



## **NOTICE**

### **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR BOARD MEETING  
THURSDAY FEBRUARY 16, 2023**

**4:00 p.m.  
Meeting Room B**

#### **Agenda:**

- **Approve Payment of Vendor Checks Report and ACH Payments.**
- **Review and approval of the IPLAR application.**
- **Review and approval of proposal for a new telephone system.**
- **Review and approval of proposal for network switches**
- **Review and approval of proposal for printers and copiers.**
- **Transfer of bank accounts.**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2789 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Agenda for the Regular Meeting  
February 16, 2023, 4 p.m.**

- I. Call to Order. (4:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (4:15 p.m.)
  - A. Approval of the Minutes of the Regular Board Meeting – January 12, 2023
  - B. Approval of the Minutes of the Management Committee Meeting – January 12, 2023
  - C. Acceptance of Financial Reports for January 2023.
  - D. Acceptance of Reports.
    1. Statistics Report for January 202
    2. Director’s Report for January 2023
- VIII. New Business. (4:25 p.m.)
  - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$177,535.91 [Action Item]
  - B. Review and approval of DPPL’s Illinois Public Library Annual Report (IPLAR) [Action Item]
  - C. Review and approval of proposal for a new telephone system. [Action Item]
  - D. Review and approval of proposal for network switches. [Action Item]
  - E. Review and approval of proposal for printers and copiers. [Action Item]
  - F. Transfer of bank accounts. [Action Item]

IX. Other. (4:45 p.m.)

X. Announcements.

XI. Correspondence.

XII. Adjournment. (5:00 p.m.)

**This meeting will be video recorded, and available on the Library's website.**



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Meeting on January 12, 2023**

I. Call to Order.

The meeting was called to order at 7:02 p.m.

II. Roll Call.

Roll call indicated the following board members were PRESENT: Lisa DuBrock, Kristen Graack, Denise Hudec, Gregory Sarlo, Nicholas Harkovich, Christine Halblander, Bruce Lester; Michelle Shimon-Hutchison joined the meeting at 7:12 p.m. ABSENT: none. ALSO PRESENT: Jo Bonell, Heather Imhoff, Michelle Meyer-Edley, Lauren Wolfe, Stephanie Spetter, John Leach

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Graack, seconded by Halblander to invoke the Remote Participation Policy.  
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Shimon-Hutchison; NAYS: None; MOTION CARRIED

V. Consideration of the Agenda.

MOTION by Hudec, seconded by Graack to accept the agenda. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

VI. Public Comments and Questions.

None.

VII. Consent Agenda.

A. Approval of the Minutes of the Regular Board Meeting – December 15, 2022.

B. Acceptance of Financial Reports for December 2022.

C. Acceptance of Reports.

1. Statistics Report for December 2022

2. Director's Report for December 2022

Trustee Hudec asked to pull item B from the Consent Agenda for questions regarding vending receipts and per capita.

MOTION by Graack, seconded by Halblander to accept the Consent Agenda minus B.  
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison;  
NAYS: None; MOTION CARRIED

MOTION by Hudec, seconded by Graack to accept the Item B of the Consent Agenda.  
VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Sarlo, Shimon-Hutchison;  
NAYS: None; MOTION CARRIED

## VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$358,547.16

MOTION by Hudec, seconded by Graack to approve payment of vendor checks and ACH Payments in the amount of \$358,547.16 as listed on the vendor checks report of December 2022, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account

- B. Review and approval of the Per Capita application.  
Director Bonell explained that completing this application demonstrating we comply with state guidelines is necessary to receive the annual grant from the State of Illinois. Assistant Director Laurie Papadourakis completed the application. She noted that we met all requirements.

MOTION by Graack, seconded by Hudec to approve the application for submission. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

- C. Report out from the Management Committee Meeting.  
Chair Graack explained that our bylaws stipulate the library only conducts financial transactions with institutions included on DPPL's list of Approved Financial Institutions, Security Brokers/Dealers. The committee recommends Village Bank and Trust be added to the list.

MOTION by Halblander to add Village Bank and Trust to DPPL's list of Approved Financial Institutions, Security Brokers/Dealers. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

## IX. Other.

Director Bonell announced work on the new Creative Space, funded by the Donath-Giese donation in memory of DPPL reference librarian Steven Giese, will begin soon. When it does, the Building and Grounds Committee, as well as the rest of board members will be invited to meet with the architect to learn more about the project. President Sarlo

recommends that all board members participate.

X. Announcements.  
None

XI. Correspondence.  
None

XII. Executive Session  
The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

MOTION by Hudec, seconded by Graack to go into Executive Session. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

Board entered Executive Session at 7:17 p.m.

MOTION by Hudec, seconded by Graack to leave Executive Session. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

Board entered Executive Session at 8:27 p.m.

MOTION by Graack out of committee to approve the raise for library director Bonell discussed in executive session. ROLL CALL VOTE: AYES: DuBrock, Graack, Halblander, Hudec, Sarlo, Shimon-Hutchison; NAYS: Lester, Harkovich; None; MOTION CARRIED

XIII. Adjournment.

MOTION by Lester, seconded by Halblander to adjourn. VOTE: AYES: DuBrock, Graack, Halblander, Harkovich, Hudec, Lester, Sarlo, Shimon-Hutchison; NAYS: None; MOTION CARRIED

Meeting ends at 8:30 pm.



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Meeting of the Management Committee on Thursday January 12, 2023**

- I. Call to Order.  
The meeting was called to order at 6:31 p.m.
  
- II. Roll Call.  
Roll call indicated the following board members were PRESENT: Kristine Graack, Christine Halblander, Denise Hudec. ALSO PRESENT: Lisa DuBrock, Jo Bonell, Heather Imhoff, Laurie Papadourakis
  
- III. Consideration of the Agenda.  
MOTION by Halblander, seconded by Hudec to accept the agenda. VOTE: AYES: Graack, Halblander, Hudec; NAYS: None; MOTION CARRIED
  
- IV. Public Comments and Questions.  
None
  
- V. Addition of Village Bank & Trust to the Board investment policy.  
Chair Graack explained that our bylaws stipulate the library only conduct financial transactions with institutions included on DPPL's list of Approved Financial Institutions, Security Brokers/Dealers. The committee discussed the addition of Village Bank and Trust to the list.  
MOTION by Halblander, seconded by Hudec to recommend to the full board the addition of Village Bank to DPPL's list of Approved Financial Institutions, Security Brokers/Dealers. ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None; MOTION CARRIED
  
- VI. Adjournment.  
MOTION by Halblander, seconded by Hudec to adjourn. VOTE: AYES: Graack, Halblander, Hudec; NAYS: None; MOTION CARRIED  
The meeting adjourned at 6:36 p.m.



## Des Plaines Public Library

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### Monthly Financial Report For the Month Ended January 31, 2023

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Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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# Des Plaines Public Library

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# Financial Statements

Des Plaines Public Library  
Governmental Funds Balance Sheet  
As of January 31, 2023

	Library Fund	Capital Projects Fund	Total
<b>ASSETS</b>			
Cash and Investments	\$ 3,280,740.78	\$ 1,820,846.62	\$ 5,101,587.40
Prepays	17,673.31	0.00	17,673.31
Receivables			
Receivable - Property Taxes	6,156,840.50	-	6,156,840.50
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
<b>Total Assets</b>	<b>\$ 9,455,254.59</b>	<b>\$ 1,820,846.62</b>	<b>\$ 11,276,101.21</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 146,352.52	\$ -	\$ 146,352.52
Accrued Payroll	71,958.20	-	71,958.20
Due to other funds	82,846.73	-	82,846.73
<b>Total Liabilities</b>	<b>301,157.45</b>	<b>-</b>	<b>301,157.45</b>
<b>Deferred Inflows of Resources</b>			
Property Taxes	6,069,500.00	-	6,069,500.00
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>6,370,657.45</b>	<b>-</b>	<b>6,370,657.45</b>
<b>FUND BALANCE</b>			
Fund Balance - Unreserved	2,879,290.05	1,820,846.62	4,700,136.67
Fund Balance - Reserved for Prepays	205,307.09	-	205,307.09
<b>Total Fund Balance</b>	<b>3,084,597.14</b>	<b>1,820,846.62</b>	<b>4,905,443.76</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 9,455,254.59</b>	<b>\$ 1,820,846.62</b>	<b>\$ 11,276,101.21</b>

Des Plaines Public Library

Governmental Funds Statement of Revenues,  
Expenditures, and Changes In Fund Balances

For the 1 Month Ended January 31, 2023

	General Fund	Capital Improvements Fund	Total
<b>REVENUES</b>			
Taxes	\$ 1,224,800.69	\$ -	\$ 1,224,800.69
Fines & Fees	1,929.03	-	1,929.03
Interest	1,668.00	8,978.56	10,646.56
Special Events and Programs	6,543.47	-	6,543.47
Miscellaneous	13,760.66	-	13,760.66
<b>Total Revenues</b>	<u>1,248,701.85</u>	<u>8,978.56</u>	<u>1,257,680.41</u>
<b>EXPENDITURES</b>			
Personnel	\$ 234,875.16	\$ -	\$ 234,875.16
Operating	239,816.00	-	239,816.00
Library Materails	73,592.68	-	73,592.68
Capital Outlay	4,875.56	-	4,875.56
Other Expenditures	1,130.60	-	1,130.60
<b>Total Expenditures</b>	<u>554,290.00</u>	<u>-</u>	<u>554,290.00</u>
<b>Net Change in Fund Balances</b>	<u>694,411.85</u>	<u>8,978.56</u>	<u>703,390.41</u>
<b>FUND BALANCES</b>			
Beginning of the year	<u>2,390,185.29</u>	<u>1,811,868.06</u>	<u>4,202,053.35</u>
End of the period	<u>\$ 3,084,597.14</u>	<u>\$ 1,820,846.62</u>	<u>\$ 4,905,443.76</u>

## Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2023

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	566,995.01
202-1102015 - Old National Operating # 92260	<u>21,748.58</u>
	<u>588,743.59</u>
201-1102028 - Old National Donations #96300	<u>215,334.84</u>
201-1102030 - Village B&T Checking #6718	95,000.00
	<u>95,000.00</u>
201-1102050 - Wintrust Brokerage	<u>147,576.80</u>
201-1102079 - Illinois Funds # 2591	2,255,334.13
202-1102079 - Illinois Funds # 2591	<u>1,799,098.04</u>
	<u>4,054,432.17</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,101,587.40</u></u>

Des Plaines Public Library  
Balance Sheet as of January 31, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	1,880,342.53	(1,313,347.52)	566,995.01
1102028 - Old National Donations #96300	215,327.53	7.31	215,334.84
1102030 - Village B&T Checking #6718	100,000.00	(5,000.00)	95,000.00
1102050 - Wintrust Brokerage	147,576.80	0.00	147,576.80
1102079 - Illinois Funds # 2591	253,704.63	2,001,629.50	2,255,334.13
1118000 - Receivable - Property Taxes	6,156,840.50	0.00	6,156,840.50
1119301 - Prepaid Expense	17,673.31	0.00	17,673.31
	<u>8,771,965.30</u>	<u>683,289.29</u>	<u>9,455,254.59</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	157,475.08	(21,615.12)	135,859.96
2401002 - Payroll Liabilities	0.00	10,492.56	10,492.56
2430707 - Due to Library Comp Abs	82,846.73	0.00	82,846.73
2450040 - Accrued Payroll	48,089.06	0.00	48,089.06
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
2471000 - Deferred Revenue - Other	23,869.14	0.00	23,869.14
	<u>6,381,780.01</u>	<u>(11,122.56)</u>	<u>6,370,657.45</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	205,307.09	0.00	205,307.09
3730000 - Fund Balance - Unreserved	2,184,878.20	0.00	2,184,878.20
	<u>2,390,185.29</u>	<u>0.00</u>	<u>2,390,185.29</u>
 Total Liabilities and Fund Balance	<u>8,771,965.30</u>	<u>(11,122.56)</u>	<u>8,760,842.74</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>694,411.85</u>	<u>694,411.85</u>

Des Plaines Public Library  
Balance Sheet as of January 31, 2023

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - Old National Operating # 92260	21,748.58	0.00	21,748.58
1102079 - Illinois Funds # 2591	1,790,119.48	8,978.56	1,799,098.04
	1,811,868.06	8,978.56	1,820,846.62

Liabilities and Fund Balance

Liabilities

Fund Balance

3730000 - Fund Balance - Unreserved	1,811,868.06	0.00	1,811,868.06
Total Liabilities and Fund Balance	1,811,868.06	0.00	1,811,868.06
Excess Revenues Over Expenses	0.00	8,978.56	8,978.56

Compensated Absences Fund

Assets

1120201 - Due From Library	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73

Liabilities and Fund Balance

Liabilities

2450035 - Accrued ST-LT Comp Absence	82,846.73	0.00	82,846.73
	82,846.73	0.00	82,846.73

Fund Balance

Total Liabilities and Fund Balance	82,846.73	0.00	82,846.73
Excess Revenues Over Expenses	0.00	0.00	0.00



Des Plaines Public Library  
Balance Sheet as of January 31, 2023

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,624,611.65	0.00	1,624,611.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,528,509.00)</u>	<u>0.00</u>	<u>(1,528,509.00)</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
	<u>2,582,969.04</u>	<u>0.00</u>	<u>2,582,969.04</u>
 Total Liabilities and Net Capital Assets	 <u>2,582,969.04</u>	 <u>0.00</u>	 <u>2,582,969.04</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

**Des Plaines Public Library  
Revenue Report  
For the 1 Month Ended January 31, 2023**

_____ Library Fund _____	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b><u>Taxes</u></b>					
201-4810034 - Property Taxes 2022	<u>1,224,800.69</u>	<u>1,224,800.69</u>	<u>8,751,036.00</u>	<u>7,526,235.31</u>	<u>14.00</u>
	<u>1,224,800.69</u>	<u>1,224,800.69</u>	<u>8,751,036.00</u>	<u>7,526,235.31</u>	<u>14.00</u>
<b><u>Intergovernmental</u></b>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	89,495.00	89,495.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	10,000.00	10,000.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>192,483.00</u>	<u>192,483.00</u>	<u>0.00</u>
<b><u>Fines &amp; Fees</u></b>					
201-4850101 - Library Fees	821.77	821.77	8,000.00	7,178.23	10.27
201-4850201 - Copying Fees	7.90	7.90	20,000.00	19,992.10	0.04
201-4850207 - Non-Res Cards	979.36	979.36	200.00	(779.36)	489.68
201-4850208 - Meeting Room Fees	<u>120.00</u>	<u>120.00</u>	<u>1,500.00</u>	<u>1,380.00</u>	<u>8.00</u>
	<u>1,929.03</u>	<u>1,929.03</u>	<u>29,700.00</u>	<u>27,770.97</u>	<u>6.50</u>
<b><u>Special Programs &amp; Events</u></b>					
201-4850215 - Friends of the Library Reimbursements	<u>6,543.47</u>	<u>6,543.47</u>	<u>20,000.00</u>	<u>13,456.53</u>	<u>32.72</u>
	<u>6,543.47</u>	<u>6,543.47</u>	<u>20,000.00</u>	<u>13,456.53</u>	<u>32.72</u>
<b><u>Interest</u></b>					
201-4890010 - Interest Income	<u>1,668.00</u>	<u>1,668.00</u>	<u>17,000.00</u>	<u>15,332.00</u>	<u>9.81</u>
	<u>1,668.00</u>	<u>1,668.00</u>	<u>17,000.00</u>	<u>15,332.00</u>	<u>9.81</u>
<b><u>Other Revenue</u></b>					
201-4899900 - Miscellaneous Revenue	11,965.00	11,965.00	70,000.00	58,035.00	17.09
201-4899910 - Vending Machine Revenue	65.06	65.06	1,000.00	934.94	6.51
201-4899920 - Library Donations	600.00	600.00	600,000.00	599,400.00	0.10
201-4899940 - Friends Book Sale	<u>1,130.60</u>	<u>1,130.60</u>	<u>14,000.00</u>	<u>12,869.40</u>	<u>8.08</u>
	<u>13,760.66</u>	<u>13,760.66</u>	<u>685,000.00</u>	<u>671,239.34</u>	<u>2.01</u>
 Total Library Fund	 <u>1,248,701.85</u>	 <u>1,248,701.85</u>	 <u>9,695,219.00</u>	 <u>8,446,517.15</u>	 <u>12.88</u>

Des Plaines Public Library  
 Revenue Report  
 For the 1 Month Ended January 31, 2023

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>8,978.56</u>	<u>8,978.56</u>	<u>11,500.00</u>	<u>2,521.44</u>	<u>78.07</u>
	<u>8,978.56</u>	<u>8,978.56</u>	<u>11,500.00</u>	<u>2,521.44</u>	<u>78.07</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>8,978.56</u>	<u>8,978.56</u>	<u>1,011,500.00</u>	<u>1,002,521.44</u>	<u>0.89</u>
Total of All Funds	<u>1,257,680.41</u>	<u>1,257,680.41</u>	<u>10,706,719.00</u>	<u>9,449,038.59</u>	<u>11.75</u>

Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2023

Library Fund _____	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	182,552.57	182,552.57	2,498,588.00	2,316,035.43	7.31
5910200 - Part-time Salaries	<u>52,322.59</u>	<u>52,322.59</u>	<u>899,000.00</u>	<u>846,677.41</u>	<u>5.82</u>
	<u>234,875.16</u>	<u>234,875.16</u>	<u>3,397,588.00</u>	<u>3,162,712.84</u>	<u>6.91</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	17,165.27	17,165.27	258,634.00	241,468.73	6.64
5918021 - Employer Contribution - IMRF	7,989.79	7,989.79	194,564.00	186,574.21	4.11
5918040 - Life Insurance Premiums	0.00	0.00	1,932.00	1,932.00	0.00
5918050 - PPO Insurance Premiums	(816.00)	(816.00)	459,518.00	460,334.00	(0.18)
5918051 - HMO Insurance Premiums	0.00	0.00	177,307.00	177,307.00	0.00
5918055 - Dental Insurance Premiums	0.00	0.00	31,649.00	31,649.00	0.00
5918070 - Workers Compensation	<u>9,426.00</u>	<u>9,426.00</u>	<u>14,000.00</u>	<u>4,574.00</u>	<u>67.33</u>
	<u>33,765.06</u>	<u>33,765.06</u>	<u>1,152,604.00</u>	<u>1,118,838.94</u>	<u>2.93</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	73,845.82	73,845.82	468,838.00	394,992.18	15.75
5920120 - Communication Services	0.00	0.00	32,900.00	32,900.00	0.00
5920140 - Integrated Library System	22,157.79	22,157.79	89,000.00	66,842.21	24.90
5920202 - Conferences	525.00	525.00	0.00	(525.00)	0.00
5920204 - Training	1,349.00	1,349.00	0.00	(1,349.00)	0.00
5920210 - Marketing	9,716.50	9,716.50	60,000.00	50,283.50	16.19
5920220 - Membership Dues	1,950.00	1,950.00	8,000.00	6,050.00	24.38
5920990 - Property/Liability Insurance	42,606.92	42,606.92	65,000.00	22,393.08	65.55
5930010 - R&M Equipment	11,035.00	11,035.00	88,460.00	77,425.00	12.47
5930020 - R&M Buildings & Structures	5,002.76	5,002.76	112,364.00	107,361.24	4.45
5930030 - R&M Vehicles	0.00	0.00	1,500.00	1,500.00	0.00
5930210 - Rental of Equipment	221.67	221.67	26,090.00	25,868.33	0.85
5930320 - Cleaning/Custodial Services	9,785.00	9,785.00	88,900.00	79,115.00	11.01
5930490 - Refuse Contract	464.00	464.00	6,000.00	5,536.00	7.73
5960040 - Pre-Employment Testing	64.00	64.00	3,500.00	3,436.00	1.83
5960065 - Bank Fees	258.64	258.64	300.00	41.36	86.21
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	4,781.95	4,781.95	61,500.00	56,718.05	7.78
5960990 - Misc. Contractual Services	<u>22,286.89</u>	<u>22,286.89</u>	<u>126,560.00</u>	<u>104,273.11</u>	<u>17.61</u>
	<u>206,050.94</u>	<u>206,050.94</u>	<u>1,249,412.00</u>	<u>1,043,361.06</u>	<u>16.49</u>
<u>Commodities</u>					
5970100 - Supplies	3,723.18	3,723.18	87,150.00	83,426.82	4.27
5970110 - Meals	571.80	571.80	2,000.00	1,428.20	28.59
5970170 - Janitorial	168.19	168.19	17,900.00	17,731.81	0.94
5970260 - Postage & Parcel	1,100.16	1,100.16	11,000.00	9,899.84	10.00
5970500 - Water Bill	0.00	0.00	8,000.00	8,000.00	0.00
5970600 - Ebooks/Books	13,021.62	13,021.62	381,900.00	368,878.38	3.41

Des Plaines Public Library  
Expense Report  
For the 1 Month Ended January 31, 2023

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	1,609.24	1,609.24	74,500.00	72,890.76	2.16
5970620 - E-Subscriptions/Subscriptions	5,405.94	5,405.94	51,430.00	46,024.06	10.51
5970630 - Visual Materials	14,166.65	14,166.65	190,200.00	176,033.35	7.45
5970640 - Databases	33,825.90	33,825.90	170,000.00	136,174.10	19.90
5970810 - Natural Gas	0.00	0.00	27,000.00	27,000.00	0.00
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>6,900.00</u>	<u>6,900.00</u>	<u>0.00</u>
	<u>73,592.68</u>	<u>73,592.68</u>	<u>1,028,580.00</u>	<u>954,987.32</u>	<u>7.15</u>
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	1,000.00	1,000.00	0.00
5980410 - Computer Hardware	0.00	0.00	12,800.00	12,800.00	0.00
5980420 - Computer Software	4,875.56	4,875.56	91,402.00	86,526.44	5.33
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
	<u>4,875.56</u>	<u>4,875.56</u>	<u>110,202.00</u>	<u>105,326.44</u>	<u>4.42</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	89,495.00	89,495.00	0.00
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,000,000.00	1,000,000.00	0.00
5999940 - Friends Books Sale	<u>1,130.60</u>	<u>1,130.60</u>	<u>0.00</u>	<u>(1,130.60)</u>	<u>0.00</u>
	<u>1,130.60</u>	<u>1,130.60</u>	<u>1,089,495.00</u>	<u>1,088,364.40</u>	<u>0.10</u>
Total Library Fund Expenditures	<u>554,290.00</u>	<u>554,290.00</u>	<u>8,027,881.00</u>	<u>7,473,591.00</u>	<u>6.90</u>
 <u>Capital Projects Fund</u>					
<u>Contractual Services</u>					
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	801,000.00	801,000.00	0.00
5980400 - Equipment	0.00	0.00	271,000.00	271,000.00	0.00
5980410 - Computer Hardware	0.00	0.00	341,100.00	341,100.00	0.00
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>1,415,100.00</u>	<u>1,415,100.00</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>1,415,100.00</u>	<u>1,415,100.00</u>	<u>0.00</u>
<b>Total of All Funds</b>	<u>554,290.00</u>	<u>554,290.00</u>	<u>9,442,981.00</u>	<u>8,888,691.00</u>	<u>5.87</u>

# Des Plaines Public Library

## Check List

All Bank Accounts

January 13, 2023 - February 16, 2023

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
19505	01/31/23	ANDERSON LOCK CO LTD	(20.46)
19507	01/31/23	FOX VALLEY FIRE & SAFETY	(509.00)
19518	01/31/23	HR SOURCE	(300.00)
19520	01/31/23	ILLINOIS LIBRARY ASSOCIATION	(150.00)
19530	02/16/23	ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	179.00
19531	02/16/23	ANGELO CERRONE	125.00
19532	02/16/23	BACKGROUND SCREENING CONSULTANTS LLC	64.00
19533	02/16/23	BAKER & TAYLOR	13,668.12
19534	02/16/23	CCH Incorporated	454.82
19535	02/16/23	CHRISTINE POSINGER	150.00
19536	02/16/23	COLLEY ELEVATOR COMPANY	974.50
19537	02/16/23	COOPERATIVE COMPUTER SERVICES	22,157.79
19538	02/16/23	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
19539	02/16/23	EBSCO INFORMATION SERVICES	19.83
19540	02/16/23	FINDAWAY WORLD LLC	104.98
19541	02/16/23	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	464.00
19542	02/16/23	FOX VALLEY FIRE & SAFETY	855.00
19543	02/16/23	GRAINGER	1,570.26
19544	02/16/23	IHLS-OCLC	701.88
19545	02/16/23	John G. Donahue	150.00
19546	02/16/23	LAUTERBACH & AMEN, LLP.	1,575.00
19547	02/16/23	LYNN RYMARZ	300.00
19548	02/16/23	MANGO LANGUAGES	3,600.00
19549	02/16/23	MIDWEST TAPE	6,603.47
19550	02/16/23	MIDWEST TAPE	9,000.00
19551	02/16/23	MNI	243.90
19552	02/16/23	OAKBROOK MECHANICAL SERVICES	3,073.50
19553	02/16/23	OUTSOURCE SOLUTIONS GROUP, INC.	37,865.96
19554	02/16/23	PROQUEST LLC	5,589.00
19555	02/16/23	RAILS	3,929.00
19556	02/16/23	RAINBOW BOOK COMPANY	36.45
19557	02/16/23	SCHOLASTIC LIBRARY PUBLISHING	3,037.00
19558	02/16/23	UNITED STATES POSTAL SERVICE	9,500.00
19559	02/16/23	University of Wisconsin - Madison	20.00
19560	02/16/23	WEISS RATINGS	4,790.00
19561	02/16/23	WILD BIRD SHACK	165.00
51921	01/31/23	BANKCARD SERVICES	14,918.52
51922	01/31/23	NEOFUNDS BY NEOPOST	1,000.00
51923	01/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,130.60
51924	01/31/23	NATIONWIDE RETIREMENT SOLUTIONS	300.00
51925	01/31/23	BANKCARD SERVICES	258.64
51926	01/31/23	IMRF	20,047.65
60000	01/31/23	Lohan Architecture	5,000.00
<b>Vendor Check Total</b>			177,535.91
<b>Check List Total</b>			177,535.91

Check count = 43

# Des Plaines Public Library

## Vendor Checks Report

Old National Operating

January 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ANDERSON LOCK CO LTD						
201-5970100	Supplies	To void check #19505	-20.46	19505	01/31/23	<u>(20.46)</u>
FOX VALLEY FIRE & SAFETY						
201-5930020	R&M Buildings & Structures	To void check #19507	-509.00	19507	01/31/23	<u>(509.00)</u>
HR SOURCE						
201-5920202	Conferences	To void check #19518	-300.00	19518	01/31/23	<u>(300.00)</u>
ILLINOIS LIBRARY ASSOCIATION						
201-5920220	Membership Dues	To void check #19520	-150.00	19520	01/31/23	<u>(150.00)</u>
ALGONQUIN AREA PUBLIC LIBRARY DISTRICT						
201-5960210	Special Event Programming	Event - Invisible Warriors Film Intro	179.00	19530	02/16/23	<u>179.00</u>
ANGELO CERRONE						
201-5960990	Misc. Contractual Services	INV 1/12/23	125.00	19531	02/16/23	<u>125.00</u>
BACKGROUND SCREENING CONSULTANTS LLC						
201-5960040	Pre-Employment Testing	INV #21379	64.00	19532	02/16/23	<u>64.00</u>
BAKER & TAYLOR						
201-5960990	Misc. Contractual Services	Invoice #2037278807	1.74			
201-5970600	Ebooks/Books	Invoice #2037278807	15.06			
201-5960990	Misc. Contractual Services	Invoice #2037249852	13.31			
201-5970600	Ebooks/Books	Invoice #2037249852	77.19			
201-5960990	Misc. Contractual Services	Invoice #2037261625	1.40			
201-5970600	Ebooks/Books	Invoice #2037261625	124.74			
201-5960990	Misc. Contractual Services	Invoice #2037242338	2.53			
201-5970600	Ebooks/Books	Invoice #2037242338	15.33			
201-5960990	Misc. Contractual Services	Invoice #2037279203	97.88			
201-5970600	Ebooks/Books	Invoice #2037279203	635.10			
201-5960990	Misc. Contractual Services	Invoice #2037276906	112.13			
201-5970600	Ebooks/Books	Invoice #2037276906	935.98			
201-5960990	Misc. Contractual Services	Invoice #2037253596	1.74			
201-5970600	Ebooks/Books	Invoice #2037253596	24.06			
201-5960990	Misc. Contractual Services	Invoice #2037279433	34.63			
201-5970600	Ebooks/Books	Invoice #2037279433	155.44			
201-5960990	Misc. Contractual Services	Invoice #2037225718	7.50			
201-5970600	Ebooks/Books	Invoice #2037225718	127.42			
201-5960990	Misc. Contractual Services	Invoice #2037229688	4.12			
201-5970600	Ebooks/Books	Invoice #2037229688	19.08			
201-5960990	Misc. Contractual Services	Invoice #2037225743	9.40			
201-5970600	Ebooks/Books	Invoice #2037225743	51.27			
201-5960990	Misc. Contractual Services	Invoice #2037219284	4.12			
201-5970600	Ebooks/Books	Invoice #2037219284	17.19			
201-5960990	Misc. Contractual Services	Invoice #2037247839	41.64			
201-5970600	Ebooks/Books	Invoice #2037247839	60.89			
201-5960990	Misc. Contractual Services	Invoice #2037249935	41.63			
201-5970600	Ebooks/Books	Invoice #2037249935	114.98			
201-5960990	Misc. Contractual Services	Invoice #2037212887	8.46			
201-5970600	Ebooks/Books	Invoice #2037212887	46.54			
201-5960990	Misc. Contractual Services	Invoice #2037259734	73.66			
201-5970600	Ebooks/Books	Invoice #2037259734	398.91			
201-5960990	Misc. Contractual Services	Invoice #2037268744	45.51			

# Des Plaines Public Library

## Vendor Checks Report

Old National Operating  
January 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Invoice #2037268744	235.03			
201-5960990	Misc. Contractual Services	Invoice #2037264492	40.64			
201-5970600	Ebooks/Books	Invoice #2037264492	308.95			
201-5960990	Misc. Contractual Services	Invoice #2037250332	42.70			
201-5970600	Ebooks/Books	Invoice #2037250332	343.59			
201-5960990	Misc. Contractual Services	Invoice #2037235541	2.10			
201-5970600	Ebooks/Books	Invoice #2037235541	122.08			
201-5970600	Ebooks/Books	Invoice #2037265659	428.77			
201-5960990	Misc. Contractual Services	Invoice #2037265660	35.84			
201-5960990	Misc. Contractual Services	Invoice #2037272930	68.17			
201-5970600	Ebooks/Books	Invoice #2037272930	157.17			
201-5960990	Misc. Contractual Services	Invoice #2037225731	1.74			
201-5970600	Ebooks/Books	Invoice #2037225731	7.53			
201-5960990	Misc. Contractual Services	Invoice #2037239534	3.47			
201-5970600	Ebooks/Books	Invoice #2037239534	19.08			
201-5960990	Misc. Contractual Services	Invoice #2037268770	17.88			
201-5970600	Ebooks/Books	Invoice #2037268770	78.82			
201-5960990	Misc. Contractual Services	Invoice #2037229880	2.53			
201-5970600	Ebooks/Books	Invoice #2037229880	10.21			
201-5960990	Misc. Contractual Services	Invoice #2037246839	1.74			
201-5970600	Ebooks/Books	Invoice #2037246839	6.77			
201-5960990	Misc. Contractual Services	Invoice #2037267616	33.59			
201-5970600	Ebooks/Books	Invoice #2037267616	201.56			
201-5960990	Misc. Contractual Services	Invoice #2037272913	59.22			
201-5970600	Ebooks/Books	Invoice #2037272913	337.89			
201-5960990	Misc. Contractual Services	Invoice #2037275201	85.62			
201-5960990	Misc. Contractual Services	Invoice #2037278115	17.88			
201-5970600	Ebooks/Books	Invoice #2037278114	243.13			
201-5960990	Misc. Contractual Services	Invoice #2037187228	8.24			
201-5970600	Ebooks/Books	Invoice #2037187228	16.13			
201-5960990	Misc. Contractual Services	Invoice #2037173513	7.99			
201-5970600	Ebooks/Books	Invoice #2037173513	19.70			
201-5960990	Misc. Contractual Services	Invoice #2037226356	13.30			
201-5970600	Ebooks/Books	Invoice #2037226356	114.68			
201-5960990	Misc. Contractual Services	Invoice #2037178236	2.53			
201-5970600	Ebooks/Books	Invoice #2037178236	10.78			
201-5960990	Misc. Contractual Services	Invoice #2037183511	13.88			
201-5970600	Ebooks/Books	Invoice #2037183511	46.54			
201-5960990	Misc. Contractual Services	Invoice #2037178253	3.58			
201-5970600	Ebooks/Books	Invoice #2037178253	9.57			
201-5970600	Ebooks/Books	Invoice #2037247495	24.29			
201-5970600	Ebooks/Books	Invoice #2037250628	324.49			
201-5960990	Misc. Contractual Services	Invoice #2037250629	30.71			
201-5970600	Ebooks/Books	Invoice #2037263708	473.85			
201-5960990	Misc. Contractual Services	Invoice #2037263709	55.76			
201-5970600	Ebooks/Books	Invoice #2037275200	827.28			
201-5960990	Misc. Contractual Services	Invoice #2037250411	214.42			
201-5970600	Ebooks/Books	Invoice #2037250411	1,474.99			
201-5960990	Misc. Contractual Services	Invoice #2037249889	36.66			
201-5970600	Ebooks/Books	Invoice #2037249889	217.09			
201-5960990	Misc. Contractual Services	Invoice #2037193536	4.75			
201-5970600	Ebooks/Books	Invoice #2037193536	31.79			
201-5960990	Misc. Contractual Services	Invoice #2037193759	8.24			
201-5970600	Ebooks/Books	Invoice #2037193759	21.49			
201-5960990	Misc. Contractual Services	Invoice #2037245287	45.11			
201-5970600	Ebooks/Books	Invoice #2037245287	64.91			



# Des Plaines Public Library Vendor Checks Report

Old National Operating  
January 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Invoice #2037205472	2.53			
201-5970600	Ebooks/Books	Invoice #2037205472	10.21			
201-5960990	Misc. Contractual Services	Invoice #2037205661	3.48			
201-5970600	Ebooks/Books	Invoice #2037205661	14.30			
201-5960990	Misc. Contractual Services	Invoice #2037205436	8.20			
201-5970600	Ebooks/Books	Invoice #2037205436	49.77			
201-5960990	Misc. Contractual Services	Invoice #2037205622	7.59			
201-5970600	Ebooks/Books	Invoice #2037205622	70.49			
201-5960990	Misc. Contractual Services	Invoice #2037203696	6.94			
201-5970600	Ebooks/Books	Invoice #2037203696	11.35			
201-5960990	Misc. Contractual Services	Invoice #2037205376	11.07			
201-5970600	Ebooks/Books	Invoice #2037205376	114.70			
201-5960990	Misc. Contractual Services	Invoice #2037199832	12.03			
201-5970600	Ebooks/Books	Invoice #2037199832	31.07			
201-5960990	Misc. Contractual Services	Invoice #2037205291	26.56			
201-5970600	Ebooks/Books	Invoice #2037205291	89.60			
201-5960990	Misc. Contractual Services	Invoice #2037245304	22.44			
201-5970600	Ebooks/Books	Invoice #2037245304	169.85			
201-5960990	Misc. Contractual Services	Invoice #2037247743	49.44			
201-5970600	Ebooks/Books	Invoice #2037247742	514.50			
201-5960990	Misc. Contractual Services	Invoice #2037249101	50.93			
201-5960990	Misc. Contractual Services	Invoice #2037257227	63.12			
201-5970600	Ebooks/Books	Invoice #2037257226	645.04			
201-5970600	Ebooks/Books	Invoice #2037246497	193.12			
201-5960990	Misc. Contractual Services	Invoice #2037246498	11.92			
201-5970600	Ebooks/Books	Invoice #2037228794	13.53			
201-5970600	Ebooks/Books	Invoice #2037238827	548.80			
201-5960990	Misc. Contractual Services	Invoice #2037238828	32.78			
201-5970600	Ebooks/Books	Invoice #2037249100	525.73			
CCH Incorporated				19534	02/16/23	<u>454.82</u>
201-5970600	Ebooks/Books	INV# 4805823627	227.41			
201-5970600	Ebooks/Books	INV# 4805822361	227.41			
CHRISTINE POSINGER				19535	02/16/23	<u>150.00</u>
201-5960990	Misc. Contractual Services	Piano Tuning	150.00			
COLLEY ELEVATOR COMPANY				19536	02/16/23	<u>974.50</u>
201-5930020	R&M Buildings & Structures	INV #236916	332.50			
201-5930020	R&M Buildings & Structures	INV #236083	642.00			
COOPERATIVE COMPUTER SERVICES				19537	02/16/23	<u>22,157.79</u>
201-5920140	Integrated Library System	INV #2064	22,157.79			
CRYSTAL MAINTENANCE SERVICES CORP				19538	02/16/23	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	INV #30755	4,892.50			
EBSCO INFORMATION SERVICES				19539	02/16/23	<u>19.83</u>
201-5970620	E-Subscriptions/Subscriptions	Credit #2302882	-46.98			
201-5970620	E-Subscriptions/Subscriptions	Credit #2303940	-3.19			
201-5970640	Databases	INV #1000200907-1	70.00			
FINDAWAY WORLD LLC				19540	02/16/23	<u>104.98</u>
201-5970600	Ebooks/Books	INV #417915	49.99			
201-5970600	Ebooks/Books	INV #418274	54.99			

# Des Plaines Public Library Vendor Checks Report

Old National Operating  
January 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				19541	02/16/23	<u>464.00</u>
201-5930490	Refuse Contract	INV #6574503	464.00			
FOX VALLEY FIRE & SAFETY				19542	02/16/23	<u>855.00</u>
201-5930020	R&M Buildings & Structures	INV #IN00571543	629.00			
201-5930020	R&M Buildings & Structures	INV #IN00575092	226.00			
GRAINGER				19543	02/16/23	<u>1,570.26</u>
201-5930020	R&M Buildings & Structures	INV #9588154865	1,570.26			
IHLS-OCLC				19544	02/16/23	<u>701.88</u>
201-5980420	Computer Software	INV #27629	701.88			
John G. Donahue				19545	02/16/23	<u>150.00</u>
201-5960210	Special Event Programming	One-on-one job counseling appointment	150.00			
LAUTERBACH & AMEN, LLP.				19546	02/16/23	<u>1,575.00</u>
201-5920110	Professional Services	INV #74236	1,575.00			
LYNN RYMARZ				19547	02/16/23	<u>300.00</u>
201-5960210	Special Event Programming	Program - Madame Curie: Scientist, Nobel Prize Winner	300.00			
MANGO LANGUAGES				19548	02/16/23	<u>3,600.00</u>
201-5970640	Databases	INV #011598	3,600.00			
MIDWEST TAPE				19549	02/16/23	<u>6,603.47</u>
201-5960990	Misc. Contractual Services	Invoice #503279106	145.75			
201-5970630	Visual Materials	Invoice #503279106	861.13			
201-5960990	Misc. Contractual Services	Invoice #503279105	11.10			
201-5970610	E-audio/Audio	Invoice #503279105	237.94			
201-5960990	Misc. Contractual Services	Invoice #503279102	34.65			
201-5970610	E-audio/Audio	Invoice #503279102	101.61			
201-5960990	Misc. Contractual Services	Invoice #503279104	251.65			
201-5970630	Visual Materials	Invoice #503279104	1,510.57			
201-5970630	Visual Materials	Invoice #503288146	217.41			
201-5970630	Visual Materials	Invoice #503288145	71.22			
201-5970630	Visual Materials	Invoice #503288147	337.39			
201-5970630	Visual Materials	Invoice #503288144	22.49			
201-5970610	E-audio/Audio	Invoice #503288143	703.88			
201-5970610	E-audio/Audio	Invoice #503288141	29.99			
201-5970630	Visual Materials	Invoice #503232749	46.48			
201-5960990	Misc. Contractual Services	Invoice #503247666	15.75			
201-5970630	Visual Materials	Invoice #503247666	48.71			
201-5970630	Visual Materials	Invoice #503258085	324.66			
201-5970630	Visual Materials	Invoice #503258084	52.68			
201-5970610	E-audio/Audio	Invoice #503258082	9.99			
201-5970630	Visual Materials	Invoice #503258086	843.45			
201-5960990	Misc. Contractual Services	Invoice #503214694	3.25			
201-5970630	Visual Materials	Invoice #503214694	14.24			
201-5960990	Misc. Contractual Services	Invoice #503214692	1.85			
201-5970610	E-audio/Audio	Invoice #503214692	34.99			
201-5970610	E-audio/Audio	Invoice #503198125	447.93			
201-5960990	Misc. Contractual Services	Invoice #503196695	37.20			
201-5970630	Visual Materials	Invoice #503196695	170.17			
201-5960990	Misc. Contractual Services	Invoice #503196696	4.10			

# Des Plaines Public Library

## Vendor Checks Report

Old National Operating

January 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Invoice #503196696	11.24			
MIDWEST TAPE				19550	02/16/23	<u>9,000.00</u>
201-5970630	Visual Materials	INV #503185826	9,000.00			
MNI				19551	02/16/23	<u>243.90</u>
201-5970640	Databases	INV #527552-00	243.90			
OAKBROOK MECHANICAL SERVICES				19552	02/16/23	<u>3,073.50</u>
201-5930020	R&M Buildings & Structures	INV #32828	3,073.50			
OUTSOURCE SOLUTIONS GROUP, INC.				19553	02/16/23	<u>37,865.96</u>
201-5920110	Professional Services	INV #73040	34,422.91			
201-5980420	Computer Software	INV #73040	998.30			
201-5960990	Misc. Contractual Services	INV #73040	1,980.00			
201-5980420	Computer Software	INV #72879	114.75			
201-5930010	R&M Equipment	INV #73041	350.00			
PROQUEST LLC				19554	02/16/23	<u>5,589.00</u>
201-5970640	Databases	INV #70771463	5,589.00			
RAILS				19555	02/16/23	<u>3,929.00</u>
201-5970640	Databases	INV #10306	3,929.00			
RAINBOW BOOK COMPANY				19556	02/16/23	<u>36.45</u>
201-5970600	Ebooks/Books	INV #224500	36.45			
SCHOLASTIC LIBRARY PUBLISHING				19557	02/16/23	<u>3,037.00</u>
201-5970640	Databases	INV #45738655	3,037.00			
UNITED STATES POSTAL SERVICE				19558	02/16/23	<u>9,500.00</u>
201-5920210	Marketing	Postage - Bulk Mail Non-Profit	9,500.00			
University of Wisconsin - Madison				19559	02/16/23	<u>20.00</u>
201-5970600	Ebooks/Books	INV #3704871	20.00			
WEISS RATINGS				19560	02/16/23	<u>4,790.00</u>
201-5970640	Databases	INV #770265	4,790.00			
WILD BIRD SHACK				19561	02/16/23	<u>165.00</u>
201-5960210	Special Event Programming	Presentaion - Turn your garden dick into the perfect B&B for birds	165.00			
<b>Check List Total</b>						<u><u>134,880.50</u></u>

**Des Plaines Public Library**  
**ACH Register**

All Bank Accounts

January 1, 2023 - January 31, 2023

ACH Number	ACH Date	Payee	Amount
<b>Vendor Checks</b>			
51921	01/31/23	BANKCARD SERVICES	14,918.52
51922	01/31/23	NEOFUNDS BY NEOPOST	1,000.00
51923	01/31/23	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,130.60
51924	01/31/23	NATIONWIDE RETIREMENT SOLUTIONS	300.00
51925	01/31/23	BANKCARD SERVICES	258.64
51926	01/31/23	IMRF	20,047.65
60000	01/31/23	Lohan Architecture	5,000.00
<b>Vendor Check Total</b>			42,655.41
<b>Check List Total</b>			42,655.41

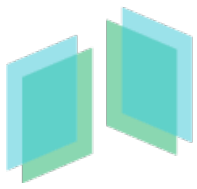
Check count = 7

**DES PLAINES PUBLIC LIBRARY**  
**CASH FLOW SUMMARY**  
**For the Year Ended December 31, 2023**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 5,101,587											
<b>Revenue (M-T-D)</b>												
Property Taxes	1,224,801											
Other Revenue	23,901											
	1,248,702	-	-	-	-	-	-	-	-	-	-	-
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	268,640											
Other Expense	285,650											
Change in A/P & AJE's	2,144											
	556,434	-	-	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	692,268	-	-	-	-	-	-	-	-	-	-	-

**DES PLAINES PUBLIC LIBRARY**  
**CASH FLOW SUMMARY**  
**For the Year Ended December 31, 2022**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Balance Sheet</b>												
Cash & Investments	\$ 4,450,754	4,843,285	6,856,066	6,397,901	5,929,489	5,449,017	4,993,057	4,601,161	4,088,484	3,509,264	3,075,050	4,409,320
<b>Revenue (M-T-D)</b>												
Property Taxes	43,444	811,138	2,380,007	152,939	10,674	50,762	24,602	-				1,544,349
Other Revenue	186,683	31,886	14,195	8,672	42,120	16,557	8,434	32,421	103,776	39,087	10,064	270,674
	230,127	843,025	2,394,202	161,611	52,794	67,320	33,036	32,421	103,776	39,087	10,064	1,815,023
<b>Expenses (M-T-D)</b>												
Payroll & Benefits	280,990	307,004	359,906	307,329	252,199	388,601	368,328	290,612	233,762	241,499	264,810	425,879
Other Expense	266,523	171,057	153,034	214,193	179,051	143,096	154,965	273,946	349,165	244,375	90,218	120,218
Change in A/P & AJE's	(62,298)	(27,567)	(131,519)	98,254	89,955	16,094	(34,297)	(140,241)	33,526	132,434	89,249	(65,344)
	485,215	450,494	381,421	619,776	521,205	547,791	488,997	424,317	616,452	618,308	444,277	480,753
Net Increase/(Decrease)	(255,088)	392,531	2,012,782	(458,165)	(468,412)	(480,472)	(455,960)	(391,896)	(512,676)	(579,221)	(434,213)	1,334,269



# DIRECTOR'S REPORT

FEBRUARY 2023

## DONATIONS & GRANTS



\$866.24 for YS's Week of the Young Child food-focused kit to encourage fun, healthy habits, and imaginative play.

