



**LAKE FOREST LIBRARY BOARD OF TRUSTEES**  
**Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045**  
**Kasian Room, Lower Level**  
**Tuesday, May 21, 2024, 6:30 pm**  
**Regular Meeting**

The Lake Forest Library provides members of the public present at the meetings with an opportunity to participate in the meeting. No prior registration is necessary. The meeting agenda and materials are available on the Library website. The meeting's minutes are available on the Library website after they are approved by the Library Board of Trustees. Current and past meeting information, including recordings, is available at: [Board Meetings & Minutes | Lake Forest Library](#)

**Agenda**

1. Welcome and Call to Order
2. Roll Call
3. President's Remarks
4. Call for Additions to the Agenda
5. Opportunity for the Public to Address the Board
6. Correspondence Report and Patron Comments
7. Presentations
  - a. Teen Services – Emmy Neal
8. Consent Agenda (omnibus vote on matters 8(a) - 8(c)):
  - a. Approve May 21, 2024 Agenda
  - b. Approve April 16, 2024 Regular Meeting Minutes
  - c. Approve April 2024 Financial Report
9. Building Committee:
  - a. Return Pump and Condensate Pump Replacement – **Update**
  - b. Exterior Courtyards Restoration Phase 1 - **Update**
  - c. Existing Elevator Upgrade - **ACTION**
  - d. HVAC controls/building automation system – **ACTION**
10. Nominating Committee Report - Election of 2024-2025 Officers - **ACTION**
11. New Vending Machine at West Train Station - **ACTION**
12. Library Committees
13. Library Operations Report
14. Executive Session pursuant to 5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
15. Approval of actions recommended in Executive Session.
16. Unfinished Business
17. New Business
18. Adjournment.

**Upcoming Meetings: Regular Board: June 18, 2024.**

Special meetings may be called at any time with proper notice pursuant to the Library's bylaws. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meetings or the facilities are requested to contact the Library Director at 847.810.4602 promptly to allow the Library to make reasonable accommodations.

### **PUBLIC COMMENT AT BOARD MEETINGS POLICY**

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, "any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2.06(g).

The Board of Trustees welcomes public participation. This policy provides the following rules and guidelines for public participation at its meetings.

Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments are permitted during the time designated on the Board of Trustees meeting agenda, unless otherwise directed by the Board President.

The Board President determines the order in which speakers will be recognized.

When recognized by the Board President, the speaker should begin by stating his or her name and address.

Public comments will ordinarily be limited to three (3) minutes per speaker. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.

Members of the public will not be allowed to speak a second time until all members of the public who wish to speak have been allowed to do so. The Board President will determine whether second public comments will be permitted, and if so, the appropriate amount of time for public discussion, and will end public comment at his/her discretion.

Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted.

A copy of these guidelines will be placed next to the sign-in sheet made available to members of the public at the entrance to board meetings.

Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.

Minutes are a summary of the board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the board will be included in the library's files rather than in the minutes. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines. *(Approved by the Library Board of Trustees January 9, 2018.)*

## SELECTED PATRON COMMENTS APRIL 2024

- Theo Patel, 5 years old. He came to the Library after reading 900 books for the 1,000 Books Before Kindergarten. I see Theo once a month at First Presbyterian Preschool. Theo came up to the desk and did the movement that I share every month with the kids:

My hands say thank you with a clap, clap, clap.  
My feet say thank you with a tap, tap, tap.  
Hands clap.  
Feet tap.  
Turn myself and wave goodbye!

Heartwarming! Lorie

- Dad commented on how good Wendy was with Family Storytime, said daughter was captivated.
- I worked with Ming in the Media Lab and she was so helpful. I don't think I could have figured out half the things she showed me on my own. I will definitely be coming back for more assistance from her. I haven't been to the library in a long time but you have so many great things going on that I'll be back for more!
- I am grateful for the Library! I am especially grateful for the adult books that are in the Children's Library. I cannot get upstairs to find books for myself. I wanted gardening books, and found two on the yellow cart!
- A patron asked if we had a copy of *Ender's Game* by Orson Scott Card on the shelf. He explained that he was on an extended layover from Denver and wasn't able to read the last 2 chapters before he left. He was thrilled we had copies and that he could sit and finish his book in the Reading Room.
- You recommended a bunch of picture books for us last week, and we have loved them. *Bob Not Bob* is his favorite, we read it three times a day! He loved *Chez Bob* too but *Bob Not Bob*—he just loves it.
- From a LinkedIn Social Post on the Remisoff Murals History program with Jan Gibson going Live on the Library YouTube Channel: "Jan is a wealth of information on so many things! Can't wait to hear her perspective!"
- Instagram Social Post on the sharing of the Christie Tate Author event video now available on the Library YouTube Channel: "Such a great conversation!"
- We are excited to partner with you again, Lorie! Thank you so much! Laura Calvert, Executive Director Elawa Farm Foundation.

- Murals look gorgeous!
- Murals are so vibrant! They did a wonderful job!!
- Murals look so beautiful--never noticed them before!
- This is my favorite library! - A college student impressed with the architecture.
- My daughter and her friends have started their own book group and use the Children's Book Club collection to guide their discussion. They love it!
- Took his SAT this week and it went really well! The practice tests we went over online (during the SAT, ACT, & AP Test Study Resources program) were a big help to prepare for it.
- Do you still have the paperback giveaways at the train station. I really liked that.
- Patron came in to pick up hold from grab and go holds shelf: "It's so nice that you do this rather than me having to look around for the books myself. Thank you!"
- Beyond Words newsletter is out of this world! What a great improvement.
- The library staff made watching the eclipse very fun!
- Solar Eclipse thank you post to the community for coming out: Compass Financial Partners sent "Thank you for the glasses, Lake Forest Library!" along with a photo of them on top of their building roof watching the Solar Eclipse.
- Lorie, you are a ROCKSTAR. Thank you 💖 Emily Van Bel

\*\*\*\*\*

## **LAKE FOREST LIBRARY BOARD OF TRUSTEES**

360 East Deerpath Road, Lake Forest, IL 60045

Tuesday, April 16, 2024

Regular Meeting Minutes

### CALL TO ORDER

President Jim Clifton welcomed all and called the meeting to order on April 16, at 6:30 p.m. in the Kasian Room, Lake Forest Library.

### ROLL CALL

Trustees present: Jim Clifton, JoAnn Desmond, Josh Jackson (arrived 6:35 pm), John F. Johnson, Bob Shaw (remote), Sue Shattock (remote), Vince Sparrow, Heather Strong, Emily Van Bel. A quorum was present.

Library Staff present: Ishwar Laxminarayan, Executive Director, Heidi Krueger, Director of Patron Services, Jim Lee, Facilities Manager, Sameer Notta, Finance Officer, Lorie Rohrer, Head of Youth Services, Kate Buckardt, Head of Adult Services, Joy Schmoll, Head of Communications. Present for staff presentations were Tori Sergel, Head of Circulation and Choosri Goebel, Assistant Head of Circulation.

### PRESIDENT'S REMARKS

President Clifton noted that this is the last meeting of FY 2024, a week after National Library Week which celebrates our nation's libraries and workers. He thanked our extraordinary staff for their devoted service to our community. Tonight's meeting includes discussion of the FY 2025 Budget and new Strategic Plan, central to the immediate and longer-term future of the library.

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

### CALL FOR ADDITIONS TO THE AGENDA

None.

### CORRESPONDENCE REPORT AND PATRON COMMENTS

Executive Director Laxminarayan shared that patrons had described the Library as warm and welcoming, and there were kudos for the recent completion of the mural restoration. There was positive feedback on the newsletter re-design, as well as the new storytime schedule, which Lorie Rohrer, Head of Youth Services explained. The Library offers 6 weeks of storytime each season focusing on one age group. There is now going to be a special storytime for families every Thursday at 10am.

### SPECIAL PRESENTATIONS

Jan Gibson, former President of the Board of Trustees and current Grants Committee Chair at the Friends of Lake Forest Library (FOLFL) shared that there had been a good turnout for the presentation of the restored murals on April 14. She also shared that the FOLFL had approved \$89,750 in grants for programs to the Library for FY2025. The Friends contributed \$260,000 for

the now completed Remisoff murals restoration, and another \$4,700 for the restoration of four art pieces in the Library's extensive art collection.

#### NEW STAFF INTRODUCTIONS AND PRESENTATION

Lorie Rohrer introduced new Children's Librarian Wendy Bering who knows and loves the Library having had family in Lake Forest. Dylan Eldridge was promoted from shelving in the Children's Department to Circulation Assistant upstairs, and Julie Arsenault has recently joined as Circulation Assistant in the Children's Department, a Lake Forest resident who wanted to return to work after bringing her kids here when they were small.

Technical Services Assistants Amy Begoun and Lynn Krambeer described their roles, which are making sure that books and other materials efficiently get to the shelves so patrons can find and borrow them. Amy is the first point of entry, and she inspects each item and then repairs or replaces them. She also ensures that acquisitions are ordered promptly and entered correctly in the database. After Technical Services, materials move to Lynn, who catalogues all of them. Last year this was more than 11,000 items. When items are removed from the database they are donated (e.g. Salvation Army), or to resellers of used books (Better World Books).

#### APPROVAL OF THE CONSENT AGENDA

Trustee Sparrow made a motion, seconded by Trustee Desmond, to approve the Consent Agenda (omnibus vote of matters 8(a) - 8(f):

- a. Approve April 16 Agenda
- b. Approve March 19, 2024 Regular Meeting Minutes
- c. Approve March 2024 Financial Report
- d. Approve Jan 9, 2024 Finance Committee Meeting Minutes
- e. Approve March 5, 2024 Finance Committee Meeting Minutes
- f. Approve April 9, 2024 Finance Committee Meeting Minutes

#### BUILDING COMMITTEE

Facilities Manager Jim Lee noted that he had received 2 bids for the Boiler Pumps, and more information was coming for the HVAC Controls. The boiler pumps (Return Pump and Condensate Pump replacement) have a lead time of 8-10 weeks,. Anchor Mechanical's bid was significantly less than Hill Mechanical's and gives the Library an opportunity to work with additional suppliers.

Trustee Strong made a motion to award the job to Anchor Mechanical for \$78,300, with an additional \$15,000 quoted if work needs to be done at night. The motion passed unanimously.

#### STRATEGIC PLAN

Trustees Jackson and Shaw reminded Trustees that the plan has been fine-tuned for some time by the staff and represents the strategic priorities identified last year and learnings from the City's Community Survey conducted last summer. This document is an action plan, and progress will be measured and reported against the plan over time.

Trustee Johnson pointed out that while accessibility is understood to be crucial, the goal to reach ADA compliance is not expressly addressed and could easily be added to Strategic Priority 2, item # 3 mentioning the elevator and other areas for improvement. Further, Trustee Johnson urged the staff to add the names of the community partners we have long worked with and will continue to do so in the future. Organization names would be added to the Appendix in the Community Profile.

Trustee Johnson moved to approve the Strategic Plan for 2024-2027 with the two amendments as suggested, seconded by Trustee Desmond. Motion passed unanimously on a voice vote.

### FINANCE COMMITTEE

Executive Director Laxminarayan reviewed the 2025 FY Budget and emphasized that it also supports the new Strategic Plan. It includes increased funds for maintenance and capital expenditures for ADA compliance and other interior updates and exterior work on public spaces. Other priorities include consulting for Human Resources support, increased programming, and \$100,000 toward implementation of key strategic initiatives. These are all initiatives the public has long asked for and staff has recognized are needed. Coming on the heels of the dome completion and mural restoration, the Library is at a transformative moment. President Clifton is energized by the budget as it represents much-needed investment in the Library and expects the coming year to be an exciting one. The budget demonstrates the Library's commitment to investing in its people, programming and building.

Trustee Johnson made a motion, seconded by Trustee Desmond to approve the budget as presented. The motion passed unanimously.

### NON-RESIDENT LIBRARY CARD

Trustee Jackson made a motion, seconded by Trustee Sparrow, to approve a non-resident fee of \$800.11 which is commensurate with what residents pay. Lake Forest College students get free cards when class is in session. So far there have been no purchases. The motion passed unanimously.

### COMMERCIAL LANDSCAPE MANAGEMENT AGREEMENT

Trustee Desmond made a motion, seconded by Trustee Johnson, to approve the contract with Mariani Landscaping, at a cost of \$16,004.24 for the year, a moderate increase over last FY. The motion passed unanimously.

### LIBRARY INSURANCE RENEWAL

Trustee Johnson made a motion, seconded by Trustee Jackson, to approve the renewal of the Library's insurance policy with Hill & Stone at a cost of \$56,680, which is about a 12% increase over last year. Last year the policy was put out to bid and it was very hard to find providers willing to provide coverage given the age of the building and the many entities involved (property, liability, Trustees, FOLF, workers compensation, etc). This year's increase is moderate given pricing in the insurance market at present. The motion passed unanimously.

### OPERATIONS REPORT

The Library will enhance its relationship with Lake Forest College through a three-part series the two organizations will present in the fall that explores the evolution of Artificial Intelligence and its profound impact on our lives, led by Chad Clark, Head of Digital and Innovation Services.

Tonight's meeting is the last for Sameer Notta, Finance Officer, since he will be leaving the Lake Forest Library to assume a larger role at the Evanston Public Library. The Library and the Board are grateful for Sameer's work since June 2021, supporting us in our daily operations and ensuring that Library Administration and the Board of Trustees have all the information they need to support major financial decisions. His last day will be Friday, May 3.

#### EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Evaluation of Executive Director Laxminarayan is underway, with the Director completing his self-evaluation form, which will then be sent to Trustees along with an electronic evaluation form for each Trustee to complete around April 26. The evaluation will be discussed in a closed session at the May 21 general meeting.

#### UNFINISHED BUSINESS

None

#### NEW OFFICER SLATE

Trustee Johnson has been in conversation with Trustees and will present the slate of officers at the next meeting.

Trustee Desmond made a motion, seconded by Trustee Johnson to adjourn the meeting at 8:44 pm.

---

Sue Shattock, Secretary, submitted for approval by the Board on May 21, 2024

Next Meeting May 21, 2024





## FY2024 Revenue & Expenditure Statement

For the YTD April - 2024

Revenues	YTD	Budget	Budget Realized
Tax Based	4,739,540	4,631,204	102%
Non-Tax-Based	120,221	68,000	177%
Gifts & Grants	47,507	1,000	4751%
Library Generated	480,196	131,750	364%
<b>Total Revenues</b>	<b>\$5,387,463</b>	<b>4,831,954</b>	<b>111%</b>

Expenses	YTD	Budget	Budget Utilized
Salary & Wages	1,810,604	2,192,658	83%
Benefits	564,279	878,897	64%
Library Materials	624,801	657,000	95%
Other Expenses	493,804	642,900	77%
<i>Special Projects</i>	-	35,000	0%
<i>Contractual Services Library****</i>	277,164	329,000	84%
<i>Other***</i>	216,639	278,900	78%
<b>Building &amp; Grounds</b>	<b>228,908</b>	<b>304,500</b>	<b>75%</b>
<i>Contractual Services Building****</i>	9,777	25,000	39%
<b>Capital Improvement***</b>	<b>1,099,125</b>	<b>1,090,000</b>	<b>101%</b>
<i>Dome Project*</i>	674,800	626,000	108%
<i>Murals Restoration**</i>	260,000		
<b>Total Expenses</b>	<b>4,821,521</b>	<b>5,765,955</b>	<b>84%</b>

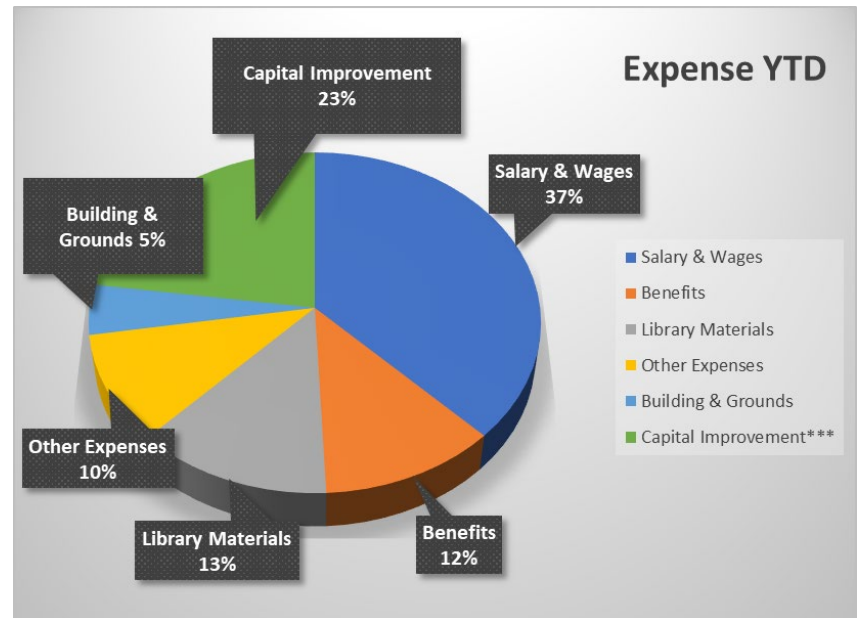
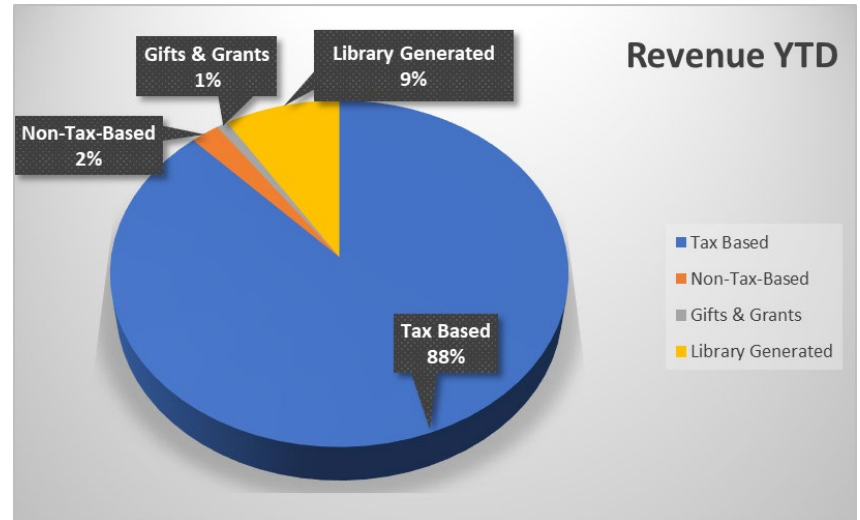
Reserves	
Reserve - Capital Improvements***	3,050,000
Reserve - Technology Improvements	300,000
Capital Equipment	300,000
Fund Balance - Unassigned***	3,953,524
<b>Total Reserve Amount</b>	<b>\$ 7,603,524</b>

\*In FY 2022 & 2023 Dome Repair Total Amount was \$514,292. In FY2024 paid contractor L.Marshall \$640,800 and architect WJE fee \$33,600

\*\*Murals Restoration work is fully funded by the Friends of the Lake Forest Library.

