

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
650 Deerwood Dr., Shorewood, IL 60404

Thursday, December 8, 2022
General Meeting
7:00 PM

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular Meeting, November 10, 2022
5. Correspondence
6. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
7. Treasurer's Report – November 2022
8. Approval and Payment of Bills
9. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. DCEO Grant Update (**Discussion & Action**)
 - b. Emergency Door Replacements (**Discussion & Action**)
11. New Business –
 - a. Honoring Gina Rolando, Children's Assistant, for her first anniversary at the Library (**Discussion**)
 - b. Parking Lot Land (**Action**)
 - c. Approve changes to the Library's Programming Policy regarding Tween programming (**Action**)
11. Other Business
Announcements
 - a. Dates to turn in Trustee Petition Packets between December 12th and 16th; December 19th
12. Adjournment

Any individual requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours in advance of the meeting date.

For further information regarding this meeting agenda, please contact:
Jennie Cisna Mills, Director
Shorewood – Troy Public Library District
650 Deerwood Dr., Shorewood, IL 60404
815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
November 10, 2022**

The Public Hearing on the Tax Levy Ordinance for FY 2022/2023 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, November 10, 2022. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|------------------|
| 1. Thomas Novinski | 2. Phil Besler |
| 3. Vito Schultz | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Karen Voitik |

Bob Stahl arrived at 6:34 pm

ABSENT: None

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director
Cindy Norman, Finance Clerk

Vice-President Phil Besler motioned and Trustee Arthetta Reeder seconded for the Public Hearing to adjourn at 6:59 p.m. A roll call was taken and the motion passed with all member voting "yes".

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on November 10, 2022.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|------------------|
| 1. Thomas Novinski | 2. Phil Besler |
| 3. Vito Schultz | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Karen Voitik |
| 7. Bob Stahl | |

ABSENT: None

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Joe Martin (Brian Zabel & Associates) via zoom

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Trustee Vito Schultz moved that the minutes of the regular meeting on October 13, 2022 be approved. Secretary Karen Voitik seconded the motion and it was passed with all members voting "yes".

Treasurer Bob Stahl moved that the minutes of the special meeting on November 1, 2022 be approved. Trustee Vito Schultz seconded the motion and it passed with all members voting "yes".

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of October 2022	\$1,229,918.05
Cash received during October 2022	62,709.60
Disbursements	<u>(126,899.81)</u>
Cash on Hand End of October 2022	\$1,165,727.84

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	5,885.20
Money Market Fund – Chase	418,676.49
Money Market Fund – Old Plank Trail	177,986.40
Payroll Account – Chase	33,503.70
License Plates – Chase	617.64
Money Market – Old Plank Trail	28,786.35
PMA Financial CD80197	<u>499,972.06</u>
TOTAL	1,165,727.84

APPROVAL AND PAYMENT OF BILLS:

Trustee Vito Schultz moved that the bills presented for payment be approved. Vice President Phil Besler seconded the motion. A roll call vote was taken and the motion passed with all Trustees present voting "yes".

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills informed the board that the ejector pump in the basement had failed and a new one had to be installed.
 - Director Mills informed the board that she will be out on medical leave beginning November 14th to approximately December 12th.
- b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

- a. The board tabled honoring Gina Rolando, Children's Assistant, for her first anniversary at the library due to Gina being unable to attend. It was moved to the December meeting.
- b. Joe Martin from Brian Zabel & Associates joined the meeting via Zoom to present highlights of the FY22 audit and take any questions the board may have. Treasurer Bob Stahl

- motioned to approve the audit and Trustee Tracy Caswell seconded. A roll call was taken and the motion passed with all Trustees present voting “yes”.
- c. Trustees approved Ordinance 22-3 Tax Levy Ordinance for 2022/2023 for a total of \$1,353,557. Trustee Vito Schultz motioned to approve the Ordinance and Secretary Karen Voitik seconded. A roll call was taken and the motion passed with all Trustees present voting “yes”.
 - d. Trustees approved the Annual Treasurer’s report for FY22. Vice-President Phil Besler motioned to approve the report and Treasurer Bob Stahl seconded. A roll call was taken and the motion passed with all Trustees present voting “yes”.
 - e. Trustees approved submission of Per Capita Grant application to the IL State Library. Vice-President Phil Besler motioned to approve the submission and Trustee Arthetta Reeder seconded. A roll call was taken and the motion passed with all Trustees present voting “yes”.
 - f. Trustees approved selecting Ancel, Glink as legal representation for the Library. Vice-President Phil Besler motioned to select Ancel, Glink and Secretary Karen Voitik seconded. The motion passed via majority. Trustee Tracy Caswell abstained.
 - g. Trustees approved paint colors SW6257 Gilbrater for the steel doors, “Gray Screen” for the main upstairs walls, and “In the Navy” for the pop wall. Secretary Karen Voitik motioned to approve the paint colors and Trustee Vito Schultz seconded. The motion passed via majority vote. Trustee Tracy Caswell dissented.

OTHER BUSINESS:

Vice-President Phil Besler motioned/Trustee Tracy Caswell seconded for the meeting to adjourn at 7:23 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

December 8, 2022

Note:

- I have been on medical leave from November 14th to an anticipated full return date of December 12th.

Administrative Duties:

- I informed our former attorney (Eric Hanson of Mahoney, Silverman & Cross) that the Library was severing our relationship and requested that our existing files be sent to our new attorneys at Ancel Glink.
- Ancel Glink reviewed construction contracts prepared by our architect to be sent to the various contractors for the upstairs remodel.
- I filed our modified budget and project request with the Department of Commerce and Economic Opportunity (DCEO) and submitted one further piece of documentation to the DCEO in the week of November 28 (at the DCEO's request). I will let the Board know of the DCEO's feedback when I hear more.

Building Issues/Projects:

- The Building Committee authorized the signing of the contracts (prepared by our architect) to be sent to the contractors.
- There are two quotes on the emergency exit doors: one from Wunderlich and one from LaForce. Our architect will be present to discuss the quotes.

Property & Casualty/Worker's Compensation Insurance:

- We received our renewal information from LIRA (Libraries of Illinois Risk Agency) for 2023. They provide our coverage for:
 - Property, Liability, Auto, and Crime Insurance (including Directors & Officers Insurance)
 - Volunteer accident insurance
 - Cyber Liability Insurance (to cover unauthorized access to our network systems, including ransomware)
 - Crisis protect (which would cover the liabilities incurred in a true crisis, such as an active shooting situation)
 - Worker's compensation insurance.
- The renewal was only a **1.48% increase** over the prior year, from \$14,262 to \$14,472. Our Worker's Compensation portion of the invoice actually went down by 2% from \$1,540 to \$1,504, thanks to our excellent safety record.

