

**evanston** public library

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# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, FEBRUARY 15, 2017**

**6:30 P.M.**

**BARBARA FRIEDBERG STORYTELLING ROOM**



## EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 15, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Friedberg Storytelling Room

### AGENDA

#### 1. CALL TO ORDER / DECLARATION OF QUORUM

#### 2. CITIZEN COMMENT

Not to exceed 15 minutes

#### 3. CONSENT AGENDA

- A. Approval of Minutes of January 18, 2017 Regular Meeting
- B. Approval of Bills and Payroll

#### 4. INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update – WTI Architects
- B. Financial Reports

#### 5. LIBRARY DIRECTOR'S REPORT

#### 6. BOARD REPORTS

- A. Facilities Committee (Benjamin Schapiro)
  - Chicago Avenue Main Street Lease Renewal **(For Action)**
  - Main library renovation – agreement with Wight & Co. **(For Action)**
  - Facilities Policy **(For discussion)** <https://www.epl.org/essentials/board-of-trustees/board-policies/facilities/>
- B. Executive Committee – Fundraising (Michael Tannen)
- C. District 202 Board Liaison (Michael Tannen)

#### 7. BOARD DEVELOPMENT

- A. RAILS/United for Libraries Video – Trustees are requested to view the “Working with Friends” video at their convenience.

#### 8. UNFINISHED BUSINESS

#### 9. NEW BUSINESS

- A. Approval of 2016 Illinois Public Library Annual Report **(For Action)**
- B. Ways to honor Mayor Tisdahl and Alderman Holmes **(For Discussion)**
- C. Extension of Vanguard signature authority **(For Action)**
- D. Closed Session – Personnel (Library Director Evaluation)

#### 10. ADJOURNMENT

#### **Next Meeting: March 15, 2017 at 6:30 pm**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, January 18, 2017  
6:30 P.M.**

Evanston Public Library, 1703 Orrington Avenue, Barbara Friedberg Room

**Members Present:** Socorro Clarke, Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith, Michael Tannen

**Members Absent:** Tori Foreman

**Staff:** John Devaney, David Jordan, Connie Heneghan, Jessica Jolly, Karen Danczak Lyons, Renee Neumeier, Heather Norborg, Jill Schacter, Wynn Shawver, Jessica Ticus

**Presiding Member:** Michael Tannen, President

**CALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Tannen called the meeting to order at 6:35 pm.

**CITIZEN COMMENT** – none

**CONSENT AGENDA**

- A. Approval of the Minutes of December 21, 2016 Regular Meeting and Approval of Bills and Payroll** - Ben Schapiro motioned to approve the amended minutes of the December 21, 2016 Regular Meeting and the Bills and Payroll. Socorro Clarke seconded and it was approved on a voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Update** – Karen Danczak Lyons reported the architects Woodhouse Tinucci Architects, LLC are proceeding with planning. Concepts will be presented to the public for comment. The architects are tentatively scheduled to present to the EPL Board at the February meeting. The ice hockey interest groups are hosting a fundraising event on February 24<sup>th</sup> featuring Rocky Wirtz, owner of the Chicago Blackhawks. Director Lyons encouraged Trustees to recommend event sponsors. The deadline for inclusion in the program book is Monday, January 23<sup>rd</sup>. The public fundraising phase for the project will move forward during the upcoming City Council and Mayoral election. The Library is surveying user groups at Robert Crown to assess their interest in library programs. Family activities are often mentioned.

- B. Main Library Renovation Update** – John Devaney is working with Wight & Company to negotiate their fees. The contract will be presented for Board approval at the February meeting, along with the contract for the CAMS lease.
- C. New Website** – Jill Schacter and Dave Jordan demonstrated the newly designed website, which launched on January 3<sup>rd</sup>. The information is attractively organized and easy to search. The most popular features, the catalog and events calendar, are prominently featured. Feedback has been very positive.

## **LIBRARY DIRECTOR'S REPORT**

- Karen Danczak Lyons reported from the Illinois State Library Advisory Committee meeting that the authority to expend appropriated funds in the State Library's budget ended December 31, 2016. An amendment will be issued to allow the expenditure authority to be extended. The Senate could forward a bi-partisan budget proposal for consideration in the next 30 days. Funding for library operations have been restored in the 2016/2017 budget. The Secretary of State's FY18 budget includes an increase of \$2.5 million in the general fund and a decrease of \$2.5 million in federal funds.
- Michael Tannen and Karen Danczak Lyons extended invitations and plan to meet with all City Council and mayoral candidates. President Tannen proactively uses these meetings to "trumpet what we do." All candidates invited to date have been excited to learn more about the Library.

## **STAFF REPORTS:**

- A. Administrative Services Report** – Karen Danczak Lyons reported a Latino Outreach Coordinator has been hired. He comes to EPL from University of Wisconsin, Madison with a passion for public service. He starts January 31<sup>st</sup>. The Library also hired a full-time social worker who is very experienced with working with veterans and who will work closely serving patrons at the Main Library and CAMS.
- B. Digital Literacy Report** – Jessica Jolly and Heather Norborg presented the findings of their yearlong initiative to examine digital literacy in the Evanston community. They designed and conducted a survey to measure how the community uses the Internet and how confident residents are in their computer skills. They coordinated and improved the computer and technology classes being offered, filling in gaps in training and making the classes more accessible. Finally, they created a set of multi-year goals to be executed with the newly renovated Main Library and at the Robert Crown Community Center branch library.

## BOARD REPORTS

- A. Development Committee-** Margaret Lurie reported that the 2016 Fund for Excellence raised a record \$210,272. Library Donations, including a transfer from the Ariffe Endowment reached \$131,094 and Library Grants totaled \$40,500 bringing the fiscal year total raised to \$381,866 - \$89,366 over the \$292,500 goal.
- B. District 202 Board Liaison-** Michael Tannen reported that District 202 approved a resolution aimed at protecting the high school's undocumented students and their families from federal immigration enforcement that is based solely on their immigration status. He noted that the Library has always been a sanctuary space where no documentation is required to uses services and all transactions are confidential. Director Danczak Lyons is attending the ALA meeting next week and will continue to look for vendors publishing books in Arabic.

## BOARD DEVELOPMENT

**A. RAILS/United for Libraries Video: “Evaluating the Library Director”**

Board members are asked to view the video on their own time. A link was sent via email.

## NEW BUSINESS

- A. Library Director Evaluation Process** – Adam Goodman offered to edit and condense the Library Director Evaluation form, as this is an area of his academic expertise. Ben Schapiro motioned to empower Mr. Goodman to create a more effective form, Vaishali Patel seconded the motion and it was approved on voice vote.

**ADJOURNMENT** – Ben Schapiro motioned to adjourn the meeting, seconded by Sandra Smith. Motion approved. The meeting adjourned at 8:19 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

**Next Meeting: Wednesday, February 15, 2017 at 6:30 pm Evanston Public Library, Barbara Friedberg Room.**

**Library Director's Report**  
**January 18, 2017**

**Updates:**

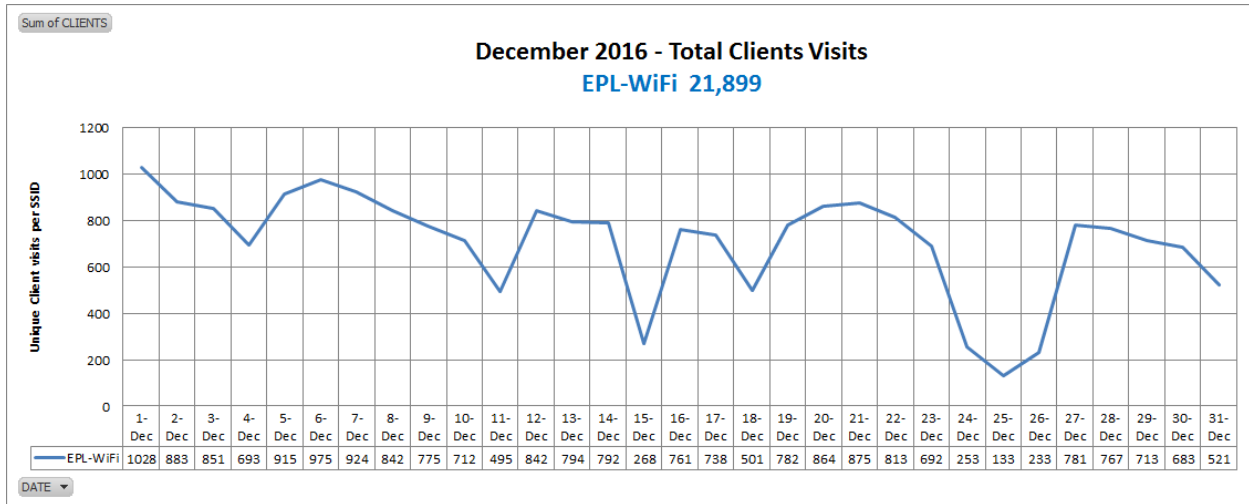
- Updates from the Illinois State Library Advisory Committee meeting:
  1. Authority to expend appropriated funds in the State Library's budget ended 12/31/16. An amendment will be issued to allow the expenditure authority to be extended.
  2. The Senate could forward a bi-partisan budget proposal for consideration in the next 30 days. Elements could include an income tax increase and a new tax on sugary drinks.
  3. Funding for library operations have been restored in the 2016/2017 budget.
  4. The Comptroller's Office currently has \$2.2 million in pending payments in their queue.
  5. The Secretary of State's FY18 budget includes an increase of \$2.5 million in the general fund and a decrease of \$2.5 million in federal funds.
  
- I will report final 2016 circulation totals next month but once again we circulated more than 1 million items. In addition in 2016 the Evanston Public Library provided 67,458 free Internet computer sessions; welcomed 450,802 visits to our website; provided more than 227,000 free Wi-Fi connections and welcomed 601,343 patrons to our three libraries.

**Assessments, metrics and initiative results:**

Foot traffic:	November, 2016	December, 2016
Main:	36,522	24,192
North:	4,097	3,452
CAMS:	3,516	3,060
Total:	44,135	30,704

Website visits: November: 38,359 December: 42,407

Overall Computer/Internet Use – all locations: November: 4,933 December: 4,561



### Worknet Lab Actual Computer Usage NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	TOTALS
			1-Dec	2-Dec	
			11	10	21
5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	
14	16	11	11	10	62
12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	
12	9	14		12	47
19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	
11	11	9	9		40
26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	
	12	5	9		26
					196

**Partnerships and collaborations:**

- Affordable Care Act Navigators have returned in January to assist patrons in signing up for benefits.
- The Center for Economic Progress and their team of volunteers will provide free tax preparation services to income eligible adults.

**Highlights from Children's Services from Jan Bojda and the team include:**

We had two kindergarten visits this month including an especially challenging one where we only had three staff people and normally a tour requires 4 staff members to allow us the necessary staff for the tour, craft, and story portions of the tour and the fourth person to staff our service desk. Because the group did not split the classes for the shuttle as we had planned we had to adjust and coordinate our plans with 20+ kindergarteners and their teacher and parent volunteers standing in front of us and 20 more due to arrive in 15 minute intervals. I have a special shout out to Kim Kaufmann for thinking on her feet and devising a way to make it work and adapting it as things changed throughout the visit. Brian was the third member in our "power trio" as we adapted to the changing needs of the moment. Another special shout out to Jessica Iverson who stayed an unplanned extra hours to staff our service desk and come to the rescue of her colleagues!

We host the Mayor and City Manager's Annual Holiday event. This year it was a family party so I thank Renee Neumeier for sharing a popular "beanbag" snowman craft that was a hit with a variety of ages, including at least one adult sans child. Martha Meyer wowed them with Story time skills and her husband and our former colleague Rick Kinnebrew, brought his big blue blocks that were also a hit.

Brian Wilson received notice than his proposal for a presentation at the 2<sup>nd</sup> Annual Illinois Youth Services Institute was accepted. The institute will be in Springfield in March of 2017.

From Andi Altenbach about her Winter Break MakerKids program:

Winter break Makerkids: Three Little Pig Science (K-2<sup>nd</sup>), 12/29: We read a pretty traditional telling of the Three Little Pigs and then set out to build houses of straw (plastic straws), sticks (popsicle sticks), and brick Legos) to see if they would withstand the attempts of the Big Bad Wolf (a window fan) to blow them down. We ended up only really getting to the straws and then playing with the Legos, but it was a lot of fun! I think it could definitely be done again and built upon, too, it was a good framework for storytime/STEM combo programs.

**Meetings:**

All but one staff member was able to attend a session to talk about service desk space with Jessica Jolly.

**Bojda:**

Bojda convened a meeting to plan for an EPL Comic Con.

Bojda, Neumeier, and Antolin met to discuss youth services outreach and community engagement.

**Training and Professional Development:**

Kennelly attended the Literary Salon and Matt Bird's program.



The Leigh Kennelly hosted Lincoln Story League.

Andi Altenbach received training from Marth Meyer to take over Book Babies.

**Highlights from Laura Antolin – Children’s Outreach include:**

**In House Meetings Attended / Events Attended**

- 12/3 Little Explorers – Sea Animals – w/Kim Kaufmann, Friedberg Room
- 12/7 Latino Engagement Interview - Board room  
Meeting w/Jan
- 12/9 Youth Services Community Engagement meeting – Board Room
- 12/16 Latino Engagement Interview - Board room
- 12/17 K-LEAP Let’s Play Post Office, Washington & Walker schools - w/Martha Meyer – Community Meeting Room
- 12/28 MakerKids – Squishy Circuits, K-2<sup>nd</sup> grade – Friedberg Room

**Out of House Meetings Attended / Events Attended:**

- 12/1 Deliver library card apps to King Arts  
JEH Pact – JEH  
Sharing Circle – Lincolnwood School
- 12/2 Book Buddies at Child Care Center of Evanston
- 12/5 LEAP – JEH, am
- 12/6 LEAP – JEH, am  
Learning & Growing at Family Center – JEH  
Hour of Code – Family Focus – w/Jill Skwerski & YTC
- 12/8 LEAP – JEH, am  
Sharing Circle – Lincolnwood School  
Washington School Y.O.U. book delivery  
Washington School Afterschool
- 12/9 Baby Toddler Nursery & Book Bag delivery  
Pick up library card apps from Dawes School
- 12/11 Book return to Washington & Kingsley Schools
- 12/12 LEAP – JEH, am  
Pick up library cards – Dawes
- 12/13 LEAP – JEH, am  
Fleetwood Afterschool – K-1<sup>st</sup> grade
- 12/14 EC2C Large Group Solution Design Team meeting – ETHS  
Home Provider Book Bag delivery  
Meeting w/Lise Jinno & Wynn Shawver  
Oakton Y.O.U. book delivery
- 12/15 LEAP – JEH, am

- Pick up library card apps – King Arts
- Sharing Circle – Lincolnwood School
- Fleetwood Afterschool – 2<sup>nd</sup>-3<sup>rd</sup> grade
- Doorway to Learning Family Program – JEH
- 12/16 Deliver Home Provider Book Bag delivery
- Pick up library card apps – Willard School
- 12/19 IMLS Grant meeting - Loyola
- 12/20 Dawes Aftercare
- 12/21 Teen Baby Nursery & Book Bag delivery – Family Focus
- Exploring STEAM W/Ms. Laura Parent/Child Activity – JEH
- Robert Crown Afterschool Adventures
- 12/22 STEM meeting w/Paula Shapiro & Kerry Littel
- Sharing Circle – Lincolnwood School
- 12/23 Book returns to Chiaravalle School, McGaw Children’s Center, Washington & Kingsley Schools

### **Outreach/In-House Reach - Preschools:**

**Day Care Delivery Book Bags: 18: 13** Book Bags delivered to home providers\*; **4** Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

\*1 provider skipped December because her center was closed for vacation; 1 new provider to be added in January

**Baby Toddler Nursery storytime: Total: 80 (65 children and 15 staff);** 7 classes- infants, toddlers, preschool classrooms (in the preschool classroom, we made paper trees and decorated them).

**Teen Baby Nursery storytime: Total: 20 (14 children and 6 staff);** 2 classes – infants and toddlers

**Learning & Growing at JEH: Total: 24 (13 children, 10 adults, 1 staff)**

I read books and we sang songs and then the parents and children did a paper tree craft.

**Exploring STEAM w/Ms. Laura at JEH: Total: 21 (19 children, 9 adults, 2 staff)**

I presented a program about air pressure, force and motion. Every family made two different examples to test – they used 2 sponges, a Ziploc bag, straw and tape to make something that could move a pom pom and a cotton ball. They also made straw rockets – the children colored a cardstock rocket and affixed one third of a pipette to the back, placed a straw in the pipette and blew the straw to move the rocket. I also brought marshmallow shooters for the kids to try out (small plastic cups with the top of a balloon tied on to one side). We had brought in some small cars for the children to try and move and one dad affixed a balloon and a straw to the car which made it move pretty fast. Children experimented with all of the examples.

Each family took home guide sheets, their straw rocket and plastic bag experiment.

I coordinate with J.C. Renteria and Xiomara Alfaro (Family Center Home Visiting) on STEAM programs. I plan the program and we all contribute materials. Both J.C. and Xiomara recruit families.

**PACT Activity at JEH:** **Total: 19 (10 children, 7 adults, 2 staff)**

I brought books about trains and we did a storytime. The children and parents worked on creating a conductor's hat and a train using the letters of their names.

I work with J.C. Renteria to coordinate each PACT program – we share craft ideas and materials and get a diverse group of families for each of our programs.

**Book Buddies at Child Care Center of Evanston:** **Total: 21 ( 13 children, 2 staff, 6 NU students)**

- We had 1 final session of Book Buddies in December; we'll be at Reba Early Learning Center beginning in January 2017 for 8-9 sessions
- I bring 2 bags of books for use by the Book Buddies in the classroom; I read and sing with the children, they read with their NU Book Buddies and then do a craft.

#### **LEAP:**

Our LEAP unit in December was Pizza which is always really popular with the children. The kids write pizza menus, make felt pizzas, "bake" them in our special ovens which turns the felt into a plastic pizza, take orders and cut and sell slices of their pizzas. They practice writing, sequencing and oral narrative.

Attendance: Laundry Play Literacy - **364 (284 children, 80 staff)** 30 classrooms

- Laura – 15 classes, Kim – 10 classes, Brian – 10 classes, Jessica – 4 classes, Martha – 15 classes, Andi – 6 classes

**Doorway to Learning Parent meeting and Graduation:** **Total: 50 Library cards: 14**

I shared ECRR information with about 10 parents initially at the Doorway to Learning Parent meeting and the importance of reading with their children and modeling reading. We then went into one half of the board room where I did a 20 minute storytime with books and songs and the families had dinner. After dinner, there was a short graduation, complete with caps and gowns, for the children turning 3 who were moving out of the Family Center and into preschool classes. I made library cards for families while they were in the graduation program and delivered them when it was done. One of the parents I made library cards for (along with her 5 children) was a COE employee who was certain she had a card but, in fact, did not – she was grateful for the opportunity that night.

#### **Outreach/In-House Reach – School-Aged:**

I had 4 regular monthly Afterschool programs in November and have finally arranged for visits to Robert Crown to start either in December or January.

**Fleetwood K-1<sup>st</sup> Afterschool:** **Total: 8 (7 kids, 1 staff member)**

Read 2 books and did paper tree craft.

**Fleetwood 2<sup>nd</sup>-3<sup>rd</sup> Grade Afterschool:** **Total: 8 (7 kids, 1 staff member)**

We made paper stars.

**Dawes Aftercare:** **Total: 30 (27 kids, 3 staff members)**

Read 3 books and made cd spinners for decorations. Some of the students had been at Fleetwood/Robert Crown over the summer and had either seen or made cd spinners and were excited about making another one.

**Washington Afterschool:** **Total: 28 (25 kids, 3 staff members)**

Read 3 books and made cd spinners for decorations.

**Robert Crown Afterschool Adventures:** **Total: 18 (15 kids, 3 staff)**

After a few months of working on re-establishing this connection (personnel changes), I returned to Robert Crown Afterschool Adventures and did a Perler bead craft activity with the kids. It wasn't the best day to come because ½ of the kids were practicing for a play the next night but I was happy to reconnect with a lot of familiar faces. I'm planning to bring books for the kids to check out and read at Robert Crown in January.

#### **Y.O.U.:**

For each Y.O.U. program, I select about 100 books from which the students choose 1 or 2 books to be kept in the classrooms and used during Y.O.U. reading time. I'm in contact with the site coordinators and they send some ideas about topics/authors/titles that the kids are interested in and I augment those with my own choices of new and popular books on different reading levels. Y.O.U. staff appreciated our providing books and its gratifying how excited most of the kids get to pick their books.

Someone always asks me if they get to keep the book they choose –there is a pretty keen sense of wanting that ownership.

**Total: 70 kids 75 books checked out**

**Walker Y.O.U. & Dawes Y.O.U.** opted to skip December so I'll bring new books in January.

**Oakton Y.O.U.**

I brought about 100 books for the kids to choose among. We set up books all along the floor; I checked out books and brought back the books they had checked out previously.

**Total : 45 kids, 57 books**

#### **Washington Y.O.U:**

This was the first time I brought books to Washington (Jill had checked out to them in October with the book bike). This site was a little disorganized – Froilan (who is the site leader) wasn't sure which books had previously been checked out and was not clear about procedures. I explained how to keep track of books, and was able to pick up most of the previously checked out books and leave a list of outstanding titles.

**Total: 25 kids, 18 books**

#### **K-Tours:**

We had 3 tours in November. I delivered and picked up completed library card applications and window markers prior to the tours. Children's staff led the different aspects of the tours (Tour, Craft, and Storytime) and families are invited to return to get a free book and see the school's window after their child's tour.

<b>School</b>	<b>Tour date</b>	<b># students</b>	<b>#library cards made</b>
Dawes	12/14	58	37
King Arts	12/20	75	12
Willard	12/22	80	42
<b>Total:</b>		<b>213</b>	<b>91</b>

**K-LEAP: Let's Play Post Office w/Walker and Washington Schools: Total: 26**

There were fewer families at this Let's Play Post Office– but everyone who was there enjoyed themselves. The weather had been threatening and we suspect some families stayed away because of that.

**Hour of Code, Family Focus: Total: 28 (12 4<sup>th</sup>-5<sup>th</sup> graders; 12 middle-school; YJC – 3 teens, 1 adult)**

This is the second year that Jill and I have brought YJC teens to Family Focus for Hour of Code. I take the 4<sup>th</sup>-5<sup>th</sup> graders into the computer room and Jill stays with the middle school students in their classroom. YJC teens and adult coordinator facilitate this event.

## Other/Connections:

**Little Explorers – Sea Life STEAM Program w/Kim Kaufmann: Total: 18 (11 kids, 7 adults)**

Kim Kaufmann and I worked together on our 2<sup>nd</sup> Little Explorers STEAM program for preschoolers 3-5 years old. I read a book to start and then we had 7 stations (including our Library Station with fiction and non-fiction titles about sea life for families to read) that families could rotate around. A diverse group signed up for this program and everyone was very engaged.

**MakerKids - Squishy Circuits, K-2 : Total: 17 (15 kids, 2 adults)**

As part of our winter break MakerKids programming, I ran a Squishy Circuits program in December for 15 kids, the majority of whom were in Kindergarten. Two parents, who were interested, stayed and worked with their children. Most of this group was new to circuits and all to Squishy Circuits so it was an interested and engaged crowd. They all worked on figuring out how to make LED basic, parallel and series circuits, as well as motor and buzzer circuits. I had littleBits as a backup if we finished early, but we never got to them because the kids were so interested in what they were doing.

**Book returns: Total: 33**

Twice monthly return of library books to **Washington School (14); Kingsley School (8); McGaw Children's Center (5); Chiaravalle (6); Roycemore & St. A's** closed 12/23/16 so will return in January.

### Monarch Book Award Committee:

As a reader for the Monarch Award, I read and rated 10 books assigned to me according to the Monarch rubric and submitted my scores to the committee. I am in the process of reading the 50 final titles in preparation for voting for the award winners in February 2017 at New Lenox Public Library on February 11, 2017.

### Collection:

- Selected and ordered graphic novels for Children's Room collection
- Received and put out on the floor 12 new comics for the *Read It Here Comic Collection*

Learning & Growing PACT Activity – Family Center



Making paper trees



Exploring STEAM w/Ms. Laura at JEH



Air Pressure and Motion

Fleetwood Afterschool K-1<sup>st</sup> grade



Making paper trees

PACT Activity- JEH



Making name trains and conductor's hats



Dawes Aftercare K-5<sup>th</sup> grade



Making cd spinners

Fleetwood Afterschool 2<sup>nd</sup>-3<sup>rd</sup> grade



Making paper stars

Washington Afterschool K-5<sup>th</sup> grade



Making cd spinners



Family Focus Afterschool



Hour of Code

Robert Crown Afterschool Adventures



Designing with Perler beads

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Shell Identification Station (Science/Technology)



Living or Non-living Station (Math/Science)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Feed the Shark Station (Math)



Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Kinetic Sand Station (Engineering/Technology)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Salt Water/Fresh Water: Float or Sink Station (Engineering/Science)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Library Station (Reading)



### Teen Services Highlights from Renee Neumeier include:

#### Staffing Changes

Ashley Hamernik left her position as a full time library assistant in Teen Services at the end of December. Ashley got a new job back in her home town of Omaha, Nebraska. Ashley was an integral part of the teen Services team and her contributions will be missed.

#### Community Engagement:

##### Haven 6<sup>th</sup> Grade visits:

- All of Haven's 6<sup>th</sup> grade Language Arts classes walked over to North Branch for a visit. During their visit Teen Services staff gave students an overview of the Loft, the YA collection and teen programming. The second part of the presentation introduced the Rebecca Caudill program at Haven and included book talks of Rebecca Caudill titles. North Branch staff made cards for students leading up to the visits and during the visits. They helped with checkout and RA during the visits too.

##### Y.O.U

- Y.O.U. middle school site staff came to EPL to select books for their sites from the teen services ARC collection.
- EPL and the Nichols Y.O.U. have agreed to pilot a new program where 10 Y.O.U. middle schoolers will come to Loft on Tuesdays from Jan-March to complete different challenge and activities with Little Bits and other equipment in the Loft.

