and readers advisory services continue via phone, email, and chat. Curbside service procedures to be determined by the Circulation Department. Library staff bring materials to the patron's car, checked out, and place in patron's trunk. Staff wear gloves and non-medical masks. Staff in the building are limited and practicing social distancing as recommended by public health officials. Continue quarantining books for as long as advised. No reservations for study rooms or meeting rooms are accepted. Holds will be filled if and when SWAN is allowing holds. Holds will be available for curbside pickup. RAILS delivery may not be available, limiting holds to local items only.

Phase 3: Limited Public Service, Limited Hours

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted.

Anticipated Date: Monday, July 6, 2020 (Actual Date: July 6, 2020 through September 15, 2020, October 23, 2020 through November 15, 2020, February 1, 2021-present)

Context: Restore Illinois Phase 3 implemented for our area. Social

distancing is recommended. Face masks are required. Infection risks are still high. Adequate supplies are on hand to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Summary: Library reopens to the public, but not to encourage extended stays or gatherings. Patrons may access materials, including self-service holds. Seating is removed from public areas. Access to Kids Room play areas is restricted. No reservations for study rooms or meeting rooms are accepted. Computer access may be offered by appointment only. Open hours may be limited to allow for materials to be shelved and holds pulled before the library opens to the public. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. Limits to number of patrons in the building and limits on access to children under 13 without an adult may be established. Fine free limits cash handling. Desks are staffed to allow for social distancing. Staff may be assigned to monitor patron behavior to prevent group gatherings and maintain social distance. Staff continue to offer services through chat, phone calls, and emails. Home deliveries may resume on a “no contact” basis.

Phase 4: Restoring Services and Hours

Gradual restoration of library services return to regular hours.

Anticipated Date: Restore Illinois Phase 4 implemented for our area. CDC Community Transmission Level is High. Social distancing is recommended. Face masks are required. (Actual Date: September 16, 2020 through October 23, 2020, March 1, 2021 through June 10, 2021, August 7, 2021-present)

Context: Physical distancing is still recommended, but infections risks are beginning to decline. Supply needs are predictable and supplies are plentiful. Rollback to this Phase occurs when infection risk begins to rise

again and may include gradual reductions in service.

Summary: Open hours gradually return to regular schedule, in keeping with usage patterns and as staffing allows. Visit duration increase incrementally, but extended stays or gathering remain restricted. Age for access by children without an adult returns to 8. Curbside Pickup continues to accommodate vulnerable patrons and patrons not yet comfortable coming into the library. No reservations for meeting rooms are accepted. Capacity limits and/or other restrictions continue. Seating is slowly reintroduced, configured to allow for physical distance. Computers are accessible at intervals of at least 6 feet. Limited study room use is slowly reintroduced. Reservations for seating, computer sessions, and study rooms required. Access to Kids Room play areas are restricted. Desks are staffed to allow for physical distancing. Staff may wear gloves and non-medical masks.

Phase 5: Bridge to New Normal

The majority of library services and seating are reintroduced, but additional precautions are in place for the Kids Room.

Anticipated Date: Restore Illinois Phase 5 implemented for our area and vaccine availability for children under 12 anticipated. (Actual Date: June 11, 2021-August 6, 2021)

Context : People over the age of 12 are eligible for vaccination.

Summary: Masks are required in the Kids Room for patrons and staff and at programs for children and families. Toys and play areas remain unavailable. Most computers in operation. Most seating is back in public areas.

Phase 6: New Normal

Service returns to “our new normal”.

Anticipated Date: Late 2021

Context: Restore Illinois Phase 5 implemented for our area. Vaccines are available for children age 2 and over.

Summary: Toys return to the Kids Room and play areas are open. Meeting rooms and conference rooms available for public use. No face masks or social distancing are required.

RESURGENCE MITIGATIONS

Beginning in fall 2020, the State of Illinois changed its regions and approach to COVID-19 resurgence. As regions reached certain thresholds in COVID-19 metrics, a tiered system of resurgence mitigations was implemented rather than rolling back the Restore Illinois Phases. The Tiers, Levels 1-3, as of November 10, 2020, include some but not all elements of a rollback to a previous Restore Illinois Phase. The Illinois Department of Commerce and Economic Opportunity (DCEO) posted guidance continues to be the Restore Illinois Phase 4 information for 16 different industry categories. Public libraries' general operations fit into at least seven different categories. Under the Governor's orders, "each government body shall determine its own Essential Government Functions and identify employees and/or contractors necessary to the performance of those functions" regardless of the Phase or Tier. Resurgence Mitigation Tiers will trigger the rollback of DGPL Phases, according to the restrictions implemented in each Tier.

In summer 2021, the Centers for Disease Control updated guidance on mask wearing to recommend everyone, including vaccinated people, wear masks indoors. New information about the virulent Delta variants and its transmissibility by vaccinated people necessitated the change. Around the same time, a new county-by-county tracking system was introduced, with Community Transmission Levels of Low, Moderate, Substantial, and High.

As these levels are set by rolling 7-day statistics and are updated frequently, phase rollbacks will be incremental and remain in place until a Community Transmission Levels decline and hold at the lower level.