\*\*\*\$950,000 has been transferred from the Reserves to Fund Balance to meet the Budget Deficit

\*\*\*\*Detail on Last page of the Report





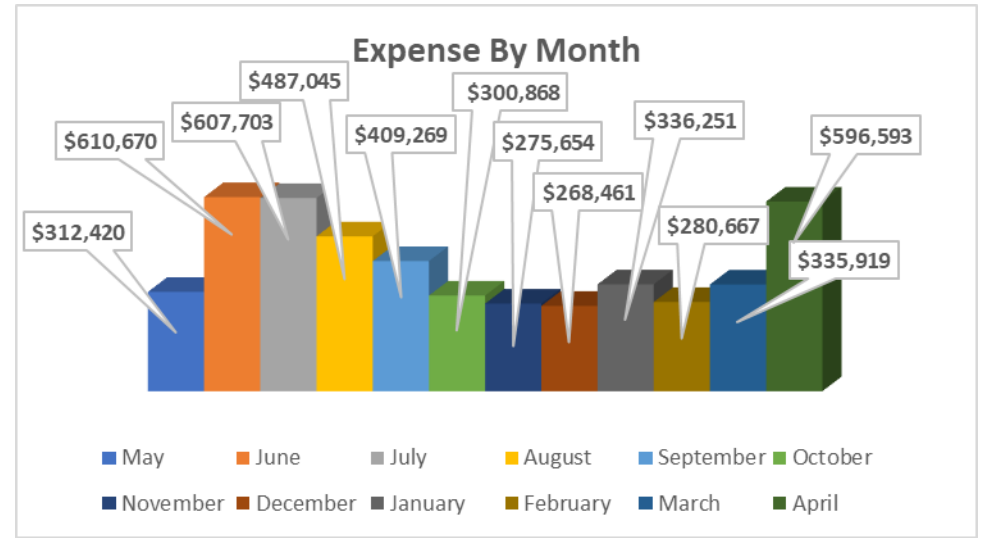
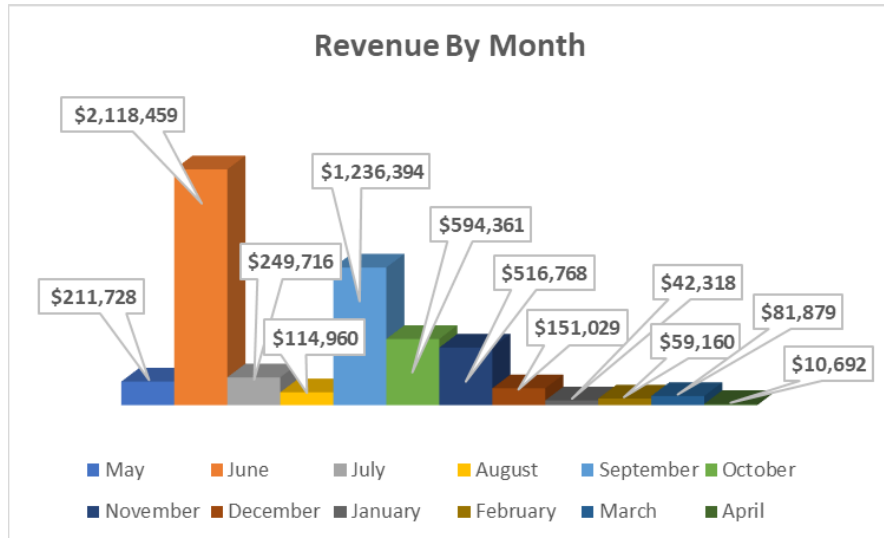
## FY2024 Revenue & Expenditure Statement

For the YTD April - 2024

	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Tax Based	211,496	2,057,828	193,492	42,831	1,193,765	498,884	448,730	55,907	36,607	-	-	2	4,739,540	4,631,204
Non-Tax-Based	-	23,567	19,053	31,638	-	-	15,792	4,901	-	11,943	7,043	6,282	120,221	68,000
Gifts & Grants	-	-	104	-	1,000	41,150	-	1,000	4,150	103	-	-	47,507	1,000
Library Generated	233	37,064	37,067	40,491	41,630	54,327	52,245	89,221	1,561	47,113	74,836	4,408	480,196	131,750
	<b>\$211,728</b>	<b>\$2,118,459</b>	<b>\$249,716</b>	<b>\$114,960</b>	<b>\$1,236,394</b>	<b>\$594,361</b>	<b>\$516,768</b>	<b>\$151,029</b>	<b>\$42,318</b>	<b>\$59,160</b>	<b>\$81,879</b>	<b>\$10,692</b>	<b>\$5,387,463</b>	<b>\$4,831,954</b>

	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Salary & Wages	104,699	141,225	143,775	143,804	213,400	143,533	141,962	140,302	143,951	136,373	214,510	143,070	1,810,604	2,192,658
Benefits	40,396	47,852	45,175	46,316	53,827	45,080	44,963	45,587	49,493	44,441	54,369	46,780	564,279	878,897
Library Materials	34,795	74,714	47,709	51,005	38,815	40,624	47,793	38,538	77,755	46,228	47,072	79,753	624,801	657,000
Other Expenses	74,071	38,370	30,745	55,912	42,877	49,511	30,528	35,453	45,015	32,795	15,833	42,693	493,804	642,900
Special Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000
Contractual Services Library	55,626	16,301	12,779	35,321	18,896	33,194	11,673	15,018	32,806	12,551	9,657	23,341	277,164	329,000
Other	18,445	22,069	17,966	20,591	23,982	16,317	18,855	20,434	12,210	20,243	6,176	19,351	216,639	278,900
Building & Grounds	13,780	55,435	18,258	18,708	17,519	16,921	10,407	8,582	20,036	20,830	4,136	24,297	228,908	304,500
Contractual Services Building	2,837	643	595	742	668	478	817	531	421	723	347	975	9,777	25,000
Capital Improvement	44,679	253,074	322,041	171,300	42,832	5,200	-	-	-	-	-	260,000	1,099,125	1,090,000
Dome Project	-	219,300	279,000	171,300	-	5,200	-	-	-	-	-	-	674,800	626,000
Murals Restoration	-	-	-	-	-	-	-	-	-	-	-	260,000	-	-
	<b>\$312,420</b>	<b>\$610,670</b>	<b>\$607,703</b>	<b>\$487,045</b>	<b>\$409,269</b>	<b>\$300,868</b>	<b>\$275,654</b>	<b>\$268,461</b>	<b>\$336,251</b>	<b>\$280,667</b>	<b>\$335,919</b>	<b>\$596,593</b>	<b>4,821,521</b>	<b>5,765,955</b>

(\$100,692)
\$1,507,790
(\$357,987)
(\$372,086)
\$827,125
\$293,493
\$241,114
(\$117,433)
(\$293,933)
(\$221,507)
(\$254,040)
(\$585,901)
565,943
(\$934,001)



**Lake Forest Library**  
**Financial Notes and Variance Report**  
**For the Month of April 2024 (Month 12) FY2024**

**Funds on Hand:** \$3,953,524 (unrestricted/unaudited). \$950,000 has been transferred from Capital Improvements to unassigned Fund Balance to balance the budget for FY2024.

**General Operations - Revenues**

**Property Tax:** As of April 30, the Library received \$4,739,540 in property tax distributions which is 2% more than of annual budget.

**Non-Tax-Based:** As of April 30, the Library received \$120,221 in non-tax-based revenues. \$91,654 reflects the replacement of personal property tax payment and the \$28,566 per capita grant from the Illinois State Library. Non-tax-based income exceeds FY budget by 77%.

**Library-Generated:** As of April 30, the Library received \$480,196 in Library generated income. \$436,579 is interest on investments, \$14,216 from Friend's of Lake Forest, \$7,956 reimbursement from CCS and \$21,444 in other revenue such as copier and damage item fees. Overall, the Library generated income exceeds FY budget by 264%.

**Gifts:** As of April 30, the Library received \$47,507 gifts and grants which exceeds FY budget by 4,651%.

**General Operations - Expenditures**

**Salaries, wages, and benefits:** As of April 30, \$1,810,604 for salaries and wages: 83% of FY budget; \$564,279 for benefits: 64% of FY budget. \$336,134 for medical insurance 73% of FY budget; \$136,359 for SSN: 71% of FY budget; \$87,541 for IMRF: 40% of FY budget and \$4,245 for Worker's Compensation: 54% of FY budget.

**Materials: Books, AV, and Electronic Services:** As of April 30, \$624,801: 95% of FY budget, this includes payments for periodical and database subscriptions.

**Other Operating Expenditures:** As of April 30, \$493,804: 77% of FY budget. Includes \$277,164 in library contractual services, including second payment of RFID lease of \$24,041 to Bibliotheca and \$216,639 on other expense such as programs, administrative fees, office supplies, membership and miscellaneous expenses.

**Building and Grounds:** As of April 30, \$228,908 which is 75% of the FY budget. Reflects \$9,777 contractual services building and \$219,419 for building maintenance, equipment maintenance, ground maintenance and janitorial supplies and services. Annual liability/casualty insurance premium of \$40,924 has been paid.

**Capital Improvement:** As of April 30, \$1,099,125: 101% of FY budget has been spent on the purchase of new security cameras, sump pumps, new IT switches and the Dome and Mural Restoration project which has been completed in FY2024. \$260,000 has been paid to Parma Conservation LTD for Murals Restoration which will be reimbursed by Friends of Lake Forest Library.. Library has paid \$640,800 to contractor L.Marshall and \$33,600 to WJE as architect consultant fee for the Dome project.

**Reserves**

\$3,953,524 - Operating cash reserve (fund balance-unassigned); An amount of \$531,916 reflecting excess of revenues over expenditures for FY2023 has been added to the fund balance following the approved Library audit for FY2023. The Library's restricted reserves are currently \$3,650,000: capital equipment (\$300,000), capital improvements (\$3,050,000), and technology (\$300,000).

Year to Date FY2024: 84% of budget expenses; 111% budget revenues.

## Account Details

### Contractual Services Library

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
CCS (Integrated Library System)	12,530	-	-	18,372	-	18,372	-	-	18,372	-		6,124	73,770	\$ 84,000
LAN, WAV, and Support (MSP)	9,141	10,266	9,947	9,609	9,690	9,650	9,950	9,658	9,644	9,609	9,619	9,953	116,738	\$ 120,000
EZ Proxy & Collection HQ	702	2,250	-	-	-	1,375	-	-	-	-			4,327	\$ 10,000
Bibliotheca (RFID) Lease	24,041	-	-	-	-	-	-	-	-	-			24,041	\$ 25,000
Online/Internet (fiber)	1,902	2,156	218	1,107	5,769	114	114	3,730	1,318	1,322		2,645	20,395	\$ 25,000
Other: Web Calendar Subscription, Software Licenses & Web hosting and maintenance	1,210	101	1,085	4,705	758	-	80	102	1,942	92	38	438	10,551	\$ 30,000
Technology Leased & Warranty Renewals	6,100	1,528	1,528	1,528	2,679	3,683	1,528	1,528	1,528	1,528		4,182	27,342	\$ 35,000
<b>Total</b>	<b>\$ 55,626</b>	<b>\$ 16,301</b>	<b>\$ 12,779</b>	<b>\$ 35,321</b>	<b>\$ 18,896</b>	<b>\$ 33,194</b>	<b>\$ 11,673</b>	<b>\$ 15,018</b>	<b>\$ 32,805</b>	<b>\$ 12,552</b>	<b>\$ 9,657</b>	<b>\$ 23,342</b>	<b>\$ 277,164</b>	<b>\$ 329,000</b>

### Contractual Service Building

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Water Treatment	250	250	250	250	250	250	250	250	250	250	250	250	\$ 3,000	
Alarm System	2,239	-	-	-	-	-	-	-	-	28	-		\$ 2,267	
Inner Security System	104	-	-	104	-	-	104	-	-	104	-		\$ 414	
LA Force												288		
Rose Pest	97	97	97	97	97	97	97	97	97	97	97	97	\$ 1,164	
AED (CINTAS)	147	296	39	153	252	62	366	184	74	244	-	340	\$ 2,157	
ARMark	-	-	209	139	70	70	-	-	-	-	-		\$ 487	
<b>Total</b>	<b>\$ 2,837</b>	<b>\$ 643</b>	<b>\$ 595</b>	<b>\$ 742</b>	<b>\$ 668</b>	<b>\$ 478</b>	<b>\$ 817</b>	<b>\$ 531</b>	<b>\$ 421</b>	<b>\$ 723</b>	<b>\$ 347</b>	<b>\$975</b>	<b>\$ 9,777</b>	<b>\$ 25,000</b>

## Others

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Administrative Services - Fees to City of Lake Forest	2,256	-	4,512	2,256	-	2,256	4,512	2,256	-	4,512	2,256	2,256	\$ 27,072	\$ 29,500
Personnel Recruitment	-	10,000	-	-	-	-	59	-	59	59	-	1,155	\$ 11,331	\$ 700
Training and Development	2,507	327	841	1,270	1,185	2,251	1,396	1,074	1,367	3,560	727	4,723	\$ 21,229	\$ 23,000
Membership Dues	1,354	-	580	150	162	549	1,566	612	1,734	215	-	1,041	\$ 7,963	\$ 11,000
Meeting & Expenses	-	-	160	5	-	28	385	237	30	149	-	156	\$ 1,150	\$ 2,500
Legal	-	-	-	-	-	-	-	-	1,350	-	-	-	\$ 1,350	\$ 20,000
Auditing Service	-	-	-	7,622	-	-	-	-	-	-	-	-	\$ 7,622	\$ 9,000
Programming	8,658	8,863	3,907	8,233	21,077	9,984	8,216	10,579	5,595	10,944	2,289	8,643	\$ 106,988	\$ 139,000
Online Banking Fees	(157)	138	283	-	139	147	138	154	148	343	150	296	\$ 1,779	\$ 1,650
Insurance - Liability	-	1,650	5,148	-	-	-	-	-	-	-	-	-	\$ 6,798	\$ 8,800
Telephone	297	320	320	320	320	320	183	297	297	297	41	553	\$ 3,563	\$ 8,750
Office Supplies	2,197	452	1,896	67	-	480	298	4,553	1,208	(921)	634	198	\$ 11,061	\$ 15,000
Postage	884	8	223	9	968	224	1,965	451	224	979	-	242	\$ 6,177	\$ 6,500
Vending Beverages	450	311	97	660	131	80	137	221	197	106	78	88	\$ 2,555	\$ 3,500
<b>Total</b>	<b>\$ 18,445</b>	<b>\$ 22,069</b>	<b>\$ 17,966</b>	<b>\$ 20,591</b>	<b>\$ 23,982</b>	<b>\$ 16,317</b>	<b>\$ 18,855</b>	<b>\$ 20,434</b>	<b>\$ 12,210</b>	<b>\$ 20,243</b>	<b>\$ 6,176</b>	<b>\$ 19,351</b>	<b>\$ 216,639</b>	<b>\$ 278,900</b>

## Capital Improvement

Description	May	June	July	August	September	October	November	December	January	February	March	April	YTD	Budget
Capital Equipment	-	19,750	25,880	-	-	-	-	-	-	-	-	-	\$ 45,629	\$ 125,000
Technology Upgrade	44,679	14,024	17,161	-	42,832	-	-	-	-	-	-	-	\$ 118,696	\$ 130,000
Capital Improvement, Dome Project & Murals Restoration	-	219,300	279,000	171,300	-	5,200	-	-	-	-	-	260,000	\$ 934,800	\$ 835,000
<b>Total</b>	<b>\$ 44,679</b>	<b>\$ 253,074</b>	<b>\$ 322,041</b>	<b>\$ 171,300</b>	<b>\$ 42,832</b>	<b>\$ 5,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ 1,099,125</b>	<b>\$ 1,090,000</b>



# Schindler Modernization Proposal

Taking our relationship to the top



**Schindler**

Modernization

2/12/2024

Lake Forest Library  
360 E Deerpath Rd

Lake Forest, IL 60045-2252

RE: Elevator Modernization Proposal  
Lake Forest Library  
Lake Forest, IL 60045-2252  
Proposal KHIL-D27H22

Dear Customer

Schindler Elevator Corporation is very grateful for the opportunity to provide you with our proposal to modernize the elevator system at Lake Forest 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 .

Best regards,

Mary Vitt  
Schindler Elevator Corporation  
500 Park Boulevard  
Suite 750  
Itasca, IL 60143



**Schindler**



# Schindler Elevator Corporation

A partnership which takes you to the top

## Leadership through service

Schindler's company vision, "leadership through service," serves as our guiding principle throughout each customer relationship. To achieve that vision, employees throughout our organization put these values into practice every day:

- As a premier total service company, we at Schindler live values that provide our customers with outstanding service as well as world class products.
- We are passionate service providers to both our internal and external customers.
- Every business process is designed to best serve our customers.

Throughout our history, Schindler has strived to demonstrate these values on every project. We now look forward to continuing our partnership with our modernization package offer. We are committed to providing you with industry leading products with an option for a payment plan over time\* that builds from our long-term commitment to you as our customer.

The Schindler management and engineering team has developed this project plan to provide you with an overview of our approach to make your property a successful project.

\* Subject to proper credit approval.







# The Challenge of Obsolescence

## ▀ Obsolescence Challenges

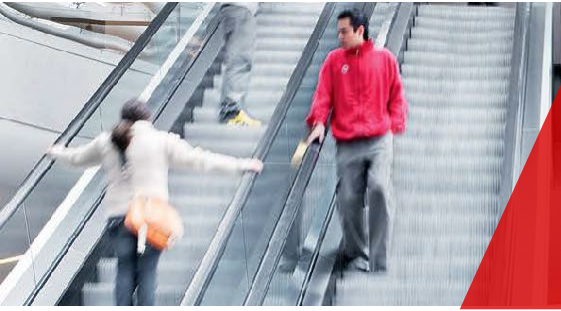
All mechanical and electrical components wear with use over time. For this reason, we only see automobiles over 25 years old in the classic car grouping. The computer age brought us great advancements which have accelerated rapidly over the past 10 years pushing many older computer technologies to the side. In similar fashion, elevators over 25 years old face these same challenges. The above noted mechanical and electrical systems over 25 years old pose many of the following issues:

- Reliability Challenges
- Higher maintenance costs
- Limited or rebuilt only parts availability.
- Higher potential liability exposure
- Higher operating costs

## ▀ Schindler's Unique Offer

Schindler values our relationships with all our customers and works to provide creative solutions to our customers which benefit both the customer and Schindler. Our hydraulic elevator modernization package offer is one such unique opportunity for Schindler to partner with you, our customer. We understand the cost of an elevator modernization along with the other building cost upgrades required with a modernization can be a serious burden on a property.

- 60- or 72-month payment options for those with approved credit.
- Schindler HX package provides an industry leading control and drive system, greatly improved energy efficiency, reliability and ride quality.



# What does this all mean?

## Hydro Package will provide:

### Enhanced performance and reliability

Ensures a higher level of passenger satisfaction with a smoother riding experience

### Greater sustainability and efficiency

Delivers cutting-edge technologies to significantly reduce energy consumption and costs

### Improved safety and code compliance

Employs the latest equipment designs with advanced safety features.

## Improved performance and reliability

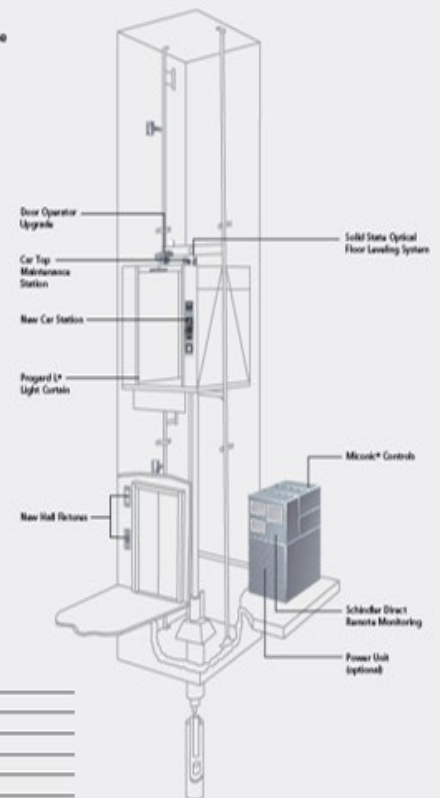
Enhance your elevator's performance, reliability and safety beyond its original specifications with a complete Schindler HXpress hydraulic modernization.

