



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, DECEMBER 18, 2019

6:00 P.M.

COMMUNITY MEETING ROOM

MAIN LIBRARY, 1703 ORRINGTON AVENUE



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, December 18, 2019

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
6:30 PM

Main Library Community Meeting Room
AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes November 20, 2019
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS: *Together, We are the Library*

- A. Robert Crown branch library (Update)

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)

6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- A. Approval of Agreement with Mary Kling for Volunteer Management Services (Action)
- B. Approval of Cooperative Computer Services (CCS) Annual Agreement (Action)
- C. Approval of Per Capita Grant Application (Action)
- D. Siemens Building Automation yearly contract renewal (Action)
- E. Approval of revised purchasing limits in conformance with Ordinance 129-O-19, Amending City Code Section 1-17-1 "Purchases of Goods and Services" (Action)
- F. Closed Session – Review of Closed Session Minutes (Action)

12. ADJOURNMENT

Next Meeting: January 15, 2020 at 6:30 pm: Main Library - Community Room

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 20, 2019

6:00 P.M.

Main Library, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto

Members Absent: Denia Hester

Staff: Mariana Bojorquez, Teri Campbell, John Devaney, Halka, Kim Hegelund, Kerry Littel, Heather Norborg, Wynn Shawver, and Jill Skwerski

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:30 pm.

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the October 16, 2019 Board Meeting-

Trustee Schapiro made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

A. Robert Crown Branch Library: The Board discussed the naming rights of the Reading Garden that will be a part of the branch library. A donor has come forward and would like their proposition to be considered. The Board approved via voice vote to support the continuing conversation between the City of Evanston and the Friends of Robert Crown who we are in negotiations with a donor for the naming rights of the Reading Garden at Robert Crown Library.

Equity, Diversity and Inclusion:

A. Joint Task Force: Assistant Director Campbell shared the internal EDI Committee is preparing the project ready curriculum for staff. The external Racial Equity Task Force is working to target and market to the underserved community of the 5th, 8th and 9th Wards with a focus on events in February. A survey was shared with Latinx parents at ETHS where five questions were asked to gather information of places and ideas to see where the library can have a role. The draft Equity Statement will be produced by the EDI Committee and sent to the Board for review for the next Board Meeting.

B. PLA Conference: President Iles, Trustee Soto and library staff members attended the PLA Social Justice Symposium. The takeaway from the training offered ideas on evaluating positions, library policies and procedures and being fine free to continue to break down barriers to service.

Library Director's Report (Distributed in Advanced): Drag Queen Storytime returned welcoming back Coco Sho'Nell for a family storytime. The impact of these events to families was significant in allowing them to feel recognized and welcomed by the library and to connect with other families. Dr. Melissa Blount brought her Black Girl Magic art project to CAMS including an author talk and a sewing circle. The Community Art Project has moved to the North Branch where all are invited to contribute to this growing work. All three library branches celebrated Diwali with the story of Ramayan, crafts, and henna painting. Elacsha Madison, Teen Engagement Coordinator, took LOLA (the Mobile Library) to Chute Middle School. Over 100 students came out during the school day to participate. Students were able to learn about the different resources available, get a library card, participate in board games and crafts, and get a brand new book! Community Mobile Resource Center at Family Focus runs the 3rd Tuesday of each month, 6-7:30pm. Session topics include tips for finding a lawyer when you can't afford one, family law, and a possible expungement event in December

Staff Reports:

A. Administrative Services: Asst Director Campbell shared with the Board that Engagement Services leadership is managing transfer designations, application reviews and interviews for 6 new positions at Robert Crown [Supervising Librarian, Librarian I, Branch Assistant (1 FT, 1 PT), Branch Clerk (2 PT) and Branch Assistant and Branch clerk vacancies at other sites. We intend to report considerable progress next month. In Access Services, Larissa Pepke has accepted a part-time Clerk position; Nani Boyce has transferred from a branch to the Main Library; and an offer has been extended for a final Shelver vacancy. The Facilities/Maintenance lead posted a Security Monitor vacancy and interviews will soon begin. In Administration, round 2 interviews for the Development Associate position that handles grants are underway, and round 1 interviews for the Development Associate position that facilitates donor relations will soon begin. Revenue collection for the Operating budget has reached 94% of the estimation, while expenses fall within budget at 88%.

B. Community Engagement: Community Engagement Manager Jill Skwerski, Latino Engagement Librarian Mariana Bojorquez and Halka Community Engagement Library Assistant informed the Board of the many programs offered throughout 2019 and what to look forward to in 2020. Ongoing programs and services including summer in the park in the 5th, 8th and 9th Wards, Mental Health Fair, STI/HIV screening, Drag Queen Storytime, and Diwali Celebrations. Coming in 2020 you will find Engagement Service staff out in the 5th, 8th and 9th Wards, increasing the library's presence at block parties and closing the loop with Oakton Community College and offer gateway classes. Mariana and Sergio Gomez were part of the ETHA Basic Computer Classes and have expanded it to Basic I and II courses. Post-course supplements will be created in a "seminar" style like excel, word and tablet/smartphone. PLA Intern Dariana Gomez worked on creating a storyhouse experience directed at LGBTQ+ Latino youths. The Dia de Los Muertos celebration had a larger than expected turnout with over 110 people participating in face painting, conchas, free books, shoebox altars and picture frame decorations. Halka informed the board of the Language Cafe being offered at CAMS the 1st and 2nd Saturday of Every Month. The programing for mental health will also partner with Levy Center in hosting monthly presenters/events around 4 themes that will travel to locations throughout Evanston every three months.

Board Reports: None

Board Development: None

Unfinished Business:

- A. **FY2020 Library Revenue Budget:** Trustee Schapiro moved to approve the FY2020 Library Revenue Budget \$9,6536,092 and Trustee Patel seconded approved with a roll call vote.

New Business:

- A. **Resolution 2019- R1 providing for the budget and setting the annual tax levy for FY 2020:** Trustee Schapiro moved to approve Resolution 2019-R1 providing for the budget and setting the annual tax levy for FY2020 and Trsutee Lurie seconded and passing with a roll call vote.
- B. **Approval of the 2020 Board Meeting Schedule:** Moved by Trustee Hayman and seconded by Trustee Hays and approved via voice vote by the board.
- C. **Approval of the 2020 Library Closing Schedule:** Moved by Trustee Schapiro and seconded by Trustee Hayman and approved via voice vote by the board.
- D. **Review of the 2020 PerCapita Grant Application Requirements:** Assistant Director Campbell asked the Board to review the required paperwork and trainings offered to complete the application requirements.

Adjournment:

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Hayman. Meeting adjourned at 7:41 pm.

Respectfully submitted by Kim Hegelund

Library Director's Report November 20, 2019

Updates:

Recently Elacsha Madison, Teen Engagement Coordinator, took LOLA (the Mobile Library) to Chute Middle School. Over 100 students came out during the school day to participate. Students were able to learn about the different resources available, get a library card, participate in board games and crafts, and get a brand new book! Students were ecstatic over the wide range of books that we offered and the chance to make a button. Teachers loved LOLA and thought it was a cool new way to engage students. By the end of the day, EPL was trending on Chute's Facebook page. Later that night at the Parent Teacher Conference, several parents discussed how EPL positively impacted their child's day. One parent in particular discussed how difficult it is with her work schedule to get her kids to the downtown library. She was grateful that we were able to come out to Chute and she eagerly signed her kids up for a library card. This event was a great opportunity to talk about the new Robert Crown branch as well as continue to foster the relationship with Chute Middle School.

Elacsha also attended the second annual Trunk or Treat hosted by Girls Play Sports. Over 750 children and parents from all grade levels in District 65 attended the event at ETHS. All of the proceeds went toward giving girls of all ability, income, and interest levels access to playing 18 different sports during their elementary and middle school years. Community organizations such as Y.O.U., Northshore University Health Systems, AYSO, Orange Theory Fitness plus a dozen other organizations and businesses participated. The Library was able to speak to families about the many different resources and workshops available at the Library and how to access them. The children were able to see LOLA decorated and play spin the wheel for a chance to win candy and bookmarks, a free book, cupcakes and EPL bags.

Kingsley First Graders visited North Branch for an introduction to the branch and to check out books. Several students also obtained new library cards. One first grader gave the best explanation of fiction vs. nonfiction that we have heard: "Fiction is like a drawing and nonfiction is like a photo."

Drag Queen Storytime returned. After the success of our June program, we welcomed back Coco Sho'Nell for a family storytime. The impact of these events to families was significant in allowing them to feel recognized and welcomed by the library and to connect with other families.

Dr. Melissa Blount brought her **Black Girl Magic** art project to CAMS including an author talk and a sewing circle. Participants included familiar CAMS patrons and others who were interested in Ms. Blount's project.

The **Community Art Project** has moved to the North Branch where all are invited to contribute to this growing work. This sculpture began at Gather, a community art studio and creativity focused playspace in downtown Evanston, traveled to the Evanston Art Center as part of the Evanston Made Kids programming this summer, to the Chicago Avenue/Main Street Branch and now to the North Branch.

All three library branches celebrated **Diwali** with the story of Ramayan, crafts, and henna painting.



Assessments, Metrics

Evanston Public Library
2019 Library Statistics

Computer/Internet Use											
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	FYTD
Main	3,841	3,957	4,355	3,814	4,059	4,415	4,654	4,673	3,859	4,388	42,015
North Branch	220	222	245	251	261	280	301	298	278	305	2,661
CAMS	359	374	441	409	409	449	437	408	470	529	4,285
Computer Lab	101	145	162	159	136	144	162	147	155	162	1,473
Overall Computer/Internet Use	4,521	4,698	5,203	4,633	4,865	5,144	5,554	5,526	4,762	5,384	50,434

Website Visits											
All Location	38,885	31,274	36,456	39,778	40,824	40,854	42,436	37,876	35,226	41,985	385,594

Wifi Users											
All Location	25,000	22,000	24,000	25,000	25,000	25,000	26,000	22,000	22,000	25,000	241,000

Library Visits											
Main	33,808	35,609	40,450	34,716	37,922	41,479	42,961	41,470	36,498	38,263	383,176
North Branch	3,360	3,016	4,109	3,779	3,588	4,279	4,616	4,151	3,301	3,707	37,906
CAMS	2,944	2,907	3,473	3,577	3,507	4,194	4,301	3,933	3,549	4,239	36,624
Overall Library Visits	40,112	41,532	48,032	42,072	45,017	49,952	51,878	49,554	43,348	46,209	457,706

and Initiative results:

Upcoming events of Note:

ACA Navigator will return to EPL each Saturday, 11am - 4pm, during open enrollment period, 11/2 - 12/14.

Community Mobile Resource Center at Family Focus runs the 3rd Tuesday of each month, 6-7:30pm. Session topics include tips for finding a lawyer when you can't afford one, family law, and a possible expungement event in December.

Haven 6th graders will be visiting North Branch in December for an introduction to the library and book talks with Elascha Madison, Teen Engagement Coordinator.

Fall 2020 MENA Lectures:

November 25 - Water, Gender & Politics in Morocco, with Jamila Bargach. (Lorena Neal)

Excerpts from Patron feedback:

Dear Louise,

Thank you for giving us the opportunity to share *Winnie the Pooh* with your families. We had a wonderful time and I do think that that was one of the largest audiences we have had.

The cast, especially Pooh, enjoyed meeting the children. The crafts were an incredible success and Sara and Jessica thoroughly enjoyed being part of all of this.

We are grateful to have this relationship with the library and Evanston. And we look forward to sharing *The Emperor's New Clothes* in the Winter.

Again, thank you for all your work in making this possible.

Best,

Lynn, Sara, and Jessica

And the cast of Winnie the Pooh

National Able Network Resource Room Monthly Tracking List - October, 2019

	October .	Previous Months Numbers	Program Year to Date Total
ORIENTATIONS			
Evanston Public Library	13	45	58
Oakton Community College	22	67	89
TABE TESTING	17	31	48
ONE-ON-ONE RESUME ASSISTANCE	9	27	36
Workshops			
JSWT (Oakton Community College)	39	118	157
JUMPSTART WORKSHOPS			
Evanston Public Library	9	12	21
Oakton Community College			0
THE PATH WORKSHOP			
Evanston Public Library	7	32	39
Oakton Community College	26	45	71
RESOURCE ROOM (NEW CUSTOMERS)	25	64	89
RESOURCE ROOM (REPEAT CUSTOMERS)	132	400	532
RESOURCE ROOM TOTAL	157	464	621
	October total :	Previous Months:	YTD Total :
	299	841	1140



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Library Director

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

Subject: Library Fund Bills

Date: December 13, 2019

Recommended Action

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

Payroll

November 11 through November 24, 2019	\$ 158,810.01
November 25 through December 08, 2019	\$ 153,909.19

Library Fund Bills List

November 26, 2019	\$ 54,334.21
December 10, 2019 (includes Oct 2019 purchasing card expenses of \$11,150.33)	\$ 79,078.90

Attachments: Bills Lists, Purchasing card

LIBRARY BILLS LIST

PERIOD ENDING 11.26.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
15946 - KIMBERLY DAUFELDT	OFFICE SUPPLIES REIMB	11/12/2019	11/26/2019	192.38	
Account 65100 - LIBRARY SUPPLIES Totals				1	\$192.38
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	10/31/2019	11/26/2019	9.36	
100474 - BAKER & TAYLOR	JUV PRINT	11/05/2019	11/26/2019	32.18	
100474 - BAKER & TAYLOR	JUV PRINT	11/07/2019	11/26/2019	28.12	
100474 - BAKER & TAYLOR	YA PRINT	11/07/2019	11/26/2019	178.85	
100474 - BAKER & TAYLOR	JUV PRINT	11/05/2019	11/26/2019	257.97	
100474 - BAKER & TAYLOR	JUV PRINT	11/05/2019	11/26/2019	1,158.69	
100474 - BAKER & TAYLOR	JUV PRINT	11/04/2019	11/26/2019	1,340.37	
100474 - BAKER & TAYLOR	JUV PRINT	10/31/2019	11/26/2019	345.58	
100474 - BAKER & TAYLOR	JUV PRINT	10/30/2019	11/26/2019	1,268.09	
100474 - BAKER & TAYLOR	JUV PRINT	11/12/2019	11/26/2019	393.89	
186504 - THE COMIX REVOLUTION, INC.	JUV BOOKS	10/24/2019	11/26/2019	47.85	
Account 65630 - LIBRARY BOOKS Totals				11	\$5,060.95
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	YA & JUV AV	11/05/2019	11/26/2019	.05	
324163 - FINDAWAY WORLD, LLC	JUV AV	10/30/2019	11/26/2019	276.90	
103088 - LIVE OAK MEDIA	JUV AV	11/06/2019	11/26/2019	214.12	
103424 - MIDWEST TAPE	98164332	11/05/2019	11/26/2019	12.74	
103424 - MIDWEST TAPE	JUV AV	11/06/2019	11/26/2019	327.97	
103424 - MIDWEST TAPE	JUV AV	11/06/2019	11/26/2019	37.98	
103424 - MIDWEST TAPE	JUV AV	11/02/2019	11/26/2019	743.46	
103424 - MIDWEST TAPE	JUV AV	11/02/2019	11/26/2019	26.73	
103424 - MIDWEST TAPE	JUV AV	10/30/2019	11/26/2019	22.98	
103424 - MIDWEST TAPE	JUV AV	10/30/2019	11/26/2019	190.68	
103424 - MIDWEST TAPE	JUV AV	10/30/2019	11/26/2019	37.98	
103424 - MIDWEST TAPE	JUV AV	11/13/2019	11/26/2019	605.81	
103424 - MIDWEST TAPE	JUV AV	11/13/2019	11/26/2019	124.55	
103424 - MIDWEST TAPE	JUV AV	11/12/2019	11/26/2019	217.92	
103424 - MIDWEST TAPE	JUV AV	11/12/2019	11/26/2019	22.74	
104325 - RECORDED BOOKS INC.	JUV AV	11/08/2019	11/26/2019	30.20	
104325 - RECORDED BOOKS INC.	JUV AV	11/11/2019	11/26/2019	20.60	
104325 - RECORDED BOOKS INC.	JUV AV	11/11/2019	11/26/2019	50.00	
104325 - RECORDED BOOKS INC.	JUV AV	11/12/2019	11/26/2019	82.80	
104325 - RECORDED BOOKS INC.	JUV AV	11/12/2019	11/26/2019	78.80	
104325 - RECORDED BOOKS INC.	JUV AV	11/07/2019	11/26/2019	49.80	
104325 - RECORDED BOOKS INC.	JUV AV	11/07/2019	11/26/2019	74.80	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				22	\$3,249.61
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				34	\$8,502.94
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	08/26/2019	11/26/2019	104.45	
Account 65100 - LIBRARY SUPPLIES Totals				1	\$104.45
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	10/31/2019	11/26/2019	708.86	
100474 - BAKER & TAYLOR	ADULT PRINT	11/08/2019	11/26/2019	351.59	
100474 - BAKER & TAYLOR	ADULT PRINT	11/07/2019	11/26/2019	429.52	
100474 - BAKER & TAYLOR	ADULT PRINT	11/07/2019	11/26/2019	890.27	
100474 - BAKER & TAYLOR	ADULT PRINT	11/06/2019	11/26/2019	133.50	
100474 - BAKER & TAYLOR	ADULT PRINT	11/06/2019	11/26/2019	1,374.92	
100474 - BAKER & TAYLOR	ADULT PRINT	11/02/2019	11/26/2019	20.38	
100474 - BAKER & TAYLOR	ADULT PRINT	11/05/2019	11/26/2019	1,794.55	
100474 - BAKER & TAYLOR	ADULT PRINT	11/02/2019	11/26/2019	1,674.97	
100474 - BAKER & TAYLOR	ADULT PRINT	11/02/2019	11/26/2019	635.11	
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2019	11/26/2019	513.75	
100474 - BAKER & TAYLOR	ADULT PRINT	11/13/2019	11/26/2019	99.48	
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2019	11/26/2019	163.46	
100474 - BAKER & TAYLOR	ADULT PRINT	11/11/2019	11/26/2019	349.93	
100932 - CENTER POINT INC	ADULT PRINT	11/01/2019	11/26/2019	136.62	
100932 - CENTER POINT INC	ADULT PRINT	11/03/2019	11/26/2019	58.42	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/14/2019	11/26/2019	24.80	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/07/2019	11/26/2019	77.22	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/07/2019	11/26/2019	103.46	
120319 - GALE RESEARCH INC.	ADULT PRINT	01/05/2019	11/26/2019	153.69	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/05/2019	11/26/2019	210.67	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/07/2019	11/26/2019	60.78	
120319 - GALE RESEARCH INC.	ADULT PRINT	11/04/2019	11/26/2019	25.60	
106459 - OMNIGRAPHICS INC	ADULT PRINT	11/07/2019	11/26/2019	240.75	
104543 - SAGE PUBLICATIONS INC	ADULT REFERENCE	11/07/2019	11/26/2019	369.54	
Account 65630 - LIBRARY BOOKS Totals				25	\$10,601.84
Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ELECTRONIC RESOURCES	11/01/2019	11/26/2019	11,988.27	
Account 65635 - PERIODICALS Totals				1	\$11,988.27
Account 65641 - AUDIO VISUAL COLLECTIONS					
100655 - BLACKSTONE PUBLISHING	ADULT AV	10/31/2019	11/26/2019	406.47	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	18.24	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	105.96	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	21.24	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	37.98	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	21.24	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	89.18	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	40.84	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	21.24	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	99.45	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	109.77	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	25.74	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	73.57	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	31.74	
103424 - MIDWEST TAPE	ADULT AV	11/06/2019	11/26/2019	69.38	
103424 - MIDWEST TAPE	ADULT AV	11/02/2019	11/26/2019	30.79	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	67.98	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	24.99	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	20.49	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	27.04	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	34.54	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	106.17	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	165.55	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	30.48	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	15.24	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	45.48	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	238.41	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	196.78	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	37.98	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	241.92	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	15.24	