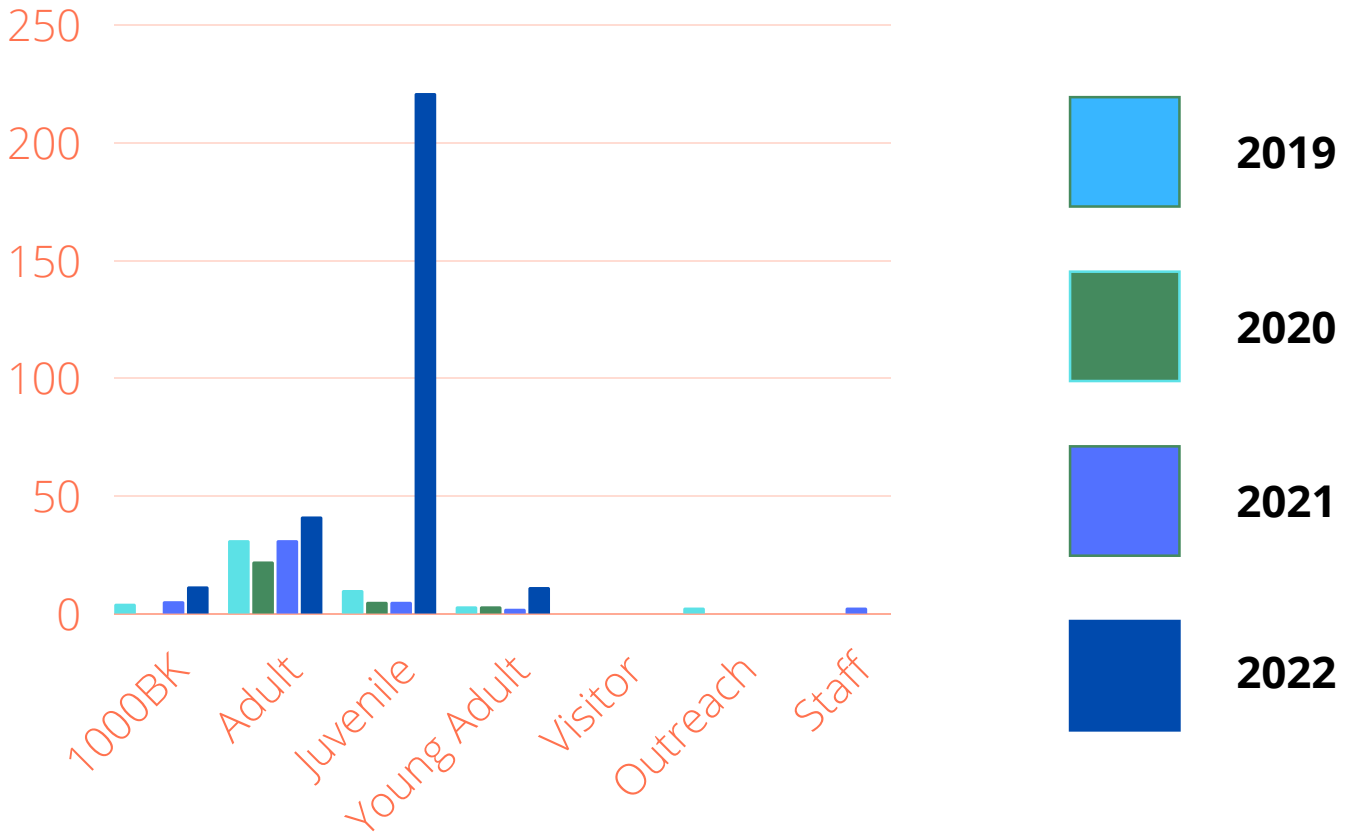
MONTHLY REPORT

NOVEMBER 2022

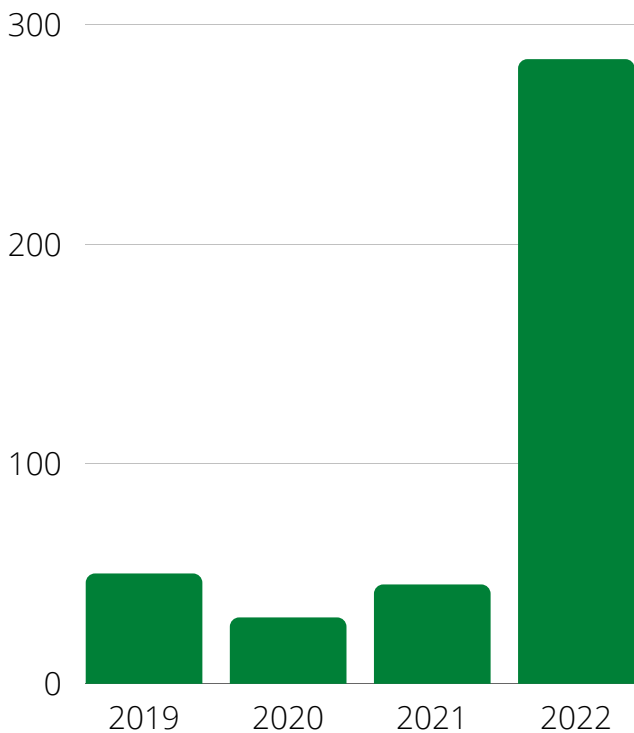


JULIE HORNBERGER
CIRCULATION MANAGER

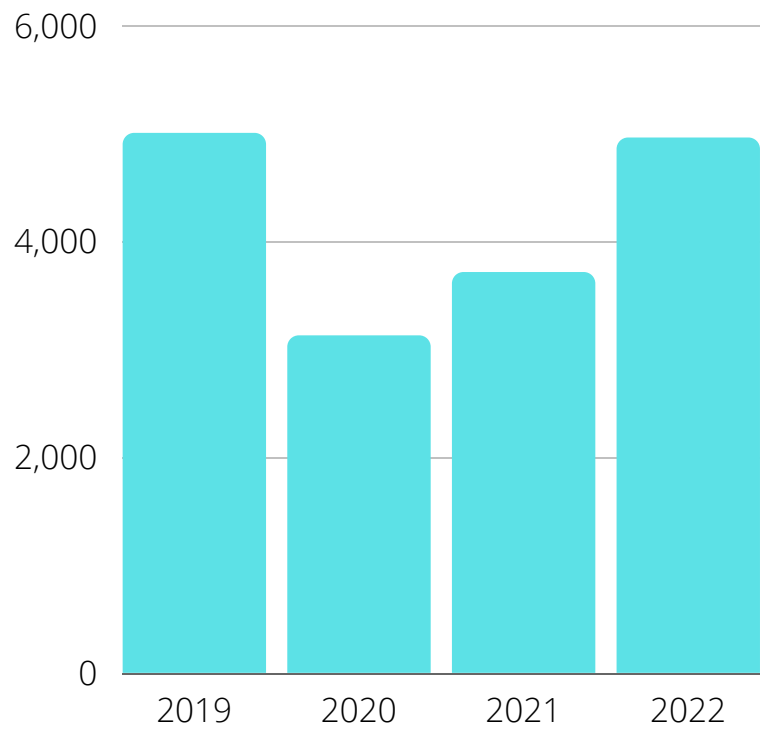
NEW LIBRARY CARDS



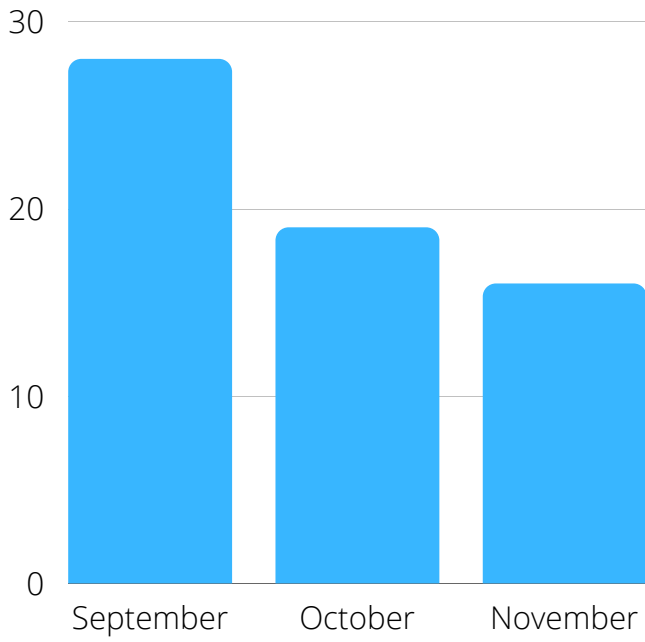
NEW CARDS



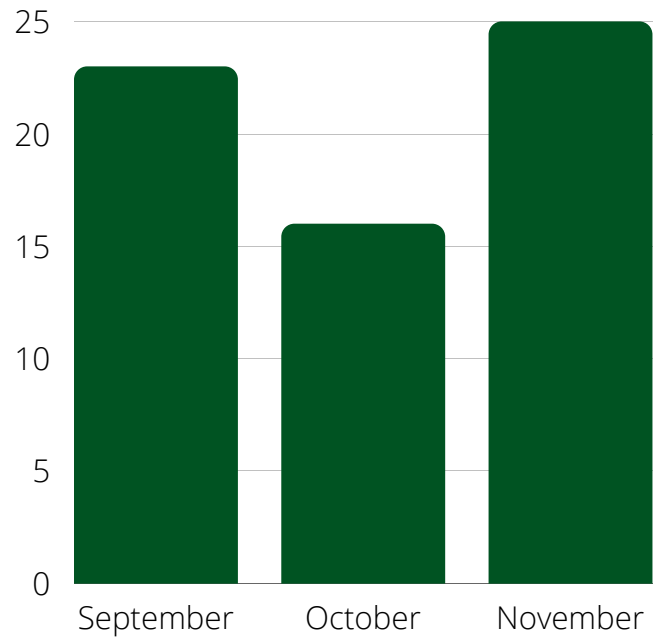
DOOR COUNT



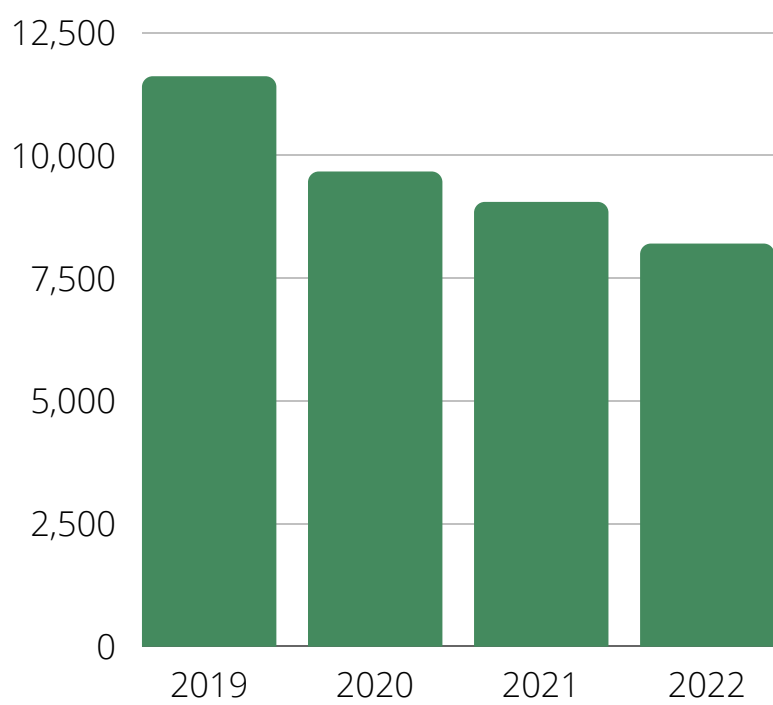
NOTARY



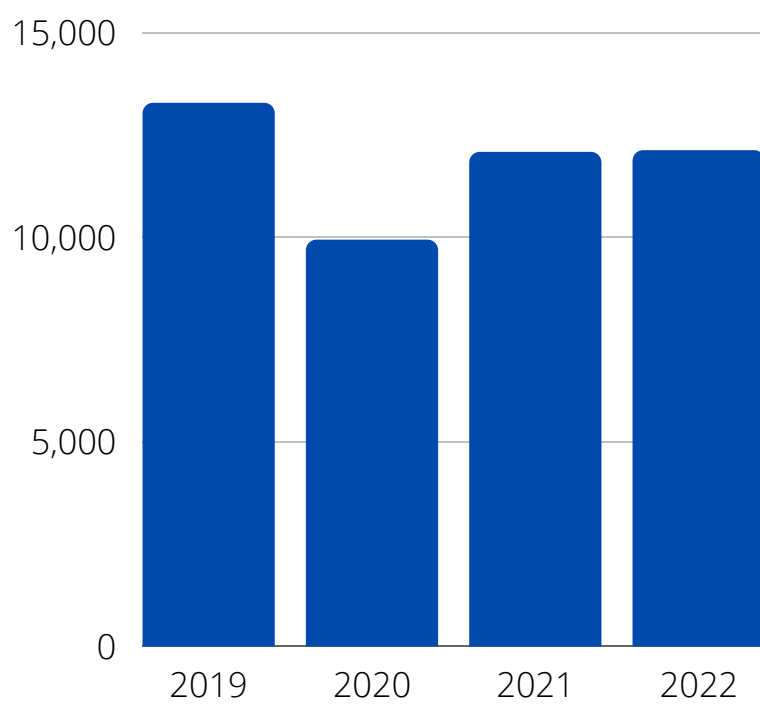
MOBILE PICK-UP



ITEMS CHECKED IN



ITEMS CHECKED OUT



ADMINISTRATIVE

November flew by rather calmly. A new round of Library Link cards (over 250!!!) went out to local students. Children's and Circulation worked in conjunction with one another to make the process as seamless as possible. Staff is training on the new license sticker procedure. I attended a Circulation Roundtable meeting in Palatine. Unfortunately it was on the day of the first snow storm of the season. However, I did have a great audio book to listen to (thank you Libby). As always, I find out something new and interesting at these meetings.

Caitlin will be leaving us at the end of the year. Her family is moving to the east coast and though we will miss her, we wish her the best of luck. Kim was promoted to full time and is over the moon excited. When she came back from vacation earlier in the month, she mentioned numerous times how glad she was to be back in her happy place.

Wishing you a holiday season full of peace and joy!



MONTHLY REPORT

NOVEMBER
2022

BECKY GOODE
ADULT, TEEN & TECHNOLOGY SERVICES
MANAGER

PROGRAMS



Total Active In-House Programs:

28

Book-A-Librarian Programs:

6

Total Adult/Teen Participants:

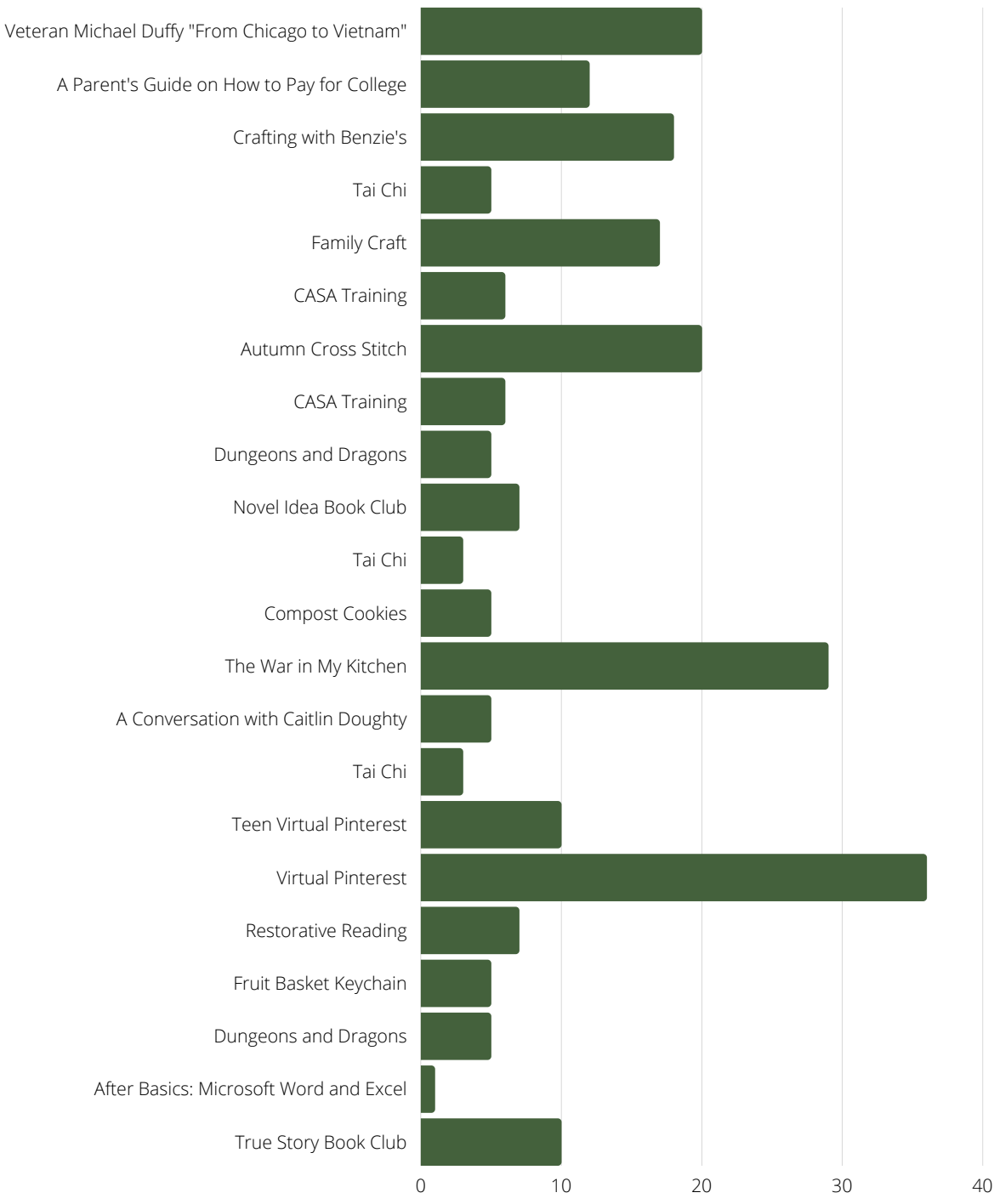
246

Total Passive Programs:

6

Total Passive Participants:

858





OUTREACH PROGRAMS & EVENTS

Total Outreach Programs/Events:

4

Reoccurring Programs/Events:

4

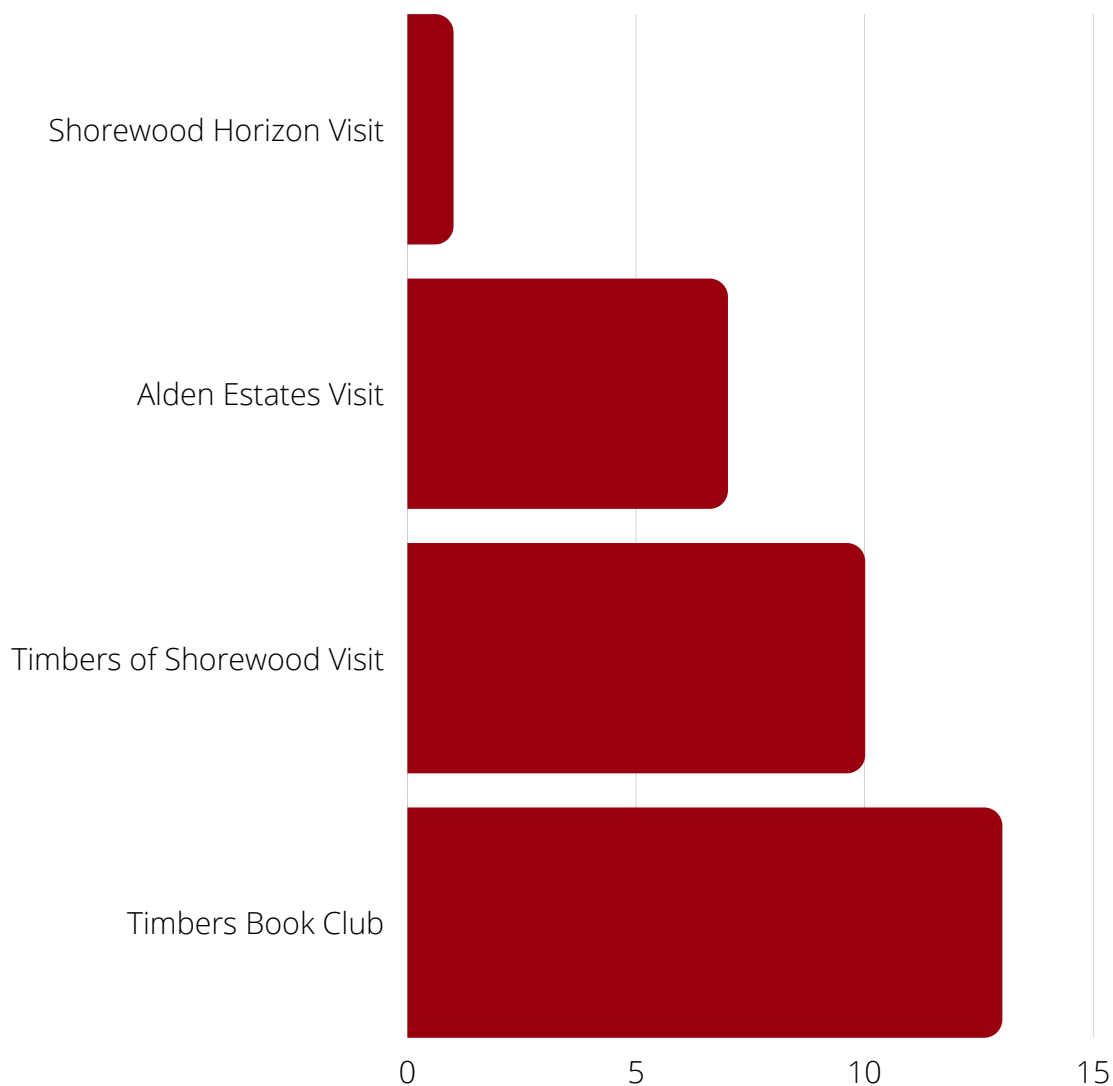
Total Participants:

31

Total Home Deliveries:

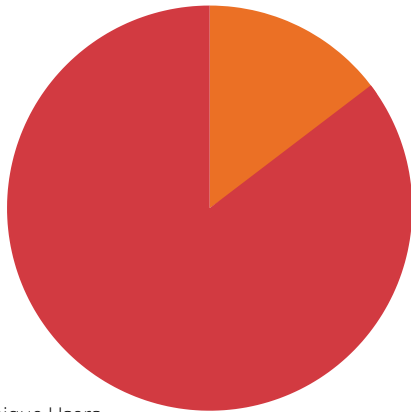
0

Reoccurring Outreach



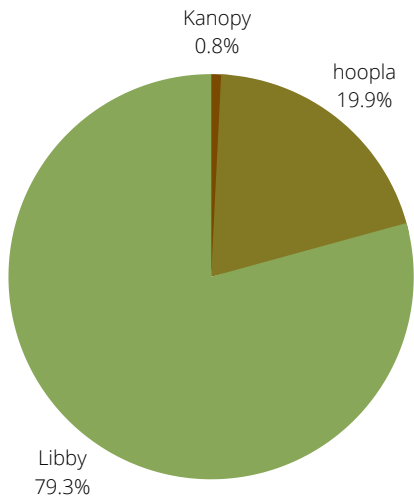
KANOOPY STATS

Number of Items Viewed
24

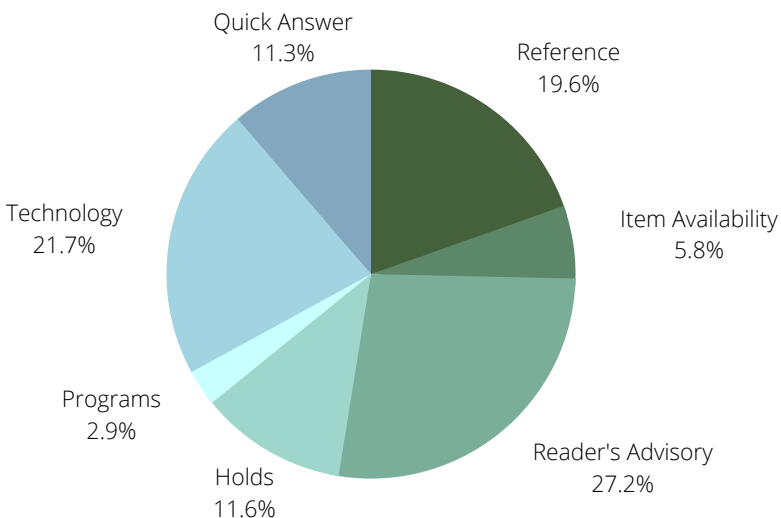


Number of Unique Users
140

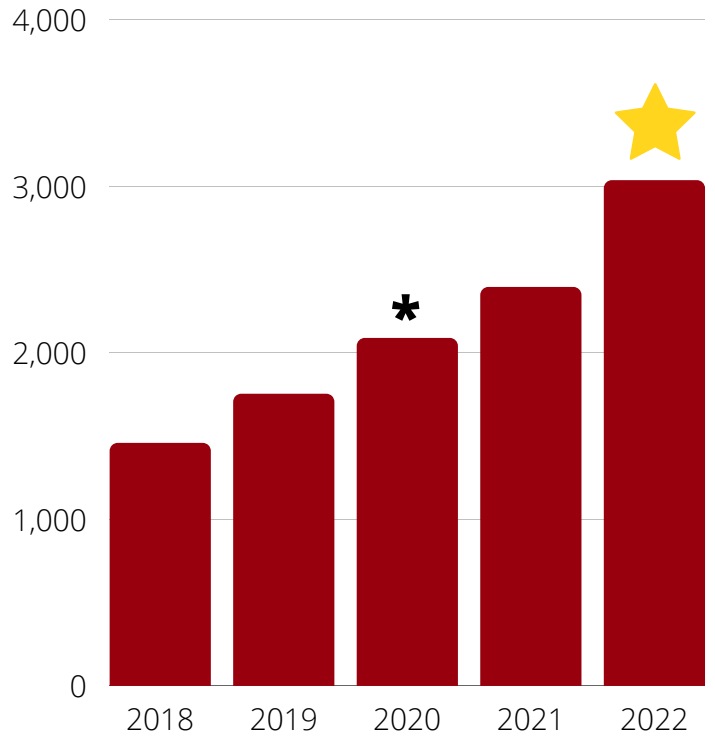
E-CONTENT BREAKDOWN



NOVEMBER REFERENCE STATS



E-CONTENT TOTALS

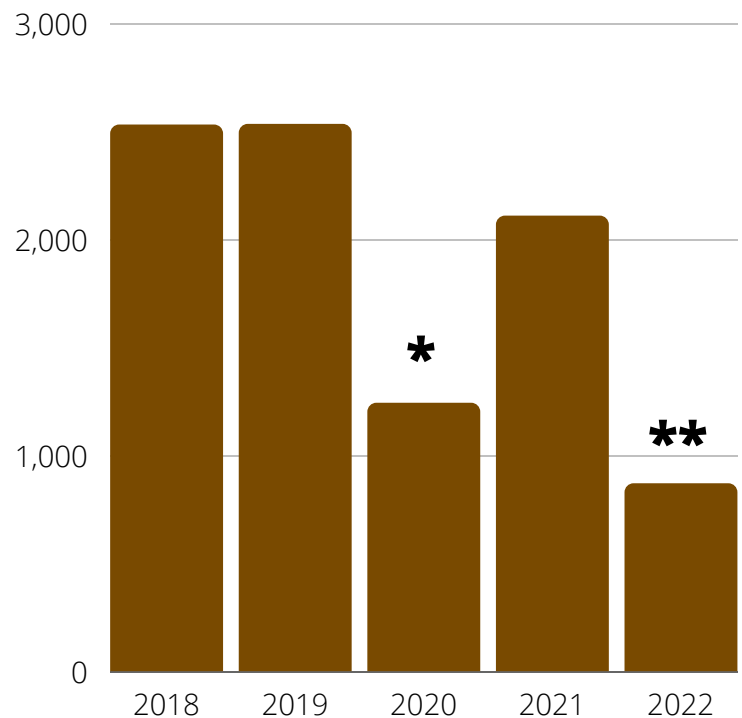


*First November after re-opening from COVID-19

**Beginning December 2021, Circulation stats will be counted separately from Reference.

★ We hit the highest e-content stats for November ever!

REFERENCE TOTALS



NOVEMBER

PROGRAMS | MEETINGS | OUTREACH

SUN	MON	TUE	WED	THU	FRI	SAT
		<u>01</u> VIETNAM VETERAN MICHAEL DUFFY HOW TO PAY FOR COLLEGE CASA TRAINING PERSON IN CHARGE TRAINING	<u>02</u> CRAFTING WITH BENZIES CUSTOM REPORTS TRAINING	<u>03</u> TAI CHI FAMILY CRAFT CASA TRAINING CHECK-IN MEETING PERSON IN CHARGE TRAINING	<u>04</u> AUTUMN CROSS-STITCH	<u>05</u> CASA TRAINING
<u>06</u>	<u>07</u> DUNGEONS & DRAGONS	<u>08</u> HORIZON OUTREACH ALDEN OUTREACH	<u>09</u> NOVEL IDEA BOOK CLUB SUCCESSFUL COMMUNITY ENGAGEMENT WEBINAR	<u>10</u> LGBTQIA+ LIBRARY SPACES WEBINAR CASA TRAINING TAI CHI	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u> COMPOST COOKIES PROGRAM SCOUTING	<u>15</u> WAR IN MY KITCHEN	<u>16</u> JOLIET TRANSITION CENTER MEETING	<u>17</u> VIRTUAL PINTEREST & TEEN PINTEREST TAI CHI LGBTQIA+ WEBINAR RESTORATIVE READING	<u>18</u>	<u>19</u> RUNNING TRANSMITTAL TRAINING
<u>20</u>	<u>21</u> PUBLIC SERVICES MANAGERS MEETING TIMBERS VISIT TIMBERS BOOK CLUB DUNGEONS & DRAGONS FRUIT BASKET KEYCHAIN	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u> KONICA MINOLTA MEETING	<u>29</u> AFTER BASICS ADVANCED REPORTS TRUE STORY BOOK CLUB	<u>30</u>	<div style="border: 2px solid #8B4513; padding: 10px; text-align: center;"> <p>KEY</p> <p>BECKY VIOLET</p> <p>KIMBERLEE MARY</p> </div>	



ADMINISTRATIVE SUMMARY

November was a bit of a slower month in terms of activities outside the library, however we were still busy inside! Kimberlee had some wonderful historical programs, one of which was even hosted by a Friend of the Library! Mary did a fantastic job with craft programs and her regularly scheduled outreach visits, and Violet's teen programs and Dungeons and Dragons programs are always a hit.

On top of all the wonderful programs all of the Adult & Teen staff are running, our department has also been working on their own projects. Kimberlee has taken on training staff passport agents on Saturdays to go over transmittals, as well as started attending a webinar series on how we can build more LGBTQIA+ centered spaces, programs, and services. Mary attended some community service webinars, and has been working with some new local organizations (including the Joliet Transition Center) on how to create new partnerships and new outreach visits.

For the first time in a while, there are not a lot of new technology updates. I'm currently working with Konica Minolta on the projected costs for when we will need to replace our copy machines, but those replacements won't be happening for a little while.

Lastly, I just submitted the final report for the Bouncing Back from the Pandemic grant that we were awarded last year, and that will be available for viewing in spring of 2023 on the State Program Report (SRP) Projects Public Portal, <https://imls-spr.imls.gov/Public/projects>.

OUR PATRONS ENJOYED A PRESENTATION BY VETERAN MICHAEL DUFFY, AS WELL AS GETTING CRAFTY WITH BENZIE DESIGNS.



Technical Services Department Head Report

November 2022

November meetings and events:

- 11/4 - LACONI meeting (Brave New World: Cataloging Books with RDA) : RDA has been a part of our cataloging universe for over 20 years and has gone through many changes. In 2021, RDA and the RDA Toolkit were completely revised and reorganized. The revised RDA is now aligned with international standards (IFLA Library Reference Model) and the Library of Congress is preparing to adopt. This session went over introducing the new RDA Toolkit, and discussing the international standardization of the description model.
- 11-9 - PinTech meeting

Current projects:

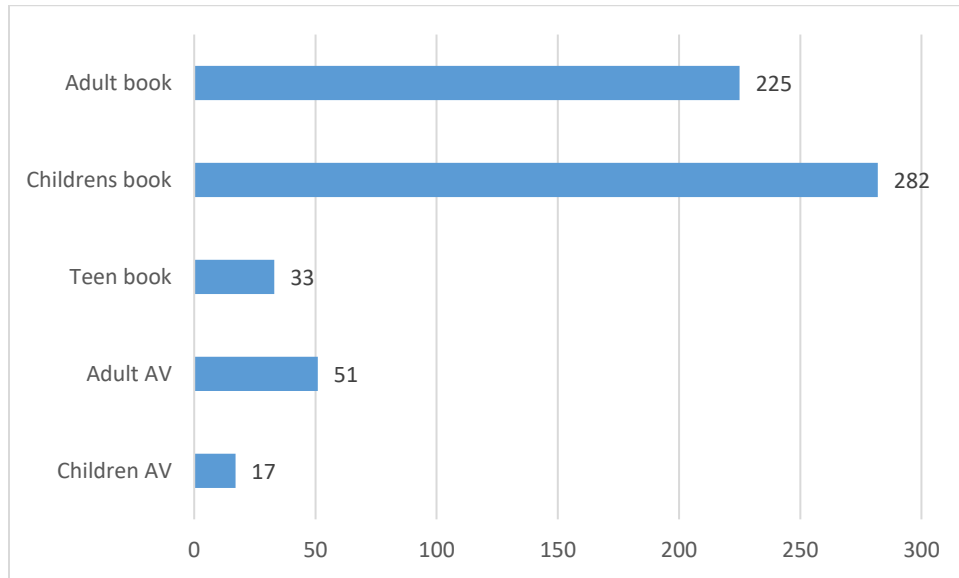
- Integrating our Classics books back into the general collection.
- Updating all children's series books to include book # on the spine label and catalog record.

Other:

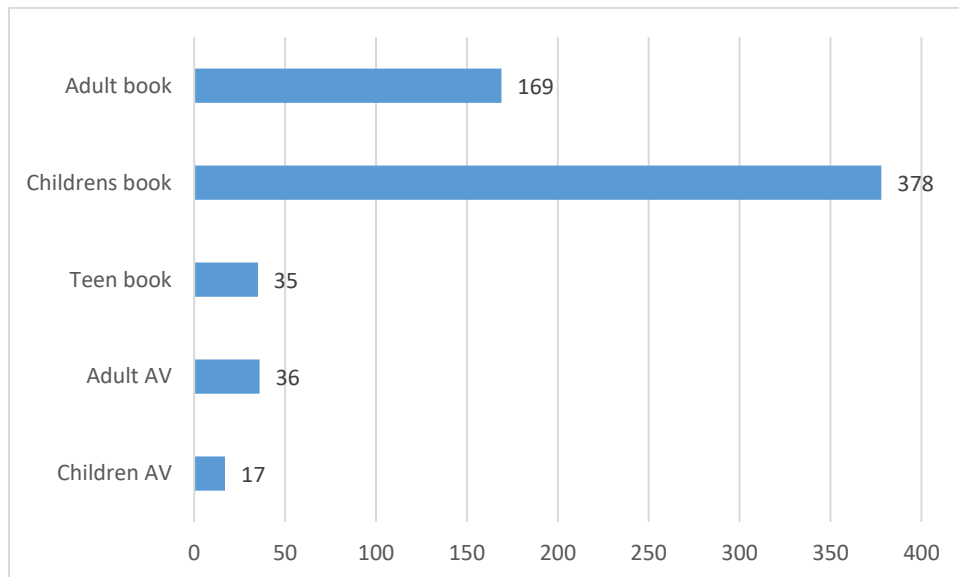
- Our book vendor, Baker & Taylor, had another rumored cyber attack, which caused them to cease production again for several weeks. It caused a couple of weeks with no new releases.