### Schindler HXpress Standard Package

- Schindler Miconic® controller
- Door operator
- Interlocks, closers and assembly
- Hall fixtures and car station
- Hoistway and machine room wiring
- Soft Start line starter
- Progard® L light curtains
- Car top maintenance station
- Floor leveling system
- Battery lowering unit
- Safety components
- Schindler Direct remote monitoring

### Available options

- Submersible power unit with hush kit noise suppressor
- Oil cooler
- Tank heater
- Card reader provisions
- Emergency power



### Application range

Speed	Up to 150 fpm
Capacity	2000 lb. - 5000 lb.
Stops	2 - 6 (8 openings max.)
Power unit	Up to 50 hp
Group size	4 car maximum

## Schindler Advantage

### Safety & Reliability

- Leveling accuracy within 1/8 inch of floor landing.
- Speed and unintended movement detection inhibiting the elevator motion when out of code allowable limits.
- Closed loop door controls ensuring safe and smooth door operation within code limits.

### Control & Drive

- Market leader hydraulic package in North America for over 15 years. Parts support and technical expertise can be assured for many years into the future.
- Soft Start Kit reduces power surge and power consumption. Hush Kit reduces sound level from power unit.

### Fixtures

- Durable vandal resistant, aesthetically pleasing fixtures with LCD displays.

### Door Operation

- Minimal moving parts mean higher reliability and less maintenance.
- No lubrication means less problems due to dust and lint accumulation.
- Less moving parts and closed loop feedback equal smoother and quieter performance.
- Robust motor design means our system will perform to standards under all door conditions.

### Schindler Ahead

- All units equipped with Schindler Ahead advanced diagnostics. Diagnoses problems quicker with predictive maintenance platform. Action Board mobile reporting for the customer.
- Digital Alarm available to replace more expensive 24-hour emergency monitoring services.

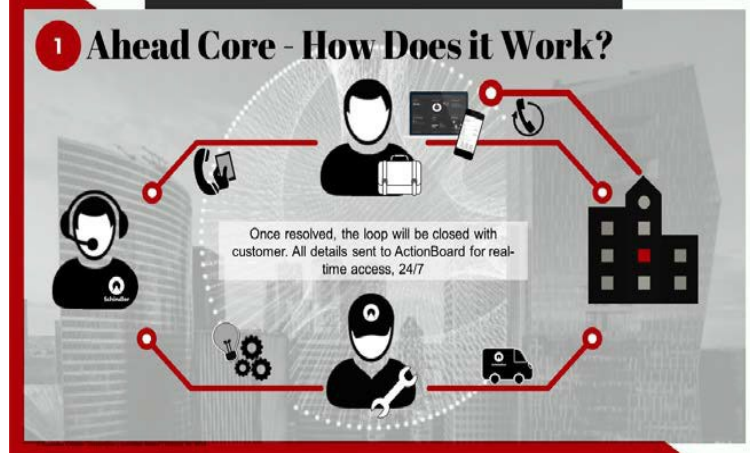
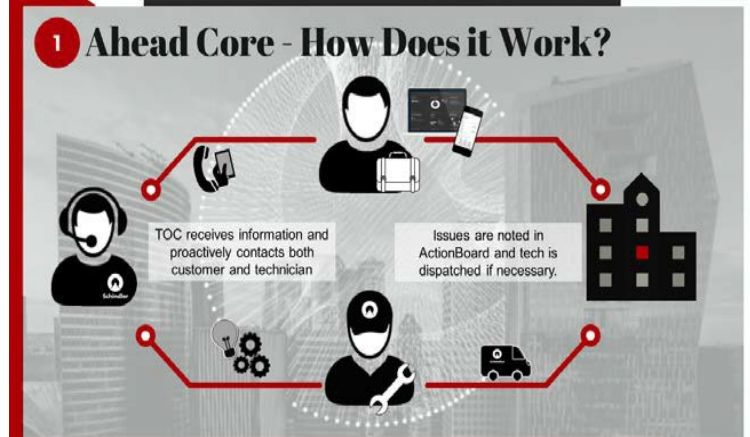
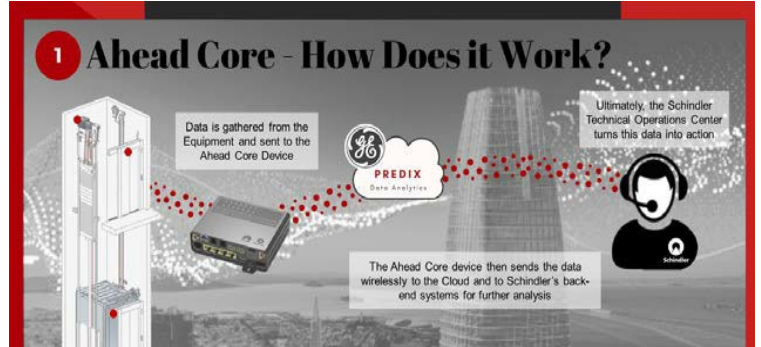


## The Internet of Elevators & Escalators

### CONNECTING THE DOTS.

Imagine a platform where all involved parties are connected and necessary information is shared in real-time. Schindler Ahead connects equipment, customers, passengers with Schindler Contact Centers and technicians via its digital closed-loop platform.

**Schindler Ahead is included as part of your modernization package. See Terms and Conditions within this proposal for details.**





# Schindler

## service and maintenance

Global resources, local service

Your property will be maintained by the most highly trained men and women in the industry, who are armed with leading-edge technology and a culture of service excellence.

### Global support

As a global enterprise, Schindler service technicians are at work in more than 140 countries on five continents. A substantial research and development effort support their continued effectiveness, bringing new safety and performance innovations to market. Employing best practices in manufacturing helps to ensure Schindler technicians are servicing the industry's highest quality systems.

### National support

If an elevator needs unscheduled service, customers across the country simply call the Schindler Customer Service Network. The technician receives a message on FieldLink from the customer service representative, is alerted to the problem and responds with an estimated time of arrival. This information is immediately relayed to the customer. When systems are equipped with Schindler Remote Monitoring™, technicians can be dispatched to the site to address subtle changes in performance, often before a problem ever develops.

At the national level, Schindler also has product line, service and modernization engineers who coordinate their efforts to help ensure that the reliability built into Schindler's equipment is maintained through every stage of an elevator's life cycle. Their knowledge is shared with the technicians at the Center for Service Excellence that provides training, technical expertise and sales support in all areas of maintenance and repair for elevators, escalators and moving walks. As a pioneer in dedicated service for all brands of vertical transportation equipment, Schindler expertise is unmatched. The Center for Service Excellence is the premier service support center in the industry.

### Regional support

Schindler's Region Operation will continue to support the local organization. When unusual or complex situations arise, the Schindler service technicians can reach out to their regional service operations manager, field engineers and subject experts, who are always ready to provide in-depth technical assistance. They can support the technician with decades of maintenance experience covering all types of systems and brands of equipment.

### Local support

Every Schindler service technician is equipped with FieldLink™ a fully functional handheld PC, cell phone, dispatch device, troubleshooting tool, parts database and service manual all rolled into one. This amazing device gives technicians immediate access to the complete service history, special needs and repair routines for every piece of equipment they maintain. With the aid of an advanced interactive software program called OSCAR, technicians can quickly identify the most likely source of the problem and fix it right the first time. If necessary, they can even order parts right from the job site or request advanced technical support from a field superintendent and local adjuster.



# Safety program

Our first priority

## Overview of the Field Safety Program

Schindler's Field Safety Program has been developed to provide our customers with the necessary information regarding our efforts to reduce accidents and maintain compliance with applicable safety regulations.

The goals of Schindler's Field Safety Program are to reduce the incidence of workplace injuries and illnesses and maintain compliance with all applicable safety regulations. These goals are carried out through established company safety procedures and employee training. We continuously monitor the success of the Field Safety Program by tracking accident reduction efforts, workers' compensation accident costs, number of accidents, near miss analysis and employee training.

Schindler maintains safety procedures/programs designed to ensure the success of the Field Safety Program. The following elements are included:

- ✂ Guidelines for safe work practices
- ✂ Accident reporting and investigation procedures
- ✂ OSHA Required Training Programs (i.e.: Fall Protection, Scaffolds, Hazard Communication, Electrical)
- ✂ Schindler Elevator Corporation safety training programs
- ✂ Employee disciplinary procedures
- ✂ Substance abuse testing guidelines
- ✂ Subcontractor safety and insurance requirements
- ✂ Emergency and first aid procedures
- ✂ New employee safety orientation
- ✂ Fire protection measures
- ✂ Personal Protective Equipment (PPE) requirements
- ✂ Proper mechanical and manual materials handling
- ✂ Fleet safety policies and training
- ✂ Guidelines for working in buildings where asbestos may be present
- ✂ Schindler maintains written programs for Hazard Communication, Fall Protection, Confined Space, Lockout/Tagout, Respiratory Protection and Scaffolding and other OSHA-required training programs.

## Safety training

Schindler maintains an on-going safety training program for all field employees to ensure that all have been trained in the safe execution of their work assignments. This training includes the following:

- ✂ Safe work practices
- ✂ Recognition and abatement of unsafe conditions
- ✂ How to prevent common causes of accidents (i.e., back injuries)
- ✂ Hazard Communication/handling of hazardous materials
- ✂ Control of electrical hazards
- ✂ Proper materials storage and handling

In addition to training received directly from Schindler, all field employees are provided training on safe work practices educational program (National Elevator Industry Education program).

With U.S. headquarters in Morristown, New Jersey, and Canadian headquarters in Toronto, Ontario, Schindler Elevator Corporation is the North American operating entity of the Switzerland-based Schindler Group.

Schindler is one of the leading global manufacturers of elevators, escalators and moving walks. Schindler employs over 5,000 people in more than 250 locations in North America.

Founded in 1874 in Lucerne, Switzerland, by precision engineer Robert Schindler, it is a closely held company and is listed on the Swiss stock exchange.

Schindler manufactures, installs, maintains and modernizes mobility solutions for almost every type of building requirement worldwide. The company specializes in latest-technology engineering, as well as mechanical and micro-technology products designed and rigorously tested for comfort, efficiency and reliability.

Schindler products can be found in many well-known buildings throughout North America, including office buildings, airports, shopping centers/retail establishments and specialty buildings

**1 Billion**



People moved  
every day



**1874**

Founded



Branch Offices

**>59'000**



Schindler People

### Project Scope – Bank A

Number of Units	1	Capacity	2500
Type	HX	Speed	150
Unit Numbers	01	# of stops	4
Jack Type	Borehole	# of openings	3 Front 1 Rear

	Description of Work	Type	Option
	<b>Machine Room</b>		
1	Control and Power Unit (Control, Power Unit, HX Controller + Power Unit Valve, Pump, Pump Motor, Muffler, HFI, CFI, Hush Kit)		New
5	Schindler Ahead		New
	<b>Governor</b>		
18	Building Emergency Power Interface		NA
19	Battery Lowering		New
20	Code Blue		NA
21	Oil Cooling Unit		NA
22	Oil Feed Line		Reuse
24	Tank Heater		Reuse
26	Rupture Valve		Reuse
28	Machine Room Wiring		New
	<b>Door Operator</b>		
31	Door Operator: Front	GAL MOVFE - 1SSO	New
32	Door Operator: Rear	GAL MOVFE - 1SSO	New
33	Clutch: Front		NA
34	Clutch: Rear		NA
35	Door Restrictors		NA
36	Door Gibs		New
37	Door Fire Tabs		New
38	Electronic Door Detector: Front	3D Door Detector (2019 Code)	New
39	Electronic Door Detector: Rear	3D Door Detector (2019 Code)	New
	<b>Hoistway Door Equipment</b>		
41	Door Tracks		Reuse
42	Door Hangers		Reuse
43	Pickup Assemblies	GAL - 1SSO / 2SSO	New
44	Spirators		NA
45	Sill Closers		Reuse
46	Door Interlocks	GAL - 1SSO / 2SSO	New
	<b>Car and Hall Fixtures</b>		
61	Code Compliant Main COP	Other - Swing	New
62	Code Compliant Aux COP		NA
63	Car PI	Other - In COP	New
64	Car Lantern	Other	New
65	Hall Lantern		NA
66	Hall Position Indication		NA
67	Access Switch	Other - Top & Bottom	New
69	Hall Pushbutton Station	Other - Surface	New
71	Fixture Finish	#4 Stainless Steel	New



Car and Hoistway			
90	Hoistway Wiring	Traveling Cable + Hoistway Wiring	New
92	Car Top Inspection Station and Work Light	HX	New
93	Car top railing	Front & Rear Opening	New
94	Cab fan		New
96	Car Door: Front	1SSO - #4SS	New
97	Car Door: Rear	1SSO - #4SS	New
103	Car roller guides		Reuse
108	Spring Buffers		Reuse
110	Car Rails		Reuse
114	Car top sheave		NA
118	Cab Interior		Reuse
120	Cab Allowance	\$0 PER CAB	NA
130	Jack Assembly		Reuse
136	Packing		Reuse

All other systems and components not noted above will be reused and integrated into the new elevator system.

### Cab Interiors Scope – Bank: A

Description of Work	Included in Proposal
Cab Interior	
New Cab Complete (installed by SEC)	NA
Cab Shell	Reuse
Ceiling / Lighting	Reuse
Emergency Light (Canopy Type)	
Cab Interior Package (installed by SEC)	Reuse
Cab Returns	Reuse
Wall Panels	Reuse
Front Car Door	New
Rear Car Door	New
Handrails	Reuse
Front Car Sill	Reuse
Rear Car Sill	Reuse
Fan	New
Emergency Exit Switch	New

## **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.

## Work by Others

The owner will provide the following requirements based on ANSI A17.1 Code, the governing code, except when applicable codes conflict with ANSI A17.1 Code. Rules referenced are ANSI A17.1 Rules.

### Hoistway

1. Provide 75-degree bevel guards on all projections, recesses or setbacks over two inches, except for the loading or unloading side. Rule 100.6.
2. Provide pit light and GFI outlet. Light switch to be located adjacent to each pit entrance.
3. Provide a legal hoistway inclusive of ventilation and shaftway bevel guards, as required.
4. Cutting and patching walls and floors.
5. Provide a pit access ladder for each elevator, where required.
6. Provide a lockable, self-closing, fire-rated pit door, where required.
7. Hoistway venting or pressurization to prevent accumulation of smoke and gas, as required by Local Building Code.

### Machine Room

1. Enclose/relocate all non-elevator oriented conduit, ducts and drains from elevator machine room, where required in the machine hoistway and/or pit. Enclosures, when used, need to be two-hour rated.
2. Provide means to regulate control room temperature and humidity between 55° F and 90° F with relative humidity no more than 85% non-condensing. Peak equipment heat release is a minimum of 6,000 BTU/Hour/Unit (maximum = 9,000 BTU/Hour/Unit) for a Hydraulic unit.
3. Provide machine room smoke/heat detector as required by regulation. In the event sprinklers are anticipated within the machine room area, means to remove primary power prior to the application of water must be provided as required by code.
4. Provide new electric wiring from the present disconnect switches to the terminals of the new elevator controllers in the new locations, inclusive of a normal/standby 120 VAC, 15 AMP supply at each controller.
5. Provide connection at the first elevator controller for fire recall operation, where auto-recall is needed to respond to a life safety/fire alarm system.
6. Provide proper lighting in the elevator machine rooms within the vicinity of every controller and mainline disconnect per code requirements.
7. Provide a fused disconnect switch or circuit breaker and a light switch adjacent to the lock jamb-side of the machine room door for each elevator location, per the National Electric Code. Rule 210.5 and NFPA No. 70 Rule 620-51. Provide auxiliary disconnects, as required, based on the elevator contractor's drawings.
8. Provide copper wire feeder and branch wiring circuits to the controller, including a main line switch and convenience outlets.
9. Provide a telephone outlet near an elevator controller in each machine room.
10. Provide a self-closing and locking access machine room door.
11. Provide an "ABC" fire extinguisher.
12. Interfacing to and updating the existing fire life safety systems to meet current code requirements.

13. A separate 20 amp circuit will be provided if tank heater is provided with the elevator.
14. Hxpress oil coolers / heaters need to be on a dedicated circuit.

### **General Requirements**

1. Provide sufficient space for storage of materials on site throughout the duration of the modernization.
2. Provide clear floor space to be used as a work area.
3. If not presently outfitted, each elevator lobby should be equipped with smoke detectors, which can be used to initiate automatic fire recall. Actuation from water flow sensing or the general building alarm may require special approval.
4. Paint new or modified hoistway equipment to match building aesthetics, as required.
5. Provide building signage and floor designations related to other building systems, as required.
6. Provide building corridor lighting sufficient for illumination of elevator landing sills, as required by code.

### **Electrical Requirements**

1. The permissible voltage drop for elevator feeders shall not exceed 3% between the service delivered to the building and our supply terminal.
2. All three legs of the three-phase feeder must be hot with respect to ground and balanced to each other with no more than a 5% variation between individual legs.
3. The maximum permissible voltage variation measured in the machine room under all operating conditions shall not exceed plus or minus 10% of the nominal building supply power source voltage.
4. A 20-amp, single phase, 110VAC, dedicated circuit with a duplex receptacle for the oil heater unit.
5. FOR EMERGENCY POWER OPERATION OF ELEVATOR(S): (when required)
  - A. Provide an emergency generator that has the same voltage characteristics as the normal power supply. It should also have the capacity to deliver sufficient power to the main line disconnect switches in the elevator machine room for operating the specified number of elevators used during an emergency at full speed and full load.
  - B. Provide an automatic transfer switch, or switches, for transferring power from normal to emergency power and back again.
6. EMERGENCY POWER OPERATION SIGNAL - The following separate indicating signals will be required from the automatic transfer switch to the machine room communication unit for each group of elevators.
  - A. One dry contact to close on emergency power and open on normal power. Provide two #12 AWG wires.

- B. Provide one normally open dry contact (pre-transfer) to close 30 to 60 seconds prior to transfer to emergency power or back to normal power. This contact should reopen immediately after actual transfer of power. This is to prevent transfer of power while an elevator is moving, which can occur during the return to normal power or on an operating test. Provide two #12 AWG wires.

Note: When operating elevators on emergency power, a means of absorbing the regenerative energy may be necessary and shall be provide by others.

It is required that the car light, the fan circuits, ascending car protection circuit and the intercom circuit (if supplied), be set to operate from the emergency power supply in accordance with the building code.