STAFF CONSIDERATIONS

Phase 1: Return of Materials Only

- Announce date book drops open or do a “soft opening”
- Open book drops.
- Staff empty book drops daily wearing gloves and non-medical masks and put books in Meeting Room, marked in groups by date.
- Quarantine items according to RAILS requirements for delivery, then check-in, and reshelve. Other materials may be handled differently, based on the type of material.
- Limited staff in building per day during limited hours, practicing social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Acquire adequate non-medical masks (if possible) and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup

- Announce opening of curbside pickup of in-library materials or “soft opening”
- Patrons may be able to pick up books already on hold in building (SWAN dependent). If so, staff calls patrons with holds on shelf before closure to let them know they have materials waiting for them.
- Patrons call, email, or chat to place holds for materials currently on-shelf in the library. Staff answer phones, email, and chat, pull materials, place and trap holds. Circulation Department will create procedure for Curbside Pickup service.
- Reference and readers advisory services continue via phone, email, and chat.
- Patrons contact the library when they are outside. Library staff bring their materials to their car, checked out, in bags. Staff wear gloves and non-medical masks.
- Limited staff in building during limited hours. Curbside Pickup hours limited.
- Patron may place holds or make requests for materials by voicemail or email outside of open hours.
- When SWAN unsuspends holds, holds will begin to fill. Holds will be available for curbside pickup.
- Staff wear gloves and non-medical masks.

What must be in place before this phase begins:

- Acquire adequate paper bags for curbside service. May eliminate use of bags.
- Acquire adequate non-medical masks and gloves for staff.
- Advise staff on resources to make masks.
- Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 3: Limited Public Service, Limited Hours

- Patrons may enter building to pick up holds and select materials.
- Seating and toys are not available to public. Access to Kids Room play areas is restricted.
- Limited public computer use will be available.
- Limits on access to children without an adult may be established.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down self-check with antiseptic wipes after each use, if possible.
- Wipe down service desks with with EPA-approved disinfectant at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Fine Free removes some necessity of cash handling.
- Homebound deliveries may resume on a “no contact” basis such as drop off on porch or in other covered area and pick up of returns or be discontinued.
- Staff wear may wear gloves. Masks are required.

What must be in place before this phase begins:

- Acquire adequate PPE for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.

Phase 4: Restoring Services and Hours

- Phase back toward full staffing. Staff still advised to telecommute for “off desk” work to avoid crowding in staff office space.
- Continued curbside service may impact hours due to staffing availability.
- Soft seating and toys are not available to public. Access to Kids Room play areas may be restricted.
- Computers will be placed in-service/out-of-service to ensure 6 feet distance between users.
- Gradually reintroduce seating at tables for public use.
- Limits on access to children without an adult may continue.
- Wipe down computers with antiseptic wipes after each use.
- Wipe down tables/chairs with EPA-approved disinfectant after each use.
- Reintroduce study rooms for public use if possible with staff needs.
- Cleaning of high touch surfaces at intervals throughout day.
- Wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk.
- Home Delivery and Satellite Stacks deliveries resume on a “no contact” basis, as allowed by the individual or organization, such as drop off on porch or in other covered area and pick up of returns.
- Staff may wear gloves. Masks are required.

What must be in place before this phase begins:

- Create plan for staff monitoring and enforcing social distancing for people moving around library, especially children/teens.

Phase 5: Bridge to New Normal

- Gradually relax social distancing and use of non-medical masks, as advised by public health officials.
- Most seating returns to public areas.
- Use of Meeting and Conference Rooms by the public returns when rooms are no longer needed for storage of furniture, staff work spaces, etc.
- Phase back to full on-desk staffing.
- Toys and play areas are not available for use.
- Staff must wear masks in the public areas of the Kids Room and may wear masks or other PPE as they choose in other parts of the building.

What must be in place before this phase begins:

- Create a plan for staff monitoring and enforcing mask use in the Kid's Room and at any program for children under the age of 12 or families.

Phase 6: New Normal

- Resume in-person programming for all size gatherings.
- Policies for Phased Reopening Plan no longer in force, including temporary Staff Policies and Procedures for Phased Reopening Plan.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Agenda Item 11

Librarian's Report

Statement in Solidarity with the LGBTQ+ Community

On December 20, 2021, DGPL issued its fifth anti-hate statement, A Statement in Solidarity with the LGBTQ+ Community. This is the first statement created using the framework adopted by the Board of Library Trustees on September 22, 2021. Feedback from the community was overwhelmingly positive, with some very vocal negatives.

Time Off

Thank you for your support during my unexpected and planned time off this month. I appreciate the work-life balance afforded me at DGPL.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Department Reports – November 2021

Administration – Jen Ryjewski

- Held the last (I think) official PIC meeting before we implement our new safety and security model. We discussed current progress on the new model, current patron suspensions, and a new staff wiki.
- Attended a demonstration of the new DGPL staff wiki, including backend and administrative privileges, presented by Assistant Manager of IT, Max Mogavero.
- Attended the Ryan Dowd webinar: Body Odor 2.0 to learn how to compassionately deal with patrons experiencing body odor – blame the clothes!
- Met with the Outreach Team to discuss timeline and important dates leading up to the Job Fair on April 30, 2022.
- Attended the last EDI training with RGW consultants where we reviewed the characteristics of white supremacy and how these characteristics affect us personally as well as our work culture; how to interrogate whiteness; and how to recognize and respond to microaggressions.
- Met with Innovation Team where we shared with the team the brand new Memory Emporium kits—targeted towards caregivers and their patients experiencing dementia and Alzheimer’s—and created a timeline for cataloging, packaging, processing, and eventual rollout.
- Met with IT Manager Paul Regis to discuss timelines for both the Federal and State digital technology grants and to give him the green light to get the projects moving, i.e., buying software and equipment.
- Met with ILA Best Practices Committee to discuss current status of project and review upcoming deadlines.
- Attended de-escalation training with DGPD Officer Sam Glynn.