## ETHS

- Teen Services staff ran a station at ETHS first ever morning Maker event during Hour of Code week at the beginning of December. A lot of students stopped by to try out our Sphero robots.
- Ashley Hamernik presented book talks to multiple freshmen humanities classes. Every book she talked about was checked out by students in the classes.

### **Renee Neumeier/YA Services Supervisor's Personal Report:**

#### **Programming:**

##### Middle School YA Lit Fest

- Contacted and confirmed with several authors
- Had flyers and poster templates created
- Finished PR for event
- Worked with Jill Schacter on promotion

#### **Community Engagement:**

##### Mock Printz:

- Coordinated with D65 staff on setup for the day
- Coordinated plan for the event
- Read Mock Printz titles

##### Digital Literacy:

- Met with D65 staff to plan our pilot classes with D65 ELL parent programs.
- Worked with Heather to layout syllabus for classes
- Classes will teach basic computer knowledge, web basics, email basics and Google apps information. D65 website and procedures will be used as examples during classes.

##### Community Wide Read:

- Met with Y.O.U. staff to discuss how their sites could be involved
- Books delivered to middle schools and high schools
- Attended meeting to finalize book for 2017-2018

##### Cradle to Career Literacy on Track Team:

- Finished questions for Design Thinking interviews
- Contacted Early Childhood teachers to schedule interview times and confirmed

##### Project Excite/D65 Camp

- Project Excite may or may not have 6<sup>th</sup> grade group for summer, tentatively have agreement to do program
- Had first meeting to begin planning out curriculum to be used for Project Excite and D65 camp
- D65 camp will be at the end of July/early August
- Camp will focus on input and outputs, starting with electricity and then additional inputs and outputs that can be added to circuits

**EvanSTEM:**

- 5<sup>th</sup> Ward STEM Fest in development
- Evaluation tool in development
- Discussion at Directors Mtg about how to spend remaining funds, looks at good evaluation and best practices vs funding new programs

**Summer Reading:**

- Conference call with Read Squared to ask final questions about products
- Working on planning Teen events

**Professional Development:**

**Tinker:**

- Worked Tinker social media
- Completed and sent out Tinker survey for future meeting topics and feedback to improve meetings
- Discussed results with other Tinker facilitators
- ALA program proposal was rejected

**Other:**

- Selected ebooks and eaudiobooks for My Media Mall
- Wrote book reviews for the blog
- Selected fiction/nonfiction/AV for Loft
- Weeded YA fiction, nonfiction and audiobook collection

**Community Outreach highlights from Jill Skwerski includes:**

- December is always filled with activity around the winter holidays. We supported the community in the following ways through book donations:
  - 2<sup>nd</sup> Baptist holiday basket program – provided 250 books for babies, kids and adults along with program information and bookmarks

- Mayor's Annual Food and Toy Distribution – Karen and I attended this annual event out at Fleetwood-Jourdain. We distributed 350 books throughout the day and invited community members to our facilities, programs and of course, to get a library card.
- Produce Mobile and Hillside Pantry – though these are regularly scheduled visits, it's worth noting that 125 books were distributed at Crown during the Produce Mobile and 250 book were distributed at Hillside. Both locations are always bustling, with people selecting books, asking about our basic computer classes, legal services and ACA navigators.
- So – total holiday book distribution to the community totaled just over 1,000 items!
- Representatives from Safelink wireless phone service (free Federal program) visited our lobby on 12/15. George and Nicole (see photo) will be making regular monthly visits to connect patrons who qualify with free cellphone service. They had 8 registrants on their initial visit. They'll also be available to assist patrons with questions pertaining to existing service, such as how to add minutes and troubleshoot problems. Reference staff report they get a steady flow of questions about the program, so George and Nicole's regular presence onsite should help!
- An intern from the Greater Chicago Food Depository visited EPL and offered access to SNAP enrollment and to LINK card registration. I'm awaiting numbers from her and hope that she'll return to provide further access to these two programs for our patrons.
- Computer lab at Blake Manor and Primm tower wrapped up before a brief winter hiatus. On 12/12, students from the ETHS Youth Technology Corps accompanied me to Primm. Our staff photographer, Lynn Trautmann, also joined us and captured some great images of our lab in action. (See attached.) January classes resume 1/23, at which time we should be planning to onboard our soon to be hired Tech Trainer position.
- Along with Laura Antolin and students from YTC, we visited Family Focus for the annual Hour of Code event. For details and photos, please refer to Laura's report.
- Finally, after completing interviews for our Latino Engagement position, I'm very much looking forward to welcoming the selected candidate at the end of next month. This new hire will allow us to expand our mission to reach members of the community who may not be accessing library services and to help make them aware of all the library has to offer!





Draft





DRAFT



Neighborhood Services highlights from Connie Heneghan include:

## PROGRAMS

All **Haven Sixth Graders** visited North Branch to meet with Renee Neumeier. Renee told them about activities in the Loft as well as DIY activities at the branches. She book talked Rebecca Caudill titles and introduced Amy Odwarka's program for participating in the Rebecca Caudill winner selection. Branch staff entered new patron cards, collected and checked out Caudill titles and other materials.

Science Saturday: Snow

Participants viewed a video about how snow is formed and made snowflakes.



We presented **Winter Break** activities at both branch locations. These included a Happy Noon Year! Event, winter bingo, bird feeders, book reviews and a scavenger hunt.

Here are some New Year's Eve revelers:



## MEETINGS

Branch staff meeting to discuss **Summer Reading** and finalize **Winter Break** activities, Dec. 1 & 15  
(C Heneghan, R Surbrook, B Sweeney nee Petrites, K Littell)

Admin Team. Dec. 1 (C Heneghan)

**Robert Crown meeting**, Dec. 6 & 20 (C Heneghan)

Visited Foster Senior Group at Fleetwood-Jourdain to check out and return books, audiobooks and DVDs. Dec. 7, 14 and 21 (C Heneghan)

**City Council Meeting**, Dec. 12 (C Heneghan)

**Kwanzaa Celebration** with Genealogy Group at Levy Center, Dec. 13 (C Heneghan)

**Foster Senior Group holiday luncheon** at Fleetwood-Jourdain., Dec. 21 (C Heneghan)

**Central Street Business Association** quarterly meeting at Evanston Art Center, Dec. 6 (C Heneghan)

Interviews with **Latino Outreach** candidates, Dec. 7 & 16 (C Heneghan)

**Central Street Neighbors Association board meeting**, Dec. 7 at Hillside Church (C Heneghan)

**Community Wide Read 2018** Planning, Dec. 15 (C Heneghan)

Preview of **LS SIRSI**, Dec. 16 (C Heneghan)

**Hotspot** Team meeting, Dec. 16 (C Heneghan)

## **FACILITY**

Maintenance and city staff constructed furniture to cover our water service piping in the front of the library.



Kerry Littel reorganized the shelving at CAMS to give us more space for popular items.



Juvenile Shelving at CAMS



Adult Shelving at CAMS

- Accolades to the Branch team – 89 registered:  
Karen and Jan,

Just wanted you both to know about this: 4 of Connie's Branch Team came to The Young and the Restless at 10am when playtime starts (after the singing) and signed up anyone who wanted it to WINTER WORDS, our 3 and under reading program that encourages reading to Evanston's littlest patrons.

They are a crack team and were flexible enough to adapt to non-English speakers and other fun challenges this very big group presents.

Thanks to Connie and her impressive branch team.

Martha Meyer  
Library Assistant

**Adult Services highlights include:**



- December adult programs included holiday music performances, book discussions and a variety of computer related classes including introductions to various types of software and instructions on using devices. Please refer to the December calendar to review the many programs that the Adult Services team produced.

**Technical Services highlights from Tim Longo include:**

**Items Added**

Adult at Main=905

Adult at North=18

Adult at CAMS=6

**Total adult items=929**

Juvenile at Main=629

Juvenile at North=136

Juvenile at CAMS=135

**Total juv items=900**

YA at Main=271

YA at North=14

YA at CAMS=14

**Total YA items=299**

**Total items added to collection in December=2128**

**Carts Ordered:**

- Titlesource 360: 0
- Amazon: 126.60
- Rotary: 66.98

**Patron Requests:**

Received 20 patron requests for the month of December. Will purchase 10 of the titles suggested when the 2017 funds are released.

**Donations:**

Adult Gift Books Added to the Collection: 60  
Adult Gift CDs Added to the Collection: 18  
Adult Gift DVDs Added to the Collection: 2  
Grubby Books Replaced by Gift Books: 33  
Grubby Audiobooks Replaced by Gift Audiobooks: 2

**Weeding:**

Books Sent to Repair: 34  
CDs Sent to Repair: 1  
Audiobooks Sent to Repair: 3  
Most Wanted Titles Weeded: 54  
Most Wanted Titles Added to the Circ Collection: 8  
Other Books Weeded: 317  
CDs Weeded: 5  
Audiobooks Weeded: 2  
Additional Old Travel and Test Books Pulled: 1  
Old Editions of New Books on Standing Orders Pulled: 16  
Books Sent to be Relabeled, Cataloged, etc. : 5  
Audiobooks Sent to be Relabeled, Cataloged, etc.: 2  
CDs Sent to be Relabeled, Cataloged, etc.: 10  
Lost Books Replaced: 11

**Weeding Plan for Grubby CD Duplicates:**

Missing: 7  
Weeded: 85

**Weeding Plan for Grubby Audiobook Duplicates**

Weeded: 2

**Donations:**

Local Authors Added to the Collection: – 2  
Getaway with God by Letitia Suk  
Parables from the Outskirts of Polite Society by J.R. Summers

**Displays**

12/1 – First Floor: Better Learn to Knit  
12/1 – Second Floor (Front) : Holiday Music

12/1 – Second Floor (Back): Remembering Pearl Harbor

12/15 – Second Floor (Back): Judge a Book By Its Cover

Staff Display:

12/1-12/15 - Deb

12/15 – 12/31 - All Staff: Holiday Recommendations

**Misc.:**

- Connected Aimee Crow to Jeff Balch. The Erie Family Health Center will now be a point of free book distribution in Evanston.
- Asked Centerpoint to no longer send us Large Print westerns as they simply do not circulate. Exchanged them for more Large Print Mysteries instead.
- Created the 2016 Holiday Gift Guide (Staff Suggestions) list with the aid of the staff and the design talents of Lea Hernandez. Printed out 100 copies to see how well they get taken.
- Submitted a Wonderdesk ticket to see what Travel books circulate the most. From this list we can pare down the books to see which countries do not circulate well. Until now I've been buying Travel to fill space, but at this point I'd like to only buy in the areas that circ well.
- Literary Salon held on December 3rd at 1:30 p.m. – Crystal Chan – Beyond being “unique”: a mixed-race author in a monoracial world

**Upcoming events of note:**

**The Middle School Literary Festival is coming!** Mark your calendars for this special literary festival just for middle schoolers. Hear more than a dozen YA writers talk about their writing, how they get into the heads of their characters, self-publishing and more. Swag bags for all! For more information call The Loft at 847-448-8625. **Sunday, January 29, 1-4pm, Community Meeting Room, Main Library.**

Adapting any book to the stage can be a challenge. Unique is the experience of adapting works written for children. Join playwrights Jim Grote and Christina Calvit of the Lifeline Theater as they delve into the pitfalls and rewards of turning literary classics for young reader into unforgettable staged productions. Community Room, First floor, Main Library.

Fun for all ages! Come celebrate the release of the 50th book by Caldecott winning illustrator Kevin Henkes! The legendary author and illustrator will talk about his latest picture book, the highly acclaimed *Egg*. The celebrated creator of such award winners as *Kitten's First Full Moon*, *Waiting*, *The Year of Billy Miller*, among many others, will then be on hand to autograph books available for purchase from The Book Stall. **Registration is required. Due to possible high demand, registrants are**

**asked to be present at least 10 minutes before the program begins; unclaimed seats will go to those in the stand-by line. \*\*\* Registration is now closed\*\***

**Teen Musical Creation Lab:** Want to write your own musical? Have you ever wondered what it's like to be a director? Are you a composer, choreographer, writer, or singer? Join our Musical Creation Lab!

In our Lab, meet weekly with professionals from etc. Music School (etcmusicschool.org) to learn how to create original works of musical theatre. Get placed on a team or work on a solo project. Progress will be shared each week; at the end of our term, local young artists will join us to help produce staged readings that will be recorded at a live performance!

No prior directing experience and no particular musical skills required. Come as you are, with your preference to be a writer, a composer, a director, a poet/lyricist, a choreographer, or any combination! We want to work with you to create your new musical. Come join us! Grades 6-12. Drop in or sign up for a reminder.

**Excerpts from patron feedback:**

- Patron Comment:

Kevin Kelley works in Teen Services.

"Kevin,

A patron named Tamara Heller wanted to let you know how much she appreciated your help and suggestions from a few weeks back.

She is a Books on Wheel patron.

You helped her with sci fi/fantasy suggestions. One of the books she really enjoyed that you recommend

- From Robin Sindelar:

It was a little tricky to write this, as I am typing with a broken hand. I had a fall and a rattled head on December 12<sup>th</sup> and missed work. For December I would like to give a big shout out to my fantastic colleagues who organized a book display for the December movie showings, double checked Joomla for my programs, made sure there was enough yarn for our k tours, sewed donuts for me, covered the desk, and jumped in and helped in all ways. We have such a great group – it is a privilege to work with all of this staff!

- From Balla:

A patron came up to our desk to thank us for the "wonderful hold system." She chooses books for her grade school son, and then a couple days later, they are in! She is thrilled with this process.

- From Wilson:

One of the children on the Dawes Kindergarten tour announced “I’ve been to this library before! It’s the best place in the world!” And many of her students agreed and clapped. The teacher told me that the kids in her class couldn’t wait to visit the library for their tour.

- From Meyer:

1. Elijah – Elijah’s mom said she was really happy to see me because the JChapter books I had recommended to her previously had really engaged her son: Anna Hibiscus, Catwings, Magic Tree House. Elijah got so interested that he came in himself to ask for recommendations for early readers this time. His mother feels his reading life has been transformed by our selections and recommendations; she thanked me personally.

2.

Reply	Reply to all	Forward	Close	Help
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From: Danczak Lyons, Karen Sent: Mon 12/12/2016 1:00 PM

To: Bojda, Janice; Meyer, Martha; Rick Kinnebrew

Cc:

Subject: Thank you, thank you, THANK YOU!!!

Attachments:

[View As Web Page](#)

Jan, Martha and Rick,

Thank you so much for giving up your Friday night to help me host Mayor Tisdahl and Wally Bobkiewicz' holiday party. Everyone had a wonderful time whether they had children with them or not. Having the group of Directors, Aldermen and senior staff experience the magic that you create each day at the library was truly wonderful.

Having library services showcased was a great way to enlighten City of Evanston colleagues about the importance of our work in a fun and engaging manner. Please note Susie's message below- the snowmen were a big hit at her house too.

Karen

-----Original Message-----

From: Hall, Susie

Sent: Monday, December 12, 2016 10:14 AM

To: Danczak Lyons, Karen

Subject: RE: You have a wonderful family!

Thank you Karen! We had so much fun on Friday night.

And I wanted to send a special THANK YOU to you and Janice and Martha and Rick! You guys went above and beyond. Jude and Liam talked about how fun it was all weekend. And - best story - Liam asked me before bed last night what his favorite stuffed animal was. I said I didn't know (he 1000s of them), and he said it was his snowman! He carried them around all weekend.

Susie Hall  
Executive Assistant  
City Manager's Office  
(847) 448-8175

3. I received this note at Christmas:

**Jihyun Moon** <teachermoon@gmail.com>

12/25/16 (10  
days ago)

Dear Martha,

We hope you are doing well in Evanston. California is fantastic, but we miss you so much!! Upon arrival, we tried story times at libraries in the neighborhood but none of them were as interacting and engaging as yours. And top of that, there is no bubble poking session! :(

On the bright side, we love California :) People are sososo nice, very open and very happy. Weather is incredible.

We have attached to this email the picture we took together on our last few days in Evanston. (and some other bonus pics) We think of you very often and miss you so much!!

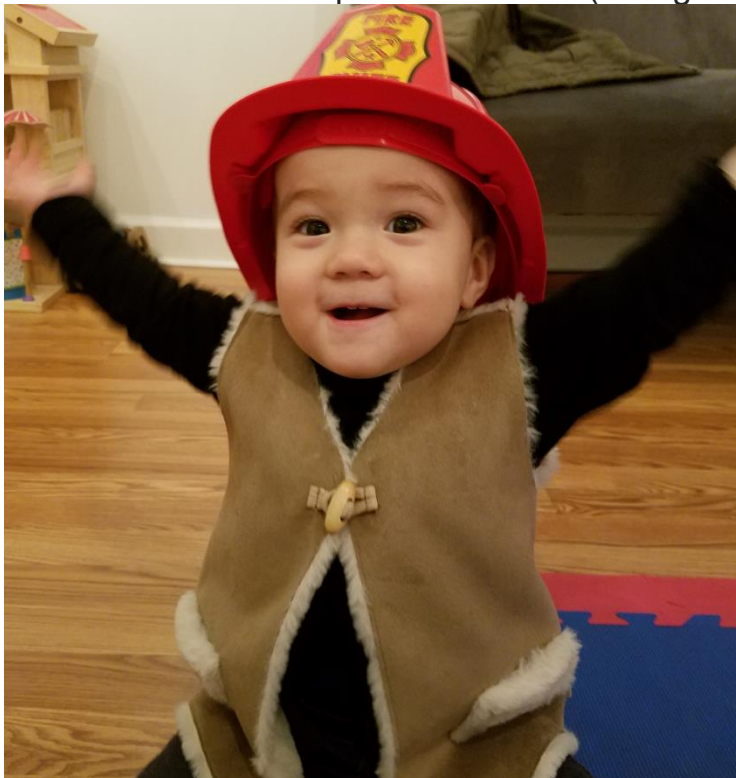
We wish you a very merry Christmas and a year 2017 full of joy and love.  
Sending you a warm hug,

Mimi, Thomas, Owen & Liam

Here is one of the many pictures that Mimi sent me:



And here is a current picture of Owen (he's getting so big!)





# Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee  
Karen Danczak Lyons, Library Director  
Lea Hernandez-Solis, Bookkeeper

Subject: Library Fund Payroll and Bills

Date: February 10, 2017

## Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund bills lists, November Purchasing Card expense list.

## Summary

### Payroll

December 26, 2016 through January 8, 2017	\$ 148,446.83
January 9, 2017 through January 22, 2017	\$ 136,523.72
January 23, 2017 through February 5, 2017	\$ 132,315.95

### Library Fund Bills List

January 24, 2017 (FY 2016)	\$ 45,887.69
(includes November purchasing card of \$12,132.79 and Library Grants of \$134.92)	
January 24, 2017 (FY 2017)	\$ 18,566.22

Attachments: Bills Lists, Purchasing Card List.



CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2017 FY 2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65630 BAKER & TAYLOR	JUV PRINT	1,750.59
65630 GREY HOUSE PUBLISHING, INC.	JUV PRINT	1,156.50
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	34.28
65641 BAKER & TAYLOR	JUV PRINT	13.80
65641 MIDWEST TAPE	JUV AV	<u>198.52</u>
4805 LIBRARY YOUTH SERVICES Total		3,153.69
4806 LIBRARY ADULT SERVICES		
62340 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,359.51
65630 BAKER & TAYLOR	ADULT PRINT	3,224.38
65630 MANUFACTURERS' NEWS, INC.	ADULT PRINT	218.90
65630 MIDWEST TAPE	ADULT PRINT	19.75
65630 GALE RESEARCH INC.	ADULT PRINT	169.43
65630 ROWMAN & LITTLEFIELD PUBLISHING GROUP, INC.	ADULT PRINT	306.84
65641 MIDWEST TAPE	ADULT AV	<u>2,150.21</u>
4806 LIBRARY ADULT SERVICES Total		9,449.02
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	152.15
57515 ROUND LAKE AREA PUBLIC LIBRARY	ILL LOST BOOK 32303002667004	<u>29.99</u>
4820 LIBRARY CIRCULATION Total		182.14
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	NATURAL GAS	167.94
65630 BAKER & TAYLOR	ADULT PRINT	15.82
65630 BAKER & TAYLOR	JUV PRINT	50.33
65641 MIDWEST TAPE	ADULT AV	139.97
65641 MIDWEST TAPE	JUV AV NS	<u>49.99</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		424.05
4835 LIBRARY TECHNICAL SERVICES		
62340 FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE RENEWAL MAINTENANCE	329.56
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	LAMINATING FILM	<u>125.63</u>
4835 LIBRARY TECHNICAL SERVICES Total		455.19
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	182.16
62225 SERVICE BUILDING MAINTENANCE, INC.	WINDOW WASHING SERVICE	3,390.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	524.07
62225 CONQUEST PEST SOLUTIONS	PEST CONTROL	355.00
65050 COMMERCIAL SPECIALTIES, INC.	TOILET PARTITIONS	<u>3,054.00</u>
4840 LIBRARY MAINTENANCE Total		14,665.23
4845 LIBRARY ADMINISTRATION		
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	450.00
62205 CHICAGO PUBLIC MEDIA INC.	ADVERTISING FOR STORYTELLING FESTIVAL	2,700.00

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2017 FY 2016

62380 XEROX CORPORATION	COPYING SERVICE	84.00
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	<u>76.04</u>
4845 LIBRARY ADMINISTRATION Total		3,310.04
4850 LIBRARY GRANTS		
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	<u>134.92</u>
4850 LIBRARY GRANTS Total		134.92
<b>185 LIBRARY FUND Total</b>		<b><u>31,774.28</u></b>
186 LIBRARY DEBT SERVICE FUND		
4861 LIBRARY DEBT SERVICE ADMIN		
62716 FITCH RATINGS, INC.	RATING FEE 2016A &2016B BONDS	<u>483.41</u>
4861 LIBRARY DEBT SERVICE ADMIN Total		483.41
186 LIBRARY DEBT SERVICE FUND Total		483.41
<b>Grand Total</b>		<b><u>32,257.69</u></b>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2017 FY2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS-DECEMBER 2016	1,497.21
VARIOUS	BANK OF AMERICA	PURCHASING CARD-NOVEMBER 2016	12,132.79
			13,630.00
<b>GRAND TOTAL</b>			<b>45,887.69</b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2017 FY 2017

185 LIBRARY FUND			
4806 LIBRARY ADULT SERVICES			
65100 GRACE PRINTING & MAILING	COMMUNITY WIDE READ BOOKLET		1,057.00
65635 PROQUEST INFO & LEARNING COMPANY	CHICAGO DEFENDER ONLINE		<u>705.00</u>
4806 LIBRARY ADULT SERVICES Total			<u>1,762.00</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375 ESKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION		<u>3,609.68</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>3,609.68</u>
4835 LIBRARY TECHNICAL SERVICES			
62340 GLANTZ, INC	WEBSITE MAINTENANCE		800.00
62340 ENVISIONWARE, INC.	PC RESERVATION SYSTEM		1,411.75
62341 SPRINT	PC EQUIPMENT		4,389.11
65100 PEAK-RYZEX, INC.	HOTSPOT DEVICES FOAM INSERT		1,081.51
65100 BLACKBOURN	CD CASES		<u>79.51</u>
4835 LIBRARY TECHNICAL SERVICES Total			<u>7,761.88</u>
4840 LIBRARY MAINTENANCE			
62225 CINTAS CORPORATION #769	MAT SERVICE		174.69
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES		<u>768.72</u>
4840 LIBRARY MAINTENANCE Total			<u>943.41</u>
4845 LIBRARY ADMINISTRATION			
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT		1,750.00
62185 ALT-ENTER, LLC	PROJECT MANAGEMENT SERVICES		2,616.25
62295 KAREN DANCZAK LYONS	PLA MEMBERSHIP		<u>123.00</u>
4845 LIBRARY ADMINISTRATION Total			<u>4,489.25</u>
<b>185 LIBRARY FUND Total</b>			<u><b>18,566.22</b></u>
<b>Grand Total</b>			<u><b>18,566.22</b></u>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2017 FY2017

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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**SUPPLEMENTAL BILLS LIST ATTACHMENT**