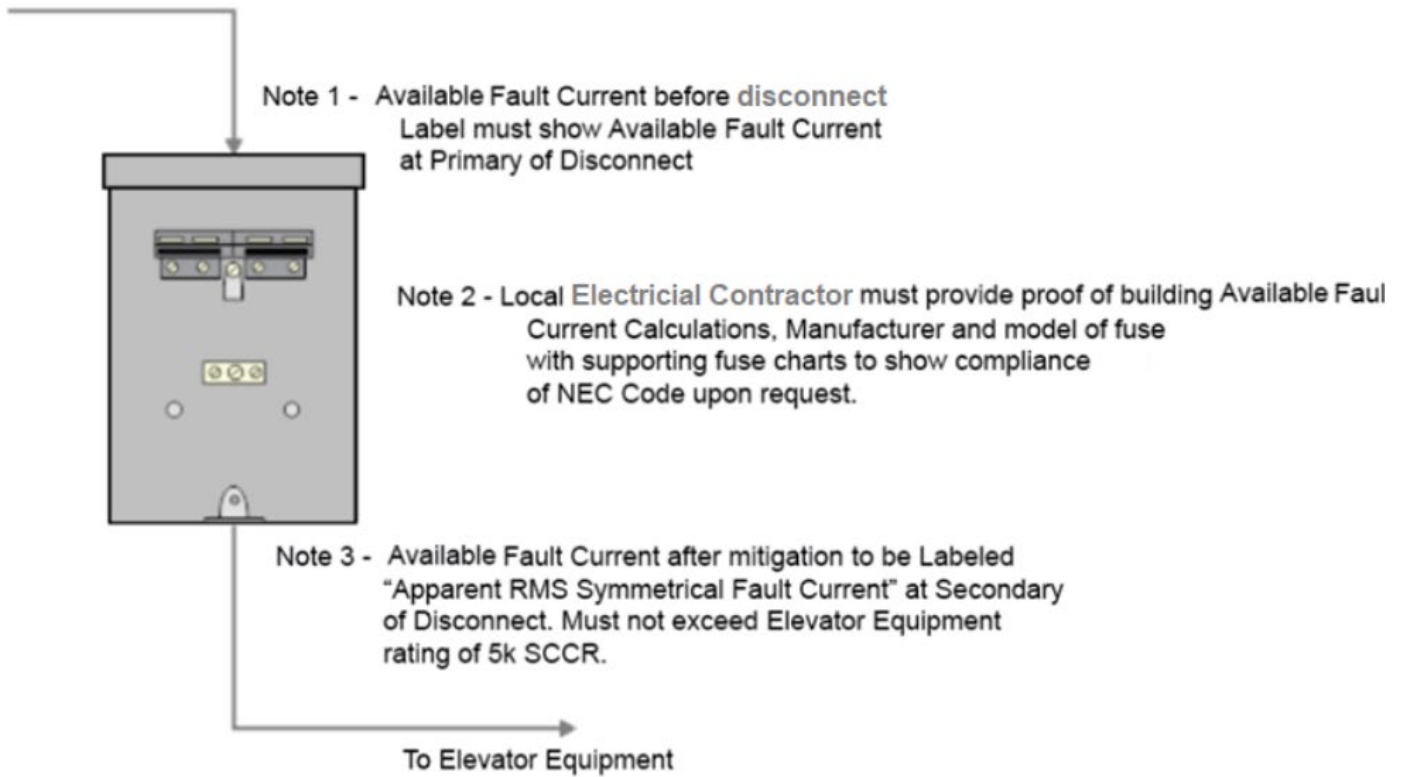
7. The SCCR rating of elevator equipment is 5000 Amps, contractor to ensure that the available fault current of the building supply at the service switch does not exceed this value (Per NEC 110.10). Contractor to include a label (please see figure 2- Available Fault Current Label Example) that identifies the Max Available Fault Current onto Disconnect.

- A. See Note 1 of Figure 2, Available Fault Current Labelling Diagram. In addition, we require a hard copy of the manufacturers Fuse Chart and rating verifying the available fault current meets requirements.
- B. Per NEC 110.24, the service switch should be legibly marked with Apparent RMS Symmetrical fault current supplying the Elevator Equipment. \*\*See note 3 of AVAILABLE FAULT CURRENT RATING LABELLING DIAGRAM.

8. NETWORK CONNECTION REQUIREMENT FOR TWO-WAY VISUAL COMMUNICATION DEVICE (A17.1-2019 / B44-19 or IBC 2018)

- A. Where the elevator rise is 18m (60 ft) or more, or seismic operation is provided according to A17.1-2016 or later requirements, a single RJ45 wired Ethernet communications circuit shall be provided by the building. This Ethernet connection shall be located in the machine room associated with the Elevator Control Visual Alarm Box for the master elevator group.
- B. Where the elevator rise is below 18m (60ft), and seismic operation is not provided according to A17.1-2016 or later requirements, separately wired RJ45 Ethernet communications circuits, one per elevator group, shall be provided by the building. This Ethernet connection shall be located in the machine room associated with each Elevator Control Visual Alarm Box.
- C. The network must have enough bandwidth for connecting to multiple elevators and displaying a series of images with adequate resolution to identify the presence and general condition of passengers in the elevator. The recommended minimum upload speed is 0.5Mb/s per elevator connected to the communication system. Note that networks are commonly rated by their download speed with a lower upload speed.
- D. The communications circuit shall originate at the Elevator Control Visual Alarm Box, part of the two-way visual communication device designed by Schindler and terminate at the building WAN internet equipment routed via a 1" conduit.
- E. This internet connection is required to have an un-interruptible power supply for a duration of 4 hours to allow for the Visual Communication Device to function if building power is lost.

From Building Electrical Distribution Panel



**FIGURE 1:** AVAILABLE FAULT CURRENT RATING LABELLING DIAGRAM

---

## 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 30 days, and thereafter subject to change without notice.

**Total Price including applicable taxes: \$164,433.00 or,  
Payment over 60 equal monthly payments: \$4,538.35\***

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, Mary Vitt, 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.

3. Our price for the cab interiors which is included in the above price is \$0 (total for the job).

## 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.

We reserve the right to modify price and schedule without penalty due to material or component shortages, increases in inflation and/or material price increases based upon the S&P Material Price Index (MPI).

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.

## Schindler Elevator Corporation

By: **Mary Vitt**

\_\_\_\_\_  
(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: \_\_\_\_\_

### 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 - KHIL-D27H22

Page 25 of 24

Date 2/12/2024

**Modernization Invoice Application No. 1**

Bill to:		Ship to:			
Company	Lake Forest Library	Lake Forest Library		Invoice Date:	2/12/2024
Address	360 E Deerpath Rd	360 E Deerpath Rd		Invoice Number:	KHIL-D27H22
City	Lake Forest	Lake Forest, IL 60045-2252			
State	IL				
Zip	60045-2252				
Contact Name				<u>Billing Terms</u>	
Agent for				Progress Bill Terms:	Net Due 30 Days
				Final Bill Terms:	Net Due 30 Days

*Progress Billing – Elevator / Escalator Installation*

Contract Amount 164,433.00

	Work Value	Retention	Net Due
Total Work Completed	86,544.00	4,327.00	82,217.00*
Less Previously Billed	0	0	0.00
Current Application	86,544.00	4,327.00	82,217.00

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

All Invoice / Payment / Contact Questions to:	
Sales Rep Name	Mary Vitt
Office Name	1510
Phone Number	

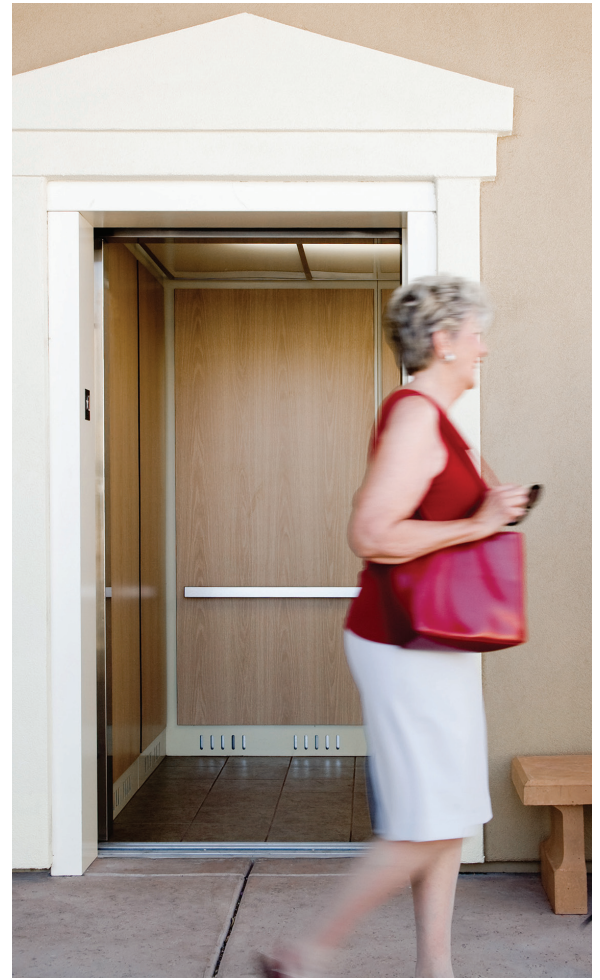
Remittance
Schindler Elevator Corporation
PO Box 70433
Chicago, IL 60673-0433

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

---

Payer:	Lake Forest Library 360 E Deerpath Rd Lake Forest, IL 60045-2252	Invoice Number:	KHIL-D27H22
		Invoice Date:	2/12/2024
		Invoice Amount:	82,217.00

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



## Schindler HXpress

An efficient, affordable modernization  
for hydraulic elevators



# The Schindler HXpress modernization restarts the clock on your elevator's service life.

## ▶▶ Improved performance and reliability

The latest microprocessor technology and new advanced components replace worn outdated controls.

## ▶▶ Increased safety and code compliance

Smoother more precise operations result in greater passenger safety during all phases of travel while meeting applicable codes.

## ▶▶ Pleasing aesthetics

A complete line of stylish, durable fixtures adds the finishing touch that your tenants will notice.

## ▶▶ Fast installation and superior service

Pre-engineered for shortened time from ordering to completed installation. Secure your modernization investment with Schindler Service.

## ▶▶ Modernization financing

Realize significant improvements at an affordable price and pay over time.





# Improved performance and reliability

Enhance your elevator's performance, reliability and safety beyond its original specifications with a complete Schindler HXpress hydraulic modernization.

## Schindler HXpress Standard Package

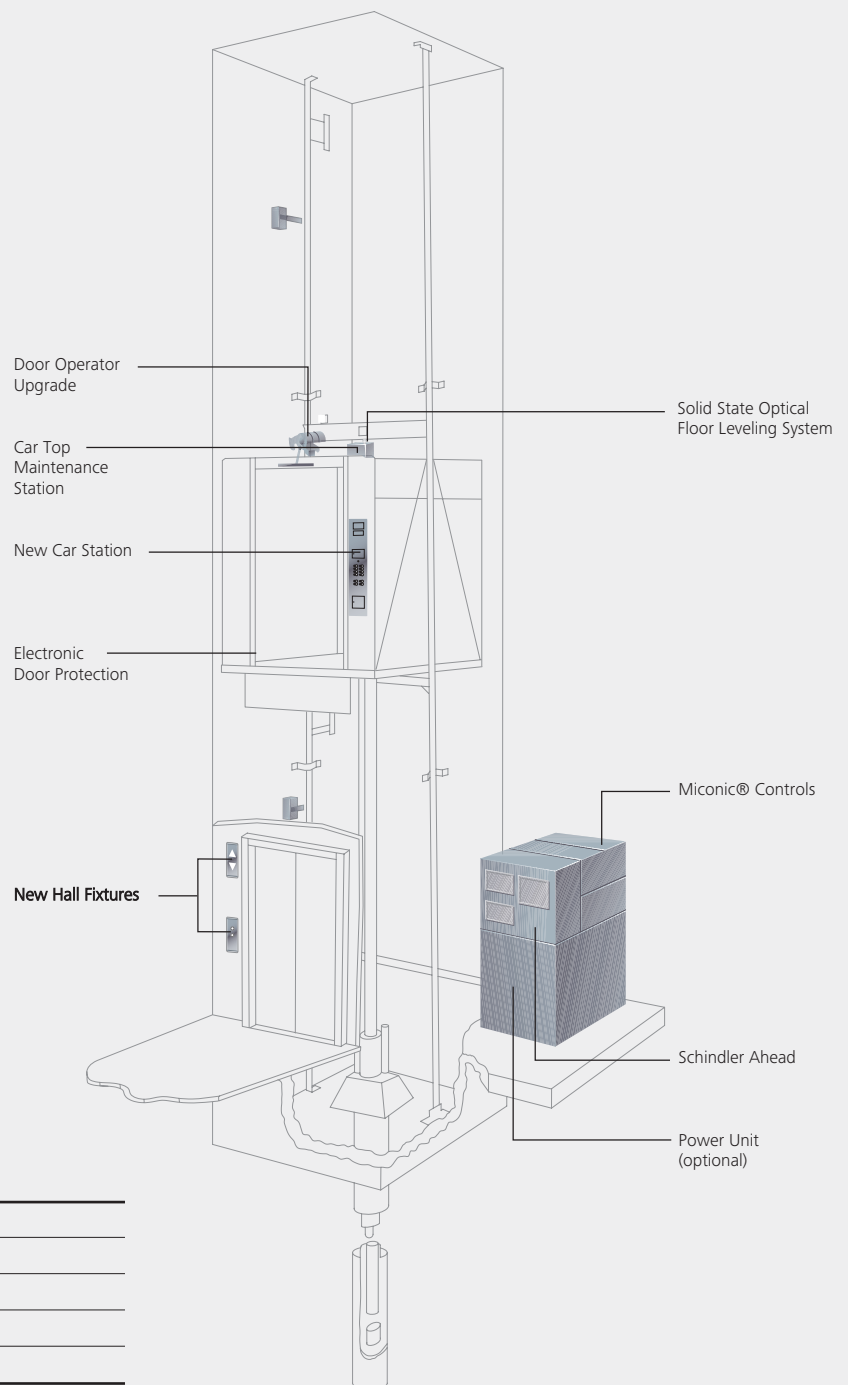
- Schindler Miconic® controller
- Door operator
- Interlocks, closers and assembly
- Hall fixtures and car station
- Hoistway and machine room wiring
- Soft Start line starter
- Electronic door protection
- Car top maintenance station
- Floor leveling system
- Battery lowering unit
- Safety components
- Schindler Ahead

## Available options

- Submersible power unit with hush kit noise suppressor
- Oil cooler
- Tank heater
- Card reader provisions
- Emergency power

## Application range

Speed	Up to 150 fpm
Capacity	2000 lb. – 5000 lb.
Stops	2 – 6 (8 openings max.)
Power unit	Up to 50 hp
Group size	4 car maximum



# Increased safety and code compliance

Safety is a top priority at Schindler so we've designed our modernization package with a range of features that will help to ensure your passengers stay safe.

## New door operator

Door operation is critical to a passenger's safety, convenience and experience.

Benefits:

- True digital closed-loop feedback for smooth, quiet, reliable performance
- Accurate drive motor speed control
- Constant opening/closing force even if some doors are substantially heavier
- Ability to accommodate a wide range of door heights and widths.

## Electronic door protection

New electronic door protection light curtain system can protect passengers from closing doors.

Benefits:

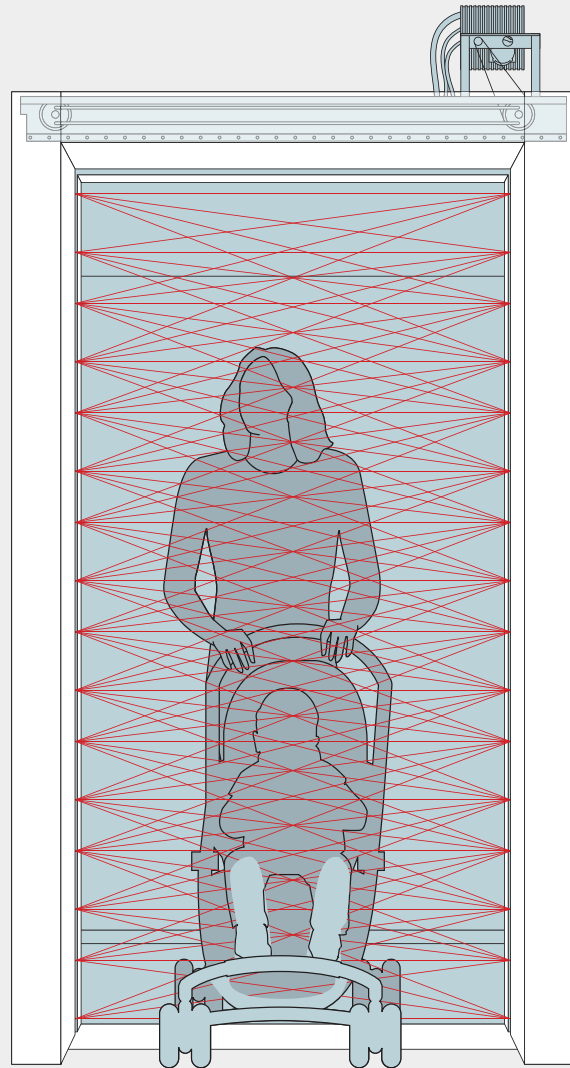
- Uses scores of infrared light beams
- Requires no physical contact to operate
- Immediately opens a closing elevator car door if a small object moves into its path
- Does not project beyond the door edge, so it is less exposed to damage.

## Battery lowering unit

In the event of a power outage, the elevator will lower to the closest floor and open the door.

Benefits

- Prevents passenger entrapments for enhanced safety
- Provides peace of mind that passengers will travel smoothly
- Eliminates the need for a costly power generator.



Schindler door operators and safety sensors react quickly while maintaining speed and force within applicable safety standards.

# Pleasing aesthetics

New contemporary fixtures are the finishing touch to a complete elevator modernization. They make a lasting impression on your tenants.

## Fixtures

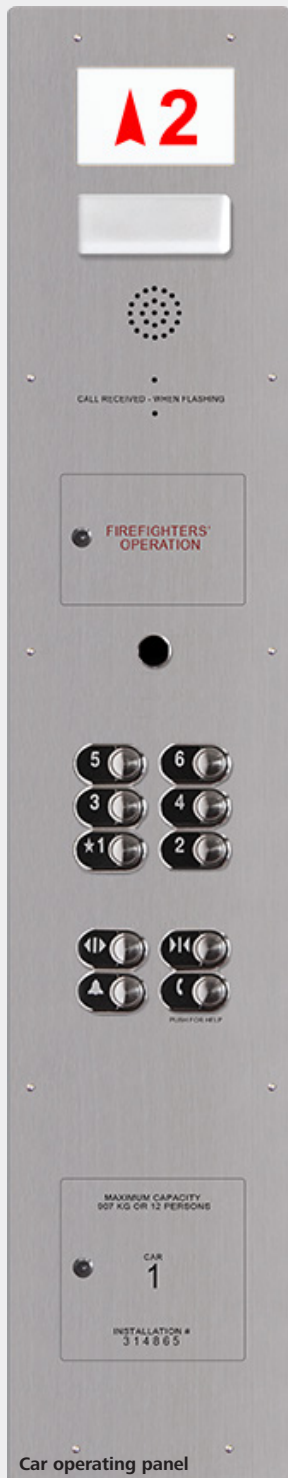
Schindler's fixtures for modernization are code compliant and available with a sleek low profile for surface or flush mounting. The elegant and robust fixtures feature energy-efficient LED lighting with brushed stainless steel or bronze finishes to coordinate with your existing elevator.