\$630 to Adult Services for Swank Movie Licensing, allowing DPPL to show Disney, Warner Bros., MGM, Paramount, and other major films at the library.



The Readers' Services department received \$1,000 "craftivism" micro-grant funding a series of environmentally friendly and sustainable crafts.

\$500 Anonymous Donation



\$10 from Olga S.

## COMINGS & GOINGS

### COMING

Katherine Forsman,  
FT YS Assistant Manager

Forrest Wantroba,  
PT Security Monitor

## NEW AT DPPL

### Automatically Yours:



We'll reserve your favorite author's new bestsellers automatically.

## NOTES FROM THE FRONT

A patron was extremely grateful to library staff for helping them get a CPAP machine. It changed his life.

"I love this library! I would love to recommend it to everybody but then I would have to share it."

"You are so helpful. I should put you in my will!" (helped a patron find a CD disc and he was surprised I walked over to help him find it)

Kindergartners on tour were very cute. On the terrace they said, "it's like a boat!" and they thought the Forum looked like Target.

After using a study room a patron thanked us and told us that we are the best. He's been to many libraries and we have the best tech. We saved him.

"I WANT TO HUG YOU!" -Patron after finding out we had a 1099-NEC tax form

A happy patron exclaimed, "You have the best used book store of any library I've been to from here to Florida!"



# Life Drawing

## AT THE LIBRARY

Saturday, January 07 2023 | 10:00am - 12:00pm

Learn to draw the human body with a clothed model, located in the 3rd Floor Commons. Please register in advance as space is limited, open to adults, seniors, and teens.

Paper and pencils will be provided, however attendees are encouraged to bring their own sketchbooks, iPads, and easels. Individuals must clean up any artistic mess post program.



LEARN MORE AT

DPPL.ORG



# INCITING JOY

## A CONVERSATION WITH ROSS GAY

Wednesday, January 11 at 7pm

Kick off your new year with a conversation about joy with best-selling essayist and award-winning poet Ross Gay. An exploration of the joy we incite when we turn our attention to what we love and what brings us together. Gay will discuss his most recent collection of essays with performance poet Dan "Sully" Sullivan.



Please Register

Virtual Via Zoom

LEARN MORE AT

DPPL.ORG



# DIY bath bombs

January 17, 2023 | 7pm - 8:30pm

A 20x and 30x program. Take your relaxation to the next level by making a few DIY bath bombs to enhance your bathing experience!



All materials will be provided. Registration required.

LEARN MORE AT

DPPL.ORG



# Chill Out: DIY Cross Stitch

## Craft Kits for Adults

Winter is the perfect season for cross stitching. This kit has everything to get you going from start to finish, and even a little frame to display your work.

Pick up your kit at the library on the 4th floor starting Monday, January 9, 2023, while supplies last.



LEARN MORE AT

DPPL.ORG



OPEN MIC DATES  
1/24/23  
2/28/23  
3/28/23

# EXPRESS YOURSELF

## OPEN MIC NIGHT



The mic is yours! Whether you're a poet, author, lyricist of any type of song and share your creative vision with other enthusiasts. We also invite those who wish to share readings from some of their favorite political works to join in on an evening where creativity and inspiration flows. Discussion and positive feedback is encouraged.

7:00 - 8:30 PM

LEARN MORE AT

DPPL.ORG



FILM TALK

TUESDAYS



THE ADVERTISING OF PRISCILLA BEHREN  
OF THE SILENT (1936-1940)  
TUESDAY, DECEMBER 11th | 7PM

# Creating Videos

## The Power of Powerpoint



If done right, videos can really help deliver your message in an interesting and engaging way. In this class we share easy steps to create your own videos in PowerPoint, complete with animations and music!

Saturday  
January 28  
10 am - 11 am



LEARN MORE AT

DPPL.ORG

# Non-Fiction Hour

Tuesday, January 10, 2023 | 7:00pm - 8:00pm  
Thursday, January 12, 2023 | 10:30am - 11:30am

Join us to discuss all things non-fiction. We will share some of our favorite books and hope you will do the same. Staff will jumpstart the hour discussing investigative journalists who have written acclaimed non-fiction books.

LEARN MORE AT

DPPL.ORG



IN-LIBRARY  
Book Clubs

Tuesday @ 10:00am

January 3 • Clark and Division  
by Naomi Hirahara



Starting January 2023  
2pm - 3pm

# MS Word 2016

## Series of 3 Classes

Learn how to create text-based documents, format text, modify line and paragraph spacing, use tables and columns, save and share documents, and more.

MS Word: Basics

Thursday 1/12

MS Word: Editing & Formatting

Thursday 1/19

MS Word: Tables, Images & Graphics

Thursday 1/26

ADULT PROGRAMS



# Toddler Time

TUESDAYS @ 10AM  
January 31  
February 7, 14, 28  
March 7, 14  
April 4, 11, 18



Heard on the 2nd Floor

A young patron came up to the desk and asked if we had any books on cats. As we made our way to the shelves, she told me that the library was her favorite place in the world to visit! I asked her why and she said, "it has all the books I could ever want, open spaces to do my work and even technology to help me study"



# Tales & Tunes

WEDNESDAYS @ 1:30PM  
February 1, 8, 15  
March 1, 8, 15  
April 5, 12, 19



# Family Storytime

WEDNESDAYS @ 7PM  
February 1, 8, 15  
March 1, 8, 15  
April 5, 12, 19



Enjoy a family-friendly movie in the Poet Tree Corner!

JANUARY 6 & 20  
FEBRUARY 3 & 17  
MARCH 3

6:30 PM

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# TEEN CRAFTERNOONS

**JANUARY SPOTLIGHT:  
COZY WINTER PROJECTS**

Open maker workshop! Sample our featured technology or bring your own project to work on.

**WEDNESDAY,  
JANUARY 25TH  
3:30 - 5:30 PM**

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# GO AHEAD, BOSS US AROUND!

**Teen TAB Advisory Board**

January 19th and February 16th  
Thursdays at 4pm

Join us for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community. We will meet inside our teen space, "The Commons", on the 3rd floor. For teens in grades 7-12.

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# Drawing Club

Do you like to draw? Bring your sketchbook, iPad, or blank paper and let's draw together!

Club meets from 4:00pm - 5:00pm in the Teen Commons.

**Tuesday, January 10, 2023**

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# VIDEO GAME MEETUP

**SATURDAYS, JANUARY 21ST AND FEBRUARY 25TH**

CALLING ALL GAMERS LOOKING TO MAKE NEW GAMER FRIENDS: THIS IS THE GROUP FOR YOU! CHOOSE FROM A VARIETY OF GAMES TO PLAY WITH OTHER LOCAL TEENS IN THE AREA. FOR TEENS IN GRADES 7-12.

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEEN PROGRAMS**

**TEENS**

# Life Drawing AT THE LIBRARY

**Saturday, January 07 2023 | 10:00am - 12:00pm**

Learn to draw the human body with a clothed model, located in the 3rd Floor Commons. Please register in advance as space is limited, open to adults, seniors, and teens.

Paper and pencils will be provided, however attendees are encouraged to bring their own sketchbooks, iPads, and easels. Individuals must clean up any artistic mess post program.

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# SAT & ACT PRACTICE TESTS

**SATURDAYS | 9:00am - 1:00pm**

**MEETS IN ROOM C, 1ST FLOOR**

Test out your starting score and identify your strengths and weaknesses by taking the ACT or SAT Practice Test presented by Adaptive Learning. You will experience what test day will be like with a proctored full length test from ACT or the College Board. Following the practice test, you will receive an emailed score report containing a detailed item analysis.

Students may take the ACT and SAT practice test once during the prior or senior year.

Please bring a valid photo ID and have ID printed.

**ACT Practice Test**  
February 18 | April 15

**SAT Practice Test**  
January 14 | March 18 | May 13

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

**TEENS**

# ANIME CLUB

**FOR TEENS IN GRADES 7 - 12**

Join us to watch your favorite anime, plan your cosplay, read and discuss manga, and create your own artwork.

The club meets Tuesdays from 4:00pm - 5:30pm in The Commons.

**JANUARY 17 | FEBRUARY 01 | MARCH 01 | APRIL 05**

**HEY ANIME + MANGA FANS!**

LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)

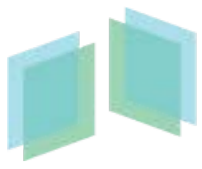
**TEENS**

# happy tails

All furry pets deserve to play in style! Join us as we make a pash no-sew fleece tug toy for a pup or feline in need. For teens in grades 7-12.

**Wednesdays**  
January 19th and February 16th at 4pm

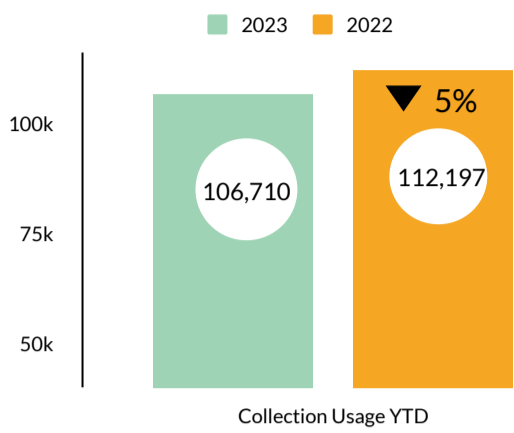
LEARN MORE AT [DPPL.ORG](http://DPPL.ORG)



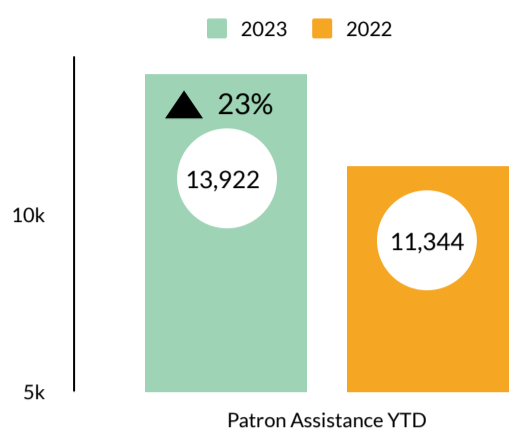
# STATISTICS REPORT

January 2023

## Collection Usage YTD

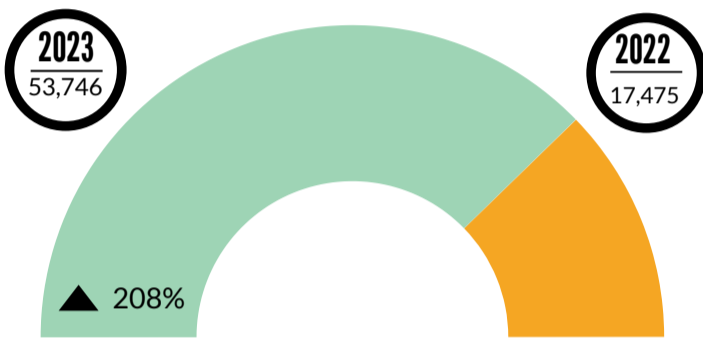


## Patron Assistance YTD



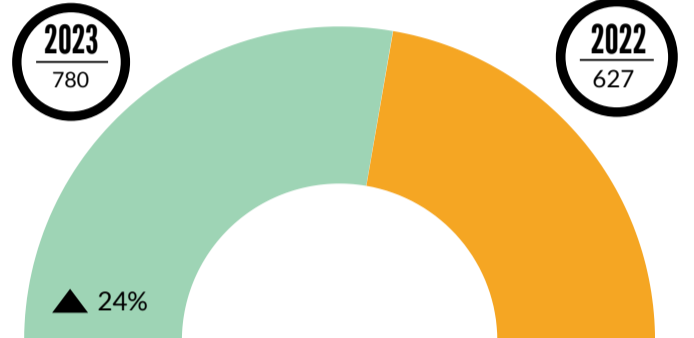
## Attendance All - YTD

Events, Programs, Outreach & Classes



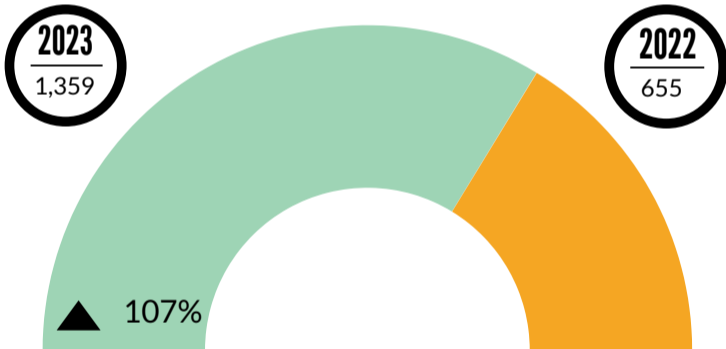
## Bookings All - YTD

Events, Programs & Classes



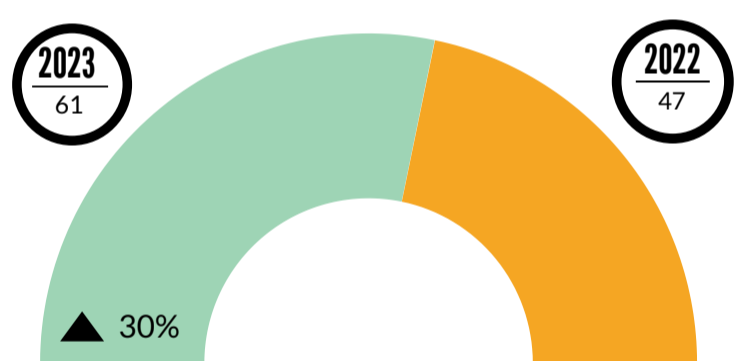
## Attendance In Person - YTD

Events, Programs & Classes

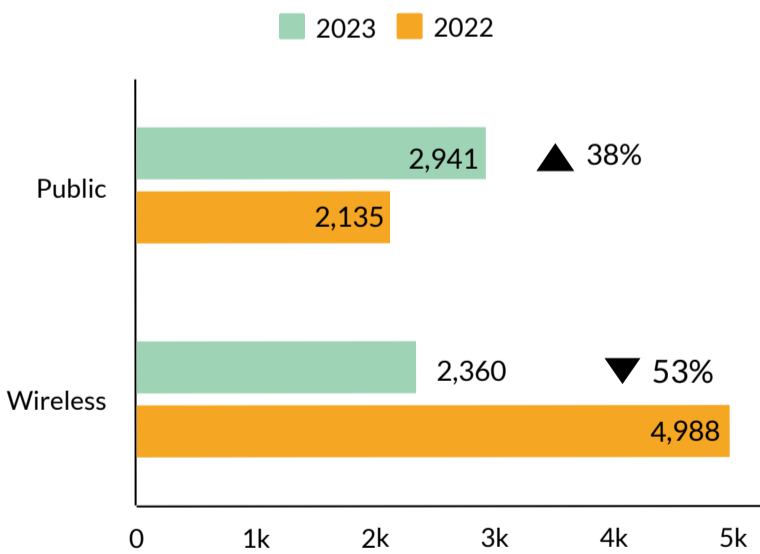


## Bookings In Person - YTD

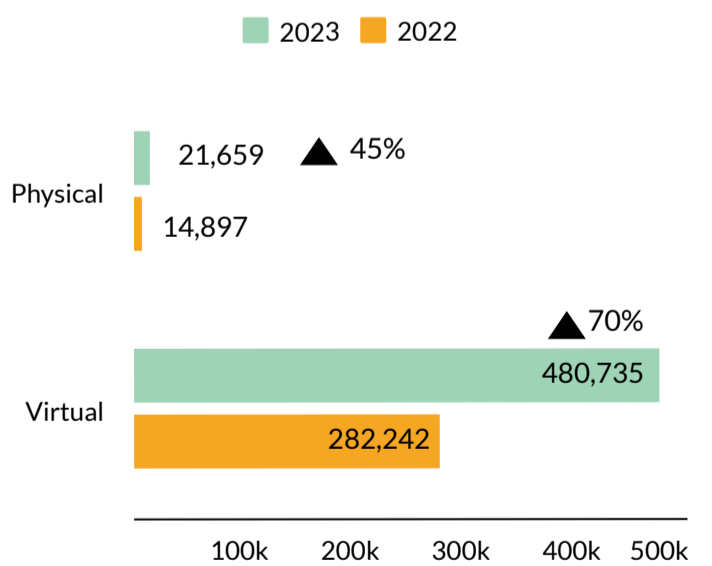
Events, Programs & Classes



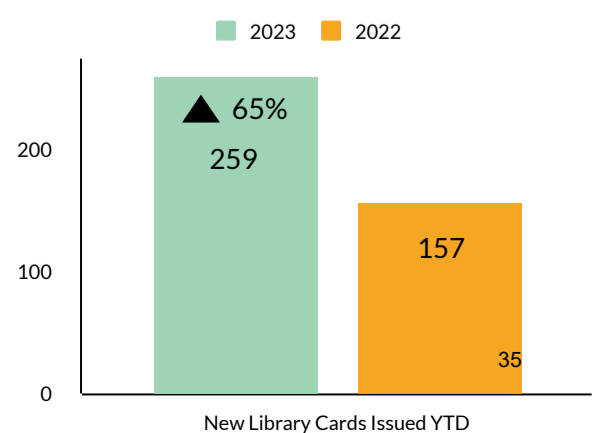
## Computer Usage YTD



## Traffic YTD



## New Library Cards Issued YTD



## 2023 Year to Date Statistics

### JANUARY 2023

<b>COLLECTION USAGE</b>		
	Year to Date 2023	<b>106,710</b>
	Year to Date 2022	<b>112,197</b>
	<b>% Change</b>	<b>-5%</b>
<b>PATRON ASSISTANCE</b>		
	Year to Date 2023	<b>13,922</b>
	Year to Date 2022	<b>11,344</b>
	<b>% Change</b>	<b>23%</b>
<b>EVENTS, PROGRAMS, AND CLASSES- BOOKINGS</b>		
	Year to Date 2023	<b>780</b>
	Year to Date 2022	<b>627</b>
	<b>% Change</b>	<b>24%</b>
<b>EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE</b>		
	Year to Date 2023	<b>53,746</b>
	Year to Date 2022	<b>17,475</b>
	<b>% Change</b>	<b>208%</b>
<b>IN PERSON EVENTS</b>		
	<b>Bookings</b>	
	Year to Date 2023	<b>61</b>
	Year to Date 2022	<b>47</b>
	<b>% Change</b>	<b>30%</b>
	<b>Attendance</b>	
	Year to Date 2023	<b>1,359</b>
	Year to Date 2022	<b>655</b>
	<b>% Change</b>	<b>107%</b>
<b>TRAFFIC</b>		
	<b>Physical Visits (gate count)</b>	
	Year to Date 2023	<b>21,659</b>
	Year to Date 2022	<b>14,897</b>
	<b>% Change</b>	<b>45%</b>
	<b>Virtual Visits (catalog, website, mobile app)</b>	
	Year to Date 2023	<b>480,735</b>
	Year to Date 2022	<b>282,242</b>
	<b>% Change</b>	<b>70%</b>
<b>LIBRARY CARD OWNERSHIP</b>		
	Year to Date new library cards 2023	<b>259</b>
	Year to Date new library cards 2022	<b>157</b>
	<b>% Change</b>	<b>65%</b>
<b>COMPUTER USAGE</b>		
	<b>Public Computers</b>	
	Year to Date 2023	<b>2,941</b>
	Year to Date 2022	<b>2,135</b>
	<b>% Change</b>	<b>38%</b>
	<b>Wireless</b>	
	Year to Date 2023	<b>2,360</b>
	Year to Date 2022	<b>4,988</b>
	<b>% Change</b>	<b>-53%</b>

2023 STATISTICS REPORT		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
<b>COLLECTION USAGE</b>														
	Physical materials	52,685												52,685
	Ematerials	14,973												14,973
	ILL	639												639
	Databases	38,413												38,413
<b>2023</b>	<b>Total</b>	<b>106,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106,710</b>
	Physical materials	56,638												56,638
	Ematerials	13,641												13,641
	ILL	690												690
	Databases	41,228												41,228
<b>2022</b>	<b>Total</b>	<b>112,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,197</b>
<b>PATRON ASSISTANCE</b>														
	Youth Services	1,272												1,272
	Adult Services	6,546												6,546
	Patron Accounts	5,950												5,950
	Security	154												154
<b>2023</b>	<b>Total</b>	<b>13,922</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,922</b>
	Youth Services	403												403
	Adult Services	5,729												5,729
	Patron Accounts	5,212												5,212
	Security	235												235
<b>2022</b>	<b>Total</b>	<b>11,579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,344</b>
<b>EVENTS, PROGRAMS AND CLASSES-BOOKINGS</b>														
	Youth Services In Person	18												18
	Youth Services Virtual	8												8
	Adult Services In Person	43												43
	Adult Services Virtual	15												15
	Outside groups	10												10
	Public study rooms	686												686
<b>2023</b>	<b>Total</b>	<b>780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780</b>
	Youth Services In Person	4												4
	Youth Services Virtual	9												9
	Adult Services In Person	43												43
	Adult Services Virtual	2												2
	Outside groups	0												0
	Public study rooms	569												569
<b>2022</b>	<b>Total</b>	<b>627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>627</b>
<b>EVENTS, PROGRAMS, OUTREACH &amp; CLASSES-ATTENDANCE</b>														
	Youth Services In Person	989												989
	Youth Services Virtual	29,089												29,089
	Adult Services In Person	370												370
	Adult Services Virtual	20,187												20,187
	Outside groups	130												130
	Public study rooms	1,195												1,195
	Outreach- Youth Services	1,652												1,652
	Outreach-Adult Services	134												134
<b>2023</b>	<b>Total</b>	<b>53,746</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,746</b>
	Youth Services In Person	37												37
	Youth Services Virtual	5,918												5,918
	Adult Services In Person	618												618
	Adult Services Virtual	9,763												9,763
	Outside groups	0												0
	Public study rooms	833												833
	Outreach- Youth Services	236												236
	Outreach-Adult Services	70												70
<b>2022</b>	<b>Total</b>	<b>17,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,475</b>
<b>TRAFFIC</b>														
<b>2023</b>	Physical Visits (gate count)	21,659												<b>21,659</b>
<b>2022</b>	Physical Visits (gate count)	14,897												<b>14,897</b>
<b>2023</b>	Virtual visits (catalog, website, mobile app)	480,735												<b>480,735</b>
<b>2022</b>	Virtual visits (catalog, website, mobile app)	282,242												<b>282,242</b>
<b>LIBRARY CARDS ISSUED-report the latest month</b>														
<b>2023</b>	Number of new library cards	259												<b>259</b>
<b>2022</b>	Number of new library cards	157												<b>157</b>
<b>COMPUTER USAGE</b>														
	Public computers-Youth Services	253												253
	Public computers Adult	2,688												2,688
<b>2023</b>	<b>Total</b>	<b>2,941</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,941</b>
	Public computers-Youth Services	0												0
	Public computers Adult	2,135												2,135
<b>2022</b>	<b>Total</b>	<b>2,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,135</b>
	Wireless	2,360												2,360
<b>2023</b>	<b>Total</b>	<b>2,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,360</b>
	Wireless	4,988												4,988
<b>2022</b>	<b>Total</b>	<b>4,988</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,988</b>

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2023

**DES PLAINES PUBLIC LIBRARY****IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30226
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0138
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Des Plaines Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	1501 Ellinwood Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Des Plaines
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60016
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1501 Ellinwood Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Des Plaines
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60016
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8478275551
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478277974
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.dppl.org">http://www.dppl.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jo Bonell
1.15 Title	Library Director
1.16 Library Director's E-mail	jbonell@dppl.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

## Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	60,675
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

## Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, [pburg@ilsos.gov](mailto:pburg@ilsos.gov)) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

## Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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DES PLAINES P.L.	DES PLAINES PUBLIC LIBRARY		
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## ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
DES PLAINES P.L.	30226	3022600

## Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
DES PLAINES P.L.	1501 ELLINWOOD STREET		

## Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
DES PLAINES P.L.	DES PLAINES		60016	

## County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
DES PLAINES P.L.	Cook		8478275551	

## Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
DES PLAINES P.L.	82,500		

## IDs

## Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
DES PLAINES P.L.	3,744	52	428,316	0	0

## ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Laurie Papadourakis
3.5 Telephone Number of Person Preparing Report	847-376-2776
3.6 FAX Number	847-827-7974
3.7 E-Mail Address	lpapadourakis@dppl.org



**REFERENDA (4.1 - 4.7)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? No

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 5**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

**First Member**

5.5 Name	Dr. Gregory Sarlo
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<b>5.6 Trustee Position</b>	President
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2022</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>gsarlo@dppl.org</b>
<b>5.10 Home Address</b>	<b>600 Jarvis Ave</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60018</b>

## Second member

<b>5.5 Name</b>	<b>Kristen Graack</b>
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2022</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>kgraack@dppl.org</b>
<b>5.10 Home Address</b>	<b>1366 Carol Lane</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

## Third member

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

## Fourth member

<b>5.5 Name</b>	<b>Christine Hallblander</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2022</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>challblander@dppl.org</b>
<b>5.10 Home Address</b>	<b>1405 Campbell</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

## Fifth member

<b>5.5 Name</b>	<b>Bruce Lester</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2023</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>

<b>5.9 E-mail Address</b>	<b>blester@dppl.org</b>
<b>5.10 Home Address</b>	<b>596 Webford Ave</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

## Sixth member

<b>5.5 Name</b>	<b>Denise Hudec</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2023</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>dhudec@dppl.org</b>
<b>5.10 Home Address</b>	<b>1653 River Street</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

## Seventh member

<b>5.5 Name</b>	<b>Nicholas Harkovich</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2023</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>nharkovich@dppl.org</b>
<b>5.10 Home Address</b>	<b>1430 Van Buren St</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60018</b>

## Eighth member

<b>5.5 Name</b>	<b>Michelle Shimon-Hutchinson</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>6/2022</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>mshimon@dppl.org</b>
<b>5.10 Home Address</b>	<b>594 Webford Ave</b>
<b>5.11 City</b>	<b>Des Plaines</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60016</b>

## Ninth member

<b>5.5 Name</b>	<b>Lisa DuBrock</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2022</b>
<b>5.8 Telephone Number</b>	<b>847-827-5551</b>
<b>5.9 E-mail Address</b>	<b>ldubrock@dppl.org</b>
<b>5.10 Home Address</b>	<b>2232 Ottawa Street</b>

5.11 City	Des Plaines
5.12 State	IL
5.13 Zip Code	60016

## FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	graphical signage, dimmable lighting
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	1,066
6.3 Total Number of Study Rooms	7
6.3b Total number of times study room(s) used by the public during the fiscal year	7,978

## Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

## Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities			1			

## Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	<sup>1</sup> \$851,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	<sup>2</sup> \$300,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	<sup>3</sup> \$67,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	<sup>4</sup> \$274,100	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0

Building additions (adding square feet to existing facility)	1	\$0	0	\$0
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**Type of Work in Progress**

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	<sup>5</sup> \$851,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	<sup>6</sup> \$300,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	<sup>7</sup> \$67,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	<sup>8</sup> \$274,100	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$16,699,208
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.	
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## Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
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7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	At the June 2012 Board meeting, the Board of Trustees voted to establish policy requiring \$1,500,000 in cash reserves.
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## Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

## Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) <sup>9</sup>	\$5,017,915
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8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
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8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) <sup>10</sup>	\$7,182,085
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## State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$89,496
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8.3 Equalization aid grant	\$0
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8.4 Personal property replacement tax	\$92,988
8.5 Other State Government funds received	\$15,950
8.6 If Other, please specify	Bounding Back Grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$198,434

## Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$14,807
8.10 Other federal funds received	\$7,500
8.11 If Other, please specify	Age Options CARES Grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$22,307

## Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations <sup>11</sup>	\$431,435
8.14 Other receipts intended to be used for operating expenditures	\$84,421
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$515,856
8.16 Other non-capital receipts placed in reserve funds	\$0

## Total Operating Receipts

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$5,754,512
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## Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Certificate of Library Fund Insurance - Government Crime Policy.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$4,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is: <sup>12</sup>	Other

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE:** Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$3,014,021
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$946,415
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$3,960,436

## COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE:** Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$329,593
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$317,635
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$182,629
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, Videogames, STEM kits, devices, realia
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$829,857

## OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,351,063
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11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$6,141,356
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## CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

### Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$26,390
12.5 If Other, please specify	Capital interest income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$26,390

### Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

<b>12.7 Total Capital Expenditures [PLSC 405]</b>	<b>\$171,703</b>
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## **PERSONNEL (13.1 - 13.46)**

**Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.**

**Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.**

**The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.**

### **Group A**

**This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.**

Summary	22	22	\$787.77	755.00
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	<b>Library Director</b>	Library Director	<b>\$67.29</b>	<b>37.50</b>
	<b>Assistant Director</b>	Assistant Library Director	<b>\$37.18</b>	<b>37.50</b>
	<b>Head of Adult Services</b>	Adult Services	<b>\$44.27</b>	<b>37.50</b>
	<b>Reference Services Librarian II</b>	Adult Services	<b>\$39.96</b>	<b>37.50</b>
	<b>Reference Services Librarian II</b>	Adult Services	<b>\$39.36</b>	<b>37.50</b>
	<b>Reference Services Librarian II</b>	Adult Services	<b>\$39.36</b>	<b>37.50</b>
	<b>Reference Services Librarian II</b>	Adult Services	<b>\$27.69</b>	<b>37.50</b>
	<b>Reference Librarian</b>	Adult Services	<b>\$34.84</b>	<b>20.00</b>
	<b>Reference Librarian</b>	Adult Services	<b>\$27.00</b>	<b>20.00</b>
	<b>Reference Librarian</b>	Adult Services	<b>\$28.80</b>	<b>37.50</b>
	<b>Readers Services Manager</b>	Adult Services	<b>\$31.49</b>	<b>37.50</b>
	<b>Teen Services Librarian</b>	Young Adult Services	<b>\$30.00</b>	<b>37.50</b>
	<b>Head of Patron Accounts Services</b>	Circulation	<b>\$45.27</b>	<b>37.50</b>
	<b>Acquisitions and Cataloging Manager</b>	Collection Development Acquisitions	<b>\$31.31</b>	<b>37.50</b>
	<b>Metadata and Cataloging Specialist</b>	Cataloging	<b>\$35.24</b>	<b>37.50</b>
	<b>Head of Youth Services</b>	Children\'s Services	<b>\$45.27</b>	<b>37.50</b>
	<b>School Liaison Librarian</b>	Children\'s Services	<b>\$28.94</b>	<b>37.50</b>
	<b>School Liaison Librarian</b>	Children\'s Services	<b>\$34.33</b>	<b>37.50</b>
	<b>Youth Services Librarian</b>	Children\'s Services	<b>\$35.74</b>	<b>20.00</b>
	<b>Youth Services Librarian</b>	Children\'s Services	<b>\$24.87</b>	<b>20.00</b>
	<b>Youth Services Assistant Manager</b>	Children\'s Services	<b>\$34.94</b>	<b>37.50</b>

Youth Services Librarian	Children\'s Services	\$24.62	37.50
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### Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	18.88
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### Group A hidden group hours

### Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

### Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	18.88

### Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,291.00
13.14 Minimum hourly rate actually paid	\$15.15
13.15 Maximum hourly rate actually paid	\$45.27
13.16 Total FTE Group C employees (13.13 / 40)	32.28

### Group D

This category includes full-time and part-time pages or shelvees.

13.17 Total hours worked in a typical week by all Group D employees <sup>13</sup>	226.00
13.18 Minimum hourly rate actually paid	\$12.00
13.19 Maximum hourly rate actually paid	\$13.25
13.20 Total FTE Group D employees (13.17 / 40)	5.65

### Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees <sup>14</sup>	174.50
13.22 Minimum hourly rate actually paid	\$16.00
13.23 Maximum hourly rate actually paid	\$38.97
13.24 Total FTE Group E employees (13.21 / 40)	4.36
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	42.29

<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]</b>	<b>61.16</b>
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## Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

## Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	20.00	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Youth Services Librarian	Children\'s Services	Master's Degree (ALA accredited)	20.00	Filled	10/2022

## Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

## LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

<b>14.1 Total annual visits/attendance in the library [PLS 501]</b>	<b>428,316</b>
<b>14.1a Library Visits Reporting Method [PLS 501a]</b>	Annual Count

## PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

### Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy

tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

#### Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	179	7,784	25	3,312
Children (6-11)	112	6,486	27	5,544
Young Adults (12-18)	129	1,678	51	1,581
Adults (19 and older)	416	7,094	37	1,207
General Interest	10	990	0	0
Total	846	24,032	140	11,644

### Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	342	7,180
Synchronous In-Person Offsite Program Sessions	341	15,261
Synchronous Virtual Program Sessions	163	1,540
Total	846	23,981

### Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620] <sup>15</sup>	14
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	5,301

### Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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### REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	19,442
16.2a Total Number of Unexpired Non-resident Cards	65
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	60
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0

16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$332.50
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	19,507
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

## RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	229,301
17.2 Current Print Serial Subscriptions	401
17.3 Total Print Materials (17.1+17.2)	229,702
17.4 E-books Held at end of the fiscal year [PLS 451] <sup>16</sup>	158,277
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	26,473
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	97,182
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	43,005
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	25,304
17.6c Other Circulating Physical Items [PLS 462]	749
17.6d Total Physical Items in Collection [PLS 461]	299,528

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	68
17.8 State (state government or state library) [PLS 457]	16

17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	84
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## USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	505,274
18.2 Number of young adult materials loaned	30,828
18.3 Number of children's materials loaned [PLS 551] <sup>17</sup>	295,645
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	831,747

## Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	409,603
18.6 Videos/DVDs- Physical	166,513
18.7 Audios (include music)- Physical	41,175
18.8 Magazines/Periodicals- Physical	18,033
18.9 Other Items- Physical [PLS 561] <sup>18</sup>	35,010
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	670,334
18.11 Use of Electronic Materials [PLS 552]	161,413
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	831,747
18.13 Successful Retrieval of Electronic Information [PLS 554]	416,881
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	578,294
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,248,628
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	60,706
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	32,881

## PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

### Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"**

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	109,043
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
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## One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	0
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## AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library <sup>19</sup>	341
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) <sup>20</sup>	158
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

## INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1Gpbs
21.3 What is the monthly cost of the library's internet access? <sup>21</sup>	\$1,100
21.4 Number of Internet Computers Available for Public Use [PLS 650]	158
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	34,370
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652] <sup>22</sup>	40,727
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653] <sup>23</sup>	4,487,969 --Select--

## E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Both
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? <sup>24</sup>	\$14,807

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$10,400
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	738.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes



## COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

## COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

## PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE:** If there ARE any errors or discrepancies, please list and explain fully.

**NOTE:** Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

## IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this

**year's answer is equal to, less than, or more than the previous year's answer.**  
**3. Select the "Submit/Lock" button at the top of the page.**

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).**

- <sup>1</sup>, Includes atrium carpeting, addition of a creative space, more study rooms, elevator soft start. (0-2023-01-26)
- <sup>2</sup>, New chiller system. (0-2023-01-26)
- <sup>3</sup>, New speakers. Upgrade in security system and cameras. (0-2023-01-26)
- <sup>4</sup>, Includes network switch upgrade, new phone system, WAPs, firewall equipment, PC replacements, tablet replacements. (0-2023-01-26)
- <sup>5</sup>, Includes atrium carpeting, addition of a creative space, more study rooms, elevator soft start. (0-2023-01-26)
- <sup>6</sup>, New chiller system planned installation Fall of 2023. (0-2023-01-26)
- <sup>7</sup>, New speakers being installed in 2023. Upgrade in security system and cameras ongoing in 2023. (0-2023-01-26)
- <sup>8</sup>, Includes network switch upgrade, new phone system, WAPs, firewall equipment, PC replacements, tablet replacements all planned for 2023. (0-2023-01-26)
- <sup>9</sup>, 8.1 Amount reflects a delay in collection of 2nd installment of Cook County taxes in 2022. The library received these funds in Jan. 2023, which is reflected in 8.1b (0-2023-02-09)
- <sup>10</sup>, 8.1b The budgeted tax revenue for 2023 = \$6,100,000. This number reflects 2023, plus the tax revenue from the 2nd 2022 installment, delayed for collection by Cook County, which the library received in January 2023. See 8.1. (0-2023-02-09)
- <sup>11</sup>, 8.13 Includes Makerspace donation (0-2023-02-09)
- <sup>12</sup>, 8.21 The Library Director has exclusive authority to bank on behalf of the library, with oversight from the Board of Trustees, and more specifically, the Board Treasurer. (0-2023-01-24)
- <sup>13</sup>, 13.17 2021 figure did not include open shelving positions. (0-2023-02-07)
- <sup>14</sup>, 13.21 Added a full-time Security Supervisor in 2022. (0-2023-02-07)
- <sup>15</sup>, 15.37 This is the number of YS and AS programs added to content in 2022. This number is much lower than 2021, due to staff time being directed towards a return to substantial in-person programming in 2022. (0-2023-02-09)
- <sup>16</sup>, 17.4 Increase in Overdrive holdings. (0-2023-02-09)
- <sup>17</sup>, 18.3 Increase in circulation of Youth Fiction. (0-2023-02-09)
- <sup>18</sup>, 18.9 New collections include 4k DVDs, and YS Preschool kits. Circulating Library of Things and Board Game holdings increased significantly. (0-2023-02-09)
- <sup>19</sup>, 20.1 Error in counting in 2021 = counted new, replacement computers in addition to the ones being replaced, which ended in a double-count of life-cycled equipment. (0-2023-02-07)
- <sup>20</sup>, 20.2 Error in counting in 2021 = counted new, replacement computers in addition to the ones being replaced, which ended in a double-count of life-cycled equipment. (0-2023-02-07)
- <sup>21</sup>, 21.3 This number is without the e-rate rebate. With e-rate rebate, the library pays \$220 per month for internet access. (0-2023-02-09)
- <sup>22</sup>, 21.6 Decrease from 2021 is likely due to an increase in patron in-home internet connectivity (wi-fi), as well as older wi-fi access points (WAPs) in the building. In 2023, the library is upgrading WAPs. (0-2023-01-26)
- <sup>23</sup>, 21.9 The increase from 2021 reflects a change in the way Google analytics records stats, as well as an increase in usage of materials. (0-2023-01-26)
- <sup>24</sup>, 22.2b Effective 7/2022, our negotiated monthly internet costs decreased, leading to a decrease in the amount of C1 funding. (0-2023-02-09)

# DPPL Phone System Replacement

The current on-premise phone system (VoIP/PBX) has been in operation for over 8 years and is no longer supported by the manufacturer Mitel as of December 2022. Our local support vendor is currently only able to support it on a best effort basis. We recommend replacing the system with a modern and agile cloud-based VoIP system.

