



**To:** Dr. Mike Riggle  
Board of Education

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

**Date:** Monday, May 21, 2018

**Re:** Approval of Bookstore Managed Services Agreement

**Recommendation**

It is recommended that the Board of Education approve a three year managed services contract extension for Beck’s in the amount of \$130,000 for FY19, with a 3.5% increase for FY20 and FY21.

**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. 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 300 repair transactions per year; 75% repaired in-house and 25% outside
Assists departments to procure and sell required supplies		Work with the manufacturer on warranty claims

### Historical Financial Information

<b>Time Period</b>	<b>Vendor</b>	<b>Average Annual Cost</b>
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
<b>2019</b>	<b>Becks</b>	<b>\$130,000 (4% increase)</b>