



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
Third Floor Meeting Room of the Park Ridge Public Library,
20 S. Prospect Avenue, Park Ridge, IL on the date and time below.

All meetings are public according to the provisions of the Illinois Open Meetings Act.
Please contact Library Administration for additional information or to request accommodations.

**LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, AUGUST 13, 2019 at 7:00 P.M.**

All committees are committees-of-the-whole unless noted

BUDGET & FINANCE

1. Comments from the Public on Non-Agenda Items
2. Approval of March 12, 2019 Minutes – Attached
3. Approval of FY20 Capital Budget Amendment – Attached
4. Other

PLANNING & OPERATIONS (Kiem - Chair)

1. Approval of July 9, 2019 Minutes – Attached
2. Approval of Computer View, Inc. Managed IT Services Contract 2019-2021 – Attached
3. Approval of FY2020 E-Rate Network Equipment Projects – Attached
4. Approval of Annual Fees for CCS and OCLC – Attached
5. Board Development
 - i. Roles of Library Director and Governing Board
 - ii. Governance of Illinois Municipal Libraries
 - iii. Roberts Rules of Order in General
6. Other

NO MEETINGS:

**BUILDING & GROUNDS
COMMUNICATION & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT
PERSONNEL
RESOURCES**

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
BUDGET & FINANCE COMMITTEE OF THE WHOLE
HELD MARCH 12, 2019 AT 8:25 P.M. IN THE SECOND FLOOR MEETING ROOM OF
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Stevan Dobrilovic, Charlene Foss-Eggemann, Gareth Kennedy, Joshua Kiem, Patrick Lamb, Lauren Rapisand, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Heidi Smith, Library Director; Angela Berger, Library Staff; Alderman Melidosian, Library Liaison

Approval of Minutes

Vice President Egan made a

MOTION: to approve the minutes for the February 12, 2019 Budget & Finance meeting as revised

Trustee Rapisand seconded the motion.

Voice vote.

Motion passed unanimously.

FY20 Operating Budget

Director Smith stated that her approach in developing the Salary Budget was based on efficiency: maximizing productivity with minimum waste, and the fact that as positions became open they weren't automatically filled. Director Smith verified the Board's goals in relation to efficiencies. There was discussion about reductions to payroll as related to technology.

Treasurer Egan made a

MOTION: to approve the FY20 Operating Budget of \$4,147,470.⁰⁰

Trustee Lamb seconded the motion.

Voice vote.

Motion passed unanimously.

FY19 Capital Plan & FY20 Capital Budget

The Committee discussed the water distribution system and its timing in the Capital Budget. The Committee asked that a note be added to the FY19 Capital Budget that the City adjusted their Capital Budget to support work on the columns. It was noted that the revised Capital Budget for \$100,000 was previously approved for \$170,000.

Trustee Dobrilovic made a

MOTION: to approve the revised FY19 Capital Budget for \$2,105,000.⁰⁰, and the revised FY20 Capital Budget for \$100,000.⁰⁰

Treasurer Egan seconded the motion.

Voice vote.

Motion passed unanimously.

Other

Treasurer Egan stated that for the FY21 Operating Budget he wants to look at the potential impact of a 40-hour work week.

Adjournment

8:53 p.m.



Memo Date: August 12, 2019
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: August 13, 2018
Action Requested: For approval
Subject: Roof Ice Melt System Project Budget

Background:

The FY20 roof ice-melt project statement of probable cost received from Green Associates exceeds the currently budgeted amount. Attached is their summary with \$104,806 for the base scope of the roof project (two sides: Prospect and parking lot elevations) and \$80,000 for alternates (remaining two elevations.) The Library budgeted \$60,000 for the base scope based on a preliminary quote from roof ice-melt system provider Delta Therm and an assumption that existing electrical service that supported a previous roof system would be sufficient.

Facility Manager John Priala and I met with Architect Andrew Jose from Green to learn what caused the statement of probably cost to be so much higher than the preliminary quote; below is a summary of his response.

1. Mobilization for a lift as well as the way the system will need to be attached to the slate roof could be an additional estimated \$15,000.
2. Per electrical code, a dedicated circuit is required. The existing circuit from the old system currently has 20 of its 100 amps dedicated to lighting. This could be an additional estimated \$10,000.
3. This is a conservative estimate of the work as well as conditions and profit to ensure we don't have any other unwelcome surprises. We'll know for sure in September when we review the bids.

Options Considered:

1. *Delay the entire project to FY21:* Mr. Priala strongly recommend we complete this project before winter as the conditions created by the absence of the system pose a significant life-safety risk.
2. *Reduce the base scope of the project:* Mr. Priala recommended the base scope as being the minimum of what is necessary to address safety concerns.
3. *Only consider the base scope, no alternates:* Since the cost to mobilize a lift is so significant, if the Library adds the system to the proposed 1st alternate area, it would be most cost effective to do it along with the rest of the work.
4. *Increase the budget to cover the base scope and a proposed alternate:* There are sufficient funds in the Library's fund balance to support the increase. It is possible the bid results will come in lower than Green's conservative estimate. The proposed alternate would add another half of a side, that by the staff entrance.

Recommendation:

Based on Mr. Priala's recommendations and Mr. Jose's summary, I recommend the Library Board approve a budget increase for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00. This includes enough funds for the Board to be able to consider the alternate to complete the area over the staff entrance once bid results are in.

Budget Implications:

Action requires expenditure of Funds: No

Motion:

To approve a budget increase for FY20 roof ice-melt project, from \$60,000.00 to \$130,000.00

Attachments:

Green Associates' statement of probable cost for roof ice-melt system



Memo Date: August 12, 2019
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: August 13, 2018
Action Requested: For approval
Subject: FY20 Capital Budget Amendment and Plan Revision

Background:

As the FY2019 renovation and columns projects will be completed in FY2020, the FY20 capital plan and budget must be revised to include final costs. This is not an approval of an increased project budget, but an approval to budget for the remaining contract costs in FY20 since they weren't closed out in FY19. In addition, the FY20 roof ice-melt project statement of probable cost exceeds the currently budgeted amount which also requires revision to both the capital plan and budget.

