



# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, DECEMBER 20, 2017**

**6:00 P.M.**

**COMMUNITY MEETING ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, December 20, 2017**

**Chat with a Trustee**

6:00 P.M. – 6:30 P.M.

**Meeting of the Board**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting 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 November 15, 2017 Regular Meeting
- B. Approval of Bills and Payroll

**4. INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Project Update

**5. LIBRARY DIRECTOR'S REPORT**

**6. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)
- B. Wi-Fi hotspot Report (Tim Longo)

**7. BOARD REPORTS**

- A. Development Committee (Margaret Lurie and Shawn Iles)

**8. BOARD DEVELOPMENT**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

- A. Approval of Schindler Service Agreement
- B. Approval of Agreement with Mary Kling for Volunteer Management Services
- C. Approval of Cooperative Computer Services (CCS) Annual Agreement
- D. Approval of Total Building Services Annual Agreement
- E. Approval of Per Capita Grant Application
- G. Closed Session – Review of Closed Session Minutes

**11. ADJOURNMENT**

**Next Meeting: January 17, 2018 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, November 15, 2017**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

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

**Members Absent:** None

**Special Guest:** Steve Johnson

**Staff:** Teri Campbell, Karen Danczak Lyons, John Devaney, Jill Schacter, Jessica Ticus

**Citizens Present:** Lori Keenan

**Presiding Member:** Benjamin Schapiro, President

**ALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Schapiro called the meeting to order at 6:33 pm.

**CITIZEN COMMENT:** Lori Keenan, from the Evanston Public Library Friends, praised retiring Board member Michael Tannen, for making the Library “stronger and better” during his tenure and for his dedication to saving the branch libraries from closure and making sure that all residents of Evanston had access to books.

**CONSENT AGENDA**

- A. Approval of the October Bills and Payroll and Minutes of October 15 2017 Regular Meeting** Michael Tannen moved to approve the October Bills and Payroll and the minutes of the October 15 meeting with the amendment that the approval of the Consultant- Equity of Access, Diversity and Inclusion Assessment was a roll call vote, not a voice vote. Adam Goodman seconded the motion and it was approved by voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Proclamation:** Margaret Lurie read a proclamation honoring Michael Tannen for his tenure as Board member, Secretary and Board President. Among many accomplishments, he was recognized as the force behind the Mighty Twig, the volunteer managed branch library, and for rechartering the governance model for EPL to provide more autonomy from the City through a

separate tax levy for funding. Mr. Tannen received a standing ovation from the Board and guests present. His letter of resignation is in the Director's Report.

- B. Robert Crown Branch Library Project Update-** Karen Danczak Lyons reported that 22 individuals replied to the Request for Proposals for the project manager position. Nine proposals were selected for additional review and interviews.
- C. Unpaid Furlough Day November 10, 2017-** Karen Danczak Lyons reported that every employee supported the AFSCME Union's decision to take an unpaid furlough day. The Library was closed on November 10<sup>th</sup> and staff not scheduled to work that day took unpaid time during that pay period. In the future, Director Danczak Lyons will negotiate on behalf of the Library separately from the City's negotiations.

## **LIBRARY DIRECTOR'S REPORT**

- A. Director's Report-** Karen Danczak Lyons reported that on November 20th all elements of the proposed 2018 Budget including capital projects will be discussed at the City Council meeting. The City Council will vote on the 2018 Budget at their meeting on November 27th. All are welcome to attend and express support during public comment. At the direction of the City Council, the architects for Robert Crown are creating options to lower the cost of the project by reducing the footprint of the building and removing elements of the previous design including the number of community rooms. John Devaney reported that Lush Wine & Spirits has begun demolition and construction and he anticipates completion in mid-Spring. It has not been a fast moving project.

## **STAFF REPORT**

- A. Administrative Services Report** –Teri Campbell introduced several new employees including Charmese Jackson, Diane Davis, Tyler Works, Mallory Cline and Jeffrey Garrett. She also reported that 93% of anticipated 2017 revenue has been collected and 75% of the budget spent.
- B. Strategic Communications and the Evanston Public Library: Moving our Story Forward:** Jill Schacter. Marketing and Communications Manager, introduced Steve Johnson, a marketing consultant from SJ Connects. Mr. Johnson has been engaged by the Library to help make sure “people know what the Library does so they can better use it.” His objectives are to ensure all audiences and voices are engaged; for the Library to be recognized for its expertise; to create awareness of EPL's innovative technical access; to broaden participation by all audiences. Internally the objective is to generate greater alignment and awareness of activities. He is working with Jill Schacter

to create a communication plan and develop consistent messages to be used across all channels.

## **BOARD REPORTS**

- A. Development Committee** – Shawn Iles reported the Fund for Excellence is underway and gifts are coming in. The Development Committee met on November 14<sup>th</sup> to discuss plans for projects and events.

## **UNFINISHED BUSINESS**

- A. FY2018 Revenue Budget**- Margaret Lurie moved to approve the FY2018 Revenue Budget, seconded by Socorro Castro and approved unanimously by roll call vote.

## **NEW BUSINESS**

- A. Resolution 2017-R1**- Vaishali Patel motioned to approve Resolution 2017-R1, providing the budget and setting the annual tax levy for FY2018, seconded by Tori Foreman and approved unanimously by roll call vote.
- B. Approval of the 2018 Board Meeting Schedule** – Margaret Lurie motioned to accept the 2018 Board Meeting Schedule as proposed, seconded by Sandra Smith and approved by voice vote.
- C. Approval of the 2018 Library Closing Schedule** – Adam Goodman motioned to approve the proposed Library Closing Schedule with one amendment - Christmas Eve closing changed from 5 pm to 3 pm. This was seconded by Shawn Iles and approved by voice vote.
- D. ADJOURNMENT** – Michael Tannen motioned to adjourn the meeting at 7:57 pm, seconded by Socorro Castro and approved by voice vote.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, December 20, 2017 at 6:30 pm Evanston Public Library, Community Meeting Room.**

## Library Director's Report November 15, 2017

### Updates:

- On Monday, November 20th all elements of the proposed 2018 Budget including capital projects will be discussed at the City Council meeting. The meeting will begin at 6:00 that evening to allow for careful consideration. The City Council will vote on the 2018 Budget at their meeting on November 27th. All are welcome to attend and express support during public comment.
- At the direction of the City Council, the architects for Robert Crown are creating options to lower the cost of the project by reducing the footprint of the building and removing elements of the previous design including the number of community rooms. As we create a new space that will serve the needs of our residents for many years to come, including spaces for our community to come together and meet must receive careful consideration.
- Another wonderful Evanston Public Library Storytelling Festival was produced despite some challenges from the weather. Attendance increased and new elements included a session featuring Hirshfield Poetry Award winners, OUTspoken! - stories told by LGBTQ storytellers and music! My thanks to our staff and volunteers for producing another wonderful weekend of stories for everyone!
- Included at the conclusion of this report is a message distributed by Trustee Michael Tannen announcing that he is resigning from the Evanston Public Library Board.

### Outcomes:

#### Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	FYTD
Main	4,023	4,090	4,057	4,083	4,015	4,505	4,472	5,023	4,060	4,364			42,692
North Branch	201	227	265	244	252	260	250	-	220	301			2,220
CAMS	473	453	465	477	527	527	524	616	555	494			5,111
Computer Lab	242	197	220	181	197	205	180	180	180	180			1,962
Overall Computer/Internet Use	4,939	4,967	5,007	4,985	4,991	5,292	5,426	5,819	5,015	5,339	-	-	51,985
Website Visits													
All Location	55,468	48,541	52,269	44,632	43,173	43,187	42,205	45,110	41,924	42,966			459,475
Wifi Users													
All Location	25,449	25,114	26,969	25,171	26,957	27,358	25,848	26,785	27,535	30,640			267,826
Library Visits													
Main	27,390	26,711	34,402	41,249	40,502	46,245	44,373	45,837	39,156	42,290			388,155
North Branch	3,790	4,005	4,109	4,058	3,815	4,785	4,453	4,553	2,500	4,000			40,068
CAMS	3,164	3,426	3,515	3,440	3,638	4,156	4,072	-	3,827	3,955			33,193
Overall Library Visits	34,344	34,142	42,026	48,747	47,955	55,186	52,898	50,390	45,483	50,245	-	-	461,416

### Partnerships and collaborations:

Described within the reports included below.

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

This was a LEAP and KTour month with all but our Drop In Storytimes paused. Jessica recounts her experience: It's great being back in the classrooms at the Joseph E. Hill Center doing LEAP! One class Laura and I visited had very enthusiastic children who lavished us with praise. "We love you!" multiple kids said. And even though our usual reception isn't quite like this, we still feel the love. The kids welcome us eagerly, shouting things like, "I know you! You're from the library!" And they take to the activities with fascination. Every time! It's so great getting to participate in this outreach, bringing learning through education and play to these kids. I am proud to represent our library in this way and be out in our community.

Children's staff Antolin, Daufeldt, Gonzales, Iverson and Bojda told preschool stories in the children's room as part of our Storytelling Festival. Staff greatly enjoy cooking up something special for these sessions.

Betsy and Brian's Top 101 Best Books for 2017 were decided. While not as many of our team as I would have liked were able to participate three team members: Kennelly, Gonzales and Iverson committed to attend on their own time.

Kim Daufeldt submitted the year end report for year one of our NASA grant.

In addition to his work on our children's top 101, Brian has also completed his Best Picture Books List for 2017.

He also gave a presentation on books about Gender Identity and Sexual Orientation LGBTQIA+ Issues at National Louis University's Center of Teaching Through Children's Books Indivisible: 10 Years Later event. Various social justice topics were discussed. Other speakers included Betsy Bird, Newbery winner Kwame Alexander, among other notable people.

Brian shared the following anecdote that shines the light on the impact we have on our young patrons: A father of a high schooler said that he still remembers coming to my Book Babies class back in 2002. He said that because of this program his son fell in love with the library and with books and has now become a successful high school student with exciting college prospects in his future.

Two more of our team had the opportunity to present for early childhood educators at **Golden Corridors Association of the Education of Young Children Fall Conference:**

**Storytime Themes with NEW Books** with Laura Antolin and Martha Meyer, 28 attendees. Representative sample of comments:

*"Always look forward to the presentation by these gals! One of the BEST sessions at Fall Conference; presenters are so passionate about their topic; never ...boring."*

*"Can't wait to try these stories out in my class!"*

*"I love this session! You guys give so much information, tools, & resources. Thank you!"*

*"This is one of my favorite sessions at this conference. The book lists are such a valuable resource! Thank you!"*

*"We love you both! The Village Preschool teachers look forward every year to what you have to show us. I love your excitement – it's contagious! Thank you, thank you! Always great ideas just when we need them."*

*"Look forward to these speakers. Great books – great crafts – great hands-on ideas!"*

Meyer also worked with a theater group from Northwestern on a library program around their production of *Stellaluna* based on the picture book of the same name. Many other staff supported her in this program, including Hilda Gonzales who assisted the day of the event.

Meyer also had another successful Chinese Mid-Autumn Festival and coordinated our participation in the Evanston Explorers Halloween event.

Outcome: Each of these programs connects readers with books and the Evanston Public Library. Supporting children, families and all members in the community as they read is an important element of our support for literacy and learning.

**Children’s Outreach Highlights from Laura Antolin include:  
Resource Fairs/Event :**

- Tabled at Washington School Parent/Teacher Conferences
  - Particular interest in Hoopla.
- Tabled at Evanston Explorers Halloween event at Holiday Inn
  - Interacted with 100 people, led 3 craft projects. Parent comment: “Thank you for offering the only craft projects that my 2 year-old could participate in!”
- Impact: Library is responsive to community requests and connects to community members.
- Outcome: Engaged with and informed D65 school community members and other community organizations, and community members with young children about library services at 2 community events, bringing activities, library materials, services and resources.







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### **Evanston Explorers Halloween Event**

#### **Communityworks grant:**

- Board books were purchased and delivered to IWSE, Family Center and Family Focus to be given to Home Visiting Families.
- Books were purchased to augment and replace Home Daycare provider Book bags and Book Bags were delivered to Home Daycare providers and centers (IWSE and Kindercare).
  - Impact: Children are supported in their early literacy development and ready for kindergarten through their family's access to books, information and resources. Resources and quality of the early literacy activities provided by Home Daycare providers and centers are significantly increased.
  - Outcome: 144 board books were delivered enabling families to own board books to read with their children and parents and guardians will be comfortable using books with their young children. 20 Book Bags were delivered (14 Book bags to home providers and 6 Book Bags were delivered to centers.) Home daycare providers will have additional resources to increase literacy.

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

- Visited Oakton Y.O.U. and checked out books to afterschool youth.
- Walker Y.O.U. came to the library, did homework and checked out books.
- Scheduled dates to visit Washington Y.O.U. beginning in November.
  - Impact: Through these partnerships, library services will be expanded to provide more equitable access to programs and services.
  - Outcome: 37 books checked out to youth at Oakton; 56 books checked out to youth from Walker. Students show excitement and interest in choosing their own books to read - 100+ books are provided for students to choose from.



Y.O.U. Oakton

**D65:**

- K-Tours:
 

Kindergarten students from Orrington, Walker, Dewey and Dawes toured the Children's Room in October and participated in a library card drive. The children are also invited to return with their parents.

  - Impact: Through partnerships, information about and equitable access to library services will be expanded. All children gain familiarity with the library services.
  - Outcome: 270 D65 students toured the Children's Room, heard a storytime and participated in a craft activity; 114 new library cards were issued; 13 Skokie library cards for kindergarten students were entered in our database; 37 families returned to the library and received a new book.
- LEAP at JEH:
 

Laundry LEAP in Head Start/PFA and Special Ed classrooms

  - Impact: Library resources shared and early literacy skills gained through participation in programs for at-risk children
  - Outcome: Library staff presented early literacy program to 328 preschool students and 74 teachers/staff in 26 classrooms.
- PACT at JEH:
 

Laundry LEAP for families - this PACT program capitalized on experience many of the children in attendance already had through LEAP in their classroom. They became the experts and were able to lead their parents through the play.

  - Impact: Library resources are extended to at risk children and their families. Early literacy skills gained through participation in PACT storytime/activity.
  - Outcome: 27 people participated: 12 families consisting of 13 kids, 12 adults and 2 staff.



- STEAM Club w/Ms. Laura at JEH:  
Families participated in Investigating Levers activities: including using scissors on various materials, practicing with tongs and tweezers and making a simple catapult. STEAM Club offers families an introduction to STEAM topics and to learn experientially. Families brought home a cutting busy box, plastic tweezers and a catapult to continue learning at home.
  - Impact: Library resources shared to engage families. Early literacy/STEM skills gained through participation in programs for at-risk children and their families.
  - Outcome: 24 people participated: 10 families consisting of 12 kids, 10 adults and 2 staff.





- STEM/LEAP and storytime session in 2 toddler classes at Doorway to Learning:
  - Impact: Library resources are extended into the community, and early literacy/STEM skills gained through participation in programs for at-risk children.
  - Outcome: Led STEM activity about size with 14 kids and 4 staff; led Laundry LEAP program with 16 kids and 4 staff; stepped in for Kim Kaufmann Daufeldt and presented 2 storytimes for 16 kids and 4 staff.
- Learning & Growing at the Family Center:
 

Storytime and PACT activity for Home Visiting Families- practiced small motor skills using tongs/tweezers to pick up pom poms, building with pegs and pegboards and threading pipe cleaners through colanders.

  - Impact: Reinforcing positive interactions with books and the library and skill acquisition through PACT art/STEM activities.
  - Outcome: 9 participants (4 kids, 4 adults, 1 staff): fine motor skill-building and encouraging parents to work with their children.

#### **IWSE Storytimes:**

- Storytimes and songs for infants-preschoolers at Baby Toddler Nursery and for infants-toddlers at Teen Baby Nursery.
  - Impact: Library resources shared and early literacy skills gained through participation in storytimes for at-risk children.
  - Outcome: 70 (55 children; 15 staff) participants at Baby Toddler Nursery; 21 (16 children, 5 staff) participants at Teen Baby Nursery.