LIBRARY BILLS LIST

PERIOD ENDING 11.26.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	123.05	
103424 - MIDWEST TAPE	ADULT AV	10/30/2019	11/26/2019	178.38	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	115.75	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	27.04	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	35.59	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	79.47	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	52.98	
103424 - MIDWEST TAPE	ADULT AV	11/14/2019	11/26/2019	23.29	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	62.22	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	52.98	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	385.55	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	118.36	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	57.83	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	59.53	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	27.04	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	35.97	
103424 - MIDWEST TAPE	ADULT AV	11/12/2019	11/26/2019	37.98	
104325 - RECORDED BOOKS INC.	ADULT AV	11/11/2019	11/26/2019	55.74	
104325 - RECORDED BOOKS INC.	ADULT AV	11/12/2019	11/26/2019	26.99	
104325 - RECORDED BOOKS INC.	ADULT AV	11/06/2019	11/26/2019	88.16	
104325 - RECORDED BOOKS INC.	ADULT AV	11/06/2019	11/26/2019	99.00	
104325 - RECORDED BOOKS INC.	ADULT AV	11/01/2019	11/26/2019	53.40	
104325 - RECORDED BOOKS INC.	ADULT AV	11/04/2019	11/26/2019	76.49	
104325 - RECORDED BOOKS INC.	ADULT AV	11/05/2019	11/26/2019	40.50	
104325 - RECORDED BOOKS INC.	ADULT AV	11/05/2019	11/26/2019	35.99	
104325 - RECORDED BOOKS INC.	ADULT AV	11/06/2019	11/26/2019	76.44	
104325 - RECORDED BOOKS INC.	ADULT AV	11/08/2019	11/26/2019	62.99	
104325 - RECORDED BOOKS INC.	ADULT AV	11/08/2019	11/26/2019	31.47	
104325 - RECORDED BOOKS INC.	ADULT AV	11/07/2019	11/26/2019	108.75	
104325 - RECORDED BOOKS INC.	ADULT AV	10/30/2019	11/26/2019	36.00	
104325 - RECORDED BOOKS INC.	ADULT AV	10/29/2019	11/26/2019	40.00	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				69	\$4,953.98
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				96	\$27,648.54
Business Unit 4820 - ACCESS SERVICES					
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES					
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM					
	REPLACEMENT CHARGES	11/06/2019	11/26/2019	42.50	
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals				1	\$42.50
Account 65100 - LIBRARY SUPPLIES					
206940 - ULINE					
	OFFICE SUPPLIES	11/07/2019	11/26/2019	58.86	
Account 65100 - LIBRARY SUPPLIES Totals				1	\$58.86
Business Unit 4820 - ACCESS SERVICES Totals				2	\$101.36
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 64015 - NATURAL GAS					
103744 - NICOR					
	NATURAL GAS	11/07/2019	11/26/2019	64.75	
Account 64015 - NATURAL GAS Totals				1	\$64.75
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR					
	NS ADULT PRINT	11/08/2019	11/26/2019	1,765.96	
	ADULT PRINT	11/08/2019	11/26/2019	64.42	
	ADULT PRINT	11/07/2019	11/26/2019	55.38	
	YA PRINT	11/07/2019	11/26/2019	274.60	
	ADULT PRINT	11/06/2019	11/26/2019	60.33	
	JUV PRINT	11/05/2019	11/26/2019	62.36	
	JUV PRINT	11/04/2019	11/26/2019	61.84	
	ADULT PRINT	11/02/2019	11/26/2019	31.61	
	ADULT PRINT	11/02/2019	11/26/2019	63.22	
	ADULT PRINT	11/14/2019	11/26/2019	25.88	
	ADULT PRINT	11/09/2019	11/26/2019	44.61	
Account 65630 - LIBRARY BOOKS Totals				11	\$2,510.21
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE					
	ADULT AV	11/13/2019	11/26/2019	184.95	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				1	\$184.95
Business Unit 4825 - ENGAGEMENT SERVICES Totals				13	\$2,759.91
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
111042 - MNJ TECHNOLOGIES DIRECT INC					
	SILVERPEAK SD-WAN RENEWAL-	07/29/2019	11/26/2019	2,832.00	
	WEB PRINT RENEWAL	08/13/2019	11/26/2019	890.00	
Account 62340 - IT COMPUTER SOFTWARE Totals				2	\$3,722.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR					
	YA PRINT	11/07/2019	11/26/2019	295.77	
Account 65630 - LIBRARY BOOKS Totals				1	\$295.77
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR					
	YA & JUV AV	11/05/2019	11/26/2019	10.99	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				1	\$10.99
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				4	\$4,028.76
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.					
	ALARM DETECTION	11/10/2019	11/26/2019	518.43	
17033 - APEX SIGNS & GRAPHICS, INC.					
	BUILDING SIGNAGE PRINTING	11/01/2019	11/26/2019	3,101.50	
151986 - CINTAS CORPORATION #769					
	CARPET CLEANING	11/01/2019	11/26/2019	352.05	
101063 - CINTAS FIRST AID & SUPPLY					
	BUILDING MAINTENANCE	06/20/2019	11/26/2019	44.42	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	07/02/2019	11/26/2019	210.00	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	07/17/2019	11/26/2019	185.00	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	10/01/2019	11/26/2019	210.00	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	07/02/2019	11/26/2019	145.00	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	05/03/2019	11/26/2019	145.00	
298493 - CONQUEST PEST SOLUTIONS					
	PEST CONTROL	04/02/2019	11/26/2019	210.00	
10546 - SUPERIOR INDUSTRIAL SUPPLY					
	BUILDING MAINTENANCE	08/29/2019	11/26/2019	937.43	
11982 - STEPHEN YOUNG					
	PIANO TUNING	11/19/2019	11/26/2019	220.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				12	\$6,278.83
Account 65040 - JANITORIAL SUPPLIES					
151986 - CINTAS CORPORATION #769					
	JANITORIAL SERVICES	08/15/2019	11/26/2019	77.23	
101063 - CINTAS FIRST AID & SUPPLY					
	JANITORIAL SERVICES	10/11/2019	11/26/2019	74.41	
10546 - SUPERIOR INDUSTRIAL SUPPLY					
	JANITORIAL SUPPLIES	11/18/2019	11/26/2019	254.10	
Account 65040 - JANITORIAL SUPPLIES Totals				3	\$405.74
Account 65050 - BLDG MAINTENANCE MATERIAL					
10546 - SUPERIOR INDUSTRIAL SUPPLY					
	JANITORIAL SUPPLIES	11/12/2019	11/26/2019	800.85	
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				1	\$800.85
Business Unit 4840 - LIBRARY MAINTENANCE Totals				16	\$7,485.42
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
15823 - NESTOR GOMEZ					
	PROFESSIONAL FEE - ROBERT CROWN 100 DAYS EVENT	10/25/2019	11/26/2019	500.00	
16999 - STEPHEN B. STARR DESIGN, INC.					
	DESIGN FEE	11/13/2019	11/26/2019	601.00	
Account 62185 - CONSULTING SERVICES Totals				2	\$1,101.00
Account 62205 - ADVERTISING					
101023 - CHICAGO TRIBUNE					
	PROPERTY TAX INCREASE NOTICE	10/01/2019	11/26/2019	696.00	
Account 62205 - ADVERTISING Totals				1	\$696.00
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.					
	PRINTING	11/14/2019	11/26/2019	130.00	
Account 62210 - PRINTING Totals				1	\$130.00

LIBRARY BILLS LIST

PERIOD ENDING 11.26.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Account 62380 - COPY MACHINE CHARGES				
105654 - XEROX CORP.	COPYING SERVICES	10/19/2019	11/26/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES	10/19/2019	11/26/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES	11/01/2019	11/26/2019	16.80
139757 - XEROX CORPORATION	COPIER SERVICE	11/01/2019	11/26/2019	16.80
				\$916.30
			Account 62380 - COPY MACHINE CHARGES Totals	4
			Business Unit 4845 - LIBRARY ADMINISTRATION Totals	8
				\$1,994.20
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
17067 - BEST ALZHEIMER'S PRODUCTS, INC.	AGE OPTION GRANT	11/15/2019	11/26/2019	800.78
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR	11/18/2019	11/26/2019	115.52
				\$916.30
			Account 65100 - LIBRARY SUPPLIES Totals	2
			Business Unit 4850 - LIBRARY GRANTS Totals	2
				\$916.30
			Department 48 - LIBRARY Totals	175
				\$53,437.43
			Fund 185 - LIBRARY FUND Totals	175
				\$53,437.43
* = Prior Fiscal Year Activity				175
				\$53,437.43

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.26.2019**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS TWIN EAGLE	NATURAL GAS-OCTOBER, 2019	<u>906.78</u>
			906.78
			<u>54,344.21</u>
		GRAND TOTAL	<u>54,344.21</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 12.10.2019

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 12/10/19 - 12/10/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	JUV SUPPLIES	11/20/2019	12/10/2019	61.74
Account 65100 - LIBRARY SUPPLIES Totals				1
				\$61.74
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2019	12/10/2019	330.40
100474 - BAKER & TAYLOR	JUV PRINT	11/21/2019	12/10/2019	280.75
100474 - BAKER & TAYLOR	JUV PRINT	11/20/2019	12/10/2019	434.10
100474 - BAKER & TAYLOR	JUV PRINT	11/21/2019	12/10/2019	296.67
100474 - BAKER & TAYLOR	JUV PRINT	11/21/2019	12/10/2019	1,388.98
100474 - BAKER & TAYLOR	YA PRINT	11/15/2019	12/10/2019	109.33
100474 - BAKER & TAYLOR	JUV PRINT	11/16/2019	12/10/2019	1,012.04
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/15/2019	12/10/2019	153.92
100474 - BAKER & TAYLOR	JUV PRINT	12/02/2019	12/10/2019	25.41
100474 - BAKER & TAYLOR	JUV PRINT	11/25/2019	12/10/2019	820.14
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2019	12/10/2019	1,244.35
100474 - BAKER & TAYLOR	YA BOOKS	11/26/2019	12/10/2019	113.64
100474 - BAKER & TAYLOR	JUV BOOKS	11/23/2019	12/10/2019	789.51
Account 65630 - LIBRARY BOOKS Totals				13
				\$6,999.24
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	11/11/2019	12/10/2019	671.24
324163 - FINDAWAY WORLD, LLC	JUV AV	11/13/2019	12/10/2019	156.44
103424 - MIDWEST TAPE	JUV AV	11/21/2019	12/10/2019	1,161.83
103424 - MIDWEST TAPE	JUV AV	11/25/2019	12/10/2019	30.48
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	225.72
103424 - MIDWEST TAPE	JUV AV	11/21/2019	12/10/2019	68.22
103424 - MIDWEST TAPE	JUV AV	11/21/2019	12/10/2019	465.75
103424 - MIDWEST TAPE	JUV AV	11/15/2019	12/10/2019	245.61
103424 - MIDWEST TAPE	JUV AV	11/15/2019	12/10/2019	72.45
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	22.74
103424 - MIDWEST TAPE	JUV AV	11/15/2019	12/10/2019	587.82
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	162.95
104325 - RECORDED BOOKS INC.	JUV AV	11/18/2019	12/10/2019	145.40
104325 - RECORDED BOOKS INC.	JUV AV	11/15/2019	12/10/2019	31.80
104325 - RECORDED BOOKS INC.	JUV AV	11/15/2019	12/10/2019	30.20
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				15
				\$4,078.65
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				29
				\$11,139.63
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ONLINE RESOURCES	11/20/2019	12/10/2019	2,205.00
16334 - KANOPY	ADULT ONLINE RESOURCES	11/30/2019	12/10/2019	1,200.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	11/30/2019	12/10/2019	4,437.76
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				3
				\$7,842.76
Account 65100 - LIBRARY SUPPLIES				
17084 - DAVID J. SPENCER	PROFESSIONAL FEE - ADULT PROGRAM	12/03/2019	12/10/2019	300.00
17079 - ERNEST M. WHITEMAN III	PROFESSIONAL FEE - ADULT PROGRAM	12/03/2019	12/10/2019	200.00
Account 65100 - LIBRARY SUPPLIES Totals				2
				\$500.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/20/2019	12/10/2019	73.30
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2019	12/10/2019	1,612.99
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2019	12/10/2019	572.49
100474 - BAKER & TAYLOR	ADULT PRINT	11/18/2019	12/10/2019	694.41
100474 - BAKER & TAYLOR	ADULT PRINT	11/18/2019	12/10/2019	1,521.12
100474 - BAKER & TAYLOR	ADULT PRINT	12/02/2019	12/10/2019	612.22
100474 - BAKER & TAYLOR	ADULT PRINT	11/19/2019	12/10/2019	10.01
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	311.86
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	377.11
100474 - BAKER & TAYLOR	ADULT PRINT	11/25/2019	12/10/2019	719.07
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	543.83
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	735.82
100474 - BAKER & TAYLOR	ADULT PRINT	11/22/2019	12/10/2019	1,328.96
100474 - BAKER & TAYLOR	ADULT PRINT	11/25/2019	12/10/2019	1,381.52
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	46.36
100932 - CENTER POINT INC	ADULT PRINT	12/01/2019	12/10/2019	136.62
120319 - GALE RESEARCH INC.	ADULT PRINT	11/19/2019	12/10/2019	101.96
120319 - GALE RESEARCH INC.	ADULT PRINT	11/19/2019	12/10/2019	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	11/20/2019	12/10/2019	47.23
120319 - GALE RESEARCH INC.	ADULT PRINT	11/26/2019	12/10/2019	24.80
276974 - OVER DRIVE, INC.	EBOOKS	11/30/2019	12/10/2019	291.99
Account 65630 - LIBRARY BOOKS Totals				21
				\$11,215.64
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	56.08
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	59.53
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	11/27/2019	12/10/2019	163.44
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	81.21
103424 - MIDWEST TAPE	ADULT AV	11/26/2019	12/10/2019	185.90
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	265.42
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	499.72
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	515.59
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	294.05
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	274.36
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	30.24
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	101.54
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	124.24
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	121.04
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	151.63
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	11.49
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	9.24
103424 - MIDWEST TAPE	ADULT AV	11/21/2019	12/10/2019	73.20
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	11.49