The following phone systems are all cloud-based and include a total of 100 phone lines and 100 physical phones. Each phone line will keep the same phone number and extension (except Teams). Each phone line can also make calls using a softphone, allowing improved capability for social distancing or remote calling.

The following systems include licenses, phones, fees, installation, and project costs with a 3-year agreement:

<b>Phone Provider</b>	<b>3-Year Agreement Total Cost</b>
Comcast (Lease)	\$46,300.60
RingCentral (Purchase)	\$67,033.80
RingCentral (Lease)	\$71,431.80
Zoom (Lease)	\$72,837.24
Microsoft Teams (Purchase through OSG)	\$91,567.86

Vendor:	<u>Comcast (Lease)</u>	<u>RingCentral (Purchase)</u>	<u>RingCentral (Lease)</u>	<u>Zoom (Lease)</u>	<u>Microsoft (Purchase)</u>	<u>Total Licenses</u>	<u>Full Licenses</u>	<u>Limited Licenses</u>
Full License /user/month	\$ 9.95	\$ 8.49	\$ 8.49	\$ 11.40	\$ 19.35	100	85	15
Full License /month	\$ 995.00	\$ 721.65	\$ 721.65	\$ 969.00	\$ 1,935.00			
Basic/Limited License /month	\$ -	\$ 6.49	\$ 6.49	\$ 3.04	\$ -			
Basic/Limited License /month (Total)	\$ -	\$ 97.35	\$ 97.35	\$ 33.44	\$ -			
Video Conferencing License (Zoom One)	\$ -	\$ -	\$ -	\$ 133.30	\$ -			
Zoom Other				\$ 132.09				
<b>User License Costs</b>	\$ 995.00	\$ 819.00	\$ 819.00	\$ 1,267.83	\$ 1,935.00			
Phone Lease (Polycom or Yealink)	\$ -	\$ -	\$ -	\$ 499.00	\$ -			
Voice Gateway (1) lease/month	\$ 9.95	\$ -	\$ -	\$ -	\$ -			
Switchboard Phone (2) lease/month	\$ 11.90	\$ -	\$ -	\$ -	\$ -			
Switchboard Sidecars (2) lease/month	\$ 9.90	\$ -	\$ -	\$ 5.98	\$ -			
Conference Phone (1) lease/month	\$ 17.95	\$ -	\$ -	\$ -	\$ -			
Paging/Announcement Device (1) lease/month	\$ 3.95	\$ -	\$ -	\$ -	\$ -			
Cordless Handset (1) /month	\$ 7.95	\$ -	\$ -	\$ -	\$ -			
<b>Lease Phone Equipment Costs /mo</b>	\$ 61.60	\$ -	\$ 548.55	\$ 504.98	\$ -			
Additional Purchase	\$ -	\$ -	\$ -	\$ -	\$ -			
Phone Purchase (100 phones)	\$ -	\$ 15,349.80	\$ -	\$ -	\$ 21,907.86			
<b>Purchase Phone Total</b>	\$ -	\$ 15,349.80	\$ -	\$ -	\$ 21,907.86			
Compliance and Admin Cost Recovery Fee	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ -			
Federal Universal Service Fund Fee (FUSF)	\$ -	\$ -	\$ -	\$ -	\$ -			
E-911	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -			
State & Federal Taxes	\$ -	\$ -	\$ -	\$ -	\$ -			
Other Fees	\$ 224.00	\$ -	\$ -	\$ 92.53	\$ -			
<b>Fees Total Monthly</b>	\$ 224.00	\$ 450.00	\$ 450.00	\$ 92.53	\$ -			
Installation/Project Costs (one time)	\$ 199.00	\$ 6,000.00	\$ 6,000.00	\$ 5,685.00	\$ -			
<b>Total One-Time Costs (Purchase + Installation/Projec</b>	\$ 199.00	\$ 21,349.80	\$ 6,000.00	\$ 5,685.00	\$ 21,907.86			
<b>Monthly &amp; Yearly Totals</b>								
Monthly User License (+ Lease) Costs	\$ 1,056.60	\$ 819.00	\$ 1,367.55	\$ 1,772.81	\$ 1,935.00			
<b>Monthly Costs (Fees + Licenses)</b>	\$ 1,280.60	\$ 1,269.00	\$ 1,817.55	\$ 1,865.34	\$ 1,935.00			
Yearly License Costs	\$ 15,367.20	\$ 15,228.00	\$ 21,810.60	\$ 22,384.08	\$ 23,220.00			
<b>Yearly Total (Licenses + Costs + Phones)</b>	\$ 15,566.20	\$ 36,577.80	\$ 27,810.60	\$ 28,069.08	\$ 45,127.86			
3 Year License Costs	\$ 46,101.60	\$ 45,684.00	\$ 65,431.80	\$ 67,152.24	\$ 69,660.00			
<b>3 Year Total (Licenses + Costs + Phones)</b>	\$ 46,300.60	\$ 67,033.80	\$ 71,431.80	\$ 72,837.24	\$ 91,567.86			
5 Year License Costs	\$ 76,836.00	\$ 76,140.00	\$ 109,053.00	\$ 111,920.40	\$ 116,100.00			
<b>5 Year Total (Licenses + Costs + Phones)</b>	\$ 77,035.00	\$ 97,489.80	\$ 115,053.00	\$ 117,605.40	\$ 138,007.86			

<b>Account Number</b> 979661904	<b>Invoice Number</b> 55347306	<b>Bill Date</b> Jan 1, 2023	<b>Customer Service</b>	<b>Payment Terms</b> Net 30
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<b>Previous Balance</b> 0.00	<b>Payments</b> 0.00	<b>Adjustments/Credits</b> 0.00	<b>Past Due Amount</b> 0.00	<b>Current Amount</b> 1,280.60	<b>Total Amount Due</b> <b>\$ 1,280.60</b>
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COMCAST SAMPLE - SR019056592  
1501 Ellinwood Street  
DES PLAINES, IL 60016

<b>Payment Due Date</b> <b>Feb 1, 2023</b>
<b>Late Fee Eligible</b> <b>\$ 0.00</b>
<b>Late Payment Charge</b> <b>\$ 0.00</b>

**SUMMARY OF CHARGES AND CREDITS**

( Billing activity up to and including Dec 31, 2022 )

Recurring Charges	1,056.60
Total Customer Charges	1,056.60
Total Taxes and Surcharges	224.00
Invoice Amount	1,280.60
<b>Remaining Balance</b>	<b>0.00</b>
<b>Total Amount Due</b>	<b>\$ 1,280.60</b>

**Aging Balance Summary**

Current	\$ 1,280.60
1 - 30	\$ 0.00
31 - 60	\$ 0.00
61 - 90	\$ 0.00
91 - 120	\$ 0.00
120+	\$ 0.00

Pay your invoice online by visiting [www.comcastpaymentcenter.com](http://www.comcastpaymentcenter.com)

Thank you for choosing Comcast Business. Now, you can move your business into high gear with our powerful connections and advanced solutions. You'll also enjoy superior customer service - responding to your needs is always our top priority.

If you have questions about your new service, please call us at the phone number above. We look forward to serving you. Thank you again for choosing Comcast Business.

*If paying by mail, please return this section with your payment*

<b>Account Number</b> 979661904	<b>Invoice Number</b> 55347306	<b>Payment Due Date</b> Feb 1, 2023	<b>Total Amount Due</b> \$ 1,280.60	<b>Amount Enclosed</b>
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(For further information on how to pay please turn over)

COMCAST SAMPLE - SR019056592  
1501 Ellinwood Street  
DES PLAINES, IL 60016

Comcast  
PO Box 37601  
Philadelphia, PA 19101-0601

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## How to Pay

For your convenience, Comcast Business accepts checks, credit card, and ACH payments.

### Paying Online

For recurring or one-time payments, please visit [comcastpaymentcenter.com](http://comcastpaymentcenter.com).

### Paying by Mail

Detach the payment slip and return it with your check or money order made payable to Comcast Business in the envelope provided. Make sure to include the check details on the reverse side of the payment slip. Please allow 7-10 business days for processing.

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## Change in Customer Details?

For any change in customer details, including address, billing arrangements, or reporting requirements, please let us know by calling .

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Please note that any billing dispute regarding this invoice must be submitted to Comcast within the time period specified in your customer agreement.

**Business Voice and Trunk Services are provided by Comcast IP Phone, LLC.**  
**Any issues with these services can be addressed by contacting us at (877) 543-3961**  
**Unless noted otherwise in the Service Details section of this bill, all other services on this bill are provided by Comcast Business Communications, LLC.**

The Universal Connectivity Charge is a fee assessed by Comcast to recover its contribution to the Federal Universal Service Fund (USF). On a quarterly basis, the FCC modifies the USF contribution rate, which may be accessed at <https://www.fcc.gov/general/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support>.

## Account Statement

Our advanced solutions will help your business fuel innovation, improve efficiencies, and create memorable interactions with customers. If you have any questions about your services, or to learn more about our full suite of products, please call us at the phone number listed at the top of page one.

Is your business moving to a new location soon? If so, please be sure to notify us at least 60 calendar days in advance of your relocation in order to avoid service interruptions. Call us at the phone number at the top of page one of this invoice, and we'll be happy to assist you with any changes to your account.

**PRICE CHANGE NOTICE:** Effective 1/1/2022, the fee for Comcast Business Internet - Starter will increase from \$109.95 to \$111.95 per month. To learn more about Comcast Business fees, please call 866-511-6489.

**PRICE CHANGE NOTICE:** Effective 1/1/2022, the fee for Comcast Business Voice - Full Featured will increase from \$59.95 to \$64.45 for each line per month.

**PRICE CHANGE NOTICE:** Effective 1/1/2022, the fee for Comcast Business Voice - Full Featured will increase.

Pricing on 1-3 lines will increase from \$39.95 to \$44.45 for each line per month.

Pricing on 4 or more lines will increase from \$24.95 to \$29.45 for each line per month.

To learn more about Comcast Business fees, please call 866-511-6489.

**PRICE CHANGE NOTICE:** Effective 1/1/2022, the equipment fee for modems used with Comcast Business Internet and Voice services will increase to \$19.95 per month. To learn more about Comcast Business fees, please call 866-511-6489.

### Location Summary

Customer	Account No	Reference ID	Charges	Page #
COMCAST SAMPLE - SR019056592				
	979661904		0.00	PGREF979661904
BVE - 1501 ELLINWOOD STREET				
	979661906		1,280.60	PGREF979661906
		<b>Total Charges</b>	<b>1,280.60</b>	

**Location:** BVE - 1501 ELLINWOOD STREET  
 1501 Ellinwood Street  
 DES PLAINES, IL 60016

**Total Charges:** 1,056.60

### Summary of Charges

Local Billing Reference Number:

Recurring Charges	1,056.60
<b>Total Customer Charges</b>	<b>1,056.60</b>

### Taxes, Surcharges, and Fees

**Important Message**

The Regulatory Recovery Fees (RRFs) and Universal Connectivity Charge (UCC) are neither government mandated nor taxes. The RRFs are assessed by Comcast to recover certain federal, state, and local regulatory costs related to your service. The UCC is a fee assessed by Comcast to recover its contribution to the Federal Universal Service Fund (USF). On a quarterly basis, the FCC modifies the USF contribution rate, which may be accessed at [www.fcc.gov/omd/contribution-factor.html](http://www.fcc.gov/omd/contribution-factor.html)

**State Taxes and Surcharges**

Statutory Gross Receipts Tax (State)	5.27	
<b>Total State Taxes and Surcharges</b>		<b>5.27</b>

**City Taxes and Surcharges**

State and Local Excise Tax	137.14	
<b>Total City Taxes and Surcharges</b>		<b>137.14</b>

**Comcast Surcharges**

Universal Connectivity Charge	42.10	
<b>Total Comcast Surcharges</b>		<b>42.10</b>

**Regulatory Recovery Fees**

Federal Cost Recovery Fee	17.82	
P.U.C. Surcharge (State)	1.26	
Universal Service Fund Surcharge (State)	20.41	
<b>Total Regulatory Recovery Fees</b>		<b>39.49</b>

**Total Taxes and Surcharges** **224.00**

### Service Summary

**Business VoiceEdge**

Recurring Charges	1,056.60	
<b>Total Business VoiceEdge</b>		<b>1,056.60</b>
<b>Total Charges</b>		<b>1,056.60</b>

### Service Details

**Business VoiceEdge : BVE-0516**

Location A: 1501 Ellinwood Street, DES PLAINES, IL

**Summary of Charges**

**Service Charges**

Recurring Charges	1,056.60
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### Service Details for BVE - 1501 ELLINWOOD STREET

Business VoiceEdge : BVE-0516 continued

Location A: 1501 Ellinwood Street, DES PLAINES, IL

Summary of Charges continued

Service Charges continued

Total Service Charges	1,056.60
Total Charges	1,056.60

Recurring Charges

Description	Date Range	Amount
Unified Communications Seats: 100@\$9.95	Jan 1, 23 to Jan 31, 23	995.00
Lines: 40@\$0.00	Jan 1, 23 to Jan 31, 23	No Charge
Voice Gateway: 1@\$9.95	Jan 1, 23 to Jan 31, 23	9.95
Poly VVX 250: 94@\$0.00	Jan 1, 23 to Jan 31, 23	No Charge
Poly VVX 450: 2@\$5.95	Jan 1, 23 to Jan 31, 23	11.90
Poly EM50: 2@\$4.95	Jan 1, 23 to Jan 31, 23	9.90
Poly Trio 8300: 1@\$17.95	Jan 1, 23 to Jan 31, 23	17.95
Poly 302 2 Port ATA (FXS Only): 1@\$3.95	Jan 1, 23 to Jan 31, 23	3.95
Poly Rove 40` Cordless Handset: 1@\$7.95	Jan 1, 23 to Jan 31, 23	7.95
<b>Total Recurring Charges</b>		<b>1,056.60</b>

Non Recurring Charges

Description	Date	Amount
VoiceEdge Installation Fee	Jan 01, 23	No Charge
<b>Total Non Recurring Charges</b>		<b>0.00</b>

### Service Details

Primary Telephone Number : xxxxxx1078

Recurring Charges

Description	Date Range	Amount
Primary Telephone Number	Jan 1, 23 to Jan 31, 23	No Charge
<b>Total Recurring Charges</b>		<b>0.00</b>

Non Recurring Charges

Description	Date	Amount
Set-Up Fee	Jan 01, 23	No Charge
<b>Total Non Recurring Charges</b>		<b>0.00</b>



We have prepared a quote for you

**MICROSOFT TEAMS PHONE LICENSES**

Quote # 001046  
Version 1

Prepared for:

**Des Plaines Public Library**

Jo Bonell  
jbonell@dppl.org

## Software

Description	Price	Qty	Ext. Price
MICROSOFT TEAMS PHONE SUBSCRIPTION			
MICROSOFT TEAMS PHONE WITH CALLING PLAN FOR FACULTY UP TO 3,000 MINUTES - MONTHLY	\$19.35	100	\$1,935.00

Subtotal: **\$1,935.00**

## MICROSOFT TEAMS PHONE LICENSES

### Prepared by:

**Outsource Solutions Group, Inc.**

Ashley Caringello  
630-236-6625  
acaringello@osgusa.com

### Prepared for:

**Des Plaines Public Library**

1501 Ellinwood Street  
Des Plaines, IL 60016  
Jo Bonell

jbonell@dppl.org

### Quote Information:

**Quote #: 001046**

Version: 1  
Delivery Date: 02/06/2023  
Expiration Date: 02/28/2023

## Quote Summary

Description	Amount
Software	\$1,935.00
<b>Total: \$1,935.00</b>	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.



## Outsource Solutions Group, Inc.

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

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

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

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

## Des Plaines Public Library

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

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

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



We have prepared a quote for you

**MICROSOFT TEAMS PHONES**




Quote # 001044  
Version 1

Prepared for:

**Des Plaines Public Library**

Jo Bonell  
jbonell@dppl.org

Hardware

Description	Price	Qty	Ext. Price
MICROSOFT TEAMS PHONES			
IN STOCK			
Yealink MP54 IP Phone - Corded - Corded - Desktop - Classic Gray - VoIP - 2 x Network (RJ-45) - PoE Ports 	\$214.19	98	\$20,990.62
Yealink MP56 IP Phone - Corded/Cordless - Corded/Cordless - Bluetooth, Wi-Fi - Classic Gray - VoIP - 2 x Network (RJ-45) - PoE Ports 	\$263.38	2	\$526.76
Yealink Color-Screen Expansion Module for T5 Series - 4.3" LCD 	\$118.08	2	\$236.16
Shipping and Handling	\$154.32	1	\$154.32

**Subtotal: \$21,907.86**

## MICROSOFT TEAMS PHONES

### Prepared by:

**Outsource Solutions Group, Inc.**

Ashley Caringello  
630-236-6625  
acaringello@osgusa.com

### Prepared for:

**Des Plaines Public Library**

1501 Ellinwood Street  
Des Plaines, IL 60016  
Jo Bonell

jbonell@dppl.org

### Quote Information:

**Quote #: 001044**

Version: 1  
Delivery Date: 02/06/2023  
Expiration Date: 02/28/2023

## Quote Summary

Description	Amount
Hardware	\$21,907.86
<b>Total: \$21,907.86</b>	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.





Outsource Solutions Group, Inc.

Des Plaines Public Library

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

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

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

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

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

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

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

## RC Professional Services

8005 South Chester Street, Suite 200  
 Denver, CO 80112  
 650 781 4638  
 indy.decroos@ringcentral.com

## ESTIMATE

### Des Plaines Public Library

1501 Ellinwood Ave.  
 Des Plaines, IL 60016

**ESTIMATE NO:**02545462

**DATE:** January 20<sup>th</sup>, 2023

**EXPIRATION DATE:** August 19<sup>th</sup>, 2022

PHASES	
Name	Phase Total
Phase 1 Remote Delivery - 100 seats/endpoint- one location. Planning & Design, System integration testing, User acceptance testing, Web-based Training, Network Assessment, Number porting & Remote Go-live support	\$6,000.00
<b>Per User Pricing (Basic Remote)</b> Remote Build and Delivery of RingCentral Office - Up to 3 Locations	
<b>Grand Total</b>	<b>\$6,000.00</b>
*excludes taxes and fees	



**Monthly Recurring Service Costs**

<b>Monthly Recurring Service Costs</b>	
<b>RingCentral MVP*</b>	<b>Qty</b>
RingCentral Standard MVP (Message/Video/Phone/SMS/Fax)	85
Limited Voice Extention (Lobby Phones)	15
RCV Pro w/ SSO (Message/Video/File Share)	10
e911	100
Compliance and Administrative Cost Recovery Fee (CRF)	100
*Offer includes Premium Tier Features: Multisite Support, SSO/AD Intergration, Automatic Call Reco	
<b>MVP Grand Total</b>	
<b>Phone Hardware (Rental)</b>	<b>Qty</b>
Yealink T33G Lobby	1
Yealink T46U	98
Yealink T46U W/ Expantion Module	2
Polycom OBi 302 ATA	1
Softphone	
Shipping & Handling of Phone Hardware (Ground)	
<b>Phone Hardware (Rental) Grand Total</b>	

<b>Phone Hardware (Purchase)</b>	<b>Qty</b>
Yealink T33g lobby/wall	1
Yealink T46U	98
Yealink T46U	2
Polycom OBi302	1
Softphone	
Shipping & Handling of Phone Hardware (Ground)	
<b>Phone Hardware (Purchase) Grand Total</b>	

\* Pricing is in USD

\*36 month term with Annual Payment

\*Subject to change based on final scope of work

**\*\* BUDGETARY PRICING ONLY \*\***

School Name            Des Plaines Library  
 Date                      2/10/2023  
 Quote Expiration      2/26/2023  
 Contract Length        36 months  
 Payment                 Monthly  
 Quote Status            Budgetary

List Price	Adjusted Price	Total Monthly Cost
\$25.99	\$8.49	\$721.65
\$14.99	\$6.49	\$97.35
\$0.00	\$0.00	\$0.00
\$1.00	\$1.00	\$100.00
\$3.50	\$3.50	\$350.00
rding		
		<b>\$1,269.00</b>
List Price	Adjusted Price	Total Monthly Cost
\$4.50	\$2.70	
\$9.00	\$5.40	\$529.20
\$13.50	\$8.10	\$16.20
\$4.50	\$3.15	\$3.15
Included		
Included		
		<b>\$548.55</b>

List Price	Adjusted Price	Total Cost
\$108.00	\$75.60	
\$218.00	\$152.00	\$14,896.00
\$328.00	\$196.80	\$393.60
\$86.00	\$60.20	\$60.20
Included		
Included		
		<b>\$15,349.80</b>



**Order Form Number:** Q1974489  
**Valid Until:** 02/28/2023

**Zoom Video Communications Inc. ('Zoom')**  
 55 Almaden Blvd, 6th Floor  
 San Jose, CA

<p><b>Billed To</b></p> <p><b>Customer:</b> Des Plaines Public Library  <b>Account Legal Name:</b> Des Plaines Public Library ***  <b>Contact Name:</b> Jennifer Steurer          1501 Ellinwood Street          Des Plaines, Illinois          60016, United States  <b>Email Address:</b> jsteurer@dppl.org  <b>Phone:</b> (847) 827-5551</p>	<p><b>Sold To</b></p> <p><b>Customer:</b> Des Plaines Public Library  <b>Account Legal Name:</b> Des Plaines Public Library ***  <b>Contact Name:</b> Jennifer Steurer          1501 Ellinwood Street          Des Plaines, Illinois          60016, United States  <b>Email Address:</b> jsteurer@dppl.org  <b>Phone:</b> (847) 827-5551</p>
<p><b>Auto Renew:</b> No  <b>Initial Paid Subscription Term:</b> 36 Month  <b>Paid Period Start Date:</b> 01/23/2023</p>	<p><b>Billing Method:</b> Email  <b>Currency:</b> USD  <b>Payment Term:</b> Net 30</p>

This Zoom Order Form and any other Order Forms that reference this Order Form are governed by the Zoom Terms of Service found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern).

SERVICE	BILLING PERIOD	QUANTITY	PRICE	TOTAL
Zoom One Business Annual	Annual	10	USD 159.92	USD 1,599.20
Zoom Phone Monthly Usage - overage fee	Month	NA	NA	NA
Zoom Phone Pay As You Go	Month	1	USD 0.00	USD 0.00
Zoom Phone Common Area Annual	Annual	11	USD 36.48	USD 401.28
Zoom Phone US/Canada Phone Numbers Annual	Annual	23	USD 30.60	USD 703.80
Zoom Phone US/Canada Metered Calling Named User Annual	Annual	5	USD 96.00	USD 480.00
Zoom Phone US/Canada Unlimited Calling Named User Annual	Annual	85	USD 136.80	USD 11,628.00
Webinar 500 Annual	Annual	1	USD 552.00	USD 552.00
HaaS US ZP YealinkT46U Annual	Annual	100	USD 59.88	USD 5,988.00
HaaS US ZP YealinkEXP43 Annual	Annual	2	USD 35.88	USD 71.76

(Before Taxes)

Annual Payment:

**USD 21,424.04**

**Payment Schedule Summary (Before Taxes)**

First Payment: USD 21,424.04

## Shipping Information

Customer: Jennifer Steurer  
 Address: 1501 Ellinwood Street Des Plaines, Illinois 60016 United States  
 Email: jsteurer@dppl.org  
 Phone: 8478275551  
 Qty: 100 | YealinkT46U US  
 Qty: 2 | Yealink EXP43 Expansion Module US  
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## Other Terms & Notes

**Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.**

**Named Host** - means any subscribed host who may host an unlimited number of meetings during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a subscription) will not exceed 300 per meeting. Named Host subscription may not be shared or used by anyone other than the individual to whom the Named Host subscription is assigned.

Country or region availability for Zoom Phone is listed on Zoom's website and is subject to change (see <https://explore.zoom.us/docs/en-us/zoomphone/global-coverage.html>).

### Zoom HaaS Program Terms and Conditions

Customer's purchase of Zoom Hardware-as-a-Service ('HaaS') pursuant to this Zoom Order Form, is governed by the Zoom HaaS Program terms and conditions found at: <https://zoom.us/docs/en-us/haas-terms.html>, which shall apply for the duration of Customer's participation in the Zoom HaaS Program (as defined in the applicable terms and conditions).

**Fees** - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term end date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term.

All prices shown for Zoom and Zoom Phone services are exclusive of taxes. The term 'taxes' referred herein should encompass: US state and local taxes, VAT, GST, HST (or any other consumption taxes), Digital Service Taxes and Withholding Taxes that may apply upon making payments to Zoom. Regulatory telecommunications fees, such as USF or any similar foreign fee, will apply to Zoom Phone services and details of taxes and fees will be included in issued invoices.

*Professional Services, if purchased, will be presented in a separate Order Form.*

## Zoom Phone Rates

Zoom Phone Table Format: Country | Landline Rate | Mobile Rate | Enabled Status

Y means Zoom Phone for country is Enabled upon provisioning

N means Zoom Phone for country is Not Enabled upon provisioning

Toll-Free Country   Landline Rate   Mobile Rate   Enabled Status	Callout Country   Landline Rate   Mobile Rate   Enabled Status
Not Applicable	ANTIGUA AND BARBUDA   1.0218 \$   1.0486 \$   Y ARGENTINA   0.1156 \$   0.5623 \$   Y AUSTRIA   0.0501 \$   0.23 \$   Y BULGARIA   0.1186 \$   0.8406 \$   Y BOLIVIA (PLURINATIONAL STATE OF)   0.5155 \$   0.8003 \$   Y BONAIRE, SINT EUSTATIUS AND SABA   0.7028 \$   0.7028 \$   Y BOTSWANA   0.436 \$   0.9398 \$   Y COCOS (KEELING) ISLANDS   0.4552 \$   0 \$   Y SWITZERLAND   0.3694 \$   0.7011 \$   Y CURAÇAO   0.2813 \$   0.7028 \$   Y CHRISTMAS ISLAND   0.4552 \$   0 \$   Y CYPRUS   0.0953 \$   0.2861 \$   Y GERMANY   0.0353 \$   0.1434 \$   Y DOMINICAN REPUBLIC   0.1716 \$   0.3824 \$   Y ALGERIA   0.3773 \$   2.1167 \$   Y ECUADOR   0.5392 \$   0.7572 \$   Y WESTERN SAHARA   0.5182 \$   0 \$   Y SPAIN   0.0381 \$   0.1832 \$   Y FINLAND   0.8584 \$   0.864 \$   Y

GRENADA | 1.0196 \$ | 1.2758 \$ | Y  
 GREECE | 0.0911 \$ | 0.3357 \$ | Y  
 HONG KONG SAR | 0.0863 \$ | 0.1333 \$ | Y  
 INDONESIA | 0.1486 \$ | 0.2407 \$ | Y  
 ISRAEL | 0.0639 \$ | 0.1161 \$ | Y  
 INDIA | 0.0915 \$ | 0.0837 \$ | Y  
 JORDAN | 0.6552 \$ | 0.8567 \$ | Y  
 KENYA | 0.9342 \$ | 0.7235 \$ | Y  
 CAYMAN ISLANDS | 0.7259 \$ | 0.4934 \$ | Y  
 KAZAKHSTAN | 0.3587 \$ | 0.6853 \$ | Y  
 SAINT LUCIA | 0.9581 \$ | 0.5276 \$ | Y  
 MALAYSIA | 0.1001 \$ | 0.0918 \$ | Y  
 NETHERLANDS | 0.0913 \$ | 0.4453 \$ | Y  
 NEW ZEALAND | 0.0567 \$ | 0.2556 \$ | Y  
 OMAN | 0.5335 \$ | 1.1352 \$ | Y  
 PANAMA | 0.0485 \$ | 0.994 \$ | Y  
 PHILIPPINES | 0.5808 \$ | 0.7074 \$ | Y  
 POLAND | 0.137 \$ | 0.3728 \$ | Y  
 PORTUGAL | 0.026 \$ | 0.1545 \$ | Y  
 ROMANIA | 0.0812 \$ | 0.2815 \$ | Y  
 RUSSIAN FEDERATION | 0.1054 \$ | 0.8892 \$ | Y  
 SINGAPORE | 0.0329 \$ | 0.0335 \$ | Y  
 SLOVENIA | 0.1855 \$ | 1.1228 \$ | Y  
 UKRAINE | 0.5868 \$ | 1.0755 \$ | Y  
 URUGUAY | 0.2285 \$ | 0.8432 \$ | Y  
 HOLY SEE (VATICAN CITY) | 0.0082 \$ | 0 \$ | Y  
 VENEZUELA (BOLIVARIAN REPUBLIC OF) | 0.0518 \$ | 0.2809 \$ | Y  
 VIRGIN ISLANDS (U.S.) | 0.9646 \$ | 1.5308 \$ | Y  
 ASCENSION ISLAND | 1.8943 \$ | 1.065 \$ | Y  
 ANDORRA | 0.1589 \$ | 0.348 \$ | Y  
 UNITED ARAB EMIRATES | 0.6535 \$ | 0.6535 \$ | Y  
 AFGHANISTAN | 0.3124 \$ | 0.3766 \$ | Y  
 ANGUILLA | 1.0442 \$ | 1.0442 \$ | Y  
 ALBANIA | 0.2534 \$ | 0.7026 \$ | Y  
 ARMENIA | 0.3098 \$ | 0.3455 \$ | Y  
 NETHERLANDS ANTILLES | 0.1956 \$ | 0.15 \$ | Y  
 ANGOLA | 0.6882 \$ | 0.5871 \$ | Y  
 AMERICAN SAMOA | 0.3267 \$ | 0.3267 \$ | Y  
 AUSTRALIA | 0.0443 \$ | 0.182 \$ | Y  
 ARUBA | 0.1557 \$ | 0.3294 \$ | Y  
 AZERBAIJAN | 0.434 \$ | 0.5256 \$ | Y  
 BOSNIA AND HERZEGOVINA | 0.6177 \$ | 1.313 \$ | Y  
 BARBADOS | 0.972 \$ | 1.0238 \$ | Y  
 BANGLADESH | 0.1703 \$ | 0.1697 \$ | Y  
 BELGIUM | 0.308 \$ | 0.5272 \$ | Y  
 BURKINA FASO | 0.5944 \$ | 0.6532 \$ | Y  
 BAHRAIN | 0.4356 \$ | 0.5154 \$ | Y  
 BURUNDI | 0.788 \$ | 0.8907 \$ | Y  
 BENIN | 0.602 \$ | 0.5223 \$ | Y  
 BERMUDA | 0.3216 \$ | 0.3216 \$ | Y  
 BRUNEI DARUSSALAM | 0.1424 \$ | 0.0558 \$ | Y  
 BRAZIL | 0.0524 \$ | 0.2582 \$ | Y  
 BAHAMAS | 0.6278 \$ | 0.6278 \$ | Y  
 BHUTAN | 0.1257 \$ | 0.1025 \$ | Y  
 BELARUS | 0.6629 \$ | 0.6641 \$ | Y  
 BELIZE | 1.533 \$ | 1.533 \$ | Y  
 CANADA | 0.0355 \$ | 0.0355 \$ | Y  
 CONGO, DEMOCRATIC REPUBLIC OF THE | 0.867 \$ | 0.7109 \$ | Y  
 CENTRAL AFRICAN REPUBLIC | 1.0972 \$ | 0.8121 \$ | Y  
 COTE D'IVOIRE | 0.67 \$ | 0.7129 \$ | Y  
 COOK ISLANDS | 1.5994 \$ | 1.3205 \$ | Y  
 CHILE | 0.1132 \$ | 0.5309 \$ | Y  
 CAMEROON | 0.4107 \$ | 0.5179 \$ | Y  
 CHINA | 0.0395 \$ | 0.0395 \$ | Y  
 COLOMBIA | 0.117 \$ | 0.1003 \$ | Y  
 COSTA RICA | 0.1231 \$ | 0.3139 \$ | Y  
 CABO VERDE | 0.5317 \$ | 0.3612 \$ | Y  
 CZECHIA | 0.113 \$ | 0.2348 \$ | Y  
 DIEGO GARCIA | 0.435 \$ | 0.435 \$ | Y  
 DJIBOUTI | 0.7215 \$ | 0.5718 \$ | Y  
 DENMARK | 0.0327 \$ | 0.1404 \$ | Y  
 DOMINICA | 1.0227 \$ | 0.7727 \$ | Y  
 ESTONIA | 2.1381 \$ | 2.0891 \$ | Y  
 EGYPT | 0.4326 \$ | 0.6226 \$ | Y  
 ERITREA | 0.7029 \$ | 0.4078 \$ | Y  
 ETHIOPIA | 0.4027 \$ | 0.3803 \$ | Y  
 FIJI | 1.5038 \$ | 0.7631 \$ | Y  
 FALKLAND ISLANDS (MALVINAS) | 1.9702 \$ | 1.9702 \$ | Y  
 MICRONESIA (FEDERATED STATES OF) | 0.8686 \$ | 0.8308 \$ | Y

FAROE ISLANDS | 0.1524 \$ | 0.0288 \$ | Y  
 FRANCE | 0.0329 \$ | 0.126 \$ | Y  
 GABON | 0.6246 \$ | 0.6921 \$ | Y  
 UNITED KINGDOM | 0.0233 \$ | 0.0682 \$ | Y  
 GEORGIA | 0.8426 \$ | 1.1833 \$ | Y  
 FRENCH GUIANA | 0.2043 \$ | 0.1204 \$ | Y  
 GUERNSEY | 0.0233 \$ | 0.0682 \$ | Y  
 GHANA | 1.1366 \$ | 1.1366 \$ | Y  
 GIBRALTAR | 0.2334 \$ | 0.9396 \$ | Y  
 GREENLAND | 1.125 \$ | 0.3228 \$ | Y  
 GAMBIA | 0.6642 \$ | 0.801 \$ | Y  
 GUINEA | 1.1618 \$ | 0.9137 \$ | Y  
 GUADELOUPE | 0.0265 \$ | 0.1017 \$ | Y  
 EQUATORIAL GUINEA | 2.7398 \$ | 2.7398 \$ | Y  
 GUATEMALA | 0.625 \$ | 0.7812 \$ | Y  
 GUAM | 0.0409 \$ | 0.0409 \$ | Y  
 GUINEA-BISSAU | 0.8951 \$ | 0.9941 \$ | Y  
 GUYANA | 0.333 \$ | 0.3282 \$ | Y  
 HONDURAS | 0.1846 \$ | 0.2305 \$ | Y  
 CROATIA | 0.458 \$ | 1.251 \$ | Y  
 HAITI | 0.3532 \$ | 0.4437 \$ | Y  
 HUNGARY | 0.1209 \$ | 0.2156 \$ | Y  
 IRELAND | 0.0256 \$ | 0.1784 \$ | Y  
 ISLE OF MAN | 0.0233 \$ | 0.0682 \$ | Y  
 IRAQ | 0.2409 \$ | 0.2955 \$ | Y  
 ICELAND | 0.2305 \$ | 0.1054 \$ | Y  
 ITALY | 0.0338 \$ | 0.2172 \$ | Y  
 JERSEY | 0.0233 \$ | 0.0682 \$ | Y  
 JAMAICA | 1.0442 \$ | 1.0442 \$ | Y  
 JAPAN | 0.0601 \$ | 0.137 \$ | Y  
 KYRGYZSTAN | 0.2141 \$ | 0.3367 \$ | Y  
 CAMBODIA | 0.3497 \$ | 0.3497 \$ | Y  
 KIRIBATI | 1.9284 \$ | 2.1749 \$ | Y  
 COMOROS | 0.6617 \$ | 0.7148 \$ | Y  
 SAINT KITTS AND NEVIS | 0.9292 \$ | 0.9292 \$ | Y  
 KOREA, REPUBLIC OF | 0.1029 \$ | 0.1029 \$ | Y  
 KUWAIT | 0.3625 \$ | 0.3625 \$ | Y  
 LAO PEOPLE'S DEMOCRATIC REPUBLIC | 0.2884 \$ | 0.1503 \$ | Y  
 Y  
 LEBANON | 0.1964 \$ | 0.2401 \$ | Y  
 LIECHTENSTEIN | 0.4236 \$ | 0.213 \$ | Y  
 SRI LANKA | 0.6953 \$ | 0.6953 \$ | Y  
 LIBERIA | 0.7744 \$ | 0.7668 \$ | Y  
 LESOTHO | 0.7845 \$ | 1.153 \$ | Y  
 LITHUANIA | 1.8394 \$ | 1.479 \$ | Y  
 LUXEMBOURG | 0.3562 \$ | 0.3832 \$ | Y  
 LATVIA | 2.1202 \$ | 2.4842 \$ | Y  
 LIBYA | 0.6169 \$ | 0.4497 \$ | Y  
 MOROCCO | 0.5183 \$ | 2.132 \$ | Y  
 MONACO | 0.8023 \$ | 2.1247 \$ | Y  
 MOLDOVA, REPUBLIC OF | 0.4672 \$ | 0.4992 \$ | Y  
 MONTENEGRO | 0.3536 \$ | 0.8558 \$ | Y  
 MADAGASCAR | 1.0043 \$ | 1.0901 \$ | Y  
 MARSHALL ISLANDS | 0.4046 \$ | 0.4046 \$ | Y  
 NORTH MACEDONIA | 0.6601 \$ | 1.5052 \$ | Y  
 MALI | 0.5561 \$ | 0.6258 \$ | Y  
 MYANMAR | 0.2574 \$ | 0.355 \$ | Y  
 MONGOLIA | 0.0699 \$ | 0.05 \$ | Y  
 MACAU SAR | 0.4726 \$ | 0.4726 \$ | Y  
 NORTHERN MARIANA ISLANDS | 0.0343 \$ | 0.0343 \$ | Y  
 MARTINIQUE | 0.0465 \$ | 0.1033 \$ | Y  
 MAURITANIA | 0.8688 \$ | 1.0065 \$ | Y  
 MONTSERRAT | 1.2006 \$ | 1.2006 \$ | Y  
 MALTA | 0.3331 \$ | 0.6612 \$ | Y  
 MAURITIUS | 0.717 \$ | 0.6363 \$ | Y  
 MALDIVES | 5.702 \$ | 5.702 \$ | Y  
 MALAWI | 0.7964 \$ | 0.677 \$ | Y  
 MEXICO | 0.0501 \$ | 0.1711 \$ | Y  
 MOZAMBIQUE | 0.2722 \$ | 0.4588 \$ | Y  
 NAMIBIA | 0.2139 \$ | 0.1839 \$ | Y  
 NEW CALEDONIA | 0.975 \$ | 0.4491 \$ | Y  
 NIGER | 0.7102 \$ | 0.5895 \$ | Y  
 NORFOLK ISLAND | 2.1209 \$ | 1.065 \$ | Y  
 NIGERIA | 0.6428 \$ | 0.6428 \$ | Y  
 NICARAGUA | 0.1902 \$ | 0.3507 \$ | Y  
 NORWAY | 0.0338 \$ | 0.1522 \$ | Y  
 NEPAL | 0.5329 \$ | 0.5329 \$ | Y  
 NAURU | 1.8562 \$ | 2.026 \$ | Y  
 NIUE | 1.7966 \$ | 1.3181 \$ | Y  
 PERU | 0.0487 \$ | 0.1476 \$ | Y  
 FRENCH POLYNESIA | 0.411 \$ | 0.5337 \$ | Y  
 PAPUA NEW GUINEA | 0.9428 \$ | 1.3329 \$ | Y



PAKISTAN | 0.5737 \$ | 0.5737 \$ | Y  
 SAINT PIERRE AND MIQUELON | 0.5816 \$ | 0.5816 \$ | Y  
 PUERTO RICO | 0.0242 \$ | 0.0242 \$ | Y  
 PALESTINE, STATE OF | 0.2667 \$ | 0.3118 \$ | Y  
 PALAU | 0.4532 \$ | 0.4417 \$ | Y  
 PARAGUAY | 0.1531 \$ | 0.2971 \$ | Y  
 QATAR | 0.8432 \$ | 0.8784 \$ | Y  
 SERBIA | 0.2929 \$ | 0.4437 \$ | Y  
 RWANDA | 1.103 \$ | 1.2498 \$ | Y  
 SAUDI ARABIA | 0.3749 \$ | 0.5608 \$ | Y  
 SOLOMON ISLANDS | 0.975 \$ | 1.9255 \$ | Y  
 SEYCHELLES | 1.1088 \$ | 1.0784 \$ | Y  
 SWEDEN | 0.0234 \$ | 0.0956 \$ | Y  
 SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA |  
 2.4267 \$ | 2.3385 \$ | Y  
 SLOVAKIA | 0.0701 \$ | 0.4768 \$ | Y  
 SIERRA LEONE | 0.8439 \$ | 0.7772 \$ | Y  
 SAN MARINO | 0.8929 \$ | 0.3148 \$ | Y  
 SENEGAL | 0.7273 \$ | 0.8951 \$ | Y  
 SOMALIA | 0.7888 \$ | 0.7763 \$ | Y  
 SURINAME | 0.1996 \$ | 0.4533 \$ | Y  
 SOUTH SUDAN | 0.6542 \$ | 0.7173 \$ | Y  
 SAO TOME AND PRINCIPE | 1.5976 \$ | 1.574 \$ | Y  
 EL SALVADOR | 0.8294 \$ | 0.6228 \$ | Y  
 SINT MAARTEN (DUTCH PART) | 0.4137 \$ | 0.4678 \$ | Y  
 ESWATINI | 0.2293 \$ | 0.2666 \$ | Y  
 TURKS AND CAICOS ISLANDS | 1.411 \$ | 1.6546 \$ | Y  
 CHAD | 0.83 \$ | 0.8565 \$ | Y  
 FRENCH SOUTHERN TERRITORIES | 0.023 \$ | 0.1601 \$ | Y  
 TOGO | 0.5079 \$ | 0.4711 \$ | Y  
 THAILAND | 0.1271 \$ | 0.1271 \$ | Y  
 TAJIKISTAN | 0.2603 \$ | 0.2817 \$ | Y  
 TOKELAU | 0.975 \$ | 2.4545 \$ | Y  
 TIMOR-LESTE | 0.975 \$ | 0.9269 \$ | Y  
 TURKMENISTAN | 0.435 \$ | 0.435 \$ | Y  
 TUNISIA | 1.2254 \$ | 1.2586 \$ | Y  
 TONGA | 1.4663 \$ | 1.513 \$ | Y  
 TURKEY | 0.2271 \$ | 0.5803 \$ | Y  
 TRINIDAD AND TOBAGO | 0.5075 \$ | 0.6433 \$ | Y  
 TAIWAN, CHINA | 0.0741 \$ | 0.4129 \$ | Y  
 TANZANIA, UNITED REPUBLIC OF | 1.6103 \$ | 1.6103 \$ | Y  
 UGANDA | 1.6086 \$ | 1.6086 \$ | Y  
 UNITED STATES MINOR OUTLYING ISLANDS | 0.0343 \$ |  
 0.0343 \$ | Y  
 UNITED STATES OF AMERICA | 0.0318 \$ | 0.0318 \$ | Y  
 UZBEKISTAN | 0.3047 \$ | 0.3047 \$ | Y  
 SAINT VINCENT AND THE GRENADINES | 0.9717 \$ | 0.5279 \$ |  
 Y  
 VIRGIN ISLANDS (BRITISH) | 0.4557 \$ | 0.4557 \$ | Y  
 VIET NAM | 0.3142 \$ | 0.3142 \$ | Y  
 VANUATU | 1.326 \$ | 1.4891 \$ | Y  
 WALLIS AND FUTUNA | 0.975 \$ | 0.975 \$ | Y  
 SAMOA | 0.3329 \$ | 0.9589 \$ | Y  
 YEMEN | 0.2885 \$ | 0.2296 \$ | Y  
 MAYOTTE | 0.2471 \$ | 0.4199 \$ | Y  
 SOUTH AFRICA | 0.3844 \$ | 0.6876 \$ | Y  
 ZAMBIA | 0.747 \$ | 0.7075 \$ | Y  
 ZIMBABWE | 0.3413 \$ | 0.6389 \$ | Y

Accepted and agreed as of the date specified below by the authorized representative of Customer

<b>Signature:</b>
<b>Print Name:</b>
<b>Date:</b>
<b>Zoom Service Effective Date: 01/23/2023</b>
<b>PO # (If Applicable):</b>
<b>VAT # (If Applicable):</b>
<b>TAN # (If Applicable):</b>

**The Services will be activated within 48 hours of hardware shipment.**

*If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within 5 days of the service effective date via email to [purchase-orders@zoomus.zendesk.com](mailto:purchase-orders@zoomus.zendesk.com). Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.*

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.