### Car operating panel:

- Vandal-resistant durable buttons
- Digital position indicator
- Emergency light
- Hands-free phone
- Fire operation
- Service cabinet
- Voice annunciator
- Code compliant car panel engravings/signage
- Braille
- Video remote monitoring available if requested

### Hall fixtures:

- Vandal-resistant durable buttons
- Appendix H (optional)
- Vertical or horizontal lanterns
- Digital position indicator (optional)



Car operating panel



Pushbutton

Hall/car lantern

Hall pushbutton



Hall lantern



Hall lantern/position indicator



Hall pushbutton with fire recall

# Modernize inside and out

Elegant interior design options — impress your passengers with fresh, new look to match the high-tech modernization of your elevator.



**Beigewood Horizon**  
Horizontal laminate panels  
LED downlight ceiling.



**Natural Rift**  
Horizontal laminate panels  
LED downlight ceiling.



**Boardwalk Oak**  
Horizontal laminate panels  
LED downlight ceiling.



**Frosty White**  
Horizontal laminate panels  
LED downlight ceiling.



**Sterling Ash**  
Vertical laminate panels  
LED downlight ceiling.



**Beigewood**  
Vertical laminate panels  
LED downlight ceiling.

Note: flooring not included,  
to be done by others.

# Fast installation and superior service

From planning and installation to industry-leading maintenance, you'll find our processes are streamlined, simplified and reliable.

## Capital planning and ordering

Simple specifications and standardized processes make ordering fast and efficient.



## Delivery and installation

The Schindler HXpress complete and ready to install for a streamlined process that minimizes disruption to your building's operations.



# Modernization financing

Realize all the benefits of a complete elevator modernization now and pay for it over time.

## Don't wait to modernize

With Schindler modernization financing you don't have to plan for an expensive capital outlay. You can do it now quickly and easily with Schindler modernization financing.

## Schindler simplifies it all\*

Schindler's financing representative will work with you and coordinate this process with the lending bank. About all you have to do is furnish the bank with their requested financial information. All your financial information goes direct from you to the lending institution to help reach a prompt credit qualification decision and maintain confidentiality. Decisions regarding financing qualification are made by participating lending institutions.

## Coordinated with your Schindler maintenance

For easier management and administration — and to help protect your modernization investment — Schindler will design and implement a new maintenance schedule for your modernized equipment. This new maintenance contract will run for the duration of your financing period, or longer. It means that your upgraded elevators will be expertly serviced and maintained by Schindler at all times.

\*The offer presented in this description of financed modernization work is conditioned upon and subject to approval from Schindler Elevator Corporation's banking partners. Such review and approval may require some information from you regarding the property itself and finances of owner / management.

# Committed to performance, sustainability and safety

## Redefining reliability

Schindler is redefining reliability to reduce service calls and maximize your equipment availability. Using structured maintenance routines, real-time dynamic scheduling, and 24/7 remote monitoring on all brands, our highly trained technicians provide the service you need when you need it — because life is a moving experience.

## Sustainability and safety

At Schindler, we are continually working to develop products that are energy-efficient and highly recyclable. We are also committed to enhancing customer and employee safety. We see the protection of people and the environment as essential components of our corporate responsibility and our position as an industry leader.

For more information, including location of the Schindler office nearest you, please visit:

U.S. Headquarters. Morristown, New Jersey Tel. 973.397.6500  
[www.schindler.com](http://www.schindler.com)

Canada Headquarters. Toronto, Ontario  
Tel. 416.332.8280



Schindler is a member organization of the U.S. Green Building Council.



Schindler has received renewal to ISO 9001 and ISO 14001 certificates.



Schindler prints with vegetable-based ink on paper containing post-consumer waste fiber.

## Hxpress FAQs

- What is the capacity range of Hxpress?
  - 614 product code is 2000 to 5000lbs
- What is the maximum number of stops and openings?
  - 6 stops
  - 6 front and 2 rear openings
- What are the speed options for Hxpress?
  - 100, 125, 150 FPM
- What is the MTBC for the Schindler 330A hydraulic elevator?
  - MTBC is approx. 348 days
- Is the Hxpress a submersible or a dry mounted power unit?
  - Submersible (pump motor inside the tank in oil)
- What are the maximum number of starts and stops per hour for Hxpress?
  - 80 starts and stops per hour
- Can I use Hxpress with a dual jack non-Schindler hydraulic elevator?
  - No, due to synchronization of the jacks. Hxpress can work with an in ground jack, or any single telescoping jack or any existing dual jack Schindler unit.
- How do I best determine the proper power input for the existing hydraulic?
  - Look for data tag on tank unit to see if noted, 2) Look for data tag on motor if a dry unit, 3) check mainline disconnect for noted incoming power (**Power needs to be confirmed prior to ordering via measured voltage**)
- How large of a group can Hxpress run?
  - up to a four car group
- What are the standard door operator options with Hxpress?
  - GAL MOVFE door operator
- What is a linear vs harmonic door operator?
  - Linear door operators drive the doors via a belt that is driven directly via the door motor. A harmonic door operator utilizes linkage arms and chains to drive the doors via the door motor. The linear operator has less moving parts and fewer items to maintain or adjust over time which adds to improved reliability and smoother door operation. The GAL MOVFE is linear, the GAL MOVFR is harmonic.
- How do I tell a left hand vs a right hand door?
  - With the doors open, stand with one foot in the cab and one foot on the landing side and face the car door (door coming at you). Whichever shoulder is positioned inside the cab is the hand of the door.
- What is included in a standard Hxpress package and what are the option?
  - See HXpress brochure
- What is the lead time for a standard Hxpress package?
  - 8 weeks from Book to notice of delivery (NOD)

- What is a typical installation time for a two or three stop Hxpress package with front openings only?
  - 3 to 4 weeks per car based on stops
- Who do I contact if my customer is interested in the Financing option?
  - Lake Underwood via Schindler email or 973-397-3646. Lake is our independent consultant who will work directly with the customer to arrange financing based upon approved credit. All confidentiality is between the consultant and the bank. The customer pays the bank and the bank pays us on a monthly basis. **Approval is also contingent upon the customer executing a new 60-month contract extension or new contract with Schindler if a recovery.**
- Can the customer add other building related work into the Financing option through our plan?
  - Yes
- What are the benefits of installing Hxpress over other hydro systems?
  - Industry leading low rise product for more than 7 years. Over 75000 units in the marketplace. SRM for ease improved reliability. Incorporates all of the latest safety features. Schindler technology which is supported long after most third party suppliers have stopped supporting their product.
- Will modernizing the elevator cause the building to have to perform other building related types of upgrades?
  - yes, some of the most common are; proper lockable disconnects, separate 110vac lockable disconnect for car lighting, self-closing/self-locking machine room door, GFCI electrical outlet in the elevator machine room, proper machine room ventilation (HVAC not required but recommended).
- What are standard payment terms?
  - 50% down payment, second billing to 100% less retention, 5% retention due 30 days after turnover.
- What are signs that an elevator needs to be modernized?
  - The elevator is > 15 years old, 2) the elevator shuts down frequently, 3) passengers wait too long in the lobby, 4) passengers complain about poor ride comfort, noise or floor leveling, 5) you're unsure if the elevator complies w/ current code & safety standards and 6) the elevator has a negative effect on property/rental values.
- Am I locked into Schindler if I purchase the Hxpress system?
  - No, over 20% of the 75,000 units installed and running are currently maintained by others. Parts are available through Adams Elevator.



# Schindler HXpress Car Fixtures

## Car Operating Panel

### Fixture Finish:

- #4 Brushed Stainless Steel    #4 Brushed Bronze

### Car buttons:



Julius Tactile

Caesar Tactile

California Fishtail Tactile

### Button Illumination:

- White    Red

## Car Lanterns



- No car lanterns

### Fixture Finish:

- #4 Brushed Stainless Steel  
 #4 Brushed Bronze

### Mounting:

- Flush  
 Surface

### Arrow Type:

- Traditional ADA  
 Vandal Resistant



### Selections:

Project: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Schindler HXpress Hall Fixtures

## Hall Stations

### Fixture Finish:

- #4 Brushed Stainless Steel     #4 Brushed Bronze

### Mounting:

- Surface     Flush

### Button Illumination:

- Match COP     White     Red

### Signage:

- None     In Case of Fire



# Schindler HXpress Hall Fixtures

## Hall Lanterns

### Egress Floor:

#### Style:

- Arrows Only  PI Only  Combination  No hall lanterns

#### Fixture Finish:

- #4 Brushed Stainless Steel  #4 Brushed Bronze

#### Mounting:

- Surface  Flush

#### Arrow Type:

- Traditional ADA  Vandal Resistant

#### Orientation:

- Horizontal  Vertical

### Typical Floor:

#### Style:

- Arrows Only  PI Only  Combination  No hall lanterns

#### Fixture Finish:

- #4 Brushed Stainless Steel  #4 Brushed Bronze

#### Mounting:

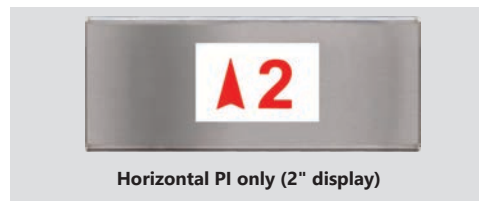
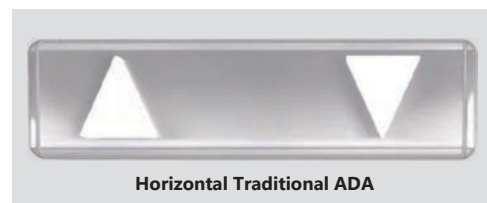
- Surface  Flush

#### Arrow Type:

- Traditional ADA  Vandal Resistant

#### Orientation:

- Horizontal  Vertical



# Schindler HXpress

Elevator fixtures both aesthetically pleasing and durable.

Schindler Your First Choice  
Trusted. Professional. Smart.

For further information, including location of the Schindler office nearest you, please contact:

U.S. Headquarters. Morristown, New Jersey  
Toll-Free 877.696.8382  
[www.us.schindler.com](http://www.us.schindler.com)

Canada Headquarters. Toronto, Ontario  
Tel. 416.332.8280  
[www.ca.schindler.com](http://www.ca.schindler.com)



Schindler is a member organization of the U.S. Green Building Council.



Schindler has received renewal to ISO 14001:2004 and ISO 9001:2008 certificates.

ISO 9001 | ISO 14001



Schindler prints with vegetable-based ink on paper containing post-consumer waste fiber.



**15811 Annico Drive, Unit #5**  
**Homer Glen, IL 60491**  
**877/301-6510**  
*www.americanbeltmanlift.com*

May 16, 2024

Mr. Jim Lee  
LAKE FOREST LIBRARY  
360 East Deerpath  
Lake Forest, IL 60045

Re: Elevator Modernization Proposal

Dear Jim:

Per our survey, we are submitting the following proposal for the elevator modernization on the passenger elevator.

**PROPOSAL:**

TO PROVIDE ALL LABOR AND MATERIAL TO MODERNIZE THE EXISTING PASSENGER ELEVATOR AND INSTALL THE FOLLOWING:

**CONTROLLER:** New microprocessor simplex elevator controls, floor selector, fire service feature and battery lowering

**NUMBER OF STOPS:** 4

**CAPACITY:** 1500 lbs.

**SPEED:** 100 fpm

**PUMPING UNIT:** New submersible tank (including new valve, motor, shutoffs & muffler).

**HYDRAULIC OIL:** New

**CYLINDER & JACK:** Retain

**WIRING:** New traveling cable, hoistway and machine room wiring

**DOOR OPERATOR:** (2) GAL MOVFR II door operator, LWZ zone clutch, gate hangar rollers

**HATCH DOORS:** GAL hangar rollers, locks, pickup rollers, and keepers

**HOISTWAY SWITCHES:** New limit switches & pit stop switch.

**FIXTURES:** Innovation car operating panel, new digital position indicators, traveling lantern and new hall stations with fire service and access key switches

**CAR TOP INSPECTION STATION:** New station with 110VAC light & guard

**PROXIMITY EDGE:** New 2019 code compliant 3D proximity edge

**CAB:** Retain

**BUFFERS:** Re-use existing

**PIT LADDER:** New code compliant

**MANUALS:** Electrical as built

**PERMIT:** City permit included

Our price for this work is **\$116,800.00**.



**15811 Annico Drive, Unit #5  
Homer Glen, IL 60491  
877/301-6510**

*www.americanbeltmanlift.com*

**Payment Terms:**

40% down payment

40% of material being shipped.

Balance due upon completion

**WORK NOT INCLUDED:**

- A dry pit reinforced to sustain vertical loads as shown.
- Any cutting and patching of building construction required installing signal fixtures, or other elevator apparatus, and any repairs, grouting, patching, or painting made necessary by it.
- A machine room properly lighted and ventilated per Code requirements with temperature maintained between 65 and 95 degrees. The door of size to permit access for hydraulic machine, to be self-closing and locking, but open able from inside without key.
- A fused disconnect switch for each elevator, of ample capacity, with wiring to the elevator motor starter control. Disconnecting means shall disconnect the normal power supply as well as emergency supply, when provided.
- Light and switch in elevator room, with switch located adjacent to access door. Convenience outlet in machine room.
- Light, switch, and convenience outlet in elevator pit, light switch accessible from lower landing opening. Install light to clear elevator car.
- Suitable 110 VAC service disconnects wired to terminals in elevator controller for car light service.
- Smoke sensors are in each elevator lobby with necessary wiring to elevator control panel when fire service is specified.
- Telephone instruments in elevator car and wiring from building source to elevator control panel.

If you should have any questions or require additional information, please do not hesitate to call.

**MODERNIZATION ACCEPTANCE:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



**15811 Annico Drive, Unit #5**

**Homer Glen, IL 60491**

**877/301-6510**

*[www.americanbeltmanlift.com](http://www.americanbeltmanlift.com)*



AG032924A

Mar 29, 2024

Customer: Lake Forest Library  
Contact: Ishwar Lexminarayan

**Project Name: Lake Forest Library - Full DDC Controls Upgrade**

Aberdeen Group is pleased to perform the following service:

Provide the labor, materials, and equipment necessary to install new DDC controls to replace the existing pneumatic controls at Lake Forest Library, as per the following:

**Summary:** This scope includes installing new DDC Open Protocol BACnet controls for all of the equipment listed below at Lake Forest Library, and installing a new front end BAS. All existing/pneumatic controls will be demoed, cut and capped, and the air compressor will be demoed and removed from the project. Our scope of work includes all of the necessary labor and materials to complete the controls and the associated low voltage detailed below:

**Equipment List:** The following equipment will be upgrades with DDC Controls:

- Tridium Niagara Front End BAS
- Boiler Plant with (3) Boilers
- Chiller Plant with (1) Air-Cooled Chiller
- (4) AHUs - Single Zone
- (1) AHU - Multizone
- (2) Condensers for the AHUs
- Zone Perimeter Heat Pump Controls

**Scope of Work:** We propose to complete the following scope of work:

- Install a Jace panel and front-end computer for the new Front End BAS
- Prebuild/prewire custom DDC control panels for (5) AHUs, (1) Boilers Plant and Chillers plant, and (1) for the perimeter heat pump controls. Install each panel and complete 110V power.
- Utilize existing bridal rings/install new conduit and bridal rings as necessary to free-air new low voltage BACnet networks from the Jace to all new controllers being installed.
- Run low voltage pipe and wire for each new device/point included for this project.
- Install DDC valve retrofit kits for the AHU HWVs/CHWs, and (3) 3-way valve for the boilers
- Install new temp. sensors, damper actuators, freeze stats, devices, relays, etc for the AHUs.
- Install damper actuators, DATs, and zone sensors for each zone on the multi-zone AHU.
- Install new temperature sensors, (3) valve retrofit kit, misc. devices, etc. for the boiler plant
- Install new temperature sensors, (1) chiller BACnet card, misc. devices, etc. for the chiller plant
- Install new temperature sensors, devices, relays, etc. for the perimeter heater controls
- Install VAV controllers and zone sensors for miscellaneous zones in the media room.
- Demo the existing air compressor and pneumatic devices. Cut and cap pneumatic lines.





- Create custom graphics, trends, alarms, and a floor plan(if provided by the customer) for all equipment being upgraded with DDC controls as part of this project.
- Functionally test all equipment through the front-end to verify the operation of all equipment. Provide a deficiency list with any existing issues not included in our scope of work.
- Train the building engineer on operation of the controls and front end BAS.

**Your Total Investment: \$207,306.00**

**Notes:**

- Work to be completed between the hours of 6:00 AM to 3:30 PM, Monday - Friday
- This scope includes all of the necessary labor and materials to complete the new controls and associated low voltage electrical, but excludes all mechanical or high voltage electrical repairs or replacements.
- This proposal assumes that all work can be completed on straight-time, but if requested we can provide a price to complete the upgrades project on over-time.
- This scope does not include the removal/reinstall of any permanent ceilings, access panels, or any carpentry work that may be required for the controls/LV installation.
- This proposal assumes that all low voltage and network wires need to be in conduit.

**INCLUDES: Labor, Materials, Taxes, Freight**

**Exclusions:** Non-Requested, Fire Dampers, Energy Meters, Test and Balance, Sawcuttings, Concrete Removal or Disposal, Scanning or Tagging, New Power Feeds, Pump Replacement Work, Gravel/Rock Install or Leveling, Framing for Concrete, Concrete Pouring, Finish Work, Excavation Equipment, Repairs or replacement of existing electrical, Sheet Metal Work, Power Feeds Back to Source, Overtime, Interlocks, Breakers, repairs of existing mechanical equipment, Abatement, Civil, Structural, Masonry, Carpentry, Painting, Insulation. Additional work not included in the above scope shall be performed on a time and material basis with the owner's approval. We thank you for the opportunity to provide our proposal for the above work. If I may be of further assistance, please feel free to contact me at 708-912-3437.

As a condition of this proposal, payments are to be made on a progress basis. Invoice payment must be made within thirty (30) days of receipt. Any alteration or deviation from the above proposed will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by customer and approval of an officer of Aberdeen Group, Inc. as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto on the reverse hereof, and no person has authority to make any claim, representation promise or condition of behalf of Aberdeen Group, Inc. which is not expressed herein. This proposal is valid for thirty (30) days.