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 12.10.2019

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 12/10/19 - 12/10/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	15.24
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	60.07
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	45.72
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	60.72
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	106.79
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	112.72
103424 - MIDWEST TAPE	ADULT AV	11/15/2019	12/10/2019	84.17
103424 - MIDWEST TAPE	ADULT AV	11/19/2019	12/10/2019	34.23
103424 - MIDWEST TAPE	ADULT AV	11/19/2019	12/10/2019	17.49
103424 - MIDWEST TAPE	ADULT AV	11/19/2019	12/10/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	11/19/2019	12/10/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	11/19/2019	12/10/2019	41.73
103424 - MIDWEST TAPE	ADULT AV	11/26/2019	12/10/2019	364.63
104325 - RECORDED BOOKS INC.	ADULT AV	11/19/2019	12/10/2019	46.78
104325 - RECORDED BOOKS INC.	ADULT AV	11/19/2019	12/10/2019	35.99
104325 - RECORDED BOOKS INC.	ADULT AV	11/13/2019	12/10/2019	35.51
104325 - RECORDED BOOKS INC.	ADULT AV	11/18/2019	12/10/2019	36.00
104325 - RECORDED BOOKS INC.	ADULT AV	11/13/2019	12/10/2019	39.99
104325 - RECORDED BOOKS INC.	ADULT AV	11/13/2019	12/10/2019	35.99
104325 - RECORDED BOOKS INC.	ADULT AV	11/15/2019	12/10/2019	28.80
104325 - RECORDED BOOKS INC.	ADULT AV	11/15/2019	12/10/2019	40.50
104325 - RECORDED BOOKS INC.	ADULT AV	11/14/2019	12/10/2019	45.00
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	53
			Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	79
				<u>\$4,801.30</u>
Business Unit 4820 - ACCESS SERVICES				
Account 52610 - LIBRARY FINES & FEES				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	12/01/2019	12/10/2019	232.70
			Account 52610 - LIBRARY FINES & FEES Totals	1
				<u>\$232.70</u>
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/30/2019	12/10/2019	(77.64)
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/15/2019	12/10/2019	462.41
10893 - LUCAS COLOR CARD	LIBRARY CARD	11/27/2019	12/10/2019	533.44
			Account 65100 - LIBRARY SUPPLIES Totals	3
			Business Unit 4820 - ACCESS SERVICES Totals	4
				<u>\$918.21</u>
				<u>\$1,150.91</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62375 - RENTALS				
309006 - ESSKAY DEVELOPMENT LLC	JANUARY 2020 CAMS RENT	12/06/2019	12/10/2019	4,839.26
			Account 62375 - RENTALS Totals	1
				<u>\$4,839.26</u>
Account 65100 - LIBRARY SUPPLIES				
15214 - GLENVIEW PUBLIC LIBRARY	ILL REPLACEMENT FEE - FUROSHIKI 31170008761011	12/02/2019	12/10/2019	17.95
			Account 65100 - LIBRARY SUPPLIES Totals	1
				<u>\$17.95</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2019	12/10/2019	803.24
100474 - BAKER & TAYLOR	JUV PRINT	11/21/2019	12/10/2019	1,312.36
100474 - BAKER & TAYLOR	YA PRINT	11/15/2019	12/10/2019	20.32
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/15/2019	12/10/2019	106.14
100474 - BAKER & TAYLOR	ADULT PRINT	11/18/2019	12/10/2019	208.28
100474 - BAKER & TAYLOR	ADULT PRINT	11/18/2019	12/10/2019	44.57
100474 - BAKER & TAYLOR	JUV PRINT	12/02/2019	12/10/2019	845.64
100474 - BAKER & TAYLOR	JUV PRINT	11/25/2019	12/10/2019	204.85
100474 - BAKER & TAYLOR	JUV PRINT	11/26/2019	12/10/2019	149.22
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2019	12/10/2019	6.74
100474 - BAKER & TAYLOR	YA BOOKS	11/26/2019	12/10/2019	63.24
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	77.98
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2019	12/10/2019	1,403.25
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/25/2019	12/10/2019	52.40
100474 - BAKER & TAYLOR	ADULT PRINT	11/25/2019	12/10/2019	125.87
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2019	12/10/2019	1,576.82
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2019	12/10/2019	103.34
100474 - BAKER & TAYLOR	JUV BOOKS	11/23/2019	12/10/2019	13.49
			Account 65630 - LIBRARY BOOKS Totals	18
				<u>\$7,117.75</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	11/25/2019	12/10/2019	99.98
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	34.99
103424 - MIDWEST TAPE	ADULT AV	11/25/2019	12/10/2019	39.99
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	72.96
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	214.94
103424 - MIDWEST TAPE	ADULT AV	11/20/2019	12/10/2019	156.96
103424 - MIDWEST TAPE	JUV AV	11/20/2019	12/10/2019	91.98
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	7
			Business Unit 4825 - ENGAGEMENT SERVICES Totals	27
				<u>\$12,686.76</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	11/15/2019	12/10/2019	245.26
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/15/2019	12/10/2019	277.11
100474 - BAKER & TAYLOR	JUV PRINT	11/26/2019	12/10/2019	453.56
100474 - BAKER & TAYLOR	YA BOOKS	11/26/2019	12/10/2019	265.54
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/25/2019	12/10/2019	507.72
			Account 65630 - LIBRARY BOOKS Totals	5
				<u>\$1,749.19</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	YA AV	11/13/2019	12/10/2019	123.71
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	1
			Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	6
				<u>\$123.71</u>
				<u>\$1,872.90</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/25/2019	12/10/2019	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/22/2019	12/10/2019	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/08/2019	12/10/2019	352.05
298493 - CONQUEST PEST SOLUTIONS	BUILDING MAINTENANCE	12/03/2019	12/10/2019	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/20/2019	12/10/2019	145.00
104509 - RUSSO POWER EQUIPMENT	BUILDING MAINTENANCE SUPPLIES	11/16/2019	12/10/2019	948.38
292329 - UNITED STATES ALLIANCE FIRE PROTECTION	BUILDING MAINTENANCE SERVICES	11/26/2019	12/10/2019	325.00
			Account 62225 - BLDG MAINTENANCE SERVICES Totals	7
				<u>\$2,684.53</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 12.10.2019

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 12/10/19 - 12/10/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Account 64015 - NATURAL GAS 103744 - NICOR	UTILITIES: NICOR	11/04/2019	12/10/2019	433.25
	Account 64015 - NATURAL GAS Totals		1	\$433.25
Account 65040 - JANITORIAL SUPPLIES 10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	12/04/2019	12/10/2019	42.84
	Account 65040 - JANITORIAL SUPPLIES Totals		1	\$42.84
Account 65095 - OFFICE SUPPLIES 101063 - CINTAS FIRST AID & SUPPLY	FIRST AID SUPPLY	12/04/2019	12/10/2019	75.27
	Account 65095 - OFFICE SUPPLIES Totals		1	\$75.27
Business Unit 4845 - LIBRARY ADMINISTRATION Account 56140 - FEES AND MERCHANDISE SALE 102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	11/18/2019	12/10/2019	199.00
	Account 56140 - FEES AND MERCHANDISE SALE Totals		1	\$199.00
Account 62185 - CONSULTING SERVICES 133262 - CHICAGO HEARING SOCIETY 11822 - NORTHSORE UNIVERSITY HEALTH SYSTEM 10771 - LYNN TRAUTMANN	PROFESSIONAL FEE - SIGN LANGUAGE INTERPRETER REHAP SERVICES - ERGONOMIC ASSESSMENT CONSULTATION FEE PHOTOGRAPHY SERVICES	11/26/2019 09/25/2019 10/01/2019	12/10/2019 12/10/2019 12/10/2019	116.00 300.00 300.00
	Account 62185 - CONSULTING SERVICES Totals		3	\$716.00
Account 62210 - PRINTING 14818 - FISHEYE GRAPHIC SERVICES, INC.	BOOKMARKS PRINTING - HOT SPOT	11/22/2019	12/10/2019	130.00
	Account 62210 - PRINTING Totals		1	\$130.00
Account 62295 - TRAINING & TRAVEL 297948 - KAREN DANCZAK LYONS	ALA CONFERENCE REIMBURSEMENT	12/06/2019	12/10/2019	127.00
	Account 62295 - TRAINING & TRAVEL Totals		1	\$127.00
Account 62315 - POSTAGE 109403 - DONALD J. WESTPHAL	FFE STAMPS	12/06/2019	12/10/2019	1,045.00
	Account 62315 - POSTAGE Totals		1	\$1,045.00
Account 62380 - COPY MACHINE CHARGES 103883 - OFFICE DEPOT 139757 - XEROX CORPORATION 139757 - XEROX CORPORATION 139757 - XEROX CORPORATION 139757 - XEROX CORPORATION 139757 - XEROX CORPORATION 139757 - XEROX CORPORATION	COPYING SERVICE COPYING SERVICE COPYING SERVICE COPYING SERVICE COPYING SERVICE COPYING SERVICE COPYING SERVICE	11/19/2019 11/20/2019 11/20/2019 11/20/2019 12/01/2019 11/20/2019	12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019	33.78 16.80 16.80 16.80 328.91 16.80
	Account 62380 - COPY MACHINE CHARGES Totals		6	\$429.89
Account 64540 - TELECOMMUNICATIONS - WIRELESS 14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/01/2019	12/10/2019	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		1	\$18.95
Account 65095 - OFFICE SUPPLIES 14818 - FISHEYE GRAPHIC SERVICES, INC. 102520 - ILLINOIS PAPER DBA IMPACT NETWORKING LLC 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT	FFE MAILING AND PRINTING COPY PAPER OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	11/22/2019 11/18/2019 11/15/2019 11/15/2019 11/13/2019 11/13/2019 11/14/2019 11/13/2019	12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019 12/10/2019	6,154.00 1,384.00 11.99 34.22 41.88 7.39 86.58 260.52
	Account 65095 - OFFICE SUPPLIES Totals		8	\$7,980.58
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			22	\$10,646.42
Business Unit 4850 - LIBRARY GRANTS Account 62185 - CONSULTING SERVICES 16979 - MARCUS PRINCE 16979 - MARCUS PRINCE	PROFESSIONAL FEE - NU GRANT PROFESSIONAL FEE - NU GRANT	12/06/2019 12/06/2019	12/10/2019 12/10/2019	1,080.00 1,080.00
	Account 62185 - CONSULTING SERVICES Totals		2	\$2,160.00
Account 65100 - LIBRARY SUPPLIES 100474 - BAKER & TAYLOR 101811 - FAMILY FOCUS	ECF - COMMUNITY WORKS BOOKS ECF - MOBILE RESOURCE CENTER	11/23/2019 11/22/2016	12/10/2019 12/10/2019	616.36 60.00
	Account 65100 - LIBRARY SUPPLIES Totals		2	\$676.36
	Business Unit 4850 - LIBRARY GRANTS Totals		4	\$2,836.36
	Department 48 - LIBRARY Totals		181	\$67,928.57
	Fund 185 - LIBRARY FUND Totals		181	\$67,928.57
* = Prior Fiscal Year Activity				181
				\$67,928.57

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 12.10.2019**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS BMO	PURHASING CARD-OCTOBER, 2019	11,150.33
			<u>11,150.33</u>
			<u>79,078.90</u>
		GRAND TOTAL	<u>79,078.90</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	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	SQ SQ BAGEL ART CAFE	IL	60201	\$ 200.00	9/26/2019	65025 FOOD	LIBRARY PROGRAM - HUMAN LIBRARY FOOD
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	\$ 34.95	9/26/2019	65100 LIBRARY SUPPLIES	ACTIVITY MATERIALS
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	\$ 15.52	9/26/2019	65100 LIBRARY SUPPLIES	ACTIVITY MATERIAL
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 26.00	9/26/2019	65635 PERIODICALS	EVANSTON REVIEW SUBSCRIPTION FOR CAMS
LIBRARY	DELTA 00624008476980	CA	30354	\$ 397.75	9/30/2019	62295 TRAINING & TRAVEL	FIL GUADALAJARA BOOK FAIR PLANE TICKET
LIBRARY	UPS ADJ00256386703991	GA	30328	\$ 15.05	9/30/2019	62315 POSTAGE	SHIPPING
LIBRARY	1000BULBS.COM	TX	75041	\$ 311.89	9/30/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIALS
LIBRARY	GRAINGER	IL	60045	\$ 1,200.00	9/30/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	GRAINGER	IL	60045	\$ 1,436.30	9/30/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	BNP ENR/AR/NEWS/PS	MI	48084	\$ 204.00	10/1/2019	65050 BUILDING MAINTENANCE MATERIAL	MAGAZINE ONLINE SUBSCRIPTION FOR MAINTENANCE
LIBRARY	ID ZONE	FL	33169	\$ 87.96	10/1/2019	65100 LIBRARY SUPPLIES	LEAP VET PLAY SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	\$ 45.00	10/1/2019	65100 LIBRARY SUPPLIES	GIFT CARDS FOR TEEN GAMING TOURNAMENT
LIBRARY	PAYPAL WHITEMOUNTA	CA	95131	\$ 71.95	10/1/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US W320728C3	WA	98109	\$ 6.49	10/1/2019	65100 LIBRARY SUPPLIES	WIFI HOT SPOTS CHARGER
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 61.39	10/2/2019	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES FOR BLOCK PRINTING PROGRAM
LIBRARY	JOHNSON LOCKSMITH INC	IL	60201	\$ 10.00	10/2/2019	65100 LIBRARY SUPPLIES	2 KEYS FOR JOSE MALDONADO CIRCULATION MONEY BAG
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 35.91	10/2/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SEWING PROGRAM
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 86.85	10/2/2019	65100 LIBRARY SUPPLIES	SUPPLIES TEEN SEWING PROGRAM
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 51.63	10/2/2019	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL WHITEMOUNTA	CA	95131	\$ (31.98)	10/2/2019	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	AMZN MKTP US OM2SA1M33	WA	98109	\$ 18.87	10/2/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	10/3/2019	62340 IS SUPPORT FEES	WEB HOST
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	10/3/2019	62341 INTERNET SOLUTION PROVIDERS	GOOGLE HOST
LIBRARY	SQ SQ BAGEL ART CAFE	IL	60201	\$ 46.25	10/3/2019	65025 FOOD	HUMAN LIBRARY EVENT REFRESHMENTS
LIBRARY	POTBELLY #5	IL	60201	\$ 73.84	10/3/2019	65025 FOOD	EDI COMMITTEE MEETING FOOD
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 30.33	10/3/2019	65040 JANITORIAL SUPPLIES	WALL REPAIR AND HARDWARE FOR SIGN MOUNTING MCR
LIBRARY	PAYPAL JOANN	OH	44236	\$ 49.92	10/3/2019	65100 LIBRARY SUPPLIES	/BRIAN WILSON
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 43.43	10/3/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 43.43	10/3/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	10/4/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE
LIBRARY	AMZN MKTP US E90VE1FS3	WA	98109	\$ 210.14	10/4/2019	65630 LIBRARY BOOKS	THRU COMMUNICO.
LIBRARY	UPS 1ZRE07132597008774	GA	30328	\$ 7.64	10/7/2019	62315 POSTAGE	ADULT PRINT
LIBRARY	TARGET 00032839	IL	60201	\$ 17.07	10/7/2019	65025 FOOD	SHIPPING
LIBRARY	TARGET.COM	MN	55445	\$ 68.00	10/7/2019	65100 LIBRARY SUPPLIES	BEVERAGES FOR HUMAN LIBRARY EVENT
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 22.17	10/7/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AT CAMS
LIBRARY	WALGREENS #15364	IL	60202	\$ 30.94	10/7/2019	65100 LIBRARY SUPPLIES	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	PAYPAL ELM USA	CA	95131	\$ 165.95	10/7/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 757903RN3	WA	98109	\$ 75.06	10/7/2019	65630 LIBRARY BOOKS	CIRCULATION SUPPLIES
LIBRARY	AMZN MKTP US	WA	98109	\$ (1.68)	10/7/2019	65630 LIBRARY BOOKS	SPANISH BOOKS FOR CHILDREN
LIBRARY	AMZN MKTP US	WA	98109	\$ (2.14)	10/7/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (2.18)	10/7/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (5.33)	10/7/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	WALGREENS #2619	IL	60201	\$ 16.97	10/8/2019	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	WALMART.COM	AR	72712	\$ 43.36	10/8/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMAZON.COM OE1TO7FU3	WA	98109	\$ 20.89	10/8/2019	65630 LIBRARY BOOKS	CIRCULATION SUPPLIES
LIBRARY	FACEBK 6PKXSMWH42	CA	94025	\$ 0.84	10/9/2019	62205 ADVERTISING	ADULT PRINT
LIBRARY	EB OUT OF THE BOX NEW	CA	94103	\$ 30.00	10/9/2019	62295 TRAINING & TRAVEL	SOCIAL MEDIA AD
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 373.97	10/9/2019	62341 INTERNET SOLUTION PROVIDERS	EVENT REGISTRATION FOR M MEYER
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 77.75	10/9/2019	65025 FOOD	CAMS INTERNET AND SOLUTIONS PROVIDER
LIBRARY	AMZN MKTP US 055DN4BI3	WA	98109	\$ 265.49	10/9/2019	65630 LIBRARY BOOKS	EDI COMMITTEE MEETING FOOD
LIBRARY	AMZN MKTP US	WA	98109	\$ (30.52)	10/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US	WA	98109	\$ (35.18)	10/9/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (72.00)	10/9/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	HAROLDS TRUE VALUE HD	IL	60201	\$ 10.45	10/10/2019	65100 LIBRARY SUPPLIES	'D' RING HANGERS AND PICTURE WIRE FOR BRIAN WILSON'S
LIBRARY	PAYPAL MAGNETICPOE	CA	95131	\$ 30.90	10/10/2019	65100 LIBRARY SUPPLIES	MCR SIGNS
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 23.14	10/14/2019	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 63.54	10/15/2019	65025 FOOD	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 9.98	10/15/2019	65100 LIBRARY SUPPLIES	FOOD FOR MOBILE RESOURCE EVENT
LIBRARY	DOLLARTREE	IL	60202	\$ 68.00	10/15/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PREMIERE MUSIC AND FIL	IL	60642	\$ 137.50	10/16/2019	62225 BLDG MAINT SVCS	CRAFT SUPPLIES FOR DAY OF THE DEAD PROGRAM
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 3.89	10/16/2019	65025 FOOD	SOUND SYSTEM REPAIR
LIBRARY	BESTBUYCOM805648861172	MN	55423	\$ 25.98	10/16/2019	65100 LIBRARY SUPPLIES	BEVERAGE FOR FAMILY FOCUS LAWYER EVENT
LIBRARY	WALMART.COM	AR	72716	\$ 24.99	10/16/2019	65100 LIBRARY SUPPLIES	YA OFFICE SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 14.87	10/16/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	AMZN MKTP US DN2S58IC3	WA	98109	\$ 28.97	10/16/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 25.00	10/17/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	WALMART.COM	AR	72712	\$ 28.11	10/17/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 40.63	10/17/2019	65100 LIBRARY SUPPLIES	DAY OF THE DEAD EVENT SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 33.78	10/17/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAYPAL PIONEERDJ	CA	90504	\$ 596.00	10/17/2019	65100 LIBRARY SUPPLIES	MUSIC TECHNOLOGY CS FOR ALL GRANT
LIBRARY	BLACK CAUCUS OF THE AL	NY	10032	\$ 60.00	10/18/2019	62360 MEMBERSHIP DUES	MEMBERSHIP SUBSCRIPTION
LIBRARY	TARGET 00032839	IL	60201	\$ 14.16	10/18/2019	65100 LIBRARY SUPPLIES	SNACKS FOR SAFE SPACES GROUP
LIBRARY	GOOGLE YOUTUBE VIDEOS	CA	94043	\$ 4.99	10/18/2019	65100 LIBRARY SUPPLIES	MOVIE FOR SAFE SPACES MEETING TEEN SERVICES
LIBRARY	AMZN MKTP US MP9M11QJ3	WA	98109	\$ 32.97	10/18/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 241.85	10/21/2019	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	REFORMA	DC	20011	\$ 100.00	10/21/2019	62360 MEMBERSHIP DUES	MEMBERSHIP SUBSCRIPTION
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 41.93	10/21/2019	65025 FOOD	DEMENTIA EVENT SNACKS
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ (23.14)	10/21/2019	65100 LIBRARY SUPPLIES	RETURN ITEM
LIBRARY	JB ALBERTOS	IL	60626	\$ 29.22	10/21/2019	65100 LIBRARY SUPPLIES	PIZZA FOR SAFE SPACES MEETING TEEN SERVICES
LIBRARY	AMZN MKTP US VX7VS7SL3	WA	98109	\$ 13.99	10/21/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMAZON.COM P98RB6FK3	WA	98109	\$ 100.67	10/22/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE SUPPLIES
LIBRARY	PANERA BREAD #600645	IL	60201	\$ 87.16	10/23/2019	65025 FOOD	EDI COMMITTEE MEETING
LIBRARY	CUPITOL COFFEE EATERY	IL	60201	\$ 527.00	10/23/2019	65025 FOOD	IN-SERVICE DAY FOOD
LIBRARY	VALLI PRODUCE	IL	60202	\$ 379.86	10/23/2019	65025 FOOD	ROBERT CROWN 100 DAYS FOOD
LIBRARY	GITAR WORKS	IL	60202	\$ 217.75	10/23/2019	65100 LIBRARY SUPPLIES	DEMENTIA RESOURCE INSTRUMENTS
LIBRARY	AMAZON.COM JG02A3HL3 A	WA	98109	\$ 89.85	10/23/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	NYT TIMES E-BILLING	NY	10018	\$ 299.53	10/23/2019	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 116.13	10/24/2019	65050 BUILDING MAINTENANCE MATERIAL	2 HDMI CORDS, AA BATTERIES, PAINT 4 BUCKET FOR PARKING
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 42.93	10/24/2019	65100 LIBRARY SUPPLIES	GARAGE VESTIBULE GRAFFITI, DOORBELL FOR MCR
LIBRARY	AMZN MKTP US UX7GK81A3	WA	98109	\$ 26.09	10/24/2019	65630 LIBRARY BOOKS	PROGRAM SUPPLIES
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	10/25/2019	62205 ADVERTISING	ADULT PRINT
LIBRARY	UPS 1ZRE07133093897132	GA	30328	\$ 19.43	10/25/2019	62315 POSTAGE	MONTHLY SUBSCRIPTION
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 38.96	10/25/2019	65025 FOOD	SHIPPING
LIBRARY	22 - LOU MALNATIS PIZZ	IL	60201	\$ 116.07	10/25/2019	65025 FOOD	STAFF DAY FOOD
LIBRARY	TOMATE FRESH KITCHEN	IL	60201	\$ 1,265.00	10/25/2019	65025 FOOD	STAFF DAY FOOD
LIBRARY	VALLI PRODUCE	IL	60202	\$ 89.59	10/25/2019	65025 FOOD	STAFF DAY LUNCHEON
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 77.11	10/25/2019	65100 LIBRARY SUPPLIES	STAFF DAY BEVERAGES AND OTHER ITEMS
							TEEN SERVICES SUPPLIES
	LIBRARY OCTOBER 2019 TOTAL			\$ 11,150.33			

Library Director's Report December 18, 2019

Updates:

Pink Project Exhibition- In November, Exhibits & Creative Programming Library Assistant Jamilla Hinson hosted a One River School of Art exhibit of pieces by teen artists around the theme of breast cancer awareness on the 3rd floor exhibit space.