# Professional Services

## Statement of Work for Standard Deployment Services

This Statement of Work for Professional Services (“SOW”) between Zoom Video Communications, Inc. (“Zoom”) and **Des Plaines Public Library** (“Customer”) is effective on date of the latest signature on this SOW (“Effective Date”) and is governed by the Zoom Terms of Service found at <http://www.zoom.us/terms> (unless Customer and Zoom have entered a written Master Subscription Agreement, in which case such written agreement will govern). Customer’s purchase of Professional Services pursuant to this SOW is also governed by the Zoom Professional Services Terms and Conditions available at: <https://zoom.us/professional-services-terms>. Any capitalized terms used but not defined herein shall have the meaning ascribed to them in the Zoom Terms of Service (or Master Subscription Agreement, as applicable) or Zoom Professional Services Terms and Conditions.

Bill To:	Sold To:
Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016 United States	Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016 United States
Contact: Jennifer Steurer Phone: 847-827-5651 Email: <a href="mailto:jsteurer@dppl.org">jsteurer@dppl.org</a>	Contact: Jennifer Steurer Phone: 847-827-5651 Email: <a href="mailto:jsteurer@dppl.org">jsteurer@dppl.org</a>

SOW Generated/ Revised:	<b>2022-11-17</b> (SOW pricing and details are only valid 30 days from the generation date)
SOW Number:	<b>&lt;Draft, Order # Will be assigned on Final Revision&gt;</b>
Total SOW Amount:	<b>\$ 5,685.00</b>
Zoom Account Executive:	<b>Shari Rene</b>
Zoom Phone PSO Rep:	

### Agreement

This SOW is entered into as of the effective date specified above between Zoom Video Communications, Inc. and Des Plaines Public Library.

Zoom Video Communications, Inc.

Des Plaines Public Library

By: DRAFT – DO NOT SIGN

By: DRAFT – DO NOT SIGN

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

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

PO Number: \_\_\_\_\_  
(if applicable)

## Project:

	Scope	Value	Completion Criteria
Project Scope	Each location listed in Appendix A will be included in a mutually agreed upon deployment plan.	As identified in Appendix A (excluding any applicable taxes and expense actuals).	Completion of all Professional Services described in this SOW for each location identified.

### 1. General

- 1.1. Selection and assignment of a designated Technical Project Manager (“TPM”) and Project Engineer (“PE”) by Zoom. The Zoom TPM will act as a single point of contact for the delivery of all Professional Deployment Services under this SOW, following Zoom’s proven deployment best practices.
- 1.2. Project Management
  - 1.2.1. The Zoom TPM will be responsible for the following activities in connection with this SOW:
  - 1.2.2. Alignment of project goals and scope with Customer expectations during project initiation/ kick-off;
  - 1.2.3. Internal and external project kick-off sessions;
  - 1.2.4. Creation and management of project governance, including but not limited to:
    - 1.2.4.1. Mutually agreed upon Master Project plan and schedule;
    - 1.2.4.2. Roll Out Communication plan, project resource requirements, escalation process, change control, and test plan;
    - 1.2.4.3. Project Action and risk register;
- 1.3. Completion of resource assignments and scheduling in alignment with the master project schedule;
- 1.4. Management of project documentation;
- 1.5. Management of project timelines in alignment and via consensus with the Customer designated internal project manager or single point of contact;
- 1.6. Identification, communication, and mitigation of project risks and issues;
- 1.7. Development, review, authoring, implementation, and managing any mutually agreed upon Change Orders and interventions to achieve project outputs;
- 1.8. Facilitating and leading regular status update meetings, organize planning sessions and Customer steering committees, as applicable;
- 1.9. Completing scoped migration and go live support; and
- 1.10. Performing closure procedures at the conclusion of project activities.

### 2. Zoom Phone Discovery

- 2.1. The Zoom TPM and/or Zoom PE will partner with the Customer to schedule high-level Discovery session(s) with Customer’s point of contact(s). The location(s) and number of users involved in the Discovery process are set forth in Appendix A. The Zoom Project Team work with the Customer to complete the preliminary Discovery document(s).
- 2.2. **Preliminary Discovery**
  - 2.2.1. Customer’s implementation strategy;
  - 2.2.2. Identify Customer project team members and responsibilities;
  - 2.2.3. Identify and document all locations and addresses to be deployed;
  - 2.2.4. Identify and document total users (licensed and basic) and Common Area Phones to be deployed at each location;
  - 2.2.5. Develop high-level project timeline for location deployments and cut-overs;
  - 2.2.6. Document risk-factors that may impact cut-over schedule;
  - 2.2.7. Document Zoom Portal company settings and standards;
  - 2.2.8. Document location persona’s, (type of location), and document desired Zoom Portal location standards for each persona;
- 2.3. **Location-specific Discovery**
  - 2.3.1. Review and documentation of Customer’s current call flow;
  - 2.3.2. Work with customer to compile a list of all locations, users, devices and common area desktop phones;

- 2.3.3. Compile listing of all Direct Inward Dial (DID) numbers
- 2.3.4. Compile listing of all Toll Free numbers;
- 2.3.5. Work with the customer to assemble documentation for porting (e.g., phone bills, additional information as required such as utility bills, country management information, etc.)
- 2.3.6. User and Device Information;
- 2.3.7. Porting data/information (Direct Inward Dial "DID" and Toll Free Numbers);
- 2.3.8. Call flow(s);
- 2.3.9. Dial plan requirements (as needed);
- 2.3.10. Premise Peering (PSTN/PBX) Requirements ;
- 2.3.11. Zoom Phone SSO if required
- 2.3.12. Roles and Permissions;
- 2.4. **Zoom Phone Readiness Review**
  - 2.4.1. Zoom Phone Readiness Review will be conducted for each location/location(s) identified in Appendix A to include:
    - 2.4.1.1. Wired Network test results
    - 2.4.1.2. Wireless Network test results
  - 2.4.2. The Zoom Phone Readiness review shall contain statistics and metrics on the Customer's current network environment to ensure Customer's network is configured for optimal Zoom performance.
  - 2.4.3. Zoom Project Engineer will provide recommendations, as needed, to resolve network connectivity issues.
  - 2.4.4. Additional network reviews or consultations are available to the Customer via a separate, executed SOW and will result in additional fees.
- 2.5. Go-Live Readiness requirements.
- 2.6. All Discovery documents, Preliminary and Location-Specific, are reviewed and approved by Customer and Zoom Project Team prior to moving to deployment.
- 2.7. Delay in completing and returning any Zoom requested documentation may result in an adjustment of the project timeline.

### 3. Data Requirements and Preparation

- 3.1. Zoom will provide the Customer templates for collecting required data for implementation. Items which may be identified and documented are the following:
  - 3.1.1. User List.
  - 3.1.2. Location information.
  - 3.1.3. Direct Inward Dial (DID) Phone numbers.
  - 3.1.4. Current extensions.
  - 3.1.5. Desktop Phone information.
  - 3.1.6. Call Queues (hunt groups) including call distribution methodology (simultaneous ring, sequential ring, rotating ring, etc.).
  - 3.1.7. IVR/Auto Receptionist.
  - 3.1.8. Multi-line appearance (typically used by Administrative Assistants).
  - 3.1.9. Additional items as specified in Appendix A:
    - 3.1.9.1. Required information for configuring the Zoom's BYOC Trunk Group in the event that Premise Peering PSTN (a.k.a. Bring Your Own Carrier, "BYOC") ;
    - 3.1.9.2. Zoom certified analog gateway ("ATA") devices;
    - 3.1.9.3. Zoom certified paging systems;
    - 3.1.9.4. Premise peering;
- 3.2. Customer will provide the required information utilizing the Zoom provided templates with the data requested above to Zoom.
- 3.3. Zoom will enter and configure the data provided into the Zoom Phone System.

### 4. Zoom Deployment Services

- 4.1. Zoom Professional Services typically performs all services remotely. Remote delivery/deployment services include:
  - 4.1.1. Creation of:
    - 4.1.1.1. Location information;
    - 4.1.1.2. Auto-receptionists;

- 4.1.1.3. Queues;
- 4.1.1.4. Call flow(s);
- 4.1.1.5. User creation and provisioning;
- 4.1.1.6. Perform Network Readiness Review per Project Plan Schedule;
- 4.1.2. Porting of DID numbers identified and documented in the Location Discovery exercise.
- 4.1.3. Configuration of Zoom supported desktop phones in Zoom Portal;
- 4.1.4. Recommendations handset placement and testing;
- 4.1.5. Provisioning of Zoom certified desktop phones via the Zoom Portal;
- 4.1.6. Coordination of end-user training sessions delivered by Zoom Customer Success Manager;
- 4.1.7. Perform coordinated testing with the customer;
- 4.1.8. Provide Customer with basic template for Customer-specific testing plan;
- 4.2. Alpha testing;
- 4.3. Guidance and standard template for customer beta testing;
- 4.4. Cut-over preparation.
- 4.5. Cut-over support and hyper-care for the duration of two (2) weeks, (ten (10) working days);
- 4.6. Document open issues and enhancement requests in a project log.
- 4.7. Perform formal project closure processes.
- 4.8. Transition the customer from deployment to sustaining services (e.g. Zoom Technical Support and Customer Success Manager services).
- 4.9. The following services below will be performed if indicated in the appendices of the SOW
  - 4.9.1. **Premise Peering PSTN (BYOC)** as identified in Appendix A.
    - 4.9.1.1. Connect to existing carrier;
    - 4.9.1.2. Provide the customer with specifications required for a BYOC connection;
    - 4.9.1.3. Complete Zoom portal configuration once SBC device(s) are installed and configured by the customer on their network;
    - 4.9.1.4. Zoom complete the provisioning of the SIP trunk between Zoom and the Customers SBCs or through the Carrier Exchange (Carrier Peering);
    - 4.9.1.5. Coordinated testing between Zoom and the Customer to verify that the trunk is established;
    - 4.9.1.6. Provide cut-over support.
  - 4.9.2. **Premise Peering PBX (BYOP)** as identified in Appendix A.
    - 4.9.2.1. Provide the customer with specifications required for a Premise Peering PBX connection;
    - 4.9.2.2. Complete Zoom Portal configuration once SBC device is installed and configured by the customer on their network;
    - 4.9.2.3. Zoom will complete the provisioning of the SIP trunk between Zoom and the customer's SBC(s);
    - 4.9.2.4. Provide cut-over support.
  - 4.9.3. **Analog Telephone Adapter/Gateway** as identified in Appendix A.
    - 4.9.3.1. Complete Zoom Portal configuration once the Adapter/Gateway is installed and configured by the Customer;
    - 4.9.3.2. Coordinate testing between Zoom and the Customer;
    - 4.9.3.3. Provide cut-over support.
  - 4.9.4. **Paging** as identified in Appendix A.
    - 4.9.4.1. Complete Zoom Portal configuration of Zoom supported paging devices once devices are installed and configured by the customer;
    - 4.9.4.2. Coordinated testing between Zoom and the Customer
    - 4.9.4.3. Provide cut-over support.
- 4.10. Standard Remote Service Hours: Unless otherwise specified, pricing is based on performing the Services between the hours of 8:00 AM to 5:00 PM local location time, Monday-Friday, excluding holidays ("Standard Service Hours"). Work performed outside Standard Service Hours may be subject to additional "off hours" charges, via a separately executed SOW or Change Order.

## 5. Customer Responsibilities and SOW Exclusions

- 5.1. The Customer is responsible for all aspects not specifically included in this SOW. Out of scope and Customer Responsibility items include, without limitation:
- 5.2. Install, provision, configure, and ensure users are proficient on the Zoom Meeting client.

- 5.3. Purchase required Zoom Phone licenses and Calling Plan(s).
- 5.4. Provide all necessary information and data for DID porting and deployment, including but not limited to:
  - 5.4.1. Listing of all users with usernames, email addresses, DID's, Extensions, and location, all pages of all current applicable phone bills for all locations requiring porting services, procure Customer Service Reports ("CSR") from existing carrier(s) for all locations and accounts requiring porting services, service addresses and Authorized Contacts for each phone bill/ carrier account; and BTN for each phone bill/ carrier account.
- 5.5. Order and procure desktop phones, headsets, and conference room audio devices as required, and other equipment.
- 5.6. LAN/WAN infrastructure:
  - 5.6.1. Network requirements for Zoom products as identified on the Zoom support website and/or network modifications as recommended by Zoom PSO.
- 5.7. Configuration and software installation on customer PCs.
- 5.8. Customizations on individual User endpoints, or phone settings.
- 5.9. Phones or devices being deployed by Customer that are not defined on Zoom's Supported Device Listing on Zoom's support website at: <https://support.zoom.us/hc/en-us/articles/360001299063-Certified-Zoom-Phone-devicesHeadsets>.
- 5.10. Customer-side premise trunk configuration, diagnostics, and/or troubleshooting.
- 5.11. Customer mobile device configuration, diagnostics, and/or troubleshooting.
- 5.12. Post-Deployment End-user support.
- 5.13. Post-Deployment Moves, Adds, and Change activities (MACD).
- 5.14. Unless otherwise specified, Customer is responsible for:
  - 5.14.1. Third Party software and/or hardware integration configuration, decommissioning, and/or troubleshooting, including but not limited to other telephony systems, network equipment, and software applications. Configuration, deployment, support, and troubleshooting of any desk phones, devices, headsets, and equipment that are not supported by Zoom Phone.
- 5.15. New or existing SBC installation, configuration
- 5.16. New or existing installation and configuration of Analog Gateways and analog devices (e.g. fax, doorbells, paging, emergency phones, etc.)
- 5.17. Development of customized user guides, documentation, references, training materials, etc.
- 5.18. Customer to provide all pre-recorded greetings and prompts.
- 5.19. Cross-location coordination and gathering of required information.

## **6. Customer's Telephone Number Porting**

- 6.1. The Customer is responsible for authorizing the telephone number porting by Zoom via the approval and signature of the standard Zoom Letter of Authority (LOA). Zoom shall provide guidance on porting data collection and shall assist with submission of porting request(s). This effort pertains to those locations identified in Appendix A. The parties acknowledge and agree that Zoom is not responsible for and does not control the portability of any individual number or group of numbers, and the Professional Services completion shall not be withheld by Customer for any delays arising from or relating to the porting of the numbers.
- 6.2. Customer agrees to the porting process and timelines as detailed in the Zoom Support Article: Common Issues and Questions for Porting at <https://support.zoom.us/hc/en-us/articles/360036099112-Common-issues-and-questions-for-porting> .
- 6.3. Notwithstanding paragraph 6.1 above, the Zoom Project Team and Customer will jointly own the porting responsibility by performing the following tasks for each location together:
  - 6.3.1. The Zoom TPM shall manage initial submission of port requests and any subsequent LOA modifications and submissions .
  - 6.3.2. Customer shall endorse all appropriate Letters of Authorization ("LOA"s) as requested by Zoom using the then current Letter Of Authorization form provided to Customer by Zoom
  - 6.3.3. Customer shall provide to Zoom as requested:
    - 6.3.3.1. All pages of all recent phone bills for those locations requiring the porting of DID's.
    - 6.3.3.2. Customer Service Reports and/or Requests for Information from current carriers and authorized signer for each location.
    - 6.3.3.3. Porting submissions will include numbers mapped to correct location as "company" numbers or Direct Dial phone numbers.

## 7. Delays and Changes

- 7.1. No changes to this SOW, and no changes or additions to the services described herein, will be effective unless it is in writing (via a Change Order or separate SOW) and signed by both parties. Any Change Order will detail the requested change and the effect of such change on the Professional Services, the fees, and the timeline. A Change Order is not effective unless it is in writing and signed by both parties.
- 7.2. Any delays in the performance of consulting services or delivery of deliverables caused by Customer, including without limitation delays in completing and returning Customer documentation required during the Assessment and Design or completing the Needs Assessment, may result in an adjustment of project timeline and additional fees.

## 8. Project Acknowledgement

- 8.1. This SOW describes the objectives, Deliverables, locations, fees and other components that are included in this project. Customer acknowledges that the delivery, installation, testing, and payment for the Professional Services rendered under this for any specific location is not dependent on the delivery, installation, testing, and payment for the Professional Services for any other location or location.





# Professional Services

## Appendix A: Pricing for Professional Services<sup>1</sup>

Service	Description	Pricing
Zoom PS	Remote Zoom Professional Services Organization: Assessment, Design, Project Management, and Deployment. Locations and deployment type as indicated in Appendix A below.	\$ 5,685.00
<b>Total Remote Services:</b>		<b>\$ 5,685.00</b>
<sup>1</sup> Prices quoted are USD.		

<b>Base Package Deployment</b>	
Full Zoom PSO Deploy of One (1) Location	Included
Assessment & Design Discovery	
Remote Network Readiness Assessment	
One (1) Standard Auto Receptionist	
Standard E911 For One (1) Location	
Zoom Native Porting Support (Single Phase Port)	
Basic Admin/User Training	
<b>Total User Provisioned and Deployed</b>	
Number of Users to Deploy (Basic Feature Set)	1
Number of Users to Deploy (Advanced Feature Set)	100
<b>Additional Deployment Optional Add On</b>	
Additional Locations	0
Advanced Auto Receptionist Configuration	1

Total Number of Configured Users: 101
---------------------------------------

## Zoom Global Services - Phone Offer Definition

The Base Package Deployment Includes the Following Deliverables to be remotely fulfilled by the Zoom Global Services Delivery Team (Zoom Team) consisting of a Technical Project Manager (TPM) and Project Engineer (PE).

- **Basic Feature Set:** Basic Feature Set is defined as a license type that is not capable of non-standard features and functionality.
- **Advanced Feature Set:** Advanced Feature Set is defined as a Full Featured, Paid PBX license.
- **Full Zoom PSO Deploy of One (1) Location:** The project will be led and executed by the Zoom Team for the full deployment of one (1) customer location using a standard project plan inclusive of both client and Zoom Team deliverables for the successful execution of that plan.
- **Assessment & Design Discovery:** The Client will be responsible for providing initial data from their current system and carrier(s) for Zoom Team review and recommendations for the future state of the Zoom Phone deployment.
- **Remote Network Readiness Assessment (RNRA):** The Zoom Team will provide documentation regarding necessary firewall/network configuration to all for best practice call quality. The customer will be provided a tool to test the network to ensure the client network is configured and capable to deploy Zoom Phone. Any changes to the client network necessary to achieve best practice call quality will be the responsibility of the client.
- **One (1) Standard Auto Receptionist (AR):** The Zoom Team will configure one (1) standard Auto Receptionist. "Standard" is defined as one (1) configured auto receptionist with up to five (5) single layer call termination points. "Single-layer" is defined as a call routing option that does not terminate into an additional auto-receptionist (AR) menu. Examples of call termination points can include a dial by name directory, direct extension dialing, programmed call queues\* (up to 6) or an operator/live receptionist. \*Call queues must terminate to a fail-over queue or group voicemail.
- **Standard E911:** The location address will be configured for emergency dialing purposes and 911 calls routed to either an internal emergency response team or the PSAP, based on client direction to include necessary programming to accommodate a multiple floor/suite address.
- **Zoom Native Porting Support (Single Phase Port):** Single phase support for porting client numbers to Zoom native "Single-phase" is defined as having all numbers for the location (local and toll-free) port on a specific, predetermined day.
- **Basic Admin/User Training:** Zoom Team will host an Administration level training session as well as guide the client to training collateral for client led further training sessions.

The Base Package Deployment Optional Add-ons are defined as:

- **Additional Location(s):** For each additional location(s) selected above, the Zoom Team will configure a location within the Zoom Portal to include default system Auto Receptionist and configuration of Standard E911 as defined above.
- **Advanced Auto Receptionist Deployment:** The Zoom Team will work with the customer in the planning, deployment and testing of their Advanced and/or Multi Layered Auto Receptionist needs for each additional AR selected above.
- **Enhanced BYOC Carrier Processing and Cutover Support:** The Zoom Team will provide all resources necessary, based on client provided information, to process and coordinate all porting activities with the Carriers on behalf of the client. This includes the configuration and individual porting phase(s) for each Session Border Controller (SBC) indicated above. Configuration of SBC is defined as the integration of an existing customer SBC with the Zoom Platform.



# Professional Services

## SPECIAL TERMS & NOTES

Any Special Terms & Notes set forth below shall take precedence over any conflicting terms contained in the Zoom Professional Services Terms and Conditions or Customer's Master Subscription Agreement, as applicable.

Locations are limited to those identified within Appendix A of this SOW.

The SOW will be fully completed within six months or less unless otherwise specified in the Customer-specific published Zoom Phone Deployment Project plan developed following Customer project kick-off meeting and Preliminary Discovery and Planning. Invoices will be issued as follows:

1. 30% of the total value of this Statement of Work as identified in Appendix A shall be invoiced upon completion of company and location(s) preliminary discovery, design, and planning in the mutually agreed upon project plan as identified in Section 3.a.i.1.a above. An email notification will be sent to the customer at the completion of such phase.
2. Remaining Statement of Work value shall be invoiced upon the completion for each location based on the number of Zoom licenses, devices, users, features (e.g. paging, BYOC, BYOP, etc.) deployed at each location or location. An email notification will be sent to the customer at the completion of each location or group of locations.

Refer to Appendix A for the number units included by each location. In the event that this SOW is not fully completed within six months or the agreed upon completion date post signature, Zoom has the right to invoice a non-refundable fee for any remaining unused SOW balance.



Order Form Number: Q1974489

Zoom Video Communications Inc. ("Zoom")

55 Almaden Boulevard, 6th Floor

San Jose, CA 95113

Email: darren.duerksen@zoom.us

Tax Preview	
Billed To	Sold To
<b>Contact Name:</b> Jennifer Steurer <b>Address:</b> 1501 Ellinwood Street, Des Plaines, Illinois 60016, United States <b>Email Address:</b> jsteurer@dppl.org <b>Phone:</b> (847) 827-5551	<b>Contact Name:</b> Jennifer Steurer <b>Address:</b> 1501 Ellinwood Street, Des Plaines, Illinois 60016, United States <b>Email Address:</b> jsteurer@dppl.org <b>Phone:</b> (847) 827-5551
<b>Paid Period Start Date:</b> January 23, 2023 <b>Currency:</b> USD <b>Payment Term:</b> Net 30 Tax estimates based on Illinois 60016, United States and generated on 2023-02-08.	

The following tables are estimates and are subject to change.

Tax Summary			
Charge Description	Sub Total	Estimated Taxes & Fees	Total
<b>HaaS US ZP YealinkEXP43 Annual</b> Quantity : 2.0 Effective Price : \$ 35.88	\$ 71.76	\$ 0.00	\$ 71.76
<b>HaaS US ZP YealinkT46U Annual</b> Quantity : 100.0 Effective Price : \$ 59.88	\$ 5,988.00	\$ 0.00	\$ 5,988.00
<b>Webinar 500 Annual</b> Quantity : 1.0 Effective Price : \$ 552.00	\$ 552.00	\$ 0.00	\$ 552.00
<b>Zoom One Business Annual</b> Quantity : 10.0 Effective Price : \$ 159.92	\$ 1,599.20	\$ 0.00	\$ 1,599.20
<b>Zoom Phone Common Area Annual</b> Quantity : 11.0 Effective Price : \$ 36.48	\$ 401.28	\$ 0.00	\$ 401.28
<b>Zoom Phone Pay As You Go</b> Quantity : 1.0 Effective Price : \$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Zoom Phone US/Canada Metered Calling Named User Annual</b> Quantity : 5.0 Effective Price : \$ 96.00	\$ 480.00	\$ 16.12	\$ 496.12

<b>Zoom Phone US/Canada Phone Numbers Annual</b> Quantity : 23.0 Effective Price : \$ 30.60	\$ 703.80	\$ 118.16	\$ 821.96
<b>Zoom Phone US/Canada Unlimited Calling Named User Annual</b> Quantity : 85.0 Effective Price : \$ 136.80	\$ 11,628.00	\$ 976.11	\$ 12,604.11

Tax Summary Totals	
<b>Sub Total :</b>	\$ 21,424.04
<b>Estimated Total (including taxes &amp; fees) :</b>	\$ 22,534.43

**Tax Details**

<b>Charge Name</b>	<b>Tax Name</b>	<b>Jurisdiction</b>	<b>Total Charge Amount</b>	<b>Estimated Taxes &amp; Fees</b>
HaaS US ZP YealinkEXP43 Annual			\$ 71.76	\$ 0.00
HaaS US ZP YealinkT46U Annual			\$ 5,988.00	\$ 0.00
Webinar 500 Annual			\$ 552.00	\$ 0.00
Zoom One Business Annual			\$ 1,599.20	\$ 0.00
Zoom Phone Common Area Annual			\$ 401.28	\$ 0.00
Zoom Phone Pay As You Go	FUSF (VoIP)	Federal	\$ 0.00	\$ 0.00
Zoom Phone Pay As You Go	Telecommunications Infrastructure Maintenance Fee	State	\$ 0.00	\$ 0.00
Zoom Phone Pay As You Go	Communications Service Tax	State	\$ 0.00	\$ 0.00
Zoom Phone Pay As You Go	Communications Service Tax	City	\$ 0.00	\$ 0.00
Zoom Phone US/Canada Metered Calling Named User Annual	FUSF (VoIP)	Federal	\$ 480.00	\$ 16.12
Zoom Phone US/Canada Metered Calling Named User Annual	Telecommunications Infrastructure Maintenance Fee	State	\$ 480.00	\$ 0.00
Zoom Phone US/Canada Metered Calling Named User Annual	Communications Service Tax	State	\$ 480.00	\$ 0.00
Zoom Phone US/Canada Metered Calling Named User Annual	Communications Service Tax	City	\$ 480.00	\$ 0.00
Zoom Phone US/Canada Phone Numbers Annual	FUSF (VoIP)	Federal	\$ 703.80	\$ 118.16
Zoom Phone US/Canada Phone Numbers Annual	Telecommunications Infrastructure Maintenance Fee	State	\$ 703.80	\$ 0.00
Zoom Phone US/Canada Phone Numbers Annual	Communications Service Tax	State	\$ 703.80	\$ 0.00
Zoom Phone US/Canada Phone Numbers Annual	Communications Service Tax	City	\$ 703.80	\$ 0.00
Zoom Phone US/Canada Unlimited Calling Named User Annual	FUSF (VoIP)	Federal	\$ 11,628.00	\$ 976.11
Zoom Phone US/Canada Unlimited Calling Named User Annual	Telecommunications Infrastructure Maintenance Fee	State	\$ 11,628.00	\$ 0.00
Zoom Phone US/Canada Unlimited Calling Named User Annual	Communications Service Tax	State	\$ 11,628.00	\$ 0.00

Zoom Phone US/Canada Unlimited Calling Named User Annual	Communications Service Tax	City	\$ 11,628.00	\$ 0.00
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**2023 Network Switch Bid Summary (before e-rate reimbursement)**

<b>CDWG</b>	<b>OSG</b>	<b>JKS Systems</b>	<b>Ahead in the Cloud, LLC</b>
<b>1Gb</b> <b>\$115,145.81*</b> (\$153,986.86)	<b>1Gb</b> <b>\$106,513.68</b>	<b>1Gb</b> <b>\$118,606.15</b>	N/A
<b>10Gb</b> <b>\$134,025.32*</b> (\$172,866.37)	<b>10Gb</b> <b>\$117,642.95</b>	<b>10Gb</b> <b>\$131,417.42</b>	N/A
<p style="text-align: center;">*</p> <p style="text-align: center;"><b>Cisco CiscoSMARTnet Extended service agreements are NOT included in this bid, min additional cost based on previous CDWG quotes is an additional \$38,841.05</b></p>	<p style="text-align: center;">All requested products quantities are included. This includes Extended service agreements</p>	<p style="text-align: center;">All requested products quantities are included. This includes Extended service agreements</p>	N/A



# C2 E-Rate Bid Assessment Worksheet

Funding Year 2023 / 24

FCC Form 470# 230005793  
Des Plaines Public Library

## INSTRUCTIONS FOR COMPLETING THIS FORM

Complete information in the green cells only!

required record of assessment in relation to all bids received and considered for the coming funding cycle. required by the FCC to keep this record in your eRate file for a minimum of Ten (10) years.

This is a  
You are

Feel free to

copy and add additional tabs if needed for more than one C1 or C2 SP/Project

Upgrade to existing network Switching  
1Gb and 10Gb Backbone options

**SERVICE PROVIDER'S BIDS BASED ON SCORING CRITERIA** **SCORING**

In each of the columns below, assign the name of all Service Providers which have submitted a proposal for the Described Service/Project. Scored each SP based on the criteria list. The SP with the highest total score will be your choice for the coming cycle. The runner up score will be your second option in case there are any issues with the awarded SP.

		Name of Vendor	EXAMPLE Scoring SPs	CDWG	OSG	JKS Systems	Ahead in the Cloud, LLC				
Scoring Criteria	Weight*	Max Points	Score	#2	#1	#3	Not a valid bid*				
Price-MRC/Installation	30%	30	22	20	30	25	NA				
Understanding of Needs	10%	10	10	9	10	8	NA				
Prior Experience	25%	25	20	20	22	15	NA				
Full and Complete 2-part Proposal	20%	20	20	18	20	20	NA				
Full Par/pricing descriptions for direct comparision	15%	15	15	15	15	15	NA				
Other (describe)							NA				
Other (describe)							NA				
<b>Overall Ranking</b>	<b>100%</b>	<b>100</b>	<b>87</b>	<b>82</b>	<b>97</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Vendor/ backbone option Selected by highest score: 1/10 Gb Vendor Name

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

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

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

Bid Assessment comments; (If needed)

\* Ahead In The Cloud, LLC's bid submission was insufficient to conduct a valid comparison 1GB assessment of the prospective project due to the following factors:

1. MAKE was Extreme Networks, which was not a requested Manufacturer
2. Bid was not broken down for comparison between a 1Gb and 10gb backbone option (only 'proposal B' is mentioned, but does not match that request)
3. Model numbers do not have information as to what RFP items they would be equivalent replacement for
4. QTY line does not match RFP documentation
5. There appears to be no 'Unit cost' totals

**Fixed Config (1 Gbps option)**

Proposal A (1 Gbps Config option)	FCC form 470 # 220019720 RFP MODEL/ Type/Description  Manufacturer- Cisco	QTY	Quoted Unit Price /Notes "Missing model number"				Ahead in the Cloud, LLC (Extreme)	Winning proposal (NO parameters)	Winning proposal (excluding bids outside of 470 MODEL Number Parameters)	Winning proposal (excluding bids outside of 470 'NARRATIVE BID REQUIREMENTS' Parameters)
			CDWG (Cisco)	OSG (Cisco)	JKS Systems (Cisco)	Ahead in the Cloud, LLC (Extreme)				
Switches	C9300X-12Y-E Catalyst 9300 12-port 25G/10G/1G SFP28 with modular uplinks, Network Essentials	1	13,171.98	8,744.19	Cisco Catalyst 9300X-12Y* 12,548.19	N/A	OSG	OSG	OSG	
Switches	C9300-48T-E Cisco Catalyst 9300 48-port data only, Network Essentials (NO PoE)	1	6,652.19	4,311.86	Cisco Catalyst 9300 48-port Data Only* 4,537.56	N/A	OSG	OSG	OSG	
Switches	C9300L-48P-4G-E Catalyst 9300 48-port 1G copper, with fixed 4x1G SFP uplinks, PoE+ Network Essentials	10	5,825.61	3,796.01	3,274.64	N/A	J K S	OSG	OSG	
Cable/Connector	STACK-T1-50CM Cisco StackWise-480/1T 50cm stacking cable spare	2	82.00	51.43	Cisco StackWise 480 50cm* 76.21	N/A	OSG	OSG	OSG	
Cable/Connector	C9300L-STACK-KIT Stack Kit for C9300L SKUs – includes 2 Stack Adaptors and 50 cm Stack Cable	10	1,092.60	745.83	CISCO CATALYST 9300L STACKING KIT* 749.37	N/A	OSG	OSG	OSG	
Cable/Connector	STACK-T3-1M 1M Type 3 Stacking Cable, spare for C9300L SKUs	4	143.28	(2)CAB-SPWR-150CM 51.43 (2)STACK-T3-1M	1M TYPE 3 TACKING CABLE SPARE FOR C9300L* 166.94	N/A	OSG	OSG	OSG	
Transceiver	GLC-TE 10/100/1000BASE-T SFP module for Category 5 cables	9	384.59	242.22	Cisco SFP (mini-GBIC) Transceiver Module* 243.07	N/A	OSG	OSG	OSG	
Transceiver	GLC-SX-MMD 1 Gbps Multimode Fiber SFP Transceiver	13	423.24	266.40	Cisco GLC-SX-MMD SFP (mini-GBIC) Module* 261.28	N/A	J K S	OSG	OSG	
license	C9300-DNA-L-E-5Y C9300 Cisco DNA Essentials, 5 Year Term license	1	775.65	524.65	Cisco Digital Network Architecture Essentials* 752.23	N/A	OSG	OSG	OSG	
license	C9300-DNA-E-48-5Y C9300 Cisco DNA Essentials, 48-port, 5 Year Term license	11	1,423.94	961.86	Cisco Digital Network Architecture Essentials for Catalyst 9300* 1,379.62	N/A	OSG	OSG	OSG	
ICM/MIBS	FOR SWITCHING: Cisco CiscoSMARTnet MIB/ICM / Extended service agreement  '5 Year Term'	12	NO BID*	(1)CON-5SNT-C9300X12 5,170.86  (1)CON-5SNT-C930048E 2,551.48  (10)CON-5SNT-C930G4EP 2,242.75	NO PART # (5)'Cisco Smart Net Total Care' \$6,444.15  NO PART # (5)'Cisco Smart Net Total Care' \$3,179.75  NO PART # (5)'Cisco Smart Net Total Care' \$2795.00	N/A	OSG	OSG	OSG	
			CDWG (Cisco)	OSG (Cisco)	JKS Systems (Cisco)	Ahead in the Cloud, LLC				

CON-5SNT-C9300X12  
5Y SNTC 8X5XNBD Catalyst 9300X 12x25G Fiber Ports, modul  
Contact Us % Per Year  
Please use the Questions tab to inquire about this product SKU.

CON-5SNT-C930048E  
5Y SNTC 8X5XNBD Catalyst 9300 48-port data only, Network  
16% Per Year

CON-5SNT-C93004X4  
5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P  
Contact Us % Per Year  
Please use the Questions tab to inquire about this product SKU.

Ahead In The Cloud, LLC's bid submission was insufficient to conduct a valid comparison 1Gb assessment of the prospective project due to the following factors:

1. MAKE was Extreme Networks
2. Bid was not broken down for comparison between a 1Gb and 10gb backbone option (only 'proposal B' is mentioned, but does not match that request)
3. Model numbers do not have information as to what RFP items they would be equivalent replacement for
4. QTY line does not match RFP documentation
5. There appears to be no 'Unit cost' totals

**Fixed Config (10 Gbps option)**

Quoted Unit/ Price/Note

Proposal B (10 Gbps Config option)	FCC form 470 # 220019720 RFP MODEL/ Type/Description	QTY	CDWG (Cisco)	OSG (Cisco)	JKS Systems (Cisco)	Ahead in the Cloud, LLC (Extreme)	Winning proposal (NO parameters)	Winning proposal (excluding bids outside of 470 MODEL Number Parameters)	Winning proposal (excluding bids outside of 470 'NARRATIVE BID REQUIREMENTS' Parameters)
	Manufacturer- Cisco								
Switches	C9300X-12Y-E Catalyst 9300 12-port 25G/10G/1G SFP28 with modular uplinks, Network Essentials	1	\$13,171.98	8,744.19	Cisco Catalyst 9300X-12X25G' 12,548.19	N/A	OSG	OSG	OSG
Switches	C9300-48T-E Cisco Catalyst 9300 48-port data only, Network Essentials (NO PoE)	1	\$6,652.19	4,311.86	Cisco Catalyst 9300 48-port Data Only' 4,537.56	N/A	OSG	OSG	OSG
Switches	C9300L-48P-4X-E Catalyst 9300 48-port 1G copper with fixed 4x10G/1G SFP+ uplinks, PoE+ Network Essentials	10	\$6,857.56	4,133.64	Catalyst 9300L 48p PoE Network Essential' 3,714.22	N/A	J K S	OSG	OSG
Cable/Connector	STACK-T1-50CM Cisco StackWise-480/1T 50cm stacking cable spare	2	\$82.00	51.43	'Cisco StackWise-480 50cm' 76.21	N/A	OSG	OSG	OSG
Cable/Connector	C9300L-STACK-KIT Stack Kit for C9300L SKUs – includes 2 Stack Adaptors and 50 cm Stack Cable	10	\$1,092.60	745.83	CISCO CATALYST 9300L STACKING KIT' 731.35	N/A	J K S	OSG	OSG
Cable/Connector	STACK-T3-1M 1M Type 3 Stacking Cable, spare for C9300L SKUs	4	\$143.28	118.30	Cisco StackWise 320 1m Stacking Cable - 3.28 f' 166.94	N/A	OSG	OSG	OSG
Transceiver	SFP-10G-SR 10 Gbps Multimode Fiber SFP+ Transceiver	22	\$796.52	480.31	Cisco 10GBASE-SR SFP+ Transceiver - 1 x LC/PC Duplex 10GBase-SR Network10 456.97	N/A	J K S	OSG	OSG
license	C9300-DNA-L-E-5Y C9300 Cisco DNA Essentials, 5 Year Term license	1	\$775.65	474.81	Cisco Digital Network Architecture Essentials for Catalyst 9300' 1,379.62	N/A	OSG	OSG	OSG
license	C9300-DNA-E-48-5Y C9300 Cisco DNA Essentials, 48-port, 5 Year Term license	11	1,423.94	870.48	Cisco Digital Network Architecture Essentials for Catalyst 9300' 1,357.27	N/A	OSG	OSG	OSG
ICM/MIBS	FOR SWITCHING: Cisco CiscoSMARTnet MIB/ICM / Extended service agreement '5 Year Term'	12	NO BID*	(1)CON-5SNT-C9300X12 4,714.61 (1)CON-5SNT-C930048E 2,326.35 (10)CON-5SSNTC9300 4X4 2,807.18	NO PART # (5)'Cisco Smart Net Total Care' \$6,444.15 NO PART # (5)'Cisco Smart Net Total Care' \$3,179.75 NO PART # (5)'Cisco Smart Net Total Care' (\$3,367.40)	N/A	OSG	OSG	OSG
			CDWG (Cisco)	OSG (Cisco)	JKS Systems (Cisco)	Ahead In The Cloud, LLC			

CON-5SNT-C9300X12  
5Y SNTC 8X5XNBD Catalyst 9300X 12x25G Fiber Ports, modul  
Contact Us  
Please use the Questions tab to inquire about this product SKU.