Recommendation:

2019-20	Approved budget with revisions
\$130,000	Roof snow/ice prevention (was \$60,000)
\$180,000	Completion of 2018 renovation
\$20,000	Completion of 2018 column replacement project
\$40,000	Professional services to plan FY21 projects
Total	\$370,000 (was \$100,000)

Process:

Per CPS23(4)d, the Library must report the change to the total number of capital projects to City Council prior to the Library's final decision. However, in the case of the two delayed capital projects, no other option is available at this time. In addition, per (4)c, if any single capital project exceeds the approved budgeted amount for that project by the lesser of 10% or \$10,000, then any excess amount must be approved by the City Council.

The proposed changes require an amendment to the FY20 Library Capital Budget by the Library Board and the City Council's approval of the increase to the roof ice-melt system project. It also requires submitting an updated FY20 capital plan to City Council.

Budget Implications:

Action requires expenditure of Funds: No

Motion:

To approve FY20 Capital Budget Amendment for \$270,000.00, an increase from \$100,000.00 to \$370,000.00



STATEMENT OF PROBABLE COST					
Owner :	Park Ridge Public Library			Time :	
Project :	2019 Snow Melt System			Date :	08/01/19
Project No.	1404-201916			Estimator :	A. Jose
Base Bid					
CSI DIV.	DESCRIPTION	QUANTITY		UNIT COST	TOTAL COST
		NO.	UNIT		
	Demolition and Mobilization				
	Lift and mobilization	1	LS	5,000.00	5,000.00
	Interior demo ceilings	1	LS	1,200.00	1,200.00
	Interior demo partitions	1	LS	1,600.00	1,600.00
	New Construction				
	Base bid electrical	1	LS	62,000.00	62,000.00
	Roof curbs	1	EA	2,500.00	2,500.00
	Slate shingle anchors	32	HR	110.00	3,520.00
	Ceiling patching	1	LS	3,200.00	3,200.00
	Partition patching	1	LS	1,600.00	1,600.00
		Subtotal Construction Cost			80,620.00
		Contractors General Conditions 10%			8,062.00
		Contractors Overhead 10%			8,062.00
		General Contractors Profit 10%			8,062.00
		Total Construction Cost			104,806.00
	Alternate				80,600.00
Notes:					
1) Costs do not include owner's costs to accommodate work other than that indicated.					
2) Costs do not include soft costs, A/E fees..					

MINUTES
OF THE REGULAR MEETING OF THE LIBRARY BOARD
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE
HELD JULY 9, 2019 AT 8:34 P.M. IN THE THIRD FLOOR MEETING ROOM OF
PARK RIDGE PUBLIC LIBRARY, 20 S PROSPECT AVE., PARK RIDGE, IL

ROLL CALL:

TRUSTEES PRESENT: Josh Kiem, Chair; Karen Burkum, Stevan Dobrilovic, Alexandra Hanba, Gareth Kennedy
(*via phone*), Patrick Lamb, Lauren Rapisand, Michael Reardon, David Somheil

OTHERS PRESENT: Heidi Smith, Library Director; Barbara Larson, Library Staff; Alderman Melidosian,
Library Liaison

Approval of Minutes

Trustee Kiem made a

MOTION: to approve the minutes of the June 11, 2019 Planning & Operations Committee meeting

Trustee Lamb seconded the motion.

Voice vote:

Yay: Burkum, Dobrilovic, Lamb, Kennedy, Kiem, Rapisand, Reardon

No: None

Abstained: Hanba, Somheil

Motion passed.

Non-Resident Card Resolution and Policy

Director Smith summarized her memo regarding the opinion received from the Library's attorney, Robbins Schwartz, for changes to Library policy and the accompanying resolution as it pertains to:

- Issuing a resident card to businesses leasing property in Park Ridge
- Removing the limit for how many cards may be issued to the business
- No longer selling non-resident cards to persons whose residence or business is located within a library taxing district

Trustees discussed the merits of making the changes now based on the attorney's opinion of the Illinois Library Act and its recent amendments in order to ensure compliance immediately. Trustees also requested further research into selling non-resident cards to whoever wants them in the future.

Trustee Kiem made a

MOTION: to approve Policy ID1, *Loans of Books and Other Materials; Persons Entitled to Borrowing Privileges* as revised

Trustee Reardon seconded the motion.

Voice vote:

Yay: Burkum, Dobrilovic, Hanba, Lamb, Kiem, Rapisand, Reardon, Somheil

No: Kennedy

Motion passed.

Trustee Kiem made a

MOTION: to approve *2019 Non-Resident Card Resolution* as revised

Trustee Reardon SECONDED the motion.

Voice vote:

Yay: Burkum, Dobrilovic, Hanba, Lamb, Kiem, Rapisand, Reardon, Somheil

No: Kennedy

Motion passed.

Teacher Card Policy

Director Smith summarized her memo regarding the 2016 student and teacher card agreement renewals and supportive policy. Director Smith recommended the Library add a Teacher Card policy similar to the current Student Card policy to govern future agreements.

Secretary Kennedy posed the question of whether or not the Library is effectively subsidizing schools. Trustees discussed this perspective as well as potential concerns with cards being utilized in ways other than intended including personal use.

Trustee Burkum made a

MOTION: to approve Policy ID1b, *Loans of Books and Other Materials; Teacher Cards*

Trustee Rapisand seconded the motion.

Voice vote.

Motion passed unanimously.