In November, Legal Literacy Librarian Lorena Neal began a pilot project to host a **Drop-In Legal Self-Help Center** every Tuesday from 1-3pm at the Main Library. This project is intended to increase patron awareness of EPL's partnership with Illinois Legal Aid Online, and to assist patrons with navigating the ILAO website. This website can be used to research the law, legal rights, and how to go to court, as well as to generate forms to be filed in Illinois courts. Each session had at least one new attendee with whom she could work one-on-one to find relevant legal information and forms for their specific needs. We plan to evaluate and expand this model to other locations in 2020.

During November, Jeny Mills continued to host the weekly **Readability** book group, A book group especially for adults with intellectual and cognitive disabilities. They will finish their current quarter, during which they are reading *Finding Dorothy*, in December and plan to celebrate by watching *The Wizard of Oz* together as a group. They will start a new session in January, 2020.

On November 2, Halka and Katy Jacobs hosted the CAMS **Language Exchange**: a language-learning group meeting where individuals get the chance to practice languages they want to speak more fluently. This event will move to the Main Library Falcon Room in 2020.

On November 4, Jeff Garrett hosted the **History** book group, where they discussed *Marco Polo: the Journey that Changed the World*.

On November 4, Lorena Neal hosted a MENA lecture by Ioannis Grigoriadis, who spoke on "**The Rise of Populist Majoritarianism in Turkey and Greece.**" This lecture was attended by 46 people, and focused on similarities and differences between the current political climates in these two countries.

On November 5, Katy Jacob hosted the **Keepin It Real** book group at Main Library, where they discussed *I'll Be Gone In the Dark*.

On November 6, Health and Wellness Literacy Librarian hosted a **Flu Shot Clinic** with Walgreens where 26 patrons received free flu shots.

On November 6, Lorena Neal hosted the **Science Fiction & Fantasy** book group at Main Library, where they discussed *Finder* by Suzanne Palmer.

On November 7, Heather Norborg hosted the League of Women Voters Evanston and Wise Up for a program on **Illinois Needs a Fair Tax - Find Out Why**. 41 attendees learned about the 2020 Illinois ballot initiative on graduated income tax from LWV member Kathy Tate Bradish.

On November 10, Heather Ross hosted the **Lyric Opera Lecture on Don Giovanni** Partner: Opera Lovers Lecture Corp

On November 13 Susan McClelland facilitated the **AAL book group** at Gibbs-Morrison Cultural Center, with the title, *Purple Hibiscus* by Chimamanda Ngozi Adiche. Attendees shared insights around the novel's themes of colonialism and Nigerian politics, religion and belief, family, freedom and tyranny as well as the role of silence and speech and domestic violence in the book.

On November 6 and November 20 Susan McClelland hosted two sessions of the **Medicare Education 101** series: "Medicare basics" and "Navigating the Maze of Medicare Options" with independent Medicare broker, Eric Slaughter.

On November 14, Katy Jacob and Heather Ross attended the **Adult Reading Roundtable ARRTcon**, where they learned about readers advisory tools and brainstormed ideas for programming.

On November 16, Heather Ross hosted local author **Henry Kisor and his service dog Trooper** discussing his book on service dogs, disabilities, and accessibility. People came who had service dogs and a middle-aged woman who used a wheelchair was also in the audience. The program was very informative about what life is like with a service dog and the sometimes mistreatment by others (through ignorance) towards people who need service dogs.

On November 19, Susan Markwell, Lorena Neal and Jill Skwerski hosted **Family Law: Changes and Updates** CMRC event at Family Focus. This was the second topical program of our legal series of events offered through the Community Mobile Resource Center. Juneitha Shambee, a local lawyer specializing in child custody and divorce, provided an overview of how family law has changed in the past couple of years. After her updates, she took questions from attendees. Everyone in attendance seemed very engaged with the topic. Attendance: 8 adults, 5 children (in child care for the duration) Partners: Family Focus, Wintrust, Shambee Law.

On November 20, Heather Ross organized and Heather Norborg hosted NU Archivist Kevin Leonard and author **Adam Frankel** to discuss Frankel's new memoir *The Survivors*. 61 attendees enjoyed their discussion about the memoir, which examines the issues of identity, intergenerational trauma and secrets in Frankel's Jewish family.

On November 25, Lifelong Learning Library Assistant Jeff Balch attended the **Ward 9 meeting** at Chute Middle School. He spoke to attendees about the library's Free Book Distribution project, which he leads. Recently, we have added 2 new FBD sites: the Evanston Vet Center (1901 Howard St.) and Albany Care (901 Maple) and have discussions in the works for additional sites in the 8th and 9th wards.

On November 25, Lorena Neal hosted a MENA event with scholar and activist Jamila Bargach who spoke on "**Water, Gender & Politics in Morocco**," in which she discussed the project created by her NGO to provide an arid location in Morocco with steady water through fog capture. This project has greatly benefited the local women, who used to have to spend 3.5 hours a day gathering water from distant locations. 38 patrons attended this lecture, and all were very engaged with and excited about the topic, leading to a lively question and answer session.

Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
Main	3,841	3,957	4,355	3,814	4,059	4,415	4,654	4,673	3,859	4,388	4,066		46,081
North Branch	220	222	245	251	261	280	301	298	278	281	269		2,906
CAMS	359	374	441	409	409	449	437	408	470	529	437		4,722
Computer Lab	101	145	162	159	136	144	162	147	155	162	128		1,601
Overall Computer/Internet Use	4,521	4,698	5,203	4,633	4,865	5,144	5,554	5,526	4,762	5,360	4,900	-	55,310
Website Visits													
All Location	38,885	31,274	36,456	39,778	40,824	40,854	42,436	37,876	35,226	41,985	37,072		422,666
Wifi Users													
All Location	25,000	22,000	24,000	25,000	25,000	25,000	26,000	22,000	22,000	25,000	22,000		263,000
Library Visits													
Main	33,808	35,609	40,450	34,716	37,922	41,479	42,961	41,470	36,498	38,263	35,341		418,517
North Branch	3,360	3,016	4,109	3,779	3,588	4,279	4,616	4,151	3,301	3,707	3,462		41,368
CAMS	2,944	2,907	3,473	3,577	3,507	4,194	4,301	3,933	3,549	4,239	3,250		39,874
Overall Library Visits	40,112	41,532	48,032	42,072	45,017	49,952	51,878	49,554	43,348	46,209	42,053	-	499,759

Upcoming events of Note:

December 14: 2019 **Adult Best Books book talk** program with Katy Jacobs. At this event, she will launch a “Read 20/20 in 2020” project: Katy Jacob is spearheading an adult reading initiative in 2020 to encourage patrons (and staff) to read widely and diversely, through an EDI lens. Each month will have a theme (books under 200 pages, memoirs, alternate histories, etc.), a recommended list of titles, the opportunity to share reviews and a chance to win prizes.

December 16: **No One Ever Sees Indians: Native Americans in Media-** Ernest M Whiteman lecture and film event that takes an academic and anecdotal approach to the history of Native Americans in western film.

December 18: **RedLine Songs of the Southern Plains** Native American Performance Dave and Niyol Spencer (Mississippi Chata/Diné) are members of RedLine - a Chicago-based Drum group who perform intertribal songs of the Southern Plains.

January 20, 2020 (MLK Day): Lorena Neal is working with Danny Postel, the Assistant Director of International and Area Studies at Northwestern (and our MENA contact), to present a **panel discussion on current non-violent protest movements around the world** at EPL. Mr. Postel will moderate the panel, which is scheduled to include Loubna El Amine, who teaches political science at Northwestern, discussing the protests in her native Lebanon; Daniel Borzutzky, who teaches writing and Latin American and Latino Studies at UIC, discussing the protests in his native Chile; and William Hurst, who teaches political science at Northwestern, discussing the protests in Hong Kong.

Women’s Vote Evanston 100 Project

August 26, 2020 will mark a significant moment in American women’s history: the 100th anniversary of the 19th Amendment, giving women the right to vote. Evanston women were integral to the local, state and national women’s suffrage movements.

EPL is part of a group of community partners which has gathered to plan for this anniversary. Our goal is not simply to celebrate. We recognize that voting restrictions existed long after the 19th Amendment was passed - and still exist today. We will commemorate this significant milestone in women’s history remembering that a central

and ongoing question in democratic societies is citizenship and who is a citizen. Our goal is to tell the story of the long struggle for women's right to vote to promote understanding of the importance of citizenship and the struggle that women had to endure to attain it.

EPL will host exhibits, workshops, film screening and book discussions as part of this project.

Business and Financial Literacy Librarian Susan Markwell is working in partnership with First Northern Credit Union to provide programming on **identity theft and credit recovery** in February and April of 2020, respectively. FNCU is able to provide some of their informational programs in Spanish, as well, and I am working on locking down some dates to offer the same two workshops in Spanish at the Robert Crown Center.

Susan Markwell and Lifelong Learning Librarian Katy Jacobs took a webinar on "**Scams, Fraud and Identity Theft: How Libraries Can Help**" which addressed the challenges facing technologically vulnerable populations (particularly seniors) and the role that libraries can play in raising awareness and prevention. They are developing resources and training for other EPL staff and patrons based on the webinar.

Susan Markwell is also working on a partnership with the Illinois State Treasurer's office - they are in the beginning planning stages for programs in 2020 about the **iCash** program, which helps people to determine whether there is money that they have not claimed from the State of Illinois, and about the **Bright Start** college savings program.

Lorena Neal is working with **Northwestern's Holocaust Educational Foundation** to plan another lecture at EPL on Sunday, April 26. The speaker will be Dr. Stefan Ionescu, who is currently a Theodore Zev and Alice R. Weiss-Holocaust Educational Foundation Visiting Associate Professor in Holocaust Studies at Northwestern University. The proposed talk explores the reversal of Aryanization (Romanianization) process in Bucharest, Romania, in the aftermath of the Antonescu regime. This reversal proved to be a difficult and problematic process involving Jewish survivors, Jewish organizations, individual profiteers, and political and social groups. Further details about the talk will be finalized in 2020.

Excerpts from Patron feedback:

Recently a frequent caller to the Reference Desk sang Jill Skwerski's praises regarding the Memory Cafes.

From the "Cozy Corner" comment and suggestion box:

- Really enjoy the Community Puzzles! Thanks very much 11/20/19
- I really enjoy playing the puzzles. Wish there will be more diverse puzzles! Thank you for preparing them! 11/20/19
- The puzzle was very fun! Thank You <3 11/27/19

Heard at the November 16 Henry Kisor event: "That was a really great program." "The library always has such good programs."

One attendee at the November 25 MENA event recently moved to the area from Finland, and decided to attend the lecture after seeing it promoted on the library's social media. She was

thrilled with the opportunity to attend such a high-caliber lecture for free, and plans to become an EPL regular!

National Able Network - Resource Center - November 2019 Statistics

	Previous months Numbers	Program Year to Date Total
ORIENTATIONS		
Evanston Public Library	58	71
Oakton Community College	89	114
TABE TESTING	48	63
ONE-ON-ONE RESUME ASSISTANCE	36	42
Workshops		
JSWT (Oakton Community College)	157	188
JUMPSTART WORKSHOPS		
Evanston Public Library	21	30
Oakton Community College		
THE PATH WORKSHOP		
Evanston Public Library	39	46
Oakton Community College	71	93
RESOURCE ROOM (NEW CUSTOMERS)	89	105
RESOURCE ROOM (REPEAT CUSTOMERS)	532	644
RESOURCE ROOM TOTAL	592	720
	Previous Months Total:	YTD :
	1140	1396



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: December 13, 2019

This memo provides an update on significant administrative activities.

Human Resources

In Access Services, offers were accepted for 3 PT Shelver positions and 2 Substitutes. In Administration, offers were accepted for both Development Associates. Most will begin working for EPL on January 6, 2020.

In Early Learning & Literacy, both a PT and FT Library Associate position have posted. Applications are under review.

Engagement Services leadership is managing transfer designations, application reviews and interviews for 6 new positions at Robert Crown [Supervising Librarian, Librarian I, Branch Assistant (1 FT, 1 PT), Branch Clerk (2 PT)] as well as Branch Assistant and Branch clerk vacancies at other sites. Offers have been extended and accepted for three positions.

In Facilities/Maintenance, interviews are underway to fill a Security Monitor vacancy.

Financial Resources

The Library Fund financial report for the period ending November 30th is included in this meeting packet for your review. Revenue collection for the Operating budget has reached 94% of the estimation, while expenses fall within budget at 86%. Both the debt subsidy and capital improvement funds are similarly situated. Revenue for the total library fund is at 96%, with expenses totaling 83% of budget.

A summary of the Endowment portfolio as of November 30th is also attached.

Facilities Update

Work on the Simplex fire alarm system is wrapped up. We are now waiting on the Evanston Fire Department for final inspection.

The building wide pump project will be complete before years end.

Please visit our new glass meeting rooms on the 3rd floor. The logos are now installed and the space is now up and running.

Budget Performance Report

Fiscal Year to Date 11/30/19

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 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,750,000.00	.00	6,750,000.00	18,515.01	.00	6,724,416.85	25,583.15	100	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	(277.45)	.00	75,247.87	9,752.13	89	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	41.80	.00	401.67	(401.67)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	.00	.00	41,619.28	(11,619.28)	139	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	93,107.50	(107.50)	100	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	.00	.00	186,640.77	196,859.23	49	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	18,640.69	(18,640.69)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	2,781.30	(2,781.30)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	8,437.16	.00	101,808.13	(91,808.13)	1018	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	210,380.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	137,500.00	12,500.00	92	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(42.50)	.00	(586.67)	12,586.67	-5	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	7,270.50	2,729.50	73	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	16,077.31	1,922.69	89	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	9,814.25	3,185.75	75	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	23,170.35	11,829.65	66	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	46,000.00	54,000.00	46	88,675.00
	REVENUE TOTALS	\$7,945,271.00	\$0.00	\$7,945,271.00	\$39,174.02	\$0.00	\$7,483,909.80	\$461,361.20	94%	\$7,652,364.65
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	304,118.20	.00	2,433,708.98	260,703.02	90	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	145,488.18	.00	1,178,685.81	187,446.19	86	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	11,574.50	.00	90,281.56	(45,281.56)	201	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	1,940.22	.00	14,484.13	(4,484.13)	145	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	6,302.58	.00	19,239.09	(19,239.09)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	9,698.81	(9,698.81)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	44,049.46	.00	467,163.54	64,396.46	88	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	360.66	(360.66)	+++	320.72

Budget Performance Report

Fiscal Year to Date 11/30/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.97	.00	1,936.68	123.32	94	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	400.00	.00	6,500.00	6,700.00	49	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	330.03	.00	3,358.17	(808.17)	132	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	26,739.49	.00	212,589.49	24,480.51	90	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	27,349.89	.00	222,806.56	22,505.44	91	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	6,669.97	.00	52,405.77	6,009.23	90	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	5,594.00	.00	54,499.04	122,200.96	31	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	696.00	.00	1,205.24	6,794.76	15	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	242.00	.00	1,226.83	6,773.17	15	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	36,911.86	8,348.58	212,788.66	(8,437.24)	104	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	1,450.72	1,149.28	56	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	.00	.00	13,566.00	(3,566.00)	136	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,596.61	.00	23,385.97	18,614.03	56	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,986.63	453.37	92	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.07	.00	4,477.87	407.13	92	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	573.52	3,926.48	13	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	14,635.50	6,250.00	152,405.69	53,944.31	75	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	7,268.43	27,823.58	199,127.64	(26,951.22)	113	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,315.00	785.00	63	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,748.00	.00	54,784.00	(8,546.00)	118	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	504.62	.00	5,692.22	7,207.78	44	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	4,324.23	4,375.77	50	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	475.03	.00	6,182.96	(482.96)	108	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,336.52	.00	18,555.41	11,344.59	62	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	394.14	.00	3,158.10	(3,158.10)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	200.90	.00	2,166.34	(166.34)	108	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	555.24	.00	9,215.36	2,784.64	77	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	871.85	.00	17,793.64	12,206.36	59	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	627.48	13,152.78	55,269.60	21,577.62	76	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	2,633.09	1,417.50	93,317.74	99,114.76	49	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47