Adult & Teen Services – Lizzie Matkowski

- Programs in November included: Teen Paper Quilling, Teen Make & Take DIY Journals, SAT Practice Test, Teen Service Project: Letters to Veterans, An Evening with Cathy Park Hong - “Minor Feelings: An Asian American Reckoning, Job Workshop: Are you LinkedIn, Healthy Eating, Potawatomi Traditions, Grab & Go Luminarias, and Richard Wright's Grandson Talks about Wright's Lost Book.
- ATS staff Amanda, Kira, and Van worked with Children’s Librarian Sharon Hrycewicz to organize Pick-a-Palooza. Committee members and other staff picks curators staffed the tables in the lobby throughout the month. As of this writing, we had close to 1,000 entries for the drawings!

- Amanda and Erin did outreach sessions with the DGN Multineeds and Transitions classes.
- ATS staff attended or viewed the final EDI training for 2021.
- The library's social work interns, Brynn and Emily, staffed our first monthly patron donation drive for The Cupboard. It was a huge success!

Children's Services – Allyson Renell

- November was another very busy outreach month in the Kids Room. We presented 25 different outreach events and saw 444 people. Most of these events were outreach storytimes where a staff member visits a preschool or daycare to present a storytime. We visited all of the preschool classrooms at District 58's Grove Preschool (located at Indian Trail and Henry Puffer schools) and all of the classrooms at the Lincoln Center's preschool. We will do more outreach storytimes for these groups in the spring.
- Storytime attendance continued to grow in November, with steady attendance during weekday and weekend storytimes. Based on the success of these storytimes and patron feedback, we plan to start bringing back Toddler and Infant storytimes in January. Our Elementary and Middle School programs during November also had solid attendance and staff continue to plan and prep a variety of activities for this age group.
- Staff have been also busy working on program planning and prep for January and February. Besides bringing back storytimes for younger children, we are also working on bringing back our previously popular drop-in after school programs for elementary age students. Based on feedback we are hearing from parents and patrons, the availability of a vaccine for elementary children may start encouraging even more families to return to in-person library events, and we are planning with this possibility in mind.
- Outreach Coordinator Erin Linsenmeyer and Reference and Technology Coordinator Sharon Hrycewicz both helped with November's Pickapalooza events, staffing giveaway tables and sharing their recommendations.
- The Kid Room is once again partnering with the Downtown Management association on their annual Gingerbread Hunt. We have the scavenger hunt forms available for patrons to pick up and are the location for children to pick up their prizes. We were unable to provide a large storytime this year for the kickoff of the hunt, but we did provide a pick-up discovery bag for the occasion. We gave out 102 bags during the course of the kickoff weekend (November 26-28). The hunt lasts until December 23.

Circulation Services – Christine Lees

- We processed 604 locker holds during November! This is a 111% increase over last month, which is very exciting!

- All staff attended the EDI training with RGW this month and enjoyed hearing the new voice of Ben from RGW. Many staff commented on how they enjoyed hearing Ben's take on EDI.
- We welcomed three new shelvers this month and can finally say we are fully staffed. A huge shout out and thank you to all Circulation Department staff who worked tirelessly during the period of time we were short-staffed.
- Our Circulation Desk received our annual holiday décor. Thank you to JR for his decorating flair – it looks very festive.
- We registered 203 patrons for library cards this month!

Information Technology – Paul Regis

- New Computer Help Desk Associate Curran Cook officially joined the ranks of IT in the beginning of the month.
- IT Manager Paul Regis, Assistant IT Manager Max Mogavero, and Computer Help Desk Supervisor Lauren Cantore Gonzalez met with a rep from TBS to discuss upgrades to a few library services. These include a new, more intuitive wireless printing service, an upgrade to the scan/fax station (with more accessibility options, such as modest translation services and languages), and credit card terminals to test out on two of the cash-only coin boxes.
- Paul began purchasing items as part of the Digital Inclusion for All grant that Assistant Director Jen Ryjewski applied for and won (deservedly so). The purpose of the grant is to help ensure equitable access to technology by all members of the community. This includes laptop kits for productivity and content creation (and include mobile hotspots for internet access) as well as an upgrade to the library's wireless network. Paul will be purchasing whatever he can find in stock with an understanding the bulk of this project will be in early-to-mid 2022.

Public Relations – Cindy Khatri

- Brian Ruane (Marketing Content Coordinator) and his wife Eleanor welcomed their beautiful baby boy! Brian was on leave for a few weeks and will be taking some more time in early 2022.
- Cindy Khatri (PR Manager) worked on preparing two presentations for PLA, one on anti-hate statements and one on the library's podcast, Cover to Cover.
- Cindy and Grace Goodwyn (Graphic Design and Display Coordinator) met with Joseph Standing Bear Schranz from the Midwest SOARRING Foundation to discuss the success of their art exhibit in October. Cindy also planned the next program (storytelling for adults) with Joseph.
- The PR team worked on the January/February issue of Discoveries.
- The PR team researched new wayfinding signage. They ordered new acrylic signage holders for the first floor.
- Cindy presented to the Illinois Library Association's Marketing Roundtable on EDI in communications.

- The PR team attended professional development trainings including the all-staff training by RGW, working with media outlets, and de-escalation training.
- Cindy assisted with the development of the Building Operations Monitor position job description/ad and interview questions.