VARIOUS

0.00

**GRAND TOTAL** 18,566.22

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	AMAZON.COM AMZN.COM/BI	\$ 526.98	11/01/2016	65100 LIBRARY SUPPLIES	ASUS ZENPAD TABLETS
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 69.98	11/01/2016	65100 LIBRARY SUPPLIES	BARCODE SCANNER HOLDERS
LIBRARY/ADMIN	FACEBK DTF9R9WG42	\$ 20.37	11/01/2016	62205 ADVERTISING	FACEBOOK AD READERS OF EVANSTON AND JAZZ AFTER HOURS
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 1,476.00	11/01/2016	65100 LIBRARY SUPPLIES	LITTLE BIT SYNTH AND CLOUD BIT CIRCUITRY KIDS FOR YOUTH SERVICES PROGRAMMING
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 358.00	11/01/2016	65100 LIBRARY SUPPLIES	NORTH BRANCH BARCODE SCANNERS
LIBRARY/ADMIN	SUN TIMES CIRC	\$ 436.16	11/01/2016	65635 PERIODICALS	NORTH BRANCH SUNTIMES SUBSCRIPTION
LIBRARY/ADMIN	ORBOTIX	\$ 1,019.94	11/01/2016	65100 LIBRARY SUPPLIES	SPHERO ROBOTICS KITS FOR YOUTH SERVICES STEM PROGRAMMING
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 476.00	11/01/2016	65100 LIBRARY SUPPLIES	TOUCHSCREEN TABLETS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 18.20	11/02/2016	65635 PERIODICALS	EVANSTON REVIEW SUBSCRIPTION AT NORTH BRANCH
LIBRARY/ADMIN	RUSSO POWER - SCHILLER	\$ 673.75	11/02/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN - ANNUAL ROCK SALT PURCHASE
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 9.99	11/03/2016	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 39.06	11/03/2016	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	11/03/2016	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY/ADMIN	TRADER JOE'S #702 QPS	\$ 23.64	11/04/2016	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM SNACKS
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 1,149.00	11/07/2016	65100 LIBRARY SUPPLIES	OZOBOT CLASSROOM KIT
LIBRARY/ADMIN	KAYA	\$ 17.84	11/07/2016	62295 TRAINING & TRAVEL	PER DIEM YALSA SYMPOSIUM
LIBRARY/ADMIN	JIMMY JOHNS - 2825	\$ 8.31	11/07/2016	62295 TRAINING & TRAVEL	PER DIEM YALSA SYMPOSIUM
LIBRARY/ADMIN	BILLS BAR AND BURGER	\$ 18.45	11/07/2016	62295 TRAINING & TRAVEL	PER DIEM YALSA SYMPOSIUM
LIBRARY/ADMIN	THE UMBRELLA CAFE	\$ 6.99	11/07/2016	62295 TRAINING & TRAVEL	PER DIEM YALSA SYMPOSIUM
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 290.37	11/08/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET AND TELEPHONE SERVICE
LIBRARY/ADMIN	AZURADISC	\$ 25.34	11/09/2016	65100 LIBRARY SUPPLIES	CD CLEANER PARTS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 70.50	11/09/2016	65100 LIBRARY SUPPLIES	COMMUNITY READ STICKERS
LIBRARY/ADMIN	WESTIN (WESTIN HOTELS)	\$ 586.42	11/09/2016	62295 TRAINING & TRAVEL	HOTEL FOR YALSA SYMPOSIUM, AND MEALS FOR PER DIEM
LIBRARY/ADMIN	USPS 16262202033308925	\$ 282.00	11/09/2016	62315 POSTAGE	POSTAGE PER LEA
LIBRARY/ADMIN	AMAZON.COM	\$ 45.85	11/09/2016	65630 LIBRARY BOOKS	ROTARY BOOKS
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 33.65	11/10/2016	65050 BUILDING MAINTENANCE MATERIAL	3/4 IMPACT SOCKET, 2 8" C CLAMPS
LIBRARY/ADMIN	AMAZON.COM	\$ 45.00	11/10/2016	65630 LIBRARY BOOKS	ROTARY BOOKS
LIBRARY/ADMIN	AMAZON.COM	\$ 110.22	11/10/2016	65095 OFFICE SUPPLIES	SECURITY DEPOSIT BAGS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 18.72	11/11/2016	62210 PRINTING	BUSINESS CARD FOR A GOODMAN
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 18.80	11/11/2016	65100 LIBRARY SUPPLIES	K-LEAP SUPPLIES - GRANT FUNDED
LIBRARY/ADMIN	VICTORIA SUPPLY INC.	\$ 890.00	11/11/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY - REPLACEMENT LED LIGHTS FOR LOADING DOCK
LIBRARY/ADMIN	VICTORIA SUPPLY INC.	\$ 534.00	11/11/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY - REPLACEMENT LED LIGHTS FOR LOADING DOCK

LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 65.25	11/14/2016	65050 BUILDING MAINTENANCE MATERIAL	2 GALLONS CARPET GLUE, DOUBLE SIDED CARPET TAPE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 15.98	11/14/2016	65050 BUILDING MAINTENANCE MATERIAL	2 LOCKING HASPS
LIBRARY/ADMIN	VALLI PRODUCE	\$ 23.32	11/15/2016	65100 LIBRARY SUPPLIES	AFTER SCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 181.56	11/15/2016	65635 PERIODICALS	CAMS NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 298.14	11/15/2016	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 44.94	11/16/2016	65050 BUILDING MAINTENANCE MATERIAL	3 PACKS OF AA BATTERIES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 181.14	11/16/2016	62210 PRINTING	A7 EPL ENVELOPES
LIBRARY/ADMIN	CENTRAL RUG 1	\$ 75.00	11/16/2016	65050 BUILDING MAINTENANCE MATERIAL	FLOOR TILE FOR REPAIR IN NORTH BRANCH FURNACE ROOM
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 40.21	11/16/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	USPS PO 1626220201	\$ 49.40	11/16/2016	62315 POSTAGE	POSTAGE PER LEA
LIBRARY/ADMIN	VALLI PRODUCE	\$ 54.28	11/17/2016	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM REFRESHMENTS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 40.98	11/18/2016	65050 BUILDING MAINTENANCE MATERIAL	AIR TOOL KIT, BLOW GUN
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 25.43	11/18/2016	65095 OFFICE SUPPLIES	EXTENSION CORD FOR MAINTENANCE
LIBRARY/ADMIN	PARTY CITY	\$ 11.94	11/21/2016	65100 LIBRARY SUPPLIES	K-LEAP SUPPLIES - GRANT FUNDED
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	11/21/2016	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 348.83	11/22/2016	62210 PRINTING	GREETING CARDS PRINTING
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 26.97	11/23/2016	65050 BUILDING MAINTENANCE MATERIAL	25' COAXIAL CABLE, CABLE COUPLINGS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 42.91	11/25/2016	65050 BUILDING MAINTENANCE MATERIAL	4" LED CAN REPLACEMENT, LED BULBS 6 PACK
LIBRARY/ADMIN	THE WEBSTAUANT STORE	\$ 25.54	11/25/2016	65095 OFFICE SUPPLIES	COFFEE POTS
LIBRARY/ADMIN	SURVEYMONKEY.COM	\$ 26.00	11/25/2016	62341 INTERNET SOLUTION PROVIDERS	MONTHLY SUBSCRIPTION
LIBRARY/ADMIN	RENT A CHEF INC	\$ 84.00	11/25/2016	65095 OFFICE SUPPLIES	PAPER PLATES AND UTENSILS
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 15.17	11/28/2016	65095 OFFICE SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 63.92	11/28/2016	65095 OFFICE SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 21.22	11/29/2016	65095 OFFICE SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 140.99	11/30/2016	62210 PRINTING	#10 EPL ENVELOPES PRINTINT
LIBRARY/ADMIN	GOTPRINT.COM	\$ 131.29	11/30/2016	62210 PRINTING	EPL LETTERHEAD PRINTING
LIBRARY/ADMIN	USPS PO 1626220201	\$ 470.00	11/30/2016	62315 POSTAGE	POSTAGE PER LEA
	LIBRARY TOTAL	\$ 12,132.79			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Administrative Services Update  
Date: February 09, 2017

This memo provides an update on significant administrative activities.

## **Human Resources**

Eduardo Gomez began on February 6th as a part-time Technical Trainer in Adult Services.

Brian Green and Aba Antonion were hired as part-time Security Monitors effective February 20, 2017.

The full time Social Worker will begin her work before the end of this month. She will join us at a future Board meeting.

## **Financial Resources**

The Library Fund financial report for the period ending January 31<sup>st</sup> is attached. Expenses are within budget.

## **Facilities Management**

Main Library Interior Renovation - Wight Construction proposal is up for approval at this month's meeting. If approved, Wight will begin to work on our project by the end of the month.

Library Underground Garage - Bids are back and currently under review.

Library Generator Engineering - Bid will be advertised on 2/28/2017.

The lease renewal for our Chicago Avenue Main Street branch is being presented for consideration and approval at the Facilities Committee before coming to the full Board.





# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	.00	.00	.00	164,000.00	0	154,328.92
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	12,765.91
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$176,000.00	\$0.00	\$176,000.00	\$0.00	\$0.00	\$0.00	\$176,000.00	0%	\$167,094.83
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	.00	.00	.00	6,284,358.00	0	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	16,953.70	.00	16,953.70	75,046.30	18	45,650.50
51616	PERS PROP REPL TAX LIBRARY	46,100.00	.00	46,100.00	.00	.00	.00	46,100.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	57,417.53
56011	DONATIONS	24,849.00	.00	24,849.00	.00	.00	.00	24,849.00	0	67,706.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	(1,253.96)
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	116.55	.00	116.55	5,283.45	2	4,717.24
57002	TRANSFER FROM ENDOWMENT	190,200.00	.00	190,200.00	.00	.00	.00	190,200.00	0	235,800.00
57526	LIBRARY BOOK SALE	66,000.00	.00	66,000.00	.00	.00	.00	66,000.00	0	62,373.59
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	.00	203,500.00	0	195,767.70
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	15,979.66
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	.00	.00	.00	11,400.00	0	11,881.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	.00	.00	.00	25,120.00	0	22,446.30
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	1,500.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$7,074,345.00	\$0.00	\$7,074,345.00	\$17,070.25	\$0.00	\$17,070.25	\$7,057,274.75	0%	\$6,810,584.21
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55201	Federal Grants	.00	.00	.00	.00	.00	.00	.00	+++	18,000.00
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	12,750.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$30,750.00
Department <b>48 - LIBRARY</b> Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$17,070.25	\$0.00	\$17,070.25	\$7,233,274.75	0%	\$7,008,429.04
<b>REVENUE TOTALS</b>		\$7,250,345.00	\$0.00	\$7,250,345.00	\$17,070.25	\$0.00	\$17,070.25	\$7,233,274.75	0%	\$7,008,429.04
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61010	REGULAR PAY	479,016.00	.00	479,016.00	22,816.35	.00	22,816.35	456,199.65	5	437,453.37
61012	LIBRARY SUBSTITUES	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
61050	PERMANENT PART-TIME	228,226.00	.00	228,226.00	10,913.96	.00	10,913.96	217,312.04	5	188,845.00
61055	TEMPORARY EMPLOYEES	10,600.00	.00	10,600.00	.00	.00	.00	10,600.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	360.97	.00	360.97	(360.97)	+++	9,298.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	407.68
61415	TERMINATION PAYOUTS	12,750.00	.00	12,750.00	.00	.00	.00	12,750.00	0	2,178.81
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	3,189.08	.00	3,189.08	(3,189.08)	+++	2,010.83
61510	HEALTH INSURANCE	90,725.00	.00	90,725.00	5,055.94	.00	5,055.94	85,669.06	6	71,790.45



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61615	LIFE INSURANCE	18.00	.00	18.00	1.06	.00	1.06	16.94	6	18.55
61710	IMRF	70,198.00	.00	70,198.00	3,570.77	.00	3,570.77	66,627.23	5	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	2,284.50	.00	2,284.50	41,405.50	5	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	534.29	.00	534.29	9,684.71	5	9,085.36
62185	CONSULTING SERVICES	13,700.00	.00	13,700.00	.00	.00	.00	13,700.00	0	.00
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	15.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	785.37
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	393.21
65100	LIBRARY SUPPLIES	48,700.00	.00	48,700.00	.00	.00	.00	48,700.00	0	39,470.50
65503	FURNITURE / FIXTURES / EQUIPMENT	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	4,100.00	.00	4,100.00	.00	.00	.00	4,100.00	0	.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	.00	.00	.00	171,400.00	0	144,493.95
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	.00	.00	.00	33,200.00	0	29,956.47
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	.00	.00	.00	15,786.00	0	15,179.04
Business Unit <b>4805 - LIBRARY YOUTH SERVICES Totals</b>		<b>\$1,242,128.00</b>	<b>\$0.00</b>	<b>\$1,242,128.00</b>	<b>\$48,726.92</b>	<b>\$0.00</b>	<b>\$48,726.92</b>	<b>\$1,193,401.08</b>	<b>4%</b>	<b>\$1,053,747.18</b>
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
61010	REGULAR PAY	561,745.00	.00	561,745.00	31,011.51	.00	31,011.51	530,733.49	6	534,551.16
61012	LIBRARY SUBSTITUTES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	244,209.00	.00	244,209.00	13,794.06	.00	13,794.06	230,414.94	6	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,042.16	.00	1,042.16	(1,042.16)	+++	22,842.65
61415	TERMINATION PAYOUTS	14,750.00	.00	14,750.00	.00	.00	.00	14,750.00	0	23,286.31
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	1,916.98	.00	1,916.98	(1,916.98)	+++	4,382.89
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,311.51
61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	4,791.89	.00	4,791.89	69,986.11	6	61,472.02
61615	LIFE INSURANCE	29.00	.00	29.00	3.18	.00	3.18	25.82	11	33.38
61710	IMRF	76,937.00	.00	76,937.00	4,353.04	.00	4,353.04	72,583.96	6	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	2,905.52	.00	2,905.52	45,332.48	6	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	679.52	.00	679.52	10,602.48	6	11,489.57
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	24,833.00	.00	(24,833.00)	+++	34,543.37
62341	INTERNET SOLUTION PROVIDERS	209,400.00	.00	209,400.00	.00	18,482.00	.00	190,918.00	9	140,380.90
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	136.13
65100	LIBRARY SUPPLIES	25,550.00	.00	25,550.00	1,057.00	.00	1,057.00	24,493.00	4	18,832.33
65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	.00	.00	.00	316,900.00	0	263,412.31
65635	PERIODICALS	15,700.00	.00	15,700.00	705.00	.00	705.00	14,995.00	4	26,688.15
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	.00	.00	.00	91,400.00	0	67,360.10
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	.00	.00	.00	21,554.00	0	20,724.96



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b> Totals		\$1,717,372.00	\$0.00	\$1,717,372.00	\$62,259.86	\$43,315.00	\$62,259.86	\$1,611,797.14	6%	\$1,570,124.07
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
61010	REGULAR PAY	173,862.00	.00	173,862.00	10,730.60	.00	10,730.60	163,131.40	6	217,275.96
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	321,478.00	.00	321,478.00	18,579.64	.00	18,579.64	302,898.36	6	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	22.56	.00	22.56	(22.56)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	525.05
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,638.17
61510	HEALTH INSURANCE	37,997.00	.00	37,997.00	2,213.38	.00	2,213.38	35,783.62	6	33,380.33
61615	LIFE INSURANCE	6.00	.00	6.00	.53	.00	.53	5.47	9	6.36
61710	IMRF	38,590.00	.00	38,590.00	2,167.64	.00	2,167.64	36,422.36	6	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	1,788.98	.00	1,788.98	28,716.02	6	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	418.37	.00	418.37	6,715.63	6	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	1,687.52
65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	.00	.00	.00	4,200.00	0	7,662.87
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	.00	.00	.00	13,905.00	0	13,370.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	750.00
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$636,277.00	\$0.00	\$636,277.00	\$35,921.70	\$0.00	\$35,921.70	\$600,355.30	6%	\$657,261.91
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
61010	REGULAR PAY	126,301.00	.00	126,301.00	6,603.14	.00	6,603.14	119,697.86	5	126,763.06
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	154,623.00	.00	154,623.00	10,204.43	.00	10,204.43	144,418.57	7	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	.00	.00	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	.00	.00	.00	11,350.00	0	167.19
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,351.87
61510	HEALTH INSURANCE	36,748.00	.00	36,748.00	2,114.46	.00	2,114.46	34,633.54	6	25,948.25
61615	LIFE INSURANCE	1.00	.00	1.00	.53	.00	.53	.47	53	1.07
61710	IMRF	26,470.00	.00	26,470.00	1,520.58	.00	1,520.58	24,949.42	6	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	1,013.65	.00	1,013.65	16,617.35	6	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	237.04	.00	237.04	3,886.96	6	4,065.12
62225	BLDG MAINTENANCE SERVICES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	5,805.00
62341	INTERNET SOLUTION PROVIDERS	6,400.00	.00	6,400.00	.00	.00	.00	6,400.00	0	3,680.24
62375	RENTALS	46,238.00	.00	46,238.00	3,609.68	.00	3,609.68	42,628.32	8	43,712.37
64015	NATURAL GAS	2,900.00	.00	2,900.00	.00	.00	.00	2,900.00	0	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	52.16



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	2,782.64
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	.00	.00	.00	29,900.00	0	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	3,302.10
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	.00	.00	.00	3,217.00	0	3,093.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b> Totals		\$486,003.00	\$0.00	\$486,003.00	\$25,303.51	\$0.00	\$25,303.51	\$460,699.49	5%	\$445,271.86
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES</b>										
61010	REGULAR PAY	282,067.00	.00	282,067.00	16,063.50	.00	16,063.50	266,003.50	6	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	4,452.21	.00	4,452.21	106,027.79	4	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	2,282.10	.00	2,282.10	38,404.90	6	36,283.76
61615	LIFE INSURANCE	6.00	.00	6.00	.53	.00	.53	5.47	9	6.36
61710	IMRF	41,015.00	.00	41,015.00	2,022.84	.00	2,022.84	38,992.16	5	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	1,249.26	.00	1,249.26	23,296.74	5	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	292.16	.00	292.16	5,448.84	5	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	2,211.75	5,095.75	2,211.75	38,992.50	16	21,973.13
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	4,389.11	2,589.30	4,389.11	128,821.59	5	137,807.21
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,161.02	.00	1,161.02	8,838.98	12	6,605.49
65555	PERSONAL COMPUTER EQUIPMENT	51,870.00	.00	51,870.00	.00	.00	.00	51,870.00	0	10,417.09
66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	.00	.00	.00	8,966.00	0	8,621.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES</b> Totals		\$762,478.00	\$0.00	\$762,478.00	\$34,124.48	\$7,685.05	\$34,124.48	\$720,668.47	5%	\$646,771.55
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	254,331.00	.00	254,331.00	12,853.80	.00	12,853.80	241,477.20	5	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	6,602.73	.00	6,602.73	89,954.27	7	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	15,265.13
61415	TERMINATION PAYOUTS	7,550.00	.00	7,550.00	.00	.00	.00	7,550.00	0	101.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	987.15
61510	HEALTH INSURANCE	80,980.00	.00	80,980.00	5,414.83	.00	5,414.83	75,565.17	7	62,045.85
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	2,915.04
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	.00	620.00	0	620.00
61710	IMRF	35,260.00	.00	35,260.00	1,918.41	.00	1,918.41	33,341.59	5	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	1,165.14	.00	1,165.14	20,043.86	5	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	272.49	.00	272.49	4,687.51	5	5,104.51



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	174.69	.00	174.69	208,525.31	0	208,034.46
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	33.59
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	.00	5,440.00	0	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.00	.00	.00	4,885.00	0	4,743.00
62341	INTERNET SOLUTION PROVIDERS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	.00
64015	NATURAL GAS	27,000.00	.00	27,000.00	1,497.21	.00	1,497.21	25,502.79	6	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	.00	.00	+++	3,197.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	768.72	.00	768.72	11,231.28	6	12,194.27
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	29,392.10
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	+++	963.26
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	.00	.00	.00	5,658.00	0	5,439.96
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		<b>\$820,750.00</b>	<b>\$0.00</b>	<b>\$820,750.00</b>	<b>\$30,668.02</b>	<b>\$0.00</b>	<b>\$30,668.02</b>	<b>\$790,081.98</b>	<b>4%</b>	<b>\$785,101.78</b>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	581,803.00	.00	581,803.00	25,189.50	.00	25,189.50	556,613.50	4	643,503.48
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	5,516.47	.00	5,516.47	95,570.53	5	88,084.57
61415	TERMINATION PAYOUTS	16,150.00	.00	16,150.00	.00	.00	.00	16,150.00	0	28,237.82
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	1,149.41	.00	1,149.41	(1,149.41)	+++	1,836.93
61510	HEALTH INSURANCE	138,518.00	.00	138,518.00	6,608.04	.00	6,608.04	131,909.96	5	111,491.88
61615	LIFE INSURANCE	.00	.00	.00	.53	.00	.53	(.53)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	.00	.00	.00	7,200.00	0	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	3,140.93	.00	3,140.93	64,175.07	5	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	2,452.51	.00	2,452.51	35,453.49	6	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	573.57	.00	573.57	8,976.43	6	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	4,366.25	.00	4,366.25	113,633.75	4	135,338.22
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	7,744.63
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,554.24
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	123.00	.00	123.00	41,877.00	0	31,901.56
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	5,369.15
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	5,021.14
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	.00	.00	.00	12,900.00	0	2,195.33
62506	WORK- STUDY	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	940.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	498.37	.00	498.37	5,201.63	9	5,500.03



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,568.38
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	75.00
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	.00	7,384.00	.00	90,716.00	8	63,402.33
65635	PERIODICALS	.00	.00	.00	.00	.00	.00	.00	+++	298.14
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	.00	.00	.00	14,207.00	0	13,661.04
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	.00
66148	TRSF OUT TO GEN FUND FROM LIBR	.00	.00	.00	.00	.00	.00	.00	+++	249,999.96
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		<b>\$1,535,337.00</b>	<b>\$0.00</b>	<b>\$1,535,337.00</b>	<b>\$49,618.58</b>	<b>\$7,384.00</b>	<b>\$49,618.58</b>	<b>\$1,478,334.42</b>	<b>4%</b>	<b>\$1,534,787.48</b>
Business Unit <b>4850 - LIBRARY GRANTS</b>										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	241.24
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	23,336.71
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	1,228.56
Business Unit <b>4850 - LIBRARY GRANTS Totals</b>		<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>0%</b>	<b>\$24,806.51</b>
Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b>										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	(22,076.90)
Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>(22,076.90)</b>
Business Unit <b>4871 - NORTH BRANCH MECHANICAL SYSTEMS</b>										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	37,509.02
Business Unit <b>4871 - NORTH BRANCH MECHANICAL SYSTEMS Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$37,509.02</b>
Department <b>48 - LIBRARY Totals</b>		<b>\$7,250,345.00</b>	<b>\$0.00</b>	<b>\$7,250,345.00</b>	<b>\$286,623.07</b>	<b>\$58,384.05</b>	<b>\$286,623.07</b>	<b>\$6,905,337.88</b>	<b>5%</b>	<b>\$6,733,304.46</b>
<b>EXPENSE TOTALS</b>		<b>\$7,250,345.00</b>	<b>\$0.00</b>	<b>\$7,250,345.00</b>	<b>\$286,623.07</b>	<b>\$58,384.05</b>	<b>\$286,623.07</b>	<b>\$6,905,337.88</b>	<b>5%</b>	<b>\$6,733,304.46</b>
Fund <b>185 - LIBRARY FUND Totals</b>										
<b>REVENUE TOTALS</b>		<b>7,250,345.00</b>	<b>.00</b>	<b>7,250,345.00</b>	<b>17,070.25</b>	<b>.00</b>	<b>17,070.25</b>	<b>7,233,274.75</b>	<b>0%</b>	<b>7,008,429.04</b>
<b>EXPENSE TOTALS</b>		<b>7,250,345.00</b>	<b>.00</b>	<b>7,250,345.00</b>	<b>286,623.07</b>	<b>58,384.05</b>	<b>286,623.07</b>	<b>6,905,337.88</b>	<b>5%</b>	<b>6,733,304.46</b>
Fund <b>185 - LIBRARY FUND Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$269,552.82)</b>	<b>(\$58,384.05)</b>	<b>(\$269,552.82)</b>	<b>\$327,936.87</b>		<b>\$275,124.58</b>
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0	364,827.06
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	650,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	26,149.95



# Budget Performance Report

Fiscal Year to Date 01/31/17

Include Rollup Account and Rollup to Object Account

56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	1.20
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$1,040,978.21
	Totals									
	Department <b>48 - LIBRARY</b> Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$1,040,978.21
	<b>REVENUE TOTALS</b>	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$1,040,978.21
	<b>EXPENSE</b>									
	Department <b>48 - LIBRARY</b>									
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>									
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	12,348.52
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	.00	330,955.00	0	633,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	62,454.95
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$708,044.47
	Totals									
	Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b>									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	41,446.90
	Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$41,446.90
	Totals									
	Department <b>48 - LIBRARY</b> Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$749,491.37
	<b>EXPENSE TOTALS</b>	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$749,491.37
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals									
	<b>REVENUE TOTALS</b>	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0%	1,040,978.21
	<b>EXPENSE TOTALS</b>	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0%	749,491.37
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$291,486.84
	Grand Totals									
	<b>REVENUE TOTALS</b>	7,596,300.00	.00	7,596,300.00	17,070.25	.00	17,070.25	7,579,229.75	0%	8,049,407.25
	<b>EXPENSE TOTALS</b>	7,596,300.00	.00	7,596,300.00	286,623.07	58,384.05	286,623.07	7,251,292.88	5%	7,482,795.83
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$269,552.82)	(\$58,384.05)	(\$269,552.82)	\$327,936.87		\$566,611.42

Endowment for the Evanston Public Library  
Holdings as of January 31, 2017

	Symbol	Shares/Quantity	Price	Value as of 10/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6925.525	\$210.48	\$1,457,684.50	37.6%		
Vanguard Small-Cap Index Fund	VSMAX	3686.137	\$62.74	\$231,268.24	6.0%		
Vanguard REIT Index Fund	VGSLX	1738.458	\$116.83	\$203,104.05	5.2%		
Vanguard Total International Stock Index Fund	VTIAX	13656.293	\$25.60	\$349,601.10	9.0%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6451.933	\$31.25	\$201,622.91	5.2%	63.0%	
Vanguard Federal Money Market Fund	VMFXX	335417.750	\$1.00	\$335,417.75	8.7%	8.7%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.909	\$148,417.99	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.923	\$138,539.48	3.6%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$125.414	\$140,051.06	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$95.872	\$153,611.39	4.0%	15.0%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26035.889	\$10.65	\$277,282.22	7.2%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$101.200	\$45,540.00	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$102.752	\$46,238.40	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$104.121	\$46,854.45	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$103.113	\$42,276.33	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$105.780	\$10,578.00	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$110.564	\$47,542.52	1.2%	13.3%
				\$3,875,630.38		100.0%	

Cash Equivalents	8.7%
US Treasury Inflation Protected Securities	15.0%
Corporate Bonds	13.3%
Domestic Equities	48.8%
International Equities	14.2%
	100.0%



**STORE LEASE**

**900 CHICAGO AVENUE, SUITE 102  
EVANSTON, ILLINOIS**

**Evanston Public Library**

**January 1, 2017**

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# **STORE LEASE**

## **ARTICLE 1** **BASIC LEASE PROVISIONS AND DEFINITIONS**

### **Section 1.1 Basic Lease Provisions and Definitions**

The following terms whenever used in this Lease will have the meanings set forth in this Article unless otherwise limited or expanded elsewhere in this Lease.

1.1.1 **DATE:** January 1, 2017

1.1.2 **LANDLORD:** Esskay, L.L.C., an Illinois limited liability company

1.1.3 **LANDLORD'S ADDRESS:** 900 Chicago Avenue, Suite 104, Evanston, Illinois 60602

1.1.4 **TENANT:** Evanston Public Library

1.1.5 **ADDRESS OF TENANT:** 900 Chicago Avenue, Evanston, Illinois 60202

1.1.6 **TENANT'S TRADE NAME:** Evanston Public Library

1.1.7 **DEVELOPMENT:** 900 Chicago Avenue, Evanston, Illinois

1.1.8 **PREMISES:** Suite No. 102

1.1.9 **FLOOR AREA:** Approximately 1,465 square feet, including proportional share of Common Area

1.1.10 **DATE FOR DELIVERY OF THE PREMISES TO TENANT:** (Delivery Date"): January 1, 2017

1.1.11 **TERM:** The period beginning on the Commencement Date and ending on December 31, 2019 (3 years) (the "**Termination Date**"). The Termination Date may be extended if Tenant exercises an Extension Option as provided for herein.