Budget Performance Report

Fiscal Year to Date 11/30/19

Include Rollup Account and Rollup to Object Account

65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	2,348.36	.00	2,348.36	3,151.64	43	1,179.38
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	4.95	6,995.05	0	.00
65555	IT COMPUTER HARDWARE	49,000.00	.00	49,000.00	.00	2,600.53	29,120.49	17,278.98	65	12,674.98
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	42,555.80	.00	449,485.88	148,714.12	75	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	12,060.24	.00	18,358.51	4,341.49	81	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	18,296.33	.00	75,879.21	65,920.79	54	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	80,168.00	7,288.00	92	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	247,500.00	22,500.00	92	270,000.00
	EXPENSE TOTALS	\$7,771,945.00	\$0.00	\$7,771,945.00	\$761,339.89	\$59,592.97	\$6,585,843.44	\$1,126,508.59	86%	\$7,190,072.61
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	39,174.02	.00	7,483,909.80	461,361.20	94%	7,652,364.65
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	761,339.89	59,592.97	6,585,843.44	1,126,508.59	86%	7,190,072.61
	Fund 185 - LIBRARY FUND Totals	\$173,326.00	\$0.00	\$173,326.00	(\$722,165.87)	(\$59,592.97)	\$898,066.36	(\$665,147.39)		\$462,292.04
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99	333,896.13
	REVENUE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$350,000.00	\$3,437.00	99%	\$333,896.13
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	43,389.35	127,486.65	25	101,573.11
	EXPENSE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$43,389.35	\$310,047.65	12%	\$333,404.11
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99%	333,896.13
	EXPENSE TOTALS	353,437.00	.00	353,437.00	.00	.00	43,389.35	310,047.65	12%	333,404.11
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$306,610.65	(\$306,610.65)		\$492.02
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	.00	.00	1,564,031.67	270,968.33	85	2,031,842.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	329,233.98	(329,233.98)	+++	125,885.91
	REVENUE TOTALS	\$1,835,000.00	\$0.00	\$1,835,000.00	\$0.00	\$0.00	\$1,893,265.65	(\$58,265.65)	103%	\$2,157,727.91
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	20,418.12	(20,418.12)	+++	30,699.56

Budget Performance Report

Fiscal Year to Date 11/30/19

Include Rollup Account and Rollup to Object Account

65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	2,420.00	(183,476.40)	538,877.13	229,599.27	61	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.00	.00	1,250,000.00	.00	100	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
	EXPENSE TOTALS	\$1,835,000.00	\$0.00	\$1,835,000.00	\$2,420.00	(\$183,476.40)	\$1,809,295.25	\$209,181.15	89%	\$1,497,577.48
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	1,835,000.00	.00	1,835,000.00	.00	.00	1,893,265.65	(58,265.65)	103%	2,157,727.91
	EXPENSE TOTALS	1,835,000.00	.00	1,835,000.00	2,420.00	(183,476.40)	1,809,295.25	209,181.15	89%	1,497,577.48
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$2,420.00)	\$183,476.40	\$83,970.40	(\$267,446.80)		\$660,150.43
Grand Totals										
	REVENUE TOTALS	10,133,708.00	.00	10,133,708.00	39,174.02	.00	9,727,175.45	406,532.55	96%	10,143,988.69
	EXPENSE TOTALS	9,960,382.00	.00	9,960,382.00	763,759.89	(123,883.43)	8,438,528.04	1,645,737.39	83%	9,021,054.20
	Grand Totals	\$173,326.00	\$0.00	\$173,326.00	(\$724,585.87)	\$123,883.43	\$1,288,647.41	(\$1,239,204.84)		\$1,122,934.49

Endowment for the Evanston Public Library
 Holdings as of November 2019

	Symbol	Shares/Quantity	Price	Value as of November 30, 2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7306.687	\$290.82	\$2,124,930.71	47.0%	
Vanguard Small-Cap Index Fund	VSMAX	3830.943	\$78.09	\$299,158.34	6.6%	
Vanguard REIT Index Fund	VGSLX	1183.209	\$131.92	\$156,088.93	3.5%	
Vanguard Total International Stock Index Fund	VTIAX	14767.009	\$28.98	\$427,947.92	9.5%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6933.770	\$34.98	\$242,543.27	5.4%	71.9%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$356,241.88	\$356,241.88	7.9%	
iShares Silver Trust	SLV	4788.000	\$15.92	\$76,224.96	1.7%	
SPDR Gold Trust	GLD	625.000	\$137.86	\$86,162.50	1.9%	11.5%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$110.919	\$151,079.44	3.3%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.747	\$143,260.10	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$132.412	\$157,288.24	3.5%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.730	\$28,033.37	\$300,798.06	6.7%	6.7%
				\$4,521,724.36		100.0%

Cash Equivalents	11.5%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	6.7%
Domestic Equities	57.1%
International Equities	14.8%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Volunteer Management Services Agreement
Date: December 13, 2019

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 \$22,330 effective January 1, 2019. 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 19th day of December, 2019, 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 \$22,330.

I. COMMENCEMENT DATE

Consultant shall commence the Services on January 1, 2020 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, 2020. This Agreement may be renewed after an initial term. 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.

Consultant evaluates all aspects of programs and services through an equity lens and seeks to provide services to diverse Evanston Residents in a manner that is consistently equitable and inclusive.

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: _____



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Library Director

Subject: Approval of 2020 Purchase of Library Automation Services
From Cooperative Computer Services

Date: December 18, 2019

Recommended Action:

Staff recommends approval of the single source purchase of library automation services not to exceed (\$75,000) and OCLC cataloguing records (\$20,000) from Cooperative Computer Services (3355J N. Arlington Heights Rd., Arlington Heights, IL) for FY2020. CCS fees are under review as a result of the addition of a library to the consortium and a grant from RAILS (Reaching Across Illinois Library System.)

Funding Source:

Funding in the amount of \$95,000 will be from the Library Fund's Access Services IT Computer Software account (185.48.4820.62340).

Summary:

Cooperative Computer Services (CCS) is a partnership providing the Polaris integrated library automation system (ILS) for the Evanston Public Library and 25 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 45,044 registered borrowers and the circulation of 1,207,419 items (2018 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

Agenda Item 10.B

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 thirteen million items a year using the system, and send almost seven hundred thousand books and other media back and forth to serve the needs of customers. This ILS is 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: Library Board of Trustees

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

Subject: Approval of Renewal of Siemens Building Automation Service Agreement

Date: December 11, 2019

Recommended Action:

Staff recommends approval of a 3 year service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library that will run January 1, 2020 thru December 31, 2022.

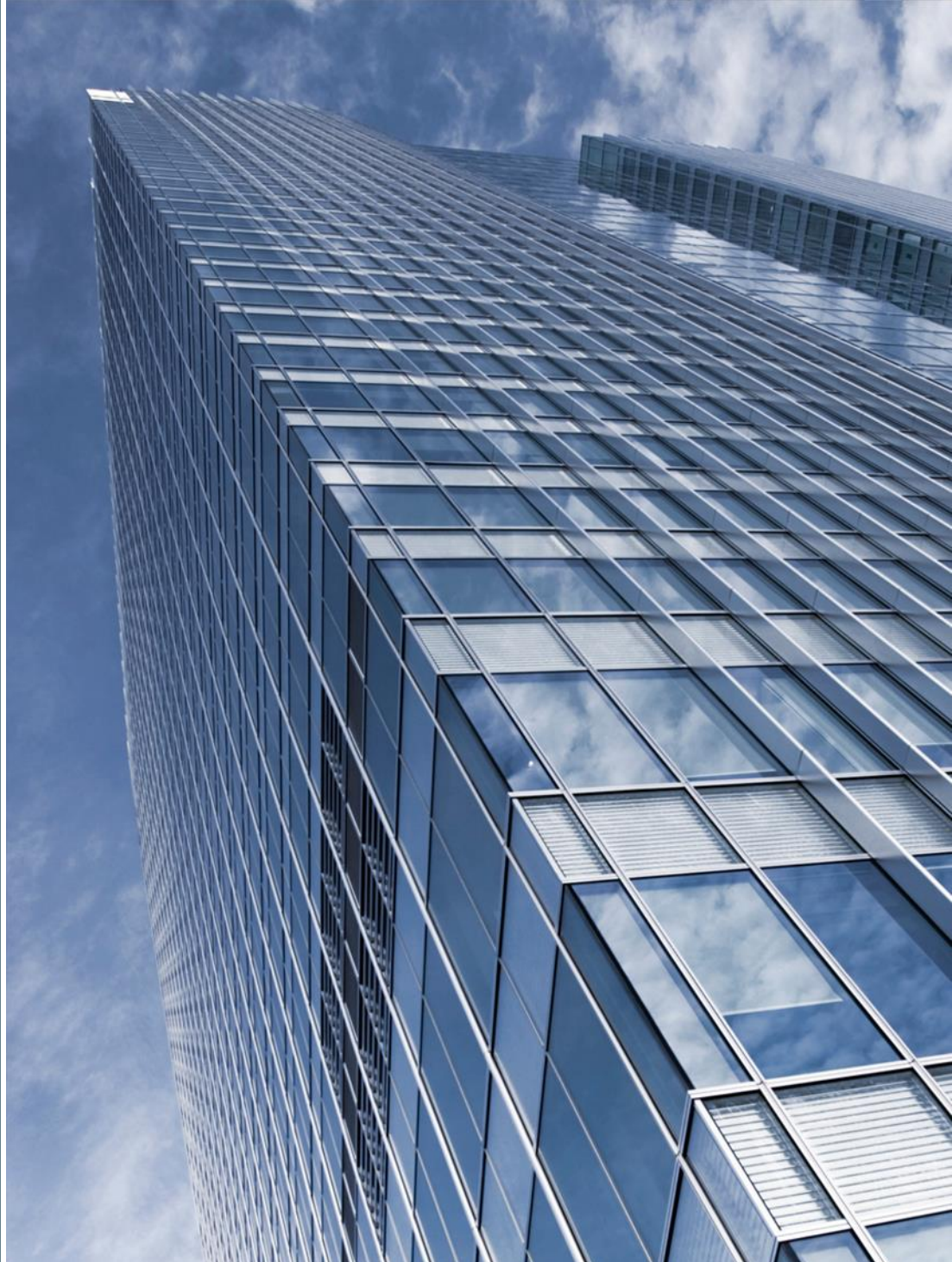
Year 1 January 1, 2020 through December 31, 2020 \$23,860
Year 2 January 1, 2021 through December 31, 2021 \$24,650
Year 3 January 1, 2022 through December 31, 2022 \$25,520

Funding Source:

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225 at the budgeted amount of \$23,860.

Summary:

The Siemens BAS monitors and controls the heating, ventilation, air conditioning (HVAC) and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for system expertise, replacement hardware/software, and all upgrades. This renewal includes necessary software upgrades to the newly installed Desigo operating system. Also, the BAS allows staff to monitor and control the HVAC and lighting systems from remote locations.

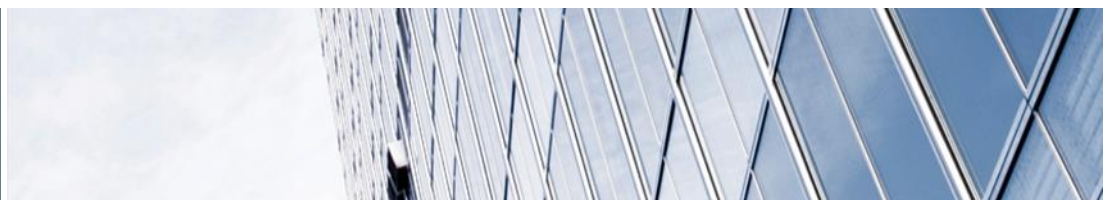


Advantage Services[®]

Agreement for Evanston Library
1703 Orrington
Evanston, IL 60201

Date: November 5, 2019

SIEMENS



Advantage Services

Agreement for City of Evanston Library BAS Monitoring and Control System

Effective: January 1, 2020 to December 31, 2022

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1 Overview

1.1 Executive Summary

You have made a significant investment in your facility and its complex technical systems which are critical to the profitability and productivity of your overall business. This proposed service solution, our Service Agreement, will proactively serve to protect that substantial investment through a program of planned service tasks by our trained technical staff.

This Service Agreement has been specifically developed to support your unique facility, and the services provided herein will help you in achieving your facility goals.

1.2 Current Situation

Siemens has completed the Technology upgrades including BAS field panels and Desigo software platform. The BAS System provides support to management in the day to day operations at this facility including the control and monitoring of critical tenant space and support offices. Under this agreement, Siemens will provide technical support to maintain the BAS system including remote monitoring of critical system alarms and notification of client staff.

1.3 Siemens Capabilities & Commitment to Our Customers

Siemens Industry, Inc. is the leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. Siemens is pleased to offer this proposal for technical support services to your facility. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. We are confident that we have the capabilities to meet your critical facility needs, and we look forward to the opportunity to serve you.

2 Service Solution

Services that deliver the outcomes you want to achieve.

We've structured our service portfolio around achieving the common facility outcomes that help organizations meet their business goals.



Manage System Operation & Compliance

Services that keep systems performing at their best, as designed and intended to operate, help you achieve:

- Optimized comfort, safety, and security
- Fulfilled regulatory requirements
- Reduced operating risk

Facility Assessment & Planning

In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program

Test & Inspection

Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks

Preventive Services

Services performed on a regular schedule or based on data analytics to verify and improve system state

Documentation Management

Management of critical building system and compliance information with organization and access determined by your needs

Corrective Services

Immediate response to system failures or faults to restore functionality and integrity to desired state



Optimize Performance & Productivity

Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:

- Enhanced system performance
- Streamlined operational processes
- Maximized energy efficiency

Optimization Planning

Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies

Predictive Services

Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken

System Improvements & Integration

Enhancements or additions to your current system to increase staff productivity, system performance, and operational/energy efficiencies

Training & Operational Support

Training, coaching, and on-site support to increase staff productivity and knowledge

Managed Services

On-site and/or remote resources monitor system events and alarms and take appropriate action



Protect Lifecycle Investment

Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:

- Extended system life
- Maximized return on investment
- Realized benefits of new technology

Technology Planning

Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments

System Updates / Upgrades

Software upgrades and firmware updates are completed, delivering the most current technology and functionality

System Migration / Modernization

Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels

Retrofits & Extensions

Modifications are made to existing systems to accommodate changes to your facility usage and footprint

New Installation Services

Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance

Performance Reporting • Quality Assurance Meetings

2.1 HVAC CONTROL SERVICES – Automation

2.1.1 Customer Support Services

Operator Coaching

Through our individual Operator Coaching, Siemens will review and reinforce learned skills, helping to lead to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, Siemens will address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will help to promote better utilization of systems and applications implemented in your facility.

Under this Agreement Siemens shall provide staff coaching as requested during our scheduled maintenance inspections, which will be conducted on normal business days and hours, as agreed upon with all parties.

2.1.2 Technical Support Services

Emergency Online/Phone Response: Monday through Sunday, during normal working hours

System and software alarm monitoring including troubleshooting and diagnostics is available remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will provide alarm notification via the Siemens Desigo remote notification application (RENO) during normal working hours. Siemens will furnish and install the necessary CRSP secure online service technology to enable Siemens to remotely access your system. Internet service connection and monthly costs are provided by the end user. Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched as a billable service call. Siemens will cover the cost for (8) hours on on-site emergency support.

Preventive Maintenance

Siemens will provide **six annual preventive maintenance inspections** in accordance with a program of routines as determined by our experience, equipment application and location. All system field hardware is identified on the List of Maintained Equipment. All subsequent repair or replacement material and labor can be purchased at preferred discounted rates identified in Appendix A.

Repair and Replacement

Siemens will repair or replace existing devices during normal working hours should they fail during the warranty period. All subsequent repair or replacement material and labor can be purchased at preferred discounted rates identified in Appendix A.

Data Protection & Data Recovery Services

Siemens will perform semi-annual scheduled database backups of your workstation database and graphics and/or field panel databases and provide safe storage of this critical business information. Should a catastrophic event occur, Siemens will respond onsite (or online if such service is included in this service agreement) to reload the databases and system files from our stored backup copy, to restore your operation as soon as possible. The Equipment to be included as part of this service is itemized in the List of Maintained Equipment

2.1.3 System Performance Updates & Upgrades

Software Support and Upgrades

Siemens will provide you with software upgrades to your existing Siemens Desigo CC software as they are released. These upgrades include both Service Releases and all New Version Releases of Software. We will also provide corresponding support documentation outlining the features of the releases. Included is onsite training to familiarize you with the new features along with their associated benefits. These updates deliver the benefits of Siemens Industry, Inc. commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Maintained Equipment. (Upgrades to PC's and related workstation hardware are excluded unless specified elsewhere.)