Access Services – Amy Prechel

Projects and Updates

- The annual renewal invoice for our magazine subscriptions through EBSCO was submitted in November.
- Supply chain distribution problems are affecting our processing in superficial ways. We were unable to acquire the yellow labels that indicate new Adult and Teen items. As a result, we have temporarily switched to white labels. Anticipating that RFID tags will soon be difficult to acquire, we placed an order while our vendor had stock on hand. We may go slightly over our supply budget as a result.
- Department Manager Amy Prechel returned from maternity leave on Monday, November 15! Now that the department is fully staffed, we can resume special projects.
- Michelle Litwin and Amy attended the Innovation Team meeting on November 16. The group is very close to making a memory care collection available.

Inventory and Cataloging

- For ATS collection: added 1368 print items and 296 AV items; discarded 1502 print items and 304 AV items.
- For Kids Room collection: added 1014 print items and 104 AV items; discarded 353 print items and 27 AV items.
 - These statistics include items deleted by SWAN.
- 4 new Binge Boxes and 5 new board games and puzzles were added to the ATS collection. 50 new video games and 12 Math Resource Kits were added to the Kids Room collection in November.
- We created 19 original cataloging records in November.

Reclassification and Repairs

- Repaired 566 ATS and Kids Room books and audiovisual items.
- Reclassified 30 ATS and Kids Room items in November.

Staff Training and Professional Development

- The department logged 18.5 hours of training in November.
- Nora Mastny attended the Swan Cataloging Advisory meeting and a webinar on Trauma-Informed Librarianship and Bibliotherapy on November 4.

- Nora attended the LACONI Technical Services Section program “Using the DDC and WebDewey Effectively” on November 5.
- Nora attended the Staff Social Committee and Person In-Charge meetings on November 9.
- All Access staff attended the RGW Consulting DEI session on macroaggressions on November 11, or will view the recording.
- Nora attended the RAILS Technical Services Networking Group meeting on November 12.
- Amy attended de-escalation training provided by the Downers Grove Police Department on November 16.
- Nora and Amy attended the Diversity, Equity, and Inclusion (DEI) in Metadata Networking Group Kick-Off meeting on November 17.
- Nora and Amy attended the Swan Fireside Chat on November 30.

Facilities Services – Ian Knorr

- Ian reached out to elevator companies that have been contracted through Omnia Partners to get pricing on the elevator modernization project. The companies included are KONE, Schindler, and TKE. All pricing has been received and he will be presenting it to the Board of Trustees at January’s Board meeting.
- Ian met with Hill Mechanical to get competitive pricing on the HVAC maintenance contract. We still have a year left with Hayes Mechanical.
- Ian met with 360 Clean, MSCH, Openworks, and JaniKing to get pricing on custodial services, as our current vendor’s contract expires on January 31, 2022. The signed contract for nighttime cleaning services in 2022 was sent to 360 Clean and they will start on February 1, 2022.
- Ian attended the In-Charge meeting as well as the EDI training with RGW.
- The Downers Grove Police Department came to speak with In-Charge staff about de-escalation and provided us training. This training has also been presented to DG Public Works staff and Village Hall staff.
- Ian attended a webinar given by the College of DuPage on Active Shooter awareness.
- Ian met with Orkin Pest Control to get pricing on monthly pest management services.
- Ian met with Alarm Detection Services to get a quote for 2022 fire device testing. In the past, we have used Affiliated Fire Service for this testing. ADS will be able to provide the same level of service at a lower cost to the library.

November						
Circulation	NOV 21	%	NOV 20	%	NOV 19	%
Checkouts						
Selfchecks	31,140	74.53%	17,850	52%	38,362	75%
Staff desk	10,020	23.98%	16,329	48%	12,913	25%
Lockers	622	1.49%	0		0	
Total checkouts	41,782		34,179		51,275	
Renewals						
Auto Renewal	30,025		32,199		30,314	
Selfchecks	12				15	
Staff desk (incl. phone)	299		225		245	
Patron renewals on website	161		676		720	
Patron renewals on Bookmyne	5				14	
BlueCloud Mobile/Web services (22 & 11)	525		100		0	
Total renewals	31,027		33,200		31,308	
Total item checkout and renewals	72,809		67,379		82,583	
Digital Circulation	11,549		12,414		8,658	
Total Circulation	84,358		79,793		91,241	
Reserves Processed						
Received from ILL	4,286		5,191		5,414	
ILL sent	3,906		4,707		4,417	
OCLC requests processed	168		178		212	
Gate count						
North	15,059		7,241		25,733	
South	9,203		7,835		13,615	
Lockers	622		0		0	
Total	24,884		15,076		39,348	
Curbside Count	0		x		x	
Registrations						
New resident cards	149		93		151	
New fee cards	4		1		3	
Professional Development Hours*	160		6		8	
Cost of Professional Development	\$0		\$0		\$0	
*4 hour EDI training all staff						

Circulation

	Nov 2020	Nov 2021	YTD Totals			
Adult	36,060	36,838	324,397	399,966		
Teen	1,757	1,521	14,437	22,138		
Children	29,562	34,450	267,645	374,442		
Download	12,414	11,549	133,442	132,130	YTD Difference	
Total	79,793	84,358	739,921	928,676	188,755	25.5%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	24,009	65.17%	3,112	8.45%	6,849	18.59%	2,868	7.79%	36,838
Teen	1,448	95.20%	49	3.22%	12	0.79%	12	0.79%	1,521
Children	29,816	86.55%	1,212	3.52%	2,365	6.87%	1,057	3.07%	34,450
Total	55,273	75.92%	4,373	6.01%	9,226	12.67%	3,937	5.41%	72,809