**1.1.12 ANNUAL RENT:**

	<b>Months</b>	<b>Monthly Rent</b>	<b>Annual Rent</b>
Year 1	1/1/17- 12/31/17	\$2,564/\$21.00 psf	\$30,768
Year 2	1/1/18 – 12/31/18	\$2,808/\$23.00 psf	\$33,696
Year 3	1/1/19 – 12/31/19	\$3,052/\$25.00 psf	\$36,624
Extension Period:	1/1/20 – 12/31/21	\$3,144 (increase of 3%)	\$37,728

1.1.13 **USE:** Public Library.

1.1.14 **SECURITY DEPOSIT:** No Security Deposit required. .

1.1.15 **LEASING BROKER:** N/A

1.1.16 **TENANT'S PRORATA SHARE OF REAL ESTATE TAXES:** 20.27%

1.1.17 **TENANT'S PRORATA SHARE OF OPERATING COSTS:** 14.42%.

1.1.18 **INITIAL ESTIMATE OF TENANT'S MONTHLY PRORATA SHARE OF OPERATING COSTS:** \$250.38

1.1.19 **INITIAL TENANT'S COST OF BATHROOM MONTHLY CLEANING AND SUPPLIES:** \$185

**Section 1.2 Basic Lease Provisions and Definitions**

Each reference in this Lease to any of the Basic Lease Provisions and Definitions contained in Section 1.1 will be deemed and construed to incorporate all of the terms provided under each Basic Lease Provision and Definition.

**Section 1.3 Exhibits**

The following exhibits are attached to this Lease and incorporated herein by this reference, and are to be construed as part of this Lease:

- Exhibit A. Site Plan of the Development.
- Exhibit B. Sign Criteria.
- Exhibit C. Declaration of Covenants, Conditions, Restrictions and Easements.
- Exhibit D. Rules and Regulations.

**ARTICLE 2**  
**DEVELOPMENT, PREMISES AND TERM**

**Section 2.1 Development**

Landlord owns the commercial portion ("**Commercial Building**") of the development ("**Development**") located at the northwest corner of Chicago Avenue and Main Street, Evanston, Illinois. The Development is known as 900 Chicago Avenue, Evanston, Illinois, and is depicted on the Site Plan attached hereto as **Exhibit A**. The remainder of the Development is comprised of the "**Residential Building**," which is a residential condominium.

**Section 2.2 Premises**

Landlord leases to Tenant, and Tenant leases from Landlord, subject to the terms, covenants and conditions of this Lease, the Premises defined above, which is located substantially as set forth on **Exhibit A** (the "**Premises**").

**Section 2.3 Residential Property**

The Commercial Building and the Residential Building are structurally and/or functionally dependent on the other for structural support, enclosure, ingress and egress, utility services and other facilities and components. The Declaration (as hereafter defined) was executed to address certain issues that are raised by the operation of the Commercial Building and the Residential Building.

**Section 2.4 Term**

The Term of this Lease (the "**Term**") will commence on the Commencement Date, and end on the Termination Date, unless sooner terminated, by lapse of time or otherwise pursuant to the terms of this Lease.

**Section 2.5 Option to Extend**

Provided (i) there is not an Event of Default (as hereafter defined) by Tenant in existence at the time of delivery of the Extension Notice (as hereafter defined) or at the time of commencement of the applicable Extension Period (as hereafter defined), and (ii) the Premises are being used and will be used for the Permitted Use, Tenant will have the option (each an "**Extension Option**") to extend the Term of this Lease for up to two (2) additional consecutive five (5) year periods (each, an "**Extension Period**"). If Tenant desires to exercise an Extension Option, Tenant must give written notice (the "**Extension Notice**") to Landlord as provided for in Section 12.2 below, at least ninety (90) days prior to the Termination Date, or at least ninety (90) days prior to the end of the then current Extension Period, as applicable. If Tenant fails to give an Extension Notice for any Extension Period, the Extension Option for such Extension Period, and all subsequent Extension Periods, will terminate and be deemed waived by Tenant.

2.5.1 Annual Rent during each of the Extension Periods will be in the amounts set forth in Section 1.1.12 above.

2.5.2 All Rent payable during each of the Extension Periods will be paid to Landlord in the amounts set forth herein, at the times set forth in Section 4.1 of this Lease.

2.5.3 Any attempt by Tenant to exercise an Extension Option by any method, at any time or in any circumstance other than as specifically set forth herein will, at the sole option and discretion of Landlord, be null and void and of no force or effect.

## **Section 2.6 Parking**

Tenant will lease one (1) off-street parking space ("**Parking Space**") located in the Parking Garage, at the additional monthly rent ("**Parking Rent**") of \$100 per space per month during the Term. The parking rent will increase by \$20 per month upon the exercise of each of the two extension periods.

## **Section 2.7 Reservation of Rights by Landlord**

Landlord reserves the right to change the name of the Commercial Building. Landlord reserves to itself the exclusive right to use the exterior walls, the roof, the air space above the roof, the space below the floor and the exclusive right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through, to or from the Premises and serving other parts of the Development in locations which will not materially interfere with Tenant's Use. Landlord further reserves the right to make available, alter, add to or delete from common areas in the Development, provided only that the Premises will be located substantially as depicted on Exhibit A. Notwithstanding anything to the contrary, no representation or warranty, express or implied, is made by Landlord as to the accuracy of the information, scale, design, configuration or locations on any of the Exhibits attached hereto, and such Exhibits are subject to error, omissions, changes, alterations, additions and withdrawals without notice.

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**ARTICLE 3**  
**DELIVERY OF THE PREMISES**

**Section 3.1 Declaration of Covenants, Conditions, Restrictions and Easements**

The Development (including the Premises) is subject to that certain Declaration of Covenants, Conditions, Restrictions and Easements, which has been recorded with the Cook County Recorder's Office (the "**Declaration**"), a copy of which is attached hereto as **Exhibit C**. Tenant agrees to comply with the terms of the Declaration at all times. Landlord reserves the right, at its option, to make modifications to the Declaration, provided that such modifications do not interfere with Tenant's rights under this Lease.

**Section 3.2 As Is Condition**

Notwithstanding anything contained herein to the contrary, Landlord is leasing the Premises to Tenant in an "AS-IS," "WHERE-IS" condition "WITH ALL FAULTS," without any representation or warranty whatsoever to Tenant as to the condition of any portion of the Premises. Tenant intends to complete substantial rehabilitation of the Premises. Tenant agrees that Landlord has no obligation to make repairs, replacements or improvements or to remedy any faults, defects, or other adverse conditions at the Premises. Tenant will not rely upon any oral statements made by any representatives or agents of Landlord.

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**ARTICLE 4**  
**RENT**

**Section 4.1 Rent**

Tenant agrees to pay Rent (as hereafter defined), in lawful money of the United States, in advance and without any demand, deduction or setoff, to Landlord at Landlord's address set forth above, or to such other person or at such other address as Landlord may from time to time direct by notice in writing to Tenant, in the following amounts and at the following times:

4.1.1 On the Commencement Date and on the first day of each calendar month thereafter during the Term, an amount equal to the Monthly Rent for such Operating Year, as hereinafter defined (the "**Monthly Rent**"). The first installment of Rent will be due upon execution of this Lease. The first and last month's Monthly Rent will be prorated for partial months; and

4.1.2 From and after the first day of the First Extension Period, Tenant's Prorata Share of Operating Costs, and Tenant's Prorata Share of increases in Real Estate Taxes, calculated and paid as provided in Article V and Article VI below.

Tenant's obligation to pay Annual Rent, Tenant's Prorata Share of Operating Costs, Tenant's Prorata Share of increases in Real Estate Taxes, and all other amounts due under this Lease (collectively, "**Rent**") will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

**Section 4.2 Operating Year**

The term "**Operating Year**" means a period of twelve (12) consecutive calendar months with the first Operating Year commencing on the Commencement Date, unless the Commencement Date does not fall on the first day of a calendar month, in which event the first Operating Year will commence on the first day of the first calendar month immediately following the Commencement Date and each succeeding Operating Year will commence upon the anniversary date of the first day of the first Operating Year.

**ARTICLE 5**  
**COMMON AREAS AND OPERATING COSTS**

**Section 5.1 Common Areas and Facilities**

Landlord grants to Tenant, and its agents, employees, licensees and invitees, the non-exclusive right to use the Common Areas in common with others during the Term. The "**Common Areas**", as referred to herein, will consist of all pedestrian sidewalks, driveways, delivery areas, landscaped areas, service drives, trash and utility facilities, and all other facilities located in and around the Commercial Building and available for common use as generally depicted in the Site Plan, as well as the common areas of the Residential Building, all as they may from time to time exist and be available to all the tenants in the Commercial Building, their employees, agents, customers, licensees and invitees, subject to restrictions as herein provided.

**Section 5.2 Maintenance and Use of Common Areas**

Landlord will at all times during the Term, maintain, repair, adequately light when necessary during Tenant's customary business hours, remove trash from dumpsters, remove snow and ice, provide adequate drainage, maintain landscaping, from and on the Common Areas. Certain of these services will be provided to Tenant and the other tenants of the Commercial Building pursuant to the provision of the Declaration, and the costs thereof will be included in Operating Costs (as hereafter defined). The Common Areas will be maintained for the free and exclusive use of customers, invitees and employees of Tenant and other occupants of the Commercial Building. Landlord will have the right, from time to time, to issue rules and regulations (in addition to those attached hereto as **Exhibit D**) with regard to the Development and/or Commercial Building as Landlord determines, in its reasonable discretion. Tenant agrees to abide by all such rules and regulations.

**Section 5.3 Operating Costs**

Tenant will pay to Landlord, as additional rent hereunder, Tenant's Prorata Share of Operating Costs incurred in such Operating Year. The "**Operating Costs**" are those costs and expenses of every kind and nature paid or incurred by Landlord (including appropriate reserves), in operating, managing, equipping, protecting, insuring, servicing, lighting, repairing, replacing, cleaning and maintaining, and providing water and sewer service to, the Commercial Building, including but not limited to those costs and expenses paid by Landlord pursuant to the Declaration, and such other costs as Landlord may reasonably determine are required for the proper operation and maintenance of the Commercial Building. Landlord will add a 5% management fee to the Operating Costs.

#### **Section 5.4 Tenant's Prorata Share**

Tenant's Prorata Share will be calculated by dividing the gross leasable area of the Premises by the gross leasable area of the Commercial Building. Tenant's Prorata Share of Operating Costs for an Operating Year will be calculated by multiplying (i) the Operating Costs for such Operating Year (prorated for any partial Operating Year), by (ii) Tenant's Prorata Share.

#### **Section 5.5 Payment of Operating Costs**

Tenant will pay to Landlord as additional rent on account of Tenant's Prorata Share of Operating Costs, equal monthly installments on the first day of each calendar month in advance, without demand or setoff, in an amount estimated, from time to time, by Landlord to be Tenant's Prorata Share of Operating Costs. After the end of each fiscal year, Landlord will furnish Tenant with a statement of the actual Operating Costs paid or incurred by Landlord during such period, and any over or under payment of Tenant's Prorata Share of Operating Costs will be adjusted and paid (or, if Landlord elects, credited against future monthly payments of Operating Costs) by Landlord (so long as Tenant is not in default hereunder), or paid by Tenant, as applicable, within ten (10) days after delivery of such statement so that Landlord will receive from Tenant the precise amount of Tenant's Prorata Share of Operating Costs for such period. If the Term has expired, Tenant was not in default and Tenant is no longer in possession of the Premises, then Landlord will refund any overpayment of Operating Costs by Tenant. The covenants of this Section will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

### **ARTICLE 6** **REAL ESTATE TAXES**

#### **Section 6.1 Real Estate Taxes**

If Tenant exercises one or both Extension Options, on the first day of each month during the applicable Extension Term, Tenant will pay to Landlord, as additional rent hereunder, Tenant's Prorata Share of the difference between (i) Real Estate Taxes assessed against the Commercial Building during the Term, and (ii) Real Estate Taxes assessed against the Commercial Building in 2010 (the "**Base Year**"). "**Real Estate Taxes**" include any and all real estate taxes, public, governmental and/or quasi-governmental regular and special charges, assessments, transportation or environmental protection taxes or levies or similar tax or levy of every kind and nature attributable to the Commercial Building, the Common Areas of the Development, and the Parking Space during the Term, both general and special, extraordinary as well as ordinary, whether foreseen or unforeseen, less the contributions, if any, for items constituting Real Estate Taxes by any tenant which pays separately for such item. Real Estate Taxes will also include, but not be limited to, all expenses, including reasonable attorneys' fees, administrative hearing and court costs incurred in contesting or negotiating the amount or

rate of any such Real Estate Tax. Landlord or its agent will have the exclusive right, but not the obligation, to contest or appeal any assessment of Real Estate Taxes levied on the Commercial Building. Should the state, or any political subdivision thereof or any governmental authority having jurisdiction thereover, impose an income or franchise tax or any other tax, fee, assessment, or other charge in substitution for, in lieu of, or in addition to any Real Estate Taxes, such taxes, fees, assessments and other charges will also be deemed to constitute Real Estate Taxes.

### **Section 6.2 Tenant's Prorata Share.**

Tenant will pay Tenant's Prorata Share of Real Estate Taxes as provided for in Section 6.1 above. Tenant's Prorata Share of Real Estate Taxes will be calculated by multiplying (i) the Commercial Building's bill for Real Estate Taxes for each calendar year or partial calendar year (based upon the number of days of such partial calendar year) during the Term by (ii) Tenant's Prorata Share of Real Estate Taxes as of the assessment date for the particular Real Estate Tax.

### **Section 6.3 Payment of Real Estate Taxes**

Tenant will pay Tenant's Prorata Share of Real Estate Taxes as additional rent, in equal monthly installments on the first day of each calendar month in advance, without demand or setoff in an amount estimated, from time to time, by Landlord to be Tenant's Prorata Share of Real Estate Taxes. When the actual figures for such Real Estate Taxes are known, Landlord will furnish Tenant with a statement of Tenant's actual Prorata Share of Real Estate Taxes and any over or under payment of Tenant's Prorata Share of Real Estate Taxes will be adjusted and paid (or, if Landlord elects, credited against future monthly payments of Real Estate Taxes), by Landlord (so long as Tenant is not in default hereunder) or paid by Tenant, as applicable, within ten (10) days after delivery of such statement so that Landlord will receive from Tenant the precise amount of Tenant's Prorata Share of Real Estate Taxes for such period. The covenants of this Article will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

### **Section 6.4 Lease Taxes**

If any governmental entity or authority imposes a tax, fee, assessment or other charge upon or measured by reference to any of the rent or other charges payable by Tenant to Landlord under this Lease (whether such tax, fee, assessment or other charge (i) takes the form of a tax on rents, a sales tax or some other form, or (ii) is imposed upon Landlord or Tenant), Tenant will be responsible for and will pay in a timely manner all such taxes, fees, assessments and other charges (the "**Lease Taxes**"). Unless Landlord and Tenant otherwise agree in writing with respect to the payment thereof, Tenant will pay to Landlord the amount of all Lease Taxes attributable to each payment of rent or other charges payable under this Lease together with the payment of such rent or other charges.

**ARTICLE 7**  
**UTILITY SERVICES**

**Section 7.1 Utilities**

Tenant, at Tenant's sole cost and expense, will be solely responsible for and will promptly pay all charges for use or consumption of heat, air conditioning, gas, electricity or any other utility services to the Premises. Interruption or impairment of any such utility or related service, caused or necessitated by repairs, improvements, or other causes beyond Landlord's direct control, will not give rise to any right or cause of action by Tenant against Landlord in damages or otherwise. Landlord will not be liable for, and Tenant will not be entitled to, an abatement of rent in the event of any interruption in the supply of any utility or related service, and the same will not be construed as an actual or constructive eviction of Tenant. Tenant agrees that it will not install any equipment which will exceed or overload the capacity of any utility facilities and that if any equipment installed by Tenant will require additional utility facilities, the same will be installed at Tenant's sole cost and expense in accordance with all laws, regulations and ordinances and in accordance with plans and specifications to be approved in writing in advance by Landlord.

**Section 7.2 Heating and Air Conditioning**

Heating and air conditioning will be thermostatically controlled in the Premises. Landlord will repair and maintain the HVAC system in the Premises during the Term. The cost to repair and maintain the HVAC system will be included by Landlord in Operating Costs.

**ARTICLE 8**  
**LANDLORD'S OBLIGATIONS**

**Section 8.1 Repairs by Landlord**

Landlord will repair and maintain the roof, foundation and exterior walls of the Premises (excluding plate glass, windows, doors, door closure devices and other exterior openings, windows and door frames, moldings, locks and hardware, special store fronts, signs, placards, decorations or other advertising media of any type, and interior painting or other treatment of exterior walls) in good repair, and the cost thereof will be included in Common Area Operating Cost, unless any such work is required because of damage caused by any act, omission or negligence of Tenant, any employees, agents, invitees, guests, concessionaires, licensees, sublessees or contractors of Tenant or any of their respective employees, agents, invitees, guests, concessionaires, licensees, sublessees or contractors, or any person or entity claiming by, through or under Tenant in which event Tenant will be responsible, at Tenant's sole cost and expense (or, at Landlord's option, Landlord will make such repair and be reimbursed by Tenant), for such repair. Except as otherwise provided in this Section, Landlord will not be obligated to make repairs, replacements or improvements of any kind upon the Premises, or any equipment,

facilities or fixtures contained therein or serving the Premises, which will be the sole responsibility of Tenant as provided in this Lease.

## **Section 8.2 Quiet Enjoyment**

Landlord covenants and agrees that so long as Tenant has committed no default under this Lease, Tenant's peaceful and quiet possession of the Premises during the Term will not be disturbed by Landlord or by anyone claiming by, through or under Landlord, subject to the terms and conditions of this Lease.

## **ARTICLE 9** **TENANT'S ADDITIONAL COVENANTS**

### **Section 9.1 Affirmative Covenants**

Tenant covenants and agrees at its sole cost and expense at all times during the Term, such further time as Tenant occupies the Premises or any part thereof and such further time as indicated below:

9.1.1 To promptly perform all of the obligations of Tenant set forth in this Lease including, but not limited to, paying when due all Monthly Rent, Tenant's Prorata Share of Operating Costs and Real Estate Taxes and any and all other charges, rates and other sums which, by the terms of this Lease, are to be paid by Tenant. This covenant will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

9.1.2 To open, occupy and continuously use the Premises only for Tenant's Use and for no other purpose; to operate its business in the Premises under Tenant's Trade Name only; and to conduct its business at all times in a first class and reputable manner.

9.1.3 To conform to the Rules and Regulations attached hereto and made a part hereof as **Exhibit D**, and require conformance thereto by Tenant's employees, agents, contractors, guests, invitees, permitted sublessees, concessionaires and licensees or any person or entity claiming by, through or under Tenant; to receive and deliver goods and merchandise only in the manner and at such times and in such areas as may be designated by Landlord; to keep all drains inside the Premises clean; and to store all trash and garbage in adequate containers, which Tenant will maintain in a neat and clean condition so as not to be visible to members of the public shopping in the Development, and so as not to create any health or fire hazard, and to maintain a refrigerated area within the Premises for storage of wet garbage prior to pickup. Tenant will not burn any trash or garbage at any time in or about the Development and Tenant will, at Tenant's expense, attend to the daily disposal thereof in the manner designated by Landlord.

9.1.4 Except for repairs required in Section 8.1 to be performed by Landlord, to keep the Premises including, but not limited to, all entrances, vestibules, partitions, windows and window frames, moldings, doors, plumbing, electrical

and lighting equipment and wiring, HVAC equipment, fixtures and equipment, the fire protection system, any security screen, wall and/or store front (the installation of which will be subject to Landlord's approval) and fixtures and displays (including show windows and signs) clean, neat and safe and in good order, repair and condition (including all necessary replacement, painting and decorating), and to keep all glass, including that in windows, doors, store fronts, fixtures and skylights, clean, neat and safe and in good order, repair and condition, and to replace promptly glass which may be damaged or broken with glass of the same quality, damage by fire or other casualty covered by Landlord's insurance excepted. If, in an emergency, it will become necessary to promptly make any repairs or replacements required to be made by Tenant, Landlord may enter the Premises and proceed to make such repairs or replacements and pay the cost thereof. Tenant will reimburse Landlord for the cost thereof within thirty (30) days after Landlord renders a bill to Tenant.

9.1.5 To make all repairs, alterations, additions or replacements to the Premises, required by any law or ordinance, or any order or regulation of any public authority, or fire underwriters or underwriters' fire prevention engineers and to keep the Premises equipped with all safety appliances required because of Tenant's Use; to procure any licenses and permits required for Tenant's Use; and to comply with the law, orders and regulations of all governmental authorities and the reasonable recommendations and requirements of Landlord's insurance carriers and their underwriters.

9.1.6 To promptly pay when due the entire cost of any work in the Premises undertaken by Tenant including, without limitation, Tenant's Work, so that the Premises will at all times be free of liens for labor and materials; to procure all necessary permits before undertaking such work; to do all work in a first class, good and workmanlike manner employing new materials of good quality; to comply with all governmental requirements; and to defend, indemnify and hold Landlord, Landlord's beneficiaries and their respective partners, officers, directors, shareholders, employees and agents harmless from all claims, liability, injury, loss, cost, damage and expense (including, but not limited to, reasonable attorneys' fees and expenses) in respect to injury to, or death of, any person, or damage to, or loss or destruction of, any property occasioned by or growing out of such work. Tenant has no authority or power to cause or permit any lien or encumbrance of any kind whatsoever, whether created by act of Tenant, operation of law or otherwise, to attach to or be placed upon Landlord's title or interest in the Commercial Building or Premises, and any and all liens and encumbrances created by Tenant will attach to Tenant's interest in the Premises only. Tenant covenants and agrees not to suffer or permit any lien of mechanics or materialmen or others to be placed against the Development or the Premises with respect to work or services claimed to have been performed for or materials claimed to have been furnished to Tenant or the Premises, and, in case of any such lien attaching, or claim thereof being asserted, Tenant covenants and agrees to cause it to be immediately released and removed of record or bonded to the reasonable satisfaction of Landlord. In the event that such lien is not released and removed



or bonded within ten (10) days after Tenant receives notice thereof, Landlord, at its sole option, may take all action necessary to release and remove such lien (without any duty to investigate the validity thereof) and Tenant will promptly upon notice reimburse Landlord for all sums, costs and expenses (including reasonable attorney's fees) incurred by Landlord in connection with such lien.

9.1.7 To defend, indemnify and hold Landlord, Landlord's partners, beneficiaries and their respective agents, harmless from all claims, liability, injury, loss, cost, damage and expense (including, but not limited to, reasonable attorneys' fees and expenses) with respect to any injury to, or death of, any person, or damage, theft or destruction of any property, whether or not occurring on the Premises or any other part of the Development, occasioned by any act or omission of Tenant, Tenant's agents, employees, contractors, sublessees, concessionaires, licensees, invitees or guests or any other person or entity claiming by, through or under Tenant. The foregoing covenants will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

9.1.8 To maintain in responsible companies, approved by Landlord, public liability insurance during the Term, insuring Tenant, as well as Landlord and Landlord's Mortgagees (as defined in Section 12.5) as additional insureds thereunder, and all of their respective members, managers, agents, partners, officers, servants and employees, from and against any and all claims, demands or actions for injury to or death of any one person in an amount of not less than \$2,000,000, for injury or death of more than one person in any one occurrence in an amount of not less than \$1,000,000 and for damage to property with a deductible of no more than \$1,000 and in an amount not less than \$500,000 made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of Tenant's business in the Premises and the businesses of all of Tenant's sublessees, concessionaires and licensees and, in addition, and in like amounts, covering Tenant's contractual liability under the hold harmless provisions contained in this Lease; to maintain plate glass insurance covering all plate glass in the Premises; to maintain all-risk insurance including, but not limited to, fire, vandalism and malicious mischief and sprinkler leakage, extended coverage, covering all of Tenant's equipment stock-in-trade, trade and other fixtures, furniture, furnishings, floor coverings and all items of personal property of Tenant located on or within the Premises to the extent of 100% of their replacement cost naming Landlord as an additional named insured. Tenant will procure and maintain, at its expense, business interruption or extra expense insurance with coverage limits not less than those carried by a reasonably prudent tenant subject to Landlord's approval, but in no event less than the applicable Annual Rent. All insurance will be in a form, and carried with responsible companies of recognized standing authorized to do business in the state in which the Premises are located, each satisfactory to Landlord and Landlord's Mortgagees and will (a) provide that any release from liability or waiver of claim for recovery entered into in writing by the insured or any additional insured prior to any loss or damage will not affect the validity of such policy or the right of any insured or additional insured to recover thereunder, (b)

contain a waiver of subrogation clause in a form and content satisfactory to Landlord, and (c) provide that it will not be subject to cancellation, non-renewal, reduction or other change, except after at least thirty (30) days' prior written notice to Landlord. The policies or duly executed certificates for the same (which will evidence the insurer's waiver of subrogation) together with satisfactory evidence of the payment of the premium thereon, will be deposited with Landlord on or before the Date for Delivery of the Premises to Tenant and, upon renewals or replacements of such policies, not less than thirty (30) days prior to expiration of the term of such coverage. If Tenant fails to comply with such requirements, Landlord may obtain such insurance and keep the same in effect, and Tenant will pay Landlord, as additional rent due hereunder, the premium cost thereof upon demand.