#### **Learning Bridge Early Education Center Storytimes:**

- Rotating monthly storytimes for 2 classrooms and 3 classrooms at Learning Bridge.
- Impact: Library resources are extended into the community, and early literacy skills gained through participation in storytimes for at-risk children.
- Outcome: 37 participants (Yellow room - 18 kids, 2 staff and Green room - 14 kids, 3 staff) at Learning Bridge.

**Book Buddies:**

- Storytime and craft w/NU JumpStart student coordinator and student volunteers at Learning Bridge Early Learning Center and Reba Early learning Center. First Book Buddies for 2017 in October at Learning Bridge. JumpStart volunteer coordinator shares theme, finds volunteers and brings craft; I do a short storytime and bring 2 bags of library books to share with the preschoolers.
- Impact: Library resources are extended into the the community and early literacy skills gained through participation in storytimes for at-risk children and NU students benefit from participating in community service program.
- Outcome: 31 (18 children; 9 NU volunteers, 4 staff) participants at Learning Bridge.

**COE Community Centers:**

- After School programs:
  - Visited and provided storytime and nightlight craft to students at Fleetwood (K-1 and 2-3) and Robert Crown.
  - Impact: Reinforcing positive interactions with books and the library and skill acquisition through art/STEM activity.
  - Outcome: read 2 books and 17 participants in activity at Fleetwood; 30 participants in activity at Robert Crown.



Fleetwood K-1st grade



Fleetwood 2/3rd grade



Robert Crown Afterschool

### STEMeX Program at Fleetwood-Jourdain

- First of 3 programs using coding and a simple robot. Kim Merkel, expert engineer from Sargent-Lundy, led this program for children (ages 6-10) and their families. First, she gave a short narrative about her work as a nuclear engineer and talked about the engineering process and then families moved through 3 short coding tutorials with their mBots. After completing the tutorials, families were challenged to code their mBots to move in a circle around a chair. Kids were very engaged and felt successful.
  - Outcome: 6 participants (2 families) consisting of 4 kids and 2 adults participated in this STEMeX program.

### Teen Services Highlights from Renee Neumeier include:

#### News:

Kevin Kelley's presentation submission for the Popular Culture Association's National Conference was accepted. Kevin will be presenting on *Gay Lesbian and Queer Studies 1: Other Places, Other Spaces*, with Adam Callahan and Anna Valiavska.

#### Abstract:

Queer youth and young adults have unique stories to share, and public institutions must work to create spaces where these stories can breathe. Research has shown that queer youth frequently face harassment, bullying and violent attacks (Bontempo & D' Agielli, 2002; Kosiv, 2004). Institutional administrators often participate in this process by de-legitimizing clubs, activities and other spaces in which queer youth participate (Pascoe, 2007). Thus, institutions must work to create spaces where queer individuals feel safe, welcome and supported (Ahmed, 2012). This presentation will discuss two examples of successful programming implemented at public institutions that engaged queer youth in the act of creative space making. The Evanston Public Library outside of Chicago created and cultivated a queer teen space through the implementation of original programming in conjunction with a newly formed teen led Gender and Sexuality Alliance. The alliance utilized queer icons in the media as shorthand for communicating shared ideas and goals. For example, at a library hosted Pride Party, 2017 queer icon *The Babbadook* was everywhere, providing a widely accepted queer image that teens could connect with in order to engage in the act of creating space and inclusion with other queer individuals. Similarly, the Queer Monologues program at the University of Missouri

engaged queer-identifying young adults in a storytelling opportunity that at once affirmed individual identity and created a powerful queer space. Participants wrote personal monologues dramatizing their experiences as queer people, workshopped them as a group, and performed them for a diverse audience comprised of the university community. Through interviews with participants, researchers gleaned the impact this program had on queer young adult identity development and presentation. Finally, this presentation will compare these two approaches to queer space making and inclusive practice, discussing methods for public institutions to actively build affirming queer spaces at all times.

#### Goals:

The American Culture Association is a large and diverse group of leaders and innovators who are interested in all facets of popular culture and how it permeates American life. The ACA is committed to the promotion, study, and discussion of new and innovative ideas and, in presenting his paper at the ACA's National Conference, Kevin will be promoting the Library's mission. The presentation will position EPL as a leader and trendsetter in the national popular culture conversation as reflected through our commitment to celebrating and supporting the diversity of our community in all its forms, our commitment to providing Evanston with an intellectually and culturally rich experience, and providing access to cultural and intellectual information resources gathered at this conference.

#### *Presentations:*

##### ILA Presentation

##### *Project Middle School: Bringing School and Public Libraries Together to Benefit Students*

- Renee Neumeier presented with Kefira Philippe (Nichols), Tracy Hubbard (Bessie Rhodes) and Amy Odwarka (Haven). The presentation focused on how schools and public libraries can initiate partnerships, grow them and then do large scale programming together. Some of the programs we highlighted included teacher booktalks, the Mock Printz, 6th Grade Orientations and the Middle School YA Literature Festival. There were between 100-150 attendees at our presentation. The majority were public librarians. We received a lot of positive feedback like; " Good collaboration + communication demonstrated. Lots of ideas - saving effort, and creates results otherwise impossible. This group makes it seem POSSIBLE." and "Their collaboration is awesome. I really feel like I can learn from them." For future presentations we may try to reach out to school and public librarians in rural communities in order to better address their needs. Slides: <https://www.slideshare.net/reeneumeier/project-middle-school-bringing-school-and-public-libraries-together-to-benefit-students>

*Outcomes:* Shared important information on how to take small steps to work with your school/public library. This joint presentation shows the commitment of EPL and D65 to work together to serve the students and their families and to make it clear that there is a continuation of services between the two institutions.

#### *Programming:*

##### ETHS/WiSTEM Design Challenge:

- ETHS student and Women in STEM member, Megan B. came to the Loft to run the first of two STEM programs for middle school and high school students. The first program focused on design challenges. The students who attended received different challenge cards and had to work together to come up with solutions to these real world problems. Often they had specific constraints they needed to address to work towards a



solution. This program helped students work through the design process and they worked together to solve problems that related to their lives.

Outcomes:

Addressed student learning and literacy through cooperative learning projects. Support student interests and passions by providing Megan with a place to do her program.

#### Drag Queen Q&A

- The drag event was a smashing success! Three drag artists took part in the event. The drag artists talked about what got them into drag, how they do drag, their favorite drag moments, and what to do if you are interested in getting started in drag. Afterwards the teens took the opportunity to take some pictures with the drag queens. It was a nice mix of the queens chatting with the teens, with each other, and with the teens asking questions. One teen even cried she was so happy. The program was informative not only for the teens who attended, but for teens who were just hanging out in the Loft too and both asked questions.

Outcomes: This program created space for our queer patrons that was valid and affirming. It was a great way to challenge other patrons using the space to listen to other perspectives. Bringing the drag queens to a program in this format allowed everyone to be vulnerable enough to learn something new. This was specifically designed to be an equitable, accessible information resource for people at the intersection of many diversities. We celebrated and supported the diversity of our community.

#### Teen Advisory Board

##### October 3

- Teen Advisory Board met on October 3 with four members in attendance. Tyler led them through a design thinking influenced brainstorming session to help identify interests and issues facing teens in Evanston. The participants tried to think of as many topics as possible and then they categorized them under broader topics. The results were mixed, but Tyler did get a few ideas for future programs and services worth exploring, such as healthy food and financial literacy programs.

Outcomes: Having teens considering issues in their lives and the lives of their peers helps promote self-reflection and empathy. Additionally, TAB reinforced their mission to help the library provide equitable and diverse services.

##### October 17

- Teen Advisory Board met on October 17 with one member in attendance. Tyler and the TAB member worked on improving the Loft's informal art display area. They created vinyl sticker frames to put around the different pictures using the Loft's vinyl cutter.

Outcomes: It is important for teens to feel ownership and have input in the space. The goal of this project is to show the teens who display their artwork that we value it and also provide an opportunity for TAB to modify and provide input for the Loft. Additionally, it also demonstrates a resource available in the Loft and helps promote future programs.

#### Candy Sushi Iron Chef

- We held our first ever candy sushi making program in the Loft. Over 20 teens participated. A large portion of them were students who attended the 6th grade tours in the previous weeks. Participants crafted sushi using different prepackaged food, such as rice krispie treats and swedish fish. They were judged in two separate categories: "Most Creative" and "Most Realistic." Participants voted on each other's creations. Overall, the

program was a success. I received positive feedback from most participants and the event went smoothly. There were a few issues regarding the materials. Some of the key ingredients were not vegetarian or kosher. The kids were still able to participate but not as fully.

Outcome: This program was a good introduction to the Loft for many of the participants. Hosting this program so close to the 6th grade visits worked well. It demonstrated the Loft is a fun and inviting place for teens in the community. The program also demonstrated the viability of food based programs

#### In Progress

- Tyler is working with Rebecca Daugherty, formerly of the Science in Society, to plan a series of STEM based programs using Next Generation Science Standards. The first program is in November and will focus on collisions and Newton's 3rd Law of Motion. They are also planning an event in December.
- Tyler is working on three new series programs starting in November and December. Each will start off as a monthly program for the foreseeable future and will be reevaluated in April.
  - Anime Club - Participants will watch anime in the Loft, try different Japanese snacks, and do different hands-on activities related to anime fan culture.
  - 3D Thursdays - Participants will show kids how to use CAD software to create practical and easy everyday objects. The first project will be how to design a phone stand.
  - Hacking Electronics - Participants will explore physical computing by prototyping different electronic circuits and also program these electronics to move, light up, make sounds, etc.

#### *Outreach/Community Engagement/Partnerships:*

##### King Arts 6th Grade Tour:

- Sixty sixth graders from King Arts walked to EPL for an orientation to our services and programming. The students toured the collection in Childrens, visited the Loft and were instructed on the use of Hoopla. At the end of the tour they had time to explore and checkout materials. 30 library cards were made or replaced for students.

Outcomes: These visits emphasize our commitment to access and engagement by connecting to students during the school day. We reinforce that the library is a valuable resource both as a safe place to visit, and that students can use resources from anywhere through services like Hoopla.

##### City of Learning:

- As part of the EvanSTEM community initiative Renee is part of the City of Learning planning task force.
- This task force is looking at how City of Learning will launch in Evanston
- Currently City of Learning will launch during *hour of code* in December
- Students will sign on to platform during school and then can continue working on programs in and out of school spaces

##### King Arts Community School Meeting:

- Discussed the results of the survey of King Arts families and what services they were interested in
- Discussed long term plans with the Y.O.U. community school initiative ending

#### Y.O.U. Saturday Programming:

- Met with Y.O.U. staff to discuss the possibility of leading programming one Saturday a month at their building on Church street.

#### Park School Visits

- Continue to bring students ages 18-21 to the Loft twice a month.
- Students use computers, play video games and crafts while visiting the Loft

Outcomes: This partnership provides these student access to EPL and resources and it encourages learning in new social settings.

#### ISAC one on one sessions/Financial Aid 101

- Ten students/parents/caregivers took advantage of the one on one sessions in October
- Two sessions were quick questions and the other sessions were more in depth
- The financial aid 101 program has 8 attendees and was well received

Outcomes: Students/Parents/Caregivers have access to free resources on how to fill out FAFSA, in both English and Spanish; can learn about other financial aid options.

#### Kairos College Consulting:

- Met with Megan Bernard to discuss piloting one on one sessions focused on getting students prepared for post high school plans.
- Megan is coming in 3 Mondays to meet with students to discuss applications, funding options, two year programs, transitions from 2- 4 year programs, training programs, etc.

Goals: Providing students with free access to post high school experts to help plan the next steps for them and how to make those plans a reality.

#### Maker Space :

- The maker space coordination circle of EvanSTEM is working on coordinating the activities of all the Evanston maker spaces.
- The members are working on planning a Making conference that will be hosted at the Library March 11, this includes selecting a keynote speaker, deciding session topic, speakers and structure.
- Gathering information on what each space is doing, what equipment do sites have, can it be lent out, what expertise does staff have, what pathways offered, etc.

#### Collection:

- Tyler is working on developing more passive readers advisory materials for the Loft. He is currently exploring two methods:
  - Read-a-like posters - a poster that highlights popular titles and suggests another similar books
  - Shelftalkers - these are small sign holders that clip on the shelves to highlight a book

#### Professional Development:

##### Illinois Safe Schools Symposium

Kevin Kelley was invited to attend this event. The keynote speaker was, Alex Gino, author of *George*. Kevin attended the following panels.

- Youth Centered Pedagogy: panel on refocusing the space, both intellectually and physically around the student/patron. Discussion on what we could do to aide the student in bringing their whole self to the room (to the library) Invitation to being vulnerable enough to learn. Physical environment as a reflection of our interaction with the patrons.
- Liberating our curriculum: reflecting on liberating our programming and planning to refocus it on the patron and creating room for discovery and surprise. How to take the interests of the students and make them realized? How do the interests of the patrons guide our actions and our programming. Focusing on what the patrons can do and using

challenging moments to find patron strengths. (Example: A teen likes to draw; we can display his art as compensation for his meeting our expectations.)

- Youth Advocacy Plenary: Students empowered to change surroundings. Unfair assumptions that young people don't know anything. Respecting the authority of young people re: their own knowledge. How to challenge fears. What do we do to reach those that are not our current patrons? How to get the far-flung people to be closer to us? How can adults help the youth? Support. Spread the activism. Connect the networks whenever and however you can. *Know your rights* trainings.

**Outcomes:** The information gained from attending this workshop will continue conversations about how we can continue to engage teens in program planning and in making the space welcoming. These ideas can be expanded out and include not just queer youth that come in our door, but for any of our marginalized teens.

STEM Ecosystem Conference (Kansas City)

- As a member of the EvanSTEM coordination circle Renee attended this conference. This STEM ecosystem convening focused on workforce development and pathways. For Evanston it provided ideas on: who to reach out to in the community; whether to begin to structure pipelines from the schools to post high school experiences to careers. We also got ideas about how to fund programming and initiatives long term through community foundation work. In depth notes from sessions: [Day 1](#) and [Day 2](#).

Goals: Came away with ideas on how to engage new partners in this initiative and how we can support the learning pathways of underrepresented groups through these new partnerships long term.

#### Community Engagement Highlights from Jill Skwerski include:

- Final book bike outings of the year were a visit to the Ridgeville Farmers Market and to Bike the Ridge. This event is always a great way to connect the community to mobile library services. This year 27 items were checked out from the bike and 3 new cards were issued. In 2018, the goal is for more staff to ride the bike so we can grow the program.



- Noteworthy programs:

- Community Partners for Affordable Housing (CPAH) held an informational session for anyone looking for affordable rental and ownership opportunities in Evanston.
- Meals at Home kicked off their 50th anniversary year with a program on food stability in Evanston. Students from NU's School of Education and Social Policies Civic Engagement program shared their findings from a recent study of food security and food access in Evanston. Also, Debi Genthe, Executive Director of Meals at Home, talked about how the organization helps provide food security in our community.
- Evanston CASE (Citizens for Appropriate Special Education) presented a program titled *Anatomy of an IEP: Dissecting Your Child's Plan*, to help explain individualized education plans and how they are best understood and managed.
- The RAILS Community Engagement Networking Group and the Harwood Community of Users group came together at EPL for a joint presentation by Cynthia Fesemeyer, Director of the Columbus, WI Public Library. She spoke to about 50 librarians from across northern IL about how her library used the public knowledge gained through community conversations to form partnerships and begin to address community needs that were identified.

Outcome: Position EPL as reliable and trusted source for information that helps break down barriers to housing, education, and civic engagement.

- **Noteworthy partnerships:**

- EPL now hosts weekly office hours for Open Communities' Landlord Tenant Liaison, Farid Muhammed. Farid is with us every Thursday, 9am - noon.
- ACA Navigator - Certified ACA navigator hosts regular hours every Friday, 1pm - 5pm year round, but we are increasing PR during open enrollment period which runs 11/1/17 - 12/15/17. Last week I had a Skokie resident drop by my office unannounced wanting to help spread the word about our navigator. She left the office with 50 flyers that she planned to distribute throughout Skokie.