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,621	76.02%	15,222	9.67%	15,635	9.94%	6,872	4.37%	157,350
Children	78,721	86.28%	2,846	3.12%	7,667	8.40%	2,009	2.20%	91,243
Total	198,342	79.79%	18,068	7.27%	23,302	9.37%	8,881	3.57%	248,593

Book Collection

	Nov 2020	Nov 2021	YTD Totals		YTD Difference	
Adult	119,911	119,621				
Children	80,125	78,721				
Total	200,036	198,342	200,036	198,342	-1,694	-0.8%

Audio Collection

	Nov 2020	Nov 2021	YTD Totals		YTD Difference	
Adult	15,450	15,222				
Children	2,742	2,846				
Total	18,192	18,068	18,192	18,068	-124	-0.7%

Video Collection

	Nov 2020	Nov 2021	YTD Totals		YTD Difference	
Adult	16,101	15,635				
Children	8,140	7,667				
Total	24,241	23,302	24,241	23,302	-939	-3.9%

Miscellaneous Collection

	Nov 2020	Nov 2021	YTD Totals		YTD Difference	
Adult	6,777	6,872				
Children	2,002	2,009				
Total	8,779	8,881	8,779	8,881	102	1.2%

Statistics for November 2021 (FY Jan-Dec)

Rooms & Spaces

	Nov 2020	Nov 2021				
Community Use of Rooms	0	819				
<i>Meeting, Conference, Study Rooms</i>						
Community Use of Spaces	0	67				
<i>Media Lab, STEM Room, Teen Gaming</i>						
Rooms and Spaces Total	0	886	YTD Totals	3,447	3,991	YTD Difference 544 15.8%

Programs Offered

	Nov 2020	Nov 2021				
Library Programs Offered						
Adult	6	20				
Teen	0	6				
Children	0	23				
Outreach Programs Offered						
Adult	0	11				
Teen	0	2				
Children	0	26				
Passive Programs Offered						
Adult	12	14				
Teen	7	8				
Children	26	5	YTD Totals	638	839	YTD Difference 201 31.5%
Programs Offered Total	51	115				

Program Attendance

	Nov 2020	Nov 2021				
Library Program Attendance						
Adult	85	164				
Teen	0	22				
Children	0	457				
Outreach Program Attendance						
Adult	0	807				
Teen	0	19				
Children	0	444				
Passive Program Attendance						
Adult	113	323				
Teen	198	170				
Children	837	178	YTD Totals	18,114	23,624	YTD Difference 5,510 30.4%
Program Attendance Total	1,233	2,584				
Virtual Program Hours Viewed	28	0		334	1,405	

Statistics for November 2021 (FY Jan-Dec)

Visits

	Nov 2020	Nov 2021				
Gate Count	15,076	24,262				
Curbside Pickup	3,554	0				
Locker Pickup	0	622	YTD Totals		YTD Difference	
Total Library Visits	18,630	24,884	181,883	247,989	66,106	36.3%

One-on-Ones

	Nov 2020	Nov 2021				
Book-a-Tech	22	18				
Notary	3	29	YTD Totals		YTD Difference	
Total	25	47	332	371	39	11.7%

Computer User Sessions

	Nov 2020	Nov 2021				
Adult	677	1,544				
Children	0	279	YTD Totals		YTD Difference	
Total	677	1,823	15,481	15,882	401	2.6%
Wireless Sessions	34	983	6,410	7,302	892	13.9%

Website Views

	Nov 2020	Nov 2021	YTD Totals		YTD Difference	
Total Views	23,609	22,080	185,339	291,593	106,254	57.3%

Printing Services

	Nov 2021				
Poster	2				
3D	14	YTD Totals			
Total Prints	16			140	

The Cupboard

	Nov 2021	YTD Totals
Donations Received	1,573	13,778

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JANUARY 26, 2022**

Department Reports – December 2021

Administration – Jen Ryjewski

- Attended two Ryan Dowd webinars: 1) Too Many Bags: how to address someone bringing in too much stuff. He shared the reasons why people have so much stuff and why we need to be empathetic, and how to draft a personal belongings policy; 2) Hoarding: how to help someone not get evicted. Ryan shared the psychology behind hoarding and how to gently handle people with hoarding tendencies.
- Attended RAILS webinar: Cultural Competence, which discussed culture, cultural humility, and identity and how to increase awareness of ourselves and our interactions with colleagues and the individuals in the community we serve.
- Attended one-on-one Narcan training with Building Operations Manager Ian Knorr and learned how to identify and respond to an opioid overdose and administer Narcan with confidence.
- Attended RAILS webinar: Implicit Bias, which taught the common definition of implicit bias and how to be more cognizant of our own implicit biases and how to disrupt them.
- Met with Programming team to finalize Winter Bingo reading program, review the Heritage/Holiday Programming calendar; solidify plans for National Library Week and Juneteenth celebrations, and lots of other stuff.
- Met with DGPL Friends of Library where we discussed the future of Adventures in Travel and the possibility of a single day Pop-Up Book Sale to coincide with the DG downtown sidewalk sale in July.
- Wrote an article for the ILA Reporter on how the ILA Best Practices Committee crafted their Land Acknowledgment.
- Met with IT Manager Paul Regis to discuss progress on the equipment purchases for both the Federal and State digital technology grants for the quarterly State grant report.
- Worked on a special project and writing assignment for Library Director Julie Milavec.