Tech Service Statistics

Items processed, cataloged, and added to the collection in November:



Items ordered in November:

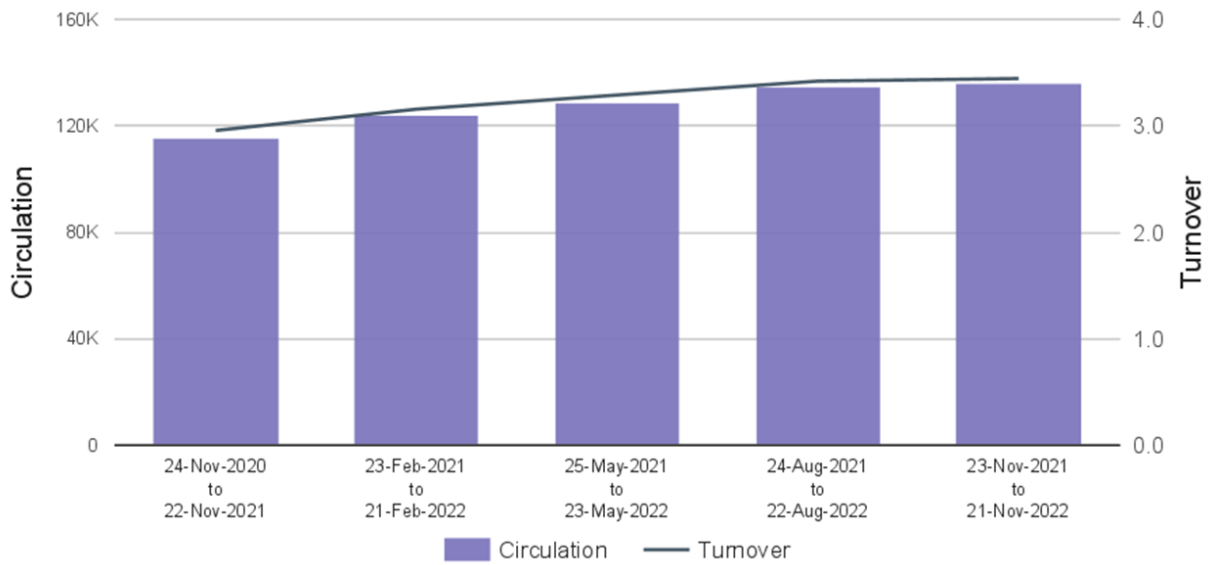


CollectionHQ

Circulation and Turnover

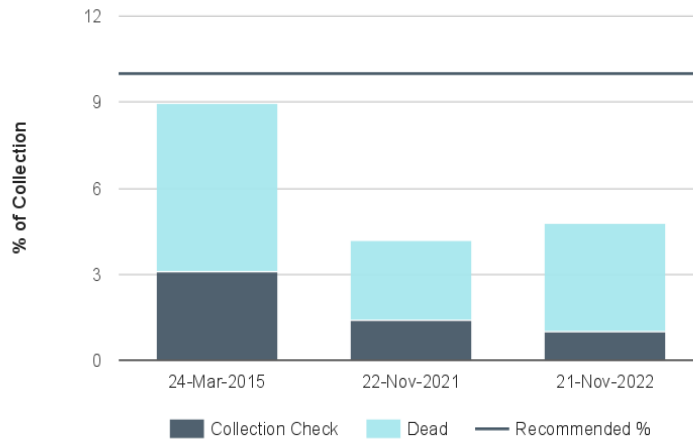
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



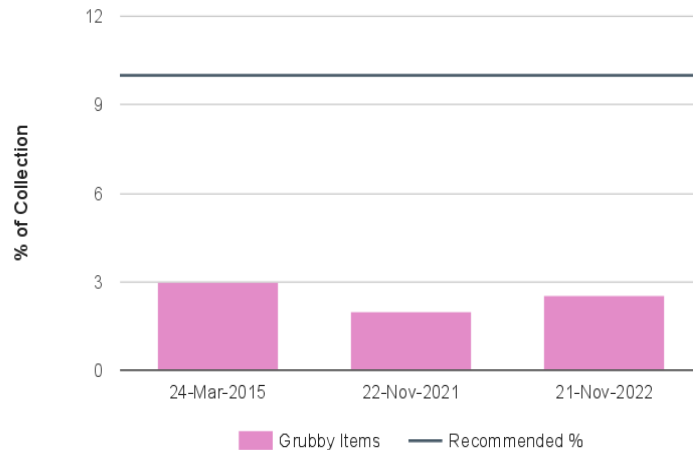
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 4.78%. Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 2.52%. As with the dead percentage, the goal is to be under 10%.



Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

Items Analyzed this month: 85,703

DEI Items: 14,126 (16.5% of our collection)

DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items	10.8%	22.6%	20.8%	16.0%	38.3%	55.5%	16.5%
Asian	1.2%	1.2%	2.8%	1.8%	5.5%	8.2%	1.8%
Black	3.1%	4.6%	3.9%	4.4%	6.1%	16.4%	3.8%
Disabilities & Neurodiversity	0.4%	1.1%	2.1%	1.3%	2.7%	1.8%	1.0%
Equity & Social Issues	3.0%	7.9%	5.5%	5.3%	10.3%	32.7%	4.9%
Hispanic & Latino	0.6%	0.7%	2.1%	1.4%	2.9%	0.0%	1.0%
Indigenous	0.4%	0.5%	0.8%	0.9%	0.3%	1.8%	0.5%
LGBTQIA+ & Gender Studies	1.3%	1.6%	1.3%	0.4%	10.4%	6.4%	2.0%
Mental & Emotional Health	1.2%	6.8%	5.9%	2.4%	11.5%	8.2%	3.6%
Middle Eastern & North African	0.1%	0.3%	0.4%	0.7%	0.8%	0.9%	0.2%
Multicultural	1.0%	0.5%	2.9%	0.8%	7.6%	2.7%	1.7%
Religion	0.8%	2.3%	1.5%	1.0%	3.4%	2.7%	1.3%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.0%	0.9%	0.4%

Respectfully submitted,

Leslie Lovato

Technical Services Manager



MONTHLY REPORT

NOVEMBER 2022

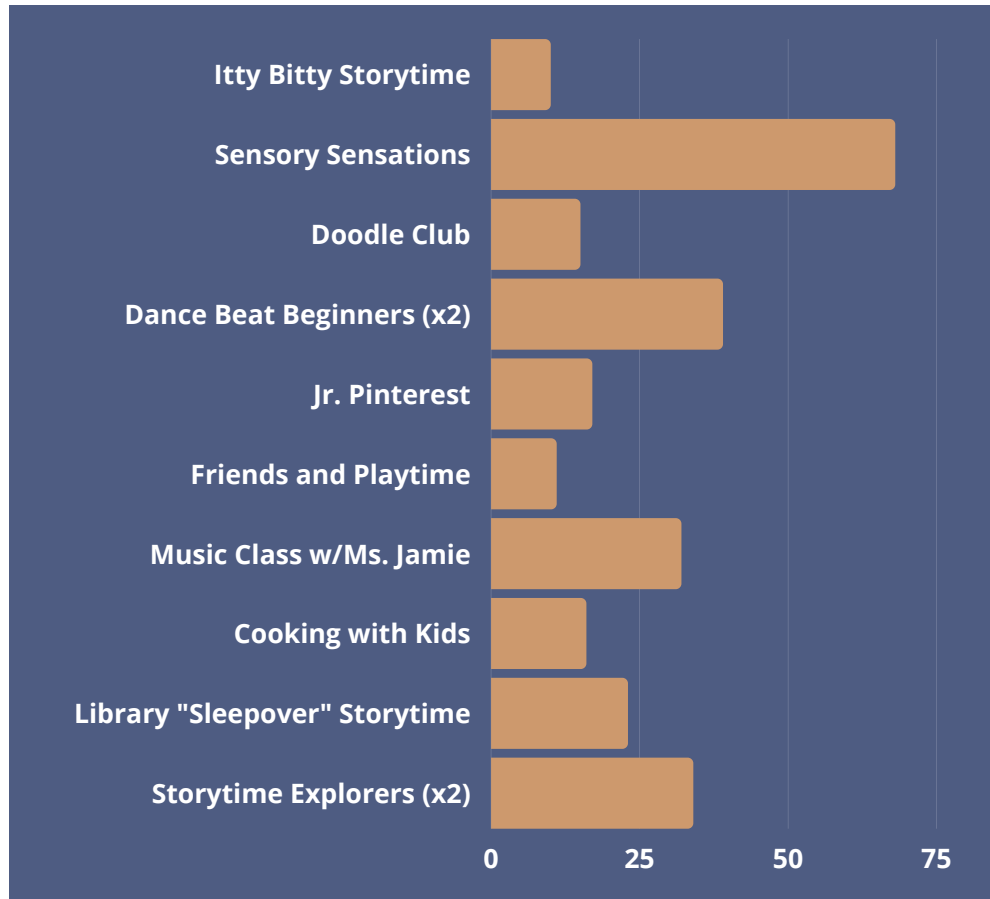
Shalyn Rodriguez
Assistant Director &
Children's Services Manager

Deliverables

We saw a -45% decrease in participation of active programs this month compared to September and a 24% increase in passive programs.

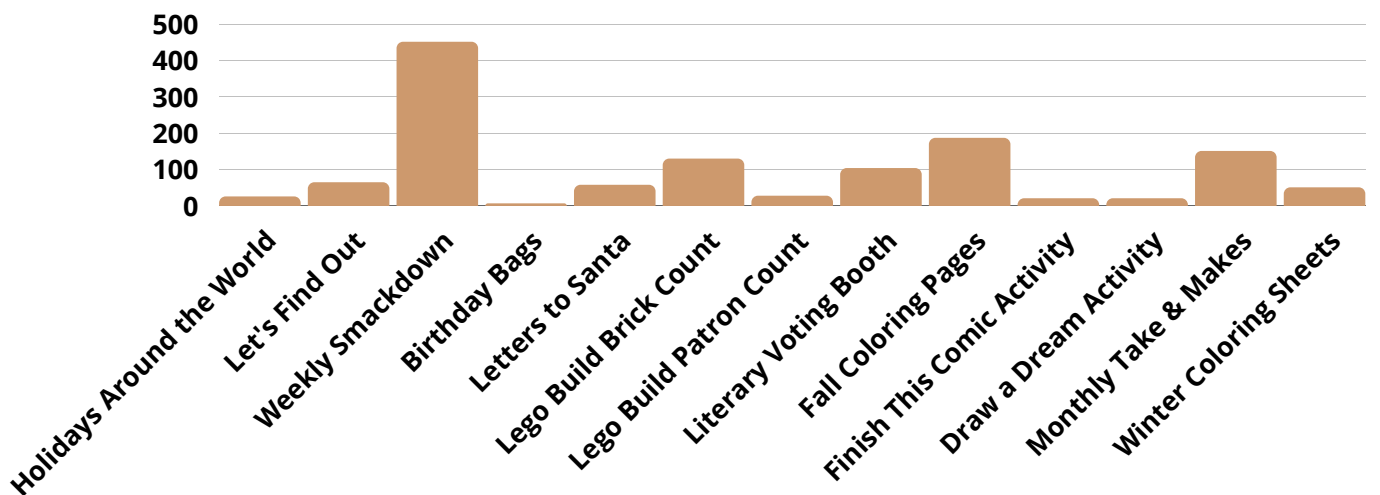
Active Programs

A few new programs were introduced this month. Dance Beat Beginners was organized by an outside presenter and Ms. Gina organized Library "Sleepover" Storytime. We had several families ask if we could offer the storytime again because they enjoyed it so much!



Passive Programs

We offered 13 passive programs this month with a total participation of 1,287.



-3%

Decrease in circulation
compared to last month
(10/2022)

-28%

Decrease in reference
compared to last month
(10/2022)

September Circulation Totals (4 year comparison):

2022 - 6,579
2021 - 6,079
2020 - 4,007
2019 - 5,698

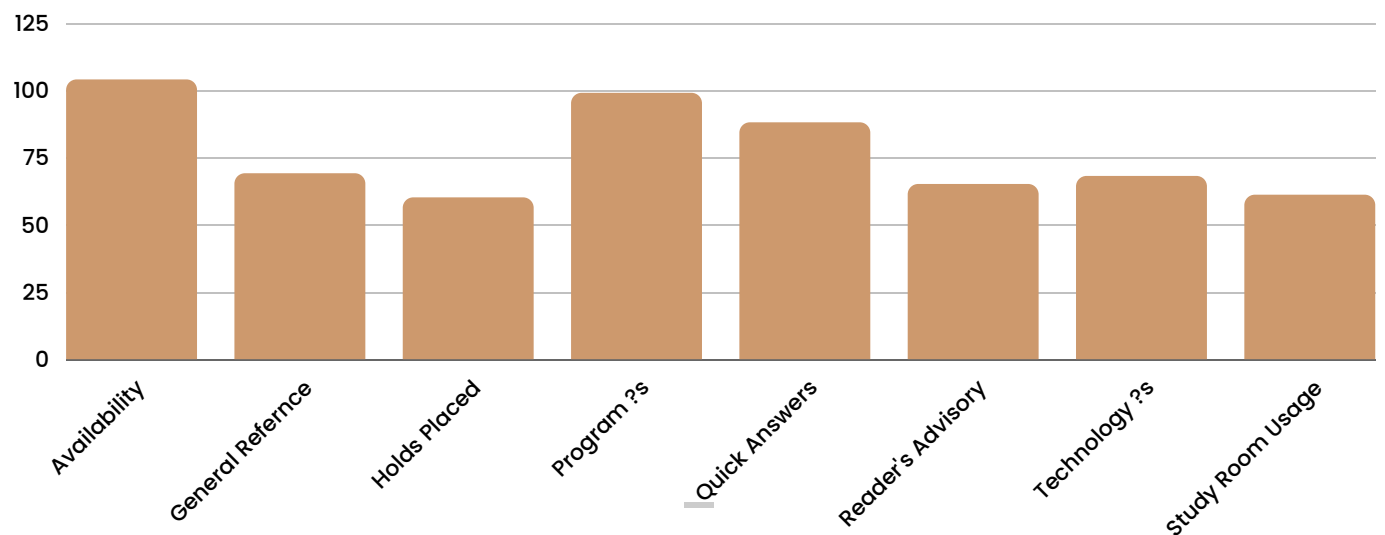
September Reference Totals (4 year comparison):

2022 - 553
2021 - 806
2020 - 556
2019 - 1,590

Reference Breakdown

We had 104 patrons ask about available materials, 69 ask general reference questions, 60 holds were placed, 99 questions were asked about programs, 88 quick answers were provided, 65 reader's advisory transactions were conducted, and 68 patrons asked about technology.