**CONTRACTOR**

**CUSTOMER**

\_\_\_\_\_  
Project Manager: Donald Cundari

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Mar 29, 2024

**Project Name: Lake Forest Library - References**

1. **Mark Milazzo - Parkside Realty**  
Cell: 312-446-7228  
Email: Mark@parkside-realty.com
  
2. **Brian Maguire - Transwestern**  
Cell: 708-277-3592  
Email: brian.maguire@transwestern.com
  
3. **Scott Wilson - Hiffman**  
Cell: 630-417-1969  
Email: swilson@hiffman.com

## QUOTATION

Date: 3/20/24

To: Lake Forest Public Library

**RE: HVAC Controls Retrofit**

Thank you for the opportunity to quote a retrofit of the entire HVAC controls system. We install systems manufactured by Delta Controls. Enclosed is a brochure for our graphical user interface software called, enteliWEB. You can find more documentation on Delta Controls products at [DeltaControls.com](http://DeltaControls.com). Our scope is your 2024 RFQ:

<p>1.1 Lake Forest Library is 35,000 square feet. There are three floors and a basement that are serviced by:          Three (3 )boilers (2 Weil Mclain boilers and 1 Thermo Pak boiler)          One (1) Carrier 38AH air cooled condensing unit          One (1) Carrier 38AUZ condensing unit          One (1) Carrier 30RAP air cooled liquid chiller          Five (5) Trane air handling units</p> <p>All of which are currently controlled by a Honeywell pneumatic air system.</p>	
<p>1.2 Furnish and install low voltage control wire for all new Building Automation System</p>	included
<p>1.3 Furnish and install single zone AHU controllers as needed in an enclosure.</p>	included
<p>a. Furnish and install start/stop/status for supply fans</p>	included
<p>b. Furnish and install duct mount temperature sensors.</p>	included
<p>c. Furnish and install freeze stats</p>	included
<p>d. Furnish and install mixed air damper actuators on existing dampers.</p>	included
<p>1.4 Furnish and install face and bypass damper actuators on existing dampers.</p>	included
<p>1.5 Furnish and install space temperature sensors</p>	included
<p>1.6 Furnish and install chilled water and hot water coil valves.</p>	included
<p>1.7 Furnish and install open zone controllers with integrated actuator as needed for Media Lab</p>	included
<p>a. Furnish and install a space temperature sensor</p>	included
<p>b. Furnish and install a duct mount temperature sensor</p>	included
<p>1.8 Furnish and install multizone AHU controller as needed in an enclosure</p>	included
<p>a. Furnish and install start/stop/status for supply fan</p>	included
<p>b. Furnish and install duct mount temperature sensors</p>	included
<p>    i. Furnish and install averaging sensors for cold deck, hot deck, and mixed air</p>	included
<p>c. Furnish and install freeze stat.</p>	included
<p>d. Furnish and install mixed air damper actuators on existing dampers.</p>	included

Web Integration

Temperature Controls

Card Access

Lighting Controls

e. Furnish and install zone damper actuators as needed on existing dampers.	included
f. Furnish and install zone supply air temperature sensors.	included
g. Furnish and install space temperature sensors.	included
h. Furnish and install chilled water and hot water coil valves.	included
1.9 Furnish and install HW boiler plant controllers as needed in an enclosure	included
a. Furnish and install start/stop/status for boilers.	included
b. Furnish and install clamp-on supply and return water temperature sensors.	included
c. Furnish and install start/stop/status for boiler pumps.	included
d. Furnish and install 3-way control valves.	included
1.9.1 Furnish and install chiller control card as needed.	included
a. Furnish and install chiller enable.	included
b. Furnish and install clamp-on supply and return water temperature sensors.	included
1.9.2 Furnish and install one floor radiant controllers as needed in an enclosure.	included
a. Furnish and install space temperature sensor.	included
b. Furnish and install clamp-on supply and return water temperature sensors	included
1.9.3 Furnish and install start/stop/status for zone pumps	included
1.9.4 Repair insulation as required at new control valves and strap-on temperature sensors	included
1.9.5 Disconnect and cap compressed air lines. Removal or haul away of air compressors	included
1.9.6 Furnish onsite customer-controlled program training	included
1.9.7 Furnish engineering, project management, programming, submittals, and O&M manuals	included
1.9.8 Perform start-up, system tests and repairs	included
1.9.9 The contractor shall abate, remove and dispose of all components of the pneumatic air system.	included
Obtain any needed permits	included
Furnish 1-year parts and labor warranty.	included

**Qualifications:**

1. Wiring to remote air cooled condensing units is assumed to be in the pneumatic panel.
2. It is assumed there is reasonable route for space sensors and cabling.
3. If wire runs to space sensors are non-accessible, the included solution will be use of wireless sensors.
4. Demolition of existing air compressor is requested, it is assumed there are no other systems that rely on compressed air that are not listed in the RFP.
5. Sales tax exemption is assumed, and will require certificate of exemption.
6. It is assumed the Library will self host the Building Automation Software application on its own servers.

**Exclusions:**

1. Cutting, patching, or painting of ceiling/wall.
2. Repairs and replacement of equipment intended to be reused but later found broken.  
(E.g., dampers, condensers, pumps.)
3. Overtime (except in after-hours option).

**Questions from RFP Appendix A:**

Question 1: “...How many times do you anticipate the HVAC system will be interrupted and for how long?”

Answer 1: We estimate that 6 systems, the hot water boiler, and the 5 air handlers will each be worked on for 1 week. During that week, there will be approximately 4 intermittent 2 hour interruptions. Additionally, each system will require 1 full day of down time for valve replacement.

Question 2: *How long will it take to complete the project from start to finish?*

Answer: From execution of contract, we will required 4 weeks of planning and engineering, 8 weeks of onsite installation, and 4 weeks of commissioning and training.

Question 3: *Could you perform this job at night time?*

Answer: Yes, see alternate price.

Question 4: *Please provide 3 references.*

Answer: See references below:

Glen Ellyn Public Library  
Dennis McCarthy, Chief Engineer  
Desk: 630 790 6765  
dmccarthy@gepl.org

Alsip Public Library  
Ken Jankowski, Maintenance Manager  
708 371 5666 ext. 132  
maintenance@alsiplibrary.info

Loyola University, Lake Shore Campus  
Marty Mulligan, Chief Engineer  
Desk: 773 508 2518  
Mmulli3@luc.edu



**Pricing**

Total Normal Working Hours Price:

**Two Hundred Five Thousand, Five Hundred, Nineteen Dollars..... \$ 205,519**

Total After-Hours, Per RFQ Schedule Price:

**Two Hundred, Sixty-Seven Thousand, Eight Hundred, Thirteen Dollars..... \$267,813**

**Expiration**

Quotations are good for 90 days.

**Payment Terms**

Payment terms are net 30 days.

For questions, please call me at 708-990-1768, or email at jbrevoort@delta-bt.com.

Regards,

*James Brevoort*

James Brevoort  
Sales Engineer

**Buyer Acceptance**

By signature below, I accept this proposal and give permission to proceed with work for the above agreed upon sum based upon the contract documents and scope of work referenced herein:

Company Name: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

## TERMS AND CONDITIONS

- 1) Unless stated differently on Page One of this agreement, Delta Building Technologies, Inc. warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Delta Building Technologies, Inc. will extend to Customer the benefits of any warranty Delta Building Technologies, Inc. has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
- 2) Customer shall permit Delta Building Technologies, Inc. free and timely access to areas and equipment, and allow Delta Building Technologies, Inc. to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Delta Building Technologies, Inc.'s normal working hours.
- 3) Customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Delta Building Technologies, Inc. may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
- 4) Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
- 5) Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Delta Building Technologies, Inc.'s rates then in effect) over the sum stated in this Agreement.
- 6) In the event Delta Building Technologies, Inc. must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Delta Building Technologies, Inc. all court costs and attorneys' fees incurred by Delta Building Technologies, Inc.
- 7) Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
- 8) Delta Building Technologies, Inc. shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Delta Building Technologies, Inc.'s employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

- 9) To the fullest extent permitted by law, Customer shall indemnify and hold harmless Delta Building Technologies, Inc., its agents and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
- 10) Customer shall make available to Delta Building Technologies, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
- 11) Delta Building Technologies, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility.
- 12) Delta Building Technologies, Inc.'s obligation under this proposal and any subsequent Agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Delta Building Technologies, Inc.'s sole obligation will be to notify the Customer of the existence of such products and materials. Delta Building Technologies, Inc. shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
- 13) Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Delta Building Technologies, Inc. be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.



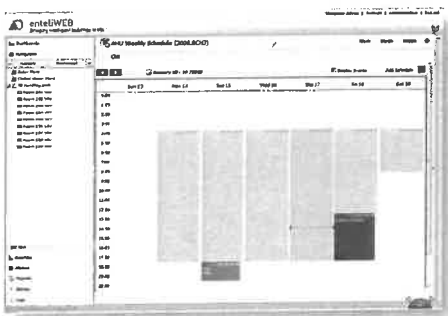
---

# enteliWEB

Enterprise Facility and Energy Management Software



## ► How your environment can benefit from enteliWEB systems



Scheduling Dashboard

### Scheduling

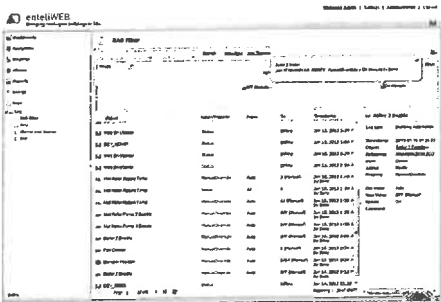
Event scheduling in enteliWEB allows occupancy to be associated with specific date ranges or recurrences.

- Special events or room rentals can be scheduled as one-time-only events.
- Event descriptions i.e. "Yoga Class" are displayed on the event time block.
- Colors distinguish between weekly schedules, ON events and OFF events.
- Date ranges, recurring dates and recurring week and day events are supported.

### Visualization Tools

enteliWEB visualization tools provide multiple methods of compiling and conveying the same data, so that individualized company styles and task assignments can be easily accommodated.

- enteliVIZ allows you to create intelligent visualizations and equipment graphics in your web browser.
- enteliWEB is backwards compatible - simply transfer your ORCAweb graphics to enteliWEB and you're up and running, saving you money.
- Graphics are fast and fluid making for a better user experience.

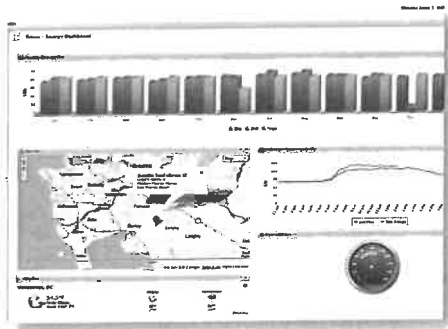


Audit Log

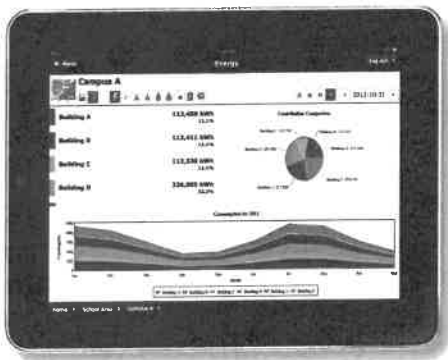
### Audit Log

A single consolidated log is available in enteliWEB to record operator actions, alarm transitions and device offline records.

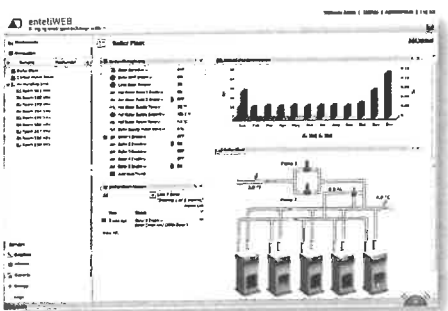
- Operators may troubleshoot by cross-referencing log entries from different parts of the system in a single view.
- A timeline chart allows operators to visualize multiple log entries.
- Operators can search through records quickly or use the Advanced Filter to find specific log entries.



Enterprise Dashboard



Energy Dashboard



System Dashboard

## Save Money

enteliWEB works to save you money.

- Fully-fledged energy management and facility management software in one package. Different permission rules mean you can use this as two systems for different staff or as one integrated package.
- Uses the existing building automation system infrastructure. There's no need to install a completely separate network just for energy monitoring.
- Does not require proprietary meters. enteliWEB can interface with any meter already installed, so no new hardware costs.
- Reduce the setup time and cost by importing existing ORCAview graphics to visualize building operation.
- Create your building's own energy baseline to track energy management improvements and show how much you have saved.

## Be Flexible

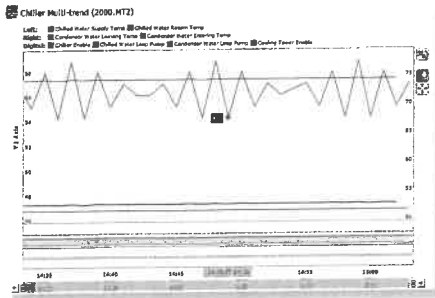
enteliWEB is both flexible and customizable, meaning it's the right solution for you.

- View and manage HVAC, lighting, energy and other systems from one operator workstation.
- Create custom dashboards for every user to display all the information you need on one page, and our simple user interface graphics mean you don't need to be a programmer to achieve this!
- Create your own widgets, you can even put the interface of third-party systems into a widget window – so you don't need to have multiple packages and screens open, giving you the convenience of an 'all in one view' of your key operating systems.
- Use the configurable reports in enteliWEB or design custom reports using an industry standard open source report design package.
- Web-based access, and tablet optimized dashboards make enteliWEB easy to view on an iPad or Android tablet.
- Centrally manage multiple facilities from all over the city or country from one location.

## Learn Quickly, Work Efficiently

enteliWEB is simple and easy to use.

- Intuitive layout and navigation so you can view a facility, floor or room and see which equipment can be adjusted to control the environment in that area, usually within 2 clicks.
- Get to where you want quickly; click on an alarm and see the system in question.
- Graphics, alarms, reports, scheduling – system management all in one place and can be assigned to relevant people.
- Dashboards are automatically created when the meters are set up.
- Combine multiple widgets on one screen to view needed information in one place.
- Easy to use graphics makes it clear to see where you are and highlights important information quickly.



Facility Management

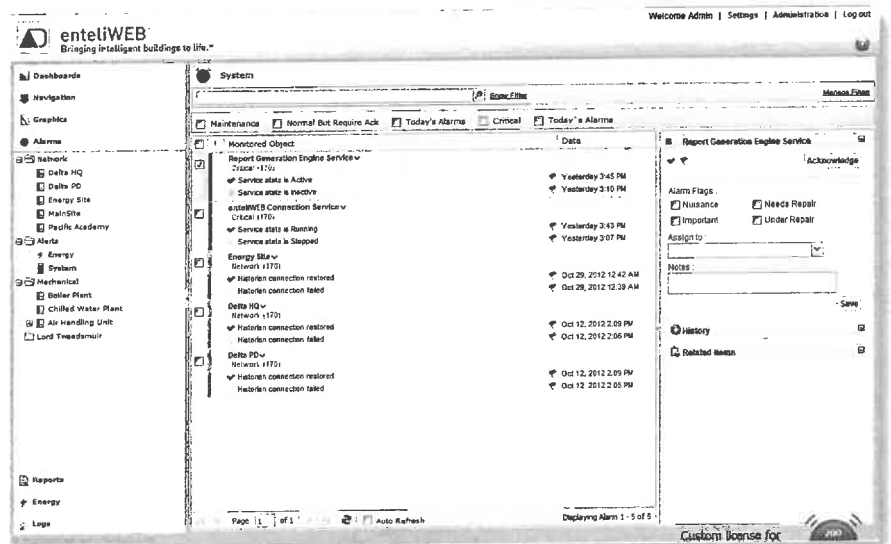
## Facility Management

The enteliWEB navigator automatically scans the BACnet network and presents devices in a logically-arranged network tree. This structure makes it easy for the Facilities Manager to monitor and command the building's control system.

## Alarm Management

With enteliWEB, alarm management is made simple with intelligent visualizations and automatic presentation of trends and related items. It organizes and structures the alarm system allowing operators to manage alarms from multiple sites more easily.

- Alarm management is simplified with filtering and management features.
- E-mail notification may be set up based on a customizable filter. Multiple email notification rules may also be setup on a per user basis.
- Acknowledge multiple alarms and set parameters on multiple alarms at the same time.



Alarm Management

## Benefits to user

- Manage multiple sites from one seat.
- Easy-to-use graphic interface makes it clear where you are and highlights important information quickly.
- Energy alerts monitor areas or meters triggering an alert when values approach or exceed targets.
- Intelligent visualizations automatically display trends that pinpoint the time of the alarm and display the history of the alarm.

## Energy Management



Energy View is an interactive dashboard that allows you to visualize energy performance and usage breakdowns against baseline and target data. This makes it easy for energy managers to understand the energy usage of their building, helping them to drive down costs and reduce emissions.

- Calendar and chart based heat maps show monthly or hourly energy performance compared to target or baseline.
- Usage breakdowns for areas to show how much each meter or sub-meter contributes over time.

## The Problem

Your Building Automation System is growing in size and complexity. From multiple university campuses and school boards, to multi-tenant commercial buildings and hospital groups. Add to that the integration of HVAC, lighting, access, energy management and other facility systems.

- So how do you manage a network that big?

- How do you effectively visualize the important data from all those buildings?

**enteliWEB  
is the solution**

# enteliWEB gives you a master view of your building operations and energy management

enteliWEB gives you a single management solution

enteliWEB effortlessly connects to all your facilities under one login. Bringing all your buildings, systems and energy analysis into one facility management umbrella saves engineering and maintenance time. It allows operators to work efficiently as they don't have to work with multiple unconnected systems.

enteliWEB helps you to make sense of data easily and quickly

With all these interconnected systems comes a lot of data. enteliWEB collects and organizes this information, displaying it within a dashboard visualization. Dashboards customized to your needs exist at every level in enteliWEB.

- Enterprise dashboards allow Facility Managers to quickly evaluate their systems based on KPIs.
- Personal dashboards provide an easy way for every operator to view the building the way they want.
- System dashboards provide a much richer experience than graphics alone, by combining operational views such as graphics, alarms, point lists, charts and other tools all on one page.

## Benefits

- Manage multiple sites from a single login. No need to worry about duplicate addresses or networking everything together. All you need is an IP address for each site.
- Manage integrated HVAC, lighting, energy and other systems with one operator workstation.
- Alarm Management is designed to quickly and efficiently manage alarms from different sites.
- Dashboards provide simple visual summaries of facility information that allow you to drill down and take action.
- enteliWEB comes with built in development support for dashboards and reports, so that our partners can add functionality and customize the enteliWEB experience according to your organization's needs.
- Mobile view for when you're on the move - Standard web technologies allow enteliWEB to be viewed on iPad and Android tablets.

## Benefits to user

### Facility Management

- Monitor and adjust HVAC, lighting, energy and other systems.
- Maintain a robust schedule so that rooms and buildings are ready when they're occupied.
- Connects to devices directly, monitor and address performance issues from one mobile-friendly platform.

### Energy Management

- Comprehensive dashboards and reporting makes it easy to identify building performance over any period of time.
- See what's using your energy, and make changes from the same screen.

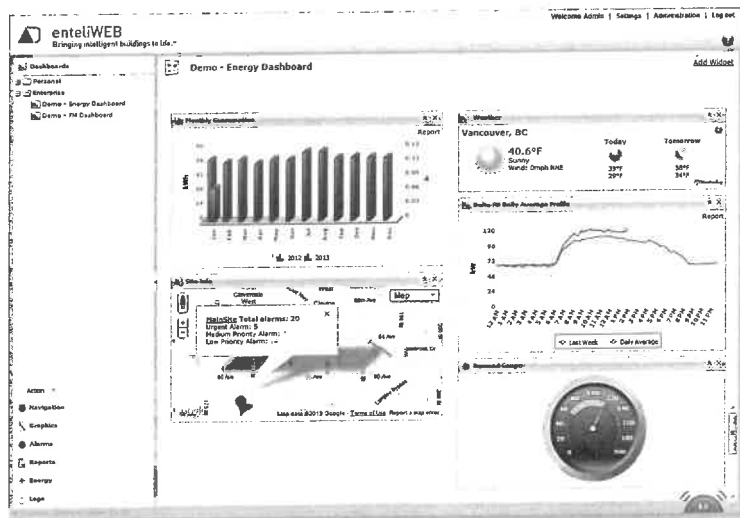
# ► Visualize your building your way with enteliWEB's facility and energy management application

## Dashboard Visualization

Walk in, sit down and know everything! Dashboards provide at-a-glance summaries of your facility. With the ability to create and customize dashboards, your workstation software will always be useful and relevant. With enteliWEB, you're the boss.