Outcome: Create and sustain community partnerships that help us provide access to services not easily accessible in other spaces in Evanston.

- **Noteworthy meetings:**

- Represented EPL at the following meetings
  - COMPASS community refugee task force working group - attendee
  - International Women's Day Committee - member
  - Joining Forces for Affordable Housing - member
  - Photovoice Project Opening - Sulzer Regional Library - attendee

## Latino Engagement Highlights From Miguel Ruiz:

### *Presentations*

- ILA Conference Poster Session: Presented, with ILA Diversity Committee, Evanston Public Library programs and services targeting diverse and underserved audiences.  
Outcome: Informed library community about successful EPL programming reaching our Latino populations
- ILA Conference Session: Facilitated, with the ILA Diversity Task Force, a conversation regarding issues in diversity and equity within the Illinois Library Association  
Outcome: Represented the Evanston Public Library as a leader in issues of equity, diversity, and inclusion and an active partner in our state library association
- ILA Conference Special Program: Facilitated, with the ILA Diversity Committee, the annual DiversiTEA; a presentation of a diverse library leader regarding their work.  
Outcome: Represented the Evanston Public Library as a leader in issues of equity, diversity, and inclusion and an active partner in our state library association

- University of Illinois iSchool Guest Lecture (Dr. Nicole Cooke, LIS 503): Lectured on information seeking behavior and my experiences as a librarian at the Evanston Public Library  
Outcome: Informed information school students on the value of equity and inclusion within the library profession and presented the valuable work accomplished at the Evanston Public Library
- COMPASS Workshop (Participant): Participated in workshop focused on building the COMPASS network; a community based effort (Northwestern, City of Evanston, Rotary International, and others) focused on assisting refugee partnerships.  
Outcomes: The Latino Engagement Librarian and Community Engagement Librarian learned new information regarding our national and local refugee populations, statuses, and challenges. We also established the library as a proactive partner in the newly formed COMPASS network
- ICIRR Immigrant Integration Policy Forum (Participant): Attended annual forum held with presentations from immigration experts and leaders from across the region.  
Outcome: Learned about current issues in immigrant policy and upcoming state policy proposals to aid immigrant and refugee populations.

#### *Library Services*

- Latino Art Exhibit: Hosted a second floor art exhibit by Chicago Mexican-American artist, Robert Valadez. This exhibit was a partnership with the ETHS Latino Advisory Committee art exhibit hosted at the high school.  
Outcomes: Presented culturally relevant art to our Evanston community and further solidified partnerships with the ETHS Latino community.
- Spanish Collection Development: Expanded adult Spanish collection by 130+ titles to support the growth of our Spanish language collection  
Outcome: Increase diversity of Spanish language resources available to the growing Latino community. We are currently sitting at less than 1% Spanish titles for our collection.

#### *Partnerships*

- City of Evanston Language Access Policy Development Team: Member of newly formed team formed by the Equity and Empowerment Coordinator, with the goal of formalizing language requirements for city departments  
Outcome: Assist the city in the development of important resources and services to our diverse population
- Erie Health Family Health Center: Met with Lisa Robinson, the Director of Operations to discuss Erie services and potential partnerships with the Evanston Public Library  
Outcome: Future potential partnerships with sharing library and Erie resources in clinic spaces as well as discussion of future partnerships.

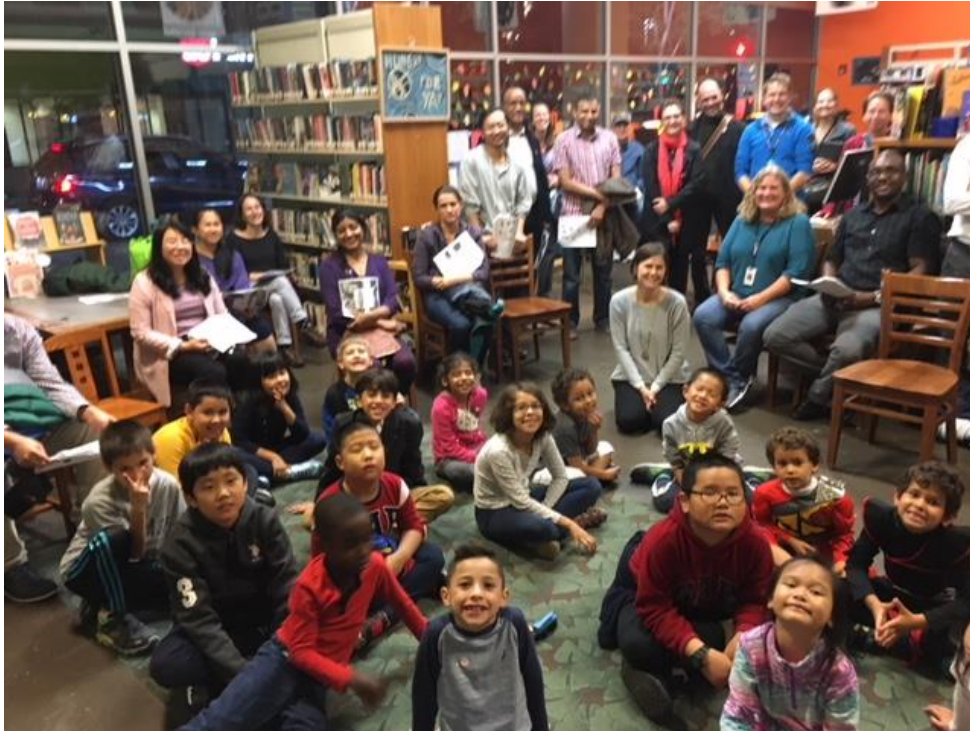
#### **Neighborhood Services Highlights from Connie Heneghan include:**

In support of the Strategic Goal of Learning and Literacy, all branches provided **Fall Words: Writing** as part of our quarterly program emphasizing the five practices: Read, Write, Talk, Sing and Play. Paula Shapiro and Connie Heneghan provided shopping lists and plastic fruits and vegetables to help very young children understand the connection between writing or scribbling and reading.

To support Equity of Access, C Heneghan visited the Foster Senior Group at Fleetwood-Jourdain four times in October: Checking out 43 items, accepting 30 returned items, as well as reserving and renewing items and checking patron records. C Heneghan also brought the African American Literature book discussion to Gibbs-Morrison.

Kate Kniffen ordered books for the St. Athanasius book group as well as *books on wheels* patrons, and Haven reading specialist, Jan Braeutigam again providing Equity of Access.

On October 11, the families of Lincoln School ESL classes visited the Chicago Ave/Main St Branch for an orientation program to the school and the public library. P Shapiro did the library orientation/ and told a story. Here is Paula's view of the Lincoln families.



Huong Banh, the teacher who arranged this program, came to the city council in the hope of sharing the letter that follows which her principal wrote. Regrettably, the committee meetings lasted so long that Huong Banh was not able to read this letter to the council, but I wanted to share it with you.

*We have been extremely fortunate at Lincoln to partner with Evanston Public Library. There are many ways in which we partner, and I am here to speak about one of the more exciting pieces of our partnership.*

*Lincoln is one of four schools in the district with an ESL program. At Lincoln, we have students who have always lived in Evanston, and we have families and students who have newly arrived in the country and are therefore brand new to Evanston.*

*Last year we worked together with Paula Shapiro to coordinate an event where we introduced some of our newcomer families to the Evanston Public Library South Branch. We continued with this again this year. We have convened at Lincoln during the evening and have walked to the South Branch of the library. This has been an opportunity for families from Lincoln to meet each other and walk to the library*

together. When we arrived at the library Ms. Shapiro led a read-aloud with the students and spoke with the families about opportunities and resources at the library.

When you are new to a community it is helpful to know what is available and it is such a support to be welcomed and feel connected. From Lincoln to the library, thank you!

**Michelle Cooney**  
Principal  
Lincoln School  
(847) 905-3501

In addition to our regular storytimes, Tail Waggin' Tutors, Do-It-Yourself Crafts, Wii Wednesdays, and four book groups, we provided a special program at each branch to celebrate Halloween. At North Branch, P. Shapiro told stories to about 24 with the help of a few super heroes.



Dressed as Rosie the Riveter, Bridget Petrites with the help of Melissa Halka, dressed as Alex from A Clockwork Orange, read stories to over 90 costumed children and adults.





B Petrites attended two days of Polaris Circulation training in Arlington Heights.

B Petrites and P Shapiro participated in the Children's Book Committee which produced a list of the 101 Best Books for Kids for 2017.

On October 27th, Nancy Engel hosted **three first grade classes from Kingsley School** introducing them to the library and telling a story.

Barb Levie contributed the following titles to staff suggestions: *The Orchardist* and *The Girl Who Slept with God*.

**Adult Services Highlights from Heather Norborg include:**

Our Free Book Distribution Service, managed by Library Assistant Jeff Balch, distributed approximately 600 books around town in October.

Our *Books on Wheels* program, managed by Librarian Julie Rand, signed up 5 new participants this month.

Our small business mentoring partnership with SCORE, managed by Librarian Kathleen Lanigan, helped 17 people this month.

5 people received career counseling from our volunteer counselors, also managed by Kathleen Lanigan.

Film Programs (Kim Hiltwein):

After Hours film showing of *The Big Sick* to 22 attendees.

Book Discussions:

Keepinitreal nonfiction book club (Kim Hiltwein) discussed *The Witch of Lime Street* on 10/31.

In October, the Science Fiction & Fantasy Book Group (Lorena Neal) met to discuss *The Black Company*, by Glen Cook. Our November book is *Do Androids Dream of Electric Sheep?* By Phillip K. Dick. The group continues to enjoy engaging in our new Facebook group on topics related to the books we have read and other science fiction/fantasy news.

The Graphic Novel group (Heather Norborg) discussed *Dare to Disappoint*. The November book is *My Favorite Thing is Monsters*. Both are written by Evanston residents.

The Readability book club (Deb Winarski) began their 3rd series this month, meeting weekly to listen to Deb and a volunteer read *I am the Messenger* by Marcus Zuzack. This group is open to adults with disabilities.

Outcomes: Book discussion groups promote the library strategic goals of engagement and literacy.

**Mission Impossible**

-- Russ Johnson led 5 *Brothers K* discussion groups in October and wrote discussion questions for all 11 discussion groups and shared them with fellow group leaders. He also maintains the MI blog, which has a lot of resources and information for participants. Heather Norborg, Kim Hiltwein, Lorena Neal and Jeff Balch each led one discussion group in October.

-- Scheduled a screening of the 1958 film version of *The Brothers K* for January 29.

-- Scheduled a Crime & Punishment Kickoff Lecture for March 5 featuring Dr. Susan McReynolds from Northwestern.

**Goals: Keep people engaged, reach new audiences, and keep the discussions fresh.**

Business Programming (Kathleen Lanigan):

12 people attended the workshop about social media for small business on 10/23

Legal Programming (Lorena Neal):

Our October Law At The Library topic was “How To Find A Lawyer If You Can’t Afford One.” Ten people attended.

Chokshi Filippone continues to provide free legal consultations on the 2nd and 4th Wednesday evening of each month. Appointments have been fully booked in advance, and we are now booking into January.

Outcomes: The purpose of the Law At the Library program and the free legal consultations as they relate to the library’s strategic goals is to improve access to justice (defined as the ability of people to seek and obtain a remedy through formal or informal institutions of justice for grievances) to the Evanston community, as well as to support learning & literacy (through increased knowledge of legal subjects).

MENA (Lorena Neal): I hosted the book sales and lecture on October 2, with author Wendy Pearlman, on her book “We Crossed A Bridge And It Trembled: Voices From Syria.” Our next scheduled event is on Monday November 13, with the topic “Israel’s Occupation @ 50: What are the Prospects for a Future Solution? A Talk by Israeli political scientist Neve Gordon.”

I also put together a list of all the books donated to us by the MENA program, and shared it with Betsy Bird, so that the cataloging team can designate these books with a special tag in our catalog, which will allow patrons to find these books more easily. I continue to work with Danny Postel at MENA to find additional ways to feature these books, including adding a sticker or stamp to each donated book, as well as organizing a display of all the books in connection with the MENA lecture on December 11.

Outcomes: The MENA lecture series relates to the library goals of engagement and learning & literacy. It serves as a bridge to bring the intellectual resources of Northwestern University to the Evanston community as a whole, so that community members can learn about current and historical events in the Middle East and North Africa.

**Off the Shelf blog (Russ Johnson)**

- Blogged about this month’s Local Art @ EPL : Charles McCleanon (10/3)
- An Interview with Charles McCleanon (10/18)

**Author Programs/Programs (Russ Johnson)**

- *From Chicago to Vietnam* Reading (10/11) - Promoted the reading via social media and direct email invitations to Evanston VFW and history book discussion participants. Introduced author Michael Duffy and facilitated Q&A and book signing.

Outcomes: **Continued our support of local authors with this program timed with the release of Ken Burns' new documentary.**

- *Chicago Quarterly Review* Reading (10/24) - Promoted the reading via social media including Facebook, Metromix, Evanston Now, and Evanston Roundtable. Introduced the evening's emcee and welcomed folks to the library.

Outcomes: **Strengthened our relationship with this Chicago lit fixture and continued our support of diverse local authors while making EPL an even more attractive reading venue.**

**GARDENING program planning (Julie Rand)**

- Set date and booked room for Winter Sowing-Saturday morning, January 13
- Setup program about Bonsai for November 18, 3 pm
- Contacted Professor Cregg at MSU about his suggestions for finding a speaker to address the topic of gardening in a changing climate. He suggested contacting the Morton Arboretum.

**Professional Development:**

Kathleen Lanigan attended 2 days of the Foundation Center's Network Days where she learned more about the new Foundation Directory Online interface; substantial changes have been incorporated to this upgrade. She also heard about programming ideas from other librarians around the country.

**Staffing:**

Interviews for one part-time librarian and one full-time librarian.

**Good Stuff**

-- From Eleanor Boyer (referring to an 10/18 Reference question answered by Russ Johnson): "Thanks so much for sending the articles on coping with loss. The information they contained gives me good ideas on how to stimulate the group conversation I will be leading on Nov 6th. I do appreciate your taking the time to respond to my request and to follow through. I am glad that you are at the library, and now I know who to go to when I have other similar needs!"

-- From Charles McCleanon (Local Art @ EPL artist to Russ Johnson): "I want to thank you for the opportunity to display my photographs at the Evanston public library. I made many contacts and I thank you for that."

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

*Items Added October 2017*

Adult at Main=1150  
Adult at North=75  
Adult at CAMS=59

Total adult items=1284  
Juvenile at Main=2122  
Juvenile at North=136  
Juvenile at CAMS=141  
Total juv items=2399  
YA at Main=354  
YA at North=40  
YA at CAMS=41

Total YA items=435

*Total items added to collection in October 2017= 4118*

October 2017

Carts Ordered:

- Titlesource 360:  
Evanston RW Adult Fiction: 1026.53  
Evanston RW Adult Nonfiction: 6294.15  
Evanston PL Fiction- Mystery & Detective: 489.26  
Evanston Popular Paperback: 33.28  
Travel: 409.01

Fantasy: 969.63  
 Romance: 301.20  
 Urban: 357.04  
 Business: 362.84  
 Parenting: 115.21  
 Poetry: 400.52  
 Spanish: 2650.50  
 Non-CLS Purchases: 1640.34  
 Non-CLS Most Wanted: 262.48  
 Most Wanted: 15.25  
 RUSH: 26.17  
 Poly: 427.50  
 Misc: 4123.15  
 Amazon: 529.10  
 2018 High-Demand Titles: 1583.75  
 Audiobooks: 3233.85  
 Ebooks: 25,015.74  
 North: 53.55

#### Patron Requests:

Received 31 patron book requests for the month of October. Will purchase 24 of the titles suggested.  
 Received 1 patron audiobook requests for the month of October. Will purchase 0 of the titles suggested.  
 Received 1 patron e-audiobook request for the month of October. Will purchase 1 of the titles suggested.

#### Staff Requests:

- Brian Wilson: Suggested the purchase of 6 books. Purchased 5.
- Heather Norborg: Suggested the purchase of 1 book. Purchased 1.
- Jill Schacter: Suggested the purchase of 3 books. Purchased 3.