CON-5SNT-C930048E  
5Y SNTC 8X5XNBD Catalyst 9300 48-port data only, Network  
16% Per Year

CON-5SSNT-C93004X4  
5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P  
Contact Us  
Please use the Questions tab to inquire about this product SKU.

Ahead In The Cloud, LLC's bid submission was insufficient to conduct a valid 10GB comparison assessment of the prospective project due to the following factors:

1. MAKE was Extreme Networks
2. Bid was not broken down for comparison between a 1Gb and 10gb backbone option (only 'proposal B' is mentioned, but does not match that request)
3. Model numbers do not have information as to what RFP items they would be equivalent replacement for
4. QTY line does not match RFP documentation
5. There appears to be no 'Unit cost' totals



We have prepared a quote for you

**SWITCH INFRASTRUCTURE - 1GB**

Quote # 000970  
Version 1

Prepared for:

**Des Plaines Public Library**

Jo Bonell  
jbonell@dppl.org

## Hardware

Description	Price	Qty	Ext. Price
<b>SWITCH INFRASTRUCTURE - 1G</b>			
<b>CORE SWITCHES</b>			
Catalyst 9300X 12x25G Fiber Ports, modular uplink Switch	\$8,744.19	1	\$8,744.19
5Y SNTC 8X5XNBD Catalyst 9300X 12x25G Fiber Ports, modul	\$5,170.86	1	\$5,170.86
DNA Essentials 5 Year License	\$524.65	1	\$524.65
<b>Catalyst Stack Power Cable 150 CM - Upgrade</b>	\$51.43	1	\$51.43
Catalyst 9300 48-port data only, Network Essentials	\$4,311.86	1	\$4,311.86
5Y SNTC 8X5XNBD Catalyst 9300 48-port data only, Network	\$2,551.48	1	\$2,551.48
C9300 DNA Essentials, 48-Port, 5 Year Term License	\$961.86	1	\$961.86
50CM Type 1 Stacking Cable	\$51.43	1	\$51.43
1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$266.40	13	\$3,463.20
1000BASE-T SFP transceiver module for Category 5 copper wire	\$242.22	9	\$2,179.98
<b>PATRON 4TH FLOOR</b>			
Catalyst 9300L 48p PoE, Network Essentials ,4x1G Uplink	\$3,796.01	2	\$7,592.02
5Y SNTC 8X5XNBD Catalyst 9300L 48p P	\$2,242.75	2	\$4,485.50
C9300L Cisco DNA Essentials, 48-port, 5 Year Term license	\$961.86	2	\$1,923.72
Cisco Catalyst 9300L Stacking Kit	\$745.83	2	\$1,491.66
<b>STAFF 4TH FLOOR</b>			
Catalyst 9300L 48p PoE, Network Essentials ,4x1G Uplink	\$3,796.01	2	\$7,592.02
5Y SNTC 8X5XNBD Catalyst 9300L 48p P	\$2,242.75	2	\$4,485.50
C9300L Cisco DNA Essentials, 48-port, 5 Year Term license	\$961.86	2	\$1,923.72
Cisco Catalyst 9300L Stacking Kit	\$745.83	2	\$1,491.66
<b>PATRON 1ST FLOOR</b>			
Catalyst 9300L 48p PoE, Network Essentials ,4x1G Uplink	\$3,796.01	2	\$7,592.02

Hardware

Description	Price	Qty	Ext. Price
<b>5Y SNTC 8X5XNBD Catalyst 9300L 48p P</b>	\$2,242.75	2	\$4,485.50
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$961.86	2	\$1,923.72
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$745.83	2	\$1,491.66
<b>1M Type 3 Stacking Cable, spare for C9300L</b>	\$118.30	4	\$473.20
<b>STAFF 1ST FLOOR</b>			
<b>Catalyst 9300L 48p PoE, Network Essentials ,4x1G Uplink</b>	\$3,796.01	4	\$15,184.04
<b>5Y SNTC 8X5XNBD Catalyst 9300L 48p P</b>	\$2,242.75	4	\$8,971.00
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$961.86	4	\$3,847.44
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$745.83	4	\$2,983.32
<b>3M Type 3 Stacking Cable for C9300L</b>	\$154.31	2	\$308.62
<b>Shipping and Handling</b>	\$256.42	1	\$256.42

**Subtotal: \$106,513.68**

## SWITCH INFRASTRUCTURE - 1GB

### Prepared by:

**Outsource Solutions Group, Inc.**

Ashley Caringello  
630-236-6625  
acaringello@osgusa.com

### Prepared for:

**Des Plaines Public Library**

1501 Ellinwood Street  
Des Plaines, IL 60016  
Jo Bonell

jbonell@dppl.org

### Quote Information:

**Quote #: 000970**

Version: 1  
Delivery Date: 01/25/2023  
Expiration Date: 01/31/2023

## Quote Summary

Description	Amount
Hardware	\$106,513.68
<b>Total: \$106,513.68</b>	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.



Outsource Solutions Group, Inc.

Des Plaines Public Library

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

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

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

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

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

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

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





We have prepared a quote for you

**Switch Infrastructure Update - 10Gbps**

Quote # 000971  
Version 1

Prepared for:

**Des Plaines Public Library**

Jo Bonell  
jbonell@dppl.org

Hardware

Description	Price	Qty	Ext. Price
<b>SWITCH INFRASTRUCTURE - 10G</b>			
<b>PATRON 1ST FLOOR</b>			
<b>Catalyst 9300L 48p PoE, Network Essentials ,4x10G Uplink</b>	\$4,133.64	4	\$16,534.56
<b>5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P</b>	\$2,807.18	4	\$11,228.72
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$674.98	4	\$2,699.92
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$870.48	4	\$3,481.92
<b>1M Type 3 Stacking Cable, spare for C9300L</b>	\$107.06	2	\$214.12
<b>10GBASE-SR SFP Module</b>	\$480.31	4	\$1,921.24
<b>STAFF 1ST FLOOR</b>			
<b>Catalyst 9300L 48p PoE, Network Essentials ,4x10G Uplink</b>	\$4,133.64	2	\$8,267.28
<b>5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P</b>	\$2,807.18	2	\$5,614.36
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$870.48	2	\$1,740.96
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$674.98	2	\$1,349.96
<b>1M Type 3 Stacking Cable, spare for C9300L</b>	\$107.06	2	\$214.12
<b>10GBASE-SR SFP Module</b>	\$480.31	2	\$960.62
<b>STAFF 4TH FLOOR</b>			
<b>Catalyst 9300L 48p PoE, Network Essentials ,4x10G Uplink</b>	\$4,133.64	2	\$8,267.28
<b>5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P</b>	\$2,807.18	2	\$5,614.36
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$870.48	2	\$1,740.96
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$674.98	2	\$1,349.96
<b>10GBASE-SR SFP Module</b>	\$480.31	2	\$960.62
<b>CORE SWITCHES</b>			
<b>Catalyst 9300 48-port data only, Network Essentials</b>	\$3,902.24	1	\$3,902.24
<b>5Y SNTC 8X5XNBD Catalyst 9300 48-port data only, Network</b>	\$2,326.35	1	\$2,326.35

Hardware

Description	Price	Qty	Ext. Price
<b>C9300 DNA Essentials, 48-Port, 5 Year Term License</b>	\$870.48	1	\$870.48
<b>50CM Type 1 Stacking Cable</b>	\$46.55	1	\$46.55
<b>Catalyst 9300 8 x 10GE Network Module</b>	\$1,187.02	1	\$1,187.02
<b>Catalyst 9300X 12x25G Fiber Ports, modular uplink Switch</b>	\$7,913.51	1	\$7,913.51
<b>5Y SNTC 8X5XNBD Catalyst 9300X 12x25G Fiber Ports, modul</b>	\$4,714.61	1	\$4,714.61
<b>50CM Type 1 Stacking Cable</b>	\$46.55	1	\$46.55
<b>Catalyst Stack Power Cable 150 CM - Upgrade</b>	\$46.55	1	\$46.55
<b>DNA Essentials 5 Year License</b>	\$474.81	1	\$474.81
<b>10GBASE-SR SFP Module</b>	\$480.31	12	\$5,763.72
<b>PATRON4TH FLOOR</b>			
<b>Catalyst 9300L 48p PoE, Network Essentials ,4x10G Uplink</b>	\$4,133.64	2	\$8,267.28
<b>5Y SOLN SUPP 8X5XNBD Catalyst 9300L 48p P</b>	\$2,807.18	2	\$5,614.36
<b>C9300L Cisco DNA Essentials, 48-port, 5 Year Term license</b>	\$870.48	2	\$1,740.96
<b>Cisco Catalyst 9300L Stacking Kit</b>	\$674.98	2	\$1,349.96
<b>10GBASE-SR SFP Module</b>	\$480.31	2	\$960.62
<b>Shipping and Handling</b>	\$256.42	1	\$256.42

**Subtotal: \$117,642.95**

## Switch Infrastructure Update - 10Gbps

### Prepared by:

**Outsource Solutions Group, Inc.**

Ashley Caringello  
630-236-6625  
acaringello@osgusa.com

### Prepared for:

**Des Plaines Public Library**

1501 Ellinwood Street  
Des Plaines, IL 60016  
Jo Bonell

jbonell@dppl.org

### Quote Information:

**Quote #: 000971**

Version: 1  
Delivery Date: 01/25/2023  
Expiration Date: 01/31/2023

## Quote Summary

Description	Amount
Hardware	\$117,642.95
<b>Total: \$117,642.95</b>	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.



Outsource Solutions Group, Inc.

Des Plaines Public Library

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

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

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

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

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

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

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



Thank you for choosing CDW. We have received your quote.

# Review and Complete Purchase

**DAVID CARRENO,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NDWX662	1/16/2023	CORE SWITCHES 1GB	372665	\$115,145.81

## QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">CISCO DIRECT C9300X-12Y-E</a> Mfg. Part#: C9300X-12Y-E Contract: National IPA Technology Solutions (2018011-01)	1	6524197	\$13,171.98	\$13,171.98
<a href="#">Cisco Catalyst 9300 - Network Essentials - switch - 48 ports - managed - ra</a> Mfg. Part#: C9300-48T-E UNSPSC: 43222612 Contract: National IPA Technology Solutions (2018011-01)	1	4728658	\$6,652.19	\$6,652.19
<a href="#">Cisco StackWise 480 - stacking cable - 1.6 ft</a> Mfg. Part#: STACK-T1-50CM UNSPSC: 26121609 Contract: National IPA Technology Solutions (2018011-01)	2	4752735	\$82.00	\$164.00
<a href="#">Cisco - SFP (mini-GBIC) transceiver module - GigE</a> Mfg. Part#: GLC-TE UNSPSC: 43201553 Contract: National IPA Technology Solutions (2018011-01)	9	4196920	\$384.59	\$3,461.31
<a href="#">Cisco - SFP (mini-GBIC) transceiver module - GigE</a> Mfg. Part#: GLC-SX-MMD UNSPSC: 43201553 Contract: National IPA Technology Solutions (2018011-01)	13	2653504	\$423.24	\$5,502.12
<a href="#">Cisco Digital Network Architecture Essentials - subscription license (5 yea</a> Mfg. Part#: C9300-DNA-L-E-5Y Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	1	6599726	\$775.65	\$775.65

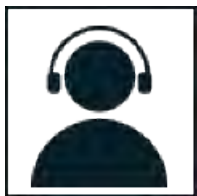
**QUOTE DETAILS (CONT.)**

<a href="#">Cisco Digital Network Architecture Essentials - Term License (5 years) - 48</a>	11	4735384	\$1,423.94	\$15,663.34
Mfg. Part#: C9300-DNA-E-48-5Y UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco Catalyst 9300L - Network Essentials - switch - 48 ports - rack-mounta</a>	10	5608890	\$5,825.61	\$58,256.10
Mfg. Part#: C9300L-48P-4G-E UNSPSC: 43222612 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco - network stacking module</a>	10	5608892	\$1,092.60	\$10,926.00
Mfg. Part#: C9300L-STACK-KIT UNSPSC: 43201404 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco stacking cable - 3.3 ft</a>	4	5663478	\$143.28	\$573.12
Mfg. Part#: STACK-T3-1M UNSPSC: 26121609 Contract: National IPA Technology Solutions (2018011-01)				

<b>SUBTOTAL</b>	\$115,145.81
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$115,145.81</b>

**CiscoSMARTnet - extended service agreement**

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> DES PLAINES PUBLIC LIBRARY ACCTS PAYABLE 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 <b>Phone:</b> (847) 827-5551 <b>Payment Terms:</b> ERATE QUOTES ONLY	<b>Shipping Address:</b> DES PLAINES PUBLIC LIBRARY BHRU PATEL 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 <b>Phone:</b> (847) 827-5551 <b>Shipping Method:</b> DROP SHIP-COMMON CARRIER
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Maddie Pompili** | (877) 556-3188 | [maddie.pompili@cdwg.com](mailto:maddie.pompili@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$115,145.81</b>	<b>\$3,055.97/Month</b>	<b>\$115,145.81</b>	<b>\$3,538.43/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

## Need Help?



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Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## Review and Complete Purchase

**DAVID CARRENO,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NDWX750	1/16/2023	CORE SWITCHES 10GB	372665	\$134,025.32

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">CISCO DIRECT C9300X-12Y-E</a> Mfg. Part#: C9300X-12Y-E Contract: National IPA Technology Solutions (2018011-01)	1	6524197	\$13,171.98	\$13,171.98
<a href="#">Cisco Catalyst 9300 - Network Essentials - switch - 48 ports - managed - ra</a> Mfg. Part#: C9300-48T-E UNSPSC: 43222612 Contract: National IPA Technology Solutions (2018011-01)	1	4728658	\$6,652.19	\$6,652.19
<a href="#">Cisco StackWise 480 - stacking cable - 1.6 ft</a> Mfg. Part#: STACK-T1-50CM UNSPSC: 26121609 Contract: National IPA Technology Solutions (2018011-01)	2	4752735	\$82.00	\$164.00
<a href="#">Cisco - SFP+ transceiver module - 10 GigE</a> Mfg. Part#: SFP-10G-SR UNSPSC: 43201553 Contract: National IPA Technology Solutions (2018011-01)	22	1531148	\$796.52	\$17,523.44
<a href="#">Cisco Digital Network Architecture Essentials - subscription license (5 year)</a> Mfg. Part#: C9300-DNA-L-E-5Y Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	1	6599726	\$775.65	\$775.65
<a href="#">Cisco Digital Network Architecture Essentials - Term License (5 years) - 48</a> Mfg. Part#: C9300-DNA-E-48-5Y UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	11	4735384	\$1,423.94	\$15,663.34

**QUOTE DETAILS (CONT.)**

<a href="#">Cisco Catalyst 9300L - Network Essentials - switch - 48 ports - rack-mounta</a>	10	5663228	\$6,857.56	\$68,575.60
Mfg. Part#: C9300L-48P-4X-E UNSPSC: 43222612 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco - network stacking module</a>	10	5608892	\$1,092.60	\$10,926.00
Mfg. Part#: C9300L-STACK-KIT UNSPSC: 43201404 Contract: National IPA Technology Solutions (2018011-01)				
<a href="#">Cisco stacking cable - 3.3 ft</a>	4	5663478	\$143.28	\$573.12
Mfg. Part#: STACK-T3-1M UNSPSC: 26121609 Contract: National IPA Technology Solutions (2018011-01)				

<b>SUBTOTAL</b>	\$134,025.32
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$134,025.32</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> DES PLAINES PUBLIC LIBRARY ACCTS PAYABLE 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 <b>Phone:</b> (847) 827-5551 <b>Payment Terms:</b> ERATE QUOTES ONLY	<b>Shipping Address:</b> DES PLAINES PUBLIC LIBRARY DAVID CARRENO 1501 ELLINWOOD AVE DES PLAINES, IL 60016-4553 <b>Phone:</b> (847) 827-5551 <b>Shipping Method:</b> DROP SHIP-COMMON CARRIER
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Maddie Pompili** | (877) 556-3188 | [maddie.pompili@cdwg.com](mailto:maddie.pompili@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$134,025.32</b>	<b>\$3,557.03/Month</b>	<b>\$134,025.32</b>	<b>\$4,118.60/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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For more information, contact a CDW account manager

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# Des Plaines Public Library

FCC Form 470 Number 230005793

1/20/2023

E-Rate Year 26 / Funding Year 2023-2024

Digital Copy



CDW Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60061

Des Plaines Public Library  
1501 Ellinwood St  
Des Plaines, IL, 60016

01/20/2023



One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
P: 847.371.5800  
F: 847.465.6800  
Toll-free: 800.808.4239  
cdwg.com/PeopleWhoGetIT

**RE: CDW•G's Response to Des Plaines Public Library FCC Form 470 Number 230005793**

Dear Paul McLaurin,

CDW•G understands the objective of the RFP is for Des Plaines Public Library to identify a reliable and experienced supplier partner capable of managing your network infrastructure needs. Our response demonstrates CDW•G's ability to contribute to the overall success of this initiative. Specific advantages of partnering with us include:

- CDW•G has been providing E-Rate support to K-12 customers since our inception in 1998, and CDW•G is one of the largest E-Rate providers in the country. We have a dedicated internal team that is highly trained and knowledgeable regarding the E-Rate program. Since the E-Rate Modernization in 2015, CDW•G has been awarded over 18,050 E-Rate projects totaling over \$677M in total equipment delivered to schools throughout the United States.
- CDW•G maintains strong relationships with more than 1,000 vendor partners to provide the best products, services, and support to our customers, including leading networking partners well versed in Internal Connections (IC) and Basic Maintenance of Internal Connections (BMIC).
- With CDW•G, you are supported by a highly trained and experienced account team, including a dedicated account manager who is responsible for coordinating all your needs and ensuring customer satisfaction.

CDW•G is proud to support you through your E-Rate journey with our dedicated resources and technical expertise. Should you have any questions regarding our response, please contact your Account Manager, Maddie Pompili, at (877) 556-3188, or via email at [maddie.pompili@cdwg.com](mailto:maddie.pompili@cdwg.com). We thank you for the opportunity to participate in the 470 response process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

A handwritten signature in black ink that reads "Justin Schwier".

Justin Schwier  
Manager, Proposals  
CDW Government LLC



# CDW Government Overview

CDW is a leading multi-brand technology solutions provider to business, government, education and healthcare organizations in the United States, the United Kingdom and Canada. A Fortune 500 company with multi-national capabilities, CDW was founded in 1984 and employs approximately 15,000 coworkers. We have an expansive network of offices near major cities and a large team of field coworkers across the United States.

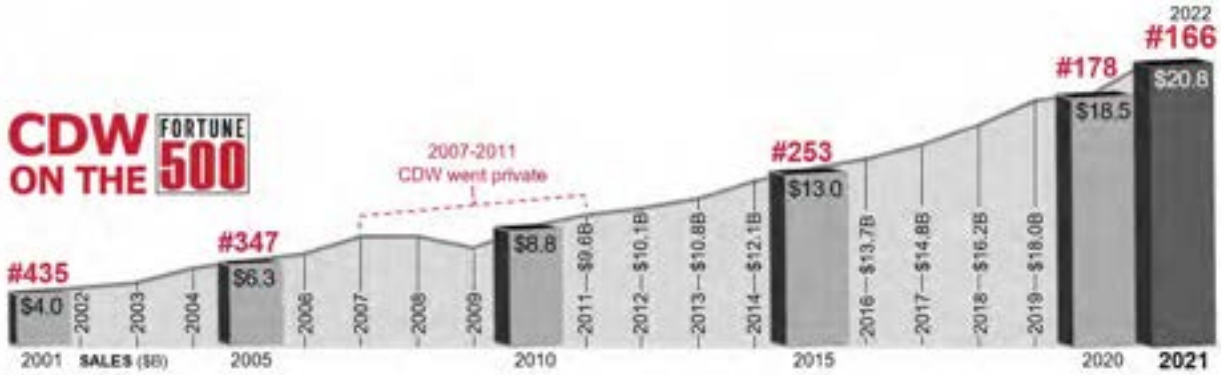
**CDW QUICK FACTS**

- **Headquarters:** Vernon Hills, IL
- **2021 Annual Net Sales:** \$21B
- **# of Coworkers:** 15,000
- **# of U.S. Sales Offices:** 28
- **# of Customers:** 250,000+
- **Fortune 500 Rank (2022):** 166

Our broad array of offerings range from discrete hardware and software products to integrated IT solutions such as mobility, security, data center optimization, cloud computing, virtualization and collaboration. We are technology neutral, with a product portfolio that includes more than 100,000 products from more than 1,000 brands. We provide our products and solutions through our sales and service delivery teams, consisting of nearly 6,000 customer-facing coworkers, including more than 2,000 field sellers, highly skilled technology specialists and advanced service delivery engineers.

CDW debuted on the Fortune 500 in 2001, at No. 435. CDW's rise in the rankings highlights its sustainable, profitable growth over the years, from \$4 billion in sales in 2001 to \$21 billion in 2021. CDW now ranks at number 166 on the FORTUNE 500 list for 2022. CDW ranks at No. 4 on CRN's 2022 Solution Provider 500 list.

CDW Government LLC is the wholly-owned subsidiary of CDW LLC. Our customer base is quite diverse, ranging from state and local government, federal, healthcare, K-12 and higher education.



# Total Solutions

CDW offers a full range of products and services that enable your organization to develop the best total solution to meet your specific needs while attaining the most value for your organization. CDW provides expert consulting, design, configuration, installation, and lifecycle management services. Our offerings are extremely comprehensive as follows:

CDW OFFERINGS	
<b>PRODUCTS &amp; PARTNERSHIPS</b>	<b>100,000+ products</b> from more than 1,000 vendors including Acer, Adobe, Cisco, Dell, EMC, HP, IBM, Lenovo, Microsoft, NetApp, and VMware
<b>TECHNOLOGY SERVICES</b>	<ul style="list-style-type: none"> <li>• e-Procurement integration</li> <li>• Leasing services</li> <li>• Managed services</li> <li>• Pre-shipment configuration</li> <li>• Professional services</li> <li>• Warranty and maintenance</li> </ul>
<b>TOTAL SOLUTIONS</b>	<ul style="list-style-type: none"> <li>• Cloud</li> <li>• Collaboration</li> <li>• Data center and networking</li> <li>• Managed Print Services</li> <li>• Point of Sale</li> <li>• Security</li> <li>• Software management</li> <li>• Total Mobility Management</li> </ul>

## Customer-Focused Philosophy

CDW continues to maintain the strong customer focus that has been the key to our success. We adhere to a core philosophy known as the CDW Circle of Service, which means that everything we do revolves around you – the customer. It drives us to provide outstanding customer service and the best value. Our objective is to have Des Plaines Public Library view us as a valuable extension of your IT staff. We seek to achieve this goal by providing superior customer service through our large and experienced sales and service delivery teams. Our Market Research Team works with a third-party research firm to measure customer loyalty and satisfaction through customer surveys.



**CDW Circle of Service**



## Strengths, Best Practices, and Value

By aligning with CDW, your organization can take advantage of our strengths, best practices, and value-added services. Highlights include:

- Experienced account team supports your day-to-day IT needs and also helps develop appropriate strategies for future product and service needs.
- Value-added presales consulting resources ensure solutions are tailored to meet your operational and budgetary requirements.
- Strong partnerships with vendors enable us to provide technology roadmaps, quick responses to questions, and competitive pricing.
- On-line procurement capabilities streamline and standardize purchasing as well as support flexible reporting and improved decision making.
- Two large ISO 9001 certified distribution centers, efficient inventory management capabilities, and distribution channel partnerships result in quick product turnaround.
- Highly trained and experienced technicians provide pre-shipment configuration services and quality assurance checks to maximize productivity.
- Flexible logistical capabilities accommodate standard or urgent delivery.
- Our breadth and depth of capabilities enables us to deliver a streamlined and cost-effective total solution from planning to ongoing management.
- CDW's business model provides local and nationwide support.
- Our financial strength and leadership will enable us to continue supporting Des Plaines Public Library with leading-edge technology solutions.

## Large Onsite Inventories

CDW has two large strategically located distribution centers controlled by a state-of-the-art Warehouse Management System (WMS) that ensures speed and accuracy throughout the order fulfillment and distribution processes. CDW has a 450,000-square-foot distribution center located at our headquarters in Vernon Hills, IL and a 513,000-square-foot distribution center located in North Las Vegas, NV. These locations facilitate quick distribution of products to our growing customer base throughout the country. The Vernon Hills (VH) distribution center focuses on distributing products to customers east of the Mississippi River while the Las Vegas (LV) distribution center primarily serves the western part of the United States.

CDW holds more than \$300M of available inventory in our two CDW-owned distribution centers that total almost 1M square feet. Our ISO 9001, 14001 and 28000 certified strategically located distribution centers provide speed, accuracy, and excellent geographic coverage across the United States. We have access to more than 100,000 top brand-name products from more than 1,000 leading manufacturers.



450,000 square-foot distribution center in IL

513,000 square-foot distribution center in NV

Due to the size of our facilities that span four levels of storage and three level picking modules, forklifts are required to stock and pick products as needed. Our product lineup includes desktops, notebooks, servers, peripherals, networking and communications equipment, software, accessories,

plotters, network printers, desktop printers, and print supplies. CDW offers everything your IT operation could possibly need – from enterprise solutions to mouse pads.

## Funding Information & Resources – K12

While we utilize many avenues to lower costs, our primary focus is being the best-valued solution for Des Plaines Public Library. While providing strategic cost savings for our customers, we do not sacrifice our unique value-added offerings, because we know long term, we are providing substantial savings and support. As a vendor agnostic technology integrator, we do not push brands; we orchestrate best fit solutions. This is because is better off with solutions that make the most sense for their need. We have relationships with all the top manufacturers and service partners and have compared each of their offerings to your unique needs and objectives. For 's deployment, we have tailored a custom solution which provides the most value to you for every stage of your program.

We know 's need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. CDW•G does not rest on our laurels; we pledge to remain dedicated to supporting the full scope of 's technology and related educational needs. Our partners all offer the same enthusiasm, ensuring we achieve all your program goals.

CDW•G addresses 's requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time.

## Get-Ed Funding Overview

### GetEdFunding.com

CDW•G hosts GetEdFunding.com, a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. As the sponsor of the GetEdFunding website, CDW•G's mission is to help educators and institutions to uncover the funds they need to supplement shoestring budgets, expand innovative programs, prepare students for the increasingly complex skills they'll need to participate in tomorrow's workforce and help close the equity gap in educating students from all backgrounds and circumstances. This tool is dedicated to helping educators identify the funding that is needed to take learning to the next level.

This site is current, built by tapping by a wide range of print and electronic sources, web searches, organizations' web pages, communication with program administrators, and conversations with long-standing contacts. In the case of federal grants, which rely on congressional approval for continued funding, best efforts have been made to tie down agencies' sense of the likelihood of future funding. Those programs pending congressional approval are included in this collection so that they may get on your radar as future possibilities.

GetEdFunding is created by educational professionals, for educational professionals. It is designed to be an easy-to-use, relevant and reliable database. Former and currently practicing educators from various levels of pre-K through higher education and experienced educational publishing writer/editors have touched every stage of this database development. Their work included conducting research, writing entries, fact-checking, aligning curriculum, copyediting, data entry, and beta testing, among others. In addition to experienced educational publishing professionals, the team includes an education grant specialist, community college instructor, high school math teacher, special needs educator, district technology coordinator, library/media specialist, ELL teacher and elementary teacher.

This site helps Des Plaines Public Library reduce the energy your teachers are spending to search for programs and money. This rich resource of grant and funding opportunities is expanded, updated, and monitored daily. You can search by six criteria, including 41 areas of focus, eight content areas and any of the 21st century themes and skills that support your curriculum. Once you are registered on the site, you can save the grants of greatest interest, then return to read about them at any time. Further, this site provides a tool for your teachers to tap into resources that are already available and applicable to their learning plans. For example, there are over 60 STEM specific programs currently available for application.

Please reach out to your Account Manager for more information and accessibility to these great programs that are here to serve your school or district. Having the expertise to connect schools and districts like your own to the government programs and their relief efforts, we can take the tedious work out of your schedule and optimize the overall process. Then you can take more time to consider your long-term options, determine what is right for you, and be on your way to greater education initiatives. Thinking about what new technology can bring for future innovation in education, is a process that starts today, with the right financial mindset and tools on your side.

### **Our Part in the Newest Government Funding Initiative**

Approximately 30% of all public K-12 students live in households either without an internet connection or device adequate for distance learning at home. With the onset of the COVID-19 pandemic, this “homework gap” has widened exponentially, and nearly 16 million students lack the baseline technology requirements for distance learning, including reliable highspeed internet, sufficient data plans, and a computer, laptop or tablet device.



The **Emergency Connectivity Fund (ECF)**- part of the American Rescue Plan- was established in March 2021 to enhance digital equity to internet access in homes in order to support distance learning. Given that we have been providing reimbursement to K-12 & Library customers since our inception in 1998, we have the upper hand when it comes to helping customers get the right support they need for the project of their choosing. For instance, our dedicated internal team is highly trained and knowledgeable regarding all FCC reimbursement programs; we know the lay of the land when it comes to working all angles within this domain for over 20 years. More specifically, we have stayed informed and connected around the emergence of the Emergency Connectivity Fund, so that we can assist in the global crisis most effectively in the short-term and the long-term. Again, we have been awarded over 17,000 projects totaling over \$511M in total equipment and services delivered to U.S. schools, and we have never lost funding for a school, as substantiated by countless audits. CDW can be the asset that a school or district needs in securing funding, gaining leverage, and emerging with confidence.

With over 200 government and education contracts, we are the nation’s largest direct response provider of multi-brand technology products and services to date. We are proud to offer our vendor-agnostic expertise towards future goals and initiatives that will benefit the new generation of schools and their students. Des Plaines Public Library can count on our coworkers to maintain drive and momentum through economically difficult times our customers may face, and thereby put our best foot forward and serve up high-quality and cutting-edge technology, maintenance and support, for the growing demands of educators. Let us know how we can help you get from point A to point B, and your Account Management team will be ready to begin the collaborative process.

## CDW•G as a Partner in Student Development

We believe that technology empowers students and educators to make the learning process more interactive, individualized, and hands-on. If properly deployed, technology fosters a more effective learning environment that helps students develop the necessary 21st century skills to succeed in their current environment, at the college level, and in their future careers.

For this reason, we applaud Des Plaines Public Library for your work in providing students the opportunity to unlock their potential through individualized, technology-based education and the impact you have had in the success of so many students. We are humbled to contribute to this mission and have enjoyed our history collaborating with Des Plaines Public Library to provide students affordable access to technology. Like technology, we continue to focus on process improvements to ensure we remain a contributing factor to the success of the Des Plaines Public Library program.

We have experience handling complex deployments for the largest school districts in the country. We have deployed devices nationwide, and we have the logistics capabilities to get your devices to your students, even in adverse conditions. Over the past 20+ years, CDW's technology infrastructure solutions have stayed in line with emerging technologies. Keeping up with those technologies, such as collaboration solutions, cloud, mobility and virtualization, has been a major aspect of our ability to grow as a company. In 2020, CDW acquired Amplified IT, a leading provider of education-focused services and cloud-based software, enabling and empowering schools to leverage the innovation of Google for Education and Google Cloud

We have actively expanded our catalog, certifications and solutions to address the latest developments in technology, including cloud, IoT, drones and esports, in order to support the changing needs of our customers. In addition, we have dedicated CDW•G resources aligned to these solution areas to help our customers understand and implement them. Moving forward, we expect the landscape in which we compete to continue to evolve as new technologies are developed, and we will continue to evolve with those technologies.

## Supporting Equity in Digital Learning

Every space can become a learning space. The structures designed and set up by teachers in the classroom to promote autonomous student learning can be transposed onto a virtual classroom with some basic steps. You get the best of both worlds- educators retain aspects of learning present in a brick-and-mortar classroom, and you earn the tech benefits, including: friendly one-stop application interfaces, hands-on collaboration tools for student-to-teacher or student-to-student interactions, organizational materials for teachers and students, data modeling tools for higher-level instruction, videos and podcasts at the tips of your fingers, advanced tools, and more. All these tools can feed into learning that is systematized, organized, collaborative, fun, fairly administered, fairly assessed, and finally, not too overwhelming.

CDW•G has been actively supporting educational institutions transition to online education, as the pandemic has shown that education can no longer just rely on the traditional classroom to teach future generations. School leaders, teachers, IT teams and other departments are also coming together to reassess, learn and engage with technology in new ways with a shared goal in mind: improving the quality and reach of education.

### Commitment in Action

Christine Leahy, President and CEO of CDW, was recently named to the **New York 2021 Education Power 100 list**.

This list recognizes the public officials and policymakers, superintendents and scholars, advocates and activists, and labor, business and nonprofit leaders who are putting in countless hours to ensure New York's students get a top-notch education.

## **Comprehensive Solutions for the Modern Learning Environment**

Forget blackboards — the classroom of today is a student-centered, collaborative environment that supports a wide range of abilities and learning activities. Education, reimagined: Teachers empowered to inspire students. Students immersed in personalized learning environments that improve academic outcomes. Parents engaged in supporting student progress. That's what can happen when you integrate technology into K-12 education. CDW•G can help you get the right classroom technology and layout in your schools to motivate your students and enable better educational outcomes. We have been providing support to K-12 customers since our inception in 1998. We have experience handling complex deployments for the largest school districts in the country. We have deployed devices nationwide, and we have the logistics capabilities to get your devices to your students, even in adverse conditions.

### **We are a trusted technology partner to more than 15,000 K-12 schools.**

You will find that CDW•G addresses Des Plaines Public Library's RFP requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time. We hope to bring forth the kinds of solutions that will make for more smiles and success among parents, teachers, students, and staff.

## **Drive your Vision with Our K-12 Collaborators**

CDW•G provides K-12 educational collaborators to assist in aligning Des Plaines Public Library's Standards-Based Teaching & Learning Framework with your technology roadmap. CDW•G's Classroom Modernization Specialists team are available for future discussion with Des Plaines Public Library when strategizing your technology program roadmap. Working with the leading OEMs in the industry, the role of the Classroom Modernization Specialist serves as a critical vendor-agnostic voice to assist Des Plaines Public Library in sorting through all the major education platforms when making your mobility and hardware decisions. With the Classroom Modernization Specialists being vendor-neutral, Des Plaines Public Library can be confident you are getting suggestions for solutions that best fit your systems and processes.

Academics and Technology have become so intertwined, it only makes sense to blend these program goals into one. This furthers collaboration, as you get both IT Staff and Educators providing expert insight in the development and vetting of what works and does not work for your schools. The available CDW•G resources unite both viewpoints and ensure Des Plaines Public Library's technology program is successful from both an operational and an academic perspective. Lock-stepping your programs provides a greater benefit to your classrooms than struggling to keep two programs on pace with each other.

## CDW•G E-Rate Experience

CDW•G is the wholly owned subsidiary of CDW LLC that focuses on the public sector, including federal, state, and local government agencies, educational institutions, and healthcare facilities. With over 200 government and education contracts, we are the nation's largest direct response provider of multi-brand technology products and services.

We focus on building strong relationships with our K–12 customers by leveraging our knowledgeable account managers and technical specialists to provide extensive pre- and post-award support. Our experts lead the industry in public-sector customer service and product knowledge, directly benefitting the officers, administrators, and staff of our education customers.

Based upon both exponential growth within the K–12 & Library market and accolades from our OEM partners, CDW•G has continued our investments into resources to support our customers nationwide. Those resources include our Business Development team, which consists of former educators and classroom technology specialists whose primary focus is helping our customers implement solutions attuned to the needs of IT, leadership, and curriculum. These solutions are created with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives, led by Classroom Modernization Specialists advising on the top issues in the changing 21st century classroom environment.

## Credentials and Certifications

CDW•G holds several ISO certifications, including 9001:2008. Our 9001:2008 certificate of registration covers a scope of sales, configuration, repair, and support of computer and related technology. Our 14001:2004 certificate of registration includes environmental activities related to product/service management, inventory control, shipping, customer service, returns management, and receiving computers and related technologies (excluding the office, cafeterias, and lessee areas).

## A Powerful E-Rate Partner

CDW•G is proud to have participated in E-Rate Projects for Category 2 since 1998, when our company was founded. Since the E-Rate Modernization in 2015, we have been awarded over 18,050 E-Rate projects totaling over \$677M in total equipment delivered to schools throughout the United States. Due to our streamlined and best-practice system of checks and balances, we have never lost funding for a school, as substantiated by countless audits. Our **dedicated E-Rate invoice team** ensures expert handling of both BEAR and SPI E-Rate invoicing.

## E-Rate Program Management

**Anup Sreedharan**, Manager, Program Management, **Jeff Hagen**, Manager, Program Management – K12, and **Amy Passow**, Senior Manager, Education Funding Solutions, and **Dave LeNard**, E-Rate Manager offer K–12 entities their knowledge, assistance, and advisement on E-Rate matters, including but not limited to Program compliance and adherence. Mr. Sreedharan and Mr. Hagen prepare contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. They ensure that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for entities to complete.

Ms. Passow and Mr. LeNard ensure CDW•G is working with E-Rate applicants in compliance with rules and regulations throughout the process. They advise on the appropriate engagement before and after Form 470 filings and works with our operations teams to ensure E-Rate ordering, invoicing,

and delivery are compliant; additionally, Mr. LeNard assists applicants with PIA reviews and preparation of Item 21 Forms as part of the Form 471 process.

## Account Management Team Resources

CDW offers an account management structure that focuses on providing value-added presales consulting and comprehensive support throughout the lifecycle management of your assets. When you work with CDW, you have access to expertise that is not available within your organization. Your CDW Account Management Team coordinates with the applicable value-added resources to help your organization develop the best solution for your specific needs, challenges, and long-term goals.

Whether you need software, network communications, notebooks/mobile devices, data storage, video monitors, desktops and printers—or you require more advanced virtualization, collaboration, security, mobility, data center optimization and cloud computing solutions—CDW gets IT. Our team of technology experts and dedicated Account Teams will tailor a piece of equipment or an entire network to deliver the most effective and sustainable results. We will work closely with your organization and respond with solutions that provide robust functionality, efficiencies, and cost savings.

Account Management Resources	
<p><b>Maddie Pompili</b> Account Manager P: (877) 556-3188 E: maddie.pompili@cdwg.com</p>	<p><b>Paul Somers</b> Sales Manager P: (877) 466-0006 E: paulsom@cdwg.com</p>
E-Rate Program Management Resources	
<p><b>Jeff Hagen</b> Manager, Program Management – K12 P: 813-462-4055 E: jeff.hagen@cdwg.com</p>	<p><b>Yolanda Blomquist</b> Program Manager P: 630-531-5478 E: yolanda.blomquist@cdwg.com</p>
<p><b>Anup Sreedharan</b> Manager, Program Management P: 312-705-1873 E: anusree@cdw.com</p>	<p><b>Dario Bertocchi</b> Director, Program Sales Direct Phone: 203-851-7049 Email: dariber@cdw.com</p>

# Implementation Plan

## Tasks for First Two Weeks (Sample Version)

Upon award of this Des Plaines Public Library FCC Form 470 Number 230005793, your Account Management Team will remain in constant contact with key employee(s) to implement the contract and ensure total satisfaction. CDW•G will make this process as seamless as possible, and will follow the work plan that has been developed. In addition, if requested, CDW•G will facilitate any necessary meetings via teleconference, videoconference, or in person, at your location or ours, to ensure that the process meets your expectations.

CDW•G tries to minimize potential problems upfront. We will need Des Plaines Public Library to provide the following in a timely manner in order to facilitate the implementation process:

- Updated contact information for all key personnel
- Information regarding product forecasts
- Standardized product list
- List of authorized users and restrictions
- Imaging specifications
- Specific reporting requirements
- Permission for CDWG to be listed on manufacturer agreements

During the implementation process, any problems or concerns should be directed to your Account Manager for immediate resolution. The following implementation plan demonstrates how CDWG will work with you to successfully implement this project.