## What is enteliWEB?

enteliWEB is a Web-based, native BACnet® application that combines the power of enterprise dashboards with easy-to-use facility management tools. Customizable energy management dashboards and powerful energy reports give managers the tools to reduce consumption and lower costs. Task-driven alarm management and system dashboards allow operators to quickly visualize and prioritize their work, keeping the facility running comfortably and efficiently.



Energy Dashboard



To find out about our purchasing models contact us now at **1-604-574-9444**

Alternatively visit our website at **[www.deltacontrols.com](http://www.deltacontrols.com)**

**2024 REQUEST FOR PROPOSAL**  
**HVAC CONTROLS AND BUILDING AUTOMATION SYSTEM**  
**LAKE FOREST LIBRARY**

Sealed proposals, clearly labeled "Proposal— HVAC CONTROLS AND BUILDING AUTOMATION SOFTWARE", will be received weekdays between 10:00 am and 5:00 pm in the Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045, until 5:00 pm on Friday, March 29, 2024. Proposals received after 5:00 pm on that day will not be given consideration. All submissions must contain three references for work of similar scope.

Request for proposal documents may be obtained on the library's website [www.lakeforestlibrary.org](http://www.lakeforestlibrary.org) beginning 1:00 pm on Friday, February 16, 2024. Pre-proposal meetings and walk-throughs will be held at 10:00 am on Tuesday, March 05, 2024. Please meet in the lobby of the library.

Submit questions to: Jim Lee, Facilities Manager, Lake Forest Library, [jlee@lakeforestlibrary.org](mailto:jlee@lakeforestlibrary.org) or 847-810-4624.

Submit sealed proposal to: Ishwar Laxminarayan, Executive Director, Lake Forest Library, 360 East Deerpath Road, Lake Forest, IL 60045.

Proposals will be evaluated by the Executive Director and Facilities Manager. The selected proposal will be presented to the Board of Library Trustees at their April 16, 2024 board meeting. All proposals should be open for acceptance for a period of 90 days from the deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

# **HVAC CONTROLS AND BUILDING AUTOMATION SYSTEM**

Company Name: Integrated Building Automation

Representative Name: Craig Cymerman, President

## **1. General**

1.1 The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and all safety requirements according to OSHA requirements.

1.2 The Contractor's employees shall be carefully interviewed, screened, and covered by Bond.

1.3 In hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

## **2. Contract**

2.1 The Contractor shall execute the Independent Contractor Agreement attached hereto.

2.2 The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of the Lake Forest Library.

2.3 The Lake Forest Library or the Contractor may cancel this agreement at any time subject to thirty days prior written notice.

## **3. Insurance**

3.1 The Contractor shall procure and maintain for the duration of this agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Contractor's operation and use of the premises. The cost of such insurance shall be borne by the Contractor.

3.2 Minimum Scope of Insurance. Coverage shall be at least as broad as:

i. Professional Liability Insurance.

ii. Broad Form Compensation General Liability, or the most recent revision.

iii. Workers' Compensation insurance as required by statute and Employer's Liability insurance.

iv. Contractor's Pollution Legal Liability and/or Asbestos Legal Liability and/or errors and omissions (if the project involves environmental hazards).



### 3.3 Minimum Limits of Insurance

Provider shall maintain limits no less than:

a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.

b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

Deductibles and Self-Insured Retentions.

Any deductible or self-insured retentions must be declared to, and approved by, the Library. At the option of the Library, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Library, its officers, elected and appointed officials, employees, volunteers, and agents; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

1. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions: a. General Liability

i. The Library, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the Contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Library, , its officers, elected and appointed officials, employees, volunteers and agents.

ii. The Contractor's insurance coverage shall be primary insurance as respects the Library, its officers, elected and appointed officials, employees, volunteers and agents. Any insurance or self-insurance maintained by the Library, its officers, elected and appointed officials, employees, volunteers and agents shall be excess of the Contractor's insurance and shall not contribute with it.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Library , its officers, elected and appointed officials, employees, volunteers and agents. iv. Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except to limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the Library, its officers, elected and appointed officials, employees, volunteers and agents for losses arising from use of the premises.

3. All Coverages. Each insurance policy required by this clause shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt required, has been given to the Library.

4. Acceptability of Insures. Insurance is to be placed with insurers licensed to do business in Illinois.

5. Verification of Coverage. The Contractor shall furnish the Library with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Library before the premises are occupied. The Library reserves the right to require complete certified copies of all required policies, at any time.

6. Indemnification Clause. The Contractor shall, to the fullest extent permitted by law, waive any and all rights of contribution against the Library and shall indemnify the Library and its officers, elected and appointed officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity that the Library would otherwise have. The Contractor shall similarly, protect, and indemnify the Library, its officers, elected and appointed officials, employees, volunteers and agents against and from any and all claims, costs, causes of actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Acts or Employee Benefit Acts. The right and obligations of this subsection shall survive the voluntary or involuntary termination of this Contract.

## **HVAC CONTROLS AND BUILDING AUTOMATION SYSTEM SCOPE OF WORK**

1.1 Lake Forest Library is 35,000 square feet. There are three floors and a basement that are serviced by:

- Three (3) boilers (2 Weil Mclain boilers and 1 Thermo Pak boiler)
- One (1) Carrier 38AH air cooled condensing unit
- One (1) Carrier 38AUZ condensing unit
- One (1) Carrier 30RAP air cooled liquid chiller
- Five (5) Trane air handling units

All of which are currently controlled by a Honeywell pneumatic air system.

1.2 Furnish and install low voltage control wire for all new Building Automation System

1.3 Furnish and install single zone AHU controllers as needed in an enclosure

- a. Furnish and install start/stop/status for supply fans
- b. Furnish and install duct mount temperature sensors
- c. Furnish and install freeze stats
- d. Furnish and install mixed air damper actuators on existing dampers.

1.4 Furnish and install face and bypass damper actuators on existing dampers.

1.5 Furnish and install space temperature sensors

1.6 Furnish and install chilled water and hot water coil valves.

1.7 Furnish and install open zone controllers with integrated actuator as needed for Media Lab

- a. Furnish and install a space temperature sensor
- b. Furnish and install a duct mount temperature sensor

1.8 Furnish and install multizone AHU controller as needed in an enclosure

- a. Furnish and install start/stop/status for supply fan
- b. Furnish and install duct mount temperature sensors
  - i. Furnish and install averaging sensors for cold deck, hot deck, and mixed air
- c. Furnish and install freeze stat.
- d. Furnish and install mixed air damper actuators on existing dampers.
- e. Furnish and install zone damper actuators as needed on existing dampers.
- f. Furnish and install zone supply air temperature sensors.
- g. Furnish and install space temperature sensors.
- h. Furnish and install chilled water and hot water coil valves.

1.9 Furnish and install HW boiler plant controllers as needed in an enclosure

- a. Furnish and install start/stop/status for boilers.
- b. Furnish and install clamp-on supply and return water temperature sensors.
- c. Furnish and install start/stop/status for boiler pumps.
- d. Furnish and install 3-way control valves.

1.9.1 Furnish and install chiller control card as needed.

- a. Furnish and install chiller enable.
- b. Furnish and install clamp-on supply and return water temperature sensors.

- 1.9.2 Furnish and install one floor radiant controllers as needed in an enclosure.
  - a. Furnish and install space temperature sensor.
  - b. Furnish and install clamp-on supply and return water temperature sensors
- 1.9.3 Furnish and install start/stop/status for zone pumps
- 1.9.4 Repair insulation as required at new control valves and strap-on temperature sensors
- 1.9.5 Disconnect and cap compressed air lines. Removal or haul away of air compressors
- 1.9.6 Furnish onsite customer-controlled program training
- 1.9.7 Furnish engineering, project management, programming, submittals, and O&M manuals
- 1.9.8 Perform start-up, system tests and repairs
- 1.9.9 The contractor shall abate, remove and dispose of all components of the pneumatic air system.

Obtain any needed permits

Furnish 1-year parts and labor warranty.

## **EVALUATION OF PROPOSALS**

1. Proposals will only be accepted from principals of the firm that will actually be doing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely. Additional pages may be added if more space is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as costs. The Library reserves the right to make its evaluation on the basis of all publicly available information.

## 5. Prevailing Wage

The Contractor shall comply with the Illinois Prevailing Wage Act and shall pay, and require every subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its subcontractors, of all changes in the prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Lake Forest Library. Change orders shall, however, be computed using the prevailing wage rate applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the Prevailing Wage Act and to obtain and furnish all such certified records to the Department of Labor as required by statute or regulation, including certified payroll. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the work and in every way defend and indemnify the Lake Forest Library against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Lake Forest Library agrees to notify the Contractor or subcontractor of the pendency of any such claim, demand, lien or suit.

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <http://www.illinois.gov/idol/Laws-Rules?CONMED/Pages/Rates.aspx>

The Contractor shall also:

(1) Insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

(2) Require each subcontractor to insert into each lower-tiered contract and project specifications for each lower-tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

6. The Contractor is responsible for securing and for the costs of any and all necessary permits.

7. Provide a cost alternate considering working at night.

8. Agreement Terms The Contractor will provide the Lake Forest Library with the work outlined in the RFP in the amount of \$ 244,205.00

Night work alternate add \$30,220.00

Test & Balance allowance \$7,700.00

9. Acceptance of Contract

Lake Forest Library

Contractor

(Representative Signature)

(Representative Signature)

(Title)

(Title)

(Date)

(Date)

## **Appendix A**

### **Questions concerning the installation of the HVAC CONTROLS AND BUILDING AUTOMATION SYSTEM**

1. The Library is open to the public Monday to Thursday 9:00 am to 9:00 pm, Friday from 9 am to 6 pm, Saturday from 9 am to 5 pm, and Sunday from 1 pm to 5 pm. How many times do you anticipate the HVAC system will be interrupted and for how long?
2. How long will it take to complete the project from start to finish?
3. Could you perform this job at night time?
4. Please provide at least three references for work of a similar scope.

1. Parts of the HVAC will be off-line for replacement of the control valves each unit will be off for a period of 1 day for the valve replacement and 1-2 days for control work associated with connection to any line voltage. During the control upgrade not more than 1 unit will be off-line at a time. Equipment will be manually ran once pneumatic controls are removed while new digital controls are being installed.

2. Project completion from start to finish is anticipated to be between (3) three to (4) four weeks total.

3. This project can be completed at night, please see alternate add for overtime labor.

4. Three references for similar scope of work:

a. Hawthorn School District 73: Facility engineer Mike Labbe (847) 778-3094  
labbem@hawthorn73.org

b. Chase Bank CBRE: Facility manager Pat Gallagher (630) 210-4086  
patrick.gallagher@jpmorgan.com

c. Lyric Opera of Chicago: Chief Engineer Joseph Minogue (312) 827-5750  
jominogue@lyricopera.org

March 28<sup>th</sup>, 2024

Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045  
Attn:

Integrated Building Automation is pleased to present to you the following proposal. This proposal is to install Carrier direct digital controls for the HVAC system. The following is included:

Drawings Dated: N/A

Page Numbers: N/A

The following is included in the base bid:

- ❖ Furnish and install low voltage control wire for all new Carrier DDC work.
  - Furnish and install a BACnet MS/TP communication network.
- ❖ Furnish and install (4) four AHU controllers in an enclosure.
  - Furnish and install start/stop/status for supply fans.
  - Furnish and install duct mount temperature sensors.
  - Furnish and install freeze stats.
  - Furnish and install mixed air damper actuators.
  - Furnish and install face and bypass damper actuators.
  - Furnish and install space temperature sensors.
  - Furnish chilled water and hot water coil valves, installed by others.
    - Furnish and install DX cool enable for units with condensers.
- ❖ Furnish and install (1) one VVT open zone controller with integrated actuator for Media Lab.
  - Furnish and install a space temperature sensor.
  - Furnish and install a duct mount temperature sensor.
- ❖ Furnish and install (1) one multizone AHU-5 controller in an enclosure.
  - Furnish and install start/stop/status for supply fan.
  - Furnish and install duct mount temperature sensors.
    - Furnish and install averaging sensors for cold deck, hot deck, and mixed air.
  - Furnish and install freeze stat.
  - Furnish and install mixed air damper actuators.
  - Furnish and install (4) four zone damper actuators.
  - Furnish and install zone supply air temperature sensors.
  - Furnish and install space temperature sensors.
  - Furnish chilled water and hot water coil valves, installed by others.
- ❖ Furnish and install (1) one boiler plant controller in an enclosure.
  - Furnish and install start/stop/status for boilers.
  - Furnish and install clamp-on supply and return water temperature sensors.
  - Furnish and install start/stop/status for boiler pumps.
  - Furnish 3-way control valves, installed by others.
- ❖ Furnish and install (1) one Carrier chiller BACnet MS/TP card.
  - Furnish and install chiller enable.
  - Furnish and install clamp-on supply and return water temperature sensors.
- ❖ Furnish and install (1) one floor radiant controller in an enclosure.
  - Furnish and install space temperature sensor.
  - Furnish and install clamp-on supply and return water temperature sensors.
  - Furnish and install start/stop/status for zone pumps.
- ❖ Furnish and install start/stop/status for LL bathroom exhaust fan.
- ❖ Furnish and install (1) one outside air sensor.
- ❖ Furnish and install (1) one XT router and (1) one I-Vu Pro32 with thermal graphics, email alarming and data trending.
  - Furnish and install (1) one Microsoft Surface Pro for local end user access to I-Vu.
    - (2) Two static I.P. addresses furnished by customers I.T. for remote access.
- ❖ Disconnect and cap compressed air lines.
  - Removal of air compressor.
  - Removal of all pneumatic air controls.



- ❖ Furnish onsite customer training.
- ❖ Furnish engineering, project management, programming, submittals, and O & M manuals.
- ❖ Furnish 2-year manufacturer warranty on all Carrier controllers and 1-year on non-Carrier parts.
- ❖ Furnish 1-year labor warranty.
- ❖ Labor and Material.

The total price for a complete upgrade is **\$244,205.00**.

The total add price for work to be completed afterhours while library is closed is **\$30,220.00**.

Please carry an additional **\$7,700.00** for a test and balance allowance.

**The following items and services are not included in any of the above pricing:**

- Line voltage to control enclosures, Equipment start-up, Starters, Provide or install any mechanical equipment, Water Treatment, Crane Lifts, Glycol, Cutting, Patching, Coring, Fire stopping, Roofing, Remove or install Ceilings, Premium Time, City Permit Fees, Bonds, Water Balancing, Routine Maintenance, Shop Drawings, As Built Drawings, Street closure permits, Transit permits of any kind, Utility cost of any kind, Liquidated damages of any kind, Plumbing work of any kind, Painting of any kind, Dumpsters, Excavation, backfill, Temp Heating or Cooling, Concrete work, Refrigerant Relief valves or vent piping, Condensate Pumps, In-line pumps, pump lead lag components/ controls, Hot Taps, Demo Work, and Insulation.(Unless noted above)
- Hazardous material handling or working in contaminated areas (asbestos, lead paint, etc.).
- Certified payroll is not included in the above proposal.
- In the event that the controls contractor is called to the site for equipment adjustments, and it is determined that the issue is not related to temperature controls (i.e. mechanical issues), the controls contractor will be paid at a straight rate of \$165.00 per hour.
- This proposal is based on Carrier mechanical equipment only, if equipment other than Carrier is purchased this proposal is subject for review.
- Integrated Building Automation thanks you for your business. Invoicing and payment shall be in accordance with the terms stipulated in the quotation issued by Integrated Building Automation. All invoices issued are due within 30 days of invoice date, invoices past due will be charged a 1% late fee per month on late invoices.

This proposal is based on normal working hours from 7:00am to 3:30pm, Monday through Friday and is subject to review after 30 days. If you have any questions or concerns, please feel free to contact me at any time. Thank you.

Respectfully,



Craig Cymerman  
President  
craigc@i-bas.com  
(224) 422-2802



**CONTROLS EXPERT**



**Integrated**  
Building Automation

Proposal Acceptance

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

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

Date: \_\_\_\_\_

**HVAC CONTROLS AND BUILDING AUTOMATION SYSTEM**

**BIDS RECEIVED – SUMMARY**

**May 17, 2024**

<b>VENDOR</b>	<b>PROPOSED TOTAL COSTS: Business hours / After hours</b>	<b>CONSIDERATIONS</b>
Aberdeen Group	\$207,306.00 / not provided	Limited and last-minute site visit, incomplete proposal. cursory inspection of facility.
Delta Building Technologies	\$205,519.00 / \$267,813.00	Confusing and vague annual Maintenance agreement that is limited to "minor software updates" with a cost of \$3,444.00. EnteliWEB user interface that was explained to be compatible to industry standard BACnet. No hosting costs when self-hosted on Library servers, offsite hosting available for an additional \$300 annually. Testing and balancing option not mentioned or suggested, Needed repeated prompting for additional costs.
Integrated Building Automation	\$244,205.00 / \$274,425.00	No Licensing costs. \$2,640.00 Annual Maintenance. Uses industry standard BACnet communication network interface. Software loaded onto included Microsoft Surface Pro (server hosting is not necessary). Provided recommendation for testing and balancing for a cost of \$7,700.00 in quote. Established partnership with the current mechanical contractor – Hill Mechanical.

# Library Kiosk Information

## Why a Kiosk?

- Offers a familiar vending machine service model, but with enhanced patron choices in terms of formats, including picture books, items like wifi hotspots, adult books of various sizes, etc.
- Fulfills past requests for additional library service to the west side of Lake Forest
- We already have a library presence at the train depot with book returns and the DVD2GO machine (which is reaching the end of its usefulness and lifespan).
- This can serve as a “clinical trial” to gauge demand/use of the train station. Is it a viable area to expand library services in other ways?
- Flexible in terms of contents and use, including an option to pick up holds.

## Why International Library Services (ILS)?

- Requested quotes and demos from Envisionware, Bibliotheca and ILS
  - Bibliotheca doesn't offer this service in the USA at this time, but we had a nice chat about lockers and other remote solutions with our representative to keep in mind for the future.
  - Met with all the vendors of vending units (essentially just Envisionware and ILS) at ALA, saw the ILS unit in-person, and had Zoom presentations for all Senior Staff.
  - Envisionware pricing was between 40% and 60% higher than ILS, depending on the product.
  - Envisionware machines are much larger/heavier and essentially permanent where you place them. We could not move the machines ourselves.
  - ILS included items in their base quote that were separately charged as add-ons by Envisionware, such as custom branding on the unit.



# AUTOLEND LIBRARY

## Vending Convenience At It's Best



Best-In-Class Ingenuity



Best in Flexibility

- Lends all popular sizes of materials up to 2" thick
- Hardcover
- Paperback
- DVDs & Games
- Audiobooks
- Children's Picture Books
- Delivers holds
- Allows browsing & retrieval of materials
- Return of materials
- Place a hold too!



One Item Release Delivery Door



U.S. Made, Serviced, & Supported



Military Grade Steel Indoor/Outdoor Use  
\*with coverage



Industry Leading Style and Design

- Customized Screens, Logo & Prompts
- Custom Branding Graphic Wrap



Incredible Patron Experience

- 24/7 Fully Automated
- Ease of Use Control System
- Engaging 19" Touch Screen

Smallest Footprint with the Most Capacity



Fully ADA Compliant

ILS AutoLend Library™						
Capacity	Standard: 228 items (*Custom option up to 400 based on configuration)					
Electrical Requirements	Domestic: 110 VAC/60Hz, 1.2 AMPS International: 220 VAC/50Hz, 0.6 AMPS					
Dimensions	Height	79"	Width	34"	Depth	41"
Ship Weight	*850 lbs					

866.883.0300  
www.internationallibraryservices.com  
USA Veteran Owned Company



**Pricing Proposal**  
**AutoLend Library Kiosk**  
**For: Lake Forest Library & Library Board, IL.**  
**% Heidi Krueger (she/her/hers)**  
**Director of Patron Services**  
**May 31 ,2024**

AutoLend Library Kiosk Standard Model Price	\$64,900. ea.
Site Specific Freight, Installation and Training ea.:	\$4,500.