#### Donations:

Adult Gift Books Added to the Collection: 76  
 Adult Gift DVDs Added to the Collection: 27

#### Local Authors Added to the Collection:

- Improvised Continent: Pan-Americanism and Cultural Exchange by Richard Candida Smith

Weeding: Books Sent to Repair: 29

Books Sent to Repair: 35

Most Wanted Titles Weeded: 53

Most Wanted Titles Added to the Circ Collection: 5

Grubby Books Weeded and Replaced by Gift Books: 19

Grubby CDs Replaced by Gift CDs:

Grubby Audiobooks Replaced by Gift Audiobooks:

Damaged Books Weeded: 246

Other Books Weeded: 16

CD-ROMs Weeded: 1

Audiobooks Weeded: 6

Old Editions of New Books on Standing Orders Pulled: 32

Additional old travel & test books pulled: 11

Books Sent to be Relabeled, Cataloged, etc. : 17

Audiobooks Sent to be Relabeled, Cataloged, etc.: 3

Books from the "Lost" report replaced: 27

Weeding Plan for Nonfiction (700s)

Missing: 40

Weeded: 483

#### Displays

First Floor – Autumn Reads

Second Floor Front 10/1 – 10/23 - Fall Gardening

Second Floor Back 10/1 – 10/11 – Food Memoirs

Second Floor Front 10/23 – 10/31 – Local Authors

Second Floor Back 10/11 – 10/31 - Magic  
Staff Picks: Tyler Works

**Misc:**

Arranged an increase in our Large Print African-American books with Centerpoint. The increase will take effect in January.

**Volunteer Highlights from Mary Kling include:**

- Interviewed one new volunteer
- Received requests for additional volunteers from Staff (Children's), (Circulation), (Admin)
- Placed new volunteers in Storytelling Festival (37), Children's (2), Circulation (1), Flyers (6)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Updated volunteer information in Raiser's Edge
- Coordinated volunteers at EPL Storytelling Festival
- Facilitated background checks for 5 volunteers
- Began planning process with Heather Norborg and Julie Rand for Human Library event as part of the Big Read
- Coordinated dual service learning/volunteer retreat for Northwestern Offices for Leadership and Community Engagement and Northwestern Fraternity and Sorority Life

***Outcome: Connected community members and students with meaningful volunteer opportunities in order to provide expanded service to EPL staff and patrons***

**Upcoming events of Note:**

- Once again, EPL will staff a table and give away free books at the Mayor's Annual Food and Toy Give way on Friday, December 15th at Fleetwood Jordain.
- Author event: *Zanzibar to Chicago* <https://www.epl.org/events/author-event-zanzibar-chicago/>
- Author Event *Ugly Prey* <https://www.epl.org/events/author-event-ugly-prey/>
- Science Fiction and Fantasy Book Group <https://www.epl.org/events/science-fiction-fantasy-book-group-disfavored-hero/>
- Story time with Park School Preschool Friends at CAMS  
December 8, 2017 10:30 am  
Chicago Ave/Main St. Branch  
Join with our preschool friends from Park School for a fun and active storytime filled with stories, music and movement!
- [Hacking Electronics: Electric Maze](#)

Start date December 10, 2017 2:00 pm

Venue Main [Library The Loft](#)

Build, hack and code everyday objects and turn them into something new. We will build and program a electric maze using wire and programmable microcontroller. No experience required. Grades 6-12.

- [Trita Parsi Book Signing – Losing an Enemy: Obama, Iran, and the Triumph of Diplomacy](#)

Start date December 11, 2017 5:30 pm

Venue Community [Meeting Room Main Library](#)

Prior to his lecture on "The Risk of War with Iran - Will Trump Kill Obama's Iran Deal?", Trita Parsi will sign copies his new book, *Losing an Enemy: Obama, Iran, and the Triumph of Diplomacy*, which will be available for purchase at the event through Bookends & Beginnings.

- [小小中文故事会 Storytime in Mandarin!](#)

Start date December 12, 2017 10:00 am

Venue Barbara [Friedberg Storytelling Room Main Library](#)

11月14日（周二），10:00am, Barbara Friedberg Storytelling Room, Main Library 带上你们的小宝贝，来参加小小中文故事会吧！这里有好听的儿歌，好玩的故事，还有可爱的小伙伴。快来一起说中文吧！（Bring your young child to a fun storytime all in Chinese. We will sing and read stories together followed by free play. Don't miss out!)

- [Hey, Black Child Book Event with Useni Eugene Perkins and Pe'Tehn](#)

December 13, 2017

Venue Community [Meeting Room Main Library](#)

Registration begins November 8! Meet poet Useni Eugene Perkins, author of the beautiful children's book *Hey, Black Child!*, which contains Perkins' lyrical, empowering classic poem that celebrates black children and inspires all young people to dream big and achieve their goals. Also part of this exciting program will be 5-year-old Pe'Tehn who wowed audiences with her performance of the poem on Steve Harvey's *Little Big Shots* (her video went viral with over 2.7 million views)! Bookends and Beginnings will be on hand to sell copies of the book, which includes gorgeous art from the legendary award-winning illustrator Bryan Collier

### Excerpts from patron feedback:

Dear Ms. Danczak-Lyons:

I wanted to tell you of a wonderful interaction I had with Robin, a librarian in the children's section of the library Tuesday evening.

I told Robin that my 5 year old daughter was obsessed with the movie *Moana*, and I wondered if there were any books for her age on the mythology behind the movie. Robin was very helpful and placed in my hand an older book on Hawaiian mythology stories that my daughter will love.

I don't know how often librarians get shout outs at the library, but I wanted to make sure Robin got one. We love the library and go to it multiple times a week.

Sincerely,

Charles Fisher

### Message from Trustee Michael Tannen:

#### MEMORANDUM

To: EPL Staff

From: Michael Murphy Tannen

Date: 17 October 2017

Re: Thank You/Notice of Resignation

All:

It is with a heavy heart that I am advising you that as soon as our budget and tax levy for 2018

are approved by the City Council in November, I will be resigning as an EPL Board Trustee. I have discussed the timing of my resignation with Karen Danczak Lyons. We agreed that resignation in November would best insulate the library from political pressures and would best further EPL's strategic plan and achieving its goals of equity, diversity and inclusion. I wanted to take this opportunity to thank each and every one of you. Without exaggeration, being on this EPL journey with you over the last nearly eight years has been one of the most sustaining, joyous, exciting, and fulfilling events of my life. And that is because of all of you. Your resilience, your creativity, your dedication to all of our patrons, in good times and bad, have been wonders to behold.

I have a framed and now yellowed newspaper article from The Roundtable from January 2010 hanging in my office. That was a very ominous time—the North and South Branches were slated to close and many EPL staff had received pink slips. It was touch and go for a long time; I shudder to think what would have happened had the neighborhood branches been shuttered. The Roundtable article described an organic, impromptu rally of Evanstonians outside the old, ratty, lovable South Branch on Martin Luther King Day. A photo of my son Jacob, then just three years old, accompanied that article. He is bundled up in his winter coat and he is holding a huge handmade poster which exhorts the City Council not to close the branch libraries and declares, "We have the will! We have the skill! We need the time!"

No one, me included, could have predicted way back in 2010, just how far EPL has come. By any subjective or objective criterion, EPL has experienced a renaissance. We were able to muster the popular and political will to adopt the Library Fund model of governance. That gave us the stability we needed to develop and implement a great strategic plan. We were able to bring the Mighty Twig, a marvel in and of itself, back into the EPL fold. More importantly, we were able to attract and then hire Karen as our director. She is in the pantheon of public library directors.

Today, all three of our branches are humming with activity. EPL's community outreach efforts are bearing fruit. Our early child literacy initiatives, including ABC Boosters, have yielded objective gains. We have dramatically expanded our free distribution of WiFi hotspots. We have been told that military veterans think that EPL is the most welcoming public library on the North Shore. We now have a full-time social worker at EPL who has helped patrons in need of mental health or social services. More than 2,000 people attended our third annual Storytelling Festival. Because of our partnership with the Center for Economic Progress, hundreds of income eligible Evanstonians have received an average refund of \$1,400.00. EPL is currently renovating the Main branch and planning the funding and construction of a state of the art library at Robert Crown. EPL has become a one stop service shop for lifelong learning, literacy of every type, and civic engagement. All of this is because of all of you.

Much of the work that I did over the years was legal in nature. While the Local Library Act is clear on its face, the intersection of state library law and municipal home rule is muddying Trudging through the statute and the case law was often as tedious as it was necessary. However, when I got tired of all that legal mumbo jumbo, all I needed to do was visit the three branches and see you in action: Brian Wilson leading a story-time; Connie and Nancy finding the perfect book for school kids and toddlers at the North Branch; Martha, having taught herself Mandarin, celebrating the Chinese New Year; Bridget multi-tasking at CAMS and doing all things well; Kim Hiltwein enthusiastically leading one of her many book groups; the concierges and the security staff shepherding patrons and keeping them safe; Kim Coffman getting a NASA grant all on her



own; the shelvees quietly ensuring that our collection is well-displayed; Tim Longo and Technical Services bringing EPL into the 20th and then the 21st centuries; Justine discreetly and tenderly offering comfort to a patron in distress; Heather and her adult services team cultivating the intellectual interests of our diverse community; everyone in the Children's Room spreading Library Love; Jill Skwerski and Miguel embedding library services far beyond our walls and vigilantly protecting the rights of immigrants; Renee magically making the library a cool place for teenagers; the circulation staff courteously helping patrons at the end of their visit; Laura Antolin tirelessly promoting early literacy and the summer reading game; John Devaney overseeing with surgeon's skill capital projects on time and on budget; Jill Schacter, Jess, and Wynn spreading the word and helping us look for money beyond our comparatively modest tax levy; and Helen and Lea making EPL and the Board run like a top.

I could go on and on, but I told myself that my farewell memo would not exceed two pages. Simply put, you are living proof that it takes a library to raise a city.

A word about Equity. "Equity" is a fuzzy term. It means many things to many people. Equity is hard to define and it is hard to measure, especially in the context of a public library. EPL does not promise outcomes and we do not track what our patrons do, what books they read, or what programs they attend. To the contrary, we guard our patrons' confidentiality zealously. But, here is what I do know about Equity. Equity should never be weaponized and it should never be politicized as it has been in the last eight months. When that happens, a lot of innocent people, including volunteers, get hurt. Here's what else I know about Equity: EPL is doing it, every day and in every way.

Despite our renaissance, many Evanstonians still do not know about the depth and breadth of the services we provide. I would urge all of you to trumpet what you do, all day and every day. Become walking, talking EPL advertisements. Send your neighbors the monthly reports of the Library Director which highlight the dizzying array of programs we offer and partnerships we have forged. Encourage patrons to actually attend board meetings to see how contemplative, frugal, and visionary the Board and staff are. Master your own EPL Elevator Speech. If you do this, our citizens will realize that public libraries are beautiful and necessary and that EPL has always been on the cutting edge of equity, diversity, and inclusion.

Finally, please consider hiring me one day. I still plan to be a children's librarian when I grow up.

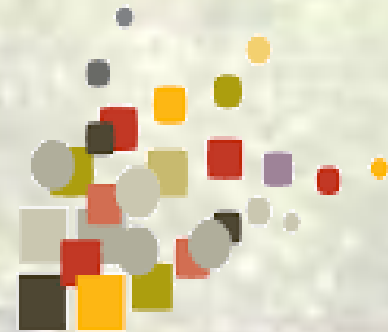
Peace,

Michael Murphy Tannen, EPL Trustee



# EVERYONE COMMUNICATES

**evanston** public library  
community | events | ideas | resources



# EPL COMMS OBJECTIVES

- ▶ Ensure all community audiences and voices are engaged in meaningful dialogue
- ▶ Be recognized as expertise and heritage in community representation and access
- ▶ Solidify awareness of EPL's innovative and technological access tools and channels
- ▶ Broaden participation in and attendance of the myriad programs executed at EPL
- ▶ **INTERNAL: Generate greater alignment and awareness of cross-team activities and messaging**

# EPL KEY MESSAGES

- ▶ We are absolutely and continuously committed to meeting the diverse expectations and needs of Evanston residents
- ▶ We are constantly exploring the frontiers of what equitable access to resources means for Evanstonians
- ▶ We believe everyone deserves the opportunity to improve themselves through the various forms of literacy

# SURROUNDING EVANSTONIANS



# INFOGRAPHICS



# SUMMER READING

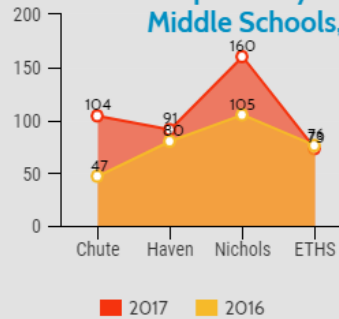
Evanston Public Library's Summer Reading Program saw strong growth and completion rates in effort to foster lifelong literacy. Summer reading reinforces reading for fun and prevents learning losses.



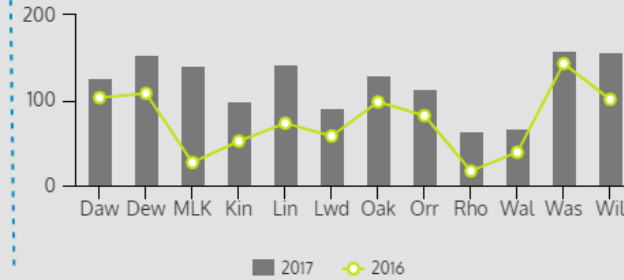
Expanding participation through outreach to summer camps, more children participated in 2017 v 2016

- ← 3,882 registrations
- ← 1,785 free books distributed
- ← 46 percent completion rate
- ← Also, 657 adults registered

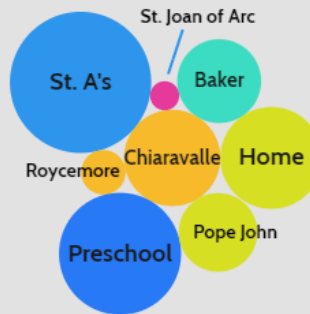
Participation by District 65 Middle Schools, ETHS



Participation by D65 K-5 Schools



Other Schools



- Y.O.U. elementary schools - 5th Ward
- Y.O.U. middle schools - 5th Ward
- Robert Crown Creative preschool - 4th Ward
- Robert Crown Take Two - 4th Ward
- Robert Crown Back to Basics - 4th Ward
- Robert Crown Fun Factory - 4th Ward
- Robert Crown Kid City - 4th Ward
- Robert Crown Tween Machine - 4th Ward
- Fleetwood Summer Diversified - 5th Ward
- Ridgeville Pre-K Day Camp - 9th Ward
- Ridgeville 5-7 yr Day Camp - 9th Ward
- Ridgeville Creative Arts Camp - 9th Ward
- Ridgeville Time Traveler's Camp - 9th Ward
- Foster Reading Center Y-Readers - 4th Ward
- Washington Y-Readers - 4th Ward
- Kingsley Power Scholars - 7th Ward
- Oakton Power Scholars - 8th Ward
- Family Focus - 5th Ward



Camps and Community Outreach (75% Completion Rate)



## **We All Have a Role to Play in Closing the 30-Million-Word Gap**

**By Janice Bojda, Youth Services Manager**

October represents a high point in the Evanston Public Library's storytelling calendar. The third annual Storytelling Festival took us to new lands through a diversity of imaginations. We celebrated the results of our Summer Reading Program, which gained steam versus 2016 in our effort to foster lifelong literacy and prevent learning losses. And importantly, we re-engaged our youngest readers across our varied storytelling programs.

What's important about these programs is the intergenerational experiences they foster beyond entertainment. They underscore the fact that parents and guardians need to consistently engage with their children to build literacy and vocabulary development. Storytelling and story time are



## **Libraries Need to Build Bridges Over the Digital Divide**

**By Tim Longo, Technical Services Manager**

The digital divide in Evanston is reflective of the divide experienced across the country. It is well known that lower-income families continue to lag higher-income counterparts in internet and computer access. At the Evanston Public Library, we are constantly exploring the frontiers of what equitable access to resources means for Evanstonians. We believe libraries need to build bridges over the digital divide.