Selection of Information Technology Provider

Director Smith summarized her memo regarding the Library's managed information technology services request for proposal. Director Smith recommended the Library renew with current provider Computer View, Inc. based on the current reliability of the system, the satisfactory service currently provided to date and their competitive price. Tech Pro Logic proposed a lower price, and Director Smith shared that as they are a smaller firm, she does not recommend switching to them at this time. She also shared her concern that it could prove time consuming and potentially more expensive to switch providers twice in two years and that this was also a factor in her recommendation.

Trustee Hanba shared that a transition of this nature can be a lot of work and recommended against transitioning twice in two years. Trustee Kennedy suggested transition costs be included in a future RFP in addition to any initial assessment fee.

Trustee Somheil reviewed the evaluation criteria provided in the RFP: qualifications, experience and price. Director Smith reviewed the Library purchasing policy with reference to the Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*) and that the Library is not required by law to select the lowest price for professional services.

President Reardon and Trustee Dobrilovic shared their perspective that it is the Library's best interest to clearly record the reasons behind not accepting the lowest price both for those vendors who submitted a proposal and for Park Ridge tax payers. Director Smith will add additional information to her memo to document reasons for not selecting the vendor with the lowest price.

Trustee Reardon made a

MOTION: to select Computer View, Inc. for Managed Information Technology Services through August 31, 2021 for a proposed cost of \$280,000

Trustee Burkum seconded the motion.

Voice vote.

Motion passed unanimously.

Review Annual Board Calendar

Trustees reviewed.

Review Pending Initiatives List

Trustees will review at a future meeting.

Adjournment

9:15 p.m.

Memo Date: August 5, 2019
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: August 13, 2019
Action Requested: For approval
Subject: Managed IT Services Contract with CVI

Background:

The Library’s contract with Computer View, Inc. (CVI) expires August 31, 2019. The Library requested proposals from other area vendors to continue the same services for 1 year or 2 year contracts. At the July 9, 2019 Planning & Operations Committee of the Whole meeting, trustees voted unanimously to select CVI for a 2 year contract. The Board approved this selection unanimously at the July 16, 2019 Board meeting.

The Library’s attorney at Robbins Schwartz reviewed the contract, suggested changes that were then negotiated and agreed to by CVI. Attached is the most current draft of the proposed contract for your review. We await the final version with revised language for the highlighted portions in sections 5 and 6 C. We will disseminate the final contract as soon as it is available.

Budget Implications:

Action requires expenditure of Funds: Yes

If “yes”, cost: \$140,000.00 FY20 and FY21

If “yes”, is this a budgeted item: Operations for Library Data Processing Services

Motion:

To approve service contract with Computer View, Inc. for managed information technology services September 1, 2019 through August 31, 2021 in the amount of \$280,000.00.

Attachment:

Draft CVI contract 2019-2021

Comprehensive Plus LAN Management Agreement

This Agreement is entered into at Arlington Heights, Illinois on August 20, 2019 between Computer View, Inc. (CVI), an Illinois corporation and Park Ridge Public Library (the “Customer”) an Illinois public institution located at 20 South Prospect Avenue, Park Ridge, Illinois. This Agreement covers the twenty-four (24) month time period commencing September 1, 2019 and ending on August 31, 2021 (the “Agreement Term”) and will remain in effect as outlined in Section 6.

1. Equipment Covered

All existing computer and networking equipment as described in Attachment A will be covered by this Agreement subject to any vendor and/or warranty limitations.

2. Service Provided

Attachment A defines the total inventory supported, the frequency and description of proactive system management activities to be performed by CVI, the service level agreement, the service charge summary and any equipment coverage exceptions.

Subject to all terms of this Agreement, CVI will provide to Customer the following services for the computer and networking equipment as described in Attachment A, including but not necessarily limited to:

- A. System management of the Customer’s LAN environment consisting of the hardware, software and network resources listed in Appendix A.
- B. Consulting and system planning services
- C. Diagnosis and resolution of Local Area Network (LAN) or component issues
- D. Routine preventative maintenance of network equipment
- E. Telephone technical support
- F. End User application support

CVI will provide limited end-user application support when possible. CVI can only ensure successful operation in the networked environment, subject to vendor support or system compatibility, for any particular application.

- G. Repair equipment pickup and delivery
- H. An Hours Allowance for Move/Add/Change (MAC) Work Requests to be scheduled mutually between Customer and CVI

3. Optional Services

The following services are outside the scope of this Agreement but can be performed under this Agreement for an additional fee:

- A. Installation and configuration of major system or component upgrades
- B. Staff training of LAN administration, management or application software
- C. Software/Internet programming services
- D. Data recovery if backup system is not properly maintained by the Customer
- E. Equipment and/or service costs not covered by vendor/manufacture warranty
- F. Technical support for issues created by the Customer or other third parties
- G. Integration and support of equipment not listed in Attachment A.

4. Customer and CVI Responsibilities

A. Access to Equipment and Facilities

Customer must provide CVI with access to the equipment covered under this Agreement which is convenient and timely for CVI, adequate working space and facilities within reasonable distance of the equipment, and access to and use of all information, internal resources and facilities determined necessary by CVI to service the network.

Any CVI software, equipment or consulting, programming, or management tools which may be furnished or utilized by CVI in the performance of these services shall remain the property of CVI and shall be immediately returned to CVI upon its request or upon termination of the Agreement.

B. Key Contact

Customer must appoint a key contact person with whom CVI technicians can communicate. The current key contact person is specified in Attachment A.

C. Routine Operating Procedures

Customer must follow routine operating procedures for the network, with regards to periodic backups, physical and access security, and periodic capacity monitoring.

D. Issue Resolution

Customer must follow CVI's problem reporting procedure as defined in the CVI Solutions Guide and may be required to conduct preliminary diagnostic procedures prior to a CVI technician being dispatched to the Customer's facility.

CVI will review, prioritize and perform preliminary diagnosis of problems within 1 hour of receipt in CVI's office. CVI will resolve problems per the specified Service Level in Attachment A, plus any additional time that may be required from third-party vendors, such as parts or software suppliers.