Adult & Teen Services – Lizzie Matkowski

- Programs included: Concert: Holiday Treasures; Winter Showcase: Garfield Conservatory; Grab & Go New Year's Eve; Make & Take Mini Book Globe; Maker Monday Stocking Cap Ornaments; Digging for Clues with Cemetery Research; Hot Cocoa String Art; Create Like: Jessi Raulet; Teen Service Project: Fleece Hats; Next Chapter Book Club

- Van McGary started her new role as the department's first Assistant Manager!
- At the end of December, Librarian Karen Neal retired after 35 years with the library! Congratulations!
- Van along with Cindy from PR, recorded the PLA Podcast: “Anti-Hate Statements: An Inclusive Way to Support Community Members.”
- The final numbers for Pick-a-Palooza 2021 were: 970 Total Entries, 449 Unique Entries.

Children’s Services – Allyson Renell

- The Kids Room stayed busy during December, providing a variety of different programs for our patrons. We continued weekday and weekend storytimes and presented programs about polar bears, fossils, Candy Sushi, and more. We even held our first-since-the-pandemic program for infants and toddlers called Music Makers. During the school's holiday break we saw an increase in foot traffic as children and families grabbed books and materials to keep themselves busy.
- During the week of December 6, Outreach Coordinator Erin Linsenmeyer participated in Indian Trail school's Hour of Code. Over the course of the week, she visited each 6th grade class and shared two different coding-based activities. One activity was using a manipulative called Turing Tumble – a game that helps teach basic algorithms. She also brought binary bracelets, a craft activity that helps to teach about binary computer language. Altogether, she shared these activities with 120 students.
- During our December staff meeting, Kids Room staff discussed the webinar Early Childhood Expertise Beyond Libraryland: Reading Life Between the Lines: Using Children's Literature for Tough Conversations about Diversity. This webinar discussed how to better use diverse materials in programming and how to increase our own cultural competencies to better serve our patrons. We had a great discussion and brainstorming session. Afterwards, we spent the second half of our meeting having our annual holiday celebration.
- To help celebrate the passing of 2021 and the start of 2022, the Kids Room provided New Year's Eve Discovery Bags. We gave out 132 bags altogether, targeted at preschool children and elementary school children.

Circulation Services – Christine Lees

- In December, we filled 833 locker holds, a 25% increase over last month. The additional bay of lockers that has larger lockers is wrapped and ready to be installed as soon as we get the install date from Murphy Solutions.
- Our annual circulation came in at 1,013,290 this year. It was great to break over a million annual circs again!
- Sandy Feuille and Christine Lees attended the Narcan training with Ian Knorr. The training was excellent and we are happy to have this life saving option at the library if it is ever needed.

- Circulation staff worked on creating our goals for 2022. A copy is below:
 - Patron Service
 - We will provide stellar patron service to all internal and external patrons.
 - Be forgiving to patrons, co-workers, and ourselves.
 - Make personal and professional wellness a priority so we can serve ourselves and others at the high caliber our patrons have come to expect.
 - Before stating a complaint ask yourself, “What did I do to make this situation better?”
 - Continue to learn and grow in our EDI work and knowledge. Respect all.
 - Lead with kindness and walk away when you cannot.
 - Try to locate the good in every situation and interaction.
 - Accuracy
 - We will strive for 100% accuracy on registration forms, shelving tests, filing holds and shelving materials.
 - The shelving supervisor will perform periodic cart checks throughout the year. QSA assessment will be held once each quarter with a goal of 95% accuracy.
 - The Supervisory and Management Team will provide monthly feedback on accuracy goals to the team by sharing error rate percentages on library card applications at every department meeting.
 - Staff will be up to date on all department policies and procedures and will make themselves familiar with where to find information on library events. We will promote and participate in cross-training whenever possible.
 - Expand Knowledge
 - We will remain active team members at the library. We will attend meetings and participate in committees both inside and outside of the library.
 - We will attend all department meetings, SOS meetings, and review recordings from each meeting and seek clarification if needed.
 - Every Circulation staff member will participate in either a webinar, library-wide committee, library program, in-house training, or similar during 2022. Additionally, each staff member will participate in a SWAN Workflows or Aspen training session during the year.

- Staff will seek online training via Universal Class or similar on a topic that interests them and share their findings with the department.
- Staff will take one hour each month to review our website during a scheduled shift.

Information Technology – Paul Regis

- IT Manager Paul Regis, Adult Program Coordinator Karen Bonarek, Technology Instructor Annie Jagielski, and Assistant IT Manager Max Mogavero met early in the month to discuss hybrid programs and classes. They went over some of the limitations with doing hybrid events (allowing in-person attendance as well as streaming it virtually) as well as the general lack of demand for them. There was also some uncertainty over the effect that new COVID variants and cases might have on in-person programming.
- While supply shortages for electronics has been ongoing, IT has been able to work around them for the most part. However, low stock and backorders finally affected plans in December. Mobile hotspots for additional laptop kits have been backordered for months. New scan/fax station components will not be in stock until mid-to-late January. These items have ordered/reserved.
- December was slow for IT, as many staff used up vacation time towards the end of the year. Nonetheless, the library offered three computer classes in December with 37 total attendees.