9.1.9 That Landlord and its members, managers, partners, officers, directors, shareholders, agents and employees will not be liable for, and Tenant will not be entitled to, an abatement in rent in respect of, and, to the extent permissible by state law, Tenant waives all claims for, damage to person or property sustained by Tenant or any person or entity claiming by, through or under Tenant resulting from, any accident or occurrence in or upon the Premises or the Commercial Building, or any other part thereof including, but not limited to: (a) any equipment or appurtenances becoming out of repair; (b) Landlord's failure to keep the Commercial Building or the Premises in repair; (c) injury done or occasioned by wind, water or other natural element; (d) any defect in or failure of plumbing, heating, ventilating or air conditioning equipment, electric wiring or installation thereof, gas, water and steam pipes, stairs, railings, elevators, escalators or walks; (e) broken glass; (f) the backing up of any sewer pipe or downspout; (g) the discharge from any automatic sprinkler system; (h) the bursting, leaking or running of any tank, tub, washstand, sprinkler system, water closet, waste pipe, drain or any other pipe or tank in, upon or about the Premises or the Commercial Building; (i) the escape of steam or hot water; (j) water, snow or ice being upon or coming through the roof, skylight, trapdoor, stairs, walks or any other place upon or near the Commercial Building or the Premises or otherwise; (k) the falling of any fixture, plaster or stucco; and (l) any act, omission or negligence of Landlord, its beneficiaries or any of their authorized agents or employees, other tenants in the Development or of other persons or occupants of the Commercial Building or of the Residential Building or of owners of the Residential Building.

9.1.10 To permit Landlord, its beneficiaries, mortgagees or their respective employees, agents and contractors, to enter the Premises at reasonable times (except, in case of an emergency, at any time) for the purpose of inspecting the Premises, or making repairs, additions or alterations thereto or to the Commercial Building, of showing the Premises to prospective purchasers and lenders, and other persons having a legitimate interest in inspecting the Premises, and during the last 180 days of the Term, of showing the Premises to prospective tenants.

9.1.11 To remove, at Tenant's sole cost and expense, at the expiration or termination of this Lease, due to the lapse of time or otherwise, all of Tenant's

goods and effects which are not permanently affixed to the Premises, Tenant's store sign, all carpet, and all of the alterations and additions made by Tenant, as Landlord may request; to repair any damage caused by such removals; to deliver all keys for and all combinations on all locks, safes and vaults in the Premises to Landlord; and to peaceably yield up the Premises and all alterations, additions, floor covering and carpeting thereto (except such as Landlord has requested Tenant to remove) and all decorations, fixtures, furnishings, partitions, heating, ventilating and cooling equipment and other equipment, which are permanently affixed to the Premises, which (if not then the property of Landlord) will thereupon become the property of Landlord without any payment to Tenant, in clean and good order, repair and condition, damage by fire or other casualty and reasonable wear and tear excepted. Any personal property of Tenant not removed within five (5) days following such expiration or termination will, at Landlord's option, become the property of Landlord without payment to Tenant. Tenant waives all rights to notice and all common law and statutory claims and causes of action against Landlord subsequent to such five (5) day period. The foregoing covenants will survive the expiration or termination of this Lease due to the lapse of time or otherwise.

9.1.12 To remain fully obligated under this Lease notwithstanding any assignment or sublease or any indulgence granted by Landlord to Tenant, Tenant's assignee, sublessee or guarantor of Tenant's obligations hereunder.

9.1.13 To give Landlord prompt written notice of any accident, casualty, damage or other similar occurrence in or to the Premises or the Common Areas of which Tenant has knowledge.

9.1.14 To keep the Premises sufficiently heated at all times to prevent water pipes from freezing and any other damage occurring due to low temperatures in the Premises.

9.1.15 To install, maintain and keep in good repair, at Tenant's sole cost and expense, signs bearing Tenant's Trade Name on the Premises, visible from outside of the Premises, in accordance with the Sign Criteria (a copy of which is attached as **Exhibit B**) as amended by Landlord from time to time.

## **Section 9.2 Negative Covenants**

Tenant covenants and agrees at all times during the Term and such further time as Tenant occupies the Premises or any part thereof:

9.2.1 Not to injure, overload, deface or otherwise harm the Premises or the Development; nor commit any nuisance; or unreasonably annoy owners or occupants of neighboring property; nor use the Premises for any hazardous purpose or in any manner that will suspend, void, make inoperative or increase the cost of any policy of Development Insurance; nor burn any trash or refuse within the Development; nor sell, display, distribute or give away any alcoholic

liquor or beverages; nor permit or cause odors to emanate or be dispelled from the Premises; nor solicit business in the Common Areas nor distribute advertising material to, in or upon any Common Areas; nor sell, distribute or give any product or service which tends to create a nuisance in the Common Areas; nor make any use of the Premises which is improper, offensive or contrary to any law or ordinance or any regulation of any applicable governmental authority.

9.2.2 Not to make any alterations or additions to the Premises, nor permit the making of any holes in the walls, partitions, ceilings or floors; nor place a load on any floor in the Development or Premises which exceeds the floor load per square foot which such floor was designed to carry; nor permit any roof penetrations; nor install any electrical equipment which overloads the electrical panel to the Premises; nor permit the painting or placing of any exterior signs, placards or other advertising media, awnings, aerials, antennas, or the like, without on each occasion obtaining the prior written consent of Landlord, which consent will depend in part upon Landlord's review and approval by Landlord of plans and specifications which are deemed necessary or appropriate by Landlord (and which consent will not be unreasonably withheld or delayed), and on each occasion complying with all applicable statutes, ordinances, regulations, codes and Landlord's sign and design criteria. If Landlord consents to any roof penetration, Tenant will cause such penetration to be made under and pursuant to the supervision of Landlord's roofing contractor, at Tenant's sole cost and expense.

9.2.3 Not to assign, sell, mortgage, pledge, hypothecate or in any manner transfer or encumber this Lease or any interest therein, whether by operation of law or otherwise, and not to assign this Lease or sublease the Premises or any part thereof, or permit occupancy by anyone with, through or under it without the prior written consent of Landlord, in Landlord's sole discretion. Consent by Landlord to any assignment or subletting will not waive the necessity for consent to any subsequent assignment or subletting. Notwithstanding the foregoing, Tenant will have the right to either sublet the Premises, or assign its interest in this Lease, to the Evanston Public Library, and such sublet or assignment will not affect the Extension Option. Tenant will promptly notify Landlord if and when the Premises are sublet or the Lease is assigned to the Evanston Public Library.

9.2.4 Not to operate or use, or permit or suffer to be operated or used, all or any part of the Premises for any use or purpose other than Tenant's Use, nor any other use or purpose which is inconsistent with the image and standard of quality of the Development as a first class Development.

9.2.5 Subject to Section 9.1.6 above, not to suffer any mechanics', laborers' or materialmen's liens to be filed against the Premises or the Development or any interest therein by reason of any work, labor, services performed at, or materials furnished to, or claimed to have been performed at, or furnished to, the Premises, by, or at the direction or sufferance of, Tenant, or anyone holding the Premises or any portion thereof, through or under the Tenant.

9.2.6 Not to place any signage or displays in the front windows, other than customary window displays installed in compliance with Landlord's sign criteria and consistent with the character and standards of the Development.

9.2.7 Not to bring, place, hold, dispose of or permit to remain in, on, under, about or into the atmosphere of the Premises or the Development, any asbestos, in any form or condition, petroleum or petroleum products, including, but not limited to, crude oil or any fraction thereof, explosives, toxic materials, or substances defined as hazardous wastes, hazardous materials, or hazardous substances under any federal, state, or local law or regulation (the "**Hazardous Materials**"), except ordinary office products used on the Premises or the Development and stored in the usual manner and quantities. Tenant's violation of the foregoing prohibition will constitute a material breach and default hereunder and Tenant will indemnify, hold harmless and defend Landlord from and against any claims, damages, penalties, liabilities and costs (including reasonable attorneys' fees and court costs) caused by or arising out of (i) a violation of the foregoing prohibition, or (ii) the presence or any release of any Hazardous Materials in, on, under, about or into the atmosphere of the Premises or the Development during the term of this Lease. Tenant will clean up, remove, and repair any soil or ground waste contamination and damage caused by the presence and any release of any Hazardous Materials in, on, under, about or into the atmosphere of the Premises or the Development prior to, during, or after the term of this Lease in conformance with the requirements of applicable law or any existing or future lender. Tenant will immediately give Landlord written notice of any suspected breach of this paragraph upon learning of the presence or any release of any Hazardous Materials, and upon receiving any notices from governmental agencies pertaining to Hazardous Materials which may affect the Premises or the Development. The obligations of Tenant hereunder will survive the expiration or earlier termination, for any reason, of this Lease.

Tenant will indemnify, defend and hold Landlord harmless from and against any and all loss, cost, liability, damage or expense (including without limitation attorneys' fees, investigation and court costs) which Landlord may incur, sustain or suffer or which may be asserted against Landlord by reason of any violation of any representation or warranty made by Tenant herein; and liability Landlord may incur for cleanup or response costs, fines or penalties resulting from a release or a threatened release of any materials defined above.

## **ARTICLE 10** **DAMAGE OR TAKING AND RESTORATION**

### **Section 10.1 Fire, Explosion or Other Casualty**

10.1.1 If a fire, explosion or other casualty damages either the Premises by fifty percent (50%) or less of its replacement cost, or the Development by twenty-five percent (25%) or less of its replacement cost, then Landlord will repair the damage to the Premises, if any, caused by such casualty within ninety (90) days

after insurance proceeds are available therefor; provided, said ninety (90) day period will be extended so long as Landlord is diligently prosecuting such repair work. If a fire, explosion or other casualty damages either the Premises by more than fifty percent (50%) of its replacement cost, or the Development by more than twenty-five percent (25%) of its replacement cost, then Landlord may elect to terminate this Lease by giving Tenant notice thereof within ninety (90) days after the casualty, in which case this Lease will terminate as of the thirtieth (30th) day after the date such notice is sent by Landlord.

10.1.2 If a casualty renders the Premises untenantable, in whole or in part, and the damages will not have been due, in whole or in part, to the default or neglect of Tenant, a proportionate abatement of Monthly Rent and Tenant's Prorata Share of Operating Costs and Real Estate Taxes will be allowed from the date when the damage occurred until the date Landlord completes its work in the Premises pursuant to this Section, such proportion to be computed on the basis of the relation which the gross square foot area of the space rendered untenantable bears to the Floor Area of the Premises. If a casualty occurs damaging the Premises and this Lease is not terminated, Tenant will repair or replace Tenant's Work and Tenant's stock-in-trade, fixtures, furniture, furnishings, floor coverings and equipment and, if Tenant has closed, Tenant will reopen for business as soon after Landlord's completion of its repair of the Premises as reasonably possible. If Landlord does not notify Seller in writing within 60 days following the date of the fire or other casualty of its decision to terminate this Lease, such failure to notify Tenant will be deemed to be an election by Landlord to rebuild the Commercial Building.

10.1.3 If the Premises are damaged by a casualty, such casualty was not due, in whole or in part, to the default or neglect of Tenant, and Landlord fails to substantially complete its repairs of the Premises (punch list items excepted) within the period provided for such repairs in Subsection 10.1.1, then Tenant may elect to terminate this Lease by giving Landlord written notice thereof after such period, but prior to Landlord's substantial completion of its repairs of the Premises, in which case this Lease will terminate as of the date Landlord receives such notice. Except as provided in this Subsection, Tenant waives any right to cancel this Lease as a result of damage to the Premises because of any casualty pursuant to any presently existing statute, any statute that may be enacted in the future, or any other law.

## **Section 10.2 Eminent Domain**

10.2.1 If all or any portion of the Premises is taken by any public authority by the exercise, or under the threat of the exercise, of the power of eminent domain (collectively, a "**Condemnation**"), this Lease will terminate as of the day the right to possession is taken.

10.2.2 If more than twenty-five percent (25%) of the total area of the Development is taken by Condemnation, Landlord may elect to terminate this

Lease by giving Tenant notice thereof, said termination to be effective on the day the right to possession of such portion of the Development is taken.

10.2.3 All compensation awarded for any taking under the power of eminent domain, whether for the whole or a part of the Premises, will be the property of Landlord, whether such damages will be awarded as compensation for diminution in the value of the leasehold or to the fee of the Premises or otherwise and Tenant hereby assigns to Landlord all of Tenant's right, title and interest in and to any and all such compensation; provided, Tenant may seek a separate award in a separate action for Tenant's personal property, moving expenses and lost business, and Landlord will cooperate with Tenant with regard thereto, so long as no such award is based upon a diminution of Tenant's leasehold interest hereunder and no such award will reduce the amount of any award which would otherwise be receivable by Landlord. Tenant agrees to execute such instruments of assignment as may be required by Landlord, to join with Landlord in any petition for the recovery of damages, if requested by Landlord, and to turn over to Landlord any such damages that may be recovered in any such proceeding.

## **ARTICLE 11** **TENANT'S DEFAULT AND REMEDIES**

### **Section 11.1 Defaults by Tenant**

Without further notice, Landlord may, at its option, exercise any of the remedies for breach of this Lease provided herein or provided at law, in equity or by statute, if any of the following events ("**Event of Default**") occurs:

11.1.1 Tenant fails to pay any and all Monthly Rent, Tenant's Prorata Share of Operating Costs or Real Estate Taxes or other charges or payments provided to be made under this Lease within five (5) days after the same will be due;

11.1.2 Tenant fails to perform in a complete manner any other term, covenant or condition of Tenant in this Lease and such failure continues for thirty (30) days after notice thereof;

11.1.3 Tenant fails to immediately cure any hazardous or environmental condition which Tenant has created after Tenant receives notice thereof or, if earlier, after Tenant has actual knowledge thereof;

11.1.4 If Tenant becomes bankrupt or insolvent or unable to pay its debts as such become due, or will file any debtor proceedings, or if Tenant will take or will have taken against either party, in any court, pursuant to any statute either of the United States or of any state, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Tenant's property, which petition is not dismissed within thirty (30) days, or if Tenant makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement; or

11.1.5 Tenant breaches any representation or warranty made hereunder.

**Section 11.2 Termination Upon Default**

Upon the occurrence of any Event of Default, Landlord may, in addition to all other rights and remedies it may have, terminate this Lease by giving written notice to Tenant. Either before or after such termination of this Lease, Landlord may re-enter the Premises, with process of law, to remove all persons, fixtures and chattels therefrom and, at Landlord's option, to store the same at Tenant's expense. Tenant will pay to Landlord on demand, as damages and not as a penalty, the sum of (1) any and all rents and other charges due and payable by Tenant as of the date of termination, plus (2) the unamortized cost to Landlord, computed in accordance with generally accepted accounting principles, of improvements to the Premises, if any, provided by Landlord at its expense or otherwise paid for by Landlord, plus (3) a sum of money equal to the then present value using an annual discount rate equal to the 4% of (i) the Annual Rent for the remainder of the Term, Tenant's Prorata Share of Real Estate Taxes and all other charges provided herein to be paid by Tenant to Landlord for the remainder of the Term, less (ii) the fair rental value of the Premises for said period (not of the cost of reletting the Premises), plus (4) the cost of performing any other covenants to be performed by Tenant for the remainder of the Term, plus (5) any other damages sustained by Landlord due to any Event of Default including, but not limited to, reasonable attorneys' fees and court costs.

**Section 11.3 Repossession Upon Default**

Upon the occurrence of any Event of Default, Landlord may repossess the Premises by forcible entry detainer suit or otherwise, without demand or notice of any kind to Tenant (except as otherwise expressly provided for) and without terminating this Lease, in which event Landlord will use commercially reasonable efforts to relet all or any part of the Premises for such rent and upon such terms as will be satisfactory to Landlord (which may include reletting the Premises for a term greater or lesser than that remaining under the Term, reletting the Premises as a part of a larger area, and changing the character or use made of the Premises); provided, if other space in the Development is then available or is expected to become available, Landlord may endeavor to lease such other space to prospective tenants rather than the Premises. For the purpose of such reletting, Landlord may decorate and make any repairs, changes, alterations or additions in or to the Premises that may be necessary or convenient. Whether or not the Premises or any part are relet, Tenant will pay to Landlord on demand any and all rents and other charges payable by Tenant as of the date Landlord repossesses the Premises. Tenant will be liable for and will pay from time to time upon demand from Landlord the difference between (1) the Annual Rent or any portion thereof, Tenant's Prorata Share of Operating Costs and Real Estate Taxes and all other charges provided herein to be paid by Tenant for the remainder of the Term, and (2) the net avails of any reletting, if any, during the Term and Tenant agrees that Landlord need not wait until the termination of this Lease to recover any sums falling due under the terms of this Section. If the Premises are relet, Tenant will pay to Landlord, upon demand, any cost or expense incurred by Landlord in such reletting including, but not limited to, any and all expenses for decorations, repairs, changes, alterations, additions, brokers' commissions and reasonable attorneys' fees. In



no event, however, will Landlord be under any obligation to relet the Premises for any purpose, nor will Landlord be liable for any failure to relet, failure to collect rent or giving rental or other concessions to any new tenant. No such re-entry or reletting by Landlord will constitute an election to terminate this Lease unless and until Landlord gives Tenant written notice of Landlord's election to terminate, nor will it relieve Tenant of its obligations under this Lease, all of which will survive such repossession, reletting or both.

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#### **Section 11.4 Additional Remedies**

In the event of any breach or threatened breach by Tenant of any of the terms, covenants or conditions contained in this Lease, Landlord will be entitled to enjoin such breach or threatened breach and will have the right to invoke any right and remedy allowed at law, in equity or by statute or ordinance.

#### **Section 11.4 Interest and Late Charge on Late Payment**

Any rent or other charges to be paid hereunder by Tenant which will not be paid when due will bear interest at the rate of eight percent (8%) in excess of the prime rate announced from time to time by Bank of America (the "**Default Rate**"), from the date when the same is due and payable under the terms of this Lease until the same will be paid. In addition, if Tenant fails to pay rent or any other charge when due, then Tenant will pay Landlord a late payment service charge covering administrative and overhead expenses equal to One Hundred Dollars (\$100.00). Tenant will pay a One Hundred Dollar (\$100.00) charge for any checks written to Landlord and returned for insufficient funds.

#### **Section 11.5 Holdover by Tenant**

Any holding over by Tenant of the Premises after the expiration of the Term of termination of this Lease will operate and be construed to be a tenancy from month-to-month only, at a rental rate equal to twice the latest applicable Monthly Rent. Nothing in this Section will be construed to give Tenant the right to hold over after the expiration or termination of this Lease, and Landlord may exercise any and all remedies at law or in equity to recover possession of the Premises.

#### **Section 11.6 Landlord's Right to Cure Defaults**

Landlord may, but will not be obligated to, at any time, without notice, cure any default by Tenant under this Lease, and whenever Landlord so elects, all costs and expenses paid by Landlord in curing such default including, without limitation, reasonable attorneys' fees and expenses, will be deemed additional rent immediately due and payable upon demand together with interest (except in the case of attorneys' fees) at the Default Rate.

#### **Section 11.7 Effect of Waivers of Default**

No consent or waiver, expressed or implied, by Landlord to or of any breach of any term, covenant or condition of this Lease will be construed as a consent or waiver to or of any other breach of the same or any other term, covenant or condition. No payment by Tenant nor receipt from Landlord of a lesser amount than the rent or other charges due hereunder will be deemed to be other than on account of the earliest unpaid rent or other charges due hereunder, nor will any endorsement or statement on any check or any letter accompanying any check or payment be deemed an accord and satisfaction, and Landlord

will accept such check for payment without prejudice to Landlord's right to recover the balance of such rent or other charge or pursue any other remedy available to Landlord.

**Section 11.8 Remedies Cumulative**

No remedy herein or otherwise conferred upon or reserved to Landlord will be considered to exclude or suspend any other remedy, but the same will be cumulative and will be in addition to every other remedy given hereunder, or now or hereafter existing at law or in equity or by statute, and every power and remedy given by this Lease to Landlord may be exercised from time to time and so often as occasion may arise or as may be deemed expedient by Landlord.

**Section 11.9 Costs of Collection**

Tenant or Landlord, as the case may be (the "**Indemnitor**"), will on demand pay or reimburse the other party (the "**Indemnitee**") for expenses of the Indemnitee including, but not limited to, excluding attorneys' fees, including expenses and administrative hearing and court costs, in both the trial and any and all appellate proceedings, incurred either directly or indirectly, (i) in successfully enforcing any obligation of the Indemnitor under this Lease, and (ii) in defending or otherwise participating in any legal proceedings initiated by or on behalf of the Indemnitor where the Indemnitee is not adjudicated to be in default under this Lease.

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**ARTICLE 12**  
**MISCELLANEOUS PROVISIONS**

**Section 12.1 Mutual Waiver of Claims and Subrogation**

Whenever (a) any loss, cost, damage or expense resulting from fire, explosion or any other casualty or occurrence is incurred by either of the parties to this Lease or anyone claiming by, through or under them in connection with the Premises, and (b) such party is then either covered in whole or in part by insurance with respect to such loss, cost, damage or expense, or required under this Lease to be so insured, then the party so insured (or so required) hereby releases the other party from any liability the other party may have on account of such loss, cost, damage or expense to the extent of any amount recovered by reason of such insurance (or which could have been recovered had insurance been carried as so required) and waives any right of subrogation which might otherwise exist in or accrue to any person on account thereof, provided that such release of liability and waiver of the right of subrogation will not be operative in any case where the effect is to invalidate such insurance coverage or increase the cost thereof (provided that in the case of increased cost, the other party will have the right, within thirty (30) days following written notice, to pay such increased cost, thereupon keeping such release and waiver in full force and effect). If the party released from liability hereunder is the Landlord, the term "**Landlord**", for the purpose of this Section only, will include the members, managers, partners, officers, directors and employees of the Landlord.

**Section 12.2 Notices**

Any notice or demand from Landlord to Tenant or from Tenant to Landlord will be in writing and will be mailed by registered or certified mail, sent by a nationally recognized air courier or licensed messenger, addressed, if to Tenant, to the Premises (except prior to the Commencement Date, to the Address of Tenant) or such other address as Tenant will have last designated by notice in writing to Landlord, and, if to Landlord, to the place then established for the payment of rent, or such other address as Landlord will have last designated by notice in writing to Tenant. The customary receipt will be conclusive evidence of such service. Notices will be effective on the date of mailing. Copies of notices to Landlord will be given to John Lee, Lee & Breen, 2640 Patriot Boulevard, suite 270-B, Glenview, Il, 60026 [Fax: 630-748-0399]

**Section 12.3 Brokerage**

Tenant represents and warrants that it has had no dealings with any broker or agent in connection with this Lease, other than the Leasing Broker(s), and covenants to pay, hold harmless and indemnify Landlord from and against any and all cost (including reasonable attorneys' fees), expense or liability for any compensation, commissions and charges claimed by any other broker or other agent with respect to this Lease or the negotiation thereof.

**Section 12.4 Subordination**

At the request of any mortgagee of Landlord (a "**Mortgagee**"), this Lease will be subject and subordinate to any mortgage on the Commercial Property ("**Mortgage**"), provided that the Mortgagee agrees to recognize the rights of Tenant hereunder in the event of foreclosure and not to disturb Tenant's continued possession of the Premises during the Term, so long as Tenant is not in default hereunder. Tenant will attorn to the purchaser of the Commercial Building at any foreclosure sale.

**Section 12.5 Estoppel Certificates**

At any time, and from time to time, Tenant agrees, upon request in writing from Landlord, to execute, acknowledge and deliver to Landlord an estoppel certificate in customary form.

**Section 12.6 Applicable Law and Construction**

The laws of the State of Illinois will govern the validity, performance and enforcement of this Lease. The invalidity or unenforceability of any provision of this Lease (other than those provisions relating to the payment of rent or other charges) will not affect or impair the validity or enforceability of any other provision of this Lease. Headings and captions used in this Lease are for convenient reference only and in no way define or limit the terms of this Lease.

**Section 12.7 Time of the Essence**

Time is of the essence in this Lease.

**Section 12.8 Execution of Lease by Landlord**

This Lease constitutes the entire agreement between Landlord and Tenant and there are no representations, warranties, promises, agreements, conditions or undertakings, oral or written, between Landlord or Tenant other than those set forth herein. Any subsequent change, addition or alteration to this Lease will not be binding upon Landlord or Tenant unless in writing and signed by both parties.

**Section 12.9 Binding Effect of Lease**

The terms, covenants, agreements, obligations and conditions contained herein, except as otherwise specifically provided, will extend to, bind and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns subject to the rights of Landlord under Subsection 9.2.3 above. Landlord may assign its interest in this Lease and upon such assignment, Landlord will be released from any and all liability arising from and after the date thereof.

**Section 12.10 Financial Statements**

Tenant hereby represents and warrants to Landlord that the financial statements given by Tenant to Landlord prior to the execution of this Lease are true, correct and complete, and accurately state the financial condition of the Tenant. Within sixty (60)

days after the end of each of Tenant's fiscal years falling within the Term, Tenant will deliver to Landlord copies of their annual financial statements prepared in accordance with generally accepted accounting principles.

**Section 12.11 Riders and Exhibits**

Any and all Riders, if any, and all Exhibits referred to in or attached hereto are hereby incorporated into and made a part of this Lease.

**Section 12.12 Force Majeure**

Neither Landlord nor Tenant will be deemed to be in default with respect to any obligation to perform any of the terms, covenants and conditions of this Lease (other than Tenant's obligation to pay Landlord any and all rent and other charges from and after the Commencement Date when the same are due), if the failure to perform any such obligation is due, in whole or in part, to any strike, lockout, labor dispute (whether legal or illegal and whether such dispute is with Landlord, Tenant or some other person or entity), labor shortage, civil disorder, failure of power, governmental laws and regulations, riots, insurrections, war, freight embargo, contractor or supplier delays, fuel, water, material or supply shortages or the inability to obtain such commodities on reasonable terms, delays in transportation, accidents, casualties, severe weather, acts of God, acts caused directly or indirectly by the other party (or such other party's agents, employees, guests or invitees), acts of other tenants or occupants of the Development or any other cause beyond the reasonable control of the party which is obligated to perform. In such event, the time for performance by such party will be extended by an amount of time equal to the period of the delay so caused.

**Section 12.13 Recording**

This Lease will not be recorded by Tenant.

**Section 12.14 Limitation of Liability**

Notwithstanding anything to the contrary contained in this Lease, it is specifically understood and agreed that the liability of Landlord hereunder will be limited to the interest of Landlord in the Commercial Building in the event of a breach by Landlord of any of the terms, covenants and conditions of this Lease to be performed by Landlord.