E. Onsite Visit

Once CVI determines that an onsite visit is required to resolve an issue, a technician will be dispatched within 4 hours for critical issues, after all necessary hardware, software and/or network components become available. Critical issues include operations failure of major network components such as a server, switch, router, circuit, or other critical components as specified in Attachment A.

F. Emergency Visit

An emergency visit is an on-site technician visit outside CVI's normal business hours of operation (9:00AM-5:00PM Monday-Friday, except CVI holidays). If initiated by CVI to meet the Service Level Agreement (SLA) specified in Attachment A, there is no additional charge to the Customer. If requested by Customer when it is not required by the SLA, CVI's then current Emergency Visit rates, as documented in Attachment A, will apply.

G. Software Costs and Licensing

CVI will license all necessary remote management software on behalf of Customer, and such fees will be integrated into the fees charged by CVI. In the event of early contract termination, Customer will separately pay for all such fees paid by CVI on Customer's behalf. CVI will track Customer's remote management software.

Customer is responsible for all other software license and license upgrade fees. Customer is also responsible for ensuring that all software, including future version upgrades, has been properly licensed and registered in the Customer's name. Customer is responsible for all software tracking.

H. Network Software

CVI provides support only for the current and immediately preceding versions of network software, and only to the extent such software is supported by the manufacturer. CVI is not liable for the performance and non-performance of software products or the manufacturer's technical support services.

I. Hardware Costs

Customer is responsible for all hardware costs including all equipment, cables, connectors, accessories and interfaces.

J. Indemnity

The Customer agrees to indemnify and hold CVI harmless against all claims, demands, damages, costs, expenses, attorney fees, actions and causes of action except those caused by the willful, wanton or negligent acts or omissions of CVI.

CVI agrees to indemnify and hold the Customer its Board member and employees harmless against all claims, demands, costs, attorney fees, actions and causes of action related to the performance of the work under the Contract by the CVI to the full extent as allowed by the laws of the State of Illinois and not beyond any extent which would render these provisions void or unenforceable except those caused by willful, wanton or negligent acts or omissions of the Customer.

K. Independent Contractor Relationship.

It is understood, acknowledged and agreed by the Parties that the relationship of CVI to the Customer arising out of this Contract shall be that of an independent CVI. Neither CVI nor any person engaging in any work or services related to the Agreement at the request or with the actual or implied consent of CVI may represent himself to others as an employee of the Customer. Should any person indicate to CVI or any employee or agent of CVI, by written or oral communication, course of dealing, or otherwise, that such person believes CVI to be employee or agent of the Customer, CVI shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services for the location, CVI shall do so in CVI's own business name and not in the name of the Customer.

L. Insurance:

CVI shall provide insurance as follows:

a. Qualifications of Insurance Companies: An insurer's policy with a policy holders rating of A or better and a financial rating of Class V or higher in Bests' Key Rating Guide (current edition) are acceptable.

b. Certificates of Insurance.

(1) CVI shall file with Customer a Certificate of Insurance, showing complete coverage of all insurance required by this section, signed by the insurance company's authorized agent with an endorsement if required by CVI's policy.

(2) Customer, its Board members, officers, agents, employees and volunteers shall be included as an additional insured for Commercial/Comprehensive General Liability, Umbrella or certificates.

(3) Each policy, binder or certificate shall contain a provision that the policy will not be canceled, changed, or altered until at least thirty (30) calendar days prior written notice has been given to the named insured and Customer.

c. Required Minimum Insurance Coverages.

(1) Comprehensive Automobile Liability:

(a) \$500,000 Bodily Injury Per Person.

- (b) \$1,000,000 Bodily Injury Per Occurrence.
- (c) \$500,000 Property Damage Per Occurrence.
- (d) \$1,000,000 Combined Single Limit Coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

- (e) Include coverage (shall be in comprehensive form)
 - (i) Owned vehicles.
 - (ii) Non-owned vehicle.
 - (iii) Hired vehicles.
 - (iv) Property damage - write on occurrence basis.

(2) Workmen's Compensation: Statutory Limits.

- (a) Employer's Liability: \$500,000 Bodily Injury Per Person.
- (b) CVI may use a Self-Insured Plan for Workmen's Compensation Insurance if the plan is approved by the State of Illinois. For approval, the CVI shall obtain a Certificate from the Illinois Industrial Commission, Office of Self-Insurance Administration, Springfield Office.

(3) Commercial/Comprehensive General Liability (occurrence form). Include coverage for premises and operations, broad form property damage, products completed operations, independent contractor's personal injury liability, and contractual obligations. Coverage shall not be excluded because of the CVI's negligence.

- (a) \$1,000,000 Bodily Injury Per Person.
- (b) \$1,000,000 Bodily Injury Aggregate Limit.
- (c) \$500,000 Property Damage Per Occurrence.
- (d) \$1,000,000 Property Damage Aggregate Limit.
- (e) \$1,000,000 Combined Single Limit Coverage for bodily injury and property damage per occurrence and in the same aggregate limit will be accepted in lieu of the separate limits specified above.

(4) Umbrella or Excess of Loss Coverage. An Umbrella or Excess Liability policy of not less than \$1,000,000 for any one occurrence and subject to the same aggregate over the Comprehensive Automobile Liability and Commercial/Comprehensive General Liability coverages is acceptable.

5. Service Fees

The contract fee will be as specified in Attachment A. Contract fees will be billed quarterly in advance. A summary of activities performed and issues resolved under this Agreement will be reviewed with Customer on a quarterly basis. As required by Illinois law, CVI shall pay the prevailing wage rates to subcontractors completing applicable work in Cook County as established by the Illinois Department of Labor for each craft or type of worker needed to execute the contract in accordance with 820 ILCS 130/0.01 et seq.