Public Relations – Cindy Khatri

- Cindy Khatri, PR Manager, assisted Ian Knorr, Building Operations Director, with interviews for the Building Operations Monitor positions.
- Cindy and Van McGary, ATS Assistant Manager, submitted an article, Land Acknowledgments: A Mindful Approach to the ILA Reporter for its March issue. They were requested to write a sidebar, titled Land Acknowledgment Statements Statewide, to provide further context.
- Cindy, Van, Lauren Gonzalez, Computer Help Desk Supervisor, and Ed Bromiel, Media Lab Coordinator, submitted their presentation slideshows for PLA. Presentations are titled Anti-Hate Statements: An Inclusive Way to Support Community Members and Using a Library Podcast to Build Empathy in the Community.
- The February Organization of the Month, Food Rescue, US - Willowbrook, visited the library to discuss promotion in February and to learn about the Cupboard. They are now partnering with the library to provide additional shelf-stable food and toiletries for the Cupboard and dropped off their first donation at the end of the month!
- Vinyl was installed on the last bay of lockers.

- Cindy and Van wrote the most recent Anti-Hate Statement in solidarity with the LGBTQ+ community and the PR team distributed it via numerous channels.
- The PR team finished developing and distributing the first issue of Discoveries for 2022 a bit early so it would hit homes prior to the holidays.
- The PR team had a holly jolly holiday party to celebrate the end of the year together.

Access Services – Amy Prechel

Projects and Updates

- The Access Department cataloged and processed the Innovation Team's memory care collection in December. We anticipate the collection being available to patrons in early January.
- Amy met with Lizzie in ATS on December 16 to discuss disc cleaning and repair workflows.
- Many staff members took time off to enjoy the holiday season.

Inventory and Cataloging

- For ATS collection: added 1115 print items and 221 AV items; discarded 2162 print items and 61 AV items.
- For Kids Room collection: added 824 print items and 219 AV items; discarded 1363 print items and 149 AV items.
 - These statistics include items deleted by SWAN.
- We added 33 Kids Room puzzles, an ATS book discussion bag, and 15 Local Author items to the collection in December.
- We created 69 original cataloging records in December.

Reclassification and Repairs

- Repaired 364 ATS and Kids Room books and audiovisual items.
- Reclassified 188 ATS and Kids Room items in December.

Staff Training and Professional Development

- The department logged 12.5 hours of training in December.
- Nora attended #CriticalConversationsInLIS with Cyndee Landrum, RAILS's Cultural Competence & Microaggressions webinars, and "Combating Workplace Injustice in Public Libraries and the Importance of Diversifying Collections" in December.
- Amy attended RAILS Implicit Bias training on December 7.
- Amy attended the Swan Aspen office hours on Monday, December 13.
- All Access staff attended a department meeting and annual holiday party on Tuesday, December 14.

- On December 16, Amy received training from Ian Knorr and watched the DNP training video on how to administer Narcan (naloxone) in the event of an opioid overdose emergency at the library.
- Maria Patascil and Claire Ong showed Van McGary in ATS how the disc repair machine works on Tuesday, December 21.
- Amy did some notary shadowing and performed her first notarizations for patrons on December 30.

Building Operations – Ian Knorr

- PR Manager Cindy Khatri and Ian conducted phone interviews with potential candidates for the Building Operations Monitor positions. Circulation Supervisor Tricia Thompson and Ian had one in-person interview with a candidate, Andrew Thing. Andrew was offered the position on December 8 and officially started on December 27. Ian will continue to update on his progress and training.
- Ian attended the Safety Team meeting with staff where we discussed the results of the physical security assessment that was performed by Safety Team members. This assessment looked at the physical security in the library such as cameras, doors, outdoor conditions, lighting, building access, and access control measures. As a result of the team's findings and research, changes were made to improve exterior lighting in the garden walk and at the employee entrance, the trimming of overgrown trees and shrubs that blocked views, and possible additional camera placements. Other topics included the addition of having Narcan in the library in case of an opioid overdose.
- John Martin investigated the DuPage County Health departments Narcan program and put Ian in touch with the appropriate person. Ian completed the DuPage County Health Departments required train the trainer program and will have training sessions in January for all staff that are willing to assist in an opioid overdose emergency. Currently, all managers have been trained on how to identify an overdose and administer Narcan.
- Orkin pest control has been brought in as a vendor and will make visits monthly checking pest activity areas and treating areas as needed.
- Nelson Fire Protection performed our annual fire sprinkler inspection. We passed and no issues were found at the time of inspection.
- Stanley Automated Doors was out to identify a closing issue with the Forest ADA sliding door. The door is old and parts are obsolete. Replacement motor and sensors have been ordered and will be installed at no charge as part of our maintenance contract.

December						
Circulation	DEC 21		DEC 20		%	
Checkouts						
Selfchecks	29,585	70.82%	410	2%	35,307	74%
Staff desk	11,354	27.18%	20,352	98%	12,689	26%
Lockers	833	1.99%	0		0	
Total checkouts	41,772		20,762		47,996	
Renewals						
Auto-renewal	30,066		27,325		31,138	
Selfchecks	3		0		10	
Staff desk (incl. phone)	587		250		367	
Patron renewals on website	134		698		797	
Patron renewals on BookMyne	0		0		24	
BlueCloud Mobile/Web services (22 & 11)	537		159			
Total renewals	31,327		28,432		32,336	
Total item checkout and renewals	73,099		49,194		80,332	
Digital Circulation	11,515		12,404		8,648	
Total Circulation	84,614		61,598		88,980	
Reserves Processed						
Received from ILL	4,625		6,225		4,785	
ILL sent	3,822		5,854		4,066	
OCLC requests processed	182		182		231	
Gate count						
North Building	14,387		1,390		24,383	
South	9,002		10,664		13,115	
Lockers	833		0		0	
Total	24,222		12,054		37,498	
Curbside Count	0		x		x	
Registrations						
New resident cards	107		77		131	
New fee cards	5		4		5	
Professional Development Hours	20		10		7	
Cost of Professional Development	\$0		\$0		\$0	