2.2 Exclusions and Clarifications

a) Unless expressly stated otherwise, Services do not include and Siemens is not responsible for: (a) service or provision of consumable supplies, including but not limited to batteries and halon cylinder charging; (b) reinstallation or relocation of Equipment; (c) painting or refinishing of Equipment or surrounding surfaces; (d) changes to Services; (e) parts, accessories, attachments or other devices added to Equipment but not furnished by Siemens; (f) failure to continually provide suitable operating environment including, but not limited to, adequate space, ventilation, electrical power and protection from the elements; (g) the removal or reinstallation of replacement valves, dampers, waterflow and tamper switches, airflow stations, venting or draining systems, and any other permanently mounted integral pipe or air duct component; or (h) latent defects in the Equipment that cannot be discovered through the standard provision of the Services. Siemens is not responsible for services performed on any Equipment other than by Siemens or its agents.

b) Siemens will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable or obsolete parts of the Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise expressly stated elsewhere in this Proposal; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements.

c) Siemens is not responsible for repairs, replacements or services to Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic or chemical action, or reasons beyond its reasonable control

3 Service Implementation Plan

3.1 Maintained Equipment Table

SIEMENS

Siemens Building Technologies Service Agreement

Equipment Category	Equipment SubCategory	Equipment	Qty	Serial Number	Location	Mfg/Model
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Control Systems - Summary Level	Data Protection & Data Recovery	Panel Backup (via POST)	2			
Service Frequency: Provide semi-annual Data Protection & Recovery Services						

System 600 ALN	System 600 ALN	PXCM Controllers	2			
Service Frequency: Verify MSTP communication protocol via remote services and provide on-site preventive maintenance inspections (6) days per year						

System 600 ALN	System 600 ALN	FLNC/BIM Controllers	2			
Service Frequency: Verify MSTP communication protocol via remote services and provide on-site preventive maintenance inspections (6) days per year						

System Performance Updates	Software Support and Updates	Desigo CC Renewal of 500 Points Software Licenses	1			
Service Frequency: Software Updates provided annually based on released dates						

System Performance Updates	Software Support and Updates	Desigo CC Renewal TBS Extended Feature Set	1			
Service Frequency: Software Updates provided annually based on released dates						

3.2 Service Team

An important benefit of your Service Agreement derives from having the trained service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

The following list outlines the service team that will be assigned to the service agreement for your facility.

Your Assigned Team of Service Professionals will include:

John C Dwan - Sales Account Representative manages the overall strategic service plan based upon your current and future service requirements.

Christian Micor - Service Account Engineer or Team Leader is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

John Duncan - Primary Service Specialist is responsible for performing the ongoing service of your system.

Secondary Service Specialist or Service Mechanic who will be familiarized with your building systems to provide in-depth backup coverage.

Brian McAlpin - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Service Coordinator - Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Service Administrator - Service Administrator is responsible for all service invoicing including both service agreement and service projects.

4 Siemens Industry, Inc.

4.1 Signature Page and Investment By and Between:

Siemens Industry, Inc.
 585 Slawin Court
 Mount Prospect, IL 60056
 Attn: John C Dwan

City of Evanston Library
 1703 Orrington
 Evanston, IL 60201
 Attn: John Devaney

Services shall be provided at City of Evanston Library, Evanston, IL.

Siemens Industry, Inc. shall provide the services as outlined in the attached proposal dated 11/5/19 and the attached terms and conditions.

Duration (Initial Term): This agreement shall remain in effect for three years. Services for year 2 and 3 will require approval from the township board and annual purchase orders matching the values listed below. Services can be cancelled by giving written notice 60 days in advance.

Initial Term Investment

	Period of Coverage	Annual Investment
Year 1	1/01/2020 to 12/31/2020	\$23,860 annually
Year 2	1/01/2021 to 12/31/2021	\$24,650 annually
Year 3	1/01/2022 to 12/31/2022	\$25,520 annually

Applicable sales taxes are excluded from the Investments. The pricing quoted in this proposal are firm for 30 days.

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

Proposal accepted by:
 City of Evanston Library

Proposal submitted by:
 John C Dwan
 Account Executive
 Siemens Industry, Inc.

 Signature Date

John c Dwan 11/6/2019

 Signature Date

P.O.# _____
 .

 Signing Manager Name

 Signature Date

4.2 Terms And Conditions

STANDARD TERMS AND CONDITIONS OF SALE FOR SERVICES

1. APPLICABLE TERMS. This Agreement governs the sale and performance of services provided by Siemens ("Services"). The Standard Terms Addenda, these terms, any other applicable addenda, Siemens' proposal, price quote, purchase order or acknowledgement issued by Siemens form the parties' final agreement ("Agreement"). In the event of any ambiguity or conflict between these documents, precedence shall apply in accordance with the order written in the previous sentence. Siemens' proposal, offer or acceptance is conditioned on Buyer's acceptance of this Agreement. Any additional or conflicting terms in Buyer's request for proposal, specifications, purchase order or any other written or oral communication are not binding on Siemens unless separately signed by Siemens. Siemens' failure to object to Buyer's additional or conflicting terms does not operate as a waiver of the terms contained in this Agreement.

2. PRICING & PAYMENT. Prices and payment terms are: (i) as stated in Siemens' proposal, or if none are stated; (ii) Siemens' standard rates in effect when Siemens receives Buyer's purchase order; or if neither (i) nor (ii) apply, then Siemens' standard rates in effect when the Services are performed.

(a) Payment - Unless stated in Siemens' proposal, all payments are due net thirty (30) days from the invoice date in United States Dollars.

(b) Credit Approval - All orders are subject to credit approval by Siemens. Siemens may modify, suspend or withdraw the credit amount or payment terms at any time. If there is doubt as to Buyer's financial condition, Siemens may withhold performance of Services, require cash payments or advance payments, or require other satisfactory financial security before performance of Services.

(c) Taxes - Unless stated in writing by Siemens, Siemens' rates exclude charges for taxes, excises, fees, duties or other government charges related to the Services. Buyer will pay these amounts or reimburse Siemens. If Buyer claims a tax or other exemption or direct payment permit, Buyer will provide a valid exemption certificate or permit and indemnify, defend and hold Siemens harmless from any taxes, costs and penalties arising from same. Increases, changes (including in application), adjustments or surcharges which may be incurred are for Buyer's account.

(d) Late Payments— Late payments shall bear interest at an annual percentage rate of twelve percent (12%) or the highest rate allowed by law, whichever is lower.

(e) Disputed Invoice - If Buyer disputes all or any portion of an invoice, it must first deliver written notice to Siemens of the disputed amount and the basis for the dispute within twenty-one (21) days of receiving the invoice. Failure of Buyer to timely notify Siemens of any dispute constitutes a waiver of Buyer's claim. If Buyer only disputes a portion of the invoice Buyer must pay the undisputed portion in accordance with Article 2(a). Upon resolution of the dispute in favor of Siemens, Buyer must pay the invoice or the remainder of the invoice, plus any accrued interest on the late payment.

(f) Suspension/Termination Right - Siemens may suspend Services if an undisputed invoice is more than fifteen (15) days past due. Siemens may terminate this Agreement if an undisputed invoice is more than thirty (30) days past due. Unless otherwise prohibited by law, Siemens may also terminate this Agreement immediately in the event of a material adverse change in the Buyer's financial condition, including, but not limited to bankruptcy, insolvency, or liquidation.

3. RISK OF LOSS AND SCHEDULE. Services shall be performed at the location identified in the Agreement ("Site"). Risk of loss of or damage to Buyer's equipment, including "Equipment" (equipment, materials, components and items of any kind for which Siemens is to provide Services under the Agreement), shall remain with Buyer at all times during the performance of the Services hereunder. If Buyer procures or has procured property damage insurance applicable to occurrences at the Site, Buyer shall obtain a waiver by the insurers of all subrogation rights against Siemens.

Any performance or completion dates are estimated dates only. Siemens is not liable for any loss or expense incurred by Buyer or Buyer's customers if Siemens fails to meet any such dates.

4. CANCELLATION. Except for Siemens right to terminate in accordance with Article 2 and Article 4, this Agreement is non-cancellable during the Initial Term. Thereafter, either party may terminate this Agreement effective at the end of the Initial Term or at the end of a renewal period by giving the other party at least sixty (60) days prior written notice of its intent to cancel the Agreement. Either party may terminate this Agreement for material breach of the other

party, provided that the breaching party has not remedied the breach or commenced to cure the breach within a reasonable period, having due regard to the nature of the breach..

5. FORCE MAJEURE / DELAYS. If either party is unable to perform or suffers delay in performance, due to any cause beyond its reasonable control (regardless of whether the cause was foreseeable), including without limitation acts of God, inclement or unusually severe weather conditions, strikes, labor shortage or disturbance, fire, accident, war or civil disturbance, delays of carriers, cyber-attacks, terrorist attacks, failure of normal sources of supply, or acts or inaction of government, the time of performance will be extended by a period equal to the length of time it takes to overcome the effect of the event. In addition, Siemens shall be entitled to be compensated by Buyer for reasonable and direct additional costs incurred during such event. Siemens will notify Buyer within a reasonable time after becoming aware of any such event. If there are force majeure delays exceeding 180 days in the aggregate, Siemens may terminate the Agreement. For the avoidance of doubt, failure to pay shall not constitute a force majeure delay.

6. BUYER'S REQUIREMENTS. Siemens' performance is contingent upon Buyer timely complying with and fulfilling all of its obligations under this Agreement. These obligations include the Buyer supplying all necessary access to Equipment, where applicable, and all required "Third Party Parts" (parts, components, equipment or materials provided by Buyer or that exist in the Equipment which were not manufactured or supplied by Siemens or which were originally supplied by Siemens and subsequently repaired, serviced or otherwise altered by any party not affiliated with Siemens), documents, permits and approvals needed for Siemens to perform including, but not limited to, accurate technical information and data, drawing and document approvals, and all necessary commercial documentation. Buyer shall provide access to the Site as reasonably required by Siemens for the performance of the Services. Siemens may request a change order for an equitable adjustment in prices and times for performance, as well as to adjust for any additional costs or any delay resulting from the failure of Buyer, Buyer's contractors, successors or assigns to meet these obligations or any other obligations in this Agreement.

Buyer shall also maintain the Site in a safe condition, notify Siemens promptly of any site conditions requiring special care, and provide Siemens with any available documents describing the quantity, nature, location and extent of such conditions, including any Material Safety Data Sheets (MSDS) related to all hazardous materials at the Site which may impact the Services.

7. INDEMNITY. Siemens and Buyer (each as an "Indemnitor") shall indemnify, hold harmless and defend the other ("Indemnitee") from and against all third party claims alleging bodily injury, death or damage to a third party's tangible property, but only to the extent caused by the Indemnitor or its subcontractor's negligent acts or omissions. If the injury or damage is caused by the parties' joint or contributory negligence, the loss and/or expenses shall be borne by each party in proportion to its degree of negligence. No part of Buyer's Site or property of Buyer (or Site Owner) is considered third party property.

Indemnitee shall provide the Indemnitor with prompt written notice of any third party claims covered by this Article. Indemnitor has the unrestricted right to select and hire counsel, and the exclusive right to conduct the legal defense and/or settle the claim on the Indemnitee's behalf. Indemnitee shall not make any admission(s) which might be prejudicial to Indemnitor and shall not enter into a settlement without the express permission of Indemnitor.

8. WARRANTY. (a) Siemens warrants that it will perform the Services in a professional and workmanlike manner. If the Services fail to meet the warranty standards set forth in this Article 8(a) within the Warranty Period defined in the attached Addendum A, and Buyer promptly reports such non-conformance to Siemens during the above mentioned Warranty Period, Siemens shall at its own expense re-perform the relevant Services or, in Siemens' sole discretion, refund Buyer the pro rata portion of the fees paid to Siemens under this Agreement allocable to the nonconforming Services (the "Warranty").

(b) Conditions to the Warranties. The Warranties are conditioned on: (i) no repairs, modifications or alterations being made to the Equipment" other than by Siemens or its authorized representatives; (ii) Buyer handling, using, storing, installing, operating and maintaining the Equipment in compliance with any parameters or instructions in any specifications attached to, or incorporated into this Agreement, (iii) or in the absence of such conditions, parameters or instructions or to the extent not applicable, in accordance with the generally accepted industry standards applicable in the locale where the Services are being performed and having regard to the nature of the Services; (iv) Buyer discontinuing

use of the Equipment after it has, or should have had knowledge of any defect in the Equipment; (v) Buyer providing Siemens with reasonable access to operating and maintenance data as requested by Siemens, (which may include secure broadband connection). Without expense to Siemens, Buyer shall provide to Siemens and Siemens' subcontractors and their respective employees and agents on a twenty four (24) hours a day, seven (7) days a week basis, access to the Site, and each unit, including rights of way and easements required for safe access of such persons and equipment, as well as, to the extent applicable, online access to the Site, including to an installed remote monitoring system and to all units, as necessary to permit Siemens to perform the Services.; (vi) Equipment not having been subjected to accident (including force majeure), alteration, abuse or misuse; and (vii) Buyer not being in default of any payment obligation. Buyer shall provide, without cost to Siemens, access to the nonconformity by disassembling, removing, replacing and reinstalling any Equipment, materials or structures to the extent necessary to permit Siemens to perform its warranty obligations.

(c) Exclusions from Warranty Coverage. The Warranties do not apply to any Third Party Parts or Equipment or to services not performed by Siemens pursuant to this Agreement. Siemens will have no liability to Buyer under any legal theory for such Third Party Parts, Equipment, services or any related assignment of warranties.

(d) Warranty Notice. Buyer must provide written notice of any claims for breach of Warranty within the applicable Warranty Period. Additionally, absent written notice within the Warranty Period, any use of the Equipment after expiration of the Warranty Period is conclusive evidence that the Warranties have been satisfied.

(e) Remedies. Buyer's sole and exclusive remedies for breach of the Warranties are limited, at Siemens' discretion, to re-performance of the non-conforming portion of the Services, within a reasonable time period, or refund of all or part of the purchase price. The warranty on re-performed Services is limited to the remainder of the original Warranty Period. Unless Siemens agrees otherwise in writing, Buyer will be responsible for any costs associated with: (i) transportation to and from the Siemens factory or repair facility; and (ii) damage to Equipment components or parts resulting in whole or in part from non-compliance by the Buyer with Article 8(b) or from their deteriorated condition.

(f) THE WARRANTIES IN THIS ARTICLE 8 ARE SIEMENS' SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITS OF LIABILITY IN ARTICLE 9 BELOW. SIEMENS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING AND USAGE OF TRADE.

9. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, SIEMENS IS NOT LIABLE, WHETHER BASED IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL OR EQUITABLE THEORY, FOR: LOSS OF USE, REVENUE, SAVINGS, PROFIT, INTEREST, GOODWILL OR OPPORTUNITY, LOSS OF PRODUCTION, COSTS OF CAPITAL, COSTS OF REPLACEMENT OR SUBSTITUTE USE OR PERFORMANCE, LOSS OF INFORMATION AND DATA, LOSS OF POWER, VOLTAGE IRREGULARITIES OR FREQUENCY FLUCTUATION, CLAIMS ARISING FROM BUYER'S THIRD PARTY CONTRACTS, OR FOR ANY TYPE OF INDIRECT, SPECIAL, LIQUIDATED, PUNITIVE, EXEMPLARY, COLLATERAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR FOR ANY OTHER LOSS OR COST OF A SIMILAR TYPE.

SIEMENS' MAXIMUM LIABILITY UNDER THIS AGREEMENT UNDER ANY THEORY OF RECOVERY, WHETHER BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), UNDER WARRANTY, INDEMNITY OR OTHERWISE, SHALL NOT EXCEED THE TOTAL PRICE PAID TO SIEMENS UNDER THIS AGREEMENT.

BUYER AGREES THAT THE EXCLUSIONS AND LIMITATIONS IN THIS ARTICLE 9 WILL PREVAIL OVER ANY CONFLICTING TERMS AND CONDITIONS IN THIS AGREEMENT AND MUST BE GIVEN FULL FORCE AND EFFECT WHETHER OR NOT ANY OR ALL SUCH REMEDIES ARE DETERMINED TO HAVE FAILED OF THEIR ESSENTIAL PURPOSE. THESE LIMITATIONS OF LIABILITY ARE EFFECTIVE EVEN IF SIEMENS HAS BEEN ADVISED BY BUYER OF THE POSSIBILITY OF SUCH DAMAGES. THE WAIVERS AND DISCLAIMERS OF LIABILITY, RELEASES FROM LIABILITY AND LIMITATIONS ON LIABILITY EXPRESSED IN THIS ARTICLE 9 EXTEND TO SIEMENS' AFFILIATES, PARTNERS, PRINCIPALS, SHAREHOLDERS, DIRECTORS, OFFICERS, EMPLOYEES, SUBCONTRACTORS, AGENTS AND SUCCESSORS AND ASSIGNS OF SIEMENS.

FOR THE AVOIDANCE OF DOUBT, IN THE EVENT THAT PHYSICAL LOSS OR DAMAGE TO THE BUYER'S PROPERTY RESULTS FROM THE FAILURE OF A PORTION OF THE SERVICES TO CONFORM TO ITS RESPECTIVE WARRANTY DURING THE APPLICABLE WARRANTY PERIOD SIEMENS' LIABILITY SHALL IN NO CASE EXCEED SIEMENS' OBLIGATION TO PERFORM THE REMEDIES SPECIFIED IN ARTICLE 8, AS APPLICABLE, WHICH SIEMENS WOULD HAVE HAD TO PERFORM IF SUCH REMEDY HAD BEEN CARRIED OUT IMMEDIATELY PRIOR TO THE OCCURRENCE OF THE PHYSICAL LOSS OR DAMAGE.

10. INTELLECTUAL PROPERTY.

Siemens will, at its own option and expense, defend or settle any suit or proceeding brought against Buyer based on an allegation that any processes performed by Siemens in connection with the Services constitutes an infringement of any Patent Cooperation Treaty ("PCT") country member's patent or misappropriation of a third party's trade secret or copyright in the country where the Buyer's Site is located. Buyer will promptly give Siemens written notice of the suit or proceeding and the authority, information, and assistance needed to defend the claims. Siemens shall have full and exclusive authority to defend and settle such claim and will pay the damages and costs awarded against Siemens in any suit or proceeding so defended. Buyer shall not make any admission(s) which might be prejudicial to Siemens and shall not enter into a settlement without Siemens' consent. If and to the extent any process performed by Siemens in connection with the Services as a result of any suit or proceeding so defended is held to constitute infringement or its use by Buyer is enjoined, Siemens will, at its option and expense, either: (i) procure for Buyer the right to continue using said process; (ii) replace it with substantially equivalent non-infringing process; or (iii) modify the process so its use is non-infringing.

Siemens will have no duty or obligation under this Article 10 if the process is: (i) performed according to Buyer's design or instructions and compliance therewith has caused Siemens to deviate from its normal course of performance; (ii) modified by Buyer or its contractors after performance; or (iii) combined by Buyer or its contractors with devices, methods, systems or processes not furnished hereunder and by reason of said design, instruction, modification, or combination a suit is brought against Buyer. In addition, if by reason of such design, instruction, modification or combination, a suit or proceeding is brought against Siemens, Buyer must protect Siemens in the same manner and to the same extent that Siemens has agreed to protect Buyer under this Article 10.