6. Term, Termination and Renewal

A. Term

This Agreement covers the time period as specified in Attachment A.

B. Termination

Except for non-payment of an invoice within 60 days of issue from Computer View, any party to this Agreement shall not be deemed in default, breach or in non-compliance with any term or provision of this Agreement and no action shall be taken regarding any default, breach or non-compliance unless all of the following have occurred:

- (a) Non breaching party shall send breaching party a written notice describing in reasonable detail any default, breach or non-compliance; when the act or omission occurred; what provision or term of said Agreement is involved; and the remedy or outcome expected by the non-breaching party.
- (b) Said notice must be sent regular and certified mail, return receipt requested, addressee only with postage prepaid to the breaching party at the address set forth herein;
- (c) Thirty (30) days must elapse from the time said notice is received by breaching party;
- (d) Breaching party has not cured said default, breach or non-compliance within said thirty (30) days.

Upon termination of this Agreement by either party, each party shall promptly return to the other all data, materials and properties of the other held by it.

C. Duration and Renewal

CVI shall provide customer at least 60 days prior to the end of the original term and all renewal time periods specified in Attachment A, a list of all CVI service rates in effect for the next renewal term of 12 months. Customer may terminate this Agreement by sending CVI written notice of its intent to terminate this Agreement within 45 days after

receiving the list of all CVI rates in effect for the next renewal term of 12 months, which date of termination shall be the expiration date in Attachment A as amended. Customer is liable for all fees and expenses incurred until the date of termination. All fees and expenses are due and payable at the date of termination.

Unless terminated as provided above, CVI will continue Service for the duration of this Agreement and after the expiration date of this Agreement. Use of the Service after a prepaid term, or after this Agreement has expired will constitute acceptance and renewal of this Agreement for a new twelve (12) month Agreement Term with the service rates in effect at the time of renewal.

Notwithstanding any other language in this Agreement, at any time, the Customer may terminate this Agreement for convenience without cause with 90 days' notice and CVI shall receive payment for all work completed but shall not be entitled to lost profit or overhead.

7. Non-Solicitation

Customer and CVI agree that during the term of this Agreement and for a period of twelve (12) months thereafter, neither party will hire, employ or contract with an employee of the other. In the event of a breach of the provisions of this Section 7, the breaching party agrees to pay to the non-breaching party upon demand liquidated damages in the amount of Twenty Thousand dollars (\$20,000.00) per person.

8. Customer Location

CVI is not responsible to the Customer for the cost or expense of Customer's or third-party administrative, technical, emergency and support personnel at the Customer's location necessary for activities relating to the Service.

9. Warranties

CVI warrants that, in performing the Service:

- i. The Services will not be in violation of any applicable law, rule or regulation, and CVI will have obtained all permits to comply with such laws and regulations;
- ii. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and non-disclosure rights, or any trademark, copyright or patent rights;
- iii. The Services will be performed in accordance with generally acceptable standards in the industry and as described in this Agreement.

In the event of a breach of this warranty, or otherwise, CVI's liability (whether founded in contract, tort, or otherwise) shall be limited to re-performing services hereunder as required or, at Customer's option, to an adjustment of fees to be no more than the reasonable value of the Services actually provided hereunder. CVI and the Customer shall determine mutually the reasonable value of such services.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Limitation of Liability

Neither party shall be liable to the other for any loss, damage, liability, claim or expense arising out of or in relation to this Agreement, other than for fees due under Section 5 and 17 and for indemnification under Section 4, however caused, whether ground in contract, tort, strict liability or otherwise. The rights and duties contained in Section 4 shall survive termination of this Agreement.

11. No Assignment

Neither the Customer nor CVI shall sell, transfer or assign this Agreement without the prior written consent of the other party. Any act in derogation of the foregoing shall be null and void, and each party will remain obligated under this Agreement.

12. Severability

Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision is herein determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms, or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section, part, term or provision shall be deemed not to be part of this Agreement.

13. Descriptive Headings

Descriptive headings contained in this Agreement are inserted only as a matter of convenience and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof.

14. Construction of Agreement

CVI and Customer agree and acknowledge that all provisions of this Agreement have been negotiated by both CVI and Customer at arms length and that neither CVI nor Customer shall be deemed the drafter of this Agreement. This Agreement shall not be construed against either party by reason of the authorship of any provision in this Agreement.

15. Corporate Parties

CVI and Customer warrant and represent to each other that (a) CVI and Customer are Illinois domestic corporations or organizations in good standing in the State of Illinois, not dissolved

19. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, conservators, guardians, heirs, administrators, executors, successors and assigns.

20. Executed Copies Deemed Originals

All executed copies of this instrument shall be deemed to be the original even though physically produced by the use of automatic, printing or copy machines.

Any signed document including the Agreement may be transmitted by facsimile machine (fax) and shall be considered an original document and an original signature for all purposes. At the request of any party, any document which has been faxed shall be re-signed by the original party in an original form. Neither party shall raise the use of a fax as a defense to this Agreement.

21. Waiver of Breach

The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

22. Further Actions

Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

23. Force Majeure

Neither party shall be responsible to the other for damages or delays caused by force majeure, acts of God nor other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such acts shall include but are not limited to unusual weather, floods, epidemics, war, riots, strikes, lockouts or other industrial disturbances, protest demonstrations and the inability, with reasonable diligence, to supply personnel, equipment or material. Notice may be given via email or telephone, rather than the requirements of Section 18.