In some ways, things have improved. According to a 2017 Common Sense Media study, the gap in home computer access for families of kids aged zero to eight is 25 percentage points (down from 37 percent in 2013), while the gap in high-speed internet access at home is 24 percentage points (down from 40 percent in 2013). The gap has narrowed.

# FUNDRAISING MATERIALS



1703 Orrington Avenue  
Evanston, IL 60201  
847.448.4747.448.8650

[epl.org/donate](http://epl.org/donate)

#### 2017 BOARD OF TRUSTEES

Socorro Castro  
Tori Foreman  
Adam Goodman  
Shawn Iles  
Margaret Lurie  
Vaishali Patel  
Ben Schapiro  
Sandra Smith  
Michael Tannen

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Margaret Lurie

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Mayor, City of Evanston  
Elizabeth B. Tisdahl  
Former Mayor, City of Evanston

#### COMMITTEE MEMBERS

Diane Allen  
Camille Blachowicz  
Ludron Brooks

Dear Steve and Barbara,

**IN ONE TYPICAL DAY at the Library, more than 1600 patrons visit EPL.**

Here's just a snapshot of the "Library Effect" in action:

- Max, 2 months old, enjoys his very first visit to the Library at a storytime for infants where the seeds of early literacy take hold.
- George, a retired engineer originally from Ghana, edits his friend's thesis in our public space that requires no admission fee, not even the purchase of a cup of coffee.
- Miguel, Latino Outreach Librarian, heads over to a local camp to share books he has personally selected about the immigrant experience.
- Adam keeps learning skills sharp pursuing reading goals through the Summer Reading Program.
- The Library's social worker Justine directs an unemployed resident to resources for dealing with lapsed mortgage payments and job coaching.

Each year, your contributions help us close the large gap between library services supported by taxes and the true cost of meeting the needs and expectations of our diverse community. **We must raise \$200,000 by December 31st to pay for resources this community uses every single day.** I know you believe in the value of our Library and the transformative power of the Library Effect on our community. I urge you to put your beliefs into action by making a contribution today.

We are constantly exploring the frontiers of what free and equitable access to resources means. Supporting the Library lifts the community higher, raising us all together. Thank you for joining us in this important work in Evanston.

SINCERELY,



# INTERNAL COMMUNICATIONS

**Marketing Plan for EPL Programming or Services. Please submit to Jill Schacter 6 weeks before the starting date of your program. (But submit later if necessary. Some marketing, particularly social media can be done with little notice.)**

Name of Event or Service:

Library Staff contact:

Date(s) of Event or Service

**Description of Event or Service** (include names of participants, bio information with links, subject of event, content description, any associated links that would be helpful for marketing the program). **Please use additional pages if necessary.**

**What makes this program unique?**

**Who will this event appeal to? Who would we like to target?**

**[  ] I would like to see some materials translated to Spanish**

**Does the event align with the library's mission and the messages below?**

- We are absolutely and continuously committed to meeting the diverse expectations and needs of Evanston residents.
- We are constantly exploring the frontiers of what equitable access to resources means to Evanstonians.
- We believe everyone deserves the opportunity to improve themselves through the various forms of literacy.

## **Steve Johnson Connects**

1014 Maple Ave.

Evanston, Illinois 60202-1238

Phone: 773-450-7298

[steve@sjconnects.com](mailto:steve@sjconnects.com)





# Memorandum

To: Library Finance Committee  
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Bookkeeper  
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: December 15, 2017

## Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

## Summary

Payroll	
October 30, 2017 through November 12, 2017	\$ 143,885.10
November 13, 2017 through November 26, 2017	\$ 140,726.51
November 27, 2017 through December 10, 2017	\$ 140,634.20

## Library Fund Bills List

November 28, 2017	\$ 58,011.31
December 12, 2017	\$ 369,574.01
(includes October 2017 purchasing card expenses)	

Purchasing Card	
October 1, 2017 through October 31, 2017	\$ 9,735.75

Attachments: Bills Lists, Purchasing Card Lists

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 11.28.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	405.90
65100 LAURA D. ANTOLIN	REIMBURSEMENT YA SUPPLIES	130.59
65100 THE GREEN BUFFALO, INC.	*PROGRAM FEE	250.00
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	590.36
65630 BAKER & TAYLOR	ADULT PRINT	330.02
65630 BAKER & TAYLOR	JUV PRINT	6,993.72
65641 MIDWEST TAPE	JUV AV	668.53
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	<u>10.00</u>
4805 LIBRARY YOUTH SERVICES Total		9,379.12
4806 LIBRARY ADULT SERVICES		
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	976.41
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	171.79
65630 BAKER & TAYLOR	ADULT PRINT	7,762.68
65630 OVER DRIVE, INC.	EBOOKS	395.80
65641 BLACKSTONE PUBLISHING	ADULT AV	494.80
65641 MIDWEST TAPE	ADULT AV	2,721.46
65641 MIDWEST TAPE	ADULTAV	26.49
65641 RECORDED BOOKS INC.	ADULT AV	655.55
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>67.50</u>
4806 LIBRARY ADULT SERVICES Total		13,272.48
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	<u>170.05</u>
4820 LIBRARY CIRCULATION Total		170.05
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	CAMS DECEMBER RENT	4,332.00
64015 NICOR	NATURAL GAS AT CAMS	31.86
64015 NICOR	NATURAL GAS AT NORTH BRANCH	41.13
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	41.94
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	169.32
65630 BAKER & TAYLOR	ADULT PRINT	541.51
65630 BAKER & TAYLOR	JUV PRINT	509.27
65641 BAKER & TAYLOR	JUV PRINT	29.98
65641 MIDWEST TAPE	NS AV	<u>76.98</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		5,773.99
4835 LIBRARY TECHNICAL SERVICES		
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	8,396.35
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	<u>64.82</u>
4835 LIBRARY TECHNICAL SERVICES Total		8,461.17
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	211.00
62225 ALARM DETECTION SYSTEMS, INC.	ALARM SERVICE	511.26
62225 DOOR SYSTEMS, INC.	PARKING GARAGE ENTRANCE DOOR	421.62
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	428.91
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	114.80
65050 BRUCKER COMPANY	AIR FILTER	<u>104.40</u>
4840 LIBRARY MAINTENANCE Total		9,166.99
4845 LIBRARY ADMINISTRATION		
62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	700.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,750.00
62205 CHICAGO TRIBUNE	NEWSPAPER AD	117.60
62295 JANICE E BOJDA	TRAVEL REIMBURSEMENT WASHINGTON DC STEMEX	287.20
62295 TIMOTHY LONGO	CCS CATALOGERS MEETING TRAVEL REIMBURSEMENT	48.16

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 11.28.2017

62360 AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP	658.00
62360 LACONI, INC.	MEMBERSHIP DUES	100.00
64540 SPRINT	INTERNET SOLUTION PROVIDER	3,867.00
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	72.02
64540 VERIZON NETWORKFLEET, INC.	AVL DEVICES	18.95
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	249.38
65095 BAKER & TAYLOR	COMMUNITY WORKS BOOKS	64.11
65095 MELANIE KINLEY	*PROGRAM FEE	300.00
4845 LIBRARY ADMINISTRATION Total		<u>8,232.42</u>
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	1,563.76
65100 KIMBERLY MERKEL	STEMEX PROGRAM EXPERT	900.00
4850 LIBRARY GRANTS Total		<u>2,463.76</u>
<b>185 LIBRARY FUND Total</b>		<b><u>56,919.98</u></b>
<b>Grand Total</b>		<b><u>56,919.98</u></b>

CITY OF EVANSTON  
 LIBRARY BILLS LIST  
 PERIOD ENDING 11.28.2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS-OCTOBER 2017	1,091.33
			<u>1,091.33</u>
			<u>1,091.33</u>
		<b>GRAND TOTAL</b>	<u><u>58,011.31</u></u>

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 12.12.2017

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
62341 MIDWEST TAPE	ADULT AV	264.94
62341 LIBRARIES FIRST	ANNUAL MUSEUM PASS RENEWAL	500.00
65100 ROUND LAKE AREA PUBLIC LIBRARY	ILL LOST BOOK 32303003826369	20.00
65100 REBECCA DAUGHERTY	CONSULTING STEM PROGRAMMING FOR TEEN SERVICES	400.00
65100 ROBERTO MONTOYA	RECOVERING LOFT COUCH	810.00
65630 BAKER & TAYLOR	ADULT PRINT	84.46
65630 BAKER & TAYLOR	JUV PRINT	6,959.04
65641 BAKER & TAYLOR	JUV AV	70.60
65641 MIDWEST TAPE	AUDIO VISUAL	37.98
65641 MIDWEST TAPE	JUV AV	1,302.21
65641 FINDAWAY WORLD, LLC	JUV AV	<u>3,567.92</u>
4805 LIBRARY YOUTH SERVICES Total		14,017.15
4806 LIBRARY ADULT SERVICES		
65100 EMILLIE LUCCHESI	PROFESSIONAL FEE	225.00
65100 GOMEZ, EDUARDO	PROFESSIONAL FEE	225.00
65630 BAKER & TAYLOR	2033312161	4.08
65630 BAKER & TAYLOR	ADULT PRINT	15,374.54
65641 BLACKSTONE PUBLISHING	ADULT AV	45.00
65641 BLACKSTONE PUBLISHING	AUDIO VISUAL	45.00
65641 MIDWEST TAPE	ADULT AV	6,417.25
65641 MIDWEST TAPE	AUDIO VISUAL	159.18
65641 RECORDED BOOKS INC.	AUDIO VISUAL	222.16
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	191.25
65641 SHARON KARP	REIMBURSEMEN DVD	<u>50.00</u>
4806 LIBRARY ADULT SERVICES Total		22,958.46
4820 LIBRARY CIRCULATION		
57515 NORTHBROOK PUBLIC LIBRARY	ILL LOST BOOK 31123011641522	25.36
57515 WILMETTE PUBLIC LIBRARY	ILL LOST BOOK 31239006882887	11.00
57515 HIGHLAND PARK PUBLIC LIBRARY	ILL LOST BOOK 31121002947429	30.00
57515 DES PLAINES PUBLIC LIBRARY	ILL LOST BOOK 31468012653004	30.00
57515 WINNETKA - NORTHFIELD PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 31240005347476	20.95
57515 GLENVIEW PUBLIC LIBRARY	ILL LOST BOOK 31170007703899	<u>5.99</u>
4820 LIBRARY CIRCULATION Total		123.30
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
65100 CONSTANCE HENEGHAN	NORTH BRANCH PLANTING	209.07
65630 BAKER & TAYLOR	2033312161	15.82
65630 BAKER & TAYLOR	ADULT PRINT	448.66
65630 BAKER & TAYLOR	JUV PRINT	764.62
65641 MIDWEST TAPE	ADULT AV	<u>599.85</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		6,370.02
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	677.74
62225 CONQUEST PEST SOLUTIONS	PEST CONTROL	210.00
64015 NICOR	UTILITIES NICOR	342.40
64505 CALL ONE	COMMUNICATION CHARGES	292.75
64505 CALL ONE	COMMUNICATION CHARGES	290.84
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	<u>1,059.66</u>
4840 LIBRARY MAINTENANCE Total		2,873.39
4845 LIBRARY ADMINISTRATION		
56155 ILLINOIS DEPARTMENT OF REVENUE	*SALES TAX-OCTOBER	150.00
62185 STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	500.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,750.00
62360 KAREN DANCZAK LYONS	ALA MEMBERSHIP	123.00
62380 XEROX CORP.	COPYING SERVICE	67.20
65095 EVANSTON ROUNDTABLE LLC	FFE ADVERTISEMENT	351.00
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	22.98
65095 FISHEYE GRAPHIC SERVICES, INC.	BOOKLET PRINTING GREAT BOOKS	145.00
65095 MIGUEL RUIZ	REIMBURSEMENT OUTREACH PROGRAM	<u>121.76</u>
4845 LIBRARY ADMINISTRATION Total		3,230.94
<b>185 LIBRARY FUND Total</b>		<b><u>49,573.26</u></b>
187 LIBRARY CAPITAL IMPROVEMENT FD		
4862 LIBRARY CAPITAL IMPROVEMENT		
65515 WIGHT & COMPANY	PROFESSIONAL SERVICES FOR THE PERIOD 10/1/2017 TO 10/31/2017	1,000.00
65515 STRUCTURES CONSTRUCTION LLC	NORTH BRANCH RENOVATION	<u>309,265.00</u>
4862 LIBRARY CAPITAL IMPROVEMENT Total		310,265.00
<b>187 LIBRARY CAPITAL IMPROVEMENT FD Total</b>		<b><u>310,265.00</u></b>
<b>Grand Total</b>		<b><u>359,838.26</u></b>

CITY OF EVANSTON  
 LIBRARY BILLS LIST  
 PERIOD ENDING 12.12.2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BANK OF AMERICA	PURCHASING CARD	9,735.75
			<u>9,735.75</u>
			<u>9,735.75</u>
		<b>GRAND TOTAL</b>	<u><u>369,574.01</u></u>