61 study room reservations were made.



11

1KB4K ACCOUNTS
CREATED

13

MEETINGS ATTENDED



5

SHOREWOOD PATRONS
ATTENDED A
CONVERSATION WITH
CAITLIN DOUGHTY (11/16)

UPCOMING ILP PRESENTERS:

- SHAUNA SEVER (12/13)
- ROSS GAY (1/11)
- KWAME ALEXANDER (2/8)
- MARY ROACH (3/1)
- JESMYN WARD (6/6)
- ROBIN WALL KIMMERER (6/21)

Administrative

DEPARTMENT UPDATES

I started as Interim Director halfway through the month, as Jennie has been out on medical leave. On top of my regular duties, I have been approving bills, making deposits, managing the Library's Chase account, running payroll, maintaining passport transmittal statuses, and much more.

The Children's Team worked to condense our DVD collection and moved to front of the department. It's now the first collection seen when entering the department. I am hopeful circulation will increase because of the new location. I plan to report numbers in next month's report.

LOOKING FORWARD

Becky is working with me to determine if kid-specific Rokus can be set up for the Children's Department. With condensing the physical DVD collection, offering Rokus would allow us to utilize the budget to purchase digital content to circulate.

BUILDING MAINTENANCE

Service 1 Plumbing installed new parts for the ejector pumps on 11/3.

Bubbles Window Washing & Gutter Cleaning cleaned the gutters on 11/4.

I met with a Regional Sales Manager at LaForce to obtain a quote for emergency doors on 11/10.

MONTHLY

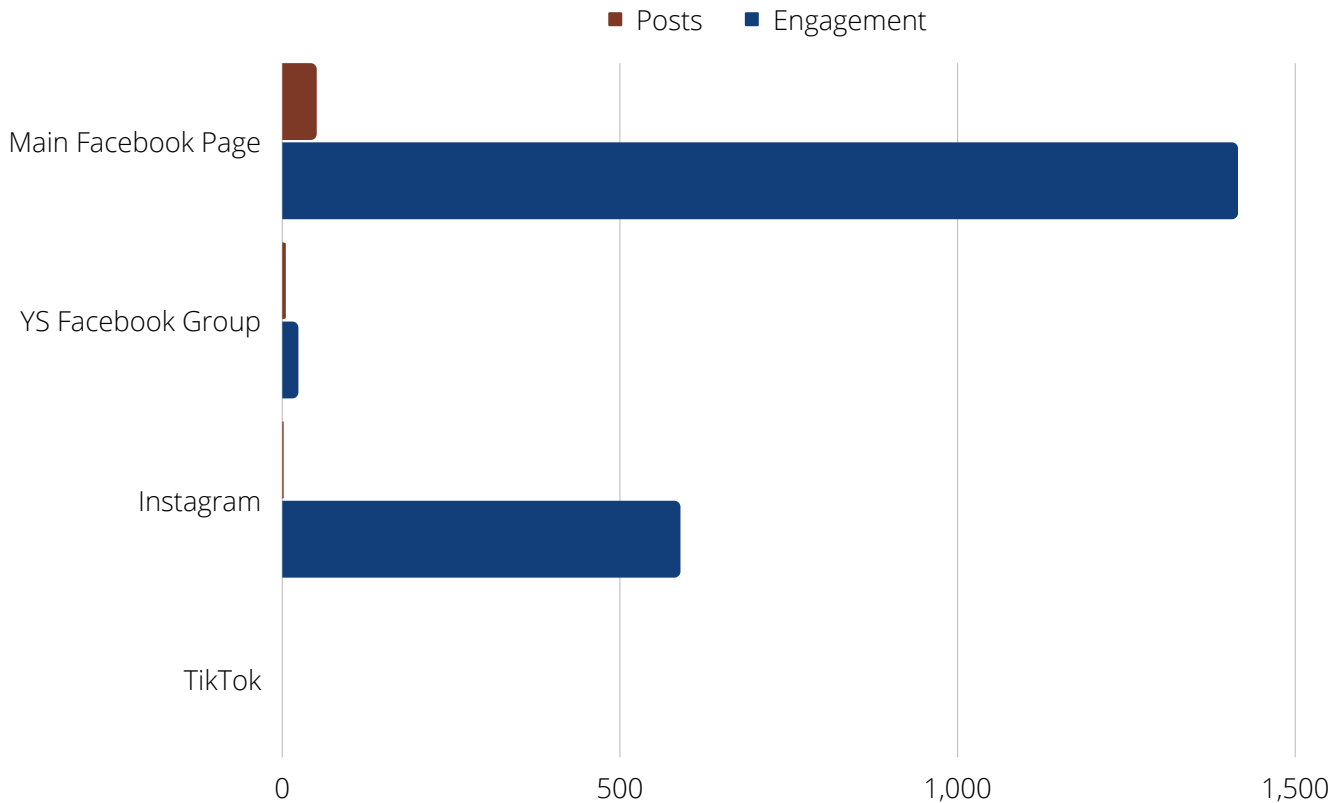
REPORT 11/22

MARA BARBEL

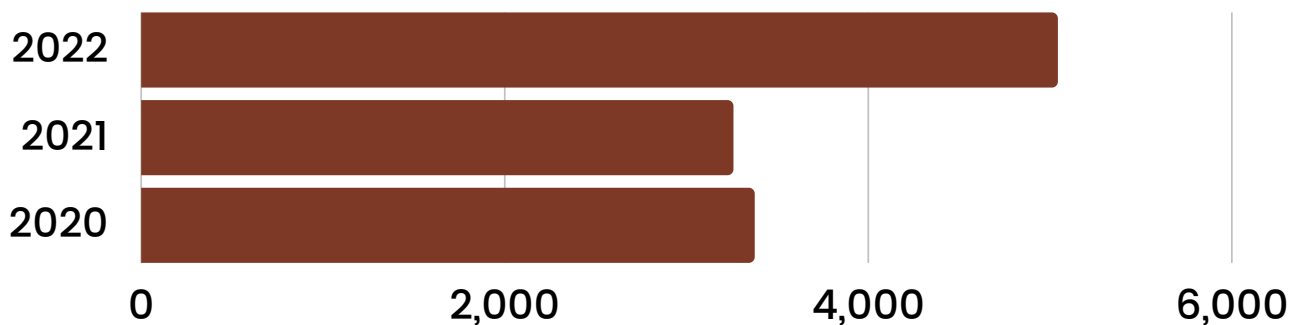
COMMUNITY ENGAGEMENT COORDINATOR



Social Media



Website

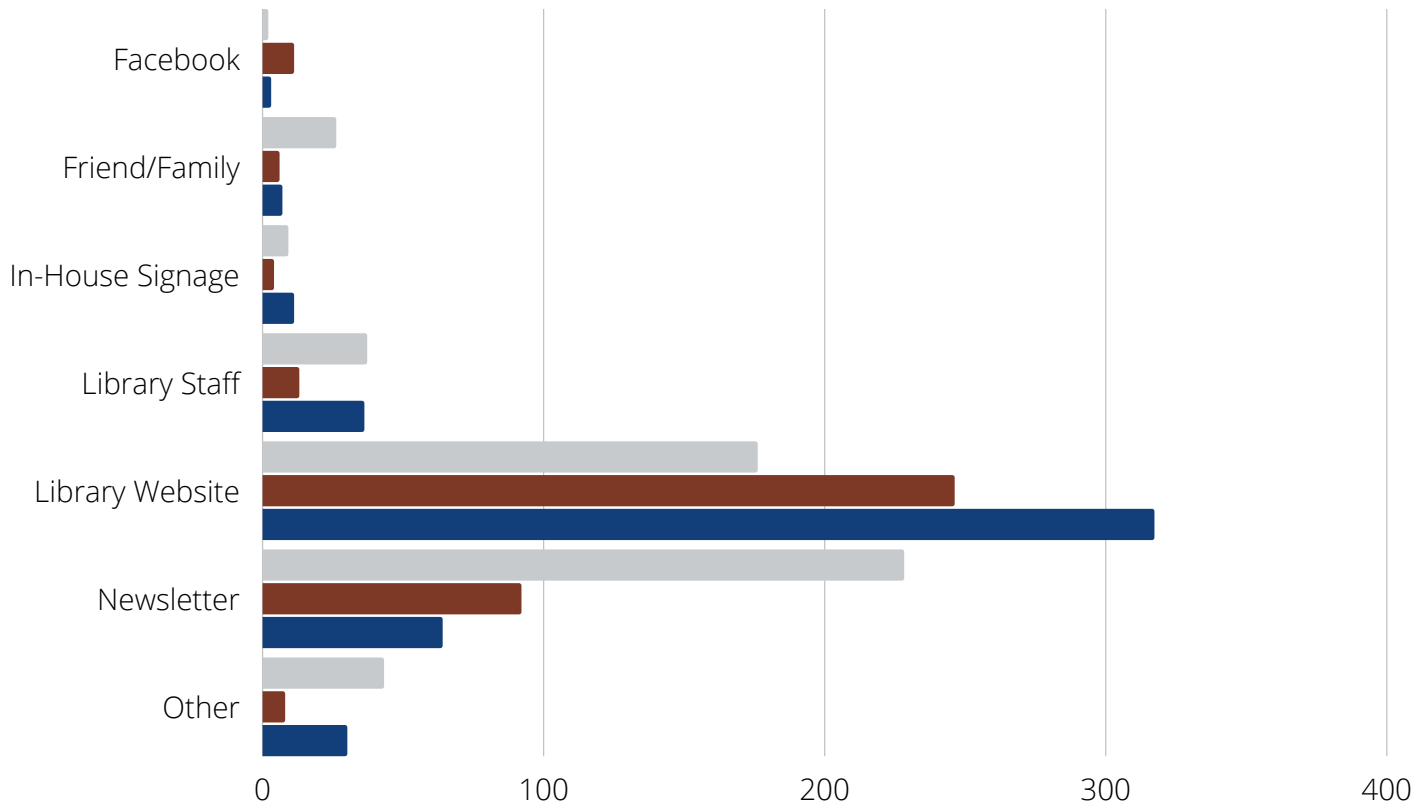


The top performing pages for November were Home Page, 24/7 Digital Collection, Passport Agency Services, Children's and Digital Resources.

*As of February 2022, website statistics will be pulled directly from Wordpress instead of Google Analytics.

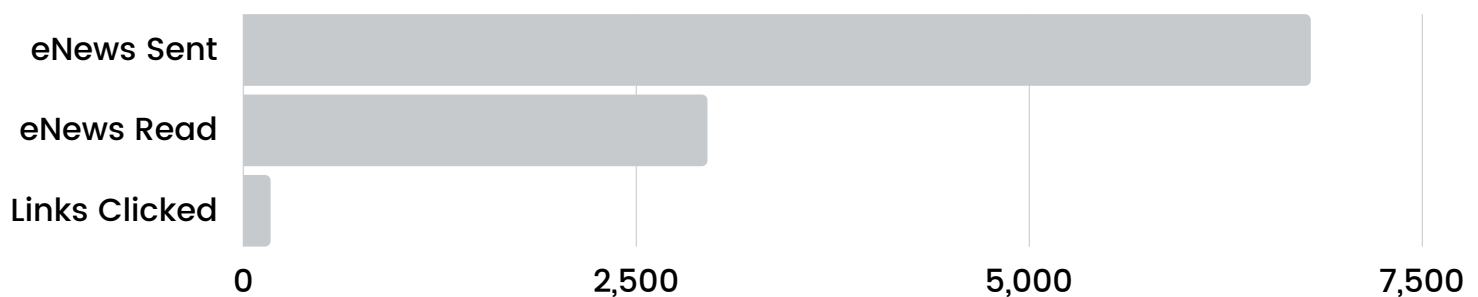
Program Marketing

■ 2022 ■ 2021 ■ 2020

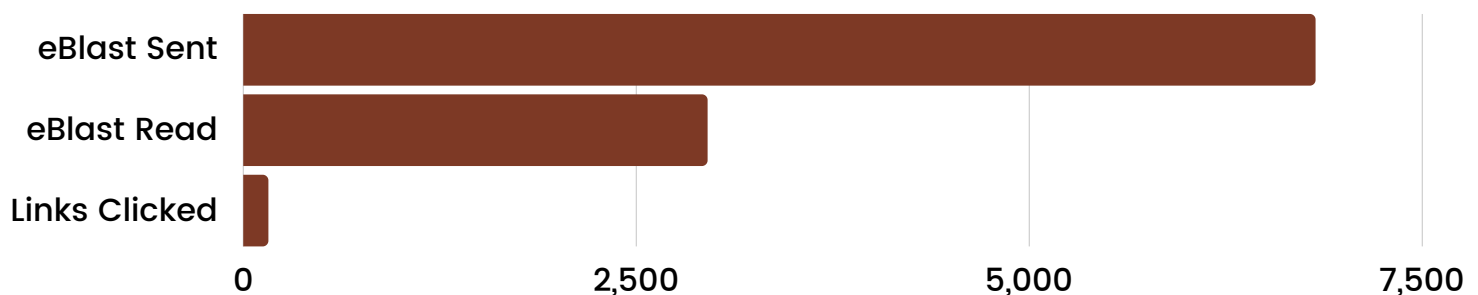


*As of January 2022, the default question option to in Communico is "PLEASE SELECT ONE" in order to direct patrons to give more accurate answers. This is why the spread is different.

eNewsletter



Veteran's Day eBlast



5 Meetings

2 Webinars

1 Outreach Opportunity

On 11/29, I set up the STPL tree at the Village of Shorewood's Festival of Trees. Our tree is on the upper level, directly next to the Village of Shorewood's tree, so be sure to stop by and see it!