24. Payment

Payment shall be made in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*

25. Confidentiality

CVI Representative Signature Date

ATTACHMENT A

To Comprehensive Plus LAN Management Agreement

Customer	Park Ridge Public Library
Agreement Term	September 1, 2019 – August 31, 2021 (24 months)
Customer Contact Person	Heidi Smith
Contact Phone	847-825-3123
Contact E-mail	hsmith@prpl.org

Inventory Supported	<u>8</u> Servers <u>122</u> Desktop Computers <u>17</u> Notebook Computers (including 1 MAC) <u>18</u> Network Printers <u>1</u> Scanner/FAX Device (TBS) <u>1</u> Firewall <u>1</u> Wireless Network
TOTAL	168 Devices

System Management Activities to be performed for Supported Inventory

Annually	Technology planning consultation
Quarterly	Resolved issue report and trend analysis O/S, firmware and driver updates
Monthly	Review system error logs Validate system backups Review system capacity
Weekly	5 full-day onsite technician visits Evening & weekend onsite coverage by Technical Assistants
As Required	Diagnostics and problem resolution Telephone technical support Repair equipment pickup and delivery Move/add/change requests – up to Hours Allowance

Hours Allowance for Move/Add/Change Work Requests	40 hours per year
--	-------------------

Service Level Agreement for Supported Inventory

Review, Prioritize and Perform Initial Diagnostic	1 hour
Issue Response – Major Severity (Failure of major LAN network component severely impacting Customer’s business operations)	4 hours
Issue Response – Medium Severity (Failure of important LAN network component; Customer’s business operations continue in a degraded state)	1 business day
Issue Response – Minor Severity (Failure of non-critical LAN network component; Minor impact on Customer’s business operations)	2 business days
Move/Add/Change Work Requests	Scheduled for mutual convenience during CVI’s normal business hours of operation (9AM-5:00PM Monday-Friday excluding CVI holidays)

Service Charge Summary

Comprehensive Remote Management of Installed Inventory	\$140,000 per 12 month term, with \$35,000 billed quarterly in advance, as follows: \$140,000 – Year 1 \$140,000 – Year 2 <hr/> \$141,400 – Renewal Option Year 3
Hourly Rate – After Hours Allowance Exceeded for Move/Add/Change Service Requests	\$153 per hour
Emergency Visit Weekdays After Hours and/or Weekends CVI Holidays	\$306 per hour (double time) – 3 hours minimum \$459 per hour (triple time) – 3 hours minimum

Coverage Exclusions

Move/Add/Change Requests	Exceeding Hours Allowance specified above
Training	Applications or operations training for Customer’s staff
Programming	Software or website programming and/or modifications
Data recovery	If backup system not properly maintained by Customer
Equipment / service costs	If equipment is outside manufacturer warranty
Emergency visit	For Move/Add/Change Request, or per Customer request for Issue Resolution at a higher severity level than specified by CVI
Equipment integration/support	Equipment not explicitly listed under Supported Inventory

Memo Date: August 5, 2019
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: August 13, 2019
Action Requested: For approval
Subject: E-Rate Subsidized Network Equipment with CVI

Background:

The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband. Eligible schools, school districts and libraries may apply individually or as part of a consortium. Funding may be requested under two categories of service: category one services to a school or library (telecommunications, telecommunications services and Internet access), and category two services that deliver Internet access within schools and libraries (internal connections, basic maintenance of internal connections, and managed internal broadband services). Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. The discounts range from 20 percent to 90 percent of the costs of eligible services. E-rate program funding is based on demand up to an annual Commission-established cap of \$4.15 billion. (From <https://www.fcc.gov/general/e-rate-schools-libraries-usf-program>)

The Library qualifies for a 50% discount. In February 2019, we applied for two category two equipment projects. The cabling required for the 25 wireless access points was completed in FY19. The two existing switches that will be replaced are aged and nearing end of life. Note: We did not apply for category one support as our internet services is under contract through the end of the year with the remainder of a three year contract. We are pursuing it for the February 2020 solicitation along with any other recommended projects from CVI.

Budget Implications:

Action requires expenditure of Funds: Yes

If “yes”, cost: \$12,194.00 for switches
\$12,717.50 for wireless access points

If “yes”, is this a budgeted item: Technology Replacement

Motions:

To approve E-Rate subsidized network equipment for purchase, installation and configuration of 2 switches and supportive hardware in the amount of \$12,194.00

To approve E-Rate subsidized network equipment for purchase, installation and configuration of 25 wireless access points in the amount of \$12,717.50

Attachments:

CVI quotes for switches (2)
CVI quotes for wireless access points (2)



COMPUTER VIEW INC.

Computer View, Inc.
 2035 S Arlington Heights Rd
 Suite 121
 Arlington Heights, Illinois
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date Mar 16, 2019 10:51 AM CDT
Modified Date Mar 16, 2019 11:23 AM CDT
Doc # 201758 - rev 1 of 1
Description Switch Upgrade - Special Pricing
SalesRep Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact Smith, Heidi (P) (847) 720-3203 hsmith@prpl.org

Customer

Park Ridge Public Library (PR0003)
 Smith, Heidi
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) 847-825-3123
 (F) 847-825-0001

Bill To

Park Ridge Public Library
 Smith, Heidi
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
 hsmith@prpl.org