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	FACEBK 5D293DWH42	\$ 23.70	10/02/2017	62185 OTHER CONSULTING SERVICES	FACEBOOK EVENT PROMOTION
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 22.24	10/02/2017	65050 BUILDING MAINTENANCE MATERIAL	NUTS, BOLTS, AND SCREWS
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	10/03/2017	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 30.00	10/04/2017	62295 TRAINING & TRAVEL	LACONI TRAINING TIM LONGO
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 21.98	10/05/2017	65050 BUILDING MAINTENANCE MATERIAL	ROOF CEMENT & ROOF REPAIR FABRIC. TAX SHOWN ON THIS ACCOUNT DOES NOT APPEAR ON THE TRANSACTION RECEIPT
LIBRARY/ADMIN	ELLISON EDUCATION.COM	\$ 27.00	10/05/2017	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 32.49	10/05/2017	65100 LIBRARY SUPPLIES	PIZZA FOR TAB MEETING
LIBRARY/ADMIN	AMAZON.COM AMZN.COM/BI	\$ 1,093.99	10/06/2017	65100 LIBRARY SUPPLIES	NORTH BRANCH PROJECTOR
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 15.98	10/06/2017	65050 BUILDING MAINTENANCE MATERIAL	2 ROLLS OF GORILLA TAPE
LIBRARY/ADMIN	TRADER JOE'S #702 QPS	\$ 60.32	10/06/2017	65100 LIBRARY SUPPLIES	9 CASES OF BOTTLED WATER FOR STORYTELLING FESTIVAL
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 83.88	10/06/2017	65100 LIBRARY SUPPLIES	9 PACKS OF COFFEE K CUPS AND TEA FOR STORYTELLING FESTIVAL
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 304.87	10/09/2017	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	GUITAR WORKS	\$ 120.95	10/09/2017	65100 LIBRARY SUPPLIES	2 SPEAKER CABLES FOR PUBLIC ADDRESS SYSTEM FOR STORYTELLING FESTIVAL
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 124.24	10/11/2017	65050 BUILDING MAINTENANCE MATERIAL	10 FILTER CARTRIDGES FOR BOILER WATER AND CHILLER FILTRATION REPLACEMENT
LIBRARY/ADMIN	GOTPRINT.COM	\$ 54.05	10/11/2017	65100 LIBRARY SUPPLIES	COMMUNITY READ BOOK STICKERS
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 131.52	10/12/2017	65040 JANITORIAL SUPPLIES	6 X 10 UNITED STATES FLAG
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 33.90	10/12/2017	65040 JANITORIAL SUPPLIES	PLANT SAUCERS FOR LEA, 2 HDMI CABLES FOR COMMUNITY MEETING ROOM
LIBRARY/ADMIN	STARBUCKS STORE 00243	\$ 60.00	10/12/2017	65100 LIBRARY SUPPLIES	THANK YOU GIFTCARDS FOR DRAG QUEEN Q&A PRESENTERS
LIBRARY/ADMIN	STARBUCKS STORE 00243	\$ 7.43	10/12/2017	65100 LIBRARY SUPPLIES	WATER FOR DRAG QUEEN Q&A PRESENTERS
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 55.00	10/12/2017	65050 BUILDING MAINTENANCE MATERIAL	10 KEY COPIES MADE
LIBRARY/ADMIN	BEST BUY 00003137	\$ 49.99	10/12/2017	65100 LIBRARY SUPPLIES	25' HDMI CABLE FOR NORTH BRANCH VIDEO PROJECTOR
LIBRARY/ADMIN	LOWES #01748	\$ 26.16	10/12/2017	65100 LIBRARY SUPPLIES	HDMI WALL PLATE, HDMI RIGHT ANGLE ADAPTER
LIBRARY/ADMIN	YAHALA	\$ 775.00	10/13/2017	62295 TRAINING & TRAVEL	STAFF DAY LUNCH
LIBRARY/ADMIN	ALEPHOBJECTSLULZBOT	\$ 230.85	10/13/2017	65100 LIBRARY SUPPLIES	FILAMENT FOR LULZBOT 3D PRINTERS
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 67.88	10/13/2017	65100 LIBRARY SUPPLIES	3 6' HDMI CABLES, 1 15' HDMI CABLE
LIBRARY/ADMIN	BEST BUY 00003137	\$ 129.97	10/13/2017	65100 LIBRARY SUPPLIES	AUDIO POWER AMPLIFIER/RECEIVER FOR NORTH BRANCH PROJECTION SYSTEM.
LIBRARY/ADMIN	AIRBNB HMEPAB3CNN	\$ 636.29	10/16/2017	62295 TRAINING & TRAVEL	ACCOMODATION PLA CONFERENCE FOR MIGUEL RUIZ
LIBRARY/ADMIN	USPS.COM STAMP FLMNT S	\$ 907.50	10/16/2017	65095 OFFICE SUPPLIES	FFE STAMPS
LIBRARY/ADMIN	UNITED 01623694247475	\$ 354.40	10/16/2017	62295 TRAINING & TRAVEL	FLIGHT PLA CONFERENCE FOR MIGUEL RUIZ
LIBRARY/ADMIN	ACRL	\$ 280.00	10/16/2017	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR MIGUEL RUIZ
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 5.98	10/16/2017	65040 JANITORIAL SUPPLIES	ONE PWR 24 OZ TOILET CLEANER
LIBRARY/ADMIN	VALLI PRODUCE	\$ 8.93	10/17/2017	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 30.13	10/18/2017	62210 PRINTING	BUSINESS CARDS FOR KAREN DANCZAK LYONS
LIBRARY/ADMIN	LOWES #01748	\$ (172.85)	10/18/2017	65050 BUILDING MAINTENANCE MATERIAL	CREDIT BACK FROM CEILING TILE ORDER THAT WAS CANCELLED.
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 9.98	10/19/2017	62295 TRAINING & TRAVEL	REFRESHMENTS FOR SOCIAL WORKER OUTREACH
LIBRARY/ADMIN	ITECH AUTOMATION	\$ 82.36	10/19/2017	62341 INTERNET SOLUTION PROVIDERS	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	AMAZON DIGITAL SVCS	\$ 98.99	10/19/2017	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY/ADMIN	GFS STORE #1915	\$ 8.58	10/20/2017	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	BENNISONS BAKERY INC	\$ 63.64	10/20/2017	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM FOOD
LIBRARY/ADMIN	JEWEL #3428	\$ 64.50	10/20/2017	62295 TRAINING & TRAVEL	STAFF DAY REFRESHMENTS, SUPPLIES AND FOOD
LIBRARY/ADMIN	SHELFWIZ	\$ 130.50	10/20/2017	65100 LIBRARY SUPPLIES	YOUNG ADULT SUPPLIES
LIBRARY/ADMIN	BATTERY JUNCTION	\$ 34.22	10/20/2017	65050 BUILDING MAINTENANCE MATERIAL	12 3.6 VOLT LITHIUM ION BATTERIES FOR DOOR COUNTERS AT MAIN AND NORTH BRANCH
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ 839.20	10/23/2017	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT SHIRTS FOR SECURITY DETAIL
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	10/23/2017	62341 INTERNET SOLUTION PROVIDERS	INTERNETL SOLUTION PROVIDER AT NORTH BRANCH
LIBRARY/ADMIN	YAHALA	\$ 75.00	10/23/2017	62295 TRAINING & TRAVEL	SERVICE FEE
LIBRARY/ADMIN	SAMS CLUB #6444	\$ 42.42	10/25/2017	65100 LIBRARY SUPPLIES	STEMEX GRANT SUPPLIES
LIBRARY/ADMIN	MARIANOS FRESH00085019	\$ 72.83	10/25/2017	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM REFRESHMENTS AND FOOD
LIBRARY/ADMIN	CHICAGO SUN TIMES CIRC	\$ 237.00	10/25/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	BB ICIRR	\$ 40.00	10/26/2017	62295 TRAINING & TRAVEL	FUNDRAISING TRAINING
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 55.30	10/26/2017	65050 BUILDING MAINTENANCE MATERIAL	12VOLT LED FLOOD LIGHTS FOR KUBOTA TRACTOR
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 57.98	10/27/2017	65040 JANITORIAL SUPPLIES	LAUNDRY SINK FOR NORTH BRANCH MAINTENANCE CLOSET REPLACEMENT
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 55.97	10/27/2017	65100 LIBRARY SUPPLIES	STEMEX GRANT SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	RUSSO POWER - SCHILLER	\$ 659.45	10/30/2017	65050 BUILDING MAINTENANCE MATERIAL	WINTER SALT ORDER 2017 - 2018
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 311.82	10/30/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION FOR MAIN LIBRARY
LIBRARY/ADMIN	LEGO EDUCATION	\$ 463.62	10/30/2017	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY/ADMIN	AMAZON DIGITAL SVCS	\$ 131.98	10/30/2017	65100 LIBRARY SUPPLIES	PS4 VIDEOGAMES FOR TEEN SERVICES IN HOUSE COLLECTION, GAMING, TOURNAMENTS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 167.79	10/30/2017	65050 BUILDING MAINTENANCE MATERIAL	LED FLASHLIGHT, 9PC METRIC IMPACT SOCKET SET, 2 10' EXTENSION CORDS, 2 12 OUTLET POWER STRIP/SURGE PROTECTORS, 1 6 OUTLET SURGE
LIBRARY/ADMIN	FACEBK YFXHYCJH42	\$ 70.00	10/31/2017	62185 OTHER CONSULTING SERVICES	FACEBOOK AD UPCOMING EVENTS AT THE LIBRARY
	<b>LIBRARY TOTAL</b>	<b>\$ 9,735.75</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: December 15, 2017

This memo provides an update on significant administrative activities.

## **Human Resources**

We welcome our newest Staff members: Susan McClelland has been hired as a full time Librarian in Adult Services, Hannah Siegfried has been hired as a part-time Shelver and Rebecca Daugherty has been hired as a part-time Library Development Associate.

We have job openings for the following positions: Two part-time Library clerk positions at Circulation, one part-time Librarian position in Adult Services and one part-time technology trainer.

## **Financial Resources**

The Library Fund financial report for the period ending November 1<sup>st</sup> is attached. Expenses are within budget.

A summary of the Endowment portfolio as of November 1<sup>st</sup> is attached.

## **Facilities Management**

No Report



# Budget Performance Report

Fiscal Year to Date 11/30/17

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>										
REVENUE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	10,297.09	.00	119,426.02	44,573.98	73	152,536.90
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,676.27	.00	9,714.24	2,285.76	81	13,123.88
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$176,000.00	\$0.00	\$176,000.00	\$11,973.36	\$0.00	\$129,140.26	\$46,859.74	73%	\$165,660.78
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	22,483.65	.00	6,325,490.99	(41,132.99)	101	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	(10,086.90)	.00	43,302.94	48,697.06	47	45,650.50
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	4,140.70
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	6,832.00	.00	67,511.14	(42,662.14)	272	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	359.98	.00	327.70	(327.70)	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	1,028.41	.00	4,590.09	809.91	85	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	1,668.60	.00	48,569.63	17,430.37	74	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	55,486.70	.00	114,396.23	89,103.77	56	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,240.54	.00	13,527.99	4,472.01	75	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	990.00	.00	9,417.97	1,982.03	83	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,154.33	.00	20,947.31	4,172.69	83	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	\$82,157.31	\$0.00	\$6,648,081.99	\$426,263.01	94%	\$6,819,419.54
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	2,820.00	(2,820.00)	+++	.00
55201	Federal Grants	.00	.00	.00	.00	.00	19,272.17	(19,272.17)	+++	18,000.00
57551	LIBRARY GRANTS	.00	.00	.00	11,000.00	.00	11,000.00	(11,000.00)	+++	12,750.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$11,000.00	\$0.00	\$33,092.17	(\$33,092.17)	+++	\$30,750.00
Department <b>48 - LIBRARY</b> Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$105,130.67	\$0.00	\$6,810,314.42	\$440,030.58	94%	\$7,015,830.32
<b>REVENUE TOTALS</b>		\$7,250,345.00	\$0.00	\$7,250,345.00	\$105,130.67	\$0.00	\$6,810,314.42	\$440,030.58	94%	\$7,015,830.32

## EXPENSE

Department **48 - LIBRARY**



# Budget Performance Report

Fiscal Year to Date 11/30/17

Include Rollup Account and Rollup to Object Account

Business Unit **4805 - LIBRARY YOUTH SERVICES**

61010	REGULAR PAY	479,016.00	.00	479,016.00	39,037.71	.00	367,917.57	111,098.43	77	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	15,983.71	.00	171,844.78	56,381.22	75	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	61.82	.00	18,521.52	(18,521.52)	+++	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	65,794.33	(53,044.33)	516	2,178.81
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,189.08	(3,189.08)	+++	2,010.83
61510	HEALTH INSURANCE	90,725.00	.00	90,725.00	7,686.08	.00	79,657.47	11,067.53	88	71,790.45
61615	LIFE INSURANCE	18.00	.00	18.00	26.65	.00	108.82	(90.82)	605	18.55
61710	IMRF	70,198.00	.00	70,198.00	5,284.18	.00	52,114.46	18,083.54	74	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	3,325.63	.00	33,943.70	9,746.30	78	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	777.79	.00	7,938.48	2,280.52	78	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
62315	POSTAGE	.00	.00	.00	.00	.00	414.00	(414.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	4,034.00	4,206.20	(8,240.20)	+++	785.37
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	753.13	146.87	84	393.21
65100	LIBRARY SUPPLIES	48,700.00	.00	48,700.00	8,922.49	.00	30,191.24	18,508.76	62	39,177.22
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	18,740.28	181.14	142,652.91	28,565.95	83	144,515.05
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	1,155.75	.00	25,046.54	8,153.46	75	29,956.47
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	1,315.50	.00	14,470.50	1,315.50	92	.00
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b> Totals		\$1,242,128.00	\$0.00	\$1,242,128.00	\$102,317.59	\$4,215.14	\$1,018,764.73	\$219,148.13	82%	\$1,038,295.96

Business Unit **4806 - LIBRARY ADULT SERVICES**

61010	REGULAR PAY	561,745.00	.00	561,745.00	34,804.78	.00	433,622.47	128,122.53	77	534,551.16
61012	LIBRARY SUBSTITUES	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	15,840.85	.00	199,524.69	44,684.31	82	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	2,664.05	.00	19,675.01	(19,675.01)	+++	22,842.65
61415	TERMINATION PAYOUTS	14,750.00	.00	14,750.00	.00	.00	8,402.93	6,347.07	57	23,286.31
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.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



# Budget Performance Report

Fiscal Year to Date 11/30/17

Include Rollup Account and Rollup to Object Account

61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	5,966.09	.00	67,867.72	6,910.28	91	61,472.02
61615	LIFE INSURANCE	29.00	.00	29.00	18.66	.00	87.65	(58.65)	302	33.38
61710	IMRF	76,937.00	.00	76,937.00	4,627.12	.00	59,443.36	17,493.64	77	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	3,232.72	.00	40,307.68	7,930.32	84	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	756.07	.00	9,426.81	1,855.19	84	11,489.57
62340	COMPTER LICENSE & SUPP	.00	.00	.00	6,250.00	11,042.00	25,410.33	(36,452.33)	+++	34,543.37
62341	INTERNET SOLUTION PROVIDERS	209,400.00	.00	209,400.00	4,652.42	5,076.00	141,202.16	63,121.84	70	140,380.90
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	389.06	510.94	43	136.13
65100	LIBRARY SUPPLIES	25,550.00	.00	25,550.00	131.05	.00	16,699.45	8,850.55	65	18,832.33
65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	55,051.35	.00	280,280.90	36,619.10	88	263,729.74
65635	PERIODICALS	15,700.00	.00	15,700.00	13,707.71	.00	16,928.26	(1,228.26)	108	26,688.15
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	74.20	(74.20)	+++	.00
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	7,582.13	.00	59,903.71	31,496.29	66	67,360.10
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	1,796.16	.00	19,757.76	1,796.24	92	.00
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	\$157,081.16	\$16,118.00	\$1,400,921.13	\$300,332.87	83%	\$1,549,716.54
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
61010	REGULAR PAY	173,862.00	.00	173,862.00	15,241.73	.00	156,403.56	17,458.44	90	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	23,801.47	.00	273,532.00	47,946.00	85	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	50.13	.00	2,116.90	(2,116.90)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,163.47	(1,163.47)	+++	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	3,085.57	.00	32,050.78	5,946.22	84	33,380.33
61615	LIFE INSURANCE	6.00	.00	6.00	6.54	.00	28.19	(22.19)	470	6.36
61710	IMRF	38,590.00	.00	38,590.00	2,871.63	.00	32,240.79	6,349.21	84	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	2,376.10	.00	26,393.17	4,111.83	87	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	555.71	.00	6,172.63	961.37	87	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	1,611.75	.00	6,341.55	(941.55)	117	1,687.52
65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	.00	.00	4,099.20	100.80	98	7,662.87
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	1,158.75	.00	12,746.25	1,158.75	92	.00
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	\$50,759.38	\$0.00	\$553,288.49	\$82,988.51	87%	\$643,891.87
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
61010	REGULAR PAY	126,301.00	.00	126,301.00	12,118.06	.00	120,224.17	6,076.83	95	126,763.06



# Budget Performance Report

Fiscal Year to Date 11/30/17

Include Rollup Account and Rollup to Object Account

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	12,685.89	.00	133,051.70	21,571.30	86	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	433.49	.00	2,669.97	(2,669.97)	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	.00	.00	1,755.75	9,594.25	15	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	3,874.37	.00	39,471.28	(2,723.28)	107	25,948.25
61615	LIFE INSURANCE	1.00	.00	1.00	10.30	.00	44.43	(43.43)	4443	1.07
61710	IMRF	26,470.00	.00	26,470.00	2,133.79	.00	22,563.11	3,906.89	85	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	1,519.41	.00	15,470.26	2,160.74	88	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	355.38	.00	3,618.04	505.96	88	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	229.85	.00	4,342.42	2,057.58	68	3,680.24
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	48,374.37	(2,136.37)	105	43,712.37
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	21.93	(21.93)	+++	.00
64015	NATURAL GAS	2,900.00	.00	2,900.00	72.99	.00	1,293.97	1,606.03	45	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	57.98	.00	285.88	(285.88)	+++	52.16
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	308.22	(308.22)	+++	.00
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	1,342.05	.00	2,121.22	3,278.78	39	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	3,202.52	.00	20,949.09	8,950.91	70	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	903.96	596.04	60	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	1,283.96	.00	1,283.96	916.04	58	3,302.10
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	268.08	.00	2,948.88	268.12	92	.00
	Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>	\$486,003.00	\$0.00	\$486,003.00	\$43,920.12	\$0.00	\$421,702.61	\$64,300.39	87%	\$442,178.86
	Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES</b>									
61010	REGULAR PAY	282,067.00	.00	282,067.00	22,300.21	.00	242,306.17	39,760.83	86	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	3,536.49	.00	54,639.64	55,840.36	49	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	1,350.84	3,649.16	27	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	4,904.41	.00	34,655.60	6,031.40	85	36,283.76
61615	LIFE INSURANCE	6.00	.00	6.00	22.12	.00	88.63	(82.63)	1477	6.36
61710	IMRF	41,015.00	.00	41,015.00	2,547.50	.00	29,500.66	11,514.34	72	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	1,554.52	.00	18,148.41	6,397.59	74	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	363.56	.00	4,244.39	1,496.61	74	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	.00	.00	49,542.74	(3,242.74)	107	24,625.10
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	8,577.71	2,589.30	120,803.95	12,406.75	91	137,807.21



# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	269.40	(269.40)	+++	.00
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,260.13	.00	11,751.08	(1,751.08)	118	6,733.46
65555	PERSONAL COMPUTER EQUIPMENT	51,870.00	.00	51,870.00	790.95	19,354.50	2,257.86	30,257.64	42	10,417.09
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	736.28	(736.28)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	747.17	.00	8,218.87	747.13	92	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$762,478.00	\$0.00	\$762,478.00	\$46,604.77	\$21,943.80	\$578,514.52	\$162,019.68	79%	\$640,930.45
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	254,331.00	.00	254,331.00	21,782.41	.00	221,013.93	33,317.07	87	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	8,107.19	.00	97,011.13	(454.13)	100	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	.00	.00	1,705.12	5,294.88	24	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	7,234.21	.00	77,706.85	3,273.15	96	62,045.85
61615	LIFE INSURANCE	.00	.00	.00	21.07	.00	82.44	(82.44)	+++	.00
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	311.00	.00	2,668.60	(1,568.60)	243	2,915.04
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	465.00	155.00	75	620.00
61710	IMRF	35,260.00	.00	35,260.00	2,947.12	.00	31,525.49	3,734.51	89	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	1,800.97	.00	19,270.33	1,938.67	91	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	421.20	.00	4,506.77	453.23	91	5,104.51
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	10,746.24	37,993.58	158,948.24	11,758.18	94	208,034.46
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	7,062.30	4,937.70	59	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	194.74	(194.74)	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	152.33	1,147.67	12	33.59
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.34	.00	4,986.66	453.34	92	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	4,477.91	407.09	92	4,743.00
62315	POSTAGE	.00	.00	.00	.00	.00	392.00	(392.00)	+++	.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	1,357.16	.00	17,701.92	9,298.08	66	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	2,324.03	(2,324.03)	+++	3,197.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,296.94	.00	9,682.53	2,317.47	81	12,304.13
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	2,586.40	.00	18,944.28	13,055.72	59	29,392.10
65100	LIBRARY SUPPLIES	.00	.00	.00	333.03	.00	333.03	(333.03)	+++	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	313.74	(313.74)	+++	963.26
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	471.50	.00	5,186.50	471.50	92	.00





# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		\$820,750.00	\$0.00	\$820,750.00	\$60,276.87	\$37,993.58	\$686,655.87	\$96,100.55	88%	\$779,771.68
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	581,803.00	.00	581,803.00	47,268.83	.00	502,123.84	79,679.16	86	573,742.11
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	7,417.26	.00	81,595.66	19,491.34	81	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	.00	.00	1,149.41	(1,149.41)	+++	1,836.93
61510	HEALTH INSURANCE	138,518.00	.00	138,518.00	11,236.80	.00	118,594.95	19,923.05	86	112,037.64
61615	LIFE INSURANCE	.00	.00	.00	55.76	.00	224.66	(224.66)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	8,500.00	(1,300.00)	118	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,000.00	200.00	83	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	5,392.04	.00	56,398.07	10,917.93	84	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	2,509.12	.00	33,822.71	4,083.29	89	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	772.12	.00	8,215.65	1,334.35	86	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	2,543.70	.00	60,903.23	57,096.77	52	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	117.60	.00	2,673.59	5,326.41	33	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	30.13	.00	2,117.11	5,882.89	26	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	2,967.50	.00	27,552.81	14,447.19	66	31,876.72
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	1,783.80	2,716.20	40	5,369.15
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	304.87	.00	633.87	(633.87)	+++	.00
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	758.00	.00	3,106.74	(1,006.74)	148	5,625.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	283.93	.00	2,860.66	10,039.34	22	24,475.91
62506	WORK- STUDY	1,500.00	.00	1,500.00	985.94	.00	3,040.66	(1,540.66)	203	940.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	339.51	.00	4,539.24	1,160.76	80	5,500.03
64015	NATURAL GAS	.00	.00	.00	.00	.00	84.00	(84.00)	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	3,976.92	.00	5,103.63	(3,103.63)	255	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	5,650.52	6,317.95	73,366.12	18,415.93	81	63,787.81
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	1,344.94	(1,344.94)	+++	.00
65635	PERIODICALS	.00	.00	.00	.00	.00	358.80	(358.80)	+++	298.14
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	1,183.92	.00	13,023.12	1,183.88	92	.00
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.33	.00	229,166.62	20,833.38	92	.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$1,535,337.00	\$0.00	\$1,535,337.00	\$115,827.80	\$6,317.95	\$1,243,283.89	\$285,735.16	81%	\$1,278,602.22
Business Unit <b>4850 - LIBRARY GRANTS</b>										



# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

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	2,860.30	.00	9,111.95	888.05	91	23,378.96
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	1,077.46	(1,077.46)	+++	1,228.56
	Business Unit <b>4850 - LIBRARY GRANTS</b> Totals	\$50,000.00	\$0.00	\$50,000.00	\$2,860.30	\$0.00	\$10,189.41	\$39,810.59	20%	\$24,848.76
	Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b>									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	19,370.00
	Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,370.00
	Business Unit <b>4871 - NORTH BRANCH MECHANICAL</b>									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	37,509.02
	Business Unit <b>4871 - NORTH BRANCH MECHANICAL</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$37,509.02
	Department <b>48 - LIBRARY</b> Totals	\$7,250,345.00	\$0.00	\$7,250,345.00	\$579,647.99	\$86,588.47	\$5,913,320.65	\$1,250,435.88	83%	\$6,455,115.36
	<b>EXPENSE TOTALS</b>	\$7,250,345.00	\$0.00	\$7,250,345.00	\$579,647.99	\$86,588.47	\$5,913,320.65	\$1,250,435.88	83%	\$6,455,115.36
	Fund <b>185 - LIBRARY FUND</b> Totals									
	<b>REVENUE TOTALS</b>	7,250,345.00	.00	7,250,345.00	105,130.67	.00	6,810,314.42	440,030.58	94%	7,015,830.32
	<b>EXPENSE TOTALS</b>	7,250,345.00	.00	7,250,345.00	579,647.99	86,588.47	5,913,320.65	1,250,435.88	83%	6,455,115.36
	Fund <b>185 - LIBRARY FUND</b> Totals	\$0.00	\$0.00	\$0.00	(\$474,517.32)	(\$86,588.47)	\$896,993.77	(\$810,405.30)		\$560,714.96
	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	338,897.00	7,058.00	98	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
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	7.24	(7.24)	+++	1.20
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$338,904.24	\$7,050.76	98%	\$1,040,978.21
	Department <b>48 - LIBRARY</b> Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$338,904.24	\$7,050.76	98%	\$1,040,978.21
	<b>REVENUE TOTALS</b>	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$338,904.24	\$7,050.76	98%	\$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	181,171.00	.00	1,064,547.00	(733,592.00)	322	323,241.00



# Budget Performance Report

Fiscal Year to Date 11/30/17

Include Rollup Account and Rollup to Object Account

68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	15,527.80	.00	70,022.96	(55,022.96)	467	62,454.95
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals	<u>\$345,955.00</u>	<u>\$0.00</u>	<u>\$345,955.00</u>	<u>\$196,698.80</u>	<u>\$0.00</u>	<u>\$1,134,569.96</u>	<u>(\$788,614.96)</u>	<u>328%</u>	<u>\$398,044.47</u>
	Department <b>48 - LIBRARY</b> Totals	<u>\$345,955.00</u>	<u>\$0.00</u>	<u>\$345,955.00</u>	<u>\$196,698.80</u>	<u>\$0.00</u>	<u>\$1,134,569.96</u>	<u>(\$788,614.96)</u>	<u>328%</u>	<u>\$398,044.47</u>
	<b>EXPENSE TOTALS</b>	<u>\$345,955.00</u>	<u>\$0.00</u>	<u>\$345,955.00</u>	<u>\$196,698.80</u>	<u>\$0.00</u>	<u>\$1,134,569.96</u>	<u>(\$788,614.96)</u>	<u>328%</u>	<u>\$398,044.47</u>
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals									
	<b>REVENUE TOTALS</b>	345,955.00	.00	345,955.00	.00	.00	338,904.24	7,050.76	98%	1,040,978.21
	<b>EXPENSE TOTALS</b>	345,955.00	.00	345,955.00	196,698.80	.00	1,134,569.96	(788,614.96)	328%	398,044.47
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$196,698.80)</u>	<u>\$0.00</u>	<u>(\$795,665.72)</u>	<u>\$795,665.72</u>		<u>\$642,933.74</u>
	Grand Totals									
	<b>REVENUE TOTALS</b>	7,596,300.00	.00	7,596,300.00	105,130.67	.00	7,149,218.66	447,081.34	94%	8,056,808.53
	<b>EXPENSE TOTALS</b>	7,596,300.00	.00	7,596,300.00	776,346.79	86,588.47	7,047,890.61	461,820.92	94%	6,853,159.83
	Grand Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$671,216.12)</u>	<u>(\$86,588.47)</u>	<u>\$101,328.05</u>	<u>(\$14,739.58)</u>		<u>\$1,203,648.70</u>

Endowment for the Evanston Public Library  
 Holdings as of November 30, 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	7025.063	\$245.29	\$1,723,177.70	39.8%	
Vanguard Small-Cap Index Fund	VSMAX	3719.656	\$70.88	\$263,649.22	6.1%	
Vanguard REIT Index Fund	VGSLX	1786.057	\$119.64	\$213,683.86	4.9%	
Vanguard Total International Stock Index Fund	VTIAX	13923.295	\$30.19	\$420,344.28	9.7%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6580.476	\$37.06	\$243,872.44	5.6%	66.2%
Vanguard Federal Money Market Fund	VMFXX	500067.420	\$1.00	\$500,067.42	11.6%	15.0%
iShares Silver Trust	SLV	4788.000	\$15.51	\$74,261.88	1.7%	
SPDR Gold Trust	GLD	625.000	\$121.10	\$75,687.50	1.7%	
CBS Corp (stocks)	CBS	12.000	\$56.06	\$672.72	0.0%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.260	\$148,277.72	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$111.574	\$138,724.41	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$126.616	\$144,562.55	3.3%	
US Treasury TIPS Notes, maturing 2/42, 0.75%		500000.000	\$97.774	\$0.00	0.0%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26494.259	\$10.65	\$282,163.86	6.5%	
JP Morgan Chase 1/15/2018 4.036% YTM		45000.000	\$100.470	\$45,211.50	1.0%	
HSBC Finance 2/15/2018 4.383% YTM		41000.000	\$100.548	\$41,224.68	1.0%	
General Electric Capital 4/15/2018 4.510% YTM		10000.000	\$101.705	\$10,170.50	0.2%	8.8%
				\$4,325,752.23		100.0%

Cash Equivalents	15.0%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	8.8%
Domestic Equities	50.9%
International Equities	15.4%
	100.0%



## Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Approval of Elevator Service Agreement - Schindler Elevator

Services Date: December 13, 2017

### Recommended Action:

Staff recommends approval of the second year (2018) of a three year, annually renewable, service agreement for elevator maintenance and breakdown labor coverage at the Main Library with Schindler Elevator Corporation, One Tower Lane, Suite 170, Oak Brook Terrace, IL 60181-4621 in the annual amount of \$10,200.

### Funding Source:

This agreement is funded from the Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of \$10,200.

### Summary:

Main Library was fitted with Schindler Brand elevators when the building was constructed in 1994. Most commercial elevators and their parts are proprietary. Evanston Public Library has held a service contract with Schindler Corporation since 1995.

# Schindler Plus

**SCHINDLER ELEVATOR CORPORATION**  
853 North Church Court  
Elmhurst, IL 60126-1036  
Phone: 630-478-7113  
Fax: 630-478-7184

**Date:** March 08, 2017

**Estimate Number:** JLAA-AK4JAQ (2017.1.1)

**To:**  
Evanston Public Library  
1703 Orrington Ave  
Evanston, IL 60201-3827

**Building Name:**  
Evanston Public Library

**Attn:** John Devaney

## **EQUIPMENT DESCRIPTION**

Qty	Manufacturer	Equipment	Application Description	Rise/Length			Install#
				Openings	Capacity	Speed	
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201-3827							
1	Westinghouse	Hydraulic Passenger	Passenger 1	4F/OR	3000	125	84821-01
1	Westinghouse	Hydraulic Passenger	Passenger 2	4F/2R	4500	125	84822-02
1	Westinghouse	Hydraulic Passenger	Passenger 3	2F/OR	2500	125	84823-03

**SCHINDLER ELEVATOR CORPORATION** ("Schindler", "we", "us") 853 North Church Court, Elmhurst, IL 60126-1036, and **EVANSTON PUBLIC LIBRARY**, 1703 Orrington Ave, Evanston, IL 60201-3827 ("you") agree as follows:

## **PREVENTIVE MAINTENANCE SERVICE**

- Our preventive maintenance program performed in accordance with a maintenance schedule specific to your equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt callback coverage
- Safety testing
- Customer friendly and responsive communications

## **PREVENTIVE MAINTENANCE PROGRAM**

Our Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to your equipment. A Schindler technician will be assigned to you, and back up technicians are available as required to give you prompt service as required at all times. A Schindler account representative will be assigned to you, and will be your primary contact for communications regarding your agreement. Also available to you is our extensive technical support and parts inventory, at the site as needed, and local warehouses and our national Service Distribution Center available for express delivery in emergencies.

## **EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS**

We will periodically examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below.

Service dispatching will take place through our Schindler Customer Service Network (SCSN), which is staffed by qualified Schindler personnel, 24/7. You will be provided with a customer identification number, which must be referenced when a call is placed for your facility. Our dispatchers will have access to your building's service call records, and will promptly relay the details of your call to the assigned technician.

### CUSTOMER FRIENDLY AND RESPONSIVE COMMUNICATIONS

Our testing responsibilities do not include fees or charges imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation or testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

Equipment	Test	Frequency
Hydraulic	Pressure/Relief Valve	Annually

### TESTING OF SAFETY DEVICES

We will periodically clean the machine room, car top, and pit of debris related to our work in these areas.

### CLEANING

We assume no responsibility for the following items: hoistway door hinges, panels, frames, gates and sills; cabs and cab flooring; freight elevator door straps, cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, pistons, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoistway; guide rails; tank; emergency power generators; telephone service; communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; adverse elevator operation as a result of machine room temperature variations below 50 degrees Fahrenheit and above 90 degrees Fahrenheit; media displays; computer consoles or keyboards; fireman's phones; exterior panels, skirt and deck panels, balustrades, relamping of illuminated balustrades; attachments to skirts, decking or balustrades; moving walk belts; pallets; steps; skirt brushes; slideplate devices; any batteries associated with the equipment; obsolete items, (defined as parts, components or equipment either 20 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication.) In the event that safety testing is performed by us at the start of the Agreement, and we find that critical safety components, such as the governor and/or safeties for traction equipment, and/or valves on hydraulic equipment, are not operating correctly, therefore resulting in unsafe conditions, you will be responsible to authorize the necessary repairs/replacements of this equipment, at your expense.

Basic components: Controller components: resistors, timers, fuses, overloads, minor contacts, wiring coils; packing, drive belts, strainers, functional components of car and corridor operating stations, hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, switches, door protection devices, and alarm bells.  
Major components: Exposed piping in the Machine Room & hoistway, motor, PC boards, pump unit, solid state devices, contactors, and valve rebuilds.

### HYDRAULIC ELEVATORS

## TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one-half of the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
  - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
  - (b) Termination of the Agreement on ten (10) days prior written notice; and
  - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.



8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/access/object codes, passwords and the Schindler Direct feature ("SD") (if applicable) which we will deactivate and remove if the Agreement is terminated.