THIS ARTICLE 10 IS AN EXCLUSIVE STATEMENT OF SIEMENS' DUTIES AND BUYER'S REMEDIES RELATING TO PATENTS, TRADE SECRETS AND COPYRIGHTS, AND DIRECT OR CONTRIBUTORY INFRINGEMENT THEREOF.

11. CONFIDENTIALITY.

(a) Both during and after the term of this Agreement, the parties will treat as confidential all information obtained from the disclosing party and all information compiled or generated by the disclosing party under this Agreement for the receiving party, including but not limited to business information, the quotation, the Agreement, processes and procedures, know-how, methods and techniques employed by Siemens in connection with the Services, technical data, drawings, flow charts, program listings, software code, and other software, plans and projections. Neither party may disclose or refer to the Services to be performed under this Agreement in any manner that identifies the other party without advance written permission. Except for security surveillance, the observing or recording of the Services or any part thereof, whether by photographic, video or audio devices or in any other manner is prohibited. In the event any such prohibited observation or recording occurs, Siemens may (in addition to any other legal or equitable rights and remedies) stop the Services until Siemens has satisfied itself that the prohibited conduct has ceased, and in such event (a) the date of delivery or time for performance will be extended by a period of time which Siemens determines necessary and (b) Buyer will reimburse Siemens for Siemens' and its Suppliers' additional costs and expenses resulting from such delay, including but not limited to any for demobilization or remobilization. Unless required by appropriate governmental authorities, neither party shall, without the prior written consent of the other party, issue any public statement, press release, publicity hand-out or other material relating to the Services performed on Buyer's Site or Equipment. However, Siemens has the right to share confidential information with its affiliate and subcontractors provided those recipients are subject to the same confidentiality obligations set forth herein.

(b) Nothing in this Agreement requires a party to treat as confidential any information which: (i) is or becomes generally known to the public, without the fault of the receiving party; (ii) is disclosed to the receiving party, without obligation of

confidentiality, by a third party having the right to make such disclosure; (iii) was previously known to the receiving party, without obligation of confidentiality, which fact can be demonstrated by means of documents which are in the possession of the receiving party upon the date of this Agreement; or (iv) was independently developed by receiving party or its representatives, as evidenced by written records, without the use of discloser's confidential information, or (v) is required to be disclosed by law, except to the extent eligible for special treatment under an appropriate protective order, provided that the party required to disclose by law will promptly advise the originating party of any requirement to make such disclosure to allow the originating party the opportunity to obtain a protective order and assist the originating party in so doing.

(c) It is Siemens' policy not to unlawfully or improperly receive or use confidential information, including trade secrets, belonging to others. This policy precludes Siemens from obtaining, directly or indirectly from any employee, contractor, or other individual rendering services to Siemens confidential information of a prior employer, client or any other person which such employee, contractor, or individual is under an obligation not to disclose. Buyer agrees to abide by this policy.

(d) Siemens shall retain all intellectual property rights in the Services, works, Siemens' documents, processes, Siemens' confidential information, and any design information and/or documents made by (or on behalf of) Siemens. Upon receipt of all fees, expenses and taxes due in respect of the relevant Services, Siemens grants to the Buyer a non-transferable, non-exclusive, royalty-free license to copy, use and communicate Siemens' documents for the sole purpose of operation and maintenance of the facility upon which the Services have been performed.

12. COMPLIANCE WITH LAWS. The parties agree to comply with all applicable laws and regulations.

13. CHANGES IN SERVICES. No change will be made to the scope of Services unless Buyer and Siemens agree in writing to the change and any resulting price, schedule or other contractual modifications. If any change to any law, rule, regulation, order, code, standard or requirement impacts Siemens' obligations or performance under this Agreement, Siemens shall be entitled to a change order for an equitable adjustment in the price and time of performance.

14. NON-WAIVER. Any waiver by a party of strict compliance with this Agreement must be in writing, and any failure by the parties to require strict compliance in one instance will not waive its right to insist on strict compliance thereafter.

15. MODIFICATION OF TERMS. These terms may only be modified by a written instrument signed by authorized representatives of both parties.

16. ASSIGNMENT. Neither party may assign all or part of this Agreement, or any rights or obligations under this Agreement without the prior written consent of the other; but either party may assign its rights and obligations, without recourse or consent to, any parent, wholly owned subsidiary or affiliate or affiliate's successor organization (whether as a result of reorganization, restructuring or sale of substantially all of a party's assets). However, Buyer shall not assign this Agreement to a competitor of Siemens; an entity in litigation with Siemens; or an entity lacking the financial capability to satisfy Buyer's obligations. Any assignee expressly assumes the performance of any obligation assigned. Siemens may grant a security interest in this Agreement and/or assign proceeds of this Agreement without Buyer's consent.

17. APPLICABLE LAW AND JURISDICTION. This Agreement is governed by and construed in accordance with the laws of the State of Delaware, without regard to its conflict of laws principles. The application of the United Nations Convention on Contracts for the International Sale of Goods is excluded. BOTH SIEMENS AND BUYER KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ALL RIGHTS TO A JURY TRIAL IN ANY ACTION OR PROCEEDING RELATED IN ANY WAY TO THIS AGREEMENT. Each party agrees that claims and disputes arising out of this Agreement must be decided exclusively in a federal or state court of competent jurisdiction located in a state in which either Buyer or Siemens maintains its principal place of business. Each party submits to the personal jurisdiction of such courts for the purpose of litigating any claims or disputes.

18. SEVERABILITY. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not in any way be affected or impaired. A court may modify the invalid, illegal or unenforceable provision to reflect, as closely as possible, the parties' original intent.

19. EXPORT/IMPORT COMPLIANCE. Buyer acknowledges that Siemens is required to comply with applicable export/import laws and regulations relating to the sale, export, import, transfer, assignment, disposal and use of goods or information provided in the performance of the Services, including any export/import license requirements. Buyer agrees that such goods or information shall not at any time directly or indirectly be used, exported, imported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with any export/import laws and regulations Siemens' continuing performance hereunder is conditioned on compliance with such export/import laws and regulations at all times.

20. NUCLEAR. In the event the Services provided under the Agreement are to be performed at or in any manner in connection with a nuclear installation, the following conditions shall apply:

A. Buyer's Insurance

(1) If Buyer procures property damage insurance applicable to occurrences at the Site and third party non-nuclear liability insurance, or either of such types of insurance, such insurance will name Siemens and its subcontractors as additional insureds.

(2) Buyer shall have at its own cost, prior to the arrival of nuclear fuel at the Site, secured and shall thereafter maintain in force protection against liability arising out of or resulting from a Nuclear Incident (as defined in the Atomic Energy Act of 1954, as amended) as required by the Nuclear Regulatory Commission; provided, however, that if the nuclear liability protection system in effect on the date of the Agreement expires or is repealed, changed, or modified, Buyer will, without cost to Siemens, maintain liability protection through government indemnity, limitation of liability, and/or liability insurance which will not result in a material impairment of the protection afforded Siemens and its subcontractors by such nuclear liability protection system which is in effect as of the date of the Agreement, taking into account the availability of insurance, customary practice in the industry for plants of similar size and character, and other relevant factors in light of then existing conditions. In any event, the protection provided pursuant to this Article shall remain in effect until the decommissioning of the nuclear plant.

B. Waivers by Buyer: Neither Siemens, nor its subcontractors shall be liable for any loss of, damage to, or loss of use of property or equipment wherever located, arising out of or resulting from a "Nuclear Incident." Buyer waives and will require its insurers to waive all rights of recovery against Siemens and its subcontractors on account of any such loss, damage, or loss of use. All such waivers shall be full and unrestricted and in a form acceptable to Siemens.

In the event Buyer recovers damages from a third party based on losses at the Site resulting from the hazardous properties of source, special nuclear or byproduct material (as defined in the Atomic Energy Act of 1954, as amended), Buyer shall defend, indemnify and hold Siemens and its subcontractors harmless against claims by such third party which are based on Buyer's recovery of such damages. In addition, Buyer waives and will require its insurers to waive all rights of recovery against Siemens and its subcontractors, for any and all costs or expenses arising out of or in connection with the investigation and settlement of claims or the defense of suits for damage resulting from the nuclear energy hazard.

C. Third Party Property Protection: Buyer will indemnify and hold Siemens and its subcontractors harmless for any liability arising out of loss of or damage to property at the Site which arises out of a Nuclear Incident. In addition, Buyer shall obtain for the benefit of Siemens and its subcontractors, protection against liability for, arising out of, or resulting from damage to any property or equipment located at the Site which is used or intended for use by Buyer in connection with the operation of the nuclear power plant (including but not limited to fuel) and which is owned by parties other than Buyer.

D. Decontamination: Buyer shall, without cost to Siemens, perform any required decontamination and health physics necessary for, related to or resulting from Siemens performance of its contractual obligations. This includes but is not limited to decontamination of any Siemens equipment or tools used in the performance thereof. Buyer shall provide documentation demonstrating that components or parts being returned to Siemens after such decontamination meet the requirements designated for unrestricted release as set forth in the United States Code of Federal Regulations, Title 10 Part 20.

21. SURVIVAL. The Articles entitled "Intellectual Property," "Limitation of Liability," "Indemnity," "Confidentiality," "Risk of Loss and Schedule," "Export/Import Compliance," and "Nuclear" survive any termination, expiration or cancellation of this Agreement.

22. SITE SAFETY. Buyer shall comply with all federal, state, and local safety regulations and standards applicable to the Site and to the Equipment on which Siemens will perform the Services. Siemens shall not be obligated to commence or perform Services unless Buyer's Site complies with all applicable safety requirements. In the event Buyer's Site safety is non-compliant, Siemens may suspend the Services until such time as Buyer corrects the non-compliance. To the extent Siemens incurs additional time and expense as the result of Buyer's non-compliance, Siemens shall be entitled to an equitable adjustment in the schedule, price and other affected provisions of the Agreement.

23. ENVIRONMENTAL COMPLIANCE. To the extent that the performance of Services at the Site may involve the generation of hazardous waste as such term is defined in the Resource Conservation and Recovery Act (42 U.S.C. 6901, et seq.), the laws of the state in which the Site is located and the rules or regulations issued thereunder as are now in effect or hereafter amended from time to time (such generated hazardous waste being herein referred to as "Hazardous Waste") shall apply.

Buyer shall at its expense and in accordance with all applicable federal, state and local laws, rules, regulations and ordinances (i) furnish Siemens with containers for Hazardous Waste, (ii) designate a storage area at the Site proximate to the Services where such containers are to be placed; and (iii) handle, store and dispose of Hazardous Waste. Buyer shall reimburse Siemens for additional costs, if any, incurred in complying with any such laws, regulations, rules and/or ordinances.

Siemens shall have no responsibility or liability with regard to any Hazardous Waste which it does not know or have reason to know will be generated or released in the performance of the Services, and Buyer shall indemnify and hold Siemens harmless for all damages, losses, costs, liabilities, fines and penalties, (including reasonable attorneys' fees) related to pollution and environmental impairment arising from the Buyer's property, the Equipment or the Services.

24. ASBESTOS

The terms "Asbestos" and "Presumed Asbestos Containing Material" shall have the meanings set forth in United States Code of Federal Regulations Chapter 29 Section CFR 1926.1101 et seq., and "ACM" shall mean Asbestos and Asbestos containing materials.

(1) The Buyer warrants and represents that, in any areas which may be accessed by Siemens or its Suppliers, any ACM which is or is contained in thermal insulation or sprayed-on surfacing material is conspicuously and specifically marked as ACM, and any other ACM is in a lawful condition.

(2) Prior to Siemens' commencement of Services at any Site:

(a) The Buyer shall, at Buyer's expense remove all thermal insulation, sprayed-on surfacing material, and/or Presumed Asbestos Containing Material (any or all of the foregoing hereinafter "PACM"), and ACM which may be disturbed during or removal of which is required for the performance of the Services; and,

(b) The Buyer shall ensure that any areas where any activities involving the abatement or removal of PACM or ACM shall be conspicuously identified, posted and isolated, all as required by applicable law.

BUYER EXPRESSLY ACKNOWLEDGES AND AGREES THAT, IN PERFORMING THE SERVICES AND DISPATCHING EMPLOYEES TO WORK AREAS, SIEMENS IS RELYING UPON THE AGREEMENTS, WARRANTIES, AND REPRESENTATIONS MADE BY BUYER IN THIS ARTICLE 24. Without limiting its other rights and remedies, Siemens (i) shall not be obligated to commence, and may stop any affected Services, unless and until it is fully satisfied that the Buyer is in compliance with this Article 24, and (ii) shall be entitled to an equitable adjustment in the schedule, price and other provisions of the Agreement resulting from Buyer's non-compliance.

(3) In no event shall Siemens be obligated to install, disturb, handle, or remove any PACM.

(4) Siemens makes no representation that it is licensed to abate ACM.

(5) Buyer shall defend, indemnify and hold Siemens harmless against any and all claims, demands, damages, losses, liabilities, fines, penalties, costs or expenses, including without limitation any clean up or remedial measures arising out of, connected with, or resulting from the Buyer's failure to comply with the provisions of this Article 24.

25. THIRD PARTY PARTS

Buyer warrants that any and all Third Party Parts which may be the subject of any Services shall (a) be fully compatible with the corresponding part, component, equipment or material of the Original Equipment Manufacturer ("OEM") in terms of form, fit, and function; (b) shall be timely provided to Siemens hereunder; and (c) shall be capable of installation in the same manner and within the same time as the corresponding OEM part, component, equipment, or material.

SIEMENS STANDARD TERMS AND CONDITIONS

Standard Terms Addendum for Online Data Backup & Protection Services

The terms and conditions of this Addendum for Online Data Backup & Protection Services are applicable only to the Online Data Backup & Protection Services identified in the Proposal ("ODB&P") and supplements the Standard Terms and Conditions with the following seven (7) paragraphs:

ODB&P 1. "Facilities Data" means electronic data that is collected or generated by Siemens through scheduled back-ups of the databases and/or graphics residing in the workstation(s) and/or field panel(s) that constitute part of Buyer's automation control, fire and life safety, and/or security systems.

ODB&P 2. "Personally Identifiable Information" means any personal information that relates to, describes, or is capable of being associated with, a particular individual. By way of example and not of limitation, Personally Identifiable Information includes an individual's first name or first initial and last name, plus one or more of the following: social security number, health insurance identification number, medical information, insurance policy number, passport number, taxpayer identification number, account number, credit card number or any other financial information.

ODB&P 3. Siemens will take reasonable steps to protect the security of all Facilities Data stored offsite. Siemens does not represent or warrant that Facilities Data will not be disseminated, compromised or corrupted by reason of unauthorized actions of third parties.

ODB&P 4. Buyer represents and warrants that it will not use workstations or field panels that constitute parts of its automation control, fire and life safety, and/or security systems for electronic storage of any Personally Identifiable Information.

ODB&P 5. SIEMENS HEREBY DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES, INJURY OR LOSS ARISING OUT OF DISCLOSURE OR DISSEMINATION OF PERSONALLY IDENTIFIABLE INFORMATION THAT WAS STORED IN VIOLATION OF PARAGRAPH ODB&P 4.

ODB&P 6. Buyer shall indemnify, defend and hold Siemens harmless from any claims, losses or damages arising out of disclosure or dissemination of Personally Identifiable Information that was stored in violation of paragraph ODB&P 4.

ODB&P 7. Buyer acknowledges that all Facilities Data is owned by Siemens and may be used by Siemens in a commingled or other reasonable manner; *provided that*, such use does not identify Buyer or the location(s) of the Site or Sites to which Facilities Data pertains.

SIEMENS STANDARD TERMS AND CONDITIONS
Standard Terms Addendum for Software License/Warranty Addendum

The terms and conditions of this Software License/Warranty Addendum ("Addendum") govern Licensee's license to Software furnished by Siemens in conjunction with the sale of Products or Services under the terms and conditions of a Sales Agreement.

ARTICLE 1: ORDER OF PRECEDENCE AND CONTRADICTION OF TERMS

1.1 Licensee shall comply with the terms of this Addendum and the Exhibits hereto in addition to the terms of the Sales Agreement, which terms and conditions shall also apply to Software licensed under this Addendum. In the event of inconsistency between or among these provisions, the following order of precedence shall govern: 1) Exhibits to this Addendum; 2) This Addendum; and, 3) The Sales Agreement. For the avoidance of doubt, if provisions of this Addendum expand the scope of any provision of the Sales Agreement, but without contradicting it, then the provision shall apply to the Software licensed under this Addendum as augmented by this Addendum.

1.2 If Licensee received the Software prior to executing a written agreement, and installs, copies or otherwise uses the Software, Licensee shall, by doing so, indicate that Licensee has read and understood this Addendum and the Sales Agreement and accepted these terms and conditions. Licensee is not entitled to install or use the Software if Licensee does not agree with these terms. In such an event, Licensee should promptly contact Siemens for instructions on return or certified destruction of the Software.

ARTICLE 2: SOFTWARE LICENSE TERMS AND CONDITIONS

2.1 **Definitions.** The following terms have the meanings set forth below.

- (a) "Authorized Agents" means Licensee's consultants, agents and contractors who are working on Licensee's premises and who require access to the Software and/or Documentation solely for their support of Licensee's internal business.
- (b) "Authorized Users" means (i) Licensee's employees and (ii) Authorized Agents, provided the Authorized Agents comply with the terms of this Addendum.
- (c) "Confirmation of Order" means a statement or document provided by Siemens acknowledging and accepting the Licensee's order including the purchase of a license to Software or otherwise acknowledging the Software license grant to Licensee, including but not limited to a certificate of license.
- (d) "Documentation" means the explanatory printed or electronic functional specification materials provided by Siemens with respect to the Software, including, but not limited to, license specifications, instructions for the use of the Software and technical specifications.
- (e) "Products and Services" means the items, other than Software, as described on an order and purchased by Licensee from Siemens under a Sales Agreement.
- (f) "License Metrics" means the particular metric restrictions for a relevant Software License Type as indicated in the Confirmation of Order, the Product Specific Terms or other written document by Siemens and may include concurrent user, named user, per machine, per server, per device, or per time usage, or any other metric agreed to by Siemens and Licensee.
- (g) "License Type" means a Limited Term License, Perpetual License or Extended Term License.
- (h) "Limited Term License" means a license of the Software that is limited in term to a period of time mutually agreed by Siemens and Licensee. Limited Term Licenses include, but are not limited to Rental Licenses.
- (i) "Licensee" means the party that is acquiring rights to the Software pursuant to the terms of this Addendum and any applicable Sales Agreement.
- (j) "Maintenance Services" means the maintenance, enhancement and support services provided by, or on behalf of, Siemens with respect to the Software under terms and conditions either in a separate written agreement or an exhibit to this Addendum. Maintenance Services do not include services performed by Siemens during the Warranty period.
- (k) "Perpetual License" or "Extended Term License" means a license of Software that is not limited in term, but, subject to the terms of this Addendum and applicable Sales Agreement, extends indefinitely. Unless a license of Software is specified as a Subscription, a Rental License or another type of Limited Term License in this Addendum, the Product Specific Terms, or a separate contract between the parties and the Software is embedded in the Product (as identified in the applicable Sales Agreement) as delivered, then the license of Software is deemed to be a Perpetual License. Perpetual Licenses do not include Maintenance Services or professional services which must be purchased separately.
- (l) "Product Specific Terms" means those terms and conditions that are (i) different or additional to this Addendum that apply to the Software or to specific use of the Software with a Product and (ii) which terms

are available to Licensee either as an Exhibit to this Addendum or in a separate document outside of this Addendum. If there is a conflict between the terms of this Addendum and the Product Specific Terms, then the Product Specific Terms will prevail.