Task	Week 1	Week 2
<b>Account Management Set Up</b>		
<ul style="list-style-type: none"> <li>• <b>Introduce key customer contacts to CDWG Account Team</b></li> <li>• <b>Introductory letter/phone contact/ site visit</b></li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>• <b>Gather/confirm general customer information</b></li> <li>• <b>Contacts: phone, email, fax</b></li> <li>• <b>Des Plaines Public Library locations and addresses</b></li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>• <b>Outline customer's procedures and requirements, i.e.</b></li> <li>• <b>Frequency of contact/schedule</b></li> <li>• <b>Turnaround expectations (quotes)</b></li> <li>• <b>Reporting</b></li> </ul>	<b>X</b>	
<ul style="list-style-type: none"> <li>• <b>Conduct walkthrough or webinar: Account Center</b></li> </ul>		<b>X</b>



<b>CDW•G Capabilities and Support</b>		
• Make contact with Account Specialists, as needed		X
• Review technical support options	X	
• Review customer service processes (i.e. returns)	X	
<b>Customer Financial Arrangements</b>		
• Complete forms for credit approval	X	
• Complete financing application		X
• Arrange for leasing		X
<b>Product Specific Needs and Services</b>		
• Arrange conference call(s) with manufacturer(s)	X	
• Develop product forecasts	X	
• Process and test image(s)		X
• Customize asset tag/schedule asset tagging		X
• Input customer installation/configuration specifications		X
<b>Procurement and Management Systems</b>		
• Standardize products through your Account Center		X
• Create bundles		X
• Set up purchase authorizations and controls		X
• Establish account linking		X
• Set up software license tracking system		X
• Implement asset tracking system		X
• Investigate or link with e-procurement programs and third parties		X
• Utilize EDI for invoicing and/or ordering functions		X
<b>Pricing</b>		
• Have CDW•G listed on all manufacturer contracts		X
• Enter pricing information into contract management system		X
<b>Optional Systems/Services</b>		
• Finalize staging agreement		X
• Finalize minority/disabled small business partnership		X
• Arrange for onsite services		X
• Select appropriate training programs		X
• Set up Employee Purchase Program		X

# FCC FRN E-Rate Display System Status

FRN Financial



The screenshot shows a web interface for the FCC FRN E-Rate Display System. At the top left, there is a logo for 'FRN Financial' and a search bar with a dropdown menu set to 'All'. Below the search bar is a table with the following columns: 'FRN', 'FRN Name', 'Red Light Status', and 'Action'. The table contains one row with the following data: '0012123287', 'CDW•G Government LLC', 'Green Light', and a link labeled 'View Data Records'.

FRN	FRN Name	Red Light Status	Action
0012123287	CDW•G Government LLC	Green Light	<a href="#">View Data Records</a>

The above screen shot is from August 17<sup>th</sup>, 2022 – CDW•G remains in Green Light Status.  
Upon request, CDW•G can provide an updated screenshot.

**Spin #143005588**

**FCC Registration #0012123287**

# Pricing Offer & Purchase Agreement for E-Rate Customers

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
- All software should be requested under Internal Connections, Software
  - Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
  - If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
  - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
  - List hardware supported part number
  - List site where hardware sits

CDW can complete Bulk Submission Forms if chosen as the Service Provider for your funding request, please email [E-Rate@cdw.com](mailto:E-Rate@cdw.com) for assistance.

This E-Rate Customer Purchase Agreement (this “Agreement”) is entered into on April 1, 2023 (“Effective Date”) and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 (“Seller”), and Des Plaines Public Library, a non-profit school or library eligible for Universal Service funding, as defined below.

<b>E-Rate Contract Number</b>	98761	<b>Spin #</b>	143005588
<b>E-Rate Funding Year</b>	<b>2023</b>	<b>FCC Registration #</b>	0012123287
<b>Customer</b>	Des Plaines Public Library 1501 Ellinwood St Des Plaines, IL, 60016	<b>Seller</b>	CDW Government LLC 230 N. Milwaukee Avenue Vernon Hills, IL 60061
<b>Effective Date</b>	April 1, 2023	<b>Quoted Items (see exhibit 1)</b>	<b>470# 230005793</b>

## 1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

- A. “Universal Service Administrative Co.” or “USAC” – The not for profit organization designated by the U.S. Federal Communications Commission (“FCC”) to administer and ensure compliance with the Universal Services Fund.
- B. “SLP” - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.
- C. “E-Rate” – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.
- D. “Funding Commitment Decision Letter” or “FCDL” – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.
- E. “Products” – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.
- F. “Funding Year” – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2023 is in reference to the program year.

## 2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions of the National IPA Technology Solutions (2018011-01) Contract, unless otherwise stated herein in the Agreement.

## 3. PURCHASE AUTHORIZATIONS

### A. E-Rate Status

- i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.
- ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY USAC and the SLP.

### B. E-Rate Purchases

- i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.
- ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller.

## 4. ORDERING AND ASSISTANCE

### A. Ordering

Purchase orders shall be submitted directly to Seller at:

CDW Government LLC  
Attn: E-Rate Sales  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
Phone: 800-328-4239  
Facsimile: Please fax Purchase Orders to your Account Manager

**B. Other Requirements**

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) part number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; and 10) FRN number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.
- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:  
  
"The total cost of this purchase order is \$\_\_\_\_\_. The E-Rate portion is \$\_\_\_\_\_, and is committed by USAC. If there is any issue with the E-Rate portion, Des Plaines Public Library accepts full responsibility for the cost of this purchase, \$\_\_\_\_\_."

**C. Assistance with Order**

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP'S APPROVAL OF THE PRODUCT SUBSTITUTION.

**5. PRICE AND PAYMENT TERMS**

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

**A. Price**

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

**B. Payment Terms**

- i. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.
  - Form 474 Service Provider Invoice (SPI) Method**  
Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice.
  - Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- ii. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL. Seller DOES NOT accept SPI orders before July 1 of the Funding Year.
- iii. All payments, regardless of method, shall be submitted to "Accounts Receivable" at the Seller's address listed above.
- iv. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.

#### **6. NON-ASSIGNABILITY AGREEMENT**

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

- i. The term of this Agreement shall commence on April 1, 2023 ("Effective Date") and be valid through the later of the Funding Year 2023 or 9/30/2024.
- ii. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- iii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

#### **7. NOTICES**

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above.

#### **8. GENERAL**

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

#### **9. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

#### **10. GOVERNING LAW**

This Agreement will be governed by the laws of IL, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

#### **11. DOCUMENT RETENTION**

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

**CDW Government LLC**

**Des Plaines Public Library**

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*(Authorized Signature)*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

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

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

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

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

**EXHIBIT I**  
**Quote Date – 1/20/2023**



# ERATE Order Process

## 1. Ordering

Purchase orders should be submitted directly to Seller at the following address or fax number:

CDW Government LLC  
Attn: E-Rate Sales  
230 N. Milwaukee Ave. Vernon Hills, IL 60061  
Phone: 800.328.4239

Fax: Please fax Purchase Orders to your Account Manager, see 'Account Team' section.

## 2. Required Information

All orders must include

- a. Contact name, Phone number
- b. Purchase order number
- c. Part number, Product description
- d. Pre-discount and discounted product price
- e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
- f. Ship to location, Bill to location
- g. FRN (Funding Request Number) for each part number
- h. Billing method (BEAR – Form 472 or SPI – Form 474)

SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER.

PO TOTAL SHOULD REFLECT FULL PURCHASE PRICE OF ORDER

## 3. Assistance With Order

Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller. IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.

## 4. Price and Payment Terms

### a. Price

Price shall be as stated in the quotation attached hereto as Exhibit I by Seller's Account Manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

### b. Payment Terms (Customer must choose one)

- i. **Form 474 Service Provider Invoice (SPI) Method**
  - Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice.
- ii. **Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**
  - Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

## 5. Payment Method

In adherence to Federal E-rate compliance regulations, CDW-G's quoted price is all-inclusive of any and all discounts, if applicable. No further discounts will be applied during time of invoice.

All payments for both methods shall be submitted to the address presented below:

CDW-G - Attn: Accounts Receivable  
230 North Milwaukee Avenue  
Vernon Hills, IL 60061

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMERS REQUEST FOR DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMERS REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.**





**JKS Systems LLC**  
 108 Sequin Drive  
 Glastonbury, Ct 06033

Phone: 860.295-9966  
 Fax: 860.436.9135

QUOTE #:	AAAQ2631
DATE:	Feb 3, 2023

**Prepared For:**

L Papadourakis  
 Des Plaines Public Library  
 1501 Ellinwood Street  
 Des Plaines, IL 60016-4553

**Prepared By:**

Jim Farley  
 Sales Manager  
 jfarley@jks-systems.com  
 860-295-9966 ext 201

Phone 847-376-2776

Here is the quote you requested. Our Spin is 143039699

Qty	Description	Manufacturer	Unit Price	Ext. Price
<b>Core Switches 1 Gb</b>				
1	Cisco Catalyst 9300X-12Y Ethernet Switch - Manageable - 3 Layer Supported - Modular - Optical Fiber - Desktop - Lifetime Limited Warranty	Cisco Systems, Inc	\$12,548.19	\$12,548.19
5	Cisco Smart Net Total Care - Extended Service - Service - 8 x 5 x Next Business Day - Exchange - Parts	Cisco Systems, Inc	\$1,288.83	\$6,444.15
1	Cisco Digital Network Architecture Essentials for C9300X-DNA-12Y-E, C9300X-DNA-12Y-E=, C9300X-DNA-24Y-E, C9300X-DNA-24Y-E= - Subscription License - 1 License - 5 Year	Cisco Systems, Inc	\$752.23	\$752.23
1	Cisco Catalyst 9300 48-port Data Only, Network Essentials - 48 Ports - Manageable - 2 Layer Supported - Twisted Pair	Cisco Systems, Inc	\$4,537.56	\$4,537.56
5	Cisco Smart Net Total Care - Service - 8 x 5 x Next Business Day - Exchange - Physical, Electronic	Cisco Systems, Inc	\$635.95	\$3,179.75
1	Cisco Digital Network Architecture Essentials for Catalyst 9300 - License - 48 Port - 5 Year	Cisco Systems, Inc	\$1,379.62	\$1,379.62
2	Cisco StackWise-480 50cm Stacking Cable Spare - 1.64 ft Network Cable for Network Device	Cisco Systems, Inc	\$76.21	\$152.42
9	Cisco SFP (mini-GBIC) Transceiver Module - For Data Networking - 1 x RJ-45 1000Base-T LAN - Twisted Pair Gigabit Ethernet - 1000Base-T	Cisco Systems, Inc	\$243.07	\$2,187.63
13	Cisco GLC-SX-MMD SFP (mini-GBIC) Module - 1 x LC/PC Duplex 1000Base-SX Network	Cisco Systems, Inc	\$261.28	\$3,396.64
10	Cisco Catalyst 9300L-48P-4G-E Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots - Twisted Pair, Optical Fiber - Rack-mountable - Lifetime Limited Warranty	Cisco Systems, Inc	\$3,274.64	\$32,746.40
50	Cisco Smart Net Total Care - Extended Service - Service - 8 x 5 x Next Business Day - Exchange - Parts - Physical, Electronic	Cisco Systems, Inc	(\$2795) \$559.00	\$27,950.00
11	Cisco Digital Network Architecture Essentials for Catalyst 9300 - License - 48 Port - 5 Year	Cisco Systems, Inc	\$1,379.10	\$15,170.10
10	CISCO CATALYST 9300L STACKING KIT	Cisco Systems, Inc	\$749.37	\$7,493.70
4	1M TYPE 3 TACKING CABLE SPARE FOR C9300L	CISCO - HW SWITCHES DT	\$166.94	\$667.76
<b>SubTotal</b>				<b>\$118,606.15</b>

Qty	Description	Manufacturer	Unit Price	Ext. Price
<b>Core Switches 10 Gb</b>				
1	CATALYST 9300X 12X25G FIBER PORTS MODULAR UPLINK SWITCH	CISCO - HW SWITCHES DT	\$12,548.19	\$12,548.19
1	Cisco Digital Network Architecture Essentials for C9300X-DNA-12Y-E, C9300X-DNA-12Y-E=, C9300X-DNA-24Y-E,		\$752.23	\$752.23

Qty	Description	Manufacturer	Unit Price	Ext. Price
5	C9300X-DNA-24Y-E= - Subscription License - 1 License - 5 Year <b>Cisco Smart Net Total Care</b> - Extended Service - Service - 8 x 5 x Next Business Day - Exchange - Parts	Cisco Systems, Inc Cisco Systems, Inc	<b>\$1,288.83</b>	<b>\$6,444.15</b>
1	CATALYST 9300 48PORT DATA ONLY NTWK ESSENTIALS *LICS REQUIRED*	CISCO - HW SWITCHES DT	\$4,537.56	\$4,537.56
5	<b>Cisco Smart Net Total Care</b> - Service - 8 x 5 x Next Business Day - Exchange - Physical, Electronic	Cisco Systems, Inc	<b>\$635.95</b>	<b>\$3,179.75</b>
1	Cisco Digital Network Architecture Essentials for Catalyst 9300 - License - 48 Port - 5 Year	Cisco Systems, Inc	\$1,379.62	\$1,379.62
2	Cisco StackWise-480 50cm Stacking Cable Spare - 1.64 ft Network Cable for Network Device	Cisco Systems, Inc	\$76.21	\$152.42
22	Cisco 10GBASE-SR SFP+ Transceiver - For Data Networking, Optical Network - 1 x LC/PC Duplex 10GBase-SR Network10	Cisco Systems, Inc	\$456.97	\$10,053.34
10	Catalyst 9300L 48p PoE Network Essentia	CISCO SYSTEMS INC.	\$3,714.22	\$37,142.20
50	<b>Cisco Smart Net Total Care</b> - Extended Service - Service - 8 x 5 x Next Business Day - Exchange - Parts	Cisco Systems, Inc	<b>(\$3,367.40) \$673.48</b>	\$33,674.00
10	Cisco Digital Network Architecture Essentials for C9300X-DNA-12Y-E, C9300X-DNA-12Y-E=, C9300X-DNA-24Y-E, C9300X-DNA-24Y-E= - Subscription License - 1 License - 5 Year	Cisco Systems, Inc	\$1,357.27	\$13,572.70
10	CISCO CATALYST 9300L STACKING KIT	Cisco Systems, Inc	\$731.35	\$7,313.50
4	Cisco StackWise-320 1m Stacking Cable - 3.28 ft Data Transfer Cable for Switch - Stacking Cable	Cisco Systems, Inc	\$166.94	\$667.76
<b>SubTotal</b>				<b>\$131,417.42</b>

Please contact me if I can be of further assistance.

SubTotal	<b>\$250,023.57</b>
Tax	<b>\$0.00</b>
Shipping	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$250,023.57</b>

### Payment Options

Select your preferred payment option / purchase terms\*:

- Terms Purchase (purchase amount \$250,023.57)
- Credit Card Purchase (purchase amount \$250,023.57)

*If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.*



## Company Profile

JKS was founded in 2005 with the vision to create a company that was technology driven and customer focused. Since its inception, JKS has partnered with its customers to plan, design, implement and manage enterprise network initiatives that directly reinforce their business strategies and direction. Our superior commitment to serving the evolving, converged technology market "competitively differentiates JKS systems from other IT consultants."



### Network Services

Complete setup and installation of hardware and software, design and implementation, staff augmentation, managed services, network monitoring, pen testing, full support services, lifecycle planning. Cisco, Dell and HP partners.



### Microsoft

Windows and exchange server, Office 365, server virtualization, Azure and hosted services.



### Barracuda and Kaspersky

Anti-Virus, Anti-Spam Security.  
Cloud or premise based.



### IP Telephony

Cisco phone systems, Spark.



### Infrastructure

MDFs, CAT5e, CAT6, 1Gb & 10Gb fiber racks, patch panels, switches, UPS video conferencing.



### Emergency

Code Blue.



### IT Security

Firewalls Cisco FirePOWER, SonicWALL, ransomware, security infrastructure assessments.



### VMware

With VMware solutions, organizations are improving business agility by modernizing data centers and integrating public clouds, driving innovation with modern apps, creating exceptional experiences by empowering the digital workspace. It enables freedom and flexibility in how to build and evolve your IT environment.



### Backup Disaster Recovery

Datto, data center offerings, software installation across all platforms.



### Wifi

Wireless infrastructure, heat maps, B.Y.O.D., mesh networks.



### Carrier Services

Frontier, Comcast, Charter, AT&T, Optimum, Windstream.



### Security

CCTV, card access, security cameras, public address (PA) systems.





DEPENDABLE, COST-EFFECTIVE SOLUTIONS



## Customer Success Stories



*Regardless of project size and scope, JKS has always been there to analyze and provide quality products, solutions and services in a timely manner. I highly recommend JKS Systems as your Fully Integrated IT Solutions Provider.*

- Scott

### Slow Network

*After JKS came in and helped us clean up our server room, we found cables that were not properly connected, unidentified, a regular spaghetti warehouse! Now the server room is orderly. We can do AMC's in minutes, instead of days. We also have had an increase in speed. Thank you Mark and crew!*

- Eric

### Wifi Performance Issues

*After JKS did a heat map for us, we found the dead spots in our building. With minimal cost we were able to add a few new access points, reposition some and increase our efficiency 10 fold!*

- Mike

### IT Staffing

*IT staffing has been an ongoing issue with budget cuts. Utilizing JKS for project based work as well as monthly staffing for minimum hours allows us to keep internal customers happy with rock solid network and stay in budget.*

- Kurt

### Asset Loss Prevention

*We were having an issue with theft, JKS came in and upgraded our camera system while utilizing our current NVR. They switched out some of our old cables which improved video quality and network performance. Our favorite feature is having access to view the cameras right from our phones for 24/7 surveillance.*

- Rose



# BID PRICES

Part Number	Description	Qty	Total	BID CAT	BUILDING
	Des Plaines Public Library 1501 Ellinwood St Des Plaines, IL 60016-4553				
	847-376-2776 lpapadourakis@dppl.org				

Form 470 Application Number: 230005793  
Des Plaines Public Library C2 2023

Click on the link below for details.

[Welcome to the Show](#)

\*\* Our services include all installation, VLANs, programming, configuration, testing, commissioning, training and documentation - Complete Full Network Setup, **plus complementary follow on MIBS tech support**

**\*\* We have a custom AI software package that will scan your existing network, capture all of the configurations and settings and automatically generate best practice configurations for the new Extreme Switches - it works with all major brands of switching and ensures a flawless cutover. The AI software also completely documents the network and produces final as-built documents. In addition, the software can scan your existing network devices and re-generate flawless, best practice configs. No one else can offer this service.**

\*\*Our solution contains CLOUDIQ Managed Extreme Networks Switches - with a 6 year subscription.

\*\* Layer 3 Stackable Core Switch includes 12 x 1/10 Gig SFP+ Ports, 48 POE+ Ports and complete programming and setup. Includes built-in Stacking Ports and cables. Includes 6 Year CLOUDIQ Pilot License - after 6 years the switches can revert to CLOUDIQ Connect mode if license is not renewed.

\*\* Layer 2/3 Edge Switch includes **4x10 Gig** SFP+ Ports (expandable to 8), 24/48 POE+ Ports as noted and complete programming and setup. Stacking ports and cables are included. Includes 6 Year CLOUDIQ Pilot License - after 6 years the switches can revert to CLOUDIQ Connect mode if license is not renewed.

Refer to following link for differences between CLOUDIQ PILOT and CLOUDIQ CONNECT:

[Cloud IQ Pilot vs Cloud IQ Connect](#)

\*\* Fiber Patch Cords are as required, ends are ST,SC or LC as required and custom sized to length as required (1-3

**\*\* All prices shown include installation, configuration, documentation, training and follow-on MIBS support.**

\*\* Please contact us for further details

**Internal Connections Components Requested:**

**5320 Series with XIQ - 6 Years**

*Fiber Core*

**12 SFP+ Ports and 48 POE+ Ports**

*Cloud Managed - 6 Years*

5320-24P-8XE	ExtremeSwitching 5320 24 10/100/1000BASET FDX/HDX PoE+ 8 10G unpopulated SFP+ MACSec capable internal fixed PSU fans - includes a 1-Year subscription to ExtremeCloud™ IQ Pilot license	2	\$	5,283.28	SW	ALL
10099	Power Cord 15A USA NEMA 5-15 IEC320-C15	2	\$	32.84	SW	ALL
10304_	10GBASE-CR SFP+ pre-terminated twin-ax copper cable with link lengths of 1m	2	\$	51.92	SW	ALL
5320-10GUPG-8X-LIC-P	License that converts 8x1GbE SFP ports to 10GbE SFP+. Applicable with 24 and 48 port switches of 5320.	2	\$	760.02	SW	ALL
5000-PRMR-LIC-P	Perpetual Premier License for 5000 Series switches	2	\$	1,586.82	SW	ALL
XCIQ-PT053-C-EW-5YK12	ExtremeCloud IQ Pilot 5300 Tier 0 for 5YR Cloud Subscription with ExtremeWorks TAC OS (US K-12)	2	\$	839.52	SW	ALL
				\$		
				<b>8,554.40</b>		

*Edge Switches*

**48 POE+ Ports with 4 x 1/10 Uplinks**



Part Number	Description	Qty	Total	BID CAT	BUILDING
<b>Des Plaines Public Library</b> 1501 Ellinwood St Des Plaines, IL 60016-4553  847-376-2776 lpapadourakis@dppl.org					

**Form 470 Application Number: 230005793**  
**Des Plaines Public Library C2 2023**

**Cloud Managed - 6 Years**

5320-48P-8XE	ExtremeSwitching 5320 48 10/100/1000BASE-T FDX/HDX PoE+ 8 10G unpopulated SFP+ MACSec capable internal fixed PSU fans - includes a 1-Year subscription to ExtremeCloud™ IQ Pilot license	10	\$ 29,095.60	SW	ALL
10099	Power Cord 15A USA NEMA 5-15 IEC320-C15	10	\$ 164.20	SW	ALL
10304_	10GBASE-CR SFP+ pre-terminated twin-ax copper cable with link lengths of 1m	10	\$ 190.80	SW	ALL
5320-10GUPG-4X-LIC-P	License that converts 4x1GbE SFP ports to 10GbE SFP+. Applicable with 16 24 and 48 port switches of 5320	10	\$ 2,528.10	SW	ALL
XCIQ-PT053-C-EW-5YK12	ExtremeCloud IQ Pilot 5300 Tier 0 for 5YR Cloud Subscription with ExtremeWorks TAC OS (US K-12)	10	\$ 4,197.60	SW	ALL
10301_	10 Gigabit Ethernet SFP+ module, 850nm, MMF 26-300m link, LC connector	10	\$ 280.80	SW	ALL
FO_PC	Fiber Patch Cord	10	\$ 211.50	SW	ALL
			<b>\$ 36,668.60</b>		

**BID SHEET ITEMS**

BID SHEET PRICE			TOTAL	CATEGORY	BUILDING
\$	45,223.00	Cloud Managed Network Switching - 6 Yrs. - Proposal B	\$ 45,223.00	SW	ALL
\$	-	UPS - Network Connected	\$ -	UPS	ALL
\$	-	Cloud Managed WAPs - 5 Yrs.	\$ -	WAP	ALL
\$	-	WAP Cabling	\$ -	Cabling	ALL
\$	-	Fiber Cabling	\$ -	Fiber	ALL
\$	-	Managed Services	\$ -	MIBS	ALL
\$	-	P 2 P Bridging	\$ -	Bridge	ALL
<b>\$ 45,223.00 Total Package - INSTALLED - Includes AS-Builts &amp; Training</b>			<b>\$ 45,223.00</b>		

Please call to discuss final requirements - Prices valid for 60 days - call for an extension.  
 Splitting packages may result in increased costs.

**AIC ERATE SPIN #: 143051945**

**Contact: Matt (614) 625-6080**



Part Number	Description	Qty	Total	BID CAT	BUILDING
	Des Plaines Public Library 1501 Ellinwood St Des Plaines, IL 60016-4553  647-376-2776 lopadourakis@dppi.org				

Form 470 Application Number: 230005793  
Des Plaines Public Library C2 2023

CONNECT. COMMUNICATE. COLLABORATE

PO Box 215 Galion, OH 44833  
(614) 625-6080

# ERATE BID

**Form 470 Application Number: 230005793  
Des Plaines Public Library C2 2023**

**Des Plaines Public Library  
1501 Ellinwood St  
Des Plaines, IL 60016-4553**

**PREPARED BY**



**PO Box 215 Gallon, OH 44833  
(614) 625-6080**

1/19/23

Des Plaines Public Library  
1501 Ellinwood St  
Des Plaines, IL 60016-4553

847-376-2776  
[lpapadourakis@dppl.org](mailto:lpapadourakis@dppl.org)

**Form 470 Application Number: 230005793  
Des Plaines Public Library C2 2023**

Enclosed is our erate proposal

Ahead in the Cloud (AIC), LLC is a cloud based Wireless, Networking and VOIP Solutions provider. We are experts in all major networking vendors' equipment.

We have partnered with Extreme Networks, a Leader in Switching and Wireless according to the Gartner Group and number one in Customer Service and Support.

Unlike Cisco and Aruba, Extreme's GTAC support is all in-house and US based and well over 90% of cases are resolved on the first call.

We believe we have met or exceeded your requirements and that we have provided you with an economical and **state of the art solution** for all of your networking needs.

We are proposing Cloud Managed Network switching with 10G Uplinks, a 6 Year Cloud License, MIBS services, installation and a perpetual Cloud License that does not expire.

This is the "*easy button*" of networking.

You can adjust the quantities to meet your needs.

Prices shown on our bid include installation, configuration, training, documentation and removal of the existing equipment.

**TEAM and QUALIFICATIONS**

Our lead technical engineer was a staff scientist and design engineer for ITT Corporation and was involved in several patents in wireless and switching. In addition, he was also software engineer and is the developer of the patent pending, custom AI software application that we will use to scan and document your existing network infrastructure and convert all of your Cisco Configurations, Routing, VLANs, ACL, QoS, Multicast, Spanning Tree, etc. to best-practice Extreme Network Configurations.

The AI application works seamlessly with Aruba, Avaya, Brocade, Cisco, Dell, Extreme, HPE and Ruckus Network products.

This product will allow us to generate new and flawless configurations in a matter of minutes – plus it produces detailed switch port map layout sheets for on-going maintenance.

No one else can offer this service and we believe we can shorten your installation cycle and eliminate unnecessary network outages.

He will also function as the Lead Network Design Engineer and Technical Project Manager.

He will meet with your team to develop all configurations and phased cutover plans.

For over eight years, he was the Technical Consultant for the Ohio School Facilities Commission. He authored and maintained the Technology Portion of the Ohio School Design Manual (OSDM) and reviewed and approved the Technology Designs for all of Ohio's new schools over that period.

In addition, he is an expert in all major vendor's network and wireless and VoIP products and he has designed and implemented Voice, Data and Wireless Networks for several large institutions like yours.

### **LAYER-3 CORE SWITCHING**

The Extreme 5320-24P fully Stackable, Full Layer-3 Core Switch that comes with 12 x 1/10 SFP+ Ports and 48 POE+ Ports.

We are proposing a stack of 2 switches – a total of 48 POE+ ports and 12 SFP+ Ports – with ample capacity to handle 12 uplinks from 1 to 10 Gbps – A Data Center Grade switch with huge MAC tables, Layer-3 Routing Capacity and Multicast support.

These Cisco compatible switches are stackable and allow you to grow by simply adding another switch to the stack. Each Core stack is equipped with two switches and a perpetual Premium Feature License.

Unlike the other manufacturers these switches have full Multicast Routing support on all VLANs and don't have the switching and routing issues that have plagued lower end L3 switches in a large network such as yours.

The 5320 switches come with 1 Year Free Cloud License and we have added a second 5 Yr. License, for a total of **6 years**.

Also, unlike the other vendors, these switches continue to fully operate after the Cloud License has expired and you can still manage them via CLOUDIQ Connect **(Free)**

See enclosed data sheets.

### **LAYER 2/3 SWITCHING**

We are proposing our model 5320-48P switch.

These stackable 740W switches support full POE+ on all ports – and have 4 x 1/10 G Uplinks (expandable to 8).

The 5320 switches come with 1 Year Free Cloud License and we have added a second 5 Yr. License, for a total of **6 years**.

Also, unlike the other vendors, these switches continue to fully operate after the Cloud License has expired and you can still manage them via CLOUDIQ Connect **(Free)**

The switches are managed via a cloud based dashboard - very easy to manage – no need to learn command line programming - and if you decide that you don't want to renew your licenses after the initial period, the switches continue to operate and can be managed by the free version of CLOUDIQ – called CONNECT.

See enclosed data sheets.

### SERVICES

Our services include complete configuration migration, patching, installation, project management, documentation, training and MIBS support.

Our detailed price list includes unit prices with installation – full turn-key.

Our products and services can be purchased through TIPS or PEPPM if desired.

### REFERENCES

References
• Kennendale ISD - Brian Franklin - IT Director (682) 551-7079 - franklinb@kisdtx.net - Network Switches, WiFi-6E Wireless and Cloud Based VOIP
• Region 8 ESC - Justin Mabe - Tech Services (903) 239-3735 - jmabe@reg8.net - Multiple Schools - Networking and Wireless
• Sulphur Springs ISD - Jarret Wilson - Asst Principal - (903) 348-6949 - jarret.wilson@ssisd.net - Networking and Wireless
• Chapel Hill ISD - Kerri Ottmer - Tech Director (903) 285-8808 - kottmer@chisddevils.com - Networking and Wireless
• Paris ISD - Dale Loughmiller - Tech Director (903) 784-7832 - dale.loughmiller@parisisd.net - Networking and WiFi-6E Wireless
• Como Pickton ISD - Joe Newman - Tech Director (903) 488-8864 - newmanj@cpcisd.net - Networking and WiFi-6E Wireless

<ul style="list-style-type: none"> <li>• <b>McLeod ISD - Justin Huckabee - Tech Director (903) 503-9166 - <a href="mailto:jhuckabee@mcleodisd.net">jhuckabee@mcleodisd.net</a> - Networking and Wireless</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Geneva City Schools - Jarrod Burgard - Tech Director (440) 969-4993 - <a href="mailto:jarrod.burgard@genevaschools.org">jarrod.burgard@genevaschools.org</a> - Network Switches, WAPs, Cabling and Cloud Based VOIP</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Marion City Schools – Scott Croskey, IT Director (740) 244-7268 - <a href="mailto:scroskey@mcspresidents.org">scroskey@mcspresidents.org</a>- Network Switching, Cabling, Wireless</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>International Academy - Dr. M. Tarazi, Superintendent (614) 332-2245 - <a href="mailto:tarazim@iac-school.com">tarazim@iac-school.com</a> - Network Switches, WAPs, Cabling and Cloud Based VOIP</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Marshall Community Schools – Darrin Hostetter – IT Director (812) 251-3279 - <a href="mailto:dhostetter@marshallk12.net">dhostetter@marshallk12.net</a> – Network Switches, Cabling and Fiber</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Alliance City Schools - Chad Morris - Tech Director (989) 705-3080 - <a href="mailto:morrisch@alliancecityschools.org">morrish@alliancecityschools.org</a> - Networking, Cabling, Fire Wall, and Cloud based VOIP</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Gaylord Community Schools - Todd Oostmeyer - Tech Director (330) 257-1531 - <a href="mailto:oostmeyert@gaylord.k12.mi.us">oostmeyert@gaylord.k12.mi.us</a> - Network UPS Equipment</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Anchor Bay School District - Tim Sizemore - Tech Supervisor (586) 725-4420- <a href="mailto:tsizemore@abs.misd.net">tsizemore@abs.misd.net</a> - WiFi-6E Wireless</b></li> </ul>

As a leading enterprise networking vendor, Extreme creates effortless networking experiences that enable all of us to advance.

Extreme pushes the boundaries of technology leveraging the powers of machine learning, artificial intelligence, analytics, and automation.

With over two decades of experience in the networking industry, and recommended as a Leader by Gartner, Extreme delivers agile, reliable, and secure cloud-driven enterprise network solutions that give customers complete network visibility, control, and insights to help meet their educational objectives.

Over 50,000 customers globally trust Extreme's solutions, including over half of the Fortune 50, and rely on Extreme's top-rated services and support to accelerate their digital transformation efforts and deliver progress like never before. Importantly, Extreme continues to value the attributes of a small company by remaining nimble and responsive to ensure your success.

By partnering with AIC and Extreme, Des Plaines Public Library will receive the highest quality products, the best customer care in the industry, and an ease of doing business that will best position you to effortlessly advance your network, operations, and mission.

Extreme’s solution meets and exceeds all of your requirements.

We appreciate the time invested in review of this response and look forward to a long, successful partnership between Des Plaines Public Library, AIC, and Extreme.

Should any questions arise as a result of our submission, please call or email me.

If you would like to schedule a demo or talk to our Engineering Team, we can set up a Video Call.

Matt Dallas

(614) 625-6080

[matt@ahead-in-the-cloud.com](mailto:matt@ahead-in-the-cloud.com)



Part Number	Description	Qty	Total	BID CAT	BUILDING
	Des Plaines Public Library 1501 Ellinwood St Des Plaines, IL 60016-4553  847-376-2776 lpapadourakis@dppl.org				

Form 470 Application Number: 230005793  
 Des Plaines Public Library C2 2023

On behalf of AIC and Extreme Networks, Inc., it is our pleasure to present the enclosed compatible technology response to your eRate RFP.

We are proposing Cloud Managed Stackable switches with a perpetual Cloud License.

Our switches are upgradeable from 1 to 10G via a license - the difference between 1G and 10 G is less than 4k - so we just quoted Proposal B

We believe we have provided The District with excellent value and future proof solution from a Company whose services and support are rated #1 in the industry.

The Gartner Group rated Extreme Networks one of the Top Three Leaders in Networking and Wireless.

And Gartner ranks Extreme Networks #1 in service and support

- Extreme beat Cisco and HPE in the Gartner Peer Insights for Ease of Deployment and Pricing Flexibility
- Extreme is 21 percentage points ahead of Cisco and 34 points ahead of HPE when it comes to reviewer recommendations



Extreme was selected as the official WIFI provider for the NFL and MLB.

## Highlights

### Full Stack Management

- Native cloud management for Wi-Fi, switching, and routing

### Dashboards and Insights

- Machine Learning derived insights drive a comprehensive visual dashboard of location, devices, and users

### Network Health

- Real-time and historical view of client and device health with built-in remediation tools

### Application Visibility and Control

- Visibility and control of application usage for professional and recreational applications and network services

### Comparative Analytics

- Anonymously assess operational and performance-based metrics to those of other organizations of a similar size and vertical

### Integrated Essentials Applications

- ExtremeGuest™
- ExtremeAirDefense™
- ExtremeloT™
- ExtremeLocation™

### Auto-Provisioning

- With near zero-touch deployment, automatically apply configuration policies

### Unlimited Data Option

- Lifetime data for more informed network decision-making

### Mobile Onboarding

- Securely supports device management from Apple and Android phones



## ExtremeCloud™ IQ




Machine Learning (ML) and Artificial Intelligence (AI) driven Wired and Wireless Network Management Offering Intuitive Configuration Workflows, Real-Time and Historical Monitoring, Comprehensive Troubleshooting and Integrated Network Applications

ExtremeCloud IQ is an industry-leading and visionary approach to cloud-driven networking, designed to take full advantage of Extreme's end-to-end networking solutions. ExtremeCloud IQ delivers unified, full-stack management of wireless access points, switches, and routers. Using innovative ML/AI technologies, it analyzes and interprets millions of network and user data points, from the network edge to the data center, to power actionable business and IT insights, and deliver new levels of network automation and intelligence.

ExtremeCloud IQ™ operates on Extreme’s cloud services architecture, capable of supporting millions of infrastructure devices and hundreds of millions of clients per Regional Data Center. All Extreme cloud services components are hosted in secure SOC Type 1 data centers with 24/7 monitoring, scheduled backups, and built-in disaster recovery capabilities. The ExtremeCloud IQ offers rapid feature velocity, increased availability, and advanced flexibility desired for modern access network management.

Extreme Cloud Services also provides a full suite of cloud-optimized open APIs for developers to create 3rd party applications and user experiences including user onboarding mechanisms, proximity-based services, presence and location analytics, and more.

ExtremeCloud IQ is the sole platform to support distributed cloud (public, private and local). It offers:

			
<b>End-to-End Solution</b> Edge to Data Center	<b>Highest Quality</b> Real time, ML/AI continuous innovation	<b>Cloud Choice</b> Do it your way... public, private, or on-premises	<b>Depth of Capability</b> Management, intelligence, assurance

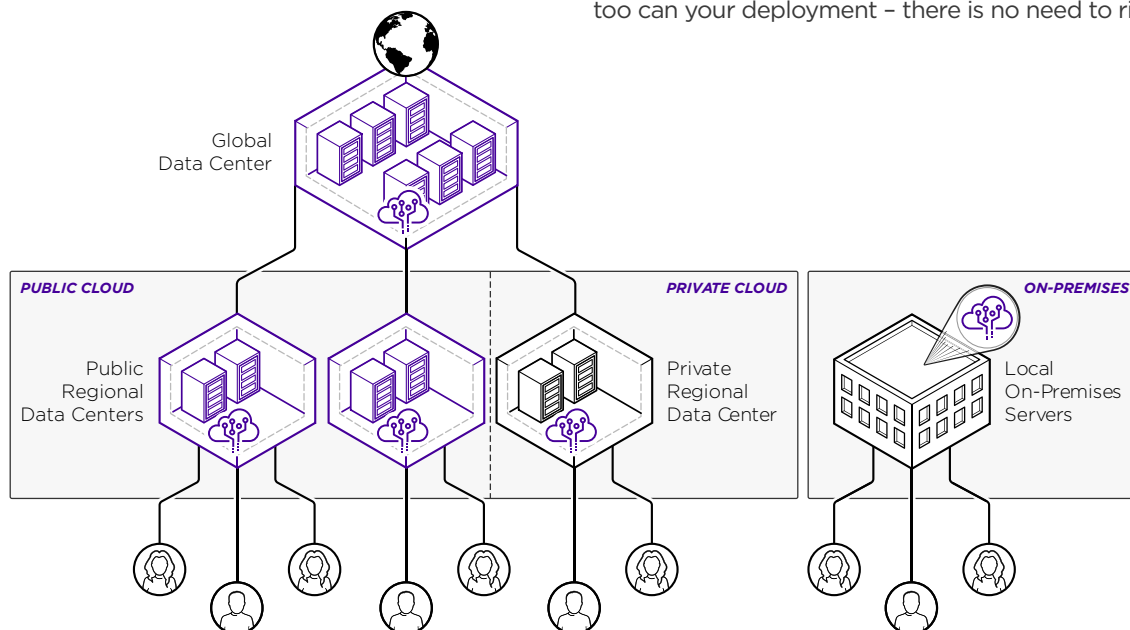
## Deployment Choices

Extreme offers three cloud deployment options - Public, Private or On-Premises - that support one goal: to provide maximum flexibility, continuous innovation, and a consistent user experience. More so, our 100% software-centric architecture is cloud-hosting agnostic, supporting AWS, Google Cloud Platform, and Microsoft Azure.

- **Public Cloud:** Extreme provides access to a hosted service which removes infrastructure management and costs, provides data privacy and protection, unmatched reliability, and continuous delivery of innovations.








- **Private Cloud:** Private Cloud: For businesses who want or need to isolate management services in their own controlled environment, Extreme packages ExtremeCloud IQ into a private cloud offering which enables the same services as the public cloud (e.g. ML, AI, data stores etc.) all hosted within customers’ or partners’ private cloud instance.
- **On-Premises:** The on-premises option provides Extreme’s cloud service in a format which can be hosted on-premises at your site.

ExtremeCloud IQ offers the same capabilities and feature sets across deployment options so, as requirements change, so too can your deployment - there is no need to rip and replace.



## Your Network. Your Way. Complete Solution Flexibility with ExtremeCloud IQ™

Extreme Networks makes it easier for you to scale with value based subscriptions.

	ExtremeCloud™ IQ Connect	ExtremeCloud™ IQ Navigator	ExtremeCloud™ IQ Pilot*	ExtremeCloud™ IQ CoPilot*
<b>Availability</b>	 PUBLIC	 PUBLIC	   PUBLIC PRIVATE LOCAL	  PUBLIC PRIVATE
<b>Feature Set</b>	Free device management for access points, switches, and routers	<b>EVERYTHING IN CONNECT, PLUS:</b> Additional management functions for third party and non-native cloud devices	<b>EVERYTHING IN NAVIGATOR, PLUS:</b> Advanced infrastructure management, reporting, and remediation tools	<b>EVERYTHING IN PILOT, PLUS:</b> Explainable machine learning derived insights and intelligence. Algorithmically detected anomalies:
<b>Unique Features</b>	<ul style="list-style-type: none"> <li>• Device onboarding</li> <li>• Guided Configuration</li> <li>• Centralized Management</li> <li>• Wi-Fi Planner</li> <li>• Basic Monitoring Tools</li> <li>• Essential Security</li> </ul>	<ul style="list-style-type: none"> <li>• Application Visibility</li> <li>• SSH Proxy</li> <li>• Web Proxy to WiNG Controller</li> <li>• Web Proxy to Extreme Campus Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Topology View</li> <li>• Troubleshooting Heuristics</li> <li>• Contextualized Optimization</li> <li>• Role Based Profiling</li> <li>• Advanced 360° Reporting</li> <li>• Comparative Analytics</li> </ul> <small>*only available for cloud native devices</small>	<ul style="list-style-type: none"> <li>• PoE Stability</li> <li>• Wi-Fi Capacity</li> <li>• Wi-Fi Efficiency</li> <li>• Device Uplink Efficiency</li> <li>• Traffic Patterns</li> <li>• Radar Detection</li> </ul> <small>*only available for cloud native devices</small>

- **ExtremeCloud IQ Connect** is our base level tier. It provides subscription-free cloud management for supported devices, enabling organizations to deploy enterprise-grade connectivity with basic network management. Adding additional license tiers is simple and seamless.
- **ExtremeCloud IQ Navigator** is for organizations that have deployed the WiNG Wi-Fi controller based solution. It provides enhanced policy enforcement, visibility, reporting, and advanced configurations. Navigator delivers configuration and management of WinG infrastructure systems at scale including advanced policy, advanced segmentation, advanced SSH, etc.
- **ExtremeCloud IQ Pilot** is the primary deployment mode for ExtremeCloud IQ, and is for organizations that require enhanced policy enforcement, visibility, reporting, and advanced configurations. Pilot delivers configuration and management of infrastructure devices at scale including advanced policy, advanced segmentation, advanced troubleshooting, advanced guest, advanced SSH, etc.
- **ExtremeCloud IQ CoPilot** unlocks additional explainable ML/AI. CoPilot constantly scans, compares, and computes network data to alert IT Administrators and recommend actions to mitigate issues or anomalies before they result in a disruption of service. This simplifies and facilitates troubleshooting and customer resolution so Network Administrators can spend less time fixing the network and more time on essential activities. Simplifying and facilitating troubleshooting and customer resolution. Spend less time fixing your network, and more time on business-critical productivity and essential activities.