Ship To

Park Ridge Public Library
 Smith, Heidi
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
 hsmith@prpl.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	List Price	Qty	Unit Price	Total
Switch Upgrade - Special Pricing						
1	HPE Aruba 5412R 92GT PoE+ / 4SFP+ (No PSU) v3 z12 Switch - managed - 92 x 10/100/1000 (PoE+) + 4 x Gigabit SFP / 10 Gigabit SFP+ - rack-mountable - PoE+	JL001A	\$16,770.00	1	\$7,500.00	\$7,500.00
2	HPE Expansion module - Gigabit Ethernet (PoE+) x 24 - for HPE Aruba 5406R z12, 5406R-44G-PoE+/2SFP+ v2, 5406R-44G-PoE+/4SFP v2, 5406R-8XGT/8SFP+ v2	J9986A	\$3,780.00	4	\$1,690.00	\$6,760.00
3	HPE Aruba Power supply (plug-in module) - 2750 Watt - United States - for HPE Aruba 5406R, 5406R 16, 5406R 44, 5406R 8-port, 5406R z12, 5412R, 5412R 92, 5412R z12	J9830B#ABA	\$2,730.00	3	\$1,220.00	\$3,660.00
4	HPE Aruba 2930M 24G 1-Slot Switch - L3 - managed - 20 x 10/100/1000 + 4 x combo Gigabit SFP - rack-mountable	JL319A	\$3,330.00	1	\$1,490.00	\$1,490.00
5	HPE Aruba X371 Power supply - hot-plug / redundant - AC 100-240 V - 250 Watt - United States - for HPE Aruba 3810M	JL085A#ABA	\$460.00	2	\$205.00	\$410.00
6	HPE Aruba Expansion module - 10 Gigabit SFP+ x 4 - for HPE Aruba 3810M 16SFP+, 3810M 24G, 3810M 48G	JL083A	\$1,325.00	1	\$590.00	\$590.00
7	HPE Aruba Direct Attach Copper Cable 10GBase direct attach cable - SFP+ to SFP+ - 23 ft - for HPE Aruba 8320	J9285D	\$195.00	4	\$92.00	\$368.00

#	Description	Part #	List Price	Qty	Unit Price	Total
8	Eaton 5PX 72V 2U External Battery Module Rack/Tower Battery enclosure (rack-mountable / external) lead acid - 2U - black	5PXEBM72RT2U	\$1,222.00	1	\$730.00	\$730.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$21,508.00
Shipping: \$0.00
Total: \$21,508.00
(List Price: \$47,657.00)



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 2035 S Arlington Heights Rd
 Suite 121
 Arlington Heights, Illinois
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 http://www.cview.net
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Mar 16, 2019 11:25 AM CDT
Modified Date	Mar 16, 2019 11:28 AM CDT
Doc #	201759 - rev 1 of 1
Description	Switches Installation
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Smith, Heidi (P) (847) 720-3203 hsmith@prpl.org

Customer

Park Ridge Public Library (PR0003)
 Smith, Heidi
 20 South Prospect Avenue
 Park Ridge, IL 60068-4188
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 hsmith@prpl.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	List Price	Qty	Unit Price	Total
Switches Installation						
1	Installation/ configuration Chassis switch & Top-of-Rack switch	INST	\$2,880.00	1	\$2,880.00	\$2,880.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$2,880.00
 Shipping: \$0.00
Total: \$2,880.00
(List Price: \$2,880.00)



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 2035 S Arlington Heights Rd
 Suite 121
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 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Mar 16, 2019 01:27 PM CDT
Modified Date	Mar 18, 2019 01:27 PM CDT
Doc #	201762 - rev 1 of 1
Description	Wireless Installation
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Smith, Heidi (P) (847) 720-3203 hsmith@prpl.org

Customer

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Ship To

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 Park Ridge, IL 60068-4188
 United States
 (P) (847) 720-3203
 hsmith@prpl.org

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	List Price	Qty	Unit Price	Total
Wireless Installation						
1	Installation / configuration / mounting	INST	\$5,200.00	1	\$5,200.00	\$5,200.00

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Subtotal: \$5,200.00
 Shipping: \$0.00
Total: \$5,200.00
(List Price: \$5,200.00)



Computer View, Inc.
 2035 S Arlington Heights Rd
 Suite 121
 Arlington Heights, Illinois
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)	
Date	Mar 16, 2019 01:33 PM CDT
Modified Date	Aug 02, 2019 12:28 PM CDT
Doc #	201763 - rev 3 of 3
Description	Wireless - special pricing
SalesRep	Poluchowicz, Roxy (P) 847-290-9286 ext. 114 (F) 847-290-9602
Customer Contact	Smith, Heidi (P) (847) 720-3203 hsmith@prpl.org

Customer
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Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
Wireless - special pricing					
1	HPE Aruba AP-515 (US) Campus - wireless access point - Wi-Fi - Dual Band - in-ceiling	Q9H63A	25	\$635.00	\$15,875.00
2	Aruba AP-MNT-MP10-A Campus Type A Mounting bracket (pack of 10)	JZ370A	3	\$120.00	\$360.00
Licenses for Cloud Controller					
3	HPE Aruba Central Device Management Subscription license (5 years) - 1 token - hosted - Universal Service Program for Schools and Libraries (E-Rate) - ESD	JZ017AAE	25	\$160.00	\$4,000.00
Hardware & Licenses for On-premise Controller - All Items Removed					
4	HPE Aruba 7010 (US) Contoller Network management device - 16 ports - GigE - 1U - rack-mountable	JW679A	0	\$2,300.00	\$0.00
5	HPE Aruba Power cable - NEMA 5-15 (M) to IEC 60320 C13 - AC 125 V - 15 A - 6 ft - North America - for HPE Aruba RAP-3WN, RAP-3WNP; Instant RAP-3WNP	JW124A	0	\$3.00	\$0.00
6	HPE Aruba Enterprise License Bundle License - 1 access point - ESD	JW471AAE	0	\$170.00	\$0.00

N.B.: this project requires a 50% deposit.

Subtotal: \$20,235.00
 Shipping: \$0.00
Total: \$20,235.00

and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Memo Date: August 5, 2019
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: August 13, 2019
Action Requested: For approval
Subject: Annual fees CCS and OCLC

Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 26 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. CCS staff and the computer center are housed in Arlington Heights and member libraries connect via T1 lines. Database management is shared among the member libraries and library users at all 26 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

The CCS annual membership fee is calculated by 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by the Average Adjusted Income 2015-2017, tax income as documented with county treasurers, less any applicable long-term capital debt. Adjusted income for all libraries is compiled, and each library's percent of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's annual total is \$69,637.97.

The OCLC estimates are based on a 3.5% increase over last year's combined CCS fees and the addition of Indian Trails to the CCS group. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including econtent for which records are in the database. Changes in budgets and changes in econtent practices can result in fluctuations in fees. The Library's estimate is \$12,326.69.