10. You will prevent access to the Equipment, including the SD feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SD, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SD output, nor for claims arising from acts or omissions of others in connection with SD or from interruptions of telephone service to SD regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence.
- (c) Products/Completed Ops Aggregate \$5,000,000.
- (d) Auto Liability - \$5,000,000 CSL.
- (e) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

#### SPECIAL CONDITIONS

The following additional terms and conditions are incorporated:

Annual price increases shall occur on the anniversary date of the contract and shall not exceed 5%.

## SCHINDLER DIGITAL

You will be provided access to Schindler's digital tools, which include Schindler Direct, Schindler Dashboard, and Schindler Dashboard Mobile. These digital tools and their three subscription tiers are described below.

**Schindler Direct** provides remote connectivity to your Equipment. Schindler Direct will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If cellular service is not available or becomes unavailable you have the responsibility to install, maintain and pay for a dedicated telephone line, and to notify us at any time of any interruption of such telephone service. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment. *men*

**Schindler Dashboard and Dashboard Mobile** are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

The three subscription tiers for Schindler Digital are:

**Digital Connect** – Schindler's Digital Connect package provides wireless cellular communication from your equipment's controller to Schindler's data network. This allows Schindler Direct to be connected to your equipment 24/7. Digital connect also provides access to the basic features of Dashboard and Dashboard Mobile, giving you real time information on your equipment.

**Digital Enhanced** – The Enhanced Package includes Digital Connect, plus access to Schindler's Digital Support Team. This team analyzes information gathered by Schindler Direct, which improves the reliability of your equipment and improves the response time. The Digital Support Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback during regular hours related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

**Digital Premium (Coming Soon)** – The premium package is our top tier, and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

During the term of this agreement, you have the ability to adjust the tier you have selected at your convenience.

### CALLBACK RESPONSE TIME

We will respond to callbacks during regular working hours within an average of 4 hours of notification, and during overtime hours within an average of 12 hours of notification, unless we are prevented from doing so by causes beyond our control.

The annual contract price adjustment will not apply to Schindler Digital. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Digital tiers as additional value added features and functionality are added to the selected offering.

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

#### PRICE ADJUSTMENT

The packages above are dependent upon applicable equipment type and hardware installation, which will be installed at the owner's expense. Please contact your Schindler Rep for more information.

- Upgrade to the Digital Connect Package - \$10 per unit, per month addition.
- Upgrade to the Digital Enhance Package - \$20 per unit, per month addition.

indicate by checking below:

This Agreement does not include Schindler Digital. If you would like to choose a Schindler Digital tier, please

In consideration of the services provided hereunder, you agree to pay us the sum of \$850.00 per month, payable in annual installments of \$10,200.00, exclusive of applicable taxes, unless another payment frequency option is selected below.

#### PRICE

This Agreement commences on January 01, 2017, and continues until December 31, 2020, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

#### TERM

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services include callbacks for emergency minor adjustment during regular working hours. If you authorize callbacks outside regular working hours, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel. All other work outside the services will be billed at our standard billing rates. A request for service will be considered an "emergency minor adjustment callback" if it is to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond our control. The term does not include any correction or adjustment that requires more than one technician or more than two hours to complete.

#### HOURS OF SERVICE

**PAYMENT OPTIONS**

(1) Please select a Method of Payment:

Direct Debit                      1% Discount (Attach Copy of voided check)

Credit Card                      3% Addition

Visa                       MC                       AMEX

Number: \_\_\_\_\_

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

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

Check

Other: \_\_\_\_\_

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual                      1% Addition


Quarterly                      3% Addition

Monthly                      5% Addition

Date: 3/22/17

Title: Branch Manager

By: David Shaulis

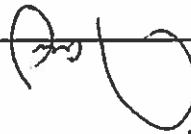
Approved: 

Date: March 08, 2017

Title: Sales Representative

For: Schindler Elevator Corporation

By: Jason Lazzara

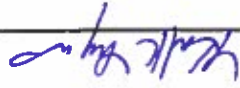
Proposed: 

Date: 3 April 2017

Title: Liberty Director

For: Evanston Public Library

By: Karen Duester Lyons

Accepted: 

The attached terms and conditions are incorporated herein by reference. Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Volunteer Management Services Agreement  
Date: December 15, 2017

Recommended Action:

I recommend Board approval of the second one-year renewal of the Volunteer Management Services Agreement with Mary Kling at a cost of \$22,000 effective January 1, 2018. The proposed agreement is attached.

## CITY OF EVANSTON

### PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for Evanston Public Library Volunteer Management and Recruitment (“EPL Volunteer Management”).

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this 21st day of December, 2017, between the Evanston Public Library, an Illinois municipal public library with a main library and administrative offices located at 1703 Orrington Avenue, and branches at 900 Chicago Avenue and 2026 Central Street in Evanston Illinois (hereinafter referred to as the “Library”), and Mary Kling, with her residence located at 5000 Oakton St., #204, Skokie, IL 60077 (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 \$22,000.

#### I. COMMENCEMENT DATE

**Consultant shall commence the Services on January 1, 2018 or no later than three (3) DAYS AFTER The Library executes and delivers this Agreement to Consultant.**

#### II. COMPLETION DATE

Consultant shall complete the Services by December 31, 2018 . This Agreement may be renewed after an initial term for up to three (3) one year extensions. No renewal shall begin until agreed to in writing by both parties prior to the completion date of the Agreement.

#### III. PAYMENTS

**The Library 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 Library 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. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit B).

## 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 the Library, or by others at Library'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 the Library while working and to perform its Services in a manner which does not unreasonably interfere with the Library's business and operations, or the business and operations of other tenants and occupants in the Library 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 Library or other parties that may be affected in connection therewith. If requested by the Library, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the Library, 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 sub consultants provide false information, or fail to be or remain in compliance with this Agreement, the Library 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 Library 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 sub consultant 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 Library's prior written consent. The Consultant shall be responsible for the



accuracy and quality of any sub consultant's work.

All sub consultant 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 sub consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the Library, other Library contractors, the City of Evanston, other municipalities and local government officials, public utility companies, and others, as may be directed by the Library. This shall include attendance at meetings, discussions and hearings as requested by the Library. 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 Library 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 in writing and after 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.** Library may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the Library terminates this agreement, the Library will make payment to Consultant for Services performed prior to termination. Payments made by the Library pursuant to this Agreement are subject to sufficient appropriations made by the Evanston Public Library and appropriations approved by Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the Evanston Public Library and approved by the City Council, the Library'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 Library 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 Library 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 Library 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 the Evanston Public Library or City of Evanston. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of the Evanston Public Library or City of Evanston. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of the Evanston Public Library or City of Evanston. 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 the Library or City of Evanston in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to the Library and consented to in writing to the Library.

**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 the Library, and the Library 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 the Library, during any stage of the Services, Consultant shall promptly deliver all such materials to the Library. 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 the Library, 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 Library at the address set forth above, together with reasonable supporting documentation, Library may require such additional supporting documentation as Library reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library'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 Library or Library'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 Library an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of Library's expenses for and in connection with the audit respecting such invoice.

**I. Indemnity.** Consultant shall defend, indemnify and hold harmless the Library 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 Library, 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 Library 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 Library and City of Evanston 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 and the Library, if the settlement requires any action on the part of the City or the Library.

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 Library and City of Evanston, 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 sub-Consultants' work. Acceptance of the work by the Library 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. Confidentiality.** In connection with this Agreement, Library may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for Library. 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 Library as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for Library to any person, firm or corporation or use the same in any manner whatsoever without first obtaining Library's written approval, and (iii) not to disclose to Library 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 Library 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 Library 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 Library so that the Library may comply with the request within the required timeframe. The Library 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 Library from and against all claims arising from the Library's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the Library 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 Library and the City, shall not be a violation of this Section.

**K. Use of Library'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 Library's name nor the name of any affiliate of the Library or 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.

**L. No Assignments or Subcontracts.** Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without Library's express prior written approval. Any attempt to do so without the Library's prior consent shall, at Library'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 Library.

**M. 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 Library deems it reasonably necessary for security reasons, the Library 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 Library does not pass the background check.

**N. 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 Library or 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 Library. Consultant shall protect Library and 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 sub Consultant, supplier or materialmen, or other person, firm or corporation, upon Library or City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

**O. 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 Library as follows: Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois 60201, Attention: Library Director and to Consultant at the address first above set forth, or at such other address or addresses as Library or Consultant may from time to time designate by notice given as above provided.

**P. Attorney's Fees.** In the event that the Library 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 Library 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.

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

**R. 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.

**S. 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 Library shall not enter into binding arbitration to resolve any dispute under this Agreement. The Library does not waive tort immunity by entering into this Agreement.

**T. 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 Library.

**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 non-responsible and therefore ineligible for future contracts or subcontracts with the Library, 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 or volunteer 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 and volunteer position descriptions 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 or volunteers 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 5/2-105 *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 sub consultant provide false information, or fail to be or remain in compliance with the Agreement, the Library 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 B 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:**

**Evanston Public Library  
1703 ORRINGTON AVENUE  
EVANSTON, IL 60201**

By \_\_\_\_\_

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

Its: \_\_\_\_\_

Its: Library Director \_\_\_\_\_

FEIN Number: \_\_\_\_\_

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

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

## EXHIBIT A

In consultation with the Library Director and staff as designated, the Consultant will perform the following duties on behalf of the Library:

- Communicate regularly with staff regarding needs
- Respond to inquiries from prospective volunteers by email and/or phone
- Check references of prospective volunteers
- Interview prospective volunteers
- Place volunteers with staff
- Use Volunteer Evanston website to receive referrals, log hours for volunteers who do not use a computer, verify hours logged, post new volunteer opportunities, update on-going opportunities, remove old opportunities
- Schedule Computer Lab volunteers and their substitutes
- Send notes of thanks to volunteers
- Coordinate between staff and groups of volunteers (Kellogg Cares, NU Gives Back, Greek Day of Service, APO, Rotary International, etc.)
- Write letters of recommendation for volunteers
- Submit information to various community newsletters to highlight outstanding volunteers
- Strengthen our partnership with ETHS to increase the number of student volunteers
- Refine volunteer application process, to include using EPL website to facilitate access to volunteer information.
- Track volunteer hours and make periodic reports to Administration
- Attend staff meetings and other volunteer-related meetings (City, CALVAN, ICOVA)
- Use Raiser's Edge volunteer component to maintain volunteer database

- Assist with annual Donor/Volunteer Recognition event
- Assist with background check process for volunteers who will work with sensitive populations

## EXHIBIT B

The consultant will submit a monthly report that includes the following detail in support of the monthly payment of \$1,833:

Exhibit B: Documentation of Efforts to Fulfill Contract

Emails received/sent

Phone conversations

Interviews

Interaction with EPL Staff

Projects, completed

Projects, on-going

Record and report weekly: dates, times worked and work completed



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Library Director

Subject: Approval of 2017 Purchase of Library Automation Services  
from Cooperative Computer Services

Date: December 15, 2017

**Recommended Action:**

Staff recommends approval of the single source purchase of library automation services (\$92,000) and OCLC cataloguing records (\$18,000) from Cooperative Computer Services (3355J N. Arlington Heights Rd., Arlington Heights, IL) for FY2018. This is the same cost for the services as was approved for FY2016.

**Funding Source:**

Funding in the amount of \$110,000 will be from the Library Fund's Technical Services Electronic Resources account (185.48.4835.65628).

**Summary:**

Cooperative Computer Services (CCS) is a partnership providing an integrated library automation system (ILS) for the Evanston Public Library and 23 other CCS member public libraries located in the north and northwest suburbs of Chicago. This shared resource allows the member libraries to recognize significant cost savings through group purchasing power. CCS is an Intergovernmental Instrumentality formed under the Illinois state constitution to administer the system on behalf of its member libraries, which fund virtually all activities. The City of Evanston entered into an intergovernmental agreement with CCS in 2005.

In Evanston, CCS supports 68,174 registered borrowers and the circulation of 1,071,401 items (2015 data) through the Library's selection of materials, cataloging, public catalogs, circulation (including payment of bills and fines), interlibrary loan, other resource sharing activities and access to databases inside and outside the Library by providing technical support for the computer hardware and software infrastructure, thus saving the Library the costs of maintaining a separate standalone system.

CCS libraries check out almost ten million items a year using the system, and send hundreds of thousands of books and other media back and forth to serve the needs of customers. This ILS is

## Agenda Item 10.D

fully compatible with the City's computing infrastructure and uses a web-based architecture that has a minimal impact on the City's technology resources. This purchase covers the Evanston Public Library's annual share of these services.

The primary users are the library customers and staff who depend upon this automated system to provide the online catalog of materials and circulation system. Customers and staff use the online catalog both in the library and remotely to determine if the library owns an item, whether it is checked out or available and where it is located; and the online circulation feature provides the mechanism for checking materials in and out, and placing holds or renewing online. Because all the members of the consortium share the same ILS, Evanston customers and staff have immediate access to the catalogs of all the member libraries, greatly expanding the number of available books and other materials than would otherwise be available if the library had a standalone automation system.

### **Legislative History:**

The City Council approved an intergovernmental agreement with Cooperative Computer Services for the provision of library automation services in 2005.



# Memorandum

**To:** Evanston Public Library Board of Trustees

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

**Subject:** Approval of Janitorial Agreement with Total Building Services

**Date:** December 1, 2017

**Recommended Action :**

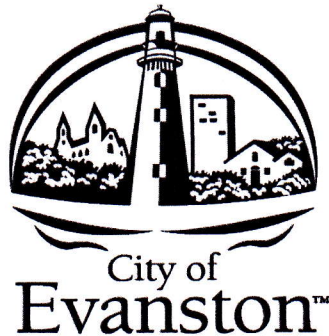
Staff recommends approval of a three year, annually renewable, agreement for nightly janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 in the annual amount of \$88,500.

**Funding Source :**

This agreement is funded from the Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of \$88,500.

**Summary :**

In the fall of 2016 (RFP 16-72), City and Library staff solicited proposals to perform janitorial services at the Main Library, Civic Center, Service Center and Police and Fire Headquarters. After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. TBS has cleaned the Main Library since 2009



**CITY OF EVANSTON  
PROFESSIONAL SERVICES AGREEMENT**

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

**JANITORIAL SERVICES – MAIN LIBRARY**

*RFP Number: 16-72*

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this 1<sup>st</sup> day of January, 2017, between the City of Evanston/Evanston Public Library, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the "City"), and TBS (Total Building Services), with offices located at 340 Bennett Road, Elk Gove, IL 60007 (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 \$ 88,500.00 annually.

**I. COMMENCEMENT DATE**

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

**II. COMPLETION DATE**

Consultant shall complete the Services by 12/31/2020. 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**

**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 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, the City's Request for Proposal/Qualifications No. # 15-62 (Exhibit B) and Consultant's Response to the Proposal (Exhibit C). 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, B, C, 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: TBS

EVANSTON PUBLIC LIBRARY  
1703 ORRINGTON AVENUE  
EVANSTON, IL 60201

By 

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

Its: President

Its: LIBRARY DIRECTOR

FEIN Number: 36-3177944

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

Date: 3/9/17



# Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Library Director

Subject: Approval of 2017 State Per Capita Grant Application

Date: December 15, 2017

Recommended Action:

I recommend approval of the Library's 2018 State Per Capita Grant application (attached).



**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

\_\_\_\_\_                      \_\_\_\_\_  
Initials                      Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: \_\_\_\_\_

2. Library's Control Number: \_\_\_\_\_ Branch Number: \_\_\_\_\_

3. Contact Information of Person completing this grant application:

Preparer's Name: \_\_\_\_\_  
(Prefix)                      (First Name)                      (Last Name)

Preparer's Title: \_\_\_\_\_

Preparer's Phone Number: \_\_\_\_\_

Preparer's Email Address: \_\_\_\_\_

4. Population Served: \_\_\_\_\_

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.

5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Has each board member completed the test?      Yes       Not yet

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement?      Yes       Not yet

Has each board member completed an Economic Interest Statement?      Yes       Not yet

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline?    Yes             Not at this time

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.