Administrative

Unfortunately, I spent two weeks in November out sick, which means I wasn't able to get as much accomplished as usual. I did work on redoing the Museum Adventure Pass page on the library's website.

Before being out sick, I was able to work with the Friends of the Library to prep our annual Wish Tree. It turned out so cute! We've already had patron take home ornaments.



December 8, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Updates from the Department of Commerce and Economic Opportunity

On November 11th, I sent the request for budget modifications and project scope changes (from a 58-space parking lot to a 15-space parking lot) to the Department of Commerce and Economic Opportunity (DCEO).

On November 29th, our Grant Coordinator requested another piece of documentation, which I sent to her.

As of this writing (December 2nd), I don't have any updates to share with the Board regarding the DCEO approving the Library's requested changes. However, I did want to put an item on the agenda if it updates during the week.

If I receive any information from the DCEO, I will forward it to the Board immediately. This item can be tabled to a later board meeting if I do not.

December 8, 2022

TO: Shorewood Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Emergency Exit Doors

The Library has received quotes from two door companies – Wunderlich and LaForce (included in your packet). The Building Committee is meeting at 6:30 pm and may have a recommendation for the Board of Trustees.

Wunderlich is the low quote at this time; Bret, our architect, is currently evaluating the quotes. He is also getting pricing for the key card access system for the staff entry doors.



WUNDERLICH® DOORS, INC.

300 W. Allen St
Joliet, IL 60436
Tel: 815-727-6430 Fax: 815-727-8880

Quote

Quote # : **403614**
Quote Date : **Oct 5, 2022**
Expiration Date : **Oct 31, 2022**

Customer:
New Customer
300 W. Allen St
Joliet, IL 60436

Ship To:
Shorewood/Troy Library
650 Deerwood Dr.
Shorewood, IL 60404

Account Code : 1033
Terms : PrePaidOnly
Customer Job # :
Salesperson : Jason Thompson
Order Name : (4) Openings
Purchase Order # :
Shipped Via : WDI Install

Library: 815.725.4368
Shalyn Cell: 815.579.2969
srodriguez@shorewoodtroylibrary.org

Qty Product Description

- 1 SU 16 CRS 534 SGL 3070 KD LH (P; C1; EWA ; RPS; W3)
- 1 3070 HMD CP 18G LMO CECO 134 GL4 F (86Filler; MEDP)
- 3 76341 MACPRO BUTT HINGE - MPB91 NRP 4-1/2 X 4-1/2 32D F/S #085531
- 1 Exit Device 2100 630 - F/S #085148
- 1 Exit Device Trim AU626F RHR 630
- 1 Rim Cylinder 2109 6 PIN 626
- 1 YALE 5821XSN 689 HEAVY DUTY DOOR CLOSER W/ STOP - F/S # 085232
- 1 303AS3684 - PEMKO 3/0 X 7/0 JAMB W/S, MILL ALUMINUM F/S# 085629
- 1 1/2" Rise x 5" Threshold 79A 36 28 - Notched
- 1 Door Bottom Sweep 57 AV 36" TKSP8
Downstairs Kids Learning Door
- 1 SU 16 CRS 434 SGL 3070 KD LH (P; C1; EWA ; MFH; RPS; W3)
- 1 3070 HMD CP 18G LMO CECO 134 GL4 F (86Filler; MEDP)
- 3 76341 MACPRO BUTT HINGE - MPB91 NRP 4-1/2 X 4-1/2 32D F/S #085531
- 1 Exit Device 2100 630 - F/S #085148
- 1 YALE 5821XSN 689 HEAVY DUTY DOOR CLOSER W/ STOP - F/S # 085232
- 1 303AS3684 - PEMKO 3/0 X 7/0 JAMB W/S, MILL ALUMINUM F/S# 085629
- 1 1/2" Rise x 5" Threshold 79A 36 28 - Notched
- 1 Door Bottom Sweep 57 AV 36" TKSP8
Meeting Room Door - Downstairs
- 1 SU 16 CRS 534 HJ 70 KD LH (F134)



WUNDERLICH® DOORS, INC.

300 W. Allen St
Joliet, IL 60436
Tel: 815-727-6430 Fax: 815-727-8880

Quote

Quote # : 403614
Quote Date : Oct 5, 2022
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Joliet, IL 60436

Ship To:
Shorewood/Troy Library
650 Deerwood Dr.
Shorewood, IL 60404

Account Code : 1033
Terms : PrePaidOnly
Customer Job # :
Salesperson : Jason Thompson
Order Name : (4) Openings
Purchase Order # :
Shipped Via : WDI Install

Qty Product Description

- 1 SU 16 CRS 534 LJ 70 KD LH (F134; S)
- 1 SU 16 CRS 534 FHD 30 KD (BS; C1; EWA ; MFH; W3)
- 1 3070 HMD CP 18G LMO CECO 134 GL4 F (86Filler; MEDP)
- 3 76341 MACPRO BUTT HINGE - MPB91 NRP 4-1/2 X 4-1/2 32D F/S #085531
- 1 Exit Device 2100 630 - F/S #085148
- 1 YALE 5821XSN 689 HEAVY DUTY DOOR CLOSER W/ STOP - F/S # 085232
- 1 303AS3684 - PEMKO 3/0 X 7/0 JAMB W/S, MILL ALUMINUM F/S# 085629
- 1 1/2" Rise x 5" Threshold 79A 36 28 - Notched
- 1 Door Bottom Sweep 57 AV 36" TKSP8
Library Rear Door
- 1 SU 16 CRS 534 HJ 70 KD RH (F134)
- 1 SU 16 CRS 534 LJ 70 KD RH (F134; S)
- 1 SU 16 CRS 534 FHD 30 KD (BS; C1; EWA ; MFH; W3)
- 1 3070 HMD CP 18G LMO CECO 134 GL4 F (86Filler; MEDP)
- 3 76341 MACPRO BUTT HINGE - MPB91 NRP 4-1/2 X 4-1/2 32D F/S #085531
- 1 Exit Device 2100 630 - F/S #085148
- 1 Exit Device Trim AU626F LHR 630
- 1 Rim Cylinder 2109 6 PIN 626
- 1 YALE 5821XSN 689 HEAVY DUTY DOOR CLOSER W/ STOP - F/S # 085232
- 1 303AS3684 - PEMKO 3/0 X 7/0 JAMB W/S, MILL ALUMINUM F/S# 085629
- 1 1/2" Rise x 5" Threshold 79A 36 28 - Notched
- 1 Door Bottom Sweep 57 AV 36" TKSP8
Employee Entrance

Description

Removal & Installation of (4) Openings

Price

5,120.00

Pre-Tax Total	:	13,154.73
EXE - TAX EXEMPT	:	0.00
Quote Total	:	13,154.73

Signature: _____

Date: _____

Metal Doors and Frames are primed unless otherwise noted. Finish painting by others is required. Building Permits are the responsibility of Customer.

Trilogy Mortise: High security digital locks



Trilogy® high security mortise locks with and without prox ID readers

DL2700CR/DB T2 Series Mortise Locks

- Trilogy T2 Keyless Access Lock for mortise door prep
- High security mortise locking
- Fingertip access and programming flexibility
- Weatherproof for use inside or out
- 1-3/8" mortise cylinder included
- Choice of classroom or deadbolt functions & finishes
- Long battery life

DL3500 Series Mortise Locks

- 300 User codes: Master, manager, supervisor & basic users
- Fingertip or Windows PC-programmable
- Real time clock enables up to 150 scheduled events and holiday schedules
- 40,000 Event audit trail provides a printed time/date- stamped log of all electronic activity
- Long-life battery pak for 80,000 cycles, typical and low-battery alert
- Choose either classroom or deadbolt versions and left or right handing (If reverse hand is required, lock is field reversible.)
- 1 3/8" (3.5 cm) mortise cylinder supplied card enrollment mode allows many cards to be quickly added without PC –also– downloadable from PC or prox enroller tool
- 40,000 event audit trail log
- 150 scheduled events, e.g., lock or unlock
- PC programming/reporting
- Quick passage mode (without being in program mode)

- Program data transferred to lock via AL-PCI2 or AL-DTMIll
- 5AA battery-pak operated; 75,000 cycles, typical
- 3 Architectural finishes (US3 polished brass, 26D satin chrome, 10B duronodic)
- Weatherproof -31° to +151°F (-35° to +66°C)

PDL3500 Series

PDL3500 Series mortise lock with built in HID prox reader, similar to DL3500 Series, but with:

- 2000 user codes (3-6 digits) and/or HID prox cards/fobs
- 500 scheduled events, e.g., lock or unlock
- Multilevel security - Master; manager; supervisor; basic users
- Easy Tap & Add batch prox ID card enrollment mode allows many cards to be quickly added without PC –also– downloadable from PC or prox enroller tool
- PC programming/reporting
- Quick passage mode (without being in program mode)
- Program data transferred to lock via AL-PCI2 or AL-DTMIll
- 5AA battery-pak operated; 75,000 cycles, typical
- 3 Architectural finishes (US3 polished brass, 26D satin chrome, 10B duronodic)

Turn Standalone Trilogy Locks into Wireless Networked Networkx Locks with Field Upgrade Kits for Standalone PIN or PIN/Prox Cylindrical or Mortise Models. P/DL6100 and P/DL6500 upgrade kits available. iClass available – PDL8200 upgrade kit.

Trilogy Ordering Information

Choice of three standard Trilogy finishes



US3
Polished Brass



US26D
Satin Chrome



US10B
Duronodic

U.S. Handing options



00 Straight Lever



75 Regal Curved Lever



25 Turnpiece
50 Knob available on
DL1250/1350

DL-WINDOWS Trilogy Software

Free Alarm Lock Trilogy Microsoft Windows-based software application, for programming, entering users, receiving audit trail from lock or used with ALDTMs to transfer data. Version.4.177 or higher, supports Trilogy Networkx, Wireless Keypads, Locks and ArchiTech series, and Trilogy standalone locks, with single database. Downloadable free at www.alarmlock.com. For enterprise network software options, and real-time performance, see pg.15



Trilogy audit trail and programming

AL-IR1 Infrared Printer

Prints the event log and user code with hand-held convenience.



AL-DTMIII Data Transfer Module

Module used to transfer program data from the PC to the lock and receive Audit Trail from the lock. Can transfer program data for up to 200 locks.



AL-PRE2 Dual Function Reader/Enroller for Smart Cards or Prox IDs

Just tap the Smart Card or Prox ID device to the unit's faceplate to automatically enroll in DL-WINDOWS software database. (USB)



AL-PCI2U Lock / PC Interface (shown)

Interface cable interconnects lock and PC for data transfer with USB interface cable. (AL-PCI also includes DL-WINDOWS CD). Also available AL-PCI2 w/o USB.



Remote Release Kit

RR-TRILOGYKIT

Remote release kit for all Trilogy Cylindrical models includes the **RR-1BUTTON** for desk mount applications and **RR-RECEIVER** for installation inside the battery compartment of any cylindrical Trilogy lock (Simply connects to the 2 white remote release wires inside. Retrofits any existing cylindrical Trilogy manufactured since 2000.



Also available for Mortise and Exit Trim models, **RR-MORTISEKIT** and **RR-EXITTRIMKIT**, respectively. (Note: individual kit components, in blue, are also separately available.) Retrofits units with serviceable battery pack (2000 and up year built)

Cylindrical Trilogys

DL 27 00 WP IC /26D -Y

Model/Series:

DL27 = DL2700 Series
DL28 = DL2800 Series
DL30 = DL3000 Series
DL32 = DL3200 Series
DL52 = DL5300 Series
PDL30 = PDL3000 Series
PDL53 = PDL5300 Series

Network Wireless:

DL6100 PIN Series;
PDL6100, 8200 PIN/Prox

Trim:

00 = Lever
75 = Regal Curved Lever

Exterior/Interior Use:

For Exterior use of DL2700 & DL3000 only, order WP for weatherproof use. All other models are weatherproof as standard.

Cylinder:

IC = Standard Interchangeable Core Prep for Best, Falcon, Arrow, KSP
(Note: No "IC" indicates standard K.O. cylinder.)

Finish:

/3 = US3 Polished Brass
/26D = US26D Satin Chrome
/10B = Duronodic (Special Order)

Special Order IC Prep:

-Y = Yale
-M = Medeco
-R = Sargent
-C = Corbin/Russwin
-S = Schlage

Mortise Trilogys

DL 35 00 DB R /26D EX

Model & Series:

DL35 = Trilogy T3 Mortise Series

Network Wireless:

DL6500 PIN; PDL6500 PIN/Prox

Trim:

00 = Standard Lever
75 = Regal Curved Lever (U.S. Option Only)

Lock Body:

DB = Dead Bolt
CR = Class Room (U.S. Only)

Handing:

Your Door - _____ Order - _____
Left Handed _____ L _____
Right Handed _____ R _____
Left Hand Reverse Bevel _____ R _____
Right Hand Reverse Bevel _____ L _____

Finish:

/3 = US3 Polished Brass
/26D = US26D Satin Chrome
/10B = Duronodic (Special Order)

European Model Suffix

Not Used For U.S. Models
*Note: Standard Lever for U.S. Models is Straight Lever.
Standard Lever for European Models is Curved Tubular Lever

(Note: Trim is non-handed. Lock body is field reversible.)