## ExtremeCloud IQ Essentials

ExtremeCloud IQ Essentials provides four key applications for guest management, WIPS, IoT, and location services. These applications are included within the ExtremeCloud IQ Pilot subscription.

### ExtremeGuest™

ExtremeGuest is a robust and comprehensive guest engagement solution that enables managers and network operators to use analytical insights for a deeper dive into how their guest networks are utilized. For example, knowing how many customers use the guest network, how often they visit, and how much time they spend on the network are all metrics that can be measured through ExtremeGuest. Analytics of social networking behavior of customers can be used to increase patronage and expand brand exposure.

### ExtremeAirDefense™

ExtremeAirDefense simplifies the protection, monitoring and compliance of your Wireless LAN networks. ExtremeAirDefense continuously safeguards the network from external threats 24x7x365 and notifies IT staff when attacks occur, enabling an immediate response. Using existing infrastructure with AirDefense, organizations can protect their air waves from unwanted behavior. It is deployed as a set of access points serving as sensors to monitor the airwaves together with this application. Sensors can be access points configured in radio share or dedicated sensing modes and can also be used as overlay security network in any environment. Sensors can be deployed as either dedicated sensors or in radio-share mode.

### ExtremeloT™

ExtremeloT is a simple IoT security solution that is designed to protect high risk, wired IoT devices. Through the application of security profiles, it controls IoT device attachment and access to the network to lockdown IoT communications to what's authorized. It reduces the effort of IT departments with separate onboarding portal designed for non-IT personnel.

### ExtremeLocation™

Location services are crucial in helping enterprises personalize customer engagement and enhance operational efficiencies. ExtremeLocation is a resilient and scalable cloud-driven solution, that provides enterprises powerful multi-tier location services across all sites. Supporting Wi-Fi and/or BLE technologies, enterprises can monitor workflows and assets, in real-time or historically, to improve their overall operations and efficiency. ExtremeLocation provides granular location accuracy resolution to support diverse industry-specific use cases. For example, retailers can track new and repeat visitors, engagement times and associates or asset locations, to provide a contextual-based personalized experience to their customers. Healthcare providers may view real-time dashboards and monitor trends of users and assets, to deliver enhanced patient care.

## Product Specifications

### Simplified Deployment

- Customer self-service sign-up
- Guided workflow for network policy deployment
- On-screen step-by-step guided configuration
- RF planner with map import and export
- Design with simulated APs on RF Planner map, then seamlessly swap these for real APs when deployed
- Devices automatically connect to ExtremeCloud IQ for provisioning
- Devices auto-provision with network policy and firmware updates
- Mobile on-boarding via XIQ MobileOnboarding for Apple and Android devices

### Centralized Configuration

- Guest Access functionality
- Device templates for switches, routers and APs
- Act as RADIUS server or RADIUS proxy, and as DHCP server
- Centralized view of all configuration objects
- Bulk edit device properties
- Schedule firmware upgrades
- Command Line Interface (CLI) access to Extreme devices
- Active directory/LDAP
- IPv6 support
- Syslog and SNMP server configuration
- Auto-provisioning
- Configuration audit, backup, restore, import and export
- Support for Extreme VPN gateway (VG-VA)
- Multi-tenant capability: supports multiple virtual organizations

## Centralized Policy Management

- Device classification by location and timezone
- Customer application definition
- Client classification by location, OS type, MAC address
- Multiple user profiles for each SSID
- Time-based firewall and QoS policy
- Application, network and MAC layer firewall policy rules
- WIPS policy for rogue AP detection and mitigation

## Security and Privacy

- ExtremeCloud IQ cloud platform conforms to ISO/IEC 27017 and is certified by DQS to ISO/IEC 27001 and ISO/IEC 27701 by the International Standards Organization (ISO)
- CSA STAR certified
- Role-based access control
- No customer data traverses ExtremeCloud network
- Restricts to traffic to enterprise data
- SSO for ExtremeCloud™ IQ administrators via SAML  
Note: Only supported in Public Cloud, not supported on IQVA
- Optional multi-factor authentication with Google Authenticator for administrators
- EU General Data Protection Regulation (GDPR) features including:
  - Search for, download and delete personal data for specific users
  - Creation of reports to document the above actions

## Dashboard

- Time-range slider on dashboard for historical view
- 360° views of Extreme network policies, AP, client devices, users and apps
- Global search function by network policy, MAC address, serial number, user, hostname or application name
- Unlimited retention of historical data for monitoring and reporting usage
- Interactive Network Summary Report with easy sharing
- Savable contextual filters by location, SSID, policy, user, profile and client OS type
- Comparative Analytics to anonymously assess operational and performance metrics against other cloud customers of a similar size and industry

## Guest Access

- Onboarding and management of visitor and employee personal devices (BYOD)
- Multiple onboarding workflows via Captive Web Portal, Kiosk app and Guest Check-In applications
- Private PSK (PPSK), 802.1X (RADIUS) and PSK authentication
- Supports 3rd party and customized CWP's including HTML upload for added deployment flexibility

## Troubleshooting

- Client 360° behavioral analysis; real-time and historical network performance monitoring and optimization
- Help-desk optimized interface with problem summary and suggested remedy
- Dedicated Helpdesk user role
- Real-time troubleshooting with probe messages and stage filters
- Historical troubleshooting with automatic issue detection
- Mark issue resolved or escalate issue with email notification
- Built-in Command Line Interface (CLI) and remote SSH
- RADIUS test
- AP technical data download
- VLAN probe tool for simplified troubleshooting of the wired network
- Optional packet capture analysis with partner solution (CloudShark)

## Monitor

- WIPS history report
- Drill-down capability from client list to client 360° view
- Device list with rich utilities for advanced configuration and investigation
- Real-time client list with SNR, RSSI, data usage and connection status
- Savable and reusable filters shared across dashboard and monitor
- Alarm and event lists with historical and real-time data
- PCI DSS 3.2 compliant reporting
- Rogue AP and rogue client monitoring
- Real-time data for connection clients and users
- Google Maps integration and navigation with floorplan upload capability

## Supported Languages

- English, German, Spanish, French, Italian, Japanese, Korean, Portuguese, Chinese

## Reliability

- Data centers with SOC Type 1 compliance (formally SAS 70 and/or SSAE 16), Type 2 and 3 compliance
- High availability with disaster recovery and redundancy
- Scheduled backups
- 24x7 monitoring warranty

## Security and Operation

- Accounts are password protected and accessed via secure SSL
- Management traffic is encrypted and restricted using industry-proven CAPWAP protocol over HTTPS
- Out-of-band operation ensures no customer data traverses Extreme's Cloud Services
- Single-Sign-On (SSO) to ExtremeCloud IQ for administrator accounts
- Multi-Factor authentication with Google Authenticator for administrator accounts
- Multi-tenant architecture with secure account separation
- Centralized monitoring and management
- Integrated RBAC to delegate select ExtremeCloud IQ roles and permissions to different administrators
- VAR and partner management capabilities including account provisioning and maintenance
- ExtremeCloud IQ connectivity does not impact network operations servicing end-users

## Ordering Information

### ExtremeCloud™ IQ Subscriptions

Category	Model Number	Model Description
ExtremeCloud IQ Pilot Subscription	XIQ-PIL-S-C-EW	ExtremeCloud IQ Pilot SaaS Subscription and EW SaaS Support for one (1) device (1 year).
ExtremeCloud IQ Pilot Subscription	XIQ-PIL-S-C-PWP	ExtremeCloud IQ Pilot SaaS Subscription and PWP SaaS Support for one (1) device (1 year).
ExtremeCloud IQ Pilot Subscription	XIQ-PIL-S-OP-EW	ExtremeCloud IQ Pilot On-Prem Subscription (RTU License), EW SW Support for one (1) device (1 year).
ExtremeCloud IQ Pilot Subscription	XIQ-PIL-S-OP-PWP	ExtremeCloud IQ Pilot On-Prem Subscription (RTU License), PWP SW Support for one (1) device (1 year).
ExtremeCloud IQ Pilot On-Prem Software	XIQ-PIL-VA-DL	ExtremeCloud IQ Pilot SW, delivered via download. Can be used with XIQ On-Premises Subscription SKU or XIQ Perpetual SKUs. One time buy.
ExtremeCloud IQ Pilot On-Prem Perpetual License	XIQ-PIL-P-OP	ExtremeCloud IQ Pilot On-Prem Perpetual License On-Premises for one (1) device. Cannot be used with SaaS.
ExtremeCloud IQ Navigator Subscription	XIQ-NAV-S-C-EW	ExtremeCloud IQ Navigator SaaS Subscription EW SaaS Support for one (1) device (1 year).
ExtremeCloud IQ Navigator Subscription	XIQ-NAV-S-C-PWP	ExtremeCloud IQ Navigator SaaS Subscription PWP SaaS Support for one (1) device (1 year).

## Warranty

As a customer-centric company, Extreme Networks is committed to providing quality products and solutions. In the event that one of our products fails due to a defect, we have developed a comprehensive warranty that protects your organization and provides a simple way to get product repaired or media replaced as soon as possible.

Software warranties are ninety (90) days and cover defects in media only. For full warranty terms and conditions please go to [extremenetworks.com/support/policies](http://extremenetworks.com/support/policies).

## Service and Support

Extreme Networks provides comprehensive service offerings that range from Professional Services to design, deploy and optimize customer networks, customized technical training, to service and support tailored to individual customer needs. Please contact your Extreme Networks account executive for more information about Extreme Networks Service and Support.

## Additional Information

For additional technical information on ExtremeCloud IQ, please go to [extremenetworks.com/extremecloud-iq](http://extremenetworks.com/extremecloud-iq).



<http://www.extremenetworks.com/contact>

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## Highlights

- Feature-rich fixed-form switches for enterprise edge deployments
- Universal hardware platform providing end-to-end network segmentation and advanced policy with a choice of switch operating systems
- Fixed 16, 24 and 48-port models with Gigabit Ethernet connectivity
- 8 x 1/10Gb SFP+ uplinks upgradeable to 10Gb via license on 24 and 48-port models
- 4 x 1/10Gb SFP+ uplinks upgradeable via license to 10Gb on 16-port models
- 30W PoE support (IEEE 802.3at)
- Silent mode operation up to 35°C on 16-port PoE models
- AC or DC Power option with 16-port PoE model
- Up to 8-unit 40Gb per unit stacking
- MACsec on 10/100/1000 access and uplink ports for secure link encryption
- Layer 2/Layer 3 Fabric services, including Fabric Extend, for secure network segmentation and automation
- Non-blocking, wire-speed design

## Smart Management Choices

- ExtremeCloud™ IQ and ExtremeCloud IQ - Site Engine for powerful, secure and easy to use public or private cloud management
- 1-year free ExtremeCloud IQ Pilot subscription included with each 5320 system



## 5320 Series

### Universal Edge Switch Platform

## Product Overview

The 5320 Series is a family of feature-rich edge switches designed for the next-generation digital enterprise. As a universal hardware platform, the 5320 Series end-to-end secure network segmentation, in addition to advanced policy capabilities, and offers a user-selectable choice of Extreme's flagship switch operating systems. This makes the 5320 a uniquely flexible platform that can be deployed across a range of edge and wiring-closet environments.

The 5320 Series includes fixed 16, 24, and 48-port 1 Gigabit models that are available in 30W PoE and non-PoE versions. The family also includes 16 port PoE models available with either AC or DC power options.

## Universal Hardware Platform

The 5320 Series comes with a dual-persona capability allowing user choice of the switch operating system (OS). Either the ExtremeXOS® or VSP Operating System (VOSS) persona can be enabled on 5320 hardware models. The desired persona can be selected at start-up or changed at a later stage. Once selected, the 5320 assumes the features/capabilities of the selected OS.

5320 persona activation can be done manually at boot-up, including via the system CLI. Or, it can be automated by pre-provisioning the 5320 persona in ExtremeCloud IQ. When first booted, the 5320 automatically connects to ExtremeCloud IQ to find its persona. The pre-provisioned OS persona is then remotely enabled on the 5320 system - eliminating the need for manual selection.





## Ethernet Fabric Services

The 5320 supports a variety of Ethernet Fabric services, including Extreme's Fabric Connect when running VOSS and Extreme's IP Fabric when running ExtremeXOS. It also supports Fabric Attach for automated connection to either Layer 2 or Layer 3 fabric services. Extreme's Fabric Connect and IP Fabric on the 5320 enable the creation of virtualized networks that automate network operations, simplify network provisioning and enhance security, all while reducing the strain on network and IT personnel.



## Intelligent Layer 2/3 Services

The 5320 Series provides sophisticated Layer 2 switching as well as advanced Layer 3 routing services. This includes role-based policy, bidirectional Access Control Lists, as well as granular ingress/egress bandwidth control. Layer 3 services include IPv4 and IPv6 dynamic routing, as well as IP multicast services.



## Management

The 5320 can be managed by ExtremeCloud IQ and ExtremeCloud IQ—Site Engine for comprehensive unified management with a consolidated view of users, devices and applications across wired and wireless networks. (NOTE: Each 5320 unit also includes a 1-year free ExtremeCloudIQ Pilot subscription.)

Zero-touch provisioning from ExtremeCloud IQ lets one quickly bring new 5320 switches online as well as enable the selection of the operating system (OS) persona. Alternatively, 5320 on-box management can be done manually via a web-based GUI or generic CLI.



## Power Over Ethernet

The 5320 Series includes Power over Ethernet (PoE) models supporting standards-based 30W IEEE 802.3at PoE capabilities. This enables the 5320 to address the needs of powered edge devices, while eliminating the need for additional electrical cabling and circuits. In addition, 5320 PoE models also support perpetual and fast PoE for even more efficient and reliable powered edge device operation.



## High-Performance Stacking

Two of the 5320's built-in SFP+ uplink ports can be used for high-speed stacking when running ExtremeXOS. Up to eight systems can be stacked using qualified 10Gb direct attach cables and optical transceivers. (Note: Stacking is not supported when running VOSS.)



## 1Gb Uplinks Upgradeable to 10Gb

All 5320 Series units include integrated SFP+ capable uplinks that support 1Gb SFP by default, but which can be upgraded to 10Gb via software. 24 and 48-port 5320 models come with 8 x 1Gb SFP uplinks; 16-port models offer 4 x 1Gb SFP uplinks. 1Gb SFP uplinks are upgradeable to 10Gb SFP+ through an optional software license. (Note: Two of the 5320's uplink ports are available for ExtremeXOS stacking and when used in this manner support 10Gb by default.)



## Silent Operation

Silent mode operation at temperatures up to 35°C is supported on 5320 16-port AC and DC-powered models. This makes these models ideal for classrooms, hospitality suites, retail sites or other noise sensitive environments, especially outside of the wiring closet environment.

## External Interfaces

Switch Model	Interfaces
5320-16P-4XE	16 x 10/100/1000Base-T 802.3at (30W) ports <ul style="list-style-type: none"> <li>• Full/Half-Duplex (autosensing)</li> <li>• MACsec-capable</li> </ul> 4 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>• Can be upgraded to 10Gb SFP+ via software license</li> <li>• MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port
5320-16P-4XE-DC	16 x 10/100/1000Base-T 802.3at (30W) ports <ul style="list-style-type: none"> <li>• Full/Half-Duplex (autosensing)</li> <li>• MACsec-capable</li> </ul> 4 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>• Can be upgraded to 10Gb SFP+ via software license</li> <li>• MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port
5320-24T-8XE	24 x 10/100/1000Base-T ports <ul style="list-style-type: none"> <li>• Full/Half-Duplex (autosensing)</li> <li>• MACsec-capable</li> </ul> 8 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>• Can be upgraded to 10Gb SFP+ via software license</li> <li>• MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port
5320-24P-8XE	24 x 10/100/1000Base-T 802.3at (30W) ports <ul style="list-style-type: none"> <li>• Full/Half-Duplex (autosensing)</li> <li>• MACsec-capable</li> </ul> 8 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>• Can be upgraded to 10Gb SFP+ via software license</li> <li>• MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port
5320-48T-8XE	48 x 10/100/1000Base-T ports <ul style="list-style-type: none"> <li>- Full/Half-Duplex (autosensing)</li> <li>- MACsec-capable</li> </ul> 8 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>- Can be upgraded to 10Gb SFP+ via software license</li> <li>- MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port
5320-48P-8XE	48 x 10/100/1000Base-T 802.3at (30W) ports <ul style="list-style-type: none"> <li>• Full/Half-Duplex (autosensing)</li> <li>• MACsec-capable</li> </ul> 8 x 1Gb SFP uplink ports (includes 2 x Stacking ports @ 10Gb) <ul style="list-style-type: none"> <li>• Can be upgraded to 10Gb SFP+ via software license</li> <li>• MACsec-capable</li> </ul> 1 x Serial console port (RJ-45) 1 x 10/100/1000BASE-T out-of-band management port 1 x USB A ports for management or external USB flash 1 x USB Micro-B console port

## Performance and Scale

Switch Model	Max Active 10/100/1000Mb ports	Max Active 100Mb/1Gb/10Gb SFP/SFP+ ports*	Max Active 10Gb Stacking ports**	Aggregated Switch Bandwidth	Max Frame Forwarding Rate
5320-16P-4XE	16	4	2	112 Gbps	83.3 mpps
5320-16P-4XE-DC	16	4	2	112 Gbps	83.3 mpps
5320-24T-8XE	24	8	2	208 Gbps	154.8 mpps
5320-24P-8XE	24	8	2	208 Gbps	154.8 mpps
5320-48T-8XE	48	8	2	352 Gbps	261.9 mpps
5320-48P-8XE	48	8	2	352 Gbps	261.9 mpps

\* 10Gb port upgrade license required for 10Gb operation

\*\* 10Gb upgrade license not required for stacking

## Software Scaling Values

### 5320 with EXOS

- MAC Table: 32,000
- IPv4 ARP Table: 16,000
- IPv4 Route Table: 12,000 (48-port models); 8,000 (16 and 24-port models)
- IP Multicast Entries (S,G,V): 6,000
- IPv6 Neighbor Table: 6,000
- IPv6 Route Table: 6,000 (48-port models); 4,000 (16 and 24-port models)
- ACLs (Ingress/Egress): 8,000/1,024 (48-port models); 8,000/512 (16 and 24-port models)
- QoS Egress Queues per port: 8
- VLANs: 4,094
- Routed VLANs: 1533 (48-port models); 509 (16 and 24-port models)

### One Policy Scaling

- Policy Profiles: 63
- Unique Permit/Deny Rules per switch: 4,024

### 5320 with VOSS

- MAC Table: 32,000
- IPv4 ARP Table: 15,000
- IPv4 Route Table: 12,000
- IP Multicast Entries (S,G,V): 4,000
- IPv6 Neighbor Table: 8,000
- IPv6 Route Table: 5,896
- ACLs (Ingress/Egress): 8,000/1,024 (48-port models); 8,000/512 (16 and 24-port models)
- QoS Egress Queues per port: 8
- VLANs: 4,059
- IP Interfaces (Routed VLANs): 248

### Fabric Connect Scaling

- Fabric Adjacencies per switch: TBD
- Fabric nodes per area (BEB + BCB): 800
- BEB Nodes per VSN: 500
- L2 VSNs: 500

## Weights and Dimensions

Switch Model	Weight	Physical Dimensions
5320-16P-4XE	6.6 lb/3.0 kg	12.2 in W/1.7 in H/11.8 in D 310 mm/43.6 mm/300 mm
5320-16P-4XE-DC	6.6 lb/3.0 kg	
5320-24T-8XE	8.2 lb/3.7 kg	17.3 in W/1.7 in H/11.0 in D 440 mm/43.6 mm/280 mm
5320-24P-8XE	8.8 lb/4.0 kg	
5320-48T-8XE	9.3 lb/4.2 kg	17.3 in W/1.7 in H/11.0 in D 440 mm/43.6 mm/280 mm
5320-48P-8XE	11.0 lb/5.0 kg	

## 5320F Max PoE Power Budget

Switch Model	PoE Budget
5320-16P-4XE	185W
5320-16P-4XE-DC	185W
5320-24P-8XE	370W
5320-48P-8XE	740W

## Environmental

### Environmental Specifications

EN/ETSI 300 019-2-1 v2.1.2 - Class 1.2 Storage

EN/ETSI 300 019-2-2 v2.1.2 - Class 2.3 Transportation

EN/ETSI 300 019-2-3 v2.1.2 - Class 3.1e Operational

EN/ETSI 300 753 (1997-10) - Acoustic Noise

ASTM D3580 Random Vibration Unpackaged 1.5 G

### Environmental Compliance

EU RoHS - 2011/65/EU

EU WEEE - 2012/19/EU

EU REACH - Regulation (EC) No 1907/2006 Reporting

China RoHS - SJ/T 11363-2006

Taiwan RoHS - CNS 15663(2013.7)

### Operating Conditions

Temp: 0° C to 50° C (32° F to 122° F)

Humidity: 10% to 95% relative humidity, non-condensing

Altitude: 0 to 3,000 meters (9,850 feet)

Shock (half sine) 30m/s<sup>2</sup> (3G), 11ms, 60 shocks

Random vibration: 3 to 500 Hz at 1.5 G rms

### Packaging and Storage Specifications

Temp: -40° C to 70° C (-40° F to 158° F)

Humidity: 10% to 95% relative humidity, non-condensing

Packaged Shock (half sine): 180 m/s<sup>2</sup> (18 G), 6 ms, 600

Packaged Vibration: 5 to 62 Hz at velocity 5 mm/s, 62 to 500 Hz at 0.2 G

Packaged Random Vibration: 5 to 20 Hz at 1.0 ASD w/-3 dB/oct. from 20 to 200 Hz

Packaged Drop Height: 14 drops minimum on sides and corners at 42 inches (<15 kg box)

## Regulatory and Safety

### North American ITE

UL 60950-1

UL/CuL 62368-1 Listed

CSA 22.2 No. 60950-1 2nd edition 2014 (Canada)

Complies with FCC 21CFR 1040.10 (U.S. Laser Safety)

CDRH Letter of Approval (US FDA Approval)

### European ITE

EN 60950-1 2nd Edition

EN 62368-1

EN 60825-1 Class 1 (Lasers Safety)

2014/35/EU Low Voltage Directive

### International ITE

CB Report and Certificate per IEC 60950-1

CB Report and Certificate IEC 62368-1

AS/NZS 60950-1 (Australia/New Zealand)

## EMI/EMC Standards

### North American EMC for ITE

FCC CFR 47 Part 15 Class A (USA)

ICES-003 Class A (Canada)

### European EMC Standards

EN 55032 Class A

EN 55024

EN 61000-3-2, 2014 (Harmonics)

EN 61000-3-3 2013 (Flicker)

EN 300 386 (EMC Telecommunications)

2014/30/EU EMC Directive

### International EMC Certifications

CISPR 32, Class A (International Emissions)

AS/NZS CISPR32

CISPR 24 Class A (International Immunity)

IEC 61000-4-2/EN 61000-4-2 Electrostatic Discharge, 8kV Contact, 15 kV Air, Criteria B

IEC 61000-4-3/EN 61000-4-3 Radiated Immunity 10V/m, Criteria A

IEC 61000-4-4/EN 61000-4-4 Transient Burst, 2 kV, Criteria B

IEC 61000-4-5/EN 61000-4-5 Surge, 2 kV L-L, 2 kV L-G, Level 3, Criteria B

IEC 61000-4-6 Conducted Immunity, 0.15-80 MHz, 10V/rms, 80%AM (1kHz), Criteria A

IEC/EN 61000-4-11 Power Dips and Interruptions, >30%, 25 periods, Criteria C

### Country Specific

VCCI Class A (Japan Emissions)

ACMA RCM (Australia Emissions)

CCC Mark (China)

KCC Mark, EMC Approval (Korea)

BSMI (Taiwan)

Anatel (Brazil)

NoM (Mexico)

EAC (Russia, Belarus, Kazakhstan)

NRCS (South Africa)

### IEEE 802.3 Media Access Standards

IEEE 802.3ab 1000BASE-T

IEEE 802.3at PoE

IEEE 802.3ae 10GBASE-X

IEEE 802.3az Energy Efficient Ethernet

# Ordering Information

Part Number	Product Name	Product Description
<b>5320 Systems</b>		
5320-16P-4XE	5320 16-port 30W PoE Switch w/AC Power	5320 Universal Switch with 16 x 10/100/1000BASE-T full/half duplex 802.3at 30W PoE ports, 4 x 1Gb SFP uplink ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed AC PSU, fixed fan module (on-off mode up to 35C), 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
5320-16P-4XE-DC	5320 16-port 30W PoE Switch w/DC Power	5320 Universal Switch with 16 x 10/100/1000BASE-T full/half duplex 802.3at 30W PoE ports, 4 x 1Gb SFP uplink ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed DC PSU, fixed fan module (on-off mode up to 35C), 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
5320-24T-8XE	5320 24-port Switch	5320 Universal Switch with 24 x 10/100/1000BASE-T full/half duplex ports, 8 x 1Gb SFP ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed AC PSU, fixed fan modules, 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
5320-24P-8XE	5320 24-port 30W PoE Switch	5320 Universal Switch with 24 x 10/100/1000BASE-T full/half duplex 802.3at 30W PoE ports, 8 x 1Gb SFP ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed AC PSU, fixed fan modules, 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
5320-48T-8XE	5320 48-port Switch	5320 Universal Switch with 48 x 10/100/1000BASE-T full/half duplex ports, 8 x 1Gb SFP ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed AC PSU, fixed fan modules, 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
5320-48P-8XE	5320 48-port 30W PoE Switch	5320 Universal Switch with 48 x 10/100/1000BASE-T full/half duplex 802.3at 30W PoE ports, 8 x 1Gb SFP ports upgradeable to 10Gb SFP+ (includes 2 x Stacking ports @10Gb), 1 internal fixed AC PSU, fixed fan modules, 2-post rack-mount kit, Base software license, includes 1-year ExtremeCloud IQ Pilot Subscription
<b>Accessories</b>		
XN-2P-RMKIT-007	2 Post Rack Mount Kit for 5320 16 port switches	Spare two post rack mount kit for 5320 Series 16 port switches. Includes brackets for front or mid-mount of chassis in a two-post rack.
XN-2P-RMKIT-006	2 Post Rack Mount Kit for 5320 24/48 port switches	Spare two post rack mount kit for 5320 Series 24 and 48 port switches. Includes brackets for front or mid-mount of chassis in a two-post rack.
<b>Software Licenses</b>		
5320-10GUPG-4X-LIC-P	4 x 10Gb upgrade for 5320	10Gb Port Upgrade License for 4 ports of 1G SFP. Can be used on 16, 24 and 48-port 5320 switch models
5320-10GUPG-8X-LIC-P	8 x 10Gb upgrade for 5320	10Gb Port Upgrade License for 8 ports* of 1Gb SFP. Applicable to 24 and 48 port 5320 switch models
5000-PRMR-LIC-P	Premier License for 5000 Series	Perpetual Premier License for 5000 Series switches
5000-MACSEC-LIC-P	MACsec License for the 5000 Series	Perpetual MACsec License for the 5000 Series switches

\* When running VOSS, 3 of the 8 uplink ports are blocked for Ethernet Fabric Connect (SPB) functionality

## Warranty

All 5320 Series models are covered under Extreme's Universal LLW policy. For warranty details, please visit: <http://www.extremenetworks.com/support/policies>

## Maintenance Services

Extreme's maintenance and support services with 100% in-sourced engineering experts and over 90% first-person resolution ensure efficient operation of your business-essential network. 24x7x365 phone support, advanced

parts replacement, and on-site support augment your staff with experienced resources that help you mitigate critical network issues fast. Visit [Extreme Maintenance Services](#) for more information.

## Optics/Transceivers

For a list of the optics/transceivers supported on the 5320 Series hardware, refer to our Extreme Optics Compatibility Tool at <https://optics.extremenetworks.com>

## Power Cords

In support of Extreme Networks green initiatives, power cords are not included with the 5320, but can be ordered separately. They should be specified at time of ordering.

**PRINTER AND COPIER PROPOSALS**

	Vendor	Pulse	ISBS	Impact
<b>Lease</b>				
FMV Lease 60 Months		\$1,590.96	\$1,290.00	1272.75
1\$ Buyout Lease 60 Months		\$1,490.38	\$1,360.00	1487.95
<b>Maintenance Costs Per Print</b>				
Copier Black and White		0.007	0.0069	0.008
Copier Color		0.045	0.049	0.045
Printers Black and White		0.00972	0.01	0.027
Printers Color		0.0686	0.088	0.149
Expected Monthly Maintenance		\$867.25	\$998.95	\$1,588.04
Estimated Total Monthly Cost FMV Lease and Maintenance		\$2,458.21	\$2,288.95	\$2,860.79
Estimated Total Monthly Cost 1\$ buyout Lease and Maintenance		\$2,357.63	\$2,358.95	\$3,075.99
Estimated 60 Month Total Cost FMV Lease and Maintenance		\$147,492.60	\$137,337.00	\$171,647.40
Estimated 60 Month Total Cost 1\$ Buyout Lease and Maintenance		\$141,457.80	\$141,537.00	\$184,559.40



## ISBS' Summary Document

**Equipment Lease FMV 60 Months = \$1,290.00 /month**

**Includes:** (7) **Savin IM C3000 Color Imaging Systems.** We are “NET-ADDING” Stapling Capabilities to (2) devices that do not have stapling capabilities now. The two locations where we are “net-adding” stapling capabilities are the PA/MS Workroom Copier and the A&C Workroom Copier.

(1) **Savin IM C4500 Color Imaging System – Administration**

(4) **Savin P C600 Color Laser Printers** – the library will OWN these printers upon installation

(8) **Brother HL-L6400dw Black & White Laser Printers** – the library will OWN these printers upon installation.

(1) **Brother MFC L9570cdw Table-top Color Imaging System** – the library will OWN this device upon installation.

**Equipment Lease 1\$ buyout 60 Months: \$1,360.00 /month**

**Includes: The Same Equipment that is listed above – 21 devices total.**

Copier Maintenance cost per B/W click = **.0069 per page**

Copier Maintenance cost per Color click = **.049 per page**

Printer Maintenance cost per B/W click = **.01 per page**

Printer Maintenance cost per Color click = **.088 per page**

*Expected Maintenance Cost per Month based on historical usage provided (3/1/2022 - 11/30/2022)*

### COPIERS

6,975 BLACK & WHITE PAGES on COPIERS per Month x .0069 per page = **\$48.13 per Month**

6,268 COLOR PAGES on COPIERS per Month x .049 per page = **\$307.13 per Month**

### PRINTERS

15,098 BLACK & WHITE PRINTS on PRINTERS per Month x .01 = **\$150.98 per Month**

5,599 COLOR PRINTS on PRINTERS per Month x .088 = **\$492.71 per Month**

**Total Estimated MONTHLY Maintenance Cost: \$998.95 per Month** for all copies & prints produced – again based on the historic volumes provided.



**Total Monthly Investment FMV lease INCLUDING Maintenance = \$2,288.95 per Month**

**Total Monthly Investment 1\$ buyout lease INCLUDING Maintenance = \$2,358.95 per Month**

## **Local ISBS Library References**

**Illinois Library Association** – Cynthia M. Robinson – Executive Director – 312-644-1896

**Mount Prospect Public Library** – Tim Loga – Director of I.T. – 847-253-5675

**Wilmette Public Library** – Anthony Auston – Library Director – 847-256-6910

**Warren Newport Public Library District**– Smruti Savarkar – Head of I.T. – 847-244-5150

**Arlington Heights Memorial Library** – Rich Dworiany – I.T. Manager – 847-870-3695

**Geneva Public Library District** – Lynnette Singh – Information Technology Manager – 630-232-0780

### **Notes of Importance**

Shipping of Toner and Consumables for all copiers and printers is FREE Of CHARGE! ISBS does not charge its customers for shipping.

ISBS will remove & environmentally dispose the existing (8) Kyocera copiers AND the (13) HP/Kyocera printers from the library at no additional charge.

The (3) Savin IM C3000 public-use copiers are configured to be compatible with the library's existing TBS coin/bill operators. There is no "additional cost" for the conversion as all cables and labor to do so is included.

All (8) Savin Color Imaging Systems are able to copy/print/scan documents up to 11" x 17". This was a request made by DPPL staff.

7 of the 8 Savin Color Imaging Systems proposed USE THE SAME TONERS. Only the Administration's device will have a different set of toners for the MFP's proposed.

All staff-use Savin Color Imaging Systems will now have the ability to staple documents. This is a "net-add" feature for the PA/MS department as well as for the YS department.

The Library Will OWN the (8) new Brother HL-L6400dw Black/White Laser Printers, the (1) new Brother MFC-L9570cdw color table-top MFP as well as the (4) new Savin P C600 Color Laser Printers Upon Installation. There's no additional cost associated with this transfer of ownership upon installation.





**Des Plaines Public Library**  
Final Copier & Printer Fleet Upgrade Proposal  
February 7th, 2023

Prepared By: Jason Rolloff  
“The Library Copier & Printer Guy”  
[jrolloff@isbscorp.com](mailto:jrolloff@isbscorp.com)





## **Confidential Library References**

### **Illinois Library Association**

Attn: Cynthia M. Robinson – Executive Director  
33 West Grand Ave.  
Chicago, Illinois 60610  
Phone: (312) 644-1896

### **Mount Prospect Public Library**

Attn: Tim Loga – Director of Technology  
10 South Emerson Street  
Mount Prospect, Illinois 60056  
Phone: (847) 253-5675

### **Wilmette Public Library**

Attn: Anthony Auston – Library Director  
1242 Wilmette Avenue  
Wilmette, Illinois 60091  
Phone: (847) 256-6910

### **Geneva Public Library District**

Attn: Lynnette Singh – Information Technology Manager  
227 S. 7<sup>th</sup> Street  
Geneva, Illinois 60134  
Phone: (630) 232-0780

### **Additional Library References Available Upon Request!**

*Image Systems & Business Solutions provides more than 60 different public libraries with their MFPs and printers!.*

### **ISBS Contact Information:**

**Jason Rolloff – “the Copier & Printer Guy”  
Library & Education Market Specialist  
847-852-2324 Direct**

[jrolloff@isbscorp.com](mailto:jrolloff@isbscorp.com)

[www.isbscorp.com](http://www.isbscorp.com)



Ricoh USA, INC.  
2 Gatehall Drive  
Parsippany, NJ 07054



January 21<sup>st</sup>, 2022



Image Systems & Business Solutions  
1776 Commerce Drive  
Elk Grove Village, IL 60007

**Subject:** Congratulations! Your dealer is a RFG Circle of Excellence Certified Dealership for 2022!!

Dear David Boelter,

I am pleased to inform you that your dealership, Image Systems and Business Solutions, as well as all of your authorized service locations (if applicable) have qualified and will be recognized as a Ricoh (Savin) **RFG Circle of Excellence Certified Dealership** for the calendar year 2022.

This program was designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's stringent guidelines and we wish to extend our appreciation for your participation and achievement.

In recognition, we will ship one (1) custom engraved award directly to your Dealership's main location along with a framed **RFG Circle of Excellence Certificate** noting your dealership name and brand for all your satellite offices (where applicable). In addition, a signed letter of recognition will be sent directly to the dealer principle.

On behalf of the entire Dealer Services Team, thank you for your support and congratulations on achieving this prestigious recognition.

If you have any questions, please feel free to contact your Region Service Director and/or Technical Support Manager.

Regards,  
Chris DeMars  
Director, Dealer Services  
Managed and Technology Services  
RICOH USA, INC



# **RICOH SERVICE EXCELLENCE AWARDS**



**2013-2014-2015-2016-2017-2018-2019-  
2020-2021 AND Hot of the Press – 2022!!!!**

**“A Decade of Dominance!!”**

We wish to extend our appreciation for your participation in Ricoh's Service Excellence Program. This program was designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's stringent guidelines.

I am pleased to inform you that Image Systems and Business Solutions, Inc. has qualified and will be recognized as a **Ricoh Service Excellence Certified Dealership** for the year 2022!

In recognition of this achievement, we will provide your Dealership with a framed Ricoh Service Excellence certificate along with a "Service Excellence" logo that can be used for your marketing purposes.

On behalf of Ricoh and the entire Dealer Services Team, thank you for your support and congratulations on achieving this prestigious recognition.

**Best regards,**

**Wayne Butterfield  
Midwest Region Service Manager  
Dealer Service Support**

**RICOH USA  
222 North LaSalle  
Chicago, IL 60601**



## Letter of Assurance/Performance Guarantee

Thank you for allowing **Image Systems & Business Solutions** the opportunity to provide a Savin Solution to your company for its document imaging needs.

Our cutting edge Savin solutions will allow your company the opportunity to dramatically increase overall productivity while reducing costs associated with document creation and retention when compared to other solutions available in the industry. Our Savin product(s) allow you to remain truly flexible in a once seemingly immovable paper environment.

We provide each of our clients this *Letter of Assurance/Performance Guarantee* because your satisfaction is paramount. This Letter of Assurance/Performance Guarantee ensures that your new **ISBS** Savin solution will perform up to and beyond expectations, and if it does not, we will correct the problem immediately by implementing the following industry trend-setting programs:

### ***Free Replacement Program***

If your Multi-Functional Product, Printer or associated accessories do not operate within Savin's product specifications during the term of its lease, and if the equipment cannot be repaired to perform within product specifications, **ISBS** will replace the MFP, Printer or associated accessory at *NO CHARGE* with a model holding equal or *BETTER* features and specifications.

### ***Free Loaner***

If your MFP or printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Servicing Dealer (**ISBS**), or if your MFP or printer requires off-site service, **ISBS** will provide your company a loaner at no additional charge.

### ***Term of Program***

The term of this program is a) for purchased equipment, three years from equipment installation date or maximum amount of copies as stated in the product specifications, whichever occurs first; or b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date. Please note that this program is only valid with a concurrent service agreement with **ISBS** for the entire lease term.

Thank you for this opportunity to earn your company's imaging system business and we look forward to working with your staff on this upcoming MFP upgrade opportunity.