YTD Circulation			
DGPL 3-YEAR COMPARISON			
	2021	2020	2019
January	53,666	95,465	94,964
February	74,506	89,163	94,406
March	85,264	55,785	103,490
April	81,529	14,270	96,541
May	82,597	18,328	94,132
June	94,451	68,843	102,511
July	103,177	67,585	114,341
August	94,105	76,094	104,605
September	86,925	82,758	95,974
October	88,098	91,850	95,848
November	84,358	79,793	91,241
December	84,614	61,598	88,980
	1,013,290	801,532	1,177,033

Circulation

	Dec 2020	Dec 2021	YTD Totals			
Adult	27,045	37,783	351,442	437,749		
Teen	1,573	1,575	16,010	23,713		
Children	20,576	33,741	288,221	408,183		
Download	12,404	11,515	145,846	143,645	YTD Difference	
Total	61,598	84,614	801,519	1,013,290	211,771	26.4%

Circulation - By Item

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	24,766	65.55%	2,716	7.19%	7,256	19.20%	3,045	8.06%	37,783
Teen	1,528	97.02%	22	1.40%	11	0.70%	14	0.89%	1,575
Children	28,750	85.21%	1,136	3.37%	2,670	7.91%	1,185	3.51%	33,741
Total	55,044	75.30%	3,874	5.30%	9,937	13.59%	4,244	5.81%	73,099

Collection - All Items

	<u>Books</u>		<u>Audio</u>		<u>Video</u>		<u>Misc.</u>		Total
Adult	119,118	76.13%	15,277	9.76%	15,745	10.06%	6,328	4.04%	156,468
Children	78,258	86.18%	2,847	3.14%	7,726	8.51%	1,972	2.17%	90,803
Total	197,376	79.82%	18,124	7.33%	23,471	9.49%	8,300	3.36%	247,271

Book Collection

	Dec 2020	Dec 2021	YTD Totals		YTD Difference	
Adult	119,654	119,118				
Children	79,762	78,258				
Total	199,416	197,376	199,416	197,376	-2,040	-1.0%

Audio Collection

	Dec 2020	Dec 2021	YTD Totals		YTD Difference	
Adult	15,416	15,277				
Children	2,768	2,847				
Total	18,184	18,124	18,184	18,124	-60	-0.3%

Video Collection

	Dec 2020	Dec 2021	YTD Totals		YTD Difference	
Adult	16,207	15,745				
Children	8,270	7,726				
Total	24,477	23,471	24,477	23,471	-1,006	-4.1%

Miscellaneous Collection

	Dec 2020	Dec 2021	YTD Totals		YTD Difference	
Adult	6,572	6,328				
Children	1,933	1,972				
Total	8,505	8,300	8,505	8,300	-205	-2.4%

Statistics for December 2021 (FY Jan-Dec)

Rooms & Spaces

	Dec 2020	Dec 2021				
Community Use of Rooms <i>Meeting, Conference, Study Rooms</i>	0	736				
Community Use of Spaces <i>Media Lab, STEM Room, Teen Gaming</i>	0	68				
Rooms and Spaces Total	0	804	3,447	4,795	1,348	39.1%

Programs Offered

	Dec 2020	Dec 2021				
Library Programs Offered						
Adult	3	8				
Teen	0	4				
Children	0	21				
Outreach Programs Offered						
Adult	3	5				
Teen	0	2				
Children	0	8				
Passive Programs Offered						
Adult	16	10				
Teen	8	8				
Children	16	4				
Programs Offered Total	46	70	684	909	225	32.9%

Program Attendance

	Dec 2020	Dec 2021				
Library Program Attendance						
Adult	79	103				
Teen	0	14				
Children	0	341				
Outreach Program Attendance						
Adult	261	198				
Teen	0	17				
Children	0	200				
Passive Program Attendance						
Adult	731	967				
Teen	252	239				
Children	651	307				
Program Attendance Total	1,974	2,386	20,088	26,010	5,922	29.5%
Virtual Program Hours Viewed	116	68	450	1,473		

Statistics for December 2021 (FY Jan-Dec)

Visits

	Dec 2020	Dec 2021				
Gate Count	0	23,389				
Curbside Pickup	6,998	0				
Locker Pickup	0	833	YTD Totals		YTD Difference	
Total Library Visits	6,998	24,222	188,881	272,211	83,330	44.1%

One-on-Ones

	Dec 2020	Dec 2021				
Book-a-Tech	7	22				
Notary	4	22	YTD Totals		YTD Difference	
Total	11	44	343	415	72	21.0%

Computer User Sessions

	Dec 2020	Dec 2021				
Adult	1	1,404				
Children	0	462	YTD Totals		YTD Difference	
Total	1	1,866	15,482	17,748	2,266	14.6%
Wireless Sessions	50	879	6,460	8,181		

Website Views

	Dec 2020	Dec 2021	YTD Totals		YTD Difference	
Total Views	23,743	38,949	209,082	330,542	121,460	58.1%

Printing Services

	Dec 2021		
Poster	0		
3D	5	YTD Totals	
Total Prints	5	145	

The Cupboard

	Dec 2021	YTD Totals
Donations Received	5,052	18,830