**Section 12.15 Easements**

Landlord will have the right to grant any easements on, over, under and above the Premises for such purposes as Landlord determines, provided that such easements will not materially interfere with Tenant's use.

**Section 12.16 Declaration of Condominium**

Subject to the provisions of this Lease, Landlord reserves the right to convert the Commercial Building to condominium. Tenant consents (and Tenant agrees to cause any mortgagee of Tenant to consent) to any such conversion to condominium, and Tenant and its mortgagee will execute such condominium documents as are reasonably requested by Landlord.

**Section 12.17 Tenant's Authority**

Tenant represents and warrants that it has full power and authority to enter into this Lease and has taken all corporate, company or partnership action, as the case may be, necessary to carry out the transaction contemplated herein, so that when executed, this Lease constitutes a valid and binding obligation enforceable in accordance with its terms.

[The remainder of this page was intentionally left blank. The signature page follows.]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease the day and year first above written.

**LANDLORD:**

ESSKAY, L.L.C., an Illinois limited liability company

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

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

A Manager

**TENANT:**

EVANSTON PUBLIC LIBRARY

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

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

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



**Exhibit A**  
**Site Plan of the Development**

## **Exhibit B** **Sign Criteria**

These sign criteria have been established for the benefit of all tenants of the Commercial Building. Conformance will be strictly enforced, and any installed nonconforming or unapproved signs must be brought into conformance at the expense of Tenant.

### **A. GENERAL REQUIREMENTS.**

1. Tenant will submit or cause to be submitted to Landlord for approval before fabrication detailed drawings indicating the location, size, layout, design, material and color of the proposed signs, including all lettering and/or graphics.

2. Tenant will be responsible for submitting its sign drawing to the appropriate City agency for approval. All permits for signs and their installation will be obtained by Tenant. Tenant will be responsible for the fulfillment of all governmental requirements and specifications.

3. All signs will be constructed and installed at Tenant's expense.

4. All signs will be reviewed by Landlord for conformance with the sign criteria contained herein, and Landlord will not unreasonably disapprove of any sign for non-conformance. All signs will also be reviewed by Landlord for overall design quality, and approval or disapproval of sign submittals based on esthetics of design will remain the sole discretion of Landlord.

### **B. SIGN CRITERIA & RESTRICTIONS.**

1. Subject to Landlord's approval as set forth below and in Section A.1 above, Tenant will be permitted one exterior sign. No other signage is permitted on the exterior of the Premises.

2. The face colors, type styles, size, wording and general design of all signs will be subject to Landlord's reasonable approval. No audible, flashing or animated signs will be permitted.

3. Tenant will pay for all signs, their installation (including final connection, transformer, and all other labor materials) and maintenance. Tenant will file, pay for and obtain any licenses, permits and variances as required for sign installation. Tenant will be fully responsible for the operations of its sign contractors. Tenant's sign contractor will repair any damage to the Project caused by his work. All signs will be installed under the direction of Landlord.

**C. CONSTRUCTION REQUIREMENTS.**

1. All signs will be fabricated and installed with U.L. approval in compliance with all applicable building and electrical codes. Sign manufacturer will supply a U.L. label if required by local authorities.

2. Landlord will be responsible for providing primary electrical service termination to the signage area.

3. It is the responsibility of Tenant's sign contractor to verify all conduit and transformer locations and service, prior to fabrication.

4. All signage will conceal all necessary wiring, transformers, ballasts, starters and other necessary equipment within their individual letters or behind storefront construction.

5. All fastenings will be concealed and be of galvanized, stainless or aluminum metals.

6. No labels will be permitted on the exposed surface of signs, except those required by local ordinance which will be placed in an inconspicuous location.

7. Design, layout and materials for signs will conform in all respects with the sign design drawings included with this criteria or otherwise provided by Landlord. The maximum height for letters will be as indicated in these documents.

8. All penetrations of the building structure required for sign installation will be sealed in a watertight condition and will be patched to match adjacent finish.

9. Individual shop logos may be located anywhere within the "net sign area." Height may not exceed the maximum letter height.

10. Internal illumination will be as approved by Landlord.

11. The color of exposed metal portions of letter sides and frame will be in accordance with the attached sign criteria drawings.

**D. MISCELLANEOUS REQUIREMENTS.**

1. Except as provided herein, no advertising placards, banners, pennants, names, insignia, trademarks, or other descriptive material will be affixed or maintained upon the glass panes and supports of the show windows and doors, or upon the exterior walls of the Project.

2. Any non-customer door may have uniformly applied on said door, in the location indicated on the attached drawings in a three inch (3") high block letters, Tenant's name and address. Color of letters will be as selected by Landlord.

3. Tenant may install on the storefront, if required by the U.S. Post Office, the numbers only for the street address. Size, type, location and color of numbers will be as indicated on the attached drawings or as otherwise approved by Landlord.

**E. PROHIBITED SIGNS.**

1. Tenant will not display anything of an obscene, indecent, or immoral nature or unlawful activity.

2. No window signs will be permitted except as noted herein.

3. Flags, banners, or pennants, or a combination of same, will not be permitted without Landlord and City approval.

**Exhibit C**  
**Declaration of Covenants, Conditions, Restrictions and Easements**

See attached.

**Exhibit D**  
**Rules and Regulations**

Tenant agrees to observe and comply with the rights reserved to Landlord in this Lease and agrees, for itself, its employees, agents, clients, customers, invitees and guests, and to comply with the following rules and regulations and such reasonable modifications thereof and additions thereto as Landlord may make, from time to time.

- (a) Any sign, lettering, picture, notice or advertisement installed within Tenant's Premises which is visible to the public from within the Commercial Building will be installed at Tenant's cost and in such manner, character and style as Landlord may approve in writing in accordance with Landlord's Sign Criteria set forth on Exhibit E attached hereto and made a part hereof, such approval not to be unreasonably withheld.
- (b) Tenant may use the name or picture of the Commercial Building in advertising or other publicity, but only with prior written consent of Landlord (which may be arbitrarily withheld). Tenant may use the address of the Commercial Building as its business address for any reasonable business purpose.
- (c) Tenant, its customers, invitees, licensees, and guests will not obstruct sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Development. Tenant will not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the exterior or corridors of the Commercial Building, and will promptly remove the same upon notice from Landlord.
- (d) Tenant will not make, or cause to be made, any noises, disturbances, vibrations, odors or noxious fumes which interfere with the use or enjoyment of the Development or any space located therein by any other tenant or occupant of the Development. Tenant will not use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other tenants or occupants of the Development or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Development or elsewhere, and will not place or install any projections, antennae, aerials or similar devices outside of the Premises.
- (e) Tenant will not make any suite to suite canvas to solicit business from other tenants in the Commercial Building, and will not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the Premises unless ordinarily embraced with the Tenant's use of the Premises as specified in its lease.
- (f) Tenant will not have the right to enter or use the Residential Building for any reason.
- (g) No showcases or other articles will be put in front of or affixed to any part of the exterior of the Commercial Building or any tenant's premises, nor placed in the halls, corridors or vestibules without the prior written consent of Landlord.
- (h) Tenant will not waste electricity, gas or water and agrees to cooperate fully with Landlord to assure the most effective operation of the Commercial Building's heating and air conditioning and will refrain from attempting to adjust any

controls except for the thermostats within the Premises. Tenant will keep public corridor doors closed at all times.

- (i) Door keys for doors in the Premises will be furnished by Landlord at the commencement of this Lease. Tenant will not affix additional locks on doors and will purchase duplicate keys only from Landlord. When this Lease is terminated, Tenant will return all keys to Landlord and will provide to Landlord the means of opening any safes, cabinets or vaults left in the Premises.
- (j) The water and wash closets and other plumbing fixtures will not be used for any purposes other than those for which they were constructed, and no debris, rubbish, rags or other substances will be thrown therein. All damage resulting from any misuse of the fixtures will be borne by the tenant who, or whose servants, employees, agents, visitors or licensees, will have caused the same.
- (k) Tenant assumes full responsibility for protecting its space from theft, robbery and pilferage. Tenant's responsibility includes keeping doors locked and other means of entry to the Premises closed and secured.
- (l) Peddlers, solicitors and beggars will be reported to Landlord or as Landlord otherwise requests.
- (m) Landlord may, at its option, require all persons admitted to or leaving the Commercial Building between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday, and at any hour on Saturdays, Sundays and legal holidays, to register at the front desk. Landlord reserves the right to exclude from the Commercial Building at all times any person who is not known or does not properly identify himself or herself to the Commercial Building management or watchman on duty. Each tenant will be responsible for all persons for whom it authorizes entry in the Commercial Building, and will be liable to Landlord for all acts or omissions of such persons.
- (n) Landlord reserves the right to inspect all freight to be brought into the Commercial Building and to exclude from the Commercial Building all freight which violates any of these rules and regulations of the Lease.
- (o) Landlord reserves the right to inspect any and all packages, briefcases or other objects brought into the Commercial Building as deemed necessary.
- (p) Landlord reserves the right to close the Commercial Building should circumstances arise in which management deems the Commercial Building to be unsafe for tenants.
- (q) Tenant will not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without the prior written permission of the Landlord.
- (r) Tenant will not, and Tenant will not permit or suffer anyone to:
  - (1) Use the Premises for lodging or for any immoral or illegal purposes;
  - (2) Use the Premises to engage in the manufacture or sale of any spirituous, fermented, intoxicating or alcoholic beverages; or
  - (3) Use the premises to engage in the manufacture or sale of, or permit the use of, any illegal drugs on the Premises.
- (s) In no event will any person bring into the Commercial Building inflammables such as gasoline, kerosene, naphtha and benzene, or explosives or firearms or any

- other articles of intrinsically dangerous nature. If by reason of the failure of Tenant to comply with the provisions of this paragraph, any insurance premium payable by Landlord for all or any part of the Commercial Building will at any time be increased above normal insurance premiums for the insurance not covering the items aforesaid, Landlord will have the option to require Tenant to make immediate payment for the whole of the increased insurance premium.
- (t) Tenant will comply with all applicable federal, state and municipal laws, ordinances and regulations and building rules and will not directly or indirectly make any use of the Premises which may be prohibited thereby or which will be dangerous to person or property or will increase the cost of insurance or require additional coverage.
  - (u) If Tenant desires additional signal, communications, alarm or other utility or service connection installed or changed, the same will be made at the expense of Tenant, with approval and under direction of Landlord.
  - (v) Bicycles will not be permitted in the Commercial Building in other than in locations designated by Landlord.
  - (w) Tenant will cooperate and participate in all reasonable security programs affecting the Commercial Building.
  - (x) Tenant, its agents, employees, contractors, customers, invitees, licensees and guests will not loiter, eat, drink, sit or lie in the lobby, plaza or other common area or space in the Development.
  - (y) Tenant will not, and Tenant will not permit or suffer anyone to, allow any pets in the Premises (other than seeing eye dogs).
  - (z) Smoking will not be permitted inside the Development.
  - (aa) Window coverings must be consistent with the overall design of the Development, and approved by Landlord.
  - (bb) Landlord does not maintain suite finishes.
  - (cc) Tenant, its agents, employees, contractors, customers, invitees, licensees and guests will not use the freight or passenger elevators of the Development.
  - (dd) In the event Landlord allows one or more tenants in the Commercial Building to do any act prohibited herein, Landlord will not be precluded from denying any other tenant the right to do any such act.
  - (ee) In the event of a conflict between the terms of these rules and regulations and the terms of this Lease, the terms of this Lease will control.
  - (ff) Landlord will have the right to reasonably approve all persons or contractors engaged by Tenant to perform window washing, cleaning, decorating, repair or other work in the Premises.
  - (gg) Tenant will not, and Tenant will not permit or suffer anyone to:
    - (1) Cook in the Premises (except for consumer grade microwaves and toasters);
    - (2) Place vending or dispensing machines of any kind in or about the Premises; or
    - (3) At any time sell, purchase or give away, or permit the sale, purchase or gift of food in any form.





Wight & Company

wightco.com

.....  
211 North Clinton Street

Suite 300N

Chicago, IL 60661

.....  
P 312.261.5700

F 312.261.5701

January 6, 2017

**January 11, 2017 Revised**

John Devaney  
Maintenance Supervisor/Security  
Evanston Public Library  
1703 Orrington Avenue  
Evanston, IL 60201

Re: Continuing Architectural & Engineering Services (for RFP 16-35)  
Main Library Interior Renovations

Dear Mr. Devaney:

Wight & Company (Wight) is pleased to submit this proposal to provide continuing design and engineering services for improvements to the interiors of the Evanston Public Library. This proposal is based on the 2016 Master Plan Study prepared by Wight & Company, Lohan Studio dated December 21, 2016 and approved by the Library Board on the same date.

**Scope of Services**

A general description of our proposed services is for architectural, interiors and engineering services required to implement the proposed interior renovations to the Main Library. This includes completing development of the design described in the Master Plan, preparing bidding and construction documents and providing bid review and construction administrative services for the project. All the services are described in greater detail in the attached "Statement of Work - Exhibit D to the Professional Services Agreement." This document was created by the Library and has been edited by Wight & Company. Additional detail on our proposed services can also be found in the attached document entitled "Proposed Scope of Services."

**Architectural & Engineering Team**

Wight & Company will take on the role and responsibilities of the Project Manager and Design Team Leader as we did in the Master Plan phase. As you are aware, we are a diverse firm having not only design, and engineering capabilities but also construction specialists. Our architectural and engineering group has over 90 professionals and they regularly consult and collaborate with our construction team on issues relating to constructability, procurement and cost during all phases of a project regardless of whether we are solely the architect or also providing construction management services. This integrated services approach is unique in this market and we believe it allows us to bring true and exceptional value to our clients and their projects. We foresee that this specialty will provide multiple benefits to the Evanston Public Library over other architectural firms, ranging from a more thoroughly coordinated set of construction documents, to a higher level of cost management and expert capacity when it comes time to review bids and administer the construction process.

For the Evanston Library project, Wight and Company will provide architectural and interiors services including furniture and equipment selection. Additionally, we will prepare a milestone cost estimate at the 70% completion point of the documents (in addition to tracking costs through the design process). These efforts will be led by the same key individuals at Wight & Company who prepared the Master Plan, including Michael Barnes as the Design Principal and Lisa Schmidt as the Senior Interior Designer. Their

efforts will be supplemented by additional in-house staff who have familiarity and experience with the Evanston Public Library plan and public library projects in general.

Our consultant team is comprised of the same experienced group of professional firms that contributed to the Master Plan Study. **McGuire Igleski & Associates** (MIA), a well respected and established Evanston based architectural firm, is our local architectural partner. MIA is also an Evanston Business Enterprise (EBE), as well as a Woman-Owned Business Enterprise (WBE). During the documentation phase, MIA will attend all major Owner/Architect meetings and provide advice on unique Evanston building industry practices and regulations as well as providing peer review quality assurance on all the team's design documents. During the Construction phase, they will further assist in bolstering our site observation responsibilities and allow for our team to more quickly respond to urgent questions during construction. **dbHMS**, our engineering partner, is a nationally recognized Chicago based engineering firm which has a diverse portfolio of innovative projects including public libraries, cultural buildings and 194 LEED certified projects. They are a Minority-Owned Business Enterprise (MBE) based in Chicago. dbHMS will provide mechanical, electrical, plumbing and fire protection engineering services. Additionally, they will also provide the specialty services for cabling, security, paging and audio visual design.

#### **Guaranteed Maximum Price Offer**

As noted above, Wight & Company has included in the basic services an estimate to be provided during the design and documentation phase. While not requested by the Library, based on that estimate, Wight & Company is willing to provide a guaranteed price to construct the project. This "G-Max Offer" will be a Construction Manager at Risk proposal which, if accepted, would become a new extension to our existing Contract. At the time of the G-Max offer, we will outline the many benefits of this approach, but the key point is that it will transfer risk (for schedule & cost) from the Library to Wight & Company and that **ALL** savings under the G-Max will be returned to the EPL. It will result in a more coordinated design and delivery process and all bidding will be conducted in full compliance with the laws of the State of Illinois laws and the City of Evanston. This optional G-max offer will not affect in any way the schedule of deliverables for the remainder of the project but will simply be another delivery option that could be considered by the Library.

#### **Schedule**

The Master Plan Study included a suggested design and construction schedule that was based on a "design/bid/build" approach showing 5 possible phases of construction ending in December of 2018. At our meeting on 12/20/2016, the Library proposed a schedule of specific dates leading to the Construction Phase of the project and we have transposed that to a graphic schedule exhibit for your further review (attached). This proposed schedule has an aggressive design and documentation phase of a little over four months and will require a fast review and approval process by all project team members during the first half of 2017.

#### **Fee**

Based on the edited Statement of Work document (Exhibit D), the Proposed Scope of Services and the attached Schedule, we are proposing a fixed fee of **Six Hundred Seventy Seven Thousand and 00/100 Dollars (\$677,000)** for professional services. Direct costs such as printing and travel to the site are not included in these amounts and would be billed separately as incurred. A breakdown of this fee amount is in the following spreadsheet:

**FEE SUMMARY**

<b>BASE FEE Services Description</b>	<b>Firm</b>	<b>Fee</b>	
architectural, interior design, structural (if required), signage assistance	<i>Wight &amp; Company</i>	\$405,000	
peer review, local expertise consulting & additional assistance during construction phase	<i>McGuire Iglesias &amp; Associates</i>	incl. In W&Co. fee	
mechanical, electrical, plumbing and fire protection design services	<i>dbHMS</i>	\$110,000	
	<b>Base Services Fee Subtotal =</b>		<b>\$515,000</b>
<b>Other Requested Services Description</b>	<b>Firm</b>	<b>Fee</b>	
furniture, fixtures & equipment (FF&E) services for design and procurement	<i>Wight &amp; Company</i>	\$61,000	
sustainability services for management, registration and submittals towards LEED Gold	<i>Wight &amp; Company</i>	\$57,000	
MEP LEED documentation	<i>dbHMS</i>	\$9,000	
cabling, security & paging systems design & engineering	<i>dbHMS</i>	\$10,000	
audio visual design & engineering	<i>dbHMS</i>	\$6,000	
pre-construction fee (estimating)	<i>Wight &amp; Company</i>	\$19,000	
	<b>Other Services Fee Subtotal =</b>		<b>\$162,000</b>
	<b>Total Proposed Fee =</b>		<b>\$677,000</b>

Our work will be billed monthly on a percent complete basis. Payments for services and reimbursable expenses are due within 45 days of receipt of an invoice.

On behalf of our team, we greatly appreciate this opportunity to submit this proposal and we are eager to continue work on your project. Please do not hesitate to call if you have any questions or require any additional information.

Respectfully submitted,  
**Wight & Company**

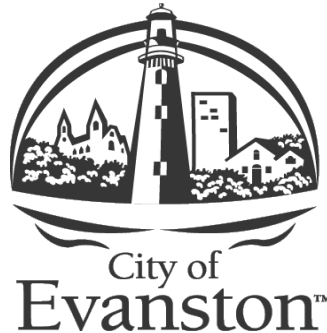
  
 Michael Barnes, AIA  
 Design Principal

  
 Floyd D. Anderson, AIA  
 Principal

Accepted on behalf of the  
**Evanston Public Library**

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

cc: Karen Danczak Lyons, Jessica Jolly – Evanston Public Library; Lisa Schmidt, Steve Collins – Wight & Company  
 ENCLOSURES



## CITY OF EVANSTON PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for

Main Library Interior Renovation CAS  
("the Project")

*RFP Number: 16-35*

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the City of Evanston, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the "City"), and Wight & Company, with offices located at 211 North Clinton Street, Suite 300N, Chicago, IL 60661], (hereinafter referred to as the "Consultant"). Compensation for all basic Services ("the Services") provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$677,000

### I. COMMENCEMENT DATE

**Consultant shall commence the Services on March 1, 2017 or no later than three (3) DAYS AFTER Evanston Public Library/City of Evanston executes and delivers this Agreement to Consultant.**

### II. COMPLETION DATE

Consultant shall complete the Services by July 31, 2019. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

### III. PAYMENTS

Evanston Public Library/City shall pay Consultant those fees as provided here:  
Payment shall be made upon the completion of each task for a project, as set forth in

Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the Evanston Public Library/City in writing in advance.

#### **IV. DESCRIPTION OF SERVICES**

Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A, RFP 16-35, and Exhibit D. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

#### **V. GENERAL PROVISIONS**

**A. Services.** Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City’s direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City’s business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker’s Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its subconsultants provide false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant’s work and all indemnity and insurance requirements.

The Consultant shall obtain prior approval from the City prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this

Agreement, the subconsultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City's prior written consent. The Consultant shall be responsible for the accuracy and quality of any subconsultant's work.

All subconsultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every subconsultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

**B. Representation and Warranties.** Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

**C. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.

**D. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not

hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

**E. Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

**F. Ownership of Documents and Other Materials.** All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.

**G. Payment.** Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.

**H. Right to Audit.** Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City's expenses for and in connection with the audit respecting such invoice.

**I. Indemnity.** Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its subConsultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

**J. Insurance.** Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring



Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its subcontractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

**K. Confidentiality.** In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited

statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

**L. Use of City's Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City's name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

**M. No Assignments or Subcontracts.** Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without City's express prior written approval. Any attempt to do so without the City's prior consent shall, at City's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

**N. Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.

**O. Liens and Encumbrances.** Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmen's or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at

any time suffer or permit any lien or attachment or encumbrance to be imposed by any subConsultant, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

**P. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

**Q. Attorney's Fees.** In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the City shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

**R. Waiver.** Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

**S. Severability.** In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

**T. Choice of Law.** The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.

**U. Time.** Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.

**V. Survival.** Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the City, and the contract may be cancelled or voided

in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

**A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

**B.** That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

## **VII. SEXUAL HARASSMENT POLICY**

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

**A.** The illegality of sexual harassment;

**B.** The definition of sexual harassment under State law;

**C.** A description of sexual harassment utilizing examples;

**D.** The Consultant's internal complaint process including penalties;

**E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

**F.** Protection against retaliation as provided to the Department of Human Rights.

## **VIII. CONSULTANT CERTIFICATIONS**

**A.** Consultant acknowledges and agrees that should Consultant or its subconsultant provide false information, or fail to be or remain in compliance with the Agreement, the City may void this Agreement.

**B.** Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 *et seq.*) and applicable rules in performance under this Agreement.

**C.** If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

**D.** Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

**E.** In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

**F.** Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

**G.** If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

**H.** Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

## **IX. INTEGRATION**

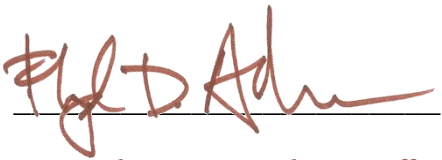
This Agreement, together with Exhibits A and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

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

**CONSULTANT:**

**CITY OF EVANSTON  
2100 RIDGE AVENUE  
EVANSTON, IL 60201**

By 

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

Its: Principal, Director – Chicago Office

Its: Director, Evanston Public Library

FEIN Number: 36-2605840

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

Date: February 9, 2017

## **EXHIBIT A – Project Milestones and Deliverables**

This EXHIBIT A to that certain Consulting Agreement dated \_\_\_\_\_ between the Evanston Public Library/City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and Wight & Company. (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

- I. **COMMENCEMENT DATE:** March 1, 2017
- II. **COMPLETION DATE:** July 31, 2019
- III. **FEES:** \$677,000  
Payment of fees is as defined in Exhibit D.
- IV. **SERVICES/SCOPE OF WORK:**  
**Phase IV:** Construction Drawing Development  
**Phase V:** Bid documentation  
**Phase VI:** Construction Administration

As defined in Exhibit D, dated \_\_\_\_\_

Main Library Interior Renovation Construction  
Administration Services  
Statement of Work  
Exhibit D to the Professional Services  
Agreement



# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

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# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### I. Introduction

The Evanston Public Library is pleased to provide a detailed Scope of Work for Construction Administration Services. This document is divided into the three following phases:

- **Phase I:** Construction Drawings
- **Phase II:** Construction Bidding
- **Phase III:** Construction Administration

This work is an extension of the first three phases of work that have been previously completed by Wight Co.

#### I. 1 Narrative

Consultant is asked to provide a synopsis of the current project status, as understood by Consultant. Narrative should highlight any perceived discrepancies between Consultant and Client's understanding of project status.

#### I. 2 Updated Contact List

Consultant shall submit an updated contact list with all proposed team members, project roles, email and phone numbers.

#### I. 3 Proposed Schedule

Consultant shall provide a high-level sample project schedule, based on the three phases identified in this document, and the work therein described. Said schedule should include proposed milestones and deliverables.

#### I. 4 Interpretations/Corrections/Omissions

Consultant shall promptly notify Client of any ambiguity, inconsistency, or error that they discover upon examination of this document. Interpretations, corrections, and changes will be made in writing. It is Consultant's responsibility to ascertain prior to submitting a price and proposal that all changes and/or corrections have been received and are acknowledged in the Scope of Work.

#### I. 5 Conditions

Consultant is expected to become familiar with all conditions, instructions, and specifications governing this project. Failure to have read all the conditions, instructions and specifications of this Professional Services Agreement shall not permit the Consultant to amend contract or to request additional compensation.

#### I. 6 Pricing

Consultant is required to provide a detailed cost breakdown of each of these categories, as outlined in the Conceptual Design Budget, dated November 11, 2016.

1. Project Contingency (determined in consult with Client and General Contractor or Construction Manager)
2. General Conditions (determined in consult with General Contractor or Construction Manager)
3. Furniture & Fixtures Allowance
4. Direct Reimbursable Expenses, Testing (testing determined in consult with General Contractor or Construction Manager)
5. Pre-construction Fee
6. CM/GC Fees (determined in consult with General Contractor or Construction Manager)
7. A/E Fees
8. FF& E Design & Procurement
9. Signage Consulting Fee
10. Building Commission
11. LEED Consulting Services

Consultant to indicate relationship of each of these cost categories to overall project costs (e.g. fixed, proportional). Where

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

applicable, labor rates to be included.

### I. 7 Purchase Order

1. Upon approval of the required insurance documents, the City will issue a Purchase Order to the Consultant for the full amount for the duration of the project. All Applications for Payment must reference the Purchase Order number.
2. When it is necessary to issue a Change Order that increases/decreases the contract amount, a Change Order form will be issued and a modified Purchase Order will be issued reflecting the revised contract amount.
3. When it is necessary to issue a Change Order that only increases/decreases the contract period, only a Change Order form will be issued establishing the revised contract period.