Trilogy Narrow Stile

DL1200/26D1

Model Type

PDL = Prox/PIN
DL = Digital PIN

Trilogy Series

12 = 2700 Series
13 = 3000 Series

Trim

00 = Lever
25 = Turnpiece
50 = Knob
75 = Regal lever

Finish

/26D Satin Chrome
/10B Duronodic
/MS Metallic Silver
/MB Metallic Bronze

Mechanical Dead Latch

1 - Supports Adams Rite:
4710, 4730, 4900 Series
2 - Supports Adams Rite:
4070, MS1850S,
MS1850S-050, MS1950,
MS1950-050

Trilogy Exit

ETPDL- 1 R/ 26D V99

Type:

PDL = Digital with Prox
PL = Prox Only
DL = No Prox

N = (suffix) Network Wireless

Door Thickness:

1 = 1 3/4" + 1/8"
2 = 2" to 2 3/4"
3 = 3" to 4"

Handle:

R = Regal
S = Straight

Finish:

/3 = US3 Polished Brass
/26D = US26D Satin Chrome
/10B = Duronodic (Special Order)

OEM Trim

M99 = Marks USA M9900
V99 = Von Duprin 99
C50 = Corbin ED5000 & Yale
D93 = Dorma 9300
A38 = Arrow 3800
S88 = Old Style Sargent
N58 = New Style Sargent
P11 = Precision 1100
CR8 = Cal Royal 9800

Alarm Lock: Essential add-ons and extras

Strikes for model 11A

Model 210K

- Strike for single or double inswinging door(s) (not included with 11A)

Model K24A

- Strike for single outswinging door (included with 11A)



Battery eliminator

Model PP100

- For use with all PG10, PG21/E, PG30, 250, 700, 80, 260, 710 and 715 models. The PP100 conserves the battery which automatically takes over as the power source to sound the alarm in the event of a power failure or intentional cut-off. A built-in circuit breaker with push-button reset eliminates troublesome fuse replacements. Includes a cam lock cylinder and 6' of armored cable adequate to provide a door loop at the hinged-side of the door. Can be used with all 6V and 9V models.



Single door strike

Models 730 & 725

- Model 730 supplied with models 250, 700 and 80
- Model 730M supplied with models 260 and 710 and 80
- Model 725 supplied with model 715



Rim cylinder

Model CER

- Required for interior arming/disarming of models 11A, 80, 250, 260, 700, 710 & 715. Includes two keys (KA or KD)



Double door holder

Model 44

- The Double Door Holder secures the inactive door to the frame while the active door is closed. Releasing the active door automatically allows both doors to swing freely. Reversible, right or left hand doors. Cast aluminum 8 1/2" long, 3" wide and 2 1/2" high.



Mortise cylinder

Model CEM

- Used with the Pilfergard models PG10 and PG21/E to arm and disarm the alarm circuit. Includes two keys (KA or KD)



Cylinder finger pull

Model 711

- An inexpensive door pull for use when outside key only access is required.



Outside access door pull

Model 707

- For access from building exteriors. Installed on the outside of the door and linked to the lock. After deadbolt is retracted by outside key, a slight pull will release the deadlatch and open the door. 8" x 1 1/2". (For use with all models except Model 11A).



Armored door loop

Model 271

- For use with electrified locks. An easy means for bringing electric current from the hinge side of a door frame to the door. 18" flexible armored cable. End brackets are deep drawn anodized aluminum to conceal wire connections.



Double door strike

Models 732 & 735

- Model 732 for use with models 250, 700 and 80.
- Model 732M for use with models 260 and 710.
- Model 735 for use with model 715. (Not Shown)



Cable energy switch

Model 261

- Transfers current to other side of the door.
- For use with models 250, 100 and 11A

Severe Weather Keypad Guard

Model HW2037

- Protects keypad from harsh outdoor weather conditions.



QUOTE

7501 S. Quincy Street
Willowbrook, IL 60527
Questions: (630) 325-1950

QUOTE NUMBER	466408QU
QUOTE DATE	12/1/2022
CUSTOMER REQUISITION	
MODE OF DELIVERY	Installation
CUSTOMER	209933
CONTACT	

SOLD TO	SHOREWOOD-TROY PUBLIC LIBRARY
	650 DEERWOOD DR SHOREWOOD, IL 60404 USA

SHIP TO	SHOREWOOD-TROY PUBLIC LIBRARY
	650 DEERWOOD DR SHOREWOOD, IL 60404 USA

JOB *** SHOREWOOD LIBRARY STAFF ENTRY

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1	WHMF	3 - 0 X 7 - 0 16GA 5 3/4 WELDED HM FRAME- PRIMED*	638.0000	638.00
2.000	1	HMD	3 - 0 X 7 - 0 18GA FLUSH HM DOOR- PRIMED*	653.0000	653.00
3.000	3	03557	HAGER BB1279 4.5 X 4.5 NRP US26D FULL MORTISE HINGE	8.0000	24.00
4.000	1	HDW	ALARM LOCK PDL3500CR US26D R ELECTRONIC DIGITAL LOCK	1,190.0000	1,190.00
4.500	1	HDW	CEM-KD MORTISE CYLINDER KEYED DIFFERENT	24.0000	24.00
4.750	1	HDW	AL-DTMIII DATA TRANSFER MODULE	283.0000	283.00
4.875	1	HDW	ALID1326 PROXCARD2 (100 PER BOX)	181.0000	181.00
5.000	1	HDW	STANLEY QDC119 689 CLOSER	321.0000	321.00
6.000	1	HDW	NGP 896V 36" AL THRESHOLD	30.0000	30.00
7.000	1	16748	NGP 160V: 1 @ 36" MIL JAMB WEATHERSTRIP	6.5000	6.50
8.000	2	16750	NGP 160V, 1 @ 84" MIL JAMB WEATHERSTRIP	15.0000	30.00
9.000	1	16780	NGP D608A 36" A-BLACK BRUSH SWEEP	23.0000	23.00
10.000		INSTALL	INSTALLATION OF MATERIAL		1,750.00
11.000		INSTRIP	INSTALL TRUCK/TOOLS		75.00

- *CURRENT ETA ON INSTALLATION OF MATERIAL 10-12 WEEKS FROM ORDER TO INSTALLATION
- * DISPOSAL OF EXISTING MATERIAL WILL BE PUT IN ONSITE DUMPSTER (IF WE NEED TO DISPOSE OF PLEASE CONFIRM)
- * INSTALLATION TO OCCUR M-F BETWEEN HOURS OF 730A-4PM
- * IF OPENING NEEDS TO BE TENTED OFF PLEASE CONFIRM
- * DUE TO EXISTING FRAME LAYOUT FRAME WILL NEED TO BE FIELD WELDED IN PLACE, IF SMOKE EATER REQUIRED PLEASES CONFIRM (NOT INCLUDED IN PRICING)
- * TRAINING ON LOCK AND PROGRAMMING OF A FEW CARDS INCLUDED; BUT NOT ALL CARD TO BE PROGRAMMED BY LAFORCE ON SITE INCLUDED. LOCK HAS LONGER LEAD TIMES OF 12-15 WEEKS
- * ALL DRYWALL AND CONCRETE REPAIRS BY OTHERS *
- * HARDWRE COLOR WILL BE CHANGED FROM SATIN BRONZE TO SATIN CHROME
- * DOOR AND FRAME WILL BE SUPPLIED PRIME COAT PAINTED, FINISH PAINTING BY OTHERS
- * WARRANTY ON INSTALLATION 1 YEAR FROM DATE OF COMPLETION
- * ELEVATOR MAY NEED TO BE USED TO MOVE MATERIAL IN AND OUT
- * INSTALLATION TO OCCUR IN 1 DAYS TIME FOR THIS OPENING

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.				FREIGHT	\$175.00
A transaction fee of 3% will be charged on all payments made via credit card, which is not greater than our cost of acceptance.				SUBTOTAL	\$5,403.50
This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.				SALES TAX	
				TOTAL	\$5,403.50
				PAY TERMS: DUE	

QUALIFICATIONS

- Covid-19 note: quoted leadtimes subject to delays/impacts arising out of pandemic.
- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.
- Federal project note: Federal Contractor vaccine mandate compliance not available.

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

Quote Number: 466408QU
Authorized By: _____
Company: _____
Date: _____

QUOTE

7501 S. Quincy Street
Willowbrook, IL 60527
Questions: (630) 325-1950

QUOTE NUMBER	466363QU
QUOTE DATE	12/1/2022
CUSTOMER REQUISITION	
MODE OF DELIVERY	Installation
CUSTOMER	209933
CONTACT	

SOLD TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA
----------------	--

SHIP TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA
----------------	--

JOB *** SHOREWOOD LIBRARY CHILDREN'S EXIT

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1	WHMF	3 - 0 X 7 - 0 16GA 5 3/4 WELDED HM FRAME- PRIMED*	615.0000	615.00
2.000	1	HMD	3 - 0 X 7 - 0 18GA FLUSH HM DOOR- PRIMED*	643.0000	643.00
3.000	3	03557	HAGER BB1279 4.5 X 4.5 NRP US26D FULL MORTISE HINGE	8.0000	24.00
4.000	1	03320	VON DUPRIN 99EO 3' 626 RIM DEVICE	1,163.0000	1,163.00
5.000	1	HDW	STANLEY QDC119 689 CLOSER	321.0000	321.00
6.000	1	HDW	NGP 896V 36" AL THRESHOLD	30.0000	30.00
7.000	1	16748	NGP 160V: 1 @ 36" MIL JAMB WEATHERSTRIP	6.5000	6.50
8.000	2	16750	NGP 160V, 1 @ 84" MIL JAMB WEATHERSTRIP	15.0000	30.00
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10.000		INSTALL	INSTALLATION OF MATERIAL		1,750.00
11.000		INSTRIP	INSTALL TRUCK/TOOLS		75.00

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- * DISPOSAL OF EXISTING MATERIAL WILL BE PUT IN ONSITE DUMPSTER (IF WE NEED TO DISPOSE OF PLEASE CONFIRM)
- * INSTALLATION TO OCCUR M-F BETWEEN HOURS OF 730A-4PM
- * IF OPENING NEEDS TO BE TENTED OFF PLEASE CONFIRM
- * ALL DRYWALL AND CONCRETE REPAIRS BY OTHERS *
- * HARDWRE COLOR WILL BE CHANGED FROM SATIN BRONZE TO SATIN CHROME
- * DOOR AND FRAME WILL BE SUPPLIED PRIME COAT PAINTED, FINISH PAINTING BY OTHERS
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- * ELEVATOR MAY NEED TO BE USED TO MOVE MATERIAL IN AND OUT
- * INSTALLATION TO OCCUR IN 1 DAYS TIME FOR THIS OPENING

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.			FREIGHT		\$195.00
A transaction fee of 3% will be charged on all payments made via credit card, which is not greater than our cost of acceptance.			SUBTOTAL		\$4,875.50
This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.			SALES TAX		
			TOTAL		\$4,875.50
			PAY TERMS: DUE		

QUALIFICATIONS

- Covid-19 note: quoted leadtimes subject to delays/impacts arising out of pandemic.
- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.
- Federal project note: Federal Contractor vaccine mandate compliance not available.

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

Quote Number: 466363QU
Authorized By: _____
Company: _____
Date: _____

QUOTE

7501 S. Quincy Street
Willowbrook, IL 60527
Questions: (630) 325-1950

QUOTE NUMBER	466380QU
QUOTE DATE	12/1/2022
CUSTOMER REQUISITION	
MODE OF DELIVERY	Installation
CUSTOMER	209933
CONTACT	

SOLD TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA

SHIP TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA

JOB *** SHOREWOOD LIBRARY MEETING ROOM EXIT

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1	WHMF	3 - 0 X 7 - 0 16GA 5 3/4 WELDED HM FRAME- PRIMED*	615.0000	615.00
2.000	1	HMD	3 - 0 X 7 - 0 18GA FLUSH HM DOOR- PRIMED*	643.0000	643.00
3.000	3	03557	HAGER BB1279 4.5 X 4.5 NRP US26D FULL MORTISE HINGE	8.0000	24.00
4.000	1	01636	VON DUPRIN 22EO 3' 689 RIM DEVICE	400.0000	400.00
5.000	1	HDW	STANLEY QDC111 - PA 689 CLOSER	235.0000	235.00
6.000	1	HDW	NGP 896V 36" AL THRESHOLD	30.0000	30.00
7.000	1	16748	NGP 160V: 1 @ 36" MIL JAMB WEATHERSTRIP	6.5000	6.50
8.000	2	16750	NGP 160V, 1 @ 84" MIL JAMB WEATHERSTRIP	15.0000	30.00
9.000	1	16780	NGP D608A 36" A-BLACK BRUSH SWEEP	23.0000	23.00
10.000		INSTALL	INSTALLATION OF MATERIAL		1,050.00
11.000		INSTRIP	INSTALL TRUCK/TOOLS		75.00
12.000		INSTALL	MASONRY WORK		3,063.00

- *CURRENT ETA ON INSTALLATION OF MATERIAL 10-12 WEEKS FROM ORDER TO INSTALLATION
- * DISPOSAL OF EXISTING MATERIAL WILL BE PUT IN ONSITE DUMPSTER (IF WE NEED TO DISPOSE OF PLEASE CONFIRM)
- * INSTALLATION TO OCCUR M-F BETWEEN HOURS OF 730A-4PM
- * IF OPENING NEEDS TO BE TENTED OFF PLEASE CONFIRM
- * MASON WORK REQUIRED TO INSTALL NEW STEEL LINTLE ABOVE FRAME TO PREVENT BLOCK FROM FALLING, INCLUDED IN PRICING.
- * ALL DRYWALL AND CONCRETE REPAIRS BY OTHERS *
- * HARDWRE COLOR WILL BE CHANGED FROM SATIN BRONZE TO SATIN CHROME
- * DOOR AND FRAME WILL BE SUPPLIED PRIME COAT PAINTED, FINISH PAINTING BY OTHERS
- * WARRANTY ON INSTALLATION 1 YEAR FROM DATE OF COMPLETION
- * ELEVATOR MAY NEED TO BE USED TO MOVE MATERIAL IN AND OUT
- * INSTALLATION TO OCCUR IN 2 DAYS TIME FOR THIS OPENING

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.				FREIGHT	\$195.00
A transaction fee of 3% will be charged on all payments made via credit card, which is not greater than our cost of acceptance.				SUBTOTAL	\$6,389.50
This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.				SALES TAX	
				TOTAL	\$6,389.50
				PAY TERMS: DUE	

QUALIFICATIONS

- Covid-19 note: quoted leadtimes subject to delays/impacts arising out of pandemic.
- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.
- Federal project note: Federal Contractor vaccine mandate compliance not available.

