



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Dr. Kim Ptak

Date: Monday, May 8, 2017

Re: Approval of 1-year Bookstore Contract Extension

Recommendation

It is recommended that the Board of Education approve a 1-year contract extension to Beck's Book Store in the amount of \$125,000.

Background

Beck's Book Store manages the bookstores at Glenbrook North and Glenbrook South, providing four (4) full-time, on-site staff members, as well as seasonal employees. The current five year contract with Becks ends on June 30, 2017. A one year extension is being requested, which will provide greater flexibility in the future as our a outsourced labor contract with Xerox expires on June 30, 2018. With both outsourced labor contracts in renewal alignment, there is a potential to merge services and potentially reduce expenses through a single agreement.

Beck's Book Store provides several key services as part of their management activities. These services have been outlined in the chart that follows.

Textbook & Supplies	Bursar Functions	Student Technology
Manage 70 titles with over 30 different digital platforms	Approximately \$4.2 million fees collected per year	Manage 5,100 student Chromebooks
Support teachers and administrators on digital movement (60% titles now digital)	Average of 750 activities/fees per year (i.e. field trips, PSAT, prom, homecoming)	Distribute new Chromebooks annually to incoming freshman class
Procure, inventory, sell and buy-back textbooks	Average of 125 transactions per day and 23,000 school year (not including booksale)	Oversee self-insurance program
Offer on-line textbook and supply sales and delivery	Reconcile accounting for district subsidization for students on financial aid	Average of 350 in-house repair / transactions per year
Assists departments to procure and sell required supplies		Work with the manufacturer on warranty claims

Historical Financial Information

Time Period	Vendor	Average Annual Cost
Up to 2007	In-house	\$305,000
2008 - 2012	Follett	\$160,000
2013-2017	Becks	\$96,000 (increased to \$116,000 w/student technology responsibilities)
2018	Becks	\$125,000