Budget Implications:

Action requires expenditure of Funds: Yes

If "yes", cost: \$69,637.97 for CCS
\$12,326.69 for OCLC (estimated)

If "yes", is this a budgeted item: Operations for Data Processing Services

Motion:

To approve annual CCS consortium membership fees for \$69,637.97 and OCLC membership fees not to exceed \$13,000.00 for July 2019 through June 2020

Attachments:

Intergovernmental Agreement between the Library and CCS
CCS Membership and OCLC fees by library 2019-2020

FY 19-20

Library	Annual CCS	Annual OCLC	Total	Quarterly CCS	Quarterly OCLC	Total Quarterly
	Membership	Fee		Invoice	Invoice	Invoice
Algonquin Area PLD	\$ 71,197.86	\$ 11,355.22	\$ 82,553.08	\$ 17,799.47	\$ 2,838.80	\$ 20,638.27
Cary Area PLD	\$ 57,874.94	\$ 4,668.35	\$ 62,543.29	\$ 14,468.73	\$ 1,167.09	\$ 15,635.82
Crystal Lake PL	\$ 68,206.34	\$ 11,210.20	\$ 79,416.54	\$ 17,051.58	\$ 2,802.55	\$ 19,854.14
Des Plaines PL	\$ 73,855.93	\$ 16,720.38	\$ 90,576.31	\$ 18,463.98	\$ 4,180.10	\$ 22,644.08
Ela Area PLD	\$ 71,932.12	\$ 14,353.32	\$ 86,285.45	\$ 17,983.03	\$ 3,588.33	\$ 21,571.36
Evanston PL	\$ 74,104.11	\$ 19,344.69	\$ 93,448.80	\$ 18,526.03	\$ 4,836.17	\$ 23,362.20
Fox River Valley PLD	\$ 62,733.01	\$ 6,756.28	\$ 69,489.29	\$ 15,683.25	\$ 1,689.07	\$ 17,372.32
Fremont PLD	\$ 64,939.90	\$ 10,042.69	\$ 74,982.59	\$ 16,234.98	\$ 2,510.67	\$ 18,745.65
Glencoe PL	\$ 59,247.97	\$ 6,193.10	\$ 65,441.07	\$ 14,811.99	\$ 1,548.27	\$ 16,360.27
Glenview PL	\$ 82,160.65	\$ 13,231.19	\$ 95,391.84	\$ 20,540.16	\$ 3,307.80	\$ 23,847.96
Highland Park PL	\$ 68,209.70	\$ 10,842.39	\$ 79,052.09	\$ 17,052.43	\$ 2,710.60	\$ 19,763.02
Huntley Area PL	\$ 61,691.57	\$ 6,204.97	\$ 67,896.54	\$ 15,422.89	\$ 1,551.24	\$ 16,974.14
Indian Trails PLD	\$ 56,913.45	\$ 17,362.10	\$ 74,275.55	\$ 14,228.36	\$ 4,340.53	\$ 18,568.89
Lake Forest Library	\$ 65,290.15	\$ 10,935.28	\$ 76,225.44	\$ 16,322.54	\$ 2,733.82	\$ 19,056.36
Lake Villa DL	\$ 69,508.72	\$ 9,258.87	\$ 78,767.58	\$ 17,377.18	\$ 2,314.72	\$ 19,691.90
Lincolnwood PLD	\$ 59,983.17	\$ 5,354.76	\$ 65,337.93	\$ 14,995.79	\$ 1,338.69	\$ 16,334.48
McHenry PLD	\$ 62,561.60	\$ 11,464.31	\$ 74,025.90	\$ 15,640.40	\$ 2,866.08	\$ 18,506.48
Morton Grove PL	\$ 63,235.98	\$ 6,604.87	\$ 69,840.85	\$ 15,809.00	\$ 1,651.22	\$ 17,460.21
Niles-Maine DL	\$ 76,536.27	\$ 16,540.98	\$ 93,077.25	\$ 19,134.07	\$ 4,135.24	\$ 23,269.31
Northbrook PL	\$ 81,467.69	\$ 20,584.36	\$ 102,052.06	\$ 20,366.92	\$ 5,146.09	\$ 25,513.01
Park Ridge PL	\$ 69,673.98	\$ 12,326.69	\$ 82,000.67	\$ 17,418.50	\$ 3,081.67	\$ 20,500.17
Prospect Heights PLD	\$ 62,797.50	\$ 4,949.59	\$ 67,747.09	\$ 15,699.38	\$ 1,237.40	\$ 16,936.77
Round Lake Area PLD	\$ 61,257.24	\$ 7,883.06	\$ 69,140.30	\$ 15,314.31	\$ 1,970.77	\$ 17,285.07
Wilmette PLD	\$ 73,204.75	\$ 21,237.09	\$ 94,441.84	\$ 18,301.19	\$ 5,309.27	\$ 23,610.46
Winnetka PLD	\$ 65,664.89	\$ 15,034.48	\$ 80,699.38	\$ 16,416.22	\$ 3,758.62	\$ 20,174.84
Zion-Benton PLD	\$ 58,712.48	\$ 4,870.51	\$ 63,582.99	\$ 14,678.12	\$ 1,217.63	\$ 15,895.75
Total	\$ 1,742,962.00	\$ 295,329.73	\$ 2,038,291.73	\$ 435,740.50	\$ 73,832.43	\$ 509,572.93
			Checksum	\$ 1,742,962.00	\$ 295,329.73	\$ 2,038,291.73

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.

8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge

PUBLIC LIBRARY

BY:

M. Tighe

Mary Beth Tighe

ITS PRESIDENT

ATTEST:

BY:

Mary T. Gormley

Mary Teresa Gormley

ITS SECRETARY

APPROVED THIS

16

DAY OF

April

, 2002