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

Quote Number: 466380QU
Authorized By: _____
Company: _____
Date: _____

QUOTE

7501 S. Quincy Street
Willowbrook, IL 60527
Questions: (630) 325-1950

QUOTE NUMBER	466400QU
QUOTE DATE	12/1/2022
CUSTOMER REQUISITION	
MODE OF DELIVERY	Installation
CUSTOMER	209933
CONTACT	

SOLD TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA

SHIP TO	SHOREWOOD-TROY PUBLIC LIBRARY 650 DEERWOOD DR SHOREWOOD, IL 60404 USA

JOB *** SHOREWOOD LIBRARY MAIN EMERGENCY

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.000	1	NWHMF	3 - 0 X 7 - 0 16GA 5 3/4 NON-WELDED HM FRAME-PRIMED*	588.0000	588.00
2.000	1	HMD	3 - 0 X 7 - 0 18GA FLUSH HM DOOR- PRIMED*	643.0000	643.00
3.000	3	03557	HAGER BB1279 4.5 X 4.5 NRP US26D FULL MORTISE HINGE	8.0000	24.00
4.000	1	03320	VON DUPRIN 99EO 3' 626 RIM DEVICE	1,163.0000	1,163.00
5.000	1	HDW	STANLEY QDC119 689 CLOSER	321.0000	321.00
6.000	1	HDW	NGP 896V 36" AL THRESHOLD	30.0000	30.00
7.000	1	16748	NGP 160V: 1 @ 36" MIL JAMB WEATHERSTRIP	6.5000	6.50
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9.000	1	16780	NGP D608A 36" A-BLACK BRUSH SWEEP	23.0000	23.00
10.000		INSTALL	INSTALLATION OF MATERIAL		1,750.00
11.000		INSTRIIP	INSTALL TRUCK/TOOLS		75.00

*CURRENT ETA ON INSTALLATION OF MATERIAL 10-12 WEEKS FROM ORDER TO INSTALLATION
 * DISPOSAL OF EXISTING MATERIAL WILL BE PUT IN ONSITE DUMPSTER (IF WE NEED TO DISPOSE OF PLEASE CONFIRM)
 * INSTALLATION TO OCCUR M-F BETWEEN HOURS OF 730A-4PM
 * IF OPENING NEEDS TO BE TENTED OFF PLEASE CONFIRM
 * DUE TO THE EXISTING FRAME SET UP WE ARE GOING TO HAVE TO FIELD WELD IN PLACE; IF A SMOKE EATER IS REQUIRED PLEASE CONFIRM AS THIS IS NOT INCLUDED IN THE PRICING.
 * ALL DRYWALL AND CONCRETE REPAIRS BY OTHERS *
 * HARDWRE COLOR WILL BE CHANGED FROM SATIN BRONZE TO SATIN CHROME
 * DOOR AND FRAME WILL BE SUPPLIED PRIME COAT PAINTED, FINISH PAINTING BY OTHERS
 * WARRANTY ON INSTALLATION 1 YEAR FROM DATE OF COMPLETION
 * ELEVATOR MAY NEED TO BE USED TO MOVE MATERIAL IN AND OUT
 * INSTALLATION TO OCCUR IN 1 DAYS TIME FOR THIS OPENING

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.				FREIGHT	\$175.00
A transaction fee of 3% will be charged on all payments made via credit card, which is not greater than our cost of acceptance.				SUBTOTAL	\$4,828.50
This quotation is subject to the Terms and Conditions found at http://laforceinc.com/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.				SALES TAX	
				TOTAL	\$4,828.50
				PAY TERMS: DUE	

QUALIFICATIONS

- Covid-19 note: quoted leadtimes subject to delays/impacts arising out of pandemic.
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Thank You,

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

BRIDGET JELONEK
Email: Bridget.Jelonek@laforceinc.com
Phone: 630-325-1950

Quote Number: 466400QU
Authorized By: _____
Company: _____
Date: _____

November 10, 2022

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Shalyn Rodriguez, Assistant Director & Children's Services Manager

RE: First Anniversary of Employment for Gina Rolando

Despite celebrating just one year of employment with the Shorewood-Troy Public Library, it feels like Gina has been with us for years! She has a personality that just grabs you from the get-go, making her the perfect fit for our Children's team.

Gina worked as an LRC at Heritage Trail Elementary School for several years before switching to public librarianship. The bonds she formed with students have carried over as they come visit our library (sometimes for the first time!) just so they can say hi to Mrs. Rolando. She makes them feel welcome and has brought in lifetime library users.

I haven't worked with many staff that emanate a passion for their work like Gina does. She LOVES collection development and devours middle grade novels like they're candy. She is our go-to for recommendations when a patron asks for a new read. Not only can she cater to our older kids, but she thoroughly enjoys picture books like Mo Willem's Pigeon series. Sharing that bond with her gets not only myself, but the rest of the staff excited about children's books and sharing them with the world!

Programming means just as much to her, and you can tell by how much the kiddos rave about each program once it's over. Gina took a simple book club idea and turned it into a multi-senses book discussion (food was included), with a follow-up escape room. Her ideas are endless and I'm grateful for her contributions!

I wholeheartedly enjoy working every single shift I have with Gina. She is genuine, kind-hearted, and hilarious. I know I can count on her to help with whatever is needed in the department. She is an excellent sounding board for thoughts and new ideas. The Shorewood-Troy Library, community, library staff, and myself are extremely lucky to have such an amazing person here, sharing her enthusiasm to help children learn, grow, and succeed.

I cannot wait to witness the ways in which Gina helps the Children's Department and the library continue to bloom!

December 8, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Parking Lot Land

Our former attorney notified us on December 5th that the owner of the one-acre across the street from the library indicated that they were willing to donate the land to the library, with the restriction that if the library ever leaves our current spot and vacates the property that it would revert back to them.

The owners have also indicated that the Library would be responsible for paying for the surveying and the title transfer.

Accepting the donation would mean that the library could place it in non-taxable status. Bret, our architect, has indicated that our current surveyor for the project can also be used for this project as well.

December 8, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Shalyn Rodriguez, Assistant Director

RE: Changes to the Library's Programming Policy regarding Tween Programming

The Adult & Teen Services and Children's departments have evaluated programming offered for age groups 11-14. It has been determined that offering Tween programming specifically for that age group will enhance program offerings and aid in patron transition between departments as they age out of the Children's Department.

I am recommending that we include the specific age group in our Programming Policy to differentiate from the other age groups that are currently listed in said policy.

Shorewood-Troy Public Library

Programming Policy

Approved 1/10/19 by board action; amended 8/13/20; Reviewed 4/8/21

Programming Policy

The Shorewood-Troy Public Library District offers programs that entertain, inform and educate to the residents of the District. The selection of library programs is chosen by staff for their relevance to community needs or interest, popular appeal, availability of staff to conduct particular programs of interest, and informational value. Programs are conducted within the budgetary constraints. Potential programs may be suggested to the library staff; the library may or may not include them in future programming.

Programs are primarily provided by library staff. Outside presenters are chosen for their proven or unique expertise and their public performance experience. Presenters will not be excluded from consideration because of their origin, background or views or because of possible controversy. However, the library providing a program with the assistance of an outside presenter does not constitute an endorsement of the group's or individual's policies or beliefs. The Library provides programming to all of its community's residents.

Programs are generally offered free of charge and are open to all residents, including residents of the surrounding communities on a first-registered, first-served basis. Some programs may require the purchase of materials by participants. The need to purchase supplies will be advertised in library publicity. The Library may also occasionally opt to charge for registration for a program; the need to pay for registration will be advertised in library publicity.

Some programs are drop-in programs. Other programs, due to space limitations or the ability to provide a satisfactory experience to all participants, will require registration. Registration requirements are noted in all library publicity for a particular program and in the library's newsletter. In some cases, a particularly high-demand program may be restricted to library cardholders first, then be opened up to non-cardholders. This will be advertised in library publicity, if done.

Library-sponsored presentations will be free of solicitations, sales pitches or proselytizing. Outside groups are able to book a library meeting room; however, booking a meeting room does not constitute a library-sponsored program.

Programs may be cancelled for a number of reasons, including: severe weather, unavailability of the presenter or low registration. In the event a program is cancelled, efforts will be made to let the public know and registered participants will be notified. Cancelled programs are not automatically re-scheduled.

Shorewood-Troy Public Library

Programming Policy

Approved 1/10/19 by board action; amended 8/13/20; Reviewed 4/8/21

Age Appropriate Programming

The Shorewood Troy Public Library offers programs for all ages at various times. While some programs are open to all ages, most programs have an age limit. Age limits are set for a number of reasons including:

- maturity of content,
- presentation mode,
- performer stipulation,
- room capacity as set by fire code, and/or
- an environment appropriate for older children.

The library staff carefully weighs these factors along with the objective of allowing as many attendees as possible to enjoy events. Without age limits, many types of programs would not be able to be offered at all.

In addition to providing reasonable age limits, we also ask that each patron respect the other program attendees. If you or anyone in your party is displaying disruptive behavior at a program that has been deemed age-appropriate for them, you/they may step out of the room voluntarily or be asked to be removed from the program.

Staff will communicate the age limits in the library, in library-sanctioned press releases, in library publications, at the program, and on the library web site.

We request respect for the following age-appropriate programming guidelines:

Ages 5 & under: Parent participation is expected. Older and younger siblings may be allowed at the discretion of the program presenter.

Ages 6-12: Younger siblings are not allowed. Parents may also be asked to remain outside the meeting room during programs to encourage the children to interact more freely with each other.

Ages 11-14: Children and adults not within this age group are not allowed. Parents will be asked to remain outside the meeting room during programs to encourage tweens to interact more freely with each other. This age group encourages transition from the Children's Department to the Teen Department.

Ages 13-17: Children and adults not within this age group are not allowed. Parents will be asked to remain outside the meeting room during programs to encourage young adults to interact more freely with each other.

Ages 18+: Children and young adults are not allowed. These programs are planned specifically for adults to interact without the presence of those under the age of 18.

Shorewood-Troy Public Library

Programming Policy

Approved 1/10/19 by board action; amended 8/13/20; Reviewed 4/8/21

All-ages: If the room has reached maximum capacity at a larger, all-ages program, staff may ask that parents of older children give their spot to children who would be otherwise turned away.

We recognize that there may be extenuating circumstances. However, as noted above, there are a variety of reasons for the age limits. Making a different decision about age limits can be a complicated and often last minute decision. Parents are discouraged from expecting an exception and should understand that maturity of an individual is not a reasonable qualification. In the interest of fairness to all, age limits are enforced. Further questions can be referred to the Director.

Cancellations of registration

As programs are capped at a certain number of participants, we do require cancellation from patrons, if they are not able to attend a program. This allows patrons on the waitlist to be able to participate in the program, if another patron cannot.

Patron cancellation of their registered programs requires at least a 24-hour notice. Cancellations can be done online through our event calendar or by calling the library at 815-725-1715. Failure to provide a 24-hour notice of cancellation and/or repeated failure to show up for programs may be grounds for waitlisting on upcoming programs. Continued absences will result in a suspension of registered program attendance privileges for up to 90 days. Attendees are expected to be on time for programs. Those who arrive five or minutes after the program will be considered no-shows and their spot will be given away to people on the waiting list.

Failure to Comply

Individuals attending library-sponsored programs are obliged to follow the Code of Conduct for library patrons. Patrons who violate the policy may be asked to leave for the duration of the program. Continued violation of the policy will result in lengthier suspensions, subject to the Code of the Conduct policy. An individual wishing to file an appeal may submit it to the Director; the Director will respond in writing.

Programming responsibility

The Director is the chief person empowered to make programming decisions. In practice, the Director may delegate authority to approve programs to the appropriate staff.

Photo-Taking

**Shorewood-Troy Public Library
Programming Policy**

Approved 1/10/19 by board action; amended 8/13/20; Reviewed 4/8/21

The Library reserves the right to take photos of program participants. Photos may be used in library publicity, including but not limited to, the library's newsletter, the library's Facebook and Instagram pages, and the library's website.

If a participant does NOT want their photo taken, we will honor their wishes. They should notify library staff prior to the program beginning.

Virtual Programs

In an effort to reach the greatest volume of patrons and to continue to provide library programming during times when the physical building is not open or is unable to provide in-house programming, the library will also offer virtual programs. These programs will utilize a library-approved virtual meeting platform that registered patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at the physical library along with programs that are solely offered virtually. Standard Program Policy practices shown above adhere to virtual programs.

All library virtual programs will be hosted via the library's virtual meeting account, and the presenter will be made the "co-host". A library staff member set as the "host" will be present for all virtual programs to manage the event and deal with any technological, logistical, or behavioral issues that may arise. While hosting the virtual program, the library will follow standard industry best practices for virtual events such as muting attendees, locking the event after the program has begun, etc.

All virtual programs will require patrons to register in advance, and library staff will e-mail registered patrons a link to log in on the day of the program. Registration for virtual programs closes 24 hours before the program date. This ensures all registrants receive access to attend. Patrons attending library virtual programs are expected to adhere to the Shorewood-Troy Public Library's Conduct Policy while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs, and while the Shorewood-Troy Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, the Shorewood-Troy Public Library makes no guarantees that every patron will be capable of accessing library programming virtually using their personal devices or internet connections.

Furthermore, the Shorewood-Troy Public Library makes no guarantees of the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on

Shorewood-Troy Public Library**Programming Policy**

Approved 1/10/19 by board action; amended 8/13/20; Reviewed 4/8/21

the side of the patron, the presenter, or the library host. Finally, while the Shorewood-Troy Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree the library is not liable for any emotional or financial damages that may result from attending a library virtual event.