### I. 8 Payment

Progress payments will be made in accordance with “Applications for Payment” and “Project Closeout” sections of the specifications. Certification of each Application for Payment will be made by the City’s representative.

<b>Summary Payment Schedule</b>	
Phase I: Construction Drawings	Monthly billing on a percent complete basis.
Phase II: Construction Bid	Monthly billing on a percent complete basis.
Phase III: Construction Administration	Monthly billing on a percent complete basis.

All payments will be made in accordance with *Illinois Local Government Prompt Payment Act*.

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### II. Construction Drawings

#### II. 1 Design Development

##### *II. 1. a. General Tasks*

##### *II. 1. a. i General Review*

Conduct a review of 2016 Master Plan Study to ensure alignment with current project cost estimates and project strategy.

Construction related issues with Wight Construction

Identify outstanding issues to be addressed

Workshop meeting to verify schedule, project budget and project strategy

##### *II. 1. a. ii Consultants*

1. Review status of current specialty contractors and consultants.
2. Determine if additional specialty contractors and/or consultants need to be engaged for the project.
3. Prepare list of specialty consultants that conform with COE purchasing guidelines.

##### *II. 1. a. iii Documentation*

1. Create/update Client's Project Requirements (OPR) document
2. Prepare Basis of Design (BOD) document
  - a. Summary of Functional Plan
  - b. Materials Specification
  - c. Summary of MEP changes
  - d. LEED design elements
3. Prepare preliminary project manual
4. Maintain/update LEED—EB/CI checklist and documentation.

##### *II. 1. a. iv Phasing plan*

Develop complete and comprehensive phasing plan in coordination with the Library and the CM or GC.

##### *II. 1. b. Architectural & Interiors*

##### *II. 1. b. i Functional Planning & Design*

Prepare a narrative summary that outlines the vision and concept for the Functional Plan that is supported by the proposed design. Summary to include the categories listed below and to be included in Basis of Design (BOD).

##### *II. 1. b. ii Circulation Routes*

Review circulation routes for all levels to ensure code compliance, traffic efficiency and safety, with a focus on the third floor.

##### *II. 1. b. iii FF&E*

1. Selection of new furniture with the Owner. This would include presenting concepts and product options, product sample reviews/upholstery selection reviews/showroom tours/ mock ups as needed.
2. Specifications of all new furniture selected.
3. A project manual bid per AIA standard FFE invitation to bid A751.
4. Procurement guidance - reviewing the dealer bids, scheduling / overseeing mock ups per spec requirements, and working with the selected dealer(s) to ensure the correct items are ordered.
5. Construction administration which includes overseeing the dealer's furniture phasing/delivery schedule with the GC, review of installation per phase, and punchlist and review of pay applications.
6. Close out package specific to furniture - final furniture finish/spec binder and dealer warranty information.

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### II. 1. b. iv *Wayfinding*

1. Develop wayfinding concept consistent with Client branding and audience.
2. Determine technology approach for wayfinding system (e.g. how much will be digital versus how much will be traditional).
3. Identify preliminary list of suppliers who can meet COE requirements for design of wayfinding system.

#### *During construction*

During construction, both patrons and employees will need help finding relocated services, books, and staff. Consultant is expected to work with Specialty Consultant to prepare and deliver interim wayfinding approach that is effective and cost efficient. Re-use of materials for Final Wayfinding is encouraged.

#### *Final wayfinding*

Consultant is expected to work with Specialty Consultant to prepare and deliver final wayfinding approach that is effective and cost efficient.

### II. 1. b. v *Materials Specification*

1. Study alternate materials and systems.
2. Study colors and textures of materials under consideration. All materials must conform to LEED-EB/CI specifications, where possible/feasible.
  - a. Present option studies to Client
3. Develop materials specification to be used for pricing and lead time planning. Materials specification to be included in the BOD.

#### *Samples and Mockups*

Consultant is expected to coordinate the procurement of samples, when called for by the specifications. Consultant is responsible for communicating Client requirements regarding samples, as outlined below.

1. Samples must be furnished free of expense, and if not destroyed in the evaluation process will be returned at the provider's expense upon request.
2. Request for the return of samples must accompany the sample and must include a UPS/Fed-Ex Pickup Slip, postage, or other acceptable mode of return.
3. Individual samples must be labeled with provider's name, invitation number, item reference, manufacturer's brand name and number.
4. If mockups are required, Consultant obtain pricing for the Client's review that includes creation, delivery, installation and removal.

### II. 1. b. vi *BIM mobilization and BIM Conventions*

#### *Establishment of BIM protocols*

Consultant is responsible for determining the file format in which drawings will be submitted, reproduced, and archived.

- a. The file format shall be consistent with and adhere to all City of Evanston document exchange requirements.
- b. The file format used must also include a PDF version, to enable viewing by client workstations without CAD, REVIT or any similar BIM programs.

#### *Metadata requirements*

Project-related files must be submitted on media DVDs, delivered virus free, and labeled with the following information:

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

1. Company Name and Address
2. Contact Name, E-mail Address and Phone Number
3. Client Name
4. Project Number
5. Project Name
6. Discipline
7. Design Phase
8. Submission Date
9. Software and Version(s)

### Shared online location

Consultant is responsible to providing and maintaining a password-protected site which is mutually acceptable to both Client, Consultant, and General Contractor or Construction Manager for ongoing use during the project.

- a. Access to the site must be administered by Consultant through specific logon identities.
- b. The list of logon identities shall be jointly reviewed by both Consultant and Client monthly.

### Archiving

Consultant is responsible for creating and administering an archiving plan. Once agreed to by Client, Consultant is responsible for filing an archival copy of agreed upon documentation.

### II. 1. b. vii *Visualization options*

Consultant is asked to provide pricing for two different visualization options for the project:

- a. Interior renderings on mountable poster board
- b. 3D modeling that can be shared on EPL website

These visualization options are asked to be provided at the end of Design Development and updated at the end of Construction Documents if requested by the Client.

## II. 2 Drawing Specifications

### II. 2. a. *Architectural drawings*

Client expects the following types of drawings to be included in the Architectural drawings package:

- a. Partition plans
- b. Floor plans
- c. Millwork and Special Construction drawings
- d. FF&E plans
- e. Reflected ceiling plans

### II. 2. b. *Structural drawings (Not required)*

### II. 2. c. *Mechanical, Electrical, and Plumbing (MEP) drawings*

Client expects the MEP drawings package to include the following:

- a. Mechanical drawings
- b. Electrical drawings
- c. Plumbing drawings
- d. Fire Protection drawings

### I. 1. a. i *Electrical Drawings*

Client expects the electrical drawings package to include complete system plans for the following:

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

- a. Power, Data, and Telephone Plan
- b. Electrical/Lighting Plan
- c. Security Plan
- d. Fire/Life Safety Plan
- e. AV Technology Plan

### *II. 2. c. i Mechanical Drawings*

Client expects the mechanical drawings package to include the following:

- a. Mechanicals Plan
- b. Plumbing Plan
- c. Fire Protection Plan

### *II. 2. d. Specifications*

Client expects Consultant to stipulate, in industry standard detail, the range of acceptable construction materials, manufacturers, and systems for all aspects of the renovations project. The project specifications should also communicate Consultant's requests for shop drawings and for other submittals from the selected General Contractor or Construction Manager.

## II. 3 Consultant Internal Practices

### *II. 3. a. Coordination*

Client expects Consultant to provide numerical keynoting to ensure consistency from drawing to drawing and facilitate coordination throughout development of the project, making in-progress updates easier to complete.

### *II. 3. b. Process Checklist*

Develop a checklist to be used in preventive document checking and coordination for a project.

### *II. 3. c. Quality Control*

Client expects Consultant to adhere to the following best practices to ensure the quality of the documents produced:

- a. Full review, including Client and Specialty Consultants to take place at regular intervals throughout the construction document production, as specified in II. 4, Drawing Release Schedule.
- b. Documents and dimensions to be checked by senior professionals not directly connected with the project.
- c. All important dimensions are verified by a single individual, preferably the job captain.
- d. Specifications writers to review the drawings, and those responsible for drawings review the specifications.

## II. 4 Drawing Release Schedule

Client expects that the Consultant will issue drawings for checking and coordination at the following contract milestone intervals:

- a. 50 Percent Completion
- b. 70 Percent Completion
- c. 90 Percent Completion
- d. 100 Percent Completion
- e. Issued for Permit
- f. Issued for Bid
- g. Issued for Construction
- h. as needed for changes
- i. at client's request

## II. 5 Consultant Responsibilities

### *II. 5. a. Coordination Activities*



# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

1. Consultant is responsible for establishing and conducting regular meetings for drawing reviews prior to milestone issues.
2. Consultant is responsible for maintaining a Change Log of all review comments and copies of drawing markups, organized as agreed by Consultant and Client. The Change log will be available to Client in a shared online location.
3. Consultant is responsible for maintaining meeting notes during each meeting and posting these notes in a shared location.
4. Compile project-specific organizational charts with contact information for key participants
5. Keep accurate minutes for meetings and conference calls and distribute them in a timely manner.

### *II. 5. b. Corrections of errors*

In the event of agreed upon errors or omissions by the Consultant in the performance of this Agreement or the services there under which result in costs to the City of Evanston, greater than would have resulted if there were no such errors or omissions, any additional damages and costs incurred by the City of Evanston or its affiliates, shall be borne by the Consultant. An error discovered during the bidding phase can be corrected with an addendum to the construction documents. However, Consultant will be liable for expenses related to reproduction of documents.

### *II. 5. c. Coordination with Specialty consultant designs*

Consultant shall coordinate the Consultant's work with work by the Specialty consultants and engineers.

### *II. 5. d. Detailed cost estimation*

At the 70 % construction drawing submission, Consultant shall prepare a detailed cost estimation for each trade/discipline organized by MEP categories.

## **II. 6 Building Services**

Prepare a narrative summary that outlines the changes to the Main Library as required by the proposed renovation. Summary to be broken down by the categories listed below and is to be included in Basis of Design (BOD).

### *II. 6. a. Security*

1. Review existing security system and control points.
2. Identify all current control points to be decommissioned and all new control points to be commissioned.
3. Prepare list of changes and/or upgrades to existing security system. List to include, but not limited to:
  - a. Provision for new keyless access control for staff (fob or card)
  - b. Administration equipment (printer, workstation, database) of keyless access control system
  - c. Additional cameras (positions to be provided by Client)
4. Engage Security Specialty Consultant to verify equipment layout, specify cameras, mounting equipment.

### *II. 6. b. Lighting*

1. Prepare photometric study to confirm lighting requirements.
2. Prepare reflected ceiling plans.
3. Ensure that lighting design includes sufficient elements to meet LEED EB/CI Gold standard.

### *II. 6. c. Power*

#### *II. 6. c. i Standard*

1. Review existing power plan and equipment.
2. Quantify upgraded power requirements, both technical and LEED-EB/CI compliance.
3. Create detailed power design and equipment specifications.

#### *II. 6. c. ii Emergency*

1. Ensure that new power plan design meets all requirements for emergency power.

### *II. 6. d. Data*

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

1. Review existing data network and capacity.
2. Quantify upgraded data requirements.
3. Create detailed data design and equipment specifications.
4. Engage data & network Specialty Consultant to verify equipment layout.

### *II. 6. e. Fire Protection*

1. Coordinate code analysis:
  - a. Identify issues
  - b. Construction type
  - c. Area allowance
2. Assist Fire Protection consultant in concession (variance) application/presentation.
3. Review and assist FP consultant with modeling and analysis, as necessary.

### *II. 6. f. Audiovisual Tech*

1. Determine technology approach for Audiovisual Equipment and Reservation system and the assistive technology for the hearing impaired (audio loop through Bluetooth).
2. Identify list of qualified suppliers who can meet design requirements.
3. Assist Client with solicitation and selection of Audiovisual Equipment and Reservation System.

### *II. 6. g. Disposal and disposition plan*

It is important to the Client and the Evanston community that disposal and disposition of materials is as sustainable as possible. To support this objective, Client requires a complete list of equipment, material, and furniture that will be disposed of, and specified disposition or disposition options. This list may be provided by or developed in conjunction with the G.C.

## II. 7 LEED

1. Update daylighting and energy model and photometric study
2. Update Certification checklist
3. Prepare Commissioning Plan
4. Prepare and submit preliminary documentation to USGBC

## II. 8 Code and Authority

1. Prepare a process and schedule for permit submittals.

## II. 9 Construction Drawings Payment Schedule

1. Payment for Construction Drawings will be executed per paragraph I.8 Payment.

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### III. Construction Bid

#### III. 1 Creation of Construction Bid

Consultant is expected to lead the creation of the bid package for the Interior Renovation of the Main Library, Phase I.

##### *III. 1. a. Templates*

Consultant must include their standard template for preparing construction bids in their response to this bid. Templates must include provisions for all standard construction bidding information. Templates must use a standard Microsoft Office applications for verbiage and financial schedules.

##### *III. 1. b. Language*

Consultant is expected to provide language for the General Conditions and Requirements for Contract for Construction, to be approved by Client. Consultant must use Microsoft Word, and use Track Changes to manage the editing process.

##### *III. 1. c. Code and Authority Issues*

Consultant is expected to manage code compliance process to ensure that no completed construction documents violate City, State or Federal codes.

##### *III. 1. c. i Code requirements*

Consultant shall require that each bidder represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State, and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture, or use for their intended purpose of said goods or services.

##### *III. 1. c. ii Coordination of Bid with Existing Site*

Before submitting a bid, all bidders will be expected carefully examine the drawings and specifications, visit the site, and fully inform themselves as to all conditions and limitations.

Consultant is expected to coordinate these visits, and answer questions specifically related to issues on the drawings from bidders.

#### III. 2 Selection Process

Consultant shall provide subject matter expertise to the selection process for the award of the construction bid. Consultant is also expected to assist Client

##### *III. 2. a. Specific Activities*

1. Assist Client with creation of list of prospective General Contractors or Construction Managers.
2. Maintain a log of distribution and retrieval of the bidding documents.
3. Document and distribute the bidding results.
4. Summarize the bidding results based on pre-established selection criteria.

##### *III. 2. b. Bid Submission for Approval*

1. The Consultant is responsible for ensuring an orderly submittal of drawing files to the City of Evanston Building and Purchasing Department. Responsibilities include, but are not limited to:
  - a. Work with City of Evanston Purchasing Department to ensure bids are submitted in required formats, and via required mechanisms.
  - b. Ensure that all documents can be read (in electronic format) by all parties in the agreed upon electronic format. (See Section 0)

#### III. 3 Construction Bid Payment Schedule

# Main Library Interior Renovation Construction Administration Services Exhibit D to the Professional Services Agreement

Payments for Construction Bid will be per paragraph I.8 Payment..

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### IV. Construction Administration

#### IV. 1 Contract Administration Services

Client expects Consultant to fulfill the following responsibilities:

1. Review that constructed work conforms to construction documents.
2. Ensure the integrity of the design intent.
3. Identify and resolve construction problems early.
4. Streamline project timeline when/where possible.
5. Supplement the Client's construction knowledge.
6. Proactively identify opportunities to reduce costs without diminishing quality or safety.
7. Guard the Client against defects and deficiencies in the work.

#### IV. 2 General Duties

##### *IV. 2. a. Communication*

1. Establish lines of communication between all parties.
2. Establish record-keeping system as described elsewhere in this Statement of Work.
3. Schedule and chair all weekly construction meetings and provide minutes within one week of meeting
4. Conduct Pre-Construction Conference at the site prior to start of construction by the General Contractor or Construction Manager.
5. Ensure that the relationships among the participants are clear and communicated.
6. Keep the Client informed of the progress and quality of the Work via a monthly written report.

##### *IV. 2. b. Schedule creation and management*

Consultant will be responsible for creation and management of an overall project schedule that will be used throughout the work. Additional duties include, but are not limited to:

1. Schedule and conduct bi-weekly updates of all schedules with Client
2. Monitor the General Contractor's or Construction Manager's schedule for the construction phase of the work
3. Provide milestone completion list to be submitted monthly prior to construction payment application.

##### *IV. 2. c. Quality Control*

Consultant will be alert to whether contractor(s) have carried out the design intent and the contract requirements relating to quality of workmanship and materials.

Consultant is expected to make recommendations as to the appropriate correction of any deficiencies or defects identified.

1. Review shop drawings and product information for compliance with the Consultant's design intent and Construction Documents.
2. Review the General Contractor's or Construction Manager's Project Schedule, Schedule of Values, Submittal Schedule, and Equipment Matrix and list of proposed subcontractors
3. Notify Client and General Contractor or Construction Manager in writing of any work not in conformity with the Construction Documents

##### *IV. 2. d. Documentation*

Consultant shall interpret technical requirements of the Contract Documents and judge General Contractor's or Construction Manager's work performance (see Section IV. 2. e)

Consultant shall render interpretations necessary for the proper execution or progress of the Work.

##### *IV. 2. d. i Warranties and Operating Instructions*

Review guarantees and warranties

Advise Client on Warranty items, inspect Warranty work, and participate in one year warranty review

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

### IV. 2. d. ii *Field reports & Issues Log*

1. Consultant will be expected to visit the site at least once each week to observe progress and quality of the work being conducted.
2. Consultant will prepare a field report will include, but is not limited to:
  - a. date and time
  - b. notes about conditions as they might relate to the Work
  - c. issues and problems
  - d. overall assessment of progress of work
  - e. plan of the site that is annotated and keyed to the written report
  - f. photographs to document the condition of the work in progress

### IV. 2. d. iii *Open Issues Log*

1. All issues and problems should be uniquely numbered and tracked on a separate Problems and Issues log.
2. Consultant shall be responsible for creating and maintaining a Open Issue Log for previous week into current Weekly Progress meeting.
3. Consultant is responsible for helping to administer resolutions for all open issues in the log.

### IV. 2. d. iv *Requests for information*

1. Consultant is responsible for responding to RFIs from the General Contractor or Construction Manager.
2. Consultant will answer questions from the job site through proper communication channels, in writing, and within a specified time frame, to be agreed upon by the General Contractor or Construction Manager and the Client prior to construction start.
3. Consultant will provide a RFI standard form as part of this bid.

### IV. 2. d. v *LEED*

1. LEED Commissioning
2. Submit and monitor LEED application to USGBC

### IV. 2. e. *Change Management*

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

Consultant to actively participate in the entire Change Management process. Client expects that the Change Management process will include, but not be limited to the following steps:

- a. General Contractor's or Construction Manager's RFIs
- b. Consultant's proposal request (PR) describing what is being changed and why
- c. General Contractor's or Construction Manager's cost proposal
- d. Consultant's change order (CO) form to accompany COE documents
- e. revision sketch or revised specification issued by the Consultant, if appropriate

Once all required documentation is available, Consultant will prepare and submit Change Orders for the Client's approval and execution.

1. Client expects Consultant to track all changes in the construction documents.
2. Prior to contract signature with General Contractor or Construction Manager, but after construction documents have been released for bidding, a change may be made to the contract through an addendum
3. Once construction has begun, a modification may take one of three forms:
  - a. A written amendment to the contract signed by both parties
  - b. A change order
  - c. A written order for a minor change in the work issued by the Consultant
4. Consultant is expected to clarify and interpret the intent and scope of the Construction Documents as necessary.
5. For the avoidance of doubt, a Change Order becomes part of the Client-Consultant agreement when it is signed by the Client and Consultant.

### *IV. 2. f. Contractor payments*

Consultant is responsible for reviewing the General Contractor's or Construction Manager's requests for payment, known as "requisitions" or "applications for payment." Upon receipt of the General Contractor's application for payment Consultant is expected to review and/or perform the following tasks prior to approving the payment request:

1. Visit the job site and review the quantity and quality of the work to ensure it meets specifications. For the avoidance of doubt, Consultant cannot approve any work that is not in place at the time of the inspection.
2. Review materials stored on the site, and reconcile with the invoices for any materials. If the invoice includes the value of materials stored off the site or work in process in off-site workshops, Consultant cannot approve payment unless the Client and Consultant have so agreed in writing.
3. Assist the Client in checking as-built drawings to ensure work is completed as documented

In signing the requisition form or application and certification for payment, Consultant verifies that Consultant representative has reviewed the work at the site, found it in accordance with the schedule and design, and approves the release of money for that work.

### *IV. 2. g. Submittal review*

Consultant is responsible for reviewing and either denying or approving all contractor material submittals as part of the General Contractor's or Construction Manager's Approval Flow for Submittals. Submittals may include but not be limited to:

- a. shop drawings
- b. product literature
- c. actual samples of specific products to be installed (if applicable)
- d. reports from independent testing agencies
- e. operating instructions and maintenance manuals for installed equipment
- f. warranties from product Consultants and equipment manufacturers

Consultant will include the approved submittals in the archive record of the project.

### *IV. 2. h. Completion and closeout*

Consultant is expected to maintain the focus on quality construction through the contract requirements during final closeout of the project.

Specific Consultant responsibilities include but are not limited to:

# Main Library Interior Renovation Construction Administration Services

## Exhibit D to the Professional Services Agreement

1. Observe systems start-up procedures, systems integration/operational demonstrations, Substantial Completion or pre-Final work observations to determine the Dates of Substantial Completion, and Final work observation
2. Prepare, assemble and distribute the official punch list(s)
3. Collect and verify completed punch list(s)
4. Certify final payment to the General Contractor when the requirements of the Contract are met
5. Review as-built documents for completeness at Substantial Completion and Final Completion
6. Review General Contractor's or Construction Manager's record drawings, O&M instructions, and all other close-out documentation
7. Issue a Certificate of Substantial Completion.
8. Issue a Certificate of Final Completion.

### IV. 3 Construction Administration Payment Schedule

Payments for Construction Administration will be per paragraph I.8 Payment.





# Memorandum

**To:** Evanston Public Library Board Trustees

**From:** Karen Danczak Lyons, Library Director  
John Devaney, Facilities Manager

**Subject:** Approval of Architectural Services Phases 4, 5, and 6 of Main Library Interior Renovations

**Date:** February 10, 2017

**Recommended Action:**

Staff recommends the Facilities Committee and the Library Board authorize the Library Director to execute a professional services contract with Wight & Company, located at 211 N. Clinton Street, Suite 300N, Chicago, IL 60661, in the amount of \$677,000.00 for Phases 4, 5, and 6 of the architectural services for interior renovations at the Main Library as previously indicated in Request for Proposal (RFP) # 16-35.

If approved, Staff anticipates work will begin in early March and a revised, final budget with associated drawings will be available in early July for FY2018 budget consideration.

**Funding Source:**

Funding is from the Library Fund, account 185.48.4116.65515. The 2017 CIP budget for the first phases of the project is \$2,500,000.

**Background:**

We have completed three phases of work on the Interior Renovation project to date:

- Phase 1:** Needs Assessment
- Phase 2:** Schematic Design
- Phase 3:** Proposed phasing plan

The purpose of these three phases was to delineate a design without the limitations imposed by a pre-conceived budget. We have received this idealized design and now need to begin the process of 'value engineering'. Specifically, we need to:

- Identify the costs associated with each floor's renovation, and determine if that work can proceed as defined or needs to be significantly re-considered.
- Perform a cost/benefit analysis for each floor's changes, and identify where the biggest benefit to the public will be provided.
- Analyze the dependencies between the changes on each floor, and determine if completing one floor necessarily requires completing another floor.