<b>Total Purchase Price for 1 AL Machine</b>	<b>\$69,400.</b>
--	------------------

*Inclusions : AutoLend Library Machine, complete system integration with ILS, and customized graphic wrap with library name and/or logo. Thermal receipt printer. First year maintenance free including (parts and labor)*

**Features:**

- Capacity: up to 228 items per cabinet
- Access Model: 24/7 fully automated
- Power: Single 110-220v and 60/50Hz outlet
- Network: Supports WiFi and wired Ethernet
- Dimensions: 34" W x 41" D x 72" H per cabinet
- Material Types: Hardcover, Fiction, Juvenile, Childrens' Picture Books, Paperback, DVD, Game, Audiobook, Tablets, Hotspots
- Slots Size: 48 - 1" wide slots - 180 - 2" wide slots  
OPTION AVAILABLE 48- 1" wide Slots ; 150 - 2" wide slots ; 30 - 3 1/2" wide slots.
- Display: 19" IP65, rated, full Touchscreen
- ADA compliant material slots, display, and patron interface.
- Email and printed receipts
- Active device monitoring with staff email notifications
- Simple patron and staff interaction with easy to use, active screen direction
- Thermal Receipt Printer

(2)

*Order must be placed by May 31 , 2024. Pricing in US Dollars and does not include applicable taxes.*

*Payment Terms - 50% due upon PO and 50% due upon delivery and acceptance*

*Year 2 Maintenance fee is \$6,490.*

---

For more information contact: **George Bateman - VP Sales**

[georgeb@internationallibraryservices.com](mailto:georgeb@internationallibraryservices.com)

**443-846-4374**

**International Library Services**

www.internationallibraryservices.com

866.883.0300

8205 Killean Way Potomac, Maryland 20854 USA

A Certified Veteran Owned Small Business

## Library Operations Report April 2024



### Adult Services

Lydia Frank was the lead librarian for our 6<sup>th</sup> annual *Read Between the Ravines*, our joint one book/ one community non-fiction program with Lake Bluff Library. This year's topic was mental health, and after a month-long series of coordinating programs the author Christie Tate was led in conversation by Dr. Steven Miller from Rosalind Franklin University about her book *Group: How one Therapist and a Circle of Strangers Saved my Life*. Over 80 attended this event held at the History Center of Lake Forest and Lake Bluff. The conversation was recorded with an additional 39 watching the recorded interview, which is still posted on the Lake Forest Library YouTube channel.

The following morning, Ms. Tate led a *Memoir Workshop* at the Lake Forest Library. The author prepared handouts for the 20 attendees, and we received many comments from attendees about how much they enjoyed it.





Our *Sip Tea & Explore the History of the Remisoff Murals* program with the Friends was attended by 83 guests. Jan Gibson spoke on the history of the Lake Forest Library and its journey from a room at City Hall to the beautiful and historic building we know today. Included in her presentation were details regarding Alfred Hamill, the first library board president, and his connection to the artist Nicolai Remisoff. The audience learned about the figures in the murals and their significance in history and to the literary world. This talk, which is part of our YouTube collection has received over 71 online views.



We started our month of April with a *Solar Eclipse Party*. In the week leading to the big day, more than 750 glasses were distributed to our patrons. On eclipse day, we celebrated with Moon Pies, celestial coloring, a live stream from NASA and over 50 patrons gathered on the lawn to observe this natural wonder.



Krista organized a *Black Hole Blackout Poetry* and a *Space Haiku Challenge*. Barbara Wood won the challenge with her Haiku:

*The Nest*

The nest had four eggs  
But today it is empty  
Crow's belly is full

End of the fiscal year Adult Services statistics:

- We replaced over 450 titles, spending close to \$9,000 to refresh our popular and classic titles.
- Krista completed over 175 deliveries of 500 items to homebound library patrons. We deliver to Lake Forest Place and Balmoral as well as to individual homes.
- Staff performance evaluations were completed giving staff members an opportunity to look back at their accomplishments and look forward to a new year of projects and goals.

**Media Lab**

Media Lab staff saw a spike in patron inquiries about Artificial Intelligence (AI) in April. One patron inquired about using ChatGPT to create writing prompts in a writer's group. Others expressed interest in the library offering primers on AI generally, AI ethics, AI and privacy.

To help demystify AI, staff have been offering hands-on demonstrations on text-to-image generators and chatbots. Additionally, staff have been directing patrons interested in AI to one of the library's newest online resources, O'Reilly, which provides many high-quality videos, case studies, and courses in AI.

The Deerpath Garden Club of Lake Forest has been busy using the Media Lab in April. They are 3D printing butterflies that will be used as table decorations for their annual banquet in June.





### Children’s Services

Earth Day Recycle Craft in the Design Center: During the month of April 2024, we offered 4 craft projects, making up 290 kits. Also, we printed 800 coloring sheets.

Children continue to be creative during Playtime! Every Friday in April from 10 am until 1 pm we hosted drop-in Playtime with 388 children and adults having a creative blast.

29 children attended the drop-in LEGO Club and enjoyed the Earth Month challenge.



Five-year-old Theo just completed 900 of his books for the 1,000 Books Before Kindergarten. Theo has started to read and has added several books to the challenge that he read himself!

Five children entered the Syllables in Space Haiku Challenge. Sean was the winner of the poetry competition and received a \$20.00 gift certificate to the Lake Forest Book Store.

Lorie, Michelle, and Wendy hosted 15 Storytimes (6 offsite at Episcopal Preschool, and First Presbyterian Preschool) with 430 children, caregivers, and teachers attending these lively and very interactive classes.

## Young Adult Services



Emmy Neal reviewed specs for the 100 Books Before Graduation program that will be launching this summer for teen patrons in Grades 9-12! The program is travel themed, with passports to help track their reading on paper or mile marker badges if they prefer to use Beanstack. Participants will get various prizes throughout the program, designed to help our busy high school patrons stay connected with the library.



Magic the Gathering continues to be the most popular monthly program, taking over the Teen Space during their meetings each month. While two-player games are still the most popular, they have now learned the four-player variant, which allows for more strategy and longer gameplay.

## Facilities

TechVoo conducted on-site work from 8 am to 8:50 pm on April 1st, 2024, replacing the ethernet cable linking the security towers in the rotunda. Additionally, they replaced the

low voltage floor jack. There was no cost to the Library as this was damaged during the Mural Restoration Project and paid for by Parma Conservation.

On April 2nd, 2024, acting on the recommendation of Hill & Stone Insurance/ Cincinnati Insurance, the original traffic mats in the Rotunda, Main Level Foyer, and the Children's Foyer were replaced with Cintas traffic mats certified by the National Floor Safety Institute.

Pasquesi Plumbing repaired a sanitary drainpipe in the mechanical area of the library after business hours on Friday, April 6th.

The Kasian Room's glass ceiling underwent repair by Chicago Glass Experts on April 15th, 2024. The repair has been 100% successful with the recent rainfall.

Hill Mechanical executed the Heating to Cooling changeover on April 17th and 18th, 2024, with success.

OutSource IT Solutions installed security software on our new Mac Mini on April 24th, 2024, and addressed driver issues with our Graphics printer, slated for resolution after hours on April 29th, 2024.

### **Technical Services and Collections**

Technical Services staff closed out the fiscal year, processing all the final orders for materials and preparing acquisitions software for the new ordering year.

We met with the Teen Librarian about plans for reorganizing the teen print collection into genres (mystery, romance, historical fiction, science fiction, etc.). Some initial decisions were made, but the final plan and reprocessing and updated cataloging will not begin rolling out until Summer Reading has wrapped up in August to accommodate the workflow in Technical Services.

This fiscal year, the TS staff ordered and added 12,583 items to the catalog and completed processing to make them shelf-ready for our patrons. An additional 14,550 items were removed from the collection. The current physical collection at the end of April stands at 120,723 items.

### **Circulation/Interlibrary Loan**

The beginning of April was all about the eclipse. Circulation staff fielded many questions by phone and in person. Requests for safe viewing glasses the number one interest. The day itself was exciting and staff were set up at the desk, checking out materials and directing the patrons to the displays, elevators and washrooms.

Keeping materials moving and helping patrons find what or who they need is the job each day. This month 20,730 items were checked out at the circulation desk or at one of the 4 self-checks. The self-checkouts recorded 2,599 transactions, up from April 2023's 2,197.

While checking out materials is important, circulation also marks materials returned and sorts them for the pages to return to the shelves. This month circulation in adult and children checked in 13,236 items.

Interlibrary loan falls under circulation's umbrella while also working with the Adult and Children's librarians. The pick list is always changing as it grows with web requests all day long. This month ILL numbers show 1,353 items loaned out while our patrons received 1,050 items from other institutions. We get quite a few visitors from other local library residents, and they checked out 1,634 items from Lake Forest Library as part of the state's reciprocal patron borrowing (RPB) service.

We registered 84 new patrons and gave out 7 museum passes. Chicago Botanical Garden being the leader with 5 passes.

We are gearing up for the upcoming go live date for Find More Illinois (FMI) in August. Choosri Goebel and Jeanie Kennedy are heading up the process of moving us forward. Staff are beginning to sign up and attend training sessions hosted by CCS and via Zoom to take us through how to use the service and then how to explain it to patrons.

We are looking forward to another great year!

### **Conference/Training Reports**

Krista Kosar from Adult Services attended the Public Libraries Conference in Columbus, Ohio from April 3-5. Her report is below:

**Key takeaways:** In anticipation of the Reminiscing Roundtable (with the History Center) and Memory Cafe (with Dickinson Hall), I attended multiple panels on programming for older adults and those with Dementia. While not everything was relevant to the Lake Forest Library, I can apply what I've learned to fit with our goals and Strategic Plan. Choosing the Best Dementia Programs and Resources for Your Library was the most informative and relevant presentation as it gave concrete examples of starting and maintaining memory cafes. They provided resources both regionally and nationally specific. Another discussion I found valuable was Putting Our Words into Actions: A Toolkit for Customer Services which reminded us that it's important to "Treat the questions, not the person asking it" and "Everyone's question should be treated as if it was the first question of the day. The same energy should be given to each question as if you had never heard it before". This tip was invaluable when it came to answering the dozens of questions about eclipse glasses right after the conference! Lastly, I walked the exhibit hall and met with some companies that specialize in memory kits and tools for Dementia-focused programs that we can explore for programs.

- The Next Big Thing: Emerging Crises and How to Prepare
  - This was presented by librarians at the University of Michigan and Michigan Law Library. They discussed the importance of remembering that social media is a public forum, and that relevant discussions should be allowed to stay on the library's posts. If it's irrelevant content or spam, obviously those can be removed, but it's important to remember that removing comments the library doesn't agree with is considered censorship. Bans may be allowed, but like physical bans, they must have an expiration date. The speakers also discussed the possible future of TikTok, deleting old social media accounts so hackers can't gain access claiming to be the library, and the importance of having cyber insurance.
- We See You: Programming for Adults with Intellectual and Developmental Disabilities
  - Presented by the Branch Manager at Allen County Public Library. This session was a very practical approach to collaborating with community members to run successful book clubs for special needs teens and adults.
- Choosing the Best Dementia Programs and Resources for Your Library
  - This panel presentation consisted of librarians from the Columbus Metropolitan Library, Olathe Public Library, and Dementia Friendly Summit County (Ohio). The presentation went into depth on how to plan and successfully execute memory cafes, different programming topics, and how to encourage community involvement.
- Putting Our Words into Actions: A Toolkit for Customer Services
  - Presented by a panel of directors from the Sequoia Regional Library, the speakers discussed the way they created and implemented a custom and standardized service model. The hardest part of their implementation was not to "insult" staff members who had different ideas of customer service standards. These expectations set were not about *improving*, but rather, *consistent and defined* brand across their regional libraries. Two comments that stood out to me were "Treat the questions, not the person asking it" and "Everyone's question should be treated as if it was the first question of the day. The same energy should be given to each question as if you had never heard it before". This tip was invaluable when it came to answering the dozens of questions about eclipse glasses right after the conference!
- Seniors' Digital Literacy: Community Library Service
  - This was the least useful presentation out of the ones I attended. A librarian from the Toronto Public Library spoke about the accessibility options, funding, and outreach impact their consortium libraries offered to seniors in Toronto. They have massive funding and staff resources to offer tech-mobiles, classes, and the like. While this model of service works for them, it was not easily applicable to smaller individual libraries with limited resources and staffing constraints.

- In addition to attending panel discussions, I walked the exhibit hall and met with some companies that specialize in memory kits and tools for Dementia-focused programs.

Heidi Krueger, Director of Patron Services, attended HR Source's one-day conference in Naperville called Altogether HR. Her report follows:

- The day started with a General Session led by Kat Kibben, founder of Three Ears Media called *Less Bias, Better Job Candidates*. In addition to touching on some new legal requirements in Illinois, they covered the basics of creating effective job ads. Included was wording to use for jobs that do not require experienced candidates, a recommendation to provide a complete job description during the interview process (and not as part of the job ad or presented after hiring), and to make job ads shorter and reflective of day-to-day job duties.
- I attended *Managing Unmanageable Employees* (not that we have any of those!) in the first breakout session. There were some good suggestions for preventing toxic behavior including having solid policies, training managers and employees on anti-bullying behavior, setting clear expectations, and how to plan for failure if expectations are not met.
- The next session I attended was *Preparing for Salary Transparency* which started with a legal update, including how to comply with new pay range disclosure requirements in Illinois. Next was information about doing a compensation self-assessment for the organization, how to develop target market rates (HR Source can help), sample job postings, and benefits disclosure processes.
- The Closing General Session featured more legal updates and some real-life court cases with audience participation guessing the verdicts.



## TOP TEN CIRCULATING ITEMS IN APRIL 2024

### By Format & Audience

---

#### e-Audiobooks

---

Number	Title	Author	Circulations
1	<i>The Women</i>	Hannah, Kristin	24
2	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	17
3	<i>First Lie Wins</i>	Elston, Ashley	15
4	<i>Happy Place</i>	Henry, Emily	15
5	<i>Hello Beautiful</i>	Napolitano, Ann	15
6	<i>The Heiress</i>	Hawkins, Rachel	15
7	<i>None of This Is True</i>	Jewell, Lisa	12
8	<i>Just for the Summer</i>	Jimenez, Abby	11
9	<i>Never Lie</i>	McFadden, Freida	11
10	<i>Tom Lake</i>	Patchett, Ann	11

---

---

#### e-Books

---

Number	Title	Author	Circulations
1	<i>The Women</i>	Hannah, Kristin	40
2	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	25
3	<i>Expiration Dates</i>	Serle, Rebecca	17
4	<i>Tom Lake</i>	Patchett, Ann	16
5	<i>Table for Two: Fictions</i>	Towles, Amor	15
6	<i>First Lie Wins</i>	Elston, Ashley	14
7	<i>The Bee Sting</i>	Murray, Paul	14
8	<i>Happy Place</i>	Henry, Emily	12
9	<i>Listen for the Lie</i>	Tintera, Amy	12
10	<i>The Covenant of Water</i>	Vergheze, Abraham	12

---

---

### Adult Books

---

Number	Title	Author	Circulation
1	<i>The Heaven &amp; Earth Grocery Store</i>	McBride, James	35
2	<i>Group</i>	Tate, Christie	31
3	<i>Tom Lake</i>	Patchett, Ann	18
4	<i>The Seven Husbands of Evelyn Hugo</i>	Reid, Taylor Jenkins	11
5	<i>Toxic Prey</i>	Sandford, John	11
6	<i>The Hunter</i>	French, Tana	9
7	<i>Demon Copperhead</i>	Kingsolver, Barbara	9
8	<i>The #1 Lawyer</i>	Patterson, James	9
9	<i>Never Too Late</i>	Steel, Danielle	9
10	<i>The New Couple in 5B</i>	Unger, Lisa	9

---

---

### Children's Books

---

Number	Title	Author	Circulation
1	<i>Escape from Mr. Lemoncello's Library : The Graphic Novel</i>	Grabenstein, Chris	13
2	<i>Hard Luck</i>	Kinney, Jeff	12
3	<i>No Brainer</i>	Kinney, Jeff	11
4	<i>Claudia and the Bad Joke</i>	Nopra, Arley	11
5	<i>The Scarlet Shedder</i>	Pilkey, Dav	11
6	<i>Stacey's Mistake</i>	Crenshaw, Ellen T.	10
7	<i>Diaper Överlöde</i>	Kinney, Jeff	10
8	<i>Frizzy</i>	Ortega, Claribel A.	10
9	<i>Elmo's Mommy Day</i>	Posner-Sanchez, Andrea	10
10	<i>Sisters</i>	Telgemeier, Raina	10

---

---

## Teen Books

---

Number	Title	Author	Circulation
1	<i>True Beauty</i>	Yaongi	6
2	<i>Solo Leveling</i>	Chugong	5
3	<i>The Reappearance of Rachel Price</i>	Jackson, Holly	5
4	<i>The Ancient Magus' Bride</i>	Yamazaki, Kore	5
5	<i>The Cruel Prince</i>	Black, Holly	4
6	<i>The Summer I Turned Pretty</i>	Han, Jenny	4
7	<i>The Selection</i>	Cass, Kiera	3
8	<i>To All the Boys I've Loved Before</i>	Han, Jenny	3
9	<i>Ichiro</i>	Inzana, Ryan	3
10	<i>Blue Lock</i>	Kaneshiro, Muneyuki	3

## Non-Book Items\*

Position	Title	Circulation
1	Mobile Hotspots	33
2	Children's Book Bags	23
3	<i>Poor Things</i>	15
4	<i>Ferrari</i>	14
5	<i>Wonka</i>	10
6	<i>Oppenheimer</i> (DVD 10 & Blu-Ray 9)	19
7	<i>The Holdovers</i>	9
9	<i>Migration</i>	9
10	<i>Anyone But You</i>	8
11	<i>Freelance</i>	8

---

\*DVDs, unless otherwise indicated

### Service Statistics

	<b>April 2024</b>	<b>April 2023</b>	<b>YTD FY 2024</b>	<b>YTD FY 2023</b>
Library Visits	<b>13,422</b>	10,606	<b>52,444</b>	47,475
Physical Items circulated	<b>20,730</b>	19,188	<b>82,776</b>	81,656
E-Media Circulated	<b>9,904</b>	6,808	<b>110,526</b>	75,960
Database Uses	<b>14,720</b>	10,769	<b>148,331</b>	93,997
Library Programs & Attendees	<b>44/3,224</b>	77/3,094	<b>624/36,992</b>	849/37,230
Media Lab, Appts, and Tutorials	<b>59</b>	59	<b>799</b>	564
Reference Questions	<b>2,540</b>	2,340	<b>27,802</b>	19,275
New Library Cards Issued	<b>82</b>	92	<b>400</b>	406
Items added to collection	<b>1,029</b>	718	<b>12,583</b>	10,394
Items withdrawn from collection	<b>1,294</b>	721	<b>14,550</b>	8,457