David Boelter,  
President

1776 Commerce Drive  
Elk Grove Village, IL 6007  
Phone: (847) 882-7500

[www.isbscorp.com](http://www.isbscorp.com)

221 N. LaSalle Street  
Chicago, IL 60601  
(877) 900-ISBS

# Savin IM C3000

## Color Imaging Systems – (3) Public-Use



- **Copy/Print Speed:** 30 Pages Per Minute
- **Automatic Duplex Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Print Resolution:** 1200 x 1200dpi
- **Avg. Monthly Volume:** 5K Per Month  
**Max. Monthly Volume:** 20K Per Month
- **Single-Pass/Dual Scan Document Feeder:**  
Original Capacity = 220-Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, URL, Folder & Media
- **Scan File Types:** Single & Multi-Page TIFF/PDF, High Compression PDF, PDF/A & Single-Page JPEG
- **Standard Interfaces:** 10Base-T/100/1000 Base-TX Ethernet & USB 2.0
- **CPU/Memory:** Intel Apollo Lake 1.3GHz Processor, 2GB RAM & 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Postscript 3 Emulation & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets (Consisting of):  
**(4)** 550-Sheet Paper Trays up to Ledger (11" x 17")  
**(1)** 100-Sheet Multi-Purpose Tray
- **Acceptable Paper Weights:** Up to 166lb. Index (300 g/m<sup>2</sup>) Through All Paper Sources
- **Security Features:** [HDD Encryption](#) to protect data even if the hard drive is stolen & [Data Overwrite Security Software](#) to eliminate any latent data residing on the devices hard-drive to protect against document, data and identity theft
- **TBS Compatible – Includes ALL Cables Required to Connect to Existing TBS Coin/Bill Towers**
- **Innovolt Power Manager**



## Savin IM C3000

### Color Imaging System – AS Staff Copier

- **Copy/Print Speed:** 30 Pages Per Minute
- **Multi-Position Stapling Finisher**
- **Faxing Capabilities**
- **Automatic Duplex Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Print Resolution:** 1200 x 1200dpi
- **Avg. Monthly Volume:** 5K Per Month  
**Max. Monthly Volume:** 20K Per Month
- **Single-Pass/Dual Scan Document Feeder:**  
Original Capacity = 220-Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, URL, Folder & Media
- **Scan File Types:** Single & Multi-Page TIFF/PDF, High Compression PDF, PDF/A & Single-Page JPEG
- **Standard Interfaces:** 10Base-T/100/1000 Base-TX Ethernet & USB 2.0
- **CPU/Memory:** Intel Apollo Lake 1.3GHz Processor, 2GB RAM & 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Postscript 3 Emulation & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets (Consisting of):  
**(4)** 550-Sheet Paper Trays up to Ledger (11" x 17")  
**(1)** 100-Sheet Multi-Purpose Tray
- **Acceptable Paper Weights:** Up to 166lb. Index (300 g/m<sup>2</sup>) Through All Paper Sources
- **Security Features:** [HDD Encryption](#) to protect data even if the hard drive is stolen & [Data Overwrite Security Software](#) to eliminate any latent data residing on the devices hard-drive to protect against document, data and identity theft
- **Innovolt Power Manager**



## Savin IM C3000

### Color Imaging System – (3) Staff-Use Devices (PA/MS, A&C Workroom and Youth Services)

- **Copy/Print Speed:** 30 Pages Per Minute
- **Multi-Position Internal Stapling Finisher:** Stapling is a “net-add” feature for PA/MS and A&C Workroom!
- **Automatic Duplex Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Print Resolution:** 1200 x 1200dpi
- **Avg. Monthly Volume:** 5K Per Month  
**Max. Monthly Volume:** 20K Per Month
- **Single-Pass/Dual Scan Document Feeder:**  
Original Capacity = 220-Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, URL, Folder & Media
- **Scan File Types:** Single & Multi-Page TIFF/PDF, High Compression PDF, PDF/A & Single-Page JPEG
- **Standard Interfaces:** 10Base-T/100/1000 Base-TX Ethernet & USB 2.0
- **CPU/Memory:** Intel Apollo Lake 1.3GHz Processor, 2GB RAM & 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Postscript 3 Emulation & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets (Consisting of):  
**(4)** 550-Sheet Paper Trays up to Ledger (11” x 17”)  
**(1)** 100-Sheet Multi-Purpose Tray
- **Acceptable Paper Weights:** Up to 166lb. Index (300 g/m<sup>2</sup>) Through All Paper Sources
- **Security Features:** [HDD Encryption](#) to protect data even if the hard drive is stolen & [Data Overwrite Security Software](#) to eliminate any latent data residing on the devices hard-drive to protect against document, data and identity theft
- **Innovolt Power Manager**





# Savin IM C4500

## Color Imaging System – Administration



- **Copy/Print Speed:** 45 Pages Per Minute
- **Multi-Position Stapling Finisher**
- **2/3 Hole Punch**
- **Faxing Capabilities** – walk-up & desktop faxing
- **Automatic Duplex Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Print Resolution:** 1200 x 1200dpi
- **Avg. Monthly Volume:** 10K Per Month  
**Max. Monthly Volume:** 50K Per Month
- **Single-Pass/Dual Scan Document Feeder:**  
Original Capacity = 220-Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, URL, Folder & Media
- **Scan File Types:** Single & Multi-Page TIFF/PDF, High Compression PDF, PDF/A & Single-Page JPEG
- **Standard Interfaces:** 10Base-T/100/1000 Base-TX Ethernet & USB 2.0
- **CPU/Memory:** Intel Apollo Lake 1.6GHz Processor, 2GB RAM & 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Postscript 3 Emulation & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets (Consisting of):  
**(4)** 550-Sheet Paper Trays up to Ledger (11" x 17")  
**(1)** 100-Sheet Multi-Purpose Tray
- **Acceptable Paper Weights:** Up to 166lb. Index (300 g/m<sup>2</sup>) Through All Paper Sources
- **Security Features:** [HDD Encryption](#) to protect data even if the hard drive is stolen & [Data Overwrite Security Software](#) to eliminate any latent data residing on the devices hard-drive to protect against document, data and identity theft
- **Innovolt Power Manager**





## **Savin P C600DN**

### **Color Laser Printers – (4) Devices Total;**

**Locations: 4<sup>th</sup> Floor AS Patron Printers #1 & #2, YS Desk Printer & Reader Services Desk Printer**

### **Printer Specifications**

- **Print Speed:** 42 Prints Per Minute
- **First Page Speed:** Less than 6.5 seconds
- **Maximum Monthly Volume:** up to 15,000 prints
- **Standard Interfaces:** Gigabit Ethernet (1000/100/10BASE-T), USB 2.0 Type B, USB 2.0 Type A, SD Card Slot (2 ports)
- **CPU/Memory:** 1.3GHz Processor, 2GB RAM & HDD
- **Page Description Languages:** Adobe Postscript 3 Emulation, PCL 5c/6 & PDF Direct Print Emulation
- **Paper Capacity – 600 Sheets Paper Capacity: (1) 500-Sheet Paper Tray Up to Legal Size Paper (8.5" x 14") With Additional 100 - Sheet Multi-Purpose Tray**
- **Automatic Duplexing Capabilities:** for Two-Sided Printing
- **Acceptable Paper Weights:** Paper Trays: Up to 120lb. Index
- **Acceptable Paper Types:** Plain Paper, Thick, Plain, Recycled, Color, Letterhead, Cardstock, Pre-printed, Bond, Coated, Middle Thick & Envelopes
- **Print Resolution:** True 1200 x 1200dpi



## ***Brother HL-L6400dw Workhorse Series Black & White Laser Printer***

**8 Devices Total:** To replace existing printers in locations:  
(Michelle M-E's Office Printer, Joanie's Printer/AS Office, PA  
Front Desk Printer-BW Lobby, Conference room, AS Office,  
A&C Sandy's desk, John Lavalie's & Lynne's printer)

### **Device Specifications**

- **Print Speed:** (52) Pages Per Minute
- **Recommended Volume:** Up to 10,000 Pages per Month
- **Standard Interfaces:** Wireless 802.11b/g/n, Gigabit Ethernet & Hi-Speed USB2.0
- **CPU/Memory:** 800 MHz Processor, 512MB RAM
- **Page Description Languages:** PCL6, BR-Script3 (Postscript 3 Compatible), IBM Pro-printer, Epson FX, PDF version 1.7, XPS Version 1.0
- **Paper Capacity – 300 Sheets Paper Capacity:**  
**(1)** 250-Sheet Paper Tray Up to Legal Size Paper (8.5" x 14") With Additional 50 - Sheet Multi-Purpose Tray
- **Automatic Duplexing Capabilities:** for Two-Sided Printing
- **Acceptable Paper Types:** Plain Paper, Letterhead, Labels, Envelopes, Colored Paper, Recycled Paper, Bond
- **Mobile Printing Capability:** Apple AirPrint, Google Cloud Print 2.0, Mopria Print Service, Wi-Fi Direct
- **Print Resolution:** Up to 1200 x 1200dpi

brother.



## Brother MFC –L9570cdw Color Imaging System

**(1) Device:** To Replace HP CM2320nf MFP in  
Lauren's office.

### **Device Specifications**

- **Color Copy/Print Speed:** 33 Pages Per Minute
- **Color Scan Speed:** Up to 104 Duplex images per Minute
- **Scan to:** File, Email, OCR File, FTP, USB, Email Server, Network Folder, Cloud, SharePoint
- **Automatic Document Feeder:** 80 sheet capacity
- **Fax Capabilities**
- **Standard Interfaces:** Wireless 802.11b/g/n, Gigabit Ethernet, NFC & USB2.0
- **CPU/Memory:** 800 MHz Processor, 1GB RAM
- **Page Description Languages:** PCL6, BR-Script3 (Postscript 3 Compatible), PDF version 1.7, XPS Version 1.0
- **Paper Capacity – 300 Sheets Paper Capacity:**  
**(1)** 250-Sheet Paper Tray With Additional 50 - Sheet Multi-Purpose Tray (Additional Paper Trays Are Available if Needed)
- **Automatic Duplexing Capabilities:** for Two-Sided Copy/Print/Scan/Fax
- **Acceptable Paper Types:** Plain Paper, Letterhead, Labels, Envelopes, Colored Paper, Recycled Paper, Bond
- **Mobile Device Printing**
- **Print Resolution:** Up to 2400 x 600dpi





**Cost Per Page Rates:** DPPL will be billed monthly or quarterly in arrears for the pages it produces at the cost per page rates below.

	<u>Black &amp; White</u>	<u>Color</u>
<b>Savin IM C3000/IM C4500 Color Imaging Systems:</b>	<b>.0069</b>	<b>.049</b>
<b>Savin P C600 Color Laser Printers:</b>	<b>.01</b>	<b>.088</b>
<b>Brother HL-L6400dw B/W Laser Printers:</b>	<b>.01</b>	<b>N/A</b>
<b>Brother MFC-L9570cdw Color Table-top MfP:</b>	<b>.01</b>	<b>.088</b>
<b>Existing HP Printers:</b>	<b>.01</b>	<b>.088</b>

**Valued Customer Protection Plan INCLUDES the following:**

- All Service Calls, Parts, Labor, **TONER**, Scans & Preventive Maintenance Kits!
- Guaranteed ON-SITE Service Technician Response Time of 1-4 Hours!
- Help-Desk & Phone Support With Local Service Attendants/Dispatchers!
- Dedicated Service Technicians Who Reside Locally.
- Electronic meter readings, service calls & supply requests directly to ISBS to eliminate the manual processes of such requests.
- Next day free shipping of all consumables – future savings!

**Preliminary Upgrade Pricing** - Excludes Any & All Applicable Taxes!

<u>Quantity/Make/Model</u>	<u>60-Mo. FMV Lease</u>	<u>60-Mo. \$1.00 Out</u>
(7) Savin IM C3000 Color Imaging Systems		
(1) Savin IM C4500 Color Imaging System		
(4) Savin P C600 Color Laser Printers	<b>\$1,290.00</b>	<b>\$1,360.00</b>
(8) Brother HL-L6400dw B/W Laser Printers		
(1) Brother MFC-L9570cdw Color Table-top MFP		





## **Notes of Extreme Importance**

HP Service & Supply Pricing will be billed quarterly in arrears for the pages produced at the cost per page rates on the separate PDF attached. Rates are much LOWER Than Existing Servicing Rates with Impact and includes all service calls, parts, labor and toner (as well as the shipping of all toner/consumables).

Shipping of Toner and Consumables Is FREE Of CHARGE! ISBS does not charge for consumable shipping.

All (8) Savin Color Imaging Systems are able to copy/print/scan documents up to 11" x 17". This was a request made by DPPL staff.

7 of the 8 Savin Color Imaging Systems proposed USE THE SAME TONERS. Only the Administration's device will have a different set of toners for the MFP's proposed.

All staff-use Savin Color Imaging Systems will now have the ability to staple documents. This is a "net-add" feature for the PA/MS department as well as for the YS department.

The (3) Savin IM C3000 public-use copiers are configured to be compatible with the library's existing TBS coin/bill operators. There is no "additional cost" for the conversion as all cables and labor to do so is included.

The Library Will OWN the (8) new Brother HL-L6400dw Black/White Laser Printers, the (1) Brother MFC-L9570cdw color table-top MFP as well as the (4) new Savin P C600 Color Laser Printers Upon Installation. There's no additional cost associated with this transfer of ownership upon installation.



## DES PLAINES PUBLIC LIBRARY BREAKOUT PRICING

**Equipment Lease FMV (Tax Included) 60 Months = \$1,590.96/month**

**Equipment Lease 1\$ buyout 60 Month =: \$1,490.38/month**

Includes: hardware listed on 2<sup>nd</sup> page

Copier Maintenance cost per B/W click =  $\$.007 \times 8,509 = \$ 59.56$

Copier Maintenance cost per Color click =  $\$.045 \times 6,568 = \$295.56$

Printer Maintenance cost per B/W click =  $\$.00972 \times 15,289 = \$148.61$

Printer Maintenance cost per Color click =  $\$.06860 \times 5,299 = \$363.51$

**Expected Maintenance cost per month based on historical usage (3/2022 through 12/31 2022)  
= \$867.25**

**Total monthly investment FMV lease (with tax) and Maintenance = \$2,458.21/month**

**Total monthly investment 1\$ buyout lease and Maintenance = \$2,357.63/month**

Program includes:

- Labor, Parts and Toner
- Auto Shipment of Toner as long as connected to Data Collection Agent
- End of Life and replacement on all aged fleet
- Implementation Plan Included in Scope

**Copiers Maintenance hardware cost includes:**

-(8) Sharp BP 70C31

**Printer Maintenance hardware cost includes:**

-(2) Color Laserjet E55040

-(1) Sharp MX-C357F

-(6) Kyocera P3145dn

-(5) Kyocera P6235dn

-(2) Color Laserjet CP4025

-(3) Kyocera P6021cdn

-(3) Laserjet Pro M404n

-(3) Ecosys P2235dw

-(2) M401dne

**Equipment Included in Lease:**

(8) Sharp BP 70C31, (1) Sharp MX-C357F, (6) Kyocera P3145dn and

(5) Kyocera P6235dn





# SOLUTION PROPOSAL

PREPARED EXCLUSIVELY FOR:  
**Des Plaines Public Library**



**Pulse Technology**  
201 E. Commerce Drive  
  
Schaumburg, IL 60173



**Brandon Cork**  
Major Accounts  
bcork@pulsetechnology.com  
(847) 879-6463



**PROPOSAL ISSUED:**  
12/20/2022  
**PROPOSAL GOOD UNTIL:**  
02/19/2023

[www.pulsetechnology.com](http://www.pulsetechnology.com)

## Scope of Work / Integration Plan

<b>Prepared For</b>	Des Plaines Public Library
<b>Date</b>	12-16-2022

### Project Description

Des Plaines Public Library will be replacing existing Kyocera copiers with Sharp BP-70C31 series copiers for both public and business use. Public copiers are attached to coin-op devices services and managed by TBS.

In addition, the existing fleet of printers will be added under a service contract, and new Kyocera P3145dn or P6235cdn printers will be installed per the attached equipment schedule.

### Project Location(s)

Address	City	State	ZIP Code	Onsite Contact
1501 Ellinwood St.	Des Plaines	IL	60016	Drew Langlie

### Project Participants

Name	Title	Phone Number	Email	Role
Drew Langlie	IT Primary Contact	630-236-6625 x 2	<a href="mailto:dlanglie@osgusa.com">dlanglie@osgusa.com</a>	Customer Contact
Vince Emrich	BPI Specialist	847-879-6465	<a href="mailto:vemrich@pulsetechnology.com">vemrich@pulsetechnology.com</a>	Project Manager
Pete Grebener	Installer	815-289-6038	<a href="mailto:pete@pulsetechnology.com">pete@pulsetechnology.com</a>	Installer

### Equipment Schedule

See Schedule A.

### Timeline

Task	Date	Responsible	Customer Resources
Delivery	TBD	Pulse Technology	Facilities personnel to provide oversight of delivery
Installation	TBD	Pulse Technology IT	IT and/or facilities personnel to provide oversight of the project
Training	TBD	Pulse Technology	IT and/or facilities personnel who will provide training to end users

## Project Plan

**The items below include work to be completed by Pulse Technology for the scope of this project:**

- Pulse Technology will deliver, install, and configure (2) copiers (1 public, 1 staff) at a specified location for training and demonstration purposes on a date chosen by the customer.
- Pulse Technology will provide end user training to operators, as well as administrator training to IT and designated personnel.
- After one week, or on a date designated by the customer, Pulse Technology will deliver, install, and configure the remaining copiers and printers.
- Pulse Technology will again provide any training to operators and administrators, as needed.
- Pulse Technology will move and install existing assets that are being reallocated to other areas (reference Schedule A).
- Pulse Technology will remove and dispose of all assets no longer used, as requested by the customer.

## Customer Responsibilities

**Des Plaines Public Library will be responsible for providing the following on or before the scheduled date of installation:**


- Provisioning of all ethernet and fax cables.
- Ensure ethernet and fax ports are functioning and configured properly on the network.
- Ensure licensing and maintenance for PaperCut and coin-op devices is up to date.
- Ensure a resource is available for coin-op configuration, either remote or onsite, is available on the dates of install.
- Ensure all workstations that require drivers to be installed are functional, present, and up to date on the date of install.

## Pulse Technology Responsibilities

**Pulse Technology will be responsible for providing the following:**

- Assistance with safe unloading and storage of equipment upon delivery.
- Project management, relocation, installation, and configuration of all deployed assets.
- Asset tagging of existing assets remaining in the fleet.
- Training on new print devices, including end user and administrator training.
- Ongoing maintenance and support of all assets listed on the Schedule A.

## Attachments

Attachment	Description
 DPPL_ScheduleA	Schedule A

# Signatures

Pulse Technology

---

Client Name

---

Client Contact Name

Pulse Technology Contact

---

Client Contact Title

Pulse Technology Contact Title

---

Client Contact Signature

Pulse Technology Contact Signature

---

Date

Date

## DATA SHEET



### Sharp BP-70C31 Color Digital Multifunction Copier / Printer Up To 31 PPM

#### KEY FEATURES & BENEFITS

- Up to 31 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.1-inch tablet style display touchscreen and retractable keyboard
- Standard interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), 1 device port (rear), USB 3.0: 2 host ports (rear), wireless 802.11 a/b/g/n/ac
- 300-sheet duplexing single-pass feeder for effortless two-sided printing
- Base model dimensions: 24W X 26D X 33H inches
- 50-sheet Staple Inner Finisher
- Center Exit Tray (required if no finisher installed)
- Fax Expansion Kit
- Generic Vend Interface Kit
- Stand/1 x 550-sheet Paper Drawer
- Stand/3 x 550-sheet Paper Drawers



*Photo may not represent final configuration*

*The BP-70C31 is a color document system in the Advanced Series by Sharp. It enables users to collaborate and share data seamlessly and securely within multiple office environments. Integration with cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers. Users have access to expanded cloud services, enabling connection to mobile devices. A wireless LAN supports 5GHz Wi-Fi for stable, high-speed network communication.*

## DATA SHEET



### Kyocera ECOSYS P3145dn 47 ppm A4 Monochrome Printer

#### KEY FEATURES & BENEFITS

- Print speeds to 57 ppm in monochrome
- High quality output up to fine 1200 dpi
- Media capacity - (std/max): 600/2,600 sheets
- KFS and KNM ready
- Data security kit with free activation
- 



*Photo may not represent final configuration*

*The ECOSYS P3155dn is a laser A4 monochrome printer with a compact desktop profile. This model has a 5-line LCD display with a 10 key control panel and standard automatic duplexing. Users can work efficiently and economically with on-the-go mobile printing and walk-up USB capability.*

## DATA SHEET



### Kyocera ECOSYS P6235cdn 37 ppm A4 Color Printer

#### KEY FEATURES & BENEFITS

- Print speeds up to 37 ppm in monochrome or color
- High quality output at 1200 X 1200 dpi resolution
- Media capacity (std/max): 600/2,100 sheets
- KFS and KNM ready
- 



*Photo may not represent final configuration*

*The ECOSYS P6235cdn is an A4 color laser printer with a compact, desktop footprint. This model has a 5-line LCD with 10 key control panel and an optional hard disk drive. Standard duplexing and mobile print capability make this a smart, economical choice for any small to medium sized business or work group.*

## DATA SHEET



### Sharp MX-C357F Color MFP Laser Printer / Copier / Scanner Up To 35 PPM

#### KEY FEATURES & BENEFITS

- Up to 33 ppm in monochrome or color
- Up to 2400 X 600 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 4.3-inch color LCD touch screen display panel
- USB 2.0 (host, high speed), 10Base-T/100Base-TX/1000Base-T, wireless LAN (IEEE 802.11 a/ac/b/g/n)
- Base model dimensions: 17.4W X 23.1D X 18.2H inches
- 



*Photo may not represent final configuration*

*The Sharp MX-C357F is a digital full-color multifunction system with the ability to print, copy, scan, and fax. It features a space-saving, desktop footprint with a convenient front-facing USB port. It supports multiple media types and users may take advantage of different scan-to destinations and mobile printing from any portable device. Optional OCR (optical character recognition) is available.*





Proposal will expire 30 days from date created.  
Items & pricing are subject to availability

**Des Plaines Public Library**

## Proposed Solution

Qty	Manufacturer	Model	Description
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Fax Expansion Kit Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Fax Expansion Kit Stand/3 x 550-sheet Paper Drawers 50-sheet Staple Inner Finisher
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Center Exit Tray (required if no finisher installed) Stand/1 x 550-sheet Paper Drawer
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Sharp	MX-C357F	<b>Color MFP Laser Printer / Copier / Scanner Up To 35 PPM</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
3	HP	LaserJet Pro M404dne	<b>HP LaserJet Pro M404dne</b>
2	HP	LaserJet M401dne	<b>HP LaserJet M401dne</b>
2	Kyocera	Ecosys P7040cdn	<b>Kyocera Ecosys P7040cdn</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
3	Kyocera	Ecosys P2235dw	<b>Kyocera Ecosys P2235dw</b>
3	Kyocera	Ecosys P6021cdn	<b>Kyocera Ecosys P6021cdn</b>
2	HP	Color LaserJet Managed E55040	<b>HP Color LaserJet Managed E55040</b>
4	HP	Color LaserJet CP4025dn	<b>HP Color LaserJet CP4025dn</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>

	B/W Images		Color Images	
	Volume	Overage	Volume	Overage
<b>Bundled - NEW COPIERS</b>				
BP-70C31		0.00700		0.04500
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
<b>Bundled - Printers</b>				
ECOSYS P3145dn		0.0097200		0.068600
ECOSYS P3145dn				
ECOSYS P3145dn				
ECOSYS P6235cdn				
ECOSYS P6235cdn				
ECOSYS P6235cdn				
ECOSYS P3145dn - KEEP				
MX-C357F				
ECOSYS P6235cdn				
ECOSYS P3145dn				
ECOSYS P3145dn				
ECOSYS P6235cdn				
Color LaserJet Managed E55040 - KEEP				
Color LaserJet Managed E55040 - KEEP				
LaserJet Pro M404dne				
LaserJet Pro M404dne				
LaserJet Pro M404dne				
LaserJet M401dne				
LaserJet M401dne				
Ecosys P7040cdn				
Ecosys P7040cdn				
Ecosys P2235dw				
Ecosys P2235dw				
Ecosys P2235dw				
Ecosys P6021cdn				
Ecosys P6021cdn				
Ecosys P6021cdn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
			<b>60 Month</b>	
<b>Monthly Lease Investment (FMV)</b>			\$ 1,430.58	
ESTIMATED MONTHLY Maintenance Based on Cost Per Pages Above			\$ 867.25	
Tax			\$ 160.38	
<b>GRAND TOTAL</b>			<b>\$ 2,458.21</b>	

Monthly service billing with conservative allotments based on past history. These allotments are based on previous volumes.

- Overages reconciled annually by meter groups.
- Actual volumes will be reviewed on a quarterly basis to review any adjustments
- Credits to be dispersed annually. Identical to a cost per page program (Des Plaines Public Library will not be charged for any copies they don't print)



Proposal will expire 30 days from date created.  
Items & pricing are subject to availability

**Des Plaines Public Library**

## Proposed Solution

Qty	Manufacturer	Model	Description
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed)
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Fax Expansion Kit Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Stand/1 x 550-sheet Paper Drawer Center Exit Tray (required if no finisher installed) Generic Vend Interface Kit
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Fax Expansion Kit Stand/3 x 550-sheet Paper Drawers 50-sheet Staple Inner Finisher
1	Sharp	BP-70C31	<b>Color Digital Multifunction Copier / Printer Up To 31 PPM</b> Center Exit Tray (required if no finisher installed) Stand/1 x 550-sheet Paper Drawer
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
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1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
1	Sharp	MX-C357F	<b>Color MFP Laser Printer / Copier / Scanner Up To 35 PPM</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
3	HP	LaserJet Pro M404dne	<b>HP LaserJet Pro M404dne</b>
2	HP	LaserJet M401dne	<b>HP LaserJet M401dne</b>
2	Kyocera	Ecosys P7040cdn	<b>Kyocera Ecosys P7040cdn</b>
1	Kyocera	ECOSYS P3145dn	<b>47 ppm A4 Monochrome Printer</b>
3	Kyocera	Ecosys P2235dw	<b>Kyocera Ecosys P2235dw</b>
3	Kyocera	Ecosys P6021cdn	<b>Kyocera Ecosys P6021cdn</b>
2	HP	Color LaserJet Managed E55040	<b>HP Color LaserJet Managed E55040</b>
4	HP	Color LaserJet CP4025dn	<b>HP Color LaserJet CP4025dn</b>
1	Kyocera	ECOSYS P6235cdn	<b>37 ppm A4 Color Printer</b>

	B/W Images		Color Images	
	Volume	Overage	Volume	Overage
<b>Bundled</b>				
BP-70C31		0.00700		0.04500
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
BP-70C31				
<b>Bundled</b>				
ECOSYS P3145dn		0.0097200		0.068600
ECOSYS P3145dn				
ECOSYS P3145dn				
ECOSYS P6235cdn				
ECOSYS P6235cdn				
ECOSYS P6235cdn				
ECOSYS P3145dn				
MX-C357F				
ECOSYS P6235cdn				
ECOSYS P3145dn				
ECOSYS P3145dn				
ECOSYS P6235cdn				
Color LaserJet Managed E55040 x 2				
LaserJet Pro M404dne				
LaserJet Pro M404dne				
LaserJet Pro M404dne				
LaserJet M401dne				
LaserJet M401dne				
Ecosys P7040cdn				
Ecosys P7040cdn				
Ecosys P2235dw				
Ecosys P2235dw				
Ecosys P2235dw				
Ecosys P6021cdn				
Ecosys P6021cdn				
Ecosys P6021cdn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
Color LaserJet CP4025dn				
Parts, supplies and labor. Excluding staples				
			<b>60 Month</b>	
<b>Monthly Lease Investment- \$1 Buyout</b>			\$1,490.38	
ESTIMATED MONTHLY Maintenance Based on Cost Per Pages Above			\$867.25	
<b>GRAND TOTAL</b>			<b>\$2,357.63</b>	

Monthly service billing with conservative allotments based on past history. These allotments are based on previous volumes.

- Overages reconciled annually by meter groups.
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## **EKM INSIGHT DATA COLLECTION AGENT**

### **What is the Data Collection Agent?**

The EKM Insight Data Collection Agent (DCA) is a piece of software that is installed in the customer environment to report data from print devices back to Pulse. The software is vendor agnostic, meaning it captures and relays data on all makes and models of print devices.

The EKM Insight DCA is a value-added service provided by Pulse Technology to all clients.

### **How Does It Work?**

The software scans the client network IP range specified looking for print devices using Simple Network Management Protocol (SNMP). Once a print device is identified, the printer Management Information Base (MIB) reports a standard set of information back to the software.

The IP range specified and the interval at which the DCA scans the network can be customized to reduce network traffic, as desired.

### **What Information is Captured?**

The EKM Insight DCA captures the following information:

- **Device Information:** Make, model, serial number, IP Address, Hostname, MAC Address, MIB description, firmware version, media (paper) tray size/type and levels
- **Meter Information:** Engine cycles, print/copy/fax/scan meters
- **Consumable Information:** Consumable level and history, estimated days to empty, estimated pages remaining, consumable part numbers, install dates

### **What Information is NOT Captured?**

The EKM Insight DCA does not capture user information, print/copy/scan/fax job images/documents or contents, or information from non-print devices. Furthermore, the DCA does not allow Pulse Technology or any other entity "backdoor" access to their network or environment.

### **Benefits to the DCA**

- **Automate Meter Reporting:** Billing is performed monthly for printers on a cost per page basis. Implementing the DCA saves you time by eliminating the need to walk around to each print device, collect the meter information, and send it to Pulse Technology. Furthermore, it eliminates the errors from transposition or incorrect reporting inherent with manual reporting.
- **Automate Consumable Replenishment:** All print devices contain consumables such as toner, ink, waste toner containers, etc. that will eventually require replacement. Maintaining an adequate inventory of each consumable for each print device is not only costly, but it also can require a lot of space and often results in missing supplies and even more cost. Implementing the DCA allows Pulse Technology to monitor the consumable levels and ship a replacement right to your doorstep just before it runs out so that you always have the consumables you need right when you need it.



printreleaf™

PrintReleaf Certification empowers you to sustain and grow our global forest system...one print job at a time.



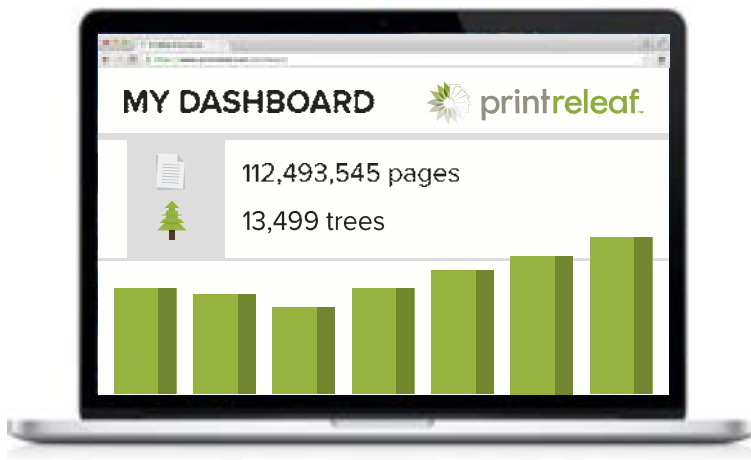
PrintReleaf automatically measures your paper consumption totals through third-party integrations.



We then use your paper consumption totals to calculate your paper footprint which is converted into a specific and accurate number of trees.



You are empowered to releaf forests based on your paper footprint. The reforestation projects you releaf are up to you! PrintReleaf provides certificates and reports about the forests you have releafed over time.



For **Office Print or Managed Print Services (MPS)** customers, PrintReleaf measures paper consumption through technology integrations with print monitoring software applications.

For **Commercial Graphic Print** customers, PrintReleaf measures paper consumption for each unique print job through technology integrations with MIS/ERP software solutions. PrintReleaf collects the paper volume, weight, and size data to drive the PrintReleaf service.

PrintReleaf uses this data to plant the equivalent number of trees through a network of certified reforestation projects located around the world. Once trees are planted, PrintReleaf administers an 8-year audit process to track the progress and survivability of the trees.

## Benefits



**Environmental Reforestation**  
Reforestation provides environmental and ecological reforestation where the planet needs it most.



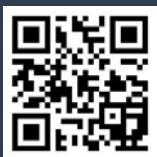
**Automation**  
Completely automated, end-to-end integration from printer to seedling with no software to install.



**Certification**  
The PrintReleaf ecosystem is verified by our third-party certifying body, SGS International.



**Recognition**  
Through awareness, social marketing, and certifications, you can see and share the positive impact you have on forests around the world.



To learn more and get started with PrintReleaf, visit [www.pulsetechnology.com](http://www.pulsetechnology.com)

[www.PrintReleaf.com](http://www.PrintReleaf.com)  
Software built in Denver, Colorado.  
Trees planted around the world.



The PrintReleaf ecosystem is verified by our third-party certifying body, SGS International.



# DID YOU KNOW?

## 8 KEY SECURITY FEATURES OF BUYING OUR COPIERS



**Application Whitelisting**  
prevents unauthorized  
files and applications  
from being loaded



**BIOS Integrity Check**  
at startup helps protect  
system files from  
malware attacks



**Real-time Intrusion  
Detection**  
detects abnormal  
connection requests and  
denies access



**Trusted Platform Module**  
provides an added  
layer of protection to  
safeguard data



**TLS 1.3 Encryption**  
prevents eavesdropping  
while data is in transit



**Bitdefender Antivirus**  
scans inbound and  
outbound data for virus  
activity



**Firmware Attack  
Prevention**  
checks for abnormal  
firmware at startup



**End-of-Lease Data Erase**  
can protect privacy by  
deleting all data and  
personal information at  
trade-in time



**Sharp multifunction printers offer the very best in  
productivity, workflow and security. Contact us to learn more.**

Cloud applications can be easily updated or added from the operation panel

- Pre-installed Apps:
  - SharePoint® Online / OneDrive™ for Business / Google Drive™
  - Gmail / Exchange / Office 365
- Downloadable Apps:
  - MFP Voice / Box / Dropbox



## Benefits of The Application Portal

### The Dealer

- Helps reduce on-site service visits to update apps or add new ones for the customer

### The End-User

- Provides customers with the best user experience by enabling their own admin people to update apps or add new ones without having to call for service

### Customer IT Staff

- Helps maintain better security and stability by updating apps when enhancements or feature improvements become available



September 24, 2021

Ted Gruber  
Village of Elmwood Park  
11 Conti Parkway  
Elmwood Park, IL 60707

To Whom It May Concern,

I am submitting this letter to you as my recommendation for Pulse Technology to be your next Managed Print Service Provider. We have been working with Pulse Technology for the last (2) contracts expanding over 5 plus year. The Village of Elmwood Park (29) devices and multiple boards with Pulse Technology.

Pulse Technology has always been professional and works hard to thoroughly diagnose, explain the issues, and remedy any problems we may have regarding our current fleet in a timely matter. Pulse Technology provides updated reports, answers questions & concerns and consistently provides feedback for improvement. We recently had our fleet refreshed and this process was done seamlessly with minimal downtime.

I feel confident in recommending Pulse Technology as your next Managed Print Service Provider.

Use this letter as a Letter of Recommendation for their services they provide.

A handwritten signature in black ink, appearing to read "Ted Gruber", with a long, sweeping horizontal stroke extending to the right.

Regards,

Ted Gruber

IT Manager

## ***Customers References***

Village of Schaumburg – 140 units – Director of IT, Chris Westgor, 847-923-3813

Niles Township Government, Rick Krier, Administrator, 847-673-9300

## IMPACT SOLUTION

The Impact solution is an all-encompassing plan, which includes service, support, supplies, toner and refresh costs all in one monthly payment.

Hardware		Location	Notes
(2) Kyocera	TASKalfa 4054ci Max Paper Size 11 x 17 (Color & B/W)	Administration Patron 4 <sup>th</sup> Floor 11 x 17	(2) Document Feeders (1) Stapling Finisher (1) 3,000 sheet Paper Deck (1) Stand Print/Scan system HDD Encryption Apple Air Print & USB Connect
(6) Kyocera	TASKalfa 408ci (Max Paper Size 8 1/2 x 14) (Color & B/W)	Patron walk-up system	- 175 Sheet Document Feeder -2 x 500 sheet paper trays -Stand Print/Scan System USB Connect
(7)	Coinbox connector Kits		Pricing TBD

Monthly Investment	
Impact Purchase Price:	\$69,855.00
Impact 60 month Public Finance \$1 out lease:	\$1,487.95
Impact 60 month Public Finance FMV out lease:	\$1,272.75

\*The Impact Program is based on a 60 month State & Local Government lease program, excludes all applicable taxes.

\*\*Includes all delivery, installation & unlimited training

\*\*\*Impact will assist of disposing the old Kyocera systems for no additional charge

Impact Service & Toner Program rate per impression	B&W	Color
Impact Networking Kyocera Fleet	\$.008	\$.045
Impact Networking MPS HP/Kyocera Fleet	\$.027	\$.149

\*\*Toner freight is included as DPPL is currently covered under Impact's MPS program

## FULL COVERAGE MAINTENANCE PROGRAM

(Included in Total Monthly Payment)

- Delivery, installation and training
- All service calls, parts, labor and supplies
- 3 hour average response time
- 30-minute call-back policy
- 24/7 availability
- Live dispatch
- Automatic meter reporting
- Quarterly reviews/reconciliation
- Local warehouse
- Auto toner fulfillment on network devices
- Backup/Overflow facility at  
13875 West Boulton Boulevard  
Lake Forest, Illinois 60045

Impact Service & Toner Program Based on 2022 monthly usage	B&W	Color
Impact Networking Kyocera Fleet	6,975	6,268
Impact Networking MPS HP/Kyocera Fleet	15,405	5,599
<b>Total monthly cost based on 2022 estimated volumes: <u>\$1,588.04</u></b>		

## BENEFITS

### Operational

- Lower total cost of ownership
- Increased speed, processing & capacity
- Improved service response & up-time
- Capacity for growth & increased volume
- On-demand print usage reporting
- Consolidated one monthly invoices
- Auto Toner Fulfillment
- Redundancy without the need for additional hardware
- Zero landfill recycling program

January 27, 2023

## PROPOSAL FOR

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**Des Plaines Public Library**

## PROJECT

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**2023 Kyocera Fleet refresh**

## PREPARED BY

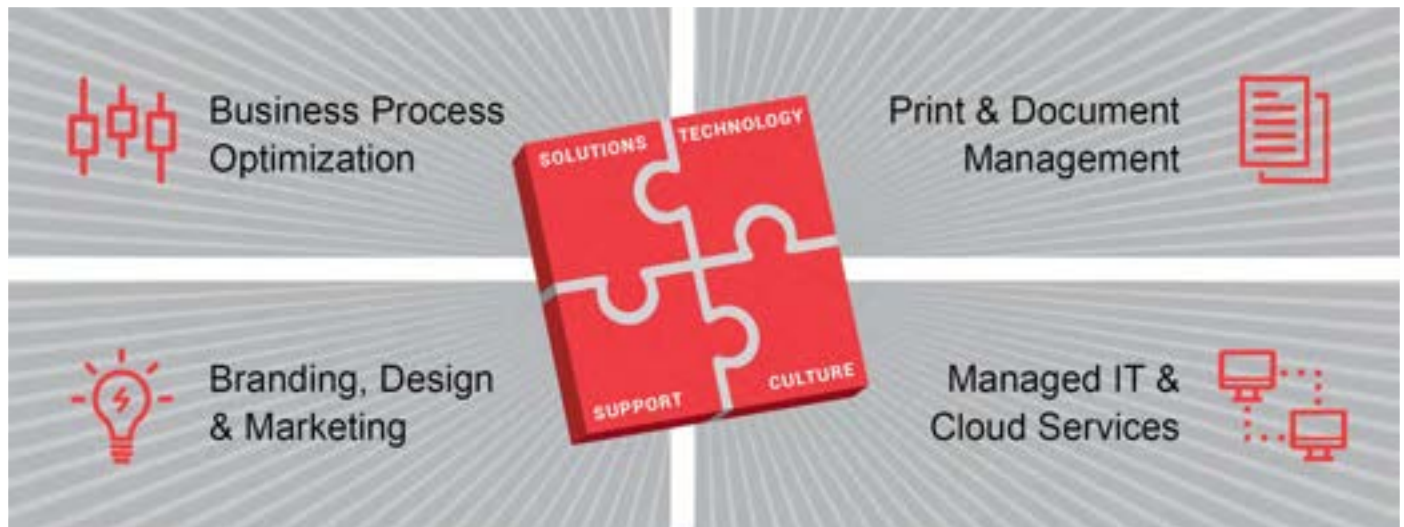
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**Nathan Robinson**

(847) 785-2288  
nrobinson@impactnetworking.com

## YOUR ONE SOURCE FOR IMAGING SOLUTIONS

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### **Our Model for Success**

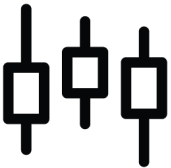
Our 'One Source' model is both efficient and flexible. The process cuts your administrative time and money spent coordinating vendors and paying invoices.

### **Independence**

Because Impact is an independent dealer and not owned by any manufacturer, we have no restrictions on what solutions we recommend to our clients.

## BUSINESS PROCESS OPTIMIZATION

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*Encourage growth and acceleration of your business by implementing lean and efficient organizational processes. Our Business Process Optimization solutions measure, automate, and provide quick insights and visibility into organizational health. On top of that, it offers an intuitive reporting platform to turn data into business intelligence. Use that intelligence to perpetuate an active culture of continuous improvement.*

## PRINT & DOCUMENT MANAGEMENT

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*Rid your workplace of inefficient paper-based processes by engaging with our team of Document Analysts to create a fully customizable document strategy that solves issues specific to your organization. Our solutions utilize multi-channel capture of documents and data, transforming them for storage in one place. Organize, search, and retrieve information from anywhere, at anytime with our Document solutions.*

## BRANDING, DESIGN & MARKETING

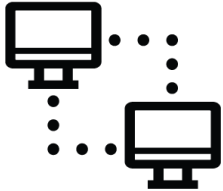
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*We provide brand strategy, design, web and marketing communications based on research, informed insights and creative innovation. Our strategists and content producers will analyze your organization's current online presence and then develop an integrated omni-channel customer experience for your audiences. Because the customer journey is fragmented across time, channels and devices, our team designs all touch points and interactions with a brand in order to develop a consistent and meaningful path to engagement.*

## MANAGED IT & CLOUD SERVICES

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*Impact understands the business challenges that small to mid-sized businesses face when tasked with managing core business processes and keeping up with continuous technology demands. Most struggle to get past fixing broken systems and fail to reap the benefits of the big picture of their technology infrastructure. We provide knowledge, toolset, and structured resources to help achieve business goals by overcoming the break, fix, and repair loop that hold most businesses back.*

## 20+ YEARS OF GROWTH • 27% YEAR OVER YEAR

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Since our start in 1999, Impact has helped many different businesses meet their functional needs by providing leading-edge systems, support and technology. Customer service remains our number one priority. The people we hire to serve companies like yours have catapulted Impact to the top level in our field. Passionate about technology, our staff is motivated to help make your company succeed.

### Integrated Document Solutions

Impact is the 7<sup>th</sup> largest independent imaging solutions provider in nation. Our four distinct Impact solutions support one another with custom software and hardware integrations. We provide more than a list of products and services. We assess the way your enterprise uses documents in its workflow. And specialists from each of our four solutions then collaborate to create a custom solution based on those insights.

### Value Added Consulting

Our process aims to change the way end users interact with documents — whether digital or paper — to become more productive, cost-effective, and to ultimately lower the total cost of ownership.





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# IMPACT ONE-CALL



## Advanced Service and Support

- Impact technician is **immediately dispatched** when a customer calls
- Technician calls the customer within **30 minutes** to begin advanced troubleshooting over the phone
- Saves time and resources by often **eliminating travel** if problem is solved with call back
- Accurate **arrival time** based on technician schedule

## Speed / Availability / Effectiveness

- Technicians are available **24 hours each day, 7 days a week**
- Service calls are handled within **3 hours** during business hours
- **Centrally located distribution center** enables efficient delivery of parts and equipment
- Technicians **stock most common parts** at your local branch
- **First-Call Effectiveness:** The majority of issues technicians successfully service on first call

## Replacement Guarantee

- Full replacement for any leased/purchased equipment that cannot be repaired  
*(Subject to terms and conditions in attached documents.)*

## Impact Certifications

Impact Technicians are trained and certified by Konica Minolta, Kyocera & Ricoh

### Pro-tech Certification from Konica Minolta

- Ranked in **top 8 percent** of 350 dealers (including Konica Minolta branches)
- Impact service calls are ushered to the **front-of-the-line**
- Impact parts requests placed on **top priority** for anything on back-order

**Ricoh's Prestige Certification, the highest level of service certifications**

**3rd largest independent Kyocera dealer, out of 700 nationwide**

**Better Business Bureau rating of A+**





## CONTACT INFORMATION

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### **Impact Networking**

13875 West Boulton Boulevard  
Lake Forest, Illinois 60045  
[www.ImpactNetworking.com](http://www.ImpactNetworking.com)

### **Nathan Robinson**

Account Manager  
(847) 785-2288  
[nrobinson@impactnetworking.com](mailto:nrobinson@impactnetworking.com)