During Phase 4, we will complete this 'value engineering', present options to the Board for

consideration and then move to Phase 5, Bidding, and finally Phase 6, Construction. Additional information, including proposed floor plans, is available in this link: <https://sway.com/oeOGGUzXOvhX5BjN>

## ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2017

## EVANSTON 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 # [PLSC 151, PLSC 701]	30265
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0172
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Evanston Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1703 Orrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Evanston
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60201
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1703 Orrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Evanston
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60201
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-448-8600
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-866-0313
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://epl.org

**Library Director's Information**

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

1.14 Name	Karen Danczak Lyons
1.15 Title	Library Director
1.16 Library Director's E-mail	kdanczaklyons@cityofevanston.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**

**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? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	74,486
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	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
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 PLSC public library definition? [PLSC 203]	Yes

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. 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.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	2
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

**Service Outlet Name**

Location	2.3a Branch or Bookmobile Legal Name [PLSC 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?
EVANSTON P.L.	EVANSTON PUBLIC LIBRARY		
NORTH BRANCH	NORTH BRANCH		
CHICAGO AVE/MAIN ST BRANCH	Chicago Avenue/Main Street Branch		

**ISL Control Number**

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
EVANSTON P.L.	30265	3026500
NORTH BRANCH	30265	3026502
CHICAGO AVE/MAIN ST BRANCH	30265	3026503

**Street Address**

Location	2.6a Street Address [PLSC 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?
EVANSTON P.L.	1703 ORRINGTON AVENUE		
NORTH BRANCH	2026 CENTRAL ST.		
CHICAGO AVE/MAIN ST BRANCH	900 CHICAGO AVENUE, SUITE 102		

**Address**

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
EVANSTON P.L.	EVANSTON		60201	
NORTH BRANCH	EVANSTON		60201	
CHICAGO AVE/MAIN ST BRANCH	EVANSTON		60202	

**County & Phone**

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
EVANSTON P.L.	Cook		8474488600	
NORTH BRANCH	Cook		8478660330	
CHICAGO AVE/MAIN ST BRANCH	Cook		847-905-0764	

**Square Feet**

Location	2.11a Square	2.11b If the facility's square footage	2.11c Indicate the reason for the change/variance in
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	Footage of Outlet [PLSC 711]	has changed, then enter the updated answer here.	square footage for this annual report as compared to the previous annual report.
EVANSTON P.L.	112,000		
NORTH BRANCH	3,510		
CHICAGO AVE/MAIN ST BRANCH	691		

**IDs**

**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
EVANSTON P.L.			473,447
NORTH BRANCH			30,747
CHICAGO AVE/MAIN ST BRANCH			21,117

**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) [PLSC 206]	01/01/2016
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2016
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Karen Danczak Lyons
3.5 Telephone Number of Person Preparing Report	847-448-8655
3.6 FAX Number	
3.7 E-Mail Address	kdanczaklyons@cityofevanston.org

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**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

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<b>Referendum 4</b>					
<b>4.2 Referendum Type</b>	<b>4.3 If Other, what was the referendum type?</b>	<b>4.4 Referendum Date (mm/dd/year)</b>	<b>4.5 Passed or Failed?</b>	<b>4.6 Effective Date (mm/dd/year)</b>	<b>4.7 Referendum ballot language documentation</b>

<b>Referendum 5</b>					
<b>4.2 Referendum Type</b>	<b>4.3 If Other, what was the referendum type?</b>	<b>4.4 Referendum Date (mm/dd/year)</b>	<b>4.5 Passed or Failed?</b>	<b>4.6 Effective Date (mm/dd/year)</b>	<b>4.7 Referendum ballot language documentation</b>

<b>Board Action and Backdoor Referenda</b>	
<p>If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.</p>	
<b>4.8 District Conversion - Effective Date (mm/dd/year)</b>	
<b>4.9 Territory Annexation - Effective Date (mm/dd/year)</b>	
<b>4.10a Other Action by Backdoor Referendum (please specify)</b>	
<b>4.10b Other - Effective Date (mm/dd/year)</b>	
<b>4.11a Other Action by Backdoor Referendum (please specify)</b>	
<b>4.11b Other - Effective Date (mm/dd/year)</b>	

<b>CURRENT LIBRARY BOARD (5.1 - 5.13)</b>	
<p>This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].</p> <p>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.</p> <p>Report the most current information available.</p>	
<b>5.1 Total number of board seats</b>	9
<b>5.2 Total number of vacant board seats</b>	0
<b>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.</b>	Yes
<b>5.4 IF NO, please explain</b>	

<b>First Member</b>	
<b>5.5 Name</b>	Benjamin H. Schapiro
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	06/2018
<b>5.8 Telephone Number</b>	847-826-1083
<b>5.9 E-mail Address</b>	BenjaminSchapiro@epl.org
<b>5.10 Home Address</b>	1235.5 Ridge Avenue
<b>5.11 City</b>	Evanston

<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Second member**

<b>5.5 Name</b>	<b>Tori Foreman</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2016</b>
<b>5.8 Telephone Number</b>	<b>847-738-1387</b>
<b>5.9 E-mail Address</b>	<b>ToriForeman@epl.org</b>
<b>5.10 Home Address</b>	<b>936 Sherman Avenue</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Third member**

<b>5.5 Name</b>	<b>Vaishali Patel</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2017</b>
<b>5.8 Telephone Number</b>	<b>847-859-3676</b>
<b>5.9 E-mail Address</b>	<b>vaishalipatel@epl.org</b>
<b>5.10 Home Address</b>	<b>2026 Grant Street</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60201</b>

**Fourth member**

<b>5.5 Name</b>	<b>Margaret Lurie</b>
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2017</b>
<b>5.8 Telephone Number</b>	<b>847-492-9821</b>
<b>5.9 E-mail Address</b>	<b>MargaretLurie@epl.org</b>
<b>5.10 Home Address</b>	<b>641 Sheridan Square</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Fifth member**

<b>5.5 Name</b>	<b>Adam Goodman</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2019</b>
<b>5.8 Telephone Number</b>	<b>847-323-6107</b>
<b>5.9 E-mail Address</b>	<b>adamgoodman@me.com</b>
<b>5.10 Home Address</b>	<b>811 Colfax St</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>



**5.13 Zip Code****60201****Sixth member**

<b>5.5 Name</b>	<b>Shawn Iles</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2017</b>
<b>5.8 Telephone Number</b>	<b>847-859-2179</b>
<b>5.9 E-mail Address</b>	<b>ShawnIles@epl.org</b>
<b>5.10 Home Address</b>	<b>647 Judson Avenue</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Seventh member**

<b>5.5 Name</b>	<b>Socorro Clarke</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2016</b>
<b>5.8 Telephone Number</b>	<b>847-810-9054</b>
<b>5.9 E-mail Address</b>	<b>SocorroClarke@epl.org</b>
<b>5.10 Home Address</b>	<b>1227 Mulford Street</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Eighth member**

<b>5.5 Name</b>	<b>Sandra Smith</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2018</b>
<b>5.8 Telephone Number</b>	<b>847-644-9332</b>
<b>5.9 E-mail Address</b>	<b>SandraSmith@epl.org</b>
<b>5.10 Home Address</b>	<b>1101 Pitner Avenue</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**Ninth member**

<b>5.5 Name</b>	<b>Michael Tannen</b>
<b>5.6 Trustee Position</b>	President
<b>5.7 Present Term Ends (mm/year)</b>	<b>06/2018</b>
<b>5.8 Telephone Number</b>	<b>847-328-7273</b>
<b>5.9 E-mail Address</b>	<b>MichaelTannen@epl.org</b>
<b>5.10 Home Address</b>	<b>1010 Elmwood Avenue</b>
<b>5.11 City</b>	<b>Evanston</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60202</b>

**FACILITY/FACILITIES (6.1-6.4)**

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

6.1a Total square footage of the main library building [PLSC 711]	112,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	375
6.4a Total Number of Study Rooms	8
6.4b Total number of times study room(s) used by the public during the fiscal year	4,341

**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.

	<b>5 years or less</b>	<b>6-10 years</b>	<b>11-25 years</b>	<b>26-50 years</b>	<b>51-100 years</b>	<b>100+ years</b>
Number of Facilities						

**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.

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

**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				
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement				
Heating/ventilation/air conditioning				
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures				
Energy conservation				
Repair of sidewalks, curbing, parking areas				
Accessibility measures				
Technology upgrading				
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

**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.)?	\$20,000,000
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.	

**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.)?	No
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

**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
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1), 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 [PLSC 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)	\$6,054,180
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
8.1b For the ensuing fiscal year, local government [PLSC 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)	-1 Unknown

**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.net).**

8.2 Per capita grant	\$57,417
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$50,200

<b>8.5 Other State Government funds received</b>	<b>\$-1</b>
<b>8.6 If Other, please specify</b>	<b>-1 Not Applicable</b>
<b>8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]</b>	<b>\$107,616</b>

#### 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.net).

<b>8.8 LSTA funds received</b>	<b>\$0</b>
<b>8.9 E-Rate funds received</b>	<b>\$0</b>
<b>8.10 Other federal funds received</b>	<b>\$-1</b>
<b>8.11 If Other, please specify</b>	<b>-1 Not Applicable</b>
<b>8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]</b>	<b>\$-1</b>

#### 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.

<b>8.13 Monetary Gifts and Donations</b>	<b>\$0</b>
<b>8.14 Other receipts intended to be used for operating expenditures</b>	<b>\$912,777</b>
<b>8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]</b>	<b>\$912,777</b>
<b>8.16 Other non-capital receipts placed in reserve funds</b>	<b>\$0</b>

#### Total Operating Receipts

<b>8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]</b>	<b>\$7,074,572</b>
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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."

<b>8.18a The library safeguards its funds using which option?</b>	Insurance Policy/Instrument
<b>8.18b Proof of Certificate of Insurance for Library Funds</b>	<b>Evanston Crime EOP - State of IL.pdf</b>
<b>8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?</b>	<b>\$2,000,000</b>
<b>8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?</b>	No
<b>8.21 The designated custodian of the library's funds is:</b>	Municipal Corporate Authority

**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 [PLSC 350]	\$3,583,809
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,167,698
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,751,507

**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.) [PLSC 353]	\$535,900
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$213,500
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$126,800
10.3b Please provide an explanation of the other types of material expenditures.	Audio-Visual Materials
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$876,200

**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.) [PLSC 357]	\$1,369,435
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$6,997,142

**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	\$676,149
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$676,149
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$676,149

**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.**

12.7 Total Capital Expenditures [PLSC 405]	\$707,561
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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	24	24	\$867.51	753.75
	<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>
	Library Director	Library Director	\$80.66	37.50
	Community Outreach Librarian	Other Type of Librarian	\$39.78	37.50
	Technical Services Manager	Collection Development Acquisitions	\$36.11	37.50
	Cataloger	Cataloging	\$27.65	20.00
	Youth Services Manager	Children's Services	\$46.16	37.50
	Young Adult Librarian	Young Adult Services	\$31.96	37.50
	Children's Outreach Librarian	Children's Services	\$30.00	37.50
	Children's Librarian	Children's Services	\$35.41	37.50
	Children's Librarian	Children's Services	\$27.66	37.50
	Children's Librarian	Children's Services	\$28.23	18.75
	Branch Manager	Other Type of Librarian	\$40.96	37.50
	Adult Services Manager	Adult Services	\$49.32	37.50
	Virtual Services Librarian	Automation/Technology/Systems	\$40.16	37.50
	Supervising Librarian	Adult Services	\$32.41	37.50
	Collection Development Manager	Collection Development Acquisitions	\$35.42	37.50
	Adult Services Librarian	Adult Services	\$30.00	37.50
	Adult Services Librarian	Adult Services	\$36.48	37.50
	Adult Services Librarian	Adult Services	\$35.41	37.50
	Adult Services Librarian	Adult Services	\$28.80	20.00
	Adult Services Librarian	Adult Services	\$27.66	20.00
	Adult Services Librarian	Adult Services	\$35.41	18.75
	Adult Services Librarian	Adult Services	\$28.80	18.75
	Children's Librarian	Children's Services	\$35.41	18.75
	Adult Services Librarian	Adult Services	\$27.65	18.75

**Group A Total****13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]****18.84**



**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					
	<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>

**Group B Total**

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]</b>	<b>18.84</b>

**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.

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	<b>1,612.00</b>
<b>13.14 Minimum hourly rate actually paid</b>	<b>\$14.12</b>
<b>13.15 Maximum hourly rate actually paid</b>	<b>\$59.16</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	<b>40.30</b>

**Group D**

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

<b>13.17 Total hours worked in a typical week by all Group D employees</b>	<b>181.00</b>
<b>13.18 Minimum hourly rate actually paid</b>	<b>\$10.83</b>
<b>13.19 Maximum hourly rate actually paid</b>	<b>\$14.12</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	<b>4.53</b>

**Group E**

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

<b>13.21 Total hours worked in a typical week by all Group E employees</b>	<b>222.00</b>
<b>13.22 Minimum hourly rate actually paid</b>	<b>\$18.36</b>
<b>13.23 Maximum hourly rate actually paid</b>	<b>\$45.45</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	<b>5.55</b>
<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]</b>	<b>50.38</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]</b>	<b>69.22</b>

**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	1	1	1	37.50		\$52,664.00	
	<b>13.27 Position Title</b>	<b>13.28 Primary Work</b>	<b>13.29 Education Level</b>	<b>13.30 Total</b>	<b>13.31 Number</b>	<b>13.32 Annual</b>	<b>13.33 Annual</b>

	Area		Hours/Week	of Weeks Vacant during report period.	Salary Range Minimum	Salary Range Maximum
Latino Outreach Librarian	Adult Services	Master's Degree (ALA accredited)	37.50		\$52,664.00	

**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	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)

**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

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,674
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	4,280
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,954
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	601,343

**PROGRAMS & ATTENDANCE (15.1 - 15.17)****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, 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.

**Note:** 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.

**Passive Programs:**

A passive program 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 type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, 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.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,130	27,880	10	500
Young Adult	307	3,197	1,047	3,008
Other	903	10,899	665	10,483
Total	2,340	41,976		
<b>15.17a</b> Did the library provide any special programming for patrons on the autism spectrum?	Unknown			
<b>15.17b</b> Please describe the programming provided.				

**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.

<b>16.1</b> Total Number of Unexpired Resident Users Cards	62,877
<b>16.2a</b> Total Number of Unexpired Non-resident Users Cards	10
<b>16.2b</b> What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,691.00
<b>16.3</b> Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	62,887
<b>16.4</b> Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

**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 [PLSC 450]	388,082
17.2 Current Print Serial Subscriptions [PLSC 460]	300
17.3 Total Print Materials (17.1+17.2)	388,382
17.4 E-books Held at end of the fiscal year [PLSC 451]	186,242
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	21,054
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	331,413
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,286
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	29,451

**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 [PLSC 456]	47
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	60

**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.

18.1 Number of adult materials loaned	525,311
18.2 Number of young adult materials loaned	30,904
18.3 Number of children's materials loaned [PLSC 551]	437,552
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	993,767

**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	731,463
18.6 Videos/DVDs- Physical	191,990
18.7 Audios (include music)- Physical	64,659
18.8 Magazines/Periodicals- Physical	111
18.9 Other Items- Physical	5,544
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	993,767
18.11 Use of Electronic Materials [PLSC 552]	84,886
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,078,653
18.13 Successful Retrieval of Electronic Information [PLSC 554]	
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	84,886
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,078,653
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	35,365
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	80,615

**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 [PLSC 502]	113,498
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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	-1 Unknown
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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	205
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	115
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?	Yes

### INTERNET (21.1 - 21.8)

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)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$-1
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	98
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	67,458
21.6 Wireless Sessions Per Year [PLSC 652]	245,236
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

### 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?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Complicated Process

### 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.)	\$30,596
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	-1.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	
23.5 Would you like to receive autism training at your library?	

**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?	-1 No Comments
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?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

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.**

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.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

**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	Karen Danczak Lyons	02/15/2017
President	Michael Tannen	02/15/2017
Secretary	Vaishali Patel	02/15/2017

**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.net).**



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Resolution for Signatories on Vanguard Account  
(Endowment for the Evanston Public Library)

Date: February 6, 2017

Attached is the Organization Resolution to authorize Michael Tannen and Karen Danczak Lyons to conduct transactions within the Library's account with Vanguard and Vanguard Brokerage Services.

This authorization will be in effect for no more than 120 days. At that time, a new Organization Resolution will be presented to the Board for approval.

Library Board approval of the attached Organization Resolution is recommended.





# Organization Resolution

*For naming officers or other persons who are authorized to conduct transactions for an organization*

## Organizations covered by this form

- Corporations.
- Sole proprietorships.
- Partnerships.
- Limited liability companies and partnerships.
- Professional corporations and associations.
- Endowments.
- Business trusts.
- Other entities and organizations.

You can use this form if the organization is either:

- The registered account owner, trustee, or guardian/conservator; or
- An agent for another account owner.

## Checkwriting service

If you wish to establish or change checkwriting on this account, you'll need to complete our Checkwriting Form.

## Who can sign

Authorized signatories may include officers, general partners, managing members, or other persons allowed to act on the organization's Vanguard and Vanguard Brokerage Services® (Vanguard Brokerage) accounts.

Where noted in Sections 3 and 4, each authorized signatory or other authorized person for a Vanguard Brokerage account must check one or both boxes to indicate any associations or affiliations that apply. If the first box is checked, the authorized signatory or other authorized person must include with this form a letter of account approval from the associated organization's compliance officer. Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.

**Important:** Signatures are required to authorize this resolution. For specific instructions, refer to Section 5.

If your organization has only one authorized signatory, please have a bank officer, practicing attorney, or member of a domestic stock exchange complete the third-party certification in Section 5.

Once we've received your completed resolution, authorized persons can transact on your organization's behalf without providing certified resolutions each time.

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# Organization Resolution

Use this form to authorize persons to conduct transactions on your organization's Vanguard mutual fund and/or Vanguard Brokerage Services® (Vanguard Brokerage) accounts or to authorize persons to act for the organization on behalf of another account owner.

*This resolution remains in effect until Vanguard receives notification that it has been revoked or receives a new form. You must file a new Organization Resolution each time there's a change in the identity of individuals authorized to act for your organization.*

For brokerage accounts only. Please include a current copy of your organization's document that confirms that the individuals listed in Section 3 are authorized to act (for example, your corporate secretary's certificate, operating agreement, board minutes, or a similar document).

Print in capital letters and use black ink.

**Questions?**  
**Call 800-662-2739.**  
 If you need other forms, go to [vanguard.com/serviceforms](http://vanguard.com/serviceforms).

## 1. Organization information

Taxpayer ID number <b>36-6005870</b>	Contact phone <i>area code, number, extension</i> <b>847-448-8650</b> <input type="checkbox"/> Mobile
Name of organization <i>Provide full, legal name as currently registered with Vanguard.</i> <b>Evanston Public Library</b>	

## 2. Type of authorization *Check Option A or Option B, then skip to the appropriate section.*

If you check this box, continue to Section 3. >  **Option A. Authorization to act on an organization's accounts or if the organization serves as trustee or guardian/conservator**

If you check this box, continue to Section 4. >  **Option B. Authorization to act on behalf of or as interested party for another account owner**

To be eligible to serve as agent or interested party for another account owner, the organization must have been appointed under our Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form that has been or is being completed and submitted to us by the account owner.

## 3. Authorization to act on an organization's accounts

*Complete this section only if you selected Option A in Section 2.*

### Authorized signatories

If Option A is selected in Section 2, the individuals listed below can act on an organization's account or if the organization serves as a trustee or guardian/conservator as follows:

1. Sign documents related to Vanguard mutual fund and Vanguard Brokerage accounts owned by the organization.
2. Invest the assets of the organization.
3. Obtain account information and give instructions for the purchase, sale, exchange, or transfer of securities.
4. Engage in margin and option trading on Vanguard Brokerage accounts owned by the organization.



Indicate how many signatures are required on documents other than checks. If you don't provide a number, Vanguard will assume only one authorized signatory must sign.	Number of signatures required <b>one</b>
--	---

Provide the full, legal name. >

Name of authorized signatory <i>first, middle initial, last</i> <b>Karen Danczak Lyons</b>
---

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Signature <b>X</b>	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.
--

<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
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Name of company	Trading symbol
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If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Name of authorized signatory <i>first, middle initial, last</i> <b>Michael M. Tannen</b>
---

Signature <b>X</b>	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.
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<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
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Name of company	Trading symbol
-----------------	----------------

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Name of authorized signatory <i>first, middle initial, last</i>
---

Signature <b>X</b>	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.
--

<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.
---

Name of company	Trading symbol
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If you need more space to list additional authorized signatories, either photocopy this page or attach a separate sheet.



**Online access, electronic delivery, and Tele-Account® optional**

If desired, provide the name and e-mail address of the authorized signatory, from page 2, who's authorized to establish secure access to the organization's accounts online, consent to electronic delivery (e-delivery) of the organization's account documents, and use Vanguard's automated phone system for account inquiries and transactions. Only one person can be given this authority.

The authorized signatory will need to sign up for each of these services separately once we've processed this form. Not all organization accounts are eligible for e-delivery; the authorized signatory will have the option of electing e-delivery for any eligible accounts after registering for online access. If the organization listed on this form isn't the account owner, you can't change the mailing preferences.

If by submitting this form the organization is removing or replacing the authorized signatory designated for online access, e-delivery, and Tele-Account, we'll reset the account's online access and change the mailing preferences for all account documents to U.S. mail delivery. The new authorized signatory (if any) will need to sign up for these services, if desired.

**Note:** Any of the authorized signatories listed on page 2 can obtain account information and perform transactions by calling a Vanguard investment professional.

Use an individual or personal e-mail address, such as johndoe@xyzcompany.com.

Name of authorized signatory *first, middle initial, last*  
 Karen Danczak Lyons

E-mail address of authorized signatory  
 kdanczaklyons@cityofevanston.org

This will be the e-mail address for the account; all e-mail notifications will be sent here. If you need to change the e-mail address, you'll need to first request a PIN, which will be sent to the e-mail address before you can change it.

**Additional persons who can conduct transactions optional**

The authorized persons listed below won't be allowed to sign any documents related to your accounts. However, they'll be allowed to invest the assets of the organization; obtain account information and give instructions for the purchase, sale, or exchange of securities; and engage in margin and option trading (if available) on Vanguard Brokerage accounts owned by the organization.

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person *first, middle initial, last*  
 Michael M. Tannen

Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
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Return pages 1-7 of this form, even if some sections are left blank.

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

#### 4. Authorization to act on behalf of another account owner

Complete this section only if you selected Option B in Section 2.

##### Account owner information

Name of account owner <i>as registered with Vanguard</i>	Last four digits of taxpayer ID number
--	--

Authorized person information *List name(s) of authorized person(s) assigned to act on behalf of the organization as agent or interested party for the above account owner.*

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

Return pages 1-7 of this form, even if some sections are left blank.



## 5. Certification and indemnification

### For Option A

If signing to authorize persons to act on the organization's own Vanguard mutual fund or Vanguard Brokerage accounts or where the organization serves as a trustee or guardian/conservator, confirm the following by signing on page 7:

- Each of the authorized signatories identified in Section 3 is duly authorized by resolution of the board of directors or other governing body of the organization, or under the organization's charter or other organizing document, to act on behalf of the organization in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the organization. Each such signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; engage in margin and option trading on Vanguard Brokerage accounts owned by the organization; and execute any necessary documents in connection with those securities and/or the Vanguard accounts owned by the organization.
- Each of the additional authorized persons identified in Section 3 is authorized to act on behalf of the organization in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the organization. Each such additional authorized person is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; and engage in margin and option trading on Vanguard Brokerage accounts owned by the organization. However, the additional authorized persons are not authorized to execute any documents in connection with the organization's accounts.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of any of the authorized signatories or other authorized persons identified in Section 3.

Return pages 1–7 of this form, even if some sections are left blank.



**For Option B**

If signing to identify persons authorized to act on behalf of the organization as agent or interested party for another account owner under a Vanguard Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form, confirm the following by signing on page 7:

The undersigned authorized signatories of the organization identified in Section 1 hereby certify that each is authorized to act on behalf of the organization to the extent of the authority granted to the organization in a Vanguard Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form filed with Vanguard previously or at the same time as this form.

The organization acknowledges that:

- The authorized persons identified in Section 4 are authorized to act only with respect to the Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the account owner for which the organization has been authorized as an agent or interested party. The organization further acknowledges that it must file a separate Organization Resolution for each additional account owner for whom the organization serves as an agent or interested party.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of the authorized persons listed in this section.
- Vanguard isn't responsible for any acts or omissions taken in regard to any instructions believed by Vanguard to have originated from any authorized person identified in Section 4 until Vanguard has received written notice of the revocation of such authorized person's authority and Vanguard has had a reasonable period of time to act upon such notice.

The following statement applies to organizations that may engage in option trading:

I/We understand the investment objectives and trading plan of the registered account owner(s) and will only use trading strategies that are consistent with these objectives and plans.

I/We acknowledge that I/we have received from the registered account owner(s) (or I/we already possess) copies of the Vanguard Brokerage Option Application and Vanguard Brokerage Option Account Agreement (Option Agreement), and I/we have read and understand them. I/We also acknowledge that if the registered account owner(s) is/are approved for option trading, the owner(s) will be sent the booklet *Characteristics and Risks of Standardized Options*. I/We agree to read the booklet prior to conducting any trades in the registered account owner's(s') account. I/We also accept all the terms and conditions of the Option Agreement.

I/We acknowledge receiving a copy of the Option Agreement, which contains a predispute arbitration clause highlighted in paragraphs 14 and 15 on page 3. By signing this application, I/we agree to be bound by the terms of the Option Agreement.

Applies to brokerage option accounts only if Section 4 has been completed.

Signatures are required on the next page.



**For all organizations submitting this resolution**

The organization agrees to indemnify and hold The Vanguard Group, Inc., Vanguard Marketing Corporation, their affiliates, each of the investment company members of The Vanguard Group, and their respective officers, employees, and agents (collectively, Vanguard) harmless from and against all losses, claims, and expenses (including attorney's fees) of any kind incurred by Vanguard for relying in good faith upon information provided in this resolution and for acting on instructions believed by Vanguard to have originated from any authorized signatory or other authorized person identified in Section 3, or any authorized person identified in Section 4, as the case may be. This resolution remains in full force and effect until revoked by an authorized signatory of the organization. Each Organization Resolution filed with Vanguard revokes a corporate/organization resolution previously filed with Vanguard in its entirety. Any revocation will not affect any liability resulting from transactions initiated before Vanguard has had a reasonable amount of time to act upon the revocation.

The undersigned are authorized to certify this information on behalf of the organization and confirm that these provisions conform to the charter or other organizing document of our organization.

**Important: Two authorized signatories must sign below.**

Sign here.  
 You can sign even if your name is included in Section 4 as an authorized person.  
 If the organization has only one authorized signatory, a third-party certification must be provided below.

Name of authorized signatory <i>first, middle initial, last</i> Michael M. Tannen	Title President
Signature X	Date <i>mm/dd/yyyy</i>
Name of authorized signatory <i>first, middle initial, last</i> Vaishali Patel	Title Secretary
Signature X	Date <i>mm/dd/yyyy</i>

**Third-party certification**

I certify that the person who signed above is the duly authorized signatory of the organization identified in Section 1.

Required if the organization has only one authorized signatory.

Name of bank officer, practicing attorney, or member of a domestic stock exchange	
Title	
Name of bank or firm	
Signature X	Date <i>mm/dd/yyyy</i>

Return pages 1-7 of this form, even if some sections are left blank.

## Mailing information

Make a copy of your completed form for your records.

Mail pages 1–7 of this form—even if some sections are left blank—and any attached information in the enclosed postage-paid envelope.

If you don't have a postage-paid envelope, mail to: Vanguard  
P.O. Box 1110  
Valley Forge, PA 19482-1110

For registered or certified mail, or overnight delivery, mail to: Vanguard  
455 Devon Park Drive  
Wayne, PA 19087-1815

## Reminders

- Review all of these requirements before returning this resolution to Vanguard. > You MUST include the following items. If any are missing upon receipt of this form at Vanguard, your request won't be processed.
- The correct taxpayer ID number in Section 1.
  - Names of all authorized signatories and/or persons in Section 3 or 4.
  - All appropriate signatures in Section 5.
  - For brokerage accounts only: A current copy of your organization's secretary's certificate, operating agreement, board minutes, or a similar document.

### For brokerage accounts only

If any authorized signatory/person is 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer, you must attach a letter of account approval from the associated organization's compliance officer. Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.

### Checkwriting service

If you wish to establish or change checkwriting on this account, you'll need to complete our Checkwriting Form.

Vanguard Brokerage Services is a division of Vanguard Marketing Corporation, member FINRA.

Vanguard Asset Management Services are provided by Vanguard National Trust Company, which is a federally chartered, limited-purpose trust company operated under the supervision of the Office of the Comptroller of the Currency.

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