- (m) "Rental License" means a license whose term is limited to an agreed to period of time.
- (n) "Sales Agreement" means any agreement for the sale of Products or Services between Siemens and Licensee under which Software is licensed or otherwise distributed by Siemens.
- (o) "Software" means the software that is licensed or distributed by Siemens to Licensee under the terms and conditions of a Sales Agreement including this Addendum. "Software" includes the related Documentation.
- (p) "Territory" means the country in which Siemens has licensed rights to the Software as indicated in the Confirmation of Order, Product Specific Terms or applicable Sales Agreement. If no Territory is identified, the Territory shall be limited to the country in which the Software is delivered or otherwise made available to Licensee.

2.2 License Grant and Conditions.

- (a) License Grant. Subject to the terms and conditions of this Addendum, the Sales Agreement, and any Product Specific Terms, Siemens grants to Licensee a nonexclusive, nontransferable, limited license to allow Authorized Users to access and use the executable form of the Software, to the extent to which the same has been enabled by Siemens through use of license key or other mechanism for use by Licensee, in the Territory. The license granted to Licensee shall be of the License Type and be subject to the License Metrics set forth in the Confirmation of Order, the Product Specific Terms or other written document by Siemens. No title to or ownership in the Software is transferred to Licensee. Title to the Software, and all applicable rights in patents, copyrights, trade secrets and other intellectual property rights inherent in the Software, will remain in Siemens or third parties from whom Siemens has obtained the right to license the Software. Siemens reserves all rights in the Software not explicitly granted herein.
- (b) Delivery of Software. Delivery of the Software shall be as identified in the Confirmation of Order or from the Software purchase order number contained in the Confirmation of Order, in conjunction with the associated order data of the Siemens catalog valid at the time of the Confirmation of Order. If the Software is provided by Siemens on a data medium or made available for electronic download by Siemens, the license granted to Licensee in 2.2(a) shall include the right to install such Software in accordance with the Confirmation of Order.
- (c) Use of Unauthorized Software. Licensee represents and warrants that it will only use Siemens software that has been validly licensed to it by Siemens or its authorized partner. Any Siemens software not duly licensed from Siemens or its authorized partner constitutes unauthorized software. If Licensee downloads, installs and/or uses unauthorized software, then Siemens has the right to terminate this Addendum in accordance with the terms of Article 4.3 below.
- (d) Software Security and Monitoring. Siemens reserves the right to embed a software security mechanism within the Software to monitor usage of the Software and to verify Licensee's compliance with this Addendum. Such security mechanism may communicate with computers controlled by Siemens to exchange communications and report and store data relating to the usage of the Software, its installation, the system on which it has been installed and the number of times it has been copied or accessed. Siemens reserves the right to use license administration software, a license authorization key to control access to the Software and/or a hardware lock device. Licensee may not take any steps to avoid or defeat the purpose of any such measures. Use by Licensee of any Software without any required security mechanism is prohibited. Where Software licensed hereunder or Product(s) sold under a Sales Agreement have a remote service capability, Siemens shall be entitled to access data available from the Licensee for the Software licensed or Product(s) maintained by remote service for the term of the Sales Agreement. Licensee grants Siemens the further right to use data collected from said products for Siemens product and service optimization purposes.
- (e) Third Party and Open Source Software. The Software may contain or require the use of third party technology that is provided with the Software, including open source software ("OSS"). Third party technology is licensed to Licensee either under the terms of this Agreement or under separate license terms that shall be specified in the relevant Documentation, "read me" files, notice files, or other such documents or files ("Technology Subject to a Third-Party License"). Licensee's rights to use Technology Subject to a Third-Party License are subject to such separate license terms and are not restricted in any way by this Addendum and to the extent that a term of this Addendum is in conflict with any applicable mandatory right

granted by a third-party license, such term shall not apply. If applicable, Siemens will furnish OSS source code contained in the Technology Subject to a Third-Party License upon written request and subject to Licensee's payment of shipping and handling charges. Third party technology that is not Technology Subject to a Third-Party License shall be deemed part of the Software and is licensed to Licensee under the terms of this Addendum. The terms of any third-party license (if any) that apply to the licensed Software are either: a) specified in the Product Specific Terms, b) separately accompany the licensed Software and are automatically presented for acceptance prior to first use of such Software by an Authorized User in accordance with the Confirmation of Order (such as applicable License Type and License Metrics) obtained from Siemens, or c) are specified in the "read me" file or document for the licensed Software. The terms of such third-party licenses are herein incorporated by reference to this Addendum.

- (f) Other Third Party Software Not Provided. Except where the parties agree in writing to the contrary, Licensee is solely responsible for ensuring that: (i) the system on which the licensed Software is installed, run and/or used contains all third party software not contained in or bundled with the Software as delivered and that is necessary to run, install, interface with, and/or use such Software ("Other Third Party Software") and (ii) Licensee and/or Licensee's system fulfill the requirements of all required licenses for such Other Third Party Software.
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- (e) Authorized Agents; Indemnity. Licensee will ensure that Authorized Agents comply with the terms of this Agreement and agrees to indemnify Siemens from and against any and all liabilities, losses, claims, costs and/or expenses incurred by Siemens and/or its affiliates as a result of any violation of the terms of this Addendum by any Authorized Agent.

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ARTICLE 3: SOFTWARE MAINTENANCE TERMS AND CONDITIONS

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ARTICLE 4: GENERAL TERMS AND CONDITIONS

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- (b) Licensee has the right to share Siemens' Confidential Information with Authorized Users and Authorized Agents provided those recipients are subject to the same confidentiality obligations set forth herein. If a party breaches any of its obligations with respect to confidentiality or unauthorized use or disclosure of the other party's Confidential Information hereunder, the disclosing party shall be entitled to obtain equitable and injunctive relief in addition to all other remedies that may be available to protect the disclosing party's interests.
- (c) Nothing in this Agreement requires a party to treat as confidential any information which was independently developed by receiving party or its representatives, as evidenced by written records, without the use of discloser's Confidential Information.
- (d) Data Protection. Licensee represents and warrants that it is in compliance with all applicable data protection laws and that it has obtained all necessary consents as required by applicable law in respect of personal data Licensee transfers or makes available to Siemens for processing in the course of this Addendum or any related maintenance and/or support services and will indemnify Siemens in respect of all costs, claims, liabilities and demands incurred by Siemens in respect of any breach of this warranty.
- (e) Survival of Confidentiality Obligations. This Article 4.5 will survive the expiration or termination of this Addendum or Sales Agreement for any reason.

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Exhibit A to Software License/Warranty Addendum**Siemens' Building Technologies Division ("Siemens BT")
Product Specific Terms**

The standard terms and conditions that govern the license of software furnished by Siemens, including Siemens BT software, to Licensee are set forth in a standalone license agreement or a license addendum to a sales agreement for products and services agreed to by the parties (referred to herein as the "Agreement").

I. SII BT Software Specific Terms

The following product specific terms and conditions are specific to Siemens BT software that is deliverable under the Agreement ("Siemens BT Software Specific Terms"): Licensee agrees to take delivery of such Siemens BT software subject to (i) any applicable Siemens BT end-user license agreement (EULA) and third party license (including any OSS license) accompanying such Siemens BT software, or (ii) if no EULA or third party license accompanies such Siemens BT software, the EULA posted at www.usa.siemens.com/btcpseula (Siemens BT's EULA web site) for such Siemens BT software. Notwithstanding the foregoing, in the event of any inconsistency between the terms of the Agreement and the EULA for such Siemens BT software, the terms of the Agreement shall govern over the EULA except for the use and metric restrictions set forth in the EULA for such Siemens BT software shall take precedence and supersede the terms of the Agreement. The Licensee may state an objection to any terms of an applicable EULA prior to issuance of a purchase order or execution of an applicable SOW for such Siemens BT software; however, for such objection to stand it shall be subject to Siemens written acceptance of the same.

II. Siemens BT BACnet Field Panel Web Server Solution Specific Terms

The product specific terms and conditions set for in this section are specific to Siemens BT's BACnet Field Panel Web Server Solution Software and not to any other software offered by Siemens BT. These terms are additional to the terms in the Agreement and the Siemens BT Software Specific Terms. To the extent that these terms are in conflict with the terms of the Agreement or the Siemens BT Software Specific Terms, these terms will take precedence and supersede the terms of the Agreement and the Siemens BT Software Specific Terms with respect to Siemens BT's Field Panel Web Server Solution Software.

Software as defined in the Agreement and with respect to this Section shall mean Siemens BT's Field Panel Web Server Solution Software, which includes Siemens' BACnet Field Panel Web Client Application (also referenced in related Documentation as "Field Panel Web UI"), Field Panel Web Server Software (also referenced in related Documentation as "BACnet Field Panel Web Server" and "Field Panel Web Server), Data Exchange Protocol and Data Exchange Software in any release of the foregoing.

The Software is provided as embedded software in a Siemens' field panel controller ("Field Panel") having a part number prefix PXC00-*, PXC100-*, PXC36-*, TC1000-* or TC36-* (where "*" denotes remaining part number variations)

The Software may only be accessed by Licensee via the BACnet Field Panel Web Client Application that may be uploaded to a single computer.

Appendix A. Discounted Labor & Material Pricing

As a Service Agreement customer with an active contract, you will receive the benefit of a discount from our standard labor rates and material prices. Standard rates and preferred customer rates are documented below.

(Jan 1, 2019 thru Dec 31, 2019)

Please note: Rates shown are for the period referenced above but are subject to change without notice.

Standard Labor Rates:	Straight Time (M-F 7 AM to 5 PM) excl. Holidays	Regular Overtime (M-F 5 PM to 7 AM, & Sat) excl. Holidays	Sundays & Holidays
Automation Specialist	\$235.00	\$352.00	\$470.00
Electrical Technician	\$243.00	\$365.00	\$486.00
Fire Tech	\$194.00	\$292.00	\$388.00
Fire Sprinkler Fitter	\$194.00	\$292.00	\$388.00
Security Specialist	\$194.00	\$292.00	\$388.00
HVAC Mechanic	\$215.00	\$322.00	\$430.00

Customers with an active Service Agreement will be eligible for the preferred customer labor rates listed

Preferred Customer Labor Rates:	Straight Time (M-F 7 AM to 5 PM) excl. Holidays	Regular Overtime (M-F 5 PM to 7 AM, & Sat) excl. Holidays	Sundays & Holidays
Automation Specialist	\$196.00	\$294.00	\$392.00
Electrical Technician	\$211.00	\$317.00	\$422.00
Fire Tech	\$169.00	\$253.00	\$338.00
Fire Sprinkler Fitter	\$169.00	\$253.00	\$338.00
Security Specialist	\$169.00	\$253.00	\$338.00
HVAC Mechanic	\$195.00	\$292.00	\$390.00

Vehicle and Material Rate:

Straight rate applies from 7 a.m. – 5 p.m. Monday thru Friday (except Holidays).

Minimum Labor Charges and Travel Costs: Service for customers with a Service Agreement involving travel to the customer site will incur a two hour minimum labor charge plus a flat \$90.00 trip charge. Technician travel time and on-site labor time is billable.

Service for customers without a Service Agreement involving travel to the customer site will incur a four-hour minimum labor charge plus a flat \$90.00 trip charge. Technician travel time and on site labor time is billable.

Automation On-line Support Services: Customers will be charged a 2 hour minimum (at the prevailing Automation Specialist rate) for online automation diagnostics and other remote services, and consulting services provided via phone. No trip charge applies for remote support services.

Factory Repair / Replacement Material Discounts: Customers with a current Service Agreement will receive a discount of 40% less 20% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products except products listed in the catalog with the @ sign are limited to a 40% discount. Customers without a current Service Agreement will receive a discount of 25% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Revision of "Purchases of Goods and Services" approval threshold

Date: December 13, 2019

Staff recommends that the Evanston Public Library Board of Trustees adopt the revised "Purchases of Goods and Services" purchasing limit threshold approved by the Evanston City Council on November 11, 2019. This action will increase the threshold requiring approval by the Evanston Public Library Board of Trustees from \$20,000 to \$25,000.

Attached for your information is the memorandum and ordinance approved by the City Council as approved.



City of
Evanston™

Memorandum

To: Honorable Mayor and Members of the City Council
 CC: Members of Administration and Public Works Committee
 From: Hitesh Desai, Chief Financial Officer
 Subject: Ordinance 129-O-19, Amending City Code Section 1-17-1 "Purchases of Goods and Services"
 Date: October 28, 2019

Recommended Action:

Staff recommends City Council adoption of Ordinance 129-O-19, amending City Code Section 1-17-1 "Purchases of Goods and Services". This ordinance will allow for the current purchasing limit threshold requiring City Council approval to be raised from \$20,000 to \$25,000.

Council Action:

For Introduction

Summary:

After a review of neighboring communities, a change in State law and an increase in the Consumer Price Index (CPI), staff recommends the purchasing limit requiring City Council approval increase by \$5,000. Currently, if a purchase is over \$20,000 staff formally bids the project or issues a Request for Proposal and seeks Council approval. If approved, the purchasing limit would increase from \$20,000 to \$25,000.

Staff reviewed many neighboring communities and found that 5 offered purchasing limits of \$25,000 (Arlington Heights, Aurora, Joliet, Naperville and Oak Park) with one at \$50,000 (Cicero). All of these communities are of similar size and spending to the City of Evanston.

In addition, State and County law states that Public Works projects over \$25,000 require Council approval, so staff recommends making it consistent throughout all City departments.

City/Township	Purchasing Limit
Arlington Heights	\$25,000
Aurora	\$25,000
Cicero	\$50,000
Joliet	\$25,000

Naperville	\$25,000
Oak Park	\$25,000

Between September of 2018 and August of 2019, there were 119 purchases that went to City Council for approval. Of those, only 3 were between \$20,000 and \$25,000 (Summer Bus Transportation, Handyman Contract, and West Filter Plant Backwash Rate Controller), and only 5 were between \$25,000 and \$30,000. There were 11 for \$30,000 - \$40,000, 9 for \$40,000 to \$50,000, 24 from \$50,000 to \$100,000, and 67 were over \$100,000. This shows that the purchasing rate increase will have very little impact on what goes to Council for approval. The majority of purchases sent to City Council for approval are over \$50,000.

According to the Bureau of Labor Statistics consumer price index, today's prices in 2019 are 31.37% higher than average prices throughout 2005. Using the Consumer Price Index, staff determined that \$20,000 in 2005 (CPI of 190.70) is approximately \$26,398 in 2019 (CPI of 251.71).

$$251.71 / 190.70 = 1.32, 1.32 \times \$20,000 = \$26,398 \text{ (value of } \$20,000 \text{ in 2019)}$$

Due to the increase in consumer prices and the change in state law that the City typically mirrors, increasing the spending limit will make purchasing process more efficient and put the City in line with other communities.

The City's purchasing limit requiring City Council approval was last updated fourteen years ago in 2005, which at the time raised the limit from \$15,000 to \$20,000.

Legislative History:

Ordinance 88-O-05, Amending Section 1-17-1(A) of the Evanston City Code Increasing the Bid Limit from \$15,000 to \$20,000

 Attachments:

10/2/2019

129-O-19

AN ORDINANCE

Amending City Code Section 1-17-1, "Purchases of Goods or Services"

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: City Code Subsection 1-17-1, "Purchases of Goods or Services," of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

1-17-1. - PURCHASES OF GOODS OR SERVICES.

- (A) All contracts for the purchase of goods or services costing in excess of twenty-five thousand dollars (~~\$20,000.00~~) (\$25,000.00) to be utilized in the conduct of the affairs of the City, shall be let by the City Manager or his/her designee, with the approval of the City Council, to a reliable, responsible and acceptable bidder, after advertising for the same, and bonds to be approved by the City Council may be taken for the faithful performance thereof. The City Manager, or his/her designee, may reject all bids and shall subsequently advise the City Council of his/her action or, with the approval of the City Council, may award the contract to a bidder other than the lowest bidder if it should be determined that such action would be in the best interest of the City. Any such contract may also be entered into by the proper officers without advertising for bids upon the authorization of the City Council by a vote of two-thirds (2/3) of all Aldermen then holding office. Notwithstanding the above, the City Manager or his/her designee shall have the authority to make purchases in excess of twenty-five thousand dollars (~~\$20,000.00~~) (\$25,000.00) without prior council approval when there is an imminent threat to the property of the City or its citizens or the health and welfare of its citizens; or when there is a substantial economic benefit to the City not otherwise obtainable; providing, however, that

a report of said purchase shall be promptly made to the City Council. All other contracts for the provision of goods or services to be utilized in the conduct of the affairs of the City shall be let by the City Manager or his/her designee to a reliable, responsible person, firm or agency without the necessity of advertising for bids, or of obtaining prior City Council approval. Bonds may be taken for faithful performance of such contracts. This provision shall not apply to contracts for work, material or supplies to be paid in whole or in part by special assessment.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

SECTION 4: Ordinance 129-O-19 shall be in full force and effect after its passage and approval.

SECTION 5: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: _____, 2019

Approved:

Adopted: _____, 2019

_____, 2019

Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

Michelle L. Masoncup, Corporation
Counsel